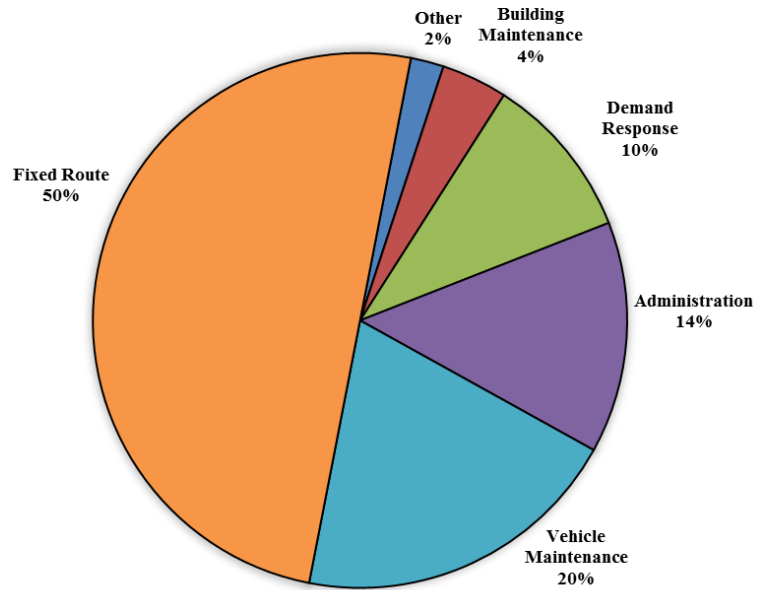


# TRANSIT FUND

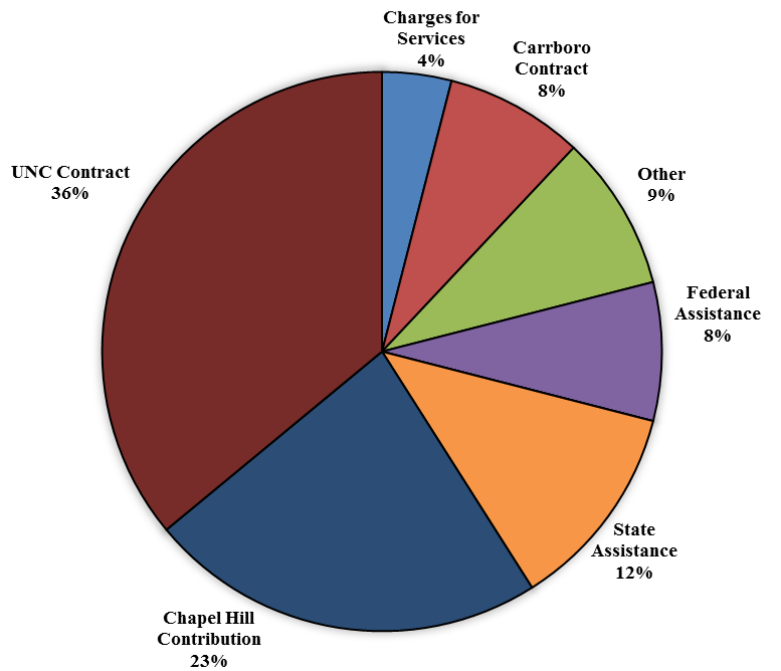
The Transit Fund is used to account for the operations of the Town's public transit system.

## TRANSIT EXPENDITURES



Total \$23,768,295

## TRANSIT REVENUES



# TRANSIT

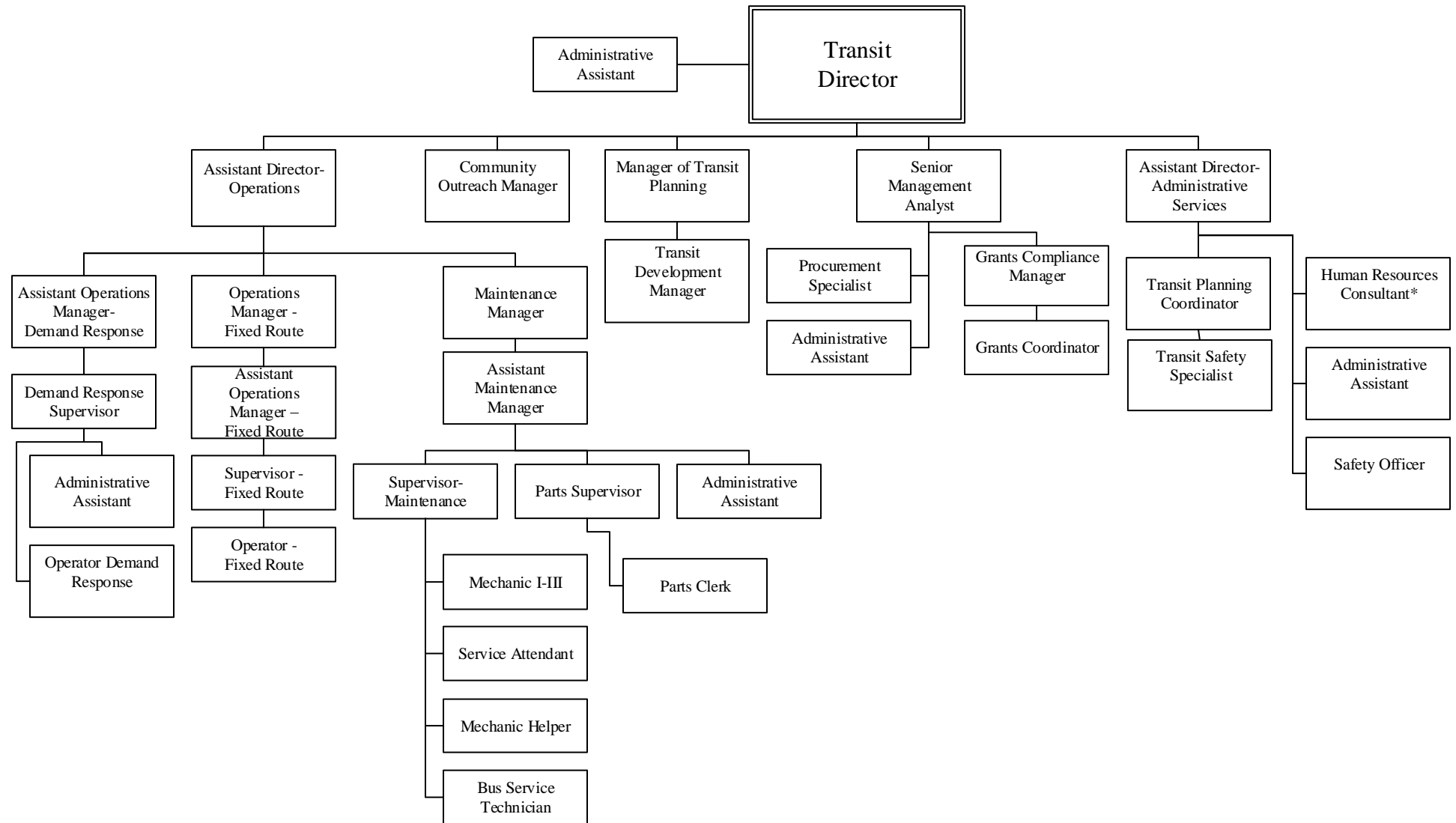
## MISSION STATEMENT:

*Chapel Hill Transit's mission is to build and operate a public transit system that provides personal mobility, while supporting local development and environmental goals of our community.*

The Transit Department identified the following primary programs that are included in the adopted budget for 2018-19.

