



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

NOTICE OF COMMITTEE MEETING AND AGENDA

MARCH 28, 2017 – 11:00 A.M. to 1:00 P.M.

CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM

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

Tuesday, February 28, 2017 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
Bethany Chaney, Carrboro Alderman
Damon Seils, Carrboro Alderman

Absent: Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises

Staff present: Brian Litchfield, Transit Director, Flo Miller, Deputy Town Manager, Rick Shreve, Budget Manager, Nick Pittman, Transit Planner, Mila Vega, Transit Planner Tim Schwarzauer, Grants Coordinator, Bergen Watterson, Carrboro Planner

Guests: Fred Lampe

1. The Meeting Summary of January 24, 2017 was received and approved.
2. **Employee Recognition** – Brian announced Kathryn’s promotion to Procurement Specialist.
3. **Tour of New Buses** - Tour of 2 new buses delivered to CHT. Reviewed new design features.
4. **Consent Items**
 - A. February Financial Report – This was provided for the Partners information. There were no questions.
5. **Discussion Items**
 - A. FY 2017-18 Budget Update – Preliminary expenditure numbers are expected early next month. Do not anticipate significant increases in State funding. Revenue looks stable. Fuel prices stay low; CHT is working on securing additional fuel contracts.
 - B. HS Service Update – Brian provided background summary related to HS service changes and provided summary of available connections to other routes along MLK (NS, A, T). Nick Pittman provided overview of HS ridership for 2016 and 2017. Discussion about on-demand service options or using smaller vehicles to maximize the efficiency. More education and marketing might be useful for the route.

- C. Financial Sustainability Study – Service Planning Phase - Review of the updated scope, schedule and cost. Discussed coordination of CHT services with planned DOLRT service. The study will review feasibility of using electric buses and associated emissions savings. Project structure and management needs to be articulated. Discussed doing an Independent Cost Estimate and/or conduct peer review of the process. Share Partners feedback with NN and ask for their response.
- D. Service Requests - Partners would like to better understand on-street amenities program (e.g. shelters).

6. Information Items

- A. State Maintenance Assistance Program Formula Update – Provided for Partner Information.
- B. Transit Property – Potential Disposal of Excess Real Property – CHT will discuss with FTA to understand required steps.
- C. Potential FY 2017-18 Service Adjustments – The item will be discussed at the next meeting.
- D. Federal Legislative Update –
- E. Training and Recruiting Update –

7. Departmental Monthly Reports

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

8. Future Meeting Items

9. Partner Items

10. Next Meeting – March 28, 2017

11. Adjourn

The Partners set a next meeting date for March 28, 2017

Prepared by: Rick Shreve, Budget Manager

February 2017

- Expenses for the month of February were \$1,717,109. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 74.06% 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.

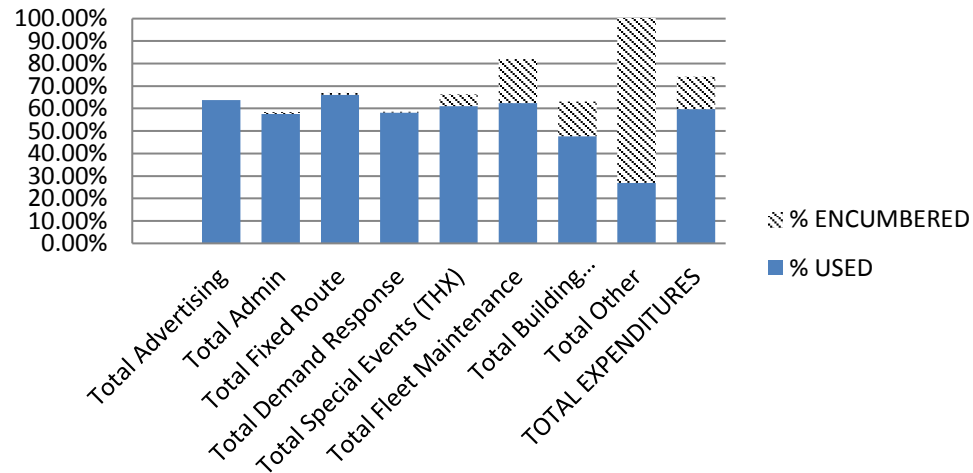
Highlights

- This data reflects the first eight months 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, should be a useful tool in monitoring our patterns as the year progresses, and is a high-level representation of the data used by our division heads.
 - It is worth noting that the “Special Events” line is mostly comprised of Tar Heel Express expenses, and the line labeled “Other” is comprised primarily of special grant-funded expense lines that are not permanent fixtures in the division budgets.

