

November 9, 2012

TO: Members of the MAG Regional Council Executive Committee

FROM: Mayor Marie Lopez Rogers, City of Avondale, Chair

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA FOR  
THE MAG REGIONAL COUNCIL EXECUTIVE COMMITTEE

Monday, November 19, 2012 - 12:00 noon  
MAG Office, Suite 200 - Ironwood Room  
302 North 1<sup>st</sup> Avenue, Phoenix

A meeting of the MAG Regional Council Executive Committee has been scheduled for the time and place noted above. Members of the Committee may attend the meeting either in person or by telephone conference.

Please park in the garage under the building. Bring your ticket to the meeting, 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 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 Denise McClafferty at the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

If you have any questions regarding the Executive Committee agenda items, please contact me at 623-333-1613. For MAG staff, please contact Dennis Smith, MAG Executive Director, at (602) 254-6300.

MAG EXECUTIVE COMMITTEE  
TENTATIVE AGENDA  
NOVEMBER 19, 2012

COMMITTEE ACTION REQUESTED

1. Call to Order

The meeting of the Executive Committee will be called to order.

2. Call to the Audience

An opportunity will be provided to members of the public to address the Executive 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 Executive 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.

2. Information and discussion.

ITEMS PROPOSED FOR CONSENT\*  
BY THE EXECUTIVE COMMITTEE

\*3A. Approval of the October 15, 2012 Executive Committee Meeting minutes

3A. Approval of the October 15, 2012 Executive Committee meeting minutes.

\*3B. Consultant Selection for the MAG Bicycle Count Project to Support Performance Measurement and MAG Travel Demand Modeling

3B. Approval of Chen Ryan Associates to conduct the MAG Bicycle Count Project for an amount not to exceed \$96,000.

New federal performance measurement requirements and MAG transportation modeling requires that accurate information be collected to support these efforts. A project to collect the necessary bicycle information was included in the FY 2013 MAG Unified Planning Work Program and Annual Budget. The project will gather data which will be incorporated into the MAG performance measures, MAG safety and MAG modeling programs. Tracking bicycle counts across the region in a geographically comprehensive manner will allow for an

assessment of a range of additional non-motorized performance measures. This project will lay the foundation for a comprehensive active transportation monitoring program linked to key facets of long-range land use and transportation planning. The purpose of the bicycle count data serves in estimating regional bicycle demands and air quality benefits. In addition, the information will assist local jurisdictions in their efforts to improve the bicycle infrastructure in the region. A Request for Proposals was issued on August 21, 2012. MAG received proposals from four firms on September 20, 2012. The following firms applied: Alta Engineering, Inc., Lee Engineering, Inc., Pacific Traffic & Transit Data Services, Inc., and Chen Ryan Associates. A multi-jurisdictional proposal evaluation team met on October 9, 2012, to review and analyze the proposals and recommended to MAG the selection of Chen Ryan Associates to conduct the MAG Bicycle Count Project for an amount not to exceed \$96,000. This was recommended for approval by the MAG Bicycle and Pedestrian Committee on October 23, 2012, and by the MAG Management Committee on November 7, 2012. Please refer to the enclosed material.

\*3C. Contract Amendment for the MAG Freight Transportation Framework Study

In May 2012, the Regional Council approved the FY 2013 MAG Unified Planning Work Program (UPWP) and Annual Budget, which included the MAG Freight Transportation Framework Study. The goal of the study was to identify freight related economic development opportunities in the Sun Corridor. The current MAG Freight Transportation Framework Study and scope of work are in the final stages of completion. The MAG Economic Development Committee has requested an economic development retreat for the Sun Corridor on March 6, 2013, to seek alignment of the ideas in the study with the Sun Corridor representatives. It has been requested that the MAG and Parsons Brinckerhoff freight

3C. Approval to amend the Parsons Brinckerhoff contract by \$50,000 to be used in the Freight Transportation Framework Study.

team present the freight study recommendations with supporting materials at this retreat. The additional work for this retreat exceeds the current scope of work and budget, therefore, an amendment to the current freight study contract in the amount of \$50,000 is requested to complete this work. On November 7, 2012, the MAG Management Committee recommended approval to amend the Parsons Brinckerhoff contract by \$50,000 to be used in the Freight Transportation Framework Study. Please refer to the enclosed material.

\*3D. Amendment to the FY 2013 MAG Unified Planning Work Program and Annual Budget to Accept Funding for the Age-Friendly Cities Initiative to Support Aging Services Planning

The FY 2013 MAG Unified Planning Work Program and Annual Budget (UPWP) was approved on May 23, 2012. On October 10, 2012, Grantmakers in Aging and the Pfizer Foundation announced a \$150,000 grant award to Regional Community Partners to participate in the Age-Friendly Cities Initiative. The region's proposal included cash match commitments from the following project partners: Tempe Community Council \$5,000; Area Agency on Aging \$1,000; Duet \$300; Benevilla \$300; and Sun Health \$15,000. All contributions will support the implementation of the Age-Friendly Cities Initiative in this region. The project will include technical assistance to three village pilot projects, an aging-in-place conference, a website for older adults, and an outreach video. This region was selected as one of five in the country to participate in the initiative. This item is to accept this grant and approve an amendment to the MAG 2013 Unified Planning Work Program and Annual Budget (UPWP) increasing the budget for RCP by \$171,600. Please refer to the enclosed material.

3D. Approval of the budget amendment to the FY 2013 MAG Unified Planning Work Program and Annual Budget to include grant funding and cash match in the amount of \$171,600 from the Grantmakers in Aging and Pfizer Foundation, Tempe Community Council, Area Agency on Aging, Duet, Benevilla, and Sun Health for the Age-Friendly Cities Initiative to support aging services planning.

ITEMS PROPOSED TO BE HEARD  
BY THE EXECUTIVE COMMITTEE4. EPA Response to MAG Comments on the Draft  
EPA Exceptional Events Guidance Documents

On October 25, 2012, MAG received a letter from the Environmental Protection Agency (EPA) regarding the MAG comments on the Draft EPA Exceptional Events Guidance Documents. In general, the MAG comments acknowledged that while EPA had made some improvements, the revised guidance includes additional requirements and the documentation remains resource intensive. In the letter, EPA discusses their concurrence with the first package of exceptional events for the twenty-nine exceedances that occurred over five days in July 2011. EPA will now use this package as a model for future events. The first package was more than 200 pages in length and took six months to assemble. It is evident that additional streamlining still needs to be done. MAG is currently working with the Arizona Department of Environmental Quality on the documentation for the remaining 26 exceptional event days that occurred in 2011 and 2012. ADEQ has obtained consultant assistance at an estimated cost of \$500,000 to help prepare the documentation. It needs to be completed, reviewed, and concurred with by EPA, in order for EPA to approve the MAG 2012 Five Percent Plan for PM-10 by February 14, 2013. EPA Region IX staff have assisted in further streamlining the documentation. However it still remains difficult. Please refer to the enclosed material.

