



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE: REGULAR MEETING AGENDA: NOVEMBER 5, 2019

MEETING LOCATION:

City of Sierra Vista: Public Works Bld.
Main Conference Room
401 Giulio Cesare Ave.
Sierra Vista, AZ 85635

MEETING DATE AND TIME:

November 5, 2019
10:30 AM

To attend the meeting by telephone:

Call 1-415-655-0001. Meeting #287 957 271
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmppo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO TECHNICAL ADVISORY COMMITTEE (TAC)

One or more members may participate via teleconference

Chair:	Matt McLachlan, Dir. Community Development, City of Sierra Vista
Vice-Chair:	Jackie Watkins, P.E., Cochise County Engineer Designated Alternate: Brad Simmons, P.E., Civil Engineer
Member:	Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member:	Daniel Coxworth, AICP, Cochise County Planning Director Designated Alternate: Paul Esparza, AICP, Planning Manager
Member:	Jing Luo, P.E., City of Sierra Vista Engineer
Member:	Jim Halterman, Town of Huachuca City, Public Works Supervisor Designated Alternate: Matthew Williams, Town Manager
Member:	Mike Normand, Vista Transit Administrator
Member:	Mark Hoffman, Arizona Department of Transportation

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

Members of the Public: Please let the Administrator know before the meeting if you wish to speak on a specific Agenda Item.

1. CALL TO ORDER AND ROLL CALL

2. ACCEPTANCE OF THE AGENDA

3. CALL TO THE PUBLIC

This is the time set aside for the public to speak to the TAC. Speakers are limited to a three-minute presentation and may also submit written comments for the Board files. The TAC may not discuss or take formal action on items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to responding to any criticism, directing staff to review the matter, or scheduling the matter for discussion at a later date.

4. APPROVAL OF MEETING MINUTES

Action: Approval of the TAC Regular Meeting Minutes of September 3, 2019.

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. SVMPO LEDGER

The TAC will review the current funding ledger for the SVMPO region. The current ledger shows available Obligation Authority for FY20 in the amount of \$30,000.

This is an information item.

6. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2020-2024 TIP

Action: The TAC will review the 2020-2024 TIP and discuss the project status of all active projects in FY20. A status update on SVMPO funded project activities will be given by each member jurisdiction: Adaptive Signal Control; North Garden/Fry Blvd Design; Emergency Signal Project; Avendia Esculea Extension Hydrology Study; LIDAR flight and Transit activities.

This is a discussion and possible action item.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

7. 2020 TAC SCHEDULE

Action: The TAC will discuss and set tentative TAC meetings for the year 2020.

This is a discussion and possible action item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

8. JURISDICTION TRAFFIC COUNT PROGRAMS

The Administrator will report on actions the MPO is taking to update traffic count data related to the SVMPO region. The TAC will share who their staff leads are on taking counts, information about their traffic counting program and their needs for training or data related to jurisdiction or regional traffic counts.

This is a discussion item.

9. SOUTHCENTRAL DISTRICT REPORT

ADOT and/or the Administrator will report on the status of current and potential ADOT projects within the region. This item is the time for the TAC to discuss issues or raise questions related to

projects under the jurisdiction of ADOT.

This is an information item.

10. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

This is the time set aside for the TAC Member to share information about member jurisdiction projects and current events/announcements. Attendees to various state and national conferences (Western Planner; AzPA, ICOET, AMPO) will share highlights/ lessons learned and will discussed presentations made at the Az Rural Summit.

This is an information item.

11. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

North Garden/Fry Blvd. Improvement Project Open House – November 13, 2019

SVMPO Executive Board Mtg – November 21, 2019

MPO Planners Mtg – December 5, 2019

MPO Directors Mtg – December 10, 2019

BPAC Mtg - January 28, 2020 at 10 a.m.

- ❖ The Administrator will brief the TAC on the pending revisions to the SVMPO By-Laws and Agreement with the City of Sierra Vista.
- ❖ The Administrator will brief the TAC on Work Program and Annual Budget Changes
- ❖ The Administrator will brief the TAC on in-kind match requirements and forms for FY2020.
- ❖ The Administrator will update the TAC on the status of the SVMPO On-Call solicitation and request member jurisdiction representation on the selection committee (TAC members or other assigned jurisdiction staff).
- ❖ The Administrator will update the TAC on staff changes.

