



Agenda

CITY CLERK'S OFFICE

DATE 2-22-12 TIME 3:30 pm

SERVED BY Karen Ramirez

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TRANSIT ADVISORY BOARD MEETING

TUESDAY, FEBRUARY 28, 2012

5:00 PM – 7:00 PM

SANTA FE TRAILS FACILITY

2931 RUFINA STREET

CALL TO ORDER

ROLL CALL

WELCOME NEW BOARD MEMBER

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES: JANUARY 24, 2012

EQUIPMENT INSPECTION

1. MV1 PARATRANSIT VEHICLE
2. ENTERVAN PARATRANSIT VEHICLE
3. GILLIG 29-FOOT LOW FLOOR CNG BUS

ACTION ITEMS:

1. RECOMMENDATION FOR PROPERTY ACQUISITION: PERMANENT TRANSIT CENTER AT SANTA FE PLACE
2. APPROVAL OF CITY COUNCIL RESOLUTION: FREE FARES DAYS FOR UPCOMING ELECTIONS
3. APPROVAL OF CITY COUNCIL RESOLUTION: OPPOSING ELIMINATION OF FEDERAL TRANSIT TRUST FUND ACCOUNT

DISCUSSION ITEMS:

1. REPORT ON SYSTEM RIDERSHIP: SANTA FE TRAILS AND SANTA FE RIDE
2. UPDATE ON SANTA FE RIDE: MANAGEMENT OF RIDERSHIP GROWTH
3. REPORT ON FINANCIAL MANAGEMENT REVIEW RECOMMENDATIONS
4. UPDATE ON CAPITAL PROJECTS:
 - BUS SHELTER AND AMENITIES PROJECT
 - SHERIDAN TRANSIT CENTER PROJECT
5. UPDATE ON AVL SYSTEM PROCUREMENT, GOOGLE TRANSIT, AND WPI STUDENT PROJECT
6. REGIONAL TRANSIT UPDATE:
 - NEW MEXICO PARK AND RIDE SERVICE
 - RAIL RUNNER FUNDING AND BOARD REPRESENTATION

PUBLIC COMMENT

ADJOURN

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

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2/28/12

1. Call to Order	The Meeting was called to order by the chair at 5:00 pm	Page 2
2. Roll Call	A quorum was declared by roll call. Welcome to new member: Cindy Montoya	Page 2
3. Approval of Agenda Removed action items #2 and #3	Councilor Calvert moved to approve the agenda as amended, second by Mr. Bradbury, motion carried by unanimous voice vote.	Page 2
4. Approval of Minutes: January 24, 2012	Councilor Calvert moved to approve the minutes as presented, second by Ms. Bleck, motion carried by unanimous voice vote.	Page 2
5. Public Comment(s)	None	
6. ACTION ITEMS - RECOMMENDATION FOR PROPERTY ACQUISITION #2 AND #3 REMOVED	Councilor Calvert moved for conceptual approval of the proposed property purchase as the Southside location, second by Ms. Bleck, motion carried by unanimous voice vote.	Page 3- 4
7. DISCUSSION ITEMS A. REPORT ON SYSTEM RIDERSHIP: SANTA FE TRAIL AND SANTA FE RIDE B. UPDATE ON SANTA FE RIDE MANAGEMENT OF RIDERSHIP GROWTH C. REPORT ON FINANCIAL MANAGEMENT REVIEW RECOMMENDATIONS D. UPDATE ON CAPITAL PROJECTS E. UPDATE ON AVL System Procurement, Google Transit and WPI	Informational, no formal action taken.	Page 4 - 6

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2/28/12

Student Project F. Regional Transit Update		
8. Public Comment – None 9. Adjournment	There being no further business to come before the Transit Board, the meeting was adjourned at 7:00 pm Signature Page	6-7



City of Santa Fe, Transit
Advisory Board

Fran Lucero,
Stenographer

[TRANSIT ADVISORY BOARD MINUTES – 2/28/12]

DRAFT UNTIL APPROVED

TRANSIT ADVISORY BOARD MINUTES

TRANSIT ADVISORY BOARD MEETING

TUESDAY, FEBRUARY 28, 2012

5:00 PM – 7:00 PM

SANTA FE TRAILS FACILITY

2931 RUFINA STREET

CALL TO ORDER – THE MEETING WAS CALLED TO ORDER BY THE CHAIR AT 5:00 PM. A QUORUM WAS DECLARED BY ROLL CALL.

