

July 10, 2012

TO: Members of the MAG Bicycle and Pedestrian Committee

FROM: Reed Kempton, Scottsdale, Chair of the MAG Bicycle and Pedestrian Committee

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Tuesday, July 17, 2012 at 1:30 p.m.  
MAG Offices, Ironwood Room, Second Floor  
302 North First Avenue, Phoenix

A meeting of the MAG Bicycle and Pedestrian Committee will be held at the time and place noted above. Committee members may attend the meeting either in **person, by video conference or by telephone conference call**. Those attending by videoconference must notify the MAG site five days before the meeting. Those attending by telephone conference call are requested to call (602) 744-5840 and the meeting I.D. is 2453.

If you are attending in person, please park in the garage under the building. Bring your ticket to the meeting and parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the parking garage.

Pursuant to Title II of the Americans with Disabilities Act (ADA), MAG does not discriminate on the basis of disability in admissions to or participation in its public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Maureen DeCindis at the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

Please be advised that under procedures adopted by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum to conduct business. A quorum is a simple majority of the membership. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you. If you have any questions, please contact Maureen DeCindis at (602) 452-5073, or send email to [mdecindis@azmag.gov](mailto:mdecindis@azmag.gov).

## TENTATIVE AGENDA

1. Call to Order

2. Approval of the June 19, 2012 Meeting Minutes of the Bicycle and Pedestrian Committee.

3. Call to the Audience

An opportunity will be provided to members of the public to address the committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public will be requested not to exceed a three minute time period for their comments. A total of 15 minutes will be provided for the Call to the Audience agenda item, unless the Committee requests an exception to this limit. Please note that those wishing to comment on action agenda items will be given an opportunity at the time the item is heard. Please fill out blue cards for Call to the Audience and yellow cards for Action Items.

4. Staff and Member Agency Reports

Staff and committee members are invited to provide an update of pedestrian and bicycle-related activity in their agencies.

5. MAG Bicycles Count Project

MAG staff will give an update status on the contract for the consultant for the MAG Bicycles Count project.

2. For information, discussion and action to approve the meeting minutes of the June 19, 2012 Bicycle and Pedestrian Committee meeting.

3. For information.

4. For information and discussion.

5. For information and discussion.

6. Transportation Improvement Program (TIP) 2015, 2016, 2017 Applications

MAG staff will distribute the revised TIP application which incorporated the Congestion Mitigation (CMP) questions. Discussion will address the new electronic process, new criteria, and the new scoring system. Documents are on the MAG website.

7. MAG Bike Map

MAG staff will give a status update on the printing of the 2012 MAG Regional Bikeways Map. Committee members will be asked to approve the final draft front and back of the bike map.

8. Design Assistance Program

Applicants will give a three minute presentation on the project followed by question and answers. Members will rank the projects and recommend approval. There is \$200,000 available for this round of Design Assistance.

9. Request for Future Agenda Items

Members will have the opportunity to suggest future agenda topics.

10. Next Meetings

All meetings will be on the third Tuesday of the month in the Ironwood Room at 1:30 p.m., except where otherwise noted.

August 21, 2012

September 18, 2012

**October 16, 2012 (12:30 - 4:00 p.m.)**

**November 13, 2012 (12:30 - 4:00 p.m.)**

December 18, 2012 (noon)

6. For information and discussion.

7. For information and discussion.

8. For review, ranking and possible action.

9. For information and discussion.

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS  
BICYCLE AND PEDESTRIAN COMMITTEE

Tuesday, June 19, 2012 at 1:30 p.m.  
MAG Office Building, Ironwood Room  
302 North First Avenue, Phoenix

MEMBERS ATTENDING

Reed Kempton, Scottsdale, Chair of Bicycle and Pedestrian Committee	Joe Schmitz, Goodyear
Margaret Boone, Avondale, Vice-Chair of Bicycle and Pedestrian Committee	Julius Diogenes for Michael.Carlsonis, Litchfield Park
* Michael Sanders, ADOT	Denise Lacey, Maricopa County
* Tiffany Halperin, ASLA, Arizona Chapter	* Jim Hash, Mesa
* Robert Wisener, Buckeye	Brandon Forrey, Peoria
D.J. Stapley, Carefree	Katherine Coles, Phoenix
Bob Beane, Coalition of Arizona Bicyclists	* Rich Purcell, Queen Creek
Jason Crampton, Chandler	Anissa Jonovich for Dawn Coomer, RPTA
^ Mark Smith, El Mirage	Karen Savage, Surprise
Ken Maruyama, Gilbert	* Eric Iwersen, Tempe
*Steve Hancock, Glendale	Jim Fox for Mark Hannah, Youngtown

