



CHAPEL HILL TRANSIT  
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## CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE

### NOTICE OF COMMITTEE MEETING AND AGENDA

JANUARY 22, 2019 – 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, November 27, 2018 at 11:00 AM**

Present: Michael Parker, Chapel Hill Town Council  
Nancy Oates, Chapel Hill Town Council  
Damon Seils, Carrboro Alderman  
Julie Eckenrode, Carrboro Town Human Resources Director  
Anne-Marie Vanaman, Town of Carrboro Management Specialist  
Donna Bell, Chapel Hill Town Council  
Than Austin, UNC Transportation & Parking  
Cheryl Stout, UNC Transportation Parking  
Brad Ives, UNC Associate Vice Chancellor for Campus Enterprises

Absent: Bethany Chaney, Carrboro Alderman

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

Guests: Thomas Wittman – Nelson/Nygaard, Mark Rodgers – Lead Supervisor, Demand Response, Tiffanie Tapp – Transit Supervisor, Henry DePietro – Assistant Operations Manager – Operations, Fred Lampe, Heidi Perov

1. The Meeting Summary of October 23, 2018 was received and approved. Julie introduced Annmarie, the Town of Carrboro Management Specialist, who will be taking her place on the Partners Committee.
2. Employee Recognition – Brian recognized 3 staff members who were recently promoted. Tiffanie Tapp was promoted from Fill-in Transit Supervisor to Transit Supervisor, Mark Rodgers was promoted from Transit Supervisor to Lead Supervisor-Demand Response and Henry DePietro was promoted from Interim Assistant Transit Director – Operations to Assistant Transit Director – Operations.
3. **Consent Items**
  - A. October Financial Report – Rick noted that the budget is on track for this time in the FY. He specifically mentioned that the BRT project funds are incorporated into the budget.
4. **Discussion Items**
  - A. FY2018-19 Program of Projects and Technology Grant – Brian Litchfield opened the Public Input Meeting at 11:14AM with a review of the FY 2018-2019 Program of Projects and the Technology Grant. Damon Seils asked if the new nextbus signs would be integrated with

the current system. Brian responded yes. Damon Seils also asked if the Public Input Meeting had been noticed and Brian and Tim Schwarzauer both responded yes. Mr. Seils asked if any comments had been received. Tim said there were no comments received. Damon Seils asked if it might be better to hold these Public Input Meetings at other times and places. Brian responded that staff has tried to offer these at other times and place, but there were not attendees. Damon suggested contacting the Carrboro Information staff to help get the word out in the future.

Cheryl Stout asked if staff had considered other platforms to get bus information out and to integrate with other regional systems. Nick Pittman replied that we have three years left on our contract with Nextbus, but staff is beginning to look into alternatives. Michael Parker asked about the need to have something regional and working with TTA, etc. to possibly have one platform for communication of bus routes. Nick replied that the regional systems are just beginning to talk about this consolidation. Brian said that staff will continue to investigate this. Brad Ives asked if staff could look into how things could be improved without consolidation. Damon asked, again, if this Public Input Meeting could be held at another time such as with the Budget Hearings. Brian said staff would look into that and Rick Shreve said it might have to be done in an ad hoc way to be done with the Budget Hearings.

There were no other comments or questions and the Public Input Meeting ended at 11:29AM.

- B. Short Range Transit Plan – Review of Community Input on Local Preferred Alternative – Nick reviewed this item. Thomas Wittman provided a presentation on the summary of comments received and next steps. He reviewed the goals of the project and the three scenarios created for public comment. He also reviewed the Draft Local Preferred Alternative which is to maintain current coverage/service and improve weekend service. He presented proposed mid-day frequency and sat/sun service. He then reviewed the Phase III Public Outreach and results along with the common concerns expressed by the public. He provided ideas for next steps which included an option for a modified JFX route to replace the CPX when the Carrboro Plaza lease is up next year, an option to increase HS service to all day and an adjustment to the CL on Sage Rd.

Along with this he reviewed the financial implications. He said the Technical and Policy committees need to come up with the final recommendations. Concerns were raised about the Carrboro Plaza lot closing, the modifications to the JFX and the populations that may be negatively affected by the changes. Mr. Wittman also reviewed the improvement priorities that are not funded which total about \$2.8 million. Things that should be considered over the next 5 years. They are improvements that customers have requested. One of the members asked how the BRT would change this plan. Staff noted this plan actually will lay

the groundwork for the BRT. Next Steps include taking this to the Technical and Policy Committees to discuss, incorporate feedback and financial implications in the final report and present the final report to the Partners.

**5. Information Items**

- A. North South Bus Rapid Transit Update – Brian reviewed this and noted that the Public Outreach meeting scheduled for Nov.7<sup>th</sup> was moved to Dec. 5<sup>th</sup>.
- B. Legislative Update – Brian reviewed this item.
- C. Bus Build and Project Update – Brian reviewed this for the Partners.

**6. Departmental Monthly Reports**

- A. Operations – This item was provided for the Partners information.
- B. Community Outreach – Provided for the Partners information
- C. Directors Report – Brian noted that the IFB for the Electric Buses will go out in early January and the RFP for Advertising is out. There will be an update to Partners at the January meeting for a recommendation to Town Council.

**7. Future Meeting Items**

**8. Partner Items**

**9. Next Meeting** – January 22, 2019 at Chapel Hill Transit – Transit Training Room

10. Adjourn

The Partners set a next meeting date for January 22, 2019
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## 3A. December Financial Report

Prepared by: Rick Shreve, Budget Manager

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**December 2018**

- Expenses for the month of December were \$1,485,624. Along with the encumbrances, which are heavily weighted towards the beginning of the fiscal year, approximately 50.80% 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 the first half 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 higher-than-typical encumbrances in the “Other” expense category are primarily associated with the North-South BRT work, largely funded by the Orange Transit Plan, and the debt service payments associated with the Partner’s agreement to finance the purchase of 14 buses.
- 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.

***Note about the Federal Government shutdown***

While the Federal Government is in shutdown status, execution and award of grant activities has come to a halt. However, the Town of Chapel Hill uses pre-approved status for projects, so we do not currently anticipate any negative impacts from the shutdown. We may experience some delays in reimbursement for project activities if the Federal Transportation Administration (FTA) is in furlough status for an extensive time.

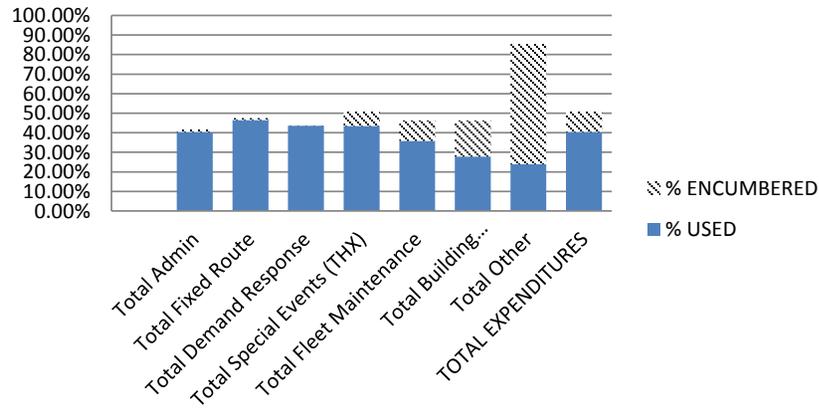
The North Carolina Department of Transportation – Public Transportation Division (NCDOT-PTD) reports that their financial plan uses prior year funding for all federal projects and all grants have been approved for the State for FY19. They do not expect a change in business practices or funding for any transit-related projects.

We will continue to monitor the situation, and provide relevant updates as we receive them.

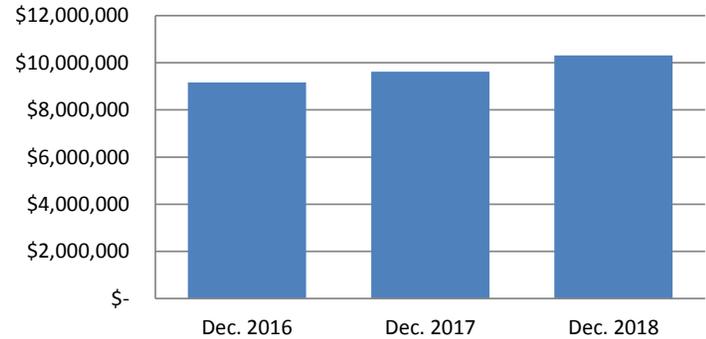
### Transit 640 Fund Budget to Actual at end of December 2018

	ORIGINAL BUDGET	REVISED BUDGET	ACTUAL MONTH EXPENSES	ACTUAL YTD EXPENSES	CURRENT ENCUMBRANCES	BALANCE AVAILABLE	% USED OR ENCUMBERED Dec. = 50.00%
Total Admin	1,982,264	2,082,680	125,815	841,514	26,432	1,214,734	41.67%
Total Fixed Route	11,899,399	11,899,399	875,465	5,544,288	109,145	6,245,966	47.51%
Total Demand Response	2,381,391	2,381,391	155,350	1,037,333	5,879	1,338,180	43.81%
Total Special Events (THX)	336,905	336,905	50,851	146,626	24,615	165,664	50.83%
Total Fleet Maintenance	4,766,675	4,921,368	247,701	1,766,878	512,094	2,642,396	46.31%
Total Building Maintenance	929,054	993,717	25,694	277,197	182,058	534,462	46.22%
Total Other	1,380,691	2,927,685	4,749	701,757	1,800,408	425,520	85.47%
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,676,379</b>	<b>\$ 25,543,145</b>	<b>\$ 1,485,624</b>	<b>\$ 10,315,593</b>	<b>\$ 2,660,630</b>	<b>\$ 12,566,923</b>	<b>50.80%</b>

**CHT Dec. 2018 YTD Expenses as % of Budget**



**CHT Total YTD Expenses - Previous Years Comparison**



**4A. DISCUSSION ITEM**

January 22, 2019

FY 2019-20 Chapel Hill Transit Budget Development

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

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

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This item will be provided to the Partner's Committee at the meeting on January 22, 2019.

**4B. Transit Advertising Request for Proposals (RFP) Update**

Action: 1. Receive information presented by staff and recommend that the Chapel Hill Town Council authorize staff to negotiate and finalize a contract to manage the Chapel Hill Transit advertising program with Houck Transit Advertising.

Staff Resource: Brian Litchfield, Director  
Kathryn McMillan, Procurement Specialist

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**Overview**

At the request of the Chapel Hill Transit Partners Committee, with an interest in maximizing revenues, Transit staff published a request for proposals (RFPs) and received proposals from parties interested in managing Chapel Hill Transit's Advertising Program. Proposals were submitted for consideration by Lamar Transit, Houck Transit Advertising and Streetlevel Media. Electronic versions of the proposals are available at the following links:

- Lamar — <https://www.townofchapelhill.org/Home/ShowDocument?id=41687>
- Houck — <https://www.townofchapelhill.org/Home/ShowDocument?id=41691>
- Streetlevel — <https://www.townofchapelhill.org/Home/ShowDocument?id=41688>

A team of Town staff reviewed the proposals, consistent with the scoring and selection methodology identified in the RFP, including potential revenue, client references, history and experience of the firms, and project approach and have recommended offering the contract to Houck Transit Advertising. Houck Transit Advertising is a fourth-generation family owned transit advertising business that was established in 1919. With over 100 years of advertising experience and partnerships with over 40 transit systems throughout the country (many of similar size to Chapel Hill Transit), Houck Transit Advertising demonstrated an understanding of the local market and a plan for maximizing sales and revenues for Chapel Hill Transit.

The Houck proposal included a tenured local sales manager, free design services for Chapel Hill Transit, demonstrated experience in similar markets and alternative advertising options for us to consider.

The following is a summary of the minimum guaranteed payments (MGPs) and payment information from each proposal:

<b>Financial Offer Comparison (Based off of MGPs)</b>			
<b>Year</b>	<b>Lamar</b>	<b>Houck</b>	<b>Streetlevel Media</b>
1	\$160,000.00	\$185,000.00	\$60,000.00
2	\$180,000.00	\$200,000.00	\$73,800.00
3	\$200,000.00	\$220,000.00	\$75,600.00
Option	\$240,000.00	\$250,000.00	\$78,000.00
Option	\$280,000.00	\$260,000.00	\$79,800.00
<b>Totals</b>	<b>\$1,060,000.00</b>	<b>\$1,115,000.00</b>	<b>\$367,200.00</b>
Payment Info	Minimum Guaranteed paid upfront. Anything over that is paid with 50% of revenue going to Lamar.	Payments paid monthly. Houck will pay CHT the annual guaranteed amount or % of gross revenue whichever is greater. 55% of revenue goes to CHT	CHT would receive 60% of revenue for the sale of exterior advertising but 40% of interior advertising sales. Payment is monthly.

**Financial Note**

- Through FY18 the maximum net revenue for the advertising program was around \$90,000 – although this was mainly due to removing the Advertising Manager (reclassified to Training and Safety Specialist) from the Transit Budget.

**Next Steps**

- Pending review and concurrence by the Partners Committee:
  - Review with Chapel Hill Town Manager
  - Develop a draft contract with Houck Transit Advertising for review by Town Legal
  - Submit recommendation to Chapel Hill Town Council.

**Recommendation**

That the Partners Committee recommend that the Chapel Hill Town Council authorize staff to negotiate and finalize a contract to manage the Chapel Hill Transit advertising program with Houck Transit Advertising.

**4C. Chapel Hill Transit Advertising Policy**

Action: 1. Receive information presented by staff and provide feedback to the Chapel Hill Town Council on the option of amending the transit advertising policy to reflect a nonpublic forum status, or any other options, as the Committee deems appropriate.

Staff Resource: Brian Litchfield, Transit Director  
Ralph Karpinos, Town of Chapel Hill Attorney

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**Background**

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](http://chapelhill.granicus.com/MetaViewer.php?view_id=7&clip_id=1689&meta_id=75863)).