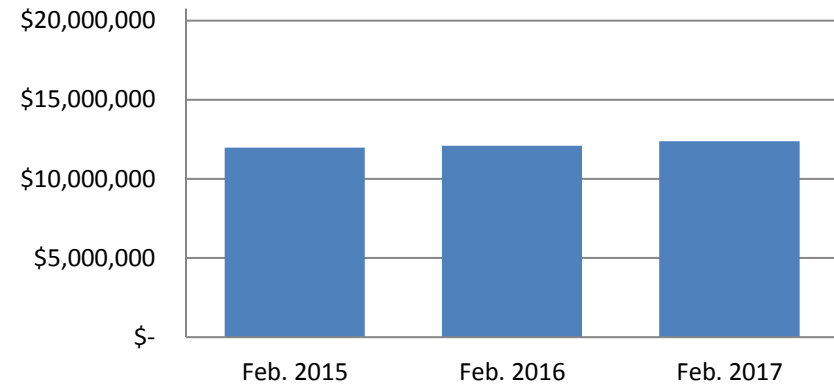
Transit 640 Fund Budget to Actual at end of Feb. 2017

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Feb. =
Total Advertising	\$ 95,337	\$ 93,937	\$ 8,792	\$ 59,965	\$ -	\$ 33,972	63.84%
Total Admin	1,607,297	1,605,197	110,191	922,637	15,211	667,349	58.43%
Total Fixed Route	10,143,298	9,768,926	748,214	6,453,493	84,393	3,231,040	66.93%
Total Demand Response	2,091,043	2,091,043	136,189	1,218,883	6,080	866,080	58.58%
Total Special Events (THX)	327,601	327,601	22,223	200,227	16,777	110,597	66.24%
Total Fleet Maintenance	4,149,481	4,270,481	371,822	2,663,188	837,845	769,448	81.98%
Total Building Maintenance	800,533	815,060	58,183	388,681	124,871	301,508	63.01%
Total Other	1,160,640	1,788,979	261,495	480,577	1,903,519	(595,117)	133.27%
TOTAL EXPENDITURES	\$ 20,375,230	\$ 20,761,224	\$ 1,717,109	\$ 12,387,650	\$ 2,988,696	\$ 5,384,877	74.06%

CHT Feb. 2017 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



4A. FY 2017-18 Budget Update

Staff Resource: Rick Shreve, Budget Manager

The FY 2017-18 Budget Update will be provided at the meeting on March 28, 2017.

4B. Potential FY 2017-18 Service Adjustments

Action: 1. Receive information and provide staff with feedback

Staff Resource: Nick Pittman, Transit Planning Coordinator

Overview

Chapel Hill Transit generally makes changes to its schedules in January, May and August, in response to ridership trends, changing traffic patterns and growth in the area. In preparation for the August service adjustments, staff has prepared the following list of potential adjustments for consideration:

Service Adjustment Options

- HU Route — Adjustment to current route to better serve Baity Hill student housing and Mason Farm Road (Univestiy funded route)*
- Senior Shuttle — Updates to current routing and schedule to improve on-time performance and improve customer experience (cost neutral)*
- DX Route — Discontinue service due to low demand and reallocate hours to other adjustments (cost savings)*
- CCX Route — Additional PM trip to better accommodate UNC Hospitals shift times (University funded route)*
- V Route — Service to St. Thomas More during school arrival and departure times (Partner shared route - minor cost increase)*
- Additional adjustments may be identified as we review on-time performance

Service Expansion Options

- D Route — Increase weekday peak hour (AM and PM) service frequency due to overcrowding*
- NS Route — Add weekday evening service to Southern Village, currently ends at 7:30 p.m.*
- NS Route — Saturday service using weekday routing (Eubanks to Southern Village)*
- T Route — Saturday extension to Southern Village
- T Route — Weekday route extension to 15-501 (Sage Road)
- V Route — Saturday service from Downtown/Campus to Meadowmont/Friday Center area
- Sunday Service — Additional Sunday service to match current Saturday service levels

*Staff priorities based on service performance, customer surveys and service requests.