5. Metropolitan Planning Area Boundary Adjustment

At the September Executive Committee meeting, the possible MAG Planning Area (MPA) boundary adjustments were reviewed. The MAG MPA boundary needs to be adjusted due to new urbanized areas defined by the 2010 Census.

4. Information and discussion.

5. Information, discussion and input regarding the adjustment of the MAG Metropolitan Planning Area boundary and possible planning partnerships in Pinal County.

The options for adjusting the boundary include incorporating parts of the area expected to be urbanized in the next 20 years, which includes parts of Pinal County. The federal law also provides that the MAG MPA boundary can include all of the combined statistical area as defined by the Office of Management and Budget. An update on recent discussions regarding the MPA boundary will be provided to the Executive Committee.

6. Appointments of the MAG Economic Development Committee Transportation Industry Positions

On October 27, 2010, the MAG Regional Council approved the composition of the MAG Economic Development Committee (EDC). The composition includes eleven business member positions that have two-year terms with possible reappointment by recommendation of the Executive Committee and approval of the MAG Regional Council. The business member positions, not including the two transportation positions, were recommend for approval by the MAG Executive Committee on September 17, 2012. On September 28, 2012, a memorandum was sent to the MAG Regional Council soliciting letters of interest for the two vacant transportation industry positions. This item was tabled at the October 15, 2012 Executive Committee meeting to allow for more time for letters of interest to be received. The Executive Committee is requested to recommend approval of two transportation industry positions to the EDC. It is anticipated that this recommendation will be approved at the December 5, 2012 MAG Regional Council meeting. Please refer to the enclosed material.

7. Annual Performance Review of the MAG Executive Director

6. Information, discussion and recommendation to approve the appointments of two Economic Development Committee (EDC) transportation industry positions.

7. Information, discussion and possible motion to adjourn to executive session to discuss personnel matters relating to the MAG Executive Director's review process. A.R.S. 38-431.03(A)(1).

The employment agreement entered into with the MAG Executive Director in January 2003 provided that the Executive Committee conduct an annual performance review in consultation with the Regional Council. On December 15, 2003, the Executive Committee approved an evaluation survey for the MAG Executive Director's performance review. The process for conducting the annual evaluation review will be discussed.

The Executive Committee may vote to recess the meeting and go into executive session to discuss personnel matters relating to the MAG Executive Director's review. The meeting may then be reconvened to take action regarding the review process. A.R.S. 38-431.03(A)(1). Please refer to the enclosed material.

8. Request for Future Agenda Items

Topics or issues of interest that the Executive Committee would like to have considered for discussion at a future meeting will be requested.

9. Comments from the Committee

An opportunity will be provided for the Executive Committee members to present a brief summary of current events. The Executive Committee is not allowed to propose, discuss, deliberate or take action at the meeting on any matter in the summary, unless the specific matter is properly noticed for legal action.

Adjournment

8. Information and discussion.

9. Information.

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS  
MAG REGIONAL COUNCIL EXECUTIVE COMMITTEE  
October 15, 2012  
MAG Offices, Ironwood Room  
302 N. 1<sup>st</sup> Avenue, Phoenix, Arizona

MEMBERS ATTENDING

Mayor Marie Lopez Rogers, Avondale, Chair	Mayor W.J. “Jim” Lane, Scottsdale
Mayor Scott Smith, Mesa, Vice Chair	Mayor Thomas L. Schoaf, Litchfield Park
Mayor Michael LeVault, Youngtown, Treasurer	*Mayor Greg Stanton, Phoenix
Mayor Gail Barney, Queen Creek	

\* Not present

# Participated by video or telephone conference call

1. Call to Order

The Executive Committee meeting was called to order by Chair Lopez Rogers at 12:01 p.m.

Chair Lopez Rogers stated that public comment cards were available for those members of the public who wish to comment. Transit tickets were available from Valley Metro for those using transit to come to the meeting. Parking validation was available from MAG staff for those who parked in the parking garage.

2. Call to the Audience

Chair Lopez Rogers stated that according to the MAG public comment process, members of the audience who wish to speak are requested to fill out the public comment cards. She stated that there is a three-minute time limit. Public comment is provided at the beginning of the meeting for items that are not on the agenda that are within the jurisdiction of MAG, or non-action agenda items that are on the agenda for discussion or information only. Chair Lopez Rogers noted that no public comment cards had been received.

3. Approval of Executive Committee Consent Agenda

Chair Lopez Rogers noted that prior to action on the consent agenda, members of the audience are provided an opportunity to comment on consent items that are being presented for action. Following the comment period, committee members may request that an item be removed from the consent agenda.

Chair Lopez Rogers requested a motion to approve the consent agenda. Mayor LeVault moved to

approve items #3A through #3E. Mayor Lane seconded the motion and the motion carried unanimously.

3A. Approval of the September 17, 2012 Executive Committee Meeting Minutes

The Regional Council Executive Committee, by consent, approved the September 17, 2012 Executive Committee meeting minutes.

3B. MAG Transit Committee Vice Chair Appointment

The Regional Council Executive Committee, by consent, approved to appoint Madeline Clemann, City of Scottsdale, as the MAG Transit Committee Vice Chair. On July 22, 2009, the MAG Regional Council approved the MAG Committee Operating Policies and Procedures. Officer appointments for technical and other policy committees, with exception of the MAG Regional Council, Transportation Policy Committee, and Management Committee, will be made by the MAG Executive Committee and are eligible for two-year terms. As of July 26, 2012, the position of Vice Chair of the Transit Committee has been vacant. Mike James from the City of Mesa has taken a position to become the High Capacity Transit Strategic Advisor for the City of Seattle Department of Transportation. In August 2012, MAG staff sent a notice to the Management Committee, the MAG Transit Committee, and the Intergovernmental Representatives to solicit letters of interest for the MAG Transit Committee Vice Chair position.

