

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

AGENDA

Monday, April 4, 2016 at 4:00 p.m.

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

TOPICS	SUGGESTED TIME ALLOTTED
1. Call to Order	
2. Introductions / Roll Call	2 Minutes
3. Approval of March 7, 2016 Minutes	3 Minutes
4. Call to the Audience	10 Minutes
5. Election of Officers	5 Minutes
6. Update on Transit/Announcements	10 Minutes
7. Review of Mayor and Council 4/4/16 Retreat Meeting Materials	30 Minutes
8. Next Steps: JWA Transit Workshop Report Policy Ideas	15 Minutes
9. Frequent Transit Network Priorities	15 Minutes
10. Sun Tran Title VI Outreach Update	15 Minutes
11. Call to the Audience	10 Minutes
12. Next meeting date and time/Meeting schedule	3 Minutes
13. Future Meeting Agenda Items	2 Minutes
• Five-Year Strategic Transit Plan Update	
• Bus Rapid Transit and Transit Oriented Development (Chris Nelson, UoA)	
14. Adjourn	

Action may be taken on any item.

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

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Mayor and Council Transit Task Force MINUTES

Monday, March 7, 2016, 4:00 p.m.

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

1. Call to Order

Meeting was called to order at 4:08 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)
Brian Flagg (Ward 2)
Margot Garcia, (Ward 6)
Sami Hamed (CTAC)
Peggy Hutchison (Ward 1)
Linda Dobbyn (CTAC)
David Heineking, U of A Advisory Member

Members Absent: Vacant (Mayor)
Vacant (Ward 4)
Vacant (CTAC)
Vacant (CTAC)

Staff Present: Jeremy Papuga, Transit Administrator
Nicholas Scherer, Transit Services Coordinator
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
Bob McGee, Scheduling Manager
Davita Mueller, Sun Tran Planning Analyst

3. Approval of February 8, 2016 Minutes

Motion: *Peggy Hutchison made a motion to approve the minutes as amended.*

Seconded

Motion Passed: *Unanimously*

4. Call to the Audience

Allen Benz – Mr. Benz expressed his concern regarding the head sign on the front of the bus saying something different from the recording heard upon entering the bus.

He also expressed his concern about posted signs that tell people to please keep your strollers and shopping carts out of the aisles and doorway. Mr. Benz stated that strollers and wire shopping carts are being put in the aisles. Strollers are getting bigger and consequently a stroller and wire shopping cart in the aisle does not leave much room for someone to get by.

5. Update on Transit/Announcements

Jeremy Papuga gave an update on the following Transit items:

Ronstadt Transit Center Improvements – Mr. Papuga said they will have a draft redevelopment agreement by Spring.

2045 RMAP Process – Still scheduled for committee meetings in April for approval of the plan.

Mayor & Council – No updates today.

High Capacity Transit – Representatives from the City of Tucson PAG and HDR will have their project kickoff meeting on Wednesday of this week.

Kate Riley gave updates on the following:

SunGo Card – Transit staff is working with Productive Services and Gen Fare to help with some issues.

Smoking at Transit Centers – Ms. Riley stated that placards are being put up at the Transit Centers advising people that smoking is not allowed. The signs are being prepared by the City's Sign Shop.

Suzanne asked for an update on the switching from a 30 day pass to a 31 day pass and the continuation of the seven-day pass. Ms. Riley answered that the seven-day pass will not be continued at this time. The switch from a 30 to a 31 day pass changes the value of the pass and for that reason it was not implemented. Staff will look at the cost impact.

Nick Scherer gave an update on the following:

Transit Working Group – The express service analysis is going to establish express service performance measures and set benchmarks for future express route comparison.

The Sun Shuttle Marana Circulator – Staff proposed combining Route 411 and 413 and some rerouting. They are currently collecting public feedback.

6. March 8 Mayor and Council Meeting

Jeremy Papuga reported that the Mayor and Council Study Session has been canceled. He mentioned that the transit budget was an item on the agenda. Jeremy was going to bring the budget item to the TTF at this meeting, but since the Mayor and Council Study Session was canceled, he did not. The next Mayor and Council meeting will be March 22nd.