In preparation for the potential transfer of managing the Transit Advertising program from the Transit Department to a third-party, Transit staff and the Town Attorney's Office reviewed the current adopted Advertising Policy and suggest that the Partners Committee consider recommending that the Council amend the policy to recognize the role of the advertising contractor transit vehicles and facilities as a nonpublic forum (viewpoint neutral) and not provide the option for political, religious, or issue advertisements.

Certain types of advertisements have the potential to interfere with the program's primary purpose of generating revenue to benefit the transit system. Additionally, political, religious, or issue advertisements have generated very little revenue over the last seven (7) years - since 2012, Transit has received and run two (2) separate advertisements that meet the definition of "political ad" under the current policy, resulting in \$3,000 of gross revenue. Evaluation of the proposed political and religious advertising for compliance with the Town's policy and addressing related issues requires considerable staff time. A nonpublic forum (viewpoint neutral) policy may also provide the following benefits:

- Maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of the commercial aspects of its regional transit system;
- Prevent the risk of imposing demeaning or disparaging views on a captive audience;
- Maintain a position of viewpoint neutrality;
- Preserve the marketing potential of the advertising space by avoiding content that the community could view as demeaning, disparaging, objectionable, inappropriate or harmful to members of the public generally or to minors in particular;
- Maintain the safe and orderly operation of Chapel Hill Transit services;
- Maintain a safe and welcoming environment for all Chapel Hill Transit passengers, including minors who travel on or come in contact with the Chapel Hill Transit system; and

**4C. Chapel Hill Transit Advertising Policy**

Action: 1. Receive information presented by staff and provide feedback to the Chapel Hill Town Council on the option of amending the transit advertising policy to reflect a nonpublic forum status, or any other options, as the Committee deems appropriate.

- Avoid the identification of Town of Chapel Hill/Chapel Hill Transit, its employees, funding partners or its contractors with advertisements or the viewpoints of the advertisers.

The Council has requested that the Chapel Hill Transit Partners Committee review the transit advertising policy options to determine if a nonpublic forum alternative could be considered and to provide feedback to the Council. Other options that could be considered include: maintaining the existing policy; amending the policy to expand the scope of advertising allowed by formally designating the buses and transit facilities as a public forum; or, perhaps eliminating all paid advertising.

**Attachment - Draft Nonpublic Forum Policy**

A draft of a potential nonpublic forum transit advertising policy is attached for review and discussion. This draft policy is modeled on policies in place for:

- King County Metro (King County, Washington)
- Sun Tran (Tucson, Arizona)
- Piedmont Authority for Regional Transportation (Greensboro, North Carolina)
- San Francisco Bay Area Rapid Transit District (San Francisco, California)

**Additional Information**

Previous Council discussions on Transit Advertising Policy:

- December 3, 2012 Item #8:  
[http://chapelhill.granicus.com/MinutesViewer.php?view\\_id=21&clip\\_id=1689](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](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](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](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](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](http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1117)

**4C. Chapel Hill Transit Advertising Policy**

Action: 1. Receive information presented by staff and provide feedback to the Chapel Hill Town Council on the option of amending the transit advertising policy to reflect a nonpublic forum status, or any other options, as the Committee deems appropriate.

- June 13, 2011 Item #13:  
[http://chapelhill.granicus.com/MinutesViewer.php?view\\_id=21&clip\\_id=1047](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](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](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](http://townhall.townofchapelhill.org/records/minutes/2005/minutes_04-27-05ws.htm)

**Recommendation**

That the Partners Committee consider the draft nonpublic forum transit advertising policy and provide feedback to the Chapel Hill Town Council on the option of amending the policy, or any other options, as the Committee deems appropriate.

**TRANSIT ADVERTISING FEE SCHEDULE AND POLICY**

Transit services in Chapel Hill are provided through a partnership of Chapel Hill, Carrboro and the University of North Carolina. Chapel Hill Transit offers transit advertising as a source of revenue to help offset system operating costs. Advertising is sold on the exterior and interior of all fixed route buses. The following are transit advertising rates and policies governing transit advertising.

**TRANSIT ADVERTISING RATES**

<b>Bus Wraps</b>	<b>Monthly Rate</b>	<b>Minimum Contract</b>
Full Wrap	\$1500	12 months

**Exterior Bus Signage: Kings (144”x30”)**

<b>Number of Displays</b>	<b>12 Months Each Sign</b>	<b>6 Months Each Sign</b>	<b>1-3 Months Each Sign</b>
1-10	\$180	\$200	\$220
11-20	\$175	\$195	\$215
21 & up	\$170	\$190	\$210

**Queens (108”x30”)**

<b>Number of Displays</b>	<b>12 Months Each Sign</b>	<b>6 Months Each Sign</b>	<b>1-3 Months Each Sign</b>
1-10	\$162	\$180	\$198
11-21	\$157	\$175	\$193
21 & up	\$152	\$170	\$188

**Taillight**

<b>Number of Displays</b>	<b>12 Months Each Sign</b>	<b>6 Months Each Sign</b>	<b>1-3 Months Each Sign</b>
1-10	\$163	\$170	\$187
11-120	\$158	\$165	\$182
21 & up	\$152	\$160	\$177

All production costs are the responsibility of the advertiser. For wraps the cost of installation and returning the bus to original condition are also the responsibility of the advertiser.

All advertising creative and design must be approved by Chapel Hill Transit prior to production and can be declined if we believe it is not in compliance with transit advertising policies and standards.

Agency commissions will be paid on contract of 6 month or more.

## POLICIES AND STANDARDS FOR ADVERTISING ON CHAPEL HILL TRANSIT FACILITIES

Chapel Hill Transit (CHT) is a regional transit system created under section of the Town of Chapel Hill Ordinances. Chapel Hill Transit owns and operates buses, bus shelters, a garage and other properties (collectively referred to as “Transit Facilities”) in conjunction with its regional transit system. It is in the public interest to make advertising space available upon payment of rent in accordance with CHT’s adopted rental schedule on certain designated Transit Facilities to generate revenue and help fund the operation of the regional transit system or upon acceptance of the advertising as unpaid public advertising or public service announcements in accordance with this policy in order to support public agencies and community non-profit services.

### I. PURPOSE

1.01 **NonPublic Forum Status.** Chapel Hill Transit’s acceptance of transit advertising does not provide nor does it create a general public forum for expressive activities but is instead hereby established as a nonpublic forum. In keeping with its proprietary function as a provider of public transportation services, Chapel Hill Transit does not intend its acceptance of transit advertising to convert its transit vehicles or transit facilities into open public forums for public discourse and debate. The fundamental purpose and intent is to accept advertising as an additional means of generating revenue to supplement or reduce fare revenue, tax proceeds and other income that fund the transit system.

In furtherance of that discreet and limited objective, Chapel Hill Transit, through the Policy set forth in this document, retains strict control over the nature of the ads accepted for posting on or in its transit vehicles and transit facilities and maintains its advertising space as a nonpublic forum. Certain types of advertisements interfere with the program’s primary purpose of generating revenue to benefit the transit system. This policy advances the advertising program’s revenue-generating objective by prohibiting advertisements that could detract from the goal by creating substantial controversy, interfering with and diverting resources from transit operations, and/or posing significant risks of harm, inconvenience, or annoyance to transit passengers, operators and vehicles. Such advertisements create an environment that is not conducive to achieving increased revenue for the benefit of the transit system or to preserving and enhancing the security, safety, comfort and convenience of its operations. The viewpoint neutral restrictions in this policy thus foster the maintenance of a professional advertising environment that maximizes advertising revenue.

Chapel Hill Transit will not accept for display on its Transit Facilities the types of advertising defined in Section 2.01 of these policies and standards (“Excluded Advertising”). By not accepting Excluded Advertising, Chapel Hill Transit can:

- Maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of the commercial aspects of its regional transit system;
- Prevent the risk of imposing demeaning<sup>13</sup> or disparaging views on a captive audience;

**DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT**

- Maintain a position of viewpoint neutrality;
- Preserve the marketing potential of the advertising space by avoiding content that the community could view as demeaning, disparaging, objectionable, inappropriate or harmful to members of the public generally or to minors in particular;
- Maintain the safe and orderly operation of Chapel Hill Transit services;
- Maintain a safe and welcoming environment for all Chapel Hill Transit passengers, including minors who travel on or come in contact with the Chapel Hill Transit system; and
- Avoid the identification of Town of Chapel Hill/Chapel Hill Transit, its employees, funding partners or its contractors with advertisements or the viewpoints of the advertisers.

Chapel Hill Transit facilities and transit vehicles are a nonpublic forum and, as such, Chapel Hill Transit will accept only those advertisements which fall within the categories of acceptable advertising specified in this ~~viewpoint neutral~~ Policy and that satisfy all other access requirements and restrictions provided herein.

**~~Limited Public Forum; Commercial/Proprietary Functions.~~** ~~Chapel Hill Transit will rent space on its Transit Facilities for limited types of advertising (“Permitted Advertising”). By allowing limited types of advertising on or within its buses and or bus shelters and providing limited space at no charge pursuant to this policy, Chapel Hill Transit does not intend to create a full public forum for open public discourse or expressive activity, or to provide a forum for all types of advertisements. The display of Permitted Advertising upon payment of rent in accordance with CHT’s adopted rental schedule on designated Transit Facilities is intended only to supplement fare revenue, tax proceeds and other income that fund the regional transit system.~~

**~~1.02 Certain Excluded Advertising.~~** ~~Chapel Hill Transit will not accept for display on its Transit Facilities the types of advertising defined in Section 2.01 of these policies and standards (“Excluded Advertising”). By not accepting Excluded Advertising, Chapel Hill Transit can:~~

- ~~(a) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of the commercial aspects of its regional transit system;~~
- ~~(b) protect passengers, employees and Chapel Hill Transit facilities from harm or damage that can result from some individual’s reactions to political or controversial materials; and~~
- ~~(c) help build and retain transit ridership.~~

**~~1.03 Limits on Permitted Advertising.~~** ~~Placing reasonable limits on Permitted Advertising displayed on its Transit Facilities will enable Chapel Hill Transit to:~~

- ~~(a) avoid subjecting its passengers and other members of the public to material that may discourage them from using regional transit services;~~
- ~~(b) maintain an image of professionalism and decorum;~~
- ~~(c) avoid displaying material that is not suitable for viewing by minors who ride on Chapel Hill Transit buses or those individuals whose neighborhoods are served by~~

- ~~Chapel Hill Transit bus routes; and~~  
~~(d) maximize revenues by attracting and maintaining the patronage of passengers.~~

## II. ADVERTISING POLICIES

**2.01 Excluded Advertising.** For the purposes of these policies and standards, the advertising described in this Section 2.01 is “Excluded Advertising.” Chapel Hill Transit will not accept the following Excluded Advertising for display, posting or placement on or within its buses, or other Transit Facilities:

(a) **Alcoholic Beverages.** Advertisements and images soliciting or promoting the sale or use of alcoholic beverages.

(b) **Tobacco Products.** Advertisements and images soliciting or promoting the sale or use of tobacco products including, but not limited to, cigarettes, cigars and smokeless tobacco.

(c) **Advertisements about Chapel Hill Transit.** Advertisements and images that relate to Chapel Hill Transit and services, except public service advertisements provided by Chapel Hill Transit itself.

(d) Political Speech, including but not limited to:

- Political Campaign Speech. Advertising that promotes, or opposes a political party, the election of any candidate or group of candidates for federal, state or local government offices, regardless of whether the words or phrases “vote for”, “elect” or similar words or phrases are used;
- Advertisements that disparage or belittle federal, state or local jurisdictions either as entities or in reference to any of their elected or appointed officials, employees, departments or services; and
- Except as permitted in Sections 2.02 and 2.03 of this Policy:
  - Advertisements that promote or oppose initiatives, referendums or other ballot measures; or
  - Advertisements which are directed or addressed to the action, inaction, prospective action or policies of a governmental entity; or
  - Advertisements which prominently or predominately advocate or express a political message, including but not limited to an opinion, position, or viewpoint regarding disputed economic, political, moral, religious or social issues or related matters, or support for or opposition to any of the foregoing.

~~(e)~~(e) Support of or opposition to a religion, denomination, creed, tenet, or belief;

(f) Transportation or other services/products in direct competition with Chapel Hill Transit. Advertising that explicitly and directly promotes or encourages the use of transportation modes competing with Chapel Hill Transit services shall not be permitted.

**DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT**

(g) Non-commercial or only partially commercial advertisements. Advertisements that do not offer to sell property or services and those that both offer to sell property and services as well as convey information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing are prohibited.

**2.02 Permitted Advertising.** Subject to the viewpoint-neutral standards contained in Section 3.01 of these policies and standards, Chapel Hill Transit will accept “Permitted Advertising” for display or placement on designated Chapel Hill Transit Facilities. For the purposes of these policies, “Permitted Advertising” is advertising that:

- (a) Does not qualify as Excluded Advertising under Section 2.01.
- (b) Generally relates to the economic interests of the advertiser and its audience.

~~Advertising defined in Section 3.02 and 3.03 also is Permitted Advertising.~~

**2.03 Prohibitions on Literature or Product Distribution and Leafleting.**

Chapel Hill Transit’s purpose in operating a regional transit system is to meet the public’s need for efficient, effective and safe public transportation. Chapel Hill Transit Facilities are not intended to be public forums for public discourse or expressive activity. Literature or product distributions, leafleting and similar activities can disrupt or delay passengers who are boarding and exiting buses and other transit vehicles, distract passengers, distract bus operators, cause maintenance issues, and otherwise create safety issues for passengers, operators and surrounding traffic. Accordingly, distribution of literature, leafleting, and other informational or activities are prohibited within Chapel Hill Transit buses or other transit vehicles and within Chapel Hill Transit bus shelters, except for the provision of leaflets and information provided by Chapel Hill Transit itself that are related to provision of or are for the benefit of transportation-related public services or public events sponsored by the Town of Chapel Hill, the Town of Carrboro, or the University of North Carolina.