\*Members neither present nor represented by proxy

^Attended via audio-conference

OTHERS PRESENT

^ Peter Schelstraete, Tempe Transp. Commission	Steve Tate, MAG
Nathan Pryor, MAG	Teri Kennedy, MAG
Brian Sager, Kimley Horn	Lee Jimenez, MCDOT

1. Call to Order

Reed Kempton called the meeting to order at 1:30 p.m.

2. Approval of the May 15, 2012 Meeting Minutes of the Bicycle and Pedestrian Committee

Brandon Forrey noted that on page four in the third paragraph on the fourth line, he wants to correct his statement to read “Brandon Forrey did not want to see projects with artificial fixed dollar amounts.”

Denise Lacey moved to approve the meeting minutes of the Bicycle and Pedestrian Committee for May 15, 2012. Karen Savage seconded the motion. The motion passed unanimously.

3. Call to the Audience

An opportunity was provided to members of the public to address the MAG Bicycle and Pedestrian Committee on items not scheduled on the agenda that fall under the jurisdiction of MAG, or on items on the agenda for discussion but not for action. Members of the public were requested not to exceed a three minute time period for their comments. A total of 15 minutes was provided for the Call to the Audience agenda item, unless the Bicycle and the Pedestrian Committee requests an exception to this limit. Please note that those wishing to comment on action agenda items were given an opportunity at the time the item was heard..

Joe Perez asked the committee to consider the US Bicycle Route system for city of Phoenix or Maricopa County. Reed Kempton asked if any routes come through this region. Joe Perez said that he would check on that.

4. Staff and Member Agency Reports

Bob Beane noted that he now has the contract for the Bike Education program.

Reed Kempton said that Scottsdale was ranked as one of the best suburbs to bike in by Sunset Magazine and was recognized at the gold level.

Katherine Coles announced that Phoenix published a bike map of historic neighborhoods. This was a joint Phoenix Historic Preservation Office and Streets Department project published as part of the Centennial celebration.

5. MAG Bicycles Count Project

The consultant, Fehrs & Peers, that was approved by Regional Council have removed themselves from entering into a contract with MAG for the Bicycles Count project. Therefore, MAG will issue a new Request for Proposal (RFP) for this project. The RFP was going to be posted on June 28, 2012. However, now there is a new DBE process and training that needs to occur. Maureen DeCindis will ask for members to serve on the proposal evaluation team in the next couple of months.

6. Transportation Improvement Program (TIP) 2015, 2016, 2017 Applications

Maureen DeCindis explained that there is a new review process for this year's TIP. Currently the October meeting is scheduled for two hours. Maureen DeCindis asked members if they wanted to set an all afternoon meeting for the October and November meetings. The committee agreed to change the date to November 13, 2012 from November 20, 2012 and the times from 12:30 p.m. to 4:00 p.m. For this round, the Bicycle Level of Service formula will not be incorporated. However, there will be an

excel Cost Estimate form. Maureen DeCindis explained that Teri Kennedy will present the overall program and Steve Tate will walk through the new forms.

#### **APPORTIONMENT OF FUNDS:**

Pursuant to section 111(b) of the Extension Act, except as provided in section 112 for the administrative expenses of the Federal Highway Administration, **there is authorized** to be appropriated out of the Highway Trust Fund (other than the Mass Transit Account) for the period beginning on October 1, 2011, and ending on June 30, 2012, **a sum equal to  $\frac{3}{4}$  of the total amount authorized to be appropriated out of the Highway Trust Fund for programs, projects, and activities for FY 2011** (taking into account any rescission or cancellation of funds or contract authority for FY 2011) under Titles I, V, and VI of SAFETEA-LU and Title 23, U.S.C. (excluding Chapter 4 of that title).

