



MEETINGS OF THE

Boards of Directors

Joint Meeting Valley Metro RPTA and Valley Metro Rail	Valley Metro RPTA	Valley Metro Rail
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Date:

August 19, 2021

Starting Time

11:15 a.m.

Meetings to occur sequentially

Location:

Valley Metro

Boardroom/Webex

101 N. 1st Avenue, 10th Floor

In compliance with the Federal Transportation Security Administration's mask mandate, Valley Metro continues to require the use of face coverings in its facilities. Employees and guests must wear masks, regardless of vaccine status, in hallways, common areas, and any time social distancing cannot be maintained. If you are in a conference room where 6' distance cannot be maintained, masks are to be worn. We appreciate your cooperation in complying with this federal law.

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Agenda

August 12, 2021

Joint Boards Meeting Agenda Valley Metro RPTA And Valley Metro Rail

Thursday, August 19, 2021

Boardroom/Webex

101 N. 1st Avenue, 10th Floor

11:15 a.m.

Action Recommended

1. Public Comment (yellow card)

1. For Information

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

2. Chief Executive Officer's Report

2. For information

Scott Smith, CEO, will brief the Joint Boards on current issues.

CONSENT AGENDA

3A. Minutes

3A. For action

Minutes from the June 17 and July 22, 2021 Joint Boards meetings are presented for approval.

3B. Transit Asset Management Plan - Fiscal Year 2022
Performance Targets

3B. For action

Staff recommends that the Boards of Directors approve the agency's FY2022 performance targets as part of the Transit Asset Management Plan.

3C. Non-Revenue Vehicle Fuel Purchase

3C. For action

Staff recommends that the Boards of Directors authorize for the CEO to execute a cooperative agreement purchase order with WEX Bank Fleet Card Services for non-revenue vehicle fuel for a not-to-exceed amount of \$1,210,500 over a five-year period. The VMR portion will not exceed \$1,168,000 and the RPTA portion will not exceed \$42,500.



3D. Extend Marketing and Advertising Contracts for One-Year Authorization

3D. For action

Staff recommends that the Boards of Directors authorize the CEO to execute one-year contract extensions with state cooperative contractors, OH Partners and Magnetry, LLC, for Marketing and Advertising Support Services.

REGULAR AGENDA

4. Draft Valley Metro FY 2022 Strategic Plan

4. For information, discussion and possible action

Staff recommends that the Boards of Directors approve Valley Metro's FY 2022 Strategic Plan.

5. Chief Executive Officer Recruitment – Scope of Work Approval

5. For action

The Ad-Hoc Review Committee (AHRC) and Valley Metro staff recommend that the Boards of Directors approve the SOW that will be performed for Valley Metro Boards of Directors by a qualified executive search firm for the recruitment of the CEO.

6. Quarterly Reports

6. For information

Fiscal Year 2021 Quarterly Reports are presented for information.

7. Travel, Expenditures and Solicitations

7. For information

The monthly travel, expenditures and solicitations for Valley Metro RPTA and Valley Metro Rail are presented for information.

At this time there is no travel to report.

8. Future Agenda Items Request and Update on Current Events

8. For information

Chair Heredia will request future agenda items from members, and members may provide a report on current events.



9. Next Meeting

9. For information

The next meeting of the Joint Boards is scheduled for
Thursday, September 16, 2021 at 11:15 a.m.

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at www.valleymetro.org.



Information Summary

DATE

August 12, 2021

AGENDA ITEM 1**SUBJECT**

Public Comment

PURPOSE

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND | DISCUSSION | CONSIDERATION

None

COMMITTEE PROCESS

None

CONTACT

Scott Smith

Chief Executive Officer

602-262-7433

ssmith@valleymetro.org

ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 2**SUBJECT**

Chief Executive Officer's Report

PURPOSE

Scott Smith, Chief Executive Officer, will brief the Joint Boards on current issues.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND | DISCUSSION | CONSIDERATION

None

COMMITTEE PROCESS

None

CONTACT

Scott Smith

Chief Executive Officer

602-262-7433

ssmith@valleymetro.org

ATTACHMENT

None



Minutes

August 12, 2021

AGENDA ITEM 3A

Joint Boards of Directors Study Session and Special Board Meeting

Thursday, July 22, 2021
Lake Powell Conference Room/Webex
101 N. 1st Avenue, 10th Floor
11:15 a.m.

RPTA Meeting Participants

Councilmember Francisco Heredia, City of Mesa **(Chair)** (phone)
Mayor Kate Gallego, City of Phoenix **(Vice Chair)** (phone)
Vice Mayor Bill Stipp, City of Goodyear **(Treasurer)** (phone)
Vice Mayor Veronica Malone, City of Avondale (phone)
Councilmember Clay Goodman, City of Buckeye (phone)
Mayor Kevin Hartke, City of Chandler (phone)
Vice Mayor Monica Dorsey, City of El Mirage (phone)
Councilmember Mike Scharnow, Town of Fountain Hills (phone)
Councilmember Lauren Tolmachoff, City of Glendale (phone)
Councilmember Jared L. Taylor, Town of Gilbert (phone)
Supervisor Jack Sellers, Maricopa County (phone)
Councilmember Jon Edwards, City of Peoria (phone)
Councilmember Jeff Brown, Town of Queen Creek (phone)
Councilmember Roland F. Winters Jr., City of Surprise (phone)
Councilmember Robin Arredondo-Savage, City of Tempe (phone)
Mayor Rui Pereira, Town of Wickenburg (phone)

Members Not Present

Mayor David Ortega, City of Scottsdale
Councilmember Aldofo Gamez, City of Tolleson
Mayor Michael LeVault, Town of Youngtown

Valley Metro Rail Participants

Councilmember Francisco Heredia, City of Mesa **(Chair)** (phone)
Mayor Kate Gallego, City of Phoenix **(Vice Chair)** (phone)
Mayor Kevin Hartke, City of Chandler (phone)
Councilmember Robin Arredondo-Savage, City of Tempe (phone)

Chair Heredia called the meeting to order at 11:20 a.m.



Chair Heredia said perfect. If everybody can mute their video, that would be perfect. I think we have some background noise there.

So, welcome everybody to the July board study session and special board meeting. With the announcement with Scott being his last year here, several Board members indicated that they wanted to start the process for the recruitment process of the new CEO. I know everyone's in between summer plans and, you know, council breaks or, you know, the different breaks that we have or coming back so appreciate everybody being on the line. And we felt that a study session would be a good venue to ask questions and have a flow of dialogue and conversation here.

So, we do have an agenda, three items that we want to cover today. Want to make sure that some housekeeping rules. If you have a question or a comment, please put it in the chat box. If you would like it, ask it. Of course, let us know and then we will call on your name to ask that question or comment on the point.

1. Chief Executive Officer (CEO) Recruitment Background and Timeline

Chair Heredia said with the first item here, want to make sure, you know, the Chief Executive Officer recruitment and timeline. We asked Valley Metro to talk a little bit about the process, the previous process in 2016 and just go through some of the details that they did back then and see, you know, if that process still works or components of that process works. And so, I want to pass to Valley Metro staff to talk about that process in 2016 and then continue that discussion for us to have on what we can do moving forward.

Mr. Smith said thank you, Mr. Chair. This is Scott. And as you mentioned, this process we've done before. There are no well-defined manual as to exactly how to do it. However, we do have a lot of experience, and this is not unusual not only for Valley Metro, but for all of our entities that are involved. So as Councilmember Heredia said, he did ask our staff to go back and review what took place in 2016. Not sort of to create a baseline, but basically, just to create some context, some place to begin. And I'm sure as the Board continues to discuss these items, they'll find things that maybe they like, maybe you don't like. One thing we want to make clear is that this is your process and so we're here to assist however we can. And in this instance, I've asked Jim Hillyard and Penny Lynch to really look and prepare this for your information so you can have some context to begin the discussion. So, I'm going to turn it over to Jim to go over this item and he can go from there. Jim.

Mr. Hillyard said thank you, Scott. Good morning, Mr. Chairman, members, happy to provide that context. I'll try to do so briefly with just two slides. The first slide that you see before you, summarizes the four major groups involved in the recruitment process and I'll just talk briefly through their roles. In the next slide, you'll see we lay out the



timeline for the process and the high level of the steps involved. So, if we can go back to the first slide, please.

The first key party, obviously, was the VMR and RPTA Boards. You'll see they framed the process to be used. They identified a five-member ad hoc recruitment committee tasked with working closely with the staffing firm and with the HR leads for the process on a more day-to-day basis. That ad hoc committee was comprised of the members of the Joint Board Subcommittees plus one additional member. The Board then identified Maricopa County to serve as the Human Resources lead for the recruitment process meaning they were, as you'll see in the box representing their role, facilitating the process and working closely on a day-to-day basis with the search firm.

They also, the Board also, approved the solicitation and the contract for a search firm as recommended for award by the members of the ad hoc committee with evaluation support for Maricopa County Human Resources team. And as we walk through this in the timeline view, I think the steps themselves will make a little more sense.

The next major group involved in the 2016 recruitment process was Maricopa County's Human Resource department. As I noted, the Board asked Maricopa County to facilitate the process. They did so with support from Valley Metro's Human Resource department. Their role was aiding in the evaluation of search firm proposals, serving as the search firm's sort of day-to-day oversight, coordination and guidance. And they also staffed the ad hoc committee in conducting interviews, phone interviews of the initial round of candidates and they supported the search firm in conducting the first round of interviews. That first round of interviews was conducted using questions approved by the ad hoc committee and was videotaped and posted on the search firm's website so that all Board members and city managers could review the interviews and provide feedback at their leisure.

Next, the ad hoc committee that I mentioned was working closely with the search firm and with Maricopa County Human Resources lead. They took the lead in finalizing a lot of the documents associated with the recruitment so the job description, the recruitment brochures, some marketing materials created by the search firm. They reviewed and screened applicants and with input, as I mentioned from the city managers, selected the candidates from the first round of interviews. They then conducted that first round of interviews as facilitated by the search firm. And then in the last box you have the city managers, and the city managers were really involved in providing input in every step of the process so from, you know, reviewing the CEO recruitment materials to reviewing the applicants and providing input on screening to the ad hoc committee and then as I mentioned, watching the recorded interviews and then providing feedback to the ad hoc committee and to their Board members.



So, if we can turn to the next slide. We see the steps that I just touched on laid out in a timeline view. So, the process began in February 2016, it started with a meeting much like today's where input was sought on how the process should be framed. One of the conclusions of that meeting was the need to conduct a survey involving both Board members and city managers. So that survey was conducted during the month of March. It was presented back to the Board and in April the process, the broad process that I just described was adopted by the Board and the ad hoc committee members were identified. That then led to Valley Metro staff creating an agreement with Maricopa County for their administrative Human Resources leadership and the solicitation for a search firm. The solicitation for the search firm took around a month. The Board reconvened in May to approve -- awarded the contract based upon the recommendations of the ad hoc committee. And recruitment then started in June. The recruitment period progressed for two months before the ad hoc committee with feedback from the city managers conducted screening for the first round of interviews.

So the interview process or the interview phase of this process was originally intended to include two formal interviews conducted by the ad hoc committee staffed by the staff of the executive search firm that were recorded. It then anticipated an informal meet and greet where finalists emerging from those first rounds of interviews could meet in a social setting with Board members for informal discussion and then a final formal interview with the Board as a whole.

The first round of interviews was conducted roughly seven months into the process. The process end to end was anticipated to take nine months so it was, essentially, on schedule. However, at the end of that first round of interviews, the Board did not feel comfortable moving forward with any of the candidates in the process at that time. You know, A, in retrospect I think a contributing factor to that was that the search firm involved was one that had deep experience in the public sector broadly, but really lacked experience working, specifically, in transit. So, I think the Board felt that the quality of candidates they were selecting from simply didn't meet their expectations.

At the same time, there were several Board members that were facing limits to their terms on the Valley Metro Board. And so rather than restart the selection process from the beginning, the Board decided that it would instead terminate the interview process and enter into negotiations with the interim CEO going forward.

So that was the conclusion of the 2016 process and if there are questions on it I can answer, I'd be delighted to help.

Mr. Chair said want to open it up for questions or comments. Folks, have any questions or comments?

Councilmember Tolmachoff said I was actually on that ad hoc committee, and I don't remember the survey or why the survey was done prior to the RFP. Do we have any



historical data to show why? Because it looks to me like it, you know, really delayed actually getting the RFP out by three months. So -- and I don't remember the RFP or why it was done? Or I mean, the survey, why the survey was done? And what was the, you know, the goal of the survey?

Mr. Hillyard said Councilmember, I, obviously, wasn't here for that process either so I'll turn to Penny Lynch, our HR director. Penny, do you recall the objective of the survey?

Ms. Lynch said yes. The survey had two elements. It was to, primarily, get input from the Board and the Management Committee relative to the profile or the background that the Board was seeking regarding the background of any candidates that we might consider for the CEO position. So that survey went out, it was asking, you know, to clarify some of the primary job focus that we want to the CEO to be involved in. What is the profile of the candidate? What's the ideal candidate that the Board is looking for? Their background? Their experience? So, it was twofold, it was the defining the expectations of the role of the CEO as well as the type of candidate that we would be considering for the role.

Councilmember Tolmachoff said okay. Thank you, Mr. Chair. If I could follow up on that. Thank you, Penny. Do -- is part of the presentation going to contain the existing profile that we're using and whether -- if the, you know, if the Board's good with that, are we going to reinvent the wheel? Or are we going to just stick with -- because I don't know. I don't remember what we put out there or what the actual, you know, scope and all of that for the CEO is. Is that going to be in this presentation today?

Mr. Hillyard said sure. Mr. Chair. Councilmember. No. The process for reviewing and updating that job description and the scope is one of the things that I think the Board will need to decide.

Councilmember Tolmachoff said okay. I would ask that you would send that to us prior to the next meeting and then have it on the agenda for the next meeting for a discussion. I'm -- we'd -- I don't think we need to meet to actually look at it. I think it could probably just be sent out to us and put on the agenda for discussion next meeting. I just don't see any reason to slow this down for three months just to do a survey if we're maybe good or just want to make some minor changes to whatever we're working with now.

Chair Heredia said I think that's part of the discussion we want to have. I think the critical point, you know, 2016 was a -- as you know, was a different period of time at Valley Metro to what we have now; right? So, definitely took longer I think at the beginning phase then we should take this time is one of my observations. So, maybe getting a search firm should be, you know, expedited so that they can work on those details with the upcoming recommendation that we have on the agenda. So, anybody else have any questions, comments?



Councilmember Stipp said it has always been and will always be Bill. But I'm -- I -- the question that I have is do we know who the firm was that we used the last time?

Mr. Hillyard said Mr. Chairman, Councilmember. Yes. It was an organization called Waters and Company. I think they have subsequently re-branded themselves as ELG or something of that nature.

Vice Mayor Stipp said yeah. I know who they are. (indiscernible) Waters and his company. So, one of the positions that I hold is with the Mercer Group with the -- I don't do the recruiting part of it. And our -- generally, I think in the recruiting aspect this job profile is actually created by the consultant once we get them on board. So, to Councilmember Tolmachoff's point, that should be something that we should be looking for as an aspect of what does this new recruiting firm bring to the table as opposed to us creating it and then bringing them on board and saying take what we've done. I think we let the professionals develop it as we go forward. And I'll save the rest of my comments until we get through the rest of the discussion.

Mayor Gallego said I will agree with, I think now, the three colleagues who have said we should have less time at the front end of the process. It looks like this, the packet says, the entire process should take 32 to 41 weeks including 8 to 10 for planning and procurement and I'd love to see us condense that. I agree with Councilmember Stipp although -- Vice Mayor is going to be a hard habit for me to break. So, you'll have to pardon me if I don't make it.

But I think having to search firm create the job description makes a lot of sense. It is important to me to have a search firm that has hired transit CEOs because I think it's a different expertise than over types of hiring process. We all want someone who understands this very important work that we do with Valley Metro.

I would like to see a public involvement process. I see value our riders and they're per perspective, our business partners whether they be on the construction side or the people who operate the transit system and would love to have them have an opportunity to hear from the finalists as well. So, that's something that I would really like to see be part of this process.

Mayor Gallego said I guess, just to speak generally about the timeline as well. I would love to see some overlap with our current CEO and incoming CEO. I think that's important for training and getting to know so would love to -- I think, there is staff proposals or Chairman proposals that has us taking about a calendar year and I would -- I think if we look at the timeline here and maybe do some minor adjustments we could get to a March hiring which would allow training and transition that I think is valuable to our agency.

Mr. Chair said thank you, Mayor.



Pat said Chair, in the chat, Councilmember Arredondo-Savage said that she agrees with the Mayor and also Councilmember Stipp.

Mr. Chair said perfect. Anyone else have any comments on this to 2016 recruitment timeline and info provided by Valley Metro staff? If not, we can move forward to -- or I saw a question popped up.

Pat said yes. It is from Councilmember Klay Goodman. How much different would a 2021 survey be from the 2016 data?

Mr. Chair said I'll leave it for Valley Metro staff, but I think that's -- in my view, is kind of the process that we need to review once we bring in a search firm and see what will the 2016 info kind of provides us to 2021 (indiscernible) but anyone else Valley Metro have any comments on this question?

Mr. Smith said Councilmember, if I could, I think you mentioned this earlier. 2016 was a very different world. If you'll recall, Valley -- well, those of you -- Valley Metro was engulfed in scandal and it was a different environment whereas now, you know, I would say things are pretty stable. And I think that would be one thing it would be interesting to find out the difference that might come up or might not come up. And we may find that your input is very similar to what it was. I think some of the traits and qualities that you look for in a CEO may not have changed, but I think that's one of the things that may be of benefit to you is to recognize that there was a very different mindset and I think the Board was looking for something different at the time simply because of the nature of the environment that Valley Metro was operating in at that time as opposed to now.

Mr. Chair said thank you, Scott. Well, if there's no other comments here. Go ahead.

Mayor Pereira said I just want to kind of follow up on some of the comments that Mayor Gallego mentioned. I think -- I think, you know, she mentioned that we should look at hiring somebody that can spend some time with our current CEO. Are we planning to put priority in looking at someone internally that already has worked with Scott and can maybe continue that process and be hired internally instead of going outside and hiring somebody from outside?

Mr. Chair said thank you, Mayor. Anyone have any comments on that? You know, this is an open discussion for us to have.

I'll chime in first. I think -- I think it's beneficial to see what's out there as far as a national search for folks that have transit experience is important, but if folks have, you know, internally want apply, you know, by all means they can apply and be part of that process, but I think it's important, at least in my view, to have a process where we look at potential applicants that can fill this role from across the country.



Councilmember Stipp said I agree with you. I think anyone is, internally is, obviously, more than welcome to apply and should, you know, compete with anyone else that's here. I didn't want to leave you hanging.

Mr. Chair said yeah. Thank you. Perfect. Thank you, Robin as well to agreeing to the comment. Why don't we get into the second agenda item here?

2. Discuss Chair Recommendations

Mr. Chair said it's listed as chair recommendations. They're more suggestions I think based on the information that Valley Metro covered. What seemed to work, again, it's different times we know in 2016 as we covered. There is some logistical pieces that I think make sense and in order to respond to something, you know, we created this -- these recommendations, suggestions for us to have a discussion on this.

And, primarily, the first two boxes I think and then the last two, the search firm and the initial actions are kind of more looking ahead. I think the first two boxes are more immediate and see how we can expedite some of this process moving forward.

The first box, ad hoc committee, recommending to create this ad hoc committee consisting of the Joint Board Subcommittee plus one additional member. That one additional member I think would be from the west Valley is, you know, because we have two from the east Valley, one from Phoenix and then one from the west Valley on the Joint Board Subcommittee.

And I think one of the roles of that Joint Board Subcommittee was to have a -- to work on CEO search once that was into the docket if we needed a search for a CEO. And so I think adding this time the duty of (indiscernible) that ad hoc committee for this process makes sense. So that's open for discussion.

And then the HR support utilize Human Resources support from Maricopa County to actually lead the procurement for the executive search firm and creation with some support of Valley Metro HR staff like they did in 2016, but Maricopa County lead this process as quickly as possible so that we can -- I think the critical piece is finding the search firm so that they can start that -- that internal process and pushing out the RFP as quickly as -- or the search for somebody as quickly as possible.

Based on, you know, what the market, right now, I know some cities are looking for city managers and other departments and it's just -- department directors and it's just taking a bit longer than anticipated in some areas and so I think it's -- the more expedited piece that we can push on the front end will help us towards the end. Like Mayor Gallego suggested, having a public process and some overlap bringing in somebody makes sense. And so the more expedited and quicker we can be on this front end I think gives us some time to play with on the -- in the later months so.



So, those are kind of the suggestions to respond. I'll take any comments, suggestions, questions there. What do people think?

Councilmember Arredondo-Savage said I think want to say thank you. I think this is really just a good starting point for us and I know you said it was a draft and just a recommendation and I think it gives us a good point to start the discussion and move forward.

The one thing I noticed here with that first column, the ad hoc committee. I appreciate the opportunity to give the feedback, but I'm really, supportive. I think it's good as outlined. I think there was a question in the comments about who's on that committee. I know it might be good to remind everybody who specifically is on that committee, but the one thing that I would like to see is maybe an expansion of the representation on that Subcommittee that would include some additional members that may -- that have large transit investment levels. So, it would be great if we could maybe see this Subcommittee possibly expanded by two seats to be able to maintain not only just the geographic balance, but to include those cities that really do have high level investments. That would be one thing that I would like to see moving forward. With that, thank you, Mr. Chair.

Ms. Dillon said Chair Heredia, I have the list of the Board members what are currently on the Joint Board Subcommittee. And then they are: Mayor Kevin Hartke from the City of Chandler, Councilmember John Edwards from the City of Peoria, Mayor Kate Gallego and Councilmember Heredia from the City of Mesa.

Councilmember Tolmachoff said thank you. I'm also supportive of the current list of members of the committee and I'm supportive of Tempe's request to expand the committee. Because -- especially because we have such a large board and as she said, the -- there's other cities that have sizable investments in transit. So, if Robin is willing to represent Tempe as an additional seat because she -- she put herself out there so I'm going to nominate her, but I'm also willing to serve as an additional city from the west Valley if that suits the requirements of the rest of the Board. But the I'm willing to volunteer for the additional seat on the west Valley as well.

Councilmember Arredondo-Savage said, you know, I just want to say thank you, Councilmember Tolmachoff. I think -- I think thank you. Super. But I do appreciate that. I think that would be a good thing moving forward. Thank you, Chair.

Vice Mayor Edwards said Mr. Chair, this is Vice Mayor Edwards, I would agree with Councilmember Tolmachoff. I am supportive of her and Robin being additional members of that committee.

Councilmember Stipp said I still think the west Valley is short one on there and it -- the



Joint Board I thought was the same board that did the performance review of the CEO. There's -- self-serving, but there's one name (indiscernible) off of that and that was mine. So, I'm just curious if that's an oversight or was it a temporary appointment whatever the situation was, but I want to make sure that the west Valley has its appropriate number of seats as well and am volunteering to (indiscernible) the rest of my west Valley cities would be supportive.

Councilmember Arredondo-Savage said good catch, Bill. I support that. Just to throw that out there.

Ms. Dillon said so Mr. Chair, if I could clarify how the Joint Board Subcommittee is selected. So, each year the Board is -- the Joint Board Subcommittee is elected through the board officer and subcommittee process where letters of interest are submitted and the four members that I mentioned earlier submitted their letters and are now on that Joint Board Subcommittee and it's a yearly selection or election. So that is the current make up of that group. So, Councilmember Stipp that's why your name is not in that group for this year.

Councilmember Stipp said got it. First time in doing the appraisal so, of course, first time mistake on that issue, but I'm still willing to volunteer to serve as the additional west Valley seat.

Mayor Gallego said I would be very supportive of Councilwomen Arredondo-Savage and Tolmachoff and Councilman Stipp joining and filling out the committee. And if more of the Board wants to be involved, I would be comfortable with the search firm going to the entire Board and not just the new committee.

Mayor Peterson said Mr. Chairman, Bridget Peterson. I wanted to add that I was in support of the two Councilwomen being added and then I was going to recommend adding another member because I don't think it's a good idea to ever have an even number of members and so that would have put us at six. So, adding Councilmember Stipp would put us at seven so I would support that also.

Councilmember Arredondo-Savage said Mr. Chair, I agree with Mayor Peterson, I think that's a good perspective to keep it an odd number. And since Bill did throw himself out there, I think it's pretty, obvious that we should jump on that so good job, Bill. Thank you.

Councilmember Stipp said since odd goes with me, I'm all set with that.

Chair Heredia said perfect.



Vice Mayor Dorcey said this is Vice Mayor Dorcey from El Mirage. And I'm very supportive of all three of these folks who have put themselves forward and I'm very supportive of adding all of them to this committee and I'm very relieved so. That it's not me so thank you.

Mr. Chair said perfect. Anyone else have any comments or suggestions?

Councilman Gamez said again, I agree with all three being on the Board. I think they'll do a great job. Thank you.

Mr. Chair said perfect. Well, I think, you know, suggestion here to -- on the ad hoc to add seven members being that the four that are currently in the Joint Board Subcommittee and then adding Councilwoman Tolmachoff, Arredondo-Savage, and Councilmember Bill Stipp to it, so I think that makes sense. The more eyes and ears and, you know, ideas the better I think as we search for somebody new here as a CEO so.

Anyone else have any comments on that? I think, am I wrong? That's something that the Chair can recommend, Valley Metro staff and proceed with the process?

Mr. Smith said we'll proceed with getting things together for the next meeting, Mr. Chair.

Chair Heredia said okay.

Councilmember Stipp said Mr. Chair, this is Bill. I've got a question if this is the part that you're opening up for these four blocks.

Councilmember Stipp said so we're -- I think the ad hoc committee, obviously, is in place to look at, you know, selecting the search firm and moving forward and I think it's our responsibility to keep the rest of the Board informed, you know, continually.

As far as the HR support, I know that that's an agenda item for us to work with Maricopa County for them to lead the procurement. I'd like to suggest that it's important that the Board have a link to that and our link to that going forward, I think, is going to be the General Counsel. And I'd like the General Counsel, as the Board's representative, to be connected to that process in some way and actually, lead that -- lead the -- work with the Human Resources Department and help with the executive search firm until such time as one is in place. I'd like to throw that out for discussion.

Mr. Chair said thank you, Councilmember. Anyone have any comments towards that?

Mayor Gallego said I agree. I think if we want a contract to move quickly, putting the General Counsel in charge of it is a great idea and with the reporting relationships to the Board that makes sense as well.



Councilmember Arredondo-Savage said yeah, Chair. It makes sense to me too. I certainly agree with the recommendation. Thank you.

Councilmember Tolmachoff said yeah, I agree. I think that -- that the Counsel has direct reporting to the Board which, you know, also will probably save time of, you know, he can report directly to the Board on, you know, updates and issues so it won't slow things down.

Chair Heredia said perfect. Mayor, I think you had some -- another comment. Mayor Gallego?

Mayor Gallego said I think we sort of covered this in the last agenda item, but with the survey, I think we -- we will move forward with having the search firm propose a job description and then react to that as opposed to doing a survey.

Chair Heredia said yeah. I think the idea was -- sorry. The idea was this time bring in the search firm as quickly as possible so that they can do the -- what's needed to -- to expedite this process; right?

Mayor Gallego said yes, so we can condense at the beginning the initial process and I see other opportunities as well. I think six to eight weeks for interviews we could condense.

Mayor Peterson said I agree with that because from what I'm hearing from other job postings, and I think you mentioned it yourself is that other groups have been hiring city managers and so on and so forth and I'm hearing that they're not necessarily getting the quality of candidates that they want so we need to know that sooner than later. So, let's get through that process so that if we need to re-post and do this, again, then we can go ahead and do that. Even with the Valley Metro CFO, we've seen the same situation so it's better to cut this process down and make sure we bring that forward.

I also wanted to point out one other thing that I almost forgot was we need to make sure that we talk with our CFO in budget because if we're going to try and bring a CEO on three months in advance, we're going to be paying two CEOs for that amount of time. So, we're going to need to cover that point in the budget at some point.

Mr. Chair said thank you, Mayor. Great suggestion and info to look at as we go through this process.

Yeah. I think it's critical to have the search firm in place as soon as possible, right, like what we've said based on what's happening in the market right now. So, any other questions or comments?



Councilmember Stipp said okay. So, two things. I'm spinning my hats between Councilmember and consultant so forgive me for that.

On the IGA with the county, I'm hoping that that's something we can get done, you know, within 30 days so that we've got that fully executed and ready to go. That they then, based on this discussion and the direction that we're going to provide to staff today, can even get started on that crafting the RFP, RFQ for the search firm, you know, for our -- within that 30 days if it's possible. That would, you know, that would be a bonus.

So, the spin of the hat is what we have -- from in our company of what we have found kind of generically across the Board with city managers and -- and that executive is sometimes the expectation of the community is higher than the -- than the job market. And we've seen a huge turnover, a lot of retirements in the senior leadership of city management where everybody with experience is gone. They've all retired. We've kind of gone through this baby boom period. So, the expectations of the communities are we want somebody with ten years of experience and all this, you know, depth of -- and it just doesn't exist.

So, I think it's important for us to remember to set a high bar, but also be realistic about our expectations of what may really be out there. We may want somebody who has, you know, a tremendous amount of experience which just may not exist. So, just to kind of give everybody a little heads up on what -- what we have seen in our industry or what our recruiters are reporting, you know, to us is that's the challenge that they're finding is sometimes the expectations are too high and we've got to bring our bar down just a little bit and kind of move forward so. I think that ends my comments. Thanks.

Chair Heredia said perfect. Thank you, Councilmember. Yeah. I think, you know, having the process to recruit, you know, as many as we can qualified individuals, right, to go through, you know, our vetting process as we move forward will be critical. I think both nationally and internally; right? Whoever is interested in this we have -- we have a process to interview and get the best possible candidate for this position, this critical position so.

So, with that said, I think the second box here is leading to the third agenda item.

3. Approval of Intergovernmental Agreement with Maricopa County

Chair Heredia said as Councilmember Stipp mentioned is getting the ball rolling in this is it's critical and I think this agenda item for formal vote is critical to bring in Maricopa County as quickly as possible in the -- to set up that procurement process to search for a search firm for us; right?



So, this is the third point. I'll open up for discussion. I think we covered most of it, but if folks have any additional questions or comments here. Basically, it's to have Maricopa County lead the process of this and here's the motion so any -- any discussion or anyone want to move on this and then we can open it up for discussion on there?

Mayor Gallego said I've been trying to write as we and try to capture what everyone has said. So, I move that we request the Valley Metro General Counsel to act on behalf of the agency and the Boards of Directors to enter into an intergovernmental agreement with Maricopa County by and through Maricopa County's Human Resources Department to direct and lead a public procurement and RFP/RFQ process to retain the services of a qualified executive search firm with transit experience to develop and conduct a national recruitment for the position of Chief Executive Officer. The final RFP/RFQ should be presented to the Valley Metro Board for review on or before August 19th, 2022, and we'll plan the recruitment process timeline to achieve a hire date of March 1, 2022 to allow for overlap for the new CEO to work alongside the current CEO.

