

May 12, 2014

TO: Members of the MAG Regional Council Executive Committee

FROM: Mayor Michael LeVault, Town of Youngtown, Chair

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

Monday, May 19, 2014 - 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 623-933-8286. For MAG staff, please contact Dennis Smith, MAG Executive Director, or Denise McClafferty, Regional Program Manager, at (602) 254-6300.

MAG EXECUTIVE COMMITTEE  
TENTATIVE AGENDA  
MAY 19, 2014

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 April 14, 2014 Executive Committee Meeting Minutes

3A. Approval of the April 14, 2014 Executive Committee meeting minutes.

\*3B. Acceptance of \$350,000 of Strategic Highway Research Program Implementation Assistance Program Funding in the Draft FY 2015 MAG Unified Planning Work Program and Annual Budget and to Add the Funding to the Corresponding On-Call Consultant Project

3B. Approval to accept \$350,000 of Strategic Highway Research Program Implementation Assistance Program Funding in the Draft FY 2015 MAG Unified Planning Work Program and Annual Budget and to add the funding to the corresponding on-call consultant project.

Understanding freight flows and forecasting them are critical to determining the need for future transportation capacity on the regional highways or other modal infrastructure. MAG staff has identified a need for the future development of the regional freight forecasting models. On February 13, 2014, MAG, the Arizona Department of Transportation (ADOT) and the Pima Association of Governments (PAG)

submitted a joint application for implementation and technical assistance funds in Round 3 of the Federal Highway Administration (FHWA) Strategic Highway Research Program Implementation Assistance Program (SHRP2). MAG was the lead agency in the Freight Demand Modeling portion of the proposal submitted to FHWA. On March 28, 2014, FHWA and AASHTO announced that MAG was one of the organizations selected in Round 3 of SHRP2 implementation assistance for freight demand modeling. Up to \$350,000 for each applicant is available to be applied to the implementation of Behavior-Based Freight Modeling. The main purpose of the project is to develop a new generation regional freight model based on the principles identified in the SHRP2 C20 products and consistent with MAG freight flows forecasting needs. It is anticipated that the request for qualifications for on-call consultants to support the work will be issued upon approval of the FY 2015 Work Program. This item is on the May 14, 2014 Management Committee agenda for recommended approval. Please refer to the enclosed material.

- \*3C. Amendment to the FY 2014 Unified Planning Work Program and Annual Budget and the Burgess & Niple, Inc., Contract for the US-60/Grand Avenue Corridor Optimization, Access Management Plan, and System Study (COMPASS)

The Fiscal Year (FY) 2012 MAG Unified Planning Work Program and Annual Budget, amended by the MAG Regional Council in October 2011, provided \$850,000 in Regional Area Road Fund (RARF) study funds to provide for the US-60/Grand Avenue Corridor Optimization, Access Management Plan, and System Study (COMPASS). The study was at the direction of the Mayors of El Mirage, Glendale, Peoria, Phoenix, Surprise, and Youngtown, and a Maricopa County Supervisor to preserve US-60/Grand Avenue as an expressway facility

- 3C. Approval to amend the FY 2014 Unified Planning Work Program and Annual Budget and increasing the Burgess & Niple, Inc. contract by \$56,500 of Regional Area Road Funds (RARF) to conduct the additional work for the US-60/Grand Avenue Corridor Optimization, Access Management Plan, and System Study (COMPASS).

that remains a state highway under the control of the Arizona Department of Transportation. In their direction, MAG would develop this COMPASS project to identify a long-term solution for accommodating travel demand and adjacent property access in the corridor. As the study effort is nearing conclusion, additional funding is needed to complete a high capacity transit component for the Grand Avenue corridor to ensure the roadway recommendations can adequately accommodate a future commuter rail/bus rapid transit facility. This detailed high capacity transit component is beyond the original COMPASS scope and will examine surface traffic operations near potential high capacity transit stops that have been identified through previous MAG commuter rail studies and the Glendale West effort that is presently being developed for Valley Metro. This item is on the May 14, 2014 Management Committee agenda for recommended approval. Please refer to the enclosed material.

