



CHAPEL HILL TRANSIT
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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
SEPTEMBER 17, 2013 – 11:00 A.M.to 1:00 P.M.
CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM**

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10. Adjourn	

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

Tuesday, August 27, 2013 at 11:00AM

Present: Jim Ward, Chapel Hill Town Council
Matt Czajkowski, Chapel Hill Town Council
Ed Harrison, Chapel Hill Town Council
Damon Seils, Carrboro Alderman
Cheryl Stout, UNC Public Safety
Matt Efird, Carrboro Assistant Town Manager

Absent: Lydia Lavelle, Carrboro Alderman, Jeff McCracken, UNC Public Safety

Staff present: Flo Miller, Deputy Town Manager, Brian Litchfield, Interim Transit Director, Rick Shreve, Administrative Analyst, Mila Vega, Transportation Planner, Nick Pittman, CHT Operations Manager, Jeff Brubaker, Carrboro Transportation Planner

Guests: Michael Parker, Alice Gordon

1. The Meeting Summary of June 25, 2013 was received and approved with the correction noted.
2. Employee Recognition – Several of the new CHT Fixed Route and EZ Rider Operators introduced themselves to the Committee. Those present were: Sheila Taylor – EZ Rider, David Clark – EZ Rider, Steven DewBerry – Fixed Route, Damon Jackson – Fixed Route, Randall Hagins – EZ Rider and Lamar Chapman – EZ Rider. Jim welcomed them.

Jim also welcomed Brian as the new Transit Director. Brian thanked him and noted that it is a pleasure to work with the Partners.

3. Consent Items

- A. July Financial Report – Rick Shreve reviewed the report for the Partners. Brian noted that the federal grant money has been received.

4. Discussion Items

- A. Pittsboro Express – Brian reviewed the current situation and asked for guidance. He also noted that ridership on this route has increased slightly in the last couple of weeks and staff will monitor to see if this trend continues. In the meantime, discussions will begin with Pittsboro and TTA regarding the future of this route. Pittsboro is aware that the funding is ending at the end of this fiscal year. UNC’s Transportation Advisory Committee will be made aware of the discussions.

- B. Estes Park Bus Service – Brian reviewed the report regarding the poor condition of the driveway and parking lot due to buses operating at Estes Park Apartments. In the past the owners have made repairs. Currently routes are being detoured out of the apartments until a solution is found. There are 2 options available:
1. A pedestrian connection along Estes Drive which would cost between \$90-\$140,000.
 2. Estes Park Apartments could give up some parking spaces for the creation of a bus turn around in the parking lot. The bus turnaround would be built to specifications for buses. The cost for this would be between \$60-\$90,000. There is a question as to whether federal funding could be used to help pay for this.

It was also asked if there would be the possibility of getting pedestrian access to Village Drive.

- C. Request to Extend Service to Palladian Place Development – Brian reviewed the request for the Committee and asked for their feedback. Currently, we do not have enough buses to fulfill the service. The consensus was that unless the developers were willing to pay 100% of the costs and capital, the Partners were not interested in extending service that far out of our service area.
- D. June Performance Reports – Mila reviewed the information as well as the new format. Ridership is down slightly due to two fewer days of service in FY 13 than in FY 12. The Partners noted that they would like a more condensed format with trends noted and a more overall report about twice a year.

5. Information Items

- A. Summer Detour Update – Brian reviewed the current status of construction and detours.
- B. Martin Luther King Jr. Blvd. Alternatives Analysis Update – The draft scope will be provided at the next meeting. The AA is scheduled to begin in October.
- C. Long Range Financial Sustainability Plan Update – The consultants would like to have a visioning session with the Partners at the October meeting. The agenda will be kept short as the visioning portion of the meeting will be about 2 hours. There was discussion about starting the meeting earlier or extending the meeting later to accommodate this. A doodle poll will be sent out to determine the time frame of the meeting.

6. Departmental Monthly Reports

- A. Operations – Provided for the Partners information.
- B. Maintenance – Provided for the Partners information

- C. Director – Brian highlighted the Park & Ride Fees that went into effect on August 15th. He noted that Mila Vega headed up the project and did an excellent job. The capacity issues at Southern Village P/R lot that have plagued us in recent years appear to have resolved itself at the moment. It was noted that Eubanks parking has decreased as well.

Full service began August 19th and Brian congratulated Nick and his staff on a smooth start.

He also noted that the A route ridership is up and an artic is now being used to handle the route.

Tar Heel Express begins on September 7th and there is a home game on Thursday night, October 17th that will make it challenging to meet demands both of regular service and TEX.

TTA will be here at the September meeting to update the Committee on the Orange County Bus and Rail Investment Plan and the Branding Study.

7. Future Meeting Items

8. Partner Items

9. Next meeting – September 17, 2013 (11:00AM-1:00PM)

The Partners set a next meeting date for September 17, 2013

3A. August Financial Report

Staff Resource: Rick Shreve, Budget Manager

- The August Financial Report will be provided to the Partners at the September 17, 2013 meeting.

4A. Regional Branding Study

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

Staff Resource: Brian Litchfield, Director

- A presentation updating the Partners on the status of the Regional Branding Study will be made at the September 17, 2013, meeting by Triangle Transit's Director of Communications and Government Affairs Damien Graham.

Recommendation

Partners discuss the information provided in the presentation and provide staff and Triangle Transit with feedback.

4B. Orange County Bus and Rail Plan Investment

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

Staff Resource: Brian Litchfield, Director

- A presentation updating the Partners on the status of the Orange County Bus and Rail Investment Plan will be made at the September 17, 2013, meeting by Triangle Transit General Manager David King.

Recommendation

Partners discuss the information provided in the presentation and provide staff and Triangle Transit with feedback.

4C. Martin Luther King Jr., Boulevard Alternatives Analysis Update

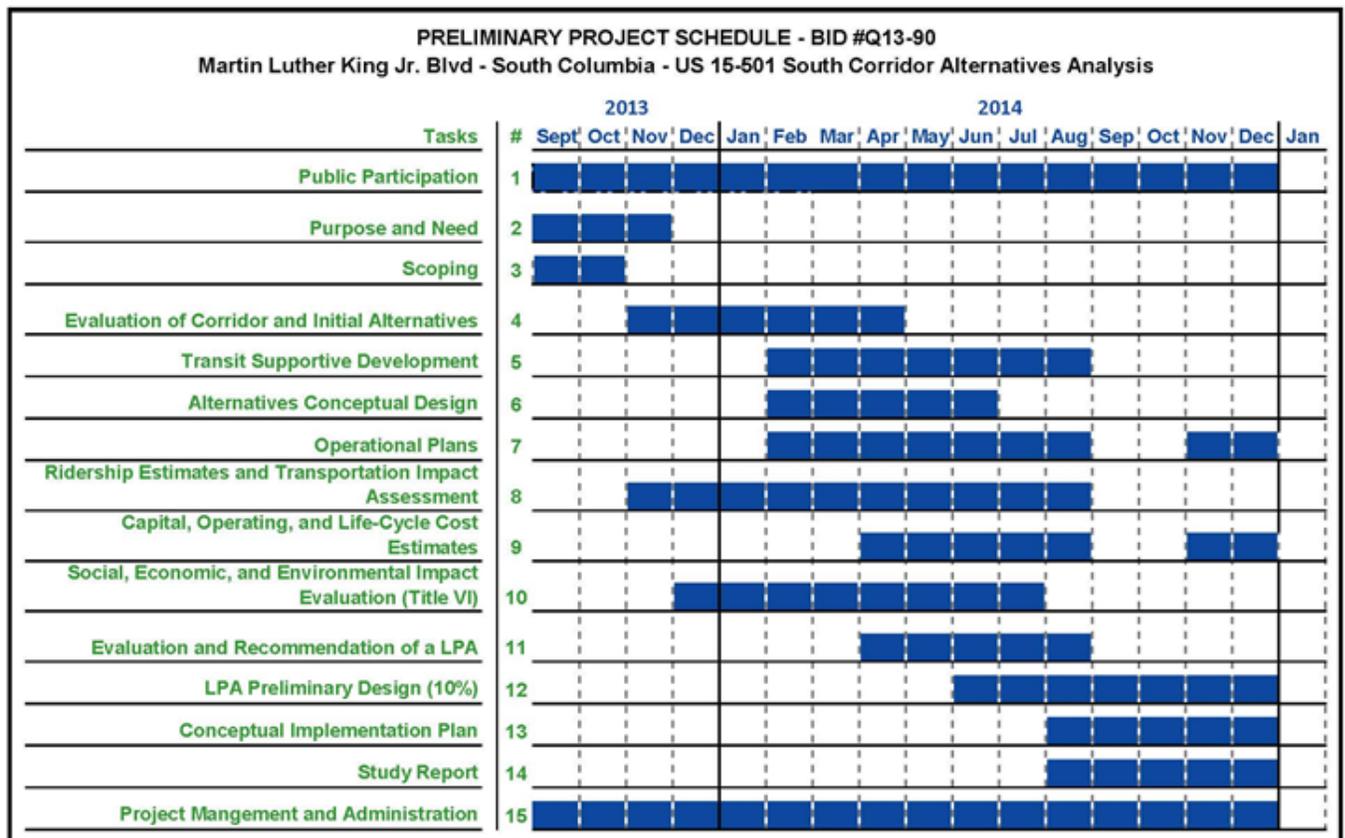
Action: 1. Authorize staff to finalize scope/budget and to initiate Alternatives Analysis Study.

Action 2. Finalize Policy Committee Appointments

Staff Resource: Mila Vega, Service Planner
 Brian Litchfield, Director

Background

The selection committee identified URS as the preferred firm to conduct the Alternatives Analysis Study. Over the past several weeks staff has been working with URS to finalize the scope of work and the budget (attached). The total project budget is \$649,995.23 (federal share 80%; local share 20%): FY14 \$422,496.90 and FY15 \$227,498.33, including contingency. Upon Partners authorization to proceed, the staff will execute the contract and start working on setting up a kick off meeting(s) for the Policy and Technical Committees. The projected study timeline is 15-18 months:



Recommendation

Partners approve proposed project scope and budget and authorize staff to proceed with the study.

Attachments:

1. Project Scope
2. Project Budget
3. Committee List

The URS Team commits to efficiently and effectively meet Chapel Hill Transit's (CHT) goals for this Alternatives Analysis (AA) Study through **a transparent, responsive project process that consistently includes stakeholder input and is completed within 15 months**. The URS Team's approach to the project generally follows the Scope of Services presented on page 12 the RFQ.

Task 1: Public Participation and Public Involvement

The public input, outreach, and media relations for the Corridor will need to be comprehensive and strategic. The Chapel Hill Transit logo will be used throughout the project. These visual cues, coupled with robust engagement opportunities and media relations, will provide CHT with a solid foundation for assessing, evaluating, and selecting conceptual alternatives.

We have many techniques and approaches to accomplish CHT's objectives, many of which are commonly used and expected in Chapel Hill. We will work with the staff team for this project as part of our project initiation work to put a full array of participation techniques on the table for discussion and consideration, and customize a specific participation strategy working collaboratively with Town staff to prepare a Public Involvement Plan. Among the ideas we will want to explore:

- Facilitated Group Discussions
- Stakeholder Interviews
- Keypad Polling at Community Meetings
- Use of the Town's website, email listings, and blogs

Within the first 30 days of the AA project's inception, the URS Team intends to convene a meeting to discuss and agree to a comprehensive strategy for public and community engagement based around the described approach as well as input from CHT and the corridor stakeholders regarding the most preferred and effective methods.

Structure of Public and Stakeholder Involvement		
Group	Makeup / Role in Study	Formats / Frequency of Interaction
Town Council	Responsible for approving the Locally Preferred Alternative (LPA) based on outcome of Corridor's AA study.	Kept informed at key points in the project via briefings by CHT staff and the URS Team. Provided with written status updates at key points in the study timeline.
Policy Committee	Responsible for overall guidance and direction of the study. Members will be comprised of elected, government, and organizational officials.	Will meet at major project milestones and provide policy guidance to our team to facilitate analysis, community input, and project deliverables.
Technical Committee	Consistent group throughout the project, open to representatives from transportation, planning, and development professions, as well as representatives from communities, key agencies, and institutions as determined by CHT. The Technical Committee will review technical reports and community outreach materials, as well as recommend a LPA.	The Technical Committee will meet regularly throughout the project's development. The actual frequency and dates will be determined by project schedule but could occur as often as monthly during key decision points in the process.

Martin Luther King Jr. Boulevard – South Columbia – US 15-501 South Corridor AA Project
 Final Project Scope of Work and Schedule

Citizens Committee	The Citizens Committee includes corridor stakeholders/organizations representing diverse interests.	The Citizens Committee could be engaged individually or as groups at different points to ensure understanding, support, and ownership of the overall process.
Community Residents & Regional Public	Corridor residents, workers, students, and other interested parties.	Engaged via community meetings at multiple Corridor locations at three stages in the study. Throughout the study, they will be given opportunities for involvement / input via online tools, informed via newsletters, media reports, and other project updates.