Councilmember Stipp said I second that. Great job.

Mr. Chair said perfect. So, we've got a motion and a second. Did you capture that, Pat?

Ms. Dillon said yes. I'm actually recording the meeting, so I have the recommendation recorded. It is my understanding that you are asking that an RFP be brought to the Board for review and approval for the August 19th Board meeting. Is that correct?

Mayor Gallego said correct.

Ms. Dillon said okay. So, we will work with that timeline and get that information so that you have it in plenty of time to review prior to the Board meeting.

Chair Heredia said thank you. So, we have a motion and a second by Councilmember Stipp, all in favor, say aye.

Councilmember Stipp said wait, Mr. Chair.

Chair Heredia said go ahead. You have a comment, Councilmember.

Councilmember Stipp said yeah. I just -- since the Mayor's motion and my second was directed toward the General Counsel, I wanted to make sure that he's present and hears what we've been talking about. I don't have the benefit of a large screen so. Mr. Chair said yeah, I can't. Mr. Minnaugh, are you in the room?



Mr. Minnaugh said yes. Mr. Chair, members, Councilmember Stipp, yes, I have been in the room. I have heard the earlier direction. I am, obviously, keenly aware of the importance of the selection of this position and how important it is to the -- to the Board, to the community, and also Valley Metro personnel. I have -- I've listened, and I've taken copious notes. I've listened intently and presently, and I understand the general direction to be to be -- that the General Counsel is to have oversight and counsel responsibility regarding facilitation of the CEO recruitment process.

Councilmember Stipp said and the August 19th, 2021, RFP or intergovernmental agreement with Maricopa County is doable on your end? Achievable, I should say.

Mr. Minnaugh said that's right. Chair, members, Councilmember Stipp, I can tell you this that we -- I will work very closely with the procurement division and take the lead on preparing an appropriate IGA for the Chief Executive's signature as fast -- as effectively and efficiently as possible. In fact, perhaps, we can reach out to Maricopa County today and find the appropriate contact that we'll be putting that document together with.

Councilmember Stipp said okay. Good. Thank you.

Supervisor Sellers said yeah. And it's critical that you do make that contact with Maricopa County right away. If this has to be approved by the Board, you know, we're going to have to look carefully at what our schedule is for August to make it fit your timeline. You know, if we have everything in a timely fashion, I know the Chairman so I can get it on the agendas.

Chair Heredia said thank you, Supervisor. Any other comments? All right. Hearing none. I think we're opening up for a quick vote on this one. We have a motion and a second. All in favor, say aye. Anyone opposed? All right. Motion carries. Appreciate it. Thank you, everybody.

Ms. Dillon said Chair Heredia, if you don't mind, I'd like to summarize what the action items are for us today so that we are clear here at Valley Metro and the Board of Directors.

Chair Heredia said I was going to ask that, Pat. Yes. Go ahead.

Ms. Dillon we had a request from Councilmember Tolmachoff to distribute the current job description of the CEO so the Board members can familiarize themselves with the context of that job description.

We have an ad hoc committee that includes the Joint Board Subcommittee and Councilmember Arredondo-Savage, Councilmember Tolmachoff, and Councilmember Stipp.



And we have the motion to begin the process of the IGA with Maricopa County to conduct the search -- the public access request for proposals for a national search firm for the recruitment of the CEO. And that information as long as it's timely to Maricopa County, we will have on the August 19th Board agenda.

Mr. Chair said I think that covers what we discussed here.

Ms. Dillon said okay. I will get that job description out to you later this afternoon or first thing tomorrow morning.

Mr. Chair said perfect. Well, thank you, everybody and we'll make sure that you all are updated on the process here as much as possible so that we can move forward on this. So, thank you to Valley Metro staff, thank you to everyone here on the line and we appreciate. Have a good rest of the summer. We'll be back pretty, soon so. Thank you.

With no further discussion the meeting adjourned at 12:09 p.m.



Minutes

August 12, 2021

Agenda Item 3A

Joint Boards of Directors
Thursday, June 17, 2021
Lake Powell Conference Room/Webex
101 N. 1st Avenue, 10th Floor
11:15 a.m.

RPTA Meeting Participants

Councilmember Jon Edwards, City of Peoria (**Chair**)
Councilmember Francisco Heredia, City of Mesa (**Vice Chair**)
Mayor Kate Gallego, City of Phoenix (**Treasurer**)
Vice Mayor Veronica Malone, City of Avondale (phone)
Councilmember Clay Goodman, City of Buckeye (phone)
Mayor Kevin Hartke, City of Chandler (phone)
Vice Mayor Monica Dorsey, City of El Mirage (phone)
Councilmember Mike Scharnow, Town of Fountain Hills (phone)
Councilmember Lauren Tolmachoff, City of Glendale
Councilmember Jared L. Taylor, Town of Gilbert (phone)
Vice Mayor Bill Stipp, City of Goodyear
Supervisor Jack Sellers, Maricopa County (phone)
Councilmember Jon Edwards, City of Peoria
Councilmember Jeff Brown, Town of Queen Creek (phone)
Councilmember Roland F. Winters Jr., City of Surprise (phone)
Councilmember Robin Arredondo-Savage, City of Tempe (phone)
Mayor Rui Pereira, Town of Wickenburg (phone)

Members Not Present

Mayor David Ortega, City of Scottsdale
Councilmember Aldofo Gamez, City of Tolleson
Mayor Michael LeVault, Town of Youngtown

Valley Metro Rail Participants

Councilmember Francisco Heredia, City of Mesa (**Chair**)
Mayor Kate Gallego, City of Phoenix (**Vice Chair**)
Mayor Kevin Hartke, City of Chandler (phone)
Councilmember Robin Arredondo-Savage, City of Tempe (phone)



Chair Edwards called the meeting to order at 12:08 p.m. The Pledge of Allegiance was recited.

Good afternoon, everybody. If a Committee member would like to ask a question or make a comment during the meeting, if you would kindly type in your comment into the box and it will be read aloud and answered. And also, a reminder that all meeting -- if you can mute your phone or your microphone on your phone, I would appreciate it.

1. Public Comment

Blue Crowley provided the following public comment via voice message.

This is for the Joint meeting. You're going to be evaluating the records today which also means that you are going to be evaluating yourselves. What is it that you have done or he has done to stop the amount of days that we have had serious warnings for air quality? Well, since this month, there have been, what? Seventeen days that they said the air quality for ozone was not what it should be. What has the system done to alleviate that? Well, what you did was you cut back and eliminated some services is the last thing you did. Which is what? Just the opposite of what you need to have done and to get done.

Well, there were articles in the paper stating the new extension to the streetcar in Tempe are going to be funded by the feds. How come that is listed as a bus project when a streetcar is, obviously, rail? And why aren't we using the funds that you take from the bus for that to get more buses? One would be nice along that Rio Salado that would be going all the way to the baseball park. But right now, there is what on that roadway?

Oh, nothing. So, you guys are evaluated for what he gets done and what you do. Also, there are rumors that he may be running for governor. When you do the new contract and that with him, is there anything in there that protects you in case he's more interested in running for governor than he is from running the system?

Thank you. You have a pleasant.

2. Chief Executive Officer's Report

Chair Edwards said Mr. Smith.

Mr. Smith said thank you, Mr. Chair. And once again, welcome back, everybody from a long morning. We will do this as quick as we can.

First thing I want to bring up. I believe I sent an email that all of you should have received on Monday talking about the latest, greatest good news we have. This one in the City of Tempe where the FTA allocated \$17.4 million in American Recovery Plan relief funds to



the Tempe Streetcar Project. This is in addition, as I mentioned, to the \$81 million from the same bill that we received in the City of Phoenix. I believe in March we had that news. So, about \$100 million that was unexpected and grateful to have. We're not going to send it back. We're going to make good use of that -- these new funds on those projects. They are related to those.

Also, an update on the West Valley transit services, I think we talked last meeting about the challenge we were having with the current provider and making sure we could retain service. The good news is that meeting with your staff, I believe, a week ago, it was last week -- beginning of last week, we reached consensus within the West Valley region to move forward under revised terms with our provider. So, service will be uninterrupted and the -- let you know, to continue on with the base term of that contract, but to -- the direction was to immediately begin the search for a facility that we can control and then we'll take that through the next three years and see how that goes. But it looks like some normalcy in service has been preserved and we're happy for that and really, grateful to all your staff. There was a lot of meetings and a lot of conversation and a lot of input from every city that was directly involved. The City of Phoenix was involved also and we're really grateful to your staff for all the input they had and look forward to continuing to work with them.

Just want to give you an update on paratransit Ride Choice. This has already been an interesting dilemma, not dilemma, an interesting subject during the pandemic as ridership has ebbed and flowed. Just so you know that many cities in our city - in our region, including Glendale, Phoenix, Peoria, I believe, reopened your senior centers this year. And so, what that has done is that has created a surge of demand for our paratransit. One thing that you should know, and our Ride Choice, both -- in both areas, our paratransit provider, TransDev, and Ride Choice, American Logistics, have been met with the same challenges that others have is hiring sufficient number of drivers and workers to provide services. So, I just wanted to give you a heads up that we're doing -- we're working with them and trying to bring enough personnel on to where we can operate that service without interruption. You may or may not get a phone call from a customer who maybe had to wait, and I just say that until that smooths out with this surge, you might want to expect that. We're really working. It's just tough to get people working out there. It really is and especially, at that level. The next thing is two years ago we all met in a very, cool and comfortable OMC -- yeah.

Mayor Peterson is saying, that's not how you remember it. It was hot as can be.

Mr. Smith said by the way, I would like to invite all of you, especially those of you that attended that on July, think it was July 31st. It was horrible out there. We turned on the air conditioning at the OMC a week ago. As part of the plan, the expansion, we completely revamped the AC and it actually is -- I would like to say, comfortable in there as opposed to being miserable. No, I mean, you need to go out there, Mayor, just to make sure you see the difference. We went out for a thank you little get together with



all our employees, and I was so grateful to you for approving this, to have maintenance workers come in and just say, thank you. This is amazing. Especially the week before the 115, it was great.

But getting back to the subject, we were there to announce a partnership with Waymo. This partnership had a two-year life, and it is now coming up on that two-year life. Waymo and ASU is also involved in that, and the idea was a pilot program to gain some information and knowledge. And just want to let you know that that has played out. Actually, ASU submitted a report at the end of May to the FTA on the autonomous vehicle demonstration with our Ride Choice. We are just waiting for FTA to return that report. Once it's available, we will send it out to you. I can say that we felt this pilot program was very successful and Mayor Gallego, we had talked earlier about what are we looking for the future for? This is an example of the things we're looking at because there's no doubt that autonomous vehicles will play some role in public transportation in the future, and we really wanted to know what that is like.

We're going to continue to work with ASU and Waymo and we may be coming back to you later with some other things we want to try just to understand what it will look like. And we will, once again, get you that report the second we get it back from the FTA. We thought we might have it by today, but they're not finished with it. They don't have it.

I also want to tell you about something that we're really, proud of and we hope everything turns out well. Just a couple, three days ago, one of the subcontractors on the OMC project collapsed and became unresponsive. These three gentlemen, one works for Brookville was there working on the streetcar, the other two are Valley Metro, jumped in and provided CPR and, basically, saved this gentleman's life until the fire department could get there, and paramedics were there and continue that. The person last heard is still in very, bad position, but he definitely would have died. So, love it when our employees and contractors just step right up and you can imagine, they were performing CPR for quite a few minutes before they came. So, thank you to our heroes, Maxwell Zuniga from Valley Metro, John Carter from Brookville who I believe is on the left and they're the ones that supported while Mark M?? Also, from Valley Metro coordinated calling 911 and getting the fire department in there.

I would like to in a very, very bittersweet sad note for me. This is Paul Hodgins last Board meeting. Paul will be officially retiring after 30 plus years of service to Valley Metro on July 9th and I just can't tell you for everybody how fortunate it has been for me. I think one of the best days of my five and a half years was the day that the Board decided to hire Paul Hodgins. He is a wealth of knowledge, knows the finances of this group inside and out, he is a man of absolutely, impeccable integrity. I'm just -- Paul, absolutely, grateful to have been able to work with you and wish you the best. Although, after July 9th, I may be cursing you every day because you are not here. We definitely will miss him. We will really, really miss him.



For July, we have cancelled our meeting since there is not pressing business. And the last thing that I have and I didn't want to take the thunder, I just to let everybody else, staff and all know that today -- well, I operate under contract and my contract has terms and my contract actually runs for another year to June of 2022 and generally, during my evaluation, I discuss with the Board the term and extending that and I informed the Board today that I was not planning and was not asking for an extension to my contract.

So, Paul will be long retired, but I am also going to be making the transition and I am so grateful and so happy not to leave, but to be able to say that when I do leave and as I work this out and enter my retirement and we go through a transition to a new generation of leadership, I am so proud to work with Valley Metro staff and I have absolutely total confidence and comfort knowing that regardless who sits in this chair as my successor, they will have an organization that is healthy, that is probably as healthy as it has ever been. I know it's the healthiest it has been since I have been here as your CEO. Complete confidence in the skill, talents and the passion and commitment of our staff and I'm just looking forward to working with you and everyone else as we transition to a new generation of leadership at Valley Metro.

So, with that, Mr. Chair, that's my report.

Chair Edwards said thank you. Well, Paul, I want to -- on behalf of the Board, I just want to wish you well on your retirement. I hope you still stick around and check in with us from time to time not vacationing too much out there.

3. Minutes

Chair Edwards said the minutes from the May 20, 2021, Joint Board meeting are presented for approval.

IT WAS MOVED BY COUNCILMEMBER TOLMACHOFF, SECONDED BY MAYOR GALLEGOS AND UNANIMOUSLY CARRIED TO APPROVE THE MAY 20, 2021 JOINT BOARD MEETING MINUTES.

4. Audit and Finance Subcommittee Update

Chair Edwards said Councilmember Arredondo-Savage is going to provide us an update on the meeting that was held on June 3rd.

Councilmember Arredondo-Savage said thank you, Chair Edwards. Much appreciated. And first and foremost too, you've already said it. Thank you so much to Paul. With AFS we've worked with him very diligently over the years and we just want to say thank you so much for all that you do and have done for this organization. And I just want to say thank you to my fellow committee members. I mean, it is really been kind of a rocky



year in a way when it comes to our budget and making sure that we are doing what the intent of AFS is to do is to take the deep dive, ask the hard questions, and address any concerns or challenges that we may be having. So, I just want to say thank you for all your time and your energy. You know, this is something that you didn't necessarily always sign up to do, but it's been a lot of work and you guys have been really, amazing and I just really want to say thank you for that.

Just really, quick to go through some of the things that we did. I want to thank the Board for giving us the opportunity to meet, again, and go through some of those questions that were asked regarding the budget. We did get a chance to really dive in a little bit deeper, get some of that information that we had been asking for and to really kind of understand. I think one of the best things was to go through the budget reduction scenario exercise. I thought that was a really, good exercise for us to kind of see what challenges we have, where we can be more efficient, some of the things that we can do within budget, you know, not just this year, next year, but I think for years to come.

So, what I would say is, what we would leave you with though we I think as AFS we do have some concerns regarding the budget and maybe tightening our belts a little bit more, we really just want to work on a couple of things which would be to, you know, really work on efficiencies first and foremost and transparency, some of the things that we want to continue to keep our pulse on this next year is as we do move forward with this budget and understand where we are. We know the budget will be approved today, but we want to make sure that we keep a really good pulse on things such as our office space, ensuring that we are being as efficient as possible, looking at our vacant positions and how we hire those, if we do. The paratransit contracts, I know that came up earlier too and that's kind of a really big deal. And really understanding and getting a better understanding from the AFS of how our fund balance and our reserve policy works. That was kind of one thing a little bit new that we dug into a little bit more this year. We want to continue to do that.

And just overall, just it's really, important to that, you know, as we move into the new system that we keep the fare box recovery and consistent enforcement throughout the region, another thing that we really want to focus on too.

But overall, we really learned that we'd like to focus on a smaller sustainable growth pattern for the future and really, just work for a zero to five percent, you know, reduction in expenses and see what that happens. I think that there is some possibilities to do that in the near future, but just to really take that deeper dive like we've been doing and, you know, ask the hard questions and ensuring that we are being as transparent and as efficient as we possibly can.

So, I just, again, want to give kudos to these committee members who have really done a lot of hard work this last year. I just want to say thank you guys to very much for that



and hopefully, the Board appreciates our work and like I said, doing the deeper dive, making sure that, you know, we're all really, comfortable and feeling responsible and fiscally conservative as we move forward.

So, anyway, that would be it. The other thing that we did touch on a little bit too was our FY22 audit plan so very happy to be working with our new auditor, things have been going really, good there. And, also, we did talk a little bit about the AFS role when it comes to hiring the CFO and we want to ensure that the AFS does have a part in the process as we work very closely with them throughout the whole year and realize that I think our input would be really, important to the process.

Mr. Smith said Chair could I amend my CEO -- Councilmember Arredondo-Savage reminded me of one thing I forgot to tell you about.

Mr. Smith said and thank you very much because I have told you about, but I haven't told the rest of the Board. With Paul Hodgins leaving, we have -- we are putting together a CFO recruitment process based on previous ones we've had. I've asked Jim Hillyard to be responsible to lead that effort working with Penny Lynch in our HR. I've also asked Jim Hillyard to serve as the interim Chief Financial Officer until we have a full time CFO on board. So, on January 10th, Jim will be assuming that position in addition to his other duties and we -- the good thing about that area of finance and procurement is we have amazing managers with Liz and Patty and Tyler as the three primary managers there and so, that's our plans going forward. So, Paul, when he leaves, Jim will take over as the interim CFO.

Chair Edwarda said thank you.

Councilmember Arredondo-Savage said, hey, Scott, thanks for bringing that up because I think the one thing that we realized in our AFS is how important it is that we want to have a part in that and realizing the last process that you mentioned hasn't happened for six years. So, I love the idea of just kind of making sure that whatever that process is, that recruitment process, that we just analyze it and ensure that's still the process that we want to continue to move forward with too. Thank you.

Mr. Smith said and we have taken a note and the Board will have multiple opportunities to be involved in the process at different levels and stages of the recruitment process. Mr. Chair said okay. Thank you. And Robin, thank you and the Committee for really keeping an eye on things and reporting back to us. I think by you doing this report on a monthly basis, you're really keeping us informed. Not that we're not informed, but you guys are just bringing more attention to some of the things that maybe, not necessarily fall through the cracks, but just kind of take a little bit more time and I really appreciate you and the members taking the time to analyze and bring it to our attention because it means so much to us so thank you so much.



Mayor Gallego said congratulations to Paul and best wishes and then I want to thank our Chairwoman for leading us during a very difficult year. We went through a lot of uncertainty economically. You helped us hire a new auditor. You helped bring some real rigor to the Audit Committee and I just really want to thank you for your service.

5. Fiscal Year 2022 (FY22) Intergovernmental Agreements (IGA)

Chair Edwards said the next item on the agenda is FY22 IGAs.

Mr. Smith said thank you, Mr. Chair. You have in your packet a list of -- you can see the numerous agreements we have with you, cities, one thing that I would like to state and I can't remember if we updated this, but when we got to TMC, the Management Committee, they're -- because of the West Valley service and because of some unfinished calculations with the ARP some of these numbers are not exact what they will be. And so, what we're asking for today is just the authorization for me to sign the IGAs at the point in time that the city staff and our staff agree on the amount. So, there's still some -- that's the authorization, again, that's so we don't have to come back later, and we can sign some of these things that you need to get your business done. Because not all cities are in the same boat. Some we have exact numbers, others don't, but it will be based on the approval of your city management and city -- the managers approve that stipulation.

So, that's what we're asking for here is just to give the authority to sign those when the final number is agreed upon by the city manager and the -- our Finance Department.

Mayor Gallego said any idea on timing for that, Scott?

Mr. Smith said I would think July, August at the latest. Paul?

Mr. Hodgins said thank you, Mayor. We continue to work with your staff as we speak, I believe, we've gotten or should have a couple of updated IGAs out in the next couple of weeks, but I would say no later than July, we'll have all the updated information out.

Mayor Gallego said and that would be including the funds? When would we receive the money? I should say.

Mr. Hodgins said yes, including all the American Rescue Plan funds which would reduce in -- for the most -- for most cities would reduce the IGA amount from what's in the packet, yes.

Mr. Smith said yeah. The way that falls through is it comes in and we give you a credit for the amount that is your share.



Mayor said okay. And so, we hope to see that by July.

Mr. Smith said and as you remember, there were discussions as to exactly how that would apply to different cities and the cities were unsure so now, we're sorting all that out. We hope to have it by the end of July.

Mayor Gallego said perfect. Thank you. Thanks, Paul.

Mr. Hodgins said thank you.

Mr. Chair said any other questions? Okay.

IT WAS MOVED BY COUNCILMEMBER GOODMAN, SECONDED BY VICE MAYOR STIPP AND UNANIMOUSLY CARRIED TO AUTHORIZE THE CEO TO EXECUTE THE 2022 IGAS AND IGA AMENDMENTS AS LISTED AND FOR THE PERIODS OF PERFORMANCE.

6. Executive Session Action Items

Chair Edwards said we have two action items. I'm requesting a motion and a second to approve a 3% merit pay to the CEO and an increase paid amount time off accrual to 11 hours PTO effective July 1st, 2021.

IT WAS MOVED BY MAYOR PETERSON, SECONDED BY COUNCILMEMBER BROWN AND CARRIED TO ISSUE THE CHIEF EXECUTIVE OFFICER A THREE PERCENT MERIT PAYMENT AND AN INCREASE TO THE PAID TIME OFF ACCRUAL TO 11 HOURS PER PAY PERIOD EFFECTIVE JULY 1, 2021.

MAYOR GALLEGO, VICE MAYOR STIPP AND COUNCILMEMBER ARREDONDO-SAVAGE VOTED NO.

Chair Edwards said the second item is a request for a motion and a second to give the General Counsel a 3% merit increase and an increase of 3% to his base salary.

IT WAS MOVED BY COUNCILMEMBER TOLMACHOFF, SECONDED BY MAYOR PETERSON AND UNANIMOUSLY CARRIED TO ISSUE THE GENERAL COUNSEL A THREE PERCENT LUMP SUM PAYMENT EFFECTIVE JANUARY 1, 2020 AND AN ADDITIONAL THREE PERCENT INCREASE TO THE HIS BASE PAY EFFECTIVE JULY 1, 2021.

7. Travel, Expenditures and Solicitations

Mr. Chair said this is for presentation only. Are there any questions or comments? Seeing none. Okay.



8. Future Agenda Items Request and Report on Current Events

Mr. Chair said are there any members of the Committee that would like to place an item on for future agenda?

Vice Mayor Stipp said I would like to request a special Board meeting at our regularly scheduled time in July to discuss the recruitment process for the CEO position.

Mr. Chair said okay. Can we accommodate that?

Mr. Smith said I guess, we could. We've got a placeholder on the schedule for a July meeting. Pat will work with the calendar and the new Board Chair.

9. Next Meeting

The next meeting of the Joint Board is scheduled for Thursday, August 19, 2021 at 11:15 a.m.

And with that that concludes the Joint meeting. The meeting was adjourned.

With no further discussion the meeting adjourned at 12:32 p.m.



Information Summary

DATE

August 12, 2021

AGENDA ITEM 3B**SUBJECT**

Transit Asset Management Plan - Fiscal Year 2022 Performance Targets

PURPOSE

To request approval of the agency's FY2022 performance targets as part of the Transit Asset Management Plan.

COST AND BUDGET

None at this time

RECOMMENDATION

Staff recommends that the Boards of Directors approve the agency's FY2022 performance targets as part of the Transit Asset Management Plan.

BACKGROUND | DISCUSSION | CONSIDERATION

In 2016 the FTA published the final rule, including minimum requirements, for transit agencies to establish a Transit Asset Management Plan (TAMP) by October 1, 2018. The final rule requires transit agencies to establish a system to monitor and manage public transportation assets that improve safety and increase reliability and performance, and to establish performance targets annually.

Each year performance targets are to be identified and reported to FTA for the upcoming year. These targets are also to be shared with MAG and ADOT for review and assistance with their requirement to set regional performance targets. Additionally, a charter agreement was signed by MAG, ADOT, City of Phoenix and Valley Metro that requires the yearly performance targets set by Valley Metro to be approved by the Board of Directors.

The performance targets are calculated by looking at any new equipment coming in during the year and equipment that may be retired to identify a percentage of assets that might fall below the set performance measure. In this case having a target that is low is good. For equipment to be in a good state of repair for TAM it should be under the ULB years. Equipment with a TERM, at or above the TERM (3) represents a good state of repair.

The buses and VMR trucks missed the target set for FY21. Buses that were anticipated to be replaced within the year were delayed due to COVID related closures at bus



manufacturing plants. They are anticipated to be replaced the first quarter of FY22. The trucks are also being replaced in FY22.

The performance targets set by Valley Metro for FY 2022 are as follows:

RPTA						
Category	Measure	ULB* or TERM**	FY21 Target	FY21 Actual	FY22 Target	# ****
Bus	What % will meet or exceed useful life benchmark	12 years	5%	13%	3%	10 / 348
Cutaway	What % will meet or exceed useful life benchmark	7 years	14%	22%	25%	8 / 32
Dedicated Paratransit Vehicles – assets are new in FY21	What % will meet or exceed useful life benchmark	8 years	0%	0%	0%	0 / 25
Vanpool	What % will meet or exceed useful life benchmark	8 years	7%	0%	0%	0 / 285
Equipment and Non-Revenue Vehicles	What % will meet or exceed useful life benchmark	8 years autos	67%	67%	67%	2 / 3
		14 years trucks	24%	22%	11%	2 / 18
Facilities (Mesa Bus Operations & Maintenance)	What % of facilities will be under a 3 (Adequate) on the TERM scale	3 = adequate	4%	4%	0%	0 / 1

VMR						
Category	Measure	ULB* or TERM**	FY21 Target	FY21 Actual	FY22 Target	# ****
Light Rail Vehicles	What % will meet or exceed useful life benchmark	31 years	0%	0%	2%	1 / 58
Streetcar – New in FY22	What % will meet or exceed useful life benchmark	31 years	NA	NA	0%	0 / 6
Equipment and Non-Revenue Vehicles	What % will meet or exceed useful life benchmark	8 years autos	20%	20%	20%	1 / 5
		14 years trucks	1%	4%	7%	5 / 80
Facilities – Maintenance and Passenger Stations	What % of facilities will be under a 3 (Adequate) on the TERM scale	Maintenance Building	0%	0%	0%	0 / 1
		Passenger Stations	15%	0%	2%	1 / 43



		Park - N - Ride	0%	0%	0%	0 / 9
Guideway Performance	What % of guideway will be under a performance restriction***at some point during the year	NA	1%	<1%	1%	1% of the alignment

*ULB = Useful life benchmark (unique to TAM)

**TERM = Transit Economic Rate Model

***Performance restriction – the LRV must slow to less than its normal traveling speed.

****No. of assets that equal the target % - 1 LRV being retired due to damages.

COMMITTEE ACTION

RTAG: July 20, 2021 for information

TMC/RMC: August 4, 2021 approved

Boards of Directors: August 19, 2021 for action

CONTACT

Ray Abraham

Chief Operations Officer

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ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 3C**SUBJECT**

Non-Revenue Vehicle Fuel Purchase

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to execute a cooperative agreement purchase order with WEX Bank Fleet Card Services for non-revenue vehicle fuel for a not-to-exceed amount of \$1,210,500 over a five-year period. The RPTA portion will not exceed \$42,500 and the VMR portion will not exceed \$1,168,000.

RECOMMENDATION

Staff recommends that the Boards of Directors authorize the CEO to execute a cooperative agreement purchase order with WEX Bank Fleet Card Services for non-revenue vehicle fuel for a not-to-exceed amount of \$1,210,500 over a five-year period. The VMR portion will not exceed \$1,168,000 and the RPTA portion will not exceed \$42,500.

BACKGROUND | DISCUSSION | CONSIDERATION

Valley Metro currently has 104 non-revenue vehicles in its fleet, 81 VMR vehicles and 23 RPTA vehicles. The vehicles are used for the ongoing maintenance of the light rail alignment, support of contracted light rail operations, and for integrated agency staff use. Valley Metro uses fleet fuel cards through WEX Bank Fleet Card Services to refuel non-revenue vehicles as needed. An account has been established that allows Valley Metro to refuel at many locations throughout the Valley.

Cooperative Agreements are contracts that are solicited and awarded by other public entities and whose cooperative language allows Valley Metro to utilize these contracts for goods and services it requires. This cooperative contract for non-revenue vehicle fuel was procured via the State of Arizona Procurement Office of the Department of Administration and is currently awarded to, WEX Bank Fleet Card Services. Valley Metro uses this contract to fulfill its non-revenue vehicle fuel purchase needs.

This cooperative agreement purchase order with WEX Bank Fleet Card Services will start September 1, 2021 for a five-year period. The US Bank/Voyager Contract is being expired by the State and switching to WEX. The past year cost for VMR vehicles was \$185,000 and for RPTA vehicles was \$4,000. Fuel usage for VMR vehicles is higher in proportion to RPTA vehicles because VMR vehicles operate 24 hours a day, 7 days a week maintaining the alignment. However, costs were lower in FY 21 due to the



pandemic as the RPTA vehicles were not utilized as much as previous years. Costs are projected to increase in FY 22 due to higher fuel prices and higher utilization of agency vehicles as we come out of the pandemic.

COST AND BUDGET

The non-revenue vehicle fuel usage over five years has a total estimated value of \$1,210,500. The five-year forecast for fuel is in the chart below.

	FY 22	FY 23	FY 24	FY 25	FY 26	Total
VMR	\$ 220,000	\$ 226,600	\$ 233,400	\$ 240,400	\$ 247,600	\$ 1,168,000
RPTA	\$ 8,000	\$ 8,250	\$ 8,500	\$ 8,750	\$ 9,000	\$ 42,500

The RPTA contract obligation is \$42,500 and is included in the RPTA Adopted FY22 Operating and Capital Budget. Contract Obligations beyond FY22 are incorporated into the Valley Metro RPTA Five-Year Operating Forecast and Capital Program (FY2022 thru FY2026).

The VMR contract obligation is \$1,168,000 and is included in the Valley Metro Rail Adopted FY22 Operating and Capital Budget. Contract Obligations beyond FY22 are incorporated into the Valley Metro Rail Five-Year Operating Forecast and Capital Program (FY2022 thru FY2026).

COMMITTEE PROCESS

RTAG: July 20, 2021 for information

TMC/RMC: August 4, 2021 approved

Boards of Directors: August 19, 2019 for action

CONTACT

Ray Abraham

Chief Operations Officer

602-652-5054

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ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 3D**SUBJECT**

Extend Marketing and Advertising Contracts for One-Year Authorization

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to execute one-year contract extensions with state cooperative contractors, OH Partners and Magnetry, LLC, for Marketing and Advertising Support Services. No additional budget is being requested.