\*3D. Approval of the Draft Fund Balance Policy

In the February, March and April meetings the Executive Committee discussed that a fund balance policy should be created in consideration of unanticipated events that could affect the financial condition of MAG. In the March 17, 2014 Executive Committee meeting, staff was requested to provide draft guidance on a MAG General Fund Balance with procedural guidelines for using the fund balance of the General Fund and in the April 14, 2014 meeting, staff was requested to revise the draft policy that was presented and provide it for final approval in the May 19, 2014 meeting. The committee requested that the procedural guidelines reflect the Government Finance Officers' Association (GFOA) best practice recommendations for setting General Fund Balance guidelines. The draft Fund Balance Policy is being presented for approval. Please refer to the enclosed material.

3D. Approval of the draft Fund Balance Policy.

ITEMS PROPOSED TO BE HEARD  
BY THE EXECUTIVE COMMITTEE4. Approval of the Draft FY 2015 MAG Unified Planning Work Program and Annual Budget and the Member Dues and Assessments

Each year MAG develops a Unified Planning Work Program and Annual Budget. This year, draft budget presentations were held and incremental information on the budget was presented beginning in January 2014. As adjustments to the budget were made, the draft budget document was updated and presented to the Management Committee, Regional Council Executive Committee, and Regional Council. The Work Program and Annual Budget was reviewed and discussed by state and federal agencies at the March 28, 2014, Intermodal Planning Group meeting. The Draft FY 2015 MAG Unified Planning Work Program and Annual Budget is being presented for a recommendation for approval. Please refer to the enclosed material.

5. MAG Transit Committee Vice Chair Appointment

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. In March 2014, Transit Committee Vice Chair Maher Hazine relinquished his position as Vice Chair. According to the MAG Committee Operating policies and Procedures, the incoming Vice Chair will serve out the remainder of Vice Chair Hazine's tenure, which is due to expire in December 2015, at which time the Vice Chair would ascend to the Chair Position. On March 20, 2014, MAG staff sent a notice to the Management Committee, the MAG Transit Committee, and the Intergovernmental

4. Recommend approval of the Draft FY 2015 MAG Unified Planning Work Program and Annual Budget and the Member Dues and Assessments.

5. Approval of the Vice Chair appointment to the MAG Transit Committee.

Representatives to solicit letters of interest for the Transit Committee Vice Chair position. A copy of the letters received requesting consideration for the Vice Chair position are included. Please refer to the enclosed material.

6. 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.

7. 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

6. Information.

7. Information.

MINUTES OF THE  
MARICOPA ASSOCIATION OF GOVERNMENTS  
MAG REGIONAL COUNCIL EXECUTIVE COMMITTEE

April 14, 2014

MAG Offices, Ironwood Room  
302 N. 1<sup>st</sup> Avenue, Phoenix, Arizona

MEMBERS ATTENDING

Mayor Scott Smith, Mesa, Chair	#Mayor Gail Barney, Queen Creek
Mayor Michael LeVault, Youngtown, Vice Chair	Mayor Marie Lopez Rogers, Avondale
Mayor W.J. "Jim" Lane, Scottsdale, Treasurer	Mayor Lana Mook, El Mirage
	Mayor Greg Stanton, Phoenix

\* Not present

# Participated by video or telephone conference call

1. Call to Order

The Executive Committee meeting was called to order by Chair Smith at 12:04 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited. Mayor Barney joined the meeting via teleconference.

Chair Smith 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. He 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 Smith stated no comment cards had been received.

3. Approval of Executive Committee Consent Agenda

Chair Smith 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 Smith requested a motion to approve the consent agenda. Mayor LeVault moved to approve consent items #3A- #3B. Mayor Lopez Rogers seconded the motion and the motion carried unanimously.

3A. Approval of the March 17, 2014 Executive Committee Meeting Minutes

The Regional Council Executive Committee, by consent, approved the March 17, 2014 Executive Committee meeting minutes.

3B. On-Call Consulting Services Selection for Travel Survey - Data Application

The Regional Council Executive Committee, by consent, approved the list of on-call consultants for Area of Expertise A (Regional Travel Surveys): Cambridge Systematics, Inc., Parsons Brinckerhoff, Inc., Texas A&M Transportation Institute, Westat Inc. For Area of Expertise B (Data Application, Data Analysis and Model Development ): Arcadis U.S., Inc., Caliper Corporation, Cambridge Systematics, Inc., Parsons Brinckerhoff, Inc., Westat Inc. . For Area of Expertise C (Traffic and Infrastructure Data Collection and Data Management): American Transportation Research Institute, Cambridge Systematics, Inc., Midwestern Software Solutions, LLC, Traffic Research & Analysis, Inc., for a total amount not to exceed \$4,500,000.

