



CHAPEL HILL TRANSIT
Town of Chapel Hill
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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
NOTICE OF COMMITTEE MEETING AND AGENDA
NOVEMBER 18, 2014 – 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, October 21, 2014 at 11:00 AM

Present: Matt Czajkowski, Chapel Hill Town Council
Damon Seils, Carrboro Alderman
Bethany Chaney, Carrboro Alderman
Cheryl Stout, UNC Public Safety
Than Austin, UNC Transportation Planner
Julie Eckenrode, Assistant to Carrboro Town Manager

Absent: Jim Ward, Chapel Hill Town Council, Ed Harrison, Chapel Hill Town Council

Staff present: Brian Litchfield, Transit Director, Rick Shreve, Budget Manager, Bruce Heflin, Special Projects, David Bonk, Long Range and Transportation Manager, Tina Moon, Carrboro Planning Administrator

Guests: Tim Payne and Christina Barone - Nelson Nygaard, Michael Parker

1. The Meeting Summary of September 25, 2014 was received and approved.
2. **Employee Recognition**
3. **Consent Items**
 - A. August & September Financial Reports – Rick reviewed these for the Partners. Matt Czajkowski asked if the lower gas prices would affect the contract that CHT has for fuel. The lower prices will not affect the contract since we have a contract that is valid through the end of the current fiscal year.
4. **Discussion Items**
 - A. Long Range Financial Sustainability Plan Update – Brian gave an overview of today’s presentation. Tim Payne reviewed the Partner’s priorities and critical staffing issues and the implications of understaffing. He also presented four Priorities Based Model Scenarios for discussion. The Partners asked for an analysis of costs/benefits for returning to a fare based system or remaining fare free. It was also noted that the cost of system expansion related to new developments in the town needed to be considered and that maybe Nelson Nygaard could do that as part of the study as well. Tim Payne reviewed the next steps and goals and asked for the Partner’s help in refining the focus of the study.
 - B. FY 15/16 Budget Development – Rick reviewed a draft schedule for the next fiscal year budget development. UNC noted that the NU route needs to be a part of the budget

discussion. The discussions regarding the continuation of the PX route will begin in November.

5. Information Items

- A. Administrative Distribution of \$7 Vehicle Registration Fee for Durham County – This report was provided for the Partner’s information.
- B. North South Corridor Study Update – This report was provided for the Partner’s information.
- C. August & September Performance Report - This report was provided for the Partner’s information.

6. Departmental Monthly Report

- A. Operations - Provided for the Partners.
- B. Director – Brian reviewed Regional Branding Update, Bus Procurement and the Triennial Review Update.

7. Future Meeting Items

8. Partner Items

9. **Next meeting** – November 18, 2014

10. Adjourn

The Partners set a next meeting date for November 18, 2014
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3A. October Financial Report

Staff Resource: Rick Shreve, Budget Manager

October 2014

- Expenses for the month of October were \$1,892,291. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 30.63% 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).
- We will provide an update on the FY13-14 audited figures once we have final numbers; this will likely be available for the January Partners' meeting.

