



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

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

**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
OCTOBER 22, 2013 – 9:30 A.M.to 1:00 P.M.
CHAPEL HILL TRANSIT – FIRST FLOOR CONFERENCE ROOM**

	PAGE #
1. Approval of September 17, 2013 Meeting Summary	1
2. Employee Recognition	
3. Long Range Financial Sustainability Plan - Visioning Session (9:30 a.m. – Noon)	
4. Consent Items	
A. September Financial Report	4
5. Discussion Items	
A. September Performance Reports	6
6. Information Items	
A. EZ Rider Customer Handbook Update	7
B. Estes Park Bus Service Update	8
C. Holiday Schedule	10
D. Chapel Hill Transit Public Transit Committee Webpage	11
7. Departmental Monthly Reports	
A. Operations	12
B. Maintenance	16
C. Director	17
8. Future Meeting Items	18
9. Partner Items	
10. Next Meeting – November 19, 2013 (11:00 a.m. – 1:00 p.m.)- No December meeting	
11. Adjourn	

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

Tuesday, September 17, 2013 at 11:00AM

Present: Jim Ward, 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, Matt Czajkowski, Chapel Hill Town Council

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, David Bonk, Long Range and Transportation Manager, Jeff Brubaker, Carrboro Transportation Planner

Guests: David King, Damien Graham and John Tallmadge from TTA.

1. The Meeting Summary of August 27, 2013 was received and approved.
2. Employee Recognition – There was no employee recognition this month.
3. **Consent Items**
 - A. August Financial Report – Rick Shreve reviewed the report for the Partners. Brian noted that repairs to Estes Park Apartments bus stop area, the Southern Village Park/Ride bus turnaround repairs and facility safety repairs were not included as part of the FY 14 budget and staff is looking for funding alternatives.

4. Discussion Items

- A. Regional Branding Study – Damien Graham from TTA reviewed the study for the Partners. He described the next steps and options for logo designs. Brian asked if streamlining information between transit services and the coordination of services will be included in the project and Damien said it was.

Phase 2 includes the following:

1. Contribution of funds
2. Staff involvement

The Partners agreed to participate in phase 2 of the project.

- B. Orange County Bus and Rail Investment Plan – John Tallmadge reviewed the timeline for activities coming up. Work on the Annual Report will begin soon. Capital funding and how it is distributed still needs to be worked out. David Bonk noted that the MPO needs to be involved earlier in the process of updates to the plan as well as the Annual Report. Jim Ward asked that a presentation be given to the Chapel Hill Town Council in November/December.
- C. Martin Luther King Jr. Blvd. Alternatives Analysis Brian reviewed the reported and highlighted the New Starts Project Development process, budget and committees. Ed Harrison will be recommended to fill the Chapel Hill Town Council seat on the Policy Committee.
- D. Long Range Financial Sustainability Plan – Brian reviewed the status of this project and noted that the October Partners meeting will begin at 9:30AM for a Visioning Session with the consultants and the regular business meeting will follow. The scope of the project was provided for the Partners.
- E. July Performance Reports – Mila reviewed the reports for the Partners.

5. Information Items

- A. Pay for Park & Ride Update – Brian reviewed the information for the beginning of Pay for Park/Ride lot usage. There was discussion regarding the decreased usage of park/ride lots. Staff will continue to monitor the trends.
- B. Thursday Night Football Game Planning Update – This update was provided for the Partners information.
- C. Winter Weather Planning Update – This update was provided for the Partners information.
- D. CHT 40th Anniversary Celebration – CHT was started on August 1, 1974 and will be 40 years old on August 1, 2014. Brian noted that a celebration would be planned to commemorate the anniversary. Mr. Jerry Cohen has already volunteered to assist in planning.

6. Departmental Monthly Reports

- A. Operations – Provided for the Partners information.
- B. Maintenance – Provided for the Partners information
- C. Director – Brian reviewed his report and noted that the Estes Park Apartment bus stop repairs are still in negotiation.

