



**Final**

**SUN METRO CITIZENS ADVISORY COMMITTEE**

---

**September 11, 2024  
10151 MONTANA AVENUE, EL PASO, TX 79925  
3:00 PM  
SUN METRO TRANSIT ROOM, ROOM 117**

Notice is hereby given that a meeting of the Sun Metro Citizens Advisory Committee of the City of El Paso will be conducted on the above date and time.

**A quorum of five committee members must be present and participate in the meeting.**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**NOTICE TO THE PUBLIC**

All matters listed under the Consent Agenda below will be considered by the Committee to be routine and will be enacted by one motion in the form listed below. There will be no separate discussion of these items unless members of the Committee or persons in the audience request specific items be removed from the Consent Agenda to the Regular Agenda for discussion prior to the time the Committee votes on the motion to adopt the Consent Agenda.

**CONSENT AGENDA**

1. Approve the Minutes of the Regular Committee meeting of July 10, 2024. [BC-103](#)

**REGULAR AGENDA**

2. Discussion regarding update on status of the tri-party Interlocal Agreement for Paratransit Services (Karl Rimkus, Committee Coordinator). [BC-104](#)

3. Discussion and action regarding updating the committee's bylaws to allow for hybrid meetings. (Karl Rimkus, Committee Coordinator). [BC-105](#)
4. Discussion regarding an update on Sun Metro planning, operations, and budget (Sun Metro staff). [BC-106](#)
5. Discussion regarding the viewing of a Sun Metro television commercial aired during the 2024 Olympic Games. [BC-107](#)
6. Discussion regarding a holiday potluck for committee members (William Graham, Vice-Chair). [BC-108](#)
7. For notation:
  - EPATS LGC Board of Directors meet monthly regarding transit services in the El Paso County Transit service area. Website: <https://www.epcounty.com/EPATS/>
  - The Sun Metro Paratransit Advisory Committee meets twice on the first Thursday of every even-numbered month. For more information, please contact Mr. Victor Caraveo at 212-LIFT. Meeting announcements are also posted on Sun Metro's Facebook page at: <https://www.facebook.com/sunmetro>.[BC-109](#)

### **PUBLIC COMMENT**

The Committee will allow speakers from the public to comment on any transit-related issue that is not on the agenda. During the Public Comment Period of the meeting, audience members who sign up to address the Committee will be given an opportunity to address the Committee. Unless modified by the Chair, speakers will be allowed three (3) minutes for their comments. For more information, please contact Mariana Orozco at (915) 212-3308.

### **ADJOURN**

### **NOTICE TO THE PUBLIC**

Sign language interpreters will be provided for this meeting upon request. Requests must be made to Mariana Orozco at [OrozcoM@elpasotexas.gov](mailto:OrozcoM@elpasotexas.gov) a minimum of 48 hours prior to the date and time of this hearing.

If you need Spanish Translation Services, please email [OrozcoM@elpasotexas.gov](mailto:OrozcoM@elpasotexas.gov) at least 48 hours in advance of the meeting.

Posted this \_\_\_\_\_ of \_\_\_\_\_ by \_\_\_\_\_.





Legislation Text

---

**File #:** BC-103, **Version:** 1

---

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Approve the Minutes of the Regular Committee meeting of July 10, 2024.

**SUN METRO CITIZENS ADVISORY COMMITTEE (SMCAC)**  
**July 10, 2024**  
**MEETING MINUTES**

**Call meeting to order.**

Meeting was called to order at 3:00PM. The following Committee Members were present:

District	Name	Present	Absent
D1	Jesus Salgado	X	
D2	Elisa Tamayo		X
D3	William Graham	X	
D4	Sandy Azcona	X	
D5	Aziz Afravi	X	
D6	Angela Ochoa	X	
D7	Sylvia Carreon		X
D8	Scott White	X	
Mayor	<b>Vacant</b>		

**1. Approve the Minutes of the Regular Committee meeting of May 8, 2024.**

Motion made by Mr. White, seconded by Mr. Graham and unanimously carried to **APPROVE** the minutes of the previous CAC meeting.

**2. Discussion regarding welcome of new committee members**

Mr. Rimkus introduced the three new committee members, Jesus Salgado, Sandy Azcona and Angela Ochoa. Mr. Dekeyzer suggested that everyone present should introduce themselves, which was then done by the members and staff attending the meeting.

**3. Discussion and action regarding consideration of options for hybrid committee meetings**

Mr. Rimkus reviewed a history of hybrid (in-person and virtual attendance at a meeting by various members) committee meetings. Committee members gave their opinions on hybrid meetings. Mr. Dekeyzer and Mr. De Muro advised that meetings can be held through Teams. No action taken at this time; however, staff was asked to return at the following meeting with options for hybrid committee meetings.