Program	Description
<b>Fixed-Route Bus Service</b>	Provide public transportation for the Towns of Chapel Hill and Carrboro and the University of North Carolina-Chapel Hill (UNC). CHT provides fare-free fixed route bus service on 31 weekday and weekend routes, utilizing 98 transit buses. Includes local, express, regional express and Tar Heel Express routes.
<b>Demand-Response Service</b>	Provide ADA Paratransit service within three-quarter miles of each fixed route for persons with a qualified disability who are unable to use fixed-route services, utilizing 22 lift-equipped vehicles. The service operates the same days and times as fixed-route services.
<b>Maintenance</b>	Maintain and repair CHT fleet of 120 buses/vans and 18 support/maintenance vehicles. Responsible for general maintenance of the transit facility and all customer amenities (e.g. shelters, benches, trash cans, etc.)
<b>Administration and Finance</b>	Manage all aspects of the transit system, including: Administration and Finance, Short and Long Range Planning, Regional Service Coordination, Grant Management (Federal and State) Marketing and Public Relations and Taxi Franchises.
<b>Transit Advertising</b>	Maintain a viable advertising sales business for the transit system. Coordinate with advertisers, third-party ad developers, and others to generate revenues for the transit fund.

TRANSIT



\*This position has a shared report structure which includes both the Asst. Director and Human Resources Director.

# TRANSIT FUND

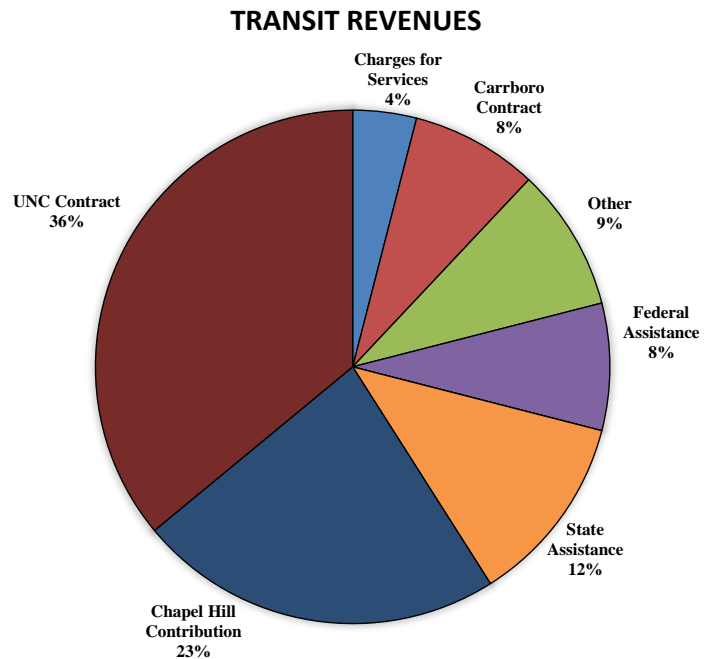
## Major Revenue Sources - Descriptions and Estimates

The Town provides public transit services for the Town of Chapel Hill and the neighboring Town of Carrboro and the University of North Carolina. The two towns and the university share annual operating costs of the transit system on a contractual basis. In 2001, the transit system initiated fare free services, eliminating fare box and pass sale revenues previously collected for the basic system. (Exceptions are fares for specific routes to Hillsborough and the Tar Heel Express service provided for athletic and other special events for the University.)

The adopted budget for the Transit Fund for fiscal year 2018-19 totals about \$23.8 million, an increase of 3.9% from 2017-18. Below is a description of the major revenue sources for the Transit Fund and the pie chart below shows the major revenue sources for fiscal year 2018-19. Please note that due to the partnership between the Town of Chapel Hill, Town of Carrboro, and the University of North Carolina, some financial aspects are still being discussed by the partners and are subject to change.

### Federal Operating Assistance

The Transit system receives an operating assistance allocation each year from the federal government based on a variety of factors and funding formulas. We estimate federal funding for operations to keep in line with 2017-18 levels at \$1.94 million. The adopted budget for 2018-19 includes no non-recurring federal grants at this time. Additional operating grants will be sought for 2018-19 as opportunities arise, and will be added to the budget through amendment if awarded.



### State Operating Assistance

The Transit system also receives an operating assistance allocation each year from the State based on a formula involving various operating statistics for the system. The subsidy for 2017-18 is expected to be almost \$2.9 million, about \$400,000 more than budgeted, with an adopted 2018-19 budget amount of \$2.94 million.

# TRANSIT FUND

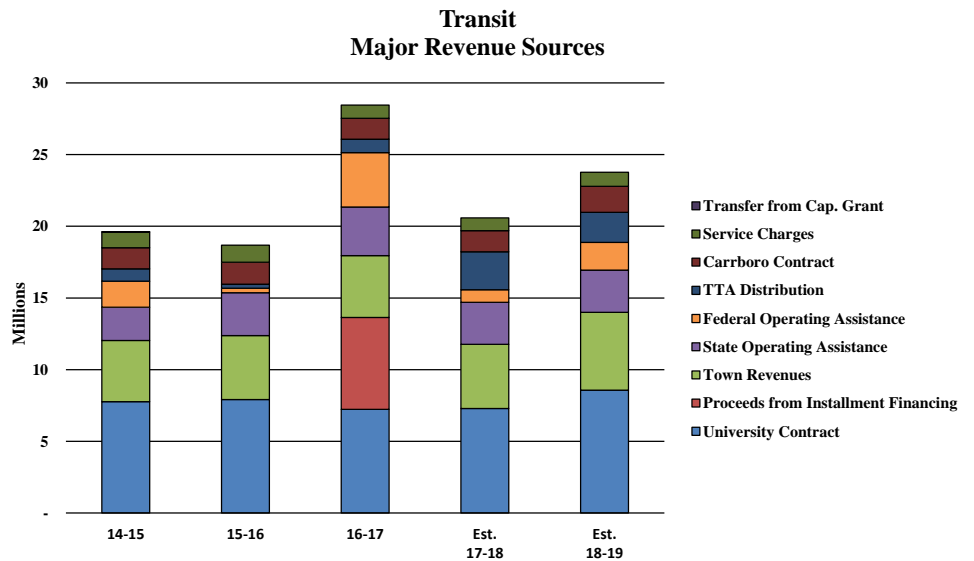
## Major Revenue Sources - Descriptions and Estimates

### University Contract

The University of North Carolina contracts with the Town for bus service for routes on and surrounding the campus of the University and UNC Health Care System. The University contract also covers routes determined to serve mainly students and employees of the University. The cost of these services is based on cost sharing arrangements among the Town, the University and Carrboro, as agreed to in an annual contract. The University's contracted share was about \$7.16 million in 2016-17 and \$7.29 million in 2017-18. UNC's allocation for 2018-19 reflects an increase of about \$1.29 million to \$8.57 million.

