



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

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

CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

NOTICE OF COMMITTEE MEETING AND AGENDA

JANUARY 24, 2017 – 11:00 A.M. to 1:00 P.M.

CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

	PAGE #
1. Approval of November 15, 2016 Meeting Summary	1
2. Employee Recognition	
3. Consent Items	
A. December Financial Report	3
4. Discussion Items	
A. GoTriangle – Feeder Bus Planning Update	5
B. Financial Sustainability Study – Service Planning Phase	6
5. Information Items	
A. State Maintenance Assistance Program Formula Update	17
B. North South Corridor Study Update	23
C. Alternatively Fueled Vehicles Update	28
D. Grants Update	29
E. December Performance Report	32
6. Departmental Monthly Reports	
A. Operations	33
B. Director	36
7. Future Meeting Items	37
8. Next Meeting – February 28, 2017 (11:00 a.m. – 1:00 p.m.)	
9. Adjourn	

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

Tuesday, November 15, 2016 at 11:00 AM

Present: Ed Harrison, Chapel Hill Town Council
Michael Parker, 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
Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises
Bethany Chaney, Carrboro Alderman
Damon Seils, Carrboro Alderman

Absent:

Staff present: Brian Litchfield, Transit Director, Flo Miller, Deputy Town Manager, Rick Shreve, Budget Manager, Nick Pittman, Transit Planner, Don Willis, Demand Response Manager, Tim Schwarzauer, Grants Coordinator

Guests: Jeff Charles, Transportation and Connectivity Board, Bergen Watterson, Carrboro Planner, Fred Lampe

1. The Meeting Summary of October 25, 2016 was received and approved.
2. **Employee Recognition** – None
3. **Consent Items**
 - A. October Financial Report – Rick reviewed this report for the Partners.
4. **Discussion Items**
 - A. Financial Sustainability Study – Capital Plan – Brian reviewed this item. The Partners asked if the inflation rate predicted in the plan was too low. What would change if the inflation rate increases over time? Staff will provide information regarding this via email to the Partners. The Partners voted to recommend adoption by the Town Council.
5. **Information Items**
 - A. Financial Sustainability Study – Service Planning Phase – Brian reviewed. The Partners asked if this plan will address increasing development and the changes in population. Does it include the changes that will be incurred from the Chatham Park development? Does it go beyond the opening of Light Rail? Staff will talk with the consultants about these and other issues raised by the Partners.

- B. Grants Update – Tim and Brian reviewed this item for the Partners.
- C. Alternatively Fueled Vehicles Update – Brian reviewed and asked the Partners for next steps. He noted that Duke Energy is reserving \$50,000 for a charging station for CHT. We have 12 months to issue a PO for an electric bus in order to remain eligible for the \$50,000. The Partners asked if the electric or alternatively fueled buses could be more of a regional project. Could it be done jointly with GoTriangle, etc.? Staff will develop a scope of work for discussion in January.
- D. October Performance Report – Brian reviewed.

6. Departmental Monthly Reports

- A. Operations – This item was provided for the Partners information. Brian noted that the information, requested by the Partners, on Demand Response will be provided at the next meeting.
- B. Director – This item was provided for the Partners information.

7. Future Meeting Items

8. Partner Items

9. Next Meeting – January 24, 2017

10. Adjourn

The Partners set a next meeting date for January 24, 2017

3A. December Financial Report

Prepared by: Rick Shreve, Budget Manager

December 2016

- Expenses for the month of December were \$1,478,576. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 56.25% 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.

Highlights

- This data reflects the first half of this fiscal year, and follows expected 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.

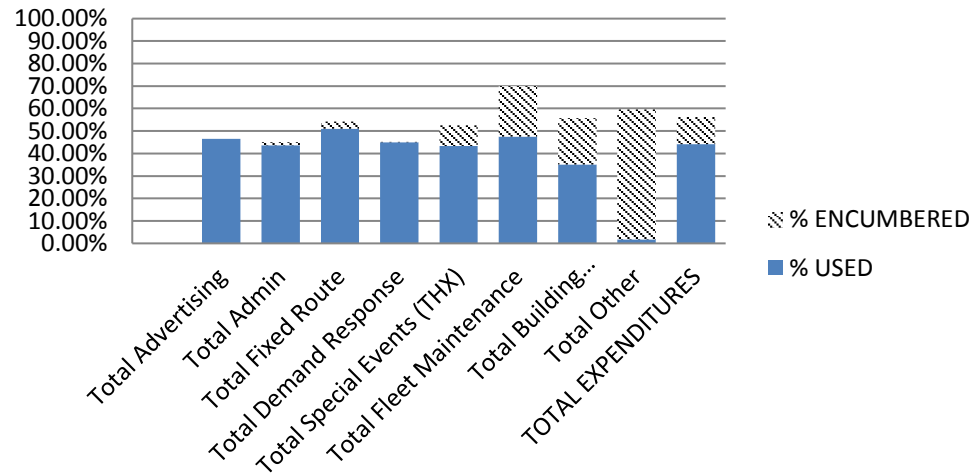
Triennial Review

- CHT will undergo our next triennial review through the FTA within the next year. The reviewers have asked us for preliminary information, and our department is dedicating extra time and resources towards preparing for this audit. We will provide updates as they come available.

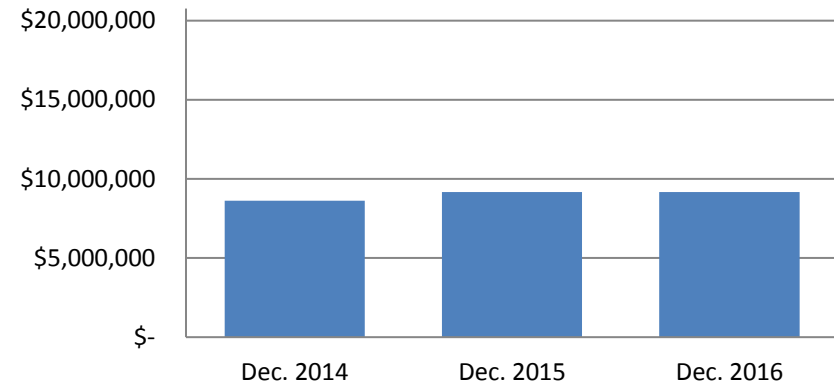
Transit 640 Fund Budget to Actual at end of Dec. 2016

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Dec. = 50.00%
Total Advertising	\$ 95,337	\$ 95,337	\$ 6,688	\$ 44,405	\$ -	\$ 50,932	46.58%
Total Admin	1,607,297	1,607,297	111,009	700,676	23,020	883,601	45.03%
Total Fixed Route	10,143,298	9,766,626	763,767	4,975,630	313,833	4,477,163	54.16%
Total Demand Response	2,091,043	2,091,043	151,934	939,694	5,765	1,145,585	45.21%
Total Special Events (THX)	327,601	327,601	49,812	141,817	30,498	155,285	52.60%
Total Fleet Maintenance	4,149,481	4,270,481	333,163	2,027,404	960,052	1,283,025	69.96%
Total Building Maintenance	800,533	850,568	59,500	299,121	174,980	376,467	55.74%
Total Other	1,160,640	1,715,563	2,703	29,620	992,005	693,938	59.55%
TOTAL EXPENDITURES	\$ 20,375,230	\$ 20,724,516	\$ 1,478,576	\$ 9,158,367	\$ 2,500,153	\$ 9,065,996	56.25%

CHT Dec. 2016 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



4A. GoTriangle – Feeder Bus Planning Update

Action: 1. Receive information and provide staff with feedback

Staff Resource: Brian Litchfield, Director

Presentation

GoTriangle’s Patrick McDonough, Manager of Planning and Transit-Oriented Development, and Erik Landfried, Transit Service Planning Supervisor, will attend the January 24, 2017 Partners Meeting and provide a presentation related to the feeder bus planning effort and station area design workshops for the Durham-Orange Light Rail Transit (D-O LRT) project. Our goal is to introduce these efforts and further develop the dialogue between GoTriangle and Chapel Hill Transit and to include regular updates/presentations for the Partners Committee.

4B. Financial Sustainability Study – Service Planning Phase**Action: 1. Receive information and provide staff with feedback**

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

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 is 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 comprehensive inventory of the ongoing and known likely upcoming variables in a possible Chapel Hill Transit -- meaning rail initiatives, BRT, Orange County plans, GoTriangle'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.