Margot Garcia expressed her disappointment on seeing the budget item on the Mayor and Council Agenda when the TTF had not been apprised of it. Jeremy Papuga answered that the Five-Year-Forecast is just an estimate of “continuing to do business as usual and will not be only as a reference document in the development of the budget.” It does not have any planning for future years. Discussion followed.

7. Next Steps: JWA Transit Workshop Report Policy Ideas

Nick Scherer gave a presentation on Next Steps: Jarrett Walker & Associates Transit Choices Report – Policy Ideas. The goal is to create a new policy that will establish the minimum criteria for defining the Frequent Transit Network route. He asked for feedback from the Task Force on Objective 1: Service Requirements and a review on Objectives 2 and 3.

Objective Number 1: Service Requirements has three parts: Frequency, Hours of Service, and Days of the Week. A discussion ensued on whether extended frequent weekday hours, frequent weekend service, or additional frequent routes were more important. Staff will re-evaluate Objective 1 to include minimum service standards outside the defined Frequent Network. They will also develop a map. Mr. Papuga recommended taking the phases out and putting them at the end of the document. Objective Number 2 was discussed. It was pointed out that Objective 2 should clearly state the qualifications a route must have met in the past to be considered a part of the Frequent Transit Network. Also, it was suggested that Objective Number 3 should have a longer review period to encourage development along the route. One proposal was to include a five year review period rather than three years.

8. U of A Urban Design Studio: High Capacity Transit Practicum Project

Ryan Fagan and Dominic Martinelli, Planning Students from the University of Arizona, gave a presentation on High Capacity Transit. The basis for the project was the 2009 PAG Report on High Capacity Transit as well as the Jarrett Walker Study. The final route recommendation was Sixth Avenue, Oracle Road and Laos Transit Center to the Airport.

9. Transit Management Contract: Performance Incentives

Jeremy Papuga stated that he would like to do some research to see what other contract performance incentives are used and he will report back to the Task Force.

10. Call to the Audience

Camille Kershner – Ms. Kershner commented on weekend service and said that service hours and frequency are both important. She also asked about the bus stop at Speedway and Campbell. She said the bench and trashcan are no longer there.

Allen Benz – Mr. Benz commented on the bus frequency at night. Coming from the U of a Library after 7:30 p.m. it's much more convenient to walk over to the Sun Link stop and take it downtown. At that time of night the #9 has switched to 1 hour frequency and the streetcar is on 20 minute frequency.

11. Next meeting date and time/Meeting schedule

The next meeting will be April 4, 2016.

12. Agenda items upcoming meeting

Some items of topic for the next meeting included:

- *Sun Tran Marketing Plan: Key Objectives*
- *Five-Year Strategic Transit Plan: Goals and Objectives*
- *Boards and Commissions Study*
- *CTAC Update*

13. Adjourn

The meeting adjourned at 5:57 p.m.



TRANSIT TASK FORCE MEMORANDUM

Item 4: Call to the Audience

Issue – This is a standing agenda item to all members of the audience to make comment to committee members regarding transit.

Staff Recommendation – None. This is an information item.

Background – The memo accompanying this agenda item is intended to provide information to the Transit Task Force regarding the public comments made in front of the task force during the call to the audience agenda item from the previous meeting.

Present Consideration – Staff responses to the questions from the last meeting are provided below:

Allen Benz:

- 1. The route 15 Southbound bus leaving Tohono Transit Center headsign displays: “22nd Street”, however the onboard annunciator is inconsistent, it says: “University of Arizona Mall”?**

This has been reported to staff, and is being corrected.

Camille Kershner:

- 1. What happened to the bus stop at Campbell and Speedway Northbound? The bench and trash can are no longer there.**

The bus pad is being reconstructed and the stop will remain in its original location.

Financial Considerations – None

Attachments – None



TRANSIT TASK FORCE MEMORANDUM

Item 5: Election of Officers

Issue – This agenda item is for Task Force members to elect a Chairperson and Vice Chairperson.

Staff Recommendation – None. This is a member election item.

Background – The Task Force shall elect from its membership a Chairperson and Vice Chairperson.