12. FUTURE AGENDA ITEMS

13. ADJOURNMENT

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities who require special accommodations or have limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 72 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos setenta y dos (72) hora antes de la conferencia.



**SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE (TAC)
MEETING MINUTES: SEPTEMBER 3, 2019**

DRAFT

MEETING LOCATION:

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

To attend the meeting by telephone:

Call 1-415-655-0001. Meeting # 287 957 271
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

September 3, 2019
10:30 A.M.

**FOR MORE INFORMATION OR TO REQUEST
ACCOMMODATION FOR SPECIAL NEEDS:**

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO TAC MEMBERS IN ATTENDANCE:

Chair: Matt McLachlan, Director Community Development, City of Sierra Vista
Vice-Chair: Jackie Watkins, P.E., Cochise County Engineer
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member: Jing Luo, P.E. City of Sierra Vista
Member: Daniel Coxworth, AICP, Cochise County Planning Director
Member: Matthew Williams, Town of Huachuca City/present for Jim Halterman.
Member: Mike Normand, Vista Transit Administrator
Member: Mark Hoffman, Arizona Department of Transportation

SVMPO TAC MEMBERS ABSENT: ALL MEMBERS PRESENT

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP
SVMPO Intern: Catarina Porter

OTHERS PRESENT:

Rossio Aravjo for Jeremy Moore, Assistant District Engineer, ADOT
Mark Henige, ADOT LPA Section
Tricia Gerrodette, Citizen

1. CALL TO ORDER AND ROLL CALL

Chair McLachlan called the meeting to order at 10:31 a.m. Administrator Lamberton took roll call and confirmed that a quorum was in place.

2. ACCEPTANCE OF THE AGENDA

The TAC reviewed the Agenda and the TAC had no changes to the Agenda as presented. A Motion was made to accept the Agenda as presented by Member Hoffman, seconded by Member Williams and unanimously passed.

MOTION: Member Hoffman

SECOND: Member Williams

ACTION: PASSED UNANIMOUSLY 8/0

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

Chair McLachlan acknowledged Ms. Gerrodette and asked if she had any comments to present to the TAC. She indicated that she did not. No public comments were made at this meeting.

4. APPROVAL OF MEETING MINUTES (for June 18, 2019 TAC Meeting)

Chair McLachlan asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Hearing none, Member Flissar moved to accept the meeting minutes for the TAC Regular Meeting of June 18, 2019; Member Normand seconded. The motion passed, unanimously.

MOTION: Member Flissar

SECOND: Member Normand

ACTION: PASSED UNANIMOUSLY 8/0

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. FY20/FY21 SVMPO Work Program

The TAC reviewed the August 16, 2019 approved Administrative Amendment to the FY20/FY21 Work Program. Administrator Lamberton explained that this document guides the work activities of the MPO and advised that FHWA approved this first Administrative Amendment on August 20th. Additional amendments are expected when the federal fiscal year ends in October – it is expected that the FTA numbers will be adjusted again later this year. At this time, the SVMPO has a balanced budget and fully programmed activities for both Fiscal Years 21 and 22.

Administrator Lamberton stated that the priorities for projects in the next two to four months will be getting out the consultant contracts for the pending Long-Range Transportation Plan; Short-Range Transit Plan and the Town's Roadway Assessment.

TAC members were provided with hard copies of the currently active Work Program and Budget. Administrator Lamberton stated that the approved Work Program is also now available on the SVMPO website. Hearing no other questions on this item, Chair McLachlan moved to Item 6.

This was an informational item: No action was taken on this item.

6. SVMPO LEDGER

Administrator Lamberton went over the current STBG ledger with the TAC. \$760,424 is available within the next couple of fiscal years for programming. This August 2019 version shows the Obligation Authority transfer from the STBG ledger that holds the Work program funds harmless. The loan amount, shown highlighted in the handout, has not yet been executed pending TAC action on potential future projects.