The initial draft scope of work was presented to the Partners during the November 15, 2016, meeting. Based on the feedback received following that meeting we have worked with NN to update the scope of work to include the following:

- Expanded public involvement (task 1)
- Review of planned development in the Chapel Hill Transit Service area (task 3.2)
- Expanded regional travel demand analysis to include Triad and Chatham County (task 3.3)
- High level system and route analysis, including service recommendations and prioritized implementation plan (task 4)

- Transit hub analysis (task 5.1)
- Updated schedule and budget

Next Steps

- Finalize scope and schedule.
- Determine funding. 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).

Attachment

- Updated Draft scope of work – Strategic Service Plan, January 23, 2017



January 23, 2017

Brian Litchfield
Transit Director
Town of Chapel Hill
6900 Millhouse Road
Chapel Hill, NC 27516-8175

As part of the Strategic & Financial Sustainability Plan, Nelson\Nygaard has looked at a variety of methods for generating revenue and reducing expenses to improve CHT's overall financial outlook, including operational efficiencies, service contracting, bus size and alternative fuels, university partnership models, and revenue impacts of re-instituting fares.

The next phase to complete in the planning effort is to conduct a Strategic Plan that will serve as CHT's roadmap for the next 10 years and position the agency for continued future success. The Strategic Plan will look at funding opportunities, integration of BRT, and longer-term strategic issues such as light rail integration and ongoing regional coordination. Ultimately, the Strategic Plan will provide an implementable approach to guide transit service in Chapel Hill and Carrboro for the next 10 years and beyond.

TASK 1 CONDUCT KICKOFF MEETING AND ONGOING PROJECT MANAGEMENT

1.1 Kickoff Meeting

At the very beginning of the study, Nelson\Nygaard will schedule a kickoff meeting with CHT staff and other relevant stakeholders assigned to participate and manage this project. The kickoff meeting is anticipated to occur in late January 2017. This meeting serves several purposes:

- Discuss the project, including goals and objectives, priorities, expectations, and local issues and sensitivities as well as potential challenges and opportunities
- Discuss goals for the project
- Refine the project schedule and approach
- Discuss the public outreach projects, methods, and schedules, if necessary
- Identify and obtain available data relevant to the overall project (service information, financial data, demographic and market data, and relevant previous studies)

As part of our kickoff meeting activities, we also propose to spend time on site meeting with stakeholders (if possible).

1.2 Ongoing Project Management

Thomas Wittmann, Tim Payne, and Cristina Barone will be serving as Nelson\Nygaard's primary project staff and will have overall responsibility for the project. Associated project management tasks will include:

- Having overall and day-to-day management responsibility for the project
- Assigning and monitoring tasks undertaken by other members of the project team

Nelson\Nygaard staff will be in touch with the CHT project manager on a regular basis, with scheduled project meetings held once or more per month, as necessary. Management-level progress reports

STRATEGIC PLAN SCOPE
Chapel Hill Transit

containing a summary of progress, listing areas of concern and actions, updating status of each milestone, and providing an update of the project schedule will be provided on a monthly basis.

In addition to holding regularly scheduled conference calls with CHT staff, the consultant team will meet internally on a regular basis. We will use these internal calls and meetings to review progress, ensure resources are properly deployed, and identify any challenges.

TASK 2 STAKEHOLDER AND COMMUNITY INPUT

This task includes continued engagement with CHT’s Partners, as well as receiving community input through the Design Your Transit System tool. If desired, Nelson\Nygaard can modify the scope of work and budget to conduct additional goal setting and public outreach activities to meet the needs of CHT’s Strategic Plan.

2.1 Engage CHT Partners Committee

We will work with CHT to engage the Partners Committee throughout the Strategic Plan effort. We anticipate at least four meetings as part of the process focused on the following topics:

1. **Project Kickoff**, shortly after the internal project kickoff meeting, to confirm the overall purpose of the study and discuss goals and objectives for CHT over the next 10 years.
2. **Initial Findings**, to present findings from the planning context and initial review of strategic issues. Public process will follow this meeting.
3. **Initial Long-Term Plan**, to review and provide input on strategies that improve mobility, address the goals and objectives set in previous meetings, and address strategic issues. Public process will follow this meeting.
4. **Draft Strategic Plan**, to review and provide feedback on draft plan.
5. **Final Strategic Plan**, to present the final plan prior to approval.

2.2 Collect Stakeholder Input

The Nelson\Nygaard team will conduct up to eight stakeholder interviews with individuals and groups that have a stake in CHT service. We anticipate engaging UNC-Chapel Hill administration and students, Town of Carrboro Board of Aldermen, Town of Chapel Hill Council, CHT riders, neighborhood associations, and human service agency representatives. We will work with CHT staff and the Partners Committee to identify specific individuals and community groups with a goal of understanding of operating conditions, needs, challenges, issues, and guidance for CHT’s future service.

To encourage participants to speak frankly, our typical approach is to provide interviewees with confidentiality and do so by presenting results in a manner such that comments are not specifically attributed to individuals. We also conduct these interviews as “structured conversations” in which we start with specific topics (to be reviewed and approved by CHT staff) and then discuss those topics at the level of detail that the stakeholder desires rather than a stricter question and answer format. In previous projects, this approach has been particularly effective in quickly and accurately identifying major issues.

We propose to conduct the interviews individually and with small groups who represent similar interests. Results of the stakeholder meetings will be compiled into a technical report that will summarize the results. The outcome of this task will be a very clear understanding by CHT of how it is perceived by its stakeholders, major concerns and issues, and desired transit service outcomes.

2.3 Collect Input from Front Line Staff

As the front-line staff responsible for delivery of transit services in the county, drivers, dispatchers, and customer service representatives often know more about transit services than anyone else, and nearly always have opinions about how to improve them. Seeking their input can be a useful and effective strategy for identifying ways to improve the system and also to build support and momentum for the project overall.

This task is designed to understand the characteristics and unmet transportation needs of both users and non-users. This task also includes a follow-up survey to engage potential patrons after initial alternatives have been developed.

2.4 Conduct Long-Range Recommendations Online Survey

After development of initial service scenarios, an online survey will be designed to generate feedback about proposed long-range service scenarios. For each scenario and route, the survey will include accompanying information about operating characteristics, changes from the previous route(s) serving the area, and questions about the respondent’s perceptions of the service changes.

This survey’s dual purpose is to educate users on the proposed changes and to solicit buyoff on the proposed service redesign. The survey will be prepared in such a way as to allow respondents to share comments and concerns, and those concerns can be factored into the design of the final route network. Nelson\Nygaard will incorporate these proposed changes into the Draft Final Report.

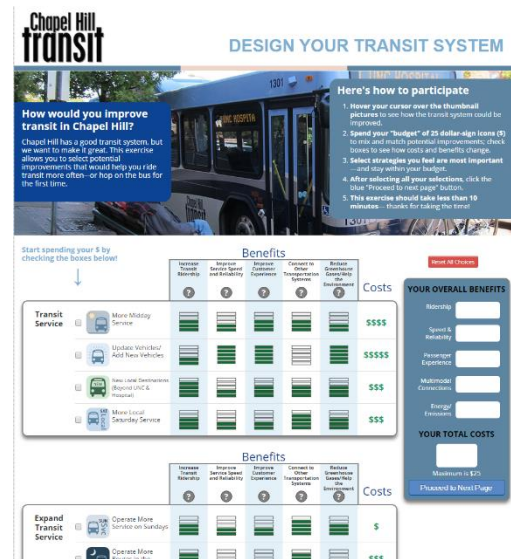
2.5 Conduct Public Meetings

As effective as new web-based outreach methods are becoming, traditional public meetings, workshops, or open houses remain essential. Up to six public meetings in Chapel Hill, Carrboro, and on UNC-Chapel Hill’s campus will be held to allow the public an opportunity to hear a summary of key draft findings, proposed service goals and objectives, and presentation of the proposed service alternatives. To ensure that such events are interesting to members of the public, staff might use interactive methods, such as trade-off surveys and voting-for-preferences exercises. CHT will be responsible for identifying, reserving, and publicizing the locations for these meetings.

The first round of public meetings will be to gather general input about community needs, goals, and vision for transit. The second round of public meetings will allow the public to provide input into the preliminary long-range plan, with the goal of incorporating comments into the final plan. Public meeting dates and locations will be coordinated with CHT.

