



Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Mayor and Council Transit Task Force and to the general public that the Mayor and Council Transit Task Force will hold the following meeting which will be open to the public.

Mayor and Council Transit Task Force A G E N D A

Monday, March 2, 2015 at 4:00 p.m.

(Meeting is scheduled for two hours.)

**Location: 149 N. Stone, Second Floor
Tucson, AZ 85701**

| TOPICS | SUGGESTED TIME ALLOTTED |
|---|------------------------------------|
| 1. Call to Order | |
| 2. Introductions / Roll Call | 5 Minutes |
| 3. Approval of February 2, 2015 Minutes | 5 Minutes |
| 4. Call to the Audience | 10 Minutes |
| 5. Update on Transit/Announcements | 10 Minutes |
| 6. New Fare Product Marketing Strategies and Implementation <ul style="list-style-type: none">- Summer Youth Fare- Annual Pass | 30 Minutes |
| 7. Broadway Corridor Improvements and Transit Services | 20 Minutes |
| 8. Sun Van Payment System and Reporting | 15 Minutes |
| 9. Update on DDD/DES Funding | 10 Minutes |
| 10. Call to the Audience | 5 Minutes |
| 11. Next meeting date and time/Meeting schedule | 5 Minutes |
| 12. Agenda items upcoming meeting | 5 Minutes |
| 13. Adjourn | |

Action may be taken on any item.

(Material, if available, can be provided by contacting Karen Rahn at 520-837-6584)



Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Mayor and Council Transit Task Force and to the general public that the Mayor and Council Transit Task Force will hold the following meeting which will be open to the public.

Mayor and Council Transit Task Force MINUTES

Monday, February 2, 2015, 4:00 p.m.

Location: 149 N. Stone, 2nd Floor
Tucson, AZ 85701

1. Call to Order

Meeting was called to order at 4:06 p.m. with seven (7) of the eleven (11) members present which established a quorum.

2. Introductions / Roll Call

*Members Present: Eugene Caywood, Chair (Ward 5)
Suzanne Schafer, Vice Chair (Ward 3)
Margot Garcia, (Ward 6)
Michael Wall (Mayor)
Sami Hamed (CTAC)
Brian Flagg (Ward 2)
Linda Dobbyn (CTAC)
David Heineking, U of A Advisory Member*

*Members Absent: Peggy Hutchison (Ward 1)
Vacant (Ward 4)
Vacant (CTAC)
Vacant (CTAC)*

*Staff Present: Jeremy Papuga, Transit Administrator
Kate Riley, General Manager of Sun Tran/Sun Van
Jared Forte, Assistant General Manager of Sun Tran/Sun Van
Kandi Young, Marketing & Communications Director for Sun Tran/Sun Van
Davita Mueller, Sun Tran Planning Analyst
Pat Richter, Pass Program Manager
Rhonda Lugo, Sun Tran Finance Director*

3. Approval of January 5, 2014 Minutes

Motion: *A motion was made to approve the minutes as submitted.*

Seconded

Motion Passed: *Unanimously*

4. Call to the Audience

Allen Benz – Mr. Benz stated that he was at City Hall for a meeting concerning the Ronstadt Transit Center and noticed that there was no provision for the Redevelopment Plans to be evaluated by the Transit Task force.

Jim Thomas – Mr. Thomas commented on the difference between a San Diego transit stop he visited and the Ronstadt Transit Center. He noted that the San Diego transit stop had a clean bathroom with toilet paper and no graffiti and said that the Ronstadt Transit Center was just the opposite.

Richard Mayers – Thanked staff for their help in answering questions and Mr. Wall for the invitation to the recent Open House. Mr. Bayer expressed his concern for the treatment of bike riders by the streetcar drivers. He would like a policy for the streetcar to yield to cyclists, especially if they need to turn left in front of the streetcar.

Maria Cadaxa – Ms. Cadaxa also commented that streetcar drivers need to be friendlier to cyclists.

Jim Hannan – Mr. Hannan commented on the fact that Pima Community College does not sell semester passes. He applauded Pat Richter for his efforts in working with PCC on the passes.

5. Update on Transit/Announcements

Jeremy Papuga discussed the Ronstadt Transit Center Redevelopment. There will be opportunities to review the RFP and provide comments. Members of the TTF requested that they be part of the RFP approval Process and review the submitted proposals. Mr. Papuga answered that he understood the Task Force's request for input.

Mr. Caywood formally appointed Margot Garcia as the TTF representative to the PAG 2045 Stakeholder Group. Mr. Papuga said he would find out more information about the upcoming meetings.

6. New Fare Product Analysis, Marketing Strategies and Implementation

Kate Riley gave a presentation on the New Fare Product Analysis. She said that a copy of the presentation would be sent to the members and it will also be posted on the web site.

Mr. Papuga said that a portion of this item will be on the February 18 Mayor and Council Agenda to keep them informed of the process. Kate Riley continued with the presentation and discussion took place.

Motion: *A motion was made to move forward with the recommendations from staff.*

Seconded

Motion passed: *Unanimously*

7. Continued SunGo Fare Payment Presentation

Gene Caywood noted that this was a continuation of the previous conversations. There was no presentation, but there were responses to the questions that Suzanne Schafer had posed. Kate Riley then answered Ms. Schafer's questions one by one. Discussion followed.

8. Overview of FY16 Budget Process

Members of the TTF stated that they would like to see the proposed budget before it goes to Mayor and Council. Discussion took place. The budget goes to the City Manager on April 22, 2015.

9. Call to the Audience

Allen Benz – Mr. Benz suggested that the TTF should be co-equal partners with the Ronstadt Transit Center selection committee. Mr. Benz also clarified information that bus riders can reload their card at the City of South Tucson City Hall.

Maria Cadaxa – Mr. Cadaxa commented that the youth/children fares should be the same as Senior fares. Ms. Cadaxa also stated that she supports a Summer Pass for Youth.

Jim Thomas – Mr. Thomas commented that he likes the annual pass market around tax time.

Camille Kershner – Ms. Kershner commented on the annual and 31 day passes. She stated that it should not be more convenient to drive a car than to take public transit. Ms. Kershner would like to be able to buy both Parks & Rec passes and Transit passes at Parks & Rec at the same time.

10. Next meeting date and time/Meeting schedule

The next meeting was tentatively set for Monday, March 2, 2015. Discussion took place on whether the TTF should meet more than once a month. It was decided and agreed that there should be one meeting a month, but the next meeting will be two hours.

11. Agenda Items upcoming meeting

Margot Garcia suggested adding Sun Van accounting procedure.

12. Adjourn

The meeting adjourned at 5:43 p.m.



TRANSIT TASK FORCE MEMORANDUM

Item 5: Update on Transit/Announcements

Page: 1 of 1

March 2, 2015

Issue – This is a standing agenda item to inform committee members of relevant transit information within the City of Tucson and around the region.

Staff Recommendation – None. This is an information item.

Background – There are several city departments, interest groups and committees that are discussing various aspects of public transportation. Committee members as well as staff will have the opportunity to share information with the group and give updates on relevant projects.

Present Consideration – A list of projects, committees and stakeholders is provided below for a possible update to task force members.

Projects:

Ronstadt Transit Center Redevelopment
2045 RTP Process
Transit Visioning Process
ADOT Intercity Rail Study

Committees:

RTA Transit Working Group

Stakeholder Groups:

Bus Friends Forever
Bus Riders Union
Friends of the Streetcar
Living Streets Alliance
Old Pueblo Trolley
Southern Arizona Transit Advocates

Financial Considerations – None

Attachments: None.



