



Board of Directors Meeting Packet

NEXT MEETING OF THE **Board of Directors**

MEETING DATE September 18, 2008

TIME **12:45 p.m.**

LOCATION MAG Saguaro Room
302 N. 1st Avenue
Suite 200
Phoenix



Regional Public Transportation Authority

302 N. First Avenue, Suite 700, Phoenix, Arizona 85003

602-262-7433, Fax 602-495-0411

September 10, 2008

TO: Members of the Valley Metro RPTA Board of Directors

FROM: David Boggs
Executive Director

RE: September 18, 2008 Board Packet Notes

Attached is the September 18, 2008 Board Meeting agenda and supporting information. The meeting is scheduled to begin at 12:45 p.m. This meeting will be held at MAG in the Saguaro Room at 302 N. 1st Avenue, Suite 200.

If you have any questions regarding the information in this packet, please let me know.



September 10, 2008

TO: Members of the Valley Metro RPTA Board of Directors
FROM: David Boggs, Executive Director
RE: Meeting Notification and Transmittal of Agenda

Board of Directors
MAG Saguaro Room
302 N. 1st Avenue, Suite 200
Thursday, September 18, 2008
12:45 p.m.

Action Recommended

1. Consent Agenda

1. For action

The Board will be asked to consider items A through G on consent.

A. Summary Minutes

A. For action

Summary minutes from the July 17, 2008 Board meeting are presented for approval.

B. Office Space Lease Extension

B. For action

David Boggs, Executive Director, will request the Board approve the extension of the current office lease with the city of Phoenix at 302 North 1st Avenue on the sixth and seventh floors for one year through December 31, 2009. This item was approved by the TMC on September 3, 2008.

- C. Interactive Voice Response (IVR) System and a WEB Access System for the East Valley Dial-a-Ride Request for Proposals (RFP) C. For action

David Boggs, Executive Director, will request that the Board approve the issuance of a Request for Proposals for an IVR and WEB access system. This item was approved by the TMC on September 3, 2008.

- D. Automatic Fuel Management System (FMS) and WEB Access System Request for Proposals (RFP) D. For action

David Boggs, Executive Director, will request that the Board approve the issuance of an RFP for an Automatic Fuel Management System (FMS) and WEB Access System. This item was approved by the TMC on September 3, 2008.

- E. Vanpool Vans Request for Proposals E. For action
David Boggs Executive Director, will request the Board approve the issuance of a Request for Proposals (RFP) for vanpool vans. This item was approved by the TMC on September 3, 2008.

- F. AzTECH Transit and Roadway Data Integration Proposal F. For action

David Boggs, Executive Director, will request that the Board approve funding for the AZTech Integrated Transit and Roadway Communications System. This item was approved by the TMC on September 3, 2008.

- G. Potential Volunteer Driver Mileage Reimbursement Request for Proposals G. For action

David Boggs, Executive Director, will request that the Board approve the issuance of an RFP for a Pilot Volunteer Driver Mileage Reimbursement Program in Chandler and Gilbert. This item was approved by the TMC on September 3, 2008.

- | | |
|---|---|
| <p>2. <u>Revision of the FY 2007/08 and FY 2008/09 Operating and Capital Budgets</u></p> <p>David Boggs, Executive Director, will request the Board to approve revisions to the FY 2007/08 and FY 2008/09 Operating and Capital Budgets.</p> | <p>2. For action</p> |
| <p>3. <u>Quorum Requirements</u></p> <p>The Board will discuss potential changes to the Administrative Code concerning quorum requirements.</p> | <p>3. For information and possible action</p> |
| <p>4. <u>Succession Plan for Board Officers</u></p> <p>The Board will discuss and consider the potential of creating a succession plan for Board Officers.</p> | <p>4. For information and possible action</p> |
| <p>5. <u>Valley Metro Transit System Identity Program</u></p> <p>David Boggs, Executive Director, will introduce Mario Diaz, Chief Marketing Officer, who will illustrate the Board approved color palette application on Bus Rapid Transit buses and discuss market research of four logos that the Board may wish to consider to update the existing Valley Metro logo.</p> | <p>5. For information and possible action</p> |
| <p>6. <u>Transit Life Cycle Program (TLCP) Policy Issues</u></p> <p>Vice Chair Ecton will discuss TLCP policy issues and the process to receive Board direction on such policies prior to the next annual TLCP update.</p> | <p>6. For action</p> |
| <p>7. <u>Executive Director's Report</u></p> <p>David Boggs, Executive Director, will brief the Board on agency issues.</p> | <p>7. For information</p> |
| <p>8. <u>Future Board Agenda Items</u></p> <p>Chair Elaine Scruggs will request future Board agenda items from the Board members.</p> | <p>8. For information</p> |

9. Public Comment

9. For information

An opportunity for general public comment on issues related to Valley Metro RPTA. Up to three (3) minutes will be provided for each speaker.

10. Next Meeting

10. For information

The next meeting of the Board is scheduled for **November 20, 2008 at** 12:45 p.m. at the Valley Metro RPTA offices.

To attend this meeting via teleconference, contact Rosalia Lopez for the dial-in information at 602-262-7433.

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print, audio cassette or computer diskette) are available upon request. For further information, please call Nichole Myers, Valley Metro at 602-262-7433 or TDD at 602-495-0936.



Regional Public Transportation Authority
302 N. First Avenue, Suite 700, Phoenix, Arizona 85003
602-262-7433, Fax 602-495-0411

Board of Directors Information Summary

Agenda Item #1

Date

September 10, 2008

Subject

Consent Agenda

Summary

The Board will consider the following items A through G on consent.

Fiscal Impact

Please refer to individual items for this information.

Considerations

Please refer to individual items for this information.

Prior Committee Action

Please refer to individual items for this information.

Recommendation

It is recommended that the Board approve the items listed on the consent agenda.

Contact Person

David Boggs
Executive Director

Attachments

None



Regional Public Transportation Authority
302 N. First Avenue, Suite 700, Phoenix, Arizona 85003
602-262-7433, Fax 602-495-0411

Board of Directors Information Summary

Agenda Item #A

Date

September 10, 2008

Subject

Summary Minutes

Summary

Minutes from the July 17, 2008 Board meeting are presented for review and approval.

Fiscal Impact

None

Considerations

None

Committee Action Process

None

Recommendation

It is recommended that the Valley Metro RPTA Board of Directors approve the minutes from the July 17, 2008 Board meeting.