2.6 Deploy Design Your Transit System Tool

Earlier in the Strategic & Financial Plan process, Nelson\Nygaard developed an interactive online “Design Your Transit System” tool that incorporates technical data into a web-based planning model that allows users to “design their own transit system” given a set level of resources. This tool brings value because it allows users to understand the tradeoffs associated with transit service planning and benefits associated with transit resource allocation. Nelson\Nygaard will deploy the tool to engage the community and synthesize the results.



TASK 3 PLANNING CONTEXT

A State of the System report was produced in May 2014 as part of the Strategic & Financial Sustainability Plan. Nelson\Nygaard will integrate information developed as part of that effort and supplement findings with an updated review to understand the current regional planning context.

3.1 Evaluate Current Regional Context

To ensure CHT's Strategic Plan is compatible with other local and regional efforts, Nelson\Nygaard will provide a comprehensive inventory of ongoing and known variables for providing service over the short and long-term, including future implementation of light rail, BRT, plans in Orange County, coordination with GoTriangle, and trends in state and federal funding, as well as any additional relevant information. This analysis will also include a review of existing transportation system plans, including pedestrian and bicycle plans, and related mobility plans in Chapel Hill, Carrboro, and at UNC-Chapel Hill.

3.2 Review Planned Future Development

Multiple larger-scale developments are in the planning process in CHT's service area. In some cases, they are in the vicinity of existing CHT services, which give the appearance that they will have service. However, there may be cases where these routes do not have the capacity to accommodate significant additional ridership.

Nelson\Nygaard will review and compile planned future development likely to impact CHT service. For developments in the CHT service area, such as Obey Creek, the Eubanks Road development area, or planned university-related development with the Chapel Hill and Carrboro service area, the potential impacts to service will be documented.

3.3 Conduct Regional Travel Demand Analysis

We will analyze travel patterns in the Research Triangle region to develop an understanding of potential commuter markets traveling into Chapel Hill and Carrboro. Specific areas include travel to/from the Triad and Chatham County. By showing significant regional travel patterns, this analysis will highlight potential markets, as well as how these patterns relate to CHT's service and potential future strategic planning issues.

Deliverables: Tech Memo #1: Existing Conditions and Public Outreach

TASK 4 LONG-RANGE SERVICE EVALUATION

4.1 Conduct High Level System and Route Analysis

To determine how well existing service performs and serves market demands, the Nelson\Nygaard team will evaluate the effectiveness of existing fixed-route services. We will take a high level approach to examining each route and service from an overall perspective of how well it serves its intended markets, how well it works within the overall system, and what changes could be made to improve route performance and responsiveness to community needs.

4.2 Develop Initial Long-Range Service Concepts and Recommendations

Transit can be provided in many ways, but for it to be most effective, different modes and services must be matched to the correct markets. To determine the best way to improve individual services and also to fit them together, we propose to develop and vet different service scenarios that will represent different

approaches. Each scenario will build upon the work conducted in previous tasks, and the Nelson\Nygaard team will work closely with CHT staff to develop long-range service scenarios.

Scenarios will be developed to represent different combinations of approaches, rather than entire packages that would need to be selected as a whole. The purpose would be to determine which individual projects or combinations of projects in each scenario would generate the highest levels of support, and then to subsequently combine the best elements of each scenario into the final recommendations.

Once service scenarios have been developed, we will evaluate the individual components on their technical merits, and vet them with stakeholders. The technical analysis will include:

- **Route Structure and Major Transfer Locations**
- **Service Frequencies, Span of Service, Days of Operation, and Vehicle Requirements**
- **Capital Costs** – We will identify conceptual capital cost estimates for equipment and facilities associated with proposed changes to develop a fully-allocated cost for service.
- **Financial Analysis** – We will identify recommendations that do not fit within existing revenues, potential revenues, and strategies to fund proposed transit service.
- **Other** – We will also assess impacts related to Environmental Justice, service to major activity centers, and other qualitative factors.

One of the key issues in the planning process will be developing an equitable sharing process between UNC-Chapel Hill and Partner-funded routes. Engaging UNC-Chapel Hill about the effectiveness of their funded service and how it relates to the system must be done as part of the recommendations process.

4.3 *Develop Preferred Long-Range Service Plan Recommendations*

The feedback on the initial scenarios gathered through a second phase in the public outreach process is likely to show support for multiple elements in each scenario. Typically, the preferred recommendations contain elements of multiple scenarios.

We will develop preferred recommendations through meetings with CHT staff in which we will review the potential options and impacts for each route, potential new services, and develop recommendations on a route-by-route basis. These meetings will allow both CHT staff and the consulting team staff to thoroughly discuss all findings and issues, and develop recommendations that all participants and the public can fully support. The Preferred Scenario may be a refined version of one of the initial service scenarios or a hybrid of two or more.

4.4 *Develop Prioritized Implementation Plan*

Nelson\Nygaard will develop an implementation plan that helps the Partners prioritize service improvements and identify reasonable stages of implementation over the next 10 years and beyond. Ridership projections will be provided for the increments of improvements and system options.

Deliverables: Tech Memo #2: Long-Range Service Plan and Strategic Issues

TASK 5 EVALUATE LONG-TERM STRATEGIC ISSUES

5.1 *Evaluate Long-Term Strategic Issues*

As part of this task, Nelson\Nygaard will provide a comprehensive inventory and evaluation of ongoing and upcoming variables for CHT service in the next 10 years and beyond. The goal of this task will be to

STRATEGIC PLAN SCOPE
Chapel Hill Transit

provide a thorough understanding of probabilities and outcomes for CHT. Initiatives to be reviewed as part of this task include the following:

- **Light Rail:** The Research Triangle region is currently in the midst of planning for light rail implementation; however, long-term funding and actual completion of the project remains unknown at this point. Nelson\Nygaard will consider long-term implications for future feeder service to be provided by CHT and develop recommendations for how to leverage the regional investment in light rail.
- **BRT:** Potential future implementation of BRT in Chapel Hill will have widespread implications for how the transit system functions. This task will evaluate potential opportunities and challenges associated with the implementation of BRT, as well as making any applicable longer-term recommendations for BRT integration, such as feeder services.
- **Coordination with GoTriangle:** As GoTriangle has grown in size and scope as an agency, regional coordination has become increasingly more important. This subtask will create recommendations to ensure CHT continues effective and productive relationships with other regional transportation providers. Opportunities to leverage shared corridors will be identified as well.
- **Regional Transit Initiatives:** Nelson\Nygaard will evaluate the implications of transit initiatives in Orange County and Wake County, as well as the potential for commuter service and other opportunities for regional integration.
- **Transportation System Planning:** This task will also account for related transportation system planning, including pedestrian and bicycle planning, as well as other related mobility plans for the Towns and UNC-Chapel Hill.
- **Environmental Impacts:** This task will provide a high level environmental analysis to evaluate consistency with the Town of Chapel Hill's carbon reduction pledge.
- **Future Development:** Building from Task 3.2, we will evaluate planned future development within Chapel Hill and Carrboro as well as in the greater region. This review will be in the context of CHT service to identify potential gaps, develop strategies to meet anticipated need, and establish policies to address local and regional development.
- **Park-and-Ride Corridors:** Chapel Hill, Carrboro, and UNC-Chapel Hill all have growth plans that depend on CHT to mitigate parking and traffic concerns. CHT's primary park-and-ride strategy has been focused on the NC-54 corridor, but as traffic patterns continue to evolve, additional park-and-ride capacity may be necessary. Based on regional growth trends, Nelson\Nygaard will identify potential corridors that require additional park-and-ride capacity to ensure CHT is well-positioned for future capital and land procurement needs. This task will focus on identifying the needs and not on the specific locations.
- **Transit Hubs:** This analysis will evaluate the potential for transit hubs within CHT's existing service area—including the feasibility of transit hubs located in downtown Chapel Hill and on UNC-Chapel Hill's campus—with a goal of reducing transit vehicles dwelling on street and facilitating transfers. As part of this task, Nelson\Nygaard will identify potential locations that warrant further study as well as high-level cost estimates. This analysis will account for high-level transfer data, consider the potential for innovative funding options (such as public-private partnerships), and evaluate the potential benefits for passengers.

5.2 *Develop Performance Measures*

Nelson\Nygaard will develop a set of performance measures for CHT's fixed-route service in keeping with industry best practices, local operating characteristics, and input from staff and key stakeholders. These standards will provide formal guidelines for assessing the quality and performance of operations. The

guidelines will include metrics for identifying under and over-performing services, as well as strategies for addressing performance.

