



CHAPEL HILL TRANSIT
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CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

NOTICE OF COMMITTEE MEETING AND AGENDA

JUNE 26, 2018 – 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
CHAPEL HILL TRANSIT TRAINING ROOM**

Tuesday, May 1, 2018 at 11:00 AM

Present: Michael Parker, Chapel Hill Town Council
Nancy Oates, Chapel Hill Town Council
Bethany Chaney, Carrboro Alderman
Donna Bell, Chapel Hill Town Council
Damon Seils, Carrboro Alderman
Julie Eckenrode, Assistant to Carrboro Town Manager
Than Austin, UNC Transportation & Parking
Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises

Absent: Cheryl Stout, UNC Transportation Parking, Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises

Staff present: Brian Litchfield, Transit Director, Nick Pittman, Transit Planning Coordinator, Rick Shreve, Budget Manager, Flo Miller, Deputy Town Manager, Kayla Seibel, Long Range and Transportation Planner, Bergen Watterson, Transportation Planning Manager, Zachary Hallock, Carrboro Transportation Planner

Guests: Fred Lampe

1. The Meeting Summary of March 27, 2018 was received and approved.
2. Employee Recognition – Brian introduced the Rodeo Winners and recognized them for a job well done. He also announced the Safety Award for Demand Response.
3. **Consent Items**
 - A. March Financial Report – Continuing to work on the budget.
4. **Discussion Items**
 - A. FY 2018-2019 Budget Development
 - Brian reported that there were no major changes to the Transit budget and that it has been presented to the Town Council for approval.
 - Orange County Transit Plan Funds – Staff has banked hours from the OCTP for short range planning in FY 20.
 - B. Future Meeting Schedule – Members asked if meetings could be shortened if there is a light agenda. They also asked that the May 2019 meeting date be checked to see if it conflicts with Memorial Day.

5. Information Items

- A. Short Range Transit Plan Update on Next Steps – Nick presented the next steps and that they hope to wrap up in September. Staff will work on presenting this to the Transportation Board.
- B. Project and Grant Funding Update – Brian reviewed.
- C. North South Corridor Bus Rapid Transit Update - Provided for information.
- D. Demand Response (EZ Rider) Customer Information Packet Update – Provided for information.

6. Departmental Monthly Reports

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

7. Future Meeting Items

8. Partner Items

9. Next Meeting – May 29, 2018 at Chapel Hill Transit – Transit Training Room

10. Adjourn

The Partners set a next meeting date for May 29, 2018

3A. May Financial Report

Prepared by: Rick Shreve, Budget Manager

May 2018

- Expenses for the month of May were \$1,411,379. Along with the encumbrances, approximately 80.84% 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).

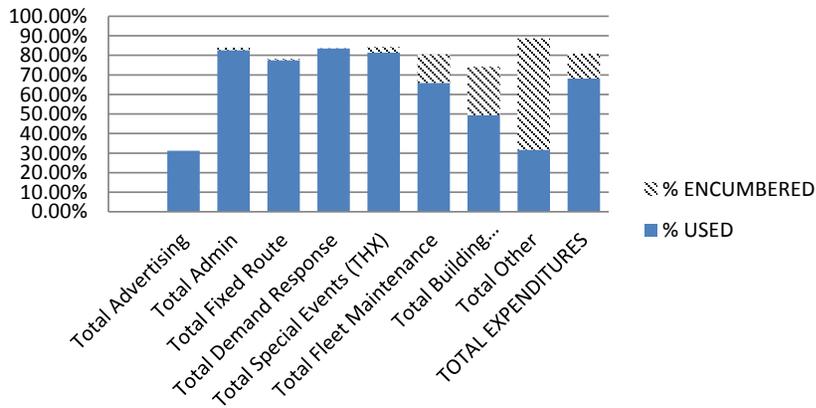
Highlights

- This aggregation of expenses and encumbrances for this month of the fiscal year 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, 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.
- The chart referencing previous years comparison shows that in May 2017, CHT expenses totaled \$21.7 million, which is considerably higher than the comparison years: this figure included \$4.8 million in new bus purchases.

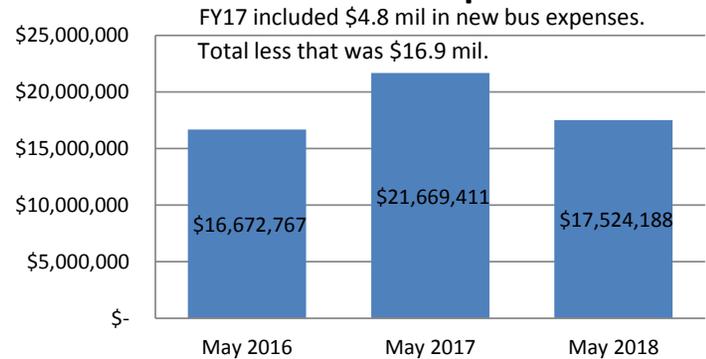
Transit 640 Fund Budget to Actual at end of May 2018

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED May = 91.67%
Total Advertising	\$ 98,715	\$ 98,715	\$ -	\$ 30,838	\$ -	\$ 67,877	31.24%
Total Admin	1,759,247	1,787,997	120,069	1,479,202	21,295	287,500	83.92%
Total Fixed Route	11,834,442	11,799,879	749,334	9,151,345	75,478	2,573,056	78.19%
Total Demand Response	2,231,080	2,232,232	145,059	1,864,934	2,824	364,474	83.67%
Total Special Events (THX)	333,958	333,958	-	271,878	9,422	52,658	84.23%
Total Fleet Maintenance	4,519,098	4,559,342	291,554	3,007,114	659,371	892,856	80.42%
Total Building Maintenance	865,012	917,759	48,373	454,532	225,668	237,559	74.12%
Total Other	1,234,440	3,990,541	56,992	1,264,345	2,275,313	450,883	88.70%
TOTAL EXPENDITURES	\$ 22,875,992	\$ 25,720,423	\$ 1,411,379	\$ 17,524,188	\$ 3,269,371	\$ 4,926,864	80.84%