### Carrboro Contract

The Town of Carrboro also contracts with the Town for transit service with costs also based on the Memorandum of Understanding. Carrboro's cost for 2017-18 was about \$1.48 million and the budget for 2018-19 reflects an increase of about \$327,000 to \$1.81 million based on the funding formula.



### Town Revenues

The Town's share of cost for the Transit system is funded primarily by a property tax levy for transit. The adopted budget for the Transit Fund in fiscal year 2018-19 is about \$5.42 million. The 2018-19 adopted budget is balanced with a 1 cent tax increase to the Transit property tax in order to adequately fund the bus replacement plan. Also included in Town revenues are interest income and \$454,000 for vehicle license fees.

# ***TRANSIT FUND***

## ***Major Revenue Sources - Descriptions and Estimates***

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### **Park and Ride Fees**

The adopted budget for 2018-19 includes fees for use of park and ride lots. The University charges a fee for the lots they operate, which would result in overflow to our lots if they remained free of charge. The 2018-19 adopted budget includes fee revenues of \$95,000.

Other revenues expected for the system include about \$340,000 in fares for the Tar Heel Express and other special events, and about \$228,000 in services for Triangle Transit Authority.

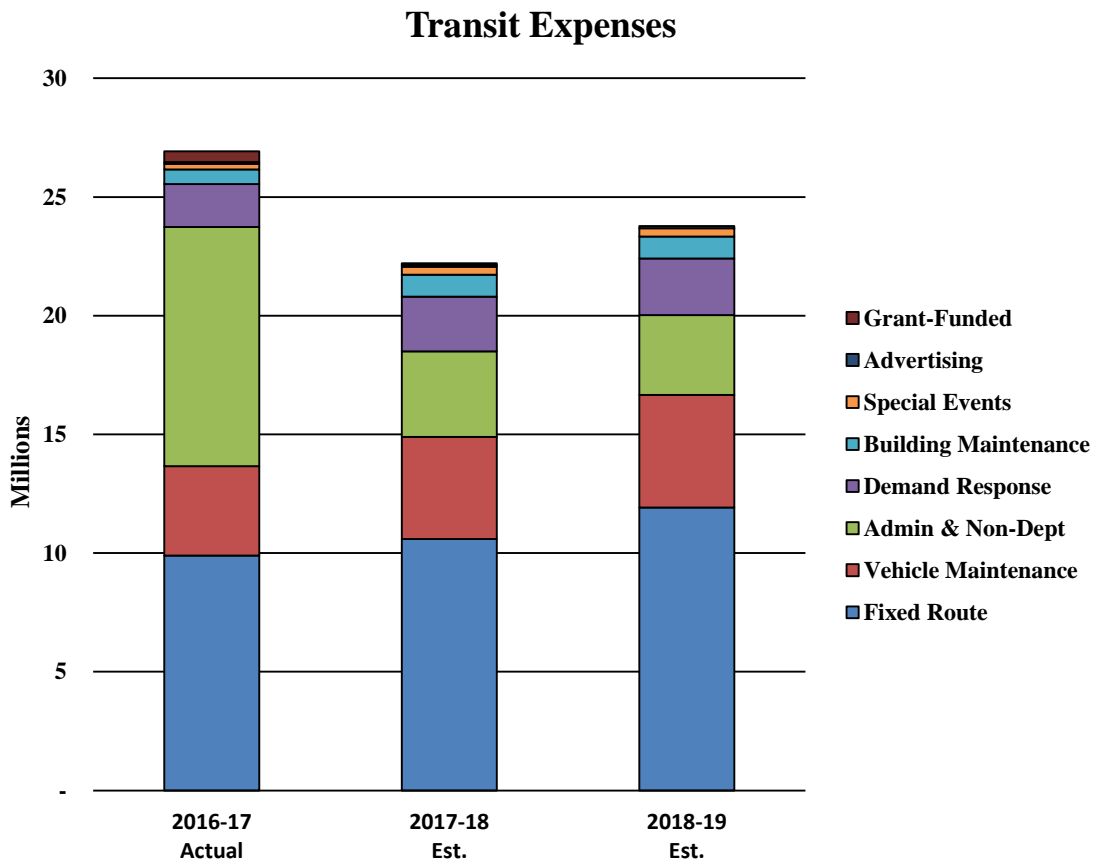
### **Fund Balance**

The Transit system expects use approximately \$1.53 million in fund balance in 2017-18. The budget was balanced without the appropriation of fund balance.

# TRANSIT FUND

## Major Expenditures - Descriptions and Estimates

The adopted budget for Transit for 2018-19 continues fare free services for fixed routes in the system and totals \$23.77 million. Major expenditures of the system consist primarily of personnel, operating and maintenance costs for a planned fleet of 99 buses, two 15-passenger vans, 15 lift-equipped vans, 13 minivans, and four maintenance service trucks that provide transit service to the entire community. Operational costs total about \$14.6 million and Maintenance costs total about \$5.7 million.



Expenditures for 2018-19 include a 3% of market pay adjustment and a 1.5% health insurance cost decrease and costs associated with the UNC Clinic. There is \$184,800 budgeted cost for other postemployment benefits (OPEB) and also includes \$716,110 for debt payments for the purchase of 14 buses.

The 2018-19 adopted budget includes a \$250,890 transfer to the Capital Reserve Fund for future grant matches.