RECOMMENDATION

Staff recommends that the Boards of Directors authorize the CEO to execute one-year contract extensions with state cooperative contractors, OH Partners and Magnetry, LLC, for Marketing and Advertising Support Services.

BACKGROUND | DISCUSSION | CONSIDERATION

In December 2018, the Boards of Directors approved authorization for the CEO to execute contracts with OH Partners and Magnetry for Marketing and Advertising Support Services utilizing the State of Arizona Marketing Services Cooperative Contracts. The budget authorization was for \$3,600,000 split between the two marketing firms. The contracts expire on August 31, 2021, which was also the expiration date set by their state cooperative contracts.

This summer, following the state's competitive procurement process, both contractors remain available on state contract. As such, staff seeks one-year contract extensions with each contractor to provide continuity to active and critical campaigns (noted below). The existing budget authority remains sufficient through next year.

Valley Metro utilizes marketing and advertising contractors to supplement Valley Metro's in-house marketing and communications teams to assist with the implementation of major marketing campaigns and initiatives on behalf of the region. The campaigns they are working on or will be working on across FY22 include:

- COVID-19 Recovery
- Front Door Boarding Education
- Valley Metro Mobile App Branding and Promotion
- Fare Media Branding (associated with Fare Collection System Modernization)
- Driver, Pedestrian and Internal Safety Campaigns
- Tempe Streetcar Safety and Opening Celebration Support



- Commute Solutions Support

The contractors help with marketing strategy development, marketing campaign creative development, including concepting and design for print and/or digital content, as well as media planning and buying and web support.

As noted, the marketing contractors work alongside and augment the internal Valley Metro Marketing Department. In addition to guiding the marketing contractors work, scope and budget, the internal team produces approximately 900 marketing jobs annually on behalf of the regional marketing effort, ranging from all the service change and transit service products (i.e. Transit Book/schedules, wayfinding maps, car cards, a-frames, flyers, bus stop signs, etc.) to capital project maps/newsletters/boards to small business banners to all the digital images you see on the website or social media, to name a few.

COST AND BUDGET

Staff is not requesting any additional budget authority, only additional time. Through May 2021, the remaining contract value is \$1.93 million of the \$3.6 million budget authorization granted in December 2018.

COMMITTEE ACTION

RTAG: July 20, 2021 for information

TMC/RMC: August 4, 2021 approved

Boards of Directors: August 19, 2021 for action

CONTACT

Hillary Foose

Director, Communications and Strategic Initiatives

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ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 4**SUBJECT**

Draft Valley Metro FY 2022 Strategic Plan

PURPOSE

To request the Boards of Directors feedback or approval of draft Valley Metro FY 2022 Strategic Plan.

RECOMMENDATION

Staff recommends that the Boards of Directors approve Valley Metro's FY 2022 Strategic Plan.

BACKGROUND | DISCUSSION | CONSIDERATION

In 2015 Valley Metro worked with an external consultant to develop its 2016-2020 Strategic Plan. The plan detailed Valley Metro's goals as an organization in addition to identifying specific actions for each of the plan's five years.

In 2019 Valley Metro began its strategic plan update by assessing the strengths and weaknesses of the 2016 – 2020 plan. A key strength of the 2016-2020 plan was that it articulated consistent organizational goals for the five-year period. This assisted Valley Metro in both communicating its value to the community and maintaining consistency of focus. Two weaknesses of the 2016-2020 plan were identified. First, the plan identified only six performance measures: boardings per revenue mile, boardings per revenue hour, boardings per trip, farebox recovery rate, and on-time performance. While useful, these metrics were limited to operations and did not provide insight into many of the plan's five goals. Secondly, the detailed actions the plans laid out over five years were overtaken by events and outdated by 2018. As a result of this analysis, Valley Metro determined its updated plan should continue to articulate lasting organization goals but also include more meaningful metrics and utilize an annual action plan.

Next, Valley Metro gathered input from stakeholders and staff. Valley Metro's Chief of Staff and Chief Administrative Officer requested the opportunity to meet with each city to discuss the strategic plan. Ten of the nineteen member cities shared their ideas and perspectives. Workshops were also held with Valley Metro managers and leaders. As a result of these meetings and workshops, the 2016-2020 plan's five goals were revised to make them better represent Valley Metro's value to the region and the interests of the agency's stakeholders.



These goals were then presented to the Board at study session in February 2020. The Board suggested revisions to the wording of some goals and expressed a desire for more detailed performance measures. Shortly after this meeting, the COVID pandemic hit and work on the strategic plan was put on hold.

Valley Metro staff recently resumed work on the plan, and held multiple workshops to identify metrics that will illuminate the status of the five goals. During these discussions, it became clear that there were many important measures that gauged Valley Metro's performance. For the goals regarding Valley Metro's current and future systems, there were also many measures that provided critical context for understanding the status of transit in the region but were significantly influenced by factors outside Valley Metro's control. For example, transit coverage is important, and given that the vast majority of fixed route service is locally funded, service expansions involved shared decision making. As a result, the draft plan includes two categories of measures: "performance measures" that Valley Metro will hold itself accountable for and "regional indicators" that provide context for understanding transit in the region. These efforts resulted in a revised draft strategic plan that is now presented to you for your comments and suggestions.

The draft plan addresses Valley Metro's specific objectives for FY 2022 consistent with each of its five principal goals. The CEO presented these objectives to the Board in June as part of his FY 2022 work plan. The Board approved the work plan in the same meeting.

COST AND BUDGET

None

COMMITTEE ACTION

TMC/RMC: August 4, 2021 approved

Boards of Directors: August 19, 2021 for action

CONTACT

Jim Hillyard

Chief Administrative Officer

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ATTACHMENT

Draft FY 2022 Strategic Plan

FY 2022 Strategic Goals and Measures

Excellent Rider Experience	Enhance Lives Through Regional Mobility -- Current System		Maximize Efficiency & Member City Engagement	Enhance Lives Through Regional Mobility -- Future System		Organizational Excellence
VM Performance	Regional Indicators	VM Performance	VM Performance	Regional Indicators	VM Performance	VM Performance
On Time Performance: Bus, Rail, & PT Rider Net Promoter Security Incidents per Boarding Rider Comfort / Cleanliness Rating Complaints per 100K Boardings	Boardings per Rev Mile Fare Box Recovery Rate Bus: Rail: PT&RC: Employment within 0.5 mile of transit Population within 0.5 miles of transit Education within 0.5 miles of transit	% Rail Preventative Maintenance Standards Met Rate of Fare compliance & Reduced Fare Abuse Bus: failures per 100K Rev Miles Use of DBE vendors % of assets within useful lifespan:	Construction Projects: • X of Y on schedule • X of Y on budget Paratransit/RC Cost per Rev Mile: Bus & Rail Cost per Rev Mile	Funded RTP & SRTP: • # of Transit Travel Time Improvements • Change in Pop, employment, & Education within 05 mile of transit Public Support for Transit	Business Assistance Provided: \$ Direct Economic Impact: • Local: \$ • Federal: \$ Number of Community Individuals Engaged	Turn-over Rate % of Promotions filled internally % of Employees who believe VM is a good place to work Training Hrs Provided • Leadership • Diversity • Technical IT Security CMMI Maturity Level:

FY 2022 Workplan

Excellent Rider Experience	Enhance Lives Through Regional Mobility -- Current System	Maximize Efficiency & Member City Engagement	Enhance Lives Through Regional Mobility -- Future System Enhance	Organizational Excellence
Enhance metrics for bus, rail, and paratransit Analyze & Update standards for complaints Continue Improvement of Rail Safety	Monitor Ridership & Rightsize ID Post-COVID Transit “new normal” Begin Passenger Service on Tempe Streetcar (2	In-Person/Hybrid Board & Committee Meetings Board Review of Post-COVID Strategic Plan Improve Communication with Member Cities One on One Communication with Board Members Improve Budget Planning, Communication, and efficiency Provide Board with Budget Rationale & Alternatives Reevaluate Board Study Sessions	Develop & Procure new Paratransit & RideChoice service model Work with MAG & Cities on Prop 400 Extension Meet Project Milestones for SCEDH and NWII Complete OMC Expansion Finalize Salt River Bridge Design Pursue Federal Funding Opportunities Build Projects within Budget	Strengthen Internal Controls, Efficiency, and Governance through Policies & Procedures Improve employee engagement & engagement Develop Succession Plans for CEO and Key Leadership Positions Recruit & Hire a new CFO Implement ERP & EAM Systems. Continue new Fare Collection System



Information Summary

DATE

August 12, 2021

AGENDA ITEM 5**SUBJECT**

Chief Executive Officer Recruitment – Scope of Work Approval

PURPOSE

To request that the Boards of Directors approve the Chief Executive Officer (CEO) Recruitment services Scope of Work (SOW).

RECOMMENDATION

The Ad-Hoc Review Committee (AHRC) and Valley Metro staff recommend that the Boards of Directors approve the SOW that will be performed for Valley Metro Boards of Directors by a qualified executive search firm for the recruitment of the CEO.

BACKGROUND | DISCUSSION | CONSIDERATION

On July 22, 2021 the Boards and Valley Metro staff participated in a Study Session and Special Board Meeting concerning recruitment of Valley Metro's CEO. At the Board Meeting, the Boards of Directors directed and authorized Valley Metro staff to enter into an Intergovernmental Agreement (IGA) with Maricopa County to direct and lead a public procurement and solicitation process to retain the services of a qualified executive search firm with transit experience to develop and conduct a national recruitment for the position of Valley Metro's next CEO.

The Boards of Directors further determined that the AHRC would be made up of seven Board members representing the Cities of Chandler, Glendale, Goodyear, Mesa, Peoria, Phoenix and Tempe. The AHRC will provide guidance and direction throughout the CEO recruitment process and report final recommendations to the Boards of Directors for approval on the position of CEO.

Valley Metro staff have diligently coordinated efforts and resources with Maricopa County staff to finalize an IGA, which has been completed and executed. Valley Metro staff prepared a draft SOW that will be used by Maricopa County for a Request for Quotations. The AHRC reviewed the SOW and provided comments and feedback which have been incorporated into the attached SOW.

Upon approval of the services, Maricopa County will release a Request for Quotes with responses expected to be received by mid-September 2021. Maricopa County staff will review and evaluate received proposals based on qualifications and experience criteria



that accurately and reliably align with the approved SOW and present results and a recommendation to the AHRC for consideration.

COST AND BUDGET

There is no cost impact at this time. Once a contract is awarded, Valley Metro staff will return with a cost for Executive Search firm services.

COMMITTEE PROCESS

Boards of Directors: August 19, 2019 for action

CONTACT

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ATTACHMENT

Scope of Work



OFFICE OF PROCUREMENT SERVICES
320 West Lincoln Street
Phoenix, AZ 85003

VENDOR REQUEST FOR PROCUREMENT QUOTE

Buyer:	
Quote Description:	National Transit Executive Recruitment Services

INTENT: This Request for Quotation (RFQ) is being solicited to establish a National Transit Executive Recruitment Services agreement. Valley Metro is governed by two (2) Boards of Directors, the Regional Public Transportation Authority (RPTA) and the Valley Metro Rail Board. These two Boards direct, set the policy for, and work to improve and regionalize the public transit system.

The executive search firm shall aid Maricopa County (County), the Valley Metro RPTA, Valley Metro Rail Boards of Directors, and its Ad Hoc Recruitment Committee (AHRC) in finding a top-level candidate that has executive experience in public sector entities, preferably with a public transit agency(ies).

The executive search firm shall have the necessary expertise, experience, and capability to conduct a professional, comprehensive national search, and to make recommendations of highly qualified and diverse candidates for the Chief Executive Officer (CEO) position. Successful experience conducting executive recruitment for large transit/transportation organizations is preferred.

Background

Valley Metro provides multiple public transit options to residents of greater Phoenix and Maricopa County including the planning and operations of a regional bus system and the planning, construction, and operations of a light rail system. In Fiscal Year 2019, total ridership for the system exceeded 65 million passengers. Light rail extensions are planned or under construction that will create a 66-mile system by 2034. Valley Metro's Fiscal Year 2022 combined operating and capital budgets exceeds \$887M. Valley Metro also offers transit options including alternative transportation programs for seniors and people with disabilities, commuter vanpools, online carpool matching, bus trip mapping, bicycle safety, and other transportation related programs.

Valley Metro is governed by two Boards of Directors who set the policy direction for the agency with the intent of advancing the regional public transit system. The Regional Public Transportation Authority (RPTA) Board consists of 19 public members (Mayor or City Council members from each of the 18 cities and one Maricopa County Supervisor) that set the policy direction for all modes of transit except light rail. The Valley Metro Rail Board consists of four cities that set the policy direction for light rail high-capacity transit. The Boards and the agency work to improve and oversee the regional public transit system.

In 2004, Maricopa County voters approved Proposition 400 extending the 1983 county-wide transportation tax. The half-cent on every dollar of goods purchased funds the Regional Transportation Plan, which includes various transit services. Since 2004, transit receives one-third of the half-cent tax, which is used for regional bus services and high-capacity transit services such as light rail, bus rapid transit, and streetcar. The half-cent sales tax, along with funding from member cities, federal matching funds and other funding sources, is projected to provide \$6.9 billion in public transportation improvements through 2026. Fixed-route bus, light rail transit, and alternative transportation programs also receive funding from the Federal Transit Administration, Arizona Department of Transportation, Maricopa Association of Governments, and member agencies.

SCOPE OF WORK:

Scope of Work

The objective is to contract with a search firm that can provide top-level executive recruitment with a focus on candidates with public transit experience. The Scope of Work includes but is not limited to the following phases and requirements.

Recruitment Planning

- Meet with the County, representatives from the Valley Metro Ad Hoc Recruitment Committee AHRC throughout the process.
- Work with the County and Valley Metro AHRC to outline the search requirements, timelines, job description, recruitment brochure, advertising/marketing strategies, screening process, and goals for the successful recruitment of a Chief Executive Officer (CEO) to ensure they are reflective of current needs, responsibilities, and candidate attributes. The final start date of a successful candidate is desired to begin on or before March 1, 2022.
- Coordinate with the County and Valley Metro AHRC in executing the process to recruit, assess, and evaluate candidates. This includes an initial assessment of the applicant pool and conducting video interviews with potential candidates for the County and Valley Metro AHRC to review in consideration of identifying only the highest qualified candidates.
 - This shall include gaining input and approval on a recruitment timeline, milestones, recruitment strategy, and advertising options.
- Submit for approval an overall written plan for this recruitment that shall include gaining input and approval on a recruitment timeline, milestones, tasks/activities, recruitment strategy, marketing/outreach, and advertising options. Other elements of the written plan shall include but are not limited to:
 - Major milestones with dates under which are listed specific tasks/activities associated with each milestone.
 - Recruitment strategy that is designed to attract the most qualified candidates with significant public transit and public sector experience. This strategy should include outreach and marketing designed to assure a diverse and qualified pool of candidates. This strategy must include marketing, outreach, and advertising strategies to reach experienced executive public transit and public sector candidates.
 - Written candidate profile/job description that details core competencies, preferred experience, soft skills, personal qualities, reporting relationships, responsibilities, and objectives.
 - Candidate recruitment brochure and other appropriate marketing materials.
 - Responsibility for all recruitment/search activities, developing an advertising campaign, and networking.
- Conduct current market research based on recent comparable transit agencies for similar executive positions. Market research should include the full compensation package and a recommendation to the County and Valley Metro AHRC on a prospective salary range and compensation package.
- Maintain proper confidentiality regarding the search process both during and after completion of the project.
- Attend meetings with Valley Metro AHRC (and if necessary full Valley Metro Boards) in the Phoenix Metropolitan area in person and/or virtually to present to the Valley Metro AHRC, Valley Metro Boards and Public Sector Open Meetings per the discretion of the Valley Metro AHRC.
- Have familiarity with Arizona open meeting laws and requirements for preparation of materials and information for the Valley Metro AHRC, Valley Metro Boards of Directors, and public meeting purposes.
- Any candidate recruited for the role of CEO shall be specific to this recruitment, and any candidates referred to the County and Valley Metro should be exclusive to this recruitment and not be used for recommendation of other similar active recruitments for other positions for a period of up to twelve (12) months after the recruitment completes for this position.

Recruitment Process and Candidate Selection

- The County and Valley Metro reserve the right to direct the search firm to perform only specific and select

activities within the approved submissions based on the process and status of the search.

The search firm shall:

- Provide on-going input to the County and Valley Metro AHRC on whether the recruitment strategy needs modification based on the quality of the candidates and applications received.
- Conduct a national search to identify diverse and highly qualified pool of candidates specific to this recruitment.
- Contact potential candidates to determine if they meet the requirements of the position and determine if they qualify for an in-depth interview after preliminary research and interviews have been conducted (per request of Valley Metro AHRC).
- Contact referral sources and reach out to potential candidates using the most effective and up-to-date recruitment strategies.
- Complete an initial background check to verify selected candidates' education, executive career background in the transit and public sector, other professional or personal qualifications, financial/credit check, criminal record check, and ensure executive career background in the public sector is suitable for presentation to the County and Valley Metro AHRC and when necessary the Valley Metro Boards of Directors. As part of the background check, the search firm must conduct a review of any online presence and social, news, and print media related to the candidate for presentation to the Boards.
- Conduct on-going management of responsibilities for additional recruitment/search activities, including developing an advertising campaign, and networking as the recruitment continues.
- Ensure availability and interest of candidates and review credentials of each applicant based on résumé referral sources, and preliminary interviews conducted by the search firm.
- Coordinate and facilitate the interview process, including assisting with the evaluation, identification, and coordination of interviews of the most highly qualified candidates.
 - Interviews may include forums, panels, or individual interviews and may include virtual meetings or in-person meetings to be determined by the County and Valley Metro AHRC.
- Assist the County and Valley Metro AHRC with development of appropriate questions for the interview panel.
- Manage time and respectful correspondence with all candidates and prospects.
- Coordinate with applicants to conduct screening interviews to be presented to the County and Valley Metro AHRC for selected candidates prior to formal interviews. Résumés applications, and (when requested) video interviews should be presented as a package for the County's and Valley Metro's AHRC review of highly qualified candidates.

Finalize Candidate Selection and Recruitment Close-Out

- The successful search firm shall work closely with the County and Valley Metro AHRC.
- The successful search firm shall provide Valley Metro AHRC a list of all applicants it receives. The details provided must include an abbreviated matrix of each applicant's background experience, and other qualifications.
- Once a final candidate is selected by the County, Valley Metro AHRC, and Valley Metro Boards of Directors, the search firm will work closely with the County and Valley Metro AHRC, and Valley Metro Boards of Directors to make an employment offer to the selected candidate and provide aid as necessary to negotiate a contract that is agreeable to both parties.
- A successful candidate must complete the offer and negotiation process prior to a desired start date of March 1, 2022.

Estimated Timeline

The estimated timeline is high level and not inclusive of all deliverables or milestones in the project.

<i>High Level Timeline Activities</i>	<i>Target Dates</i>
Meet with the County and Valley Metro AHRC to ensure key recruitment strategies and descriptions are reflective of current needs and responsibilities.	Within 2 weeks of Award

Submit a formal plan for this project to include milestones, marketing, recruitment strategy, etc.	Within 1 week of meeting with the County and Valley Metro
Recruitment begins	Within 3 weeks of Award
On a weekly basis, provide to the County and Valley Metro AHRC a list of applicants received with an abbreviated matrix of each applicant's background and experience to confirm the recruitment strategy is delivering the desired results and make changes if needed.	On-going through recruitment
Coordinate with Maricopa County and Valley Metro AHRC on the first round of interviews. Continued coordination on-going throughout the recruitment	On-going through recruitment
Assist the County and Valley Metro AHRC in negotiation of offer and award.	As soon as candidate is identified but process and is desired to be completed by March 1, 2022
Recruitment Concludes/Completes – offer accepted and start date desired to begin on or before March 1, 2022	Desired start date of candidate on or before March 1, 2022

Reporting

Reporting will be helpful to supplement project activities to update the County and Valley Metro AHRC on key progress.

- The search firm shall submit for approval an overall written plan for this recruitment that shall include gaining input and approval on recruitment timeline, milestones, tasks/activities, recruitment strategy, marketing/outreach, and advertising options. Other elements of the written plan shall include but are not limited to:
 - Major milestones with dates corresponding to specific tasks/activities associated with each milestone.
 - Recruitment strategy that is designed to attract the most qualified candidates with significant public transit and public sector experience. This strategy should include outreach and marketing that is designed to assure a diverse and fully representative pool of candidates. This strategy should also include a marketing, outreach, and advertising strategies to reach executive public transit and public sector candidates.
 - Written candidate profile/job description that details core competencies, preferred experience, soft skills, personal qualities, reporting relationships, responsibilities, and objectives.
 - Candidate recruitment brochure and other appropriate marketing materials.
 - Responsibility for all recruitment/search activities, developing an advertising campaign, and networking.
- Reporting shall include status updates on a weekly basis to provide information on the key milestones and tasks associated with the project and written approved recruitment plans.
 - Weekly reporting must also include an update of weekly outreach, candidate reviews, candidate prescreening activities, and related tasks.
- Other information may be requested for reporting updates at the request of Valley Metro AHRC and/or the County to describe and detail recruitment efforts and status of the project.
- It should be expected that the presentation of updates may be written; however, also in coordination with the County and Valley Metro AHRC, these may also be delivered in person or virtually.

Pricing

Submitted Pricing shall be all inclusive and take into consideration any travel, advertising, recruitment outreach, marketing, background check, etc. Pricing shall consist of the following:

- Maximum Total Placement Fee – percentage of the candidate's first year's base compensation.
- Engagement Fee – Flat amount for engagement of the recruitment. 50% to be paid upon approval of submitted

overall written plan for recruitment, candidate profile/job description, and the recruitment plan's major milestones and key activities. The remaining 50% of the Engagement Fee shall be paid upon progress demonstrated through reporting of obtaining highly qualified candidates for consideration to meet a desired March 1, 2022 position start date.

The County, Valley Metro AHRC, and Valley Metro Boards of Directors may cancel the recruitment contract based on lack of highly quality qualified candidates presented for consideration. If the recruitment is cancelled, the remaining 50% of the Engagement Fee will not be paid.

Pricing	
<i>Pricing Component</i>	<i>Rate/Maximum %</i>
Maximum Total Placement Fee – percentage of the candidate's first year's base compensation.	
Engagement Fee – Flat Amount for Engagement of the Recruitment	

TERM:

The County is looking to award a contract to an executive search firm for services related to the search for a Chief Executive Officer. The engagement will conclude once the recruitment has been attained with a desire hire date on or before March 1, 2022.

WARRANTY:

The Contractor warrants that should the placed candidate terminate employment with the Agency (Valley Metro) for any reason within six (6) months from the candidate's start date, the contractor will present two (2) additional candidates who possess the qualifications previously agreed upon within sixty (60) days after notification, provided that the Agency:

- Gives written notice of the termination and reasons within seven (7) business days after termination; and
- The fee was paid within the confirmed timeframe
- The only exception would be if a material changed in the content of the position, or the death or disability of the candidate.



Information Summary

DATE

August 12, 2021

AGENDA ITEM 6**SUBJECT**

Quarterly Reports

PURPOSE

To provide an informational update of activities at Valley Metro.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND | DISCUSSION | CONSIDERATION

Quarterly Reports are provided as an informational update of Valley Metro activities

- Operations
- Safety and Security
- Finance
- Capital and Service Development
- Communication & Strategic Initiatives
- Accessible Transit Services

COMMITTEE PROCESS

TMC/RMC: August 4, 2021 for information

Boards of Directors: August 19, 2021 for information

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Fiscal Year 2021 Quarterly Reports



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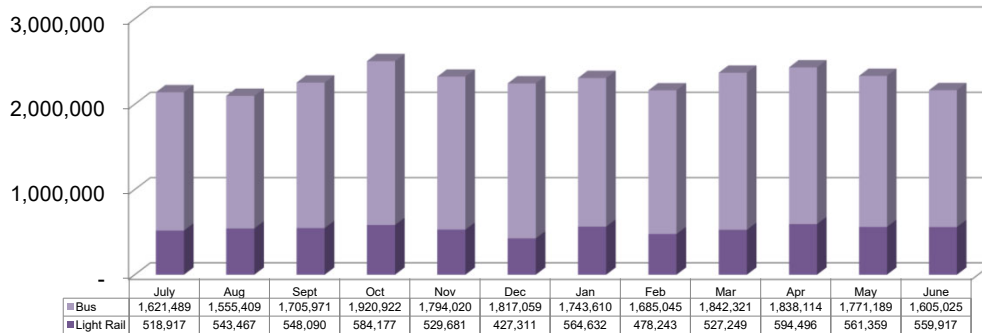
Fiscal Year 2021 – Q4 Report Operations



July 2021

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Regional Ridership



	FY21 Q3	FY20 Q4	FY21 Q4
Bus	5,270,976	5,327,756	5,214,328
Light Rail	1,570,124	1,717,508	1,715,772
Total	6,841,100	7,045,264	6,930,100

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Fixed Route Bus – East Valley



Performance Indicator	Target	FY21 Q3	FY20 Q4	FY21 Q4
On-Time Performance	≥ 92%**	87%	N/A*	86%
Complaints Per 100,000 Boardings	≤ 45	62	63	74
Mechanical Failures Per 100,000 Revenue Miles	≤ 12	4.9	2.3	6.4
Revenue Service Completed	≥ 99.85%	99.92%	99.96%	99.90%
Preventable Accidents per 100,000 Miles	≤ 0.90	0.99	0.95	0.84
Ridership	--	1,368,810	1,342,279	1,321,226

* Due to Clever/CAD installations on the fleet, the older VMS OrbCAD version was disabled, and OTP information was not available during this time.

** The on-time performance target is currently being re-evaluated to more align with the new Clever/CAD system parameters.

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Fixed Route Bus – West Valley



Performance Indicator	Target	FY21 Q3	FY20 Q4	FY21 Q4
On-Time Performance	≥ 92%	92%	N/A*	88%
Valid Complaints Per 1,000 Boardings	≤ 0.25	0.22	0.29	0.51
Mechanical Failures Per 10,000 Revenue Miles	≤ 1.2	0.64	0.76	0.82
Revenue Service Completed	≥ 99.85%	99.88%	99.75%	99.89%
Preventable Accidents per 100,000 Miles	≤ 1.50	0.99	0.67	0.32
Ridership	--	32,412	34,009	31,406

* Due to Clever/CAD installations on the fleet, the older VMS OrbCAD version was disabled, and OTP information was not available during this time.

** The on-time performance target is currently being re-evaluated to more align with the new Clever/CAD system parameters.