CHT May 2018 YTD Expenses as % of Budget



CHT Total YTD Expenses - Previous Years Comparison



3B. CONSENT ITEM

June 26, 2018

FY2018-19 Chapel Hill Transit Budget

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

Staff Resource: Rick Shreve, Senior Management Analyst
 Brian Litchfield, Director

Budget Adoption

On June 13, 2018, the Town of Chapel Hill Council adopted the budget for FY18-19, and approved the budget recommended by the Chapel Hill Transit Partners Funding Committee.

The individual Partner contributions are the same as outlined in previous presentations in recent months:

<u>Approx. Total Share per partner</u>	FY18-19 Contribution	FY17-18 Contribution	FY18-19 Δ
Chapel Hill	5,356,750	4,388,052	968,698
UNC	8,573,655	7,213,468	1,360,187
Carrboro	1,808,945	1,481,821	327,124
Total Local Funding	15,739,350	13,083,341	2,656,009

Budget Ordinance

The budget ordinance and related items can be found at:

<http://www.townofchapelhill.org/town-hall/departments-services/business-management/budget/2018-2019-budget-development>

Staff will work with individual Partners and issue contracts reflecting these changes by August 3, 2018.

Recommendation

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

3C. Chapel Hill Transit Holiday Schedule for Calendar Years 2018-2019

Action: Receive information provided by staff and adopt holiday schedule for publication.

Staff Resource: Nick Pittman, Transit Planning Manager
Matt Cecil, Transit Development Manager
Anita Hackney, Community Outreach Manager

Background

Each year Chapel Hill Transit 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 policies and allows our employees the opportunity to observe the holidays with their families. Chapel Hill Transit staff will coordinate the distribution of information on our holiday schedules with our Partners. Staff will advise the Partners if any adjustments are necessary following adoption. The following holidays and schedules will be observed by Chapel Hill Transit for 2018-19:

2018 Holiday Schedule:

- Independence Day – Wednesday, July 4 – No Service
- Labor Day – Monday, September 3 – No service
- Thanksgiving Day – Thursday, November 22 – No Service
- Day after Thanksgiving – Friday, November 23 – Saturday Routes (No U, NU and Safe Rides) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Saturday, November 24 – Saturday Routes (No U, NU and Safe Rides) – EZ Rider: 8:15 a.m. – 6:52 p.m.

Winter Break December 15, 2018 – January 5, 2019: Weekday NU will not operate, A-Limited, Safe Rides and the Saturday/Sunday U and NU routes will not operate. EZ Rider's Premium Service will not operate Sunday, December 23, 2018 through Sunday, December 30, 2018 and will resume on Sunday, January 6, 2019.

- Sunday, December 16 – EZ Rider Premium Service (No U or NU)
- Christmas Eve – Monday, December 24 – Saturday schedule (No U or NU)
- Christmas Day – Tuesday, December 25 – No Service
- Day after Christmas – Wednesday, December 26 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- New Year's Eve – Monday, December 31 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.

Note that Tar Heel Express and GoTriangle 420 route will be added as schedules are finalized.

2019 Holiday Schedule:

- New Year's Day – Tuesday, January 1– No Service
- Martin Luther King, Jr. Day – Monday, January 21 – Saturday Routes (No U or NU) and EZ Rider: 8:15 a.m. – 6:52 p.m.
- Good Friday – Friday, April 19 – Saturday schedule (No U, NU and Safe Rides)
- Memorial Day – Monday, May 27 – No service

Recommendation

- Partners receive the information provided and adopt holiday schedule for publication.

3D. Disposition of Vehicles

Action: Receive information provided by staff and approve staff to move forward with disposition of vehicles.

Staff Resource: Tim Schwarzauer, Grants Coordinator
 Peter Aube, Maintenance Manager

Background

Per Federal Transit Administration Circular 5010.1e, recipients of grant funds are required to maintain an Asset Management plan and include in said plan a disposition schedule. As part of Chapel Hill Transit’s ongoing effort to review and replace rolling stock, which has reached the end of its useful life, staff have identified the following vehicles currently ready for disposition:

Heavy-Duty Buses – Fixed Route

Equipment ID	Department ID	Model Year	Serial Number	Equipment Type	Manufacturer ID	License Number	Life Total	Meter1
CHT-782	CHT-REV	1998	4RKNNTLA6WR833117	1998-NOVA-RTS	NOVA	89573T	348,420	
CHT-785	CHT-REV	1998	4RKNNTLA3WR833513	1998-NOVA-RTS	NOVA	89575T	344,256	
CHT-787	CHT-REV	1998	4RKNNTLA7WR833515	1998-NOVA-RTS	NOVA	89577T	331,863	
CHT-789	CHT-REV	1998	4RKNNTLA0WR833517	1998-NOVA-RTS	NOVA	89579T	669,650	
CHT-733	CHT-REV	2001	4RKFNFTA41R835392	2001-NOVA-RTS	NOVA	89610T	397,284	
CHT-734	CHT-REV	2001	4RKFNFTA61R835393	2001-NOVA-RTS	NOVA	89611T	230,051	
CHT-738	CHT-REV	2001	4RKFNAGA51R835397	2001-NOVA-RTS	NOVA	90617T	386,233	
CHT-739	CHT-REV	2001	4RKFNAGA71R835398	2001-NOVA-RTS	NOVA	90618T	406,733	
CHT-741	CHT-REV	2001	4RKFNAGA11R835400	2001-NOVA-RTS	NOVA	89615T	362,259	