- Today, we are projecting that there will be an authorization to extend funding to at least October 2012 at the current 2011 level.
- And we will work under the assumption that 2015, 2016, and 2017 for the *Call for Projects*, and programming purposes of the new 2014-2018 TIP will be approximately the same level of funding as 2012. \$9.4 million
- Match Rate 94.3/5.7
- No Ceiling Limit per project
- MAG Call for Projects Process Developed
- MAG Programming Guide Published August 2012
- Schedule Published
- Applications Distributed August 2012
- Applications returned: Sept 2012
- MAG compiles information, loads data portion to CMP sketch tool
- Application return receipt generated and emailed
- MAG compiles information, publishes applications for evaluation committee, loads data portion to CMP sketch tool
- Reading Assessment with Qualitative questions is distributed to ranking committee
- Committee answers each question for each application
- Returns to MAG for compiling
- MAG compiles, AQ, CMP scores in Assessment (Sketch tool)
- Bike/Ped Committee holds presentations
- Completes final ranking individually
- MAG compiles and generates final ranking of projects (composite)
- Bike/Ped Committee reviews final ranking
- Presented to TRC
- Presented to Management Committee
- Presented to Transportation Policy Committee
- Presented to Regional Council
- Projects are programmed by ranking by year of funding. 2014-2018 TIP is modeled for conformity
- 2014-2018 TIP with all listings moves through committee process for adoption

Release Applications	August	2012
Applications due to MAG at 10:00 am	September	2012
Committee Workbook evaluation questions distributed	Sept/Oct	2012
Bike/Ped Committee returns scores on CMP Qual data	Oct/Nov	2012
Hold Presentations Bike/Ped	Oct/Nov	2012
Bike/Ped complete final Individual ranking		
Composite Ranking Distributed to Bike/Ped for final comment	Nov/Dec	2012
Presents to TRC	Dec/Jan	2013
Presents to MC	Jan/Feb	2013
Presents to TPC	Jan/Feb	2013
Presents to RC	Jan/Feb	2013
Projects are programmed based on rank for schedule preference	Feb/Mar	2013
Modeling, public notice, etc for TIP	Mar/June	2013
Presents TIP to TRC	July	2013
Presents TIP to MC	August	2013
Presents TIP to TPC	August	2013
Presents TIP to RC	August	2013

Weight of the Scores:

- CMAQ Air Quality Score 30%
- CMP Score (Quantitative Data) 20%
- CMP Score (Qualitative Data) 20%
- Committee discussion of overall AQ, CMP, Presentation Evaluation 30%
- Final Modal Recommendation for Project Ranking 100%

Steve Tate explained the new application, cost sheet and schedule. He demonstrated the new hyperlinks to data sources. There are protections in the excel sheet. There are automatic calculations built into the excel sheet. Reed Kempton asked if Steve Tate could add a comments section at the bottom. Brandon Forrey asked if the city could change the unit. Margaret Boone suggested entering the new units under

the comments section. Maureen DeCindis explained that all units should be the same so members can assess applications equally. Margaret Boone suggested that each item be separated into the project such as lighting. Katherine Coles asked that the forms be put on the MAG website for members to review.

Margaret Boone noted that the schedule forms are a good tool to take to consultants so they understand timing requirements.

### **DRAFT TIP Process (2015, 2016, 2017)**

Maureen DeCindis explained that there will be a Transportation Programming Guidebook available on the TIP webpage on the MAG website with detailed information by the beginning of August 2012.

All projects are to be programmed at the maximum federal share 94.3% and a minimum local match of 5.7% is required. Please keep in mind that the projected amount of available funding is based on the current resolution of SAFETEA-LU that will be reset by Congress in the near future.

### **Project Applications**

- Each application will have a checklist of application components to be completed by the sponsoring agency. The information that is required will be identified on the checklist.
- It is required that completed applications are submitted before or on the due date and time identified on the application form. Late applications will not be accepted.
- MAG staff will review the application to verify the eligibility of the project, and project components in the context of the current federal regulations following the receipt of the project applications
- MAG staff will review the submitted application for required information. MAG staff will complete an application receipt indicating the date and time it was received, and whether the application was complete.
  - If the application is incomplete, the application receipt will note the incomplete fields.
  - The sponsoring agency will have two working days to complete the incomplete fields.
  - The due date and time to submit incomplete field information will be noted on the application receipt. If the sponsoring agency fails to provide the incomplete information and to re-submit the application by the due date and time, the application will be rejected.
- Applications will be released mid August, 2012.
- Completed applications will signed by the jurisdiction Manager/Administrator or designated representative.
- The due date for applications is September XX, 2012 by 10:00 a.m.