### III. ADVERTISING STANDARDS AND RESTRICTIONS

**3.01 Advertising Standards and Restrictions.** Chapel Hill Transit will make available on designated Chapel Hill Transit Facilities space for advertisements consistent with Section 2.02 above subject to the viewpoint-neutral restrictions in this Section 3.01 that limit certain forms of advertising. -

Advertisements cannot be displayed or maintained on Chapel Hill Transit Facilities if the advertisement or information contained in the advertisement falls within one or more of the following categories:

- (a) ***False, Misleading, or Deceptive Advertising.*** Advertising or any material or information in the advertising that is false, misleading or deceptive.
- (b) ***Disrespectful Advertising.*** Advertising or any material or information in advertising that is, or that is intended to be (or reasonably could be interpreted as being) disparaging, disreputable or disrespectful to persons, groups, businesses or organizations, including but not limited to advertising that portrays individuals as inferior, evil or contemptible because of their race, color, creed, sex, pregnancy, age, religion, ancestry, national origin, marital status, disability, including those related to pregnancy or child birth, gender identity, or gender expression or sexual orientation, or any other characteristic protected under federal, state or local law.
- (c) ***Unauthorized Endorsement.*** Advertising that implies or declares that Chapel Hill Transit endorses a product, service, point-of-view, event or program. The prohibition against endorsement does not apply to advertising for a service, event or program for which Chapel Hill Transit is an official sponsor, co-sponsor or participant, provided Chapel Hill Transit’s Director or other designated representative gives prior written approval regarding the endorsement.
- (d) ***Obscene Material.*** Advertising that contains obscene materials as defined in North Carolina General Statute Sec. 14-190.1(b), or that displays sexual conduct or information in a manner that would be offensive to a reasonably prudent person of average sensitivity in the community.
- (e) ***Offensive Materials.*** “Offensive materials” means displays or information that would be offensive to a reasonably prudent person of average sensitivity in the community, including advertising that contains derisive, distorted, immoral, profane or disreputable language or impressions.
- (f) ***Unlawful Goods or Services.*** Advertising or any material or information in the advertising that depicts, promotes or reasonably appears to encourage the use or possession of unlawful or illegal goods or services.
- (g) ***Unlawful Conduct.*** Advertising or any material or information in the advertising that: depicts, promotes or reasonably appears to encourage unlawful or illegal behavior or conduct, including unlawful behavior of a violent or antisocial nature; is libelous or an infringement of copyright; is otherwise unlawful or illegal; or is

likely to subject Chapel Hill Transit to liability.

- (h) ***Adult Entertainment.*** Advertising that promotes or displays images associated with adult book stores, adult video stores, nude dance clubs and other adult entertainment establishments, adult telephone services, adult internet sites and escort services.
- (i) ***Graffiti.*** Advertising that uses images or symbols that depict or represent graffiti.
- (j) ***Illegal Firearms and Weapons.*** Advertising that contains images or depictions of illegal firearms or any firearms, or the unlawful use of firearms or other weapons.
- (k) ***Internet Addresses and Telephone Numbers.*** Advertising that directs viewers to internet addresses or telephone numbers that contain materials, images or information that would violate these advertising standards if the materials, images or information were contained in advertising displayed or posted on Chapel Hill Transit Facilities.
- (l) ***Distractions and Interference.*** Advertising that incorporates or displays any rotating, revolving, or flashing devices or other moving parts or any word, phrase, symbol or character, any of which are likely to interfere with, mislead or distract traffic or conflict with any traffic control device or motor vehicle regulation.
- (m) ***Libelous Material.*** Advertising that is libelous.

~~**3.02 Political Campaign Advertising.** Advertising promoting or opposing named candidates for elective office or issues upon which a referendum is being held shall be permissible. All such advertising shall bear conspicuously a paid advertising disclaimer that shall be consistent with the requirements as outlined in Attachment A.~~

~~**3.03**~~**02 Other Permitted Advertising and Public Service Announcements.** Chapel Hill Transit may make advertising space available for advertising proposed by governmental entities, academic institutions or tax-exempt nonprofit organizations (examples include: ads focusing on personal health or wellness issues, or ads informing the public about programs, services or events). Non-profit entities must document their tax-exempt status. On a limited basis, Chapel Hill Transit may make unpaid advertising space available for public service announcements. Costs associated with the design, production, installation and removal of public service announcements are the responsibility of the group or organization requesting the public service announcement. The advertising and public service announcements permitted under this section cannot contain displays or messages that qualify as Excluded Advertising under Section 2.01 and must comply with these advertising policies and standards. Unless the source of the advertising or public service announcement is obvious from the content or copy, the advertisement or public service announcement, whether paid or un-paid, must specifically identify the sponsor of the advertisement or the message and, if paid, shall bear conspicuously a paid advertising disclaimer that shall be consistent with the requirements as outlined in Section 3.06 Attachment A.

**3.04–03 Space Availability.** Chapel Hill Transit limits the amount of space on its Transit Facilities available for advertising and does not represent that it can accommodate all requests for advertising space. Advertising space will be made available only on Chapel Hill Transit Facilities designated by Chapel Hill Transit. No advertising, signs and other types of postings or messages may be displayed, posted or placed on any other Chapel Hill Transit Facilities.

A maximum of three (3) individual panel ads at one time conveying the identical message by the same sponsor shall be permitted on any individual bus operated by Chapel Hill Transit, provided that the permitted number shall be five (5) for ~~articulated~~~~tandem~~ buses. This includes any combination of overhead rack signs and bulkhead signs.

**3.05–04 Agency Disclaimer.** Chapel Hill Transit’s acceptance of an advertisement does not constitute express or implied endorsement of the content or message of the advertisement, including any person, organization, project, service, information or viewpoint contained therein, or of the advertisement sponsor. This endorsement disclaimer extends to and includes content that may be found via internet addresses, quick response (QR) codes, and telephone numbers that may appear in posted ads and that direct viewers to external sources of information. Additionally, Chapel Hill Transit shall post at conspicuous locations appropriate disclaimers to advise ~~passengers~~~~riders~~ that the views expressed in advertising are not endorsed by the Town of Chapel Hill or Chapel Hill Transit.

**3.065 Sponsor Attribution and Contact Information.** Any advertising in which the identity of the sponsor is not readily and unambiguously identifiable must include the following phrase to identify the sponsor in clearly visible letters (no smaller than 72 point type for exteriors and 24 point type for interiors): Paid for by \_\_\_\_\_

**3.0766 Reservation of Rights.** Chapel Hill Transit reserves the right to amend these policies and standards at any time. Subject to any contractual obligations, Chapel Hill Transit reserves the right to discontinue advertising on Chapel Hill Transit Facilities and discontinue accepting advertising for display or posting on Chapel Hill Transit Facilities. Chapel Hill Transit reserves the right to limit the availability of advertising space on its Transit Facilities and remove advertising that does not comply with these advertising policies and standards and, subject to any contractual obligations.

**IV. Advertising Program Administration and Procedures:**

**4.01 Administration**

- (a) Town of Chapel Hill/Chapel Hill Transit shall, from time to time, select a “Transit Advertising Contractor” who shall be responsible for the daily administration of Chapel Hill Transit’s adverting programs, in a manner consistent with the Policy guidelines in this document and with the terms and conditions of their agreements with Town of Chapel Hill/Chapel Hill Transit. The advertising program shall include, but not be limited to promotion, solicitation, sales, accounting, billing, collections and posting and removal of advertising displays on or in Chapel Hill Transit facilities and/or vehicles. ) The Advertising Contractor shall provide, or shall subcontract for, all employees and equipment necessary to perform the work and provide the services required by Chapel Hill Transit.
- (b) The Transit Director shall designate an employee as a “Transit Advertising Liaison” to be the primary contact for the Advertising Contractor on issues related to advertising content. Questions regarding the terms, provisions and requirements of these Guidelines shall be addressed initially to the Transit Advertising Liaison.
- (c) Chapel Hill Transit has the unqualified right to display, on or in its facilities and/or vehicles; advertisements and notices that pertain to Chapel Hill Transit operations and promotions, consistent with the provisions of its agreement with the Advertising Contractor. Promotional materials shall include, but not be limited to, internal marketing collateral, Chapel Hill Transit branding campaigns, and co-promotional campaigns with third parties.

**4.02 Procedure: Transit Advertising Contractor**

- (a) The Transit Advertising Contractor shall comply with this Policy and will perform preliminary evaluations of all proposed advertisements to assess their compliance with this Policy. The Advertising Contractor will forward all advertising submissions they deem to be in compliance with this Advertising Policy to Chapel Hill Transit’s Transit Advertising Liaison for compliance review and approval.
- (b) If the Transit Advertising Contractor has any question as to whether a proposed advertisement falls into a prohibited category—as outlined in this Policy—the Advertising Contractors shall refer that advertisement to the Transit Advertising Liaison for compliance review and consideration. The Advertising Contractor will work with advertisers to resolve issues about advertisements that do not comply with these policies and procedures. Resolution may include modification of the art, copy, or both.
- (c) The Transit Advertising Contractor may at any time discuss with any entity proposing an advertisement(s) one or more revisions to any proposed advertisement, which, if undertaken, would bring the advertisement(s) into conformity with this Advertising Policy. The Advertising Contractor will immediately remove any advertisement that Chapel Hill Transit at any time directs them to remove.

**4.03 Procedure: Transit Advertising Liaison**

- (a) The Transit Advertising Liaison shall review pre-screened, proposed advertisements for compliance with the guidelines set forth in this policy and will direct the Advertising Contractors as to whether the proposed advertisements comply with the provisions set forth in this Advertising Policy and are approved

(b) The Transit Advertising Liaison shall also review advertisements the Advertising Contractors have questioned regarding compliance and determine whether they are approved or not—advising the Advertising Contractors with explanation for future reference following a consultation with Town legal staff.

~~(a)~~(c) At the discretion of the Transit Advertising Liaison, any proposed transit advertising may be submitted to the Transit Director and/or Town legal staff for review.

#### 4.04 Procedure: Transit Director

(a) The Transit Director, in consultation with Town legal staff, shall conduct a final review of any proposed advertising when requested by the Transit Advertising Liaison. The decision of the Transit Director to approve or reject any proposed advertising shall be final.

(b) An advertiser may appeal a decision to reject or remove an advertisement by filing a written request with the Transit Director within ten (10) business days after the rejection or removal decision. The advertiser's request must state why the advertiser disagrees with the decision in light of Chapel Hill Transit's advertising policies and standards. The Transit Director shall consult with the Town legal staff. The Transit Director will review the basis for the rejected or removed advertisement and will consider the advertiser's reasons for filing the request. The Transit Director will make a decision on the request and will notify the advertiser of its decision in writing within fifteen (15) business days after receiving the advertiser's request.

(c) The Town Manager may review the Transit Director's decisions.

~~APPEAL OF ADVERTISING DECISIONS~~

~~**4.01 Initial Reviews.** Chapel Hill Transit’s Advertising Manager will consult with legal staff for the Town and will make initial decisions about accepting or rejecting proposed advertising. The decisions will be based on these policies and standards. Chapel Hill Transit’s Advertising Manager, or other designated Chapel Hill Transit staff, will work with advertisers to resolve issues about advertisements that do not comply with these policies and procedures. Resolution may include modification of the art, copy, or both.~~

~~**4.02 Appeals to Transit Director.** An advertiser may appeal a decision to reject or remove an advertisement by filing a written request with the Transit Director within ten (10) business days after the rejection or removal decision. The advertiser’s request must state why the advertiser disagrees with the decision in light of Chapel Hill Transit’s advertising policies and standards. The Transit Director shall consult with the Town legal counsel. The Director will review the basis for the rejected or removed advertisement and will consider the advertiser’s reasons for filing the request. The Transit Director will make a decision on the request and will notify the advertiser of its decision in writing within fifteen (15) business days after receiving the advertiser’s request.~~

~~**4.03 Further Review by Town Manager.** The Town Manager may review Transit Director’s decisions.~~

**ATTACHMENT A**  
**POLITICAL, RELIGIOUS, OR ISSUES ADVERTISING DISCLAIMER**  
**REQUIREMENTS**

**~~I. DISCLAIMER REQUIREMENTS~~**

~~A. **Political Candidates** – On an advertisement that is authorized and paid for by a candidate or his/her campaign committee, the disclaimer must identify:~~

- ~~1. Who paid for the message.~~

~~B. **Political Candidate Advertisement Paid by a Different Party** – On an advertisement that is authorized by a candidate or his/her campaign committee, but is paid for by another person, the disclaimer notice must:~~

- ~~1. Identify who paid for the communication.~~
- ~~2. Indicate that the candidate authorized the message.~~

~~C. **Political Advertisement Not For Political Candidate** – On an advertisement that is not authorized by a particular candidate or his/her campaign committee, the disclaimer notice must:~~

- ~~1. Identify who paid for the message.~~
- ~~2. State that it was not authorized by any candidate or candidate's committee.~~
- ~~3. List the permanent address, telephone number or world wide web address of the person who paid for the communication.~~

~~D. **Religious Oriented, Political Issue or Other Noncommercial Issue Ads**~~

~~–The disclaimer notice must:~~

- ~~1. Identify who paid for the message.~~
- ~~2. List the permanent address, telephone number or world wide web address of the person who paid for the communication.~~

## 5A. North South Corridor Bus Rapid Transit Update

Staff Resource: Matt Cecil, Transit Development Manager  
Brian Litchfield, Transit Director

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**Overview**

On January 16, 2019, staff and the consultant team presented an update to the project's Locally Preferred Alternative (LPA) to the Chapel Hill Town Council as recommended by Transit Partners Committee and the NSBRT Technical and Policy Committees. Council was supportive of the updated LPA and asked that we undertake a further review of the section between Eubanks Road and Estes Drive for the potential of converting lanes, where possible and practicable. Council adopted the following update to the LPA:

- Eliminate consideration of an extension to the Durham Technical Community College Hillsborough campus from further study,
- Eliminate the center running Bus Rapid Transit (BRT) guideway option from further study,
- Recommend that the following BRT guideway designs be carried forward for additional design and environmental analysis:
  - Mixed traffic operations on Eubanks Road,
  - Construction of a dedicated curb running BRT guideway between Eubanks Road and Estes Drive; or conversion of existing lanes for BRT guideway,
  - Either construction of and/or conversion of a dedicated curb running BRT guideway between Estes Road and North Street
- Recommend a multi-use path for active transportation users,
- Recommend intersection improvements to benefit all users.