***TRANSIT DEPARTMENT***  
***STAFFING COMPARISONS - IN FULL-TIME EQUIVALENTS***

	<b>2016-17 ADOPTED</b>	<b>2017-18 ADOPTED</b>	<b>2018-19 ADOPTED</b>
<b>Administration</b>			
Director-Transportation	1.00	1.00	1.00
Assistant Director-Transportation	1.00	1.00	1.00
Assistant Director - Admin Services	0.00	0.00	1.00
Management Analyst	1.00	1.00	1.00
Community Outreach Manager	1.00	1.00	1.00
Advertising Sales Manager	1.00	1.00	1.00
Grants Coordinator	1.00	1.00	1.00
Customer Service Coordinator	1.00	1.00	0.00
Procurement Specialist	1.00	1.00	1.00
Transit Services Planner	2.00	1.00	1.00
Administrative Assistant	3.00	3.00	4.00
Human Resources Consultant	1.00	1.00	1.00
Training Coordinator	1.00	0.00	0.00
Transit Planning Coordinator	1.00	1.00	1.00
Administrative Services Manager	1.00	1.00	0.00
Division Totals	<u>17.00</u>	<u>15.00</u>	<u>15.00</u>
<b>Operations</b>			
OCC Health & Safety Officer	1.00	1.00	1.00
Demand Response Manager	1.00	1.00	1.00
Training Coordinator	0.00	1.00	1.00
Manager - Transit Operations	0.00	1.00	1.00
Assistant Manager - Transit	0.00	2.00	2.00
Supervisor-Transit	10.00	10.00	10.00
Transit Operator - Demand Response	13.63	14.63	14.63
Transit Operator - Fixed Route	123.66	122.66	122.66
Administrative Assistant	2.00	2.00	2.00
Division Totals	<u>151.29</u>	<u>155.29</u>	<u>155.29</u>
<b>Equipment Maintenance</b>			
Maintenance Manager	1.00	1.00	1.00
Assistant Maintenance Manager	1.00	1.00	1.00
Mechanic Supervisor	2.00	2.00	3.00
Parts Manager	1.00	1.00	1.00
Mechanic (I-III)	16.00	16.00	16.00
Bus Service Technician	2.00	2.00	2.00
Mechanic Helper	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Parts Clerk	2.00	2.00	2.00
Service Attendant	6.00	6.00	5.00
Division Totals	<u>33.00</u>	<u>33.00</u>	<u>33.00</u>
Transit Department Totals	<u><u>201.29</u></u>	<u><u>203.29</u></u>	<u><u>203.29</u></u>



# **TRANSIT**

## **BUDGET SUMMARY**

The adopted budget for the Transit Department continues fare-free service. Federal assistance remained flat, while state assistance had a 15.8% increase. The 2018-19 adopted budget also includes revenues from the Orange County Transit Plan (formerly entitled the Orange County Bus and Rail Plan), administered by GoTriangle. Cost increases include a 3% pay adjustment. Operations in 2017-18 are expected to use approximately \$1.53 million to fund balance. The 2018-19 adopted budget is balanced with a 1 cent increase to the Transit property tax in order to adequately fund the bus replacement plan. This increase in revenues from the Town will also cause the funding partners to see increases in their proportional share.

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Admin & Non-Dept Grant-Funded	\$ 10,079,995	\$ 2,993,687	\$ 5,202,692	\$ 3,605,945	\$ 3,362,955	12.3%
Advertising	454,265	-	553,179	88,850	-	N/A
Fixed Route	82,324	98,715	98,715	69,925	91,916	-6.9%
Demand Response	9,895,968	11,834,442	11,799,879	10,595,235	11,899,399	0.5%
Special Events	1,802,688	2,231,080	2,232,232	2,303,419	2,381,391	6.7%
Vehicle Maintenance	232,612	333,958	333,958	333,016	336,905	0.9%
Building Maintenance	3,760,111	4,519,098	4,563,876	4,292,879	4,766,675	5.5%
	615,806	865,012	917,759	922,963	929,054	7.4%
<b>Total</b>	<b>\$ 26,923,769</b>	<b>\$ 22,875,992</b>	<b>\$ 25,702,290</b>	<b>\$ 22,212,232</b>	<b>\$ 23,768,295</b>	<b>3.9%</b>

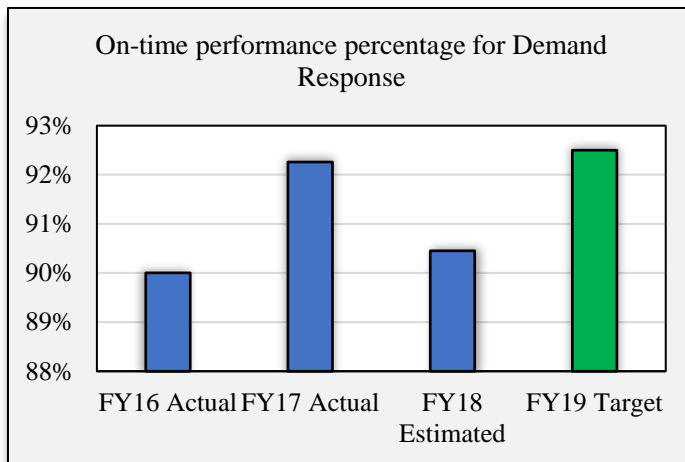
### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Charges for Services	\$ 815,864	\$ 886,655	\$ 886,655	\$ 836,655	\$ 834,655	-5.9%
Federal Assistance	3,642,826	1,944,719	1,944,719	810,300	1,944,719	0.0%
Federal Ops Grants	156,241	-	205,680	58,370	-	N/A
State Assistance	3,385,614	2,539,695	2,687,832	2,939,769	2,939,769	15.8%
TTA Fees	928,618	1,739,000	3,239,000	2,644,000	2,094,000	20.4%
UNC Contract	7,231,584	7,288,468	7,288,468	7,288,468	8,573,655	17.6%
Carrboro Contract	1,455,012	1,481,821	1,481,821	1,481,821	1,808,945	22.1%
Advertising Revenue	76,629	150,000	150,000	150,000	150,000	0.0%
Chapel Hill Revenues	4,316,467	4,422,552	4,422,552	4,472,552	5,422,552	22.6%
Proceeds from						
Installment Financing	6,408,000	-	-	-	-	N/A
Appropriated Fund Balance	(1,493,086)	2,423,082	3,395,563	1,530,297	-	-100.0%
<b>Total</b>	<b>\$ 26,923,769</b>	<b>\$ 22,875,992</b>	<b>\$ 25,702,290</b>	<b>\$ 22,212,232</b>	<b>\$ 23,768,295</b>	<b>3.9%</b>

# TRANSIT

## MISSION-LEVEL MEASURES

<b>Connected Community</b>	<b>Program:</b>	Demand - Response Service
	<b>Objective:</b>	Demand response services will be on time (arriving within the 20 minute pick-up window) at least 90 percent of the time
	<b>Mission Measure:</b>	On-time performance percentage for Demand Response



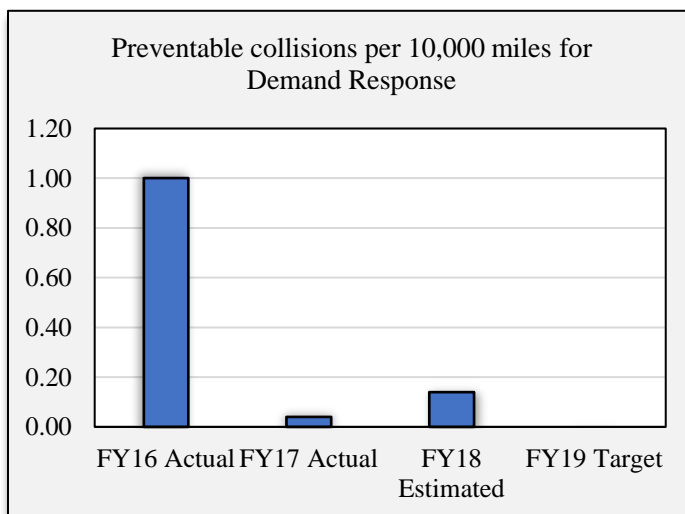
**Departmental Analysis**

- OTP decreased from FY17 to FY18 due to an increase of 15% in ridership.
- Continue to make improvements with scheduling