In collaboration with CHT, the Technical Committee and the Citizens Committee (as necessary), our Team will craft a final Public Involvement Plan (PIP) during the project’s initial stages to ensure a clear approach and concise messages. The PIP will include anticipated meeting dates and suggestions for specific outreach tools to employ. In addition, we will schedule quarterly project update meetings to revisit the PIP and make any necessary adjustments.

1b. Database/Mailing List

At the project’s outset, the URS Team will work with CHT and the Technical Committee to develop a comprehensive database of community stakeholders and other interested parties for the Corridor.

These groups will be subdivided by interest group type and their geographical locations along the Corridor. We will include these groups as possible candidates for participation in the Citizens Committee described in the previous table. They will be provided with ongoing updates about information related to the project. Throughout the AA study, additional people will be provided opportunities to add their names to this list via sign-ups at community meetings and through on-line forums.

1c. Technical Committee Coordination

The URS Team will prepare materials for and direct the agenda for each of the Technical Committee meetings. Understanding that CHT has a draft composition for each committee, the URS team will review the list with CHT and revise where appropriate. It is likely the Technical Committee will also include (but not be limited to) representatives from the following organizations: CHT; Town of Chapel Hill; Town of Carrboro; Orange County; DCCH MPO; Orange County Public Transportation; NCDOT; UNC Hospital; the UNC; and the TTA.

This core group of community representatives will guide progress on the project from the determination of public involvement activities; the development of corridor goals; the evaluation of alternatives and eventual recommendation of a LPA.

We will develop a full schedule of meetings with the Technical Committee early on in the process to correspond with the schedule of deliverables, as each meeting will be used to review findings and make the decisions that will be necessary as the project moves forward. Dan Meyers and Jeff Weisner will be present at each Technical Committee meeting. They will be supported by other Team members depending on the subject matter of the respective meeting’s agenda.

1d. Community Meetings

As shown by the graphic below, involvement opportunities are identified during three key phases of the AA project, and will be tailored to the geographic zones, respecting the diversity of needs and assets

within the Corridor. Additionally, media outreach and relations will flex as necessary to maximize public input.

Community meetings will occur at major decision points in the process, and provide community members and local residents with an opportunity to learn about key findings as well as interact with project decision-makers. Rounds of community meetings will be held at a minimum of three different phases of the project. Meeting locations and times will be decided upon based on feedback from CHT and the Technical Committee but it is likely that multiple meetings will occur in the Corridor during each of the three phases. Each meeting will discuss the overall study. At key points, we will develop more targeted discussions of alternatives within each portion of the Corridor.

Phasing of Public and Stakeholder Involvement



1e. Town Council Coordination

Dan Meyers and Jeff Weisner will provide regular updates on the project’s progress to the Chapel Hill Town Council and the Policy Committee. These updates will highlight monthly progress summaries, preparations for and results of public involvement efforts, and relay any decisions made about project alternatives. The URS Team will also be prepared to provide up to three direct briefings to the Town Council at key points in the project process, including the recommendation of the LPA.

1f. Project Materials / Visual Simulations / Renderings

The URS Team will collaborate with CHT, the Technical Committee, and Citizens Committee early on to develop templates for project materials using the CHT logo. These elements will then be used throughout the project to reinforce a visual consistency and provide branding for elements such as newsletters, technical memoranda, web-site updates, public handouts and boards, and other materials. If required, the project materials will be translated in Spanish.

We believe that visually-compelling graphics and renderings are some of the most vital ingredients for comparing project elements. These visual elements will really help “make the case” for transit investment in the Corridor, both with the public and with key decision-makers. Andrew Jones of the URS Team has experience in developing cutting edge project visualizations, renderings and animations, and will incorporate these skills into the development of public meeting materials and comparison of alternatives.

1g. Project Web Site Support

The URS Team will develop a project web site for the Corridor's AA project, or will coordinate with CHT on integration of project materials into the existing CHT site, depending on the agency's preferences. We have worked on successful transit corridor projects that have taken either approach. In either case, the URS Team will be responsible for the organization, development, and updates of all information and materials posted on the site.

The URS Team will also develop a strategy for ensuring that the public is aware and directed to the project web site as a primary resource for project materials. There are a few ways to help facilitate this.

- One way would be to engage WCHL Radio as a strategic partner. This local radio station has a strong following in the Chapel Hill community.
- Another necessary method for directing traffic and providing project updates is through the use of email updates as well as social media tools. While community meetings will be an important facet of public outreach, interested stakeholders who are not able to attend these meetings can still be directly engaged and provided with opportune ties for project input via web-based outreach.

1h. Final Public Involvement Report

The URS Team will document each phase and element of the public outreach effort, and will develop a comprehensive summary of all public involvement that details:

- Technical Committee meetings and activities
- Citizen Committee meetings and activities
- Community meeting materials and results
- On-line materials and participation

Task 1 Deliverables

- Public Involvement Plan
- Policy Committee, Technical Committee, Citizen Committee, Community Meeting materials, agendas, and summary notes
- Design templates for project materials
- Public Involvement Final Report

Task 2: Purpose and Need Statement (P&N)

This task will describe:

- Study area
- Transportation conditions within and/or affected by the project area
- Existing and future land use and development issues contributing to the problem
- Mobility and access deficiencies for which solutions are being sought
- Economic development opportunities that may be enhanced by the transportation system
- Zoning and land use changes to support transit improvements in the area
- Other factors

Our approach to developing the P&N Statement is rooted in the knowledge that statement is the heart the project development process. It is the primary criteria upon which all project alternatives will be evaluated. We have developed a process for preparing the P&N Statement which represents an early opportunity for the Policy Committee and the Technical Committee to build consensus.

- Develop a problem statement that concisely defines the transportation problem to be solved by the project.
- Identify a set of quantifiable project goals and objectives rooted in the six livability principles of the DOT-HUD-EPA Partnership for Sustainability.

We will present the results of this process to the public in draft form during the first community meeting, with opportunities for input.

The result of Task 2 will be the “Making the Case” document which is a critical component of the eventual Small Starts application. The “Making the Case” document needs to comprehensively present the costs and benefits of the proposed project. T

The URS Team sees this crucial document as a living one, one that will initially present the existing corridor conditions and issues, define a P&N for the study, and set goals and objectives for the Corridor.

This document will be revisited and updated near the conclusion of the project to incorporate the evaluation of alternatives and the LPA.

Task 2 Deliverables

- Purpose and Need Statement
- Project Goals and Objectives
- “Making the Case” Document (First Draft)

Task 3: Scoping (Non-NEPA)

There are three main objectives of project scoping:

1. Identify and define the termini of the project corridor
2. Develop a range of alternatives to study
3. Identify particular community and environmental resources to be addressed

As identified in the RFP, the Scoping phase has several elements, one of which is the preparation of the work plan. We have addressed this later in the proposal under *Management and Schedule*. Other elements to address by the URS Team include the initial data collection and the preparation and distribution of a Scoping Booklet to project stakeholders and resource agencies.

3a. Initial Data Collection

The initial data collection focused on transportation, land use, planning, and the environment will inform the creation of goals and objectives and provide the development of corridor alternatives and the evaluation process. This will include documentation of previous planning work impacting this Corridor, including local municipal plans; regional plans from the DCHC MPO; and UNC campus planning.

3.a.1 Traffic / Travel Data Collection & Analysis

The URS Team will collect transportation data including information on transit service and usage statistics; roadway traffic data; segment and intersection level-of-service information; transportation safety data; and pedestrian/non-motorized counts (as available). This data collection will be supplemented by the collection of information on existing infrastructure assets and rights-of-way in the project area, including information on both on-street and off-street parking.

We will also begin the process of evaluating the travel demand model both for understanding existing and future travel patterns as well as setting the stage for ridership modeling during the evaluation of alternatives.

3.a.2 Socio-economic and Land Use Data Collection

Data on land use, development, and development potential will also be integrated into a technical memorandum. This information will be synthesized and reported to the FTA as part of the application for entry into the New Starts/Small Starts program. Additionally, this information will be used in Task 5 and will help identify likely redevelopment sites and opportunities that could grow out of the implementation of a new transit service within the study area. These sites will potentially become important factors when examining different corridor alternatives. Possible data sources and discussion points for the Corridor's socio-economic profile will include:

- Population and households
- Education
- Race and ethnicity
- Age
- Income
- Auto ownership and commuting trends
- Other household characteristics
- Employment and industry sectors
- Occupation types
- Student and employee trends for UNC and UNC Hospital

3.b Scoping Booklet

In collaboration with CHT and its partners, the URS Team will develop a Scoping Booklet early in the study. The development of this booklet will occur simultaneously with the Task 2, the P&N Statement. The URS Team will broadly distribute the Scoping Booklet, with CHT's assistance, among project stakeholders in both a printed and in an electronic format.

The Booklet will serve as tool to inform stakeholders of the following:

1. Who the study involves (project sponsors, partners, and stakeholders)?
2. Why the study is needed (problem statement, goals, and objective)?
3. What will be studied (conceptual alternative modes and alignments)?
4. How the study will be accomplished (study process and procedures)?
5. When are project milestones anticipated (schedule)?

Task 3 Deliverables

- Technical Memorandum 1: Existing Traffic and Travel Conditions
- Technical Memorandum 2: Socioeconomic and Land Use
- Scoping Booklet

Task 4: Evaluation of Corridor and Initial Alternatives

Building from the established transportation and development goals, the URS Team will develop a set of conceptual alternatives for the Corridor and its constituent segments, then evaluated based on defined criteria. Through the Draft Bus and Rail Investment Plan in Orange County, bus-only lanes have already been identified as a potential concept for the Corridor for high-frequency, high-capacity transit service. This data will be invaluable in helping us form the basis for developing alternatives.

4a. Definition of Alternatives

The definition of alternatives will advance in an iterative process. As various project alternatives are screened out during subsequent phases of evaluation, the URS Team will further define alternatives to isolate the key decision trade-offs for the Corridor. At this point, the URS Team anticipates defining and examining the following elements of transit service:

1. Alignment: Each alternative will be developed to be fully multi-modal, including a primary transit improvement, but also addressing access and through movement by all modes. While the primary focus of the alternatives will be on the Corridor, we will also consider opportunities for use of parallel roadways or right-of-ways.
2. Station / Stop Locations: The identification and development of station locations needs to consider a variety of factors, including not only existing travel demands, but also the detailed function and future development potential as supported by local planning.
3. Intelligent Transportation Systems: The URS Team will evaluate the feasibility of proven transit technologies such as electronic fare collection, automatic vehicle location (AVL), transit signal priority (TSP), next arrival information and other options to make transit operations more efficient. Though CHT is currently a fare-free service, Triangle Transit does offer service connectivity in the Corridor that is paid by a passenger fare.
4. Integration with Existing Transit Operations: An important element for each alternative will be the integration of existing and future services. Of particular interest will be the interaction of limited-stop BRT service in the corridor with local, county and regional bus service as well connectivity to the proposed UNC LRT station.
5. Pedestrian and Bicyclist: The project will need to consider gaps and barriers in the continuity of the bicycle and pedestrian accessibility to the transit stops under consideration. This analysis can be developed into a set of recommendations for working with municipal planners and local property owners on improvements to pedestrian and bicycle accessibility. The timing for this is optimal with the Town recently initiating the preparation of a new Bicycle Plan study.
6. Traffic: Integration of high-capacity transit into the Martin Luther King Jr. Boulevard–South Columbia–US 15-501 South Corridor will have varying trade-offs for traffic operations. The URS Team will evaluate the operating benefits with potential impacts on traffic, business access, station access, bicycles, pedestrian crossings, and safety. We will assess the potential for TSP in regard to the operational costs and the potential travel time benefits versus the potential impact to traffic operations.
7. Parking: Due to the ability to improve travel speed and reliability, we will study the necessary evaluation criterion that will promote elements such as bus-only lanes and in-line stops (rather than pull-outs). This information will be evaluated and may compete with the desire to maintain on-street parking in narrower corridor segments.
8. Vehicles: The characteristics of the proposed transit vehicles are closely tied to other design considerations, including station platforms, ADA, alignment geometry, clearances, support facilities, and fare collection. An initial task will be to identify and validate CHT's current vehicle-related

assumptions, and to highlight how those characteristics would impact other potential design elements.

9. Support Facilities: The candidate transit alternative will need to consider new or modified accommodations to support vehicle storage, vehicle maintenance, facilities maintenance, operator dispatching, central control, administration and other related operational functions.
10. Structures: A physical assessment of each structure to be traversed will be performed to develop cross-sections and vertical clearances for use in evaluating alignment locations for sidewalk, vehicle lanes, bus operations and other modal operations.

4b. Station Area Planning

We strongly believe that station area design and planning needs to be considered during the earliest phases of project development. Station area considerations will be a part of the initial land use and planning summary, which will identify optimal locations for station sites and the districts that will receive the most positive impact from the presence of a rapid transit facility.