Contact Person

David Boggs
Executive Director
602-262-7433

Attachments

July 17, 2008 Board Meeting Minutes Summary



Regional Public Transportation Authority

302 N. First Avenue, Suite 700, Phoenix, Arizona 85003

602-262-7433, Fax 602-495-0411

MINUTES OF THE
VALLEY METRO RPTA
BOARD OF DIRECTORS
Thursday, July 17, 2008
12:45 p.m.

Meeting Participants

Mayor Elaine Scruggs, Chair, City of Glendale
Councilmember Wayne Ecton, Vice Chair, City of Scottsdale
Councilmember Michael Johnson, Treasurer, City of Phoenix, via telephone
Councilmember Shana Ellis, Secretary, City of Tempe
Mayor Marie Rogers, City of Avondale
Councilmember Trinity Donovan, City of Chandler
Mayor Fred Waterman, City of El Mirage
Councilmember Les Presmyk, Town of Gilbert
Supervisor Mary Rose Wilcox, Maricopa County
Councilmember Dennis Cavanaugh, City of Mesa, via telephone
Councilmember Ron Aames, City of Peoria
Mayor Art Sanders, Town of Queen Creek

Members not Present

Councilmember Frank Cavalier, City of Goodyear
Councilmember Joe Johnson, City of Surprise

Chairwoman Scruggs called the meeting to order at 12:59 p.m.

1. Consent Agenda

The Board was asked to consider the following items on consent:

- A. Summary minutes from the June 19, 2008 Board meeting
- B. Contract Change order with Ajo Transportation
- C. Regional Marketing, Advertising and Public Relations Request for Proposals

IT WAS MOVED BY SUPERVISOR WILCOX, SECONDED BY COUNCILMAN PRESMYK AND UNANIMOUSLY CARRIED TO APPROVE ITEMS A THROUGH C ON CONSENT.

2. Construction Manager at Risk Guaranteed Maximum Price (GMP)

Mr. Boggs said the joint venture of Sundt /Stacey Whitbeck Inc. was selected to provide Construction Manager at Risk (CM@R) preconstruction services for the Mesa Main Street BRT project. The CM@R process was selected because it offered the best opportunity to meet the scheduled beginning of operations for the light rail system in December 2008. Mr. Boggs said an alternative to the CM@R process has always been the traditional design-bid-build.

Mr. Boggs said RPTA staff has reviewed the critical project elements with the city of Mesa and it was agreed that there were no elements sufficiently critical that would warrant splitting the contract because it would decrease the construction mass and thus not afford a sufficient economy of scale in the fabrication and purchase of materials. Mr. Boggs said since there is such a disparity between the GMP and the engineer's estimate, and it does not appear project completion could be achieved by December 2008, the traditional design-bid-build process is now being recommended. He said staff anticipates bringing two construction contracts to the Board for award at the November 20 Board meeting.

Mr. Boggs noted that since the design-bid-build process is now recommended, RPTA will investigate the feasibility of requesting a "letter of no prejudice" from the Federal Transit Administration that could allow federal funding of the project on a reimbursable basis.

IT WAS MOVED BY COUNCILMAN PRESMYK, SECONDED BY MAYOR SANDERS AND UNANIMOUSLY CARRIED TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ISSUE AN INVITATION FOR BIDS FOR A CONSTRUCTION CONTRACT FOR THE MESA MAIN STREET BRT.

3. Quorum Requirements

IT WAS MOVED BY COUNCILMAN MICHAEL JOHNSON, SECONDED BY SUPERVISOR WILCOX AND UNANIMOUSLY CARRIED TO TABLE THIS ITEM UNTIL THE SEPTEMBER BOARD MEETING.

4. Annual Transit Performance Workshop

Carol Ketcherside, Deputy Executive Director of Planning, provided a presentation on the Annual Transit Performance Report (TPR) which records and summarizes operating statistics for the region. Ms. Ketcherside said the report is produced annually with information that is received from the members. The information is used to determine route performance, ridership information, individual route needs and other performance indicators.

The Board took no action on this item.

5. METRO Light Rail Update

Rick Simonetta, Chief Executive Officer of Valley Metro Rail, provided the Board with an update on the light rail project.

6. Regional Office Center Update

Mr. Boggs said Valley Metro RPTA, MAG, AMWUA, and Valley Metro Rail have been investigating the feasibility of co-locating all their offices into a single office building known as the Regional Office Center. On June 23rd the Regional Office Center Working Group met to discuss the two buildings under consideration for co-locating the agencies. Those two buildings were the 210 E. Earll (IRS) and the 111 W. Monroe building. Following executive session of the Working Group they voted to pursue the 210 E. Earll building and to continue negotiations for the purchase of that building. The Regional Office Center working group has also requested that each Board of the four agencies be approached to consider the purchase of the 210 E. Earll building and to obtain their consent to allowing the Working Group to continue negotiations for the purchase for that property.

Councilman Ecton said it is an important equity issue and agrees that the project should move forward.

Mayor Scruggs said there is not a unanimous consensus that the four regional agencies need to be together. She said it would be nice if the rents for the respective agencies are not impacted.

Mayor Scruggs said she has concerns that contingency funds have already been reduced in Prop. 400 and that RPTA's ability to deliver the Plan could be compromised.

She said the parameters for the building are:

- Payments are not to be more per month than the current lease rate plus inflation
- The building should be paid off in 15 years
- Each agency Board is to vote to move forward with the Earll location
- Then Regional Council would consider action
- Each respective City Council should be asked for a yes/no vote that will be used at each agency to avoid confusion

IT WAS MOVED BY COUNCILMAN PRESMYK, SECONDED BY MAYOR SANDERS AND UNANIMOUSLY CARRIED TO CONTINUE FURTHER EXPLORATION AND CONSIDERATION OF THE 210 E. EARLL BUILDING AS A POSSIBLE SITE FOR A REGIONAL OFFICE CENTER WITH MAG, METRO AND AMWUA.

7. Future Board Agenda Items Request

No items were requested from the Board.

With no further discussion the meeting adjourned at 2:50 p.m.



Regional Public Transportation Authority
302 N. First Avenue, Suite 700, Phoenix, Arizona 85003
602-262-7433, Fax 602-495-0411

Board of Directors Information Summary

Agenda Item #B

Date

September 10, 2008

Subject

Office Space Lease Extension

Summary

On January 3, 2006, Valley Metro RPTA and the city of Phoenix entered into an office lease covering the use of 24,967 square feet on the sixth and seventh floors of the Phoenix Transit building at 302 North 1st Avenue. The lease was for three years through December 31, 2008. The lease included an option to extend the term for two, one (1) year periods. In order to extend the lease, Valley Metro RPTA had to send a notice to the Landlord not later than six months prior to the expiration of the initial term.