3C. On-Call Consulting List for the Data and Geographic Information Systems Support Project

The Regional Council Executive Committee, by consent, approved the on-call consultants list for Area of Expertise A (GIS Application Development): Arizona State University, Geographic Information Services, Planning Technologies, and Technology Associates International Corporation, TerraSystems Southwest; Area of Expertise B (Geospatial Data Collection and Development): Arizona State University, Geographic Information Services, Jacobs, Planning Technologies, and TerraSystems Southwest; Area of Expertise C (Non-Spatial Data Collection and Development): Applied Economics, Arizona State University, ESI, Planning Technologies, TerraSystems Southwest; for the MAG Data and Geographic Information Systems Support Project, for a total amount not to exceed \$250,000. The FY 2013 MAG Unified Planning Work Program and Annual Budget lists the Data and Geographic Information Systems Support Project as an on-call solicitation for a cost not to exceed \$250,000. The purpose of the project is to enable MAG to collect, maintain, and disseminate timely and accurate data for use in geographic information systems to support socioeconomic and transportation planning needs. MAG issued a Request for Qualifications to create an on-call consulting list in three areas of expertise for the project and received 23 Statements of Qualifications (SOQs). A multi-agency evaluation team reviewed the SOQs and unanimously recommended to MAG that the following firms be included on a MAG on-call consulting list for the Data and Geographic Information Systems Support Project: Applied Economics, Arizona State University, ESI, Geographic Information Services, Jacobs, Planning Technologies, Technology Associates International Corporation, and TerraSystems Southwest. This item was on the October 3, 2012, MAG Management Committee agenda to recommend approval.

3D. Consultant Selection for the new Financial Information System and Human Resource Management System

The Regional Council Executive Committee, by consent, approved Tyler Technologies to install, train and implement the new accounting and Human Resource Management System at MAG for an amount not to exceed \$556,592. The FY 2013 MAG Unified Planning Work Program and Annual Budget includes \$200,000 to \$600,000 for a new accounting and Human Resource Management System. Earlier in the year, MAG was notified that the current accounting software would not be supported beginning July 1, 2013. On August 12, 2012, MAG issued a request for proposals from qualified consultants with the resources, experience and abilities to provide Enterprise Resource Planning solutions that will integrate internal and external management information across our organization in accounting and human resource management through an integrated software application. MAG received responses from four qualified consultants in response to the Request for Proposals, and during September, each of the proposer's demonstrated their products. MAG staff representing Fiscal Services, Human Resources and Information Technology comprised the evaluation team. MAG is recommending that the firm Tyler Technologies implementing Microsoft Dynamics AX 2012 be selected for an amount not to exceed \$556,592 .

3E. Don't Trash Arizona Litter Prevention and Education Program

The Regional Council Executive Committee, by consent, approved to amend the consultant contract with Olson Communications, Inc., for one additional year for the Litter Prevention and Education Program to include \$300,000 budgeted in the MAG FY 2013 Unified Planning Work Program and Annual Budget for litter prevention and education. It costs our region more than \$3 million every year to pick up litter from our regional freeway system. Proposition 400 includes litter control funding that is additionally used for a litter prevention and education program designed to increase awareness of the health, safety, environmental and economic consequences of freeway litter and to change the behavior of offenders. The Don't Trash Arizona Litter Education and Prevention program is implemented by MAG in cooperation with the Arizona Department of Transportation (ADOT). In October 2011, the MAG Management Committee approved the selection of Olson Communications, Inc. as the consultant to design and implement the Litter Prevention and Education Program for an amount not to exceed \$300,000. The action included a provision that the base contract period shall be a one-year term but that MAG may, at its option, offer to extend the period of this agreement up to a maximum of two (2), one (1) year options, based on consultant performance and funding availability. During its first year, Olson implemented a new look and feel to the campaign and a recent survey found a 16 percent decline in the number of admitted litterers who littered while driving, and a 50 percent reduction in the percentage of residents that admit to littering soda cans, bottles and cigarette butts. Funding to continue the program was included in the FY 2013 Unified Planning Work Program and Annual Budget. Staff recommends amending the consultant contract with Olson Communications, Inc. for one additional year for the Litter Prevention and Education Program as budgeted.

#### 4. Metropolitan Planning Area Boundary Adjustment

Anubhav Bagley, Eric Anderson and Lindy Bauer provided an overview of various scenarios and options regarding the Metropolitan Planning Boundary Adjustment. Mr. Bagley began the overview and went over the geography aspect. He identified the extensions of the urbanized areas in the 2010 census and also identified what the urbanized areas will look like in 2030. He stated some options could include planning area boundaries in Casa Grande, Apache Junction, or Gold Canyon extending into San Tan Valley. Another option may include Superstition Vistas, or including Merrill Ranch in Florence. Mr. Bagley stated in the past, the Town of Maricopa had been interested in becoming part of the MAG Metropolitan Planning Organization (MPO). He added there have been discussions on the possibility of all of Pinal County becoming part of the MAG MPO.

Lindy Bauer, MAG Environmental Director, provided an overview on the air quality boundaries. She noted when looking at the PM-10 nonattainment area boundary, the air quality plan sets a motor vehicle emission budget for the nonattainment area. When doing transportation conformity, which is required by the Clean Air Act, the transportation plan has to be analyzed and the emissions must fit into the budget or MAG is not allowed to adopt the plan or proceed with projects. She added Pinal County has a new PM-10 nonattainment area and the Arizona Department of Environmental Quality is preparing the PM-10 plan for that area. This will result in setting a motor vehicle emission budget for that nonattainment area.

Ms. Bauer noted if MAG ultimately has some transportation projects that are located in the Pinal County nonattainment area, MAG will be required to demonstrate conformity for those projects, as well as conformity for the projects in MAG nonattainment area. This could be accomplished by providing a separate list of projects in the Transportation Improvement Program that would be in the Pinal County PM-10 nonattainment area. Ms. Bauer added that the Arizona Department of Environmental Quality is doing the plan for that area and it is not known what the modeling will produce the motor vehicle emission budget.

Dennis Smith stated on October 2, 2012, staff met with representatives from the cities in Pinal County, with the exception of the City of Coolidge. In these meetings, the various options were discussed. He added another option that came out of the meeting was to have the whole county join MAG. Questions that arose included: How would they be represented? Would MAG create a sub-region so they could keep their own identity? Would all the technical work be done at MAG? Mr. Smith stated staff is looking for input.