Council also expressed a strong interest in focusing on urban design and placemaking to help activate the corridor and ensure that transit and bicycle/pedestrian improvements make it easier for those of all ages to travel within the corridor. Council also requested that we develop a scope of work and cost estimate for a consultant team, with a focus on transit oriented development, conduct a corridor study to understand potential development options within the corridor.

The Council item, related materials and video of the discussion are available at the following link: <https://chapelhill.legistar.com/LegislationDetail.aspx?ID=3838442&GUID=913FECA8-4404-458A-A486-EFF5EA2AE2C3&Options=&Search=&FullText=1>

## **Funding Update**

The following update on funding was shared with the Chapel Hill Town Council and will be shared with the MPO and Orange County:

The current cost estimates for the North-South Bus Rapid Transit project are \$123.2M - \$134.7 (YOE). The cost estimates will be better refined and updated as the project moves through Environmental and 30% Design over the next 12-15 months (FTA Project Development) and we will also determine if there is a reasonable plan for scaling the project.

The current financial plan assumes 80% (\$98.5M - \$100M) of project funding to come through federal sources (e.g. FTA Small Starts) and 20% (\$24.6M - \$34.1M) from non-federal sources. The FTA initially indicated that the project would need to demonstrate a commitment of at least half the non-federal share (\$12.3M - \$17M) by November 2019 to stay in project Development and to be considered for moving into Project Design. At this time \$6.5M of non-federal funds are committed to the project through Orange County Transit Plan, leaving a gap of \$5.8M - \$10.5M. There does not appear to be additional capacity within the Orange County Transit Plan over the next several years.

After the project was removed from the most recent State Strategic Transportation Investment (STI) process by the DCHC-MPO, to help ensure maximum scoring and funding for the DOLRT project, a working group of DCHC-MPO, Town of Chapel Hill/Chapel Hill Transit and GoTriangle staff was developed to explore non-federal funding sources. Unfortunately, non-federal funding options outside of STI are very limited - most MPO or State programs are funded with federal resources and are not able to be used as non-federal match. While the working group believes that a share of the non-federal funding could potentially come from naming rights and fundraising and local road improvements (e.g. Eubanks Road redevelopment), these options need to be explored further and are not likely viable by November 2019.

Based on the findings of the working group and the current constraints of the Orange County Transit Plan, staff is recommending that we explore with FTA the possibility of extending the November 2019 deadline in order for the project to be considered in the next STI (July 2019) process (note that this is a competitive process and funding is not guaranteed and awards are not scheduled until March 2020 at this time), while continuing to work on other non-federal funding options.

## **Next Steps**

- Develop a scope of work and cost estimate for a corridor study focused on development and urban design. This work will be led by our consultant team and one of their

subconsultants – Dover, Kohl and Partners that specializes in community/urban design and community engagement.

- A bicycle/pedestrian community meeting has been scheduled at the Chapel Hill Public Library meeting room B on Monday, February 4, 2019 from 6:30 PM – 8:00 PM. Press release to follow.
- Staff members are evaluating additional opportunities for outreach to the business community and other populations throughout the NSBRT corridor.

### **Attachments**

- Chapel Hill Town Council Presentation from January 16, 2019
- Responses to Chapel Hill Town Council questions related to North South BRT project.

# Chapel Hill North-South BRT

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Chapel Hill Town Council

January 16, 2019



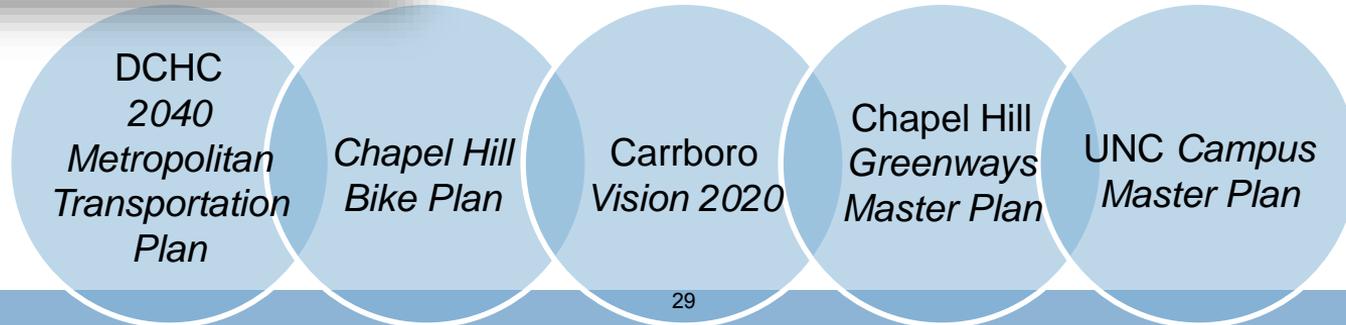
# Agenda

- Project Origination and Review of 2016 Council adopted Locally Preferred Alternative (LPA)
- Council consider refinements to adopted LPA
  - Durham Tech Extension Feasibility Study
  - Refinement of LPA from Eubanks Road to North Street as recommended by Transit Partners Committee.
- Pedestrian and Bicycle Facilities Update
- Next Steps

# Project Origination



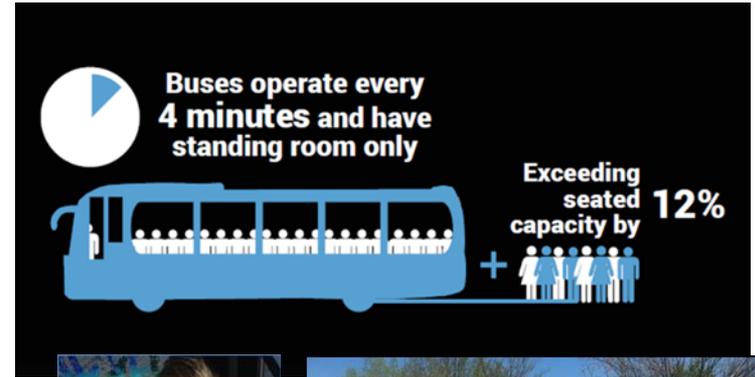
- Expands on previous regional and local planning
- Continues key theme identified in the Chapel Hill 2020 Comprehensive Plan - “Getting Around” and Small Area Plans such as Central West
- An opportunity to build on prior investments to improve connectivity within a critical transportation corridor, including regional connections, support planned land uses and contribute to regional equity, sustainability, and quality of life



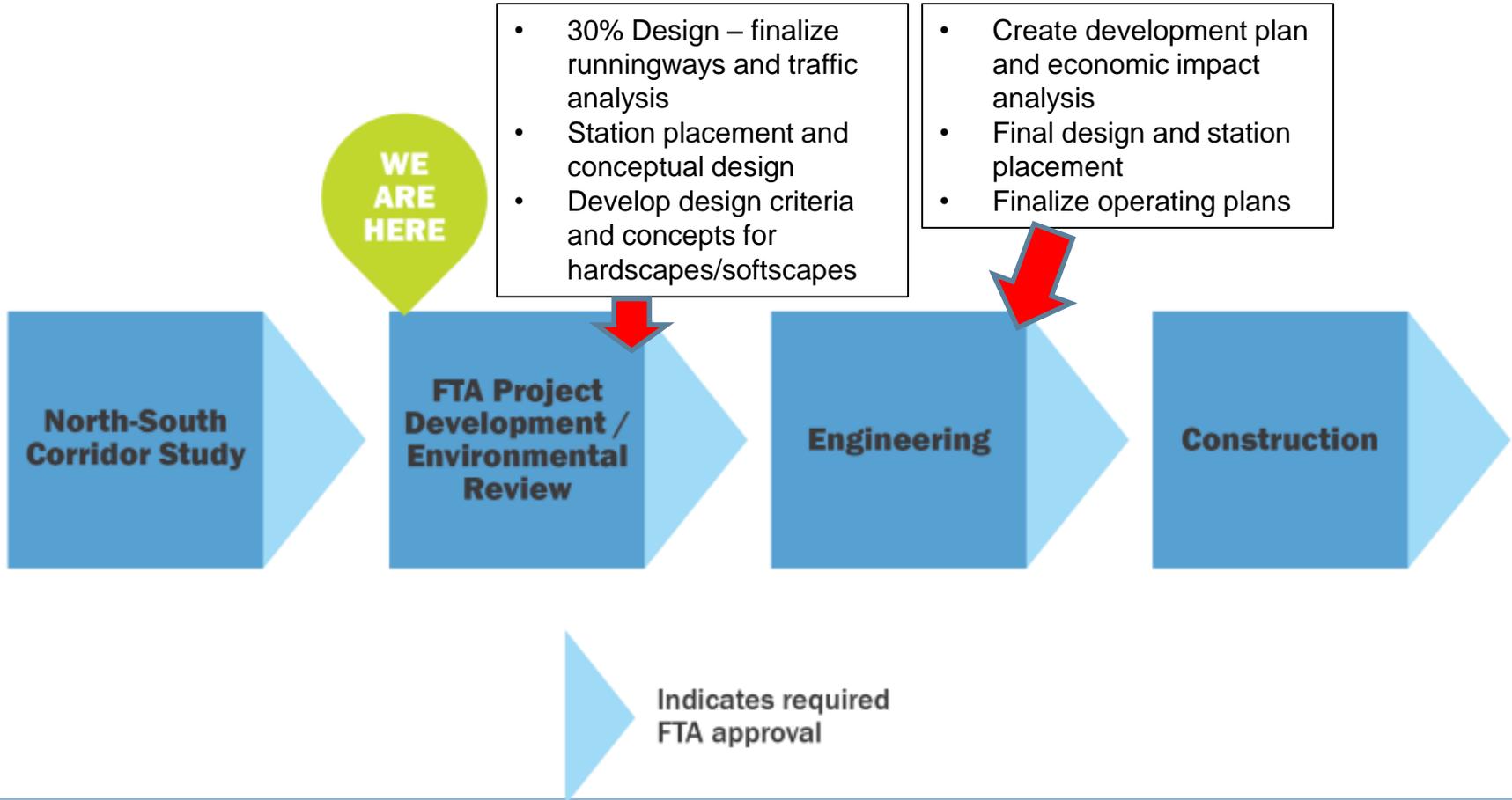
# Context and Vision

**Prepares the Town to meet mobility demand as the region continues to grow:**

- Current system operates close to maximum capacity
- Proposed system provides a long-term, scalable solution available to residents and visitors of the community
- Connects to regional transit options
- Supports current and planned development in the corridor with a multi-modal system that serves cyclists, pedestrians and other users



# Federal Project Implementation Process



# The 2016 North-South Corridor LPA



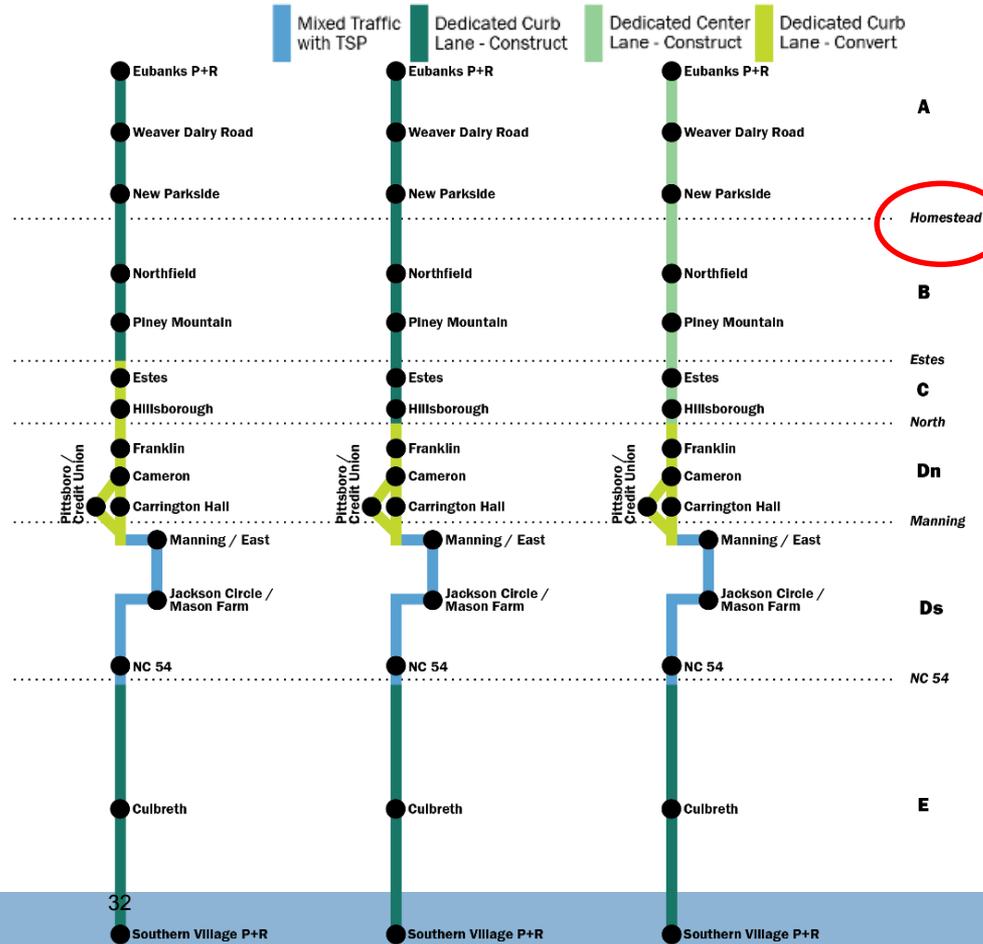
Dedicated Curb Lane - Construct a New Lane