Fiscal Note: As a partnership between the Town of Chapel Hill, Town of Carrboro and the University, a request for new service and/or an expansion of services is typically discussed by the Transit Partners Committee, which provides a recommendation to the jurisdiction(s) from which the request was generated. If approved, the jurisdiction(s) in which the service originates is responsible for paying the full cost of the new service for at least one year. If the service meets performance standards, the Partners Committee then discusses sharing the cost of the new service through the current Transit funding formula.

Funding may also be available through the Orange County Bus and Rail Investment Plan for services that align with the plan. It is estimated that Chapel Hill Transit will have approximately 2,000 new annual service hours for FY18. The Chapel Hill Transit Partners agreed to use Orange County Bus and Rail Investment funds in FY15 to:

- Implement service improvements, such as evening/nighttime and weekend service, that would provide improved access to jobs with nontraditional work hours
- Expand access to retail, medical, recreational and education destinations in Chapel Hill and Carrboro for lower-income and transit dependent residents
- Identified areas of interest include better serving the Rogers Road community and other lower-income populations.
- Meet peak-hour service demands (e.g. overcrowding, lack of service, etc.)
- Cover cost of existing services

Attachment

- Additional details will be presented at the Partners Meeting.

Recommendation

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

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

Staff Resource: Rick Shreve, Budget Manager
Nick Pittman, Transit Planning Coordinator
Brian Litchfield, Director

Overview

The Partners' reviewed an updated scope of work for the Strategic and Financial Sustainability Study – Service Planning Phase at their February 28, 2017 meeting and provided staff with feedback. Staff and the consultant team have used the feedback to develop a final scope of work, draft schedule and project budget.

Based on the feedback received following February meeting we have worked with Nelson\Nygaard (NN) to update the scope of work to include the following:

- Technical Committee and Policy Committee (task 1.3) and better define the workflow
- Additional meetings with Technical Committee and Policy Committee (task 1.3) which may include in-person and video conferencing to increase opportunities for dialogue and feedback
- Updated schedule and budget

The scope also includes the update made prior to February based on Partner feedback, including:

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

Staff also inquired with NN about coordination with a more local office and with the efforts they are about to undertake for the Capital Area Metropolitan Planning Organization (CAMPO) and GoTriangle. Note that NN will also be working on the Durham Transit Plan and other service planning efforts for GoTriangle. Thomas Wittmann, who is the proposed project manager for Chapel Hill Transit's Strategic Service Plan, is also the proposed project manager for CAMPO's Transit Corridors MIS.

- NN is one of the lead firms engaged on the Capital Area Metropolitan Planning Organization's (CAMPO) transit planning on-call. As a part of that on-call, they have started multiple task orders. One of the task orders that is currently being scoped is the Transit Corridors Major Investments Study (MIS), which will look at bringing four voter approved Bus Rapid Transit corridors to the point where the project development process may be initiated. While the final scoping for the MIS has not been completed, monthly

on-site time is anticipated. When Thomas travels to Raleigh, he will also take the opportunity to cross meet with Chapel Hill Transit staff, hold any necessary meetings, or conduct field work for the Strategic Service Plan. Having two clients that are nearby allows for more on-site time by Thomas Wittmann, and a spreading of the potential travel costs. Regardless how the travel costs are shared, NN typically does not charge for travel time, and that would continue to be the case for any Seattle staff involved with Chapel Hill Transit's Strategic Service Plan.

Staff also talked with GoDurham and GoTriangle staff and confirmed that they spent around \$130,000 to develop the Better Bus Service Plan for Durham in 2011-12.

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). Around \$70,000 of the study can be covered using existing grant funds.

Attachment

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

Recommendation

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



March 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 April 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), as well as the Technical Advisory Committee described in Task 1.3.