Chairperson- Responsible for conducting meetings, serves as the official representative of the board, sets the agenda, announces the order of business, recognizes members who would like to speak, appoints members to subcommittees, facilitates the motions and declares votes.

Vice Chairperson- Responsible for presiding over and conducting any meeting at which the Chairperson is not present. If both the Chairperson and Vice Chairperson are absent, the members shall appoint a Chairperson to conduct the meeting.

Present Consideration – Election of a Chairperson and Vice Chairperson.

Financial Considerations – None.

Attachments – None.



TRANSIT TASK FORCE MEMORANDUM

Item 6: Update on Transit/Announcements

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 (RTC) Redevelopment
2045 Regional Mobility and Accessibility Plan (RMAP) Process
Mayor and Council Meeting
High Capacity Transit Implementation Plan (HCTIP)
Citizens Transportation Advisory Committee (CTAC) Proposal

Committees:

RTA Transit Working Group
Boards, Comissions, and Committees Letter

Stakeholder Groups:

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

Financial Considerations – None

Attachments – None



CITY OF
TUCSON
OFFICE OF THE
CITY MANAGER

March 4, 2016

Dear Member of City of Tucson Boards, Commissions, or Committees:

The purpose of this letter is to notify you that at the direction of Mayor and Council, I have convened a small work group of City staff and citizens to review and recommend improvements to Tucson's system of boards, commissions, and committees (B/C/Cs). I would like you to know how to contact this group and what to expect as their work progresses.

In the coming months, members of this work group will reach out to a few B/C/Cs—their members and staff liaisons—to begin the review with a few case studies. With your input, they will assess the challenges and needs of these groups, and identify opportunities for improvement. After bringing the findings from these case studies to Mayor and Council, I expect to develop a refined version of this process to review the remainder of the B/C/Cs over time.

To generate worthwhile recommendations and create a more effective and meaningful B/C/C system, we will need your input and assistance. We are appreciative of the expertise and effort that you and hundreds of others donate to the City of Tucson on an ongoing basis. The work group will not make recommendations about your board, commission, or committee without getting your input first. They will also keep you informed as they proceed.

The members of this group are listed below. Feel free to contact James MacAdam or Elaine Becherer with questions or comments:

James MacAdam, City Manager's Office, 520.837.4068 James.MacAdam@tucsonaz.gov
Elaine Becherer, City Manager's Office, 520.429.1439 Elaine.Becherer@tucsonaz.gov
Amy Stabler, Council Aide, Ward 6 Council Office
Ruth Beeker, Tucson Residents for Responsive Government (TRRG)
Colette Altaffer, Tucson Residents for Responsive Government (TRRG)

Thank you for your service to the City and our community.

Sincerely,



Michael J. Ortega, P.E.
City Manager

JBm:mjo



TRANSIT TASK FORCE MEMORANDUM

Item 7: Review of Mayor and Council 4/4/16 Retreat Meeting Materials

Issue – This agenda item is to inform Task Force members of the materials that will be presented to Mayor and Council during their April 4, 2016 Retreat.

Staff Recommendation – None. This is an information item.

Background – The Mayor and Council met for a Study Session on March 22, 2016, and were updated on the City’s budget. Materials were presented on revenue and expenditure reduction proposals.

A more detailed discussion on the budget proposal will continue at the upcoming Mayor and Council Retreat which is scheduled for 4:00 pm on April 4, 2016.

The transit materials for agenda item #2 “Fiscal Year 16/17 Department Budget Proposals” will be provided to the Task Force members, and time is set aside for discussion.

Present Consideration – None.

Financial Considerations – None.

Attachments – Mayor and Council April 4, 2016 Retreat Meeting Materials (as they are made available)



TRANSIT TASK FORCE MEMORANDUM

Item 8: Next Steps: JWA Transit Choices Report Policy Ideas

Issue – This is an agenda item to discuss the Jarrett Walker and Associates (JWA) Transit Choices Workshop Report and how it relates to guiding transit planning decision-making.

Staff Recommendation – Approve ‘Draft Minimum Frequent Transit Network Goals, Phases, Objectives, and Performance Indicators’ attachment.