Chair McLachlan asked Administrator Lamberton for a reminder about how the Obligation Authority worked. Administrator Lamberton stated that federal funds are identified in each Federal re-authorization bill for future years. This amount shows up as appropriated funds for preliminary planning of future budget years. But then each year Congress actually decides what their real budget will be – this amount is what is actually obligated and available to spend. This is known as the Obligation Authority and varies from 100% of what was appropriated to some lesser amount. Administrator Lamberton stated she has seen this drop into the mid/low 80 percentile. At this time it is 94.7% of appropriate funds. However, one strategy that regional agencies can use is pool all their federal funding sources into a total and pull the amount of “loss” of funds off of whichever fund source has the most reserves left in it. The SVMPO has been keeping their full funding in planning funds and taking it from construction funds. When regional planning needs decline and more projects are moved towards construction in the TIP, the SVMPO can adjust which funding source we use to make up the congressionally set Obligation Authority “loss” of appropriated funds.

Chair McLachlan asked for clarification on how much was available in this very next fiscal year. Administrator Lamberton, after confirming with Member Hoffman, stated that without doing any shifting of funds about there was \$322,617 immediately available in FY20. Any funds not programmed by the TAC would then be added to the loan amount and shifted over into FY21 and FY22. Hearing no additional questions, Chair McLachlan moved to the next agenda item.

This was an information item: No action was taken on this item.

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2020-2024 TIP

Administrator Lamberton advised that the 2020-2024 was approved by the SVMPO Board on June 27, 2019. The TAC was provided with the adopted TIP tables and Chair McLachlan asked for an update on all active projects.

Pavement Condition Survey/City of Sierra Vista: This project is completed. SVMPO is working with the City’s Project Manager, Angela Dixon-Maher, to close this project out. A SVMPO Project Close-Out Form has been created and will be tested out for this project.

Adaptive Signal Control/City of Sierra Vista: This project is not yet into procurement. The City’s Project Manager, Irene Zuniga, has been working with ADOT to have a sole source vender approved. Mark Henige, manager of the ADOT HISP funded projects, stated that he believed that there were outstanding items related to moving this item to procurement, but once those were received, procurement should occur no later than December 2019 of this year. Member Luo indicated surprise at the length of time to actually complete procurement and Mr. Henige advised it could be sooner, if everything goes smoothly with the sole source justification and procurement process. Member Flissar noted that that the City was working on providing cut sheets to ADOT. The project is still on schedule for FY20.

North Garden/Fry Blvd Design/City of Sierra Vista: A design contractor, EPS Group, has been selected and a fully executed contract is expected by the end of next week. A kick-off meeting will then be scheduled shortly thereafter – the City is working with the contractor to set this meeting concurrently with completing the contract with them. Vice-Chair Watkins asked about the scope of design and if the sections outside the approved Phase 1 for construction would trigger the requirements for completion within ten years. ADOT representatives, Member Hoffman and Mr. Henige, concurred that the other segments within the design scope fell under preliminary engineering and thus did not trigger the requirements to complete construction at this time. Member Flissar stated that the Fry Blvd. project was a City Council priority and would be moved forward as funds were available.

Mr. Henige, manager of the ADOT HURF Exchange projects, stated that a signed Draw#1 should be submitted for processing as per the IGA and current HURF Exchange draw schedule on file. Administrator Lamberton indicated that she believed the first Draw request had already occurred but would follow-up on that. She also stated that depending on action taken by the TAC on the next item, there would likely be a revised HURF Exchange project schedule provided. *(SVMPO, with the City's Project Manager, submitted documentation on Draw #1, paid on 12-19-2018, and a drafted revised HURF Exchange schedule to the LPA Group on Sept. 6th).* At this time, it appears that this project will be going to construction as scheduled in FY21 but will need to be monitored closely as the design process moves forward. Initiation of the construction phase should occur no later than May of 2020 to meet the FY21 deadlines.

Vista Transit activities/City of Sierra Vista: Vista Transit Administrator Mike Normand, advised the TAC that employee training was ongoing; Vista Transit has begun the process to initiate the recommendations of the Transit Asset Management Inventory and been buying updated signs and purchased several new benches; a scope of work for the upcoming repaving of the parking lot will be sent to Member Luo by Vista Transit. Vista Transit thanked the SVMPO Intern, Ms. Caterina Porter, for the completion of several reports required by FTA that meet their funding requirements.

