



## PUBLIC MEETING AGENDA

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### Transportation Commission

**MEETING DATE**

Tuesday, July 8, 2014  
7:30 a.m.

**MEETING LOCATION**

Tempe Transportation Center  
200 East 5<sup>th</sup> Street, Don Cassano Community Room  
Tempe, Arizona

### MEETING AGENDA

| AGENDA ITEM   | PRESENTER                         | ACTION or INFORMATION          |
|---|-----------------------------------|--------------------------------|
| <b>1. Public Appearances</b><br>The Transportation Commission welcomes public comment for items listed on this agenda. There is a <i>three-minute time limit</i> per citizen.                       | Pam Goronkin,<br>Commission Chair | Information                    |
| <b>2. Approval of Meeting Minutes:</b><br>The Commission will be asked to review and approve meeting minutes from the June 10, 2014 meeting.  | Pam Goronkin,<br>Commission Chair | <b>ACTION</b>                  |
| <b>3. Bike Theft Programs – Peer City Analysis</b><br>Staff will provide a peer city analysis of comparable bike theft reduction programs.  | Eric Iwersen,<br>Public Works     | Information or Possible Action |
| <b>4. Transit Security Program Update</b><br>Staff will provide an update on the transit security program.  | Mike Nevarez,<br>Public Works     | Information or Possible Action |
| <b>5. Commission Minutes Procedures</b><br>Staff will provide an update on the procedures and format for Commission minutes.  | Shelly Seyler, Public<br>Works    | Information                    |
| <b>6. Department and Regional Transportation Updates</b><br>Staff will provide updates and current issues being discussed at the Maricopa Association of Governments and regional transit agencies. | Public Works Staff                | Information                    |

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| <b>7. Future Agenda Items</b><br>Commission may request future agenda items. | Pam Goronkin,<br>Commission Chair | Information |
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## Minutes City of Tempe Transportation Commission June 10, 2014

Minutes of the Tempe Transportation Commission held on Tuesday, June 10, 2014, 7:30 a.m., at the Tempe Transportation Center, Don Cassano Community Room, 200 E 5<sup>th</sup> Street, Tempe, Arizona.

**(MEMBERS) Present:**

Pam Goronkin (Chair)  
Don Cassano  
Ben Goren  
Charles Huellmantel  
Philip Luna  
German Piedrahita  
Gary Roberts  
Cyndi Streid

Jeremy Browning  
Nikki Gusz  
Sue Lofgren  
Kevin Olson  
Charles Redman  
Peter Schelstraete

**(MEMBERS) Absent:**

Aaron Golub

**City Staff Present:**

Joe Clements, Transportation Financial Analyst  
Julian Dresang, Traffic Engineer  
Kolby Granville, Councilmember  
David Humble, PD Commander  
Eric Iwersen, Principal Planner  
Mike Nevarez, Transit Manager

Bonnie Richardson, Principal Planner  
Shelly Seyler, Deputy Public Works Director-  
Trans/Traffic  
Sue Taaffe, Public Works Supervisor  
Shauna Warner, Neighborhood Program Manager  
Kathy Wittenburg, Administrative Assistant  
Robert Yabes, Principal Planner

**Guests Present:**

Donna Lewandowski, ASU  
Wulf Grote, Valley Metro  
Ben Limmer, Valley Metro  
Lisa Saldin, Valley Metro  
JC Porter, ASU  
Shawn Monk, ASU  
Glenn Iwata, President, Chief Research Officer at WestGroup Research

Commissioner Pam Goronkin called the meeting to order at 7:32 a.m.

**Agenda Item 1 – Public Appearances**

None

**Agenda Item 2 – Minutes**

Commission Chair Goronkin introduced the minutes of the May 13, 2014 meeting and asked for a motion.

**Motion:** Commissioner Huellmantel

**Second:** Commissioner Cassano

**Decision:** Approved

**Abstained:** Commissioners Piedrahita, Gusz and Lofgren

**Agenda Item 3 – Maricopa Association of Governments Pedestrian Design Assistance Grant**

Eric Iwersen provided a brief history of previous grant winners and the unprecedented honor the City of Tempe received last year by earning grants for two projects. Four possible project submittals for Commission consideration this year included:

- Upstream Dam Pedestrian Bridge over Town Lake
- Underpass at Southbank Rio Salado Path & McClintock Drive
- Underpass/Crossing at Western Canal and Baseline Road
- Alameda Drive Bicycle & Pedestrian Enhancements (I-10 east– Rural Road, including crossing of Union Pacific Railroad)

Eric explained that the funding source would be for design assistance of bicycle/pedestrian projects and staff speculated most competitive project candidates will exemplify innovation, good connectivity to neighboring cities and the largest community benefit. Staff felt that the Alameda Project has the strongest possibility to win the grant funds.

Commissioner Piedrahita asked Eric to expand on the wide range in costs. Eric explained that several projects have multiple options and the final option has not been determined, so the range addresses all of the options.

Commissioner Huellmantel asked how the projects would be funded in the future if they were not submitted now. Eric responded that most projects are included in the CIP budget, but the projects that move forward are based on the priorities of Council and recommendations from the Commission.

Robert commented that project number one presented was very expensive and being awarded a grant would reduce the burden on City funds. Commissioner Huellmantel preferred project number one but acknowledged that number four was the most competitive.

Commissioner Luna asked which project would result in the most use. Eric replied that all four projects have their benefits and acknowledged staff provided four good candidates and the Commission has a difficult decision to make.

Commissioner Huellmantel motioned to recommend project number four for consideration.

**Motion:** Commissioner Huellmantel

**Second:** Commissioner Cassano

**Decision:** Approved

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#### **Agenda Item 4 – Streetcar**

Eric Iwersen provided a brief update on the Tempe Streetcar project and introduced Ben Limmer of Valley Metro to present the Streetcar update.

Ben provided an overview of the total transit network which focused on all four modes of transit currently available as well as assessing how it works and relates to surrounding regions as a total transit network service.

Valley Metro recognized that Tempe is a good candidate for a streetcar system and stated it takes an investment to build a viable system. A lot of effort was put into putting the initial system plan together in 2010, but the project plan did not meet federal criteria (rider and population density) and the Federal government Valley Metro to build a new plan that fit better into the federal criteria for rail projects. Valley Metro submitted the new plan that the Federal Transit Administration (FTA) recommended move forward, with a few modifications. The FTA modified their transit criteria and the plan was revised to meet those guidelines. Two route options were developed.

The “C” Option (Marina Heights to McAllister) presented in the new plan supports major economic activities, on Rio Salado Parkway, Apache Boulevard and connects downtown Tempe and ASU with the lakefront, offers long-term ridership growth potential. The “L” Option represented a Loop in downtown which extends south on Mill Avenue and east on Apache Boulevard to Dorsey and connects residential areas along Apache to ASU and downtown Tempe.