Background – The Pima Association of Governments (PAG) Regional Council approved the contract with JWA on 12/11/14. The first JWA report, ‘Framing the Questions’, was completed on 4/16/15, this included the Regional Transit Visioning Project overview. This was intended to provide the framework for the development of a Transit Vision to be included in their 2045 Regional Mobility and Accessibility Plan (RMAP).

The next JWA exercise was the transit choices workshop, which was conducted with stakeholders on 4/25/15, and the public at three separate meetings throughout the month of May 2015. Participants took part in three primary activities that included: answering transit specific questions using silent polling devices, playing a transit planning game with a fictional city to learn basic concepts of transit planning, and lastly performing the same transit planning activity using the City of Tucson. The ‘Transit Choices Workshop Report’ was completed on 6/11/15.

The primary outcomes of this exercise was a prioritized list of future frequent transit network improvements, a set of potential study corridors for future High Capacity Transit investment, and several study areas for future coverage expansion.

Present Consideration – The JWA ‘Transit Choices Workshop Report’ includes a prioritized list of future frequent transit network improvements. The prioritized list developed by JWA is based on the information that was collected in the stakeholder workshop that was evaluated based on five criteria:

1. **Stakeholder Prevalence** – Did many stakeholders agree on a particular segment on their maps?
2. **Land Use** – Is there density? Does the street network allow easy access to people?
3. **Existing Ridership** – Is there already strong ridership on existing service or corridors?
4. **Network Continuity** – Is the segment important to the usefulness of the network?
5. **Major Destinations** – Does the segment provide service to a major regional destination?

July 13, 2015

Transit Task Force (TTF) members asked staff to bring the item back to the table for discussion to evaluate the routes included in the prioritized list of Frequent Transit Network (FTN) improvements and their ranking in greater detail. Also the TTF has indicated a discussion around policies for frequent network routes once they are identified and implemented.

November 9, 2015

At this TTF meeting it was indicated the TTF would like to discuss potential FTN policies prior to the evaluation and reprioritization of the identified FTN prioritized list.

January 11, 2016

During this TTF meeting staff presented the goal to create a new policy that will establish minimum criteria for the FTN through three objectives:

1. Define Service Requirements.
2. Identify Performance Measures.
3. Determine Requirements to Change FTN.

Examples of other FTN's were presented to illustrate how these objectives were met within other transit systems. The TTF requested staff provide a matrix outlining current ridership data and operating schedules to better illustrate how the Sun Tran bus system is operated now. Task Force members Suzanne Schafer and Eugene Caywood also presented their goals, objectives, discussion points and possible approach to a FTN to the TTF and staff.

February 8, 2016

Task Force members instructed staff to draft a policy for Objective #1 (Service Requirements), to be brought back for comment during the next meeting.

March 7, 2016

A draft policy on the three FTN objectives was presented to the Task Force. Members gave feedback on each policy objective. Future FTN priorities were also discussed, and will be included in as a separate agenda item going forward.

April 4, 2016

Staff is looking for the Task Force members to establish the minimum FTN policy.

Financial Considerations – None

Attachments – ‘Draft Minimum Frequent Transit Network Goals, Phases, Objectives, and Performance Indicators’ memorandum from Jared Forte, Sun Tran Assistant General Manager.

MEMORANDUM



To: Transit Task Force

From: Jared Forte

Date: 4/4/16

Re: Draft Minimum Frequent Transit Network Goals, Phases, Objectives, and Performance Indicators

Please find below the minimum goals, phases, objectives, and performance Indicators regarding the establishment and operation of a frequent transit network (FTN).

Goal:

Create a new policy that will establish the minimum criteria for defining the FTN route.