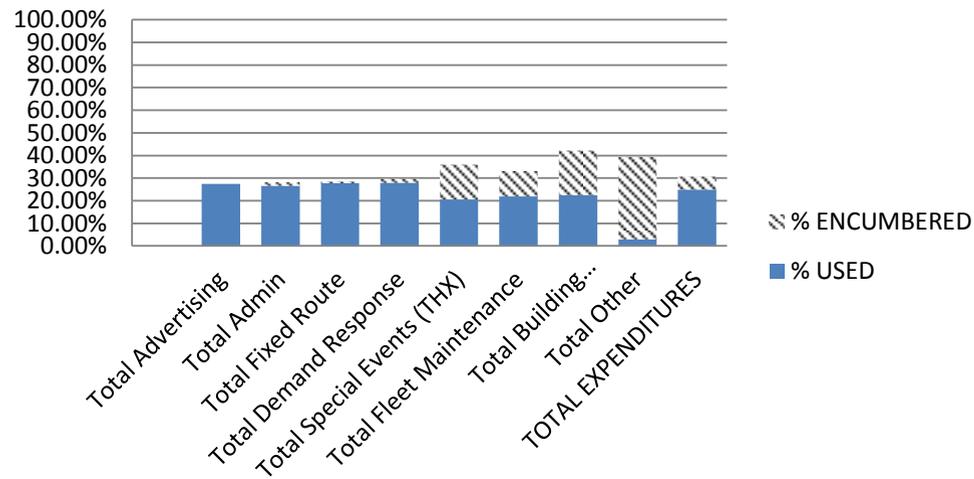
Highlights

- The fiscal year has just gotten underway, and with this October 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.
- We have a number of vacant positions that account for some of our personnel expenses running below budget, but we are in various stages of hiring processes to fill these positions.
- The attached data exhibits the financial information by division within CHT, and should be a useful tool in monitoring our patterns as the year progresses, and is a high-level representation of the data used by our division heads.
 - It is worth noting that the "Special Events" line is mostly comprised of Tar Heel Express expenses, and the line labeled "Other" is comprised primarily of special grant-funded expense lines that are not permanent fixtures in the division budgets.

Transit 640 Fund Budget to Actual at end of October 2014

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Oct. = 33.33%
Total Advertising	\$ 91,261	\$ 91,261	\$ 8,102	\$ 25,023	\$ -	\$ 66,238	27.42%
Total Admin	1,367,848	1,367,848	121,179	364,277	18,891	984,680	28.01%
Total Fixed Route	11,613,961	11,510,131	1,119,323	3,202,976	72,450	8,234,704	28.46%
Total Demand Response	1,912,354	1,938,581	179,992	539,988	33,407	1,365,187	29.58%
Total Special Events (THX)	312,302	312,302	29,152	64,083	48,075	200,145	35.91%
Total Fleet Maintenance	4,102,377	4,195,356	312,923	921,717	466,954	2,806,686	33.10%
Total Building Maintenance	671,360	709,199	101,712	158,897	139,637	410,665	42.09%
Total Other	439,350	1,234,580	19,909	35,905	449,518	749,157	39.32%
TOTAL EXPENDITURES	\$ 20,510,813	\$ 21,359,258	\$ 1,892,291	\$ 5,312,866	\$ 1,228,932	\$ 14,817,461	30.63%

CHT Oct. 2014 YTD Expenses as % of Budget



DISCUSSION ITEM

November 18, 2014

4A. Long Range Financial Sustainability Plan Update**Action:** 1. Receive information and provide staff and consultant team with feedback.

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

Overview

- At the November 18, 2014 meeting the consultant team will provide an update on financial scenarios based on the feedback received at the October 21, 2014 Partner Meeting. The team will also provide a summary presentation of the draft Peer Review Analysis.

Next Steps

- Presentation to the Chapel Hill Town Council on January 12, 2015.
- Work with Partners to identify opportunities for presentations to appropriate boards/committees.

Recommendation

- Partners discuss the information provided in the presentation and provide staff and the consultant team with feedback.

DISCUSSION ITEM

November 18, 2014

4B. FTA FY2014 Triennial Review Update

Action: 1. Partners receive information and provide staff with feedback.

Staff Resource: Brian Litchfield, Director
 Buck Marks, Procurement Specialist
 Carmen Cole, Grants Compliance Manager

Background

- The Federal Transit Administration (FTA) conducted a Triennial Review of Chapel Hill Transit on August 25-27, 2014. The review is required by Chapter 53 of Title 49, United States Code, Section 5307 and is FTA's assessment of a grantee's compliance with federal requirements. The Triennial Review covered 17 key areas and also included an Enhanced Review Module (ERMs) in the areas of Technical Capacity and Procurement as a follow up to our 2012 Procurement System Review (PSR).
- Chapel Hill Transit received our Triennial Review Report on October 31, 2014. The report showed that we had no findings with FTA requirements in 11 areas and that findings were found in six areas: Technical Capacity, Title VI, Procurement, Disadvantaged Business Enterprise, Drug-Free Workplace/Drug and Alcohol Program, and Equal Employment Opportunity. A summary of the findings, corrective actions and response dates are attached to this item.
- Two of the findings in the areas of Technical Capacity and Procurement were repeats from previous Triennial Review's.
- The Procurement finding requires Chapel Hill Transit to develop and implement updated procurement policies and procedures that are consistent with FTA requirements (4220.1F) by March 31, 2015. The Procurement finding is substantial and will require the use of outside resources to successfully resolve the finding by the deadline established by FTA.

Next Steps

- Chapel Hill Transit staff is working with Town and FTA staff to resolve the findings detailed in the report.
- Chapel Hill Transit staff is developing a scope of work that will enable us to request proposals from firms that will be qualified to assist us in resolving the procurement findings.
- Chapel Hill Transit staff will provide the Partners with regular progress reports until the findings are resolved.

