

# Metropolitan Transit Commission



**May 27, 2020**



# METROPOLITAN TRANSIT COMMISSION

Wednesday, May 27, 2020

5:30pm

Charlotte Mecklenburg Government Center

WebEx

## AGENDA

- I. Call to Order .....Commissioner Susan Harden
  - Invocation
  - Pledge of Alliance
  - Introductions
- II. Approval of the April 22, 2020 Summary (**p.5-10**) .....Commissioner Susan Harden
- III. Report from the Chair of the Transit Service Advisory Committee (TSAC) ....Krissy Oechslin
- IV. Report from the Chair of the Citizens Transit Advisory Group (CTAG)..... No Meeting
- V. Public Comments
- VI. Informational Items
  - Hambright Road Park N Ride (**p.12-15**) ..... John Muth
  - LYNX Blue Line Station (**p.17-18**) .....Jason Lawrence
- VII. Action Items
  - Resolution of Appreciation (**p.20-22**) ..... John Lewis, Jr
  - FY 2020/21 Budget Amendment (**p.24-27**) ..... Blanche Sherman
- VIII. MTC Commissioners' Business .....Commissioner Susan Harden
  - None
- IX. Chief Executive Officer's Report (**p.29-32**) ..... John Lewis, Jr
  - COVID 19 Operational Update
- X. Adjourn



**METROPOLITAN TRANSIT COMMISSION  
MEETING SUMMARY  
April 22, 2020  
(Approved on May 27, 2020)**

---

**Presiding:** Commissioner Susan Harden, BOCC Mecklenburg County

**Present:**

Mayor Vi Lyles (City of Charlotte)	Mayor Brad Simmons (Town of Mint Hill)
Taiwo Jaiyeoba (Assistant Manager, Charlotte)	Brian Welch (Town Manager, Mint Hill)
Mayor Woody Washam (Town of Cornelius)	Mayor Jack Edwards (Town of Pineville)
Andrew Grant (Town Manager, Cornelius)	Randy Hemann (Town Manager, Mooresville)
Mayor Rusty Knox (Town of Davidson)	Bill Thunberg (Mooresville Representative)
Mayor John Aneralla (Town of Huntersville)	Mayor Walker Reid III (City of Gastonia)
Anthony Roberts (Town Manager, Huntersville)	Mayor Pro Tem Marion Holloway (City of Monroe)
Mayor John Higdon (Town of Matthews)	E. L. Faison (City Manager, Monroe)
Mayor Pro Tem Renee Garner (Matthews)	Mayor William Dusch (City of Concord)

**CATS Chief Executive Officer:** John Lewis, Jr

---

**I. Call to Order**

The regular meeting of the Metropolitan Transit Commission was called to order via WebEx conferencing at 5.30p.m. by MTC Chairwoman County Commissioner Susan Harden.

- Invocation was delivered by Mayor Rusty Knox (Town of Davidson)
- All stood for the Pledge of Alliance

**II. Review of Meeting Summary**

The meeting summary of February 26, 2020 was approved.

**III. Transit Services Advisory Committee (TSAC) Chairman's Report - No report**

**IV. Citizens Transit Advisory Group (CTAG) Chairman's Report – No report**

**V. Public Comments - None**

**VI. Action Items**

**a. CATS Agency Safety Plan**

**John Lewis, Jr**

**John Lewis, Jr. – Chief Executive Officer, Charlotte Area Transit System** – referenced the CATS ASP that had previously been presented to the MTC, as an information item; based on pages 25-157 in the MTC Agenda packet for April 22<sup>nd</sup>, 2020 meeting.

**Resolution:** Mayor Vi Lyles (City of Charlotte) motioned to approve the CATS Agency Safety Plan; Mayor John Aneralla (Town of Huntersville) seconded the motion, which passed unanimously.

**b. FY2021 Transit Operating & Debt Service Budgets &  
FY2021-25 Transit Capital Investment Plan**

**John Lewis, Jr/Blanche Sherman**

**John Lewis, Jr – CATS CEO and Blanche Sherman – CATS Chief Finance Officer** made a presentation on the FY2021 Transit Operating and Debt Service Budgets and FY2021-25 Capital Improvement Plan, based on pages 159-212 in the MTC Agenda packet for April 22<sup>nd</sup>, 2020.

**Discussion:**

**BILL THUNBERG ( Mooresville Representative):**

- 1) Does the MTC need to make any policy changes or adopt any policies with regards to the acceptance of the COVID 19 CARES Act funding?
- 2) Do we need some kind of mechanism to be able to quickly amend the budget for these fluctuations in revenue?

**CATS CEO LEWIS:** It is likely that the MTC may have to take some future action to amend not only our budget based on the eligibility and uses of the CARES funding. We have received very broad outlines of eligible expenses. We are working as quickly as we can to identify those expenses that we are incurring. We still need to find out the method in which we can draw down those funds, in all likelihood we will be coming back to the MTC and eventually City Council for budget amendments, but at this time I think we have the correct actions in front of the Commission.

**MRS. SHERMAN:** Yes. If anything, we'll be starting with FY20 because this is when the pandemic started, and we suspended fares. First, we're looking at FY20, and we want to make sure that we're not in a supplanting situation that is indeed a loss for us. That's the plan.

**BILL THUNBERG ( Mooresville Representative):** My concern is that if under normal circumstances, if an action requires a board approval then it's a minimum of 60 days, because you receive it as information and then you vote on it. My concern is whether there is a need to give administrative authority to administer those funds for the purposes for which they are meant, rather than to have to always come back to the MTC for authorization because it just takes so long.