The fiscal year (FY) 2014 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2013, includes \$4,500,000 for a three-year project, On-call Consulting Services for Travel Survey - Data Application. The main purpose of the project is to collect regional travel survey data from residential households and non-residential establishments within the same time frame for the purpose of re-calibrating and improving regional travel forecasting models, updating regional travel forecast, and providing information required for a variety of planning applications at MAG and MAG member agencies. A request for qualifications was advertised on January 30, 2014, for technical assistance in three areas of expertise: (A) Regional Travel Surveys, (B) Data Application, Data Analysis and Model Development and Traffic and Infrastructure Data Collection and Data Management. Ten proposals were received by the February 28, 2014, deadline. On March 18, 2014, the multi-agency evaluation team met and recommended consultants to MAG to perform the technical assistance.

4. Discussion of the Development of the FY 2015 MAG Unified Planning Work Program and Annual Budget

Rebecca Kimbrough, MAG Fiscal Services Manager, stated that MAG's draft Unified Planning Work Program and Annual Budget for FY 2015 was on the agenda for information and discussion. She added that the MAG budget is presented incrementally each year from January through May and added that this month she was presenting the draft budget documents, including the detailed work program, program narratives and the estimated budget amounts for each project and program, along with the Programs In Brief summary of new projects proposed for FY 2015.

Ms. Kimbrough indicated that the first item on the draft budget update is a request for a staff position for FY 2015 for a GIS Analyst I in the Information Services Division. She added that this position is needed to assist in developing and maintaining regional datasets such as the new

labor datasets being created, enhancements to the employer database, and creation of a job center online data viewer, which has greatly improved the ability of our staff to maintain information that can support our member agencies.

Ms. Kimbrough stated that the next item on the budget is a proposed salary increase. Due to the downturn in the economy, MAG did not propose salary increases in FY 2010 or in FY 2012. She added that in 2011, MAG proposed a salary increase based on the results of an independent compensation study, that was performed in the spring of 2010 by Public Sector Personnel consultants. She noted that there were proposed increases in FY 2013 and FY 2014. Ms. Kimbrough stated that retaining key staff at MAG is essential to continuing quality work and indicated that MAG staff receives an annual performance evaluation every June and, based on their performance for the year, may receive a salary increase if one is included in the budget.

Ms. Kimbrough stated that MAG is recommending a proposed salary increase of up to 4.64% be included for FY 2015, and that any increases to individual MAG salaries will be performance based. The total proposed increase for FY 2015 would not exceed a maximum of \$375,000, which equates to an average increase over the last five years of 3.27 percent. Ms. Kimbrough reported that MAG has added a Bicycle and Pedestrian Associate for \$26,500 to proposed projects. The Bicycle and Pedestrian design assistance work is ongoing with a lot of activity throughout the year. This associate will lend assistance to this very active program and end work mid-year.

Ms. Kimbrough reported that the Intermodal Planning Group meeting was held on Friday, March 28, 2014 and that this meeting included a review and comments on the draft FY 2015 MAG budget by the Federal Highway Administration, the Federal Transit Administration, the Arizona Department of Transportation (ADOT), City of Phoenix and other interested parties. Presentations were made by MAG, City of Phoenix, and METRO. She noted that these presentations were well received and discussions among the group on the elements of the Work Program were very positive with no recommendations for any changes coming from the group. She reported that the comments made were that the MAG work program is a valuable guide and that MAG's project work is "best in class" and any formal comments received from this meeting will be presented to this committee at a later meeting.

Ms. Kimbrough mentioned that these changes to the budget are the only remaining budget items that have not been covered in the presentations on the proposed budget for FY 2015. She added that next month, this committee will receive the complete draft detail budget document as a final draft presented for the committee's approval. Chair Smith thanked Ms. Kimbrough for her presentation and asked if there were any comments or questions from the committee. There were none.

