



Agenda

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TRANSIT ADVISORY BOARD MEETING

TUESDAY, DECEMBER 1, 2015

5:00 PM – 7:00 PM

SANTA FE TRAILS FACILITY

2931 RUFINA STREET

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MEETING MINUTES: OCTOBER 27, 2015

PUBLIC COMMENT

ACTION ITEM:

1. AN ORDINANCE AMENDING ARTICLE IX AND ARTICLE XII OF THE UNIFORM TRAFFIC ORDINANCE TO ESTABLISH THAT ALL PARKING VIOLATIONS ARE CIVIL PARKING VIOLATIONS AND SUBJECT TO ADMINISTRATIVE ADJUDICATION AND COLLECTION BY AN EXTERNAL ADMINISTRATIVE AND COLLECTION AGENCY; AND MAKING SUCH OTHER CHANGES AS ARE NECESSARY TO MEET THE PURPOSES OF THIS ORDINANCE. (COUNCILOR DIMAS) (SARA SMITH AND NOEL CORREIA)

DISCUSSION ITEMS:

1. REPORT ON SYSTEM RIDERSHIP – FIXED ROUTE, PARATRANSIT, AND SF PICK-UP
2. REPORT ON CUSTOMER COMMENT/COMPLAINT SYSTEM
3. REPORT ON FLEET AND FACILITIES MAINTENANCE (THOMAS MARTINEZ)
4. TIMETABLE REVISION SCHEDULE
5. UPDATE ON SHERIDAN AND SOUTHSIDE
6. NEW BUS PROCUREMENT AND CAPITAL

PUBLIC COMMENT

ADJOURN

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**Transit Advisory Board
Meeting Index
December 1, 2015**

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Call to Order	Colin Messer, Chair called the meeting of the Transit Advisory Board to order at 5:12 p.m. at the Santa Fe Trails Facility, 2931 Rufina Street, Santa Fe, NM, a quorum was established.	1
Roll Call		1
Approval of the Agenda	Mr. Calvert moved to approve the agenda as amended, with a second from Mr. Cooper which passed by unanimous voice vote.	1
Approval of the Minutes of October 27, 2015	Ms. Bleck moved to approve the Minutes of October 27, 2015 as amended, with a second from Ms. McGinnis which passed by unanimous voice vote.	2
Public Comment		2
ACTION Items 1. An ordinance amending article IX and Article XII of the Uniform Traffic Ordinance to establish that all parking violations are civil parking violations and subject to administrative adjudication and collection by an external administrative and collection agency; and making such other changes as are necessary to meet the purposes of this ordinance. (Councilor Dimas) (Sara Smith and Noel Correa)	Mr. Calvert moved to approve the resolution as presented, with a second from Mr. Cooper which passed by unanimous voice vote.	2
DISCUSSION Items 1. Report on System Ridership-Fixed Route, Paratransit, and SF Pick-up 2. Report on Customer Comment/Complaint System 3. Report on Fleet and Facilities Maintenance (Thomas Martinez) 4. Timetable Revision Schedule 5. Update on Sheridan and Southside 6. New Bus Procurement and Capital 7. Monthly Staff Reports (added)	Discussion only	3 4 5 5 5 6 6
Public Comment		6
Adjourn	There being no further business, the Transit Advisory Board adjourned at 7:11 p.m.	7
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Transit Advisory Board Meeting
Tuesday, December 1, 2015
5:12 p.m. to 7:11 p.m.
Santa Fe Trails Transit Facility

1. Call to Order

Colin Messer, Chair called the meeting of the Transit Advisory Board to order at 5:12 p.m. at the Santa Fe Trails Facility, 2931 Rufina Street, Santa Fe, NM, a quorum was established.

2. Roll Call

Present

Colin Messer, Chair
Aurore Bleck
Paul Thompson
Chris Calvert
Mary McGinnis
Stan Cooper

Excused

Bridget Wolf
Rebecca Estrada
Garrett Robinson

Others Present

Jon Bulthuis, Transit Director
Lois Amador, City Transit Staff
Annette Granillo, City Transit Operations Manager
Thomas Martinez, City Transit Fleet and Facilities Manager
Linda Vigil, Stenographer
Sara Smith, City Parking Division
Noel Correia, City Parking Division

3. Approval of Agenda

Ms. Bleck requested to add a discussion item (7. Discuss to propose a report monthly staffing level).

Mr. Calvert moved to approve the agenda as amended, with a second from Mr. Cooper which passed by unanimous voice vote.

4. Approval of Minutes of October 27, 2015

Correction: Change Councilor Dimas to Councilor Dominguez who was interested in the ADA Accessible vehicles. ✓

Ms. Bleck moved to approve the Minutes of October 27, 2015 as amended, with a second from Ms. McGinnis which passed by unanimous voice vote.

5. PUBLIC COMMENT

There was no public in attendance.