TRANSIT TASK FORCE MEMORANDUM

Item 6: New Fare Products, Marketing Strategies and Implementation

Page: 1 of 2

Issue – It is the goal of both the Transit Task Force (TTF) and staff to increase transit ridership in our community. It has been discussed in TTF meetings for the need to introduce additional pass products that meet the following goals:

- Increase ridership
- Increase Revenue
- Ensure Customer Convenience
- Limit passenger confusion
- Meet the limitations of the SunGO System

Staff Recommendation – Staff recommends that the Transit Task Force approve moving forward on the implementation of pilot programs of Summer Youth Pass and Annual Pass after March 2 discussion of pricing and marketing strategies.

Background –

Current Pass Products Offered:

- 1-Day - \$3.50 (\$4 at Sun Link TVM)
- 30-Day Pass - \$42.00
- 30-Day Express - \$56.00
- 30-Day Economy - \$15.00
- UA
 - Semester - \$173
 - Semester Express - \$230
 - Annual - \$413
 - Annual Express - \$450

Current Pilot Pass Programs

- Bulk Purchase Programs
 - Discount given to groups purchasing 100 or more tickets
 - Promote transit to special events
 - Programs evaluated for possible future implementation
- 7-Day Pass
 - \$15 for a new SunGO Card and pass (\$13 for pass loaded on existing SunGO Card)
 - Pre-loaded cards available at select locations near Gem Show, transit center TVMs and online
 - Rolled out in time for Gem Show

Present Consideration –

TRANSIT TASK FORCE MEMORANDUM

Page 2 of 2

Agenda Item 6 – New Fare Products, Marketing Strategies and
Implementation
March 2, 2015 Meeting

Staff has outlined thoughts on pricing and marketing of the Summer Youth Pass, for which staff seeks support from the Task Force members. Staff would like feedback from task force members on the attached description of the Summer Youth Pass as well as discussion of marketing strategies for an annual pass product.

Financial Considerations – None

Attachments: Youth Summer Pass Information

Youth Summer Pass

Youth Summer Pass Program Details ~

The *SummerGO Youth Pass* is how we will describe this pass, which is available during a pilot program to high school-aged students with a valid student ID. The pass will enable users to access unlimited use of Sun Tran, Sun Link and select Sun Shuttle routes, as well as unlimited use of City of Tucson pools from May 22 through August 5, 2015.

Staff recommends this pilot program be implemented over the course of two summers to more accurately evaluate its success. It takes time for a new pass to gain traction, so one spring of promotion may not give an accurate depiction of the potential interest in this pass. Additionally, the second year of the pilot may be expanded to include students younger than high school-aged.

Staff recommends contacting additional vendors to establish a longer list of potential benefits to owning this SummerGO Youth Pass. This could include a discussion with City of Tucson Parks & Recreation to determine their willingness to provide a zoo entrance discount and/or discount to Parks & Recreation classes offered at the different centers to SummerGO Youth Pass holders.

Pricing ~

Staff recommends that the price be set to exceed the \$.18 revenue share minimum, with Transit, Parks and Recreation and schools, if involved to share in the revenue.

Depending on the sales location, the *SummerGO Youth Pass* would either be loaded onto existing or new SunGO Cards via the online system for organizations, or would receive a supply of SunGO Cards preloaded with the pass. These locations would sell SunGO Cards loaded with passes to students. The SunGO Cards will have a decal placed on the front of the card. The decal indicates to the City Pools and other locations providing discounts that this cardholder is a qualified participant of the *SummerGO Youth* program.

Marketing Plan ~

Sun Tran's Marketing Department will promote the *SummerGO Youth Pass* through typical transit channels when promoting any pass, which includes:

- Media outlets (TV, radio and print)
- Online
- Details posted inside vehicles and at transit centers
- Social media promotions
- Outreach to organizations and sales outlets

Additionally, the *SummerGO Youth Pass* would be promoted through select local high schools (as indicated in detail below), sold at each of the Tucson City Pools (once they open), at the Parks &

Recreation sales locations (Udall, El Pueblo, El Rio, Randolph, Donna Liggins and Archer centers), Sun Tran's Administrative Office and at the Special Services Office at 35 W. Alameda.

In addition, staff plans to work with a select number of high schools to further promote this pass for the pilot program. The idea was to focus on those schools that already provide Sun Tran passes to students to get to/from school. The TUSD schools that provide passes to students are listed in order below:

1. Tucson High School – Ward 6
2. Rincon High School – Ward 6
3. University High School – Ward 6
4. Catalina Magnet High School – Ward 6
5. Palo Verde High School – Ward 2
6. Santa Rita High School – Ward 4
7. Cholla High School – Ward 1
8. Pueblo High School – Ward 1

In order to have representation in each City Ward, we could also consider the following schools:

9. Sunnyside High School – Ward 5
10. Amphi High School - Ward 3 (if unwilling to participate, we'll contact Flowing Wells High School)

Although staff would only promote directly with these select high schools, the *SummerGO Youth Pass* would be available to any student enrolled in high school for the Fall 2015 school year.

Depending on the level of involvement each school is willing to provide, the marketing efforts will also vary. Marketing efforts will range from working closely with each school to promote and sell the passes through the school office and/ or through the student council to posting information in the schools to promote sales outlets (outside of the schools).

There is also an advertising opportunity in select schools through the SkoolLive system, which are interactive 5 foot tall kiosks that allow students to access information. This could be a way to inform students at other schools about this offer. Those schools are: Desert View, Tanque Verde, Walden Grove and Sahuarita high schools.

Distribution Strategies ~

In addition to selling the SummerGO Youth Pass at all City of Tucson Pools, Parks & Recreation sales locations, Sun Tran and the Special Services Office downtown, staff would work closely with select high schools.

There are three ways Sun Tran staff could partner with local high schools to promote/sell the *SummerGO Youth Pass*.

- Option 1 High Level of School Involvement – Sun Tran staff would work closely with school staff and student council representatives to promote the pass and sell through the offices

and through pre-sales from student council members. The schools would post information, promote online and through their announcement system and any other means available to them. Students could purchase from the school office or through student council members. The schools would need to verify those who purchase are enrolled in high school the following school year (Fall 2015). For every pass sold by student council members, \$5 would be given to the student council.

Option 2 Medium Level of School Involvement – (***)**Staff Recommended Option**(***) Sun Tran staff would work with school staff to promote the pass through the schools by posting information, promoting online and through their announcement system and any other means available to them. Additionally, a school group such as the student council would be involved in the promotion of the pass and encouraging students to purchase theirs at the school office. How the school sells the passes has not been determined. At the end of the sales period, Sun Tran’s Accounting Department will determine the sales and issue payment for the \$5 per pass sold to the school to award to the student council or other group that helped promote.

Option 3 Low Level of School Involvement – Each high school would promote the SummerGO Youth Pass by posting information, promoting online and through the announcement system and any other means available to them. Sales locations would be outside of the school, such as the City pools, Parks & Recreations sales locations, Sun Tran and the Special Services office.

*** In order to move forward with finalizing and promoting this project, staff will need to know no later than March 6th which level of involvement schools will provide.