5. Information on the Development of a Fund Balance Policy

Rebecca Kimbrough, MAG Fiscal Services Manager, stated that at the last committee meeting, staff was requested to provide a draft guidance document addressing fund balance. The Executive Committee recommended that the guidance include guidance similar to the best practice recommendations made by the Government Finance Officers Association (GFOA) for fund balance. The committee felt that a fund balance policy should be created in consideration of unanticipated events that could affect the financial condition of MAG. Ms. Kimbrough added that the committee also requested that staff provide the minimum amounts for MAG Dues and Assessments that would keep MAG whole, and provide information on the programs that are paid for out of dues and assessments. A memorandum and attachments were provided to committee members with the information for discussion on the development of a MAG Fund Balance Policy and information on amounts needed for MAG Dues and Assessments.

Ms. Kimbrough stated that The GFOA best practice recommends maintaining fund balance at a level that will cover two to three months of operating costs depending on the revenue collection time frame in order to ensure that cash flow is not impacted, to cover costs that are paid for by the General Fund, and to handle unexpected expenses. Considering the level of current MAG expenditures, to meet this goal, undesignated fund balance would be between \$3.9 and \$5.8 million. The GFOA also recommends as a best practice that if an entity drops below a targeted fund balance, that it be replenished within a set period. These best practices are recommended but not required. The memorandum and the attachments provided information and a draft for MAG Fund Balance guidance. These guidelines would apply to procedures for using fund balance including procedures to cover costs of projects funded by assessments where the cost amount exceeds the assessed amount.

Ms. Kimbrough stated that primary sources of MAG revenue include federal funds, state sales tax funds, private grant funds, local funds and dues and assessments used to cover program costs. All of these revenues are reported in Special Revenue Funds, separate from the General Fund. Revenues are equal to expenditures in each of the Special Revenue Funds and these funds generally do not have a fund balance, or, if they do, the fund balance is reserved and cannot be used on other projects. General Fund revenue includes funding that is undesignated, or unreserved, and the majority of the revenues in the General Fund that are undesignated come from the dues and assessments not used to cover expenses during the fiscal year. Beginning in FY 1998 through FY 2009, MAG Dues and Assessments that became undesignated were, on average, about \$128,000 a year. This is the funding that accumulated as part of the General Fund balance.

Ms. Kimbrough added that in developing the draft MAG undesignated fund balance guidance, staff incorporated the General Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions, into the draft. Incorporating the GASB Statement No. 54 guidance is recommended by the GASB and the GFOA to be included as part of a fund balance policy for governmental reporting. Attachments describing the MAG Fund Balance Policy in accordance with the GASB Statement No. 54 were included in the committee

agenda packet, which described policies on a minimum unassigned fund balance, replenishing deficiencies, surplus fund balance and implementation and review of the policy.

Ms. Kimbrough also provided documentation regarding the MAG Fund Balance Policy Definitions in accordance with the GASB Statement No. 54, defined fund types, reporting of governmental funds in fund balance reporting, classifying fund balance amounts, encumbrance reporting and prioritization of fund balance use.

Chair Smith asked if there were any questions or comments from the committee.

Mayor Lane commented that if MAG has a surplus in funds, it will create a choice on whether we maintain the surplus or we use the credit towards dues. He suggested that we should review consultant expenditures and see if savings can be made there. Mr. Smith commented that the majority of consultants are funded out of federal funds and would not affect the fund balance. He added that if we have issues with federal funds, this committee could have an in depth review.

Ms. Kimbrough stated when you are looking at the federal highway funds, this is always a break even fund balance and does not impact our overall fund balance. The only impact to our fund balance is spending out of the general fund. She added that in terms of consultant projects that MAG does, those are almost always reported in the Special Revenue funds because cost equals revenue. Mayor Lane commented that his concern on contract situations is that perhaps they are less than true to the municipality mission suggesting that this may be an area that we should look into deeper, either through this committee or a subcommittee could be formed.

Mr. Smith stated that he would welcome that and this could be part of the formal review that will take place next month. Ms. Bisman stated that committee members were getting away from the agenda item and that this should be mentioned under future agenda items. Mr. Smith stated that regardless of the flavor of the funds we should always make sure that we give the budget a lot of scrutiny. He added that the general fund is primary impacted by the special assessments.