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

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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.

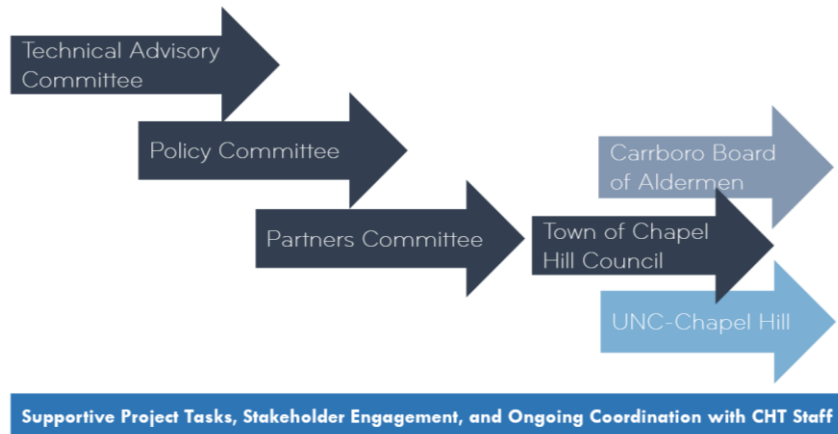
1.3 Initiate Technical Advisory Committee and Policy Committee

Continual opportunities for dialogue throughout the Strategic Plan are essential for the project’s success. A Technical Advisory Committee (TAC) and Policy Committee will be initiated as part of the CHT Strategic Plan to allow for in-depth discussion and informed decision-making on the part of CHT’s Partners Committee.

The TAC would include one representative each from the Town of Chapel Hill, Town of Carrboro, and UNC-Chapel Hill, with a goal of allowing for the opportunity to review recommendations and ask clarifying questions before presentations are made to the Partners Committee as a whole. The Policy Committee would have a similar composition, also with one representative each from the Town of Chapel Hill, Town of Carrboro, and UNC-Chapel Hill. The goal of the Policy Committee is to provide strategic direction, review work product and recommendations provided by the TAC, and make recommendations to the Partners Committee.

To maximize the budget expended for consultant travel, the first TAC and Policy Committee meeting would be held in conjunction with project kickoff described in Task 1.1; additional in-person TAC and Policy Committee meetings would be held the same day or the day following Partners Committee meetings. In terms of project material, the TAC and Policy Committee would operate ahead of the Partners Committee’s timeline. This will allow Nelson\Nygaard and Town of Chapel Hill staff time to refine recommendations and address clarifying questions from the TAC and Policy Committee in time for the next Partners Committee meeting.

If desired to allow for additional dialogue, additional TAC and Policy Committee meetings will be held via teleconference or videoconference. In total, Nelson\Nygaard will hold up to four in-person meetings and four video/teleconference meetings each with the TAC and Policy Committee (a total of eight in-person meetings and eight video/teleconference meetings).¹ The consultant team will be responsible for preparing meeting agendas, materials, and notes for each of these meetings.



Strategic Plan Flow of Information

¹ Additional in-person meetings held outside of scheduled Partners Committee meeting dates may require an increase in travel expenses.

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.

Prior to project kickoff, Nelson\Nygaard will work with CHT to confirm the study process.

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. **Initial Findings**, to present findings from the planning context and initial review of strategic issues and confirm the overall purpose of the study and discuss goals and objectives for CHT over the next 10 years.
2. **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.
3. **Draft Strategic Plan**, to review and provide feedback on draft plan.
4. **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.

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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.

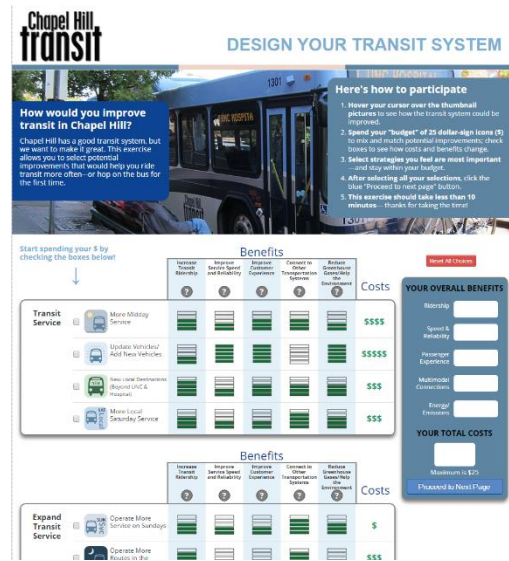
2.5 Conduct Public Meetings

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 up to three 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.