Since Valley Metro RPTA was pursuing the Regional Office Center (ROC) in conjunction with the Maricopa Association of Governments (MAG), Valley METRO Rail, and the Arizona Municipal Water Users Association (AMWUA), the existing office lease extension deadline passed. The ROC is no longer being pursued and exploration of a joint building was terminated in July.

Preliminary discussions with the city of Phoenix have indicated that the lease extension is still a viable option. The 2006 lease keeps the annual per square foot leasing rate at the current rate of \$21.82 or \$45,398.33 per month plus any increases in "Tenant's Percentage Share" with respect to increases in taxes and Operating Expenses" through the first extension year.

While Valley Metro RPTA pursues other office possibilities, staff recommends extending the current office lease for the first of the two, one year renewals. Staff will seek Board direction before other office options are explored.

Fiscal Impact

The office lease currently costs \$545,000 annually plus any extra amount negotiated to cover increases in taxes and operating expenses as outlined in the agreement. The operating budget for the current fiscal year includes sufficient funding to cover the lease. If approved by the Board, the lease extension will be included in the 2009/10 operating

budget. The annual Transit Life Cycle Program (TLCP) includes more than this amount for office leasing.

Considerations

Valley Metro RPTA must continue to have centralized administrative offices. Since it will take time plus Board direction and consideration to seek new administrative office space, renewing the existing lease for one year is the best solution.

Committee Action Process

This item was approved at the TMC meeting on September 3, 2008.

Recommendation

It is recommended that the Board approve the extension of the current office lease with the city of Phoenix at 302 North 1st Avenue on the sixth and seventh floors for one year through December 31, 2009 at the lease rate stated in the January 3, 2006 lease.

Contact Person

Christopher F. Curcio
Deputy Executive Director of Finance
602-534-0734

Attachments

None



Regional Public Transportation Authority

302 N. First Avenue, Suite 700, Phoenix, Arizona 85003

602-262-7433, Fax 602-495-0411

Board of Directors Information Summary

Agenda Item #C

Date

September 10, 2008

Subject

Interactive Voice Response (IVR) System and a WEB Access System for the East Valley Dial-a-Ride Request for Proposals (RFP)

Summary

Staff is requesting that the Board approve the issuance of a solicitation for the procurement of an IVR System and WEB Access System. The IVR and WEB Access will provide East Valley Dial-a-Ride users call center access, 24 hours a day, 7 days a week. The IVR is a digital PBX phone system that will work with our existing East Valley Dial-a-Ride scheduling software. The WEB Access will also work with the existing dial-a-ride scheduling software.

The enhanced services will reduce phone hold and wait times by enabling the caller to confirm, cancel and check on pickup times using any touch tone phone or voice command. During call center hours, the caller may be transferred to a reservationist with one keypad entry or voice command. Outbound reminder calls can be made the night before the planned trip. Additionally, trip arrival notification can be made to customers just before the van arrives. The WEB Access will allow passengers with computers the same communication capability with the call center.

Fiscal Impact

The cost for both the IVR and Web Access is estimated to be \$180,000. Funding for both systems will be derived from 80 percent federal funds from a New Freedom Grant. The additional 20 percent will be funded by the cities of Chandler, Gilbert, Mesa, Tempe and Scottsdale.

Considerations

Interactive Voice Response and WEB Access Systems have been shown to improve overall productivity and on-time performance through better passenger communication. No-shows are decreased and customer satisfaction is improved with 24/7 access. System productivity is expected to improve through the reduction of no-shows, the reduction of “where’s my ride” calls and the outbound impending arrival calls.

Many transit systems are using IVR and WEB Access systems for their paratransit call centers. Systems such as WMATA (Washington, D.C.) and MTA (Baltimore) confirmed the IVR and WEB Access improved their customer service and efficiency. WMATA reported driver wait times and no-shows were dramatically reduced and they experienced a decline in same day cancellations. The timeline for this procurement is:

September 19, 2008	Notice of Legal advertisement
September 19, 2008	Distribution of RFP
October 1, 2008	Pre-Proposal Conference
October 1, 2008	Last Day for Questions
October 15, 2008	Deadline for Proposals
October 28, 2008	Oral presentations (if required)
November 3, 2008	Notice of recommended proposer for contract award sent to proposers.
November 18, 2008	VMOCC considers recommendation
December 3, 2008	TMC considers recommendation
December 18, 2008	Board of Directors considers award of contract
December 19, 2008	Contract signed
January 6, 2009	IVR contract begins

Committee Action Process

VMOCC – August 19, 2008; approved
TMC – September 3, 2008; approved
Board – September 18, 2008

Recommendation

It is recommended that the Board approve the issuance of a RFP for the procurement of an IVR System and WEB Access System.

Contact Person

Jim Wright
Acting Deputy Executive Director of Operations
480-287-5980

Attachments

None



Regional Public Transportation Authority

302 N. First Avenue, Suite 700, Phoenix, Arizona 85003

602-262-7433, Fax 602-495-0411

Board of Directors Information Summary

Agenda Item #D

Date

September 10, 2008

Subject

Automatic Fuel Management System (FMS) and WEB Access System Request for Proposals (RFP)

Summary

The RPTA is seeking to purchase and install an automated FMS and WEB Access System that will operate on real time. Real time means the system is not polled using modems but is live on the Valley Metro transit network allowing for real time interaction with the server. This will enable us to interface with current maintenance software.

The FMS must be compatible with the RPTA's current facility, equipment and technology and use existing fuel site equipment such as dispensers, hoses and nozzles, and as much as possible, use all electrical sources, supplies, junction boxes and cabling.

The proposed FMS shall have a proven standard in the transit community. The proposed FMS will be manufacturer's latest production software and include all standard equipment. The FMS must be capable of 24 hours per day, 7 days a week of unattended operation with a high level of security. The FMS must meet Valley Metro – East Valley's compatibility and integration requirements and allow for expansion and allow for growth. This future growth could be additional fuel sites, vehicles and equipment, and include new technological upgrades. The schedule for this procurement is:

September 18, 2008	RPTA Board of Directors Considers Release of RFP
September 19, 2008	FMS scope to RPTA Procurement
October 20, 2008	Distribution of RFP
November 5, 2008	Pre-Proposal Conference
November 12, 2008	Last Day for Questions

November 20, 2008	Deadline for Proposals
December 5, 2008	Oral Presentations (if required)
December 10, 2008	Notice of recommended proposer for contract award sent to proposers
December 17, 2008	VMOCC considers recommendation
January 7, 2009	TMC considers recommendation
January 22, 2009	Board of Directors considers award of contract
January 23, 2009	Contract signed
January 24, 2009	FMS contract begins
March 26, 2009	The FMS shall be fully functional and accepted by the RPTA

Committee Action Process

VMOCC – August 19, 2008; approved
TMC – September 3, 2008; approved
Board – September 18, 2008

Fiscal Impact

The cost for both the FMS and WEB Access is estimated at \$220,000. Federal Transit Administration (FTA) grant funding will cover 80 percent of the cost and the remaining 20 percent will be paid by the jurisdictions that receive service from routes operated from the Valley Metro East Valley facility.