Eric Anderson, MAG Transportation Director, stated there are three general options which would conform with the federal law. He added from a transportation planning perspective, the Superstition Vista area should be included. A second option would be to include the City of Florence, as well as the City of Maricopa. Mr. Anderson also recommended, from a geography perspective, the entire Gila River Indian Community should also be included. He stated the third scenario would be to have all of Pinal County join, which would bring in ten additional jurisdictions. He stated the concern is that the region does not want Phoenix planning their

future. From a policy perspective MAG has to make sure they have some independence, but are still part of the MAG structure. He added that currently MAG is providing transportation modeling and socioeconomic projection support and would continue to do that from a technical perspective. It is the political policy side that could be complicated.

Mayor Lane asked what is MAG's responsibility in terms of a cost association with conformity issues and if the political governance has the abilities to support them. Mr. Smith stated the complicating factor in the boundary adjustment are the air quality issues. He added the state statute states the MPO would want to develop the air quality plan because this is how you build the emission budget, which is critical in making transportation projects move forward.

Mr. Smith noted there would be a minimal amount of extra federal funds that would come into MAG if this area is assumed. He stated if the direction is to go down and start working on a Memorandum of Understanding to see if there is an interest then staff could bring the details back and show the committee how it would operationally work.

Mayor Lane asked how much risk is MAG taking regarding the air quality issue. Mr. Smith stated the better way to look at this is what are the opportunities in doing this joint planning. Mayor Lane stated he believes this is something to pursue and there is opportunity, however, MAG also needs to be aware of the risks.

Lindy Bauer stated the cowtown monitor in Pinal County had some of the the highest PM-10 monitor readings in the country, but those readings have come down over time. She added, under state law there is the provision that for any carbon monoxide, ozone, or particulate nonattainment or maintenance area, if there is a MPO, the MPO will do the plan for that area. The air quality modeling for the plan sets the motor vehicle emission budget.

Ms. Bauer stated that the Pinal County PM-10 nonattainment area is currently classified as a moderate area, and the Maricopa County nonattainment area is classified as serious. She added Pinal County is currently working on their first moderate area plan and if they fail to attain the standard as a moderate area, under the Clean Air Act, they would be bumped up to a serious classification. Another plan would have to be done with a new attainment date. Mayor Barney asked if these discussions have been with elected officials or staff. Mr. Smith said the discussions have been with staff.

Mayor Smith stated there is a large contingent in Pinal County that would not agree with this adjustment and added there will be very different discussions depending on who MAG is speaking with. He noted the City of Florence will have a very different discussion than MAG will have with the City of Maricopa. Mayor Smith stated from a political standpoint they are very cautious and MAG needs to recognize this.

Mayor Barney stated it would be better if Pinal County approached MAG rather than MAG going to them. Mayor Smith agreed. Mayor Barney added Pinal County does not believe MAG has their best interest at heart and this adjustment has to be beneficial to them. Mr. Anderson stated he had met with staff from the City of Florence and they were in agreement with the boundary

adjustment and the City of Florence and the City of Maricopa approached MAG, however, these were not elected officials. He added Casa Grande is eligible to become a MPO and should have decision by March 2013.

Mayor LeVault asked what is the actual process on how this would come to fruition and is there a vote that needs to take place at some level. Mr. Smith stated this would go to MAG Regional Council and if approved, the federal law states MAG would work with the Governor's office and file the appropriate paperwork. He added the Governor's office would also be looking for a consensus from Pinal County that they want this to happen.

Mayor Smith stated he would feel more comfortable if the request came by a letter or some action by Pinal County elected officials. He added MAG needs to be sensitive to the political realities in Pinal County. Mayor Lopez Rogers asked what would happen if Pinal County was not interested. Mr. Smith said they would then look at other options.

Mayor Lane asked if Pinal chooses not to be a part of MAG, does the federal government recognize some collaborative effort working within their body. Mr. Smith stated the federal law indicates if Casa Grande decides to become a MPO by March 2013, then the federal law requires a Memorandum of Understanding between their MPO and MAG.

Mayor LeVault asked Ms. Bauer what are the activities causing the spike in the cowtown monitor. She stated that is very near a farm that has cattle kicking up their feet, causing the dust. She added the farmers have been spraying the ground with water to keep the dust down. Ms. Bauer added several unpaved roads and agriculture have been the primary causes of the PM-10 nonattainment area. Mr. Smith added MAG received a call from a lobbying firm that is working for one of the other areas in the state and the question asked was how can the federal law be changed so they don't have to be a MPO. He noted a small MPO does not make sense from a technical perspective.

Mr. Smith wanted to make sure of the direction staff received from the committee and asked if they wanted staff to go back and meet with Pinal County elected officials to further discuss the available options. Chair Lopez Rogers stated that is correct.

Chair Lopez Rogers asked if there were any comments for the committee members. There were none.

5. Appointments of the MAG Economic Development Committee Transportation Industry Positions

Ms. McClafferty stated on September 28, 2012, a memorandum was sent to the MAG Regional Council soliciting letters of interest for the two vacant transportation industry positions on the Economic Development Committee. She added the composition includes eleven business member positions that have two-year terms with possible reappointment by recommendation of the Executive Committee and approval of the MAG Regional Council. The business member positions, not including the two transportation positions, were recommend for approval by the

MAG Executive Committee on September 17, 2012.

Ms. McClafferty stated to date, one letter of interest has been received and asked the committee for their guidance on filling these two positions. Mayor Schoaf moved to recommend postponing this decision for one month so there is more time to generate interest. Mayor LeVault seconded the motion and the motion carried unanimously.

6. Legislative Update

Nathan Pryor, MAG Government Relations Manager, provided an update on federal legislation. He stated the focus of the update is on a letter that was requested by MAG Regional Council to be drafted on the topic of sequestration. He noted at the September 26, 2012 committee meeting discussions included the potential impacts of sequestration as it relates to the federal budget and deficit. This issue was created by the Budget Control Act of 2011. He added staff has started to draft the letter and noted it has been circulated.

Mr. Pryor stated input and feedback had been received and include a suggestion from Mayor David Schwan recommending the letter be signed by all the mayors that are on MAG Regional Council; the City of El Mirage thanked staff for mentioning Luke Air Force Base; the Fort McDowell Indian Community suggested the three tribes be recognized in the letter; Roc Arnett recommended that it be sent as soon as possible; Maricopa County Department of Transportation recommended including transportation in the letter; and Mayor Tibshraeny recommended the letter also be addressed to President Obama. Mr. Pryor stated staff is also looking for input and feedback from this committee.