7. Future Meeting Items

8. **Partner Items**

9. **Next meeting – October 22, 2013 (9:30AM-1:00PM)**

The Partners set a next meeting date for October 22, 2013

4A. September Financial Report

Staff Resource: Rick Shreve, Budget Manager

September 2013

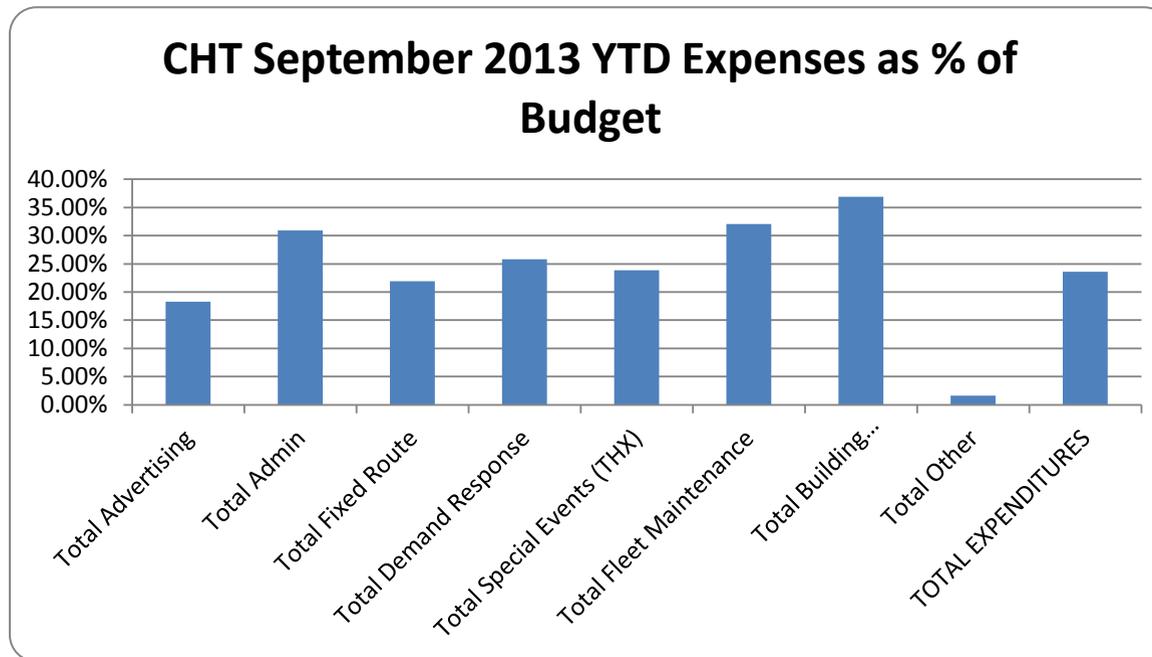
- Expenses for the month of September were \$1,207,254. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 23.58% of our budget has been expended or reserved for designated purchase (e.g. purchase orders created for vehicle maintenance inventory supplies encumber those funds, and show them as unavailable for other uses).
- One significant caveat to note is that these data are subject to some changes, pending the Town of Chapel Hill's audit process for FY12-13. This process allows for identifying invoices that have been charged to the previous year that more accurately fall in the current fiscal year, as well as current year charges that will revert to the previous year.
- We will provide an update on the FY12-13 audited figures once we have final numbers; this will likely be available for the November Partners' meeting.

Highlights

- The fiscal year has just gotten underway, and with this September data, it is too early to ascertain any trend data. This aggregation of expenses and encumbrances is consistent with years past, and is perfectly in line with what we would expect at this point in the year.
- The attached data exhibits the financial information by division within CHT, which should be a useful tool in monitoring our patterns as the year progresses, and is a high-level representation of the data used by our division heads.
 - It is worth noting that the "Special Events" line is mostly comprised of Tar Heel Express expenses, and the line labeled "Other" is comprised primarily of special grant-funded expense lines that are not permanent fixtures in the division budgets.