One scenario will represent a "status quo" approach to evaluate the long-range implications of CHT's existing service. Other 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 provide a thorough understanding of probabilities and outcomes for CHT. Initiatives to be reviewed as part of this task include the following:

- **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

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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, Wake County, and Chatham 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 *Light Rail Integration*

The Research Triangle region is currently in the midst of planning for light rail implementation. This task will develop recommendations for how to leverage the regional investment in light rail. Building on the service scenarios developed in Task 4, Nelson\Nygaard will analyze routing options for bus service connections to light rail stations planned within or adjacent to CHT's existing service area. This task will assume commencement of light rail service in 2028.

5.3 *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.

5.4 Evaluate Capital and Financial Implications

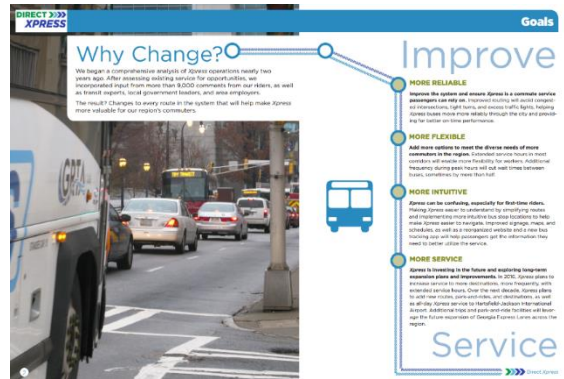
The goal of this effort will be to evaluate long-term capital and financial implications of strategic issues identified in this plan. Implications on staffing, CHT’s vehicle fleet, and state and federal funding will be considered. In this task, Nelson\Nygaard will use CHT’s existing financial model to 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					NN Labor		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
1.3	Initiate Technical Advisory Committee and Policy Committee	24	24	48			96	\$17,640		\$17,640
	Task Total	32	38	74	0	0	144	\$26,280	\$0	\$26,280
2	Stakeholder and Community Input									
2.1	Engage CHT Partners Committee	12	16	28			56	\$10,260		\$10,260
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		2	4		16	22	\$2,620		\$2,620
2.5	Conduct Public Meetings		18	18		24	60	\$8,880		\$8,880
2.6	Deploy Design Your Transit System Tool			4		8	12	\$1,400		\$1,400
	Task Total	16	48	66	0	48	178	\$28,380	\$14,772	\$43,152
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	Light Rail Integration	4	8	24	16	16	68	\$9,380		\$9,380
5.4	Evaluate Capital and Financial Implications	4	4	40		8	56	\$8,540		\$8,540
	Task Total	20	32	176	48	72	348	\$49,620	\$0	\$49,620
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		96	180	416	120	276	1,088			
TOTAL LABOR COST		\$21,600	\$37,800	\$62,400	\$12,000	\$27,600		\$161,400	\$14,772	\$176,172

5A. North-South BRT Update

Staff Resource: Mila Vega, Transit Service Planner

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

Staff Working Group (SWG) lead by GoTrianlge is working on updating projects included in the OCBRIP (assumptions, cost, schedule, etc.). Chapel Hill Transit has provided the most updated project information available as of today to the GoTrianlge team.

We understand that funding for the North-South BRT Project may be limited to around \$6.1M in bus and rail funds in the most recent update to the plan, following cost sharing negotiations between Durham County and Orange County. Previous drafts had shown up to \$37.7M YOE (see attached).

This could present significant challenges to raising the necessary local capital match for the project, especially with no current expectation of State funding. One of the option for consideration is to adjust the federal participation from the current plan of 70% to 75%-80%, which would decrease the local match requirement and may decrease FTA's rating for the project.