Light Transit Vehicles – Demand Response

Equipment ID	Department ID	Model Year	Serial Number	Equipment Type	Manufacturer ID	License Number	Life Total	Meter1
CHT-2001	CHT-DR	2008	1FD3E35L78DB38136	2008-FORD/CHAMP-E350	FORD	89526T	208,658	
CHT-2002	CHT-DR	2008	1FD3E35L58DB38135	2008-FORD/CHAMP-E350	FORD	89527T	214,928	
CHT-2003	CHT-DR	2009	1FDEE35L89DA24821	2009 FORD/CHAMP-E350	FORD	90611T	215,492	
CHT-2004	CHT-DR	2009	1FDEE35L99DA75230	2009 FORD/CHAMP-E350	FORD	89528T	234,121	
CHT-2005	CHT-DR	2009	1FDEE35L89DA75218	2009 FORD/CHAMP-E350	FORD	89529T	231,219	
CHT-2008	CHT-DR	2009	1FDEE35LX9DA80923	2009 FORD/CHAMP-E350	FORD	89532T	197,443	
CHT-2503	CHT-DR	2009	1FD3E35L58DB38135	2009-FORD/CHAMP-E450	FORD	89537T	146,656	

Support Vehicles:

Equipment ID	Department ID	Model Year	Serial Number	Equipment Type	Manufacturer ID	License Number	Life Total	Meter1
CHT-793	CHT-NR	2006	1FMYU96H06KB11763	2006-FORD-ESCAPE	FORD	89653T	190,749	

The following vehicles have been identified as ready for replacement, pending availability of funding for replacement vehicles during FY2018-19:

Light Transit Vehicles – Demand Response

Equipment ID	Department ID	Model Year	Serial Number	Equipment Type	Manufacturer ID	License Number	Life Total Meter1
CHT-793	CHT-NR	2006	1FMYU96H06KB11763	2006-FORD-ESCAPE	FORD	89653T	190,749
CHT-2006	CHT-DR	2009	1FDEE35L19DA75223	2009 FORD/CHAMP-E350	FORD	89530T	234,173
CHT-2007	CHT-DR	2009	1FDEE35L79DA75226	2009-FORD/CHAMP-E350	FORD	89531T	206,820
CHT-2009	CHT-DR	2009	1FDEE35L19DA80924	2009 FORD/CHAMP-E350	FORD	89533T	200,911
CHT-2010	CHT-DR	2009	1FDEE35L89DA80922	2009 FORD/CHAMP-E350	FORD	89534T	205,821
CHT-2501	CHT-DR	2009	1FDDE45S99DA37742	2009-FORD/CHAMP-E450	FORD	89535T	140,844
CHT-2502	CHT-DR	2009	1FDDE45S39DA39020	2009-FORD/CHAMP-E450	FORD	89536T	151,384

Heavy-Duty Buses – Fixed Route

Equipment ID	Department ID	Model Year	Serial Number	Equipment Type	Manufacturer ID	License Number	Life Total Meter1
CHT-735	CHT-REV	2001	4RKFNAGAX1R835394	2001-NOVA-RTS	NOVA	89612T	163,305
CHT-736	CHT-REV	2001	4RKFNAGA11R835395	2001-NOVA-RTS	NOVA	89613T	391,565
CHT-737	CHT-REV	2001	4RKFNAGA31R835396	2001-NOVA-RTS	NOVA	90616T	397,652
CHT-740	CHT-REV	2001	4RKFNAGA91R835399	2001-NOVA-RTS	NOVA	89614T	388,169
CHT-743	CHT-REV	2001	4RKFNAGA51R835402	2001-NOVA-RTS	NOVA	89616T	333,983
CHT-746	CHT-REV	2001	4RKFNAGA01R835405	2001-NOVA-RTS	NOVA	89618T	293,077
CHT-747	CHT-REV	2001	4RKFNAGA21R835406	2001-NOVA-RTS	NOVA	89627T	359,227
CHT-748	CHT-REV	2001	4RKFNAGA41R835407	2001-NOVA-RTS	NOVA	89628T	361,096
CHT-801	CHT-REV	2002	4RKFNAGA62R835555	2002-NOVA-RTS	NOVA	89666T	415,952
CHT-802	CHT-REV	2002	4RKFNAGA82R835556	2002-NOVA-RTS	NOVA	89667T	428,080
CHT-803	CHT-REV	2002	4RKFNAGRX2R835557	2002-NOVA-RTS	NOVA	89668T	440,766
CHT-804	CHT-REV	2002	4RKFNAGA12R835558	2002-NOVA-RTS	NOVA	89669T	457,714
CHT-805	CHT-REV	2002	4RKFNAGA32R835559	2002-NOVA-RTS	NOVA	89670T	432,044
CHT-807	CHT-REV	2002	4RKFNAGA12R835561	2002-NOVA-RTS	NOVA	89672T	398,498
CHT-808	CHT-REV	2002	4RKFNAGA32R835562	2002-NOVA-RTS	NOVA	89673T	462,961
CHT-809	CHT-REV	2002	4RKFNAGA52R835563	2002-NOVA-RTS	NOVA	90608T	328,117

All vehicles listed are beyond their federally defined “useful life.” As we begin to receive our new vehicles, staff recommends that we dispose of these vehicles in a federally compliant manner.