The reconfigured route recommendation is to combine both the “L” and the “C” to create a three mile project for that will be recommended by Valley Metro to Council on Thursday June 12. The recommendation is based on the potential for highest short- and long-term ridership potential, the connection to residential, retail and commercial areas, economic development and the ability to be competitive in the FTA Small Starts process.

Preliminary costs for the new recommended streetcar route (called the Locally Preferred Alternative) are projected at \$175-\$190 Million and would come from the Regional Transportation Fund (Proposition 400), Congestion Mitigation and Air Quality Funds, and FTA Small Starts discretionary funds or other funds. Annual operating costs are projected to be \$3 to \$4 Million which will be funded by the City of Tempe and farebox collections. The project, if approved, would start in 2014 with environmental clearance in the fall of 2015 followed by facilitating engineering from 2015 through 2016 and opening in 2018.

This information will be presented by Valley Metro to the public with the recommendation to advance the Locally Preferred Alternative (3 mile route), advance preliminary assessments for FTA discussions, and initiate environmental actions.

Commissioner Goronkin recognized Councilmember Kolby Granville in attendance.

Commissioner Cassano asked if the criteria necessary to satisfy FTA requirements had been defined. Ben responded that the criteria have been updated and Valley Metro has a good sense of the direction, but it is not complete.

Commissioner Browning asked if the environmental impact study was required in order to complete the grant process and wondered if those resources could be reserved until the grant was awarded. Ben replied that the environmental documents are required to benefit from the funding and will be a part of the process.

Commissioner Gusz commented that this is an exciting project and asked what the consumer’s experience would be like. Ben replied that they expect to provide integrated transit service between streetcar, light rail and bus systems. The integration would provide streamlined accessibility to street car/light rail ticket process so both methods of transit

would be integrated in a way that would accommodate a wide a variety of passengers from children to seniors, pedestrians, strollers and cyclists.

Commissioner Goren asked for the latest information on the rail gage. Ben replied that the new streetcar vehicles would be able to interline with the current light rail system, and would be maintained at the Valley Metro maintenance facility.

Commissioner Schelstraete asked for more detail about utilizing a one-way loop. Ben explained how a one-way loop allows operational flexibility and maintains cost effectiveness. Commissioner Goronkin added that the loop accommodates more economic development and larger populations in the neighborhood west of Mill Avenue and through to Ash, to serve a large population of residents.

Commissioner Cassano asked for clarification on what occurs when a combination of funds are used. Ben explained that \$100 Million and more in project funds are currently needed and up to \$73 is now identified for the project. Valley Metro and Tempe could also participate in a public/private partnership to help fund the project,

Commissioner Goren asked how a public/private partnership would work. Ben explained that there are many variables, but in general, the private groups will financially and physically construct and operate the project upfront and the agencies (Tempe and Metro) would be responsible for back the cost over a period of time.

Commissioner Huellmantel commented that competitive cities (Austin, Portland and Seattle) have built similar projects by committing to a federal funding match ahead of time with a letter of no prejudice from the department and asked if this would be a feasible strategy for the project along for portions like Rio Salado and Apache. Larger employers in Tempe have stressed that streetcar is vital. Ben responded that the City of Mesa secured a grant with federal funds that allowed them to conduct/build special track and work on longer lead items utilizing a letter of no prejudice, that then did not penalize the remainder of the project and the projects overall rating integrity. In regards to building the one mile loop in the same fashion or starting on the project portions that are funded now, Ben suggested submitting the entire three mile project as a whole to maximize the competitive edge and overall statistics and consider a letter of no prejudice as a later option. Commissioner Huellmantel stated that he would like to look into that option further and consider a letter of no prejudice as a later option.

Commissioner Schelstraete noted that he has clients who could benefit from this project.

Commissioner Huellmantel motioned to approve the recommended Locally Preferred Alternative and requested that staff investigate a no prejudice option for the \$73 Million.

**Motion:** Commissioner Huellmantel

**Second:** Commissioner Streid

**Decision:** Approved

**Abstained:** Commissioner Olson

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### **Agenda Item 5 – Peer City Bicycle Theft**

Discussion was rescheduled for another meeting due to time constraints.

### **Agenda Item 6 – Orbit Saturn Update**

Shelly Seyler provided a brief update of the South Tempe Orbit Service Planning telephone and web survey results and shared the history:

- 1994 Tempe implemented the FLASH system around ASU campus
- 1996 voters approved a .5 sales tax
- 2001 implemented the Neighborhood Flash around the multi-generation facilities
- 2007-08 implemented current Orbit route

Mike Nevarez provided background information about the program and shared the ridership in 2013 was very impressive and is meeting the needs of the citizens. Mike explained the Town of Guadalupe is very interested in service in South Tempe and presented information on the telephone survey. The survey results showed that of the riders who responded within the 85283 zip code, 70% were aware of the Orbit service and 27% had used it.

Glenn Iwata provided details and statistics about the 8 minute telephone survey WestGoup produced and executed of 403 residents in zip code 85283. Overall, the results indicated an impressive number of survey participants would use the system with no remarkable unsupportive comments.

Mike explained, upon Council approval and direction, the next steps would be to seek input from the public and the Town of Guadalupe, obtain route approval in December, secure funding sources and purchase equipment.

Commissioner Goronkin asked if the survey would be more productive if facilitated through the internet and if there is a way to collect feedback from employees currently using the services.

Glenn responded that the survey participants were given the opportunity to respond online but historically, telephone survey is the most accurate method to track responses.

Commissioner Olson motioned support for moving forward with the next stage in the process.

**Motion:** Commissioner Olson

**Second:** Commissioner Goren

**Decision:** Approved

### **Agenda Item 7 Bike Boulevards**

Eric Iwersen provided a brief description of the Bike Boulevard program. Recent census data indicated Tempe has 4.2% bicycle commuters, which is approximately 4% higher than the national average. Since the Transit Tax passed over 15 years ago, Tempe has built a solid infrastructure supporting bike commuters. Projects like bike paths and streetscape projects have included enhanced bikeways, which has encouraged cycling and increased the bike riding population.

Bike Boulevards, the nation-wide concept that was introduced to Council through the Committee Of the Whole last March, utilizes new technology and improvements to improve bike ridership and safety. Staff proposed working with this concept to integrate with upcoming projects and determine where Bike Boulevards would be the most beneficial to the city.

Julian Dresang explained that making minor changes to traffic signals, signage, bike lane construction, symbols (such as “sharrow” a share and arrow symbol currently used at Southern and Hardy), designated bike lanes, green bike lanes (as employed at University and Hardy projects) and buffered bike lanes would improve bike safety, commuter experience and community aesthetics.