Implementation Steps ~School Option #1

| | |
|-----------|---|
| 3/6 | Get a commitment from each school on their level of involvement. |
| 2/25-3/16 | Sun Tran staff will work to determine school involvement, help educate schools and develop procedures and materials to promote/sell. |
| 3/16-3/20 | SPRING BREAK for all schools involved |
| 3/23-3/31 | Meet with student council and office staff at each school to pass out information, pre-sale sheets and provide information on procedures. |
| 4/1-4/30 | Students would pre-sell passes to students and receive \$5 per pass for the club. |
| 4/1-5/20 | Office would sell pre-encoded SunGO Cards with the <i>SummerGO Youth Pass</i> loaded on them at the office. |
| 5/1 | Final pre-sale sheets would need to be submitted to Sun Tran by this date via fax or email. |

| | |
|----------|---|
| 4/1-5/8 | Sun Tran staff would fulfill orders from pre-sales made at schools as they are submitted. |
| 5/1-5/21 | Student council groups would need to distribute the purchased passes to students. |
| 5/22-8/5 | <i>SummerGO Youth Pass</i> is valid |

Implementation Steps ~School Option #2- (**Recommended by Staff**)

| | |
|-----------|--|
| 3/6 | Get commitment from each school on their level of involvement |
| 2/25-3/16 | Sun Tran staff will work to determine school involvement and develop procedures and materials to promote/sell. |
| 3/16-3/20 | SPRING BREAK |
| 3/23-3/31 | Meet with office staff to pass out information and provide details on procedures to start sales. |
| 4/1-5/18 | Student council would promote the sales of the passes to fellow students and would direct students to buy the passes at the school offices. For their involvement, student council would receive \$5 for each pass sold. |
| 4/1-5/18 | Office would sell passes. |
| 5/18-5/21 | If school is selling pre-encoded SunGO Cards, then we need to collect revenue from school office staff by these dates |
| 4/1-5/21 | If schools can load the SummerGO Pass through the online system for organizations, they can sell until the very last day of school (this may not be an option unless TUSD Transportation allows it). |
| 5/22-8/5 | <i>SummerGO Youth Pass</i> is valid |

Implementation Steps ~School Option #3

| | |
|-----------|---|
| 3/6 | Get commitment from each school on their level of involvement |
| 2/25-3/16 | Sun Tran staff to develop procedures and materials to promote/sell |
| 3/16-3/20 | SPRING BREAK |
| 3/23-3/31 | Meet with each school to provide materials to promote the passes on campus. Sales locations, which would need to be mentioned on all materials, need to be discussed, as pools would not be open to sell the pass this early. |

| | |
|-----------|---|
| 4/1-5/21 | Promotions would run in the schools to encourage sales of the pass. Purchases would be made off-campus. |
| March-May | Sell the SummerGO Youth Pass at Special Services, Sun Tran, Parks & Recreation sales locations, City Pools (once they're open). |
| 5/22-8/5 | <i>SummerGO Youth Pass is valid</i> |

In all cases, sales outlets (schools, pools, Parks & Recreation, Sun Tran and Special Services) would issue passes differently.

Sales Locations

- School offices – How TUSD schools will sell will depend on the TUSD Transportation Department. In order to keep accounting of cards purchased separate, all schools may have to receive a supply of SunGO Cards pre-loaded with the *SummerGO Youth Pass* and affixed with decals. They will sell the pre-encoded SunGO Cards, and issue payment to Sun Tran.
- Parks & Recreation Sales Outlets (Udall, El Pueblo, El Rio, Randolph, Donna Liggins and Archer centers) – There is the potential that they could load the SummerGO Pass through the online system for organizations – a discussion with Parks & Recreation required. Otherwise, they will receive a supply of SunGO Cards pre-loaded with the *SummerGO Youth Pass* and affixed with decals. They will sell the pre-encoded SunGO Cards and issue the payment to Sun Tran.
- City Pools – Although not an option until the summer, they will receive a supply of SunGO Cards pre-loaded with the *SummerGO Youth Pass* and the sticker already in place. They will sell these to students, and issue payment to Sun Tran.
- Special Services Office & Sun Tran – Load the pass to existing or new SunGO Cards using the APOS machine. Will need to add the sticker to SunGO Cards loaded with SummerGO Passes sold.



New Fare Product Analysis, Marketing Strategies & Implementation



TTF Discussions - Review

- September, October
 - Evaluated fare policy
- November
 - Finalized fare policy and service change recommendation
- December
 - M&C approved TTF Fare Policy and proposed service changes
 - Direction to focus on new pass products prior to marketing current pass products



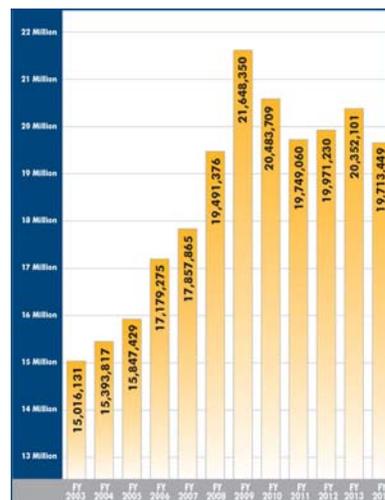
TTF Discussions - Review (cont'd)

- January 2015
 - Directed staff to report on fare product analysis, marketing and implementation strategies
- February
 - TTF gave direction to staff to further pursue Summer Youth and Annual passes



Pass Development Goals/Criteria

- Increase ridership
- Increase revenue
- Convenient for Public
- Total number of pass products
 - Limit passenger confusion
 - Limitations with SunGO system - TTF





Current Pass Options

- 1-Day Pass - \$3.50 (\$4 at Sun Link TVM)
- 30-Day Pass - \$42
- 30-Day Express Pass - \$56
- 30-Day Economy Pass - \$15
- UA
 - Semester - \$173
 - Semester Express - \$230
 - Annual - \$413
 - Annual Express - \$450



5



Current Pilot Pass Programs

- Bulk Purchase Programs
 - Discount given to groups purchasing 100 or more tickets
 - Promote transit to special events
 - 1-Day Pass pilot - ended 1/24/15
 - 30-Day Pass pilot - ends 3/3/15
- 7-Day Pass
 - \$15 SunGO Card & pass
 - Pre-loaded cards available at select locations near Gem Show, transit center TVMs and online
 - Rolling out in time for Gem Show





Bulk Pilot Program - Evaluation

- 1-Day Pass ~ Ended 1/24/15
 - Sold 3,969 passes
 - \$13,891 in revenue
 - Marketing Cost - \$0
- 30-Day Pass ~ Ends 3/3/15
 - Sold through 2/13/15
 - 230 passes
 - \$9,660 in revenue
 - Marketing Cost - \$0



7-Day Pass Pilot - Evaluation

- 1-Day Pass ~ Ends 6/11/15
 - Sold as of 2/13/15
 - TVM – 96 passes - \$1,248
 - Online – 146 - \$1,898
 - Through organizations – 102 - \$1,326
 - \$4,472 in total revenue
 - Marketing hard costs - <\$2000
 - Posters in vehicles, transit facilities, TCC
 - Flyers for Gem Show
 - Geo-fencing – piggy-backed onto other promotion
 - Gem Show website Ad



7-Day Pass Pilot - Evaluation

- What we heard...
 - Not in town long enough to justify a 7-Day pass
 - More interest from existing passengers than visitors
 - Visitors preferred 1, 3 or 5-Day options



Staff Recommendations

- Pilot Programs Supported by TTF
 - *SummerGO* Youth Pass
 - Implement pilot for two summers
 - FY 2016 & FY 2017
 - Loaded on SunGO Card
 - Annual Pass
 - Begin 7/1/15
 - Rolling period pass
 - Loaded on SunGO Card



SummerGO Youth Pass

- Partner with Parks & Rec, schools, other local businesses
- 9th -12th graders enrolled for Fall 2015
- Valid May 22 - August 5 (76 days)
- \$45
- Unlimited rides on transit, free entry to City pools and other possible discounts
- Begin promoting ASAP