Transit 640 Fund Budget to Actual at end of September 2013

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL SEPT. EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED SEPT = 25.00%
Total Advertising	\$ 117,207	\$ 117,207	\$ 6,144	\$ 19,499	\$ 1,960	\$ 95,748	18.31%
Total Admin	918,701	921,106	83,043	254,172	30,568	636,366	30.91%
Total Fixed Route	11,029,432	11,060,364	726,968	2,321,142	99,844	8,639,378	21.89%
Total Demand Response	1,861,387	1,863,173	136,395	440,246	40,075	1,382,852	25.78%
Total Special Events (THX)	305,351	305,351	12,147	16,610	56,316	232,424	23.88%
Total Fleet Maintenance	3,766,187	3,965,714	218,238	649,667	621,231	2,694,816	32.05%
Total Building Maintenance	616,279	703,205	21,615	94,477	164,991	443,737	36.90%
Total Other	1,148,360	1,576,808	2,703	8,110	17,146	1,551,553	1.60%
TOTAL EXPENDITURES	\$ 19,762,904	\$ 20,512,928	\$ 1,207,254	\$ 3,803,922	\$ 1,032,131	\$ 15,676,876	23.58%



5A. September Performance Report

Staff Resource: Mila Vega, Service Planner

- The September Performance Report will be provided to the Partners at the October 22, 2013 meeting.

6A. EZ Rider Customer Handbook Update

Staff Resource: Tyffany Neal, Demand Response Operations Manager

Background

The Federal Transit Administration (FTA) requires that CHT provide an “ongoing mechanism for the participation of individuals with disabilities in the continued development and assessment of services to persons with disabilities.” As a recipient of federal funds, CHT is required to provide such public participation in an ongoing manner and, because of this, has established the EZ Rider Advisory Committee (EZRAC). The EZRAC consists of five (5) currently active EZ Rider customers in partnership with the Operations Manager-Demand Response. The EZRAC has held consistent monthly meetings for the past two (2) years solely focused and dedicated to updating current policies and procedures in preparation for the production and distribution of a new handbook.

Handbook Overview

The EZRAC has spent countless hours discussing revisions and creating policies and procedures that will enhance CHT’s Paratransit (EZ Rider) service. The following policies have been revised (or newly established) in an attempt to improve the overall efficiency and productivity of the service while maintaining the high level of integrity the service provides the community: Appeals Process, Boarding the Transit Vehicle Policy, Cancellation Policy, Companion (Guest) Policy, Disruptive Behavior Policy, Mobility Aid Securement Policy (previously referred to as Wheelchairs and Mobility Aids and Respirators and Portable Oxygen Equipment), Open Return (Will Call) Policy, Passenger Assistance Policy, Personal Belongings Policy (previously referred to as Packages and Personal Items), Personal Care Attendant (PCA) Policy, Scheduling Policy, Service Animal Policy (previously referred to as Animals), Subscription Policy, Time Between Trips Policy and Transporting Children on EZ Rider Policy (previously referred to as Children on EZ Rider).

The EZRAC has reviewed policies and procedures from many agencies within the region and across the United States. The policies (above) that have the largest financial impact on the effectiveness, efficiency and productivity of the service are the Cancellation and Subscription Policies. While the committee has been developing these policies, they have also been providing input on a newly designed EZ Rider Application for ADA Paratransit Service that will be presented to the Partners as a draft is finalized.

Next Step

- Staff will present the draft policies during the November 19, 2013 meeting.

Attachment

- Draft EZ Rider Customer Handbook – will be provided at the October 22, 2013 meeting.