Considerations

The FMS and WEB Access will:

- Improve accountability for consumable assets.
- Address environmental concerns by 24/7 web access to the tank monitoring system.
- Provide accurate and timely fuel consumption data.
- Eliminate duplicate data entry and redundant data.
- Improve operations costs tracking and reporting of performance indicators by sub-fleet.

Recommendation

It is recommended that the Board approve the issuance of an RFP for an Automatic Fuel Management System (FMS) and WEB Access System.

Contact Person

Jim Wright
Acting Deputy Executive Director of Operations
480-287-5980

Attachments

None



Regional Public Transportation Authority

302 N. First Avenue, Suite 700, Phoenix, Arizona 85003

602-262-7433, Fax 602-495-0411

Board of Directors Information Summary

Agenda Item #E

Date

September 10, 2008

Subject

Vanpool Vans Request for Proposals (RFP)

Summary

The Valley Metro Regional Vanpool program, through a competitive procurement process, enters into contracts for the purpose of purchasing vans. Currently, the Vanpool Program has contracts with three (3) different vendors (Arizona Bus Sales, Bus West, and VPSI) to supply replacement and expansion vehicles. The three vendor contracts are near their expiration dates.

Valley Metro vanpool vans are eligible for replacement at 100,000 miles or four years of age, whichever comes first, pursuant to Federal Transit Administration (FTA) policy.

On June 30, 2008, the Valley Metro Vanpool Program had 345 active vanpools in Maricopa County transporting 3,474 commuters daily. The vanpool fleet is operating at 99.0 percent seat capacity.

The Program offers nine and 15 passenger bench-seat vans and eight-, 12-, and 14-passenger vans with individual seats. Prior to the expiration of the existing contracts, Valley Metro will need to issue a Request for Proposals in order to establish new five-year contracts for van purchases. The schedule for this procurement is:

Date of Advertisements of Legal Notice:	October 1, 2008
Date RFP Issued:	October 1, 2008
Pre-proposal Meeting	October 15, 2008
DEADLINE FOR SUBMISSION OF PROPOSALS:	November 4, 2008, 12:00 p.m., MST
Distribute to Review Panel	November 5, 2008
Proposal Evaluation Meeting	November 13, 2008
Issue Best and Final Offer request (optional)	November 20, 2008
Receive Best and Final Offers (optional)	December 3, 2008

Evaluate Best and Final Offers (optional)	December 8, 2008
Tentative Selection Date:	December 8, 2008
VMOCC considers recommendation	January 14, 2009
TMC considers recommendation	February 4, 2009
VALLEY METRO Board considers recommendation	February 19, 2009
Contract Begins	February 20, 2009

Fiscal Impact

Funding for replacement vehicles is programmed through Public Transportation Funds (PTF) from Proposition 400, Federal Transit Administration (FTA) Section 5307 funds, and Federal Highway Administration (FHWA) Surface Transportation Program (STP) funds as programmed in the Transit Life Cycle Program.

Table I below details the programmed funding for replacement of 211 vans over the next five years.

Table I:

Replacement:	2008/09	2009/10	2010/11	2011/12	2113/14
Public transportation funds	\$111,981	\$34,763	\$53,708	\$55,320	\$56,978
FTA-Section 5307	\$247,074	\$0.00	\$0.00	\$0.00	\$0.00
FHWA - STP	\$1,030,152	\$927,000	\$1,432,215	\$1,475,190	\$1,519,425
Total	\$1,389,207	\$961,763	\$1,485,923	\$1,530,510	\$1,576,403
	46 vans	30 vans	45 vans	45 vans	45 vans

Funding for expansion is programmed through Public Transportation Funds (PTF) from Proposition 400. Table II below details the programmed funding for Expansion/Growth of 125 vans over the next five years.

Table II:

Expansion:	2008/09	2009/10	2010/11	2011/12	2012/13
Public transportation funds	\$825,513	\$850,278	\$875,787	\$902,061	\$929,122
Total	\$825,513	\$850,278	\$875,787	\$902,061	\$929,122
	25 vans	25 vans	25 vans	25 vans	25 vans

Considerations

Consolidating all van procurement contract requirements into a single Request for Proposals allows Valley Metro to maximize economies of scale with larger base quantities which will be more attractive to the vendors. This strategy allows Valley Metro to perform a single procurement rather than five (one for each seating configuration) procurements. This procedure is more efficient and gives vendors the opportunity to propose on all van seating arrangements in one solicitation. This creates an advantage for Valley Metro because vendors will be more competitive in proposing the lowest price possible due to large volume purchases.

The \$11,300,000 programmed for vanpool replacements and expansions over the next five years will allow Valley Metro to procure 336 vans. Resultant contract(s) provide for

annual price increases based upon the producer price index (PPI) for vehicle manufacturing.

Committee Action Process

VMOCC - August 19, 2008; approved

TMC – September 3, 2008; approved

Board – September 18, 2008

Recommendation

It is recommended that the Board approve the issuance of an RFP for the purchase of vans to be used in the Regional Vanpool Program.

Contact Person

Gary Roberts

Vanpool Coordinator

602-534-1808

Attachments

None



Board of Directors Information Summary

Agenda Item #F

Date

September 10, 2008

Subject

AZTech Transit and Roadway Data Integration Proposal

Summary

AZTech, a consortium of local and regional public agencies and private sector concerns is proposing to integrate real-time transportation data (generated with existing infrastructure) into a single regional system and then distribute the data for the traveling public's use.

Fiscal Impact

The total amount requested in this action is up to \$50,000 funded from the ITS/VMS Technology fund. This would be to complete the planning phase of the project to determine feasibility and also to identify additional sources of funding. The current estimate to implement the system is \$550,000.