Emergency Pre-Emption Signal/Town of Huachuca City: Member Williams reported that the HURF Exchange IGA has been fully executed; a second IGA regarding future maintenance of the project has been completed and is set for his Town Council on the 12th. Rick Engineering, under contract to the SVMPO, is providing the bid packet to the Town and has completed a preliminary scope of design report for Town and SVMPO review. This project is expected to go to bid in November and construction planned to begin early next year. The critical path is the purchase of the required poles – TAC members discussed the potential delays that might be caused by the extensive need for replacement poles due to Hurricane's on the east coast. Poles may take four to six months to procure. The project is on scheduled for construction in FY20.

This was an informational item: No action was taken on this item.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): CALL FOR PROJECTS

Administrator Lamberton indicated that she had received three applications for TIP funds, with a fourth one presented to the TAC by Vice-Chair Watkins for LIDAR flight support. These four

projects were presented to the TAC and the TAC discussed the merits of each. It was noted that a fifth project, for a proposal related to a County pathway project around the Palominos detention basin, was not eligible for HURF Exchange and as a result, was not cost effective to fund directly as a STBG project – it was estimated that costs would increase by about \$200,000 for a \$30,000 project. The LIDAR flight would be taken at 2 ft. contours. Cochise County would be the first County have total coverage at this level in the State. Administrator Lamberton also noted that she desired to keep a buffer available for the Town’s Emergency Pre-Emption signal in case actual costs exceed estimates. It should be known by the next TAC meeting if additional funds are needed.

The proposed Theater Drive project appeared to need additional scoping for design criteria and cost estimated. The TAC recommended funding a scoping project for this proposal out of the Work Program. Administrator Lamberton agreed with this approach and stated that funds had been specifically set aside in the approved Work Program for scoping projects for the TIP. From a standpoint of time, she stated this proposal could queue up after contracting for the Long-Range Transportation Plan, Short Range Transit Plan and the Town’s Roadway Assessment goes out. The TAC was agreeable to this proposal and directed the Administrator to pursue that action at the appropriate time. Administrator Lamberton advised that she would work with Member Coxworth and Chair McLachlan to develop a scope of work.

Vice-Chair Watkins, also mentioned a conceptual proposal for a County need to study the Moson Road corridor. A Feasibility study, with a public outreach component, would be helpful to scope out a design and developed preliminary cost estimates. Vice-Chair Watkins stated this might be a \$200,000 project. Administrator Lamberton noted that the scale of this project would be more than could be undertaken concurrent with the Long-Range Transportation Plan but would likely be justified, and fall out as a high regional priority in that Plan, for a FY21 or FY22 project.

The TAC summarized requested new TIP project costs as follows: \$50,000 in FY20 for North Garden project design; \$70,000 in FY21 for North Garden construction; \$50,000 in FY20 for support to the City’s Hydrology Report; \$120,000 in FY20 for LIDAR flight; \$30,000 buffer for the Town’s Pre-Emption Signal project. Member Hoffman confirmed that adequate funds were available in the active TIP to add all these new costs. Administrator Lamberton noted that as these projects were included in the approved SVMPO Work Program they could move forward as an Administrative Amendment but that she anticipating bringing these TIP changes to the SVMPO Board on Sept. 19th.

Chair McLachlan called for a motion to include the new funding amounts for projects in the current TIP and Vice-Chair Watkins so moved. Member Flissar seconded and the motion carried unanimously.

MOTION: Vice-Chair Watkins

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 8/0

9. BICYCLE/PEDESTRIAN COMMITTEE RECOMMENDATIONS

Administrator Lamberton stated that the Bicycle & Pedestrian Advisory Committee, hereafter BPAC, has not been functioning as effectively as was envisioned when originally developed. After discussion with BPAC members, and potential new members (from Cochise County Health and Social Services and the Sierra Vista School District), the Administrator strongly recommended to

the TAC that the BPAC operating structure and membership be reconfigured to improve its functionality. She indicated that the BPAC members were interested in continuing but in order for the SVMPO to be able to move that advisory committee forward it needed to be easily expanded, have provisions in place to remove non-participating members and focus the members on specific action tasks rather than be an informational group.