5.3 Evaluate Capital and Financial Implications

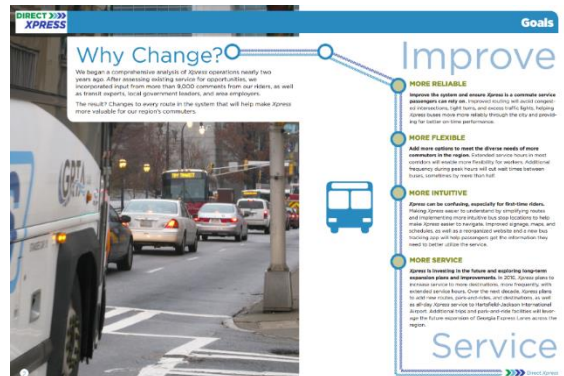
The goal of this effort will be to evaluate long-term capital and financial implications of strategic issues identified in this plan. Implications on staffing, CHT’s vehicle fleet, and state and federal funding will be considered. In this task, Nelson\Nygaard will use CHT’s existing financial model to evaluate long-term funding implications. The assumptions and results of the model will allow CHT to make informed decisions about its financial capacity to make service changes and improvements, as well as identifying any additional revenues required.

Deliverables: Tech Memo #2: Long-Range Service Plan and Strategic Issues

TASK 6 DEVELOP DRAFT AND FINAL REPORT

6.1 Develop Draft and Final Report

The Draft and Final Report will compile work and findings developed in previous tasks as well as a highly visual Executive Summary. The Draft and Final Report will be based on completed work and findings from all tasks completed as part of this effort. Nelson\Nygaard will respond to one set of non-conflicting comments to the Draft Report provided by CHT. Following formal presentations and upon approval by the CHT project manager, Nelson\Nygaard will prepare a Final Report.



GRTA COA Executive Summary

Deliverable: Draft Report, Final Report, and Executive Summary

PROPOSED PROJECT BUDGET

		Nelson\Nygaard Labor Costs							Total Direct Expenses	Total Costs
		Tim Payne	Thomas Wittmann	Cristina Barone Senior Associate	Jody Trendler Associate 2	Brendan Rahman Associate 2				
		Principal 5	Principal 4	1	Associate 2	Associate 2				
	Base Rate	74.38	69.42	49.59	33.06	33.06				
	Overhead 175.00%	130.17	121.49	86.78	57.85	57.85				
	Profit 10%	20.45	19.09	13.64	9.09	9.09				
	Total Billing Rate	\$225.00	\$210.00	\$150.00	\$100.00	\$100.00				
Task	Description						Hours	Cost	Total Direct Expenses	Total Costs
1	Conduct Kickoff Meeting and Ongoing Project Management									
1.1	Kickoff Meeting	2	2	2			6	\$1,170		\$1,170
1.2	Ongoing Project Management	6	12	24			42	\$7,470		\$7,470
	Task Total	8	14	26	0	0	48	\$8,640	\$0	\$8,640
2	Stakeholder and Community Input									
2.1	Engage CHT Partners Committee	12	18	30			60	\$10,980		\$10,980
2.2	Collect Stakeholder Input	4	8	8			20	\$3,780		\$3,780
2.3	Collect Input from Front Line Staff		4	4			8	\$1,440		\$1,440
2.4	Conduct Long-Range Recommendations Online Survey		18	18		24	60	\$8,880		\$8,880
2.5	Conduct Public Meetings		2	4		16	22	\$2,620		\$2,620
2.6	Deploy Design Your Transit System Tool			4		8	12	\$1,400		\$1,400
	Task Total	16	50	68	0	48	182	\$29,100	\$14,772	\$43,872
3	Planning Context									
3.1	Evaluate Regional Context	4	4	8		16	32	\$4,540		\$4,540
3.2	Review Planned Future Development		4	8		20	32	\$4,040		\$4,040
3.3	Conduct Regional Travel Demand Analysis		2	4	8	8	22	\$2,620		\$2,620
	Task Total	4	10	20	8	44	86	\$11,200	\$0	\$11,200
4	Long-Range Service Evaluation									
4.1	Conduct High Level System and Route Analysis	4	4	8	16	24	56	\$6,940		\$6,940
4.2	Develop Initial Long-Range Service Concepts and Recommendations	4	16	24	8	32	84	\$11,860		\$11,860
4.3	Develop Preferred Long-Range Service Plan Recommendations	4	16	16	8	24	68	\$9,860		\$9,860
4.4	Develop Prioritized Implementation Plan	4	8	8	16	8	44	\$6,180		\$6,180
	Task Total	16	44	56	48	88	252	\$34,840	\$0	\$34,840
5	Evaluate Long-Term Strategic Issues									
5.1	Evaluate Long-Term Strategic Issues	12	16	80	32	40	180	\$25,260		\$25,260
5.2	Develop Performance Measures		4	32		8	44	\$6,440		\$6,440
5.3	Evaluate Capital and Financial Implications	4	4	40		8	56	\$8,540		\$8,540
	Task Total	16	24	152	32	56	280	\$40,240	\$0	\$40,240
6	Development of Draft and Final Report									
6.1	Develop Draft and Final Report	8	8	24	16	24	80	\$11,080		\$11,080
	Task Total	8	8	24	16	24	80	\$11,080	\$0	\$11,080
TOTAL HOURS		68	150	346	104	260	928			
TOTAL LABOR COST		\$15,300	\$31,500	\$51,900	\$10,400	\$26,000		\$135,100	\$14,772	\$149,872

5A. State Maintenance Assistance Program (SMAP) Formula Update

Staff Resource: Tim Schwarzauer, Grants Coordinator
Brian Litchfield, Director

Overview

The North Carolina Public Transportation Association (NCPTA) will be considering recommending a formula change for the State Maintenance Assistance Program (SMAP) to the N.C. Department of Transportation's Public Transportation Division (NCDOT-PTD). SMAP is the program that provides Chapel Hill Transit, and other urban transit systems in the state, with our annual state funding (~\$2.9M in FY17). Over the summer and fall, staff participated in two (2) workshops and several discussions on the formula. Following the workshops, the NCPTA Board is set to consider a revised SMAP formula at their February 3, 2017, meeting (see attached memo to SMAP funding recipients).

The currently proposed formula allocates funding for eligible agencies in the state based on the following criteria:

1. 10% equal share – 10% of available funding within a given year is automatically allocated across all 24 eligible systems.
2. 20% unlinked passenger trips – 20% of available funding is calculated by expressing each systems' unlinked passenger trips as a percentage of the statewide total of all unlinked passenger trips.
3. 20% revenue vehicle miles - 20% of available funding is calculated by expressing each systems' vehicle revenue miles as a percentage of the statewide total of all vehicle revenue miles.
4. 20% revenue vehicle hours - 20% of available funding is calculated by expressing each systems' revenue vehicle hours as a percentage of the statewide total of all vehicle revenue hours.
5. 30% non-federal operating deficit - 30% of available funding is calculated by expressing each systems' non-federal operating deficit as a percentage of the statewide total of all non-federal operating deficit.

Each system is only eligible to receive up to 50% of its non-federal operating deficit. For Chapel Hill Transit this includes all revenue received from the University of North Carolina at Chapel Hill (a concession that staff was able to secure, as the NTD report used for calculating these metrics counts these funds as passenger fares).

In conjunction with other transit systems, staff will submit a letter to the NCPTA Board (please see attached) noting our concerns with the proposed change in the formula. Due to a variety of reasons, most notably the removal of emphasis on performance measures, Chapel Hill Transit

5A. State Maintenance Assistance Program (SMAP) Formula Update

stands to lose up to 16% of its current allocation by FY18. Any future gains or losses will be determined on state wide and system-specific performance for each subsequent year.

While Chapel Hill Transit appreciates the effort to find a more equitable means of allocating funds across the state, we are concerned about the short time frame (new formula could be implemented in FY18), and the ability for all negatively affected systems to respond to such large reductions in funding at a time when resources at both the state and federal level are becoming more scarce.

We have requested that the committee consider options that include performance measures similar to the current formula, and at a minimum a means of phasing in any changes over time, in order to reduce any negative impacts.