Chair Smith stated that he appreciates all the work Ms. Kimbrough has done. Chair Smith requested that staff change the wording to include “reduction or credit” to member dues and assessments, so that it is not viewed as a permanent reduction. He added that Ms. Kimbrough has been given well defined direction to continue with the proposal as amended and bring it back next month on the consent calendar for approval.

#### 6. Arizona Mexico Commission Summer Plenary Session

Denise McClafferty, Regional Program Manager, stated that the Arizona-Mexico Commission (AMC) is Arizona's premier cross-border nonprofit organization with a long-standing tradition of promoting mutual prosperity between Arizona and Mexico. She added that each year, MAG sponsors the AMC Summer Plenary Session with a \$2,500 sponsorship and it was suggested by

AMC staff that MAG consider becoming an AMC Silver Sponsor at \$5,000. Ms. McClafferty stated that this would replace the Business Membership MAG currently holds and by becoming a Silver Sponsor MAG will receive six (6) AMC memberships; a company listing on the AMC website and Catalyst magazine; annual sponsor recognition; three complimentary registrations and a free exhibit booth at the Arizona Plenary Session.

Ms. McClafferty added that this year the event will take place on June 19 & 20, 2014 at the JW Marriott Camelback Inn and that the "Gala Dinner Table Sponsor" provides a reserved table for 10 at the Gala Dinner; one (1) all event complimentary registration; additional plenary registrations at \$300 member rate; and the company name on the Gala Dinner table. Ms. McClafferty added that it is important to support the AMC in their efforts with Mexico.

Chair Smith thanked Ms. McClafferty for her update and asked if there were any questions or comments from the committee.

Mayor Stanton stated that MAG and cities are doing cutting edge work and that we should do this investment if we get to hold our own session, which gives this a higher value. Chair Smith agreed with Mayor Stanton and added that great work is being done at the city and regional level. Mayor Lopez Rogers agreed that AMC would like more inclusion of local elected officials in their sessions, and also agreed that we need to have a session that will attract the mayors from Sonora. Mayor Lane stated further exposure is appropriate to advance, but we do not want to be in competition with the state.

Mayor Stanton stated if we want to attract new attendees to the session we can focus on the city to city partnerships. He added having this organization involved and holding a session would add a lot of value to the AMC and potentially bring in a lot more people from the Sonora side to participate. Chair Smith added that evolving business and political relationships are the reality for the future. Staff was directed to see if AMC would add a local government-Arizona-Sonora session with the Silver Sponsorship. The Gala Dinner table sponsor was adequate if the timing was not appropriate.

#### 7. Update on the Desert Peaks Awards

Kelly Taft, MAG Communications Manager, stated that the Desert Peaks Awards program is held on a biennial basis. This year, it will be held following the Regional Council Annual Meeting on Wednesday, June 25, 2014, at the Sheraton Phoenix Downtown Hotel. The Regional Council Annual meeting will begin at 5:00, the reception at 5:30, and the awards program at approximately 6:15. She added that as in years past, MAG will provide two drink tickets and parking validation for attendees and heavy hors d'oeuvres will be provided.

Ms. Taft stated that the eight judges that are on the judging panel include Kerwin Brown, Greater Phoenix Black Chamber of Commerce; Boyd Dunn, former Mayor of Chandler and current Superior Court Judge; Diane B. McCarthy, Director, Business Partnerships and Government Affairs West-MEC; Art Othon, President and CEO of El Bravo Sky Harbor LLC;

George Pettit, former Gilbert Town Manager and Professor of Practice of the School of Public Affairs, Arizona State University; David Smith, former Maricopa County Supervisor and COO of the Society of St. Vincent de Paul and Claudia Walters, former Mesa City Councilwoman and Executive Vice President of the Mesa United Way. She added that MAG has also received \$21,850 in sponsorships to help offset the costs of this event.

Ms. Taft reported that MAG received a total of 21 nominations and the judges met on April 4, 2014, to determine award recipients. The recipients selected include: *Public Partnership*: Northern Parkway Phase One (Sarival Avenue to Dysart Road); *Public Private Partnership (two recipients)*: Greater Phoenix Age-Friendly Network; "Don't Let Our Air Go Up In Smoke" Winter No Burn Campaign 2013-2014; *Professional Service*: Charles P. McClendon, former Avondale City Manager; *Regional Partnership*: East Valley Recycling Alliance; *Outstanding Economic Development Champion*: West Valley Partners - Luke Forward Campaign; and *Regional Excellence (two recipients)*: Buckeye Mayor Jackie Meck and Chandler Mayor Jay Tibshraeny. Ms. Taft indicated that all recipients are being informed via telephone and will also receive a written letter. MAG will also be presenting a Lifetime Achievement Award to Congressman Ed Pastor during the event.