6. ACTION ITEM:

1. An ordinance amending article IX and Article XII of the Uniform Traffic Ordinance to establish that all parking violations are civil parking violations and subject to administrative adjudication and collection by an external administrative and collection agency; and making such other changes as are necessary to meet the purposes of this ordinance. (Councilor Dimas) (Sara Smith and Noel Correia)

A brief discussion was held as to why this has been brought to the board.

Mr. Correia director of Parking Division presented the amendments to Bill No. 2014-35 (See Exhibit A). Once passed by this board, the bill will then go to Finance and finally be presented to the City Council on December 9, 2015. Mr. Correia explained the proposed amendments are to decriminalize parking violations that are minimal.

Mr. Correia explained the need for this amendment due to the high volume of outstanding violations and the high traffic in the courts. The citizens would be able to appeal with City Parking Staff, then an independent hearing officer on contract with Santa Fe City Police. If the citizen would like to pursue further they can take the matter to District Court.

Municipal Judge Ann Yalman, in support, due to the large amount of cases that she gets assigned.

Mr. Calvert asked about the collections aspect of it. Mr. Correia stated an RFP will go out for a new system that will replace the old system for collections. There are over \$5 million dollars outstanding going back 5 years. This new system would allow them to collect some of that money.

Mr. Cooper asked what the money collected is used for. Mr. Correia explained it is an enterprise fund used to pay staff and pay bills. The rest is put back in the system. Another RFP will go out to revamp the revenue controls at the parking lots. Right now it is antiquated and there is not a good tracking system.

A brief discussion was held about paying off the parking structures.

A discussion was held about tourists that visit the city that leave with outstanding violations and the ways to collect from them. Mr. Correia explained the process of notifying the registered owner whether a New

Mexico resident or otherwise with an explanation of the fine and the amount and the appeal process. The fine will double if not paid within the allowed time then the collection process will begin.

Mr. Correia explained that other cities have the same policies. Therefore they are being generous with the fees and the attempts to pay. There are options to pay online and using the app.

A discussion was held about the amount charged at the meters and the garage. Mr. Correia previously brought that to the attention of the City Council however they asked him to bring it back after they discussed the budget issue. So he will analyze it and reattempt in January.

Mr. Calvert moved to approve the resolution as presented, with a second from Mr. Cooper which passed by unanimous voice vote.

7. DISCUSSION ITEMS:

1. Report on System Ridership-Fixed Route, Paratransit, and SF Pick-Up

Ms. Granillo will present the discussion items until Mr. Bulthuis arrives. Ms. Granillo, Operations Manager for the Transit Department reviewed the Ridership reports for the Fixed Route, Paratransit and SF Pick-Up (See Exhibit B).

A brief discussion was held about the decline in ridership and the possible reasons for it. It was decided that Ms. Granillo will gather information from surrounding cities to compare the months that decline.

A brief discussion was held about the happiness of the drivers, the shortage of drivers and fuel costs. Chair Messer discussed the low fuel costs and the fact that New Mexico is known to have the most drivers due to the rural areas and the commuters.

Ms. Granillo will also include the Railrunner ridership numbers to compare.

Ms. Granillo stated that SF Ride declined then increased from the month before. A brief discussion was held about the tight scheduling and reasons it could be going down.

Ms. Granillo discussed the matter Ms. Bleck added to the agenda. Ms. Granillo reported that there are currently 54 drivers on the Fixed Route. The hiring process has taken longer than expected. The position was posted in May and the driver was not driving until September. There were some vacancies from those that retired early. Overtime increased and mandated reverse assignments were given.

A brief discussion was held about the City hiring freeze and the issue of Transit being affected due to safety. Ms. Granillo stated that she met with the City Manager and Union Members as well as Human Resources to address that issue.

Mr. Calvert expressed the concern with the safety issue if the freeze occurs, he would like to see a policy that allows Transit to be exempt from freezes.

Ms. Granillo reports that one of the supervisors (Mr. David Maes) left the department in October. That leaves a supervisor and trainer vacancy. There has only been one application submitted so far, they would like to have others apply so that they can compare and make a choice. Ms. Granillo will pass the advertisement on to other agencies as well.

Ms. Granillo reported that there are 4 vacancies in Paratransit. Ms. Bleck reported that she spoke to a driver who complained about the weekend shifts and overtime they have to work. Ms. Granillo stated that is due to the unavailability of Santa Fe Ride. This is the reason for the request of the monthly staffing report for all departments.

Mr. Calvert asked if it was a result of the hiring freeze. Mr. Bulthuis reported at the Finance Committee meeting the issue was discussed of removing up to 300 positions.

Ms. Granillo stated there are 2 new hires in Paratransit. She was able to use tools from the fixed route to train them. The position had to be reclassified to a shuttle operator. They will have their CDL's soon.

Ms. Bleck stated the need for the monthly staffing report. It does not need to be extensive or difficult. Ms. Granillo will prepare one for the February meeting.