**4. Discussion regarding the procedures for LIFT paratransit trip planning**

Mr. Caraveo presented Rider Management, Trip Scheduling and Ride Plan Optimizer for paratransit operations management. Committee members shared their personal experiences with LIFT, and asked questions regarding aspects of the presentation.

**5. Discussion regarding an update on Sun Metro Rising**

Mr. Robert Mendez, Sun Metro Planning, gave an update on Sun Metro Rising which included Proposed Network, Bus Stop analysis and micro transit in District 5.

**6. Discussion regarding an update on the Texas Veterans Commission grant for free bus rides for veterans**

Mr. Jerry DeMuro, Deputy Transit Officer, gave an update on the Texas Veterans Ride for Free grant, which included the number of customers who have been issued bus passes and how much funding is remaining in the grant budget.

**7. Discussion regarding phone number access for LIFT paratransit issues**

Mr. Caraveo presented and introduced the new phone number for LIFT, 212-LIFT, which may be called by customers for any reason; a call menu will be available to direct customers to the appropriate section to address the caller's need.

**8. Discussion regarding update on Sun Metro outreach efforts to increase ridership**

Ms. Rivera, Sun Metro Outreach, presented on what the Outreach Team does and what it is currently working on.

**9. Discussion regarding free parking at Sun Metro facilities for disabled veterans and bus passes for committee members**

Mr. Rimkus reviewed both topics for the committee, no questions were asked.

**10. Discussion regarding information on Mandy the Mule trolley display and status of unrestored PCC streetcars**

Mr. De Muro presented on both of the topics, no additional questions were asked.

**Public Comment**

Brittany Hernandez addressed the needs of UTEP students, specifically regarding transit, and requested to partner with Sun Metro for the purpose of enhancing transit service for students.

**Adjourn**

Motion made by Ms. Azcona, seconded by Mr. Salgado and unanimously carried to **ADJOURN** the meeting of July 10, 2024.



Legislation Text

---

**File #:** BC-104, **Version:** 1

---

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion regarding update on status of the tri-party Interlocal Agreement for Paratransit Services (Karl Rimkus, Committee Coordinator).



Legislation Text

---

**File #: BC-105, Version: 1**

---

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion and action regarding updating the committee's bylaws to allow for hybrid meetings.  
(Karl Rimkus, Committee Coordinator).



## **SMCAC RESOLUTION (Approved by Mass Transit Department Board)**

### Section 4.c.

All meetings of the committee shall be open to the public. Notice of all meetings shall be made in conformity with the provisions of the Texas Open Meetings Act, Chapter 551, Texas Government Code, as from time to time it may be amended. **Meetings shall be held in-person;** however, virtual or online meetings made available for public participation may be held in lieu of in-person meetings **when needed to protect public health or safety.** The minutes of each meeting shall be kept and filed with the city clerk, to include recording the attendance by the members and their votes upon each question, and shall be filed within a reasonable time after the minutes have been approved by the committee.

## **BYLAWS (Approved by Sun Metro Citizens Advisory Committee)**

### Section 3

- n. When any member is unable to attend a regular or special committee meeting in person due to illness or need to quarantine, they may attend the meeting virtually, upon submitting a request to the Chair. The Chair will inform the Secretary of the request, and a link to participate online or via telephone will be provided to the member. The Vice Chair shall preside over the meeting if the Chair participates in a meeting virtually; if both the Chair and Vice Chair participate virtually, or are absent, a Chair pro tem shall be elected among the members present in person, in accordance with the enabling resolution and bylaws of the committee.
- o. When an emergency related to the protection of public health or safety has been declared by the Mayor of the City of El Paso, meetings may be held virtually for the duration of the emergency. The first meeting following the declaration shall be held virtually; future meetings during the emergency will be addressed based on an action of a majority of the committee.



Legislation Text

---

**File #:** BC-106, **Version:** 1

---

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion regarding an update on Sun Metro planning, operations, and budget (Sun Metro staff).

