



TECHNICAL ADVISORY COMMITTEE (TAC) REGULAR MEETING AGENDA

Sierra Vista Metropolitan Planning Organization
Technical Advisory Committee (TAC)
Regular Meeting
Thursday, September 1, 2016
3:00 PM

Public Works, Pete Castro Center
Main Conference Room
401 Giulio Cesare Avenue
Sierra Vista, AZ 85635

Web: www.SVMPO.org
Email: SVMPO@SierraVistaAZ.gov

SVMPO TAC MEMBERS:

(One or more members may participate via teleconference)

Chair	Matt McLachlan, Director Community Development, City of Sierra Vista
Vice-Chair	Sharon Flissar, Director Public Works, City of Sierra Vista
Member	Karen Riggs, Highway & Floodplain Director, Cochise County Designated Alternate: Karen Lamberton, Transportation Planner, Cochise County
Member	Jing Luo, City Engineer
Member	Mark Hoffman, Arizona Department of Transportation

STAFF:

SVMPO Administrator	Dan Coxworth
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- 1. CALL TO ORDER AND ROLL CALL**
- 2. CALL TO THE PUBLIC**
Although not required, please let the Chair know before the meeting begins if you wish to speak during the Call to the Public about anything that is **NOT** on the agenda.
- 3. ACCEPTANCE OF THE AGENDA**
- 4. ACCEPTANCE OF MEETING MINUTES (ATTACHED)**
TAC Regular Meeting of April 14, 2016
- 5. ANNOUNCEMENTS AND UPDATES**
Announcements and/or updates may be provided by TAC Members, SVMPO Administrator or other invitees.

PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. POSSIBLE ACTION: Bicycle & Pedestrian Advisory Committee (BPAC) (Attached)

Dan Coxworth

Summary: Consideration and recommendation to the SVMPO Board to establish a Bicycle & Pedestrian Advisory Committee. See attached memo for more information.

7. DISCUSSION: FISCAL YEAR 2017 WORK PROGRAM & BUDGET

Dan Coxworth

Summary: An overview and discussion of the approved MPO Work Program & Budget to discuss minor amendments and currently programmed transportation planning studies and projects.

8. FUTURE AGENDA ITEMS

TAC

9. UPCOMING SCHEDULED MEETINGS

➤ SVMPO Board Meeting – March 17, 3:30 p.m., City Hall

10. ADJOURNMENT OF REGULAR MEETING



TECHNICAL ADVISORY COMMITTEE (TAC) REGULAR MEETING MINUTES

Sierra Vista Metropolitan Planning Organization
Technical Advisory Committee (TAC)
Regular Meeting
Thursday, April 14, 2016
3:00 PM

Public Works, Pete Castro Center
Main Conference Room
401 Giulio Cesare Avenue
Sierra Vista, AZ 85635

Web: www.SVMPO.org
Email: SVMPO@SierraVistaAZ.gov

SVMPO TAC MEMBERS:

(One or more members may participate via teleconference)

Chair	Karen Riggs, Highway & Floodplain Director, Cochise County Designated Alternate: Karen Lamberton, Transportation Planner, Cochise County
Vice-Chair	Sharon Flissar, Director Public Works, City of Sierra Vista
Member	(VACANT), City Engineer
Member	Matt McLachlan, Director Community Development, City of Sierra Vista

ABSENT:

Member	Mark Hoffman, Arizona Department of Transportation (on phone)
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STAFF:

SVMPO Administrator	Dan Coxworth
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OTHER:

Bruce Piepo	Citizen
Tricia Gerrodette	Citizen

1. CALL TO ORDER AND ROLL CALL

Chair Riggs called the meeting to order at 3:00 p.m.

2. CALL TO THE PUBLIC

Although not required, please let the Chair know before the meeting begins if you wish to speak during the Call to the Public about anything that is **NOT** on the agenda.

3. ACCEPTANCE OF THE AGENDA

Chair Riggs asked for a motion to accept the agenda of April 14, 2016. Member Flissar moved to accept, Member McLachlan seconded. The motion passed, 3 – 0.

4. ACCEPTANCE OF MEETING MINUTES

TAC Regular Meeting of March 3, 2016

Chair Riggs asked for a motion to accept the minutes of March 3, 2016. Member Flissar moved to accept, Member McLachlan seconded. The motion passed, 3 – 0.