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Light Rail



Performance Indicator	Target	FY21 Q3	FY20 Q4	FY21 Q4
On-Time Performance	≥ 95%	89%	91%	88%
Complaints Per 100,000 Boardings	≤ 3.0	1.02	0.64	0.70
Preventative Maintenance Inspections - % On-Time (LRV)	≥ 80%	100%	99%	100%
Preventative Maintenance Inspections - % On-Time (Systems)	≥ 80%	100%	99%	99%
Preventable Accidents per 100,000 Miles	≤ 0.90	0.28	0.14	0.40
# of Employee Injuries - Lost Time (MOE & MOW)	0	2	0	0
Ridership	--	1,570,124	1,717,508	1,715,772

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Customer Service – Call Center



Performance Indicator	Target	FY21 Q3	FY20 Q4	FY21 Q4
Calls Received	--	157,978	170,686	168,442
Complaints Processed	--	5,105	5,051	5,562
NextRide Inquiries Handled by Interactive Voice Response (IVR)	--	143,823	124,073	151,418
NextRide Inquiries Handled by Text Messaging	--	391,208	359,388	383,259
Average Talk Time	--	2:25	2:22	2:35
Average Speed of Answer	≤ 1.00	:22	0:10	0:37

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Customer Experience Coordinators (CEC)



Location	Cust. Cont.	Cust. Ast.	RTR Ed.	Fac. Ast.	Sec. Ast.	Ops. Ast.	Drinks Addr.	Animals Addr.	Platforms Visited	TVM Issues	Complaints	Observations	
												Total Animals	Total Drinks
19 North	311	81	101	93	-	1	5	-	24	1	-	2	22
Central Phoenix	13,267	2,396	1,781	4,529	85	66	738	71	1,303	36	1	105	1,000
East/Mesa	9,950	2,214	1,897	4,225	61	54	872	71	1,349	47	4	71	122
East/Tempe	9,466	1,841	1,470	3,561	66	59	622	66	1,059	58	3	85	804
West Phoenix	11,392	2,347	1,856	4,120	83	49	1,040	99	1,219	20	6	133	1,170
Grand Total	44,386	8,879	7,105	16,528	295	229	3,277	307	4,954	162	14	396	3,118

Locations:

Central Phoenix - Roosevelt to Airport
 East/Mesa - Sycamore and East
 East/Tempe - 50th Street to Price/Apache
 West Phoenix - McDowell to Dunlap

Definitions:

Cust. Cont. - Any verbal interaction with customer from CEC (ex: Hello, Good Morning, Thanks for riding, etc.)
 Cust. Ast. - When a customer asks for assistance or has a question for the CEC
 RTR Ed. - Education on "Respect the Ride"
 Fac. Ast. - Pick-up trash on platforms and trains
 Sec. Ast. - Assist Security with customer needs
 Ops. Ast. - Assisting Operator/Operations
 Drinks Addr. - Drinks that don't meet Valley Metro's policy addressed by CEC
 Animals Addr. - Animals addressed by CEC on whether they are considered service animals
 Platforms Visited - Number of platforms visited by CEC
 TVM Issues - Observed TVM not working
 Complaints - Customer files a complaint with CEC
 Total Animals - Service or unknown service animals observed
 Drinks - Doesn't meet Valley Metro's policy (Only spill proof cups)

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Fiscal Year 2021 – Q4 Report

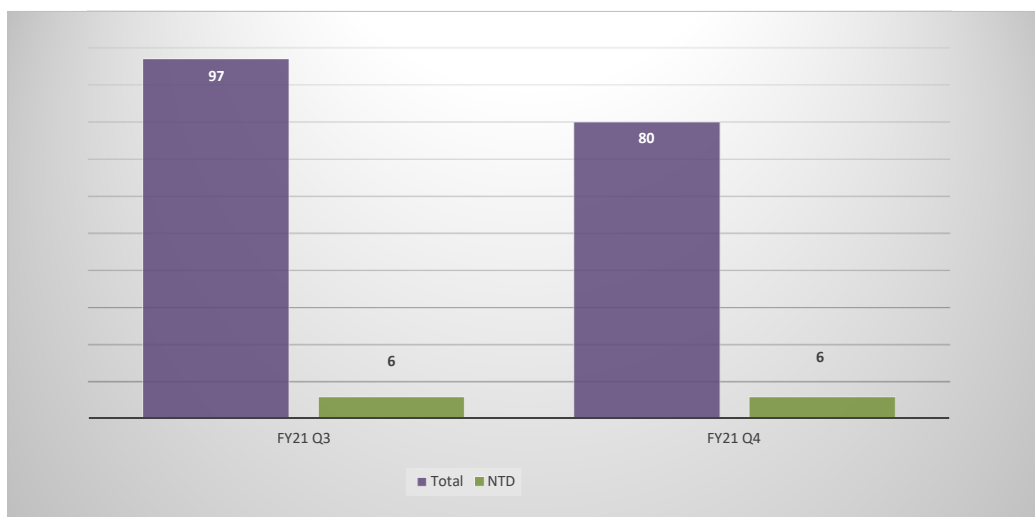
Safety Security Quality Assurance



July 2021

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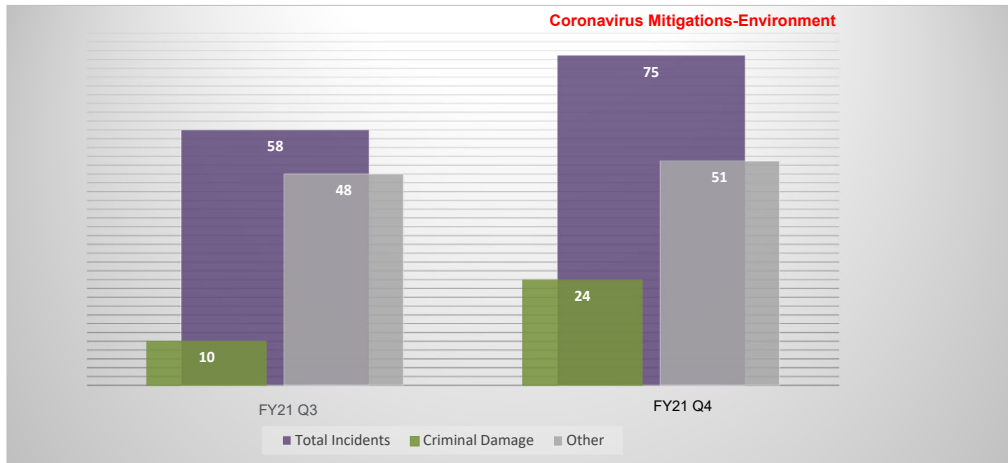
Bus Accidents



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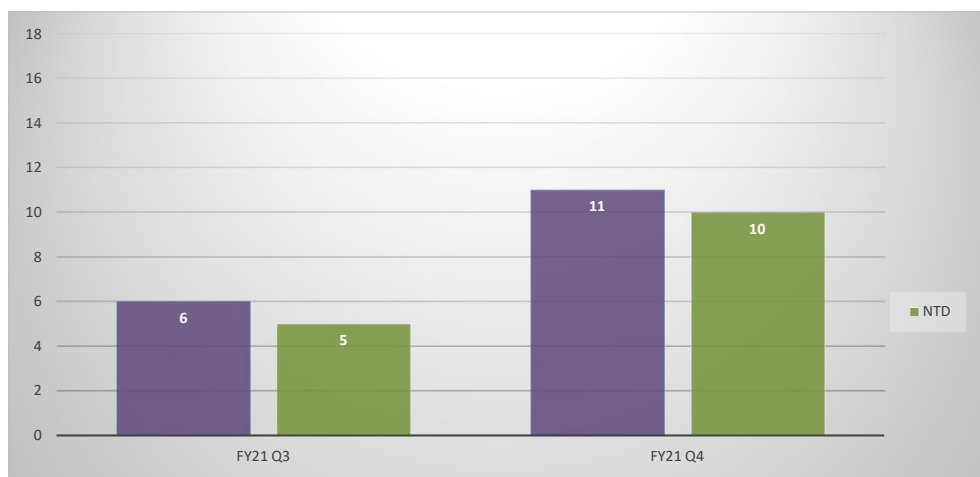
Police Incidents - Bus



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Rail Accidents



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Activity

Coronavirus Mitigations-Environment



Activity		FY21 Q3	FY21 Q4
Property Crimes	System	6	8
Crimes Against Persons	System	19	13
Code of Conduct	System	246	363
Activity		FY21 Q3	FY21 Q4
Medical Responses	System	158	171
Warrant Arrests	System	0	0

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Incident Table – Current Quarter

Coronavirus Mitigations-Environment



City Jurisdiction						
		Phoenix	Tempe	Mesa		
Crimes Against Persons		14	3	3		
Property Crime		7	0	1		
Code of Conduct		284	351	28		
Grand Total		215	33	23		

Platform Activity						
City	Phoenix		Tempe		Mesa	
Total Platforms Per City	27		10		7	
Crimes Against Persons	24JF	3	PRWA	1	SYMN	1
	19DL/OSCN (each)	2	UNRR	1	CCMN	1
	GL19/MO19/19CB (each)	1	MCAP	1	CEMN	1
	CNCB/ISCN (each)	1				
	ROCN/1JF (each)	1				
Property Crimes	19DL	2			ASMN	1
	MO19/CMCN/TOCN (each)	1				
	MDCN/ROCN (each)	1				
Code of Conduct	19DL	93	ML3/VWCL (each)	11	SYMN	16
	24WA	31	PRWA	10	GIMN	5
	7CB	27	SMAP	7	ASMN	3
	19CB	24	UNRR/DOAP (each)	3	MEMN	2
	MO19	17	CPWA/MCAP/PCAP (each)	2	CCMN/STMN (each)	1

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Fiscal Year 2021 – Q4 Report Finance



July 2021

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Valley Metro RPTA Operating Results – Q4



RPTA Budget vs. Actual Report (Preliminary)

For the quarter ending June 30, 2021

\$ Millions

	4th Quarter			Year to Date		
	Budget	Actual	Variance (Unfav.)	Budget	Actual	Variance (Unfav.)
Operations Expenditures						
Fixed Route Bus	26.2	24.3	1.9	104.8	92.6	12.2
Paratransit	7.8	5.9	1.9	31.4	21.9	9.5
Vanpool	0.2	0.2	0.0	1.0	0.9	0.1
Regional Services	3.7	2.8	0.9	14.8	11.4	3.4
Planning	0.6	0.5	0.1	2.2	2.0	0.2
Administration	0.8	0.8	0.0	3.4	2.6	0.8
METRO Rail (Salary, Fringe, OH)	6.9	6.7	0.2	27.8	25.1	2.7
Total Operations Expenditures	46.2	41.1	5.1	185.4	156.5	28.9

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Valley Metro RPTA Capital Results – Q4



RPTA Budget vs. Actual Report (Preliminary)

For the quarter ending June 30, 2021

\$ Millions

	4th Quarter			Year to Date		
	Budget	Actual	Variance (Unfav.)	Budget	Actual	Variance (Unfav.)
Capital Expenditures						
Bus Purchases						
Valley Metro	11.0	16.9	(5.9)	44.1	28.1	16.0
Lead Agency	0.9	4.3	(3.4)	3.6	6.3	(2.7)
Paratransit Vehicles						
Lead Agency	0.5	0.6	(0.1)	2.2	1.7	0.5
Vanpool Vehicles	0.8	0.0	0.8	3.3	0.0	3.3
Other Capital	1.8	2.5	(0.7)	7.0	7.6	(0.6)
METRO Rail	13.5	22.9	(9.4)	53.9	58.0	(4.1)
Total Capital Expenditures	28.5	47.2	-18.7	114.1	101.7	12.4

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Valley Metro Rail Operating Results – Q4



VMR Budget vs. Actual Report (Preliminary)

For the quarter ending June 30, 2021

\$ Millions

	4th Quarter			Year to Date		
	Budget	Actual	Variance (Unfav.)	Budget	Actual	Variance (Unfav.)
Operations Expenditures						
Rail Operations/Security	14.4	13.5	0.9	57.7	51.8	5.9
Future Project Development	2.9	1.0	1.9	11.7	6.8	4.9
Agency Operating	0.5	0.4	0.1	1.9	1.4	0.5
Total Operating Activities	17.8	14.9	2.9	71.3	60.0	11.2

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Valley Metro Rail Capital Results – Q4



VMR Budget vs. Actual Report (Preliminary)

For the quarter ending June 30, 2021

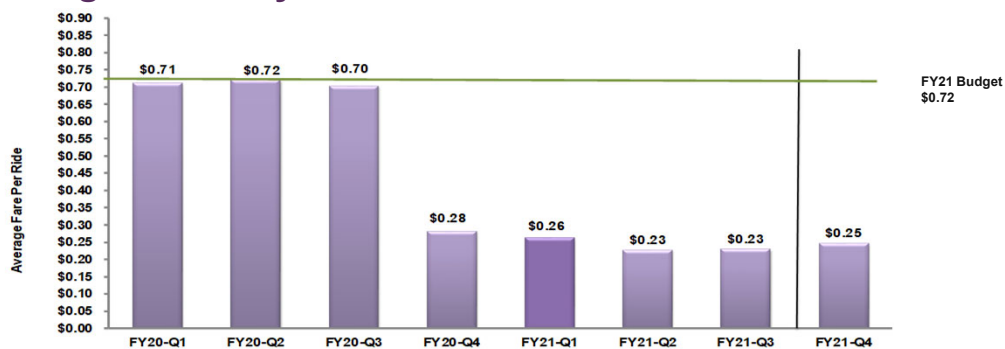
\$ Millions

	4th Quarter			Year to Date		
Capital Expenditures	Budget	Actual	Variance (Unfav.)	Budget	Actual	Variance (Unfav.)
Rail Projects						
Tempe Streetcar	1.6	33.3	(31.7)	39.8	33.3	6.5
Gilbert Rd	0.0	0.3	(0.3)	3.3	0.3	3.0
South Central	134.9	182.6	(47.7)	316.3	182.6	133.7
Northwest Phase II	48.4	43.0	5.4	114.0	43.0	71.0
OMC Expansion	1.2	7.1	(5.9)	27.9	7.1	20.8
System-wide Improvements	2.9	5.3	(2.4)	11.5	5.3	6.2
State of Good Repair	2.2	7.7	(5.5)	8.7	7.7	1.0
Total Capital	191.2	279.3	(88.1)	521.5	279.3	242.2

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Rail - Average Fare FY20 History / FY21 4th Quarter Average Fare – by Quarter



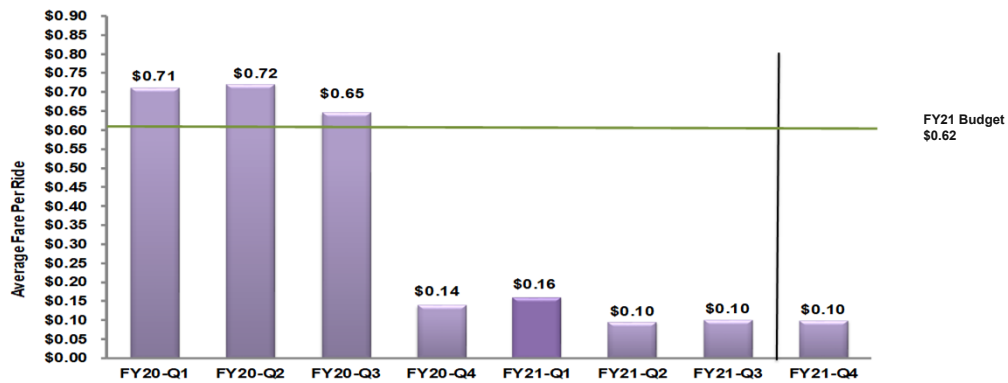
Q4		Q4	
Fare Revenue Budget	\$625,000	Fare Recovery Budget	4.3%
Fare Revenue Collected	\$423,683	Fare Recovery Actual	3.4%
Variance	(\$201,317)		

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Bus - Average Fare FY20 History / FY21 4th Quarter

Average Fare – by Quarter



Q4	
Fare Revenue Budget	\$544,750
Fare Revenue Collected	\$134,550
Variance	(\$410,200)

Q4	
Fare Recovery Budget	2.4%
Fare Recovery Actual	0.6%

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Fiscal Year 2021 – Q4 Report Capital Development and Service Planning



July 2021

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Transit Planning Projects



Project/Study Name	Completion Date	Status
Service / Financial Scenario Planning	Fall 2021	- Continued monthly subregional meetings to discuss scenarios with cities. - Continued coordination meetings with VM Finance.
Short Range Transit Program Update	Fall 2021	- Continued monthly subregional meeting to coordinate ongoing proposal changes among members. - Working with Finance for updated financial projections and impacts of latest change requests.
Gilbert Transit Planning Study	Fall 2021	- Finalized service concepts analysis - Initiating Task 2 report for service concepts
Transit Stop Inventory Reconciliation and Bus Stop Database	Winter 2022	Developed schema for database and have worked on test interface and environment.
Ridership and COVID Response	Summer 2022	Began data analysis comparing ridership pre-pandemic and during the pandemic.
Transit Mitigation Opportunities for the Broadway Curve Project	2024	- MAG is assuming role of Lead Agency going forward. - Valley Metro will provide additional information as requested.

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Corridor and Facilities Planning



Project	Project Complete	Current Phase	Phase Complete	Status
Arizona Avenue Alternatives Analysis	Summer 2021	Final Report	Summer 2021	- Developed Final Report and archived all project deliverables. - Study completed.
Price Road Flexible Transit Study	Summer 2021	Service Planning	Summer 2021	- Completed service planning for Phase Two and compiled draft recommendations. - Drafted Task 2 and 3 report.
Capitol Extension (Capitol/I-10 West Extension Phase I)	TBD	Alternative Refinement	Fall 2021	- Coordinated with State of Arizona on guideway location near the State Capitol Complex. - Analyzed route option to connect Adams and Jefferson streets near the State Capitol Complex via 19th Avenue. - Continued aerial mapping, topographic survey and initial subsurface utility engineering investigations.
I-10 West Extension (Capitol/I-10 West Extension Phase II)	TBD	Alternatives Analysis	Fall 2021	Continued analysis on transit mode and extension to Desert Sky Transit Center and began preparing materials to take through City of Phoenix policy for approval of results.

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Corridor and Facilities Planning



Project	Project Complete	Current Phase	Phase Complete	Status
North Glendale Park-and-Ride Study	Summer 2021	Preliminary Engineering	Summer 2021	- Study completed. - Provide City of Glendale with conceptual layout and rough capital costs to improve existing park-and-ride at the Foothills Recreation and Aquatic Center.
Queen Creek Park-and-Ride Study	Summer 2021	Alternatives Analysis	Summer 2021	- Completed Tier 1 site selection to advance four potential sites for a future park-and-ride. - Study put on hold as requested by Town of Queen Creek.

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Avondale Bus Stop Improvements



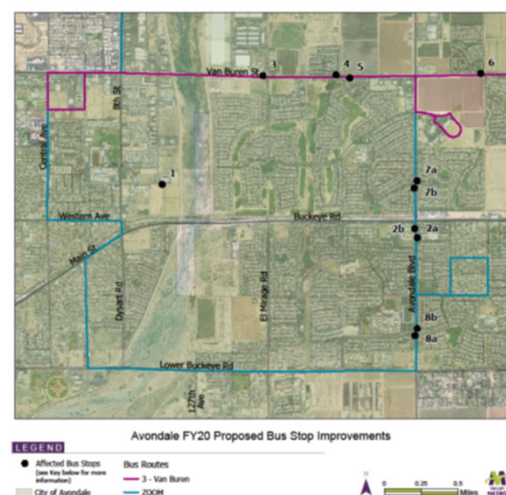
Project Complete	Current Phase	Phase Complete
TBD	Design/Construction	December 2021

Status

- ~Half of \$500,000 total budget used
- Highest priority stop (Riley/10th St) has been completed
- Design is complete on all bus stops
- City of Avondale deciding on prioritization for remainder of funding

Avondale
Aspiring. Achieving. Accelerating.

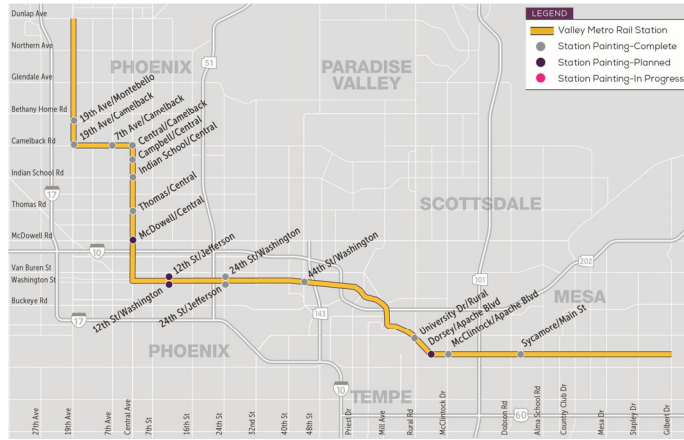
Data as of June 2021.



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Light Rail Station Painting



Project Complete	Current Phase	Phase Complete
July 2023	Construction	July 2023

Status

- Thirteen station platforms completed
- Four in planning.



Data as of June 2021.

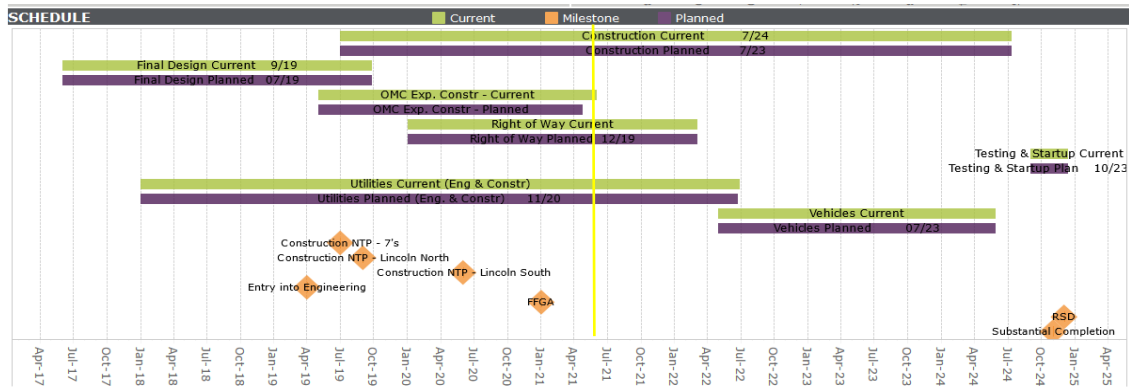
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South Central Extension/ Downtown Hub



Project Complete	Current Phase	Phase Complete	Status
2024	Construction	2024	- Construction continues in downtown Phoenix and south of Lincoln Street. - Full Funding Grant Agreement (FFGA) for federal funding received in January 2021.



Data as of June 2021. Schedule re-baselined at FFGA Award. For more details, visit valleymetro.org

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South Central Extension/ Downtown Hub



Expenditures to Date

Description	Expended (\$M)	Budget (\$M)
Contracted Services	\$202.5	\$986.2
Light Rail Vehicles	\$26.7	\$75.8
Right of Way	\$14.0	\$52.8
Professional Services	\$90.6	\$230.3
Total	\$333.8	\$1345.1

Contingency Utilization

Description	Dollars (\$M)
Total Contingency	\$151.3
Executed Change Orders & Budget Transfers	\$(6.3)
Total Project Contingency Remaining	\$145.0

Data as of June 2021.

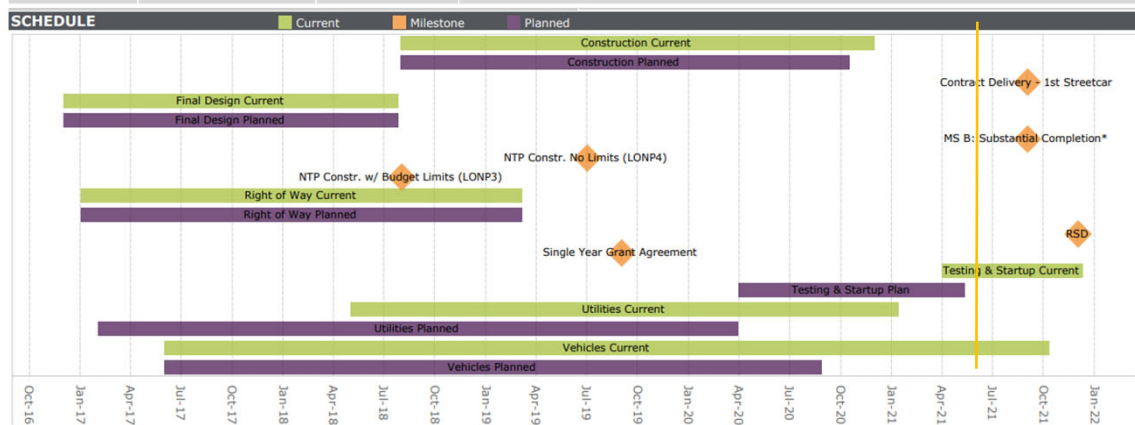
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Tempe Streetcar



Project Complete	Current Phase	Phase Complete	Status
2021	Integrated Testing (30% complete)	December 2021	- Continue Traction power substation (TPSS) screen wall construction. - Vehicle deliveries and testing underway.



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Tempe Streetcar



Expenditures to Date

Description	Expended (\$M)	Budget (\$M)
Contracted Services	\$107.1	\$111.0
Streetcar Vehicles	\$27.6	\$38.3
Right of Way	\$0.5	\$1.9
Professional Services	\$31.7	\$34.2
Total (including contingency)	\$171.8	\$192.3

Contingency Utilization

Description	Dollars (\$M)
Total Contingency	\$37.5
Executed Change Orders & Budget Transfers	\$(32.3)
Total Project Contingency Remaining	\$5.2

Data as of June 2021.

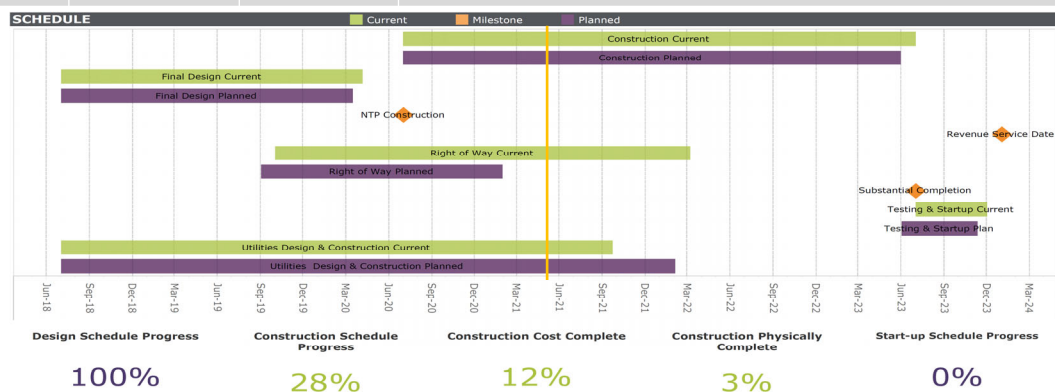
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Northwest Extension Phase II



Project Complete	Current Phase	Phase Complete	Status
2024	Construction	2024	- Received access to 32 of 33 property parcels. - Continue work on I-17 Bridge near the Metrocenter Transit Center. - Completed construction of the AZ Canal Bridge.



Data as of May 2021. For more details, visit valleymetro.org

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Northwest Extension Phase II



Expenditures to Date

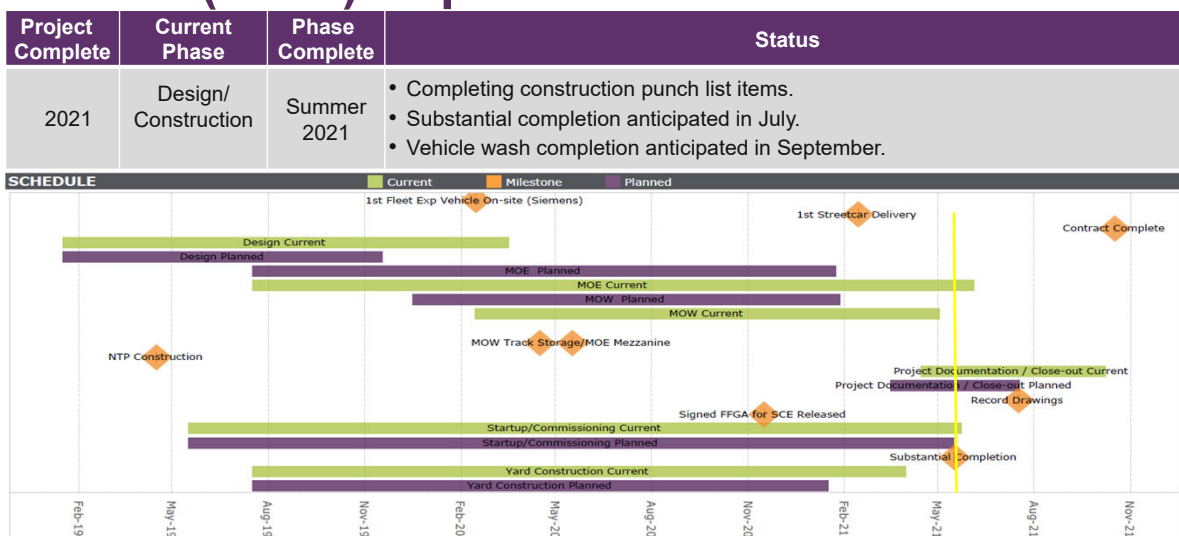
Description	Expended (\$M)	Board Authority (\$M)
Construction Manager at Risk	\$44.8	\$254.9
Civil Engineering	\$18.1	\$14.8
Systems Engineering	\$5.5	\$15.8
Art Contracts	\$0.3	\$1.4
Third Party Utilities	\$3.6	\$19.6
Right of Way	\$9.0	\$28.0
Valley Metro and City Related	\$5.4	\$68.2
Total	\$86.7	\$402.7

Data as of June 2021.

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Operations & Maintenance Center (OMC) Expansion



Data as of June 2021. Schedule as of May 2021. For more details, visit valleymetro.org

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OMC Expansion



Expenditures to Date

Description	Expended (\$M)	Budget (\$M)
Contracted Services	\$85.1	\$87.7
Professional Services	\$4.4	\$7.2
Total	\$89.5	\$94.9

Contingency Utilization

Description	Dollars (\$M)
Total Contingency	\$9.6
Executed Change Orders & Budget Transfers	\$(7.5)
Total Project Contingency Remaining	\$2.1

Data as of June 2021.

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Fiscal Year 2021 – Q4 Report Communications & Strategic Initiatives



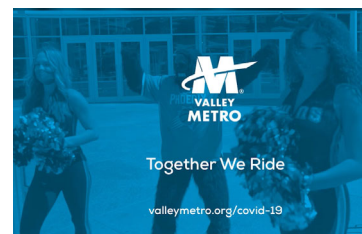
July 2021

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Communications Update



- Created two Tempe Streetcar videos focused on economic impacts & vehicle arrival
- Completed follow-up ridership survey as part of COVID-19 response plan
- Prepared for launch of Valley Metro App & RideText, new mobile tools for riders
- Coordinated a video shoot with Phoenix Suns to develop Rail Ride promo videos & build on playoff excitement
- Began to meet with potential special event/ticket partners:
 - Molson Coors for NYE free rides
 - McDowell Mountain Music Fest in 2022



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Community Relations Update



- Continued outreach & planning for the Transit Book Evolution
- Celebrated Design a Transit Wrap 1st place winner Sydney Storment
- Resumed transit field trips with Boys and Girls Club group participating in tour of light rail, bus and NWEI construction
- Awarded \$200k+ to 40 small businesses along light rail construction as part of the Small Business Financial Assistance Pilot Program
- Onboarding & training of new (backfilled) staff supporting SCE/DH project



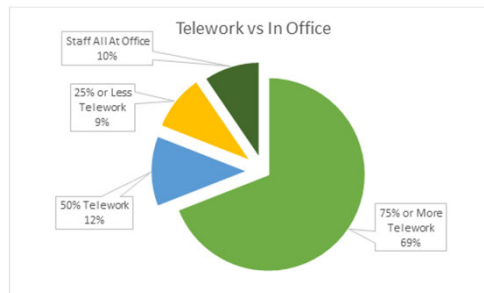
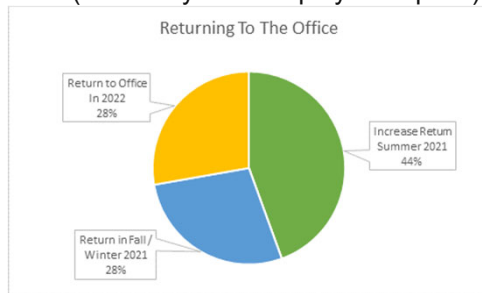
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Commute Solutions Update



- Conducted Valley Bike Month
 - Logged 5,415 trips / rode 33.9 miles
 - Prevented release of 13.7 tons of CO₂, 13.2 pounds NO_x & 5.8 pounds VOC
 - Saved \$19K in fuel expenses
- Conducted Downtown Phoenix Return to Office Survey (bimonthly – 45 employers replied)



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Marketing Update



- Began preparing materials for next phase in COVID-19 response plan: return to front door boarding education
- Developed marketing campaign for Valley Metro App launch in early July
- Designed materials & provided marketing support for:
 - Continued recovery messaging
 - Service changes
 - TSC testing & safety campaign
 - Rail Ride partnership with Phoenix Suns
 - Artsline
 - Bike Month & Commute Solution support



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Fiscal Year 2021 – Q4 Report

Accessible Transit Services



July 2021

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Paratransit



Performance Indicator	Target	FY 21 Q3	FY20 Q4	FY21 Q4
One-Way Trips	--	56,858	42,267	69,852
On-Time Performance	≥ 95%	92.9%	94.6%	91.1%
Complaints Per 1,000 Trips	≤ 1.5	2.3	1.6	1.5
Gross Cost Per Trip Fully Allocated at Contractor Level *	--	\$59.45	\$70.99	\$55.38

* Includes Fixed Costs, Fuel and LDs. Agency OH is not included.