Phases:

1. When a route is being considered to transition to the FTN, the route will be evaluated based on the performance indicators to determine if extra service changes (beyond the minimum policy) should be made for:
 - Frequency after 6:00 p.m.
 - For example if the frequency after 6:00 p.m. is 60 minutes than it will be evaluated against the performance indicators to see if it should move to 30 minutes. If the generators on the route close at 6:00 p.m. there may not be a need to change the frequency after 6:00 p.m.
 - Additional frequent service on Saturday and/or Sunday
 - For example if the frequency on Saturday or Sunday is more than 15 minutes it will be evaluated against the performance indicators to see if it should move to 15 minutes or less. If the generators on the route are closed on Saturday or Sunday there may not be a need to change the frequency

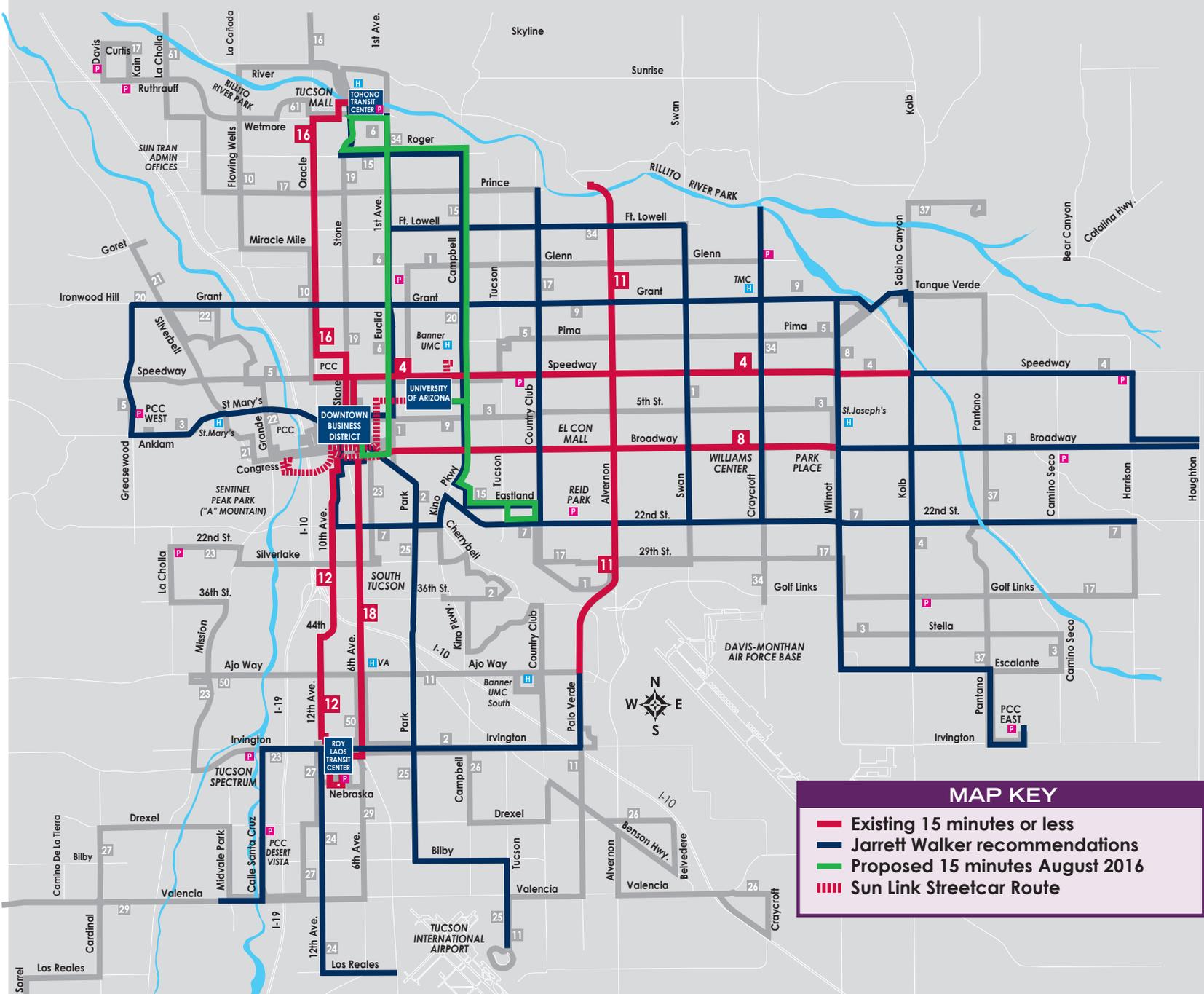
Objectives:

1. Service Requirements:
 - a. Frequency: 15 minutes or better
 - b. Hours of service: 6:00 am – 6:00 pm (or later)
 - c. Days of the week : Monday thru Friday
2. Performance Measures:
 - a. The route must have had a regular occurrence and/or consistent overcrowding throughout the day on weekdays.