TAC members noted that they also experience the same sort of difficulties with citizen committees. However, TAC members also felt strongly that these citizen committees provide valuable feedback that is desired for improving our communication with the groups interested in the bicycling and walking issues. Administrator Lamberton presented to the TAC her ideas for possible revisions to the underlying operating structure to the BPAC for TAC consideration. Member Williams noted that he would delete the use of the work "typically" from the revised special committee guidance; and also advised that the Administrator should check to see if this committee is allowed, under Open Meeting Law, to not include vacancies in the count for a quorum. The TAC discussed that some groups (such as an HOA) may have very low quorum counts but others (like elected Boards) may not exclude vacant seats. The Administrator stated that she would follow up with legal counsel and be sure what is allowed before making that change in the committee structure.

A brief discussion was had about the difference between advocacy groups, like the Cochise County Bicycle Advocates (CBA), and a formal structured committee like the BPAC. The primary problem with co-opting the CBA group as the "regional bicycling committee" is it would unfairly limit the CBA member's ability to talk with elected officials about their recommendations. A formal advisory committee is within the formal structure for making recommendations to elected officials, in particular on funding decisions, and it is groups like the CBA that then can advocate for or against those recommendations.

Chair McLachlan asked if a motion was needed. Administrator Lamberton stated she was seeking general guidance from the TAC if they supported the restructuring of this BPAC committee. The TAC indicated that she had that support and TAC members from the County and the City offered their own support to the activities of the BPAC group. Chair McLachlan stated he felt this advisory committee could play an important role in the upcoming Long-Range Transportation Plan but that the group should have the flexibility to not be forced to meet if there were not activities for the BPAC members to work specifically on.

This was a discussion item: No action was taken on this item. Direction was given to the SVMPO Administrator to take a restructuring recommendation to the Executive Board.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

10. SOUTHCENTRAL DISTRICT REPORT

Rossio Aravjo, ADOT Engineer, provided an ADOT SouthCentral District Report to the TAC. Bridge Projects on the SR82 and Canyon Bridges are scheduled for March 2022. Signal Control phase work is going on now and work up in the Benson Interstate frontage roads are planned for November 2020, and in the San Pedro river area, for 2021.

The TAC asked about signal changes, specifically at the SR92/Avenida Cochise intersection where the lights have changed to a leading left instead of a lagging left. This occurred last week and the

City Engineers, Member Flissar and Member Luo, asked if ADOT could get out a press release about the change in signal timing.

Mr. Henige invited TAC members to the next Every Day Counts stakeholder group on Sept. 12th at 10 a.m. in the MAG offices. Topics will be related to Utility Clearances, ADA inventory by the Pre-Design Group and Pedestrian Safety. A discussion is underway at ADOT about Local Agency projects related to a pending state-wide communication guidance. Of specific concern is who is actually doing outreach during the construction phase and ensuring that the LPA's partnership with ADOT adequately budgets for the construction phase outreach.

Member Hoffman, stated that the next State Transportation Board is on Sept. 20th, and that the next year's five year program is being finalized.

This is an information item: No action was taken on this item.

11. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

The Town of Huachuca City Manager reported that the Town was now in the black, and that the Town had made huge progress in dealing with their fiscal situation.

Members Flissar and Luo had attended the AZ Public Works Association conference. They indicated that this had been valuable to them, mentioning specifically a session on leveraging infrastructure and economic development.

This was an information item: No action was taken on this item.

12. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

Given the time, the Administrator cut short the Administrator report and provided the TAC with the following highlights:

- She would be out of the office quite a bit related to conferences scheduled in September and October;
- The SVMPO had been audited last week for compliance with the Joint Project Agreement with ADOT and she would send the TAC those results when received sometime later this month; and,
- Advised that the SVMPO Intern, Cat Porter was returning back to school this week. The TAC thanked Ms. Porter for her service to the region and wished her luck with her educational pursuits.