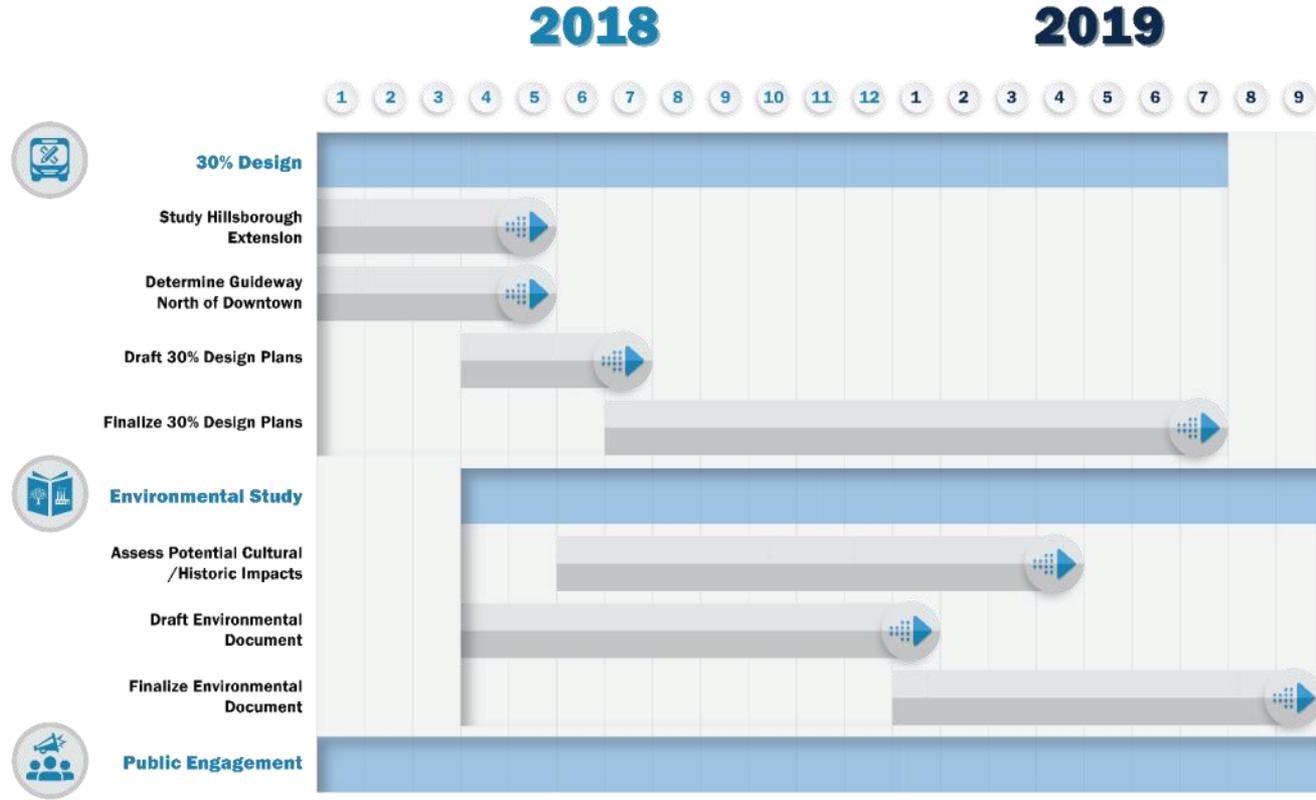
Dedicated Center Lane - Construct a New Lane



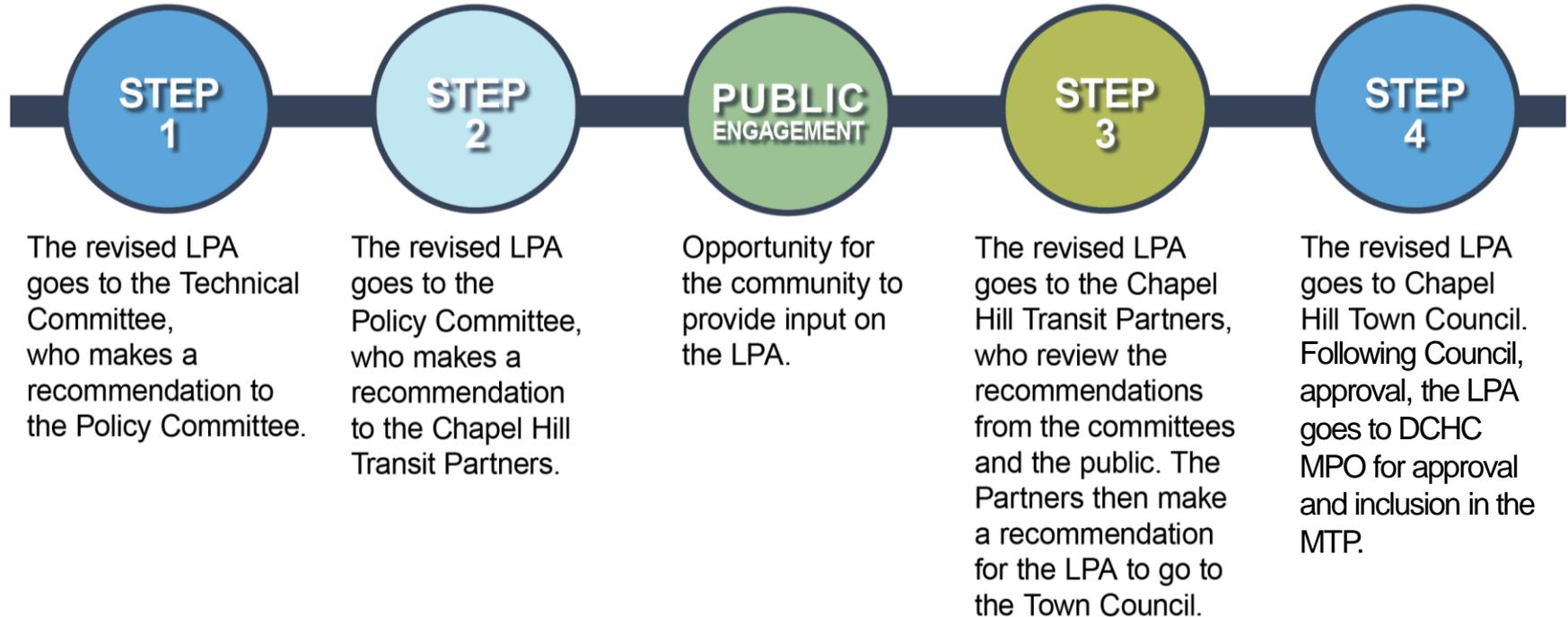
Dedicated Curb Lane - Convert Lane from Existing Use



# NEPA and 30% Design Schedule



# Process to Approve the Revised LPA

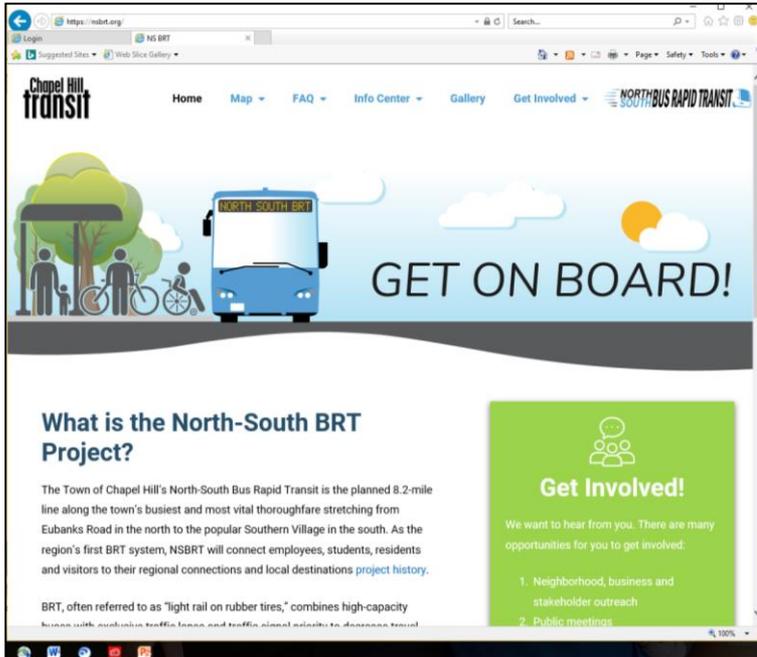


# Technical and Policy Committees



# Public Engagement

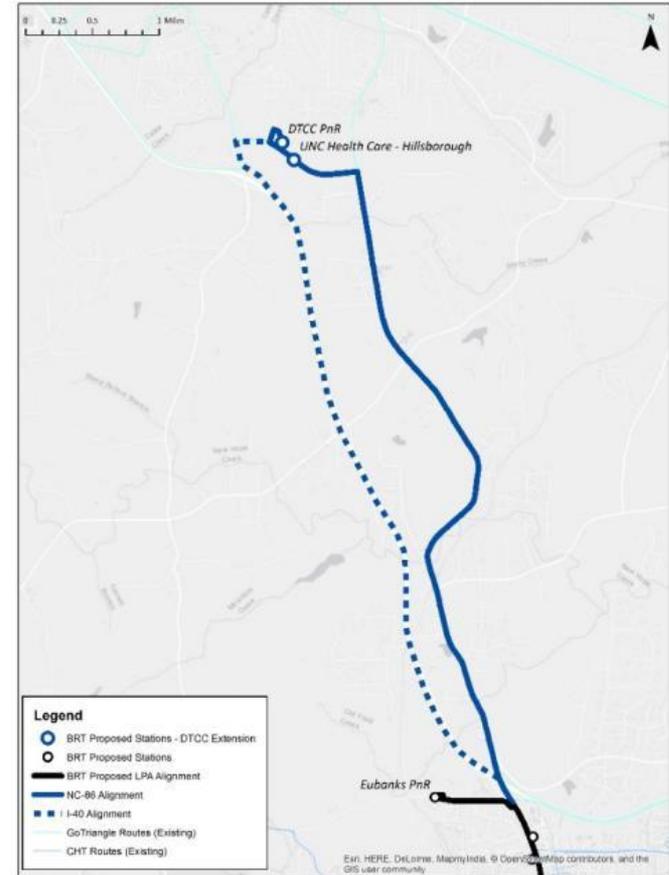
- Media / Social Media / MetroQuest / Website Update
- Key Stakeholder / Neighborhood / Local Business / University Outreach



# **Work To-Date and Transit Funding Partners' Recommendations**

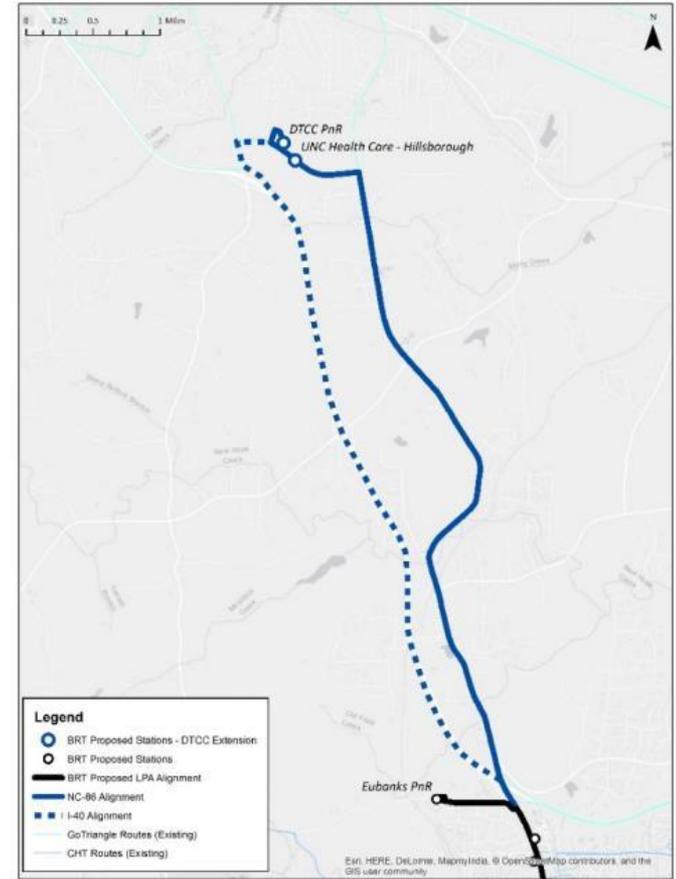
# Extension to Durham Technical Community College

- Discussion participants
  - Chapel Hill Transit
  - GoTriangle
  - Orange County
  - Town of Hillsborough
  - DHCH MPO