Considerations

Congestion can be better managed with the availability of real-time transit and roadway data. Real-time transit data is currently being generated, but the data is not widely available to the public or to other transportation system managers. Multi-modal real time information will allow travelers to potentially reduce travel time by making more informed decisions. Specifically this can be accomplished by: enhanced transit transfers enabled by the proposed Transit Connection Protection system; enhanced multimodal connections to and from Sky Harbor Airport; travel safety and security may be enhanced by immediate traveler bulletins; and real time next bus/train information data could be distributed to all of the operators of transit service

Committee Action Process

VMOCC – June 25, 2008 for action; this item was tabled for further information

VMOCC – August 19, 2008 for action; approved

TMC – September 3, 2008 for action; approved

Board – September 18, 2008 for action

Recommendation

It is recommended that the Board approve a contract between RPTA and the Maricopa County Department of Transportation for \$50,000 from the ITS/VMS Technology funds to complete the planning phase of the study.

Contact Person

Jim Book
Project Manager
602-495-0586

Attachments

PowerPoint Presentation



AZTech™ Integrated Transit & Roadway Communications System

Valley Metro RPTA Board of Directors
September 18, 2008

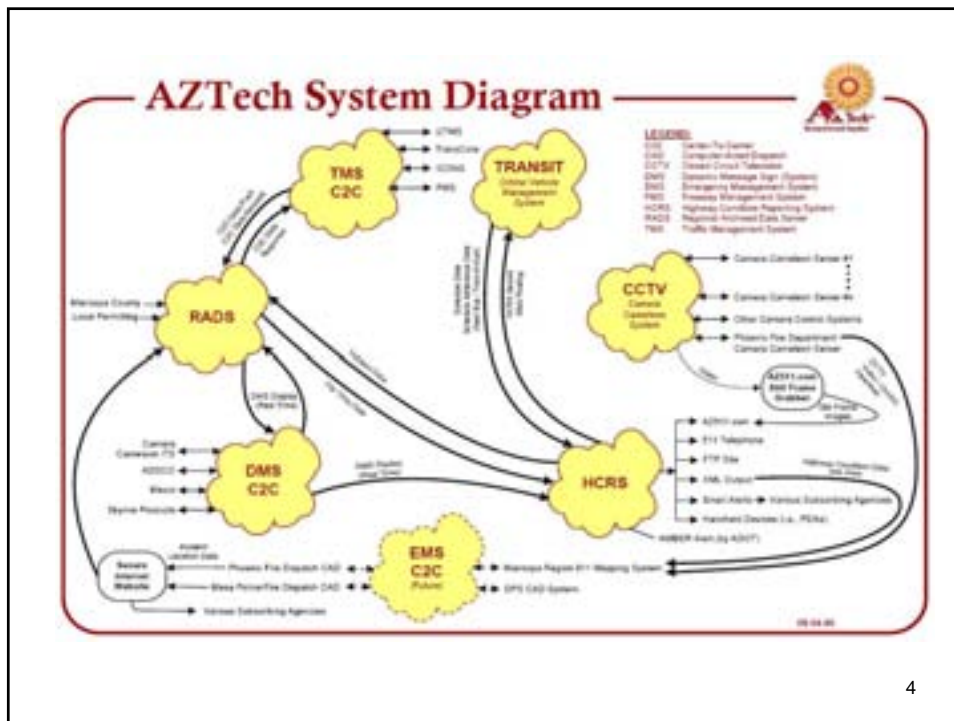
What is AZTech™?

- AZTech™ is a regional partnership of public and private agencies working together to integrate intelligent communication and transportation systems technologies
- AZTech™ objectives are to:
 - Integrate existing Intelligent Transportation System infrastructure (ITI) into a regional system
 - Establish integrated traveler information system
 - Expand the transportation management system for the Phoenix metropolitan area
- Model Deployment Initiative
 - AZTech deployed first AVL system on buses in valley



Why an Integrated Transit & Roadway Communications System?

- AZTech™ Regional Archive Data Server (RADS) incorporates real-time and historic arterial street, highway and incident management data
- Real-time transit data is currently being generated but data is not widely available
- Integrating real-time transit data within RADS can add value to the data



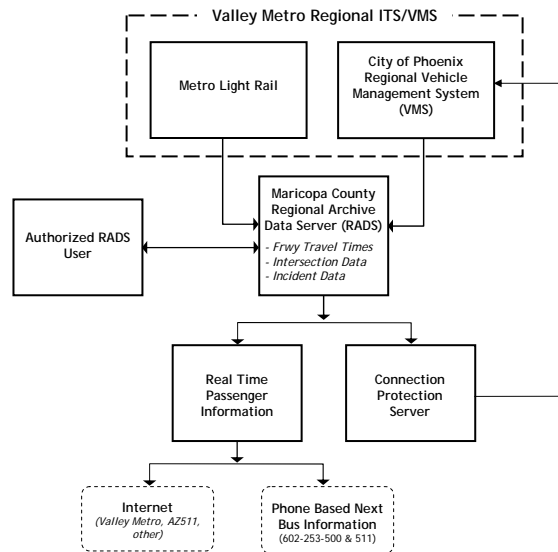
AZTech™ Advanced Traveller Information System Concept

- Integrate, process and standardize real-time transit data from light rail and bus operations
- Deploy a Transit Connection System similar to the Utah Transit Authority
 - Connection Protection for Bus-to-Bus and Bus-to-Rail
- Real-time next bus/train information data processed in RADS could be distributed to:



5

AZTech™ ATIS Concept



6

What are the Potential Benefits?

- Congestion can be better managed with the availability of real-time multi-modal data
- Enhanced transit transfers enabled by the proposed Transit Connection Protection system
- Multi-modal real-time information will allow travelers to potentially reduce travel time
- Enhanced multimodal connections to and from Sky Harbor Airport
- Traveler safety and security may be enhanced



7

Estimated Project Costs

- Total project costs range from \$287,300 to \$592,400
- Maricopa County Department of Transportation (MCDOT) will provide project management for the deployment of the data integration project and will provide ongoing support for the data, processes and hardware associated with the AZTech™ Regional Archive Data Server



8

Project Funding

- Full funding has not currently been identified
- MCDOT has invested funds for initial system concept and will provide project management services for the deployment of the data integration project
- Alternatives for funding full deployment
 - Regional transportation sales tax revenues for ITS investments managed by MAG and RPTA
 - Federal or state grants managed through the MAG Transportation Improvement Program (TIP)
 - Federal discretionary grants



9

Next Steps

- Secure project support funding
- Refine concept through plan development and network system planning
- Integrate regional transit data in RADS
- Deploy ATIS functions for real-time passenger information and Connection Protection System



10

AZTech™ Integrated Transit & Roadway Communications System

Board of Directors
September 18, 2008





Board of Directors Information Summary

Agenda Item #G

Date

September 10, 2008

Subject

Potential Volunteer Driver Mileage Reimbursement Program Request for Proposals (RFP)

Summary

Staff is requesting the Board a request authorize the Executive Director to issue an RFP for an 18 month Pilot Volunteer Driver Mileage Reimbursement Program. The RPTA would seek proposals from non-profit organizations currently providing transportation in the East Valley. The organization must have an established base of active volunteers capable of providing 450 to 500 one-way trips per month using their personal cars to transport seniors and persons with disabilities.