Attachment(s):

- Letter to SMAP Funding Recipients
- Letter to NCPTA objecting to proposed SMAP formula changes and implementation

North Carolina Public Transportation Association

MEMORANDUM

Date: January 3, 2017

To: NCPTA SMAP Funding Recipients

From: Stephen A. Mancuso, Executive Director

Subject: SMAP Funding Alternatives

Thanks to everyone for participating in the process of developing an alternative SMAP funding formula, especially those who were able to attend the meeting that was held on November 9, 2016. Since then, work has continued on developing an alternative that addresses everyone's interests. That alternative is presented herein. Please review this memorandum and the attached, call me if you have any questions, and then let me know if the proposal is acceptable. As noted previously, we are attempting to gain consensus agreement that can be presented to the NCPTA Board of Directors on February 3, 2017, and then passed on to NCDOT PTD for implementation in FY 18.

The alternative formula is based on motor bus and commuter bus and is summarized as follows:

1. 10% equal share.
2. 20% unlinked passenger trips.
3. 20% revenue vehicle miles.
4. 20% revenue vehicle hours.
5. 30% non-federal net operating deficit.

The equal share component is self-explanatory.

The unlinked passenger trips component is calculated by expressing each systems unlinked passenger trips as a percentage of the statewide total of all unlinked passenger trips and then multiplying this number by the 20 percent amount of available funding. This is the performance component of the proposed formula.

The revenue vehicle miles component is calculated by expressing each systems revenue vehicle miles as a percentage of the statewide total of all revenue vehicle miles and then multiplying this number by the 20 percent amount of available funding.

The revenue vehicle hours component is calculated by expressing each systems revenue vehicle hours as a percentage of the statewide total of all revenue vehicle hours and then multiplying this number by the 20 percent amount of available funding.

The non-federal net operating deficit component is calculated by expressing each systems non-federal net operating deficit as a percentage of the statewide total of all non-federal net operating deficits and then multiplying this number by the 30 percent amount of available funding. The non-federal net operating deficit is defined as the total cost of operation minus all revenues minus the federal funding received for operating assistance.

The raw data for each system is to be taken from the validated NTD report (or the certified OpsStats report in the case of those systems that do not report directly to NTD). All systems will therefore be using the NTD definitions for the raw data, and the raw data from one fiscal year will be used to distribute SMAP funding in second fiscal year thereafter. However, the NTD reports do not break out Local Funds, State Funds, Federal Funds, and Other Funds by mode (just by total operating and total capital expenses) so the OpsStats report must be relied upon for this data for all systems. And the revenue received for transporting the students, faculty, and/or staff of a state supported institution for higher education may be deducted from revenue and added to local subsidy.

As is required, the amount of SMAP funding is limited to 50 percent of the systems non-federal net operating deficit. Whenever this limit is reached, the system is fully funded and any resulting excess funding is to be distributed to the system that are not fully funding on a percentage basis of the total amount of underfunding for all underfunded systems.

Thanks for your attention to this matter and for your consideration. I look forward to hearing from each of you.



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

January 23, 2017

Mr. Stephen Mancuso
Executive Director
North Carolina Public Transportation Association
P.O. Box 30160
Greenville, NC 27833

Re: SMAP Funding Formula Proposal

Mr. Mancuso and NCPTA Board of Directors,

The Town of Chapel Hill/Chapel Hill Transit would like to thank you for all of your work in assisting NCDOT-PTD in developing an alternative formula for the state-wide appropriation of SMAP funds.

While we appreciate the desire to develop an equitable alternative that addresses the concerns of a wide-array of different transit operations, including recognizing the unique partnership between the Town of Chapel Hill and the University of North Carolina at Chapel Hill, we have significant concerns about a formula that could result in a 15% or greater decrease in funding for any transit system.

Additionally, it appears that the proposed formula moves away from rewarding performance in a manner similar to the current one. We recommend that NCDOT-PTD and NCPTA consider a formula that includes performance measures such as passenger trips per hour, passenger trips per mile, or weighs more heavily on cost per passenger trip.

It is also troubling that the proposal being considered by the NCPTA Board includes a FY2018 implementation date. As we are currently in the third quarter of FY2017, it is difficult to imagine that any transit provider in North Carolina could reasonably respond to a decrease in state funding in such a short timeframe, let alone the potential double digit decrease the Town of Chapel Hill/Chapel Hill Transit could face under the current proposal.

The Town of Chapel Hill/Chapel Hill Transit does not support the proposed formula change, especially within the currently recommended timeframe. At this time, we are asking that the NCPTA Board not approve the proposed formula. We will continue our efforts to work with NCDOT-

PTD and NCPTA on formula options that meet interests across the state and to increase funding options for North Carolina's public transit systems. Thank you again for your dedicated efforts to improve public transit options in North Carolina.

Sincerely,

Brian M Litchfield
Director

cc: Debbie Collins – Director, Public Transportation Division North Carolina Department of Transportation

5B. North-South BRT Update

Staff Resource: Mila Vega, Transit Service Planner

Project Development Update:

Following approval by the Partners Committee and Town of Chapel Hill Council, staff submitted an application to the Federal Transit Administration (FTA) to enter into Project Development. We received notice that FTA accepted the North-South Bus Rapid Transit project (NS BRT) into Project Development (PD). On January 10th, staff and the FTA project team held a kick off meeting to discuss requirements of the PD phase and next steps.

National Environmental Policy Act (NEPA) and Design:

The current consultant team, AECOM, is working on the final task of their current contract which is the development of a NEPA Class of Action (COA) determination document that will be submitted to FTA. The COA determination received from the FTA will inform scope development for NEPA (environmental) and design work. Staff plans to work on NEPA and design concurrently, utilizing two different consultant teams – as recommended by our FTA project team.

Funding and the Orange County Bus and Rail Investment Plan (OCBRIP) Update:

GoTriangle is working on updating projects included in the OCBRIP (assumptions, cost, schedule, etc.). We have provided the most updated project information, based on the completed Alternatives Analysis, to the GoTriangle team.

GoTriangle requested staff feedback on the updated draft plan, specifically the table that shows local funds availability for the adopted LPA (see Draft OCBRIP Capital Expenditures table attached). Staff verified the schedule and associated funding level using information currently available and determined it is reasonable. We also requested that GoTriangle note in the plan that the schedule, cost and phasing will be refined as the project moves through the Project Development phase.

State Funding Assumptions:

At this time, we are not anticipating State assistance with the project. While we certainly hope this will change and will do all we can to advocate for State funding, it is not something we are optimistic about. To date, the project has received no State funding - we have used Federal and Local funds to support the project. We currently expect 70-80% of project funding to come from Federal grants, the local match (Orange County Bus and Rail Plan funds may serve as some portion of the match) would need to be determined as we move forward with the next phase of

the project (Project Development) - which is typical for projects at this stage. The Project Development phase will allow us to conduct environmental work, select the final locally preferred alternative (LPA), conduct engineering (at least 30%) and develop a cost (funding) plan based on this work.

Current Estimated Project Schedule:

- FY 2017 - NEPA/Design (under contract before June 30, 2017)
- FY 2018 - NEPA/Design
- FY 2019 - Design/ROW Acquisition
- FY 2020 - ROW/Design/Construction
- FY 2021 - Construction
- FY 2022 - Construction

Upcoming Presentations:

Staff will make a presentation to the Orange County Board of Commissioners on the North South BRT project on January 24, at 7pm. The meeting will be at the Whitted Facility in Hillsborough.

Staff is also working on identifying a date to provide a presentation to the Chapel Hill Transportation and Connectivity Advisory Board.

Attachment(s):

- Project Development acceptance letter - FTA
- Draft OCBRIP Capital Expenditures Table



U.S. Department
Of Transportation
**Federal Transit
Administration**

Headquarters

1200 New Jersey Avenue S.E.
Washington DC 20590

Mr. Brian M. Litchfield
Chapel Hill Transit
6900 Millhouse Road
Chapel Hill, NC 27514-2401

NOV 21 2016

Re: Project Development Initiation – North-South BRT

Dear Mr. Litchfield:

Thank you for your letter, dated September 2, 2016, requesting entry into the Project Development (PD) phase under the Federal Transit Administration's (FTA) Small Starts program for Chapel Hill Transit's North-South Bus Rapid Transit project. After reviewing your initial letter, FTA requested additional information that was submitted on October 5 and supplemented on October 12. At that time, FTA determined that the information provided is sufficient to enter the PD phase. Per the requirements of the Fixing America's Surface Transportation (FAST) Act, the following activities must be completed during PD:

- Select a locally preferred alternative;
- Have the locally preferred alternative adopted into the fiscally constrained long range transportation plan;
- Complete the environmental review process; and
- Complete the activities required to develop sufficient information for evaluation and rating under the Section 5309 criteria.