**COMMISSIONER HARDEN (Mecklenburg County):** That's a great question. Maybe we ought to let you guys think about that while we're going through the meeting. If you and the attorney want to bring forward a motion is that how we would do it here? How would you do it?

**CATS CEO LEWIS:** I appreciate the trust that you're willing to give staff in moving this forward. This is very new for us. Let us, if possible, why don't you give us between now and the next meeting to really figure out what the need and opportunity will be and then we'll come with a recommendation at our May board meeting.

**MAYOR ANERALLA (Town of Huntersville):** A couple of questions. One, when will you be reinstituting fares, and what was the rationale with eliminating fares, and then going forward, what types of buses have we decided to purchase? Obviously, this is a big capital expense, and we were having that discussion a while back about natural gas or electric and so forth, or were we just budgeting for that regardless of what type we choose?

**CATS CEO LEWIS:** We suspended the fares in order to provide additional protection for our bus operators and rail operators and special transportation operators. Typically, when an

individual board the bus, they take their time trying to pay the fare, find money, bring out their cards or their discount cards, etc. In order to minimize the time spent at the front of the vehicle in and around our operator, we suspended the fares so that people could board, get to their seats, and provide as much distance between our operators and the riders.

I anticipate that depending on when the stay-at-home order is rescinded and how that is implemented that we would give about a one-week notice, and we need to give our customers notice because some of our seniors and others have not bought their weekly and monthly passes because we are operating fare-free, so that is something we would want to give at least one week's notice before we start implementing fares again. But I intend to do that sometime very soon after the stay-at-home order is lifted and we're back to some level of normalcy.

In regard to your question about what buses we are purchasing it has been my intention, and what we have planned in this budget, is to continue to purchase hybrid electric vehicles like we have in the past while we are still evaluating our transition to full electric vehicles.

**MAYOR LYLES (City of Charlotte):** I think that the work the team has been doing during this effort has been exceptional to be able to get this budget up and out. I wanted to say thank you for that. I also believe that we will have to have more appropriations made in the next several months, but we'll probably have some for the next three years because we will be reimbursed by FEMA maybe different than what would be reimbursed by the Department of Transportation, but I think the idea of being able to have a regular approval of that would be helpful, especially since some of it may not even come for another year after we submit those applications for funding.

Also, I think to be able to maintain a budget at the constant level is where we're going to start because I believe that people will not be back immediately. Even if fares were an issue for them, I don't think that they will come back. We've got people that ride the bus on a regular basis and they're the ones that will have to come back and pay the fares. We will still have some issues with the exceptional amount of bus cleaning and railcar cleaning, and I don't know that we can ever go back on that, especially since they're just projecting a vaccine to be a year away. I think we will have to deal with this and figure out ways to facilitate it a new way, and it's going to continue for at least a year.

**TODD STEISS (CTAG Representative-Huntersville):** I do have a question about maintenance because I see a lot of road work being done, like utilities trying to get some work done because there's less traffic volume during this time. I wonder if there's any kind of activities we can do as far as bus and light rail maintenance during this time?

**CATS CEO LEWIS:** I think right now we are taking advantage of the lull in the amount of service that we have to catch up and actually get ahead on as much preventive maintenance as we can. Our bus and rail operators are on a staggered schedule, so because we are operating a reduced schedule, a good percentage of our employees, we are paying them to stay home and stay safe and available, but we are not implementing that on a maintenance standpoint so that we can utilize our full maintenance contention to help us catch up and actually get ahead in preventive maintenance.

**ANTHONY ROBERTS (Town Manager, Huntersville):** What do we do for merit and the COLA percentage?

**MRS. SHERMAN:** At this time, we have about a 3% factor, but that is contingent upon where the City goes with that. The City of Charlotte has not finalized their decision in regards to merit increases.

**COMMISSIONER HARDEN (Mecklenburg County):** We would like to hear from the CTAG chairman. Mr. Tillman, do you have some comments you would like to make on the budget?

**EDWARD TILLMAN (CTAG Co-Chairman-City of Charlotte):** At this time, I do not have a comment on the budget based upon the COVID 19 issues that we've been dealing with. I would suggest that we move forward, and my committee is in total agreement with the recommendations.

**Resolution:** A motion to adopt the FY2021 Transit Operating Budget, the FY2021 Transit Debt Service Budget, and the FY2021-25 Transit Capital Investment Plan was made by **Mayor John Aneralla (Town of Huntersville)**; seconded by **Mayor Rusty Knox (Town of Davidson)**. Motion carried unanimously.

**VII. Informational Items – None**

**VIII. MTC Commissioners' Business - None**

**IX. Chief Executive Officer's Report**

John Lewis, Jr. shared the following:

**\* COVID 19 Operational Update** - I wanted to give MTC members an update on what we are doing operationally in response to the COVID 19 crisis. I mentioned some of the factors in our budget presentation and how we are providing it in service. As I mentioned earlier, we reduced our service levels in mid-March. We are operating on bus a Saturday service level Monday through Friday and Saturday with an express service, limited express Monday through Friday. We're operating a normal Saturday schedule and then a normal Sunday schedule. On rail we have gone to a 20-minute interval for across seven days a week, which is a reduction which would normally be a Sunday service schedule, but we are just maintaining that throughout. We have had instances where that is the baseline of service, but in order to promote social distancing we have had to insert unscheduled buses and trains so that we can continue to promote social distancing.

What that means is normally I would be happy to have full buses and standing room only on our buses and trains, but now our goal is to try to have no more than 20 people on board our buses. We have gone to the extent of actually marking on our buses and trains what that means from a social distancing standpoint, we have duct tape on our seats and on the areas giving people goals of where they can sit and where they can stand and still remain safe from a social distancing standpoint.