During the development of alternatives, analysis of station facilities and areas will be incorporated into the evaluation of alternatives. The selection of corridors or station plans will be based in part on the coordination with existing and planned use as well as the potential for TOD-based economic development.

During the Tier 2 and 3 alternatives screening, the URS Team will convene detailed station planning workshops with local communities and constituents. These workshops will focus on station sites at specific intersections along the preferred alignment, or groupings of potential station site options within defined districts or municipalities. The URS Team will also conduct an analysis of existing infrastructure conditions as well as local plans and policies (e.g., zoning) within each station area to identify potential accompanying investments or policy alterations that could enhance the positive development impact of the alternative. The URS Team will work cooperatively with the Policy Committee on this initiative.

For each meeting, the URS Team will prepare appropriate presentation material including:

- Plans and cross-section drawings
- Image sketches
- Computer renderings
- Examples from other existing transit projects

Finally, the URS Team will prepare a Station Planning Summary Report for the LPA that documents the following:

- Design process and approach
- Major forces and issues
- Key design parameters
- Prototypical station design
- Recommended plans and images for selected stations
- Potential TOD opportunity areas at selected stations

Task 4 Deliverables

- Technical Memorandum 3: Definition of Alternatives
- Technical Memorandum 4: Ridership, Capital Cost, and Operations & Maintenance Cost Methodology
- Station Area Planning Summary

Task 5: Transit Supportive Development

As has been documented in the Town's previous planning efforts, transit investment in the corridor is as much about linking and encouraging existing and future development nodes as much as it is meeting travel needs. An important element of this alternatives analysis process will be to better understand the potential development-related impacts of the transit alternatives under consideration, and to develop and evaluate alternatives that best conform to the Town's planning and growth objectives.

Guidance from the Federal Transit Administration indicates that there are three primary factors to consider when looking at the transit-oriented development potential of a corridor or station area:

- *The developability of land in station areas* – The extent to which additional development could be physically located within a station area, usually due to the presence of vacant or underutilized opportunity sites.
- *Land use plans and policies encouraging transit-supportive development* – The extent to which high-density, mixed-use land uses are permitted or encouraged near transit.
- *The economic climate for development* – The health of the local regional economy and its ability to support new growth adjacent to transit.

To achieve a full assessment of the development potential in the corridor, each of these three factors will need to be examined.

Additionally, the six “livability” principles as listed in the RFP from the DOT-HUD-EPA Partnership for Sustainable Communities provide guidance for communities to develop in more environmentally and economically sustainable ways. A successful transit investment will address each of these principles, with TOD having particular benefit toward principles number 2, 3, 4 and 6. Recommendations from this task will need to be mindful of these principles.

During this task, the URS Team will evaluate transit supportive development opportunities within the study corridor, guided by the FTA and Sustainable Communities principles previously articulated. The URS Team will **leverage** recently completed planning studies (such as Chapel Hill 2020 Comprehensive Plan and subsequent focus area plans covering or intersecting the study corridor) and market analyses (to the extent that relevant studies completed in the last three years) and will **collaborate with key stakeholders** – including local jurisdictions, UNC, the local development community, and others – to identify these **TOD opportunities** within the context of the larger market. Our synthesis of stakeholder input, plan guidance, and our own **economic and land use research** (including current land use and development patterns, demographic data, real estate market indicators, etc.) will form the basis for a **SWOT analysis** (Strengths, Weaknesses, Opportunities and Threats) for TOD along the corridor, and in particular at potential nodes or station areas. The task will conclude with a **diagnosis of policy actions** needed to improve the viability of TOD in the corridor to the degree that it forms a solid foundation for the transportation investment, and an **outline of suggested implementation steps** to bring various elements of TOD to reality. Depending upon our findings, these items may include steps such as modifications to zoning and design ordinances, urban design and streetscape enhancements, multi-modal connectivity improvements, and specific development or redevelopment concepts.

Task 5 Deliverables

- Technical Memorandum 5: Transit Supportive Land Use and Corridor Map

Task 6: Conceptual Design

The URS Team will make full use of the information collected in Task 1 through 4 in the development of conceptual designs, including public input, roadway and transit operations data, and right-of-way data. In addition, engineers will conduct a field survey of the existing roadway in the corridor. For each alternative, the URS Team proposes to provide concept plans developed to a level that allows reasonable assessment of costs and environmental/community concerns. For components such as stations, service facilities, and grade crossings, solutions consistent with the other transit operations currently in service will be developed. The URS Team will prepare plan view base mapping and conceptual plans to address each of the elements identified under Task 4 above. In accordance with the scope of services identified in the RFP, concept plans depicting footprint of station locations, transitway and roadway typical sections, potential right-of-way limits, traffic signal locations, sidewalk modifications, streetscape elements, and vehicle maintenance and storage facilities will be developed. Prototypical visualizations of the various design concepts will accompany the design plans. We will also develop Conceptual Design Criteria that reflect information in the concept plans and document capital elements associated with the No-Build alternative.

It is assumed that TSM/Baseline will not have to be developed as it will no longer be required under the MAP-21 New Starts rules since at this point the Build Alternatives are compared to the No-Build Alternative. The FTA has simplified and streamlined the process project sponsors go through to develop materials for submittal to FTA, where possible, FTA has adopted measures that use absolute values rather than incremental values requiring a basis for comparison. However, in some cases, incremental measures remain necessary. When a basis for comparison is required because a measure is based on an incremental value, FTA will use the existing system as a point of comparison when developing current year information. When a project sponsor chooses to submit 10-year horizon information, the No-Build Alternative (which includes the existing transportation system as well as those transportation investments committed in the Transportation Improvement Plan (TIP) pursuant to 23 CFR Part 450) would be the point of comparison. When a project sponsor chooses to submit 20-year horizon information, the existing transportation network plus all projects identified in the Metropolitan Planning Organization's fiscally constrained long range plan (excluding the proposed build alternative) will serve as the point of comparison.

Task 6 Deliverables

- Technical Memorandum 6: Conceptual Design

Task 7: Develop Operating Plans

Operating plans provide decision makers with a glimpse as to how service could realistically function within the Corridor. These plans are also used as input for:

- **Ridership forecasts.** Details from the operating plans will be used by team members to code a transit network in the travel demand model. The operating plans will define critical service characteristics such as station-to-station run times, route alignments, and service frequencies.
- **O&M Cost Estimates.** Service statistics will be estimated for each project alternative, based on the operating plan assumptions. These service statistics will then be used to estimate annual O&M cost estimates.
- **Fleet Requirements.** Operating plans will define peak vehicle requirements. The application of a spare vehicle ratio will in turn result in estimated fleet requirements. The fleet requirements will then be included in each alternative's capital cost estimate.

Work completed on AA operating plans will build upon prior transit service planning work from CHT, beginning with a clear understanding of the transit travel markets in the Corridor. We will begin with a thorough review of existing ridership characteristics on the Corridor route, existing travel patterns in the Corridor, and a review of future development patterns and CHT future transit service plans from its recently completed COA to determine appropriate service strategies for each AA project alternative. As an example, BRT alternatives could reflect different service strategies with some route patterns operating only on the proposed BRT alignment (imitating LRT-type service) and others operating partially off the alignment to provide direct service to adjacent neighborhoods and nearby major destinations such as Southern Village.

For each alternative, we will define in detail bus route alignments, rail/BRT station-to-station travel time estimates, and span of service and service frequencies by time of day and day of week. The service plan for each alternative will be documented in an Operations Plans Report.

Task 7 Deliverables

- Technical Memorandum 7: Operations Plan

Task 8: Ridership Estimates and Transportation Impact Assessment

The URS Team will use its proven approach to ridership forecasts and incorporate the latest FTA regulations and guidance on ridership forecasting for Section 5309 New Starts. Specifically, FTA has recently proposed use of the “current year” and/or the “horizon year” measures in project evaluation, in order to take advantage of the enhanced reliability of short-term estimates and/or the potential long term benefits. For mobility improvement measures, FTA has proposed use of the total number of linked trips using the proposed project by non-transit dependent riders and trips made by transit dependent riders multiplied by a factor of two, giving extra weight to these trips.

Considering the proposed guidance and our Team’s prior experiences with FTA, we expect the following steps/processes:

- Consult with FTA early and often on the analytical tools for ridership forecasting, the technical requirements for New Starts, and acceptable ridership forecasts.
- Define the study area corridor and analysis districts for model performance evaluation.
- Perform evaluation using the FTA STOPS model, in part to confirm necessity of additional detailed forecasting using the regional model. *We note, however, that several unique characteristics to the Chapel Hill travel market may make at least some use of regional model forecasting necessary to make our best case for the potential funding priority.*
- Review the base year model validation results in the study corridor, as well as in the region, evaluate its adequacy in replicating the travel behavior and patterns in the base year, and make necessary model enhancements.
- Perform the current year model run and evaluate model results in the study corridor, as well as in the region, under the no-build and build conditions.
- Perform the horizon year model run and evaluate model results in the study corridor, as well as in the region, under the no-build and build conditions.
- Conduct a series of QA/QC steps as recommended by FTA for New/Small Starts application.
- Evaluate potential guideway boardings/alightings by stations and modes of access, stations-to-station flows.
- Analyze impacts in terms of changes in travel patterns and ridership, changes in roadway levels of service and congestion, changes in park-and-ride demand and parking issues, changes in mobility and accessibility, and changes in user benefits.
- Conduct sensitivity and uncertainty analysis of major factors influencing the ridership forecasts.

As part of the effort to prepare the Durham-Orange LRT New Starts application, the URS Team developed an on-going dialogue with FTA regarding the effects of the fare-free CHT transit system and the large number of other transit service patrons possessing transit passes. The large amount of university-related travel was also highlighted. These perspectives, together with further adjustments as appropriate, will be of tremendous benefit as we explore similar issues and opportunities in this Corridor.

Task 8 Deliverables

- Technical Memorandum 8: Ridership and Transportation Impacts

Task 9: Capital, Operating and Life-Cycle Cost, and Finance Plan Coordination

9a. Capital, Operating, and Life-Cycle Cost

The URS Team will develop conceptual engineering and operating plans necessary to create and compare cost estimates during the alternatives screening process.

For capital cost estimating, appropriate quantities will be based on conceptual engineering plans, and unit costs will, in part, be based on data from other similar projects. Quantities will be assembled into FTA's Standard Cost Category (SCC) format, allowing for the identification of multiple costs within a single SCC. Capital cost estimates will be developed for subsections of each alternative and for the whole alternative. The URS Team will also apply contingencies – typically a minimum of 30% is accepted by FTA at this level of analysis.

The URS Team will also estimate operating and maintenance (O&M Costs) for each alternative. The URS Team prepared a spreadsheet O&M cost model for Chapel Hill Transit for use in the Durham-Orange LRT project. This model was based on 2011 National Transit Database (NTD) information. This model will be updated to reflect FY 2012 expenditures, and enhanced as necessary to capture unique O&M expenditures that may be applicable for the MLK Corridor alternatives (e.g., BRT stations).

Cost models for new modes (e.g., streetcar and/or LRT) will be based on actual cost experiences in other regions that operate those modes (e.g., Charlotte). An O&M cost methodology report will be prepared, followed by O&M cost results. O&M cost models developed for this project will conform to FTA guidelines. Operating cost projections will be applied to various service characteristics to assess the relative cost-effectiveness of each alternative (e.g., cost per trip, cost per new rider, cost per service hour).

9b. Finance Plan Coordination

At this phase of project development, the purpose of the financial analysis is to document to the FTA, community leaders, and the general public that through a combination of funding sources there is a reasonable plan to support implementation of this project without negatively impacting the existing transit system. URS will complete the work on the financial aspects of the MLK Jr. Boulevard – South Columbia – US 15-501 South project and will share this information with CHT and the consultant selected to conduct the Development of Strategic and Financial Plans for CHT. URS will complete the following activities:

1. Identification and evaluation of potential federal, state, and local capital and operating revenue sources.
2. Conduct a workshop with CHT and other project partners to review the FTA financial planning process, which is currently being refined to reflect MAP-21. The workshop will also review FTA's key financial evaluation criteria, including the recently revised cost effectiveness criteria. For a project considering the use of Small Starts funds, the new cost effectiveness measure will be computed as the annualized federal share of the project divided by the annual number of trips using the project.
3. Develop a 20-year cash flow model based on the analysis of capital and operating costs and revenues to ensure that the LPA can be constructed and operated without negatively impacting existing operations and planned expansions. *Key inputs to the cash flow model will include: O&M cost estimates for the LPA and the background transit system; existing O&M and capital revenue projections including available fare revenue forecasts; and CHT's capital improvement program including fleet replacement schedules.*
4. Create realistic assumptions.