5. ANNOUNCEMENTS AND UPDATES

Announcements and/or updates may be provided by TAC Members, SVMPO Administrator or other invitees.

No announcements or updates were provided.

PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. POSSIBLE ACTION: Elect SVMPO TAC Chair

Dan Coxworth

Summary: Elect Chair of the TAC to serve until the first TAC meeting of 2017

Chair Riggs asked for a motion to elect Matt McLachlan as Chair. The TAC voted to elect Mr. McLachlan as Chair. Passed, 3-0.

Mr. McLachlan will begin as Chair at the next TAC meeting.

7. POSSIBLE ACTION: Elect SVMPO TAC Vice-Chair

Dan Coxworth

Summary: Elect Vice-Chair of the TAC to serve until the first TAC meeting of 2017

Chair Riggs asked for a motion to elect Sharon Flissar as Vice-Chair. The TAC voted to elect Mrs. Flissar as Vice=Chair. Passed, 3-0.

8. POSSIBLE ACTION: SVMPO Transportation Improvement Program (TIP)

Dan Coxworth

Summary: Draft SVMPO TIP for review. The TIP will be placed in a 30-day public review/comment period before review/approval by the SVMPO Board of Directors at their May 19 meeting.

Mr. Coxworth gave a summary of the required TIP. At the last TAC meeting the TAC discussed potential projects. The MPO is not required to have a TIP now that the MPO has an approved Long Range Transportation Plan. Mr. Coxworth gave a summary of funds available explaining that HSIP funds loaned to Maricopa Association of Governments (MAG) will be returned in FY18 as STP. Charleston Road will be added as a resurfacing project. The TIP is flexible and can be amended if necessary.

Member Flissar asked about the Transit items on the TIP. Mr. Coxworth explained the transit items are on the TIP as necessary. Member McLachlan asked about the amount of HURF available and how the funds can be used. Member Flissar explained it is used for operations and maintenance, funding the streets section of the City.

Tricia Gerrodette asked if there are any funds in the TIP for the Buffalo Soldier Trail extension. Mr. Coxworth explained that no funds are currently programmed for that project. Ms. Gerrodette stated she did not think Buffalo Soldier Trail was not in that bad of shape and that other roads in the area are in worse shape. Mrs. Lamberton explained that only certain roads in the community qualify for Federal Aid funds and that often it's difficult to tell without walking on the road.

The TIP will be placed in a 30-day public review before the SVMPO Board reviews for approval.

Chair Riggs asked for a motion to recommend to the Board for approval the Transportation Improvement Program (TIP). Vice-Chair Flissar made a motion to recommend approval of the TIP to the SVMPO Board as written. Seconded by Member McLachlan. The motion passed unanimously, 3/0.

9. POSSIBLE ACTION: FISCAL YEAR 2017 Work Program & Budget (Attached)

Dan Coxworth

Summary: Draft FY17 Work Program & Budget. The FY17 Work Program & Budget will be placed in a 30-day public review/comment period before review/approval by the SVMPO Board of Directors at their May 19 meeting.

Mr. Coxworth explained the projects in the Work Program & Budget are the same that was discussed at the last TAC Meeting. Member Flissar asked for an overview of the Moson Road Corridor Study. Mrs. Lamberton explained that the study will outline if what is needed to deal with solving the problems of the corridor, identify and fatal flaws in corridor and the need if any to extend Moson Road or identify other alternatives.

There was a discussion about future items to be placed in the Work Program such as the 2020 Census.

The Work Program & Budget will be placed in a 30-day public review. The SVMPO Board will review the Work Program & Budget at their next meeting.

Chair Riggs asked for a motion to recommend to the Board for approval the FY17 Work Program & Budget. Vice-Chair Flissar made a motion to recommend approval of the FT17 Work Program & Budget to the SVMPO Board as written. Seconded by Member McLachlan. The motion passed unanimously, 3/0.

10. FUTURE AGENDA ITEMS

TAC

11. UPCOMING SCHEDULED MEETINGS

- SVMPO Board Meeting – May 19, 3:30 p.m., City Hall
- SVMPO TAC - TBD

12. ADJOURNMENT OF REGULAR MEETING

Chair Riggs adjourned the meeting at 3:56.