# FY2025 Mass Transit Budget

**The Mission of Sun Metro is to connect our El Paso community through high-quality transit services.**

**Sun Metro recognizes that serving the public is our reason for existing and will strive to do whatever possible to assure our public a pleasant experience.**



# Agenda:

- FY2025 Budget Process
- FY2025 Budget Highlights
- Revenues
- Expenditures
- Long-Term Financial Stability



# FY2025 Budget Process

---

- **February 2024** – Update Multi-Year Financial Outlook (MYFO)
- **February 6, 2024** – FY 2025 Budget Training and kick-off
- **February 6, 2024** – FY FY2025 Budget Circular
- **March 2024** – Sun Metro internal budget meetings
- **March 2024** – Capital Plan development
- **April 2024** – Budget Week – Departments meet with OMB
- **May 2024** – Meetings with City Manager
- **June 2024** – Budget Workshops with City Council
- **July 2024** – Goal Team Presentations
- **August 2024** – Public Hearing and Budget Adoption

# Budget Highlights

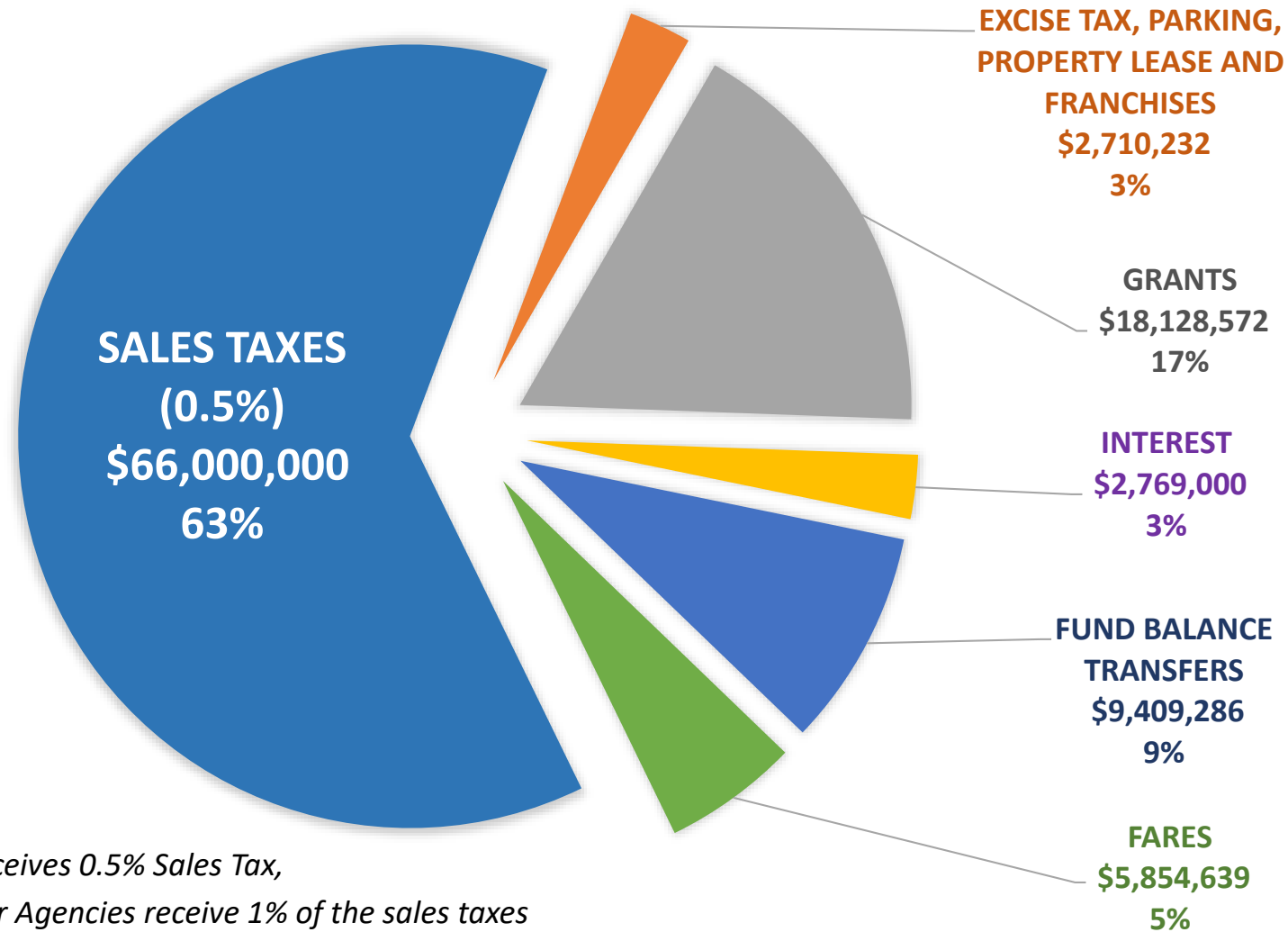
- **Total Budget increased by 0.1% or \$124,558**
  - Despite inflation i.e., increases to multiple contracts and salary increases (absorbed \$4 salary increase since 2020)