Commissioner Schelstraete asked if the brick surface of a buffered bike lane alerts the driver that they are too close to the bike lane. Staff explained that the example shown in the presentation was more a visual marker.

Julian presented a few examples of bike-driven improvements, including protected bike lanes, cycle tracks, bike boxes at intersections, specified bike parking, private development bike parking (Bike Cellar) and bike valet at large events. Eric added that staff wants to incorporate the improvements into the Transportation Master Plan and include as part of the 2015/2016 budget. This item will be presented to Council on Thursday.

Commissioner Huellmantel stated his support for all of the concepts and noted that the physical structures (trees and planters) used in bike paths enhance the community as a whole and pointed out that although the cycle tracks may have limited opportunities for implementation, they would be an asset. Commissioner Huellmantel suggested that directing some of the public art funding towards decorating bike racks could make them more aesthetic and add to the eclectic atmosphere Tempe enjoys.

Commissioner Goren asked if there is a more durable bike path material that would hold the original color. Eric commented that staff will experiment with using a durable thermoplastic on the University Drive project.

Councilmember Granville commented the process is long, but valuable.

Commissioner Goren motioned to support the recommendation to move forward with the Bike Boulevard effort.

**Motion:** Commissioner Goren

**Second:** Cyndi Streid

**Decision:** Approved

#### **Agenda Item 8 – Department and Regional Transportation Updates**

- Sue Taaffe reported that the dedication ceremony for the Mary O’Connor memorial bus shelter is currently scheduled for November 8, 2014.

#### **Agenda Item 9 – Future Agenda Items**

- Item #5 Peer City Bicycle Theft rescheduled from June Meeting
- Arts and Bike Racks
- Transit Security Update

The Commission’s next meeting is scheduled for July 8, 2014.

**Meeting adjourned at 9:07**

Prepared by: Kathy Wittenburg

Reviewed by: Yvette Mesquita



# CITY OF TEMPE TRANSPORTATION COMMISSION



## STAFF REPORT

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AGENDA ITEM 3

### DATE

July 8, 2014

### SUBJECT

Bicycle Theft Discussion

### PURPOSE

The purpose of this item is to:

- 1) Provide information to the Commission regarding the bicycle theft programs in peer cities with universities.
- 2) Have a discussion about the scope and outcomes of various programs in other university towns related to theft.
- 3) Explore options that may be beneficial to the City of Tempe bicycle theft programs.

### BACKGROUND

At the February 11, 2014 Commission meeting, Police Department Commander Noah Johnson provided an update on the bike registration program as well as efforts to reduce bike thefts. He presented information and discussed the Police Department's efforts to reduce thefts, which had increased in 2013.

At the March 3, 2014 Commission meeting Robert Hubbard from the City Attorney's Office provided information on the laws related to bicycle theft and the prosecution of cases where there has been an arrest. At that meeting, members of the commission requested that staff conduct research of what other bicycle communities have done to reduce bike thefts.

### FISCAL IMPACT

None.

### RECOMMENDATION

This item is for information and discussion, with possible action.

### CONTACT

Eric Iwersen  
Principal Planner  
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bonnie\_richardson@tempe.gov

### ATTACHMENTS

Peer City Analysis of Bicycle Theft Programs

## PEER CITY ANALYSIS of BICYCLE THEFT PROGRAMS

| CITY             | UNIVERSITY                | BIKE THEFT PROGRAM  | BAIT BIKE PROGRAM   | REGISTRY  | PUBLIC MEDIA   | COMMENTS  |
|------------------|---------------------------|---|---|---|--|---|
| Madison, Wisc.   | UW-Madison                | <a href="http://uwpd.wisc.edu/news/uwpds-bait-bike-program-making-a-difference-on-campus">http://uwpd.wisc.edu/news/uwpds-bait-bike-program-making-a-difference-on-campus</a> | one of 1st programs (2008); first year bait bikes were deployed they saw a 40% drop in bike thefts  | Registration required by law; MPD registration & recovery | <a href="http://www.cityofmadison.com/bikemadison/programs/bicyclerecovery.cfm">http://www.cityofmadison.com/bikemadison/programs/bicyclerecovery.cfm</a>  | need newer tech to conceal the GPS better; bicycle recovery program picks up unlocked bikes (CoM)   |
| New Orleans, LA  | Tulane                    | bikeeasy.org; 'NOLA Bike Trains';   | Tulane Univ. Police: 2011 to 2013: caught 80 thieves; now targeting repeat offenders  | NOPD  | very little on city site;  | targeting offenders reduced Tulane's thefts from 3-4/week down to 1-2 per month.  |
| Austin Texas     | Univ. of Texas            | Austin Community Bikes; <a href="http://www.bikeut.com">www.bikeut.com</a>  | Austin Police Dept. says the city did have its own bait bike program a few years ago, but no one stole a [bait] bike.<br>"And that's not to say we can't try this again. I'd like to look at that and the feasibility of it, and in the end, it might be better to make joint partnerships," Dusterhoft said.<br><br>Dusterhoft says he now plans to reach out to UT Police and meet with Mitchell about his offer. | required on UT campus                                     | <a href="http://austinyellowbike.org">austinyellowbike.org</a> ; <a href="http://austincycling.org">austincycling.org</a> ; <a href="#">thieves have stolen at least \$2 million worth of bikes in Austin in the past three in half years. More than 2,000 bikes have been stolen in the past year –that's one bike stolen every four hours.</a> | Yellow Bike Project (YBP) 501c(3) is a volunteer-powered initiative to put bicycles on the streets of Austin and Central Texas by operating community bike shops, teaching bike mechanics and maintenance, and acting as a local bike advocacy group. |
| Portland, Oregon | Portland State University | <a href="http://BikePortland.com">BikePortland.com</a> ; <a href="http://www.portlandoregon.gov/police/42988">http://www.portlandoregon.gov/police/42988</a>                  | yes   | yes   | <a href="#">BikePortland Stolen Bike Listing</a>   | The Stolen Bicycle Registry covers all states; available to police and the public; Arizona bikes listed   |