- The items that are required to be submitted are:
  1. One electronic copy of the excel application (Parts A, B, C, D); the excel Cost Estimate sheet, shape files
  2. Two complete printed copies (one with original signature)
  3. One electronic PDF copy of the complete application that includes maps, photos, cost estimate sheets, etc. (These will be posted on the MAG website).

### **Project Application Review and Rating Process**

- Submitted and complete applications will be available on the MAG website on September xx, 2012 for committee members to review and rate. There will be an excel electronic Rating Sheet that committee members will use when they read the applications. These ratings will be the CMP Qualitative score.
- Applications will be assessed based on the year. There is \$9.4 million available for each year.
- There will be a three week time period to read the applications and send to MAG staff any clarifying questions on the data that you would like answered by the project sponsor. Data mainly includes ADT, number of destinations, cost estimate sheet and schedule.
- There is more emphasis this year on getting good data and relying on that data to determine the quality of the project. The role of the committee member is to read the application critically to address issues such as the cost estimate sheet is too low to build the project etc.
- MAG will compile all the questions and send these out to all jurisdictions.
- Jurisdictions will bring their responses to the first TIP meeting on October 16, 2012. That meeting will be a question, answer, discussion of questions related to project applications. Members will have two weeks to finalize their Rating Sheet and submit it to MAG staff. The Rating Sheet will reflect the application and the question and answer discussion from the first meeting.
- The Rating Sheet from each member needs to be sent back to MAG staff on October xx, 2012 by 10:00 a.m. If the Rating Sheet is not received on time, that member's scores will not be considered in the final analysis.
- MAG staff will compile all three ratings and create a handout indicating the ranking of each project based on their CMAQ score, CMP Quantitative score, CMP Qualitative score. This handout will be made available at the Review and Ranking meeting on October 16, 2012.
- Jurisdictions will be given three minutes to present an overview of their project and explain why it should be funded. There will be a five minute question and answer time. At the end of the meeting, each member will submit their ranking order.
- MAG staff will incorporate the results into the final score sheet.

- Members will then have an opportunity to see the final ranking and vote to send the project list for approval to the Transportation Review committee at the December/January meeting.

Reed Kempton suggested that the bike committee ask for projects to be submitted not by year. Katherine Coles asked if the jurisdiction had a preferred year. Steve Tate said MAG could set a program showing projects by year based on highest rank. Brandon Forrey noted that there has always been an effort to distribute projects geographically. Is this a problem that one jurisdiction may get too many projects? Ken Maruyama said that some communities are more interested in federal projects. Spreading the funding throughout the communities seems to be fair but the committee has to meet the federal goals. Reed Kempton thought that more projects might be funded throughout the region by considering projects not based on years.

Teri Kennedy suggested that MAG staff could group the projects in the “year requested” order. The ranking scored will determine schedule preference.

#### 7. MAG Bike Map

MAG staff gave a status update on the printing of the 2012 MAG Regional Bikeways Map. Maureen DeCindis displayed a copy of the new map asking members to identify the exact location of the photo by placing a corresponding number on the front of the map. Members were asked to give approval to print the map. The Request for Bids from the printers is due to the MAG office on July 18, 2012 at 10:00 a.m. Maureen DeCindis distributed the master list of distribution contacts for committee members to review and correct at the next meeting. Committee members requested that the front and back of the bike map be posted to the MAG website for review. Request for approval will be on the July agenda.

#### 8. FTA Discretionary Grant Process

Alice Chen explained that for the past four years, the Federal Transit Administration (FTA) has made available discretionary transit grants to MAG member agencies. While MAG has coordinated the efforts with City of Phoenix and RPTA, the process has evolved and has not been formalized. In advance of future grant opportunities, MAG staff is proposing transit committee members formally recommend a process for applying for FTA discretionary grants. The process will include coordination with the MAG Bicycle and Pedestrian Committee in recommending for approval to Regional Council a policy framework, application process, and evaluation criteria. MAG staff is requesting a meeting of the Transit Operators Working Group to help draft the evaluation.