	FY 2024 Adopted	FY 2025 Adopted	Variance \$	Variance %
Total Budget	\$111,027,161	\$111,151,729	\$124,568	0.1%
Total FTEs	620 FTEs	620.5 FTEs	0.5 FTEs	

- **There is no planned Fare Increase in FY 2025**
- **Proactive steps taken to achieve this:**
  - In-depth review of Sun Metro contracts
  - Review of Sun Metro programs and ongoing projects
  - Strict oversight and review of Overtime Procedures
  - Optimize Sign-ups with Extra-board Drivers
  - Increased number of Filled FTEs Sun Metro



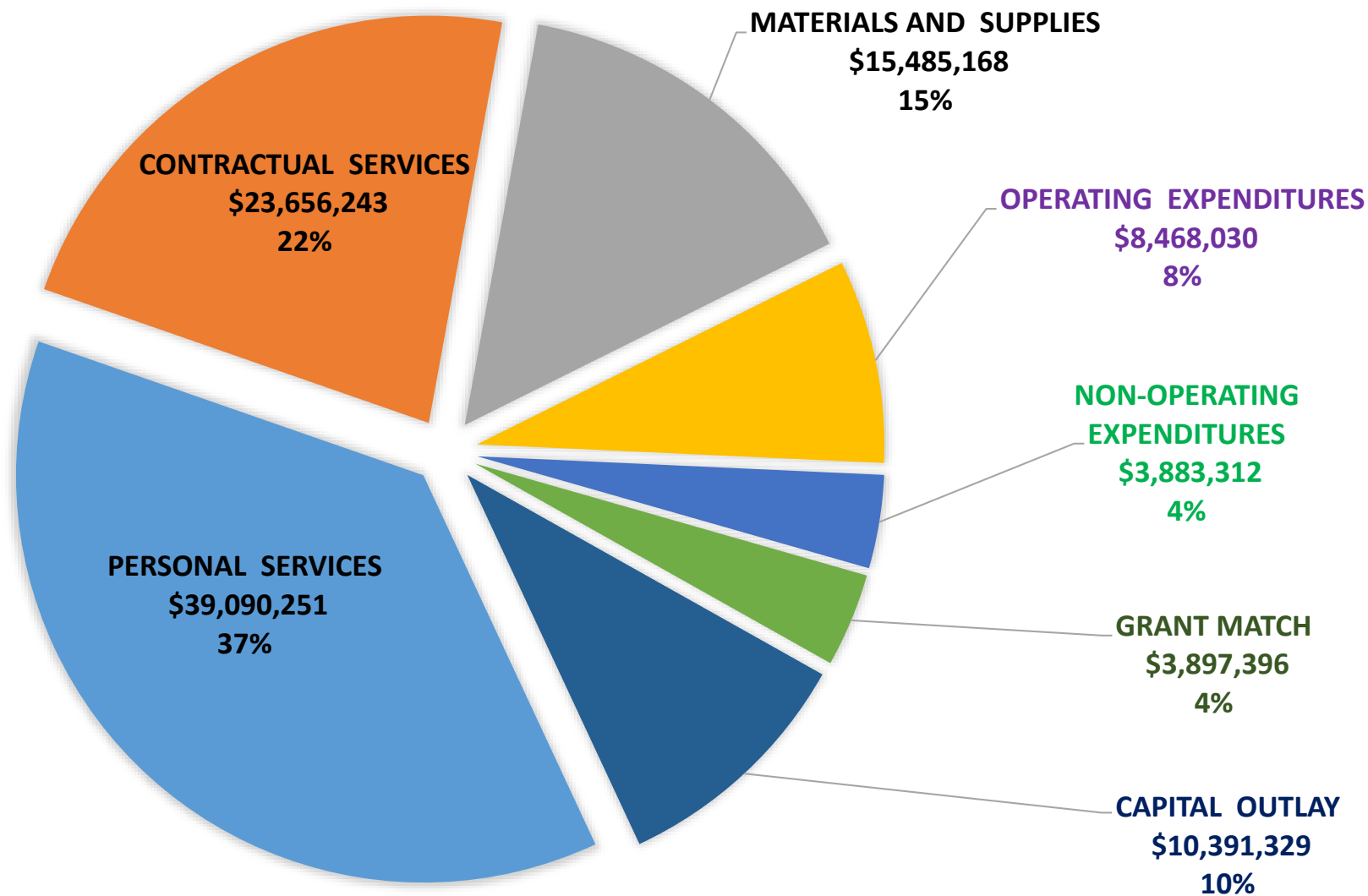
# Revenues



*\* Sun Metro receives 0.5% Sales Tax,  
many of Other Agencies receive 1% of the sales taxes*