## PEER CITY ANALYSIS of BICYCLE THEFT PROGRAMS

| CITY               | UNIVERSITY                      | BIKE THEFT PROGRAM  | BAIT BIKE PROGRAM   | REGISTRY  | PUBLIC MEDIA  | COMMENTS  |
|--------------------|---------------------------------|---|---|---|---|---|
| Santa Barbara, CA  | UCSB                            | <a href="http://www.police.ucsb.edu/resources/crime-prevention">http://www.police.ucsb.edu/resources/crime-prevention</a>   | started 2011  | register bike with Community Service Organization (CSO) | <a href="http://www.police.ucsb.edu/cso/bicycle-program; proactive univ. video: https://www.youtube.com/watch?v=QEum6XnNH-8">http://www.police.ucsb.edu/cso/bicycle-program; proactive univ. video: https://www.youtube.com/watch?v=QEum6XnNH-8</a> | California: State ID issued but local city holds data; CSO is a student prof. unit of the PD  |
| Minneapolis, Minn. | Univ. of Minn.                  |   | pilot in 2007; started 2010   | register with MPD                                       | <a href="http://www.officer.com/article/10703193/bike-theft-prevention-101">http://www.officer.com/article/10703193/bike-theft-prevention-101</a>   | The success of the bait bike program is two-fold: enforcement and education. University & city PD use same registry (city).   |
| Tucson             | UofA                            | <a href="http://tucsonvelo.com/stolen-bikes;">http://tucsonvelo.com/stolen-bikes;</a>   |   | yes   | <a href="http://www.stolenbicycleregistry.com;">www.stolenbicycleregistry.com;</a>  | University of Arizona: parking.arizona.edu/alternative/bike_parking.php; have free Bike Valet   |
| Tempe              | ASU                             | <a href="https://cfo.asu.edu/bike">https://cfo.asu.edu/bike</a>   | yes   | ASU PD  | ASU Bike Valet;   | ASU: experience delayed arrest because GPS turns off when stationary; cfo.asu.edu/bike-theft and walk.asu.edu   |
| Tempe              |                                 | <a href="http://www.biketempe.org">www.biketempe.org</a>  | yes   | Tempe PD; adopted registration 7.30.13                  | <a href="http://www.tempe.gov/city-hall/police/bicycle-registration">http://www.tempe.gov/city-hall/police/bicycle-registration</a>   | separate program from ASU   |
| Raleigh            | North Carolina State University | <a href="http://www2.acs.ncsu.edu/trans/transportation/working/trails/Bicycling/registration.html">http://www2.acs.ncsu.edu/trans/transportation/working/trails/Bicycling/registration.html</a> | 2009 program - original program too costly to be effective; changed type of GPS: cut theft rate by 33% (2012) | NCSU PD; also Raleigh PD registration                   | <a href="http://www.9-1-1magazine.com/Securus-CatchAThiefGPS-NCSU">http://www.9-1-1magazine.com/Securus-CatchAThiefGPS-NCSU</a>   | The CatchAThiefGPS locator turned out to be the ideal solution for the NCSU Police Department, enabling the force to dramatically reduce bike thefts on campus – cutting the incidence of thefts by 33% (cost: \$199) |
| National           |                                 | Arizona Crime Prevention Assoc.   |   | BikeGuard   | <a href="http://www.myassettag.com/bike">http://www.myassettag.com/bike</a>   | free scan tags and on-line registry   |
| National           |                                 | National Bike Registry  |   | offers law enforcement registration program (free)      | <a href="https://www.nationalbikeregistry.com/policeprogram.html">https://www.nationalbikeregistry.com/policeprogram.html</a>   | opportunity for 'one stop shop' for registration across organizations; fee to bike owner (10 yr./\$10)  |

## PEER CITY ANALYSIS of BICYCLE THEFT PROGRAMS

| CITY                               | UNIVERSITY | BIKE THEFT PROGRAM  | BAIT BIKE PROGRAM   | REGISTRY                       | PUBLIC MEDIA  | COMMENTS   |
|------------------------------------|------------|---|---|--------------------------------|---|--|
| Under Development (Portland pilot) |            | <a href="https://project529.com/garage">https://project529.com/garage</a>   |   | registers bike and accessories | <a href="http://www.katu.com/news/local/New-app-to-help-recover-stolen-bikes-functions-like-Amber-Alert-261108351.html">http://www.katu.com/news/local/New-app-to-help-recover-stolen-bikes-functions-like-Amber-Alert-261108351.html</a>   | Project 529 Garage is new web & phone app to reduce bike theft; partnered with law enforcement; started petition to have ebay & craigs list only allow registered bikes on site; have registrations in 35 states |
| San Francisco                      |            | <a href="http://www.nytimes.com/2014/05/28/us/police-use-high-tech-lures-to-reel-in-bike-thieves.html?emc=eta1">http://www.nytimes.com/2014/05/28/us/police-use-high-tech-lures-to-reel-in-bike-thieves.html?emc=eta1</a> | July 2013 SFPD Anti-Bike Theft Unit was created. SAFE Bikes was developed by the Park Community Police Advisory Board (CPAB) and SAFE in cooperation with the SFPD to educate bicycle owners about effective locking techniques, deter bicycle theft and recover stolen bicycles. | SFPD                           | using web, twitter; partners: <a href="http://www.sfbike.org">http://www.sfbike.org</a> ; <a href="http://www.missionstation.org/mission---stolen-bicycles.htm">http://www.missionstation.org/mission---stolen-bicycles.htm</a> ; <a href="https://groups.google.com/forum/#!forum/stolen-bicycles-bay-area">https://groups.google.com/forum/#!forum/stolen-bicycles-bay-area</a> ; | post photos of thief on twitter & web; print stickers (Do you think this is a bait bike?); participate in bike events;   |

# CITY OF TEMPE TRANSPORTATION COMMISSION



## STAFF REPORT

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AGENDA ITEM 4

### DATE

July 8, 2014

### SUBJECT

Transit Security Program Update

### PURPOSE

The purpose of this memo is to provide an update of the Pilot Bus Security Program.

### BACKGROUND

Historically, dedicated transit security in Tempe and the region has been modest. In the metropolitan region, transit systems normally rely on local law enforcement to patrol bus stops and respond to calls for assistance as part of their wide range of community law enforcement duties. In the event of a security related incident, transit bus operators are trained to notify their operations center to report any activity or situation that could result in danger or harm to passengers or the operator. In the event of a serious or life threatening situation, bus operators deploy an emergency silent alarm that triggers an automatic response. Transit buses are also equipped with video surveillance that record activity in and around buses.

In July 2013 (FY 2014), in response to a 2012 passenger satisfaction survey that indicated a drop in satisfaction with safety on the bus, the Transit Division implemented a pilot program to provide a dedicated proactive police presence to enhance safety and security on Tempe's bus system. The Transit Division partnered with the Tempe Police Department to assign officers to patrol bus stops, transit centers and ride buses within the Tempe City limits. The program utilizes off duty Tempe officers working overtime.

### PROCESS

The Tempe Police department utilizes an intelligence led policing model. Deployment days and times for police officers are based on statistical data such as bus system related police calls for service and peak ridership times. Officers have been primarily working in uniform in order to be highly visible to the riding public and there have also been some limited plain clothes deployments.