ROLL CALL

Present

Aurore Bleck
Garrett Robinson
Cindy Montoya
Colin Messer
Chris Calvert
James Bradbury

Not Present

Susan Maslar
Don Bell
John Whitbeck

Staff Present:

Jon Bulthuis
Annette Granillo
Mike Kelly

WELCOME NEW BOARD MEMBER

Ms. Cindy Montoya was welcomed to the Transit Advisory Board.

APPROVAL OF AGENDA

It was requested to remove action items #2 and #3.

Councilor Calvert moved to approve the agenda as amended, second by Mr. Bradbury, motion carried by unanimous voice vote.

APPROVAL OF MEETING MINUTES - JANUARY 24, 2012

Councilor Calvert moved to approve the minutes as presented, second by Ms. Bleck, motion carried by unanimous voice vote.

EQUIPMENT INSPECTION - INFORMATIONAL

1. Mv1 Paratransit Vehicle –Entervan Paratransit Vehicle
3. Gillig 29-Foot Low Floor Cng Bus

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ACTION ITEMS:

1. Recommendation for Property Acquisition: Permanent Transit Center at Santa Fe Place
One twist and why this is back before you tonight we are requesting city council recommendation and that both the Federal Transit Administration and the Property Owner Trademark would prefer that the real estate transaction be a fee simple purchase rather than a license or easement agreement which was the path we were on with the previous owners from the mall. This is why the survey and the appraisal work are still being done and stands for revision on some of the common areas. Mr. Bulthuis talked about the common areas that will come off the appraisal as they are commonly held parcels and they are looking at the areas that the city would own outright through this purchase once the final proposal is agreed upon. Asking the board for conceptual direction to the city council about desire to have the site be the permanent center on the south side of town and have been there for about 20 years. There is not good video surveillance, we need a good ADA plan and all of the improvements can only be done if we own the property. The ownership team is ready to have the city buy this property; we have the money to make the purchase. We don't have a final cost but we do have an estimate for \$250,000. We feel that once we scale down the acreage we could get it to \$250,000. Staff continues to work with the City Legal department on the purchase agreement.

Staff requests that the board make a motion related to the acquisition of the property that gives us a permanent anchor at the mall site for our operation with the understanding that it will cost the city approximately one quarter million dollars and that it will go through the governance body process for a budget increase. We have the capital money to make the improvements but we had not been able to get a solid purchase sale price with the owners. The owners want cash; there is no payment or financing opportunities.

Other locations have been researched but this location would be the best of choices at this time. It is important to let the city know that Santa Fe Place works for us. We have looked at the county rodeo grounds or the factory outlet as a hub.

How many anchor tenants are there? Approximately four (4) at the mall site.

Legal would look at the purchase agreement and assure that all stipulations and recommendations are included. We would become a partner to their reciprocal agreement as the other anchors have and will be a part of the purchase agreement. Anchor tenants are all supported by their own corporate attorneys and they would all have to agree to this agreement.

The corporate person from Trademark sees transit as an asset. The anchor tenants are more concerned about the parking. It was commented by the board members that through observation, not even at Christmas are all the parking spaces used.

Staff believes that now is the time to initiate this purchase agreement as strong negotiation points have been discussed and decisions have been reached where in the past there was not such an accommodating relationship with the owner. It was also noted that \$750,000 in improvements and renovation will go fast once the work begins. There will be clearing and removal of structures that are there right now.