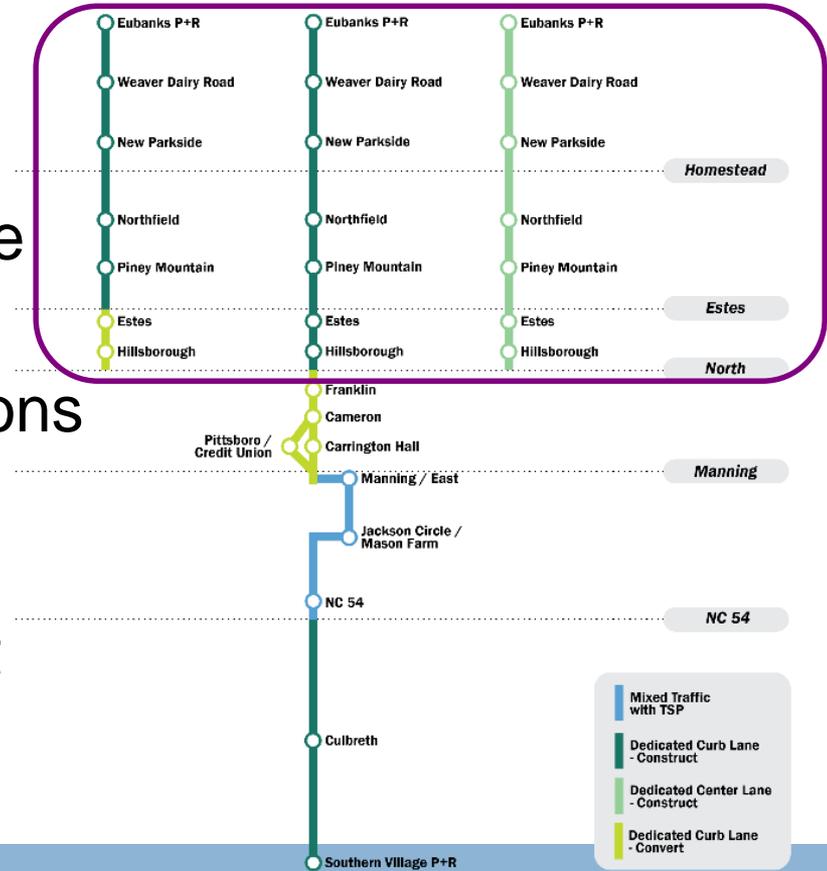
# Extension to Durham Technical Community College

- 6.7-mile BRT extension from Eubanks P&R to DTCC
- 2 potential BRT stops
  - UNC Healthcare – Hillsborough Campus (2 platforms)
  - DTCC Park-and-Ride (1 platform)
- Committees' Recommendations
  - Eliminate DTCC Extension
    - Ridership gain does not justify capital or operating and maintenance costs
    - Pursue opportunities to improve Route 420 as local funding becomes available
    - Maintain 2016 LPA service plan



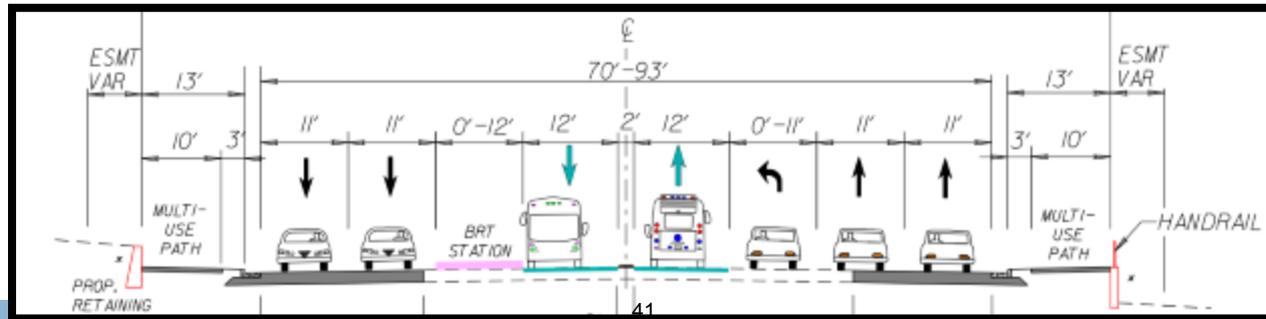
# Northern Guideway Options

- Eubanks Road to North Street
- 3 segments / multiple options
- Eubanks Road: Carraway Village
- Comparison matrix
- Bike and pedestrian considerations
- Additional traffic analysis during 30% Design
- Additional station to be added at Homestead Road



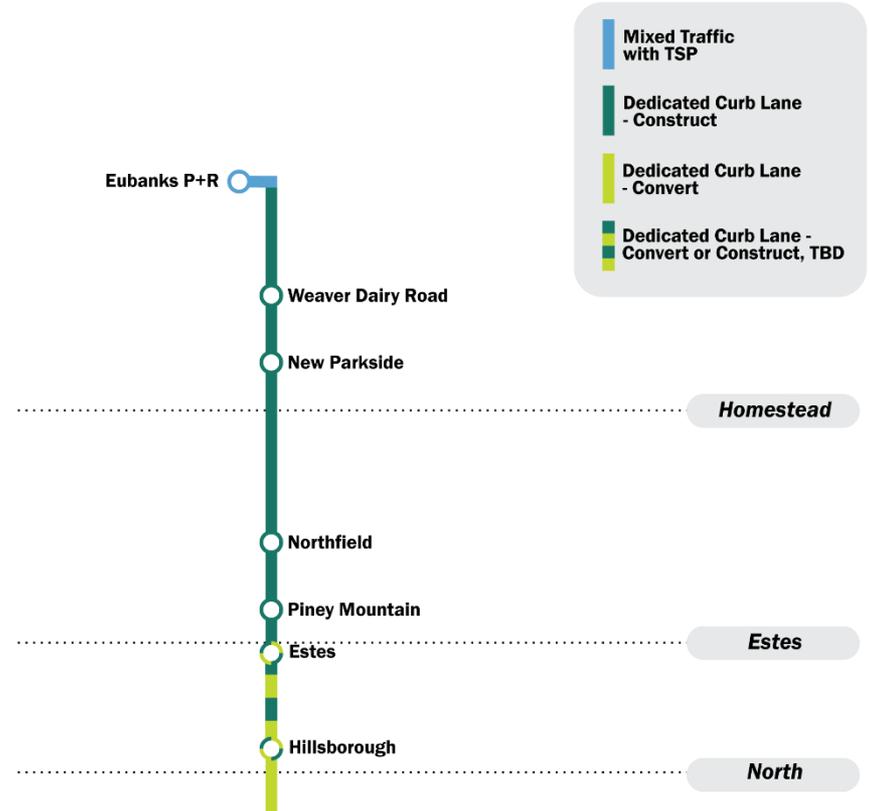
# Center Running Guideway Option

- Eliminate Center Running Guideway
  - Consistent curbside guideway for the entire route
  - Less roadway widening at signalized intersections
  - Curbside used by other local and regional buses
  - Better access with center turn lane



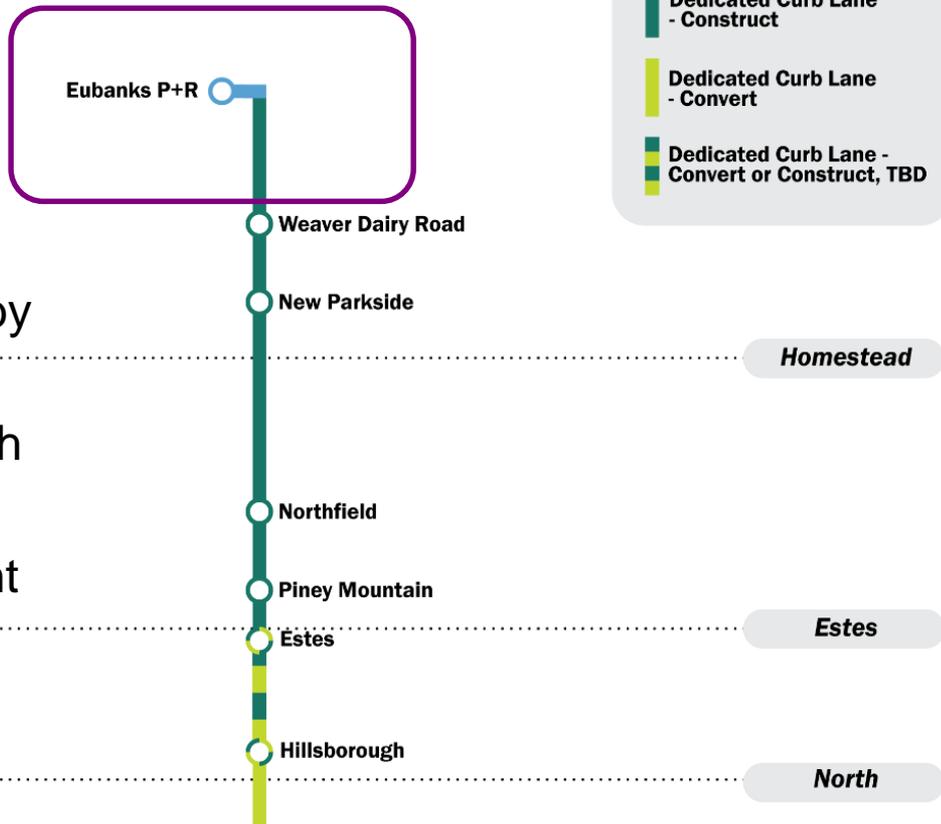
# Northern Guideway Options: Recommendations

- Eubanks Road
  - Mixed Traffic
- Eubanks Road to Estes Drive
  - Construct Curbside Guideway
- Estes Drive to North Street
  - Evaluate Convert Curbside and Construct Curbside Guideway



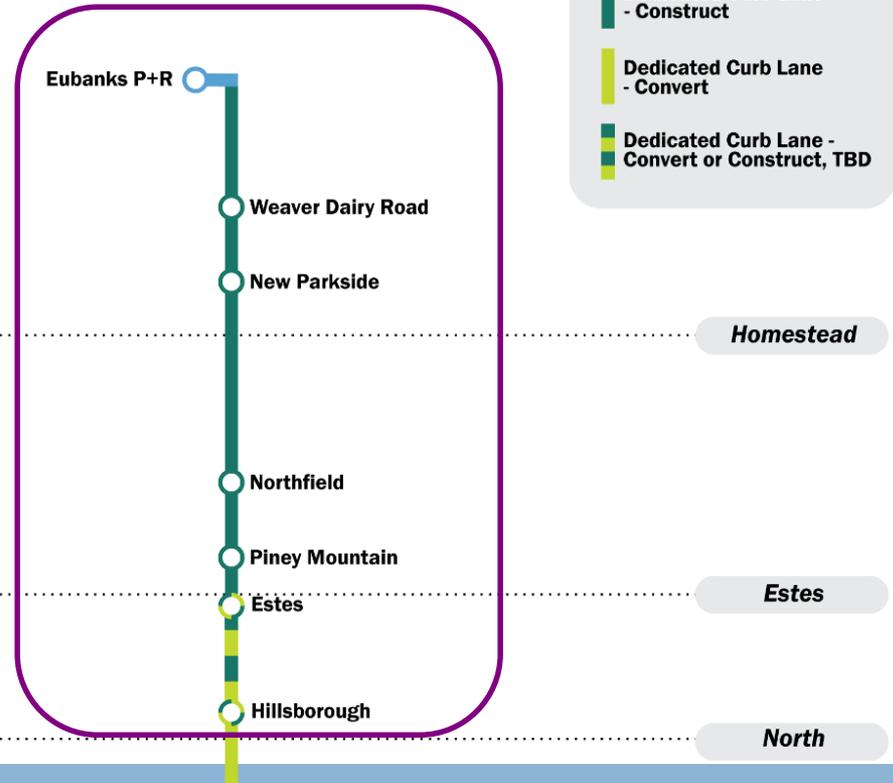
# Eubanks Road

- Recommend Mixed Traffic
  - From MLK, Jr. Blvd to Park & Ride lot (0.6 mi)
  - To be widened and improved by Carraway Village developer
  - Build out traffic volume too high to convert lanes
  - BRT could use westbound right turn lane in future



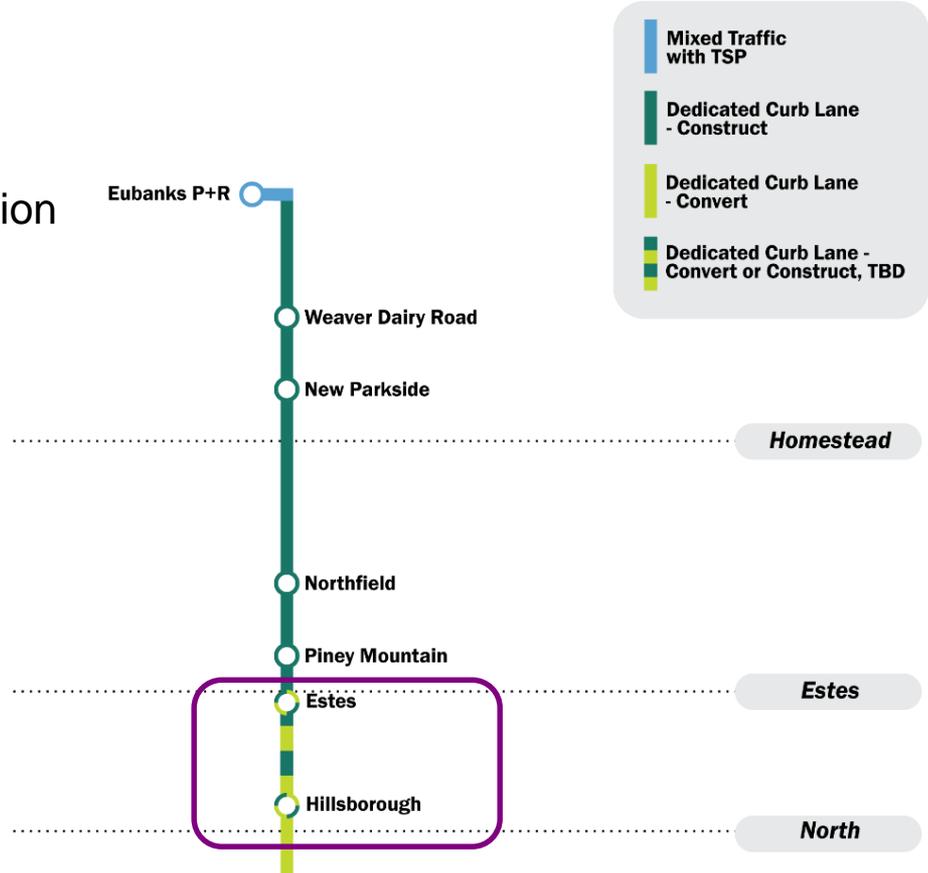
# Dedicated Curb Lane – Construct Option