The primary focus has been on bus routes from Baseline Road north and all Orbit routes. Officers are asked to be engaging and approachable with passengers and bus operators in order to solicit comments or feedback that can assist us as this program develops. Identifying and resolving

public safety concerns is one of the key principals in the Tempe Police Department's overall mission to improve the quality of life in our city.

During the first three quarters of this fiscal year (FY 2014), police officers have logged 1,269 hours patrolling bus stops and riding Tempe bus routes.

## FOCUSED PATROLS

Having dedicated officers patrol Tempe's bus system has allowed the police department to focus on areas of concern that could not have been addressed as quickly and efficiently in the past. As an example, the First Transit (service contractor) Safety Manager requested Tempe officers monitor Route 61-Southern. Once officers began to ride this route and patrol the bus stops, positive feedback began almost immediately from passengers, operators and First Transit.

Officers were also requested to patrol the vicinity of McClintock and Tempe High Schools on early release days due to reports that students were pushing and crowding their way on to the first bus that arrives. Based on the police officer observations and discussions with the city of Tempe Transit and Valley Metro staff, a second bus serving the high schools was utilized on early release days. Reports indicate this has alleviated much of the problem.

A total of 60 different Tempe Police officers have worked this detail to date. There is a core working group of approximately 24 officers that have worked this detail greater than five times and continue to work it on a regular basis. Many of the officers have indicated that they had never ridden a transit bus before. They report to now having a greater understanding of the individual routes and the entire system overall. They have increased their understanding of the fleet capabilities, the challenges that operators experience and the capabilities of the surveillance and communication system on the fleet. This increased knowledge will assist them as they continue to police our transit system and conduct transit related investigations in the future.

Officers have been asked to observe activity at bus stops and take appropriate enforcement action for any state/city code violations such as public consumption and any other violations in an effort to prevent loitering and to keep our bus stops safe, clean and secure for the legitimate users.

## RESULTS

The tables below show officer activity and arrest numbers for the initial nine month period of the program. Comments from bus operators, citizens as well as their own observations are also listed below.

Activity

|                      |      |
|----------------------|------|
| Trespass Warnings    | 13   |
| Adult Arrests        | 16   |
| Juvenile Arrests     | 1    |
| Warrant Arrests      | 8    |
| Field Interviews     | 86   |
| Criminal Reports     | 6    |
| Liquor Violations    | 9    |
| Traffic Citations    | 7    |
| Medical Calls        | 3    |
| # of Buses Boarded   | 470  |
| # of Bus Stop Checks | 1239 |

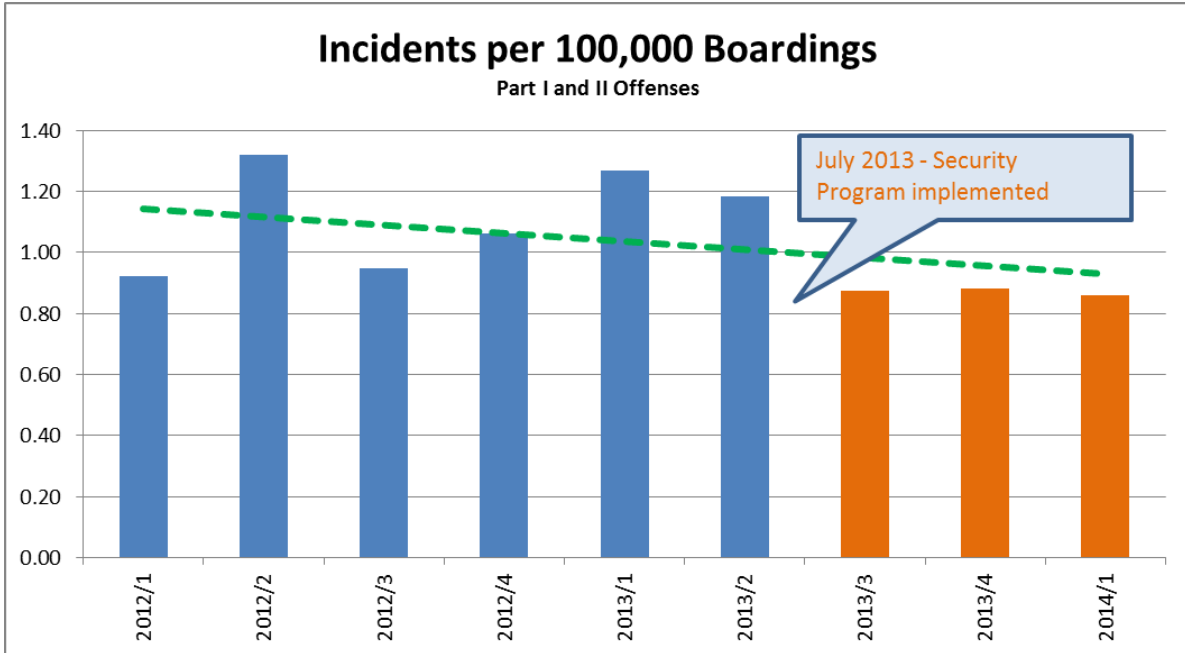
Arrests

|                               |   |
|-------------------------------|---|
| Public Consumption of Alcohol | 8 |
| Minor Consumption of Alcohol  | 1 |
| Drug Charges                  | 2 |
| Assault                       | 1 |
| Trespassing                   | 2 |
| Public Urination              | 2 |

Passenger Comments

- A male passenger getting on 56, commented that it was good to see us out here because he had been assaulted on a bus in Scottsdale.
- Passengers on the bus stated they were happy to see uniform officers riding on the buses.
- The 56 S. Driver said he was glad to have us out here. He did suggest that the routes South of Southern get busier later in the night and though maybe we should try plain clothes.
- A woman riding 61 E said she was happy to see us because it makes her feel safe.
- Bus driver commented he likes PD presence (Bus 6630)
- Driver of #1428 advised he liked the presence of PD on the Orbit and he has noticed a huge change in the behavior of some the passengers. He has not had any problems.
- Girl on 61E thanked Officer Moreno for helping her with a transient harassing her last week on this detail. She said she posted on Facebook about it later, commenting on how helpful the Tempe Police were.
- Fewer transients seen loitering at bus stops now
- Passenger on 56N said she hadn't seen an officer on bus in 15 years. She said 90% of the passengers would be happy to have officers on the buses.
- Bus Driver of 81N stated, "this is totally cool, two thank you" A male passenger asked if we were riding because its Friday 13th.
- Passenger asked if officers would be riding buses, "that's a good thing"

The graph below shows the number of both Part I (serious) and Part II (less serious, quality of life) crime reported for the bus system by quarter for years 2012 through 2014. The bus related crimes are trending down since the inception of the pilot program.