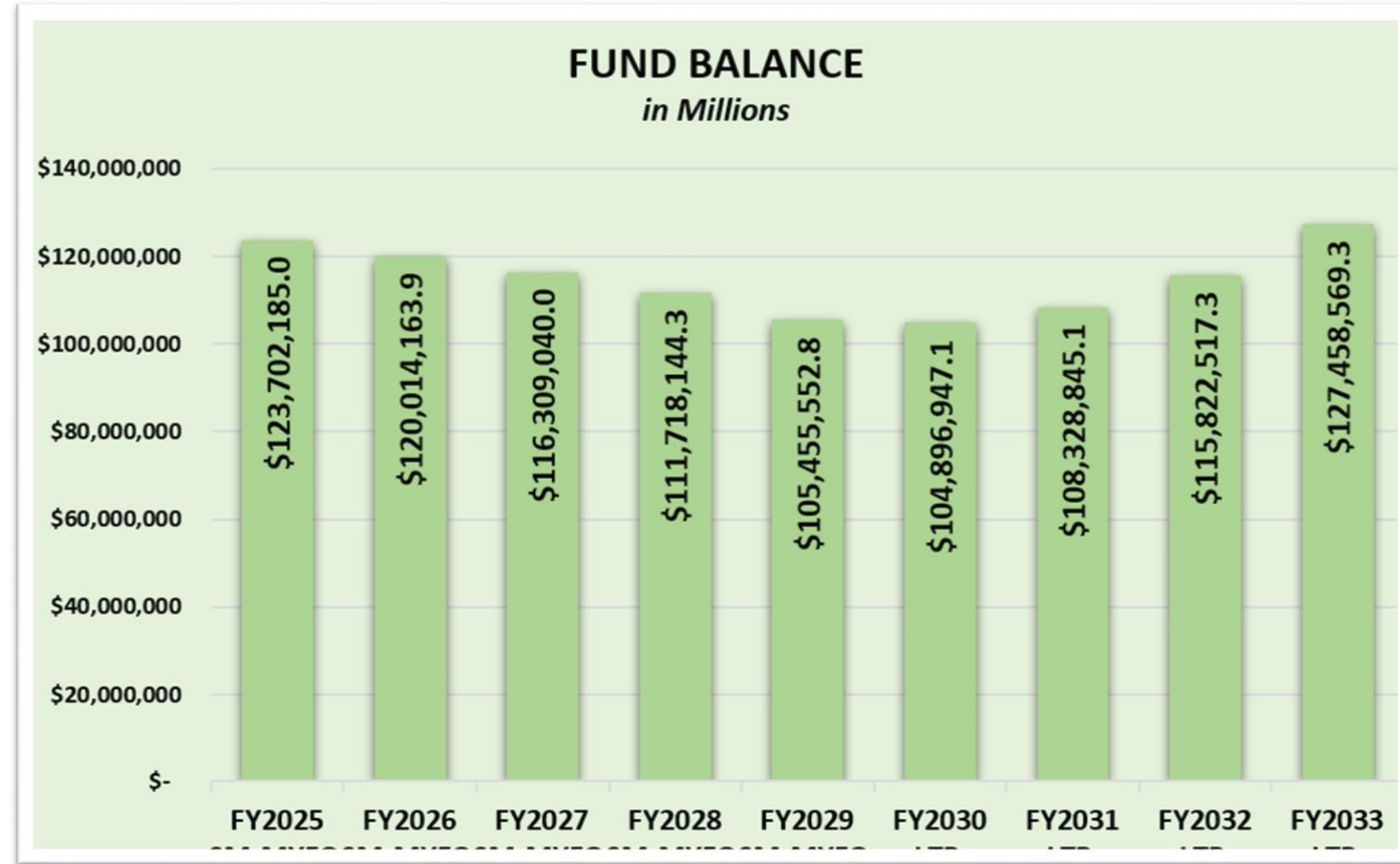
# Expenditures



# Long-Term Financial Stability

**Sun Metro Fund Balance**  
is projected to remain over  
**\$104** million for the next 6+ years

- Internal Contract Review
- Bus Purchase Plan
- Review of Sun Metro Programs
- Discretionary Grants



## Mission

Deliver exceptional services to support a high quality of life and place for our community