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RideChoice



Performance Indicator	FY21 Q3	FY20 Q4	FY21 Q4
One-Way Trips	32,618	25,640	36,439
On-Time Performance	89.1%	NA	91%
Complaints Per 1,000 Trips	2.97	2.3	2.22
Gross Cost Per Trip	\$23.88	\$22.00	\$22.13

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Other Accessibility Services



Performance Indicator	FY21 Q3	FY 20 Q4	FY21 Q4
Travel Training	20	13	15
Platinum Pass Trips	5,696	7,925	5,200
Cost Per Trip	\$0.98	\$.69	\$1.01
ADA Applicants	711	740	747
Unconditional	52%	44%	62%
Conditional	40%	18%	30%
Temporary	8%	2%	6%
Denials	<1%	<1%	2%

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ATS Highlights



- 8 Replacement Paratransit Vehicles placed into service (total 25 in-service)
- Call Center (Broker) Scope of Work Committee Meetings (bi-weekly)
 - Representatives from the following represented on committee:
 - Glendale
 - Goodyear
 - Mesa
 - Peoria
 - Valley Metro
- Operations and Maintenance Scope of Work Committee Meetings (bi-weekly)
 - Representatives from the following represented on committee:
 - Chandler
 - Gilbert
 - Mesa
 - Surprise
 - Valley Metro
- Efficiency change strategies discussed with Transdev
- Trip-by-trip sub-group for feeder (ADA Paratransit) service met March 25, 2021

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ATS Highlights



Covid-19

- Mobility Center for In-person Eligibility Assessments
 - Conducted 711 Assessments
 - 220 Recertifying
 - 491 New Applicants
- Mobility Center Lobby – Open for:
 - Platinum Pass and Reduced Fare Id's in person
 - Paratransit tickets are being fulfilled
- Continue to Provide Full Paratransit and RideChoice Services
 - Limiting shared rides (2 people in caravans, 3 people in cut-a-ways)
 - Paratransit vehicles regularly cleaned and disinfected
- Revised FY21 Paratransit and RideChoice Trip Forecasts
 - Average Weekday Paratransit trips increased 26.33% (1st qtr. 2021 vs 4th qtr. 2021)
 - Average Weekday RideChoice trips increased 30.73% (1st qtr. 2021 vs 4th qtr. 2021)

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ATS Highlights



- **Valley Metro Accessibility Advisory Group (VMAAG) Activity**

- Review of COVID-19 Contingency Plan / Post Pandemic Return
- Proposed October 2021 Service Changes
- Arizona Avenue Alternative Analysis
- Driving the future of transportation – Waymo Partnership
- South Central Extension / Downtown Hub (single-tracking schedule)
- VMAAG Membership Update / Recruitment



Information Summary

DATE

August 12, 2021

AGENDA ITEM 7**SUBJECT**

Travel, Expenditures and Solicitations

PURPOSE

The monthly travel, expenditures and solicitations are presented for information.

Non-essential travel has been suspended at this time.

At this time there is no travel to report.

BACKGROUND | DISCUSSION | CONSIDERATION

None

COST AND BUDGET

None

COMMITTEE PROCESS

None

RECOMMENDATION

This item is presented for information only.

CONTACT

Jim Hillyard

Acting Chief Financial Officer

602-262-7433

jhillyard@valleymetro.org

ATTACHMENTS

Valley Metro Travel Report

Valley Metro RPTA and Valley Metro Rail Monthly Accounts Payable over \$25,000

Active Requests for Proposals, Qualifications and Invitations for Bids

Valley Metro
Travel Reimbursement Report
 For Travel Completion Dates
 6/16/21 through 6/30/21

Job Title	Purpose of Travel	Location	Dates Traveled	Total Travel Cost	Airfare	Other Transport	Lodging	Meals	Misc.
	NO TRAVEL REPORTED FOR THIS PERIOD				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total this reporting period \$0.00

Year to Date **\$12,353.58**

Report reflects Out of State (AZ) Travel

Valley Metro Regional Public Transportation Authority
Monthly AP Payments over \$25,000
May 21, 2021 to June 20, 2021

Document Number	Name	Transaction Description	Effective Date	Transaction Amount
50823	First Transit, Inc.	April 2021 Fixed Route Bus Service-Unification	6/11/2021	5,690,679.49
50737	City of Phoenix	PTF Reimb. Bus Acquisitions	5/21/2021	2,035,808.61
50884	Transdev Services, Inc	April 2021 Transdev Services	6/18/2021	1,148,735.55
50771	City of Phoenix	May 21 FR Bus Service, DAR, FR Svc Op Supp	5/28/2021	1,077,317.43
50872	Maricopa County Human Services Department	Distribution of FY21 AZ Lottery Funds	6/18/2021	818,075.00
50728	ADP, LLC	PPE 5-16-21 Wages Payable - Reverse Wire	5/21/2021	663,881.94
50850	ADP, LLC	PPE 6-13-21 Wages Payable - Reverse Wire	6/18/2021	661,435.76
50808	ADP, LLC	PPE 5-30-2021 Wages Payable - Reverse Wire	6/4/2021	636,114.33
50832	New Flyer of America, Inc.	6886 New Flyer Bus SR-2547 XN40 Coach (80% pymt)	6/11/2021	451,061.38
50832	New Flyer of America, Inc.	6888 New Flyer Bus SR-2547 XN40 Coach (80% payment)	6/11/2021	451,061.38
50875	New Flyer of America, Inc.	6887 New Flyer Bus SR-2547 XN40 Coach (80% pymt)	6/18/2021	451,061.38
50875	New Flyer of America, Inc.	6889 New Flyer Bus SR-2547 XN40 Coach (80% pymt)	6/18/2021	451,061.38
50875	New Flyer of America, Inc.	6883 New Flyer Bus SR-2546 XD40 Coach (80% pymt)	6/18/2021	423,119.38
50748	New Flyer of America, Inc.	6878 New Flyer Bus SR-2546 XD40 Coach (80% pymt)	5/21/2021	423,119.38
50748	New Flyer of America, Inc.	6879 New Flyer Bus SR-2546 XD40 Coach (80% pymt)	5/21/2021	423,119.38
50748	New Flyer of America, Inc.	6881 New Flyer Bus SR-2546 XD40 Coach (80% pymt)	5/21/2021	423,119.38
50793	New Flyer of America, Inc.	6880 New Flyer Bus SR-2546 XD40 Coach (80% pymt)	5/28/2021	423,119.38
50793	New Flyer of America, Inc.	6882 New Flyer Bus SR-2546 XD-40 Coach (80% pymt)	5/28/2021	423,119.38
50793	New Flyer of America, Inc.	6884 New Flyer Bus SR-2546 XD-40 Coach (80% pymt)	5/28/2021	423,119.38
50793	New Flyer of America, Inc.	6885 New Flyer Bus SR-2546 XD-40 Coach (80% pymt)	5/28/2021	423,119.38
50857	Cigna Health and Life Insurance Company	June 2021 Cigna Health Premiums and Adjustments	6/18/2021	403,911.31
50736	Cigna Health and Life Insurance Company	May 2021 EE Medical & Vision Coverage	5/21/2021	403,729.56
50883	Total Transit Enterprises, LLC	April 2021 West Valley Fixed Route Transit Services	6/18/2021	388,819.07
50775	Denovo Ventures, LLC	Milestones 5 & 6 ERP and EAM System	5/28/2021	294,816.00
50728	ADP, LLC	PPE 5-16-21 Federal, State, SS/Med EE/ER Tax - ACH	5/21/2021	268,828.16
50850	ADP, LLC	PPE 6-13-21 Federal, State, SS/Med EE/ER Tax - ACH	6/18/2021	263,920.64
50761	American Logistics Company, LLC	March 2021 ALC/RideChoice Program	5/28/2021	257,015.22
50808	ADP, LLC	PPE 5-30-21 Federal, State, SS/Med EE/ER Tax - ACH	6/4/2021	251,716.60
50816	City of Peoria	PTF Expenditure Reimbursement Request #1 for Project 151-75-2020	6/11/2021	247,100.00
50818	Complete Coach Works	35 Driver Barriers Purchased and Installed	6/11/2021	226,271.42
50730	American Logistics Company, LLC	Jan. 2021 ALC/Ride Choice Program	5/21/2021	204,077.52
50820	Denovo Ventures, LLC	Milestones 12 and 13	6/11/2021	176,328.00
50847	Westmatic Corporation	May 2021 Bus Wash Replacement	6/11/2021	126,222.87
50853	ASRS	PPE 6-13-21 ASRS Contributions Employee	6/18/2021	123,367.04
50853	ASRS	PPE 6-13-21 ASRS Contributions Employer	6/18/2021	123,367.04
50731	ASRS	PPE 5/16/21 ASRS Contributions Employee	5/21/2021	120,234.13
50731	ASRS	PPE 5/16/21 ASRS Contributions Employer	5/21/2021	120,234.13
50809	ASRS	PPE 5-30-21 ASRS Contributions Employee	6/4/2021	119,267.79

Valley Metro Regional Public Transportation Authority
Monthly AP Payments over \$25,000
May 21, 2020 to June 20, 2021

Document Number	Name	Transaction Description	Effective Date	Transaction Amount
50809	ASRS	PPE 5-30-21 ASRS Contributions Employer	6/4/2021	119,267.79
50832	New Flyer of America, Inc.	6880 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	6/11/2021	105,779.85
50832	New Flyer of America, Inc.	6884 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	6/11/2021	105,779.85
50832	New Flyer of America, Inc.	6885 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	6/11/2021	105,779.85
50875	New Flyer of America, Inc.	6883 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	6/18/2021	105,779.85
50748	New Flyer of America, Inc.	6874 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	5/21/2021	105,779.85
50748	New Flyer of America, Inc.	6875 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	5/21/2021	105,779.85
50748	New Flyer of America, Inc.	6876 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	5/21/2021	105,779.85
50748	New Flyer of America, Inc.	6877 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	5/21/2021	105,779.85
50793	New Flyer of America, Inc.	6881 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	5/28/2021	105,779.85
50793	New Flyer of America, Inc.	6878 New Flyer Bus ST-2546 XD40 Coach (20% pymt)	5/28/2021	105,779.85
50793	New Flyer of America, Inc.	6879 New Flyer Bus SR-2546 XD40 Coach (20% pymt)	5/28/2021	105,779.85
50859	Complete Coach Works	Supply and Install 15 Driver Barriers in Buses	6/18/2021	96,973.47
50789	Medical Transportation Management, Inc.	April 2021 Medical Transportation Management	5/28/2021	96,026.31
50775	Denovo Ventures, LLC	Milestone 11 ERP and EAM System Selection	5/28/2021	88,164.00
50863	Dell Marketing L.P.	Computer Hardware and Support	6/18/2021	80,462.38
R20210531W002	City of Mesa	May 2021 Utilities	5/31/2021	68,637.49
50879	Plante & Moran, PLLC	March 2021 ERP and EAM Implementation Project Management Servic	6/18/2021	65,037.50
50880	Second Generation, Inc, dba Ajo Transportation	May 2021 Rural Connector Route	6/18/2021	64,657.06
50859	Complete Coach Works	Supply and Install 10 Driver Barriers in Buses	6/18/2021	64,546.10
50879	Plante & Moran, PLLC	April 2021 Consultant Services-ERP System	6/18/2021	63,801.25
50773	Complete Coach Works	9 Bus Barriers Purchased and Installed	5/28/2021	58,184.08
50774	CopperPoint Insurance Company	June 2021 Call Center and Mobility Center Rent, CAM Charges	5/28/2021	55,018.35
50777	Enterprise Rideshare	March 2021 Enterprise Rideshare Services	5/28/2021	48,482.23
06152021	Wells Fargo	May 2021 Credit Card Purchases	6/15/2021	45,139.06
50823	First Transit, Inc.	Coach 8080 - MLOH Engine	6/11/2021	42,769.17
50799	QCM Technologies, Inc.	May 2021 Consulting Level II Install/Implementation	5/28/2021	42,721.43
50792	Mosaic451, LLC	April 2021 Ongoing Managed Security Services	5/28/2021	34,600.00
50801	Senergy Petroleum, LLC	Bulk Fuel for Gilbert Fuel Tank	5/28/2021	31,437.06
50841	Senergy Petroleum, LLC	West Valley Diesel Fuel	6/11/2021	31,409.61
50878	PFM Asset Management, LLC	March 2021 Investment Management Services	6/18/2021	31,384.19
50772	Clean Energy	April 2021 CNG Fueling Equip Repair and Maintenance	5/28/2021	25,528.17
				24,458,300.22

Valley Metro Rail, Inc.
Monthly AP Payments over \$25,000
May 21, 2021 to June 20, 2021

Document Number	Name	Transaction Description	Effective Date	Transaction Amount
041208	Kiewit-McCarthy, a Joint Venture (NWE2)	March 2021 Northwest Extension II Project	6/18/2021	6,026,411.88
041098	Hensel Phelps Construction Co	April 2021 OMC Expansion Project	5/28/2021	2,154,414.00
041131	Alternate Concepts Inc.	April 2021 Transportation Services	6/11/2021	1,180,400.62
041035	Alternate Concepts Inc.	March 2021 Transportation Services	5/21/2021	991,831.02
041151	Hill International, Inc.	March 2021 Program Management	6/11/2021	988,166.26
041138	Brookville Equipment Corp	Tempe Streetcar Acquisition Program	6/11/2021	951,391.68
041115	Salt River Project - Construction Fees	SCE.C.00030-0321-DS Non-Prior Right Utilities	5/28/2021	874,877.40
041189	Arizona Public Service Company	S Central Non Prior Right Utilities	6/18/2021	831,162.03
041050	Hill International, Inc.	Feb 2021 Program Management	5/21/2021	799,277.53
041204	HDR Engineering, Inc.	Feb 2021 Planning and Community Relations	6/18/2021	633,486.77
041072	Stacy and Witbeck, Inc.	Feb 2021 Tempe Streetcar Project	5/21/2021	580,567.11
041174	Siemens Mobility, Inc.	LRV Acquisition Program Milestone D	6/11/2021	528,561.77
041072	Stacy and Witbeck, Inc.	March 2021 Tempe Streetcar Project	5/21/2021	268,919.19
041063	PGH Wong Engineering, Inc.	March 2021 S Central Extension Systems Design	5/21/2021	231,304.06
041094	DMS - Facility Services, Inc.	April 2021 Facilities and LRV Cleaning Services	5/28/2021	222,051.38
041211	PGH Wong Engineering, Inc.	April 2021 S Central Extension Systems Design	6/18/2021	176,869.13
041078	101 North First Ave LLC	June 2021 101 Building Rent	5/28/2021	165,832.12
041205	Jacobs Engineering	April 2021 NW Extension 2 Project	6/18/2021	164,631.95
V20210531W	APS	May 2021 Utilities	5/31/2021	148,984.98
041094	DMS - Facility Services, Inc.	April 2021 PPE and Facilities and LRV Cleaning	5/28/2021	144,505.85
041031	AECOM Technical Services, Inc.	Feb 2021 S Central Extension Project	5/21/2021	143,103.55
041126	AECOM Technical Services, Inc.	March 2021 South Central LRT Extension	6/11/2021	130,356.58
041116	Salt River Project - Construction Fees	NWEII.C.00188-0321-DS Utilities	5/28/2021	119,339.05
041211	PGH Wong Engineering, Inc.	April 2021 NW Extension 2 Project	6/18/2021	92,045.65
V20210531W020	SRP	May 2021 Utilities	5/31/2021	78,747.79
041173	SDB Contracting Services	March 2021 Construction Services - JOC	6/11/2021	74,609.43
041113	Penn Machine Company, LLC	Gearbox/Axle Overhaul	5/28/2021	74,605.50
041094	DMS - Facility Services, Inc.	April 2021 Facility Maintenance Services	5/28/2021	70,092.95
041037	Award Winning Restorations	Change LRV Paint Scheme	5/21/2021	65,943.90
041063	PGH Wong Engineering, Inc.	March 2021 NW Extension 2 Project	5/21/2021	55,415.13
041146	Dellner Inc.	Automatic Couplers	6/11/2021	47,456.00

Valley Metro Rail, Inc.
Monthly AP Payments over \$25,000
May 21, 2021 to June 20, 2021

Document Number	Name	Transaction Description	Effective Date	Transaction Amount
041103	Knorr Brake Corporation (KBC)	LRV Friction Brake Overhaul	5/28/2021	42,586.70
041209	Knorr Brake Corporation (KBC)	LRV Friction Brake Overhaul	6/18/2021	42,097.17
041182	URW, LLC	April 2021 Landscape Maintenance Services	6/11/2021	41,297.92
041144	City of Phoenix	May 2021 Fare Handling Fee	6/11/2021	38,217.00
041042	City of Phoenix	March 2021 Fare Handling Fee	5/21/2021	38,217.00
041042	City of Phoenix	April 2021 Fare Handling Fee	5/21/2021	38,217.00
041135	Award Winning Restorations	Change Color Scheme on LRV 129	6/11/2021	35,040.00
041105	LTK Engineering Services	Rail Rolling Stock Audit Services	5/28/2021	33,606.00
041034	Alliant Insurance Services, Inc.	Insurance for Tempe Streetcar	5/21/2021	32,469.00
041069	Siemens Mobility, Inc.	Supply LRV Circuit Boards	5/21/2021	32,276.58
041087	Brookville Equipment Corp	Milestone B Tempe Streetcar Acquisition Program	5/28/2021	30,313.92
041174	Siemens Mobility, Inc.	LRV Acquisition Program Milestone B	6/11/2021	25,948.00
041215	Stantec Consulting Services, Inc.	April 2021 Tempe Streetcar Design	6/18/2021	25,819.00
041122	TransTech of South Carolina Inc.	Retraction System for Electric Actuator	5/28/2021	25,258.96
				<u>19,496,726.51</u>



**Procurement Report
for August Board Month**

RECENTLY COMPLETED PROCUREMENTS										
Contract Administrator	Agency	Procurement Type	Procurement Title	FTA Funding	Release Date	Proposal Due Date	Targeted Board Award Date	Estimated Contract Value	Term of Contract	Comments
Barb H	VMR	Sole Source	LRV Repair Costs from Derailment Accident	No	N/A	N/A	June 2021	\$1,162,867.00	N/A	Initiating Documents
Barb H/Kianie K	VMR	Sole Source	OMC Sole Source Parts Inventory (57)	No	March 2021	April 2021	June 2021	\$3,333,885.00	3 years	Initiating Documents
ACTIVE PROCUREMENTS										
Contract Administrator	Agency	Procurement Type	Procurement Title	FTA Funding	Release Date	Proposal Due Date	Targeted Board Award Date	Estimated Contract Value	Term of Contract	Comments
Barb H	VMR	Sole Source	KI-LRV Midlife Overhaul Parts (13)	Yes	June 2021	June 2021	August 2021	\$2,517,555.00	1 years+1 option	In Negotiation
Kianie K	Joint	RFP	Community Relations Support Services	Yes	September 2021	October 2021	February 2022	\$6,500,000.00	5 years	SOW Development
Kianie K	Joint	RFP	Printing Services	No	May 2021	June 2021	October 2021	\$1,500,000.00	3 year + 2 options	In Evaluation
Kianie K	Joint	COOP	Marketing and Advertising Support Services	No	N/A	N/A	August 2021	\$1,930,000.00	1 year	Pending Board Approval
Christian J	RPTA	RFP	Centralized Call Center for Regional ADA Paratransit Services & RideChoice	Yes	July 2021	September 2021	January 2022	\$41,519,762.00	5 year + 3 options	SOW Development
Christian J	RPTA	Sole Source	RideChoice Brokerage Services for interim 1 year service delivery and 4 mo transit	Yes	N/A	N/A	August 2021	\$1,508,549.00	1 year	Pending Board Approval
Christian J	RPTA	COOP	Professional Development Training Services	No	N/A	N/A	August 2021	\$62,000.00	2 years	Pending Board Approval
Christian J	RPTA	COOP	Skillsoft eLearning Library Services	No	N/A	N/A	August 2021	\$71,400.00	2 years	Pending Board Approval
FUTURE PROCUREMENTS										
Contract Administrator	Agency	Procurement Type	Procurement Title	FTA Funding	Release Date	Proposal Due Date	Targeted Board Award Date	Estimated Contract Value	Term of Contract	Comments
Barb H	VMR	Sole Source	SCV Managed Inventory Program	No	N/A	N/A	TBD	TBD	5 years	SOW Development
Barb H	VMR	RFP	LRV Electrical Repair	No	TBD	TBD	TBD	TBD	TBD	SOW Development
Rick W	VMR	IFB	OMC Midlife Flooring Replacement	No	TBD	TBD	TBD	TBD	TBD	SOW Development
Sheila H	VMR	TBD	Rail Testing	TBD	TBD	TBD	TBD	TBD	TBD	SOW Development
Ed N	Joint	RFQ	Planning Support Services	Yes	October 2021	TBD	TBD	\$30,000,000.00	TBD	SOW Development
Christian J	Joint	RFP	Regional ADA Paratransit Services Operations & Maintenance	Yes	October 2021	TBD	July 2022	TBD	TBD	SOW Development
Kianie K	RPTA	RFP	Autonomous Vehicle Research	No	September 2021	October 2021	TBD	\$250,000.00	TBD	SOW Development
Rick W	RPTA	RFP	CNG Gas Detection System	No	TBD	TBD	TBD	TBD	TBD	SOW Development

IFB - Invitation For Bids

RFP - Request for Proposals

RFQ - Request for Qualifications

COOP - Cooperative Contract

TBD - To Be Determined



Information Summary

DATE

August 12, 2021

AGENDA ITEM 8**SUBJECT**

Future Agenda Items Request and Report on Current Events

PURPOSE

Chair Heredia will request future agenda items from members, and members may provide a report on current events.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND/DISCUSSION/CONSIDERATION

None

COMMITTEE PROCESS

None

CONTACT

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Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT

None.

Pending Items Request

Item Requested	Date Requested	Planned Follow-up Date



Agenda

August 12, 2021

Valley Metro RPTA
Thursday, August 19, 2021
Boardroom/Webex
101 N. 1st Avenue, 10th Floor
11:15 a.m.

Action Recommended

1. Public Comment

1. For Information

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

CONSENT AGENDA

2A. Minutes

2A. For action

Minutes from the June 17, 2021 Board meeting are presented for approval.

2B. Federal Transit Administration Pass-Through Grant Agreement

2B. For action

Staff recommends that the Board of Directors authorize the CEO to execute the IGA with the City of Phoenix for the listed grants.

2C. Authorization to Issue a Competitive Solicitation for Planning Support Services (PSS)

2C. For action

Staff recommends that the Board of Directors authorize the CEO to issue a competitive solicitation for PSS.



2D. Authorization to Issue a Competitive Solicitation for Community Relations Support Services

2D. For action

Staff recommends that the Board of Directors authorize the CEO to issue a competitive solicitation for Community Relations Support Services.

2E. Franklin Covey Professional Development Training Services Contract Award

2E. For action

Staff recommends that the Board of Directors authorize the CEO to execute a cooperative agreement purchase order for the All-Access Pass learning resources with Franklin Covey, not to exceed \$62,000 for the periods of FY22 and FY23.

2F. Skillsoft eLearning Library Contract Award

2F. For action

Staff recommends that the Board of Directors authorize the CEO to execute a cooperative agreement purchase order for the eLearning library with Skillsoft, not to exceed \$71,400 for the periods of FY22 and FY23.

REGULAR AGENDA

3. Recommended October Transit Service Changes

3. For action

Staff recommends that the Board of Directors authorize the CEO to amend member agency FY22 IGAs as necessary, and to execute change orders to the First Transit and Total Transit fixed route contracts to accommodate the recommended October 2021 service changes.

4. Authorization to Issue a Competitive Solicitation for Autonomous Vehicle Pilot Program

4. For action

Staff recommends that the Board of Directors authorize the CEO to issue Competitive Solicitation for an Autonomous Vehicle Pilot. The period of service will cover FY22 through FY26 in the amount of \$50,000 per year for a total cost of \$250,000. This amount is contingent upon annual budget approval.

5. Paratransit Administrative Reservations and Scheduling Facility Lease

5. For action

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) to negotiate and execute a lease agreement with CopperPoint Mutual for approximately 1,600 square feet of office space to allow Paratransit Reservations and Scheduling to be co-located with the Regional Customer Service Call Center (CSCC) at 4600 East Washington; term to co-terminate with the existing lease December 31, 2025.

6. RideChoice Brokerage Services Contract Award

6. For action

Staff recommends that the Board of Directors authorize the CEO to execute a 15-month emergency, non-competitive, contract with MJM Innovations for the Brokerage of RideChoice services.

7. Future Agenda Items Request and Report on Current Events

7. For information

Chair Heredia will request future agenda items from members, and members may provide a report on current events.

8. Next Meeting

8. For information

The next Board meeting is scheduled for **Thursday, September 16, 2021 at 11:15 a.m.**

If a Board Member is unable to attend, state law allows the municipality or the county to designate an alternate elected official, and only an elected official, to participate. City and county staff or other unelected individuals cannot be designated as an alternate to represent an elected official or perform functions in a Board member's place.

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at www.valleymetro.org



Information Summary

DATE

August 12, 2021

AGENDA ITEM 1**SUBJECT**

Public Comment

PURPOSE

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information.

BACKGROUND | DISCUSSION | CONSIDERATION

None

COMMITTEE PROCESS

None

CONTACT

Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT

None



Minutes

August 12, 2021

AGENDA ITEM 2A

Board of Directors

June 17, 2021

Boardroom/Webex

11:15 a.m.

RPTA Meeting Participants

Councilmember Jon Edwards, City of Peoria (**Chair**)

Councilmember Francisco Heredia, City of Mesa (**Vice Chair**)

Mayor Kate Gallego, City of Phoenix (**Treasurer**)

Vice Mayor Veronica Malone, City of Avondale (phone)

Councilmember Clay Goodman, City of Buckeye (phone)

Mayor Kevin Hartke, City of Chandler (phone)

Vice Mayor Monica Dorsey, City of El Mirage (phone)

Councilmember Mike Scharnow, Town of Fountain Hills (phone)

Councilmember Lauren Tolmachoff, City of Glendale

Councilmember Jared L. Taylor, Town of Gilbert (phone)

Vice Mayor Bill Stipp, City of Goodyear

Supervisor Jack Sellers, Maricopa County (phone)

Councilmember Jeff Brown, Town of Queen Creek (phone)

Councilmember Roland F. Winters Jr., City of Surprise (phone)

Councilmember Robin Arredondo-Savage, City of Tempe (phone)

Mayor Rui Pereira, Town of Wickenburg (phone)

Members Not Present

Mayor David Ortega, City of Scottsdale

Councilmember Aldofo Gamez, City of Tolleson

Mayor Michael LeVault, Town of Youngtown

Chair Edwards called the RPTA meeting to order at 12:32 p.m.

1. Public Comment

No public comment was received.

2. Consent Agenda

Chair Edwards said the Consent Agenda is presented for action. Are there any members of the Committee that have any questions? Okay. If there's no questions, I'm requesting a motion and a second to approve the Consent Agenda.

IT WAS MOVED BY COUNCILMEMBER TOLMACHOFF, SECONDED BY MAYOR HARTKE AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA.



3. Valley Metro RPTA Fiscal Year 2022 (FY22) Proposed Operating and Capital Budget and Five-Year Operating Forecast and Capital Program (FY22 through FY26)

Chair Edwards said the next item on the agenda is the FY22 Operating and Capital Budget.

Mr. Smith said thank you, Mr. Chair. And if I might, for the items that are coming up, I know that we've been here a long time and you look at the number of presentations, we're going to cut those down, but please be free to ask any questions. We'll stay here as long as you need questions answered so I'm going to turn it over to Paul who will give an abbreviated presentation, but always, we're not trying to shortchange you, we just want to be sensitive to your time. And if you have any questions on any of these items, please, ask and we will answer them as best we can. So, Paul.

Mr. Hodgins said thank you, Scott, Mr. Chair, members of the Board. For the fiscal '22 budget, again, we went through a fairly detailed presentation last month. We've provided some additional detail to the AFS and had a lot of great discussion at the last AFS meeting for which I very much appreciate the AFS members for that. All of that information was included in the packet. Rather than go through all of the presentation, I would just offer to answer any questions or concerns that may still remain.

Councilmember Tolmachoff said I do have a question and I guess, it's really, more of a concern. When we adopt the budget, are we adopting this new org chart that was in the budget that you -- that was delivered to us? Because there are changes to it that have not been discussed. So, I know when we adopt our budget, we're adopting the org chart, so I just want to make sure that I understand what we're doing. And if not, I'd like to exclude that from the budget until we've received our analysis from our council on the reporting structure and all of that so.

Mr. Hodgins said Councilmember, I believe the org charts are presented for information. It's not something that's necessarily approved by the Board. The Board is approving the expenditure budget for the year and accepting the five-year forecast.

Councilmember Tolmachoff said so is it an attachment? I mean, it's included in the budget book so I just want to make sure, I guess, we can include it in the motion that we're not adopting this -- necessarily, adopting this org chart at this time. Okay.

Mr. Hodgins said yeah. We provide a lot of additional information about the agency about some statistics, about the region and, especially at the back of the budget book. And really, it's for information, it's not really -- it's not part of what the Board is approving.

Councilmember Tolmachoff said okay, thank you.

Mayor Peterson said Paul, can you explain how the ARPA funds are included in the



budget?

Mr. Hodgins said Mayor, the ARP funds are not currently included in the budget. that would be an additional revenue source, but again, what the Board has approving is the expenditure authority so what the additional ARP funds will do is essentially, relieve city funds and our regional PTF from some of the subsidies for the operating expenses. So, we'll take care of that through the IGA process with the cities and it would not affect the expenditure budget that you're approving.

Mr. Chair said okay. Anybody else have any questions? No. All right, Paul. Thank you.

Vice Mayor Stipp said Mr. Chair, let me just make this comment. Paul, I really appreciate and, obviously, I said my goodbyes at the AFS meeting, but for this particular meeting and what we've gone through with the budget, I appreciate the extra material and the background information so that all of the Board members both new and old, if I can say that we appreciate that and thank you and I know your staff is here and listening, but I know it was extra work, but it was needed, and it was greatly appreciated so thank you.

Mr. Hodgins said thank you.

Mr. Chair said anything else? So, I'm requesting a motion and a second to approve the fiscal 2022 proposed operating and capital budget and for the acceptance of the 2022 through 2026 five-year operating and capital forecast. Do I have a motion? Motion by Councilmember Tolmachoff

Councilmember Tolmachoff said I'd like to include that just for the -- that this org chart is not published with the budget until the Board's had an opportunity to have further discussion.

Vice Mayor Stipp said I second that.

IT WAS MOVED BY COUNCILMEMBER TOLMACHOFF, SECONDED BY VICE MAYOR STIPP AND UNANIMOUSLY CARRIED TO APPROVE THE FISCAL 2022 PROPOSED OPERATING AND CAPITAL BUDGET AND FOR THE ACCEPTANCE OF THE 2022 THROUGH 2026 FIVE-YEAR OPERATING AND CAPITAL FORECAST. AND THAT THE ORGANIZATIONAL CHART IS NOT PUBLISHED WITH THE BUDGET UNTIL THE BOARD'S HAD AN OPPORTUNITY TO HAVE FURTHER DISCUSSION.

4. Proposed Fare Policy Changes

Chair Edwards said item 4 – Mr. Smith.

Mr. Smith said and Mr. Chair, I will leave Paul up there because this is his subject too.



Mr. Hodgins said thank you, Scott, Mr. Chair. We do have a full presentation in the packet, but there are really three things that I would like -- just to condense the presentation. Three things that I would like to bring to the Board's attention, well, really four.

The first is we're going to take some of these proposed changes out to the public for some comment, for some outreach to get some feedback on that. And the three items that we're really taking to the public for discussion that we want to implement as part of the new fare collection system.

One is what we call fare capping. So, what we are proposing with the new system is to eliminate the mag stripe passes that we have today where you would buy a day pass or a weekly pass or a monthly pass. What we will have are stored value accounts either through a mobile app or through a smart card. And so, you won't buy a day pass, you'll buy -- you will have a smart card with value on it and all of the daily or monthly capping happens on the back end. So, if you have \$5 on your card, you tap \$2 is deducted for your fare, another \$2, the third trip you take that day will only deduct -- excuse me, won't deduct anything because you've hit the \$4 day pass cap. So, that would be the same price. So then you ride for the rest of the day without value being deducted.