Chair Lopez Rogers asked if there were any comments or questions. Mayor Lane agreed with the suggestion that it should also be addressed to President Obama since the commission was put together by the President.

Mayor Smith stated sequestration was a compromise between the Executive branch and the Legislative branch and letters need to go out to both branches. Dennis Smith asked if there is any preference on who should sign the letters. Chair Lopez Rogers stated she recommends the Executive Committee members should sign the letter due to the fact this needs to go out quickly.

Mayor Barney stated he thinks that the letter should be signed by the Chair of Regional Council and the members of the Executive Committee. Chair Lopez Rogers stated the three tribes should also be mentioned in the letter, along with the cities and towns.

Mayor LeVault stated time is of the essence and the two letters need to go out as soon as possible. Mayor Schoaf stated he is not satisfied with the ending of the letter and suggested the wording in the last sentence be changed to “and to pursue a fiscal solution to deficit spending”. Mayor Lane and Mayor LeVault also agreed with the wording Mayor Schoaf suggested.

Mr. Smith proposed staff make the changes that were discussed today, get the needed signatures

and get the letters out as soon as possible.

7. Request for Future Agenda Items

Chair Lopez Rogers asked if there were any requests for future agendas items. There were none.

8. Comments from the Committee

Chair Lopez Rogers asked if there were any comments for the committee members. There were none.

Chair Lopez Rogers informed the committee that the next Joint Planning Advisory Council meeting will take place on October 30<sup>th</sup>, 2012 in Casa Grande and to contact staff if you are planning to attend.

Adjournment

Mayor Lane moved to adjourn the Executive Committee meeting. Mayor Schoaf seconded the motion and the motion carried unanimously. There being no further business, the Executive Committee adjourned at 12:55 p.m.

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Chair

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Secretary

# **MARICOPA ASSOCIATION OF GOVERNMENTS**

## **INFORMATION SUMMARY... for your review**

**DATE:**

November 9, 2012

**SUBJECT:**

Consultant Selection for the MAG Bicycle Count Project to Support Performance Measurement and MAG Travel Demand Modeling

**SUMMARY:**

New federal performance measurement requirements and MAG transportation modeling requires that accurate information be collected to support these efforts. A project to collect the necessary bicycle information was included in the FY 2013 MAG Unified Planning Work Program and Annual Budget. The project will gather data which will be incorporated into the MAG performance measures, MAG safety and MAG modeling programs. Tracking bicycle counts across the region in a geographically comprehensive manner will allow for an assessment of a range of additional non-motorized performance measures. This project will lay the foundation for a comprehensive active transportation monitoring program linked to key facets of long-range land use and transportation planning. The purpose of the bicycle count data serves in estimating regional bicycle demands and air quality benefits. In addition, the information will assist local jurisdictions in their efforts to improve the bicycle infrastructure in the region. A Request for Proposals was issued on August 21, 2012. MAG received proposals from four firms on September 20, 2012. The following firms applied: Alta Engineering, Inc., Lee Engineering, Inc., Pacific Traffic & Transit Data Services, Inc., and Chen Ryan Associates. A multi-jurisdictional proposal evaluation team met on October 9, 2012, to review and analyze the proposals and recommended to MAG the selection of Chen Ryan Associates to conduct the MAG Bicycle Count Project.

**PUBLIC INPUT:**

None.

**PROS & CONS:**

PROS: This consultant will provide the technical expertise to MAG to provide actual data for four MAG programs including the bicycle program, performance measures, safety and modeling.

CONS: None.

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: None.

POLICY: None.

**ACTION NEEDED:**

Approval of the selection of Chen Ryan Associates to conduct the MAG Bicycle Count Project for an amount not to exceed \$96,000.

**PRIOR COMMITTEE ACTIONS:**

On November 7, 2012 the Management Committee recommended approval of the selection of Chen Ryan Associates to conduct the MAG Bicycle Count Project for an amount not to exceed \$96,000.

MEMBERS ATTENDING

- David Cavazos, Phoenix, Chair
- Dr. Spencer Isom, El Mirage, Vice Chair
- # George Hoffman, Apache Junction
- Charlie McClendon, Avondale
- David Johnson for Stephen Cleveland, Buckeye
- \* Gary Neiss, Carefree
- Wayne Anderson for Usama Abujbarah, Cave Creek
- Patrice Kraus for Rich Dlugas, Chandler
- \* Phil Dorchester, Fort McDowell Yavapai Nation
- # Ken Buchanan, Fountain Hills
- Rick Buss, Gila Bend
- \* David White, Gila River Indian Community
- Patrick Banger, Gilbert
- Horatio Skeete, Glendale
- Brian Dalke, Goodyear

- \* Bill Hernandez, Guadalupe
- Darryl Crossman, Litchfield Park
- Christopher Brady, Mesa
- Jim Bacon, Paradise Valley
- Carl Swenson, Peoria
- # John Kross, Queen Creek
- Kent Andrews for Bryan Meyers, Salt River Pima-Maricopa Indian Community
- Dan Worth, Scottsdale
- Chris Hillman, Surprise
- Charlie Meyer, Tempe
- # Chris Hagen for Reyes Medrano, Tolleson
- Joshua Wright, Wickenburg
- Lloyce Robinson, Youngtown
- Floyd Roehrich for John Halikowski, ADOT
- Clem Ligocki for Tom Manos, Maricopa Co.
- Steve Banta, Valley Metro/RPTA

- \* Those members neither present nor represented by proxy.
- # Participated by telephone conference call.
- + Participated by videoconference call.

On October 23, 2012, the Bicycle and Pedestrian Committee recommended the selection of Chen Ryan Associates to conduct the MAG Bicycle Count Project.