6B. Estes Park Bus Service

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

Background

- On Thursday, August 8, 2013, the N and Saturday JN routes were detoured from Estes Park Apartments to allow the complex to make repairs to their parking lot/driveway caused by flooding and CHT vehicles. The routes continue to be on detour.
- Estes Park Management has indicated that they may be willing to keep the stop on their property under the following conditions:
 - CHT commits to covering the cost of current and future damages; or,
 - CHT commits to covering the cost of the current damage and the cost to bring the affected area (or a mutually agreed up alternate location) up to a standard that could handle the weight of CHT buses.
- CHT staff, working with Legal and Business Management staff, filed a claim for the current damage (~\$9,500-\$12,000) with our insurance provider (North Carolina League of Municipalities).
 - The League has reviewed the claim and determined that they would not be able to extend coverage for this claim.
 - CHT staff has identified funding in our current budget that could cover the cost of repairing this damage and is working with Legal on developing a memorandum of understanding with Estes Park Management so that we can move forward with the repairs.
- Town Engineering staff is working to develop preliminary design and cost estimates for a bus turnaround near the entrance to Estes Park Apartments. This would likely require the removal of parking spaces.
- CHT staff will provide an update during the November Partners meeting.

Attachment

- Estes Park bus stop and surrounding areas.

Estes Park Apartment Complex Area



6C. CHT Holiday Schedule 2013-2014

Staff Resource: Matt Cecil, GIS Technician

Background

Each year CHT staff works closely with our Partners to develop a holiday schedule that provides for adequate levels of service to our customers, is consistent with the Town's holiday schedule and policies and allows our employees the opportunity to observe the holidays with their families. CHT staff will coordinate the distribution of information on our holiday schedules with our partners. The following holidays and schedules will be observed by CHT for 2013-14:

2013 Holiday Schedule:

- Thanksgiving Day – Thursday, November 28, 2013 – No Service
- Day after Thanksgiving – Friday, November 29, 2013 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Saturday, November 30, 2013 – Saturday Routes (No U or NU) – EZ Rider: 8:15 a.m. – 6:52 p.m.

Winter Break December 14, 2013 – January 5, 2014: Weekday NU will end earlier, Safe Rides and the Saturday/Sunday U and NU routes will not operate

- Sunday, December 15, 2013 – Winter Break – No Service
- Sunday, December 22, 2013 – Winter Break – No Service
- Christmas Eve – Tuesday, December 24, 2013 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Christmas Day – Wednesday, December 25, 2013 – No Service
- Thursday, December 26, 2013 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m. 420 will operate for Triangle Transit.
- Sunday, December 29, 2013 – Winter Break – No Service

2014 Holiday Schedule:

- New Year's Day – Wednesday, January 1, 2014 – No Service
- Martin Luther King, Jr. Day – Monday, January 20, 2014 – Saturday Routes (No U or NU)

6D. CHT Public Transit Committee Webpage

Staff Resource: Brian Litchfield, Director

- Staff has been working to develop a webpage on the Chapel Hill Transit/Town of Chapel Hill website for the Chapel Hill Transit Public Transit Committee. The page will contain information on the Committee including meeting schedules and materials. Our interest is in making sure the page is easy to use and provides information that will be helpful to the Partners and our customers. A draft version of this page will be shown to the Partners at the October 22, 2013 and the Partners will be asked to provide staff feedback.

7A. Operations

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

Halloween 2013

- CHT will adjust some routes and schedules the evening of Thursday, October 31, 2013, to accommodate the Halloween celebration on Franklin Street. The following schedule modifications will be in effect:
 - D Route will end at 8:43 p.m. at the Sagebrook Apartments
 - J Route will end at 8:56 p.m. at the Rock Creek Apartments
 - NS Route will end at 8:38 p.m. at Eubanks Park and Ride
 - NU Route will end at 8:29 p.m. at RR Lot
 - EZ Rider service will end at 8:30 p.m.
- All other routes will operate on regular routes and published schedules, although minor delays may occur due to increased traffic.
- Safe Ride buses will operate from 11 p.m. to 2:30 a.m., along detoured routes (attached). Safe Ride is a service funded by the UNC-Chapel Hill Student Government for the safety of students. Safe Ride buses will not serve the Downtown/Franklin Street area, but will serve the following stops near downtown:
 - Safe T - pick up and drop off from Chapel Hill Town Hall
 - Safe J - pick up and drop off from Passport Motors (Franklin Street at Graham Street)
 - Safe G - pick up and drop off from Columbia Street at Sitterson Hall across from Carolina Inn
- CHT will work closely with Town staff and our Partners to distribute this information to the public. We will issue a press release and will share this information via our website and social media sites. We are also working with representatives from Student Government to promote the Safe Ride routes.