Other options could include:

- Reducing dedicated lane miles
- Reducing project length
- Reducing project investments in associated infrastructure (e.g. bike lanes, sidewalks, shelters, etc.)
- A combination of all of the above and/or other savings identified as project moves forward.

These are not staff recommendations, but options we may have to consider.

To advance from Project Development (PD) the project will be required to identify 50% of the required local match. The funding needs to be identified within 36-months from the acceptance into the PD phase (November 2016).

The next step in the process is to hire two consultant teams for the PD phase: design consultant and environmental (NEPA) consultant. Below is the estimated procurement schedule:

- Early April 2017 - provide draft scopes for design and environmental work for review and comments to the Project Workgroup consisting of representatives from the Town of Chapel Hill, the Town of Carrboro and the University of North Carolina at Chapel Hill.
- April 26, 2017

- present final drafts for Partners' review and approval; and
 - approval by Town of Chapel Hill.
- May 2017 – publish Requests for Qualifications (RFQs).
- June 2017 – review and score proposals, interview consultants.
- July 2017 – select consultant teams and award contracts.

Current Estimated NS BRT 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

Attachment:

OCBRIP December Draft – funding section



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	\$8.3
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	\$1.2	\$1.2	\$8	\$0	\$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.

5B. Training and Recruiting Update

Staff Resource: Katy Luecken, Training Coordinator

Overview

- Katy Luecken, Training Coordinator, will attend the Partners meeting and provide a brief update on some of the new training and recruiting initiatives.

5C. Legislative Update

Staff Resource: Mila Vega, Transit Service Planner

State Legislative Day:

The American Institute of Architects North Carolina (AIA NC), the Professional Engineers of North Carolina (PENC), the American Council of Engineering Companies North Carolina (ACEC NC), and the Carolinas Associated General Contractors (CAGC) are conducting a Joint NC Legislative Day on April 5, 2017 beginning at 10:00 a.m. in Raleigh, North Carolina. They have extended an invitation for other transportation related organizations such as BikeWalk North Carolina, NC Go, and the NCPTA to join them. NCPTA Legislative Committee is participating in the event.

Event Agenda:

- 10:00 am Registration
Assemble at AIA North Carolina - Center for Architecture & Design (CfAD)
- 11:00 am Briefing
Legislative Updates, Member Briefing & Legislator Presentations at CfAD
- 12:00 pm Lunch
Lunch & Legislator Presentations on the Grounds of the Lt. Governor's Office
- 1:00 pm Appointments

2017 State Legislative Priorities:

- Maintain/increase State Transit Funding Assistance.
- Fleet replacements.
- Increased transit participation in the Strategic Transportation Investment (STI) process and SPOT working group.
- Yield-to-bus legislation.
- Continued Medicaid NEMT direct service provision relationship between the NCDHHS and the county public/community transportation provider.

Federal Legislative Update:

CTAA conducted an analysis of the President's initial FFY18 budget proposal. The proposal calls for, among other things, no new Full Funding Grant Agreements for the 5309 New Starts Program and potential elimination of the TIGER program. According to the budget blueprint "future investments in new transit projects would be funded by localities that use them & benefit from these localized projects."

Attachment:

CTAA Budget Analysis Memo



CTAA Analyzes Initial Trump Budget Proposal

Today (March 16), President Trump released the initial details of his proposal for the federal Fiscal Year 2018 budget. **The proposal is available here** (PDF). A full budget proposal is expected from the Trump Administration in late April. As always, the President's budget proposal represents the starting point for discussion and negotiations with Congress. The annual budget only becomes law after approval from both houses of Congress and approval from the President. The next step over the coming months will be appropriations committees in both houses of Congress determining funding levels for all federal programs, followed by votes by the full House and Senate.

For these reasons, the Community Transportation Association of America (CTAA) encourages its members and mobility advocates to consider the context of the President's proposal, as it indicates **none of the formularized programs** administered by the Federal Transit Administration (FTA) are identified for reductions, including those supporting urban (5307), specialized (5310) and rural (5311) transit. For more detail on the importance of federal transit investment, **see this data** culled from the National Transit Database.