The pilot project is designed to provide mileage reimbursement for volunteer drivers when using their own cars in providing transportation. The organization must not have a current funding source for volunteer driver mileage reimbursement. The RPTA is offering to provide mileage reimbursement at the current Internal Revenue Service (IRS) rate (.585 cents) for medical and shopping/errand trips.

Volunteer driver services offer Chandler and Gilbert seniors and persons with disabilities an additional travel option beyond the current East Valley Dial-a-Ride service and the RideChoice Coupons for Cab Program. A volunteer driver program is especially beneficial for persons who are unable to travel independently.

September 19, 2008	Notice of Legal advertisement
September 22, 2008	Distribution of RFP
October 6, 2008	Pre-Proposal Conference
October 17, 2008	Last Day for Questions
October 22, 2008	Deadline for Proposals
October 30, 2008	Oral presentations (if required)
November 7, 2008	Notice of recommended proposer for contract award sent to proposers
November 18, 2008	VMOCC considers recommendation

December 3, 2008	TMC considers recommendation
December 18, 2008	Board of Directors considers award of contract
December 19, 2008	Contract signed
January 12, 2009	Mileage Reimbursement Program start – up

Committee Action Process

VMOCC – August 19, 2008; approved
TMC – September 3, 2008; approved
Board – September 18, 2008

Fiscal Impact

The Pilot Volunteer Driver Reimbursement Project will be funded with 2007 and 2008 Federal New Freedom Grant monies approved for Chandler and Gilbert.

The 18 month pilot project would begin January 2009 and continue through June 2010. If future New Freedom funding is available, the project would be renewable for two one-year periods. The estimated cost for the 18 month project is \$37,000 for Chandler and \$14,000 for Gilbert. The estimated passenger trip cost under the Pilot Volunteer Driver Mileage Reimbursement Program would be between \$5 and \$6 depending upon trip length. The current subsidy per dial-a-ride trip for a Chandler resident is \$43 and for Gilbert it is \$49.

Considerations

The purpose of the New Freedom Program is to reduce transportation barriers and expand mobility options for persons with disabilities beyond the ADA requirements. The New Freedom Program's intention is to "fill the gaps between human service and public transportation services previously available." The New Freedom Program strongly supports finding ways to partner with human services and non-profit organizations to better serve persons with disabilities. Volunteer driver mileage programs are specifically mentioned in the Federal Transit Administration (FTA) New Freedom Circular and are eligible for funding.

The proposed Volunteer Driver Mileage Reimbursement Pilot fully meets the New Freedom requirements and is included in the approved 2007 and 2008 East Valley Partners New Freedom Funding Applications.

Recommendation

It is recommended that the Board approve the issuance of an RFP for a Pilot Volunteer Driver Mileage Reimbursement Program in Chandler and Gilbert.

Contact Person

Jim Wright
Acting Deputy Executive Director of Operations
480-287-5980

Attachments

None



Board of Directors Information Summary

Agenda Item 2

Date

September 10, 2008

Subject

Revision of the FY 2007/08 and FY 2008/09 Operating and Capital Budgets

Summary

On June 19, 2008, the Board of Directors adopted the FY 2008/09 operating and capital budget concurrently with the adoption of the revised FY 2007/08 operating and capital budget. The revised FY 2007/08 capital budget included a reduction in lead agency PTF reimbursements for transit operations and maintenance facilities. The revision was made in anticipation that budgeted reimbursements would not be requested and RPTA would need to carry them forward from the FY 2007/08 capital budget into the FY 2008/09 capital budget.

In June 2008, RPTA received a reimbursement request from the City of Tempe for \$14,817,500 for partial reimbursement of the operations and maintenance facility. RPTA approved the request and made payment to the City of Tempe on June 12, 2008. Since the FY 2007/08 budget for this expenditure had been carried forward into FY 2008/09, the reimbursement caused the Board adopted revised FY 2007/08 operating and capital budget to be exceeded. Below is a chart that illustrates the impact of the recommended budget revisions:

Fiscal Year	Current Total Approved Budget	Capital Adjustment	Revised Budget Total
2007/2008	\$195,123,561	+\$14,817,500	\$209,941,061
2008/2009	\$319,020,613	- \$14,817,500	\$304,203,113

Fiscal Impact

Increase the FY 2007/08 capital budget by \$14,817,500 and reduce the FY 2008/09 capital budget by the same amount. There is no impact to the TLCP model, as this

expenditure is included and this change is to account for the timing of the reimbursement.

Considerations

An annual budget of revenues and expenditures is prepared and adopted by the Board of Directors each fiscal year for all funds. The legal level of budgetary control is the total annual appropriated budget. Costs in excess of the total annual appropriated budget require approval of the Board of Directors.

Approval of the revised FY 2007/08 and FY 2008/09 capital budget provides sufficient funding for the June 12, 2008 PTF reimbursement for the City of Tempe operations and maintenance facility.

With the implementation of the new financial system on July 1, 2008, adequate controls are in place so all expenditures are compared to budget prior to any payment. All expenditure requests are now performed online so they are compared to the budgeted amount prior to any payment approvals. This should eliminate any future payments without proper budget approval.

Staff will closely examine the process used to determine what funds are carried forward from one fiscal year into the next to ensure that the appropriate amounts are included. This is especially important given that the budget process is beginning earlier this year and carry forward amounts will be estimated based on less data. The quarterly reporting system recently implemented for capital projects will greatly improve the estimating process for lead agency disbursements, which should help to eliminate this issue in the future.

Committee Action Process

None

Recommendation

It is recommended that the Board approve the revised FY 2007/08 Operating and Capital Budget for an increase of \$14,817,500 to \$209,941,061 and approve the revised FY 2008/09 Operating and Capital Budget for a reduction of \$14,817,500 to \$304,203,113.