SummerGO Pass Marketing

- Promote through
 - Local high schools
 - Parks & Recreation
 - Local businesses providing discount offers
- Develop materials for partner schools to distribute/promote/sell





SummerGO Pass Marketing

- Media outlets (print/radio/TV)
- Online
 - Sun Tran, Sun Link
 - City of Tucson
- Social media campaign
- Inside vehicles/at transit facilities
- Outreach to organizations/sales outlets
- List serves
- Ride Guide (February 2016)



Annual Pass

- Pilot Program
- Load to SunGO Card
- \$413
 - 18% discount
 - Matches UA





Marketing – Annual Pass

- Media outlets (print/radio/TV)
- Ride Guide
- Online (Sun Tran, Sun Link, City)
- E-pay site
- Inside vehicles/at transit facilities
- Social Media
- TRP Program (payroll deduction/subsidy)
- List serves



Product Media

- Utilize SunGO plastic card
 - Buy *SummerGO* Youth Pass at:
 - Sun Tran/Special Services
 - Partner schools
 - Parks & Rec sales locations
 - City Pools
 - Buy Annual Pass at:
 - Suntran.com
 - All sales locations
 - TVM at transit centers
 - Sun Tran/Special Services



- Today from TTF
 - Approval of staff recommendation
 - Approval of pricing
- March 2015
 - Submit memorandum from TDOT to Interim City Manager approving six month pilot program for both *SummerGO* Youth and Annual passes
- Memorandum from Interim City Manager approving pilot programs

Discussion



TRANSIT TASK FORCE MEMORANDUM

Item 7: Broadway Corridor Improvements and Transit Services

Page: 1 of 2

Issue – City staff released a staff–recommended 6-Lane Including Transit Refined Alignment map for Broadway Boulevard from Euclid to Country Club. Transit Task Force members requested an opportunity to discuss the refined alignment as it relates to transit improvements. Formal comments are being solicited for consideration by the Broadway Boulevard Citizens Task Force prior to their March 19, 2015 meeting.

Staff Recommendation – None, this is an information item.

Background – The Broadway: Euclid to Country Club Roadway Improvement Project is one of 35 roadway projects included in the \$2.1 billion voter approved RTA Plan. It is being managed by the City of Tucson. The total budget for the project is \$71,347,000. Funding will come from Regional Transportation Authority (approximately \$42 million), Pima County Transportation Bonds (approximately \$25 million), the City of Tucson (approximately \$3 million), and regional funds from the Pima Association of Governments (approximately \$1 million). A public process commenced for the Planning & Design phase on June 20, 2012.

On February 20, 2015, the Broadway project team released a staff-recommended 6-Lane Including Transit Refined Alignment map and a related report documenting the refinements that have been made to the map since the Broadway Citizens Task Force (CTF) and Mayor and Council reviewed them in October 2014. The map and report represent the compilation of the Broadway Citizens Task Force recommendations, public input, and technical input from the project Technical Advisory Committee. The map and Part 1 of the report can be found online at www.tucsonaz.gov/broadway (the 11x17 maps are the easiest to print).

Part Two of the report will be released soon, and will include more detailed analyses of design recommendations from the Citizens Task Force, members of the public, and the Broadway Technical Advisory Committee. A section of the Part Two report discusses transit aspects of the Broadway project. This material will be forwarded to the Transit Task Force when it becomes available.

A formal public comment period is now open, and will end at midnight on March 11, 2015. Stakeholders are asked to review the staff-recommended 6-Lane Including Transit Refined Alignment and provide their comments via email to Broadway@tucsonaz.gov. Comments received will be shared with the CTF for their consideration prior to their March 19, 2015 meeting.

Time is set aside to for the Transit Task Force to discuss the transit aspects of the Broadway project, which range from immediate implementation with the constructed roadway improvements to mid- to long-term planning of transit service expansion/enhancements for the full length of the 11-mile Broadway Corridor. Individuals can submit their personal comments for consideration. The Transit Task Force can also consider submitting a formal comment.

TRANSIT TASK FORCE MEMORANDUM

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Agenda Item 7 – Broadway Corridor Improvements and Transit
Services
March 2, 2015 Meeting

Present Consideration – This is a discussion item requested by Transit Task Force members.

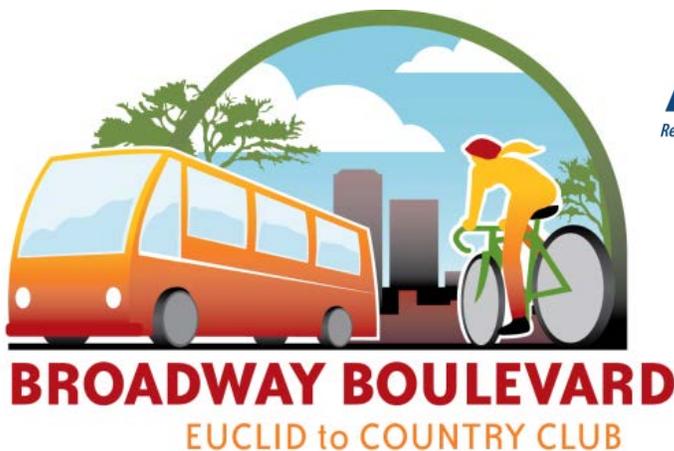
Financial Considerations – None

Attachments: None at this time.

Work in Progress

PART 1 v.2
February 20, 2015

Staff-Recommended 6-Lane Including Transit Refined Alignment Report



Prepared for:

Jennifer Toothaker

Tucson Department of Transportation

Project Manager

DRAFT Staff Recommended 6-Lane Including Transit Refined Alignment Report

*** Please Note: This report is a work in progress, additions will be added as they become available, including: An analysis of Technical Advisory Committee comments, public input received to date regarding refinements to the alignment, and an analysis comparing options for the pedestrian environment.**

Overview

The Broadway Boulevard: Euclid to Country Club Project will widen Broadway to a 6-lane arterial roadway, with bike lanes, sidewalks, and landscape, and bus pullouts where appropriate. A staff-recommended 6-Lane Including Transit Refined Alignment map, which the project team and City staff are recommending be adopted as the Broadway roadway project alignment, and a report detailing the refinements made since the last map was issued are being released on February 20, 2015 for public review and comment.

The refinement work recorded in the following pages incorporates the recommendations from the project's 13-member Citizens Task Force (CTF) that has been working diligently with the project team since June 20, 2012, public input compiled through the project, and input from the project's Technical Advisory Committee.



This project is funded by the City of Tucson, Pima County and the Regional Transportation Authority (RTA), and is part of the voter-approved, \$2.1 billion RTA plan that will be implemented through 2026. Details about the plan are available at www.RTAmobility.com.

Work in Progress (revised 2/20/2015)

The CTF members represent neighborhood and business interests in the area, regional interests, the City of Tucson Planning Commission, Tucson-Pima County Bicycle Advisory Commission, and Commission on Disability Issues. The CTF is an advisory body to the Mayor and Council.

The Technical Advisory Committee is comprised of 40 respected and knowledgeable professionals representing the City of Tucson; the Regional Transportation Authority and Pima Association of Governments; TUSD; University of Arizona (UA) Parking and Transportation Services; UA Planning, Design and Construction; UA College of Architecture, Planning, and Landscape Architecture, in the fields of engineering, planning and design, public safety, transit, and alternative travel modes.



Over the past 29 months, the Broadway Project Team and the CTF have evaluated several roadway designs including alternatives for the following cross sections: 6 travel lanes + 2 dedicated transit lanes (8 lanes total), 6 travel lanes, 4 travel lanes + 2 dedicated transit lanes (6 lanes total), and 4 travel lanes. Throughout this evaluation process an extensive public involvement process occurred that included:

- 34 CTF meetings with 57 Call to the Audience opportunities and 271 specific comments made.