Across the U.S. DOT, the proposal targets three rail and transit funding items for reduction or elimination: **FTA's Section 5309 New Starts program**: no new Full Funding Grant Agreements (FFGAs) would be approved. This includes the Small Starts program, which supports many bus rapid transit (BRT) projects. Any projects currently approved for FFGAs would be unaffected. **DOT's competitive Transportation Investment Generating Economic Recovery (TIGER) grant program**: a program developed by the Obama Administration to build on infrastructure investment began under the American Recovery and Reinvestment Act (ARRA). This program is frequently cited by Republicans in Congress as a prime candidate for elimination. **Elimination of funding to support Amtrak's long-distance routes**: When combined with the elimination of the **Essential Air Service (EAS)** program, the proposal would be a dramatic reduction of intercity travel options to many small and rural communities. Recalling recent history, nearly every budget proposed by President George W. Bush identified both programs for elimination, which were nonetheless maintained by Congress.

It's hard to determine any big-picture direction until the full budget proposal is released next month. Most concerning for mobility providers everywhere is this statement in today's proposal in regards to New Starts: "future investments in new transit projects would be funded by localities that use them & benefit from these localized projects."

At the same time, more controversial transit investments were included - such as maintained funds for the embattled Washington, D.C., Metro network - and there was no reduction in support for FTA administrative operations. The proposal says as much about the Administration's thinking through what wasn't included as through what was. April's full budget document is likely to be more revealing, and additional reductions or eliminations are possible at that time.

CTAA and its members have reiterated in numerous meetings with FTA leadership and Congressional committee and member staff the importance of honoring current levels of transit investment authorized by the **FAST Act** approved in 2015 with overwhelmingly bipartisan support. As well, we've emphasized the additional need for bus capital funding in any infrastructure legislation (**see our 2017 Legislative Agenda** (PDF) for more).

Meanwhile, the proposal indicates the Administration's **overarching objective of reducing regulatory burdens**. As we note in our Legislative Agenda, crafting workable solutions to burdensome transit regulations would have the same impact as new investment for many mobility providers, by freeing up administrative resources spent on regulatory procedure to improve service, reduce fares or upgrade vehicles and technology. Stay tuned next week, as we'll be seeking member input on improving the regulatory environment via our Rapid Response initiative.

In the meantime, look to CTAA's Fast Mail and Executive Director **Scott Bogren's Twitter feed** for the latest developments on federal policy and legislation.

INFORMATION ITEM

March 28, 2017

5D. February Performance Report

Staff Resource: Mila Vega

This February Performance Report will be distributed at the meeting on March 28, 2017.

6A. Operations

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

Fixed Route Operations Manager – Maribeth Lewis-Baker

- Perfect Attendance – February 2017 – 41% or 48 Fixed Route Operators had perfect attendance for the month
- February 2017 Attendance was a recent all-time high record for perfect attendance
- On time Performance (OTP) – February 2017 – 83%
- Routes performing **80%** and above – on time: CCX (94%), CM (85%), CPX (89%), Sat D (86%), F (83%), FCX (86%), HU (82%), 420 (82%), J (83%), JFX (89%), N (86%), NS (81%), NU (85%), RU (82%), S (87%), U (88%), V (90%)
- February Operations/Safety Meetings – Safety Officer Mark Lowry presented a training on Disaster Preparedness and we reviewed the CHT Procedures for Tornados and Building Evacuations for Fire and other hazards
- On 2/17 the Fixed Route Division provided shuttle service from PD to Town Hall for the New Police Officer Graduation Ceremony
- On 2/21 the Fixed Route Division took a bus to McDougale Elementary School to provide a Bus Safety Class to the after school program

Catch us at our Best:

On 2/21/17 we received the following compliment from customer Adora Thayer: " To Whom This May Concern:

I have rode Chapel Hill Transit D Route almost daily for the last 2 years, and I had the most positive experience ever with my driver today. I had seen this lady before and she is a positive person. This continued to prove to be true when she handled a passenger that was clearly intoxicated, in a very professional and pleasant manner." Kudos to Operator Hallie Bispo for being a great Ambassador!

Extending Kudos to our partners in Maintenance for all of their efforts and hard work in obtaining our newest buses 1710 and 1711.