Councilor Calvert moved for conceptual approval of the proposed property purchase as the Southside location, second by Ms. Bleck, motion carried by unanimous voice vote.

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2. Approval of City Council Resolution: Free Fares Days for Upcoming Elections
Deferred
3. Approval of City Council Resolution: Opposing Elimination of Federal Transit Trust Fund Account
Deferred

DISCUSSION ITEMS:

1. Report on System Ridership: Santa Fe Trails and Santa Fe Ride - *(report included in the board packet)*

Historical numbers, current ridership number 2827, a little up from past years. On time performance is in the 90's for January, goal is 92-95%. A lot more detail is in the packet for review.

Fixed Route: Historical performance over time – numbers this month are higher than last year this time by about +6,000 from last year's 70,000. We are sensitive to gas prices and we are expecting ridership to grow as long as that continues.

An addition sheet included shows the distribution by route. Santa Fe Place is showing as the lowest passenger route. It is a fairly new route so we feel it is too soon to tell. The M is a good comparison; it runs 7-days and is a good benchmark. It dropped by about 100 riders in December and it went back up in January. Mr. Kelly said that they are reviewing the stop areas at Wal-Mart. The question was asked; "how much ridership do you expect from Wal-Mart?" Mr. Kelly said that they took criteria numbers and did a survey and found that the demand reported gave them the direction for services in that area. Results were about 40,000 trips in that report. The numbers also dropped when the complimentary youth rides started. Mr. Bulhuis said that we are not allowed to provide special serviced to schools.

2. Update on Santa Fe Ride: Management of Ridership Growth –

Annette referred to the memorandum that was included in the packet of information. It reflects the work done with Board Members, Aurore Bleck and Susan Maslar at a recent meeting. The document will be used to respond to the Mayor's Committee on Disability. Recommendations for approval will be brought back to TAB by March 27th for approval.

Santa Fe has Para transit for the disabled and elderly. The Sub-committee who are Don Bell, Susan Maslar and Aurore Bleck are on that committee. A proposed policy has been developed for subscription trips and allows negotiation for times and appointment setting. Explanation of the policy was verbally presented to the Board following the copy in packet. Proposed policy will have staff work with the customers on subscription trips. Annette asked Aurore to share her concerns on suspensions. The concern is that there is not another alternative if there is a suspension as there would be in bigger cities. In looking at sanctions or trying to get our customers not to cancel we look at obtaining the option to discuss the cancellation and to find a way of what we need to do to get the customer read for their ride. We are dealing with customers who may not emotionally or mentally understand the readiness. The second time the customer cancels in relation to 50% of the subscription trip a letter will be provided to the customer with the specifications. Should there be a third occurrence the suspension of their being able to be on the subscription list is more firm and the draft provided outlines the specifics. There are also provisions for the customer to appeal the decision. Staff understands that some of the reasons for

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not being able to keep their slot commitments are situations out of their control. But those that are over 50% are the cases that need to be looked at closely. They are provided with an opportunity to advise us of their cancellation within 24 hours. Customer Service agent will also work with the customer on 1 hour reservations and offer them options if the time they request is not available. The waiting list will still exist but it will give us more options to negotiate.

At this time the only policy that exists is asking them to notify staff within 1 hour. The proposed steps to follow for cancellation are important and will be mutually beneficial.

Annette talked about the Incentive. She does want to put some sanctions and understand that major changes have been made to the Santa Fe Ride Program. The subcommittee wants to give back to the customers. The Para transit committee would like to recognize those customers who do not have a no show or any cancellations in 6 months and create a three tier system providing incentives.

Thank you to the Para Transit committee that put in a lot of effort to create the policy and the incentives for fairness to meet the criteria. The schedule for implementation includes the summary information. The TAB after approval will need to schedule a Public Hearing and the process will continue. Annette and the sub-committee will meet every TAB meeting at 4 pm to discuss Para Transit issues. Annette also showed the board samples of the policy and procedures and how the appeals process would work. The appeals would be heard by the ADA coordinator and the sub-committee. Thank you Aurore for her participation while out of town.