And so, that just continues to happen so all of that day or weekly or monthly activity is tracked on the back end. The passenger just needs to ensure that there's value on the card. And anybody going to buy a new card from a retail facility doesn't have to decide, do I want a day pass or a monthly pass? It's just the same card and they put value on it. So, that's the first major change with the new system.

The second thing we want to do is to implement a policy that requires a reduced fare ID so that anybody eligible and wanting to use the reduced fare so youth, seniors, person with disabilities would have to go through an eligibility process and their account would be tagged on the backend either through their mobile app or through their smart card to identify them as reduced fare. And then that way only the reduced fare gets deducted from the stored value. So, it's one of those controls that we want to put in place to really ensure that only those who are eligible are able to take advantage of the reduced fare. So that's the second thing that we want to go out for public comment.

And the third thing is to implement a streetcar fare. We anticipate the streetcar opening this fall and we're proposing for a base fare of \$1 for a single ride in the streetcar or \$0.50 for a reduced fare ride on streetcar, but all of the regional fare media, our current passes or ultimately, the mobile app, mobile tickets or the smart card will be accepted on the streetcar. This is just a fare for that single ride.

So, really those are the three things we want to take out the public. We just wanted you to be aware that that's where -- what we're doing, and we'll come back at some point in the future with public reaction, public feedback and then hopefully, an action to amend the fare policy with those items.



So, that was a very quick overview. As I said, the information is in your packet. I'd be happy to answer any questions you have about these proposed changes. Thank you.

Mr. Chair said thank you. Anybody have any questions? No. All right. Thank you, Paul.

Mr. Hodgins said all right. Thank you.

4. 2021 Transit Life Cycle Program – Bus Update

Chair Edwards said item 5 – Scott.

Mr. Smith said and as you've seen Paul has not left the podium and therefore, I'm going to turn it over to Paul. We're making him work for the last day.

Mr. Hodgins said thank you, Scott, Mr. Chair, members of the Board. Again, the full presentation is in your packet. This is the Transit Lifecycle Program. This is what we use to manage our Prop 400 funds. Part 1 of the requirements in Prop 400 for the 20-year tax is that we implement a budgeting process that ensures that our revenues and expenditures are balanced for the life of the tax. So, right now, we're sitting at about 15 years or so of actuals with about 4-5 years left of our forecasted plan.

So, we continue to work with your staff on what that looks like. We've incorporated all of our changes, changes that are in the Short Range Program and so there's a bit of a good news, bad news here.

First of all, the good news is that the program, the case flow is balanced. We do have revenues that exceed our estimated expenditures for the 20-year tax. So, from that perspective we're balanced, and we meet the statutory requirement to have a balanced program.

The other thing though is that during the recession, we adopted a jurisdictional equity policy so as we look to reduce the program to – because of the nearly 40% loss or decrease in our forecasted revenues, we adopted this jurisdictional equity program by subregion, west Valley, central Valley, and Phoenix that we needed to be within 2.5% of what – what was programmed in the initial Prop 400. So, we're a little bit out of balance with that.

That is a Board policy, not a statutory requirement and so we will continue to work through some of the options for either programming changes to the program or potentially, looking at increases in revenue. We do have a very conservative fare revenue forecast assuming that ridership will not come back very quickly and also this year as we've been talking about, our Prop 400 revenues have greatly exceeded what our forecast was and we do anticipate that our -- the next update from ADOT for the forecast for the remainder of Prop 400 will likely be higher so that will also help to kind of bridge that gap on the jurisdictional equity changes. So, we will continue to work with



your staff on that issue, helping to bring that jurisdictional equity in balance to make sure that the program for that Board policy is balanced.

So, that was very quick, very high level. I'd be happy to answer any questions. Just so you know, we continue to work with your staff. We look to come back, perhaps, in August or September to adopt a balanced plan.

Chair Edwards said I have a question because I'm really concerned about this. Because you have routes and -- in place or that were proposed in place and were going to be funded that now, potentially, could not be funded and a lot of the cities have already done their budgeting thinking that these routes were going to be taken up by Valley Metro and the potential is maybe that they're not. So, I sure hope that this is going to come back as a Board discussion so that we can go, you know, whatever your changes you're proposing that we get some say in it because I know, you know, I've met with the CEO on this and, you know, one in particular, for my city. We cannot afford not to have that route funded because we don't have the funding. We have not approved funding from a council perspective to continue that route going forward. So, I'm really concerned about this. I don't know about how other cities are feeling about it, but me, specifically, I'm very concerned about this.

Mr. Hodgins said yes, understood. These are not proposals. There are all, you know, we -- to achieve that balance one of the things the policy requires is that we work with the cities. So, the cities in that subregion have to come together. We provide information. It's not a Valley Metro proposal to cut this or to change this. You know, we're very -- we're very much committed to meeting the commitments that we've made in the TLCP and certainly, I believe with the increased revenues, I know there's some optimism about the -- the economy continuing to perform better, unemployment coming down so I do anticipate the forecast will come up. Those items were provided simply for information, food for thought for the subregion for those cities to discuss. Hopefully, you know, we don't ever have to implement any of them that hopefully, the revenues get to a point where, you know, that really provides the revenues to meet those commitments. We don't want to make any of those cuts, but again, to kind of meet that Board policy, we do need to look at all of our options.

Mr. Smith said the second thing is this is not a situation that has to be solved today. It just has to balance out before 2025 so you -- we really have four years to do that, to come up with solutions. Obviously, to implement certain things might come up.

This third thing is this was a Board policy that was established -- we talked earlier today about policies that were established based on certain situations. This didn't start out as a hard accounting issue that says you must stay within in these lines. The original Prop 400, the Board policy was that jurisdictional equity would be monitored, but there was no requirement that you stay within the lines. That came out after the great recession in 2010 or '11, you know, times change. This Board could decide to change that policy if they wanted to and so, we put it on the table so that we could have that discussion.



As a matter of fact, in our manager' meeting, just so you know, there were comments made that this is and I think it was also in the west Valley manager's meeting, there were comments made by city managers that this is really not a great way to manage a transit program because -- for example, those options that were put out there, not proposals, but options. We could literally be faced with a situation where in some cities around this Valley we're cutting and changing service to make a jurisdictional equity balance only for accounting reasons. Has nothing to do with the service and at the same time that we're going to public to ask for Prop 400 Extension. It's really a messed-up situation that demands more -- more discussion and we wanted to raise it, right now, and put it out there on the table. We have some options with the increased revenue with other parts that we can have this discussion, but one of the things that is open to you is to decide what that policy is, and you can change it. As Paul said, it is not in statute. The only thing that is in statute is that the program be balanced over the 20-year term. That's what the TLCP is. How we divvy that up inside is really a Board policy and you can review that, change that, amend that, stay where it is, how you want. So, just -- I just want to make sure the Board understands that they do have that option available to them.

Chair Edwards said perfect. Thank you.

Mayor Peterson said Paul, you said subregions a couple of times in the jurisdictional equity. Do you expect us to be having subregion meetings on our own, west Valley, east Valley, central or -- or will that all be taken care of through Valley Metro?

Mr. Hodgins said no. We have been meeting with the subregions. That's led by our Service Planning Group and Joe Gregory so we've had numerous subregional meetings with both the west Valley and east Valley, and we will continue to do so. So, we lead that coordination effort. We provide information and kind of facilitate the discussion.

Mr. Smith said and if I could add to that. This is an awkward situation because it's within the subregions that the -- the accounting is done on a subregion basis. It's within those regions that the cities in those regions get together and figure out how to allocate. It really -- it -- I'm sorry, no other way to say it. It pits cities against cities because you're trying to figure out how to divvy up the subregion pool. It's, you know, it's a very awkward discussion and situation for everybody. We try to do as much as we can at the staff level to make sure we can prepare it so that some of those things once they get to the policy level have already been agreed to or negotiated through, but I imagine that if this gets out of balance at all, there will be some very difficult decisions. You're lucky that right now, the east Valley is not out of balance. Phoenix and the west Valley are the two that are out of balance. West Valley is over allocated, and Phoenix is under allocated, so we'll have those discussions. The good thing is we don't have to decide it tomorrow but, you know, this 20-year plan is now shrinking and we really only have four years left with this budget so it's coming up quickly.



Vice Mayor Stipp said thanks. Thank you. I would really be interested in seeing a staff analysis of what if we -- if we did away with that quote/unquote Board policy. The Board policy was made during very, you know, unusual times, never intended that way. What would be the consequences of that moving forward? I would like to see that in the -- before we have this discussion again just from the staff -- the Valley Metro staff perspective because I think the -- the cities work well together and can figure this out as opposed to this being something that it's imposed upon us. And I go back to the discussion that we had a number of years ago that when Glendale decided not to extend the light rail, you know, that \$51 million or whatever it was went back into the pool. And that launched a very difficult discussion even in this room that we've all kind of overcome so I think this is a good starting point, but I'd really like to see that analysis.

Mr. Smith said Vice Mayor, we can do that. I want to reiterate what Paul said. Valley Metro does not have the authority, nor would we ever impose anything on cities.

Vice Mayor Stipp said we are with our Board policy.

Mr. Smith said no, what we've imposed is the guidelines. And to say you must stay within that balance. What you do in that is really cities getting together and deciding out how to -- how to split up the pie. That's not a Valley Metro function. We're not -- that's just not us. We wouldn't do it and can't do it. And so, but what we do is that we do that master accounting and then what the cities decide, we implement.

So, when you're talking about bus routes, things like that, we throw everything on the table and just say, okay. And I don't want to say we just throw it out there and let you go. We are deeply involved in this process, but at the end of day, we're not going to impose anything on anybody. That's going to be a city discussion both at the subregional and getting together a Board discussion because you may come down to the point where you say, hey, we can't get in balance without doing this, this, this and then the Board, I would expect the Board would revisit the policy. Because at that point in time, you're making a decision on service levels and things like that. And that's how I envision that it will come up or it can be done before we ever get there, we just say, hey, listen, let's change the policy. We're not there yet, but there is discussion among your staff and as I've said, even at the management level, that's been thrown out there on the table just recognizing that may be something that we need to address.

Mr. Chair said anybody have any other questions? Well, this was for information only so thank you so much.

Mr. Hodgins said thank you.

6. FY22-26 Short Range Transit Program

Mr. Smith said I know this gets really complicated and I don't know if Joe's on the line and wants to do it, but this, basically, is just in your packet. The difference between the Transit Lifecycle Plan, as Paul said, is that is the accounting for Prop 400, regional



monies. But our service is really dictated by what's in the Short Range Transit Plan because that takes into account all of the services that you pay for outside of Prop 400.

So, the TLCP is how we deal with regional funds, the Short Range is how we deal with all sources of funds. That's local funds, if there's state funds or if there's anything, that goes into that. So, that's also in your packet. That is also just for information. Review it. I think Joe is here -- available if you have any questions, but, once again, these are issues that I would say probably better discussed with your staff. Bring them to the table in the Service Planning Working Group which works with Joe Gregory and that would be the best place to really discuss any details of that plan. So, unless there's questions.

Chair Edwards said anybody have any questions or comments? Okay. And, again, that was for presentation only.

7. Fiscal Year 2022 (FY22) Election of Valley Metro RPTA Board Officers and Subcommittee Positions

Mr. Chair said you all have the proposal. I know it's up here on the screen. So, I'm looking for a motion and a second to approve the slate of officers and subcommittee positions that are presented.

IT WAS MOVED BY COUNCILMEMBER TOLMACHOFF, SECONDED BY MAYOR GALLEGU AND UNANIMOUSLY CARRIED TO APPROVE THE SLATE OF OFFICERS AND SUBCOMMITTEE POSITIONS AS PRESENTED.

Board Officers

- RPTA Board Chair – Councilmember Francisco Heredia, City of Mesa
- RPTA Board Vice Chair – Mayor Kate Gallego, City of Phoenix
- RPTA Board Treasurer – Vice Mayor Bill Stipp, City of Goodyear

Audit and Finance Subcommittee

- Vice Mayor Bill Stipp, City of Goodyear – for RPTA (2nd term)
- Councilmember Francisco Heredia, City of Mesa – for RPTA (2nd term)

Valley Metro RPTA and Valley Metro Rail Joint Board Subcommittee

- Mayor Kevin Hartke, City of Chandler – for RPTA
- Vice Mayor Jon Edwards, City of Peoria – for RPTA

8. Future Agenda Items Request and Report on Current Events

Chair Edwards said anybody have any items that they would like to be brought up for a future agenda?

Councilmember Tolmachoff said Mr. Chair, I'd just like to have clarification. Is there a plan in place to resume the option to attend in person, the Board meetings? Or what is? Is there any discussion about that?



Mr. Smith said yes, there has been discussion. This is sort of the first trial run. We're going to discuss with the incoming chairs whether that will come into play in August or September.

Councilmember Tolmachoff said thank you.

Mr. Smith said we have had preliminary discussion with the incoming chairs and we'll finalize that and you'll have plenty of notice. And I would guess if we do have a special meeting in July, it's probably a discussion we can probably have on Webex because it's a single item. So, we're looking for maybe August or September at the latest to resume in person. And we will all, probably will -- the discussion has been to maintain the ability to have a hybrid just like we do now. You can phone in. I guess, the only difference is that now you'll just join us via Webex as opposed to phoning in.

Unidentified Speaker said and having phoned in many times in the past, the Webex is much better, I think. But I would suggest that if the July 22nd meeting is like 120 degrees that it is Webex.

Mr. Smith said that would be our plan because said it's a single issue and we'll just -- what we'll do is -- Penny and Alexis and I, we'll put together based on the last process, basically, how it went down. And just to give you -- there was a search firm involved. There were subcommittees. There were multiple interviews. There was a lot of things done and when -- just so you know, it's a complete process that we'll go back to the old notes and pull that out and see what's been updated and things like that in the world of Zoom. Back then we did have Skype, so we actually did a lot of -- it's a funny thing. We actually did interviews via Skype. This time we just do it via Zoom and Webex. So, we'll get that ready for you before the July meeting and we can have that discussion.

Chair Edwards said anybody else?

Mr. Smith said and that will come from, mainly, Penny and -- probably Penny and Alexis.

Mayor Peterson said well, I was just wondering. We were doing study sessions before I left last year in March. Would that be a study session item for maybe before the August Board meeting instead of a special meeting in July?

Mr. Smith said whatever, whatever you would prefer to do.

Vice Mayor Stipp said Mayor, the reason I suggested it as a -- the reason I suggested it as a special Board meeting is if we wait until August, we're already going to be two months behind. So that if we do it in July and we make it an official meeting, we can take action, we can blah, blah, blah. The other thing is just to make sure that we aren't going to duplicate what we did the last time. Perhaps, if there's an opportunity to change. So, hopefully, that comes to us in a draft format as opposed to the way it came to us in the CFO recruitment.



Mr. Smith said no, Vice Mayor. We'll start with that as a base because as I've said things have changed. The last one included a series of Skype reviews and I mean, it was different, but a lot of it will be driven by -- I mean, I'm assuming with a position this important that it will be -- there will be a search firm involved. I would strongly suggest that, but that's your call. And yes, we just use it as a starting point.

And what we'll do is there will be very basic concepts, the levels of interviews, the type of Board involvement. Obviously, this is a joint activity that the entire Board needs to be -- have opportunities to be involved. A little different in your cities because when you hire a city manager, you might have seven people involved. We have 19 people involved. So, we're going to try and work with the Committee chairs to at least come up with maybe a framework where everyone has an opportunity to be involved to their level of desire and it is different because we do have tools, now, that we didn't have six years ago with Webex and other tools. So, that -- it will be based on that. We'll just use that as a starting point not as a finish.

Vice Mayor Stipp said and just last question and this is for Pat. Pat, can you confirm that -- the date of what we had bookmarked? I've got three different dates on my calendar so if you could do that for the whole group.

Pat said it would be July 22nd with an 11:15 start time. That's our normal time to start. We'll issue a Webex and the agenda materials, everything prior to the meeting.

Vice Mayor Stipp said thank you.

9. Next Meeting

Chair Edwards said the next Board meeting is scheduled for Thursday, August 19, 2021, at 11:15 a.m.

Before I adjourn, I just wanted to thank everybody. This is my last meeting as your Chair. I really appreciate everybody's support and indulgence during a difficult year with COVID. It's been my distinct honor to work with all of you. I will be staying on as a Board member and I look forward to continuing our efforts to strengthen this body so thank you so much.

The meeting was adjourned.

With no further discussion the meeting adjourned at 1:01 p.m.



Information Summary

DATE

August 12, 2021

AGENDA ITEM 2B

SUBJECT

Federal Transit Administration Pass-Through Grant Agreement

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to execute an IGA with the City of Phoenix to allow Valley Metro to be reimbursed for eligible expenses and lost revenue associated with the COVID-19 pandemic.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to execute the IGA with the City of Phoenix for the listed grants.

BACKGROUND | DISCUSSION | CONSIDERATION

Valley Metro is being provided federal funds through the Federal Transit Administration (FTA) from funds made available through the American Rescue Plan Act (ARP Act or "COVID relief bill") passed in March 2021. The table below summarizes the funding available:

Grant	FTA Program	Federal Share	Local Share	Total
TBD	5307 – ARP Phx-Mesa	\$48,265,469	\$0	\$48,265,469
TBD	5307 – ARP Avn-GDY	\$281,994	\$0	\$281,994
Total		\$48,547,463	\$0	\$48,547,463

- Funds from the ARP are awarded for use within the Phoenix-Mesa Urbanized Area to support operating expenses and lost revenues as a direct result of the COVID-19 pandemic.
- Funds from the ARP are awarded for use within the Avondale-Goodyear Urbanized Area to support operating expenses and lost revenues as a direct result of the COVID-19 pandemic.

The City of Phoenix is the designated recipient for all FTA grant funds for the region. Valley Metro undertakes projects approved for FTA grant funding, then submits requests to Phoenix for reimbursement of actual expenses incurred. Phoenix then executes a drawdown of funds from FTA to pass-through the reimbursement to Valley Metro.

The pass-through IGAs are required in order for Phoenix to reimburse Valley Metro for eligible expenses.

**COST AND BUDGET**

All expenses are in the approved FY 2022 Adopted Operating and Capital Budget and 5-Year Capital Program. The grant funds will offset expenses, reducing the net cost to the Public Transportation Fund and member agency budgets.

COMMITTEE PROCESS

RTAG: July 20, 2021 for information

TMC: August 4, 2021 approved

Board of Directors: August 19, 2021 for action

CONTACT

Jim Hillyard

Acting Chief Financial Officer

jhillyard@valleymetro.org

ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 2C**SUBJECT**

Authorization to Issue a Competitive Solicitation for Planning Support Services (PSS)

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to issue a competitive solicitation for on-call consultant services to provide transit planning, transit corridor and facility development, environmental assessments support and other planning services as necessary.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to issue a competitive solicitation for PSS.

BACKGROUND | DISCUSSION | CONSIDERATION

The PSS contract provides consultant staff who serves as an extension of Valley Metro staff. The consultant staff is utilized to bring in specialized planning and engineering expertise as needed. Consultant staff works with Valley Metro staff to develop transit corridors, facilities and services, including:

- conducting alternatives analyses and feasibility studies,
- analyzing environmental conditions and archaeological monitoring,
- performing conceptual and preliminary engineering, and estimating capital costs,
- developing ridership forecasts, travel demand models and related databases,
- supporting transit service planning for local communities,
- supporting federal grant applications and
- other project development activities as necessary to further regional transit goals

Currently, Valley Metro Rail (VMR) has a Planning Support Services and Community Relations (PCRSS) contract with HDR Engineering, Inc. In June 2016, following a competitive procurement, VMR Board of Directors authorized the CEO to execute the contract with HDR Engineering, Inc. for an amount not to exceed \$35 million for an initial five-year term. The contract includes an option to extend work up to three additional years, in one-year increments. In November 2020, VMR Board of Directors authorized the CEO to amend the contract to add up to \$9 million for an extension period through June 2022. Since services under the PCRSS contract are utilized by the RPTA, a Memorandum of Understanding between VMR and RPTA was executed in August 2016, and this contract provides annual support to both VMR and RPTA.



Planning support continues to be needed as the bus and rail transit system matures. However, the needs are more diverse and cover topics that go beyond system expansion and planning for new transit corridors and services. The increased needs anticipated include:

- continuation of major transit corridor planning, environmental and preliminary engineering studies
- continuing support to transit service planning by developing local service plans, monitoring ridership and other service planning research
- support planning for capital renewal and replacement of transit assets to maintain safe operations and state of good repair
- support planning to improve the existing transit system to maximize the region's investment in transit

The competitive solicitation will allow Valley Metro to receive interest from consultants that can support these diverse needs. The contract will set up an on-call list of consultants for Valley Metro to readily tap into for specific expertise when the need arises. The competitive solicitation will be advertised in fall 2021 and extensive outreach would be conducted to promote competition and interest from consultants of varying sizes, backgrounds and expertise. Selection of consultants would be made based on the qualifications of the responders. Recommendations for selected consultants is anticipated to be brought back for Board approval mid-Fiscal Year (FY) 2022 for a three-year contract from FY2023 through FY2025 with the option for two one-year extensions.

Consultant staff from the PSS contract would supplement Valley Metro staff by providing specific expertise. Over the past five years, Valley Metro has hired full-time planning staff to ease the reliance on consultants. This led to the development of Valley Metro staff capacity in conducting general analyses, mapping, report writing and managing planning study efforts. However, Valley Metro retains the need for specialized expertise. The specialized technical expertise that the PSS contract consultant would support include, ridership forecasting, conceptual design, engineering, cost estimating, illustrations and data visualization, and environmental analyses such as archeological monitoring, traffic analysis, and noise and vibration surveys. These are areas where it does not make sense to retain full-time in-house staff for important but periodic needs. The PSS contract allows Valley Metro the flexibility to quickly scale up and down for transit planning projects and major transit initiatives as regional needs adjust.

COST AND BUDGET

Based on a review of the existing PCRSS contract, it is estimated that the five-year cost for the services under the PSS contract could be as much as \$30 million for combined VMR and RPTA support. Approximately, fifteen percent (15%) of the overall contract (approximately \$1 million per year) is anticipated to support RPTA. Annually, task orders and budgets would be developed for the PSS contract based on needs to



support member agencies. The projects that would be supported by the PSS consultant are funded by federal, regional and local dollars.

COMMITTEE PROCESS

RTAG: July 20, 2021 for information

TMC: August 4, 2021 approved

Board of Directors: August 19, 2021 for action

CONTACT

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602-262-7433

ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 2D**SUBJECT**

Authorization to Issue a Competitive Solicitation for Community Relations Support Services

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to issue a competitive solicitation for Community Relations Support Services.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to issue a competitive solicitation for Community Relations Support Services.

BACKGROUND | DISCUSSION | CONSIDERATION

Both Valley Metro RPTA and Rail are partners in the development of a program to support the existing and growing transit system in the region. As the future of the system evolves, the need for active and varied community engagement remains a critical priority. Additionally, as our communities change, the sophistication and customization of agency outreach requires the support of specialized consultant resources that include:

- Community Relations Coordination
- Specialty Outreach Services
- Business Assistance Program Development and Support
- Specialized Public Relations/Crisis Communications Support
- Special Event Planning and Support
- Technical and Program Management Tasks
- Administrative and Scheduling Support

Currently, Valley Metro Rail (VMR) has a Planning and Community Relations Support Services (PCRSS) contract with HDR Engineering, Inc. providing support in a variety of areas—from planning to travel forecasting to archeological to community relations activities. In June 2016, following a competitive procurement, the VMR Board of Directors authorized the CEO to execute the contract with HDR Engineering, Inc. for an amount not to exceed \$35,000,000 for the initial five-year term. The contract includes an option to extend work up to three additional years, in one-year increments. In November 2020, the VMR Board of Directors authorized the CEO to amend the contract to add up to \$9,000,000 for a one-year extension through June 2022. In addition, as services under the PCRSS contract are also utilized by the RPTA, a Memorandum of Understanding between VMR and RPTA was executed in August 2016, and this contract provides annual support to both VMR and RPTA.



For this request, Valley Metro would like to bring on board a diverse group of consultants to help with the diverse, community relations needs into the future. The contract will be set up as an on-call list of consultants for Valley Metro to readily tap into for specific expertise when the need arises. The competitive solicitation will be advertised in fall 2021 and extensive outreach will be done to promote competition and interest from consultants of varying sizes, backgrounds and expertise. Selection of consultants will be made based on the qualifications of the respondents. Valley Metro staff will work with the City of Phoenix to ensure the solicitation is federally-compliant. Contract award recommendations will be brought back to the Boards for approval in mid-FY22 for a recommended term of a three-year base with two, one-year options. Recognizing that the future of the program will be different moving forward, the contract will continue be task-order based, meaning staff will use consultants as needed with the cost indicated below being a maximum estimate.

Valley Metro has a strong history and continued practice of using consultants to help the agency scale up and down for capital projects and major agency initiatives. Valley Metro has a base of agency staff who are augmented by consultant resources to work alongside with as peers in the field to providing niche, technical services, as needed. Consultants are scoped by task orders and used as needed and as budget allows.

COST AND BUDGET

Utilization and expenditure from the existing PCRSS contract indicates that the five-year not-to-exceed amount for Community Relations Support Services could be as much as \$6,500,000 for combined VMR and RPTA support. Approximately, 15% of the overall contract (approximately \$1 million) is anticipated to support RPTA efforts.

The first-year cost is esimated to be \$1,000,000 and is included in the FY22 Operating & Capital Budget. Contract obligations beyond FY22 will be included in the Five-Year Operating Forecast and Capital Program.

COMMITTEE PROCESS

RTAG: July 20, 2021 for information

TMC: August 4, 2021 approved

Board of Directors: August 19, 2021 for action

CONTACT

Hillary Foose

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ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 2E**SUBJECT**

Franklin Covey Professional Development Training Services Contract Award

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to continue procuring Professional Development Training services with FranklinCovey in support of Valley Metro's commitment to a culture of learning.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to execute a cooperative agreement purchase order for the All Access Pass learning resources with FranklinCovey, not to exceed \$62,000 for the periods of FY22 and FY23.

BACKGROUND | DISCUSSION | CONSIDERATION

All Access Pass users have unlimited access to FranklinCovey courses, assessments, videos, tools, and eLearning; including 37 FranklinCovey content areas, 193 FranklinCovey Insights (short 10-15 minute self-paced, video-based courses), 64 FranklinCovey e-Learning courses with digital participant materials and Jhana, which are bite-sized performance guidance and realistic scenarios on a wide range of management, leadership and individual contributor topics.

In addition, the following facilitator resources are also included: unlimited virtual facilitator certifications, work session PowerPoints®, program videos, and LiveClicks™ webinar licenses. As well as, and most importantly, the ability to assemble, integrate and deliver the content through an almost limitless combination of delivery modalities.

FranklinCovey services will be procured directly using a cooperative contract awarded by the Arizona State Procurement Office #ADSP018-210204. Purchasing under a cooperative contract saves Valley Metro resources due to the simplified acquisition process, the cooperative purchasing power of multiple agencies and the terms and conditions that have previously been negotiated.

Staff recommends a two-year term with FranklinCovey as doing so saves Valley Metro an additional 10% each year.



COST AND BUDGET

The expected spend for the Franklin Covey All Access Pass for the next two years is \$62,000. For Fiscal Year 2022, the RPTA contract obligation is \$31,000 which is fully funded within the Valley Metro Operating and Capital Budget. Contract Obligations beyond FY22 are incorporated into the Valley Metro RPTA Five Year Operating Forecast and Capital Program FY2023 thru FY2027.

Purchase	Vendor	Contract	Cost
All Access Pass and Jhana	Franklin Covey	State Contract:	FY22 \$31,000
		ADSP018-210204	FY23 \$31,000
Total			\$62,000

COMMITTEE PROCESS

RTAG: July 20, 2021, for information

TMC: August 4, 2021 approved

Board: August 19, 2021, for action

CONTACT

Penny Lynch

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ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 2F**SUBJECT**

Skillssoft eLearning Library Contract Award

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to continue procuring Skillssoft eLearning Library services in support of Valley Metro's commitment to a culture of learning.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to execute a cooperative agreement purchase order for the eLearning library with Skillssoft, not to exceed \$71,400 for the periods of FY22 and FY23.

BACKGROUND | DISCUSSION | CONSIDERATION

The Skillssoft eLearning library includes over 3000 self-paced eCourses including essential topics such as business-related professional development; collaboration and productivity tools including MS Office, Adobe, Tableau, Asana, Jira, etc; as well as digital transformation and software development topics geared towards IT staff. In addition, the compliance library includes legal compliance, workplace health and safety, as well as environmental and transportation-related topics.

Skillssoft services will be procured directly using the General Services Administration (GSA) contract #47QTCA19D002B. Purchasing under a cooperative contract saves Valley Metro resources due to the simplified acquisition process, the cooperative purchasing power of multiple agencies and the terms and conditions that have previously been negotiated.

Staff recommends a two-year term with Skillssoft; doing so saves Valley Metro an additional 4% each year.

COST AND BUDGET

The expected spend for the Skillssoft eLearning library for the next two years is \$71,400. For Fiscal Year 2022, the RPTA contract obligation is \$35,700 which is fully funded within the Valley Metro Operating and Capital Budget. Contract Obligations beyond FY22 are incorporated into the Valley Metro RPTA Five Year Operating Forecast and Capital Program FY2023 thru FY2027.



Purchase	Vendor	Contract	Cost
Skillsoft eLearning Library	Skillsoft	GSA #47QTCA19D002B	FY22 \$35,700 FY23 \$35,700
Total			\$71,400

COMMITTEE PROCESS

RTAG: July 20, 2021, for information

TMC: August 4, 2021 approved

Board: August 19, 2021, for action

CONTACT

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ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 3**SUBJECT**

Recommended October 2021 Transit Service Changes

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to amend member agency Fiscal Year 2022 (FY22) Intergovernmental Agreements (IGAs) as necessary, and to execute change orders to the First Transit and Total Transit fixed route contracts to accommodate the recommended October 2021 service changes.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to amend member agency FY22 IGAs as necessary, and to execute change orders to the First Transit and Total Transit fixed route contracts to accommodate the recommended October 2021 service changes.

BACKGROUND | DISCUSSION | CONSIDERATION

Effective October 25, 2021 Valley Metro transit service changes are recommended throughout the region. Changes were coordinated and analyzed through the five-year Short Range Transit Program as well as the Board adopted Transit Standards and Performance Measures. In addition, the fixed route service changes were proposed and reviewed in coordination with the Valley Metro Service Planning Working Group, comprising representatives from Valley Metro member agencies. Valley Metro also worked with each affected member agency regarding the proposed changes and funding impacts prior to arriving at recommendations. Extensive public outreach was also conducted.

This summary includes recommended bus service changes for Valley Metro-operated services and routes, and routes funded through the regional Public Transportation Fund (PTF). Changes that only affect locally funded service operated by other agencies (e.g. Phoenix) are not addressed herein. Overall, the recommended changes include fixed route service and routing modifications.