For the light duty and support vehicles, staff will work with the Ombuds office and other Town departments to share with non-profits, faith community and other groups when these vehicles are available for public auction.

Recommendation

- Partners receive the information provided and approve staff to move forward with disposition of vehicles.

4A. Carrboro Plaza Lease Update

Action: Receive information and provide staff with feedback on proposed next steps or any other options, as the Committee deems appropriate.

Staff Resource: Nick Pittman, Transit Planning Manager

Overview

Chapel Hill Transit, using primarily federal and state funds, developed a 145 space Park and Ride on the Old Fayetteville Road side of Carrboro Plaza almost 20 years ago. The current lease for the Park and Ride is set to expire this coming January.

On weekdays the Park and Ride is served by the Carrboro Plaza Express and Jones Ferry Express (late evening) on Old Fayetteville Road and the CW from the NC 54 Bypass. While utilization was once over 100%, since Pay for Park and Ride was implemented and Piedmont Authority for Regional Transit (PART) improved services coming from the Triad Region, utilization at Carrboro Plaza has been around 25-50 users. Some customers may be parking on the front side of the Plaza to avoid paying parking fees.

The current lease requires Chapel Hill Transit to pay \$200 per month, along with a share of the property tax associated with the improved lot on the Old Fayetteville Road side of the Plaza (FY 18 - \$13,619.82, FY 17 - \$14,019.13, FY 16 - \$14,019.13) and responsibility for general maintenance. Recent conversations with the property manager indicate that the current owner seeks an increase in monthly payment from \$200 to \$600, while continuing responsibility for property taxes and increasing responsibility for landscaping. Additionally, a new lease will require the installation of security cameras at the Park and Ride lot.

The University of North Carolina at Chapel Hill has agreed to extend the lease at Jones Ferry Park and Ride (3/4-mile from Carrboro Plaza) for another 20 years. With the University agreeing to extend the Jones Ferry lease and public access, it does not seem reasonable or necessary to have two public Park and Rides so close to each other. The Jones Ferry Park and Ride has around 200 spaces currently available for use and can absorb the customers from Carrboro Plaza. Customers would not see a change in cost or service levels and the area would not lose transit service.

Potential Next Steps

1. Negotiate a new lease for Carrboro Plaza, starting with the terms provided by the current owner.
2. Negotiate a short-term lease or extension through August 2019 (end of University permit year).

3. End lease with Carrboro Plaza on August 10, 2018. No adjustment would be made to transit services in the area at this time.
 - Notify customers of adjustment starting July 2, 2018, with postings at Park and Rides and media.
 - Review options for future Park and Rides further west in the Highway 54 corridor in coordination with GoTriangle, PART and Orange County.

Recommendation

- Receive information and provide staff with feedback on proposed next steps or any other options, as the Committee deems appropriate.

4B. Short Range Transit Plan Update

Action: That the Partners Committee receive the presentation and provide staff and the consulting team with feedback.

Staff Resource: Nick Pittman, Transit Planning Manager

Overview

Following the presentation on the results of the extensive public outreach efforts on the preliminary service scenarios, the Nelson\Nygaard team has worked with staff and the Technical and Policy Committees to develop a new service scenario (preferred). The preferred scenario is an effort to balance customer and community feedback, operator feedback and technical data to best position Chapel Hill Transit to serve our customers over the next 10-years. The preferred scenario also provides opportunities to explore new service delivery options, consistent with our interest of providing effective and efficient mobility options. Nelson\Nygaard will present the new scenario and identify tradeoffs for recommended adjustments, during the June 26, 2018, and provide an update on next steps. The draft presentation is available at the following: <http://www.townofchapelhill.org/Home/ShowDocument?id=39896>.

Next Steps for Preferred Scenario

- Share new scenario and tradeoffs with Chapel Hill Town Council, Carrboro Board of Aldermen and senior staff for the University of North Carolina at Chapel Hill.
 - Staff will provide a whitepaper and key information that can be shared with decision makers prior to the scenario being presented to the public.
- Public outreach related to the preferred scenario (August – September). The first public sessions will be hosted in September after the start of the fall semester.
- Update to Partners Committee in October, with a likely presentation on the final scenario.

Next Steps for Overall Plan

- Long Term Strategic Workshop with staff and Nelson\Nygaard team in August.
- Develop options to serve areas beyond the current route structure for Chapel Hill Transit. These options will likely require funding to be identified.
- Develop and present performance metrics and dashboard.

Note

- Any service change(s) coming out of this process would be implemented in Fall 2019.

Recommendation

- Partners Committee receive presentation and provide staff and consulting team with feedback.

5A. Transit Advertising Petition

Staff Resource: Brian Litchfield, Director

On June 13, 2018, the following petition was received by the Chapel Hill Town Council and referred to staff for review and follow up:

Dear Council Colleagues,

The current Chapel Hill Transit bus advertising policy allows for religious and political ads, including this one:



Based on our town values of being inclusive and a place for everyone, I am requesting that the advertising policy be modified to include only commercial advertising so that we stay away from any political or religious advertising, I understand that the Council created the current policy through a long public input process, but the political climate around the country and in our state, county and town have changed, and divisive, racist, sexist, anti-Semitic, homophobic advertising have no place in our public buses. We do have spaces, like Peace and Justice Plaza, where free speech is allowed and encouraged, so I believe we can remain a politically active community without making buses into places where residents may not feel welcome.

Thank you for your consideration and support.