13. FUTURE AGENDA ITEMS

The last TAC meeting for the calendar year is scheduled for **November 5th at 10:30 a.m.** Items expected to come forward on Match/In-Kind and revised Agreement with the SVMPO's Fiscal Agent/City of Sierra Vista. Mr. Henige asked for the SVMPO jurisdictions to transmit to his office issues and successes related to federal aid funds.

14. ADJOURNMENT

Chair McLachlan adjourned the meeting at 12:25 p.m.

SVMPO STBG Ledger FY 2020-2024

11/05/2019

SVMPO Administrator Revisions

For Discussion Purposes Only

	A	B	C	D	E	F	G
1							
2	SVMPO STBG Ledger			Projected Fed Funds			Cumulative Balance
3	Action	OA Rate		Apportionment	OA		Apportionment
30	FY 2019 Balance						\$20,326
31							
32	FY 2020 Allocation	94.9% *		\$398,555	\$378,229		\$418,881
33	Work Program OA Transfer			\$0	-\$12,806		\$418,881
34	Repayment in from SEAGO			\$200,000	\$200,000		\$618,881
35	Repayment in from CYMPO			\$10,000	\$10,000		\$628,881
36	Repayment in from ADOT			\$2,021,056	\$2,021,056		\$2,649,937
37	North Garden Ave/Fry Blvd Design			-\$55,000	-\$55,000		\$2,594,937
38	Transfer to Work Program: Hydrology Study			-\$50,000	-\$50,000		\$2,544,937
39	Transfer to Work Program: LIDAR Flight			-\$120,000	-\$120,000		\$2,424,937
40	Huachuca City Pre-Emption Signal			-\$100,000	-\$100,000		\$2,324,937
41	Loan to MPO/ADOT Pending			-\$2,241,479	-\$2,241,479		\$83,458
42							
43	FY 2020 Balance						\$83,458
44							
45	FY 2021 Allocation	94.9% *		\$398,555	\$378,229		\$482,013
46	Work Program OA Transfer			\$0	-\$12,806		\$482,013
47	Repayment in from SEAGO			\$0	\$0		\$482,013
48	Repayment from MPO/ADOT Pending			\$2,241,479	\$2,241,479		\$2,723,492
49	North Garden Ave/Fry Blvd Phase 1			-\$77,000	-\$77,000		\$2,646,492
50	North Garden Ave/Fry Blvd Phase 1			-\$2,539,284	-\$2,539,284		\$107,208
51							
52	FY 2021 Balance						\$107,208
53							
54	FY 2022 Allocation	94.9% *		\$398,555	\$378,229		\$505,763
55	Repayment in from SEAGO			\$425,000	\$425,000		\$930,763
56							
57	FY 2022 Balance						\$930,763
58							
59	FY 2023 Allocation	94.9% *		\$398,555	\$378,229		\$1,329,318
60							
61							
62	FY 2023 Balance						\$1,329,318
63							
64	FY 2024 Allocation	94.9% *		\$398,555	\$378,229		\$1,727,873
65							
66							
67	FY 2024 Balance						\$1,727,873
68							
69							
70	* OA Rate subject to change						
71	OA = Obligation Authority. Percentage of apportionments that is available for reimbursable expenses						
72	STBG = Surface Transportation Block Grant funds. This amount is allocated to SVMPO based upon the 2010 Census						
73	Cumulative Balances = Any apportionments or OA balance is added to the next allocation for programming.						
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SVMPO STBG Ledger FY 2020-2024

11/05/2019

SVMPO Administrator Revisions

For Discussion Purposes Only

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1	
2	e
3	OA
30	\$0
31	
32	\$378,229
33	\$365,423
34	\$565,423
35	\$575,423
36	\$2,596,479
37	\$2,541,479
38	\$2,491,479
39	\$2,371,479
40	\$2,271,479
41	\$30,000
42	
43	\$30,000
44	
45	\$408,228
46	\$395,422
47	\$395,422
48	\$2,636,901
49	\$2,559,901
50	\$20,617
51	
52	\$20,617
53	
54	\$398,846
55	\$823,846
56	
57	\$823,846
58	
59	\$1,202,075
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62	\$1,202,075
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Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 5, 2019
Subject: 2020-2024 Transportation Improvement Program (TIP)