FTA encourages you to familiarize yourself with the information found on the Capital Investment Grant program webpage at <https://www.transit.dot.gov/funding/grant-programs/capital-investments/about-program>. There you will find more details and information on the activities mentioned above including answers to frequently asked questions and the information that must be provided to FTA for eventual project evaluation and rating.

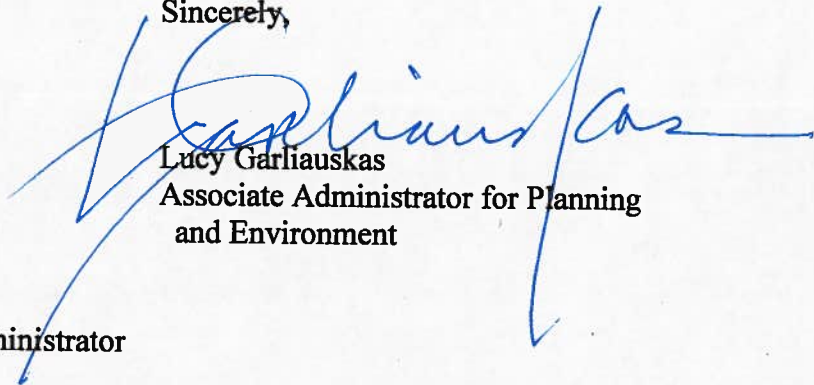
FTA will be in contact to discuss its technical assistance and project oversight plans as the project moves through Project Development. FTA would appreciate periodic updates from Chapel Hill Transit on the status of completion of Project Development activities.

With this entry into PD, Chapel Hill Transit has pre-award authority to incur costs for PD activities prior to grant approval and to retain eligibility of those activities for future FTA grant assistance. PD activities include the work necessary to complete the environmental review process and as much engineering and design activity as Chapel Hill Transit believes is necessary to support the environmental review process. Upon completion of the environmental review process, FTA extends pre-award authority to project sponsors in PD to incur costs for as much

engineering and design as necessary to develop a reasonable cost estimate and financial plan for the project, utility relocation, and real property acquisition and associated relocations. This pre-award authority does not constitute a commitment that future Federal funds will be approved for PD or any other project cost. As with all pre-award authority, relevant Federal requirements must be met prior to incurring costs in order to preserve eligibility of the costs for future FTA grant assistance.

If you have any questions or comments, please contact Tyrhonda Edwards at 202-366-8521 or Tyrhonda.Edwards@dot.gov.

Sincerely,



Lucy Garliauskas
Associate Administrator for Planning
and Environment

cc: Yvette Taylor, Regional Administrator



GoTriangle Financial Plan

Table 2-8: System Capital Plan (YOE Millions)

Capital Expenditures	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2017-2036
GoTriangle, Capital Expenditures, General Services																					
Capital Investments	\$3.2	\$2.5	\$2.6	\$2.7	\$2.7	\$2.8	\$2.9	\$3.0	\$3.1	\$3.2	\$3.3	\$3.4	\$3.5	\$3.6	\$3.7	\$3.8	\$4.0	\$4.1	\$4.2	\$4.3	\$66.6
Bus Fleet Replacement	\$5.2	\$9.2	\$3.5	\$7.1	\$5.2	\$0	\$0	\$0	\$0	\$0	\$0	\$1.8	\$10.6	\$12.7	\$4.5	\$9.3	\$6.8	\$0	\$0	\$0	\$75.8
Paratransit Fleet Replacement	\$4	\$3	\$3	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$4	\$5	\$5	\$5	\$5	\$5	\$5	\$5
Vanpool Fleet Replacement	\$2	\$3	\$2	\$1	\$2	\$2	\$2	\$1	\$3	\$6	\$5	\$3	\$3	\$1	\$3	\$3	\$3	\$2	\$3	\$1	\$5.1
Total	\$9.0	\$12.3	\$6.6	\$10.2	\$8.5	\$3.4	\$3.5	\$3.5	\$3.7	\$4.2	\$4.2	\$5.9	\$14.8	\$16.9	\$9.0	\$13.9	\$11.5	\$4.7	\$5.0	\$5.0	\$155.8
GoTriangle, Capital Expenditures, D-O Service Expansion																					
Capital Investments	\$2.4	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2.4
Bus Acquisition	\$0	\$3	\$1.5	\$3	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2.8
Bus Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4	\$2.0	\$4	\$8	\$0	\$0	\$0	\$3.6
D-O LRT Project	\$63.0	\$37.3	\$45.3	\$60.6	\$155.3	\$192.9	\$255.3	\$479.7	\$422.6	\$305.9	\$232.7	\$138.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2388.6
Total	\$65.4	\$37.6	\$46.8	\$61.0	\$155.9	\$192.9	\$255.3	\$479.7	\$422.6	\$305.9	\$232.7	\$138.0	\$0	\$4	\$2.0	\$4	\$8	\$0	\$0	\$0	\$2397.4
GoTriangle, Debt Service, TIFIA Loan																					
Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10.5	\$10.5
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28.9	\$28.9	\$28.9	\$28.8	\$115.4
Cost of Issuance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8
Debt Reserve Deposits - Transfer to Debt Reserve Account	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19.6	\$5.9	\$5.9	\$5.9	\$2.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39.2
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20.4	\$5.9	\$5.9	\$5.9	\$2.0	\$0	\$0	\$0	\$0	\$28.9	\$28.9	\$28.9	\$39.2	\$165.9
GoTriangle, Debt Service, Limited Obligation Bonds																					
Principal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28.3	\$29.4	\$70.3	\$73.1	\$90.0	\$93.6	\$97.4	\$53.0	\$0	\$0	\$0	\$0	\$0	\$535.0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4.8	\$12.3	\$19.1	\$16.3	\$13.4	\$9.8	\$6.0	\$2.1	\$0	\$0	\$0	\$0	\$0	\$83.7
Cost of Issuance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1.2	\$2.2	\$2.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5.4
Debt Reserve Deposits - Transfer to Debt Reserve Account	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12.0	\$21.5	\$20.0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53.5
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13.2	\$56.7	\$63.7	\$89.4	\$89.4	\$103.4	\$103.4	\$103.4	\$55.1	\$0	\$0	\$0	\$0	\$677.6
Disbursements to Partner Agencies, D-O Service Expansion																					
Chapel Hill Transit Bus Acquisition	\$0	\$0	\$9	\$1.0	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2.5
GoDurham Bus Acquisition	\$0	\$3.0	\$0	\$0	\$7	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3.6
Orange Public Transportation Bus Acquisition	\$0	\$1	\$0	\$0	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Durham County Bus Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Chapel Hill Transit Bus Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1.2	\$1.2	\$8	\$0	\$0	\$0	\$3.3
GoDurham Bus Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3.9	\$0	\$0	\$8	\$0	\$0	\$0	\$4.7
Orange Public Transportation Bus Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1	\$0	\$0	\$1	\$0	\$0	\$0	\$3
Durham County Bus Replacement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
N-S BRT Project	\$2.0	\$1.9	\$3.3	\$8.5	\$11.8	\$10.2	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37.7
Orange County Transit Plan Capital Projects	\$2.7	\$4	\$4	\$4	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$5.9
Durham County Transit Plan Capital projects	\$4.5	\$1.1	\$1.1	\$1.1	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$2	\$3	\$3	\$3	\$3	\$3	\$3	\$11.7
Total	\$9.1	\$6.6	\$5.8	\$11.0	\$13.5	\$10.5	\$3	\$3	\$3	\$3	\$3	\$3	\$4	\$4.4	\$1.6	\$1.6	\$2.2	\$4	\$4	\$4	\$70.0
Total System Capital Expenditures (Excl. Debt Service)	\$83.5	\$56.5	\$59.2	\$82.2	\$177.9	\$206.9	\$259.1	\$483.6	\$426.6	\$310.5	\$237.2	\$144.3	\$15.1	\$21.6	\$12.5	\$15.9	\$14.6	\$5.2	\$5.5	\$5.4	\$2623.2
Total System Capital Expenditures (Incl. Debt Service)	\$83.5	\$56.5	\$59.2	\$82.2	\$177.9	\$206.9	\$259.1	\$517.2	\$489.2	\$380.0	\$332.4	\$235.6	\$118.5	\$125.0	\$115.9	\$71.0	\$43.5	\$34.0	\$34.3	\$44.6	\$3466.7

Note: Totals may not sum exactly due to rounding.