Jessica Anderson

Background

On June 13, 2011 the Chapel Hill Town Council adopted a policy that approved the acceptance of exterior transit advertising and established rates for exterior advertising in an effort to generate additional revenue for Chapel Hill Transit. On October 24, 2012, the Council acted to temporarily

suspend the Town's transit advertising policy after receiving staff reports which stated that the policy on advertising actually adopted by the Council on June 13, 2011 was not the policy currently being followed and that there had been some errors made in acceptance of advertising because of the use of a draft policy rather than the policy adopted by the Town Council in June, 2011.

On November 27, 2012 the Partners Committee endorsed the current transit advertising policy and it was adopted by Council on December 3, 2012 (http://chapelhill.granicus.com/MetaViewer.php?view_id=7&clip_id=1689&meta_id=75863).

For additional background, I have included minutes from previous Council discussions on Transit Advertising:

December 3, 2012 Item #8:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1689

November 5, 2012 Item #8:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1662

October 24, 2012 Item #12:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1652

October 11, 2012 Item #1:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1638

September 12, 2012 Item #0.1:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1592

September 12, 2011 Item #15:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1117

June 13, 2011 Item #13:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1047

April 25, 2011 Item #14:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1007

June 27, 2007 Item #4:

http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=188

APRIL 27, 2005 Item 17c and g:

http://townhall.townofchapelhill.org/records/minutes/2005/minutes_04-27-05ws.htm

Examples of Current Advertisers

- Transit advertising provides a reasonable cost alternative for local organizations and businesses to advertise, some examples of advertisers include:
 - WUNC
 - Chapel Hill Farmers Market
 - Carolina Performing Arts
 - UNC HealthCare
 - Orange County – Visitors Bureau (2 buses)
 - University
 - UNC Athletics
 - Sturdivant's Tire Pros
 - UNC School of Information & Library Science
 - UNC Center for Health Promotion
 - Southern Village Hyatt Place Hotel
 - UNC Psychiatry Department
 - UNC Center for Health Promotion
 - Berkshire Chapel Hill
 - UNC Center for Research
 - Triangle Electrical Services, Inc.
 - Chapel Hill Garden Tour

- Since 2012, we have received and run two (2) separate advertisements that meet the definition of “political ad” in our adopted policy. Both have been from the Coalition for Peace with Justice and internal signs.

Current Status and Next Steps

- At the request of the Chapel Hill Transit Partners Committee staff is exploring a third-party contract for transit advertising.
 - Transit staff will issue an Invitation for Bid (IFB) for a contractor(s) over the summer of 2018 and staff and Partners will evaluate for feasibility.
 - The City of Greensboro, City of Fayetteville, City of High Point and Piedmont Authority for Regional Transportation (PART) have followed a similar process in the past two to three years and all report favorable revenue results.
 - IFB will be issued by August 2018.
- The Transit Advertising Manager resigned for another opportunity in late 2017. Transit has since reclassified the position to meet operational safety needs.
- Next steps are to finish and issue the IFB and provide Partners and Council with recommendations about the advertising program in early fall.
- Over the summer Transit staff will work with the Town Attorney’s Office to determine if there is an option to adjust our existing policy to one that indicates transit vehicles are a nonpublic forum and removes the option for political, religious, or issue advertisements

as currently allowed by 3.02 and 3.03 of the currently adopted policy. We will provide the Partners with an update at the August 28, 2018 meeting.

5B. Project Update

Staff Resource: Tim Schwarzauer, Grants Coordinator
Kathryn McMillan, Procurement Specialist

ADA Bus Stop Improvements: Transit staff continue to work with the engineers at Ramey Kemp and Associates to review existing transit stops for compliance with the Americans with Disabilities Act (ADA) of 1990. These reviews will produce construction drawings and cost estimates for bringing the stops to ADA compliance as part of Chapel Hill Transit's ongoing commitment to improving customer service and access.

On Friday, June 14th, the Town posted Bid # Q18-173 for construction of improvements at the following stops:

- South Columbia Street at Abernathy Hall
- Martin Luther King Jr. Blvd at Timber Hollow Apartments
- South Road at Fetzer Gym
- NC Highway 54 at Kingswood Apartments
- South Columbia at Westwood Drive
- South Columbia at Purefoy Road
- Martin Luther King Jr. Blvd at Adelaide Apartments
- Willow Drive at Estes Drive
- Franklin Street at Morehead Planetarium

Bids are due July 10, 2018 and we expect some construction to take place over the summer.

Jones Ferry Park and Ride Lot Repairs: Transit staff are compiling a scope of work to provide a complete removal and replacement of concrete at the Jones Ferry Park and Ride Turnaround. The original turnaround has suffered significant wear and tear over the last 20 years and recently began to suffer failures in the surface and substrate materials. We intend to remove all of the existing material, substrate and fill similar to work completed at the Southern Village Park and Ride lot in 2015. Work will be scheduled over the summer and in a manner to minimize impact on operations.

Relocation of Longview St. and Martin Luther King Jr Blvd. Bus Stop: As part of the improved pedestrian safety plan, the bus stop on Martin Luther King Jr. Blvd just north of Longview St., has been relocated south of Longview Street to promote the usage of a crosswalk at the new traffic signal at the intersection of Martin Luther King Jr. Blvd and Longview St. It is the recommendation of Chapel Hill Transit planning staff to install a sign post at the new stop location, rather than constructing a replacement shelter for the following reasons:

- Due to the topography of the area, to install a shelter at the proposed location of the new stop, a significant retaining wall would need to be constructed at an estimated cost of just over \$100k.
- At an estimated cost of \$25k the shelter could be located 300' south of the ideal new location, placing it in close proximity to the next stop on Martin Luther King Jr. Blvd at Adelaide Walters Apts.