##### Background:

- Discretionary transit grants available from Federal Transit Administration annually since 2008
- Increased coordination between member agencies and MAG/City of Phoenix/RPTA
- Projects were evaluated last year for submission
- Formalize Process for future grant opportunities
- ONLY for discretionary grant funds– not formula funds

##### Goals:

- Recommend a formal Process to MAG Regional Council
- Rank and select projects to be submitted to FTA as part of a regional application.
  - Goals and Objectives

- Qualifying Criteria
- Program Evaluation Criteria
  - State of Good Repair
  - Bus Livability
  - Clean Fuels

#### Schedule

##### June 2012 (*Current*)

- Transit and Bicycle and Pedestrian Committee for feedback and comment
- Set up Transit Operators Working Group (TOWG), including a representative from Bicycle and Pedestrian Committee

##### *GOALS:*

*Feedback from Transit and Bike and Pedestrian Committee  
TOWG to review and establish evaluation criteria*

##### July 2012

- Transit/Bicycle and Pedestrian Committee- Present draft Evaluation Criteria from Transit Operators Working Group
- TOWG Meet again if necessary

##### *GOAL:*

*TOWG to finalize evaluation criteria based on Committee feedback*

##### August 2012

- Transit Committee to finalize project selection process and evaluation criteria

##### *GOAL:*

*Committees to recommend to Transportation Review Committee in Aug for approval of evaluation criteria*

##### September 2012

- Final Recommendations for Goals and Objectives goes through MAG committee process

*GOAL: Approval process from MAG Regional Council*

##### Month #1 –November/ December (Tentative):

- Introduce project selection process to Transit and Bike/Pedestrian committees
- Set up Operators Working Group Meeting (TOWG) to compile list of “qualifying” regional projects

*GOAL: Operators and member agencies produce list of qualifying projects*

##### Month #2 – January (Tentative):

- Transit Committee (date tentative) categorize projects into grant programs and approve final list of projects to move forward with *Project Selection* process
- Transit Operators Working Group rank projects utilizing feedback and *Evaluation Criteria*

*GOAL: Projects are categorized and ranked*

##### Month #3 – February (Tentative):

- Transit and Bicycle and Pedestrian Committee reviews ranked list of projects and accepts recommendations

*GOAL: Project rankings are reviewed and accepted by Technical Committees*

##### Month of NOFA Release:

- List of recommended projects approved by MAG Regional Council
- MAG/RPTA/COP Staff collaborate to compile final draft for submission

*GOAL: Projects are approved by Regional Council for submission.*

*Staff completes final applications for submittal.*

Proposed Goals and Objectives:

- Achieve maximum funding for the region;
- Provide funding for projects that have the most benefit to the most number of people – either directly or indirectly.

Evaluation Criteria:

State of Good Repair

Section I: Demonstration of Need

Section II: Planning and Local & Regional Prioritization/Project Readiness

Bus Livability

Section I: Linkage to Livability Principles

Section II: Planning and Local & Regional Prioritization/Project Readiness

Section III: Leveraging of Public and Private Investments

Clean Fuels

Section I: Demonstration of Need/Technological Advancement

Section II: Planning and Local & Regional Prioritization/Project Readiness

Margaret Boone asked if the notice for projects comes out before the process is completed what will happen? Alice Chen responded that MAG would revert to the process utilized last year. Alice Chen mentioned a few projects that were submitted last year such as pedestrian access on University Drive in Tempe. There were also upgrades to bus purchases and alternative fuels. Alice Chen requested a Bicycle/Pedestrian representative. Katherine Coles volunteered.

9. Request for Future Agenda Items

Members had the opportunity to suggest future agenda items.

10. Next Meetings

All meetings will be on the third Tuesday of the month in the Ironwood Room at 1:30 p.m., except where otherwise noted.

July 17, 2012

August 21, 2012

September 18, 2012

October 16, 2012 (12:30 p.m. - 4:00 p.m.)

November 20, 2012 November 13, 2012 (12:30 p.m. - 4:00 p.m.)

December 18, 2012 (noon)