Work in Progress (revised 2/20/2015)

- 4 large-scale public meetings that have had an average of more than 150 members of the public at each meeting.
 - These meetings have produced several hundred additional public comments that have been evaluated by the project design team.
- More than 239 comments recorded in a running Public Input Report, which logs all public input provided via emails, comment cards, letters, by phone; and, comments received at other general meetings such as, but not limited to, Mayor and Council and RTA Board meetings and forwarded for inclusion in the process.
- Two rounds of Property and Business Owners Meetings with a combined 54# people in attendance.

A formal public comment period on the refined 6-lane alignment map and refinements report will be conducted **starting Friday, February 20 and closing Wednesday, March 11, 2015**. Comments received will be shared with the CTF for their consideration prior to their next meeting on March 19, 2015.

At the March 19, 2015 CTF meeting, both the staff recommended 6-lane Including Transit Alignment map and this report will be presented. The CTF will be asked to support moving the map and report forward to a public informational Open House in April, and then to Mayor and Council in May with CTF and staff recommendations for approval. Accomplishing these key benchmarks by May will enable the project to move forward with ROW acquisition prior to summer, and to meet the anticipated construction schedule.

The staff-recommended 6-lane including transit refined alignment achieves a viable design that balances the design's performance in relation to a broad range of transportation, sustainability, community character measures. These, and other criteria, were defined by the CTF based on public and agency input while also meeting transportation engineering and design standards.

PART 1:

Summary of Refinements to the General Alignment

The table on the next page provides a summary of changes that are reflected in the February 20, 2015 Staff-Recommended 6-Lane Including Transit Alignment. A description of each refinement is provided. Columns are provided to indicate whether the changes were recommended by Citizens Task Force (CTF)/Public Input, and/or the Technical Advisory Committee (TAC).

Work in Progress (revised 2/20/2015)

| Description of Refinement | CTF/ Public | TAC | | | | | | | | | | | | | | | |
|--|----------------|-----------|-----------|-------------------------------------|----|----|-----------------------------------|----|----|-------------------------------|-----------|-----------|--|----|----|---|---|
| General | | | | | | | | | | | | | | | | | |
| 1. The minimum travel lane width has been established as 11' based on an evaluation of tracking and other factors involving large vehicles maneuvering along curved roadways. This was discussed in detail with City transportation personnel in a meeting held December 16, 2014. This widens the two center travel lanes, which were previously 10' wide, increasing the overall roadway width 2'. To avoid impacting the protected side of the roadway, the centerline generally was shifted 1' away from the protected side, widening 2' further into opposite side. Some exceptions to this are noted below, including larger shifts made for other reasons. | | ■ | | | | | | | | | | | | | | | |
| 1. The refined alignment goes through three (3) fewer structures. <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="border-bottom: 1px solid black;"></th> <th style="border-bottom: 1px solid black; text-align: center;">Oct. 2014</th> <th style="border-bottom: 1px solid black; text-align: center;">Feb. 2015</th> </tr> </thead> <tbody> <tr> <td>Historic District Contributor (Red)</td> <td style="text-align: center;">15</td> <td style="text-align: center;">13</td> </tr> <tr> <td>Potential HD Contributor (Orange)</td> <td style="text-align: center;">12</td> <td style="text-align: center;">11</td> </tr> <tr> <td><u>Non-Contributor (Grey)</u></td> <td style="text-align: center;"><u>13</u></td> <td style="text-align: center;"><u>13</u></td> </tr> <tr> <td></td> <td style="text-align: center;">40</td> <td style="text-align: center;">37</td> </tr> </tbody> </table> | | Oct. 2014 | Feb. 2015 | Historic District Contributor (Red) | 15 | 13 | Potential HD Contributor (Orange) | 12 | 11 | <u>Non-Contributor (Grey)</u> | <u>13</u> | <u>13</u> | | 40 | 37 | ■ | ■ |
| | Oct. 2014 | Feb. 2015 | | | | | | | | | | | | | | | |
| Historic District Contributor (Red) | 15 | 13 | | | | | | | | | | | | | | | |
| Potential HD Contributor (Orange) | 12 | 11 | | | | | | | | | | | | | | | |
| <u>Non-Contributor (Grey)</u> | <u>13</u> | <u>13</u> | | | | | | | | | | | | | | | |
| | 40 | 37 | | | | | | | | | | | | | | | |
| 2. The channelized right turn lanes at Euclid and Campbell have been reconfigured to accommodate an AASHTO WB-62 Truck as determined using AutoTURN tracking software. The painted apron area to accommodate large truck turning movements has been changed to a raised area with mountable curbs to discourage other vehicles from using the area and potentially traveling too fast. The raised crosswalks across the turn lane have been moved back from the stop bar enough to accommodate one right turning vehicle beyond the crosswalk. The use of channelized right turn lanes shortens pedestrian crossing time which generally improves performance for other modes as well. | | ■ | | | | | | | | | | | | | | | |
| 3. The radii of curb returns at street intersections have been changed from 25' to 18' in cases where the turn is made across a bike lane. This results in an effective radius of 25' where the bike lane is 7' wide and 24' in the few cases where a 6' bike lane is provided. | ■ | ■ | | | | | | | | | | | | | | | |
| 4. Driveway return radii have been changed from 18' to 12', again where turning vehicles cross 6' or 7' bike lanes. This gives effective radii to the edge of the travel lane of 18' and 19' respectively. | ■ | ■ | | | | | | | | | | | | | | | |
| 5. The parking and access schemes previously shown have been removed from the drawing. City staff has pointed out that state law precludes the ability to (1) use public funds to benefit specific parcels, or (2) condemn property for other than transportation uses. These or other such solutions can be incorporated however, as part of later the negotiations | ■ | ■ | | | | | | | | | | | | | | | |

Work in Progress (revised 2/20/2015)

| Description of Refinement | CTF/ Public | TAC |
|---|----------------|-----|
| <p>during the acquisition phase.</p> <p>City staff has clarified that it is more appropriate to remove the drawn in parking. The previous concepts can be a reference for property owners desiring to add the spaces. The concepts can be added to the 'Revitalization Tools' developed for property owners and businesses to consult.</p> <p>Locations where the parking spaces drawn have been removed from the alignment map include:</p> <ul style="list-style-type: none"> • Tyndall to Park Ave, south side • Norris Ave to Olsen Ave, south side • Plumer Ave to Smith Ave, north side • Plumer Ave to Tucson Blvd, south side • Solot Plaza near Tucson Blvd, north side (2545 E – 2635 E) and south side (2530 E – 2616 E) • Treat Ave to Stewart Ave, north side (this one was mentioned by CTF/Public as problematic) | | |
| <p>6. Driveway access has been added in several locations along the alignment to maintain existing legal site access where feasible from a safety standpoint, potentially reducing the extent of potential full site acquisitions. These additions decrease the extent of cycle track and buffered sidewalk and increase exposure of cyclists and pedestrians to right turning vehicles, and in some cases shifts bus stops away from intersections with pedestrian crossings:</p> <ul style="list-style-type: none"> • 1315 E. Broadway • 1427 E. Broadway • 1628 E. Broadway • 1634 E. Broadway • 2150 E. Broadway • 2227 E. Broadway • City-owned property between 2245 and 2257 E. Broadway • 2343 E. Broadway • 2448 E. Broadway • 2510 E. Broadway • 2525 E. Broadway • 2620 and 2626 E. Broadway added two one-way driveways • 2634 E. Broadway changed one two-way driveway to two one-way driveways | ■ | ■ |