On September 19, 2019 the SVMPO Executive Board voted to approve the recommendations of the TAC to take the following actions:

1. Increase funding for the North Garden/Fry Blvd design project for an additional \$50,000 in design and \$70,000 for the construction phase to fully fund the approved design scope of work and cover the post-design engineering services. This is a HURF Exchange project and an additional 10% over the amount requested to cover the ADOT exchange rate from STBG has been identified in the revised TIP in the amounts of \$55,000 in FY20; \$77,000 in FY21.
2. Participate in funding the Sierra Vista's Hydrology study for the Avenida Esculea North Extension project with a contribution of \$50,000 towards the Hydrology/Floodplain Study for this project.
3. Participate in funding the Cochise County a LIDAR flight in the amount of \$120,000.

The SVMPO Executive Board also supported holding a \$30,000 buffer for the Town of Huachuca City's Emergency Pre-Emption Signal project. Currently this HURF Exchange project has a budget of \$90,000. The consultant (Rick Engineering Company) engineering estimate for the final bid ready design was \$100,000. This project is out to bid at this time and bid proposals are due on November 15th at 4 p.m.

The Administrator advises the TAC that she will work with the Town of Huachuca City to administratively add, if needed, additional funds to the Town of Huachuca City Emergency Preemption project.

The TAC will present current status on active TIP projects and will discuss any actions that need to be taken by the SVMPO to continue moving these projects forward.

1. Adaptive Signal Project (HSIP)
2. North Garden/Fry Blvd. Design Project (HURF Exchange)
3. Emergency Pre-Emption Signal Project (HURF Exchange)
4. Avenida Esculea Extension Hydrology project (STBG contribution through Work Program)
5. LIDAR Flight (STBG contribution through Work Program)
6. Transit Projects (FTA)

Attachments:

Action Requested: Motion, if needed, to amend the 2020-2024 TIP projects or funding.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 5, 2019
Subject: 2020 TAC and Board Meeting Schedule

After reviewing deliverables for the SVMPO for next calendar year the following meeting dates are suggested:

BPAC	TAC	Executive Board
Jan 28 th	Jan. 7 or 14 th	Jan. 16 th or 23 rd
March 31 st	March 3 rd or 10 th	March 19 th
May 19 th	May 5 th or 12 th	May 21 st
July 28 th	June 2 nd or 9 th	June 18 th
Sept. 29 th	Sept. 1 st or 8 th	Sept. 17 th
Nov. 17 th	Nov. 3 rd or 10 th	Nov. 19 th

The TAC previously suggested that Tuesday appeared to be a good day and time for regular meetings. Tuesday mornings may conflict with Cochise County Board meetings and may also conflict with Sierra Vista Directors meetings. We have been scheduling TAC meetings at 10 a.m. to 12 noon. Alternatively, a 1:00 to 3:00 timeframe is suggested. The Administrator seeks guidance on a desired timeframe for meetings.

The Administrator seeks guidance if these dates conflict with any known conferences that a majority of the TAC membership needs to attend.

The TAC is also advised that technical and public outreach meetings related to the pending Long-Range Transportation Plan update will also occur in 2020.

The Executive Board meetings are tentatively set from 3:00 to 4:30 p.m.

Attachments:

Action Requested: The TAC is asked to select the best set of dates, agree on a tentative meeting time and make a motion to approve the TAC meeting schedule for 2020.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 5, 2019
Subject: Jurisdiction Traffic Count Programs

One of the activities that the SVMPO coordinates is the collection and reporting of traffic count data. As ADOT has taken over the HPMS reporting, having updated and accurate traffic counts on the federally functionally classified roads helps to ensure the quality of these reports to FHWA.

This data is available through ADOT's Transportation Demand Management System through the MS2 software on-line. The SVMPO traffic count data is available through an active link on the SVMPO website:

<https://svmpo.ms2soft.com/tcds/tsearch.asp?loc=Svmpo&mod=>

The SVMPO is working with Works Consulting and ADOT to update traffic count data entry locations to reflect the expanded SVMPO boundaries. (Currently, some traffic count data is still showing up on SEAGO's link rather than within the new SVMPO boundaries).