3. Report on Financial Management Review Recommendations

Exit interview was conducted and there were no findings to prohibit continued funding. The final report has not been released. Once it is distributed it will be brought to the Board. There were no issues but many recommended actions that the city should take. Most of it was related to documenting existing procedures. The way we do business is good but we don't have it memorialized. It was true across the board from city finance, auditing, IT to how we do our inventory on site. Federal regulations are more stringent.

4. Update on Capital Projects:

Bus Shelter and Amenities Project

Mr. Bulthuis referred to the information in the packet. Work being done will flow over to the Santa Fe Project. The prototypes should be at some locations on Guadalupe to get feedback from our community before we go in to 100% design and bid the project for fabrication. We are excited about adding the amenities to the system. One of the things that are included is a branding element, concentrating on the logo and colors, architecture and how we present ourselves to the public. We want to carry that over into uniforms, printed material, etc. As that unfolds, information will be brought to the TAB.

We have funding at approximately one half million dollars to bring this project to fruition. We are getting rid of the shelters that are in the field right now other than the art shelters. The new design will work so much better and they will be replaced as funds are available.

Art and Public Places are working closely with us on the prototypes. Staff is working with a local architectural firm and many details and questions are asked. They are doing good work.

Sheridan Transit Center Project

The only money we have for this project is for the final design process. One prospectus is included in the packet. There is also a preliminary streetscape included for discussion purposes;

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they are not approved drawings at this time. It will take the alleyway and make it more transit friendly. (*Schematic available for the Board members to review*).

5. Update on AVL System Procurement, Google Transit, and WPI Student Project

This project is going to the Finance Committee this week and to City Council on Wednesday night. The contract got held up over the Holidays due to tax issues so it was necessary to continue discussion with the vendor. It is a computer dispatch, dispatchers will be able to see on the screen real time and where they are. Supervisors will have tablets out in the field. There will be a trade out on the NBC's, the tablets are less expensive. The tablet will allow the supervisor to have the information out in the field and if there is any network failure, i.e. server malfunction, staff will be able to go anywhere there is wifi and be able to access the information. Annette has the newest version and the upgrade and she stated that it has playback and shows you all the historical information. Example: if there was a complaint from two weeks ago; staff can go back and get the information on the vehicle. Mr. Kelly will be able to utilize a reporting capability. The capability is phenomenal. The time saved and efficiency is mentionable, right now Annette can do her report in 15-30 minutes what takes Mr. Kelly to produce in 3 weeks; he will now have that capability for more efficient reporting. It was also noted that Google transit is a part of this software. We can do trip planning through Google transit. Mr. Bulthuis said that they will continue to work with other major transit cities that are already using Google transit for additional support and education on the software.

6. Regional Transit Update:

New Mexico Park and Ride Service is going through a public hearing regarding service reduction. The date is on their website and it will impact how we all work together. Now is the time to submit comments as they are seeking public input.

Rail Runner Funding and Board Representation – Mr. Bulthuis will send the hearing dates to the Boards by e-mail as several dates are scheduled. There has been difference in opinion on representation from the city. The Mayor is very much interested in having the board represented on the RTD. They are working to have representation on that board through an ex-officio member from the NMRTD. A concern on pulling service related to tourism travel is a concern.

Mr. McQuarie would like to be a part of the discussion regarding to the above. Mr. Bulthuis will keep him informed.

PUBLIC COMMENT

ADJOURN

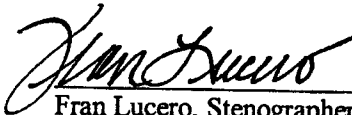
There being no further business to come before the Transit Advisory Board, the meeting was adjourned at 7:00 pm.

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Signature Page:



Colin Messer, Chair



Fran Lucero, Stenographer

(note: transcription by recording)

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Signature Page:



Colin Messer, Chair



Fran Lucero, Stenographer

(note: transcription by recording)