Work in Progress (revised 2/20/2015)

| Description of Refinement | CTF/ Public | TAC |
|---|----------------|-----|
| <ul style="list-style-type: none"> 2901-2905 E. Broadway | | |
| Specific | | |
| <p>7. The existing lane configurations and widths on Broadway west of Euclid have been matched. Two projects currently underway are likely to alter this intersection prior to the construction of this project: (1) the <i>Downtown Links/Broadway Intersection Improvement</i>, and (2) the <i>Toole/4th Avenue/Congress Safety Improvement</i> project which envisions a two-way cycle track extending out of downtown to Euclid. Coordination with those projects will be maintained through the design of Broadway.</p> | | ■ |
| <p>8. The existing 12' lane widths of Broadway at Euclid have been held through the reverse curves approaching Park. They are transitioned to the project lane widths through the tangent sections west of Park as shown. The inflection points for lane striping and outer curbs are shown on the drawing. The centerline has been shifted northward to create suitable tangent (straight) sections over which to make this transition. The bus stops at Park complicate these geometrics, particularly on the westbound side.</p> | | ■ |
| <p>9. The 8' curbing strip on the south side between Park and Tyndall has <u>not</u> been eliminated as requested by Gene Caywood and Colby Henley.</p> | ■ | ■ |
| <p>10. After discussion of this point with City personnel, the consensus was reached that impacts to one side instead of both sides of the street would be prudent in this section. The reduction in impact to the City-owned parcel on the north side would not be substantial enough to offset the marginalization of properties on the south side that would result.</p> | | ■ |
| <p>11. The HAWK at Park will be designed as a Bike HAWK to improve bicycle access across Broadway</p> | | ■ |
| <p>12. Note the centerline curves between Warren and Campbell Avenues have been established such that the radius curvature of the innermost curb is 1400'. This radius curvature is consistent throughout the project.</p> | | ■ |
| <p>13. Santa Rita to Mountain -- The centerline has been shifted 1' south to preserve the buffer/sidewalk combination across the front of the Azteca building. This has resulted in a slight narrowing of the sidewalk and the</p> | ■ | ■ |

Work in Progress (revised 2/20/2015)

| Description of Refinement | CTF/ Public | TAC |
|--|----------------|-----|
| landscape buffer on that side; while the buffer is wide enough for shrubs and similar lower landscaping the combined sidewalk and buffer width is not wide enough for street trees. | | |
| <p>14. Mountain to Highland –</p> <ul style="list-style-type: none"> • The right turn bays at Highland have been eliminated. • The bus pullouts have been changed to bus stops, reducing impacts to Miles ELC and to north side properties. Potential congestion related to buses stopping in the traffic lane is more of a concern at major intersections. Bus pullouts have been located at eastbound Euclid, Campbell and Country Club accordingly. • The reduction in impact to the adjacent properties on the north side that could be achieved by replacing the 16' landscape/sidewalk buffer with a 10' sidewalk only will be investigated prior to the next task force meeting. | ■ | ■ |
| <p>15. Highland to Vine –</p> <ul style="list-style-type: none"> • To reduce impact to north side, the centerline has been shifted 6' south. • The 16' landscape/sidewalk area on the south side has been changed to a 12' sidewalk only in front of Miles School (due to higher pedestrian activity). This is similar to the existing condition in this location and will not allow for street trees within the right of way, relying on trees within Miles School to provide shade. The possibility of providing an 8' sidewalk with 4' landscape buffer (for low plantings) can be explored in the next phase of design. • The pedestrian realm on the north side has been changed to a 10' sidewalk. The possibility of providing a 6' sidewalk with 4' landscape buffer (for low plantings, not trees) can be explored in the next phase of design. <p>These actions avoid direct impact to one historic contributor (1421 E). They also increase the nominal depth of remnant properties 11' midblock (from 106' to 117' based on east PL of 1421 E).</p> | ■ | ■ |
| <p>16. Vine to Cherry -- The centerline has been shifted 6' south to lessen the impact to parcels on the north side. This does not avoid direct impact to any structures but does increase the nominal depth of the remnant properties about 5' (based on the east property line of 1523 E changing from 94.7' to 99.7').</p> <p>An additional 6' of depth could be achieved by replacing the 8' landscape/8' sidewalk with a 10' sidewalk (possibly 6' sidewalk with 4' low</p> | ■ | ■ |

Work in Progress (revised 2/20/2015)

| Description of Refinement | CTF/ Public | TAC |
|--|----------------|-----|
| landscaping buffer) eliminating the potential for street trees. This also reduces the center median width between Cherry and Martin somewhat. | | |
| 17. Campbell Intersection -- Shifted the centerline 1' south through Campbell intersection to protect the north side and avoid increased encroachment into the church. The Carl's Junior drive-through remains functional as before, and the Starbucks drive-through is also maintained | ■ | ■ |
| 18. The bus pullouts at Euclid, Campbell, and Country Club have been lengthened to 115' to be able to accommodate local and express buses concurrently. | ■ | ■ |
| 19. Tucson Blvd. – The bus pullouts previously included here have been changed to bus stops. Potential congestion related to buses stopping in the traffic lane is more of a concern at major intersections. | | ■ |
| 20. Plumer Ave – <ul style="list-style-type: none"> • The eastbound bus stop is moved from the southwest corner at Plumer/Broadway to the southeast corner. • A signalized intersection has been added. A traffic warrant analysis will be needed once Kino/22nd is fully operational again to verify that the traffic counts support the intersection being built. | | ■ |
| 21. Moved the HAWK at Treat to the west side of the intersection to avoid parking and access impacts to 2807 E and 2813 E. This HAWK will also be designed as a Bike HAWK to improve bicycle access across Broadway. | ■ | ■ |
| 22. Approaching Country Club Road from the west, the centerline has been shifted 4' south to keep a consistent typical section definition. This does not in itself alter the Broadway striping or curbs. Due to the sensitivity of the adjacent property between Eastbourne and Country Club, the bike lane is narrowed to 6' to accommodate the 11' middle lane without having to move the curbs outward | | |
| 23. More compact bus pullout configurations have been used at Country Club. The configuration of the pullout is the same but bike bypasses are not provided which shortens the overall length and reduces the right-of-way width needed. Pedestrian access is through the platform which has been widened to 10' to allow 5' clear of the bus shelter. The westbound bus pullout is relocated from the northwest corner to the northeast corner of the intersection. This avoids an access conflict of Chase Bank's driveway crossing the bus pullout taper and cycle track bypass. It also allows two-way (24' wide) access to remain through the bank's front parking/access area while maintaining angled parking on north side. There is a transit benefit from this revision as well. Country Club is a | ■ | ■ |

Work in Progress (revised 2/20/2015)

| Description of Refinement | CTF/ Public | TAC |
|--|----------------|-----|
| transfer area and placing the westbound bus pullout on the east side of the intersection allows riders who transfer between the northbound Country Club and westbound Broadway routes to not cross either street. | | |
| 24. On the southwest corner of Country Club, potential impact to the office building at 3130 E is avoided by keeping improvements within the existing right-of-way and moving them east. It is necessary to narrow the sidewalk to 7' for a short distance to accomplish that. | | ■ |