The Administrator asks the jurisdictions to share who their staff leads are for traffic count collection and reporting, information about their traffic count programs (if they exist) and what the TAC's needs are for training or data related to traffic counts.

Attachments:

Action Requested:



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Ave, Sierra Vista, Az 85635-2411

Administrator's Report/TAC Meeting: November 5, 2019

Pending By-Laws and Agreement with Sierra Vista Revisions

The SVMPO Executive Board is working with their member jurisdictions management staff to potentially make changes to the SVMPO By-Laws related to Board Membership composition and Match requirements. Sierra Vista's City Manager's office has drafted changes to the Agreement with the MPO related to hosting and other services provided to the MPO for the Board consideration in a pending (not yet scheduled) Work Session.

Work Program and Annual Budget Administrative Amendment

The FY20 & FY21 Unified Work Program and Budget was approved by Federal Highway Administration on June 27, 2019. At the close of the Fiscal Year, the carry forward amounts were adjusted from projected to actual dollars and brought forward as an Administrative Amendment on August 16, 2019. This Administrative Amendment was approved on August 20, 2019.

Final budget, with actual carry forwards and FY20 fund awards is \$630,387.99. Match amounts reflect a higher percentage of PL funds, with lower match amounts, being carried over instead of SPR funds, with higher match amounts. Total match now needed for FY20 is \$81,493.63. The SVMPO is following up on the potential that in-kind match for the FTA funds may be allowed to be carried forward: if this is the case then the SVMPO has sufficient FY19 carry forward in-kind match funds to fully cover the FTA fund in-kind match requirement.

FY2020 REVENUES: AUGUST 2019				
REVENUE SOURCE	APPORTIONMENT	OA	IN-KIND MATCH	BUDGET
PL/ FY19 (Carry Forward)	\$ 167,923.77	\$ 167,923.77	\$ 10,150.22	\$ 178,073.99
SPR / FY19 (Carry Forward)	\$ 56,990.39	\$ 56,990.39	\$ 14,247.60	\$ 71,237.99
FTA/FY18 (Carry Forward)	\$ 43,233.20	\$ 43,233.20	\$ 10,808.30	\$ 54,041.50
PL / FY20	\$ 126,081.00	\$ 126,081.00	\$ 7,621.01	\$ 133,702.01
SPR / FY20	\$ 125,000.00	\$ 125,000.00	\$ 31,250.00	\$ 156,250.00
FTA 5305 FY19	\$ 29,666.00	\$ 29,666.00	\$ 7,416.50	\$ 37,082.50
TOTAL	\$ 548,894.36	\$ 548,894.36	\$ 81,493.63	\$ 630,387.99

FY20 In-Kind Match Forms

Jurisdiction staff have been asked to provide FY20 In-Kind match amounts. These forms may be submitted monthly but no less than quarterly is requested. A substantively higher match amount is needed this year than in previous years and staff will need to be proactive at tracking and reporting in-kind match in FY20. The SVMPO Board is considering changing their reliance entirely on in-kind match amounts but no decision has been made regarding this to date.

SVMPO On-Call Request for Proposals

In an effort to streamline the requirements of federal, state and the SVMPO Fiscal Agent for procurement, an On-Call Request for Proposals was developed to cover most of the potential activities in the approved Work Program. Once this list is developed On-Call consultants will be solicited for specific cost proposals related to approved tasks in the Work Program. This RFP was released but, unfortunately, was challenged by the American Council of Engineers, Arizona's Chapter, citing to state law on procurement for professional services. This interpretation is not held, at this time, by ADOT's Multi-Modal division. The SVMPO Administrator is working with FHWA, FTA, ADOT and the Sierra Vista Procurement and legal staff to resolve the conflicting guidance. It is hoped to re-issue the Solicitation shortly; however, this will likely delay contracting until early next year.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

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SVMPO Staff Changes

Mr. Dennis Donovan, P.E., has joined the SVMPO as a part-time employee providing project management and support to the Town of Huachuca City's projects, to the North Garden/Fry Blvd. project and will take lead on handling the traffic count coordination with member jurisdictions. Although his position is temporary (posted as a 6-9 month assignment) we expect the region to benefit from his civil engineering support.