Recommendation

- Partners receive information and provide staff with feedback.

Attachment

- Summary of Findings – FTA FY2014 Triennial Review Report for Chapel Hill Transit.

V. Summary of Findings

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
1. Financial Management and Financial Capacity	ND				
2. Technical Capacity	D-79	Inactive grants/untimely closeouts	For NC-04-0005 work with FTA to deobligate funds and close the grant. For NC-04-0040, work with FTA to deobligate the funds and close the grant if the inactive status of the grant cannot be resolved in a timely manner. For NC-90-X497, NC-90-X519 and NC-90-X547 submit a plan for spending transit enhancement funds with realistic timetables Submit adopted procedures for ensuring other existing and future 5307 grants with transit enhancement funds have transit enhancement funds used expeditiously	December 31, 2014	
	D-68*	Progress reports lack required information	Submit progress reports with all FTA-required information	January 30, 2015	
3. Maintenance	ND				
4. ADA	ND				
5. Title VI	D-203	Title VI public notice deficiencies	Submit notification that notices have been placed on all buses and procedures have been implemented to ensure notice remain on buses	December 31, 2014	
6. Procurement	D-349	Qualifications-based procurement deficiencies	Submit implemented procedures that show clear understanding of how to follow the Brooks Act when using FTA assistance.	March 31, 2015	
	D-99*	Other - failure to implement agreed upon corrective actions for PSR findings	Submit implemented revised policies and procedure with checklists	March 31, 2015	

Review Area	Finding	Deficiency	Corrective Action	Response Date	Date Closed
7. DBE	D-308	DBE goal achievement analysis not completed	Submit to the RCRO the required analysis and the description of actions taken to implement the process for preparing future reports as applicable	March 31, 2015	
	D-327	DBE uniform reports not submitted semi-annually	Submit Uniform Report of DBE Awards due June 1, 2014 and implemented procedures to ensure future submission are on time	December 1, 2014	
8. Legal	ND				
9. Satisfactory Continuing Control	ND				
10. Planning/ POP	ND				
11. Public Comment on Fare Increase and Major Service Reductions	ND				
12. Half Fare	ND				
13. Charter Bus	ND				
14. School Bus	ND				
15. Security	ND				
16. Drug-Free Workplace/ Drug and Alcohol Program	D-157	Drug and Alcohol contractors, subrecipients and/or lessees not properly monitored for D&A program	Submit a Drug and Alcohol oversight program for contractors with safety sensitive employees and documentation that all contractors have drug and alcohol testing programs that comply with FTA requirements	December 31, 2014	
17. EEO	D-225	EEO monitoring/ reporting system deficiencies	Submit to FTA RCRO evidence of implementation of detailed monitoring and reporting system	April 30, 2015	

*Repeat Deficiency

5A. North-South Corridor Study Update

Staff Resource: Mila Vega, Service Planner

Background

Chapel Hill Transit (CHT) held three public information meetings in October:

- Oct. 21 – 11 a.m. to 2 p.m. at Carolina Student Union
- Oct. 22 – 4 to 7 p.m. at Chapel Hill Town Hall
- Oct. 23 – 11 to 2 p.m. at NC Children’s Hospital

The goals of the meetings were to:

- Make available the results of the Tier I Analysis for modes and alignments
- Increase understanding of Bus Rapid Transit as a mode
- Collect public feedback about modes, alignments, proposed station locations, and runningways options
- Increase number of participants/engagement.

Meetings results:

- More than 125 participants
- 40 BRT budget exercises collected (the respondents were clearly more in favor of investments in runningway design and ITS/Technology).
- 45 comment cards collected

There was a common theme in the comments related to the runningways options (mixed traffic, dedicated side lanes and dedicated center lanes). 70% of the respondents like BRT in Dedicated Side Lane; 63% of respondents like BRT in Dedicated Center Lane, 57% of respondents did not like BRT in mixed traffic.

Bicycle and pedestrian accommodations also stood out as elements important to the community.

Next Steps

- Continue working on the detailed evaluation of alternatives: No Build (existing system), Bus Rapid Transit (BRT) Low and BRT High.