We've also, as I mentioned, introduced staggered scheduling for our operators. That means roughly about 50%, maybe a little more, actually work each week and so we will have one cohort work week 1, the second cohort work week 2, and then that continues to roll. We do that not only from a demand standpoint but also to try and provide additional protection to our operating employees that any one outbreak of the virus amongst our operating employees, we would still have the cohort theoretically that would be able to come in and continue to provide the level of service. That has worked well for us. I'm giving you broad generalities. It is not exactly a 50-50. As we continue to add unscheduled service, we've had to call people in



from their staggered schedules to help supplement our normal schedule, but that has worked very well for us and we will continue to operate that into the future.

Just two weeks ago we received our first shipment of personal protective equipment. We have masks. We started out with hand sanitizer and gloves for all of our employees. Getting surgical masks was a challenge for us, as it is for everyone in the country, but we received our first shipment just over a week ago, and last Monday was the first time we handed out masks to all of our employees, all of our front-line operating employees. Now, we don't have enough to give them as many as they would like. We have about 10,000 on hand. That enables us to give one mask per week to our operators and mechanics. If their masks break or are damaged, we will replace that, but we don't have enough to just give out masks every day or before each shift. Shipments continue to grow, and we will only get better in that regard as we continue to get additional PTE and as the supply chain continues to ramp up to meet the nation's needs.

Also, the City has instituted hazard pay for all of its operating employees, and CATS will follow that lead. That is for our operators, our customer service people, our supervisors that have an ongoing and daily sustained interaction with the public. That hazard pay will be 5% premium added to their normal pay for the times that they are working, so if you are on a staggered schedule and you are home, you don't get hazard pay for being at home, but when you're actually in work performing your duties that will begin and it will be retroactive to the imposition of the stay-at-home order.

That's what we're doing now to meet that need. This is certainly more of an art form than a science. We are continuing to evaluate our service levels and make adjustments as we go along and will continue to do that into the future.

**MAYOR HIGDON (Town of Matthews):** How are you procuring masks, are you going direct or are you getting them distributed through the EOC or competing with everyone else? How are you getting those?

**CATS CEO LEWIS:** We have left no stone unturned in that regard. We received some through the EOC. We've also received some donations from local community groups, but now the supply chain is starting to loosen up and we're getting them through our normal procurement activity.

**MAYOR HIGDON (Town of Matthews):** And how many do you think you need, or you can get?

**CATS CEO LEWIS:** Our standard right now is one per week per operating employee. That would put us around 1100 masks per week. As we continue, that's what we need to meet the schedule. If we wanted to do that on a daily basis that will mean 1100 masks per day. We have not been able to procure that many. As I mentioned, I have about just under 10,000 on hand, that will allow us to meet that weekly standard for the next 2 months, 2-and-a-half months. As we continue to get more, we will enhance that and add more frequent changes of those masks, but we are right now trying to maintain a baseline of PPE for our operators.

**X. Adjourn**

The meeting was adjourned at 6:32 p.m. by Commissioner Susan Harden – MTC Chairwoman (Board of County Commissioners - Mecklenburg County).

---

NEXT MTC MEETING: WEDNESDAY, June 24<sup>TH</sup>, 2020, STARTS AT 5:30 P.M.



**METROPOLITAN TRANSIT COMMISSION  
INFORMATION ITEM  
STAFF SUMMARY**

---

**SUBJECT: Hambright Park and Ride Project**

**DATE: May 27, 2020**

---

- 1.0 PURPOSE/SCOPE:** CATS is coordinating with NCDOT for the transfer of a 23-acre State owned property near the Hambright Road I-77 Express Lane Direct Connect for the construction of a CATS Park and Ride. The purpose of this information item is to describe the project and provide context for the budget item on tonight's agenda.
- 2.0 BACKGROUND/JUSTIFICATION:** The LYNX System Update adopted in February 2019 includes a park and ride lot near the Hambright Road / I-77 Express Lane Direct Connect. Since then CATS has taken the following steps to advance the project:
- Received \$9,400,000 by competitive grant through the Charlotte Regional Transportation Planning Organization (CRTPO)
  - Previously received \$2,000,000 in NCDOT funding (STIP #TA6724).
  - Initiated National Environmental Policy Act (NEPA) process in April 2020
  - Phase I Environmental Review is expected to be completed June 2020
  - Mandatory Referral action for land acquisition was approved May 13, 2020
  - Design is scheduled for Summer 2020
- Construction is currently anticipated to start Summer 2021 with completion estimated Spring 2022.
- NCDOT has offered the parcel to CATS for \$1. The tax assessment value for the parcel is \$1,033,300. Policy requires that fair market value be included in the current year budget prior to Charlotte City Council action.
- Charlotte City Council is expected to take action on the property acquisition at the June 8<sup>th</sup>, 2020 meeting.
- 3.0 PROCUREMENT BACKGROUND:** N/A
- 4.0 POLICY IMPACT:** N/A
- 5.0 ECONOMIC IMPACT:** N/A
- 6.0 ALTERNATIVES:** N/A
- 7.0 RECOMMENDATION:** Approve an amendment to the FY20 budget to include the estimated value of the parcel in the current budget to facilitate acquisition from NCDOT.
- 8.0 ATTACHMENT(S):**  
(A) Conceptual Site Plan

**SUBMITTED AND RECOMMENDED BY:**



---

**John Lewis**  
Chief Executive Officer, Charlotte Area Transit System  
Director of Public Transit, City of Charlotte

**Attachment A**  
**Hambright Park and Ride Conceptual Site Plan**





## Hambright Park and Ride

Huntersville, NC

Adopted by the MTC in 2019 as part of the LYNX System Update staff recommendations in the North Corridor Bus Rapid Transit Strategy.