Martin Luther King Jr. Boulevard – South Columbia – US 15-501 South Corridor AA Project
Final Project Scope of Work and Schedule

The URS Team will share information regarding the project with the finance staff from CHT and the consultant selected to conduct the Development of Strategic and Financial Plans for CHT.

Task 9 Deliverables

- Technical Memorandum 9: Capital, Operating and Life-Cycle Cost, and Finance Plan Coordination

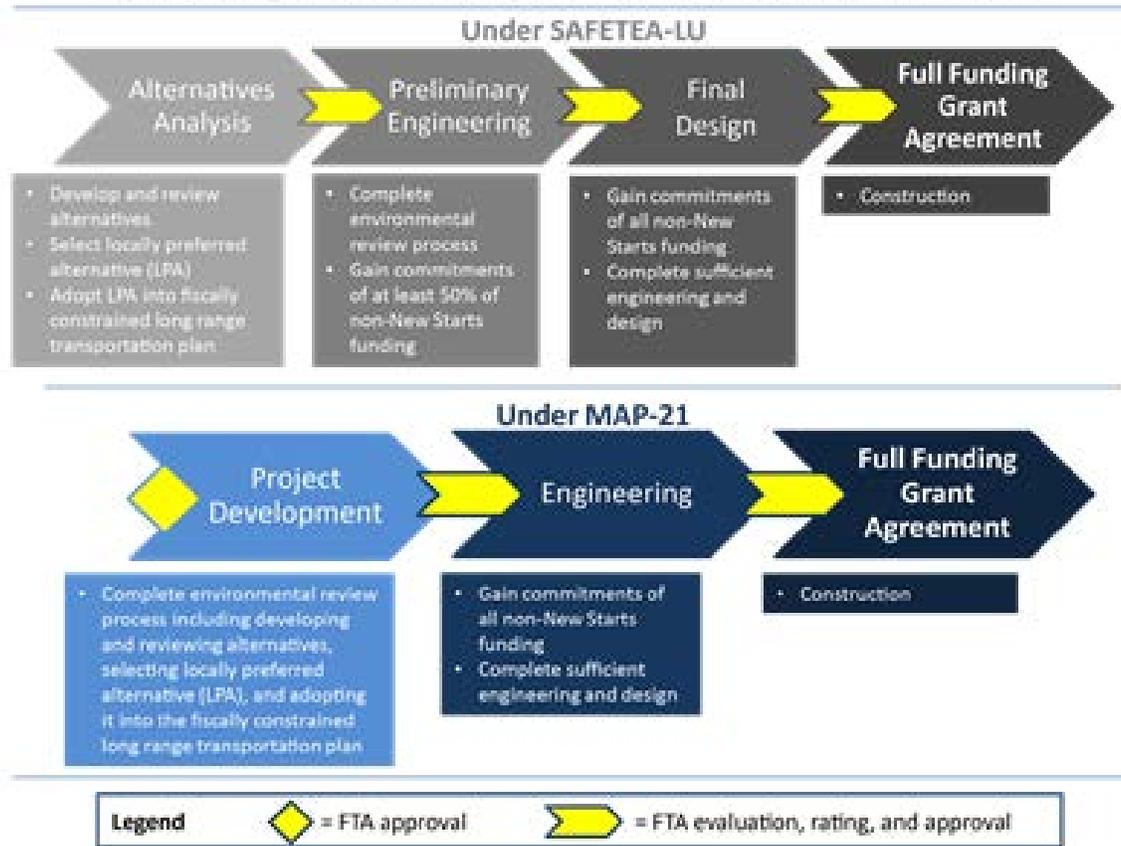
Task 10: Social, Economic, and Environmental Impact Evaluation (Title VI)

As part of the alternatives evaluation, the URS Team will identify resources of the human, natural, and physical environment that could be affected by the proposed alternatives. We will establish an environmental baseline of the Corridor upon which potential impacts can be qualitatively and quantitative measured. Transit projects in urban corridors are likely to have minor, if any, impacts to natural resources. However, there is the potential for higher impacts to elements of the human and physical environments including but not limited to traffic, noise, vibration, air quality, cultural and historic resources, Environmental Justice populations, and economic factors. The evaluation of impacts at this stage will be critical to FTA’s determination of the type of environmental Class of Action (Categorical Exclusion (CE), Environmental Assessment (EA), or Environmental Impact Statement (EIS)) that would be required for the projects compliance with the National Environmental Policy Act of 1969, as amended.

Environmental Documentation

It is possible that CHT could secure CE status for the environmental process, potentially capitalizing on updated federal guidance related to environmental streamlining. The final rule lists ten new actions for CEs. Of the ten new listed CEs, section 771.118(c)(9) (excerpted below) may be applicable to this Corridor study.

New Starts Project Development Process



Martin Luther King Jr. Boulevard – South Columbia – US 15-501 South Corridor AA Project Final Project Scope of Work and Schedule

The listed actions are broadly defined, and FTA notes the list is not exhaustive. Section 771.118(c)(9) states:

771.118(c)(9) Assembly or construction of facilities that is consistent with existing land use and zoning requirements (including floodplain regulations) and uses primarily land disturbed for transportation use, such as; buildings and associated structures; bus transfer stations or intermodal centers; busways and streetcar lines or other transit investments within areas of the right-of-way occupied by the physical footprint of the existing facility or otherwise maintained or used for transportation operations; and parking facilities.

An EA or EIS could still be required if FTA determines unusual circumstances associated with the action could result in significant environmental impacts. It will be important to communicate directly with the FTA during the AA Study to identify approaches for integrating NEPA into the study process.

The URS Team commits to work directly with CHT and FTA to identify the applicable approaches for environmental documentation, and to assist in integrating this into the study process. Upon selection of an LPA, a NEPA approach would be better defined, and a budget and scope of work would be developed for the appropriate documentation. The URS Team has completed numerous environmental reviews and is integrating environmental documentation into ongoing projects.

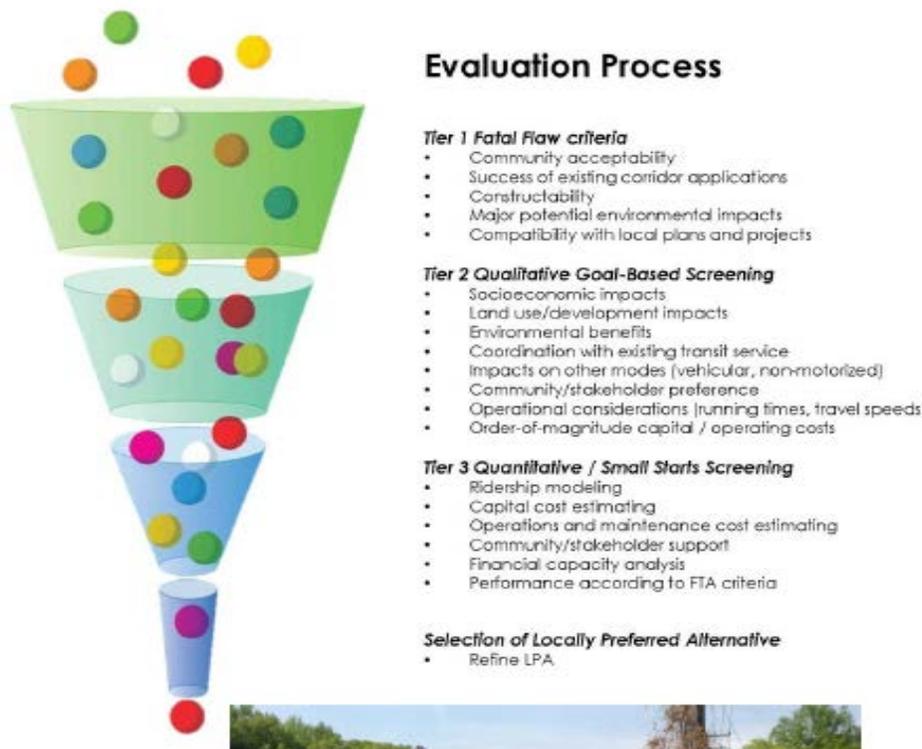
Task 10 Deliverables

- Technical Memorandum 10: Social, Economic, and Environmental Impact Evaluation
- Participate in calls with the FTA and a Draft and Final Document describing the recommended approach for proceeding with the NEPA evaluation

Task 11: Evaluation and Recommendation of LPA

The development of a P&N Statement and Goals and Objectives will help refine the evaluation criteria and link it to public and stakeholder input. The evaluation methods must ensure that whatever alternative is selected not only addresses the project's locally-derived P&N, but that it also remains competitive via the federal New Starts/Small Starts rating process. *This means that the alternative that is developed and selected will likely need to provide significant improvements over the existing transit service in the corridor.*

As shown in the graphic below, a three-tiered evaluation process will address the dual purpose detailed above, with initial screenings that address local and corridor concerns and a final quantitative screening that will help calibrate and select a locally preferred alternative that is competitive for federal funding. The URS Team envisions this iterative evaluation process taking up a significant portion of the study timeframe, as each evaluation and screening leads to further definition of the candidate alternatives, with a final (Tier 3) screening of up to two primary build alternatives.



At the conclusion of the alternatives evaluation process, the URS Team will synthesize information from previous tasks to support recommendation of a locally preferred alternative by the project's Technical Committee. At this stage of the project, there will be an opportunity to refine the LPA based on the results of the quantitative evaluation process. Selection of the LPA will be documented in an Evaluation of Alternatives Report that succinctly describes the evaluation process used, the definition of alternatives at each stage in the evaluation, and the characteristics of the LPA. The URS Team will provide background technical information as appendices.

Task 11 Deliverables

- Evaluation of Alternatives Report (Draft and Final)

Task 12: LPA Preliminary Design (10%)

Per Addendum #1 to the RFP, conceptual designs prepared under Task 6 will be advanced for the LPA to the 10% level of design and a Preliminary Design Report will be prepared. The Report will include 10 percent design plans for the corridor to include the elements identified in Task 6, and would include transit access, operational, and aesthetic elements. Plans will be prepared and presented in an electronic format that is appropriate for the level of detail needed, and compatible with available survey and mapping information.

Task 12 Deliverables

- Preliminary Design Report (Draft and Final)

Task 13: Implementation Planning

The URS Team will prepare a detailed implementation plan for the LPA in accordance with FTA project development requirements. The plan will be designed to be the basis for the Project Management Plan that will be a crucial element of the New Starts / Small Starts submittal. (e.g., proposed changes in land use policy or legislative changes needed to support project implementation).

Implementation Plan components will include:

- Financing assumptions
- Schedules for preliminary engineering, final design, and construction
- Defines roles for implementing and operating agencies for each stage of development
- Identifies accompanying action items to aid in the project success

Task 13 Deliverables

- Implementation Plan including updated Project Management Plan developed as part of Task 15
- Updated Purpose and Need Statement/"Making the Case" Report

Task 14: Study Report

Upon selection of the LPA, the URS Team will revisit the initial “Making the Case” Report developed and update it with detailed information about the alternative selected and quantitative data on the benefits of the project. From the “Making the Case” Report, a draft and final Study Report will be prepared that comprehensively describes the AA study process and outcomes. The Study Report will compile the results of all public involvement, technical evaluation, and implementation planning prepared through the course of the study. The report will provide a summary overview of the entire process, and also include a graphically-oriented Executive Summary version that can be reproduced as a handout or brochure, and also be adapted as a summary Power Point presentation.

Task 14 Deliverables

- Draft and Final Study Report

Task 15: Management Plan and Anticipated Schedule

As part of the project’s Management Committee, URS Team leaders will responsibly report the status of the project budget, work effort, progress and schedule. A key part of the professional management of this study will be the responsiveness to the new and in-development guidance from the FTA regarding project entry into the New Starts and Small Starts funding programs under MAP-21.

15a. Project Management Plan

The URS Team will develop a Project Management Plan (PMP) that complies with FTA requirements and will be periodically updated and maintained as needed through the New Starts/Small Starts project development process.