Demand Response – Tyffany Neal

- Demand Response's On-Time Performance (OTP) for the month of September 2013 – 95%.
- Demand Response's Cancellations for the month of September 2013 – 20%.
- Demand Response had two (2) Missed Trips in September 2013 - 0.04%.
- The Operations Manager-Demand Response has received an overwhelming response to the addition of the Chapel Hill Public Library stop to the Senior Shuttle route. Adelaide Walters Apartments has requested CHT to add this location to Senior Shuttle route. Staff will meet with the residents to hear and address concerns regarding this matter.

- The EZ Rider Advisory Committee (EZRAC) has finalized many of the DRAFT policies in preparation for approval by the CHT Partners. Many of the policies are in need of revision as the last EZ Rider Handbook was published in June 2005.

Fixed Route – Nick Pittman

- In Chapel Hill News's October 9th Roses and Raspberries, "Roses from a reader named Louisa to Joe (McMiller), Alan (Lamb), and an NS bus driver from Chapel Hill Transit for helping get her phone back to her after she left it on the bus." Louisa wrote, *"Both Joe and Alan went above and beyond the call of duty to return the phone. I am so grateful for how kind and helpful they were in my moment of panic."*
- Fixed Route staff is currently training three (3) Transit Operators. These trainees are expected to complete training in mid-November.
- Fixed Route's On-Time Performance (OTP) for the month of September 2013 – 86%
- Operations/Safety Meetings were held on September 25, 2013. During these meetings staff received training from Chapel Hill Police on the Community Safety Partnership initiative and staff updated operators on new town policies.

Welcome to Chapel Hill Transit

Chapel Hill Transit (CHT) provides safe, convenient and reliable public transportation services to the residents and visitors of Chapel Hill, Carrboro and the University of North Carolina (UNC). CHT operates weekdays from about 5:30 a.m. - 11:30 p.m., with limited service on Saturdays and Sundays. CHT is a **FARE-FREE** system. For route and schedule information or for assistance in planning your trip, simply call and talk with a CHT representative at:

919-969-4900

Monday - Friday 8:30 a.m. to 5:00 p.m.

Tell us where you want to go and we will map your trip for you right over the phone, including routes, times, and stop locations. Schedules, route maps, real-time bus information and a trip planner are also available on our website at www.chtransit.org.

Riding Tips

- * Arrive at the bus stop three to five minutes before the scheduled pick up times.
- * Wait for the bus at authorized bus stops only.
- * It helps to signal the driver when waiting at a bus stop.
- * Signal the driver a half block before you want to get off.
- * Verify the route name on the front of the bus or with the driver.
- * When possible, please exit through the rear door.
- * Wait until the bus leaves before crossing the street.
- * Upon request, drivers will announce stops and major transfer points.
- * CHT accommodates passengers with service animals.
- * All CHT buses are wheelchair accessible and equipped with bike racks.

Safe Ride Schedule

Safe Rides will operate on the following days during 2013:

August: 22, 23, 24, 29, 30, 31

September: 5, 6, 7, 12, 13, 14, 19, 20, 21, 26, 27, 28, 29

October: 3, 4, 5, 10, 11, 12, 24, 25, 26, 31

November: 1, 2, 7, 8, 9, 14, 15, 16, 17, 28, 29, 30

December: 5, 6, 7, 12, 13, 14

Winter Break - December 14, 2013 to January 4, 2013

Spring Break - March 8, 2014 to March 15, 2014

Summer Break - May 10, 2013 to August 16, 2014

Real-Time Bus Information

You can access real-time (next predicted arrival time) bus arrival information, for any stop in the CHT system online at www.chtransit.org and with a web-enabled PDA or cell phone. Many high-traffic stops also have signs which display this information. Stops with these signs are marked on each route with this symbol: 

Park and Rides

CHT operates express and local routes from a series of Park-and-Ride lots in Chapel Hill and Carrboro. Some lots are opened to the general public while others are operated by UNC for students and employees requiring permits. For more information on this program please visit www.chtransit.org.