## Values

Integrity, **R**espect, **E**xcellence,  
**A**ccountability, **P**eople

## Vision

Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government

## Misión

Brindar servicios excepcionales para respaldar una vida y un lugar de alta calidad para nuestra comunidad

## Valores

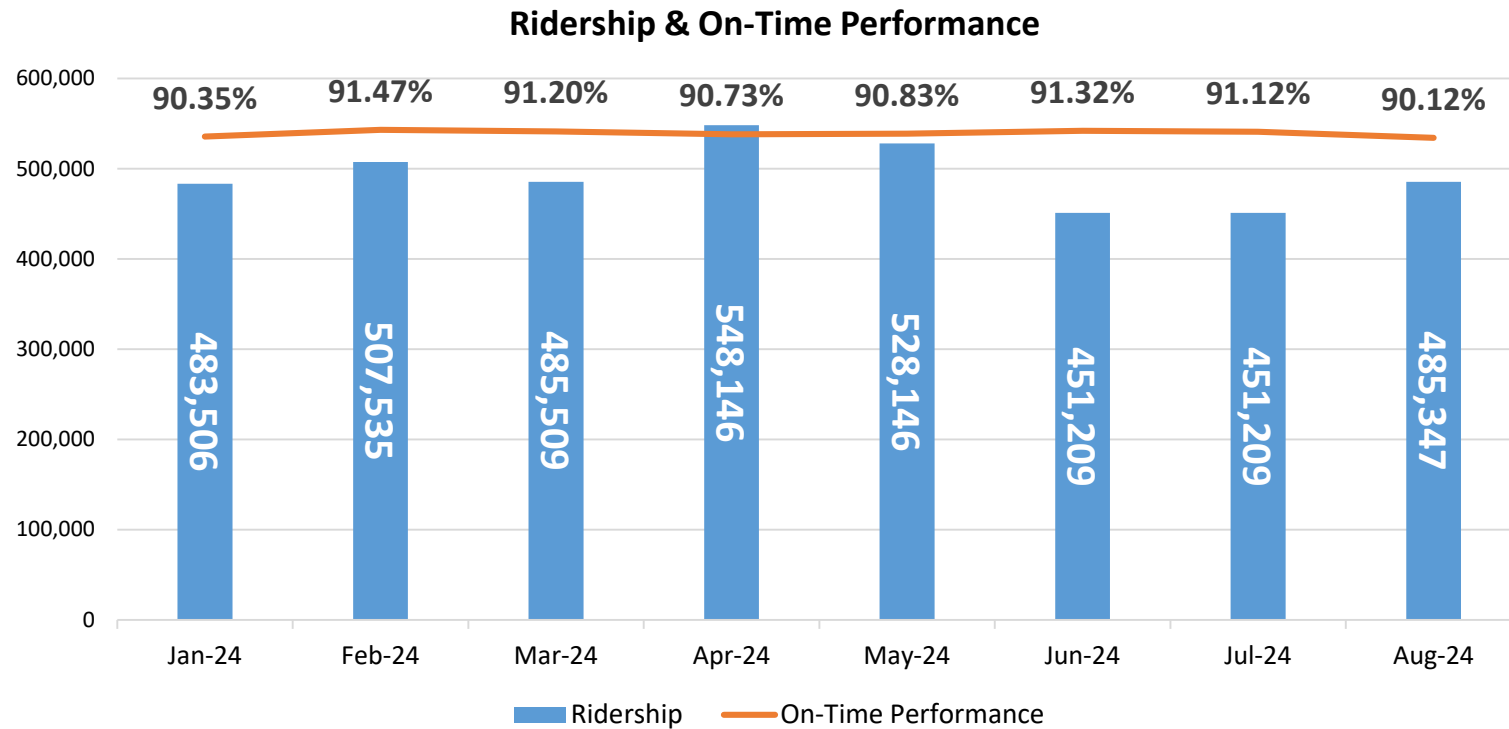
Integridad, **R**espeto, **E**xcelencia,  
**R**esponsabilidad, **P**ersonas

## Visión

Desarrollar una economía regional vibrante, vecindarios seguros y hermosos y oportunidades recreativas, culturales y educativas excepcionales impulsadas por un gobierno de alto desempeño

# Fixed Route

- Monthly OTP Average: **91%**
- Monthly Ridership Average: **492,576**
- **On-time performance requires 100+ buses to be in a 10 min window at 8 terminals, 2,349 stops, which covers 258 sq miles from 4:10 AM to 10:30 PM.**



# LIFT Operations

**On-Time Performance: Picking up or dropping off a passenger within a 30-minute window**, depending on how the request is made at the time the trip is reserved.