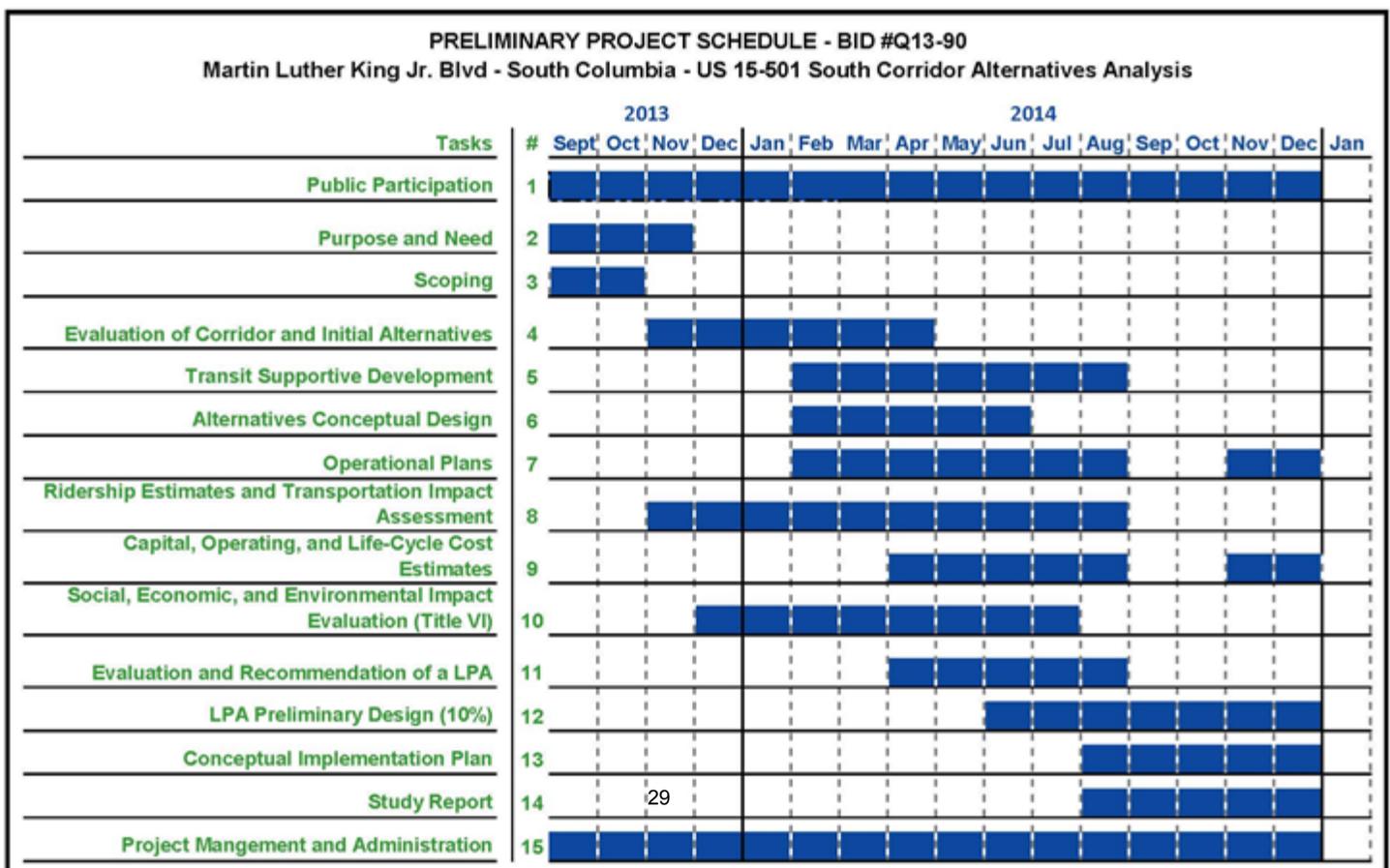
The PMP will define the following:

- Project organization: Identify project goals, roles and responsibilities of key participants
- Work scope and schedule: Establish the approach, policies and procedures for undertaking the study
- Project management, control and monitoring: Develop procedures for quality control and assurance
- Communications program
- Quality management plan/procedures
- Other issues related to project implementation (note: this item will be a placeholder during this phase of the study)

The Corridor Study PMP will be reviewed and approved by the CHT and the Management Committee. The URS Team will be responsible for incorporating comments from the Management Committee into the PMP.

15b. Project Schedule and Tracking

A month-to-month project schedule will be coordinated with CHT early in the project process, and will define major project milestones/deliverables, proposed dates of project steering committee meetings, and



public involvement/outreach efforts. URS typically uses MS Project to manage project schedules. A preliminary outline of a 15-months project schedule is outlined presented below. Our project team is confident we can complete the AA and preliminary design to 10 percent within this timeframe.

15c. Monthly Project Status Reports / Invoicing

Each month, a progress report will be submitted to CHT's project manager with the invoice. The report will document the hours spent by task during the previous month; the cumulative hours to date; a comparison to the budgeted hours; and a description of tasks or deliverables completed during that month. The report will also include a statement of resolution or action for resolution of identified challenges that may have been encountered during the previous month. These monthly reports will be prepared so as to provide a brief summary overview for the purposes of presenting to the Town Council, and can also be accompanied by meetings either in-person or via conference call with Management Committee.

15d. Quality Assurance / Quality Control

URS Corporation provides services that require a diverse set of skills, experience and educational backgrounds. URS' Quality Management System (QMS) enables us to deliver these services in a manner that meets our clients' expectations and is consistent with the generally accepted professional standard of care. The QMS is fully documented and consists of quality policies, supporting quality procedures and instructions, and other controlled supplemental documents. Our QMS program enables us to identify, measure, control and improve our core business processes, which leads to improved business performance.

URS' corporate policy creates the framework, but Team members will implement a plan that responds directly to this Study's unique needs. This plan will begin at project initiation with the creation of a Quality Control Plan, which will delineate the specific actions that will be taken to verify that all deliverables are responsive to CHT's needs. Our deliverables will be thorough, complete and meet the high standards of professional care.

15e. FTA Coordination / MAP-21 Requirements

As discussed in the *Project Understanding* section, there are new and developing sets of guidance for transit capital projects advancing through federal funding and approval processes. Throughout the project process, the URS Team will monitor updates to federal rulemaking, and as each piece of guidance is released will make an independent assessment of the applicability to the AA study and any alterations that need to be made to the study. Members of the URS Team are currently advancing numerous projects through the FTA process, and we are developing such guidance on a recurring basis.

Additionally, it will be important early on in the project, and regularly thereafter, to interface with officials from FTA Region IV to brief them on project progress. We will get their feedback on elements such as the project Purpose & Need and ridership modeling approach and inquire about any issues such as undefined areas of guidance. This strategy of open and continuous communication has paid significant dividends on other transit capital investment studies managed by the URS Team.

Task 15 Deliverables

- Draft and Final Project Management Plan
- Monthly progress reports and issues/action logs
- Quality Control and Quality Assurance Plan
- Summary Memoranda on FTA/MAP-21 guidance

Man-Hour Matrix

Chapel Hill Martin Luther King Jr Blvd.-South Columbia-US 15-501 Couth Corridor Transit Alternatives Analysis



URS Corporation & Subconsultants																	Estimated Hours		Direct Rate / Hour	Total Estimated Cost (dollars)
Person Name/ Title	1. Public Involvement	2. Purpose and Need	3. Scoping	4. Eval of Corridor & Initial Alts.	5. Transit Supportive Development	6. Alt Concept Design	7. Operational Plans	8. Ridership Estimates	9. Cost Estimates and Finance	10. Socio. & Environ. Impacts	11. Eval & Recommend LPA	12. LPA Conceptual Design (10%)	13. Concept Implementation	14. Final Report	15. Admin/Proj Mgmt	Total Hours				
Don Yuratovac / Principal In Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24	24	\$ 84	\$ 2,019		
Dan Meyers / Project Manager	80	16	16	16	-	4	4	12	8	8	16	12	8	8	120	328	\$ 84	\$ 27,595		
Jeff Weisner/ Dep. Project Manager	100	32	40	16	-	16	-	32	12	32	32	32	16	24	100	484	\$ 61	\$ 29,344		
Rick Nau / QA/QC	-	-	4	-	-	-	-	-	8	-	8	-	4	8	16	48	\$ 82	\$ 3,917		
Task Leader	-	24	-	80	80	64	-	8	8	-	40	32	-	8	-	336	\$ 56	\$ 18,685		
Sr. Engineer	-	-	-	40	-	80	-	-	24	-	-	80	-	8	-	232	\$ 56	\$ 13,063		
Engineer	-	-	-	-	-	80	-	-	40	-	-	80	80	8	-	288	\$ 50	\$ 14,541		
Design Technician	24	-	-	24	-	40	-	-	-	-	-	80	-	8	-	176	\$ 37	\$ 6,463		
Sr. Planner/Scientist	80	40	24	40	40	-	-	-	-	40	-	-	-	-	-	264	\$ 43	\$ 11,439		
Planner/Scientist	80	-	32	24	60	-	60	64	-	40	40	-	-	24	-	424	\$ 37	\$ 15,708		
Jr. Planner/Scientist	-	24	8	-	40	-	-	-	-	40	40	-	-	-	-	152	\$ 29	\$ 4,434		
Graphics Artist	60	-	-	-	-	-	-	-	-	40	-	-	-	-	-	100	\$ 25	\$ 2,513		
Admin/Clerical/Editors	40	4	8	-	-	-	4	-	-	-	4	-	-	8	-	68	\$ 26	\$ 1,734		
Total Hours	464	140	132	240	220	284	68	108	100	200	180	316	108	104	260	2,924	n/a	\$ 151,454		
Total Labor Cost	\$ 22,633	\$ 7,156	\$ 6,760	\$ 12,521	\$ 9,572	\$ 14,878	\$ 2,661	\$ 5,321	\$ 5,869	\$ 8,000	\$ 8,914	\$ 16,210	\$ 6,009	\$ 5,467	\$ 19,483	\$ 151,454				
Overhead & Burden (121.120%)	\$ 27,413	\$ 8,668	\$ 8,188	\$ 15,165	\$ 11,593	\$ 18,020	\$ 3,223	\$ 6,444	\$ 7,109	\$ 9,690	\$ 10,797	\$ 19,634	\$ 7,278	\$ 6,622	\$ 23,598	\$ 183,441				
Other Direct Costs	\$ 8,500	\$ 2,000	\$ 510	\$ 4,000	\$ 4,000	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,050	\$ 27,060				
Profit (10%)	\$ 5,005	\$ 1,582	\$ 1,495	\$ 2,769	\$ 2,116	\$ 3,290	\$ 588	\$ 1,177	\$ 1,298	\$ 1,769	\$ 1,971	\$ 3,584	\$ 1,329	\$ 1,209	\$ 4,308	\$ 33,490				
Total Cost	\$ 63,550	\$ 19,406	\$ 16,953	\$ 34,454	\$ 27,281	\$ 36,188	\$ 6,473	\$ 12,942	\$ 18,276	\$ 19,460	\$ 21,682	\$ 39,429	\$ 15,615	\$ 14,298	\$ 49,439	\$ 395,445				
Clarion and Associates																	Estimated Hours		Costs	
Person Name/ Title	1. Public Involvement	2. Purpose and Need	3. Scoping	4. Eval of Corridor & Initial Alts.	5. Transit Supportive Development	6. Alt Concept Design	7. Operational Plans	8. Ridership Estimates	9. Cost Estimates and Finance	10. Socio. & Environ. Impacts	11. Eval & Recommend LPA	12. LPA Conceptual Design (10%)	13. Concept Implementation	14. Final Report	15. Admin/Proj Mgmt	Total Hours	Loaded Rate	Total Estimated Cost (dollars)		
Roger Waldon / Land-Use Planner	80	-	8	-	-	-	-	-	-	-	-	-	-	-	-	88	\$ 145	\$ 12,760		
Associate	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40	\$ 95	\$ 3,800		
Support Staff	40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40	\$ 40	\$ 1,600		
Total Hours	160	-	8	-	-	-	-	-	-	-	-	-	-	-	-	168	n/a	\$ 18,160		
Total Loaded Cost	\$ 17,000	\$ -	\$ 1,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,160				
Other Direct Costs	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000				
Total Cost	\$ 18,000	\$ -	\$ 1,160	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,160				
Connetics Transportation Group																	Estimated Hours		Costs	
Person Name/ Title	1. Public Involvement	2. Purpose and Need	3. Scoping	4. Eval of Corridor & Initial Alts.	5. Transit Supportive Development	6. Alt Concept Design	7. Operational Plans	8. Ridership Estimates	9. Cost Estimates and Finance	10. Socio. & Environ. Impacts	11. Eval & Recommend LPA	12. LPA Conceptual Design (10%)	13. Concept Implementation	14. Final Report	15. Admin/Proj Mgmt	Total Hours	Direct Rate	Total Estimated Cost (dollars)		
Jim Baker	-	-	8	24	-	-	40	-	40	-	-	-	-	-	-	112	\$ 77	\$ 8,624		
Tim Crobons	-	-	16	40	-	-	40	-	40	-	-	-	-	-	-	136	\$ 67	\$ 9,044		
Total Hours	-	-	24	64	-	-	80	-	80	-	-	-	-	-	-	248	n/a	\$ 17,668		
Total Labor Cost	\$ -	\$ -	\$ 1,680	\$ 4,508	\$ -	\$ -	\$ 5,740	\$ -	\$ 5,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,668				
Overhead & Burden (.9671%)	\$ -	\$ -	\$ 1,625	\$ 4,360	\$ -	\$ -	\$ 5,551	\$ -	\$ 5,551	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,087				
Other Direct Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,860	\$ -	\$ -	\$ -	\$ -	\$ 4,860				
Profit (10%)	\$ -	\$ -	\$ 330	\$ 887	\$ -	\$ -	\$ 1,129	\$ -	\$ 1,129	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,475				
Total Cost	\$ -	\$ -	\$ 3,635	\$ 9,754	\$ -	\$ -	\$ 12,420	\$ -	\$ 12,420	\$ -	\$ 4,860	\$ -	\$ -	\$ -	\$ -	\$ 43,090				
Cambridge Systematics																	Estimated Hours		Costs	
Person Name/ Title	1. Public Involvement	2. Purpose and Need	3. Scoping	4. Eval of Corridor & Initial Alts.	5. Transit Supportive Development	6. Alt Concept Design	7. Operational Plans	8. Ridership Estimates	9. Cost Estimates and Finance	10. Socio. & Environ. Impacts	11. Eval & Recommend LPA	12. LPA Conceptual Design (10%)	13. Concept Implementation	14. Final Report	15. Admin/Proj Mgmt	Total Hours	Direct Rate	Total Estimated Cost (dollars)		
Sr. Principal Specialist	-	-	-	12	-	-	32	-	40	-	40	-	16	4	20	164	\$ 110	\$ 17,989		
Manager/Principal Specialist	-	-	-	40	-	-	-	64	-	-	-	-	-	-	20	124	\$ 101	\$ 12,488		
Sr. Supv Specialist	-	-	-	-	-	-	-	72	-	-	-	-	-	-	-	72	\$ 74	\$ 5,314		
Sr. Specialist	-	-	-	-	-	-	-	40	-	-	-	-	-	-	-	40	\$ 58	\$ 2,320		
Sr. Planner	-	-	-	40	-	-	-	80	-	-	-	-	-	-	-	120	\$ 49	\$ 5,858		
Total Hours	-	-	-	92	-	-	32	256	40	-	40	-	16	4	40	520	n/a	\$ 43,970		
Total Labor Cost	\$ -	\$ -	\$ -	\$ 7,297	\$ -	\$ -	\$ 3,510	\$ 17,985	\$ 4,388	\$ -	\$ 4,388	\$ -	\$ 1,755	\$ 439	\$ 4,208	\$ 43,970				
Overhead & Burden (180.90%)	\$ -	\$ -	\$ -	\$ 13,201	\$ -	\$ -	\$ 6,350	\$ 32,535	\$ 7,937	\$ -	\$ 7,937	\$ -	\$ 3,175	\$ 794	\$ 7,612	\$ 79,541				
Other Direct Costs	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000				
Profit (10%)	\$ -	\$ -	\$ -	\$ 2,050	\$ -	\$ -	\$ 986	\$ 5,052	\$ 1,232	\$ -	\$ 1,232	\$ -	\$ 493	\$ 123	\$ 1,182	\$ 12,351				
Total Cost	\$ -	\$ -	\$ -	\$ 23,048	\$ -	\$ -	\$ 10,846	\$ 55,572	\$ 14,057	\$ -	\$ 13,557	\$ -	\$ 5,423	\$ 1,356	\$ 13,002	\$ 136,862				
Vantage Point Development Advisors																	Estimated Hours		Costs	