INFORMATION ITEM

November 18, 2014

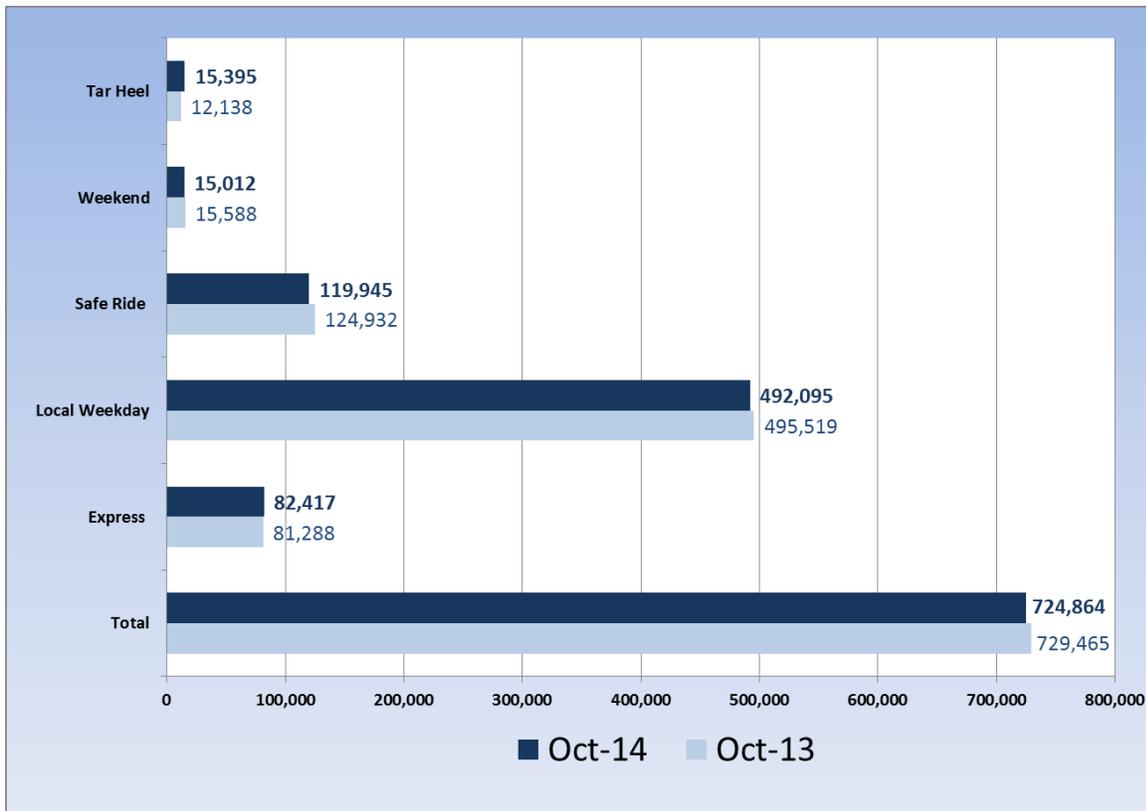
5B. October Performance Report

Staff Resource: Mila Vega

October 2014 Ridership and Service Days

	Oct-13	Oct-14
Weekday Service Days	23	23
Safe Ride Service Days	10	11
Saturday Service Days	4	4
Sunday Service Days	4	4
Tarheel Express Service Days	3	4

	Oct-13	Oct-14
Total	729,465	724,864
Express	81,288	82,417
Local Weekday	495,519	492,095
Safe Ride	124,932	119,945
Weekend	15,588	15,012
Tar Heel	12,138	15,395