- Recommend from Eubanks to Estes
  - Widening towards median to retain outside curb & gutter
  - Center turn lane for access
  - Keep existing right turn lanes
  - Narrow travel lanes to 11'
  - Maintains current traffic capacity
  - Longer distance to cross the road
  - Intersection improvements for active transportation
- Consider from Estes to North Street
  - Additional traffic and analysis necessary



# Dedicated Curb Lane – Convert Option

- Consider from Estes to North Street
  - Reduction of one travel in each direction
  - Longer signal delays
  - Can narrow travel lanes
  - Maintains center turn lane for access
  - Shorter pedestrian crossing length
  - Lower capital cost than construct
  - Reduced ROW
  - No parking impacts
  - Multi-use path



# **Guidance from Study Committees and Transit Funding Partners on Pedestrian and Bicycle Facilities**

# Existing Bike Facilities

N-S BRT Route: Southern Village to Eubanks Park & Ride



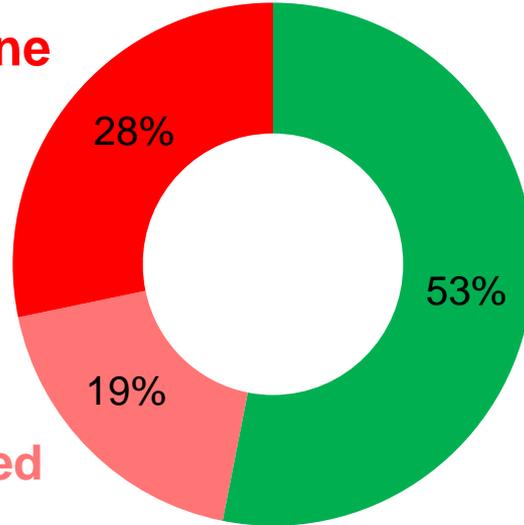
None

28%



Shared  
Lanes

19%



Bike  
Lanes



Bike Lanes proposed on Eubanks Road and Caraway Village (by Developer)

FIRE DEPARTMENT  
STATION 4

ROW  
IMPACT

Pad for Bike Rack/  
Dockless Drop

WEAVER DAIRY RD  
BRT STATION

Skewed and wider  
curb ramp for Multi-  
use Path

NC 86 (MARTIN LUTHER  
KING, JR. BLVD)

12' MULTI-USE PATH

12' MULTI-USE PATH

**DRAFT**

12' MULTI-USE PATH

12' MULTI-USE PATH

Green conflict  
markings

EX. C&G AND  
SIDEWALK (NB)

ROW  
IMPACT

PAD FOR BIKE RACK  
DOCKLESS DROP ZONE

Two-Stage Turn  
Boxes at select  
intersections

CHAPEL HILL NORTH  
MEDICAL CENTER

WEAVER DAIRY RD

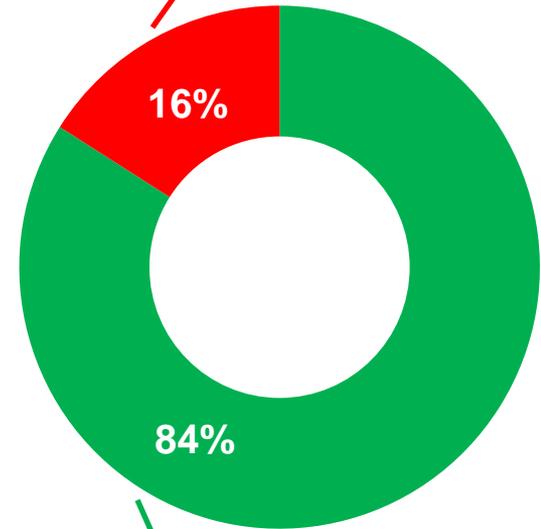
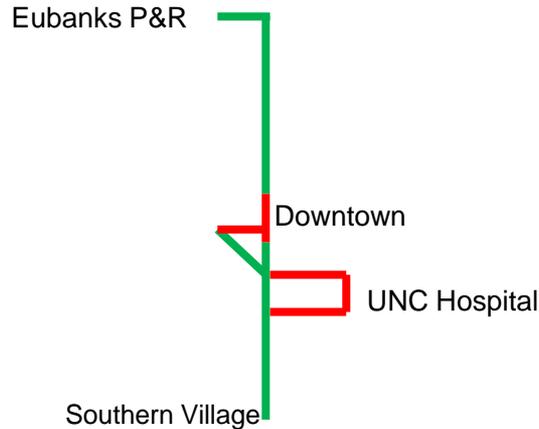
Bike ramp transition  
from bike lane to  
Multi-use path

48

25

# Bike Opportunities

- Potential for 2.5 mile increase
- 6.9 of 8.2 miles = 84% of route



UNC Hospital  
Downtown

Southern Village to UNC  
Hospital  
Downtown to Eubanks  
P&R

# Next Steps if LPA is Adopted

- Complete 30% design [*FTA review and approval*]
- Conduct Environmental Assessment (EA)
  - Lags behind design as project footprint must be defined:
    - Guideway design
    - Station locations
    - Construction limits
    - Traffic and access
    - Parking
  - EA document [*FTA review*]
  - Public hearing/response to public comments
  - FONSI [*FTA review and approval*]
- Refine project financial plan

# Staff Recommendation

- Council to adopt a resolution revising the LPA for the North-South Corridor Study as recommended by the Chapel Hill Transit Public Transit Committee and the Study's Technical and Policy Committees. And, authorize staff to submit the revised LPA to the Durham – Chapel Hill – Carrboro Metropolitan Planning Organization (DCHC).
  - Eliminate DTCC extension
  - Eliminate Center Running guideway option
  - BRT in Mixed Traffic on Eubanks Road
  - Eubanks to Estes Road
    - Construct dedicated curb lane
  - Estes Road to North Street
    - Construct and Convert Curbside options to be evaluated in EA

## **ITEM #10: North South Bus Rapid Transit - Locally Preferred Alternative Update**

**Council Question:** Has this been looked at by an urban designer? This is still a plan that widens MLK from Estes to 40 and doesn't really address activating the street, economic development, or making the streetscape more appealing. I think these should all be issues that are included in the BRT project, not just looking at this from a purely transit perspective.

**Staff Response:** *We agree and while this is a major transit investment, our interest is in improving connectivity (beyond transit – for bikes and pedestrians, as well) and supporting planned and proposed development in the corridor, including designing stations to integrate with neighborhoods. As we move into the 30% design phase for the project, Council and Community input, along with adopted Land Use Plan and the purpose and need for the project will continue to guide us:*

- *Make transit more efficient and attractive*
- *Improve connectivity along the corridor*
- *Improve connectivity of the corridor to the region*
- *Support planned land uses*
- *Contribute to regional equity, sustainability, and quality of life*
- *Develop a community-supported project*

*While this project is just starting the 30% design phase, we will explore with the study committees, Transit Partners and Council, standards, design criteria, and other urban design and landscaping concepts for consideration. Specific design elements and treatments will be determined in future design phases. Additionally, these concepts will be coordinated with the Community Design Commission and other Town Boards/Commissions.*

*Station area development will be also addressed in the LUMO rewrite, which will inform later phases of the project.*

**Council Question:** Would you ask staff to explain in their presentation how there will be room to construct a dedicated lane between Eubanks and Estes? I'm interested in how it would impact the proposed redevelopment of the land now home to the Tar Heel Mobile Home Park, the approved SUP for more apartments along MLK in Timber Hollow, the steep drop-off of land along Shadowood and the two newly renovated gas stations south of Homestead.

**Staff Response:** *Portions of the dedicated lane would be constructed using property that is currently in the grassy median/divider. There are segments of road where the additional right of way will come from the shoulders, and in some cases will have impacts with private property (the extent of these impacts will be determined in the 30% design phase of the project). In other segments, due to the topography, there is potential that a retaining wall will become necessary to accommodate the additional lanes made necessary by BRT.*

**Council Question:** I've heard rumors that the Northfield BRT stop will be removed in favor of adding a stop at Homestead Road. Is that true?

**Staff Response:** *Stations on Martin Luther King Jr. Blvd. at Homestead Rd have been added to the plan following community and study committee input. The Northfield Stations remain in the plan and staff has not been involved in discussions about removing these stations.*

**Council Question:** There is currently no bike lane between South Rd & Pittsboro/S. Columbia & North St (basically our downtown section) and often one of the two traffic lanes is blocked for delivery trucks. Can staff please take some time during presentation to discuss how the BRT lane might work in these areas and where bike lanes might go? Arguably if we want students and employees to NOT drive downtown (and to bike or take BRT), then this area is the most important. It's pretty easy to see how BRT can fit into MLK, but I am not clear on how it can fit into downtown.

**Staff Response:** *Unfortunately there is no additional public right-of-way on the road segments through Downtown Chapel Hill and the University of North Carolina, so road expansions will not be an option. With the advent of BRT, delivery trucks will likely be excluded from using parts of Columbia to unload goods, or will have to adhere to scheduling that will not negatively affect BRT vehicles. Bicycles will be provided the opportunity to utilize the BRT lanes in areas where bicycle lanes are not available. Additionally, the project will incorporate multi-use paths on both sides of the corridor for 80% of the corridor. In all other areas, the project will make connections/improvements consistent with approved Bicycle and Pedestrian plans for the Town and University (with non-local funds), which may provide opportunities to explore other options for bicycle-pedestrian connections.*

**Council Question:** What would be the costs associated with each of the LPA options, besides the DTCC extension?

**Staff Response:** *The cost (in 2015 dollars) to build the following alternatives would be: Alternative 6-1 would cost \$96.8 million; Alternative 6-2 would cost \$105.9 million; and Alternative 6-3 would cost \$105.4 million. The annual cost to operate and maintain the North-South BRT line would be \$3.4 million (with no difference between any of the alternatives).*

**Council Question:** Can you give us a sense of what each of the discussion participants referred to on p. 183 of the packet said regarding the extension of the NSBRT line to Durham Tech?

**Staff Response:** *Most of the comments and discussion on the extension to Durham Tech came from the Town of Hillsborough and Orange County. After receiving the results of the technical work, both Hillsborough and Orange County discussed the high costs of providing increased transit service and the amount of transit riders was not cost effective at this time to make a transit investment in the corridor to Durham Tech. Further discussion resulted in a recommendation to*

*relook at increased transit service to Durham Tech once the North-South BRT project has been built and operational for a couple of years.*

**Council Question:** Referring to p. 195 of the packet, should bike boxes along MLK Blvd (like the intersection of Roberson & Rosemary St) or else possible future requests for such facilities also be a consideration?

**Staff Response:** *It is our assumption that future requests for bike boxes and other active transportation solutions will be considered at all locations along the North-South BRT route.*

**The following are responses to Council questions raised in December 2018, both prior to the 12/05/2018 Business Meeting agenda that the item originally appeared on (before being postponed to 01/16/2019), as well as the Council orientation sessions attended by some Council Members on 12/18/2018 and 12/19/2018.**

**Council Member Question: Can you provide an update on funding and local match for the project?**

The current cost estimates for the North-South Bus Rapid Transit project are \$123.2M - \$134.7 (YOE). The cost estimates will be better refined and updated as the project moves through Environmental and 30% Design over the next 12-15 months (FTA Project Development) and we will also determine if there is a reasonable plan for scaling the project.

The current financial plan assumes 80% (\$98.5M - \$100M) of project funding to come through federal sources (e.g. FTA Small Starts) and 20% (\$24.6M - \$34.1M) from non-federal sources. The FTA initially indicated that the project would need to demonstrate a commitment of at least half the non-federal share (\$12.3M - \$17M) by November 2019 to stay in project Development and to be considered for moving into Project Design. At this time \$6.5M of non-federal funds are committed to the project through Orange County Transit Plan, leaving a gap of \$5.8M - \$10.5M. There does not appear to be additional capacity within the Orange County Transit Plan over the next several years.

After the project was removed from the most recent State Strategic Transportation Investment (STI) process by the DCHC-MPO, to help ensure maximum scoring and funding for the DOLRT project, a working group of DCHC-MPO, Town of Chapel Hill/Chapel Hill Transit and GoTriangle staff was developed to explore non-federal funding sources. Unfortunately, non-federal funding options outside of STI are very limited - most MPO or State programs are funded with federal resources and are not able to be used as non-federal match. While the working group believes that a share of the non-federal funding could potentially come from naming rights and fundraising and local road improvements (e.g. Eubanks Road redevelopment), these options need to be explored further and are not likely viable by November 2019.

Based on the findings of the working group and the current constraints of the Orange County Transit Plan, staff is recommending that we explore with FTA the possibility of extending the November 2019 deadline in order for the project to be considered in the next STI (July 2019) process (note that this is a competitive process and funding is not guaranteed), while continuing to work on other non-federal funding options.

**Council Member Question: Which neighborhoods, local businesses and stakeholders were represented at these events on Oct. 22, 23, and Nov. 7?**

Staff response: In our public outreach sessions, we did not track specifically business representatives vs. citizens, however, we held the meetings in different locations across the project corridor to encourage folks from different neighborhoods, business/property owners, existing users of NS route, auto drivers along Martin Luther King Jr. Boulevard, bike and pedestrian users of the corridor to attend, additionally the Chamber and Downtown Partnership are involved on the projects guiding Committees. As we move into 30% design, we will continue to provide public input opportunities and are willing to meet with any neighborhood and/or interest group.

**Council Member Question: Just to confirm but would the CHT complete 30% engineering and environmental review of the revised LPA by end of July 2019?**

Staff Response: Yes, assuming a January 2019 adoption of the revised LPA.

**Council Member Question: What would the transition between, say, the portions that are “dedicated Center Lane - Construct” and the portions that are “dedicated curb lane - Convert” in the third diagram to the right on p. 73 of the presentation?**

Staff Response: The transition from dedicated curb lane to mixed traffic will be done with traffic light “jump” where applicable to get the bus ahead of traffic. In other locations the bus will merge with mixed traffic.