- 500+ Parking Spaces
- 6 Bus bays
- Driver comfort station
- Direct Connect access
- Mobility Hub
  - Ridesharing
  - Carpools
  - Vanpools



## Hambright Park and Ride

Huntersville, NC

- FUNDING
  - \$2,000,000 from NCDOT Improvement Projects (STIP #TA6724)
  - \$9,400,000 awarded by competitive grant through the Charlotte Regional Transportation Planning Organization (CRTPO)
  - \$1,200,000 locally funded by CATS
- PROJECTED SCHEDULE
  - National Environmental Policy Act (NEPA) process kicked off April 2020
  - Phase 1 Environmental Review to be completed June 2020
  - Construction documents commence Summer 2020
  - Construction anticipated Summer 2021
  - Project completion Spring 2022





## Hambright Park and Ride

Huntersville, NC

- Access to I-77 Direct Connect
- NCDOT Parcel
- NCDOT willing to transfer land to CATS for \$1







**METROPOLITAN TRANSIT COMMISSION  
INFORMATION ITEM  
STAFF SUMMARY**

---

**SUBJECT: Proposed New LYNX Blue Line Station**

**DATE: May 27, 2020**

---

- 1.0 PURPOSE/SCOPE:** CATS in coordination with the City of Charlotte Department of Economic Development, Charlotte Center City Partners, and the South End Development Community have proposed a new LYNX Blue Line Station between the New Bern and East/West Stations. In order to fully realize the development potential of the station as detailed in the City of Charlotte's Transit Oriented Development ordinance, CATS staff recommends adding the station to the 2030 Transit System Plan.
- 2.0 BACKGROUND/JUSTIFICATION:** The rapid development in the South End area along the LYNX Blue Line resulted in an increase of pedestrian encroachments in the rail right of way. To mitigate that safety concern, CATS explored a LYNX Blue Line pedestrian crossing. In March 2018, Charlotte Center City Partners expressed interest in pursuing a new station in South End between the LYNX Blue Line New Bern and East/West stations. In August 2018, CATS staff briefed City of Charlotte Department Directors on the potential schedule, cost, benefits, and impacts of implementing a new station as well as the timing and potential impacts to the South End Pedestrian/Bicycle Connector Project. The decision was made to stop design on the Pedestrian/Bicycle Connector Project and to move the remaining funding to the new station. CATS has included funding for design in its FY20 and FY21 budgets. Design will not begin until private funding commitments have been obtained
- 3.0 PROCUREMENT BACKGROUND:** N/A
- 4.0 POLICY IMPACT:** N/A
- 5.0 ECONOMIC IMPACT:** N/A
- 6.0 ALTERNATIVES:** N/A
- 7.0 RECOMMENDATION:** This item is presented as information in preparation for action at the June 24, 2020 MTC meeting
- 8.0 ATTACHMENT(S):**  
(A) Project Area Map  
(B) Proposed Platform Location Options

**SUBMITTED AND RECOMMENDED BY:**



---

**John M. Lewis, Jr**  
**Chief Executive Officer, Charlotte Area Transit System**  
**Director of Public Transit, City of Charlotte**

**Attachment A  
Project Area Map**



**Attachment B  
Proposed Platform Location Options**





**METROPOLITAN TRANSIT COMMISSION  
ACTION ITEM  
STAFF SUMMARY**

---


**SUBJECT:** Resolution of Appreciation for John Muth

**DATE:** May 27, 2020

---

- 1.0 PURPOSE/SCOPE:** The purpose of this action item is to pass a resolution of appreciation for John Muth, P.E., Deputy Director, for outstanding public service.
- 2.0 BACKGROUND/JUSTIFICATION:** After 31½ years of service at the City of Charlotte, including over 20 years with CATS as the Chief Development Officer and Deputy Director for Development, John Muth is retiring as of May 29, 2020. This resolution honors his outstanding work, many accomplishments, and lasting contributions to CATS, the City of Charlotte, and the greater Charlotte community.
- 3.0 PROCUREMENT BACKGROUND:** N/A
- 4.0 POLICY IMPACT:** N/A
- 5.0 ECONOMIC IMPACT:** N/A
- 6.0 ALTERNATIVES:** N/A
- 7.0 RECOMMENDATION:** Staff recommends that the MTC pass the attached resolution to recognize John Muth, P.E., CATS Deputy Director, for his 31½ years of outstanding and dedicated public service.
- 8.0 ATTACHMENT(S):** RESOLUTION No. 2020-02.

**SUBMITTED AND RECOMMENDED BY:**



---

**John M. Lewis, Jr.**  
Chief Executive Officer, Charlotte Area Transit System  
Director of Public Transit, City of Charlotte



**RESOLUTION  
No. 2020-02**

**ADOPTION OF A RESOLUTION IN APPRECIATION FOR  
OUTSTANDING PUBLIC SERVICE BY JOHN MUTH, P.E.**

A motion was made by Mayor Vi Lyles (City of Charlotte) and seconded by Mayor John Higdon (Town of Matthews) for the adoption of the following resolution and upon being put to a vote was duly adopted.