	Oct-13	Oct-14	FY13-14	FY14-15
Weekday Service Days	23	23	87	87
Safe Ride Service Days	10	11	29	29
Saturday Service Days	4	4	17	17
Sunday Service Days	4	4	10	11
Tarheel Express Service Days	3	4	5	6
FCX	51,911	49,250	186,791	171,534
HU	13,064	9,729	48,716	37,707
JFX	14,582	13,018	51,023	45,902
CPX	13,708	14,567	48,827	47,845
CCX	11,891	11,454	41,387	40,998
DX	2,438	2,116	10,505	8,418
PX	4,208	4,910	16,763	13,757
A	36,546	31,372	106,074	104,546
CL	5,037	3,174	16,931	13,059
CM	15,341	15,663	53,475	52,807
CW	22,333	21,804	79,831	72,499
D	43,784	45,103	191,791	159,131
F	22,011	21,390	80,736	80,972
G	25,502	22,356	79,310	76,064
HS	4,600	4,140	13,121	11,903
J	94,970	96,274	326,160	319,298
N	16,445	16,537	53,619	53,725
NS	84,602	93,724	304,635	303,552
NU	34,776	38,203	99,017	106,394
RU	41,103	42,987	111,901	122,125
S	39,698	41,377	138,908	134,155
T	28,543	23,414	88,700	82,303
U	56,691	55,154	150,252	163,695
V	14,260	13,892	51,984	46,985
SAFE G	540	121	1,931	811
SAFE J	860	528	2,827	1,716
SAFE T	2,295	2,200	6,260	4,996
Weekday Fixed Route Total	701,739	694,457	2,361,473	2,276,897
Change from previous year (%) weekday		-1%		-4%
CM	676	0	1,949	1,568
CW	1,000	1,176	3,982	5,041
D	1,312	0	5,570	4,579
NU (sat)	1,500	1,724	4,040	5,618
T	1,408	1,536	6,089	5,663
U (sat)	2,860	2,824	7,609	8,549
FG	952	860	3,199	3,182
JN	956	928	3,792	3,720
NU (sun)	2,852	2,988	5,629	7,053
U (sun)	2,072	2,976	5,805	7,879
Weekend Fixed Route Total	15,588	15,012	47,664	52,852
Change from previous year (%) weekend		-4%		11%
Total Fixed Route Passenger Trips	717,327	709,469	2,409,137	2,329,749
Change from previous year (%)		-1%		-3%
Tar Heel Express/Special Service	12,138	15,395	24,749	27,512
All Service Categories Ridership	729,465	724,864	2,433,886	2,357,261
Change from previous year (%)		-1%		-3%

6A. Operations

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

Thanksgiving Holiday Schedule

Chapel Hill Transit (CHT) services will operate the following schedule in observance of the Thanksgiving holiday:

- **Thursday, November 27th** – No Service
- **Friday, November 28th** – Saturday Routes: CM, CW, D, FG, JN and T (No U or NU routes and EZ Rider will operate from 8:15 a.m. – 6:52 p.m.)
- **Saturday, November 29th** – Saturday Routes: CM, CW, D, FG, JN and T (No U or NU routes and EZ Rider will operate from 8:15 a.m. – 6:52 p.m.)
- **Sunday, November 30th** – U and NU on regular weekend schedules

Safe Rides will not operate the week of Thanksgiving and will resume on Thursday, December 4th. CHT's administrative offices will be closed on Thursday, November 27th and Friday, November 28th. A press release has been issued and information is posted on our website and social media, along with signs being posted on buses.

Demand Response – Tyffany Neal

- Demand Response's On-Time Performance (OTP) for the month of October 2014 – 91.19%.
- Demand Response's Cancellations for the month of October 2014 – 22.71%.
- Demand Response had two (2) Missed Trips in October 2014 - 0.05%.
- Demand Response had one (1) accident in October 2014. The determination of preventability has not yet been determined.
- Demand Response is currently working on a Standard Operating Procedural (SOP) manual. Tyffany Neal will present the DRAFT manual to the Demand Response staff during the Operations Safety meeting in November 2014.

Fixed Route – Nick Pittman

- On October 22nd, Fixed Route held their monthly Safety/Operations Meetings. During these meetings Chapel Hill Police and UNC Public Safety discussed Pedestrian and Bicycle Safety with all staff.

- On October 31st, CHT Staff assisted with the Town's Homegrown Halloween event. Special thanks to all the Operators and Supervisors who participated to help make this event a success.
- Fixed Route's On-Time Performance (OTP) for the month of October 2014 – 81%.

6B. Director

Staff Resource: Brian Litchfield

The November Director's Report will be provided at the meeting on November 18, 2014.



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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 November 18, 2014**

December, 2014 No Meeting	
Action Items	Informational Items
January 27, 2015 11:00 a.m.	
	AA Study Update Financial Sustainability Study Update FY 15-16 Budget Update
February 24, 2015 11:00 a.m.	
Actions Items	Informational Items
	AA Study Update Financial Sustainability Study Update FY 15-16 Budget Update

<u>Key Meetings/Dates</u>
TCC Meeting – November 19, 2014 9-11AM, Committee Room, Durham City Hall
TAC Meeting – December 10, 2014 9-11AM, Committee Room, Durham City Hall
TCC Meeting – December 17, 2014 9-11AM, Committee Room, Durham City Hall
APTA Marketing & Communication Workshop - Feb. 25, 2015, West Palm Beach, FL
APTA Legislative Conference – March 8-10, Washington, DC