

Date: August 9, 2017

To: Durham-Chapel Hill-Carrboro MPO Board

From: Felix Nwoko, MPO Manager

Subject: New Position for Transit Planning Services for Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO)

Executive Summary

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) requests a full-time position for the 2018 fiscal year. This position will be funded 50 percent by revenues from the ½-cent transit tax administered by GoTriangle, and 50 percent through DCHC MPO grant funds. The County Transit Plans, updated by Durham County, Orange County, GoTriangle, and DCHC MPO in April 2017, budget \$49,000 in FY18 for this position.

Recommendation

The DCHC MPO TC and staff recommend that the MPO Board approve the authorization of a full-time position within DCHC MPO for transit planning.

Background

The Durham and Orange County Transit Plans, adopted in April 2017, include an expectation that each county would create a Staff Working Group (SWG) to develop Annual Transit Work Plans and review quarterly progress reports on the D-O LRT and other transit projects and services. Furthermore, the plans envision, and fund, an administrator to provide services to support the SWG.

Both Durham and Orange counties have an Interlocal Implementation Agreement with GoTriangle and DCHC MPO to govern the process for implementing each county's plan. Each SWG has appointed members from GoTriangle, DCHC MPO, and the respective county. Representatives from each municipality in Durham and Orange counties are invited to participate in SWG meetings. Often, and when appropriate, it is anticipated that the two SWGs will meet together. A primary purpose of this position will be to manage the SWGs and administer the implementation of the transit plans. Other key responsibilities include:

- Create annual work plans for the SWGs by coordinating with agencies and individuals responsible for various elements of the work plans;
- Develop quarterly progress reports by coordinating with agencies and individuals responsible for implementing elements of the annual work plans;
- Coordinate with each SWG chair to set agendas for its meetings;
- Represent the SWGs as a staff resource and presenting reports and recommendations to local boards;
- Serve as a liaison between the SWGs and local officials;
- Support local government staff at SWG meetings and subcommittees;
- Assist SWG members with presentations to the public, local boards or stakeholder groups;
- Ensure SWG meetings and work products are in compliance with SWG bylaws (to be developed), policies, and procedures;

- Post SWG documents to a public website; and,
- Coordinate with the Wake County Administrator, as needed.

Secondly, the position will devote the other half of its work to DCHC MPO duties. These duties include, but are not limited to:

- Providing lead support for the MPO in transit planning and transit plan coordination;
- Developing, updating and monitoring of Transit Asset Management State of Good Repair Performance Measures and Targets;
- Leading support for transit Intelligent Transit System (ITS) technology and Congestion Management Process (CMP) planning;
- Supporting transit data management, open data and, visualization;
- Developing the transit elements of long range planning efforts such as the Metropolitan Transportation Plan (MTP) and Comprehensive Transportation Plan (CTP), and amendments to those documents; and
- Updating the DCHC MPO project and funding database.

In order to meet upcoming requirements as called for in the County Transit Plans, such as development of the annual work program and reporting documents, it is the desire of all partners of the Staff Working Group that the position be filled by October 1, 2017. This will require advertising the position soon after approvals by the MPO Board and City Council.