Average OTP increased: **9.98%**

- Jan-Aug (2024): **91.33%**
- Jul-Dec (2023): 83.04%

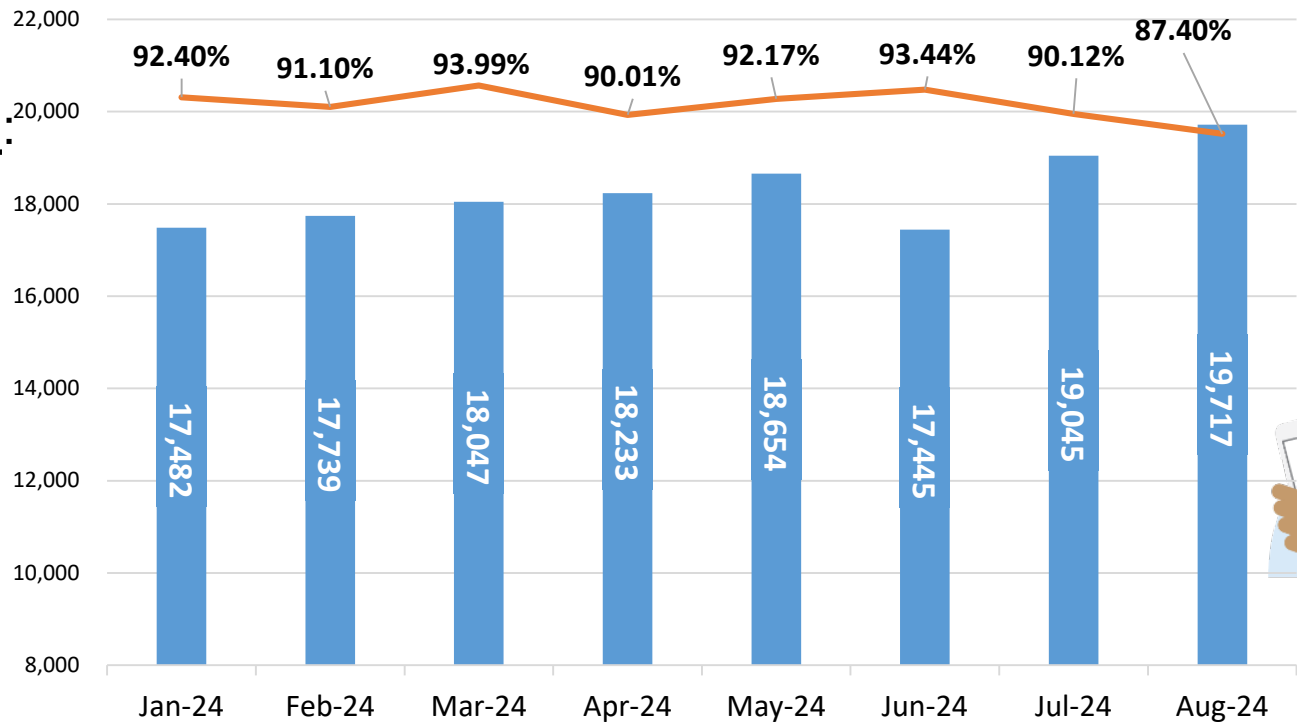
OTP above **90%** **All Six Months**:

- Low: 87.40% in APR
- High: 93.99% in MAR

**Average Monthly Ridership**  
**Ridership increased by 1691:**

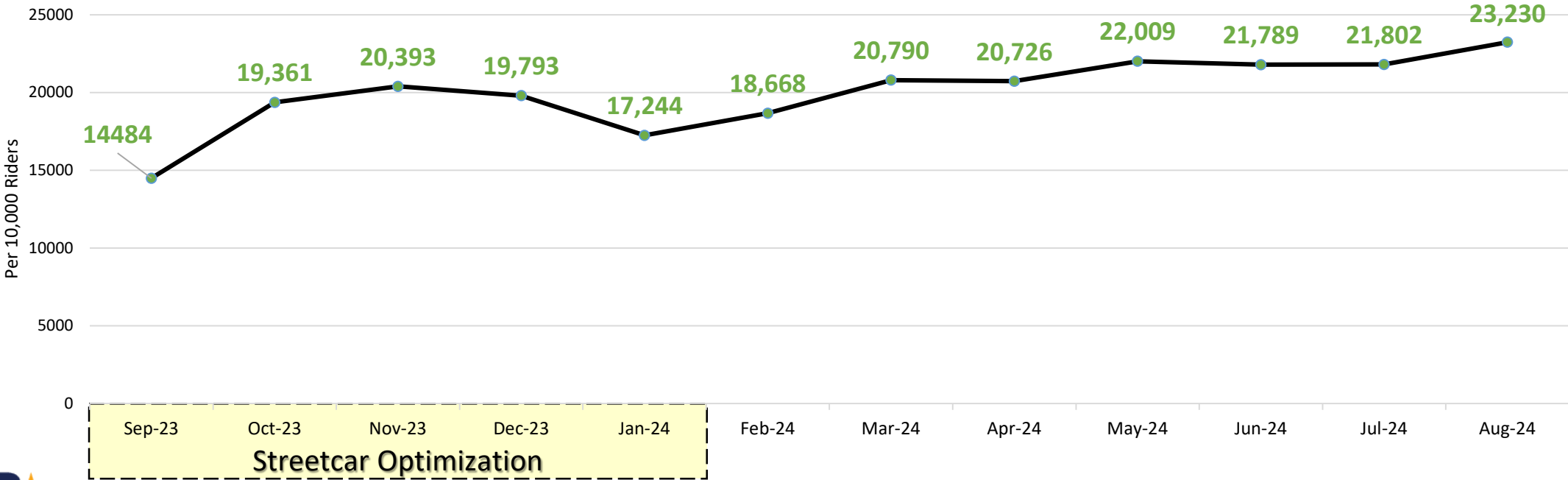
- Jan-Aug 2024: **18,295**
- Jul-Dec 2023: 16,604

LIFT RIDERSHIP & ON-TIME PERFORMANCE



# Streetcar Ridership Increases

- Ridership increased by **1138** riders on average per month since Streetcar Optimization:
  - Average rider increase: **12.29%**
  - Average riders (Jan-Aug 2024): **20,782**
  - Average riders (Sep-Dec 2023): **18,507**
- Optimization connected with morning and evening demographics
  - Peak ridership times are consistent with fixed route (6-9 AM, 2-7 PM)







# Sun Metro Rising Update September 2024

Space reserved for the  
ASL interpreter.

Do not move, modify, or  
add any information to  
this box.





# Sun Metro Pathway Projects

## Purpose

- Identified 27 Priority Locations to Enhance before Sun Metro Rising Service Modifications.
- **Work is expected to begin by the end of September and last about 10 months.**

Space reserved for the  
ASL interpreter.

Do not move, modify, or  
add any information to  
this box.

Council District	Priority Improvements
1	0
2	5
3	3
4	11
5	1
6	2
7	4
8	1
Total	27

# System Review

- In the final phase of finalizing the routing and estimated schedules.
- Ensuring routing is safe and efficient for our units, operators, and customers.
- Analyzing and improving bus stop infrastructure throughout the city.
- Title 6 Analysis for the Major Service Change is being conducted and is expected to be finalized next month.

Space reserved for the  
ASL interpreter.

Do not move, modify, or  
add any information to  
this box.



# October 6, 2024, Service Modifications

Route 7	Schedule Change: This route will a experience minor a schedule change on Weekday.
Route 19	Route Change: This route will experience a slight route change in now going through South Desert Blvd instead of Southwestern.
Route 32	Route Change: This route will experience a slight route change is now going around the Cassidy and Sheridan Rd. Intersection.
Route 58	Route Change: This route will experience a slight route change in now using the new Montana Expressway.
Route 67	Route Change: This route will experience a slight route change in now using the new Montana Expressway.

Space reserved for the  
ASL interpreter.

Do not move, modify, or  
add any information to  
this box.



Legislation Text

---

**File #: BC-107, Version: 1**

---

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion regarding the viewing of a Sun Metro television commercial aired during the 2024 Olympic Games.



Legislation Text

---

**File #:** BC-108, **Version:** 1

---

**CITY OF EL PASO, TEXAS  
LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

Discussion regarding a holiday potluck for committee members (William Graham, Vice-Chair).



Legislation Text

---

**File #:** BC-109, **Version:** 1

---

**CITY OF EL PASO, TEXAS**  
**LEGISTAR AGENDA ITEM SUMMARY FORM**

**AGENDA LANGUAGE:**

*This is the language that will be posted to the agenda. Please use ARIAL 11 Font.*

For notation:

- EPATS LGC Board of Directors meet monthly regarding transit services in the El Paso County Transit service area. Website: <https://www.epcounty.com/EPATS/>
- The Sun Metro Paratransit Advisory Committee meets twice on the first Thursday of every even-numbered month. For more information, please contact Mr. Victor Caraveo at 212-LIFT. Meeting announcements are also posted on Sun Metro's Facebook page at: <https://www.facebook.com/sunmetro>.