*Labor Costs include Burden, General and Administrative Expenses, and Fixed Fee.

Person Name/ Title	1. Public Involvement	2. Purpose and Need	3. Scoping	4. Eval of Corridor & Initial Alts.	5. Transit Supportive Development	6. Alt Concept Design	7. Operational Plans	8. Ridership Estimates	9. Cost Estimates and Finance	10. Socio. & Environ. Impacts	11. Eval & Recommend LPA	12. LPA Conceptual Design (10%)	13. Concept Implementation	14. Final Report	15. Admin/Proj Mgmt	Total Hours	Direct Rate	Total Estimated Cost (dollars)	
Project Manager	-	-	-	8	60	-	-	-	-	24	-	-	-	-	-	92	\$ 68	\$ 6,229	
Associate	-	-	-	-	40	-	-	-	-	40	-	-	-	-	-	80	\$ 45	\$ 3,583	
Total Hours	-	-	-	8	100	-	-	-	-	64	-	-	-	-	-	172	n/a	\$ 9,813	
Total Labor Cost	\$ -	\$ -	\$ -	\$ 542	\$ 5,854	\$ -	\$ -	\$ -	\$ -	\$ 3,417	\$ -	\$ -	\$ -	\$ -	\$ -	9,813			
Overhead & Burden (132.43%)	\$ -	\$ -	\$ -	\$ 717	\$ 7,753	\$ -	\$ -	\$ -	\$ -	\$ 4,525	\$ -	\$ -	\$ -	\$ -	\$ -	12,995			
Other Direct Costs	\$ -	\$ -	\$ -	\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	3,200			
Profit (10%)	\$ -	\$ -	\$ -	\$ 126	\$ 1,361	\$ -	\$ -	\$ -	\$ -	\$ 794	\$ -	\$ -	\$ -	\$ -	\$ -	2,281			
Total Cost	\$ -	\$ -	\$ -	\$ 1,385	\$ 17,168	\$ -	\$ -	\$ -	\$ -	\$ 9,735	\$ -	\$ -	\$ -	\$ -	\$ -	28,288			
Kimley Horn and Associates																Estimated Hours		Costs	
Person Name/ Title	1. Public Involvement	2. Purpose and Need	3. Scoping	4. Eval of Corridor & Initial Alts.	5. Transit Supportive Development	6. Alt Concept Design	7. Operational Plans	8. Ridership Estimates	9. Cost Estimates and Finance	10. Socio. & Environ. Impacts	11. Eval & Recommend LPA	12. LPA Conceptual Design (10%)	13. Concept Implementation	14. Final Report	15. Admin/Proj Mgmt	Total Hours	Direct Rate	Total Estimated Cost (dollars)	
Jonathan Whitehurst / Traffic Engineer	-	-	-	40	-	-	-	-	-	-	80	-	-	-	-	120	\$ 66	\$ 7,913	
Total Hours	-	-	-	40	-	-	-	-	-	-	80	-	-	-	-	120	n/a	\$ 7,913	
Total Labor Cost	\$ -	\$ -	\$ -	\$ 2,638	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,275	\$ -	\$ -	\$ -	\$ -	7,913			
Overhead & Burden (191.53%)	\$ -	\$ -	\$ -	\$ 5,052	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,104	\$ -	\$ -	\$ -	\$ -	15,155			
Other Direct Costs	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 275	\$ -	\$ -	1,775			
Profit (10%)	\$ -	\$ -	\$ -	\$ 769	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,538	\$ -	\$ -	\$ -	\$ -	2,307			
Total Cost	\$ -	\$ -	\$ -	\$ 9,458	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,417	\$ -	\$ 275	\$ -	\$ -	27,150			
Total Hours for All Firms	624	140	164	444	320	284	180	364	220	264	300	316	124	108	300	4,152			
% of Hours	15.0%	3.4%	3.9%	10.7%					5.3%	6.4%	7.2%		3.0%	2.6%	7.2%	100.0%			
Total Cost for All Firms	\$ 81,549.67	\$ 19,406.06	\$ 21,748.65	\$ 78,100.56	\$ 44,449.00	\$ 36,187.97	\$ 29,739.20	\$ 68,513.49	\$ 44,753.19	\$ 29,194.94	\$ 57,515.97	\$ 39,428.71	\$ 21,312.97	\$ 15,653.31	\$ 62,441.54	\$ 649,995.23			
Contingency (5%)	\$ 4,077.48	\$ 970.30	\$ 1,087.43	\$ 3,905.03	\$ 2,222.45	\$ 1,809.40	\$ 1,486.96	\$ 3,425.67	\$ 2,237.66	\$ 1,459.75	\$ 2,875.80	\$ 1,971.44	\$ 1,065.65	\$ 782.67	\$ 3,122.08	\$ 32,499.76			
Total Cost for All Firms After contingency	\$ 77,472.18	\$ 18,435.76	\$ 20,661.22	\$ 74,195.53	\$ 42,226.55	\$ 34,378.57	\$ 28,252.24	\$ 65,087.82	\$ 42,515.53	\$ 27,735.19	\$ 54,640.17	\$ 37,457.27	\$ 20,247.32	\$ 14,870.64	\$ 59,319.46	\$ 617,495.47			
% of Total Costs	12.5%	3.0%	3.3%	12.0%	6.8%	5.6%	4.6%	10.5%	6.9%	4.5%	8.8%	6.1%	3.3%	2.4%	9.6%	100.0%			

*Labor Costs include Burden, General and Administrative Expenses, and Fixed Fee.

MARTIN LUTHER KING, JR. BOULEVARD CORRIDOR ALTERNATIVES ANALYSIS (AA) STUDY

A project team, headed by Chapel Hill Transit (CHT) will manage the study in a collaborative effort. A Policy Committee, Technical Committee and Citizens Committee will be created to provide technical, policy and public guidance to the consulting team selected to conduct the study. The project team will coordinate all study efforts with citizens, businesses, organizations, developers, media outlets, and local, state and federal officials.

The makeup of the committees and their respective roles are not static, and will evolve as the study progresses. The following is a summary of the committees and their general responsibilities:

Policy Committee

The Policy Committee will be responsible for the overall direction of the study and will be comprised of elected, government and organizational officials from the following study partners:

- Federal Transit Administration
 - To be determined
- North Carolina Department of Transportation
 - To be determined
- Chapel Hill Transit Partners
 - Jim Ward, Chapel Hill Council Member
- Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO)
 - To be determined
- Town of Chapel Hill
 - Council Member – to be determined
 - Roger Stancil, Town Manager
- Town of Carrboro
 - Board of Aldermen Member – to be determined
 - David Andrews, Town Manager
- University of North Carolina at Chapel Hill
 - Chief Jeff McCracken, Director of Public Safety
 - Anna Wu, Assistant Vice Chancellor – Facilities Operations, Planning and Design
- University of North Carolina at Chapel Hill Hospital
 - Mary Beck, Senior Vice President of System Affiliations
- Downtown Partnership
 - Meg McGurk, Executive Director

- Chapel Hill-Carrboro Chamber of Commerce
 - Aaron Nelson, President and CEO

Committee members will provide policy guidance throughout the study process. The committee will meet at major milestones during the study to facilitate the analysis, community input and project deliverables. The committee will meet approximately quarterly. Committee members listed above will be invited to join the Policy Committee or identify an appropriate designee.

Technical Committee

The Technical Committee will be responsible for developing the study Request for Proposals (RFP), consultant selection and advising the consultant team on technical issues during the study. The committee will be a cross-section of transportation, planning and development professionals from the public and private sectors, community and business leaders and appointed citizens from the Citizens Committee including:

- Chapel Hill Transit
 - Brian Litchfield, Director
 - Mila Vega, Project Manager

- Town of Chapel Hill
 - Mary Jane Nirdlinger, Director of Policy and Strategic Initiatives
 - David Bonk, Long Range and Transportation Planning Manager
 - Kumar Neppalli, Engineering Services Manager
 - Jay Gibson, Town Engineer
 - Dwight Basset, Economic Development Officer

- Town of Carrboro
 - Jeff Brubaker, Transportation Planner

- University of North Carolina at Chapel Hill
 - Cheryl Stout, Assistant Director for Parking Services

- University of North Carolina at Chapel Hill Hospital
 - Thomas Smith, Director of Hospital Police and Transportation

- North Carolina Department of Transportation
 - Public Transportation Division – to be determined
 - Division of Highways – to be determined

- Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO)
 - Felix Nwoko, Transportation Planning Manager

- Triangle Transit
 - Patrick McDonough, Manager of Planning and Transit Oriented Development

- Chapel Hill Transportation Board
 - Michael Parker, Board Chair or appointee
- Carrboro Transportation Advisory Board
 - Seth LaJeunesse, Board Chair or appointee
- Community and Business Leaders
 - To be determined
- Citizens Committee appointees
 - To be determined

The committee will meet approximately monthly. The Technical Committee will likely have subcommittees, including a Public Involvement Committee (PIC) whose emphasis will be assisting the project team in implementing the study's public involvement plan that will be developed by the consulting team.

Citizens Committee

The Citizens Committee will consist of citizens and organizations interested in the study from throughout the Chapel Hill Transit service area. The committee will review study information, assist in decision making and provide a citizen's perspective throughout the study process. The role of the committee will be further developed as the consulting team develops the public involvement plan for the study. This committee will likely consist of citizens and representatives from various stakeholder groups, including, but not limited to, the following:

- Transit Advocacy Groups
- Chapel Hill Transportation Board
- Chapel Hill-Carrboro Chamber of Commerce
- Chapel Hill/Orange County Visitors Bureau
- Educational Institutions
- Neighborhood Associations
- Entertainment Facilities
- Non-profit Organizations
- Retail Organizations
- Health Care Organizations
- Realtors and Developers
- Interested Citizens, Organizations and Agencies

4D. Long Range Financial Sustainability Plan

Action: 1. Authorize staff to finalize scope/budget and to initiate the study.