5C. Alternatively Fueled Vehicles Update

Staff Resource: Brian Litchfield, Director

John Richardson, Planning Manager for Sustainability, Town of Chapel Hill

The Town of Chapel Hill/Chapel Hill Transit was recently awarded grant funding from Duke Energy for the purchase and installation of an electric bus charging station at Chapel Hill Transit. The funding is related to the Consent Decree entered into by Duke Energy on October 20, 2015, that requires them to implement environmental mitigation projects in the State of North Carolina designed to reduce vehicle emissions or reduce use of fossil-fueled electricity generation. As part of the grant award, we would need to purchase, or make a binding commitment to purchase, an electric bus by no later than December 31, 2017. Based on this award and discussions with the Town Sustainability staff, we would recommend the following approach:

- Review lease/purchase options, consistent with necessary purchasing requirements, of a 40-foot electric bus for inclusion in the recommended FY18 Transit budget.
 - Staff will work with the NC Clean Energy Technology Center, or similar agency, to establish a process for analyzing the bus while in service, along with reviewing other reasonable alternatives (e.g. Compressed Natural Gas, Hydrogen, etc.) to include a recommendation(s) for future utilization within the Chapel Hill Transit fleet.
- Chapel Hill Transit Maintenance and Operations would work with Clemson Area Transit (CAT Bus – Clemson, South Carolina), who has been operating up to six (6) electric buses since 2014, to develop lessons learned from transitioning to operating electric buses.
- Chapel Hill Transit has received a no-cost proposal from Proterra (electric bus manufacturer) to conduct a route analysis to determine a route(s) best suited for electric buses. Staff would review the results with the NC Clean Energy Technology Center, or a similar agency.
- Chapel Hill Transit staff will continue to monitor grant opportunities for the purchase of alternatively powered buses. It appears that the FTA Low or No Emissions Program (<https://www.transit.dot.gov/funding/grants/low-or-no-emission-vehicle-program-5339c>) has the best potential for Chapel Hill Transit - under the current Transportation Bill (FAST Act), \$55 million per year is available until fiscal year 2020. If a new round of funding is announced, Chapel Hill Transit staff would work to develop an application. Staff would also work to identify potential partners, which could include the NC Clean Energy Technology Center and electric bus manufacturers.

5D. Grants and Bus Build Update

Staff Resource: Tim Schwarzauer, Grants Coordinator
Brian Litchfield, Director

Grants Update

FY14 5339: Purchased six (6) new mobile lifts and one stationary lift at a cost of approximately \$97,174. The MPO has submitted a budget revision on behalf of Chapel Hill Transit to use the remaining \$392,890.00 (\$314,312.00 Federal) funds for the purchase of up to six (6) new Light Duty Transit Vehicles (LTVs) for Demand Response.

FY15-16 5339: Transit staff has applied for FY16 5339 money with a federal share of \$427,229. These funds will be used to upgrade existing stops to meet Americans with Disabilities Act (ADA) compliance, expand the visitor/employee parking lot (50 spaces) and improve facility security by upgrading the main gate, as well as covering administrative costs for capital acquisition.

FY11-FY15 5307: Transit enhancement funds will be used to procure engineering design services. Chapel Hill Transit has initiated a contract with Ramey-Kemp Associates to review an initial ten (10) bus stops for ADA compliance – slated for transit enhancements like shelters and benches.

FY16 5307: Chapel Hill Transit is still awaiting approval of our FY16 5307 allotment application, which was submitted to the FTA in FY16 (~\$1.9M).

FY17 5307: On January 19th, the FTA released a partial apportionment for FY17 5307 funds. The amount is ~\$900,000. The MPO is currently processing the split letter for review.

FY 17 STP-DA and CMAQ: Staff is currently working with FTA to get funds into a federal grant application for the purchase of six (6) buses. Funds have been awarded and approved through the State.

FY18 CMAQ: Staff has submitted an application to the state for \$1,821,692 (\$1,457,353 Federal, \$364,339.00 local) for the purchase of up to four (4) buses and a separate application for \$750,000 (\$600,000 Federal, \$150,000 local) for Traffic Signal Priority system, as part of the North South BRT Project.

State:

FY17 Advanced Technology: Work on Chapel Hill Transit's upgraded NextBus automatic vehicle locator (AVL) system is substantially complete. All 98 vehicles have their mobile data terminals installed and are reporting AVL. All 98 vehicles have their Covert Alarms and engine diagnostics

installed. Six (6) field signs still need to be upgraded to 3G – four (4) have been delivered and we are awaiting delivery of parts for the remaining two (2): Eubanks, Jones Ferry, Southern Village, Highway 54 Park and Rides and Sitterson Hall and Student Union stops.

State Match: Transit staff has applied for state match (10% of cost) for replacement of six (6) LTVs, using FY14 5339 funds and replacement of 16 heavy duty transit buses (40’).

Proposed Grant Closures:

In a continued effort to demonstrate FTA best grant management practices, staff recommends closing the following Federal grants. Staff will present the proposal to Council for approval.

FY08/09 5307 (NC-90-x436): Staff has requested budget revisions to the FTA in order to utilize these funds for other projects. However, due to the age of these funds, no new account lines or projects can be added. The availability of these funds has lapsed and, as such, should be released to the FTA. Remaining amount is \$29,188 (\$23,350 Federal).

FY11 5307 (NC-90-x497) – Staff utilized the remaining Transit Enhancement funds for the purchase of 11 new bus shelters in FY16. This project is now complete. The remaining amount is \$1,941.00 (\$1,553.00 Federal). Staff proposes closing this grant, due to the age of the grant.

Bus Build Update

Based on the current production schedule we anticipate receiving two (2) buses in January/February and 14 buses between March-May (See table below). Four (4) buses will be purchased using Transit Capital Reserve funds and 12 will be debt-financed. The Town has released an RFP for an installment purchase contract for the 12 buses and anticipate closing on the financing by the end of February. The debt-financing agreement, previously approved by the Partners, will be routed for signatures.

Serial #	Customer	#	Of	Scheduled Start Date	Expected End Date
189893	Chapel Hill	1	/ 2	1/12/2017	1/25/2017
189894	Chapel Hill	2	/ 2	1/13/2017	1/26/2017
189895	Chapel Hill	1	/ 14	4/4/2017	4/17/2017
189896	Chapel Hill	2	/ 14	4/10/2017	4/21/2017
189897	Chapel Hill	3	/ 14	4/11/2017	4/24/2017
189898	Chapel Hill	4	/ 14	4/12/2017	4/25/2017
189899	Chapel Hill	5	/ 14	4/13/2017	4/26/2017
189900	Chapel Hill	6	/ 14	4/14/2017	4/27/2017
189901	Chapel Hill	7	/ 14	4/17/2017	4/28/2017
189902	Chapel Hill	8	/ 14	4/18/2017	5/1/2017
189903	Chapel Hill	9	/ 14	4/19/2017	5/2/2017
189904	Chapel Hill	10	/ 14	4/20/2017	5/3/2017
189905	Chapel Hill	11	/ 14	4/21/2017	5/4/2017
189906	Chapel Hill	12	/ 14	4/24/2017	5/5/2017
189907	Chapel Hill	13	/ 14	4/25/2017	5/8/2017
189908	Chapel Hill	14	/ 14	4/27/2017	5/10/2017

5E. Performance Report – System Upgrade

Staff Resource: Mila Vega, Transit Service Planner

Transit staff is in the final stages of upgrading the servers that process our passenger count information. We are working on verifying that the data is reporting correctly. The timeline to finalize is within the next week. We will provide the December report during the February Partners Meeting.

6A. Operations

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

Fixed Route Operations Manager – Maribeth Lewis-Baker

December 2016

- Perfect Attendance – December 2016 – 38% or 44 Fixed Route Operators had perfect attendance for the month
- On time Performance (OTP) – December 2016 – 81%
- Routes performing **80%** and above – on time: A (85%), CCX (88%), CL (84%), CPX (81%), CW (80%), D (82%), Sat D (87%), FCX (84%), Sat FG (85%), HS (84%), J (86%), JFX (82%), Sat JN (83%), N (87%), NS (83%), NU (89%), S (82%), U (81%), V (87%)
- The Fixed Route Division donned their Ugly Sweaters on each Friday during the month of December.
- December Operations/Safety Meetings – Safety Officer Mark Lowry issued annual Safety Awards. We also reviewed Pre-Trip Inspection requirements and Customer Service Standards.
- Chapel Hill Transit provided a special ride to “Rollie” – our contribution for the Chapel Hill-Carrboro Holiday parade. Rollie was made out of tires and was recycled to be our holiday team member.
- Operators Jermaine Ray and Sal Palacios joined us on the Parade bus with their families.