**Council Member Question: Following up on the Committees’ recommendations referenced on p. 79 of packet, how much of a ridership gain would there be with an extension to Durham Technical Community College? How much costs in capital or operating and maintenance would that kind of extension require?**

Staff response: The study showed expected ridership to range from 100-150 new customers per day, which could be better served by improvements to local/regional express routes currently operating in the area. The capital cost ranged from \$1.47M to \$13.8M, with annual operating and maintenance costs over the LPA ranging from \$250k – to \$2.24M depending on which level of BRT service was provided. The low ridership and high cost per rider and mile would also likely be detrimental to the project in the FTA scoring process. The final Technical Memorandum: Assessing the Feasibility of Extending North-South BRT Service to Hillsborough is attached the memo for the item.

**Council Member Question: Regarding the “Dedicated Curb Lane Construct,” what kind of impacts might there be on property owners whose property run along portions of the road with this dedicated lane?**

Staff response: In general, the road and multi-use path will get closer to the house with the road being widened and the multi-use path wider than the existing 5’ sidewalk (if there is s/w in front of the house).

- From North St to Homestead Rd, the widening is all to the outside, so the curb will move out 4’-8’ (as much as 12’ near intersections).
- If there is sidewalk in front of the house today, that would get replaced with the multi-use path, which is 5’-8’ wider than the sidewalk, so that back edge will get 10’-16’ closer to a house/building.

- With the back edge of the multi-use path being pushed out, it will either be above or below the existing ground, so will slope up or down at 3:1 (which can be mowed) or potentially a short retaining wall added to eliminate or reduce impacts.
- Driveways would be tied back to the roadway using the same material as the existing driveway (prop. concrete driveway for existing concrete driveway, gravel for gravel drive, etc.)
- Existing trees that would be in the proposed ROW or easement would be removed, but are paid for in the ROW settlement. For a tree in the “front yard” that is inside the existing ROW and additional ROW is needed, the tree may need to be removed, but they are not paid for the tree because is in the existing ROW.
- There are properties along the corridor that do not have curb and gutter or sidewalk that would get both. This could eliminate possible drainage issues and ditches in the front yard.

**Council Member Question: How wide are travel lanes right now along the NS route? Does the width vary in different stretches of the route?**

Staff response: Travel lanes and turn lanes are generally 12’ wide except for the section of Columbia St thru downtown and campus where they are as narrow as 10’. The outside lanes on MLK Jr. Blvd between North St and the YMCA are slightly wider because the 2’ gutter was paved over to provide better accommodations for bikes (though the Committees did not consider this an existing bike facility). There is little to no difference in traffic operations if the lane is 11’ or 12’ wide. It is beneficial to have outside lanes a little wider to help vehicles turning right off of a road (a benefit to the wider curbside guideway)

**Council Member Question: Would intersection improvements for safety referred to on p. 87 of the packet include timed bike signals for bicyclists and pedestrians to allow them to cross first?**

Staff response: Yes

**Council Member Question: Just confirming but does Chapel Hill right now only have one green conflict pavement marking (at Rosemary Street)? Is there any sense of how often that one is used by cyclists?**

Staff response: Yes, we currently do not track usage of that, we will follow up with planning and engineering to see if it can be done in the future.

**Council Member Question: What kind of particular feedback have you been getting from the key stakeholders, neighborhoods, local businesses and the University?**

Staff Response: From the public input sessions held in 2016 to most recent, we have had consistent support for the project and many ask when will the service begin and will it have Saturday/Sunday service. We recently have received questions regarding entering/exiting neighborhoods and businesses along the corridor. Questions regarding station lights having a negative impact on residences.

**Council Member Question: When does the FTA become involved?**

Staff Response: Anytime federal funds may be used. We are currently in FTA's Project Development Phase, so we are following guidance provided by FTA.

**Council Member Question: What is the expected multiuse path width and can you provide examples of similar paths?**

Staff Response: Our plans are currently to have 12 feet of path on both sides of the road, however there may be points when it will be narrower due to right-of-way impacts. For reference, the Bolin Creek Trail is 10 feet wide. The following are some examples of multiuse paths – these are examples only and not design ideas for the North South BRT project.



Figure 1.5 – Artist's impression of Rapid Transit central running within South Bristol.





**Council Member Question: What are the personal property impacts?**

Staff Response: Although we anticipate little to no impacts to personal property, we will not have that information available until we are through 30% design.

**Council Member Question: What is the number of passenger car trips that will be removed from the corridor as a result of BRT?**

Staff Response: Our interests in this project are to increase mobility in the corridor among all modes, particularly for transit, bicycle and pedestrians. We currently have around 4,500 daily rides in the corridor with an anticipated 8,500 daily rides when BRT opens. In the absence of BRT (or high levels of transit) we anticipate that many of these additional trips would have been potentially taken in passenger cars rather than public transportation and would require higher levels of parking on campus/downtown.

**Arguments for Center Running Guideway:**

- It eliminates conflicts with right-turning vehicles and bicycles
- generally gives exclusive signal phasing for transit vehicles
- Break up wide streets in a way that can improve pedestrian crossings.
- Fewer conflicts with parking, stopping, and turning vehicles.
- They are preferable to curbside bus lanes on streets with high-turnover parking and heavy right-turn volumes
- Capacity, reliability, and performance of curbside busways can be hampered by vehicles obstructing the right lane, such as right-turning vehicles, stopped taxis and rideshare (e.g.

Uber/Lyft) vehicles, delivery trucks, garbage collectors, and mail trucks. Median busways on the other hand, are only affected by left-turning vehicles

## 5B. Short Range Transit Plan Update

Staff Resource: Nick Pittman, Transit Planning Manager

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**Overview**

During the November 2018 meeting, the consultant team from Nelson\Nygaard was in attendance to provide a review of the public outreach efforts and review the key themes of comments related to the Preferred Alternative. The consultant team received feedback and used that feedback to prepare recommended changes to the Preferred Alternative.

In December, the Policy and Technical Committees met during a joint workshop where Nelson\Nygaard presented their recommended changes to the Preferred Alternative. During that meeting it was requested that Transit Staff meet with the University of North Carolina Partners representatives to discuss service related to the East NC 54 corridor (Friday Center, NC 54, Hedrick Building park and ride lots).

**Next Steps for Preferred Alternative**

- Meet with UNC Staff to discuss NC54 Corridor
- Prepare final adjustments, if needed.
- Review financial implications for Preferred Alternative (Partners Split)

**Next Steps for Overall Plan**

- 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 no earlier than Fall 2019.

## 6A. Operations

Staff Resource: Maribeth Lewis-Baker, Fixed Route Operations Manager  
Travis Parker, Assistant Operations Manager – Demand Response  
Peter Aube, Maintenance Manager  
Katy Luecken, Training Coordinator  
Mark Lowry, Occupational Health and Safety Officer

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

- Perfect Attendance - December 2018 - 41 Operators - 39% of the Fixed Route Operators had perfect attendance for the month.
- Monthly Safety & Operations Meeting - Transit's HRD Partner Anita Badrock presented an overview of FMLA and Safety Officer Mark Lowry presented the Division's annual Safety Awards.
- 82% of the eligible operators in Fixed Route received a safe driving award of 1 or more years with no preventable accidents.
- The award for the longest period of safe driving is 29 years.
- Congratulations to Operator of the Year Ricky Myler for 12 months of perfect attendance and no preventable accidents.
- Operators Bradley Glover and Barry Raines received Distinguished Operator awards for 11 months of perfect attendance and no preventable accidents.

**Catch us at our Best - December 2018**

On December 5 2018 Operator Scott Blacknell received a compliment from customer Lisa Mauldin, "I would like to compliment a bus driver on the morning JFX route. I don't know his name but he is usually the driver of the 8:00 am bus that departs from the Jones Ferry Park & Ride lot. When he is driving the ride is so smooth. He greets each passenger upon boarding and exiting the bus with a smile and a kind greeting. And always gives a brief warning of safety for dangerous conditions such as rainy days that cause slippery conditions. I wish I could say the same for all drivers but unfortunately not. So, if he could be recognized for his professionalism and excellent driving skills, it would be appreciated. Have a great day!"

As is customary during this time of year, the Operators received many wonderful holiday cards and notes of appreciation. It is this time of year that the operators feel the love as our customers are so wonderful in sharing kind words of appreciation.

Operator Larry Gray in particular received many nice cards and words from his customers during the last week of December as he informed his regular customers that he would be retiring from Chapel Hill Transit on January 1 after 5 years of service with the Town of Chapel Hill.

**Demand Response – Travis Parker**

November 2018 Monthly Reports
• Total Trips - 4,733 trips
• On-Time Performance (OTP) – 85%
• Cancellations – 30.3%
• Missed Trips - 0
• Perfect Attendance – 70%

December 2018 Monthly Reports
• Total Trips - 3,888 trips
• On-Time Performance (OTP) – 89%
• Cancellations – 37.7%
• Missed Trips - 0
• Perfect Attendance – 60%

- EZRAC as a Partners Subcommittee: Discussion Points for December
  1. Certification application fill-In PDF: We will continue to make improvements to the fillable application, part B of the application will not be fillable, if a signature is needed it is not fillable. Added different web viewers to bottom of page.
  2. Renewing Certification Application: For long-term and permanent 4 years, if a date was given for temporary certification it will be the end date.
  3. 10 demand response vehicles: waiting on vendor to process required paperwork.
  4. 919-969-5544: Have changed the recording to give the out the dispatch number 919-969-4919 after 5:00pm
  5. Fixed Route Service Changes August 2019: waiting on more details

6. Calling customers before vehicle arrives: checking with Trapeze to see what is available and cost.
7. E-mail trips to Reservation: figuring out how to set it up.
8. Random Camera downloads: Transit does have someone to do random camera downloads as well as camera downloads when a complaint comes in.
9. No Show Statistics: 212 (4.4%) no shows were recorded for the month of November.
10. Trips to Walmart: OCPT provides the Orange-Chapel Hill Connector.

- EZRAC as a Partners Subcommittee: Discussion Points for January

- a. Certification application fill-In PDF: The issues that were raised by Robert Warren, are being reviewed.
- b. Renewing Certification Application: Allen suggested that a monthly report be generated (from Trapeze) identifying people whose certification is about to expire so that they can be notified in advance. We have started advance notification for the month of January.
- c. 919-969-5544: Have changed the recording to give the out the dispatch number 919-969-4919 after 5:00pm. Still working on the issue.
- d. No Show Statistics: 301 (8.2%) no shows were recorded for the month of December.
- e. Travis will not be able to attend February or March meetings, will be in Transportation Leadership Development Program on the 13<sup>th</sup> for both months.
- f. Active customers 2,086

**Safety Officer – Mark Lowry**

- Accidents for December

**December 2018**

<b>TOTAL ACCIDENTS</b>	<b>Dec-17</b>	<b>Dec-18</b>	<b>Year to Date</b>
<b>Fixed Route</b>			
Preventable	1	2	31
Non-Preventable	0	1	22
<b>Demand Response</b>			
Preventable	0	0	1
Non-Preventable	0	0	2
<b>Maintenance</b>			
Preventable	0	0	1
Non-Preventable	0	0	0
		<b>Total YTD</b>	57

**Training Coordinator – Katy Fontaine**

1. Training Classes
  - a. Fixed Route:
    - i. January 7<sup>th</sup>: Three trainees in skills training
    - ii. January 22<sup>nd</sup>: One trainee in classroom training
  - b. Future:
    - i. Next Training Class: February 4<sup>th</sup>
2. Projects
  - a. Update policies and procedures
  - b. Debrief December 31<sup>st</sup> Training Day
  - c. Smith System Defensive Driving Retraining in Spring
  - d. Hiring and Recruitment

**Maintenance Manager – Peter Aube**

November

- Demand response ran 36,249 miles in November
- Non-revenue vehicles ran 25,464 miles in November
- Fixed route ran 200,576 miles in November

- Maintenance performed 53 Preventive Maintenance Inspections in November (100% on-time).
- Twelve (12) Maintenance Employees completed the month of November with Perfect attendance
- Maintenance performed (10) road calls in November (20,058) miles per road call for fixed route
- Maintenance performed (1) road call in November (36,249) miles per road call for demand response
- Seven Techs completed E.M.P. (Mini Hybrid) cooling system training in November

#### December

- Demand response ran 28,902 miles in December.
- Non-revenue vehicles ran 20,674 miles in December.
- Fixed route ran 150,810 miles in December.
- Maintenance performed 52 Preventive Maintenance Inspections in December (100% on-time).
- Nine (9) Maintenance Employees completed the month of December with Perfect attendance.
- Maintenance performed (6) road calls in December, (25,135) miles per road call for fixed route.
- Maintenance performed (0) road calls in December, (28,902) miles per road call for demand response.
- One maintenance technician completed three day Allison hybrid drive rebuild training.

6B. Director

Staff Resource: Brian Litchfield, Transit Director

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- The Director's Report will be provided at the meeting on January 22, 2019.



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**CHAPEL HILL TRANSIT PUBLIC TRANSIT COMMITTEE  
 FUTURE MEETING ITEMS  
 JANUARY 22, 2019**

<b>February 26, 2019</b>	
Action Items	Informational Items
Customer Survey Results Short Range Transit Plan	FY 2019-2020 Budget North South BRT
<b>March 26, 2019</b>	
Action Items	Informational Items
Customer Survey Results Short Range Transit Plan North South BRT	FY2019-2020 Budget
<b>April 23, 2019</b>	
Actions Items	Informational Items
Short Range Transit Plan North South BRT	

<u><b>Key Meetings/Dates</b></u>
MPO Technical Committee Meeting- <b>January 23, 2019</b> , 9-11AM Committee Room, Durham City Hall
MPO Board Meeting – <b>February 13, 2019</b> , 9-11AM Committee Room, Durham City Hall
MPO Board Meeting – <b>March 13, 2019</b> , 9-11AM Committee Room, Durham City Hall