Ms. Granillo reported that Santa Fe Pick-Up's chart shows two routes, the Museum route and the Historical Route. Eventually the "M" Route will be removed. There will a larger bus used for the route with ADA accessibility and more capacity.

Mr. Martinez stated there is a bus currently being converted at the CNG Station and should be ready by Christmas. Ms. Granillo reported there is a new design for the wrap and it looks great on the different models.

Ms. Granillo explained the change in numbers could be due to the accuracy of the tally sheets. She will be conducting random checks to insure the tally sheets are correct.

Ms. Granillo reported that there is a supervisor learning each field so that they all are cross trained and there is a better ratio of employee to supervisor.

2. Report on Customer Comment/Complaint System

Ms. Granillo presented the report (See Exhibit C) and stated she will get her complaints closed out as soon as possible.

There was a short discussion about the increase in complaints and the possible reason and coverage for vacations.

Mr. Calvert discussed the age of the complaint there are some from July and August. Ms. Granillo will close those out as soon as possible.

3. Report on Fleet and Facilities Maintenance (Thomas Martinez)

Mr. Martinez reported that all of the 7 new buses are in and are 90% ready. They are in the process of getting license plates from the Motor Vehicle Division and the bike racks will be installed. They will be road ready by Christmas Eve for the Farolito event.

Mr. Martinez reported that the vans will be also be ready at that time. A brief discussion was held about the buses and fuel tanks and the Federal Regulations. There is now a need to replace the 900's and the Passports. The 210's will be retired by December and the licenses will transfer. Mr. Martinez stated they will keep 3 of them for contingency buses.

A discussion was held about fuel lines on PRD's and the costs, and engines for the 800's. Mr. Martinez reported there was an issue with just one of Cummins engines however, it was under warranty.

Mr. Martinez suggested the Board take a tour of the Facility and the shop once the Spring comes.

4. Timetable Revision Schedule

Chair Messer had this on the agenda to resolve several issues. The "M Route" can now be terminated and the Sheridan and Southside issues can be discussed also.

Mr. Bulthuis reported that the Railrunner Zia Station may open soon. They will break ground by January 1, 2016. It should be complete by April or May. The Board would like to have notice in time to have the schedule done.

Mr. Bulthuis has a meeting scheduled with the City Manager tomorrow and will discuss these issues with him. The developer on the Zia Station Project would like to conduct a ridership survey before completing the other Phases.

A discussion was held about the Phases they will be building in and the issue of Parking and service to the Station. An underground parking lot is included in the plans, however there is opposition from the neighborhood.

A brief discussion was held about the MTD shuttle and the areas it serves.

5. Update on Sheridan and Southside

Mr. Bulthuis reported the project has been allowed to resume there has been a meeting with the consultant and the adjacent land owners.

Mr. Bulthuis will be the project manager on this project, there are minor concerns from the Museums regarding the loading dock but it should get resolved.

Mr. Bulthuis reported that the Santa Fe Police Department has pulled out of the Southside project due to budget issues. The last discussion with the City Manager was to propose to get the exterior work done first. However the interior amenities are what are most needed. The Santa Fe Place Mall has all amenities however the station needs to be out by summer.

Mr. Thompson raised the idea of perhaps finding a tenant to share costs. Mr. Thompson knows of several business owners on Siler who are seeking places because of high rent costs. He will discuss with them.

Mr. Bulthuis stated that would be a great idea he will discuss with the City Manager and will take Mr. Thompson and Chair Messer on a tour of the building.

A discussion was held about the changes with the architect and redesign, the construction will have to go before the City Council for budgeting reasons. Mr. Bulthuis stated the road impact fees should help cover the exterior and interior renovations.

Mr. Calvert asked if the money can be taken by the Council to be used elsewhere. Mr. Bulthuis assured it cannot, it must be used specifically for transit.

Mr. Thompson stated that a manufacturer would be an ideal tenant, they can offset the cost of a parking lot for their customers.

Mr. Bulthuis will schedule a tour of the building.

6. New Bus Procurement and Capital

Mr. Bulthuis presented the amended ordinance that would rededicate municipal gross receipts taxes to recreational facilities and bike and pedestrian pathways. (See Exhibit E) It was heard at the Finance Committee last night.

Mr. Calvert discussed his conversation with Councilor Dominguez whom wanted more detailed information about it. After he explained it to him in detail, he had a better understanding of it.

A discussion was held about the title of it and the way this will impact bus stops. Mr. Bulthuis showed Councilor Maestas a brief overview of the funds no longer available from the Federal Government for transit.

Mr. Bulthuis presented a copy of the existing Smoke Free Ordinance (See Exhibit F). The electronic device is included. Ms. Bleck recommended that there be more signage on the buses.

7. Propose a monthly staffing report

This item was discussed along with Item 1.

8. PUBLIC COMMENT

There was no public in attendance for comment.

9. ADJOURN

There being no further business, the Transit Advisory Board adjourned at 7:11 p.m.

SIGNATURES



Collin Messer, Chair

Linda Vigil, Stenographer