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

Background

On June 28, 2013, a selection committee comprised of staff from CHT, the Town of Chapel Hill Manager's office and Business Management Department, administrative staff from UNC, and representatives from the Town of Carrboro met and recommended Nelson/Nygaard as the preferred consultant team, contingent on a positive review of references and work product submissions. Following a positive review of Nelson/Nygaard's references and work products, staff has negotiated a scope, schedule, and budget with Nelson/Nygaard, understanding that there is flexibility within the scope and schedule to incorporate the guidance provided by the Partners during the initial visioning session that is scheduled to take place during the Partners October 22, 2013 meeting (9:30-11:30 a.m.).

Recommendation

Partners approve proposed project scope and budget and authorize staff to proceed with the study.

Attachments:

1. Project Scope – provided at Partners Meeting
2. Project Budget – provided at Partners Meeting

4E. July Performance Report

Staff Resource: Mila Vega, Service Planner

- The July Performance Report will be provided to the Partners at the September 17, 2013 meeting.

5A. Pay for Park and Ride Update

Staff Resource: Mila Vega, Service Planner
 Rick Shreve, Budget Manager
 Brian Litchfield, Director

Background

Chapel Hill Transit (CHT) implemented a new park and ride fee effective August 15, 2013. The fee is effective at Eubanks, Carrboro Plaza, Jones Ferry and Southern Village lots.

Park and Ride Usage Rates

The lots were surveyed on September 11, 2013 during AM peak hours (9am-11am).

	UNC Permit	CHT Annual Permit	CHT Monthly Permit	Daily Parking/ No Pass	Total Spaces Filled August 11, 2013	2012 Usage % Survey	2013 vs 2012 Usage % Change	Total Spaces Available
Eubanks	67 (34.54%)	51 (26.29%)	45 (23.20%)	31 (15.98%)	194 (48.99%)	88.6%	-39.61%	396
Southern Village	105 (43.75%)	20 (8.33%)	46 (19.17%)	69 (28.75)	240 (55.56%)	100.0%	-44.44%	432
Jones Ferry	89 (57.42%)	10 (6.45%)	29 (18.71%)	27 (17.42%)	155 (35.07%)	54.20%	-19.13%	442
Carrboro	31 (63.27%)	4 (8.16%)	6 (12.25%)	8 (16.33%)	49 (35.77%)	91.00%	-55.23%	137

Out of all 4 lots, Eubanks lot shows the highest use of CHT permits (both monthly and annual). It is mostly attributed to the partnership between CHT and Triangle Transit. Triangle Transit provides free parking permits to eligible customers who use Eubanks lots and commute outside the Chapel Hill-Carrboro area. As of today, Triangle Transit requested 90 annual passes and 70 monthly. Triangle Transit is responsible for validating customer’s eligibility and pass distribution.

It should be noted that Triangle Transit reported ridership increase in August 2013. Triangle Transit staff reports the ridership on the Route 800 (from South point) has increased 38% in (about 300 daily boardings). They also report that the two routes they operate from central Durham are up 18% and 21% (about 250 daily boardings). This numbers translate into about 138,050 annual rides. For comparison purposes, that number represents about 2% of the total CHT FY13 ridership.

Sales and Refunds

According to our PayPal activity report, as of September 12, 2013 CHT has sold 80 annual permits and 226 monthly permits.

PayPal Activity Summary (complete report is attached)

- Total payments received: \$25,977
- Refunds: \$2,939 (PayPal \$1,189; Accounts Payable \$1,000; Revenue Services \$750)
- Total transfers to CHT account: \$23,934.99 (minus fees and refunds)

It's important to note when refunds are issued via Accounts Payable or Revenue Services, the PayPal fee is absorbed by CHT. PayPal fees are: annual permit sale \$7.55; monthly permit sale \$0.91.

Pay-stations daily revenue for all 4 lots ranges between \$250-300. Most of the payments are made by credit cards.

Challenges Identified since the Program Inception:

Technology – CHT uses TickeTrak to issue permits and PayPal to collect payments. The two systems have poor integration that results in multiple orders being lost. In other words, the payments are being collected but the permits are not distributed because the order was not submitted to TickeTrak. CHT, Business Management (BMD), Parking Services and IT staff had multiple conversations with the vendor in attempts to resolve the issue. At this time, there is no satisfactory solution identified by the vendor. As a result, significant staff resources are directed at answering customers' enquiries, researching lost permits and coordinating with the permit distribution vendor. Considering the low sales volume, it doesn't prove to be an effective approach. CHT staff is working on identifying alternative mechanisms to sell permits.

Additionally, TickeTrak also does not allow multiple permit orders. Customers must purchase one permit at a time. This proved to be an issue with contractors who need to place bulk orders.

Financial Reporting - The payments coming through online sales and at the pay stations require multiple levels of daily reporting that is a new matter for CHT staff to process. There have been challenges with the initial reporting through each of these processes, and reconciling each respective vendor's reporting with the funds that are actually deposited. Thus far the process has required a great deal of time on the part of CHT staff, along with staff from the Town's Business Management Department (BMD). Some issues have not yet been resolved such that we can turn this into a regular daily function, but we estimate that once the process is ironed out, it will take CHT staff one to two hours daily, along with another hour or two weekly from BMD staff. This will also add a new layer of complexity to our National Transit Database (NTD) reporting, required to maintain our Federal funding. We do not yet have an estimate on the time requirement for that.

Customer Education – despite multiple press releases from CHT and UNC as well as information posted online, there is a significant level of confusion among customers. Specifically, the customers don't understand the difference between lots ownership (UNC vs. CHT). As a result, customers who purchased CHT permits and wanted to park at UNC lots ended up requesting refunds from CHT.

Town of Chapel Hill

405 Martin Luther King Jr Blvd, Chapel Hill, 27514 NC

Financial Statement from Jan 1, 2013 to Sep 12, 2013

		Amounts in USD
Beginning Balance		0.00
Ending Balance		40.18
Beginning payables balance		0.00
Ending payables balance		0.00
	Debit	Credit
Sales Activity		24,788.00
Payments received		25,977.00
Refunds sent	-1,189.00	
Fees	-814.78	
Payment fees	-849.87	
Refunded fees*		35.09
Chargeback fees	0.00	
Account Fees Invoice	0.00	
Other fees	0.00	
Dispute Activity		0.00
Chargebacks & disputes	0.00	
Dispute reimbursements		0.00
Transfers & Withdrawals	-23,934.99	
Currency transfers		0.00
Transfers to PayPal account		0.00
Transfers from PayPal account	-23,934.99	
Purchase Activity	0.00	
Online payments sent	0.00	
Refunds received		0.00
Debit card purchases	0.00	
Debit card returns		0.00
Reserves and releases		0.00
Blocked Payments		0.00
Other Activity		1.95
Money market dividends		0.00
Debit card cash back		0.00
Credit card cash back		0.00
Other		1.95

Note: This is not an actual bill.

* Paypal refunds you fees for any fraudulent transactions or in cases when the refund happens within the first 2 days of the sale.

Understanding your financial statement

Terms and definitions

Financial Statement header

Financial statement for calendar year 2013.

Beginning Balance

Total funds in your PayPal account on Jan 1, 2013

Ending Balance

Total funds in your PayPal account on Sep 12, 2013

Beginning payables balance

Beginning.

Ending payables balance

Ending.

Sales Activity

Payments received less refunds sent for all sales activity.

Payments received

The total amount of payments received.

Refunds sent

The total amount of all refunds sent.

Fees

The total amount of all your PayPal fees.

Payment fees

The total amount of fees charged by PayPal for payments you have received.

Refunded fees

The total amount of payment fees returned to you because of refunds you have issued.

Chargeback fees

The total amount of fees for chargebacks processed.

Account Fees Invoice

The total amount of all monthly service charges and fees for any expired or voided authorizations.

Other fees

The total amount of other fees (such as debit card insurance, ATM withdrawal fees, and bank-initiated foreign deposit fees).

Dispute Activity

The total amount of funds pulled from your account less dispute reimbursements.

Chargebacks and disputes

The total amount of funds pulled from your amount because of a chargeback or lost dispute.

Dispute reimbursements

The total amount of funds restored to your account from disputes won.

Transfers and withdrawals

Money movement to and from your PayPal account.

Currency transfers

The total amount of funds transferred to USD from other currency balances.

Transfers to PayPal account

The total amount of funds transferred to your PayPal account from your bank, credit card or alternate funding source.

Transfers from PayPal account

The total amount of funds withdrawn from your PayPal account to your bank account or PayPal credit, debit or pre-paid card.

Purchase Activity

The total amount of purchases made less refunds and debit card returns.

Online payments sent

The total amount of online payments sent from your PayPal account.

Refunds received

The total amount of refunds received (for purchases made with your PayPal account).

Debit card purchases

The total amount of purchases made with your PayPal debit card.

Debit card returns

The total amount of refunds received (for purchases made with your PayPal debit card).

Other Activity

The total amount of funds generated from other activities.

Money market dividends

The total dividends earned from PayPals Money Market Fund.

Debit card cash back

The total amount generated from debit card cash back rewards.

Credit card cash back

The total amount generated from credit card cash back rewards.

5B. Thursday Night Football Game Planning Update

Staff Resource: Nick Pittman, Fixed Route Operations Manager

Overview

CHT staff has been working closely with staff from the Downtown Partnership, UNC Athletics and various Town of Chapel Hill departments to develop a logistics plan for the Thursday, October 17, 2013, UNC football game versus the Miami Hurricanes in Kenan Stadium. In addition to the game, Tar Heel Town, UNC's pre-game festivities, will be moved to West Franklin Street. To help accommodate this event, Franklin Street will be closed from Columbia Street to Mallette Street and CHT will reroute the F and J routes from 4:00 p.m. to 7:00 p.m. along Rosemary Street between East Main Street and Columbia Street.

CHT will provide additional service on the CCX, CPX, JFX, and PX routes starting around 3:00 p.m. to help accommodate customers leaving work early. UNC Athletics has agreed to cover the cost of this additional service and the extra staff CHT will need to accommodate the detours of the F and J routes.

Tar Heel Express shuttles from the Friday Center and University Mall park and rides will make stops downtown from 4:00 p.m. to 6:30 p.m. Shuttles will also operate between the Southern Village, Jones Ferry, Friday Center and University Mall park and rides and Kenan Stadium beginning at 6:30 p.m.

A press conference was held on Monday, September 9, 2013, to announce the details of this exciting event to the public. Information is available at www.tarheeldowntown.com and additional press announcements are being planned.

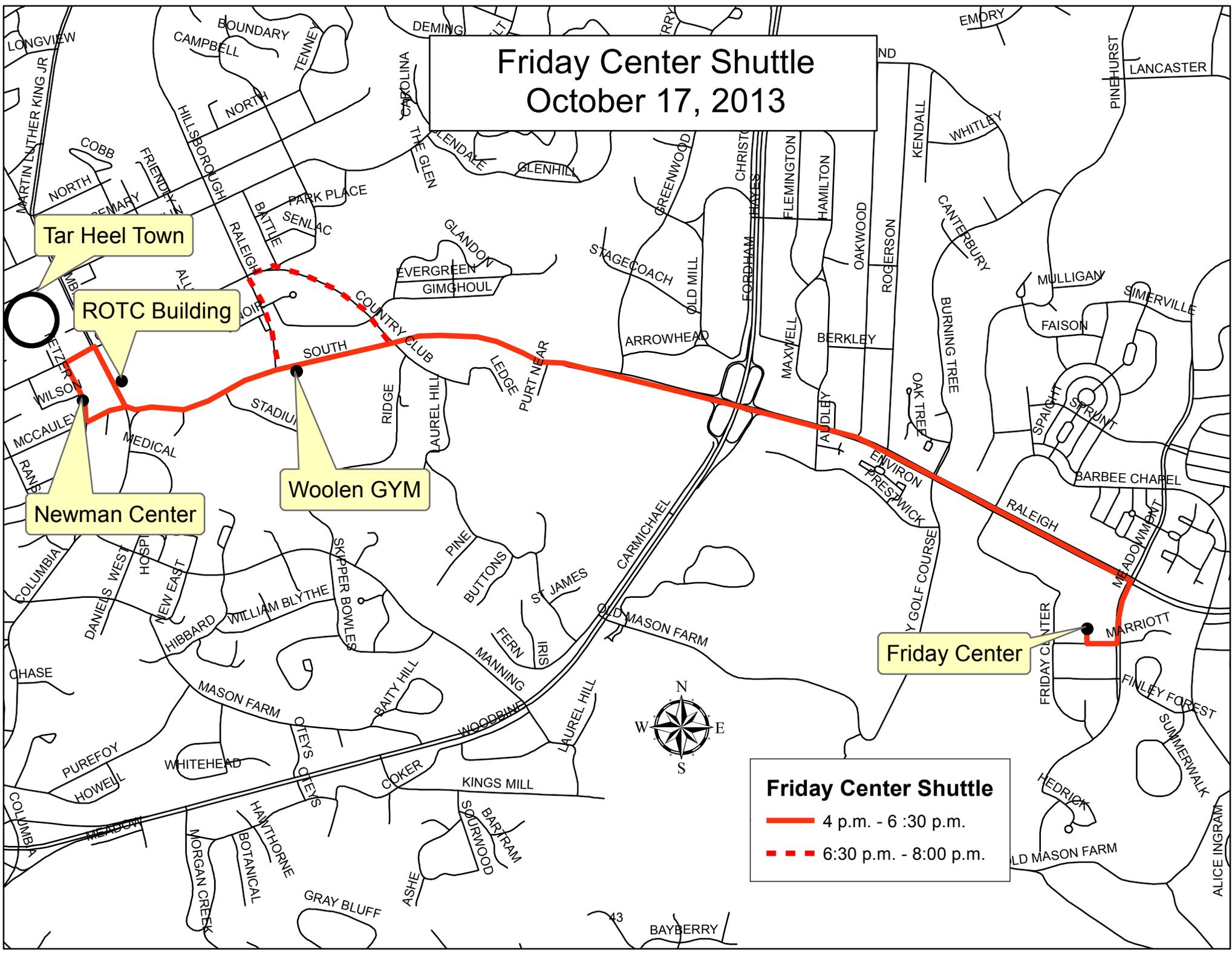
Next Steps

- CHT staff will continue to participate in and support planning efforts for this event.
- CHT to issue press release about additional service and detours related to this event on Monday, September 30, 2013 and post information on website and social media.
- CHT to issue service alerts related to this event via social media on Friday, October 11, 2013, Monday, October 14, 2013 and Thursday, October 17, 2013.