Contact Person

Christopher F. Curcio
Deputy Executive Director of Finance
(602) 534-0734

Attachments

None



Board of Directors

Information Summary

Agenda Item #3

Date

September 10, 2008

Subject

Quorum Requirements

Summary

The legislation authorizing the creation of the RPTA requires the RPTA to adopt an administrative code that must include (among other things) the “methods, procedures and systems of operating and managing [the RPTA] board.” (A.R.S. § 48-5122) The RPTA’s enabling legislation also provides that each member of the RPTA is “entitled to one vote for each member unless a voting member requests a weighted vote.” (A.R.S. § 48-5105) There is no intent to undermine the statutory requirement for a weighted vote.

When the RPTA was created in 1986, the Board adopted an Administrative Code that included a two part quorum requirement that remains unchanged today. Under this two part quorum requirement, a quorum exists only if a majority of the totally authorized number of Board members is in attendance and a majority of the population as represented by Board members is also in attendance.

Fiscal Impact

There is no fiscal impact.

Considerations

This issue arose, in part, due to the temporary inability of the RPTA to convene a quorum at the May 22, 2008 scheduled Board meeting. The policy issue concerns preserving the flexibility of the RPTA Board to meet and take action when a majority of its Board members are able to attend a Board meeting but when the Board members representing a majority of the population are not able to meet. Additional information may be available at the September 18, 2008 Board meeting for further Board consideration and action.

Committee Action Process

The Board has discussed this issue on the following occasions: January 12, 2005, June 19, 2008, and July 17, 2008.

Recommendation

None. This is an internal Board policy decision.

Contact Person

Bill Sims, Legal Counsel

602-604-2120



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Board of Directors Information Summary

Agenda Item #4

Date

September 10, 2008

Subject

Succession Plan for Board Officers

Summary

At the time the RPTA Board approved changes to the RPTA Administrative Code on June 19, 2008, staff was asked to present for Board consideration a policy whereby the positions of Chair, Vice-Chair, Secretary, and Treasurer would be filled sequentially, with a person first being appointed to fill the office of Treasurer.¹ Thereafter, that person would serve as Secretary the following year, the Vice-Chair the next year, and finally the Chair the following year.

When the Board approved changes to the Administrative Code on June 19, 2008, the Board elected to leave to the Board's discretion the power to identify persons to be nominated to each of the four RPTA Board officers each year. If, instead, the Board decides to adopt a succession policy, the Board could amend the RPTA's Administrative Code to provide that each year the Board would fill the Treasurer's office and then require the other offices to be filled by succession. If the Board adopts this policy, for the first year that this policy would be implemented, the Board would have to nominate persons to fill all four Board positions.

Please note, as prescribed in the Administrative Code, when the Board elects a Board officer, it elects the individual and not a jurisdiction to that Board officer position.

Fiscal Impact

There is no fiscal impact.

Considerations

A policy of officer succession would be a narrowing of the previous policy to allow Board discretion to fill all four officer positions each year. Under a succession policy, that

¹ There is nothing in the current Administrative Code that establishes a hierarchy of offices. This memorandum arbitrarily designates the office of Treasurer as the first office that would be filled under a succession policy.

discretion would be limited to one office, with automatic succession to follow each year thereafter.

Implementation of this policy would narrow the charge of the newly approved nominating committee.

Committee Action Process

None

Recommendation

None. This is an internal Board policy decision.

Contact Person

Bill Sims, Legal Counsel
602.604.2120



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Board of Directors Information Summary

Agenda Item #5

Date

September 10, 2008

Subject

Valley Metro Transit System Identity Program

Summary

Mario Diaz, Chief Marketing Officer, will brief the Valley Metro Board on the Valley Metro Transit System Identity Program Board suggested action items.

The program was presented to the Board on June 19, 2008. The Board approved the color palette and requested the Executive Director bring the following items back for discussion in September 2008.

- Demonstrate the new color palette on the Mesa Main Street BRT project (Bus Rapid Transit).
- Obtain public preference input on the current and new logo designs.

The initial application of the new color palette using the Mesa Main Street BRT vehicle will be presented.

The results of a public survey to understand which of four logos they feel represents an updated, progressive, transportation system will also be presented. The email survey was conducted 8/22/08 - 8/29/08. Those surveyed were from a 2,800 person email database comprised of: Transit Coordinators, Educators, general public, Valley Bike Month, and Bus Book survey card respondents. 649 respondents completed the survey.

Fiscal Impact

There is no fiscal impact at this time.

Regional vehicles: The new logo would be implemented in three facets: upon the purchase of new vehicles, vehicles needing half life repainting, and vehicles needing paint repair.

Customer communications: All customer communication collateral (printed, electronic and online) must be updated to include light rail, Bus Rapid Transit and bus extended / new services by December 2008.

Prior Committee Action

Regional Marketing Committee review: 1/07, 2/07, 3/07, 5/07, 7/07, 8/07, 9/07, 11/07, 12/07, 1/08, 4/08

Valley Metro Operations and Capital Committee review: 8/15/07, 11/14/07, and 4/23/08

Rail Staff Working Group update: Research review: 12/07

Transit Management Committee review: 12/5/07 for information. On June 4, 2008 the program was brought forth to the June Transit Management Committee and after lengthy discussion and multiple motions, their recommendation was to move forward with only the color palette at this time.

Valley Metro Board review: 12/16/07, 6/19/08

Recommendation

It is recommended that the Board of Directors consider the logo survey and provide direction to the Executive Director regarding the logo.

Contact Person

Mario Diaz
Chief Marketing Officer
602-262-7433

Attachments

PowerPoint Presentation



Transit System Identity Program

September 18, 2008

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Board Approved Colors



PMS 525



PMS 361



PMS 427

Note: Plain black and plain white are always automatically included in a color palette.



Color Application: Mesa Main Street BRT



Driver side



Curb side



Top



Logo Preference Survey

- Quantitative logo survey conducted August 2008
- 4 logos under review



A



B



C



D



Research Objectives and Methodology

Objectives

- Reveal the logo that respondents feel best represents an updated, progressive, valley-wide transportation system.

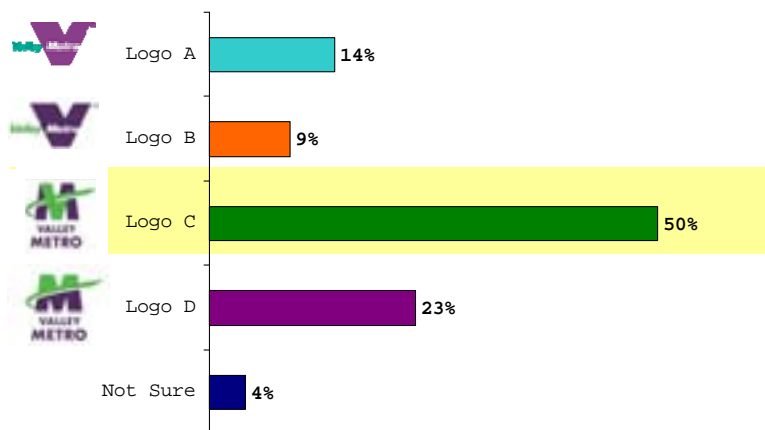
Methodology

- Email survey conducted 8/22/08 - 8/29/08.
- 2,800 email database comprised of: Transit Coordinators, Educators, general public, Valley Bike Month, and Bus Book survey card respondents.
- 649 completed the survey

September 2008 5



Which logo represents an updated, progressive, transportation system?