MEMBERS ATTENDING

- Reed Kempton, Scottsdale, Chair
- Margaret Boone, Avondale, Vice Chair
- Michael Sanders, ADOT
- Tiffany Halperin, ASLA, Arizona Chapter
- Robert Wisener, Buckeye
- D.J. Stapley, Carefree
- Ian Cordwell, Cave Creek
- \* Bob Beane, Coalition of Arizona Bicyclists
- Jason Crampton, Chandler
- \* Mark Smith, El Mirage
- # Nicole Dailey, Gilbert
- Steve Hancock, Glendale

- \* Joe Schmitz, Goodyear
- Thomas Chlebanowski for Michael Cartsonis, Litchfield Park
- Denise Lacey, Maricopa County
- Jim Hash, Mesa
- Brandon Forrey, Peoria,
- Katherine Coles, Phoenix
- Rich Purcell, Queen Creek
- Anissa Jonovich for Ben Limmer, RPTA
- Karen Savage, Surprise
- Eric Iwersen, Tempe
- \* Mark Hannah, Youngtown

- \*Members neither present nor represented by proxy.
- #Attended via audio-conference

On October 9, 2012, a multi-disciplinary team met to review the proposals. The review team recommended to MAG the selection of Chen Ryan Associates to conduct the MAG Bicycle Count Project.

PROPOSAL EVALUATION TEAM

- Reed Kempton, City of Scottsdale
- Katherine Coles, City of Phoenix
- Brandon Forrey, City of Peoria

- Denise Lacey, Maricopa County
- Jothan Samuelson, MAG
- Maureen DeCindis, MAG

**CONTACT PERSON:**

Maureen DeCindis, Transportation Planner III, 602-254-6300

# **MARICOPA ASSOCIATION OF GOVERNMENTS INFORMATION SUMMARY... for your review**

**DATE:**

November 9, 2012

**SUBJECT:**

Contract Amendment for the MAG Freight Transportation Framework Study

**SUMMARY:**

In May 2012, the Regional Council approved the FY 2013 MAG Unified Planning Work Program (UPWP) and Annual Budget, which included the MAG Freight Transportation Framework Study. The goal of the study was to identify freight related economic development opportunities in the Sun Corridor. During the past 24 months the freight team conducted surveys, analyzed commodity flows, met with stakeholders, and analyzed 16 freight opportunity locations throughout the Sun Corridor. The current MAG Freight Transportation Framework Study and scope of work are in the final stages of completion. The MAG Economic Development Committee has requested an economic development retreat for the Sun Corridor on March 6, 2013, to seek alignment of the ideas in the study with the Sun Corridor representatives. It has been requested that the MAG and Parsons Brinckerhoff freight team present the freight study recommendations with supporting materials at this retreat. The additional work for this retreat exceeds the current scope of work and budget, therefore, an amendment to the current freight study contract in the amount of \$50,000 is requested to complete this work.

**PUBLIC INPUT:**

No public input has been received.

**PROS & CONS:**

PROS: The procurement of consultant services will enable MAG to proceed with the Sun Corridor Economic Development Retreat in a timely manner.

CONS: Delaying the above work element would delay the Economic Development retreat and impact plans for the Sun Corridor to implement the recommendations identified in the MAG Freight Transportation Framework Study.

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: The procurement of consultant services will enable MAG to obtain technical expertise in Freight Transportation. The MAG-Parsons Brinckerhoff freight team identified five (5) key recommendations from the Freight Transportation Framework Study that would provide the Joint Planning Advisory and MAG Economic Development Committee with direction on developing the freight framework for the Sun Corridor. White papers would be developed to coincide with the upcoming MAG Economic Development Sun Corridor retreat in March 2013. The white papers would describe in detail the identified recommendation, discuss best practices from around the country and provide action items for the Sun Corridor to implement the recommended action.

POLICY: This study allows MAG, MAG Economic Development Committee and the Joint Planning Advisory Council to provide the Sun Corridor with information they will need to make decisions regarding land use and transportation strategies and development proposals in the near future.

**ACTION NEEDED:**

Approval of the selection to amend the Parsons Brinckerhoff contract by \$50,000 to be used in the Freight Transportation Framework Study.

**PRIOR COMMITTEE ACTIONS:**

On November 7, 2012 Management Committee recommended approval to amend the Parsons Brinckerhoff contract by \$50,000 to be used in the Freight Transportation Framework Study.

MEMBERS ATTENDING

- David Cavazos, Phoenix, Chair
- Dr. Spencer Isom, El Mirage, Vice Chair
- # George Hoffman, Apache Junction
- Charlie McClendon, Avondale
- David Johnson for Stephen Cleveland, Buckeye
- \* Gary Neiss, Carefree
- Wayne Anderson for Usama Abujbarah, Cave Creek
- Patrice Kraus for Rich Dlugas, Chandler
- \* Phil Dorchester, Fort McDowell Yavapai Nation
- # Ken Buchanan, Fountain Hills
- Rick Buss, Gila Bend
- \* David White, Gila River Indian Community
- Patrick Banger, Gilbert
- Horatio Skeete, Glendale
- Brian Dalke, Goodyear
- \* Bill Hernandez, Guadalupe

- Darryl Crossman, Litchfield Park
- Christopher Brady, Mesa
- Jim Bacon, Paradise Valley
- Carl Swenson, Peoria
- # John Kross, Queen Creek
- Kent Andrews for Bryan Meyers, Salt River Pima-Maricopa Indian Community
- Dan Worth, Scottsdale
- Chris Hillman, Surprise
- Charlie Meyer, Tempe
- # Chris Hagen for Reyes Medrano, Tolleson
- Joshua Wright, Wickenburg
- Lloyce Robinson, Youngtown
- Floyd Roehrich for John Halikowski, ADOT
- Clem Ligocki for Tom Manos, Maricopa Co.
- Steve Banta, Valley Metro/RPTA

\* Those members neither present nor represented by proxy.  
# Participated by telephone conference call. + Participated by videoconference call.

**CONTACT PERSON:**

Tim Strow, Transportation Planner, MAG (602) 254-6300.



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

Agenda Item #4

OCT 19 2012

OFFICE OF  
AIR AND RADIATION

Mr. Dennis Smith  
Executive Director  
Maricopa Association of Governments  
302 North 1<sup>st</sup> Avenue, Suite 300  
Phoenix, Arizona 85003

Dear Mr. Smith:

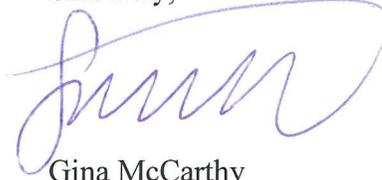
Thank you for your letter of August 31, 2012, which provides comments on the U.S. Environmental Protection Agency's Draft Guidance to Implement Requirements for the Treatment of Air Quality Monitoring Data Influenced by Exceptional Events. I appreciate your review of the original guidance documents released on May 2, 2011, and the most recent revised draft guidance documents released for public comment via a Notice of Availability in the *Federal Register* on July 6, 2012. I also appreciate your suggestions for streamlining the exceptional events demonstration development and review process.