Attachments

- F and J detour routes.
- Tar Heel Express stops in downtown.

Friday Center Shuttle October 17, 2013



Tar Heel Town

ROTC Building

Newman Center

Woolen GYM

Friday Center

Friday Center Shuttle

— 4 p.m. - 6:30 p.m.

- - - 6:30 p.m. - 8:00 p.m.

University Mall Shuttle October 17, 2013

University Mall

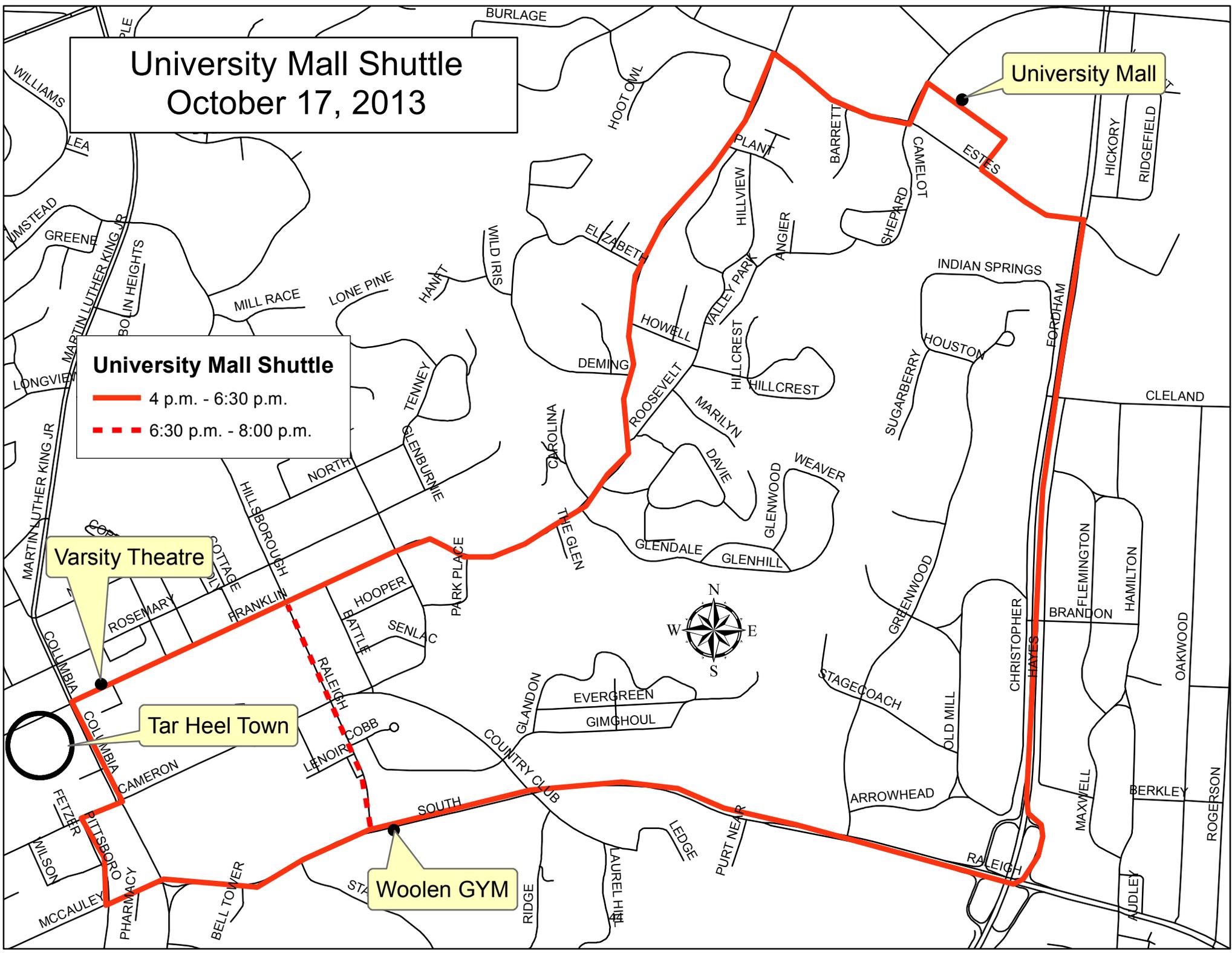
University Mall Shuttle

- 4 p.m. - 6:30 p.m.
- - - 6:30 p.m. - 8:00 p.m.

Varsity Theatre

Tar Heel Town

Woolen GYM



5C. Winter Weather Planning Update

Staff Resource: Nick Pittman, Fixed Route Operations Manager
Brian Litchfield, Director

Overview

CHT staff has started working with our Partners to develop a “Winter Weather Plan” to help us respond as safely as possible to winter weather events (snow and/or ice). During winter weather conditions our goal is to follow normal routes and schedules as long as roads are safe for travel. Our staff works closely with our Partners and NCDOT to make it a priority to clear roads needed for transit services. However, if there is a significant accumulation of snow, ice or freezing rain, routes may be put on detours (as buses may not be able to serve parts of a route that are hilly or too dangerous to drive on) or cancelled due to safety reasons.

When it comes to snow and ice, it is not possible to predict exactly how transit services will be affected or which routes/trips may need to be revised or canceled. Over the past several months, CHT staff has been working with staff from Chapel Hill Public Works, Police and Fire to identify locations within our service area where it can be a challenge to safely operate transit vehicles when snow and/or ice are present. Based on this information, staff is preparing pre-planned snow and/or ice routes that can be implemented during or in anticipation of snow and/or ice events.

The focus of the “Winter Weather Plan” will be on park and ride service, service on arterial roads, and EZ Rider service with $\frac{3}{4}$ mile of arterial roads. In addition, we will discuss how to make and effectively communicate adjustments to these services as the conditions change. It is important to note that unpredictable delays and other service disruptions may occur during winter weather events and even pre-planned snow and/or ice routes do not always work. Safety is our primary concern in developing this plan, and even with this plan in place, we may make unplanned changes in service to keep our customers and our transit operators safe during winter weather conditions.

Next Steps

- Finalize draft snow/ice routes and meet with staff from UNC and UNC Hospitals and Town of Carrboro to gather feedback.
- Finalize a winter weather communications plan.
- Provide Partners with an update during the October meeting.

5D. CHT 40th Anniversary Celebration

Staff Resource: Brian Litchfield, Director

Overview

On August 1, 1974, Chapel Hill Transit began operating public transit service for Chapel Hill and the University of North Carolina, following a successful referendum in 1973. The service started with four local routes (F, G, L and N), two campus shuttles (S and U) and two express routes (A and M), using a fleet of 22 buses, mostly 1958/59 model buses purchased from Atlanta. The Honorable Howard N. Lee was Mayor of Chapel Hill at this time and was instrumental in the creation of Chapel Hill Transit. The first Director of Transportation for Chapel Hill Transit was John Pappas.

Forty years after the successful referendum, Chapel Hill Transit is the 2nd largest transit system in the State of North Carolina, operating a 125-bus fixed route and paratransit system, with an average weekday ridership of 30,000, approximately 235 employees and an annual operating budget of \$19.7 million.

Celebration

Chapel Hill Transit has come a long way since 1974 and we think it would be fitting to celebrate Chapel Hill Transit's successes with a 40th anniversary celebration and if possible, for the celebration to include individuals who helped create the system, along with our current partners. We are in the very preliminary stages and welcome any input the Partners might have regarding this effort. As we begin to formalize our planning efforts, regular updates will be provided to the Partners.

6A. Operations

Staff Resource: Tyffany Neal, Demand Response Operations Manager
Nick Pittman, Fixed Route Operations Manager

Operations

- Staff is participating in the Event Management Team preparing for Halloween on Thursday, October 31, 2013. As in past years, CHT will adjust service to accommodate the Halloween celebration on Franklin Street. An update on our service adjustments will be provided during the October Partners meeting.

Demand Response – Tyffany Neal

- Demand Response's On-Time Performance (OTP) for the month of August 2013 – 94%.
- Demand Response's Cancellations for the month of August 2013 – 23.1%.
- Demand Response had four (4) Missed Trips in August 2013 - 0.08%.
- The Demand Response Operations Manager held several meetings regarding the modifications to the Senior Shuttle route (which now includes a stop at Chapel Hill Public Library along the hourly route. The meetings held were very positive and the community feedback given was mere appreciation for the services CHT provides.

Fixed Route – Nick Pittman

- Saturday, September 7, 2013, CHT began the 2013-2014 Tar Heel Express service for UNC Football's contest with Middle Tennessee State.
- Fixed Route staff is currently interviewing potential new hire candidates for the position of Transit Operator—Fixed Route. We are expected to begin new hire training October 1, 2013.
- Staff is currently accepting applications for three (3) Supervisor positions.
- Fixed Route's On-Time Performance (OTP) for the month of August 2013 – 80%.

6B. Maintenance

Staff Resource: Carl Rokos, Fleet and Facilities Manager

Preventive Maintenance Inspections

- Preventive Maintenance on time performance for the month of August was 100% on time. A total of 47 inspections were performed. FY 13-14 PM on time performance is 100% on time.

Maintenance Activities

- One hybrid bus (1407) had a drive unit failure that was not covered by warranty, a negotiated cost of this repair was \$29,275.55 There was a core charge for the housing of that was credited by Allison Transmissions and a small amount of policy consideration given for this repair.
- Interviews for an open mechanic position will be taking place in September.
- A joint Public Works and CHT task force has begun review all safety policies and practices in both shops.
- McDonald Transit Associates completed the comprehensive maintenance audit for Chapel Hill Transit (CHT). The final report is expected no later than the end of the month.
- CHT has experience two engine failures this month in 2007 model buses, one bus, 1807, is an articulated bus and will have to have the entire engine replaced (block damage). Cost of this repair is estimated \$24,000 and a second bus, 0207, has had internal damage and will be rebuilt with estimated cost at \$14,300. Both buses had extended engine warranties that expired 1 year ago. CHT staff is investigating options to begin a rebuild program and will have costs associated with this program and 2-3 options for the program. CHT has also asked Cummins to analyze the failures and report their findings.
- Janitorial service bids are completed and the winning bid has been selected.
- Lift – U sent a trainer to CHT in early September and performed training for all mechanics on the newest ramps in the fleet installed on the 2013 Gillig Hybrids.
- Several mechanic/shop training classes are in the works in the coming months; ZF transmissions, seat rebuilding, in ground lift operation and safety, beltless alternator diagnostics and repair and camera system training to name few. All training has been negotiated to be done at no cost by the Maintenance Manager.

6C. Director

Staff Resource: Brian Litchfield, Director

- The Director's Report will be provided to the Partners at the September 17, 2013 meeting.



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

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

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 September 17, 2013**

October 22, 2013 9:30AM	
Action Items	Informational Items
Financial Plan Visioning EZ Rider Customer Handbook	AA Study Update
November 19, 2013 11:00 a.m.	
Action Items	Informational Items
	AA Study Update Financial Plan Update FY14/15 Budget Process Outline
December, 2013 No Meeting	
Actions Items	Informational Items

<u>Key Meetings/Dates</u>
TCC Meeting – August 28, 2013 9-11:00AM, Committee Room, Durham City Hall
TCC Meeting – September 25, 2013 9-11AM, Committee Room, Durham City Hall
APTA – Annual Meeting September 29-October 2, 2013 Chicago, IL
TCC Meeting – October 23, 2013 9-11:00AM, Committee Room, Durham City Hall