Catch us at our Best:

On 12-17-17 while Operating the Saturday T Route, Operator Sonja Robinson avoided a near miss. Customer Roger Lundblad emailed us the following comments:

“The driver showed exceptional talent in avoiding an accident with a car which had passed the bus and made a right hand turn in front of the bus onto Henderson. She should be commended for this positive action.”

Operator Patricia White received a holiday card from customer Courtney with a handwritten note:

“I cannot thank you enough for providing transportation for me in the mornings! You are such a blessing, and I truly appreciate your constant positivity and enthusiastic attitude. You truly do make a difference in my day. Hope you have a wonderful holiday season and a Merry Christmas!”

Our Operators received several holiday cards and homemade baked goods throughout the holiday season from customers.

Congratulations to Jermaine Ray – our 2016 Fixed Route Operator of the Year!
It was very humbling to have 79 of our operators in the Fixed Route Division receive a safety award this year. That represents 80% of our eligible staff that received an award for safe and defensive driving over the past year for having no preventable accidents. Even more impressive is that many of the operators were recognized for having gone a significant number of years without any accidents and it is again very humbling to be recognizing folks who have gone 10+ years, with the record being 27 years' worth of safe driving by Fixed Route Operator Amy Edwards.

Training Coordinator – Katy Luecken

1. Training Classes:
 - a. Fixed Route
 - i. 10/31/2016: Two Trainees Graduated
 - ii. 1/10/2017: Three Trainees in Skills Training
 - iii. 2/6/2017: Next Expected Class
 - b. Demand Response
 - i. No recent classes
 - c. Maintenance
 - i. Two new hires working towards getting their CDL permit
2. Coordinating recruitment initiatives
3. Training as co-administrator for Town of Chapel Hill Learning Management System
4. Attended TSI Fundamentals of Bus Collision Investigation
5. Attended Smart Leaders, Smarter Teams workshop

Safety – Mark Lowry

- Prevented Safety Awards for Drivers
 - 112 Safety Awards were given out
 - 7 total distinguished operators, 4 for Fixed Route and 3 for Demand Response
 - 3 Operator/Mechanic of the Year Awards

Fixed Route:	Jermaine Ray
Demand Response:	Charles Bettilyon
Maintenance:	Robert Farrell

- Vehicle Accident Summary

TOTAL ACCIDENTS	Nov-16	Nov-15	Dec-16	Dec-15	Year to Date
Fixed Route					
Preventable	0	4	2	2	12
Non-Preventable	4	2	1	2	22
Demand Response					
Preventable	0	0	0	0	1
Non-Preventable	1	0	0	0	1
Maintenance					
Preventable	0	0	0	0	0
Non-Preventable	0	0	0	1	0
				Total YTD	36

Maintenance Manager – Peter Aube

Fixed route ran 170,456 miles in December

- Demand response ran 30,416 miles in December
- Non-revenue vehicles ran 24,846 miles in December
- Provided the following training for Mechanics:
 - 1) Pro- heat training
- Maintenance performed 46 Preventive Maintenance Inspections in December (100% on-time).
- Nine (9) Maintenance Employees completed the Month of December with Perfect attendance
- Maintenance performed ten (10) road calls in December (17,045) miles per road call for fixed route
- Maintenance performed 0 road calls in October for demand response

6B. Director

Staff Resource: Brian Litchfield

January Winter Weather Event

- Due to extreme winter weather conditions (snow and ice) Chapel Hill Transit services were adjusted/reduced Friday, January 6th - Tuesday, January 10th. During this event we also provided limited Tar Heel Express Service (Friday Center only) for the North Carolina versus N.C. State basketball game.
- We provided dialysis trips throughout the event and had staff/buses on-call to assist with emergency shelter or transportation to shelter.
- I would like to thank all our operators, supervisors, maintenance crews, managers and staff that assisted us throughout the event. And, we would not have been able to do our work or restore service as quickly as we were able to, without excellent support from a number of other Town departments, Town of Carrboro, University and NCDOT - thank you!

Maintenance Boilers

- In early December the two (2) boilers serving our maintenance facility failed and following a review by Public Works and a contractor it was determined that repairs were not possible - both were original to the building and near the end of their 10-year expected life. We are in the process of installing new boilers, with assistance from PW and a contractor and work will likely be completed in the next 5-7 days.
- Due to the winter season we rented temporary heaters to provide heat until the boiler work is finished.
- Replacement cost for the purchase and installation of the boilers is around \$60,000 and we will incur additional cost related to the rental and fueling of the temporary heaters. We will absorb these cost with existing budget savings in the Maintenance Division.

Transportation Leadership Development Program

- Congratulations to Mr. Henry DePietro, Administrative Services Manager, for successfully completing the Transportation Leadership Development Program (TLDP), sponsored by the Institute for Transportation Research and Education at North Carolina State University (ITRE) and the North Carolina Department of Transportation Public Transportation Division. This is an intensive 12-week program that provides executives and managers the opportunity to examine their leadership and communication style and connect with transportation professionals around North Carolina.
- Katy Luecken, Training Coordinator, has been accepted into the program and will begin the session starting this month.

Recruitment

- Earlier this month we shared some information with the Chapel Hill Town Council, as part of a larger report, related to vacancies and recruitments and I thought you might find this information of interest.
- As the economy has strengthened, we have found it challenging to fill Operator positions (this is consistent with the experience of other transit systems in the Triangle and throughout the country). We have also experienced a number of Operator retirements over the last 12 months. We have a training class that started this month that will help bring our vacancy rate into a standard range for us, when the trainees complete the class over the next 6-8 weeks (6.9% vacant and we usually average 5.5%). We are also working with HRD to develop some new recruiting strategies, including developing relationships with Community Colleges and the Army Career and Alumni Program at Fort Bragg. While our Leadership Team works to minimize impacts, Operator vacancies may impact overtime, service delivery and absenteeism rates (e.g. Operator/Supervisor fatigue).

St. Thomas More Catholic School Request

- Early this month Town staff meet with representatives from St. Thomas More Catholic School (located on Fordham Boulevard, just south of Raleigh Road/NC 54) as they are working on developing some additional transportation demand management strategies.
- Based on a survey of students/families the school has indicated that there is an interest in families living in the Southern Village and Meadowmont areas to have students use public transit services to access the school. We explored using the V bus stops on Raleigh Road with them, however, they shared concerns about the current schedule, access and crossing Raleigh Road.
- School staff indicated that they would submit a formal request to Chapel Hill Transit to consider adjustments to the V route that would allow the route to serve the St. Thomas More campus, on school days, around the school's start and dismissal times, for August 2017.

Events

- Staff coordinated with Carrboro Elementary School to provide a Chapel Hill Transit bus that served as a classroom January 5-6 as part of an interactive civil rights learning experience: http://www.heraldsun.com/news/rosa-parks-remembered-carrboro-students-get-up-close-look-at/article_5df99aea-d82b-11e6-a057-5bbc68effd0c.html
- Several Transit staff participated in the Dr. Martin Luther King Jr. Day Celebration on Friday, January 13th at the Hargraves Community Center.
- Staff participated in the Chapel Hill-Carrboro Holiday Parade on Saturday, December 10th.



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

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

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

January 24, 2017

February 28, 2017	
Action Items	Informational Items
Advertising Program	Financial Sustainability Study Update FY 18 Budget Update
March 28, 2017	
Action Items	Informational Items
	FY 18 Budget Update Financial Sustainability Study Update
April 25, 2017	
Actions Items	Informational Items
FY 18 Budget	Financial Sustainability Study Update

Key Meetings/Dates
TCC Meeting – January 25, 2017, 9-11AM, Committee Room, Durham City Hall
MPO Board – February 8, 2017, 9-11AM, Committee Room, Durham City Hall
TCC Meeting – February 22, 2017, 9-11AM Committee Room, Durham City Hall
APTA Marketing & Communications Workshop – February 26-March 1, Tampa Marriott Waterside, Tampa, FL
APTA Legislative Conference – March 12-14, 2017, JW Marriott, Washington, DC