- b. A main corridor of the city with the following characteristics:
 - i. The corridor has high traffic volumes that exceed 20,000 vehicles.
 - 1. *Source:* (PAG Traffic Count Map)
<http://www.pagnet.org/documents/rdc/gis/maptrafficcount2012.pdf>
 - ii. Strong land use mix of commercial, office, public services, retail and residential (determined via land use maps).
 - 1. *Source:* https://www.tucsonaz.gov/files/integrated-planning/Chapter3-The_Built_Environment_11-13-13.pdf (Existing Land Uses, 2013, page 32)
 - c. Serves major employers and employment centers.
 - i. Major employers (defined as 2,900 or more employees).
 - ii. Major employment centers (defined as 1,000 or more employees).
 - d. Transit infrastructure currently in place or able to be built.
 - e. Has a Grade of at least “M” in 3 of 5 ‘Performance Indicators’.
3. Change Requirements:
- a. All routes are to be reviewed annually.
 - b. Routes Graded with “M” or better in 3 of 5 ‘Performance Indicators’ are deemed to be meeting expectations.
 - c. Routes not meeting expectations will be considered, "under review" and will be given 2 years to meet expectations.
 - d. After 2 years of not meeting expectations, routes will either be augmented to improve the route or extended 1 more years.
 - e. If still failing to meet FTN expectations after 3 years, the route may be reduced in frequency to better meet demand.
 - f. Routes not currently in the FTN for can transition to the FTN after the annual review.

Performance Indicators:

- 1. Passengers per Mile
- 2. Passengers per Hour
- 3. Fare Box Recovery
 - Grades Defined:
 - i. A = Higher or at the FTN average. (Above Performance)
 - ii. M = 75% of the FTN average up to the average. (Meets Performance)
 - iii. U = Lower 75% of the FTN average for regular routes. (Under Performance)
- 4. Cost per Passenger
- 5. Subsidy per Passenger
 - Grades Defined:
 - i. A = Lower or at or the FTN average. (Above Performance)
 - ii. M = 1.33% of the FTN average down to the average. (Meets Performance)
 - iii. U = Higher 1.33% of the FTN average for regular routes. (Under Performance)



MAP KEY

- Existing 15 minutes or less
- Jarrett Walker recommendations
- Proposed 15 minutes August 2016
- - - Sun Link Streetcar Route



TRANSIT TASK FORCE MEMORANDUM

Item 9: Frequent Transit Network Priorities

Issue – This is an agenda item to discuss future Frequent Transit Network (FTN) priorities.

Staff Recommendation – None at this time, this is a discussion item.

Background – During the March 7, 2016 Transit Task Force (TTF) meeting suggestions were presented by members on how the FTN should change outside the minimum FTN policy, when there is additional or reallocated funds available.

Present Consideration – If the FTN is to better meet the needs of the community there must be organized service priorities outside the minimum FTN.

Service Priority Examples:

- Adding Weekend Day(s).
- Extended FTN Route Hours During the Weekday and/or Weekend.
- Adding More FTN Routes.
- Adding/Removing Extra Time to Change Requirements for Active FTN Routes.
- Investing in Routes that are not Meeting Performance Indicator Grades.
- Deciding When/ How a Fare Change will Affect the FTN.

Financial Considerations – None.

Attachments – None.



TRANSIT TASK FORCE MEMORANDUM

Item 10: Sun Tran Title VI Outreach Update

Issue – This is an agenda item to discuss Sun Tran’s Title VI outreach.

Staff Recommendation – None at this time, this is an information item.

Background –Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance.

The Federal Transit Agency (FTA) requires that all direct and primary recipients document their compliance by submitting a Title VI Program to their FTA regional civil rights office once every three years.

Present Consideration – None.

Financial Considerations – None

Attachments – None.