### FISCAL IMPACT

This program has been budgeted for continuation in fiscal year 2015.

### RECOMMENDATION

This item is for information.

### CONTACT

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# CITY OF TEMPE TRANSPORTATION COMMISSION



## STAFF REPORT

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AGENDA ITEM 5

### DATE

June 30, 2014

### SUBJECT

Commission Minutes Procedures

### PURPOSE

Provide Commission members with an update on the procedures and format for Commission minutes.

### BACKGROUND

Staff will present information on Arizona's Open Meeting laws (Law), policies and procedures as it relates to Board and Commission meeting minute requirements. The Law requires meeting minutes to include the following:

- The date, time and place of the meeting.
- The Commission members recorded as either present or absent.
- A general description of the matters considered.
- An accurate description of all legal actions proposed, discussed or taken, and the names of the members who proposed each motion.
- The names of the persons, as given, making statements or presenting material and a reference to the specific legal action addressed by the person.

To supplement these requirements and establish City-wide consistency, guidelines were established to assist staff. The guidelines include the legal requirements, key principles, general drafting rules, and a checklist. Currently, Transportation Commission minutes exceed these legal obligations.

Considering staff time and legal requirements, staff is proposing that minutes be prepared in a more concise format. Attached is a sample of meeting minutes from the City Council Committee of the Whole.

### FISCAL IMPACT

None

### CONTACT

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shelly\_seyler@tempe.gov

**ATTACHMENTS**

Meeting Minutes – Legal Requirement, Key Principles, General Drafting Rules, Checklist and Format  
Meeting Minutes from the Committee of the Whole (Example)

**MEETING MINUTES – legal requirements, key principles, general drafting rules, checklist and format** (for Formal Council Meetings, Issue Review Sessions, and Council Committee Meetings)

| <b>Legal Requirement for Meeting Minutes (Arizona Revised Statutes 38-431.01 (B))</b>  |   |
|--|---|
| <p>“All public bodies shall provide for the taking of written minutes or a recording of all their meetings, including executive sessions. For meetings other than executive sessions, such minutes or recording shall include, but not be limited to:</p> <ol style="list-style-type: none"> <li>1) The date, time and place of the meeting.</li> <li>2) The members of the public body recorded as either present or absent.</li> <li>3) A general description of the matters considered.</li> <li>4) An accurate description of all legal actions proposed, discussed or taken, and the names of the members who propose each motion. The minutes shall also include the names of the persons, as given, making statements or presenting material to the public body and a reference to the legal action about which they made statements or presented material.”</li> </ol> |   |
| <b>Legal Requirement for Permanent Records (Arizona Revised Statutes 39-101 (A))</b>   |   |
| <p>“<b>Permanent public records</b> of the state, a county, city or town, or other political subdivision of the state, shall be transcribed or kept on paper or other material which is of durable or permanent quality and which conforms to standards established by the director of the Arizona state library, archives and public records.”</p> <p>The State of Arizona <i>General Records Retention Schedule for Municipalities</i> lists meeting minutes as <b>permanent records</b>.</p>  |   |
| <b>10 Key Principles for Minute Taking (Mina’s Guide to Minute Taking)</b>   |   |
| Accuracy and Completeness  | Minutes should be an accurate and complete record of what took place at a meeting. Minutes should include both the decisions made and the thought process that led to the decisions.  |
| Focus on Key Points and Decisions  | Minutes should focus on key points and decisions, not on every word said. Verbatim minutes are not standard practice as individuals rarely express themselves perfectly. Recording exact words usually provides little or no value to the content of the minutes. |
| Focus on Business at Hand  | Minutes should focus on the business aspects of the meeting and exclude any gossip or extracurricular exchange of information. Simply follow the agenda.  |
| Collective Focus   | Minutes should focus primarily on the group as a whole and not on what each individual said or did.   |
| Objectivity  | Minutes should be free of offensive or inappropriate language, even if used at the meeting. Minutes should not include subjective interpretations of the mood or tone of the meeting.   |
| Consistency  | Minutes across the same organization should share the same general look and style, and should comply with content and format standards.   |
| Professionalism  | Minutes should be reviewed thoroughly, and be free of typographical, grammatical or technical errors. A knowledgeable person should proofread technical terms for clarity.  |
| Readability  | Minutes should be clearly laid out, visually appealing, and easy to read. Long paragraphs should be replaced by concise point-form summaries.   |
| Logical Flow   | Minutes should be logically organized, even if the meeting itself was fragmented and confusing.   |
| Archivability  | Minutes should be easy to archive and retrieve electronically. Standardized names of computer files should be used across the organization. Consistent word strings should be used for ease of electronic searches and tracking history.                          |

### General Drafting Rules:

The object of good meeting minutes is accuracy and clarity. Keep in mind that if a provision can be misread, it probably will be.

|                              |  |
|------------------------------|--|
| Tips                         | <p>Answer the questions of who, what, where, when and how.</p> <p>Avoid unnecessary legalese and redundant legal phrases.</p> <p>Do not use slang or acronyms.</p> <p>Avoid using "and/or". Use either "and" or "or".</p> <p>Avoid inconsistency. Do not use two different words or phrases if they mean the same thing – pick one and use it consistently. Example: "historic site" and "historic landmark"</p> <p>Avoid abbreviations. If used, spell out words being abbreviated the first time they appear, followed immediately by the abbreviation in parentheses. Example: Arizona Department of Transportation (ADOT). Thereafter, the abbreviation is sufficient.</p> |
| Use past tense               | <p>Minutes reflect the organization's history and should be written in the past tense.</p> <p>Example: Use "The Mayor <u>called</u> the meeting to order", not, "The Mayor calls the meeting to order".</p>  |
| Use active voice             | <p>The active voice is more direct and less subject to misinterpretation than the passive voice. The discussion may not always be clear when the passive voice is used.</p> <p>Example: "The secretary will mail the notices". (active) "The notices will be mailed by the secretary" (passive)</p>  |
| Limit use of pronouns        | <p>Use pronouns sparingly and carefully as it may be difficult to know who or what is being referred to. Example: "We agreed that the study should continue." Is "we" the Council, staff, the public, special interest groups, etc???</p>  |
| Place like thoughts together | <p>If a Councilmember asks a question, place the response with the question; don't use a separate paragraph.</p>   |
| Numbers                      | <p>Spell out numbers one through ten; use numerals for all greater amounts, such as 11, 25, etc.</p>   |
| Motions                      | <p>Use consistent language: Motion by Councilmember xx to approve agenda item 5B3; second by Councilmember xx. Motion passed 7-0 (or Motion passed unanimously.)</p>   |
| Capitalize all....           | <p>Proper nouns</p> <p>Titles of agencies, boards, commissions, corporations, councils, organizations, etc.</p> <p>Official titles of honor and respect when they precede personal names</p> <p>A noun followed by a number, Examples: Agenda Item B3, Account 33, Appendix 3</p> <p>Most of all..... Keep capitalization consistent throughout the minutes</p>  |
| Spelling/Grammar/Punctuation | <p>PROOF, PROOF, PROOF your work and use spell check.</p>  |