**Initiatives - What will we do to take action?**

1. Increase in staff and vehicles to meet the needs of our customers

<b>Connected Community</b>	<b>Program:</b>	Demand - Response Service
	<b>Objective:</b>	Keep the rate of demand response preventable accidents at 3 or fewer per 100,000 miles
	<b>Mission Measure:</b>	Preventable collisions per 10,000 miles for Demand Response



**Departmental Analysis**

- Demand Response safe driving was exceptional last fiscal year
- The safety awareness and training programs are working

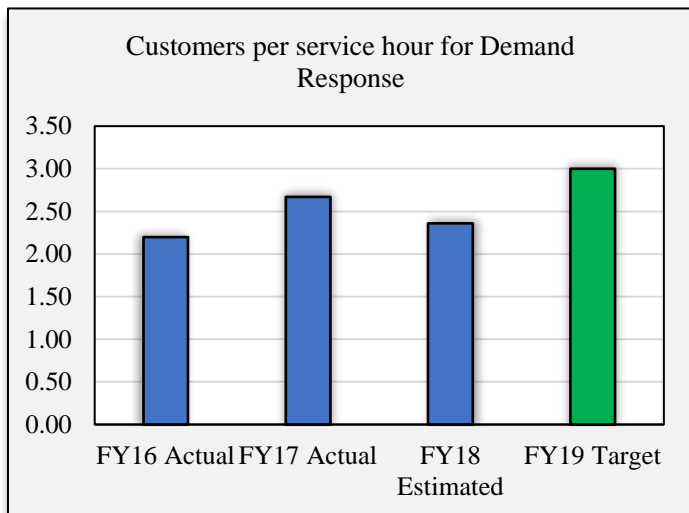
**Initiatives - What will we do to take action?**

1. Continue recognition efforts for safe performance
2. Continue to provide a higher level awareness and training

# TRANSIT

## MISSION-LEVEL MEASURES (continued)

<b>Connected Community</b>	<b>Program:</b>	Demand - Response Service
	<b>Objective:</b>	Increase the number of passengers per hour in demand response paratransit service
	<b>Mission Measure:</b>	Customers per service hour for Demand Response



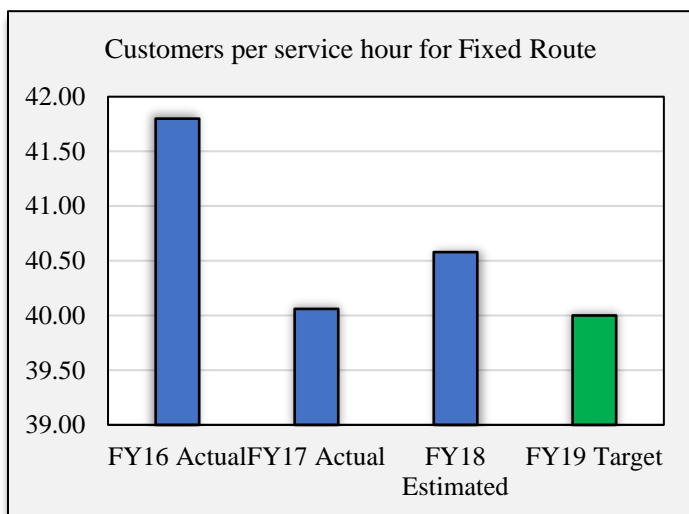
**Departmental Analysis**

- Total customers served has remained the same
- Looking for ways to improve customers per hour

**Initiatives - What will we do to take action?**

1. Monitor demands for service monthly
2. Identify potential enhancements to efficiency that do not reduce the customer's experience

<b>Connected Community</b>	<b>Program:</b>	Fixed - Route Bus Service
	<b>Objective:</b>	Increase the number of passengers per hour in fixed route transit service
	<b>Mission Measure:</b>	Customers per service hour for Fixed Route



**Departmental Analysis**

- Nationally, ridership trends continue to decline
- Impact by private shuttles and companies like Uber have lowered ridership
- Shifts to other modes (walking/biking) with some student housing shifted towards downtown
- Low gasoline prices also impact ridership

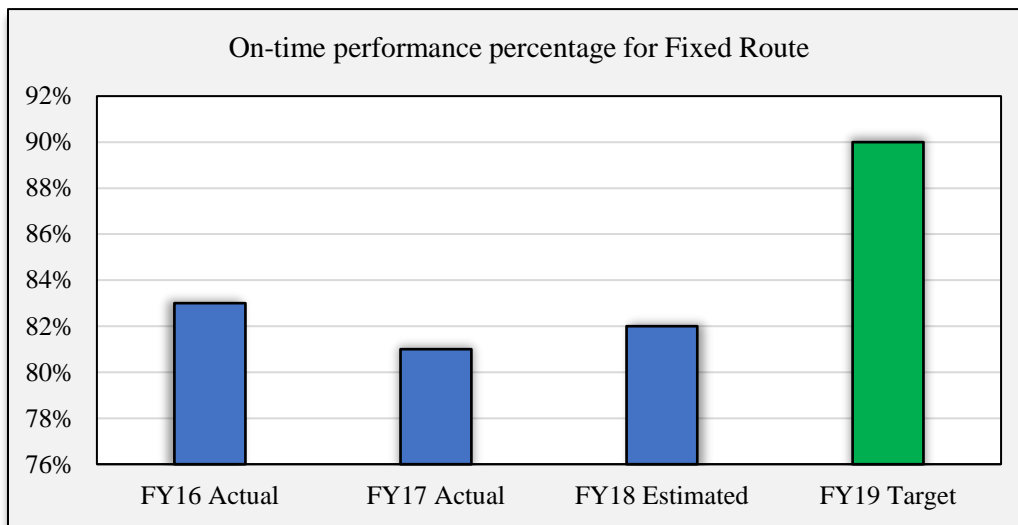
**Initiatives - What will we do to take action?**

1. Bi-directional bus stop signs to provide better identification of stop locations
2. Exploring on-demand or micro-transit solutions
3. Community Outreach to inform about services

# TRANSIT

## MISSION-LEVEL MEASURES (continued)

<b>Connected Community</b>	<b>Program:</b>	Fixed - Route Bus Service
	<b>Objective:</b>	Fixed route services will operate according to published schedules at least 90% of the time (note: Early departures or late departures more than 5 minutes late are considered not on time)
	<b>Mission Measure:</b>	On-time performance percentage for Fixed Route