WHEREAS, John Muth is retiring from the City of Charlotte after 31½ years in various leadership roles, including over 20 years as the Chief Development Officer and Deputy Director for Development of the Charlotte Area Transit System (CATS), as well as serving as the Interim Chief Executive Officer in 2009 and 2015; and

WHEREAS, in 1998, John Muth led an interdepartmental team that developed the 2025 Transit/Land-Use Plan, a vision that resulted in the adoption of the ½ cent sales tax dedicated to funding public transportation in Mecklenburg County and the formation of the Metropolitan Transit Commission; and

WHEREAS, in 2000, John Muth was hired as the first Chief Development Officer for CATS; and

WHEREAS, from 2000 to 2006, John Muth was instrumental in the development and adoption of the 2030 Transit System Plan that called for rapid transit service to be implemented in five transit corridors to support future growth, quality of life, and long-term mobility needs; and

WHEREAS, from 2006 to 2020, John Muth oversaw the implementation of over \$2 billion in public investment in transit capital projects at CATS, which significantly improved transit service and will shape long-term growth in the greater Charlotte region, including the South Corridor Light Rail Project (LYNX Blue Line), Art in Transit Program, Community Transit Centers, Park and Ride Lots, Northeast Corridor Light Rail Project (LYNX Blue Line Extension), CityLYNX Gold Line Streetcar Project, Blue Line Capacity Expansion, Charlotte Gateway Station, and the proposed LYNX Silver Line project; and

WHEREAS, John Muth is a graduate of the American Public Transportation Association (APTA) 2001-2002 Leadership class and the Eno 2010 Transit Executive Seminar, is a registered professional engineer in North Carolina, and is a member of the American Public Transportation Association, the American Society of Civil Engineers and the Institute of Transportation Engineers; and

WHEREAS, in 2013, John Muth was inducted into the West Virginia Academy of Civil Engineers, which recognizes graduates who have had distinguished professional careers and who bring honor to civil engineering as practitioners and as citizens; and

WHEREAS, John Muth was honored with the 2015 Governor's Award for Public Transportation for outstanding service in public transportation; and

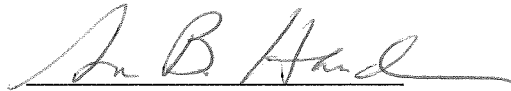
WHEREAS, during his years of service, John Muth led a highly dedicated team of employees; mentored and encouraged numerous leaders within the City of Charlotte and CATS, and created a culture of respect, integrity and collaboration; and

WHEREAS, John Muth's commitment to CATS mission and his leadership in the development and implementation of an integrated transit and land use vision has made a substantial contribution to the betterment of the greater Charlotte region.

NOW, THEREFORE, be it RESOLVED that the Metropolitan Transit Commission does hereby commend John Muth for his 31½ years of dedicated and outstanding public service to the Charlotte Area Transit System, City of Charlotte and the greater Charlotte community.

---

I, County Commissioner Susan Harden, MTC Chairwoman, do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the Metropolitan Transit Commission, duly held on May 27, 2020.

A handwritten signature in cursive script, appearing to read "Susan B. Harden", written in black ink.

Signature of MTC Chairwoman



**METROPOLITAN TRANSIT COMMISSION  
ACTION ITEM  
STAFF SUMMARY**

---

**SUBJECT:** MTC Approval **DATE:** May 27, 2020  
FY2020 Transit Operating Budget Amendments  
FY2020 Transit Community Investment Plan (CIP) Budget Amendments  
FY2021 Transit Operating Budget Amendments  
FY2021 Transit Capital Investment Plan (CIP) Budget Amendments

---

**1.0 ACTION:** In compliance with the Transit Governance Interlocal Agreement, the Metropolitan Transit Commission is required to take action on CATS' FY2020 and FY2021 operating and capital budget amendments based on the Chief Executive Officer recommendation.

**2.0 BACKGROUND/JUSTIFICATION:** On April 24, 2019, the Metropolitan Transit Commission approved the FY2020 Transit Operating Budget and the FY2020-2024 Transit Community Investment Plan (CIP) budget. The CATS FY2020 Operating Budget and FY2020-2024 Community Investment Plan (CIP) were presented in compliance with the Transit Governance Interlocal Agreement. The balanced budgets were developed in compliance with CATS Financial Policy guidelines and objectives.

On Friday, March 27<sup>th</sup> the Coronavirus Aid, Relief, and Economic Security (CARES) act was signed into law allocating \$25 billion to Transit Agencies. CATS received \$56,935,286 after the split allocation. The funding provides operating and capital support as a result of the Corona Virus Disease (COVID-19) pandemic.

Based on the anticipated revenue losses and purchases related to COVID-19, CATS' staff is requesting the following budget amendments:

- ✓ Changes to the FY2020 Operating Budget are as follows:
  - Estimated reduction in fares revenue of \$7,880,484
    - Fare Free Service to promote social distancing and limited interaction between operators and customers
    - Reduced service as result of demand and stay at home order.
  - Increase in Operating Assistance from CARES Act \$8,822,410
    - Federal Funding to cover expenses as a result of Fare revenue loss and increased operating expenses through June 30, 2020.
  - Increase in expenses of \$941,926
    - Expenses include Personal Protection Equipment (PPE), Supplies, Print Materials and increased cleaning service



<b>Operating Revenue</b>	
FY2020 Adopted Budget	\$ 170,508,514
Fare Revenue	(7,880,484)
CARES Funding	8,822,410
<b>FY2020 Amended Operating Revenue</b>	<b>\$ 171,450,440</b>
<b>Operating Expenses</b>	
FY2020 Adopted Budget	\$ 170,508,514
Increase in Expenses due to COVID	941,926
<b>FY2020 Amended Operating Expenses</b>	<b>\$ 171,450,440</b>

✓ Changes to the FY2020 CIP Budget are as follows:

- Bus Operator Shields
  - As a result of COVID-19 and CDC recommendations for Social Distancing operator shields are being installed on Bus Fleet. CARES Funding will be used for this effort

In addition to the COVID-19 relating changes, CATS' staff is requesting the other changes to the FY2020 Capital Investment Plan to allow for the following transactions to start in FY2020 as needed to successfully complete the efforts in a timely manner:

✓ Additional changes to the FY2020 CIP Budget are as follows:

- Hambright Park and Ride Land Donation
  - NCDOT Donated Land for Park and Ride at Hambright Road and I-77
  - 23-acre property located at 11100 Hambright Road
  - Property will be used to build a future park and ride lot consisting of 511 spaces with an adjoining bus bay holding up to six buses.
- BLE Joint Duct Bank
  - The Joint Duct Bank and handholes at Institute Circle were installed incorrectly by the Blue Line Extension (BLE) Contractor
  - Work was accepted by the BLE Contract Management Company, HNTB
  - The City hired a new contractor to correct the work
  - HNTB reimbursed the city for the contractor cost

<b>FY2020 Capital Budget Changes</b>	<b>Federal</b>	<b>Private</b>	<b>Donation</b>	<b>Total</b>
Hambright Park & Ride Land	\$ -	\$ -	\$1,033,330	\$1,033,330
Bus Operator Shields	1,640,194	-	-	1,640,194
BLE Joint Duct Bank	-	360,000	-	360,000
<b>Total</b>	<b>\$1,640,194</b>	<b>\$360,000</b>	<b>\$1,033,330</b>	<b>\$3,033,524</b>

<b>Capital Revenue</b>		
FY2020 Adopted Budget	\$	248,089,831
Donations		1,033,330
CARES Funding		1,640,194
Private Funding		360,000
<b>FY2020 Amended Capital Revenue</b>	<b>\$</b>	<b>251,123,355</b>
<b>Capital Expenditure</b>		
FY2020 Adopted Budget	\$	248,089,831
Hambright Park & Ride Land		1,033,330
Bus Operator Shields		1,640,194
BLE Joint Duct Bank		360,000
<b>FY2020 Amended Capital Expenditure</b>	<b>\$</b>	<b>251,123,355</b>

Changes resulting in budget amendments to FY2021 Operating and Capital budgets will be made as needed and deemed financially exigent to support ongoing operations in response to COVID-19. This MTC action will allow CATS' staff to amend the FY2021 Operating and Capital budgets throughout the year up to the amount of available COVID-19 funding. Staff will present a formal amendment of the budgets to the MTC at the end of the fiscal year in conjunction with the City's budget wind-up process.

**3.0 PROCUREMENT BACKGROUND:** All items will be procured in accordance with City and CATS Procurement Policies. In regard to purchases relating to COVID-19, the Federal Transit Administration (FTA) is allowing temporary relief from federal procurement requirements under 49 U.S.C. Chapter 53 as well as the provisions of any non-statutory FTA requirements.

**4.0 POLICY IMPACT:** The recommended FY2020 Operating and Community Investment Plan (CIP) and FY2021 Operating and Capital Investment Plan budget amendments remain in compliance with the following MTC Policy directives:

- A.** CATS Mission, Vision and Strategic Goals
- B.** CATS Financial Policies (Rev. 2016)
- C.** The 2030 Transit Corridor System Plan
- D.** CATS Service and Fare Policies

**5.0 ECONOMIC IMPACT:** CATS' has experienced significant declines in revenues for customer fares and sales tax due to the impact of the COVID-19 pandemic resulting in a decrease in CATS' ridership and consumer purchases in the State. We anticipate that it will take several months, if not years, to recover from these declines and to return to economic normalization.

**6.0 ALTERNATIVES:** N/A

**7.0 RECOMMENDATION:** CATS' Chief Executive Officer recommends approval of the budget amendments included in this action item for FY2020 and FY2021 Operating and Capital budgets.

8.0 **ATTACHMENT(S)**: None

**SUBMITTED AND RECOMMENDED BY:**

A handwritten signature in black ink, appearing to read "John M. Lewis, Jr.", written in a cursive style.

---

**John M. Lewis, Jr.**  
**Chief Executive Officer, Charlotte Area Transit System**  
**Director of Public Transit, City of Charlotte**



Metropolitan Transit Commission  
Charlotte Area Transit System Ridership Report  
Apr-20