### Checklist:

- ✓ Use spell check
- ✓ Verify header/footer
- ✓ Verify individuals listed as present/absent
- ✓ Verify person making motion and second
- ✓ Verify vote totals (if one member is absent, then votes should total 6 not 7)
- ✓ Verify time meeting begins and ends and if applicable, public hearing times
- ✓ Verify that exhibits or attachments are attached.
- ✓ Proofread draft minutes prior to submitting to City Clerk.
- ✓ Ask yourself: Does the discussion make sense? Can an uninformed reader understand the issue?
- ✓ Ask yourself: Would you sign your name to the minutes?



## Minutes City Council Committee of the Whole Meeting February 3, 2014

Minutes of the Tempe City Council Committee of the Whole Meeting held on Monday, February 3, 2014, 4:00 p.m., at Hatton Hall, 34 East 7th Street, Tempe, Arizona.

### **COUNCILMEMBERS PRESENT:**

Mayor Mark W. Mitchell

Councilmember Shana Ellis (*arrived at 4:14 p.m.*)

Councilmember Joel Navarro

Councilmember Robin Arredondo-Savage

Councilmember Kolby Granville

Councilmember Corey D. Woods

### **COUNCILMEMBER ABSENT:**

Vice Mayor Onnie Shekerjian

### **STAFF PRESENT:**

Andrew Ching, City Manager

Judi Baumann, City Attorney

Ken Jones, Finance and Technology Director

Nancy Ryan, Project Management Coordinator

Rosa Inchausti, Diversity Director

Department Heads or their representatives

Jeff Kulaga, Assistant City Manager

Brigitta M. Kuiper, City Clerk

David Nakagawara, Community Development Director

Don Bessler, Public Works Director

Chuck Cahoy, Deputy City Attorney

*Mayor Mitchell called the meeting to order at 4:07 p.m.*

## **Call to the Audience**

None.

## **Items ready for City Council Direction**

Councilmembers reviewed items ready for City Council direction, as follows:

### **Current year and fiscal year 2014/2015 Budget discussions**

Ken Jones, Finance and Technology Director, stated that two public forums are scheduled for February 25 and 26, 2014, to solicit community input on the Fiscal Year (FY) 2014-15 Operating and Capital Improvements Program (CIP) budgets. Staff will present feedback from the forums to the Council. Mr. Jones asked Councilmembers to provide suggestions for specific questions to ask the public regarding their priorities.

Councilmembers discussed the importance of educating the public on Tempe's budget planning process, including the City's fund balance policy, in a clear, open manner through the public forums and other public outreach methods. Mr. Jones concurred; information about maintaining a balanced General Fund will be incorporated into the budget presentation.

### **Character Areas (Geographic hubs in Tempe)**

Nancy Ryan, Project Management Coordinator, provided an update on the planning process for the first two Character Areas under study: Kiwanis/The Lakes and Corona/South Tempe. Community Development staff has been integrating data collected from relevant City departments, such as economic development and demographic data, into the process. Ms. Ryan distributed

a draft layout for the profile of each area that will be presented at the kick-off meetings. She asked that the Council consider which Character Areas staff should study next. Shauna Warner, Neighborhood Program Manager, and Ms. Ryan are finalizing the dates and locations for the remainder of the public meetings. Once finalized, door hangers listing all the meeting dates and locations will be distributed to the businesses and residences within Kiwanis/The Lakes and Corona/South Tempe. In addition, staff will present information about Character Areas planning process to the Neighborhood Advisory Commission.

Councilmembers discussed the draft Character Area profiles and requested that growth projections and information about public safety and security information be included. Staff is currently working with Police and Fire staff to develop public safety elements that will be included in the Character Area Plans.

Ms. Ryan described several activities planned for the kick-off meeting to facilitate the collection of feedback, which will be used to develop the Character Area inventory and gap analysis at the neighborhood workshops. Staff will also present demographic data to the residents and request feedback and comments for inclusion in the Character Areas.

David Nakagawara, Community Development Director, noted that the issue of level-of-service, especially related to public safety, would be addressed by staff during a series of upcoming meetings on a potential development impact fee. Staff is also working on a "fact sheet" for each Character Area to identify the specific needs and characteristics of each area.

#### **Arizona Department of Transportation (ADOT) Pit Park**

Don Bessler, Public Works Director, provided an update on potential funding sources for the ADOT Pit Park project. \$63,841 remains in the Residential Development Tax account that could be used to fund the engineering study and conceptual design. He reviewed the impact of Senate Bill 1525 on the use and regulation of development impact fees. Since the last Committee of the Whole (COW) discussion in January, staff has developed another option for Council's consideration – to merge the ADOT Pit Park engineering study with the Highline Canal Multi-use Path project design development, due to its proximity. The Highline project is funded largely through grants; funding is available to amend the scope of services on this project to include the ADOT Pit Park project.

Councilmembers inquired about other projects in the FY 2014-15 CIP that could benefit from use of residential development tax funding. Projects must related to growth and add capacity to existing City infrastructure to qualify for this funding source. Staff will provide a list of eligible uses and a list of CIP projects that would qualify for this funding. The majority projects in the CIP would not be eligible. Council will need to prioritize projects and funding. The ADOT Pit Park project would add capacity to the City's park system to accommodate the anticipated growth and increase participation in youth sports.

City Council expressed support for moving forward with the engineering portion of the study for the ADOT Pit Park; merging the scope of the study with the Highland project; and allocating 50% of the \$63,841 identified in the undesignated residential development tax account to fund these phases of the study. Staff will provide status updates to Council as needed.

#### **Equality Arizona (EOAZ) Municipal Equality Index**

Rosa Inchausti, Diversity Director, stated that since the draft City of Tempe Human Relations Ordinance was discussed at the January 13, 2014 COW meeting, the City has received additional letters of support from the Greater Phoenix Black Chamber of Commerce, Local First Arizona, and Mulligan's Manor. The ordinance is scheduled for introduction and first public hearing at the February 13, 2014 Regular Council Meeting; the second and final public hearing is scheduled for February 27, 2014. The Tempe Chamber of Commerce has decided to remain neutral on this item.