Recommended Route and Schedule Changes:

- Route 30—University Dr: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe.
- Route 45—Broadway Rd: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe. In Mesa, expand Saturday service to 30-minute frequency and implement Sunday service at 30-minute frequency.



- Route 48—49th St/Rio Salado Pkwy: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe.
- Route 56—Priest Dr: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe.
- Route 61—Southern Ave: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe.
- Route 62—Hardy Dr: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays. Modify route to travel along Kyrene Rd. and continue along Hardy Dr. instead of Guadalupe Rd.
- Route 65—Mill Ave: Eliminate this route.
- Route 66—Mill Ave: Reduce span of service, and increase frequency to replace route 65 service.
- Route 72—Scottsdale/ Rural Rd: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe.
- Route 77—Baseline Rd: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe.
- Route 81—Hayden/McClintock Dr: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe.
- Route 108—Elliot Rd: Reduce hours of service to 5 a.m.-11 p.m. on weekdays and Saturdays in Tempe.
- Route 120—Mesa Dr: In Mesa, increase weekday span to 5 a.m. to 10 p.m. Increase Saturday service span to 6 a.m. to 9 p.m. and frequency to 30 minutes. Add Sunday service to match Saturday.
- Route 156—Chandler Blvd: In Gilbert, change routing at Gilbert Mercy Hospital to accommodate construction activities and serve hospital more effectively. Instead of running bidirectionally on Val Vista Dr to Mercy Rd, the route would run clockwise from Val Vista Dr to Pecos Rd to Mercy Rd.
- Peoria on the Go (POGO): Resume POGO service with three new pilot routes to run Friday through Sunday, 10 a.m. to 10 p.m., serving activity centers. Route will no longer run Monday - Thursdays.
- Tempe Orbit Mercury: Reduce Frequency from 10 to 15 minutes on weekdays.
- Tempe Orbit Saturn: Modify routing to streamline route and serve more areas on Guadalupe Road.
- Fountain Hills-Mesa Connector: Add new Express route service connecting Fountain Hills Park-and-Ride with the Gilbert Rd/McDowell Rd Park-and-Ride.
- Route 514—Fountain Hills/Scottsdale Express: Modify route to start and end at Mustang Transit Center. Service to Fountain Hills will be replaced by Fountain Hills-Mesa Connector.

Public Outreach

An extensive public outreach was conducted from May 3 through June 4, via online comment, email, social media and a remote public hearing via webinar. The outreach covered all proposed service changes regardless of funding source or operator.

- **Input Opportunities:**
 - Virtual public hearing conducted on May 19, 2021
 - Online comment card



- Via email at input@valleymetro.org
- Social media
- **Communication Channels:**
 - Six advertisements were placed in the *Arizona Republic* (2), *East Valley Tribune*, *La Prensa Hispana*, *La Voz* and *Arizona Informant*. They included information regarding the proposed route changes, public comment period and public hearing.
 - Transit vehicle announcements (Route Scout)
 - A-frame signage at key transit locations
 - Email notices to riders and Trip Reduction Program employers
 - Press release resulting in news coverage
 - Social media posts
 - Website ([valleymetro.org/service changes](http://valleymetro.org/service-changes))
 - Internal communication to staff and contractors

COST AND BUDGET

Items here include only service changes for Valley Metro-operated services and routes, and routes funded through the regional Public Transportation Fund (PTF). Costs for changes that do not impact Valley Metro-operated routes and routes not funded through PTF are excluded from this memorandum.

Contract adjustments for minor bus service changes that do not require an amendment to the IGAs will be made through the year-end reconciliation process. For paratransit changes, the budget impact will be determined during the IGA reconciliation process and the contractor change order.

COMMITTEE PROCESS

RTAG: July 20, 2021 for information

TMC: August 4, 2021 approved

Board of Directors: August 19, 2021 for action

CONTACT

Jim Hillyard

Chief Administrative Officer

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ATTACHMENT

None

October 2021 Recommended Service Changes



1

Phoenix Changes



- **Route 0A—South Central Shuttle:**
 - Modify frequency to every 15 minutes north of Baseline Rd and every 30 minutes south of Baseline Rd, M-F 6 a.m. – 9 p.m.

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Route 7—7th Street

Remove Broadway Rd. deviation; improve frequency to every 10-15 minutes south of Van Buren St 6 a.m. – 9 p.m.



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Route 8—7th Avenue

Remove Broadway Rd deviation; extend route to connect at Central Ave/Baseline Rd.



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Route 52—Roeser Road

Remove Broadway Rd deviation, retain frequency.



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Proposed October Service Changes



Tempe Changes

- **Reduce evening service by two hours on weekdays and Saturdays. Service would run from approximately 5 a.m. - 11 p.m. in Tempe.**
- **Routes Affected:**
 - Route 30—University Dr
 - Route 45—Broadway Rd
 - Route 48—49th St/Rio Salado Pkwy

- Route 56—Priest Dr
- Route 61—Southern Ave
- Route 62—Hardy Dr
- Route 65—Mill Ave
- Route 66—Mill Ave
- Route 72—Scottsdale/ Rural Rd
- Route 77—Baseline Rd
- Route 81—Hayden/McClintock Dr
- Route 108—Elliot Rd

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Tempe Orbit Mercury

- Reduce route frequency from 10 minutes to 15 minutes during weekday daytime hours.

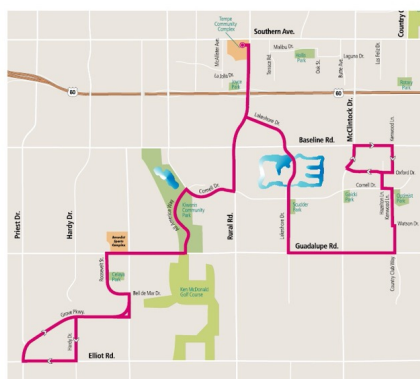
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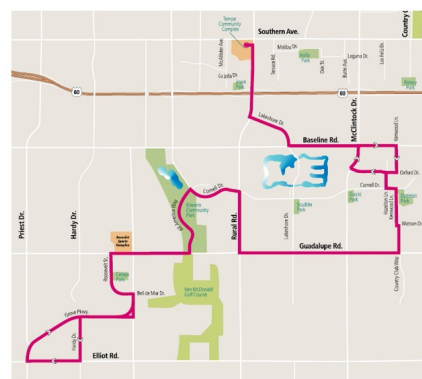
Tempe Orbit Saturn

Modify route in conjunction with elimination of Route 65—Mill Ave/Kyrene Rd, enhancement of Route 66—Mill Ave/Kyrene Rd, and realignment of Route 62—Hardy Dr.

EXISTING



PROPOSED



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Route 62— Hardy Drive

Modify route in conjunction with

- Elimination of Route 65—Mill Ave/Kyrene Rd,
- Enhancement of Route 66—Mill Ave/Kyrene Rd, and
- Realignment of Orbit Saturn.



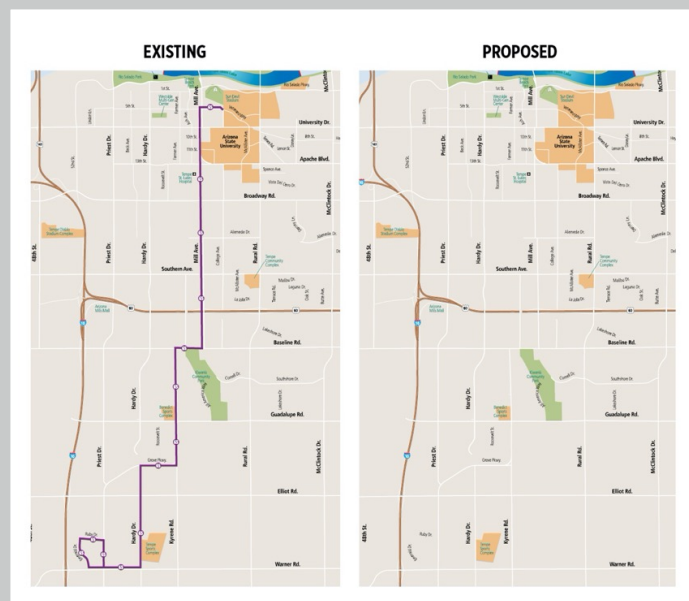
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Route 65—Mill Avenue / Kyrene Road

Eliminate route in conjunction with

- Realignment of Route 62—Hardy Dr,
- Enhancement of Route 66—Mill Ave/Kyrene Rd, and
- Realignment of Orbit Saturn.



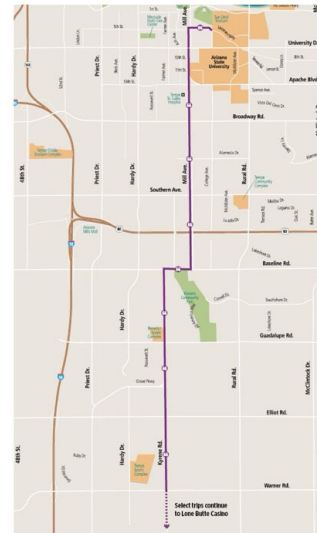
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Route 66—Mill Avenue / Kyrene Road

Enhance frequency in conjunction with

- Elimination of Route 65—Mill Ave/Kyrene Rd,
- Realignment of Route 62—Hardy Dr, and
- Realignment of Orbit Saturn.

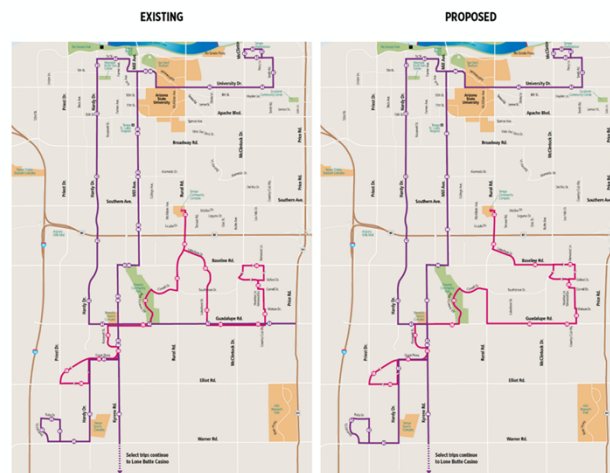


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Reorganization of Routes 62, 65, 66, and Orbit Saturn

- The four current routes become three routes with similar levels of service in most corridors.
- Some overlapping service is removed from Guadalupe Rd.



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Proposed October Service Changes

Mesa Changes

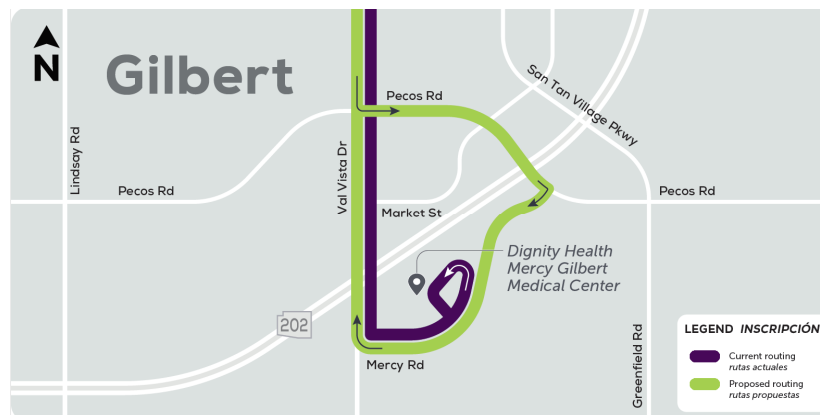
- **Route 45—Broadway Rd:** Expand Saturday service to 30-minute frequency and implement Sunday service to match Saturday.
- **Route 120—Mesa Dr:** Increase weekday span to 5 a.m. to 10 p.m. Increase Saturday service span to 6 a.m. to 9 p.m. and frequency to 30 minutes. Add Sunday service to match Saturday.

13

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Route 156—Chandler Boulevard

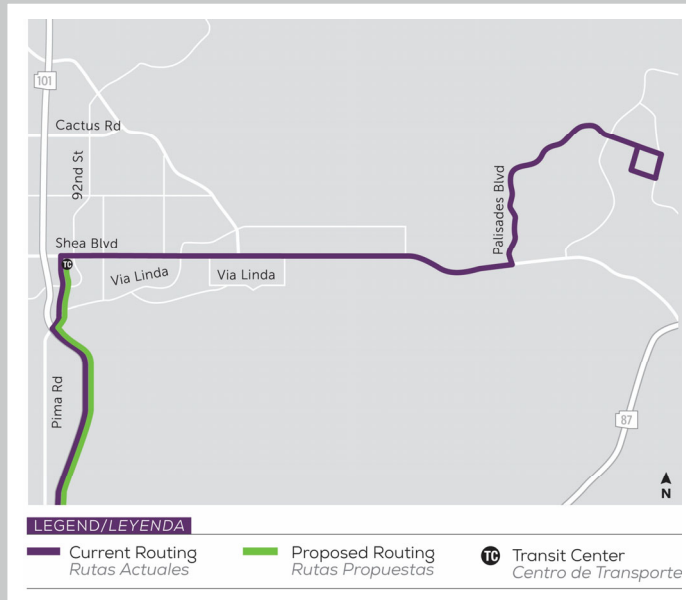
In Gilbert, modify route to Mercy Gilbert Medical Center due to ongoing construction. Route will run clockwise from Val Vista Dr along Pecos Rd to Mercy Rd.



14

Route 514— Fountain Hills / Scottsdale Express

- Modify route to start and end at Mustang Transit Center.
- Service to Fountain Hills will be replaced by Fountain Hills-Mesa Connector.



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Fountain Hills-Mesa Connector

New Express route service connecting Fountain Hills Park-and-Ride with the Gilbert Rd/McDowell Rd Park-and-Ride.



16

16

Peoria on the Go (POGO)

- Implement POGO destinations service with three new pilot routes to run Friday through Sunday, 10 a.m. - 10 p.m., serving activity centers and other points of pride in Peoria.
- Route will no longer run Monday - Thursday.



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Thank you



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18



Information Summary

DATE

August 12, 2021

AGENDA ITEM 4**SUBJECT**

Authorization to Issue a Competitive Solicitation for Autonomous Vehicle Pilot Program

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to issue an RFP for an Autonomous Vehicle (AV) Pilot

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to issue Competitive Solicitation for an Autonomous Vehicle Pilot. The period of service will cover FY22 through FY26 in the amount of \$50,000 per year for a total cost of \$250,000. This amount is contingent upon annual budget approval.

BACKGROUND | DISCUSSION | CONSIDERATION

The Regional Public Transportation Authority (RPTA) executed a two-year demonstration with Waymo in July 2018 with a budget of \$200,000 to pilot test-use cases of autonomous vehicles to gain insight about customers' perception and adoption of AV technology. After reviewing use cases, it was determined Waymo would be a good fit for the Mobility on Demand (MOD) Sandbox project which included funds for research only. Since planning and coordination between Valley Metro, Waymo and ASU delayed the official start of the pilot until 2019 an extension of the contract was necessary to complete the pilot. The MOD Sandbox demonstration, data collection and reporting ended on June 30, 2021.

The key takeaways from RideChoice customers were:

1. Participants felt safe - Participants felt that AVs would improve safety on the roads and meet the mobility needs of all people (especially those with special needs)
2. Participants found the services more convenient than typical RideChoice options
3. Participants made new trips as a result of the new AV option
4. Participants embraced AVs as a mobility option
5. Participants are interested in riding alone, without a safety operator
 - Although participants in this demonstration project always rode AVs with a safety operator present, between 70 and 80 percent of respondents consistently indicated they were willing to ride without a safety operator



6. Participants would like to be among the first to use AVs
 - A majority of participants would like to be early adopters of AV services when such services become widely available.

While this pilot shed invaluable light on the perceptions of autonomous vehicles by RideChoice customers, the fact that it was limited to RideChoice combined with Waymo's limited southeast valley service area, didn't allow Valley Metro to explore the use of autonomous vehicles by the broader population of riders or as a first/last mile adjunct to transit. As a result, Valley Metro would like to expand its pilot use of AVs to target general transit users (a much larger audience than RideChoice customers), serve a larger area to include more connections to transit, and explore customers perceptions towards this cutting-edge technology and how it can integrate into the transit ecosystem.

AV technology is rapidly maturing and will clearly play a role in transportation in the years to come. While large companies are investing billions in developing autonomous capabilities, their focus is on the mass market. As a result, it is important for Valley Metro to explore how AVs can be integrated into the transit ecosystem.

Valley Metro staff is seeking authorization to issue a competitive solicitation for an Autonomous Vehicle Pilot. It is planned that the competitive solicitation would be released this fiscal year and contract award recommendation would be brought back for Board approval. This contract will have the option for multiple awards or single award depending on the number of qualified responses and the RFP process will be compliant with Valley Metro's procurement policy.

COST AND BUDGET

The estimated five-year cost for the Autonomous Vehicle Pilot is \$250,000. Funds are accounted for annually in the agency's operating budget over a five-year period. The contract will be setup as a cooperative agreement allowing other Valley Metro member agencies to partner in autonomous vehicle pilots.

COMMITTEE ACTION

RTAG: July 20, 2021 for information

RMC: August 4, 2021 approved

Board of Directors: August 19, 2021 for action

CONTACT

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ATTACHMENT

PowerPoint

Automation Project Examples with FTA Funding

August 2021



1

Project Types



2

2



On Demand



- Operates in any location within a defined service area
- Travels at posted speed
- Safety Driver not needed (dependent on provider)

*Photos: Waymo and Olli

Shuttle



- Operates within a mapped point-to-point area or closed loop
- Typically travels at low speeds 10-23 mph
- Safety Driver is usually present

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Driver Assistance



- Precision docking
- Lateral lane guidance
- Automated acceleration/braking
- Pedestrian avoidance safety system

*Photos: Pierce Transit and Iowa State University

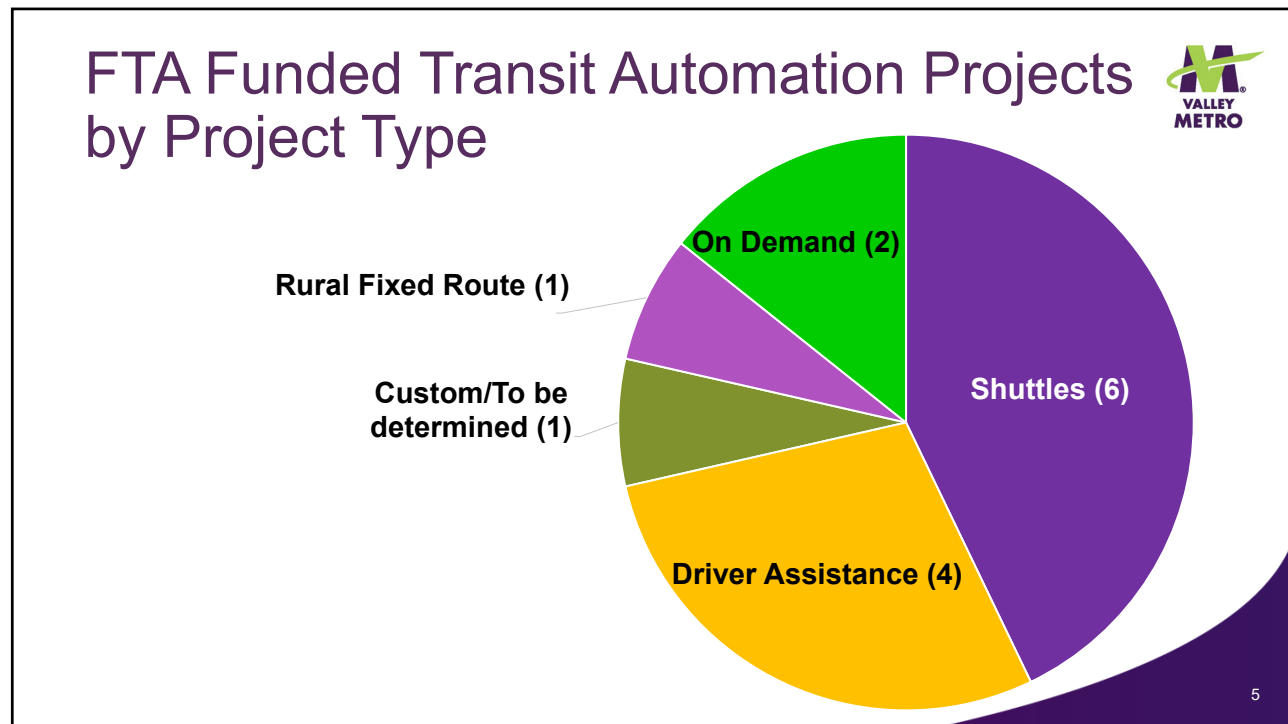
Rural Fixed Route



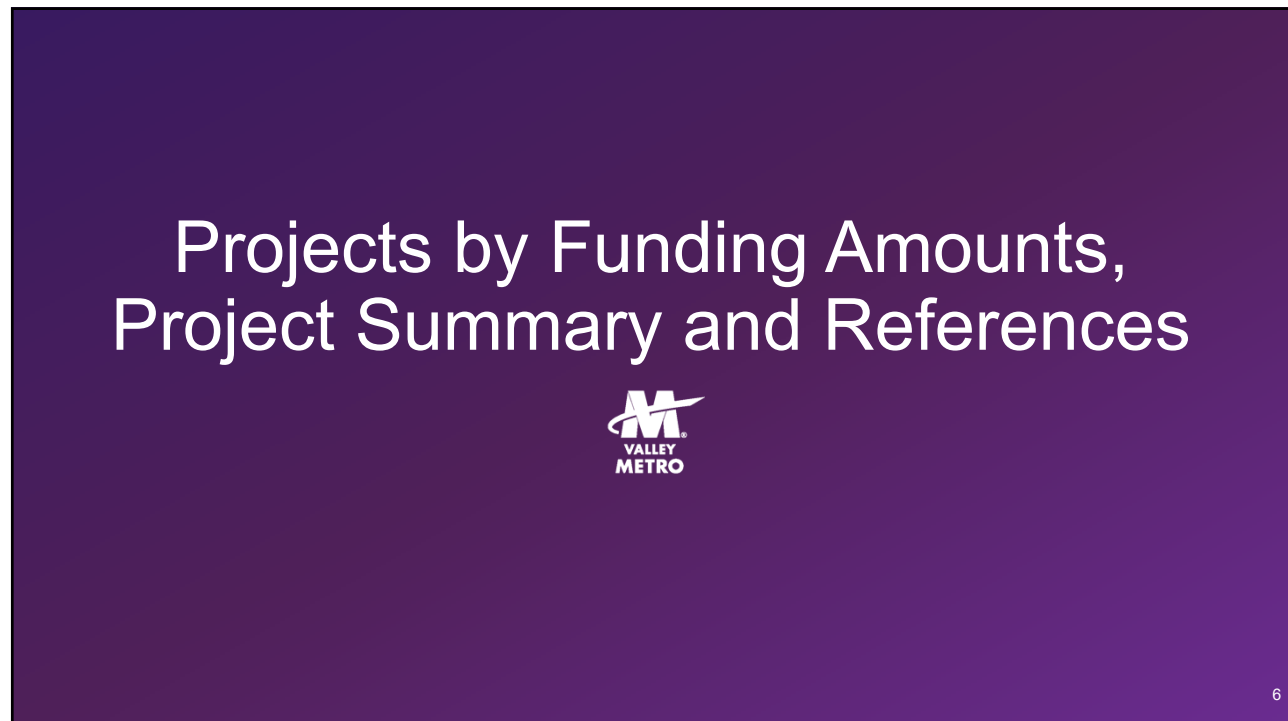
- Operates on a defined route
- Researching unique rural road terrain and situations
- Project in Planning phase

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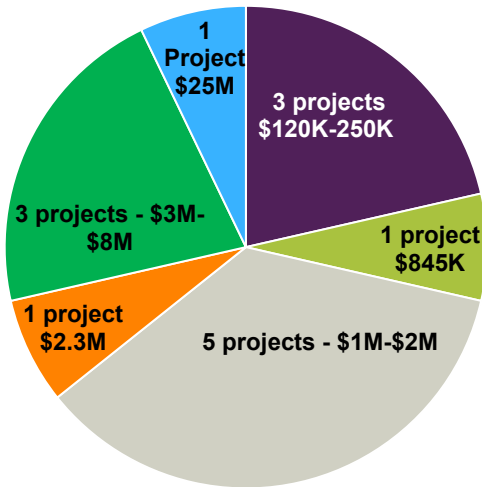


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FTA Funded Transit Automation Projects by Funding Amount



- LA, Phoenix, New York (Shuttle, OD, DA) \$120-\$250K
- Santa Clara County, CA (Shuttle) \$845K
- TX (2), WA, OR, CT (3DA, OD, Shuttle) \$1M-\$2M
- CA & OH (TBD) \$2.3M
- Las Vegas, IA, CA (2 Shuttle & 1 Rural FR) \$3M-\$8M
- Jacksonville, FL (Shuttle) \$25M
- Funds are Federal Portion only
- OD - On Demand
- DA - Driver Assistance
- FR - Fixed Route

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FTA Funded Transit Automation Projects



Lead Agency	Grant Funding	Project Type	Status
Access Services of Los Angeles, CA	\$ 120,000	Shuttle	In Planning
Valley Metro - Phoenix, AZ	\$ 250,000	On demand	Completed
Port Authority of New York and New Jersey (PANYNJ)	\$ 250,000	Driver assistance (bus platooning/precision docking/ lateral lane keeping)	In Planning
Santa Clara Valley Transportation Authority (VTA) - CA	\$ 845,000	Shuttle	In Operation
Metropolitan Transit Authority of Harris County (METRO), TX	\$ 1,500,000	Shuttle	In Planning
Pierce County Transit, WA	\$ 1,600,000	Driver Assistance	In Operation
City of Arlington, TX	\$ 1,700,000	On demand	In Operation

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FTA Funded Transit Automation Projects

Lead Agency	Grant Funding	Project Type	Status
Lane Transit District, OR	\$ 1,900,000	Driver assistance (precision docking/lateral lane keeping)	Completed
Connecticut Department of Transportation	\$ 2,000,000	Driver assistance (bus platooning/precision docking)	In Planning
Santa Clara Valley Transportation Authority, CA & Mahoning County, OH	\$ 2,300,000	To be determined	In Planning
Regional Transportation Commission of Southern Nevada	\$ 5,300,000	Shuttle (P)	In Planning
University of Iowa, Johnson County, IA	\$ 7,000,000	Rural Fixed Route Loop bus (P)	In Planning
Contra Costa Transportation Authority, CA	\$ 7,500,000	LS Shuttle & On-demand WC Shuttle	In Planning
Jacksonville Transportation Authority, FL	\$ 25,000,000	Shuttle (P)	In Planning

9

9

References

https://www.transit.dot.gov/sites/fta.dot.gov/files/2020-07/FTA_Report_No._0144_Update.pdf

<https://www.transit.dot.gov/research-innovation/fta-funded-and-managed-transit-bus-automation-demonstrations-pilots>

<https://www.transit.dot.gov/sites/fta.dot.gov/files/2021-04/Transit-Bus-Automation-Quarterly-Update-Q1-2021.pdf>



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Information Summary

DATE

August 12, 2021

AGENDA ITEM 5**SUBJECT**

Paratransit Administrative Reservations and Scheduling Facility Lease

PURPOSE

To request Board authorization for the Chief Executive Officer (CEO) to negotiate and execute a lease agreement with CopperPoint Mutual.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) to negotiate and execute a lease agreement with CopperPoint Mutual for approximately 1,600 square feet of office space to allow Paratransit Reservations and Scheduling to be co-located with the Regional Customer Service Call Center (CSCC) at 4600 East Washington; term to co-terminate with the existing lease December 31, 2025.

BACKGROUND | DISCUSSION | CONSIDERATION

On September 17, 2020 the Board of Directors authorized the CEO to Develop and Issue a Request for Proposals (RFP) for Valley Metro's Operation of Regional Paratransit, incorporating the administration of the RideChoice program.

Through several planning sessions that included city transit staff from the Accessible Transit Service (ATS) partners and Regional Transportation Advisory Group (RTAG), the group developed a change to the existing service delivery model wherein reservation and scheduling duties are split among various service providers. In the proposed new service model, these duties would be combined within a new Reservations and Scheduling Center, whereby a single contractor will be responsible for taking all requests for trip reservations for ADA Paratransit and RideChoice Customers, scheduling ADA Paratransit and RideChoice trips, scheduling the trips for maximum efficiency, and contracting with RideChoice transportation providers (e.g. taxi, Uber, Lyft, etc). See the endnote for more detail on the duties of this provider. ⁱ

The combined Reservations and Scheduling function is the key to ensuring quality customer service and improving efficiency by increasing the number of passengers per trip. The combined function will also serve as the daily coordinator for all the Paratransit and RideChoice transportation contractors. Under the current contracts, some reservation and scheduling functions are handled by contractors whose operations are located out of area, which has presented challenges to effectively managing customer needs. Because of this experience, Valley Metro staff believes the combined Reservations and Scheduling function should be located in the Phoenix area with on-



site scheduling personnel to enable Valley Metro to more closely monitor the contractor's work.

Based on Paratransit and RideChoice call volumes, and validated by TransDev's current reservations and scheduling staffing, we estimate that approximately 5,000 square feet of office space will be required to adequately house this function. There are two options for providing that space:

1. The contractor provides the facility and passes the cost through to Valley Metro
2. Valley Metro provides the facility and equipment for the contractor and its staff

As noted above, Valley Metro believes it is in the best interest to provide the facility to the Reservations and Scheduling contractor. In addition to ensuring that these service functions are physically managed in the Phoenix metro area, staff believes there are other opportunities and advantages to Valley Metro controlling the physical facility. First and foremost, Valley Metro can utilize existing facilities, furniture and equipment which could reduce the costs to cities in the region by as much as \$1.0 million over the length of the contract.

Valley Metro currently leases 4,942 square feet of space at the Mobility Center for the Regional Customer Service Call Center (CSCC). This lease expires December 2025. During the pandemic, our customer service department developed a streamlined business operating model that makes it possible for both the CSCC and the new Reservations and Scheduling to function to co-habitate the existing space with some minor adjustments. Both activities would be able to operate with the addition of only 1,600 square feet of space to the existing site. The cost for the existing CSCC is fixed (the space is not feasible for sub-lease), so the incremental cost would be only for the additional 1,600 square feet. This could reduce total lease costs by \$525,000, regardless of whether Valley Metro or the contractor provides a new space.

In addition to potential savings from utilizing existing space, the furniture and telephone system in the CSCC would also be available to Reservations and Scheduling, eliminating the need for additional capital expenditures to set up a new system. We estimate these savings could be as much as \$325,000 for furniture and \$124,400 for the telephone system and equipment.