5339 (c) Lo-No Emissions Grant: Chapel Hill Transit staff submitted an application to the FTA requesting \$5,316,000.00 in federal funds, representing 80% of projected costs, for the purchase of up to 7 zero-emission electric buses and matching charging stations

EPA Clean Diesel Funding Assistance Program FY 2018: Transit Staff submitted an application requesting \$783,270.00 in federal funds, representing 45% of projected costs, for the purchase of up to 2 zero-emission electric buses.

5310 Mobility Grant FY17 and FY18: On June 13th, the MPO board approved the Call for Projects for the biennial 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funds to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. Transit staff are submitting an application to fund 50% of the cost of our existing Senior Shuttle route and 50% of the cost associated with adding service to make the route bi-directional. Awards will be announced in September and funding availability is anticipated late FY19/early FY20.

State Grant 18-LS-006 5307: Chapel Hill Transit was awarded \$727,761.00 in discretionary funding to offset the cost, by 10%, of the purchase cost of replacement buses from July 1, 2016 to June 30th, 2018. Funds will be drawn by July 30th.

Zero-Emission Transit Buses: Transit staff have reviewed requests for deviations, clarifications, and approved equals. Our responses were published as an addendum on June 20th, 2018. Our next step is to receive bids back on July 18th, 2018.

Park and Ride Lot Security Camera Upgrade: Transit has awarded the contract for security camera upgrade and installation for the Eubanks, Jones Ferry and Southern Village Park and Ride Lots to A3 Communications. The cameras are completely solar powered (with a two-day battery backup). The project is currently underway with a tentative completion date of June 30, 2018. The project is funded through a State Technology Grant.

5C. August Service Adjustment Updates

Staff Resource: Nick Pittman, Transit Planning Manager

On Monday, August 13, 2018, Chapel Hill Transit will implement fall service changes in response to ridership trends, changing traffic patterns and growth in the area. The following changes will be implemented.

More Bus Service (funded by the Orange County Transit Plan):

- **CW Route:** Designed to relieve overcrowding in the afternoon and evening peak, this improvement will provide 20 minute service from 3:20 PM to 6:00 PM each weekday and match the AM service funded in FY18. These trips will aid overcrowding that is currently occurring on the CW and J routes along Franklin Street.
- **D Route:** Designed to relieve overcrowding in the afternoon and evening peak, this improvement will provide 6 additional trips from 3:00 PM to 6:30 PM. All six (6) trips will serve the University, Hospital, Franklin Street, Elliott Road and Blue Hill District. Two (2) of the six (6) trips will also serve Culbreth Road and Smith Level Road in Carrboro.
- **Saturday Expansion:** Designed to meet the needs of customer using services on weekends to access employment and retail. This improvement will expand all Saturday Routes (CM, CW, D, FG, JN, T, and V) service to 8:00 AM – 7:00 PM, as all routes have varied start and end times currently. With this expansion, 16 additional trips will be offered on Saturdays and Demand Response service hours will be extended to match. Saturday service will begin on August 18, 2018.

Service Adjustments:

- **B Route:** Adjusting schedule times to reflect running times in the corridor and improve on-time performance.
- **T Route:** All trips towards East Chapel Hill High will serve the Carol Woods stop (pulling off Weaver Dairy Road) upon request to improve customer's trip times.
- **Saturday CW:** Adjusting schedule times to reflect running times in the corridor and improve on-time performance.
- **Saturday T:** Adjusting schedule times to reflect running times in the corridor and improve on-time performance.
- **Saturday V:** Adjusting schedule times to reflect running times in the corridor and improve on-time performance.
- **All Routes:** Adjusting published timepoints to improve operational performance.

We are also in the process of redesigning our route brochures to be more customer friendly for the August 2018 service change. Staff will present an example of the new schedules at the June 26, 2018 meeting.

5D. North South Corridor Bus Rapid Transit

Staff Resource: Matt Cecil, Transit Development Manager

Project Update

The draft findings of the extension to Hillsborough (DTCC) extension study, and the completed three (3) options analysis was presented to the Technical Committee on May 30, 2018 and the Policy Committee on June 19, 2018. The Policy Committee will make a recommendation to the Partners Committee at the August 28, 2018 meeting. We anticipate NEPA (environmental) to get underway in late August.

Funding Update

Chapel Hill Transit is continuing to work with GoTriangle staff to perform an analysis of the funding split for D-O LRT in order to determine how much split change is necessary to provide an additional \$6.4M for Orange County to put towards the Chapel Hill BRT. Additional financial resources through the NCDOT to identify potential non-SPOT funds, and state maintenance funds, are being investigated to use towards the non-federal local match.

Action Items

- Present DTCC study findings to the Transit Partners Committee.
- Work with Technical and Policy Committees to adopt and recommend a final LPA.
- Present final LPA to Chapel Hill Town Council in October.
- Continue to work with GoTriangle on funding model to determine if additional funds are available to dedicate to Chapel Hill Transit

6A. Operations

Staff Resource: Maribeth Lewis-Baker, Fixed Route Operations Manager
Travis Parker, Lead Transit Supervisor
Peter Aube, Maintenance Manager
Katy Luecken, Training Coordinator
Mark Lowry, Safety Officer

Fixed Route Operations Manager – Maribeth Lewis-Baker**Fixed Route Division – April 2018**

- Perfect Attendance – April 2018 – 36 or 34% of the Fixed Route Operators had perfect attendance for the month
- We also had the Tar Heel 10-miler this month, which necessitated detours.
- April Operations/Safety Meetings – Safety Officer Mark Lowry presented an overview of recent Distracted Driving incidents
- Operator Tammy Price represented CHT at the Carrboro Open Streets event
- Supervisor Patrick has started Divisional Cross-Training with Demand Response for an 8-week training plan to learn the other division's operations

Catch us at our Best – April :

On April 17, 2018, customer Hillary Jacobs emailed in this compliment about Fixed Route Transit Operator Reggie Mebane: "There's a somewhat short black gentleman driving the U route right now (2:34 pm on Tuesday, April 17) and he is EXCELENT! Super compassionate. Genuinely searched for a lost debit card. Funny guy. Totally brightened my day."