Mode / Service	Apr-20	Apr-19	Percent Increase/Decrease	YTD FY 2020	YTD FY 2019	Percent Increase/Decrease	Avg Daily Ridership per Month		
							WeekDay	Saturday	Sunday
<b>Local</b>									
BOD Local	376,593	936,546	-59.8 %	8,533,657	9,562,784	-10.8 %	14,589	9,402	5,803
<b>Subtotal</b>	<b>376,593</b>	<b>936,546</b>	<b>-59.8 %</b>	<b>8,533,657</b>	<b>9,562,784</b>	<b>-10.8 %</b>	<b>14,589</b>	<b>9,402</b>	<b>5,803</b>
<b>Local Express</b>									
Arboretum Express	-	4,552	n/a	40,157	40,042	0.3 %	-	-	-
Carmel Road Express	-	-	n/a	-	3,654	n/a	-	-	-
Harrisburg Road Express	260	2,752	-90.6 %	20,274	24,908	-18.6 %	12	-	-
Northcross Express	64	9,616	-99.3 %	73,349	86,749	-15.4 %	3	-	-
Idlewild Road Express	109	2,054	-94.7 %	17,363	21,730	-20.1 %	5	-	-
Independence Blvd Express	72	5,159	-98.6 %	35,703	45,015	-20.7 %	3	-	-
Lawyers Road Express	204	2,707	-92.5 %	22,713	27,019	-15.9 %	10	-	-
Matthews Express	-	3,787	n/a	32,175	37,028	-13.1 %	-	-	-
Mountain Island Express	-	1,236	n/a	11,376	12,245	-7.1 %	-	-	-
Northlake Express	59	6,558	-99.1 %	51,606	64,154	-19.6 %	3	-	-
North Mecklenburg Express	60	14,485	-99.6 %	97,422	132,644	-26.6 %	3	-	-
Huntersville Express	123	-	n/a	13,981	-	n/a	6	-	-
Rea Road Express	91	3,080	-97.0 %	27,965	28,941	-3.4 %	4	-	-
Steele Creek Express	-	1,468	n/a	11,489	15,958	-28.0 %	-	-	-
Huntersville Greenhouse Express	147	943	-84.4 %	3,726	3,219	15.8 %	7	-	-
Airport Connector - Northlake	-	-	n/a	-	14,282	n/a	-	-	-
<b>Subtotal</b>	<b>1,189</b>	<b>58,397</b>	<b>-98.0 %</b>	<b>459,299</b>	<b>557,588</b>	<b>-17.6 %</b>	<b>56</b>	<b>-</b>	
<b>Regional Express</b>									
Gastonia Express	305	3,563	-91.4 %	32,561	33,900	-3.9 %	15	-	-
Rock Hill Express	55	2,997	-98.2 %	25,320	27,560	-8.1 %	3	-	-
Union County Express	90	2,370	-96.2 %	20,364	23,178	-12.1 %	4	-	-
<b>Subtotal</b>	<b>450</b>	<b>8,930</b>	<b>-95.0 %</b>	<b>78,245</b>	<b>84,638</b>	<b>-7.6 %</b>	<b>22</b>	<b>-</b>	
<b>Community Circulator</b>									
Neighborhood Shuttles	11,491	32,073	-64.2 %	290,629	321,383	-9.6 %	465	238	134
Eastland Neighborhood Shuttle	6,708	16,376	-59.0 %	145,840	169,632	-14.0 %	264	146	113
Pineville-Matthews Road	884	3,353	-73.6 %	29,449	32,633	-9.8 %	38	19	-
Village Rider	2,722	7,434	-63.4 %	63,918	67,567	-5.4 %	104	78	39
<b>Subtotal</b>	<b>21,805</b>	<b>59,236</b>	<b>-63.2 %</b>	<b>529,836</b>	<b>591,215</b>	<b>-10.4 %</b>	<b>871</b>	<b>481</b>	<b>286</b>
<b>Human Services Transportation</b>									
Special Transportation Services	6,092	21,903	-72.2 %	189,720	214,047	-11.4 %	245	127	233
DSS	-	333	n/a	2,451	3,464	-29.2 %	-	-	-
<b>Subtotal</b>	<b>6,092</b>	<b>22,236</b>	<b>-72.6 %</b>	<b>192,171</b>	<b>217,511</b>	<b>-11.6 %</b>	<b>245</b>	<b>127</b>	<b>233</b>



Metropolitan Transit Commission  
Charlotte Area Transit System Ridership Report

Apr-20

Mode / Service	Apr-20	Apr-19	Percent Increase/Decrease	YTD FY 2020	YTD FY 2019	Percent Increase/Decrease	Avg Daily Ridership per Month		
							WeekDay	Saturday	Sunday
<b>Rideshare Services</b>									
Vanpool	4,025	11,880	-66.1 %	102,623	113,403	-9.5 %	192	-	-
<b>Subtotal</b>	<b>4,025</b>	<b>11,880</b>	<b>-66.1 %</b>	<b>102,623</b>	<b>113,403</b>	<b>-9.5 %</b>	<b>192</b>	<b>-</b>	
<b>Rail</b>									
LYNX Blue Line	183,786	689,020	-73.3 %	6,840,368	6,587,280	3.8 %	6,560	5,378	4,488
CityLynx Gold Line	-	17,117	n/a	-	197,041	n/a	-	-	-
<b>Subtotal</b>	<b>183,786</b>	<b>706,137</b>	<b>-74.0 %</b>	<b>6,840,368</b>	<b>6,784,321</b>	<b>0.8 %</b>	<b>6,560</b>	<b>5,378</b>	<b>4,488</b>
<b>Total</b>	<b>593,940</b>	<b>1,803,362</b>	<b>-67.1 %</b>	<b>16,736,199</b>	<b>17,911,460</b>	<b>-6.6 %</b>	<b>22,535</b>	<b>15,388</b>	<b>10,810</b>





April | CATS Sales Tax Report FY2020

October Receipts

Sales Tax Collections and Distribution – February 2020

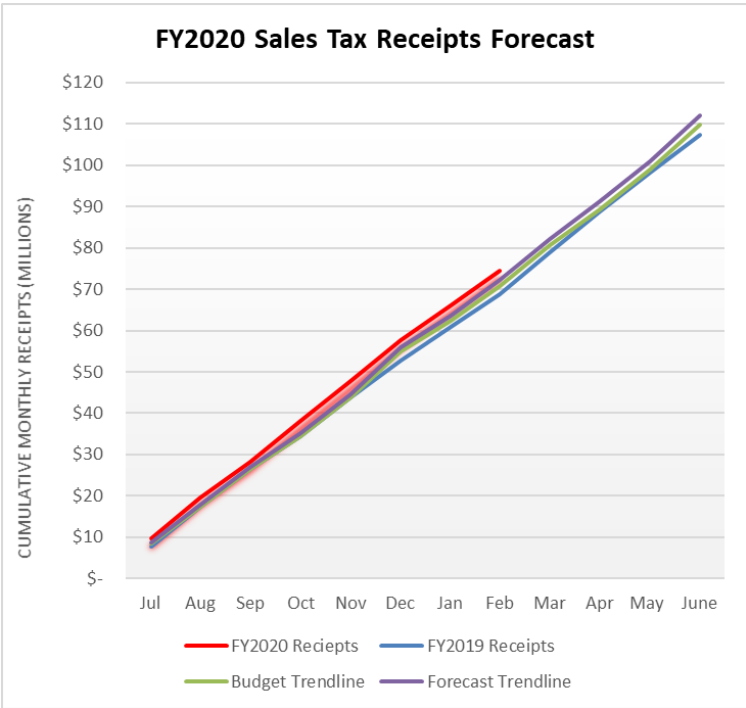
- February receipts of \$8,606,547 are:
  - \$231,116 (2.76%) above budget target for the month;
  - \$688,535 (8.7%) above February of 2019; and
  - \$22,749 (0.3%) below forecast for the month.

