

The University of Kansas

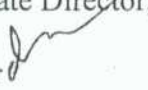
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Office of the Provost

September 30, 2005

Memorandum

To: Josh Bender, Student
Anton Bengtson, Sustainability Task Force
Jason Boots, Student, Student Senate
Lindy Eakin, Vice Provost for Administration & Finance
Cliff Galante, Director, City Transit Administrator
Blake Huff, Graduate School, Parking Commission Member
Donna Hultine, Director of Parking
Danny Kaiser, Assistant Dean of Students
Peg Livingood, Project Manager, DCM
Jim Long, Vice Provost for Facilities Planning & Management
Dot Nary, Research Assistant, Bureau of Child Research
Aaron Quisenberry, Associate Director, Organization & Leadership Center
Kathy Reed, Administrative Specialist, University Governance
Nick Sterner, Student Body President
John Stobaugh, Professor of Pharmaceutical Chemistry
Ken Stoner, Director of Student Housing
Luke Thompson, Student
Pat Weaver, Associate Director, KU Transportation Center

From: David Shulenburg 

Subject: Restructuring of the Parking and Transportation System on Campus

As you know, the Parking Commission was unanimous in agreeing to forward the Task Force Report to me on September 6, 2005. The Task Force met weekly starting in early June 2005 through August 2005 to work on the report. Interviews were conducted with various University Administrators, Representatives of the FTA, and City Officials, and visits were made to five other college campuses with model transportation systems. I want to commend the members of the Task Force for their time and efforts.

After carefully reviewing the recommendations contained in the Transit Task Force Report, and input I received from University Administrators, I have approved the following recommendations for future study and implementation:

1. Governance. Work to implement the most vital governance model that addresses the issues of coordination of efforts with the City of Lawrence and the requirements for access to federal funding.
2. Funding. Determine the preferred approach to securing Federal and State transit funding for bus acquisition and other capital improvements.

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3. The Student Role. Students must be actively involved in the decision making process for operating a transportation system on the campus. Clarify how this is to occur.
4. The Vision Statement and Desired Characteristics for the System Requirements. Quantify the usable, viable transit system model in terms of funding, operating costs and desired service characteristics.
5. Technical Expertise Necessary for Implementation of the System. Hire professional planning and engineering services in support of efforts to improve the transit system on the campus.
6. Coordination with Implementation of the Parking Studies Recommendations. Coordinate the efforts of the Transportation Implementation Task Force with the Parking Commission's work to implement the recommendations made in the Ten-Year Parking Strategy (Chance Management) Report.
7. Necessity to Phase in the System. Develop a phased approach for implementing the transit system taking into consideration recommendations made in the Transit Task Force report and the Ten-Year Parking Strategy Report.

I am appointing a Transportation Implementation Task Force and asking the above named individuals, largely made up of the original members of the Transit Task Force, to serve on the Implementation Task Force. The Task Force may call upon others or appropriate representative stakeholders to act as consultants as needed. As in the past, I will look to the Steering Committee to guide the efforts of the Task Force. Danny Kaiser will serve as the chair of this Task Force.

My schedule calls for the Implementation Task Force to work with the necessary consultants and stakeholders to meet the target dates that have been outlined in the Task Force Report. A copy of the list of target dates is attached to this letter.

I am asking the Parking Commission to work collaboratively with the Implementation Task Force as it examines and recommends changes in the existing parking management system. I will take any recommendations from the Implementation Task Force and the Parking Commission made as a result of this effort, consider them, and accept or modify them as may be necessary.

I do recognize the added workload this represents, however, we need to move ahead if we are to meet the deadlines established and recommended by the Transit Task Force. I am grateful for your willingness to serve on this Task Force. Teri Jordan of the Provost Office will be working with you to set up date, time, and place for the first meeting.

Attachment

Cc: Robert Hemenway, Chancellor
Marlesa Roney, Vice Provost for Student Success

ATTACHMENT

Recommended Schedule for Implementation*

- A. **Fall 2005** – Provost appoint representatives from KU to serve on Task Force for transit implementation process. City will need to appoint representatives, also, as soon as they complete their review and approval process.
- B. **Fall 2005** – In possible conjunction with the City, begin process to hire transit consultant with expertise in FTA funding to begin immediate work.
- C. **Fall 2005** – Steering Committee to work with the City to negotiate for services to be provided. Establish a Task Force with representation from KU, students, and the City to implement the new model.
- D. **Fall 2005** – (As soon as City approves implementation of the administrative model) work to establish a memorandum of agreement for the system with the City to allow for the necessary coordination of services, advanced planning, application for federal funding, etc.
- E. **Fall 2005** – Begin preliminary meetings with City representatives to identify information to be presented to MPO and State and potential request for earmark funds.
- F. **Fall 2005** – Begin process with City to hire transportation consultant to assist with system design (may be separate consultant from the FTA specialist mentioned above). Begin work to detail system requirements and funding options to provide more precise information for student referendum process.
- G. **Fall 2005** – Begin preliminary contact with the MPO to share potential plans for the coordination of efforts which must be included within the MPO's Transportation Improvement Plan (TIP) and then included within the State Transportation Improvement Plan (STIP) in order to apply for federal funding. Finalize information with the MPO as it becomes available. Finalize and submit plans as soon as possible.
- H. **Fall 2005** – Begin contact with the Kansas Public Transit Association (KPTA) for preliminary assistance in preparing a request for the 5309 earmark funds to acquire buses. The KPTA is the body recommended by KDOT to provide the contact with the Kansas congressional delegation to submit a request. The City of Lawrence is a member of KPTA. Include Keith Yehle with any plans for funding contacts.
- I. **Fall 2005** – Begin process to identify job description for Transit Administrator for KU and process for hiring.

- J. Fall 2005 – Schedule meetings with Sen Ex and University Council to update them on the process. Provide assistance as needed to student members of the Task Force in presenting the information to Student Senate members and to the City in presenting information to the PTAC and City Commission.
- K. Fall 2005 – Begin planning for city and campus public relations campaign to promote the vision of the system and the student support that will be necessary to fund it.
- L. Fall/Winter 2005 – Begin public relations campaign, assist with student decision making process as needed.
- M. Winter 2005/2006 – Target goal for new administration model in place for service under Memorandum of Agreement to allow application for Federal funding.
- N. January – February 2006 – Submit request to congressional delegation for earmarked funds to acquire buses. Follow-up as required.
- O. January 2006 – Complete work to identify service provider for Park-and-Ride shuttle. Interim service, through request for proposal process, may be required.
- P. Spring 2006 – Vote on the student transportation fee to go to referendum.
- Q. Spring 2006 – Provost to act upon parking permit rate structure, student transportation fee increases, and faculty/staff transportation contribution to the parking permit.
- R. July 2006 – Park-and-Ride lot complete and transit service to begin trial runs to work out final routing and schedule issues.
- S. August 2006 – Park-and-Ride lot and shuttle in operation.
- T. October 2006 – Anticipated notification of funding approval for earmarked fund request.

*The schedule will depend greatly upon the outcome of the federal funding request. **If funding is not approved to acquire buses or approved at a reduced rate, it will be necessary to work with the consultant to evaluate how to provide service,** perhaps at a decreased level from the ultimate expanded system and service goals, within the anticipated funding that will be available.