Staff-Recommended Six-Lane Including Transit Refined Alignment -- Sheet 1 of 9

February 20, 2015



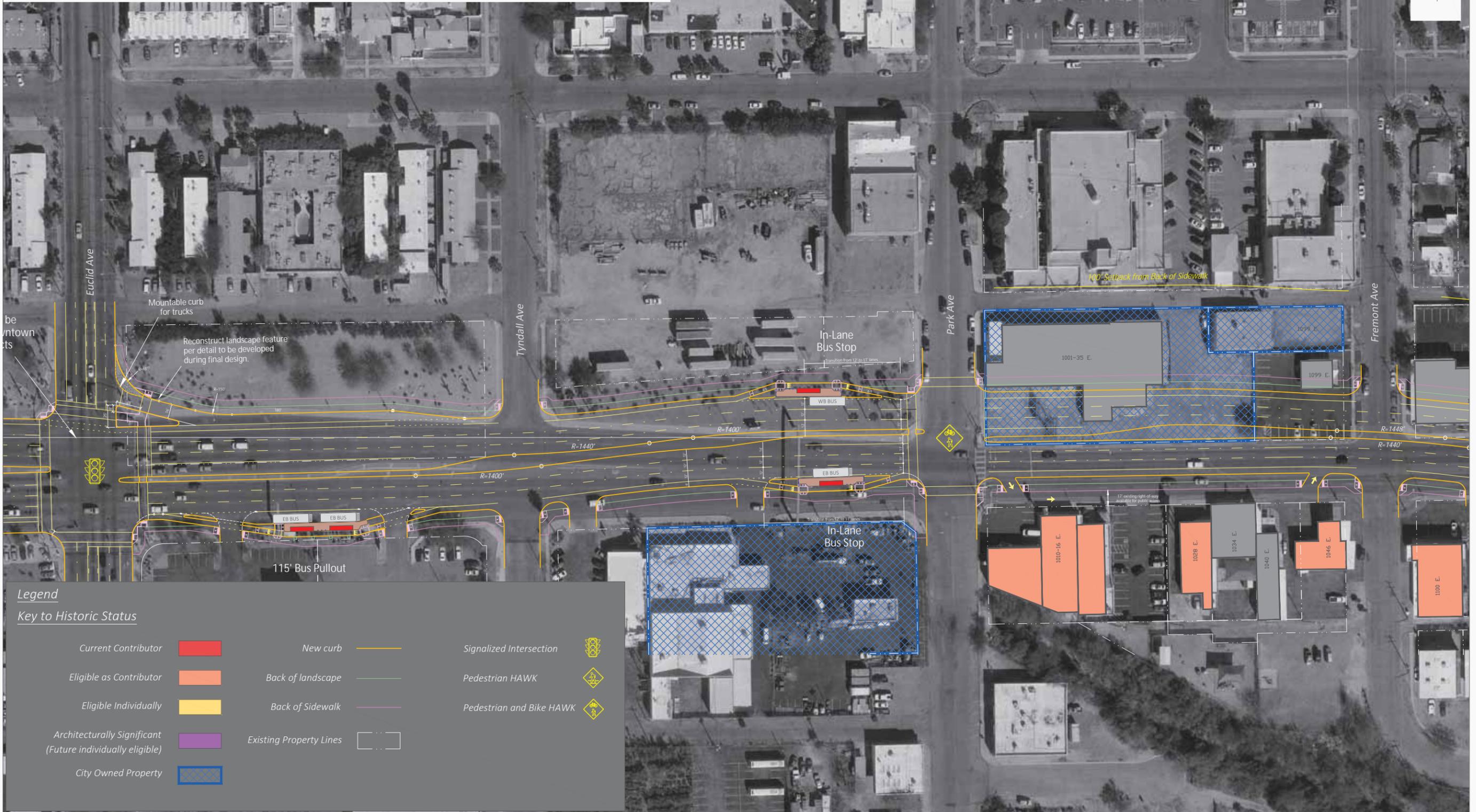
Legend

Key to Historic Status

| | | | | | |
|--|--|-------------------------|--|--------------------------|--|
| Current Contributor | | New curb | | Signalized Intersection | |
| Eligible as Contributor | | Back of landscape | | Pedestrian HAWK | |
| Eligible Individually | | Back of Sidewalk | | Pedestrian and Bike HAWK | |
| Architecturally Significant (Future individually eligible) | | Existing Property Lines | | | |
| City Owned Property | | | | | |

Staff-Recommended Six-Lane Including Transit Refined Alignment -- Sheet 2 of 9

February 20, 2015



Staff-Recommended Six-Lane Including Transit Refined Alignment -- Sheet 3 of 9

February 20, 2015



Legend

Key to Historic Status

| | | | | | |
|--|--|-------------------------|--|--------------------------|--|
| Current Contributor | | New curb | | Signalized Intersection | |
| Eligible as Contributor | | Back of landscape | | Pedestrian HAWK | |
| Eligible Individually | | Back of Sidewalk | | Pedestrian and Bike HAWK | |
| Architecturally Significant (Future individually eligible) | | Existing Property Lines | | | |
| City Owned Property | | | | | |

Staff-Recommended Six-Lane Including Transit Refined Alignment -- Sheet 4 of 9

February 20, 2015



Legend

Key to Historic Status

| | | | | | |
|--|--|-------------------------|--|--------------------------|--|
| Current Contributor | | New curb | | Signalized Intersection | |
| Eligible as Contributor | | Back of landscape | | Pedestrian HAWK | |
| Eligible Individually | | Back of Sidewalk | | Pedestrian and Bike HAWK | |
| Architecturally Significant (Future individually eligible) | | Existing Property Lines | | | |
| City Owned Property | | | | | |

Staff-Recommended Six-Lane Including Transit Refined Alignment -- Sheet 5 of 9

February 20, 2015



Legend

Key to Historic Status

| | | | | | |
|--|---|-------------------------|---|--------------------------|--|
| Current Contributor | | New curb | | Signalized Intersection | |
| Eligible as Contributor | | Back of landscape | | Pedestrian HAWK | |
| Eligible Individually | | Back of Sidewalk | | Pedestrian and Bike HAWK | |
| Architecturally Significant (Future individually eligible) | | Existing Property Lines | | | |
| City Owned Property | | | | | |

Staff-Recommended Six-Lane Including Transit Refined Alignment -- Sheet 6 of 9

February 20, 2015



Staff-Recommended Six-Lane Including Transit Refined Alignment -- Sheet 8 of 9

February 20, 2015



Legend

Key to Historic Status

| | | | | | |
|--|--|-------------------------|--|--------------------------|--|
| Current Contributor | | New curb | | Signalized Intersection | |
| Eligible as Contributor | | Back of landscape | | Pedestrian HAWK | |
| Eligible Individually | | Back of Sidewalk | | Pedestrian and Bike HAWK | |
| Architecturally Significant (Future individually eligible) | | Existing Property Lines | | | |
| City Owned Property | | | | | |