Trip Planner

Plan your trip before you go by visiting the trip planner at www.gotriangle.org. Just type in your starting location, your destination and the time of day that you plan to travel. The trip planner will give you all the information you need to ride CHT and other public transit services available in the Triangle region.

How to Contact us

One call to **919-969-4900** or visiting www.chtransit.org links you to all the information you need to use the CHT system, including:

Customer Service (route, schedule and general information)

EZ Rider

Administrative Offices

La Linea De Informacion En Espanol (por favor dejar in mensaje)

CHT information is also accessible through the North Carolina Relay Service (for the hearing impaired only) by dialing 711.

EZ Rider Reservations **919-969-5544**

Inclement Weather

CHT's policy is to provide service regardless of the weather conditions. However, during some weather emergencies, scheduled times and routing may be affected. Announcements about service will be made on WCHL radio (1360 AM) and WUNC radio (91.5 FM). Please do not call the radio stations. For schedule changes during inclement weather, please visit www.chtransit.org or call **919-969-4900**

Service information may be obtained at the **bus information number, 919-969-4900**.

Lost and Found

CHT maintains a lost-and-found service for the convenience of its customers. If you lose an item on the bus, please call us **919-969-4900** or visit the CHT Administration Office, 6900 Millhouse Road, Chapel Hill, NC, Monday through Friday 8:30am to 5:00pm. Items which have been found will be stored and held for a period of thirty (30) days, from the date of receipt. After this thirty-day time period, if an item has not been claimed, it shall be deemed abandoned and will be donated to a charitable organization if determined to have any value, or discarded if deemed to have no discernable value. CHT and its partners are not responsible for items left on buses, in shelters or any CHT property.