September 2008 6



Next Steps

- Valley Metro Board to consider the logo survey and provide direction to the Executive Director regarding the logo.



Board of Directors Information Summary

Agenda Item #6

Date

September 10, 2008

Subject

Transit Life Cycle Program Policy Issues

Summary

Through the 2008 update of the Transit Life Cycle Program (TLCP) and the FY 2009 Budget process, the Board expressed concerns about the long term assumptions and viability of the transit program. Of particular concern is the rate at which costs have been escalating at a time when revenues are flat or declining. To better prepare for the 2009 TLCP update, Vice-Chair Ecton, acting as Chair of the Budget and Finance Subcommittee, asked staff to develop a list of life cycle issues for the Subcommittee to review in the fall.

A list of 12 issues, or areas of concern, has been developed and is attached. With each area is a general policy question that the Board may be asked to review and decide upon. Some of the issues may be combined during the issue development phase, as many are inter-related. All have some impact on the viability of the TLCP and the delivery of future transit services.

Considerations

Staff will present these issues for discussion at the October 2 meeting of the Budget and Finance Subcommittee. The Subcommittee will be taking the lead on these issues. With guidance from the subcommittee, staff will then take the issues and develop white papers which will be brought to the staff committees for input.

Some of the issues may need to be resolved prior to the next update of the TLCP and those issues will have a higher priority through the committee process. Others may be delayed and discussed concurrently with the TLCP update. However, all of the issues are important and should be given the full attention of staff committees and Board members alike.

It is important that each member is involved in this process. Suggestions and concerns may be raised at any time prior to or during the committee discussion process. The

Budget and Finance Subcommittee will ultimately make policy recommendations to the Board of Directors and each staff committee shall need to provide input to the Budget and Finance Committee.

Committee Action Process

Budget and Finance Subcommittee October 2, 2008 for action
Staff committees as needed for input and discussion
Budget and Finance Subcommittee December 4, 2008 for action
Board of Directors December 18, 2008 for action

Recommendation

It is recommended that the Board of Directors direct the Budget and Finance Subcommittee to define the TLCP policy issues, and then research, gather staff committee input, deliberate and make recommendations to the Board regarding the future policy direction for the TLCP.

Contact Person

Councilman Wayne Ecton, Vice-Chair
480-312-2550

Attachments

Summary of Policy Issues

Summary of Transit Life Cycle Program Policy Issues

TLCP Issues and Assumptions

The following items have been raised as potential issues or discussion points for the TLCP. Staff is working on white papers for each item that will fully address the issues and suggest alternative solutions, including which is recommended by RPTA. Each of the issues and assumptions has policy questions which the Board must address. Following is a brief description of the policy discussion which may be brought to the Board for consideration.

Inflation

The Board may be asked to approve a set of inflation indexes for variables such as labor, fuel and construction materials to use for various programs and projects in the TLCP, rather than a single average inflation rate as used in the current adopted financial model.

Contract Rates

The Board may be asked to modify the cost allocation model used by RPTA to charge members (and the PTF) for services, based on the review of the allocation models used in the region, and/or approve new contracting strategies.

Revenue Shortfalls

The Board may be asked to approve strategies to reduce costs and improve efficiencies should revenues continue to decline.

Federal Revenues

The Board may be asked to approve a reduction in estimated federal revenues in the TLCP financial model. Further, the Board may be asked to consider a new policy regarding which projects should be endorsed by the region and moved forward for consideration by the Arizona Congressional delegation for Federal Transit Administration Section 5309 discretionary funding.

Contingencies

The Board may be asked to approve preferred contingency levels for different programs and projects in the TLCP and a plan to restore contingency funds to those preferred levels.

Financing

The Board may be asked to consider a new policy that requires a pay-as-you-go strategy for paying for capital projects to minimize or eliminate the need for bond financing.

Regional Services

The Board may be asked to review the current policy that requires the Public Transportation Fund to pay for all regional services, even if increases in those services are a direct result of actions by member cities. Staff will present the cost implications of the current policy, given the established plans for increased transit services.

RPTA Office Space

The Board may be asked to approve a new location for RPTA staff to use for future office space needs.

Plan Flexibility

The Board may be asked to consider a policy that sets aside resources to allow for some flexibility to adjust services based on demand or cost effectiveness, regardless of the service levels originally contemplated in the RTP.

Jurisdictional Equity

The Board may be asked to provide guidance on how jurisdictional equity should be considered as changes to the plan are made, either as a result of decreased revenues, changes in demand, or changes in actual costs.

Lead Agency Commitments

The Board may be asked to consider changes in the language included in inter-governmental agreements for TLCP projects. The changes to the language would be to strengthen RPTA's oversight of projects for which RPTA is not the lead agency.

RPTA Staffing

The Board may be asked to consider a long range staffing plan. Staff will present the financial implications to the TLCP financial model.



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Board of Directors Information Summary

Agenda Item #7

Date

September 10, 2008

Subject

Executive Director's Report

Summary

David Boggs, Executive Director, will provide an update on agency issues.

Fiscal Impact

None

Considerations

None

Committee Action Process

None

Recommendation

No formal action is required

Contact Person

David Boggs
Executive Director
602-262-7433

Attachments

None



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Board of Directors Information Summary

Agenda Item #8

Date

September 10, 2008

Subject

Future Board Agenda Items Request

Summary

Chairwoman Scruggs will request future Board agenda items from Board members.

Fiscal Impact

None

Considerations

None

Prior Committee Action

None

Recommendation

None

Contact Person

David Boggs
Executive Director
602-262-7433

Attachments

None



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Board of Directors Information Summary

Agenda Item #9

Date

September 10, 2008

Subject

Public Comment

Summary

An opportunity for general public comment on issues related to Valley Metro RPTA. Up to three (3) minutes will be provided for each speaker.

Fiscal Impact

None

Considerations

None

Prior Committee Action

None

Recommendation

None

Contact Person

None

Attachments

None