Staff-Recommended Six-Lane Including Transit Refined Alignment -- Sheet 9 of 9

February 20, 2015



Legend

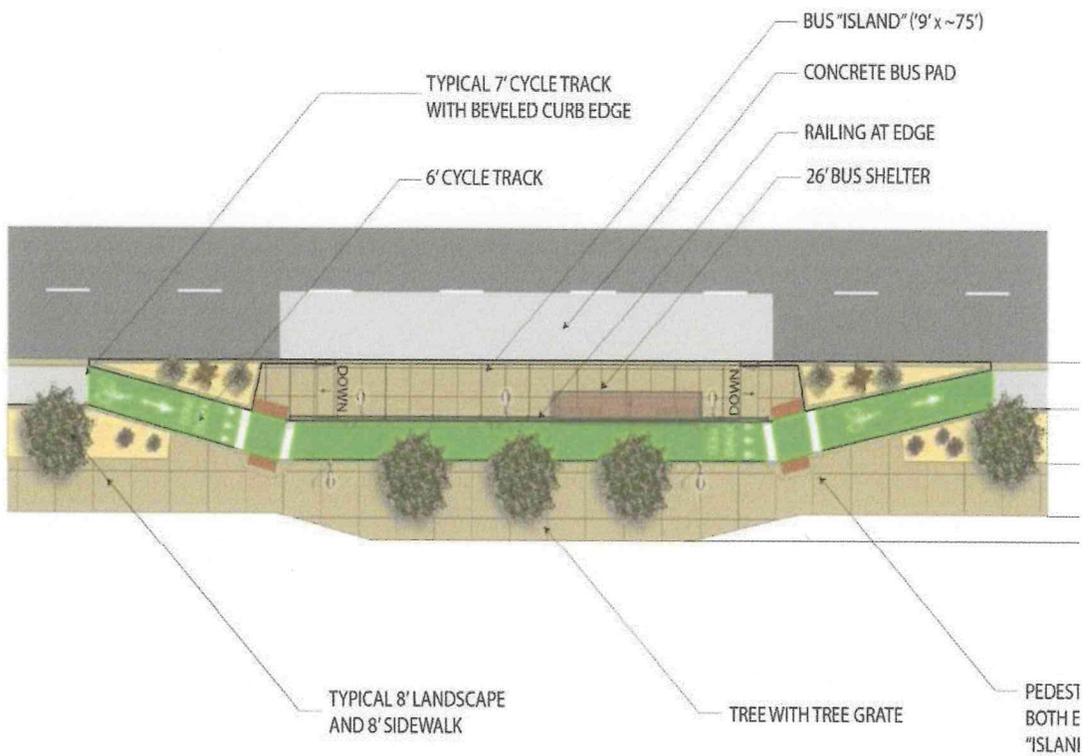
Key to Historic Status

| | | | | | |
|---|--|-------------------------|--|--------------------------|--|
| Current Contributor | | New curb | | Signalized Intersection | |
| Eligible as Contributor | | Back of landscape | | Pedestrian HAWK | |
| Eligible Individually | | Back of Sidewalk | | Pedestrian and Bike HAWK | |
| Architecturally Significant (Future individually eligible) | | Existing Property Lines | | | |
| City Owned Property | | | | | |

Protected Bike Lane at Bus Stop Concept

At Curb – No Bus Pullout

With Bus Pullout





TRANSIT TASK FORCE MEMORANDUM

Item 8: Sun Van Payment System and Reporting

Page: 1 of 2

Issue – Sun Van, the City’s paratransit provider, utilizes a voucherless payment system which was established in early February 2008. This account-based system utilizes software to track payments made and trips booked. All Sun Van riders are required to deposit funds into their electronic account. Each time a trip is booked by a rider, the software deducts the appropriate amount from the rider’s electronic account. Conversely, any cancelled trips are credited back to the rider’s account. Riders may add funds to their account via telephone (using a valid credit card), via US Mail (using a check), or in-person (using cash, check, or valid credit card).

The Special Services Office administers the collection portion of the transaction and has the ability to track rider’s fund balances. Sun Van’s scheduling department schedules rides and also has the ability to track rider’s fund balances.

Sun Van riders are able to obtain account information by calling the Special Services Office or Sun Van and requesting the information. Most riders get their account balances at the same time they schedule their trips. Some Sun Van riders have requested the ability to obtain account information on a regular basis, either through an individualized monthly report or a manner similar to registered SunGO customers (fixed route).

Staff Recommendation – None. This is an information item.

Background – Sun Van transitioned to a voucherless payment system on February 01, 2008. The Transit Task Force has requested that staff provide background and information on the payment and reporting system.

Present Consideration – Members of the Transit Task Force requested that time be scheduled at the March meeting to obtain information, ask questions and have discussion.

Financial Considerations – None.

Attachments: None.

Application and Certification:

Client submits application to the ADA Paratransit Eligibility Office and is certified for ADA paratransit services (Sun Van)

Electronic Account Created & Client Informed:

At the time of approval for ADA paratransit services (Sun Van), the client's electronic account is created in Trapeze and the client is sent a letter via US Mail advising them that they are approved for Sun Van. The letter also advises them of the City's Low Income Program, provides forms to be certified for the program and specific directions.

Client Make Payment:

Clients may make payment via the following (dollar amount in correct increments (\$10.00 – Economy, \$30.00 - Full Fare):

- Cash, Check, or Credit Card (in-person at Special Service Office)
- Check (US Mail)
- Charge (Telephone) **Most frequently used option*

At the time a client makes payment, the Special Services Office does the following:

- Checks eligibility dates to make sure the client is actually certified by the ADA Paratransit Eligibility Office
- Checks fare type (regular or low income)
- Checks paratransit service provider
- *Verifies client's account balance with client*

All payments are processed within the Special Services Office's Automated Fare Management and (AFM) system and within the Trapeze system.

Client Calls Sun Van to Schedule or Cancel Trips:

Once funds have been placed in the client's account, they may call Sun Van to schedule their trip(s). Upon booking a trip, the client's funds are deducted accordingly from their electronic account. Conversely, at the time a client cancels a trip(s) the funds are credited to their electronic account. *Client's account balances can be verified at this time.*



TRANSIT TASK FORCE MEMORANDUM

**Item 9: Divison of Development Disabilities (DDD)/
Department of Econmic Security (DES) Funding**

Page: 1 of 2

Issue – This is an agenda item to update Transit Task Force members of the status of DDD/DES funding.

Staff Recommendation – None. This is an information item.

Background – DDD/DES provides reimbursement to agencies providing transportation to DDD clients eligible to receive transportation services. Staff was directed by Mayor and Council in November of 2013 to become a qualified vendor. Over the last eighteen months staff has worked with DES staff to successfully complete the initial application process.

On January 14, 2015 staff received official notification that the submitted application had been reviewed and approved by DDD/DES and that Sun Van was hereby awarded a contract with the DDD/DES.

The following are the next steps:

1. Certification through the DES Office of Licensing, Certification and Regulation (OLCR), Home & Community Based Services (HCBS) and AHCCCS Registration – Staff will have to contact the OLCR HCBS Certification Unit to begin the certification process. This process will consist of another set of required paperwork to be submitted for approval. This approval will include background checks and fingerprints from the administrative employees and Transdev Secretary named in the application.
2. Arizona Health Care Cost Containment System (AHCCCS) registration will be handled by the OLCR office, and once complete, PTM Paratransit of Tucson (dba Sun Van) will be issued an AHCCCS ID number. The HCBS Certification Unit will also issue an HCBS Certificate.
3. After completing and submitting all paperwork to the OLCR HCBS successfully, a District Readiness Review will be conducted. Subsequently, the District Network Manager must approve the agency to provide services in their District.
4. If approved by the OLCR HCBS Manager, all drivers and supervisors will need to be fingerprinted and had completed CPR training as well as the specific DDD training, prior to providing any services or receiving reimbursements.

It will take approximately eight to ten weeks to complete training, and complete the fingerprinting processing requirements.

The following are the costs of the training and possible revenue:

- Based on 227 employees the cost for training and fingerprinting was projected to be \$193,974.
- Business insurance and any other coverage required by DDD (unknown at this time awaiting quotation from broker).
- It is estimated that approximately 225 of Sun Van's current 6,287 clients are potentially DDD eligible. Sixty-one (61) percent of Sun Van passengers are low-income qualified. Only those individuals that are low-income qualified are eligible for reimbursement.
- Initial net revenue projections were \$250,000 annually. That number may be revised pending additional information from the OLCR HCBS Manager regarding the actual number of clients in the Sun Van service area that are qualified for these services.

Financial Considerations – None.

Attachments: None.