On April 21, 2018, customer Roger Lundblad emailed in this compliment about Fixed Route Transit Operator Donald Wright: "The bus broke down in the entrance to University Place from Estes Drive (the engine developed severe problems) The driver somehow got through the turn headed for the bus stop when the engine died in between Asian Bistro and BarTaco The driver was able to get the bus to the bus stop thus avoiding blocking traffic. I really don't know how he pulled it off but it was a GREAT job. In addition, he did a great job of communicating the problem and solution to the passengers."

On April 25, 2018, customer Kelly Gallagher emailed in this compliment about Fixed Route Transit Operators Doug Brooks and Valjean Gibson – Dispatcher Cheonna Boyd - and Maintenance Manager Peter Aube: "We had a tire blow out on the way to UNC this

On April 25, 2018, customer Kelly Gallagher emailed in this compliment about Fixed Route Transit Operators Doug Brooks and Valjean Gibson – Dispatcher Cheonna Boyd - and Maintenance Manager Peter Aube: “We had a tire blow out on the way to UNC this morning from Hillsborough. The driver pulled over where it was safe and assessed the situation. We then went on to the bus stop at Chapel Hill North (near Harris Teeter), and a special bus pulled right up to pick all of us up!! I was really impressed with both our driver and Chapel Hill Transit in general as usual. Thank you guys so much for taking good care of your passengers.”

Fixed Route Division – May 2018

- Perfect Attendance – May 2018 – 34 or 33% of the Fixed Route Operators had perfect attendance for the month
- May Operations/Safety Meetings – Safety Officer Mark Lowry presented a training on overall Driver Wellness
- We operated Tar Heel Express for the UNC Spring Commencement on May 13, 2018
- Our Summer Schedule plan began on May 14, 2018
- Assistant Operations Manager Joe McMiller attended a Transportation Safety Institute course on “Transit System Security”.

Catch us at our Best – May :

On May 7, 2018 – Supervisor Richard Roberts was operating the HS-66 due to staff shortages. He noticed that a young Asian girl had been riding the route for several trips, he tried to communicate with her, but her English was little to none. He notified dispatch and Assistant Operations Manager McMiller met him at Morris Grove Elementary. McMiller was able to get the passenger to say, “she knows she passes the Big Hospital everyday”. We asked her if she had anything inside her book bag that would have her school information on it and we discovered she attended Culbreth Middle School. McMiller then delivered the young lady to her school. A job well done by Roberts & McMiller!

On May 9, 2018 customer J. Muhammad was riding the HS Route and emailed in the following compliment regarding Operator Alonza Crisp: “This driver is definitely one of the best drivers in the Triangle. His customer service skills are phenomenal.”

On May 14, 2018 customer Jeff Solomon emailed in the following compliment regarding our Commencement Tar Heel Express service: “Great job handling those of us attending the UNC Class of 2018 Graduation ceremony at Kenan Stadium. The buses were clean,

comfortable, convenient, ran on time and were plentiful, and your staff was friendly and helpful. We parked at the Friday Center, and were promptly taken to Kenan before the ceremony. After the ceremony, we were promptly returned to the Friday Center where our car was parked. The shuttle service was very well organized. We were anxious about where we would park, and if we could make our schedule. Your great service ensured that we were successful and took away our worries.

CATS (in Charlotte, where we live) could take a lesson from you all.”

Demand Response – Travis Parker

May 2018 Monthly Reports
• Total Trips - 5,102 trips
• On-Time Performance (OTP) – 89%
• Cancellations – 22.7%
• Missed Trips - 0
• Perfect Attendance – 59%

- Update on progress of Formalizing the EZRAC as a Partners Subcommittee. Applications submitted and accepted through June. Partners will make Committee selections at the August 2018 meeting.
- EZ Rider Handbook (Draft) sent to committee on June 11, 2018. Discussions and feedback at monthly meeting on June 13, 2018.
- Demand Response Operator Tony Combs and Lead Supervisor Travis Parker assisted in the 2018 Southeast Valor Games.

Safety Officer – Mark Lowry

- Accidents for April/May

April/May 2018

TOTAL ACCIDENTS	April-17	April-18	May-17	May-18	Year to Date
Fixed Route					
Preventable	2	5	3	2	31
Non-Preventable	2	2	0	1	21
Demand Response					
Preventable	0	1	0	0	4
Non-Preventable	0	0	0	0	1
Maintenance					
Preventable	0	0	0	0	1
Non-Preventable	0	0	0	0	1
				Total YTD	59

Training Coordinator – Katy Luecken

1. Training Classes
 - a. Fixed Route:
 - i. March 19th: One trainee moved to Full Time
 - ii. April 2nd: Four trainees in independent driving
 - iii. May 29th: Six trainees in skills training
 - iv. June 25th: Two trainees expected to start
2. Projects
 - a. Completing recruitment process for Training & Safety Specialist
 - b. Training Program Support employees as Operator Trainers

Maintenance Manager – Peter Aube

April

- Maintenance staff Completed in house A/C pm on all buses
- Demand response ran 37,365 miles in April
- Non-revenue vehicles ran 23,963 miles in April
- Fixed route ran 196,957 miles in April