As you are aware, on September 6, 2012, the EPA Region 9 Administrator, Jared Blumenfeld, concurred on exceptional event flags submitted by the Arizona Department of Environmental Quality (ADEQ) for 29 exceedances of the particulate matter (PM<sub>10</sub>) standard in the Phoenix PM<sub>10</sub> nonattainment area at numerous monitoring locations from July 3 – July 8, 2011. Staff in the EPA Region 9 office worked closely with staff at ADEQ, Maricopa County, and Maricopa Association of Governments (MAG) to develop a consolidated exceptional events demonstration package for the identified event days. This demonstration package incorporated some of the streamlining approaches presented in the draft guidance documents and will serve as a model for future events. Much of the information included in the demonstration package will be directly transferable to future exceptional events demonstrations, which will substantially reduce the resources needed to prepare them. The EPA Region 9 staff continues to work with ADEQ, MAG, and Maricopa County to further streamline the process and reduce the resource burden of developing exceptional events demonstrations. The EPA truly appreciates the Arizona agencies' leadership on these efforts.

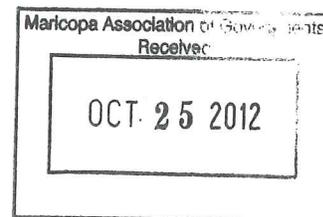
The public comment period on the recently released draft exceptional events guidance documents ended on September 4, 2012, and we are currently compiling submitted comments and revising the draft guidance documents. We will consider your comments during our compilation, review, and revision process. At the conclusion of this process, we will determine whether to issue final guidance and/or make a decision on whether to proceed with rule amendments. We will keep you and your staff involved in the development of the guidance and/or rule as we proceed. I recognize the importance of this issue for your community and region and appreciate your thoughtful input.

Again, thank you for your letter and for your review and interest in the EPA's draft exceptional events guidance documents.

Sincerely,



Gina McCarthy  
Assistant Administrator





TranSystems

120 N. 44<sup>th</sup> Street  
Suite 400  
Phoenix, AZ 85034  
Tel 602-277-7800  
Fax 602-277-6150

[www.transystems.com](http://www.transystems.com)

October 2, 2012

Mayor Marie Lopez Rogers, City of Avondale, Chair  
MAG Economic Development Committee

Re: Transportation Industry Position

Mayor Rogers,

At the suggestion of Roc Arnett, I am submitting this letter of interest in a Transportation Industry Position on the MAG Economic Development Committee.

I am a transportation architect with a history in aviation, transit, roadways, bridges and trucking. Many of the communities on your committee have been my client including Avondale, Phoenix, Mesa, Tempe, Chandler, Glendale, Scottsdale, Gilbert, Surprise and MAG. My background includes leading multimodal transportation projects across the country worth over \$1,000,000,000. I am a principal with TranSystems. We have 1,100 employees in 46 offices nationally all focused on transportation. TranSystems gives me access to experts in highway, bridge, freight rail, transit, aviation, shipping, trucking, deep water ports, supply chain management and transportation security.

My recent volunteer efforts have included Chairman of the Support Sky Harbor Board, membership on the Board for Arizona Association of Economic Development and Chairman of the Mesa Downtown Development Committee.

I am a fifth generation Arizonan with a great love of our state and a keen interest in the future of our economic development and the role transportation plays in it.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey Q. Jarvis", written over a circular stamp or seal.

Jeffrey Q. Jarvis AIA, LEED  
Principal  
TranSystems Corporation

## Executive Director Evaluation for Executive Committee

The following form lists qualities and performance, which are generally required of executive directors. Please circle the appropriate response describing the Executive Director's level of performance according to the following scale.

- 1 = excellent
- 2 = good
- 3 = adequate
- 4 = needs improvement
- 5 = unacceptable
- do not know = no basis for making a judgment

In the comment section, please give examples and/or reasons for rankings when you think that would help explain your evaluation.

### Evaluation Topics

#### 1) OVERALL PERFORMANCE

*Helping to provide a sense of direction for the organization*

1      2      3      4      5      do not know

*Taking overall responsibility for the organization's well-being*

1      2      3      4      5      do not know

*Providing program leadership*

1      2      3      4      5      do not know

*Providing leadership for staff*

1      2      3      4      5      do not know

*Providing leadership in financial planning*

1      2      3      4      5      do not know

Comments

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#### 2) ANNUAL BUDGET AND WORK PROGRAM

*Knowledge of Budget and Work Program*

1      2      3      4      5      do not know

*Development of new revenue sources*  
1    2    3    4    5    do not know

*Rapport/relationships established with revenue agencies (ADOT, Federal Highway Administration)*  
1    2    3    4    5    do not know

*Knowledge of revenue agencies*  
1    2    3    4    5    do not know

*Adequacy of long term revenue strategy*  
1    2    3    4    5    do not know

*Adequacy of strategy implementation*  
1    2    3    4    5    do not know

Comments:

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### **3)    COMMUNICATIONS**

*Executive Director's image outside Executive Committee, Regional Council and Staff*  
1    2    3    4    5    do not know

*Involvement of Executive Committee and Regional Council in image of MAG*  
1    2    3    4    5    do not know

*Adequacy of national networking*  
1    2    3    4    5    do not know

*Rapport/relationships established with member agencies*  
1    2    3    4    5    do not know

*Rapport/relationships established with business community*  
1    2    3    4    5    do not know

*Rapport/relationship with Governor's Office*  
1    2    3    4    5    do not know

*Rapport/relationship with Legislature*  
1    2    3    4    5    do not know

Comments:

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**4) ADMINISTRATION**

*Keeping all areas of work – program and administration – on track and in balance*

1      2      3      4      5      do not know

*Identifying organizational weakness and needs, and developing strategies to address them*

1      2      3      4      5      do not know

*Developing clear, thoughtful, and functional organizational policies*

1      2      3      4      5      do not know

Comments:

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**5) PROGRAM PLANNING AND IMPLEMENTATION**

*Quality of project ideas*

1      2      3      4      5      do not know

*Plan development and clarity*

1      2      3      4      5      do not know

*Adherence to plan during the year*

1      2      3      4      5      do not know

*Monitoring and evaluation of progress*

1      2      3      4      5      do not know

*Quality of organization's work*

1      2      3      4      5      do not know

*Organizational accomplishments*

1      2      3      4      5      do not know

Comments:

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**6) PROGRAM ACTIVITIES**

*Effectiveness of work with member agencies*

1      2      3      4      5      do not know

*Effectiveness in getting member agencies to work together*

1      2      3      4      5      do not know

*Effectiveness in assessing member agency needs*

1      2      3      4      5      do not know

*Extent of participation in all programs*

1      2      3      4      5      do not know

Comments:

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**7) REGIONAL COUNCIL AND EXECUTIVE COMMITTEE**

*Communication with Regional Council*

1      2      3      4      5      do not know

*Communication with Executive Committee*

1      2      3      4      5      do not know

*Seeking and abiding by Regional Council's decisions*

1      2      3      4      5      do not know

*Responsiveness to Regional Council and Executive Committee requests*

1      2      3      4      5      do not know

Comments:

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**8) STAFFING**

*Quality of staff*

1      2      3      4      5      do not know

*Motivation of staff*

1      2      3      4      5      do not know

*Success in getting staff to work together effectively*

1      2      3      4      5      do not know

Comments:

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**9) FINANCIAL MANAGEMENT**

*Adequacy of financial records*

1      2      3      4      5      do not know

*Adherence to budget*

1      2      3      4      5      do not know

*Wisdom of spending and asset management choices*

1      2      3      4      5      do not know

*Adequacy of reporting to staff, Executive Committee and Regional Council*

1      2      3      4      5      do not know

*Compliance with government requirements*

1      2      3      4      5      do not know

Comments:

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**10) INDIVIDUAL SKILLS AND PRACTICES**

*Work hours and habits, and use of time*

1      2      3      4      5      do not know

*Writing ability*

1      2      3      4      5      do not know

*Professional development activities*

1      2      3      4      5      do not know

*Speaking ability*

1      2      3      4      5      do not know

*Personal style and impression*

1      2      3      4      5      do not know

*Accomplishment of professional and career goals*

1      2      3      4      5      do not know

*Use of staff and Regional Council members to complement skills and compensate for weaknesses*

1      2      3      4      5      do not know

Comments:

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**11) OTHER**

*Specify the one area in which commendation should be given for good performance:*

*Specify the one area in which change or improvement is needed the most:*

*Other comments or observations:*

**12) SUMMARY**

*On balance, what kind of job has the Executive Director done?*

Submitted by **FIELD**(title) **FIELD**(first) **FIELD**(last), **FIELD**(agency)

**Please Return by Friday, December 14, 2012** in the enclosed confidential envelope to:

Mayor Marie Lopez Rogers  
Chair, MAG Regional Council  
302 N. 1<sup>st</sup> Avenue, Suite 300  
Phoenix, Arizona 85003  
Fax: 602-254-6309

## Executive Director Evaluation for Regional Council

The following form lists qualities and performance, which are generally required of executive directors. Please circle the appropriate response describing the Executive Director's level of performance according to the following scale.

- 1 = excellent
- 2 = good
- 3 = adequate
- 4 = needs improvement
- 5 = unacceptable
- do not know = no basis for making a judgment

If you wish to comment, space is provided below each question to elaborate on the reason for your ranking when you think that would help explain your evaluation.

### Evaluation Topics

**1) OVERALL PERFORMANCE**

*Viewed as providing a sense of direction for the organization. Takes overall responsibility for the organization's well-being. Provides leadership for programs, staff and financial planning.*

1      2      3      4      5      do not know

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**2) ANNUAL BUDGET AND WORK PROGRAM**

*Possesses knowledge of Annual Budget and Work Program. Develops new revenue sources. Has well established rapport/relationships and knowledge of funding agencies, such as ADOT and the Federal Highway Administration.*

1      2      3      4      5      do not know

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**3) COMMUNICATIONS**

*Involvement of Executive Committee and Regional Council in image of MAG. Executive Director's image outside Executive Committee, Regional Council and staff. Adequacy of national networking. Rapport/relationships established with member agencies. Rapport/relationships established with business community. Rapport/relationship with Governor's Office. Rapport/relationship with Legislature.*

1      2      3      4      5      do not know

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**4) ADMINISTRATION**

*Keeps all areas of work – program and administration – on track and in balance. Identifies organizational weakness and needs, and developing strategies to address them. Develops clear, thoughtful and functional organizational policies.*

1      2      3      4      5      do not know

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**5) PROGRAM PLANNING AND IMPLEMENTATION**

*Develops quality project ideas for the organization. Plans for the organization possess clarity and are adhered to during the year. Monitors and evaluates the progress of the organization's work. Organization achieves its goals.*

1      2      3      4      5      do not know

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**6) PROGRAM ACTIVITIES**

*Works with member agencies and is effective in getting member agencies to work together. Able to assess member agency needs. Participates in all programs.*

1      2      3      4      5      do not know

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**7) REGIONAL COUNCIL AND EXECUTIVE COMMITTEE**

*Effectively communicates with Regional Council and Executive Committee. Seeks and abides by Regional Council decisions. Responsive to Regional Council and Executive Committee requests.*

1      2      3      4      5      do not know

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**8) STAFFING**

*Overall quality of staff. Ability of the Executive Director to motivate the staff. Success in getting staff to work together effectively.*

1      2      3      4      5      do not know

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**9) FINANCIAL MANAGEMENT**

*Adequacy of financial records. Adherence to budget and wisdom of spending and asset management choices. Adequacy of reporting to Executive Committee and Regional Council. Compliance with government requirements.*

1      2      3      4      5      do not know

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**10) INDIVIDUAL SKILLS AND PRACTICES**

*Serves as an effective role model to the organization for work hours and habits and use of time. Possesses effective writing and speaking ability. Participates in professional development activities. Personal style and impression is effective for the organization. Uses staff and Regional Council members to complement skills and compensate for weaknesses.*

1      2      3      4      5      do not know

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**11) OTHER**

*Specify the one area in which commendation should be given for good performance:*

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*Specify the one area in which change or improvement is needed the most:*

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*Other comments or observations:*

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**12) SUMMARY**

*On balance, what kind of job has the Executive Director done?*

1      2      3      4      5      do not know

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Submitted by **FIELD**(title) **FIELD**(first) **FIELD**(last), **FIELD**(agency)

**Please Return by Friday, December 14, 2012** in the enclosed confidential envelope to:

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