Safe Ride J, T & G

Chapel Hill transit

Halloween ONLY October 31, 2013

919-969-4900

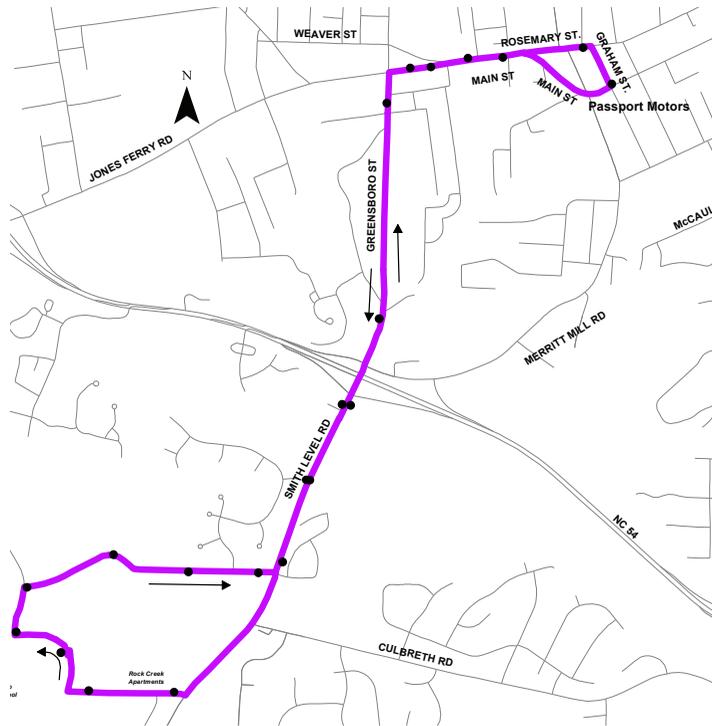
www.chtransit.org



Halloween Only--October 31, 2013

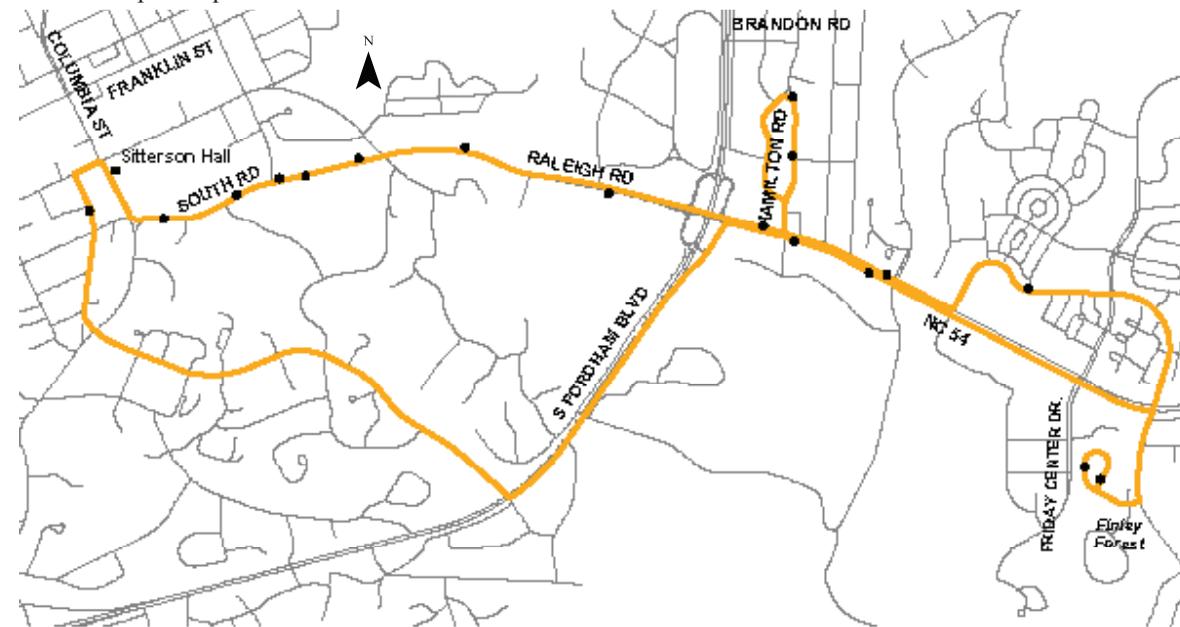
Safe Ride J Route

Westbound			Eastbound
Passport Motors	Rock Haven Rd at Rock Creek West	Highland Hills at Tar Hill Dr	Passport Motors
①	②	③	①
11:15	11:24	11:25	11:34
11:45	11:54	11:55	12:04
12:15	12:24	12:25	12:34
12:45	12:54	12:55	1:04
1:15	1:24	1:25	1:34
1:45	1:54	1:55	2:04
2:15	2:24	2:25	2:34 TO GARAGE



Safe Ride G Route

Eastbound		Westbound		
Finley Forest Dr	Harris Teeter at Meadowmont	Glen Lennox	Columbia St. at Sitterson Hall	Finley Forest Dr
①	②	③	④	①
11:20	11:25	11:29	11:40	12:03
12:05	12:10	12:14	12:25	12:48
12:50	12:55	12:59	1:10	1:33
1:35	1:40	1:44	1:55	2:18
2:20	2:25	*2:29 TO GARAGE		