### Departmental Analysis

- Due to the high rate of operator turnover, we have an increase of newer operators who operating slower as they learn the routes
- Since FY17, we have implemented All-Door Boarding, which has helped us increase our OTP.
- Fixed Route continues to be challenged to meet On-Time Performance metrics
- This is attributable to increased traffic congestion during peak hours, construction, inclement weather, and other factors that are beyond our control
- Increased Street Supervision is needed so we can better understand the factors and better control those that are within our ability to influence and/or control
- Focus efforts to minimize early departures and other things that are within our control
- Staffing shortages impact On-Time Performance when we do not have personnel to operate the assignment

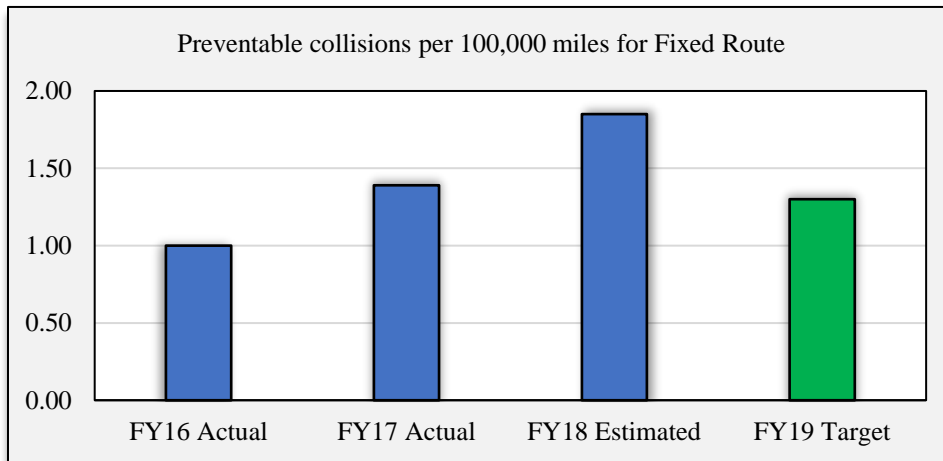
### Initiatives - What will we do to take action?

1. The Short Range Transit plan will continue to look at routing patterns and scheduling related to demand
2. We saw a modest increase in our On-Time Performance through the use of All Door Boarding. We need to provide more training to the operators and more public education to further refine this initiative
3. Fixed Route needs additional supervisor positions to effectively manage the street operations
4. More focus will be applied towards operator attendance and ensuring that they are completing runs according to the time points
5. Transit Priority Signals would greatly aide us in our ability to maintain schedule
6. In the longer term, the BRT Project should help impact performance for the positive

# TRANSIT

## MISSION-LEVEL MEASURES (continued)

<b>Connected Community</b>	<b>Program:</b>	Fixed - Route Bus Service
	<b>Objective:</b>	Keep the rate of preventable fixed route accidents at 1 or fewer per 100,000 miles
	<b>Mission Measure:</b>	Preventable collisions per 100,000 miles for Fixed Route



### Departmental Analysis

- Continues to be at or near Industry standard.
- We continue to see a high rate of operator turnover, which is reducing the years of service. With newer operators, collision frequency increases
- In FY17, 82% of the eligible Fixed Route operators received a safe driving award for no preventable accidents. Given the challenges they face daily with the sheer number of vehicles and pedestrians, we are doing well
- However, we are trending above our target goal and can always improve
- Complacency among more tenured operators and lack of experience among newer operators are largely contributing to the increase
- Unfortunately, the only way to gain experience is to perform the job functions and we would expect to see some accidents occurring with newer team members as they may not be perfect as they work to build their skill level
- We can implement measures to overcome the complacency aspect and renew the focus of our safety culture

### Initiatives - What will we do to take action?

1. Continue recognition efforts for safe performance
2. Increased awareness via random video review.
3. Implement training measures for identified skills
4. All operators need to go through a Smith System Defensive Driving Training – staff has been working on receiving their certifications to be able to train and we will move to train 50% of our operator staff each year to keep a biennial rotation going
5. Increased supervision is needed to help mitigate risk exposures
6. Increased resources to provide training and remedial training are needed
7. Increased awareness through signage/safety reminders is needed
8. Continue to provide recognition for safe driving behaviors

## ***TRANSIT - ADMINISTRATION DIVISION***

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**MISSION STATEMENT:** *The Mission of Chapel Hill Transit is to build and operate a safe, efficient, responsive public transit system serving Chapel Hill, Carrboro and the University of North Carolina with trained and dedicated employees.*

*Chapel Hill Transit will provide mobility, support local development and environmental goals while improving the quality of life and preserving the natural beauty of our community.*

The Administration Division supervises departmental operations, manages grant and service contracts and participates in transportation planning. Duties of the division include:

- Contract monitoring and negotiation with the University of North Carolina and the Town of Carrboro for transportation services and funding arrangements.
- Grants management (from the Federal Transit Administration and the State of North Carolina).
- Transit planning activities including short range and long range transit plans and special transit initiatives.
- Review of development proposals to assess impact on public transportation.
- Marketing and public relations activities.
- Participation in local, regional and state-wide public transit activities.
- Monitor, evaluate and analyze transit operations to ensure that services are being provided with the highest level of customer service in the most efficient and cost effective manner possible.

## ***TRANSIT - Administration and Non-Departmental BUDGET SUMMARY***

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*The adopted budget for 2018-19 includes a \$150,000 budgeted item for costs related to the UNC Clinic and a 3% raise adjustment. Additionally, the personnel increase can be attributed to the movement of the Transit Operations Manager to the Administration Division.*

*The adopted budget includes a \$250,890 transfer to capital reserve for the purpose of future capital purchases as well as \$716,110 of debt toward the purchase of 14 buses that were purchased through installment financing.*

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 1,285,355	\$ 1,647,219	\$ 1,647,219	\$ 1,580,589	\$ 1,846,934	12.1%
Operating Costs	296,017	379,468	2,624,528	1,138,101	1,265,131	233.4%
Transfer to						
Capital Grant	-	-	680,255	680,255	-	N/A
Transfer to						
Capital Reserve	967,000	967,000	250,690	207,000	250,890	-74.1%
Capital Outlay	7,496,041	-	-	-	-	N/A
Debt Issuance Cost	35,582	-	-	-	-	N/A
<b>Total</b>	<b>\$ 10,079,995</b>	<b>\$ 2,993,687</b>	<b>\$ 5,202,692</b>	<b>\$ 3,605,945</b>	<b>\$ 3,362,955</b>	<b>12.3%</b>

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***TRANSIT - Grants***  
***BUDGET SUMMARY***

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*At the time of the adopted budget, there were no planned grants for 2018-19.*

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**EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 81,437	\$ -	\$ 127,946	\$ 35,546	\$ -	N/A
Operating Costs	372,828	-	425,233	39,673	-	N/A
Capital Outlay	-	-	-	13,631	-	N/A
Total	\$ 454,265	\$ -	\$ 553,179	\$ 88,850	\$ -	N/A