Sales Tax Budget Data

- The model forecasts year-end receipts of \$112,142,010 which is \$2,208,626 (2%) above the budget target of \$109,933,384.
- FY2020 sales tax budget is \$109,933,384
- FY2019 actual sales tax was \$107,535,197

Local Government Sales and Use Tax Distribution

- Source: North Carolina Department of Revenue Sales & Use Distribution Report for the month ending February 29, 2020
- Published by NC Secretary of Revenue on 4/9/2020 with actual receipts through February 2020
- CATS sales tax report only includes Mecklenburg County Article 43 sales tax



FY2020 Sales Tax Receipts

Jurisdiction		Population	% of Total	Jul 19 actuals	Aug 19 actuals	Sep 19 actuals	Oct 19 actuals	Nov 19 actuals	Dec 19 actuals	Jan 20 actuals	Feb 20 actuals	Mar 20 estimate	April 20 estimate	May 20	June 20	Total
Charlotte	40.59%	830,258	40.5%	\$ 3,930,152	\$ 3,972,525	\$ 3,519,419	\$ 4,013,989	\$ 3,992,489	\$ 3,968,816	\$ 3,352,410	\$ 3,485,449	\$ 4,043,122	\$ 3,663,691	\$ -	\$ -	\$ 37,942,061
Cornelius	1.46%	30,207	1.5%	141,321	142,845	126,552	144,335	145,257	144,396	121,970	126,810	147,100	133,295	-	-	1,373,880
Davidson	0.61%	12,572	0.6%	59,316	59,956	53,117	60,582	60,455	60,097	50,763	52,778	61,222	55,477	-	-	573,763
Huntersville	2.76%	57,145	2.8%	266,988	269,867	239,086	272,683	274,795	273,166	230,740	239,896	278,280	252,165	-	-	2,597,665
Matthew s	1.51%	30,849	1.5%	145,777	147,349	130,542	148,887	148,345	147,465	124,562	129,505	150,226	136,128	-	-	1,408,784
Mint Hill	1.29%	26,690	1.3%	125,384	126,736	112,280	128,058	128,345	127,584	107,769	112,045	129,973	117,775	-	-	1,215,949
Pineville	0.43%	8,873	0.4%	41,895	42,347	37,517	42,789	42,668	42,415	35,827	37,249	43,209	39,154	-	-	405,071
Meck. County	51.35%	1,053,545	51.4%	4,972,736	5,026,350	4,453,045	5,078,813	5,066,216	5,036,177	4,253,996	4,422,815	5,130,467	4,648,992	-	-	48,089,607
Total	100.00%	2,050,139	100.0%	\$ 9,683,570	\$ 9,787,973	\$ 8,671,558	\$ 9,890,136	\$ 9,858,570	\$ 9,800,116	\$ 8,278,036	\$ 8,606,547	\$ 9,983,599	\$ 9,046,676			\$ 93,606,781
Year-over-Year Comparison (FY20-FY19)				25.6%	1.7%	-4.7%	22.6%	4.6%	10.0%	1.0%	9.0%					
FY20 Budget Target				\$ 8,818,165	\$ 9,132,038	\$ 8,444,238	\$ 8,460,092	\$ 8,734,473	\$11,111,792	\$ 8,401,451	\$ 8,375,431	\$ 9,860,806	\$ 9,167,984	\$ 9,220,066	\$ 10,206,848	109,933,383
% of FY20 Budget Achieved				8.8%	8.9%	7.9%	9.0%	9.0%	8.9%	7.5%	15.4%					

Sales Tax Receipts: FY2016 – FY2019

Fiscal Year	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
FY2019	\$ 7,708,503	\$ 9,621,386	\$ 9,103,726	\$ 8,067,019	\$ 9,425,129	\$ 8,906,774	\$ 8,195,787	\$ 7,918,012	\$10,155,891	\$ 9,880,419	\$ 9,435,500	\$ 9,117,052	\$ 107,535,197
FY2018	\$ 8,147,197	\$ 8,436,960	\$ 8,784,051	\$ 7,883,713	\$ 8,884,437	\$ 9,324,267	\$ 6,897,695	\$ 7,842,800	\$ 9,303,951	\$ 8,539,748	\$ 9,277,676	\$ 9,699,263	103,021,757
FY2017	6,706,169	8,123,310	8,099,598	6,984,259	8,275,157	9,927,120	5,142,666	7,510,515	9,105,261	7,459,176	6,747,425	8,520,759	92,601,412
FY2016	7,470,371	6,971,746	7,551,677	6,188,499	6,607,520	9,383,261	6,142,552	6,944,204	7,858,189	7,952,022	7,781,259	8,765,518	89,616,819
FY2015	6,087,774	6,938,945	5,932,063	7,114,003	6,853,209	8,378,347	5,947,801	5,641,898	6,914,523	6,057,389	7,522,357	7,762,101	81,150,409