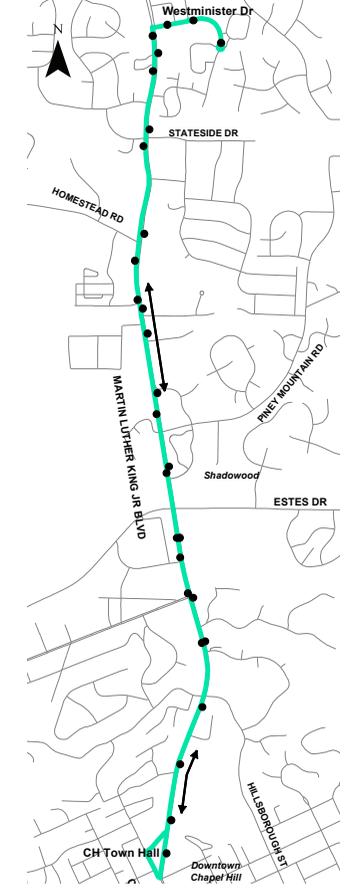


*Trip returns to garage via Hwy.15-501 to Estes Dr. Bus will make stops on Estes Dr. between Hwy 15-501 & MLK Jr. Blvd. upon request.

Safe Ride T Route

Northbound			Southbound		
Chapel Hill Town Hall	MLK Jr Blvd at Shadowwood	Westminster Circle	MLK Jr Blvd at Chapel View	Hillsborough St at MLK Jr Blvd	Chapel Hill Town Hall
①	②	③	④	⑤	①
11:05	11:12	11:19	11:26	11:32	11:34
11:35	11:42	11:49	11:56	12:02	12:04
12:05	12:12	12:19	12:26	12:32	12:34
12:35	12:42	12:49	12:56	1:02	1:04
1:05	1:12	1:19	1:26	1:32	1:34
1:35	1:42	1:49	1:56	2:02	2:04
2:05	2:12	2:19	TO GARAGE		

- Safe J Route
- Safe G Route
- Safe T Route



7B. Maintenance

Staff Resource: Carl Rokos, Fleet and Facilities Manager

Preventive Maintenance Inspections

- Preventive Maintenance on time performance for the month of September was 100% on time. A total of 27 inspections were performed. For September preventive maintenance inspections were at 96.3% on time. FY 13-14 PM on time performance is 99.37% on time.

Training

- Training for ZF Ecolife Transmissions was confirmed by the ZF trainer and was performed in early October. Five mechanics attended the three day on site class that was provided at no cost.
- Security camera training for buses has been scheduled and a one day hands on training class on diagnostics and repair of the bus and paratransit cameras will be given.

Maintenance Activities

- One hybrid bus (1507) 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 that was credited by Allison Transmissions and a small amount of policy consideration given for this repair.
- Interviews for an open mechanic position are completed and we hope to have this person on board by the end of October.
- Two Service Attendance positions are open and the hiring process has begun.
- The joint Public Works and CHT task force has a draft safety policy outline developed.
- McDonald Transit Associates completed the comprehensive maintenance audit for Chapel Hill Transit (CHT). The final report has been delivered and is under review by the Director and Maintenance and Facilities Manager.
- The two engine failures in August are now back on the road and in service. CHT staff has investigated options for a rebuild program and is evaluating cost associated with this program.
- CHT has also asked Cummins to analyze the failures and report their findings. Those findings were: normal wear and high duty cycles involved in transit service.
- The new janitorial service contractor started the week of October 13.

7C. Director

Staff Resource: Brian Litchfield, Director

- The Director's Report will be provided to the Partners at the October 22, 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**

October 22, 2013

November 19, 2013 11:00 a.m.	
Action Items	Informational Items
EZ Rider Handbook	Estes Park Update Winter Weather AA Study Update Financial Plan Update FY 14/15 Budget Process
December, 2013 No Meeting	
Action Items	Informational Items
January 28, 2014 11:00 a.m.	
Actions Items	Informational Items
	AA Study Update Financial Plan Update FY 14/15 Budget Process

<u>Key Meetings/Dates</u>
TCC Meeting – October 23, 2013 9-11:00AM, Committee Room, Durham City Hall
TAC Meeting – November 13, 2013 9-12Noon, Durham City Hall
TCC Meeting – November 27, 2013 9-11AM, Committee Room, Durham City Hall