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## ***TRANSIT - Advertising***

### **BUDGET SUMMARY**

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*The adopted budget for 2018-19 has an overall expenditure decrease of 6.9%. There is a decrease of 7.5% in personnel expense due to position turnover. The decrease of 3.2% for operating costs reflects a slight decrease in indirect costs.*

*Revenues are projected at \$150,000 in 2017-18, and at \$150,000 for 2018-19.*

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 79,360	\$ 84,536	\$ 84,536	\$ 58,438	\$ 78,194	-7.5%
Operating Costs	2,964	14,179	14,179	11,487	13,722	-3.2%
<b>Total</b>	<b>\$ 82,324</b>	<b>\$ 98,715</b>	<b>\$ 98,715</b>	<b>\$ 69,925</b>	<b>\$ 91,916</b>	<b>-6.9%</b>

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## ***TRANSIT- OPERATIONS DIVISION***

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**MISSION STATEMENT:** *The Mission of Chapel Hill Transit is to build and operate a safe, efficient, responsive public transit system serving Chapel Hill, Carrboro and the University of North Carolina with trained and dedicated employees.*

*Chapel Hill Transit will provide mobility, support local development and environmental goals while improving the quality of life and preserving the natural beauty of our community.*

The Operations Division manages fixed-route bus service and demand-responsive services with smaller vehicles. Duties of the division include:

- Provide fixed-route bus service to meet the mobility goals of Chapel Hill, Carrboro and the University of North Carolina.
- Coordinate transit service with other public transit systems in the Triangle to enhance the mobility of our citizens.
- Operate demand-responsive door-to-door service for certified persons with disabilities, using lift-equipped vans and sedans.
- Operate shuttle service (Tar Heel Express) to all UNC home football and basketball games.
- Hire, train and motivate bus operators and support staff to ensure efficient, safe, on-time and courteous service to the public.

***TRANSIT - Fixed Route  
BUDGET SUMMARY***

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*The adopted budget reflects a 0.5% increase in overall costs. There is a .8% increase in personnel costs, which is a result of a 3% pay adjustment, offset by the move of the Transit Operations Manager to the Administration Division.*

*There is a decrease of 0.2% for operating costs. This is due to a decrease in software related costs.*

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**EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 7,360,528	\$ 8,927,974	\$ 8,857,974	\$ 7,668,346	\$ 8,998,652	0.8%
Operating Costs	2,456,261	2,906,468	2,885,036	2,870,020	2,900,747	-0.2%
Capital Outlay	79,179	-	56,869	56,869	-	N/A
<b>Total</b>	<b>\$ 9,895,968</b>	<b>\$ 11,834,442</b>	<b>\$ 11,799,879</b>	<b>\$ 10,595,235</b>	<b>\$ 11,899,399</b>	<b>0.5%</b>

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***TRANSIT - Demand Response***  
***BUDGET SUMMARY***

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*The adopted budget for Demand Response in 2018-19 has a 6.7% increase from the previous year. There is a 7.3% increase in personnel expenditures, which is the result of a 3% pay adjustment and a position move from another division. The increase in operating can be attributed to increases to travel & training as well as software related expenses.*

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**EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 1,441,067	\$ 1,601,587	\$ 1,551,587	\$ 1,593,652	\$ 1,717,793	7.3%
Operating Costs	361,621	629,493	642,003	671,125	663,598	5.4%
Capital Outlay	-	-	38,642	38,642	-	N/A
<b>Total</b>	<b>\$ 1,802,688</b>	<b>\$ 2,231,080</b>	<b>\$ 2,232,232</b>	<b>\$ 2,303,419</b>	<b>\$ 2,381,391</b>	<b>6.7%</b>

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***TRANSIT - Tarheel Express / Special Events***  
***BUDGET SUMMARY***

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*The adopted budget for Tarheel Express & Special Events in 2018-19 reflects a 0.9% increase in overall expenditures. There is a 1.2% increase in personnel costs, which is due to a 3% pay adjustment.*

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**EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 182,834	\$ 251,624	\$ 251,624	\$ 250,682	\$ 254,571	1.2%
Operating Costs	49,778	82,334	82,334	82,334	82,334	0.0%
<b>Total</b>	<b>\$ 232,612</b>	<b>\$ 333,958</b>	<b>\$ 333,958</b>	<b>\$ 333,016</b>	<b>\$ 336,905</b>	<b>0.9%</b>

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## ***TRANSIT - MAINTENANCE DIVISION***

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**MISSION STATEMENT:** *The Mission of Chapel Hill Transit is to build and operate a safe, efficient, responsive public transit system serving Chapel Hill, Carrboro and the University of North Carolina with trained and dedicated employees.*

*Chapel Hill Transit will provide mobility, support local development and environmental goals while improving the quality of life and preserving the natural beauty of our community.*

The Maintenance Division services and repairs transit vehicles and support equipment to ensure safe, reliable and clean transit vehicles. Duties of the division include:

- Daily service, fueling and cleaning of all transit vehicles.
- Ongoing maintenance, inspection and repair of buses, vans and support vehicles.
- Ongoing maintenance of transit amenities, such as benches and shelters.
- Maintain and inventory system of fuel and bus parts to support the timely operation of services.
- Develop capital improvement plan and procurement of major capital equipment.
- Ensure that employees have the proper training and skills to ensure the safe efficient operation of Town vehicles.

***TRANSIT - Vehicle Maintenance***  
***BUDGET SUMMARY***

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*The adopted budget for 2018-19 represents a 5.5% increase in expenditures from the previous year. The 3.7% increase in personnel costs is due to a 3% pay adjustment and changes to medical insurance selections by employees. The increase of 7.6% in operating costs reflects increases to the costs related to the maintenance and repair of vehicles.*

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**EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 2,069,993	\$ 2,427,372	\$ 2,395,912	\$ 2,140,070	\$ 2,517,402	3.7%
Operating Costs	1,633,829	2,071,726	2,147,964	2,132,809	2,229,273	7.6%
Capital Outlay	56,289	20,000	20,000	20,000	20,000	0.0%
<b>Total</b>	<b>\$ 3,760,111</b>	<b>\$ 4,519,098</b>	<b>\$ 4,563,876</b>	<b>\$ 4,292,879</b>	<b>\$ 4,766,675</b>	<b>5.5%</b>

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***TRANSIT - Building Maintenance***  
***BUDGET SUMMARY***

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*The adopted budget for Transit's Building Maintenance division reflects a 7.4% increase overall. The 46.3% decrease in personnel expenditures is due to adjusting the new retiree medical figure to align better with prior year actuals. The 8.2% increase in operating costs is due to an increase in miscellaneous contracted services and rising utility costs.*

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**EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Personnel	\$ 11,892	\$ 12,100	\$ 12,100	\$ 6,350	\$ 6,500	-46.3%
Operating Costs	603,914	852,912	873,659	916,613	922,554	8.2%
Capital Outlay	-	-	32,000	-	-	N/A
<b>Total</b>	<b>\$ 615,806</b>	<b>\$ 865,012</b>	<b>\$ 917,759</b>	<b>\$ 922,963</b>	<b>\$ 929,054</b>	<b>7.4%</b>