#### **Comprehensive Tempe City Charter Review**

Chuck Cahoy, Deputy City Attorney, stated that Councilmembers Granville, Navarro, and Woods have met with staff to discuss potential amendments to the Tempe City Charter. The work group recommended that four ballot questions be presented this year to Tempe voters, as follows: 1) equal rights provision 2) gender neutrality language, 3) Merit System Board changes, and 4) claims or demands against the City. Staff is seeking direction from the Council on if and when a Charter amendment election should be held in 2014; which amendments should be presented to Tempe voters; public input; and whether a subsequent full citizen review of the Charter should be initiated to address other issues. April 24, 2014 is the last available Council meeting date for the Council to include the Charter amendments on the August 2014 Primary Election ballot.

Councilmembers discussed the proposed Charter amendments and suggested that a Charter amendment question be included regarding the timing of the City's elections, to reflect when the elections are actually held. Brigitta Kuiper, City Clerk, explained that the City Attorney's Office is working on a legal brief regarding the issue of consolidated election dates; Councilmembers may want to wait until the elections consolidations lawsuit is resolved before proposing amendments to the elections section.

Based on the discussions, Councilmembers recommended using a public forum to solicit public input; consider initiating a future citizen's Charter Review Committee to review the Charter for other necessary changes; and finalize the four ballot questions for inclusion on the August 26, 2014 Primary election ballot. Staff will keep the Council informed about the public forums and public outreach.

## **Items in Progress – updates as needed**

Councilmembers provided updates on the following items in progress:

### **Cross Billing (Bill Pay System)**

Councilmember Granville stated that he and Councilmember Woods met with staff to discuss the cross sharing of delinquent billing information among City departments and the integration of a bill pay system. The result of the discussion is that no action is needed. This item will no longer be considered by the City Council and will be removed from future COW agendas.

### **Affordable Housing Projects**

Councilmember Woods requested Council approval that he be authorized to work with the City Manager and staff to determine a way to potentially repurpose the Housing Trust Advisory Board. This Board was proposed to be dissolved as it has not met since June 2011. City Council approved Councilmember Woods' request and agreed to remove the Housing Trust Advisory Board from the Board and Commission consolidation recommendations.

### **Board and Commission Review**

Jeff Kulaga, Assistant City Manager, noted that members of the public were given the opportunity to provide input on the proposed changes to several of the City's boards and commissions using the City's online survey tool, *Tempe Forum*. The comments received will be presented to the City Council at the February 24, 2014 COW meeting.

## **New Items for City Council Consideration**

Councilmembers presented new items for City Council consideration, as follows:

### **Green Streets Pilot Program**

Councilmember Granville stated that he and Councilmember Woods have had discussions with the Ramsey Social Justice Foundation regarding the possibility of implementing a Green Streets pilot program. He described the program designed to revitalize designated neighborhoods by replacing air conditioning units, windows, and insulation; installing weatherization and energy-efficient products; planting landscaping; implementing environmentally sustainable streetscapes; and performing home repairs and upgrades. The result is to improve the health and safety of residents, reduce housing and maintenance costs, and increase environmental sustainability. The pilot program would be undertaken in cooperation with the Ramsey Social Justice Foundation, Habitat for Humanity Central Arizona, Arizona State University (ASU), A New Course, Tempe Community Action Agency, and other relevant groups. The Ramsey Social Justice Foundation has committed to funding "seed money" for this program if it is moved forward. The City of Tempe's primary role would be to facilitate the media campaign and outreach effort throughout the program implementation.

Councilmembers discussed the Green Street pilot program, how neighborhoods are selected to participate, criteria for participation, program goals, and the anticipated three year commitment to the program. The fourth year will be used to evaluate the program and Tempe's continued involvement. Councilmembers continued discussions about other community and private business partners that can offer similar services to neighborhoods, such as Tempe Cares. Councilmember Granville explained that The Ramsey Social Justice Foundation is creating an umbrella structure for partner organizations to join, including Tempe Cares. Councilmembers discussed candidate areas or neighborhoods for the program. City staff would need to collect data and

reach out to the residents to seek their input on which neighborhood should be selected. An entire street of homes that have received green renovations and upgrades has the potential to create a broader impact on the community than do individual homes that have installed such improvements.

Councilmembers expressed concern about overburdening staff by committing time and resources toward implementing the Green Streets pilot program. Based on the discussion, Councilmembers Granville and Woods will work with staff to assess the staff time and resources needed to initiate the program and determine program feasibility.

**Mill Avenue Tunnel Beautification**

Councilmember Woods requested that staff explore the possibility of adding public art or murals to the walls of the Mill Avenue tunnel, located on Mill Avenue, north of Broadway Road. Councilmember Ellis offered to join the workgroup; she serves on St. Luke's Medical Center Board and may be able to help facilitate a funding partnership with the St. Luke's. Councilmembers discussed the request, revitalization of this area to enhance the gateway to downtown Tempe, and funding for the project, including use of Municipal Arts Funds and private funds. Councilmembers concurred with Councilmember Woods' request to explore a Mill Avenue tunnel beautification project. In addition, Councilmembers requested a future Issue Review Session presentation on the Municipal Arts Fund, status of current arts projects, and the role of the Municipal Arts Commission.

**Future Meeting Date**

Monday, February 24, 2014, at 4:00 p.m., Hatton Hall.

*The meeting adjourned at 5:09 p.m.*

I, Brigitta M. Kuiper, the duly-appointed City Clerk of the City of Tempe, Maricopa County, Arizona, do hereby certify the above to be the minutes of the City Council Committee of the Whole Meeting of February 3, 2014, by the Tempe City Council, Tempe, Arizona.

\_\_\_\_\_  
Mark W. Mitchell, Mayor

ATTEST:

\_\_\_\_\_  
Brigitta M. Kuiper, City Clerk



**CITY OF TEMPE  
TRANSPORTATION COMMISSION**



**STAFF REPORT**

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**AGENDA ITEM 7**

**DATE**

July 8, 2014

**SUBJECT**

Future Agenda Items

**PURPOSE**

The Chair will request future agenda items from the commission members.

**BACKGROUND**

The following future agenda items have been previously identified by the Commission or staff:

- Passenger Rail Study Follow-up Discussion (August)
- Transportation Master Plan (August)
- Bus Unification Update (August)
- Broadway Road Public Art (August)
- Proposed Short Term Improvements for I-10/I-17 (September)
- TIM Market Research Results (November)
- 2015/16 Media Buy (December)
- Bike Hero (January)
- Scottsdale/Rural Road BRT Link Service Study Update (TBD)

**FISCAL IMPACT**

None

**RECOMMENDATION**

This item is for information only.

**CONTACT**

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**ATTACHMENTS:** None