MEMORANDUM

Sierra Vista Metropolitan Planning Organization

To: SVMPO Technical Advisory Committee

From: Dan Coxworth, AICP, SVMPO Administrator

Date: September 1, 2016

Subject: SVMPO Bicycle & Pedestrian Advisory Committee

Attachments:

- A. Draft - Special Committee: Sierra Vista Metropolitan Planning Organization, Bicycle & Pedestrian Advisory Committee.
- B. Draft – SVMPO Application to Bicycle & Pedestrian Advisory Committee

The Sierra Vista MPO By-Laws allows for the creation of special committees by the SVMPO Board of Directors. The Bicycle & Pedestrian Advisory Committee (BPAC) is a standing committee that will provide guidance to the SVMPO Board of Directors, SVMPO Technical Advisory Committee, and decision makers of member jurisdictions of the SVMPO on bicycling & pedestrian projects, programs, and policies. The BPAC also provides an opportunity and process for resident/public input.

The adopted *SVMPO 2015 – 2040 Regional Transportation Plan (RTP)* (March 3, 2017), *Chapter 4: Bicycle & Pedestrian*, recommends the creation of a Regional Bicycle and Pedestrian Advisory Committee that would provide recommendations and oversee activities such as:

- Encourage the City and County to pursue and implement bicycle and pedestrian friendly policies
- Collaborate with local law enforcement to better enforce traffic laws that relate to bicycles and pedestrians
- Collaborate with, and encourage, local bicycle or pedestrian advocacy organizations
- Identify and prioritize bike and pedestrian projects
- Develop and implement a regional bicycle and pedestrian safety awareness campaign
- Encourage employers to be bicycle friendly by providing bike racks
- Collaborate with local jurisdictions, businesses, schools, and health organizations to promote bicycling and walking as a healthy alternative to driving

The BPAC will advise in the development and implementation of bicycle and pedestrian related plans, studies, and infrastructure improvements to include, but are not limited to:

- Sierra Vista Sidewalk Implementation Plan

- Active Transportation, Health Impact Assessment
- Bicycle Route Master Plan
- Safe Routes to School Plan and Program
- Complete Streets Policy
- Pedestrian Amenities & Way-Finding Sign Plan
- Off-Road Trail System Master Plan
- Bicycle & Pedestrian Count Program
- New Multi-Use Paths, Bike Lanes, Bike Routes, Sidewalks, and ADA ramps.

Members of the BPAC will have a favorable/positive interest in bicycling and pedestrian activities and sustainability in the Sierra Vista region. Membership to the BPAC will be as determined by the SVMPO Board of Directors, per the SVMPO By-Laws:

Section V. Special Committees

A. Formation.

1. Special SVMPO committees may be created by the SVMPO Board of Directors as deemed necessary. A special committee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such special committee will be responsible to the SVMPO Board of Directors.

2. At the direction of the Chair of the Board of Directors and the Technical Advisory Committee, respectively, subcommittees may be formed to investigate some particular work task/issue germane to the Sierra Vista Metropolitan Planning Organization.

B. Powers and Duties. The SVMPO Board of Directors shall define the duties, and authorize the power of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

C. Membership. Membership on a special committee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special committee.



Special Committee

Sierra Vista Metropolitan Planning Organization
Bicycle & Pedestrian Advisory Committee

The Bicycle & Pedestrian Advisory Committee (BPAC) is a standing committee of the Sierra Vista Metropolitan Planning Organization (SVMPO)

Role/Purpose:

The role of the Sierra Vista Metropolitan Planning Organization Bicycle & Pedestrian Advisory Committee (BPAC) is to:

- A. Advise the Sierra Vista Metropolitan Planning Organization (SVMPO) Board of Directors, SVMPO Technical Advisory Committee (TAC), and member jurisdictions of the SVMPO (City of Sierra Vista, Cochise County, and Arizona Department of Transportation (ADOT)) on bicycling & pedestrian related issues.
- B. Help advance the state of bicycle & pedestrian infrastructure.
- C. Encourage bicycling and walking for transportation and recreation.
- D. Public education and awareness.
- E. Improve safety and compliance with traffic laws.
- F. Assist the City, County, and ADOT with bicycle and/or pedestrian plans.
- G. Review and suggest policy changes.
- H. Recommend priorities for use of public funds on bicycle and pedestrian projects.
- I. Help ensure the Sierra Vista region retains and enhances its status as a bike and pedestrian friendly community.