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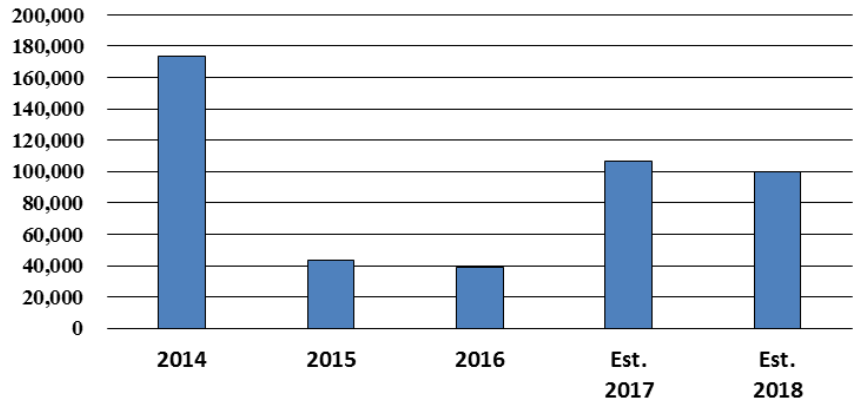
# ***TRANSIT CAPITAL RESERVE FUND***

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The Transit Capital Reserve Fund is used to account for funds reserved for matching capital funds for buses and facilities related to the Town's transportation system.

Donations vary substantially from year to year, depending on anticipated future needs for reserves.

**Contributions to Capital Grants**



## ***TRANSIT CAPITAL RESERVE BUDGET SUMMARY***

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*The Transit Capital Reserve Fund is intended to accumulate funding to make capital purchases and to meet matching requirements for capital grants for replacement buses and other equipment. Matching funds for 2018-19 are estimates for grants historically received each year, but not yet awarded.*

*The contribution to reserve budgeted for 2018-19 is intended for bus replacement expenditures.*

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### **EXPENDITURES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Contribution to Capital Grant Reserve	\$ 25,728 944,077	\$ 100,000 967,000	\$ 100,000 250,690	\$ - 212,000	\$ - 255,890	-100.0% -73.5%
Total	\$ 969,805	\$ 1,067,000	\$ 350,690	\$ 212,000	\$ 255,890	-76.0%

### **REVENUES**

	<b>2016-17 Actual</b>	<b>2017-18 Original Budget</b>	<b>2017-18 Revised Budget</b>	<b>2017-18 Estimated</b>	<b>2018-19 Adopted Budget</b>	<b>% Change from 2017-18</b>
Interest Income	\$ 2,805	\$ 1,000	\$ 1,000	\$ 5,000	\$ 5,000	400.0%
Transfer from Transit Fund	967,000	967,000	250,690	207,000	250,890	-74.1%
Appropriated Fund Balance	-	99,000	99,000	-	-	-100.0%
Total	\$ 969,805	\$ 1,067,000	\$ 350,690	\$ 212,000	\$ 255,890	-76.0%

# ***TRANSIT CAPITAL GRANT PROJECT ORDINANCES***

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Transit capital and planning grants awarded by the Federal Transit Administration are implemented pursuant to grant project ordinances authorized by General Statute 159-13.12. Budgets are adopted throughout the year as grant awards are received. Seven current project ordinances in the Transit Department are shown below:

## **2013-2014 Capital Grant 5339**

The project ordinance for the fiscal year 2013-2014 Section 5339 Transit Capital Grant was adopted on June 22, 2015. The funds have been used to purchase 7 Light Transit Vehicles in the Demand Response Fleet. We have invoiced for reimbursement of 80% from the FTA. The State will provide 10% and the Town will provide the remaining 10%.

	Project Budget	Estimated Expenditures Through June 30, 2018
2013-2014 Transit Capital Grant	\$392,878.49	\$392,878.49

## **2013-2014 Capital Grant 5307**

The project ordinance for the fiscal year 2013-14 Section 5307 capital grant was adopted on September 23, 2013. Funds will be used for an ADA compliance review of Chapel Hill Transit's bus stops.

	Project Budget	Estimated Expenditures Through June 30, 2018
2013-2014 Transit Capital Grant	\$25,485.00	\$25,485.00

## **2014-2015 Capital Grant 5307**

The project ordinance for the fiscal year 2014-15 Section 5307 capital grant was adopted on June 22, 2015. Funds will be used for an ADA compliance review of Chapel Hill Transit's bus stops.

	Project Budget	Estimated Expenditures Through June 30, 2018
2014-2015 Transit Capital Grant	\$37,963.00	\$2,424.00

# ***TRANSIT CAPITAL GRANT PROJECT ORDINANCES***

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## **2015-2016 Capital Grant 5307**

The project ordinance for the fiscal year 2015-2016 Section 5307 capital grant was adopted on June 8, 2015. Funds will be used for an ADA compliance review of Chapel Hill Transit's bus stops.

	Project Budget	Estimated Expenditures Through June 30, 2018
2015-2016 Transit Capital Grant	\$22,666.00	\$0.00

## **2016-2017 Capital Grant 5307**

The project ordinance for the fiscal year 2016-17 Section 5307 capital grant was adopted on June 13, 2016. Funds will be used for reimbursement of preventative maintenance costs. The FTA released the remaining 5/12ths of these funds.

	Project Budget	Estimated Expenditures Through June 30, 2018
2016-2017 Transit Capital Grant	\$1,911,829.00	\$833,990.00

## **2015-2016 Capital Grant 5307 STP-DA Flex Funds**

The project ordinance for the fiscal year 2015-2016 Section 5307 capital grant for Surface Transportation Program – Direct Attributable (STP-DA) was adopted on February 28<sup>th</sup>, 2018. Funds are to be used to purchase three 40' diesel buses for the Fixed Route Department. An order was placed for the buses, however they are not expected to be delivered this FY. The Federal portion of this project is \$973,331.00. The Town's share is \$391,222.00

	Project Budget	Estimated Expenditures Through June 30, 2018
2015-2016 Transit Capital Grant	\$973,331.00	\$0.00

# ***TRANSIT CAPITAL GRANT PROJECT ORDINANCES***

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## **2017 Capital Grant 5307 CMAQ Flex Funds**

The project ordinance for the fiscal year 2017 Section 5307 Congestion Mitigation and Air Quality (CMAQ) capital grant was adopted on February 28<sup>th</sup>, 2018. Funds will be used for the purchase of three 40' diesel buses. An order has been placed, however we do not expect delivery this FY. The Federal portion of this project is \$1,120,000.00. The Town's share is \$240,000.00

	Project Budget	Estimated Expenditures Through June 30, 2018
2017 Transit Capital Grant	\$1,120,000.00	\$0.00