Demand Response Operations Manager – Don Willis

EZ Rider asked our customers to help us celebrate Transit Operator and Maintenance Appreciation Day by sharing feedback on the service. We received nearly 50 complimentary responses! Here is a sample:

“I can’t say enough nice things about this wonderful service and all the employees involved. I never thought I would need a service like this, but circumstances change and I am grateful.”

“We so appreciate all EZ Rider Operators and Maintenance employees. Our community would not function well without them. Thank You.”

“I like the way they drive and the way they drop you off because they pull in and don’t make you walk far. I appreciate how they help you with your things and I’m glad they take you to all the places you need to go. I’m glad they come to your house. They help with your seat and make sure you’re protected.”

“I’ve been on EZ Rider for 2 years and it has afforded me to go places I would never be able to go. The drivers are pleasant and kind. It’s a wonderful service. I brag about the service to my friends in Cleveland.”

EZ Rider services have traveled 242 service days (and counting) without a preventable accident!

Recent Operator Training on: Disaster Preparedness and also an update on the ADA Rules.

Service Metrics

Average Statistics for February:

Average of: 192 Trips per Weekday; 60 Trips on Saturday; 20 Trips on Sunday

Provided a total of 4,167 Trips & traveled 23,336 miles with only 2 missed trips

20% of trips were work related

29% of trips were Medical/Dialysis

39% were personal business and shopping

Training Coordinator – Katy Luecken

1. Training Classes:
 - a. Fixed Route
 - i. 3/6/2017: Five trainees in skills training
 - ii. 4/3/2017: Four conditional offers made so far
 - b. Demand Response
 - i. No recent classes
 - c. Maintenance
 - i. No recent classes
2. Coordinating recruitment initiatives
3. Attending the Transportation Leadership Development Program through ITRE

Safety – Mark Lowry

Vehicle Accident Summary

TOTAL ACCIDENTS	Feb-17	Feb-16	Year to Date
Fixed Route			
Preventable	2	2	14
Non-Preventable	6	1	29
Demand Response			
Preventable	0	0	1
Non Preventable	0	0	1
Maintenance			
Preventable	0	0	0
Non Preventable	0	0	0
		Total YTD	45

Maintenance Manager – Peter Aube

- Fixed route ran 181,597 miles in February
- Demand response ran 32,702 miles in February
- Non-revenue vehicles ran 20,874 miles in February
- Completed in-house vendor supplied brake training
- Completed Vendor supplied New Bus familiarization training

- Completed Emergency preparedness training
- Registered, Inspected and prepared two new Gillig buses for service
- Maintenance performed 44 Preventive Maintenance Inspections in February (100% on-time).
- Seven (7) Maintenance Employees completed the Month of February with Perfect attendance
- Maintenance performed nineteen (19) road calls in February, 9,558 miles per road call for fixed route
- Maintenance performed 0 road calls in February for demand response
- Completed first In-house rebuild on Cummins ISL Engine

6B. Director

Staff Resource: Brian Litchfield

- The Director's Report will be provided at the meeting on March 28, 2017.



CHAPEL HILL TRANSIT
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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 MARCH 28, 2017**

April 25, 2017	
Action Items	Informational Items
FY18 Budget Update	Financial Sustainability Study Update
FY18 Service Adjustments	Bus and Rail Plan Update
May 23, 2017	
Action Items	Informational Items
FY18 Budget Update	Financial Sustainability Study Update
Future Meeting Schedule	Bus and Rail Plan Update
June 27, 2017	
Actions Items	Informational Items
FY 18 Budget	Financial Sustainability Study Update

<u>Key Meetings/Dates</u>
MPO Board – April 12, 2017, 9-11AM, Committee Room, Durham City Hall
TCC Meeting – April 26, 2017, 9-11AM Committee Room, Durham City Hall
APTA International Bus Roadeo – May 5-9, 2017, Grand Sierra, Reno, NV
APTA Bus and Paratransit Conference – May 7- 10, 2017, Grand Sierra, Reno, NV
APTA Transit Initiatives & Communities Conference – May 21-23, 2017, Renaissance, Seattle, Seattle, WA