Valley Metro could also see savings in reduced overhead costs and upcharges from the contractor. Contractors normally include a percentage fee to cover administration and overhead for incurred costs such as office space and equipment. For example, Transdev currently charges 7% in administration costs for facility costs, which is normal. We estimate a savings of up to \$68,000 if we are able to eliminate these costs. Valley Metro staff also believes that in addition to the contract management benefits and potential cost savings noted above, that controlling our own facility improves the procurement process and enables us to secure more transparent and competitive



proposals from potential bidders. First, if the facility, furniture and equipment are removed from the proposal, contractors will be submitting bids that focus purely on service and management capabilities. We have reached out to peers within the industry and have heard that removing the large costs of facilities and equipment will increase competition and bidder diversity because many smaller firms are unable to fund the large upfront costs required for a turnkey operation.

The primary argument for having the contractor provide both the facility and equipment is scale. Contractors who operate large centralized call center operations often can absorb additional customers into existing facilities and operations at lower costs than establishing independent facilities. However, because the incremental costs of establishing our own facility, which is basically 1,600 in additional square feet of space, are low, we do not believe the financial benefits from a scaled operation would offset the costs of losing control of the contractor and the process. We have experience with managing distant operations and do not believe it is in the best interest of the region to repeat that experience.

Timing

If Valley Metro is to provide the facility and equipment, then we will need to secure the 1,600 square feet now as opposed to waiting for the bid process to be completed. The space is currently available, but may not be in a few months. We believe the incremental cost and risk of leasing the space at this time is reasonable compared to the potential cost should we not act at this time. Moving forward at this time also creates a cleaner and more transparent RFP process that will invite more firms into the process which creates more competition and normally results in more competitive rates.

COST AND BUDGET

The average annual cost per square foot for the 1,600 square feet \$25.62 inclusive of services and tenant improvements. The average cost per square foot for comparable class properties for the area is \$29.00 to \$31.00 per sq ft.

The total costs lease is \$168,502 through December 2025. The lease term would co-terminate on December 31, 2025 along with the other lease at the 4600 East Washington building. The cost of this lease each year will be included in the RPTA budget.

COMMITTEE PROCESS

RTAG: July 20, 2021 for information

TMC: August 4, 2021 approved

Board: August 19, 2021 for action



CONTACT

Tom Young
Manager, Accessible Transit Services
602-716-2107
tyoung@valleymetro.org

ATTACHMENT

None

End Note

ⁱ The major functions of the Reservations and Scheduling function include:

1. Taking calls for service from ADA Paratransit and RideChoice customers and educating them on the best service best suited to meet their needs (ADA Paratransit or RideChoice).
2. Contracting with community resourced providers (taxi, Uber, Lyft, etc.) for the provision of RideChoice Trips, ensuring resources are available to meet 100 percent of requested trips.
3. Contracting with ADA Paratransit non-dedicated service providers.
4. Developing drivers schedules for all dedicated ADA paratransit services routes.
5. Accepting credit card payments and issuing refunds.
6. Efficient scheduling of all ADA Paratransit trips to the dedicated ADA paratransit services routes for the next day (Valley Metro will contract directly with the dedicated Paratransit operator).
7. Re-routing trips for ADA Paratransit and RideChoice based on delays experienced the day of service (traffic, accidents, no-shows, cancellations, etc.)
8. Receiving and responding to customer calls requesting information and/or estimated time of arrival for their scheduled vehicle.
9. Maintaining all scheduling software programs to include API connection to non-dedicated providers, IVR system, web reservations and cancellations, trip scheduling, trip brokering, dispatch, and in-vehicle technology (tablet system – DriverMate) for dedicated ADA Paratransit vehicles.

NOTE: Although the broker will not be operating any vehicles, they will be required to maintain the software necessary to communicate trips directly to the dedicated ADA paratransit vehicles.

ADA Paratransit & RideChoice Procurement Update

August 2021



1

Background



- September 2, 2020, TMC voted to forward to the Board of Directors a recommendation for the Board of Directors to Authorize the CEO to develop a RFP for the resolicitation of the Paratransit and RideChoice programs to better match customers with the most cost-efficient service meeting their needs and to reduce administrative duplication.
- The motion to approve this item asked that Valley Metro present and outline of the new business model before an RFP is issued.

2

2



Brainstorming Sessions

- **September 8, 2020** – 1st Session
- **September 23, 2020** – 2nd Session
- **October 6, 2020** – 3rd Session
- **October 27, 2020** – 4th Session
- **November 10, 2020** – ATS Partners Meeting – Jurisdiction volunteers for scope development and proposal evaluation
- **December 10, 2020** – 5th Session

3

3



Brainstorming Session Attendees

The attendees below were present at one or more of these sessions

City of Avondale
Stephanie Small

City of Chandler
Jason Crampton
Nancy Jackson

Town of Gilbert
Nathan Williams
Chris Bridges

Town of Ft. Hills
David Trimble

City of Glendale
Matt Dudley
Kevin Link

City of Goodyear
Christine McMurdy

Maricopa County
Reed Kempton

MAG
Cara Nassar

City of Mesa
Ed Jones
Jodi Sorrell

City of Peoria
Kevin Burke
Cathy Colbath
Janet Davis
Rhonda Humbles

City of Phoenix
Edward Amavisca
Jorie Bresnahan
Antionette Cooper
Christina Hernandez
Carla Kahn
Kenneth Kessler
Jennifer Lugo
Barbara Paez
Shelley Reimann
Jesus Sapien
Kevin Teng
Brenda Yanez

Town of Queen Creek
Mohamed Youssef

City of Scottsdale
Daniel Alire
Joan Freeman
Ratna Korepella

City of Surprise
Kristin Taylor

City of Tempe
Abel Gunn
Eric Iwersen
Sam Stevenson

City of Tolleson
Gabriel Elias

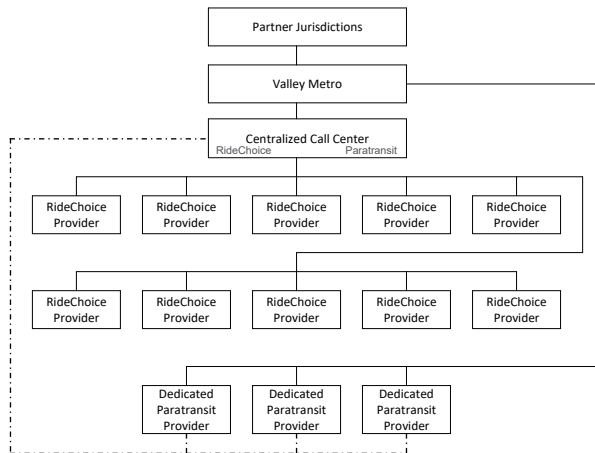
Town of Youngtown
Jeanne Blackman

Valley Metro Staff
Thomas Adams
Patty Clark
Hillary Foose
Sara Foote
Guillermo Gonzalez
Steve Henry
Suzanna Hernandez
Jim Hillyard
Brittany Hoffman
Sheila Hoppe
Becky Johnson
Lee Ann Jones
Christian Jonson
Carol Ketcherside
Nichole Myers
Angela Serda
Lisa Scott
Wyatt Skar
Alexis Tameron-Kinsey
Tom Young

4

4

Focus Group Brainstorming – 10/6/2020



• High Level Responsibilities

- Valley Metro contracts directly with Centralized Call Center Vendor
- Valley Metro contracts directly with dedicated ADA Paratransit Service Provider(s)*
- Centralized Call Center Vendor contracts directly with RideChoice Providers
- Centralized Call Center recommends to Valley metro RideChoice Providers that would qualify for non-dedicated ADA Paratransit overflow trips
- Centralized Call Center communicates directly with dedicated paratransit provider(s)

* Origin / destination study to determine how many, and location of operating bases

5

5

Focus Group Brainstorming Consensus



- Valley Metro to maintain control of software system(s)
- Valley Metro maintain control of “dedicated” service vehicles
- Increase accessible vehicles for RideChoice customers
- Ensure programs complement each other and do not compete
- Ensure systemwide and jurisdictional performance measures and compliance
- Facility Control:
 - Valley Metro lease vs. Provider lease
 - Single Operating facility or multiple operating facilities (East & West)

6

6

Scope of Work Development Committees



Combined Call and Control Center (Broker)

- City of Glendale – Kevin Link
- City of Goodyear – Christine McMurdy
- City of Mesa – Ed Jones
- City of Peoria – Cathy Colbath
- Valley Metro Representatives
 - Accessible Transit Services
 - Finance
 - Procurement

Operations and Maintenance Provider

- City of Chandler – Nancy Jackson
- Town of Gilbert – Nathan Williams
- City of Mesa – Ed Jones
- City of Surprise – Kristen Taylor
- Valley Metro Representatives
 - Accessible Transit Services
 - Finance
 - Procurement

Non-disclosure statements received by all volunteering members (confidentiality) prior to commencement of committee work

Tempe has volunteered to join the Call & Control Center RFP Eval Committee for regional balance.

7

7

Scope of Work Development Committees



Combined Call and Control Center (Broker)

- March 4, 2021
- March 8, 2021
- April 1, 2021
- April 15, 2021
- April 29, 2021
- May 13, 2021 – All members agreed to final draft document

Operations and Maintenance Provider

- February 25, 2021
- March 11, 2021
- March 25, 2021
- April 8, 2021
- April 22, 2021
- May 6, 2021
- May 20, 2021 – All members agreed to final draft document

Scope of work document forwarded to Valley Metro Procurement staff to assemble and complete the RFP document

8

8



Next Steps

Procurement Logistics

- **Call and Control Center Scope of Work** – Final Draft to City of Phoenix for review July 23, 2021

Tentative Dates

- September 2020 – May 2021: Develop the RFPs
- Mid-August 2021: Release the RFPs
- December 15, 2021: Recommendation Review by RTAG
- January 7, 2022: Recommendation to TMC
- January 27, 2022: Board Approval to Award
- January 2022 – September 30, 2022: Transition
- October 1, 2022: Services Begin (Paratransit)
- December 1, 2022: RideChoice Transition to Call Center

Procurement Logistics

- **Operations and Maintenance Scope of Work ADA Paratransit** – Final Draft to City of Phoenix for review beginning of September 2021

Tentative Dates

- November 2020 – May 2021: develop the RFPs
- October 2021: Release the RFPs
- March 2021: Recommendation Review by RTAG
- April 2022: Recommendation to TMC
- April 2022: Board Approval to Award
- May 2022 – September 30, 2022: Transition
- October 1, 2022: Services Begin (Paratransit)



Information Summary

DATE

August 12, 2021

AGENDA ITEM 6**SUBJECT**

RideChoice Brokerage Services Contract Award

PURPOSE

To request Board authorization for the Chief Executive Officer (CEO) to execute a 15-month agreement with MJM Innovations for Brokerage Services for the RideChoice program.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to execute a 15-month emergency, non-competitive, contract with MJM Innovations for the Brokerage of RideChoice services.

BACKGROUND | DISCUSSION | CONSIDERATION

Valley Metro contracts for the management and delivery of RideChoice, a transportation program serving seniors and people with disabilities who reside in communities who have elected to participate in the program. Many of the individuals served by RideChoice live in an area that is unserved by ADA paratransit and have no other means of transportation. Valley Metro contracts with a third-party provider for management of the RideChoice program who in turn subcontracts with local taxicab, non-emergency medical transportation companies, and Uber to provide the trips. Valley Metro's contract with American Logistics Company (ALC) was a 3-year base with a 3-year option for renewal. The base Contract expires on November 30, 2021.

On September 17, 2020 the Board of Directors authorized the CEO to Develop and Issue a Request for Proposals (RFP) for Valley Metro's Operation of Regional Paratransit, incorporating the administration of the RideChoice program. That RFP is scheduled to be released by the end of August 2021 and is scheduled to take-over the broker service for the RideChoice program on December 1, 2022.

Despite having repeatedly assured Valley Metro that they were willing to extend their contract to November 30, 2022 and looked forward to bidding on the new RideChoice and Paratransit RFP, on March 23, 2021, ALC submitted a request for a rate increase of 41.5%, saying expenses had increased due to the impact of COVID on their operation. Valley Metro meet with ALC eight separate times over the next two months to help them substantiate their claim of COVID related cost increases but they were unable to do so. In fact, on May 24, 2021, ALC's CFO wrote "Although it was before my time, our company simply didn't price this account where it should be" and therefore could not continue past November 30, 2021 without the requested rate increase. On June 1, 2021, in the interest of maintaining service to RideChoice's vulnerable population,



Valley Metro made the best offer it could under the contract's provisions without justification from ALC -- a 17.3% rate increase and \$9,800 one-time payment. ALC declined this offer and refused to extend their contract.

RideChoice is not a simple service. The provider must establish 14 different contracts with transportation service providers; implement a data system for reservations, scheduling, and billing; establish an on-line connection with Uber; in addition to hiring and training a dozen staff. As a result, comparable brokered transportation services typically have a transition period of four months or more. In 2018, ALC required three and a half months but didn't need to establish an Uber interface.

Due to this substantial transition period, from the time of ALC's first request, there was not time for even a highly expedited RFP to maintain services -- a fact that likely played a role in ALC's "take it or leave it" stance as negotiations progressed. As a result, when Valley Metro became concerned by ALC's inability to justify their request, Valley Metro Procurement fell back on the 2018 RideChoice RFP and contacted the only other finalist in that solicitation. Fortunately, that firm, MJM Innovations, was willing to provide the service through November 30, 2022 and agreed to honor their original, competitively bid, pricing.

MJM's pricing has been deemed fair and reasonable based on a cost comparison and price analysis. It is \$1.65 per trip higher than ALC's original price, however, it is \$0.84 per trip lower than ALC's demand. As a result, the shift to MJM will increase the total cost of RideChoice during the year of service by \$364,600 but is \$281,800 less, including start-up costs, than ALC's demand.

The recommended award to MJM Innovations is a non-competitive procurement due to the inability to complete a competitive process for a December 1, 2021 start date. Given the timeframe and the vulnerable population served, Valley Metro is confident this emergency procurement is fully compliant with the Arizona State Procurement Code and Valley Metro policy. Valley Metro is continuing to work with the City of Phoenix Transit Department regarding the FTA's guidelines for an emergency procurement. If we are unable to reach agreement on the applicability of those guidelines to this circumstance, Valley Metro will be unable to apply \$492,800 in federal funds to the RideChoice contract, correspondingly increasing the cost to RideChoice cities.

COST AND BUDGET

Total cost for the 15-month contract for the Brokerage Services for the RideChoice program is \$1,659,405 which includes a 10 percent contingency of \$150,855. The cost of this contract will be included in the RPTA budget for FY2022 and FY2023.

COMMITTEE PROCESS

TMC: August 4, 2021 approved

Board: August 19, 2021 for action

**CONTACT**

Tom Young
Manager, Accessible Transit Services
602-716-2107
tyoung@valleymetro.org

ATTACHMENT

None



Information Summary

DATE

August 12, 2021

AGENDA ITEM 7**SUBJECT**

Future Agenda Items Request and Report on Current Events

PURPOSE

Chair Heredia will request future agenda items from members, and members may provide a report on current events.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND | DISCUSSION | CONSIDERATION

None

STRATEGIC PLAN ALIGNMENT

None

COMMITTEE PROCESS

None

CONTACT

Scott Smith
Chief Executive Officer
602-262-7433
ssmith@valleymetro.org

ATTACHMENT

None

Pending Items Request

Item Requested	Date Requested	Planned Follow-up Date



Agenda

August 12, 2021

Valley Metro Rail
Thursday, August 19, 2021
Boardroom/Webex
101 N. 1st Avenue, 10th Floor
11:15 a.m.

Action Recommended

1. Public Comment

1. For Information

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

CONSENT AGENDA

2A. Minutes

2A. For action

Minutes from the June 17, 2021 Board meeting are presented for approval.

2B. Federal Transit Administration Pass-Through Grant Agreement

2B. For action

Staff recommends that the Board of Directors authorize the CEO to execute the IGA with the City of Phoenix for the listed grant.

2C. Light Rail Vehicle (LRV) Midlife Overhaul Parts

2C. For action

Staff recommends that the Board of Directors authorize the CEO to execute contracts with original equipment manufacturers (OEM), see attached list, over a two-year period for LRV Midlife Overhaul Parts in an amount not to exceed \$2,769,310.

REGULAR AGENDA

3. Future Agenda Items Request and Report on Current Events

3. For information

Chair Heredia will request future RMC agenda items from members and members may provide a report on current events.

4. Next Meeting

4. For information

The next meeting of the Board is scheduled for **Thursday, September 16, 2021 at 11:15 a.m.**

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at www.valleymetro.org



Information Summary

DATE

August 12, 2021

AGENDA ITEM 1**SUBJECT**

Public Comment

PURPOSE

Public comment is being taken in written format and will be entered into the official minutes of the meeting.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND | DISCUSSION | CONSIDERATION

None

COMMITTEE PROCESS

None

CONTACT

Scott Smith

Chief Executive Officer

602-262-7433

ssmith@valleymetro.org

ATTACHMENT

None

Minutes

August 12, 2021

AGENDA ITEM 2A

Board of Directors

Thursday, April 22, 2021

Boardroom/Webex

11:15 a.m.

Meeting Participants

Councilmember Francisco Heredia, City of Mesa (**Chair**)

Mayor Kate Gallego, City of Phoenix (**Vice Chair**)

Mayor Kevin Hartke, City of Chandler (phone)

Councilmember Robin Arredondo-Savage, City of Tempe (phone)

Chair Heredia called the meeting to order at 1:03 p.m.

1. Public Comment

No public comment was received.

2. Consent Agenda

Chair Heredia said items are presented on the consent agenda for approval. Are there any questions? The minutes will be included in the consent agenda. Hearing none I will take a motion to approve the consent agenda.

IT WAS MOVED BY MAYOR HARTKE, SECONDED BY COUNCILMEMBER ARREDONDO-SAVAGE AND UNANIMOUSLY CARRIED TO APPROVE THE CONSENT AGENDA

3. Program Management/Construction Management Contract - Exercising Two One-Year Options and Additional Funding

Chair Heredia said Mr. Smith.

Mr. Smith said thank you, Mr. Chair. I won't give a presentation. This is simply to ensure that we have continuing leadership on our two major construction projects. We -
- this contract is coming up under its normal five-year term as we're building South Central, as we're building Northwest and we did not want to -- we wanted to ensure that we had the same team on board to work on -- through these projects so we're asking for at least a two year -- two one-year options to extend this contract for this particular, for

Hill which operates our construction management program. And in doing that, to add an additional \$15 million to the contract authority so we can continue to pay them while they're on those two projects.

Mr. Chair said perfect. Anyone have any questions or comments? Hearing none. Request a motion and a second to the Board of Directors authorization for the CEO to amend the Hill International, Inc. contract for program management construction management support to add up to \$15 million for an extension period through September 2023.

IT WAS MOVED BY MAYOR HARTKE, SECONDED BY COUNCILMEMBER ARREDONDO-SAVAGE AND UNANIMOUSLY CARRIED TO AUTHORIZE THE CEO TO AMEND THE HILL INTERNATIONAL, INC. CONTRACT FOR PROGRAM MANAGEMENT/ CONSTRUCTION MANAGEMENT SUPPORT TO ADD UP TO \$15 MILLION FOR AN EXTENSION PERIOD THROUGH SEPTEMBER 2023.

4. Valley Metro Rail, Inc. Fiscal Year 2022 (FY22) Proposed Operating and Capital Budget and Five-Year Operating Forecast and Capital Program (FY22 through FY26)

Mr. Smith said Mr. Hodgins.

Mr. Hodgins said Thank you, Mr. Smith, Mr. Chair. I would just offer to answer any questions. We've been through this -- actually, we didn't go through it last month, it was in the packet last month, but since three quarters of the Board members are on AFS, I think we've been through it a few times. So, I'd just be happy to answer any questions that you may have.

Mr. Chair said any questions comments?

Councilmember Arredondo-Savage said Chair, I just, again, want to thank Paul. I know we beat up the budget a lot this year and really kind of beat you up a little bit too, but you took it like a champ, and we do appreciate all of your work and you're going to be really missed so thank you.

Mr. Hodgins said thank you.

Mr. Chair said thank you, Paul. You seem very more relaxed today, so I think you're glad with the process moving forward so appreciate your support and work here as well so. Request a motion and a second to approve the fiscal year '22 proposed operating capital budget and for acceptance of the FY22-26 five-year operating capital forecast.

IT WAS MOVED BY COUNCILMEMBER ARREDONDO-SAVAGE, SECONDED BY MAYOR HARTKE AND UNANIMOUSLY CARRIED TO APPROVE THE FISCAL 2022 PROPOSED OPERATING AND CAPITAL BUDGET AND FOR THE ACCEPTANCE

OF THE 2022 THROUGH 2026 FIVE-YEAR OPERATING AND CAPITAL FORECAST. AND THAT THE ORGANIZATIONAL CHART IS NOT PUBLISHED WITH THE BUDGET UNTIL THE BOARD'S HAD AN OPPORTUNITY TO HAVE FURTHER DISCUSSION.

5. 2021 Transit Life Cycle Program - Rail Update

Mr. Smith said yeah. And this is -- Paul if there's any questions. Go right ahead, Paul.

Mr. Hodgins said Mr. Chair, again, this is the Rail portion of the Transit Lifecycle Program. As you know, by Board policy, we split our Prop 400 revenues between the bus and the rail. The rail supports, primarily, capital construction, but also planning. We don't support any of the rail operations, so this is a routine update reflecting the latest costs, reflecting the latest revenues. The program is in balance. If you'd like me to go through the presentation, I'd be happy to, but there are really no issues with the rail financial model. We are in balance. It does not yet include any of the American Rescue Plan funds that Mr. Smith mentioned from the capital investment program grant, but we'll certainly work with your staffs over the next few months to incorporate those into the program, but it is balanced and there are really no issues to bring to light.

Mr. Chair said is there any desire to look at the presentation, Members? No. All right. This item was presented for information.

6. Fiscal Year 2022 (FY22) Election of Valley Metro Rail (VMR) Board Officers and Subcommittee Positions

Councilmember Arredondo-Savage said Chair, can I make a motion on this one?

Mr. Chair said yes.

IT WAS MOVED BY COUNCILMEMBER ARREDONDO-SAVAGE, SECONDED BY MAYOR HARTKE AND UNANIMOUSLY CARRIED THAT COUNCILMEMBER HEREDIA SERVE AS THE CHAIR AND THAT I SERVE AS THE VICE CHAIR FOR THE VALLEY METRO RAIL BOARD FOR THIS UPCOMING FISCAL YEAR AND THAT MAYOR GALLEGOS AND COUNCILMEMBER HEREDIA SERVE AS THE VALLEY METRO RAIL REPRESENTATIVES ON THE JOINT BOARD SUBCOMMITTEE.

7. Future Agenda Items Request and Report on Current Events

Chair Heredia said any members have any items to be discussed in the future agenda? No. Hearing none.

8. Next Meeting

The next Board meeting is scheduled for Thursday, August 19, 2021 at 11:15 a.m.

Mayor Gallego said and I would say I do have a pending request from a previous meeting.

Mr. Chair said okay. Do you want to say that, again?

Mayor Gallego said what happens to our requests when we make them?

Ms. Dillon said Mayor, they are entered into the minutes as a note to staff to follow up on those agenda items. And then we figure out when to bring them back after we've evaluated and prepared the information that you requested.

Mr. Smith said and Mayor, if I could ask, which specific request? Because we got a lot of requests, I want to make sure I take care of that very one.

Mayor Gallego said it was related to diversity and inclusion in our contracting and small businesses that I made in a previous.

Mr. Smith said oh, okay.

Mayor Gallego said I shall make the request, again.

Ms. Dillon said Mayor, we could probably prepare that -- is the August Board meeting soon enough for you?

Mayor Gallego said that would be great. It is certainly, yes, we do not need an additional Board meeting.

Mr. Smith said I know we're working on it. We just haven't finished.

Ms. Dillon said okay. We will add that for August then.

With no further discussion the meeting adjourned at 1:11 p.m.

Information Summary

DATE

July 28, 2021

AGENDA ITEM 2B**SUBJECT**

Federal Transit Administration Pass-Through Grant Agreement

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to execute an Intergovernmental Agreement (IGA) with the City of Phoenix to allow Valley Metro to be reimbursed for eligible expenses and lost revenue associated with the COVID-19 pandemic.

RECOMMENDATION

Staff recommends that the RMC forward to the Board of Directors authorization for the CEO to execute the IGA with the City of Phoenix for the listed grant.

BACKGROUND | DISCUSSION | CONSIDERATION

Valley Metro is being provided federal funds through the Federal Transit Administration (FTA) from funds made available through the American Rescue Plan Act of 2021 (ARP Act or "COVID relief bill") passed in March 2021. The table below summarizes the funding available:

Grant	FTA Program	Federal Share	Local Share	Total
TBD	5307 – ARP	\$50,255,694	\$0	\$50,255,694
TBD	5309 – ARP New Starts	\$81,294,942	\$0	\$81,294,942
TBD	5309 – ARP Small Starts	\$17,406,412	\$0	\$17,406,412
Total		\$148,957,048	\$ 0	\$148,957,048

- Funds from the ARP Act are awarded to support operating expenses and lost revenues as a direct result of the COVID-19 pandemic.
- Funds from the ARP Act are awarded to support local revenues for the South Central Extension/Downtown Hub Project.
- Funds from the ARP Act are awarded to support local revenues for the Tempe Streetcar Project.

The City of Phoenix is the designated recipient for all FTA grant funds for the region. Valley Metro undertakes projects approved for FTA grant funding, then submits requests to Phoenix for reimbursement of actual expenses incurred. Phoenix then



executes a drawdown of funds from FTA to pass-through the reimbursement to Valley Metro.

The pass-through IGAs are required in order for Phoenix to reimburse Valley Metro for eligible expenses.

COST AND BUDGET

All expenses are in the approved FY 2022 Adopted Operating and Capital Budget and 5-Year Capital Program. The grant funds will offset expenses, reducing the net cost to the Public Transportation Fund and member agency budgets.

COMMITTEE PROCESS

RTAG: July 20, 2021 for information

RMC: August 4, 2021 for action

Board of Directors: August 19, 2021 for action

CONTACT

Jim Hillyard

Acting Chief Financial Officer

jhillyard@valleymetro.org

ATTACHMENT

None

Information Summary

DATE

August 12, 2021

AGENDA ITEM 2C**SUBJECT**

Light Rail Vehicle (LRV) Midlife Overhaul Parts

PURPOSE

To request authorization for the Chief Executive Officer (CEO) to execute contracts with original equipment manufacturers (OEM), see attached list, over a two-year period for LRV Midlife Overhaul Parts in an amount not to exceed \$2,517,555 plus a contingency of \$251,755, for a total of \$2,769,310.

RECOMMENDATION

Staff recommends that the Board of Directors authorize the CEO to execute contracts with original equipment manufacturers (OEM), see attached list, over a two-year period for LRV Midlife Overhaul Parts in an amount not to exceed \$2,769,310.

BACKGROUND | DISCUSSION | CONSIDERATION

The current age of the light rail vehicles is over 12 years in revenue service with an average mileage of each vehicle being approximately 725,000 miles. There are currently 50 light rail vehicles (LRVs) in the total fleet. Valley Metro Operations and Maintenance Center (OMC) plans to execute multiple contracts to the original equipment manufacturers for Kinkisharyo Light Rail Vehicle Midlife Overhaul Parts. The first fleet of Kinkisharyo light rail vehicles are approaching their midlife service and require overhauls to ensure the vehicles maintain their full life expectancy as well as remain safe for staff, operators, and riders.

The attached list of original equipment manufacturers produced the original vehicle equipment parts. These components have been designed to function with existing vehicle components and for safety reasons cannot be ordered from untested suppliers. The midlife overhaul schedule is anticipated to be completed within one year, however, a one-year extension will be granted to vendors who encounter pandemic shipping and supply chain delays.

In June 2021, Valley Metro issued a public notice explaining the intent to award multiple sole source contracts with the original equipment manufacturers for the Kinkisharyo light rail vehicles to complete the midlife overhauls. The public notice included the manufacturers' names and the specialty parts. The public was encouraged to submit responses to refute the original equipment manufacturer determination. There was no public opposition to these public notices.



Since the midlife overhaul is federally funded, each contract will include federal terms. The attached list identifies each original equipment manufacturer, their respective parts and anticipated contract amount. Each manufacturer has submitted a letter attesting they are the original equipment manufacturer.

COST AND BUDGET

The cost for the supply of the LRV midlife overhaul parts over the two years is in an amount not to exceed \$2,769,310 which includes a \$251,755 contingency for any anticipated costs that may occur during the overhaul project. The cost for the supply of the LRV midlife overhaul parts is included in the Valley Metro Rail Adopted FY 2022 Operating and Capital Budget. Contract obligations beyond FY 2022 are incorporated into the Valley Metro Rail Five-Year Operating Forecast and Capital Program (FY2022 thru FY2026).

An independent cost estimate including a cost comparison and price analysis have been completed. The proposed price has been deemed fair and reasonable based on the price analysis.

COMMITTEE PROCESS

RTAG: July 20, 2021 for information

RMC: August 4, 2021 approved

Board of Directors: August 19, 2021 for action

CONTACT

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ATTACHMENTS

LRV Midlife Overhaul Parts

Light Rail Vehicles (LRV) Midlife Overhaul Parts

Vendor / Original Equipment Manufacturer	Specialty or System	Federal Fund value Mid-Life Contracts Rounded w/ freight estimate included
KINKISHARYO INTL LLC	Specialty Fabrication	\$180,000
KONI NORTH AMERICA / ITT Enidine, Inc	Shock Absorber	\$69,000
LEACH INTERNATIONAL CORPORATION	Relays	\$619,702
LED SMART (ENERGEEBRIDGE)	LED Lighting	\$139,548
MICROELETTRICA USA LLC	High Speed Circuit Breaker, Switches	\$46,550
CUSTOM GLASS SOLUTIONS TRUMBAUERSVILLE, LLC	LRV Specialty Windows	\$345,600
NELSON ENGINEERING CO.	Cover Junction Box - Special Design	\$3,500
PROFESSIONAL PLASTICS, INC.	Specialty LRV Plastic Components	\$14,290
REMOTE CONTROL SYSTEMS	Circuit boards and electronics	\$38,000
SAFT AMERICA, INC.	LRV OEM Battery	\$333,200
TRANSIT DESIGN GROUP INTL. (TDG)	LRV LED Strobe lights	\$12,000
USSC (United Safety & Survivability Corp)	LRV Seating	\$277,340
VAPOR STONE RAIL SYSTEMS	LRV System Circuit Boards/Relays	\$438,825

Total \$2,517,555

Information Summary

DATE

August 12, 2021

AGENDA ITEM 3**SUBJECT**

Future Agenda Items Request and Report on Current Events

PURPOSE

Chair Heredia will request future agenda items from members, and members may provide a report on current events.

COST AND BUDGET

None

RECOMMENDATION

This item is presented for information only.

BACKGROUND/DISCUSSION/CONSIDERATION

None

COMMITTEE ACTION

None

CONTACT

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ATTACHMENT

None

Pending Items Request

Item Requested	Date Requested	Planned Follow-up Date