- Maintenance performed 44 Preventive Maintenance Inspections in April (100% on-time).
- Four (4) Maintenance Employees completed the month of April with Perfect attendance
- Maintenance performed ten road calls in April (19,696) miles per road call for fixed route
- Maintenance performed one road call in April (37,365) miles per road call for demand response
- Maintenance completed engine overhaul on one 2007 Gillig bus in April
- Completed in-Plant bus inspection on six-2018 Gillig buses
- Completed Pre-Production meeting with Gillig on six buses ordered for 2019 and moved up production date from Dec 2019 to Jan 2019

May

- Demand response ran 37,656 miles in May
- Non-revenue vehicles ran 26,044 miles in May
- Fixed route ran 197,600 miles in May
- Maintenance performed 57 Preventive Maintenance Inspections in May (100% on-time).
- Six Maintenance Employees completed the Month of May with Perfect attendance
- Maintenance performed nineteen road calls in March (10,400) miles per road call for fixed route
- Maintenance performed two road calls in May (18,828) miles per road call for demand response
- Maintenance completed engine overhaul on one 2007 Gillig bus in May
- Prepared six new Gillig buses for service.
- Continue testing Calibrations with Allison transmission Engineers to improve fuel mileage on 2017 Gillig's.

6B. Community Outreach

Staff Resource: Anita Hackney, Community Outreach Manager

Chapel Hill Transit provides transportation services to our community partners throughout the service area. Below are some community events Chapel Hill Transit participated in March.

Touch-A-Truck

- April 29, 2018 – Collaboration between Boy Scouts Troop 39 and UNC Children's Hospital. Provided bus for demonstrations and opportunity for youth to explore bus.



Annual Bike and Bus Workshops – GoChapel Hill

- May 12, 2018 – Provided 2 buses for bike demonstrations at the Farmer’s Market at University Place and Carrboro Town Commons from 9 a.m. – 12 p.m.



WCHL Interview – This Is Tourism

- May 31, 2018 – Interview by Fixed Route Operator Michelle Sykes-Parker with WCHL about serving visitors to the Chapel Hill – Carrboro area.





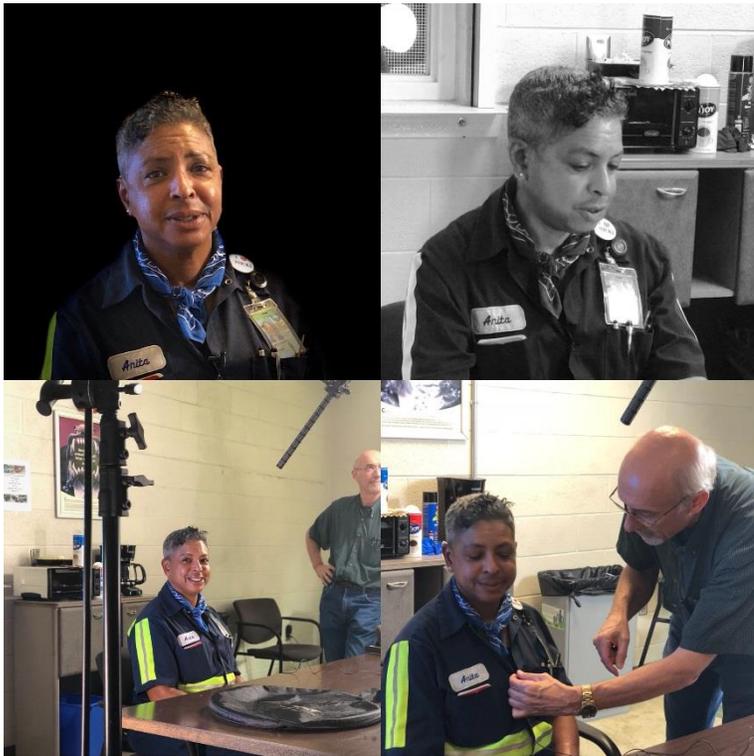
TOCH Housing Spring Fling

- June 2, 2018 – provided a shuttle and information table to Chapel Hill Housing residents event

The Peoples Channel Recruitment Video

- June 6-7, 2018 – Chapel Hill Transit employees (Anita Hackett, Steve Daniels, Tammy McNair and Donald Wright) are interviewed by the Peoples Channel about working at Transit for recruitment video.





Eric Montross Father's Day Basketball Camp

- June 15, 2018 – Campers rode RU routes to participate in basketball camp

TOCH Housing – Greenfield Grand Opening

- June 23, 2018 – Provided information table and treats for the grand opening event for Greenfield Phase 1 from 10am – 1pm.

6C. Director

Staff Resource: Brian Litchfield, Transit Director

- The Director's Report will be provided at the meeting on June 26, 2018.



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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE
 FUTURE MEETING ITEMS
 JUNE 26, 2018**

July, 2018 No Meeting	
Action Items	Informational Items
August 28, 2018	
Action Items	Informational Items
Transit Advertising Policy North South BRT-Durham Tech Extension	
September 25, 2018	
Actions Items	Informational Items

<u>Key Meetings/Dates</u>
2018 Public Transportation and Universities Conference – June 23-26, 2018, Hilton Santa Cruz, Santa Cruz, CA
2018 State Public Transportation Partnerships Conference - August 15-17, 2018, Radisson Blu Minneapolis Downtown, Minneapolis, MN
MPO Board- August 8, 2018, 9-11AM Committee Room, Durham City Hall
MPO Technical Committee Meeting – June 27, 2018, July 25, 2018 & August 22, 2018 , 9-11AM Committee Room, Durham City Hall