Objectives:

The objectives of the BPAC shall include, but are not limited to:

1. Policies

- A. Advise the City of Sierra Vista on development and implementation of a bicycle master plan for the City of Sierra Vista.
- B. Review and make recommendations on planning documents prepared by the SVMPO, City, County, and ADOT affecting the use of the bicycle as a transportation and recreational mode. These shall include, but are not limited to, the Comprehensive Plan, Regional Transportation Plan, and development plans.
- C. Review and make recommendations regarding funding priorities for bicycle and pedestrian program activities and capital improvement projects insofar as they

relate to bicycling and/or walking.

- D. Monitor activities of other jurisdictions as they affect bicycling and walking.
- E. Advise SVMPO, City, and county on issues related to the current and future bicycle and pedestrian network, traffic safety, and innovative or best practices.

2. Implementation

- A. Review and make recommendations on capital improvement projects developed by the City and county departments and outside agencies to ensure that adequate consideration is given to bicycles and pedestrians.
- B. Review and make recommendations regarding improvement plans.

3. Education and Enforcement

- A. Advise city and county staff on promoting bicycle safety education and enforcement activities in the Sierra Vista region.
- B. Interact with local and regional law enforcement, other governmental agencies, and advocacy organizations as they relate to bicycle and pedestrian safety and on- and off-road bicycle network developments.

4. Community Involvement & Input

- A. Provide a forum for citizens to comment to the City on the state of cycling locally and regionally.
- B. Advise SVMPO, city, and county staff on issues related to public involvement in bicycle and pedestrian improvement projects with the goal of developing a consensus among the affected public.

Membership

- 1. Composition size: 5 – 7 members
- 2. Each member shall serve an initial one-year term. If reappointed, subsequent terms shall be two-year terms.
- 3. Members may serve consecutive terms
- 4. All members are expected to attend all meetings
- 5. Voting Members to be chosen from, but not limited to the following areas:
 - A. Local Biking or Pedestrian Organizations
 - B. Citizens-at-large
 - C. Sierra Vista School District faculty and staff
 - D. Business Community
- 6. Non-Voting Liaison:
 - A. Sierra Vista Metropolitan Planning Organization Administrator

7. Expectations of members:

- A. Interest and/or expertise in bicycle or pedestrian issues
- B. Continued education in bicycling or pedestrian best practices
- C. Favorable/positive interest in bicycling and pedestrian sustainability

Meetings:

1. The BPAC shall meet regularly at least once a quarter. Regular meeting times, dates, and locations will be set by the membership.
2. Quorum shall consist of a majority of appointed voting members (3 - 4).
3. BPAC meetings shall be open to the public and comply with the Open Meeting Laws of Arizona.

DRAFT



Sierra Vista MPO

401 Giulio Cesare Ave., Sierra Vista, Arizona 85635
520-439-2178 - fax 520-417-4859 - www.svmmpo.org

APPLICATION TO: BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)

DATE: _____

NAME: _____ TELEPHONE: _____ / _____
(HOME / CELL) (WORK)

E-MAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

MAILING ADDRESS: _____

EDUCATION: _____

OCCUPATION: _____
(IF RETIRED, INDICATE FORMER OCCUPATION)

PROFESSIONAL/COMMUNITY ACTIVITIES: _____

QUALIFICATIONS/INTEREST IN BICYCLE & PEDESTRIAN ADVISORY COMMITTEE:

PRIMARY INTEREST (CHECK ONE):

- BICYCLE
- PEDESTRIAN

REFERENCES: 1. _____
(NAME) (ADDRESS) (PHONE)

2. _____
(NAME) (ADDRESS) (PHONE)

AS A CANDIDATE TO A SVMPO BOARD APPOINTED SPECIAL COMMITTEE, YOUR NAME, ADDRESS AND PHONE NUMBER WILL BE AVAILABLE TO THE PRESS AND PUBLIC UPON REQUEST.

(APPLICANT'S SIGNATURE)

Please return completed application to the Sierra Vista Metropolitan Planning Organization