Ms. Taft reminded the committee that this year invitations will be sent electronically and staff will be taking RSVPs through EventBrite. She added that there is no cost to attend this event and that e-mail invitation will be sent through EventBrite the week of May 5, 2014. She noted that staff will be asking all of the Executive Committee members who are planning to attend this event to be on stage to present the awards to the recipients. She also reminded the committee that instead of reading the descriptions, MAG will utilize video narrations of the projects. Chair Smith thanked Ms. Taft for the update and asked if there were any comments or questions for the committee. Mr. Smith added that staff broke a record in obtaining over \$21,000 in sponsorships.

#### 8. Request for Future Agenda Items

Chair Smith asked if there were any requests for future agendas items. Mayor Lane requested that this committee consider the review of consultant and/or ongoing contracts through a subcommittee be put on a future agenda. He added that in view of the extent of dollars spent in this area and whether there is a continuing need for some of them is something he would like to see looked at more specifically.

Chair Smith stated that one would be an agenda item and one would be direction. He added that this committee gave direction to staff to include an analysis so that and this would be a specific item during the budget review. Chair Smith stated a separate item would be needed to determine whether a subcommittee is needed. Mayor Lane stated he would like a future agenda item on whether we want to establish a subcommittee.

9. Comments from the Committee

Chair Smith asked if there were any comments from the committee. Mayor Lopez Rogers recognized that this was Chair Smith's last meeting and thanked him for his leadership. Chair Smith stated that he was deeply proud to be involved with MAG for the past six years and thanked the Executive Director for his leadership and vision as where we could go as a region, with cities taking the direct lead. He added that we have laid the foundation and now we need to continue to build upon it. Mr. Smith thanked Chair Smith for his comments and stated that Chair Smith has done a great job.

Adjournment

There being no further business, the Executive Committee adjourned at 12:53 p.m.

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Chair

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Secretary

# MARICOPA ASSOCIATION OF GOVERNMENTS

## INFORMATION SUMMARY... for your review

**DATE:**

May 12, 2014

**SUBJECT:**

Acceptance of \$350,000 of Strategic Highway Research Program Implementation Assistance Program Funding in the Draft FY 2015 MAG Unified Planning Work Program and Annual Budget and to Add the Funding to the Corresponding On-Call Consultant Project

**SUMMARY:**

Understanding freight flows and forecasting them are critical to determining the need for future transportation capacity on the regional highways or other modal infrastructure. MAG staff has identified a need for the future development of the regional freight forecasting models. On February 13, 2014, MAG, the Arizona Department of Transportation (ADOT) and the Pima Association of Governments (PAG) submitted a joint application for implementation and technical assistance funds in Round 3 of the Federal Highway Administration (FHWA) Strategic Highway Research Program Implementation Assistance Program (SHRP2). MAG was the lead agency in the Freight Demand Modeling portion of the proposal submitted to FHWA. On March 28, 2014, FHWA and AASHTO announced that MAG was one of the organizations selected in Round 3 of SHRP2 implementation assistance for freight demand modeling. Up to \$350,000 for each applicant is available to be applied to the implementation of Behavior-Based Freight Modeling. The main purpose of the project is to develop a new generation regional freight model based on the principles identified in the SHRP2 C20 products and consistent with MAG freight flows forecasting needs. It is anticipated that the request for qualifications for on-call consultants to support the work will be issued upon approval of the FY 2015 Work Program.

**PUBLIC INPUT:**

No public input has been received.

**PROS AND CONS:**

PROS: The funding obtained through the SHRP2 Implementation Assistance Program grant will help in the design and implementation of operational, behavioral, tour-based freight models for the region. The model is required to support making informed investment decisions and providing the base for infrastructure planning that integrates complex logistics practices of the freight industry.

CONS: None.

**TECHNICAL AND POLICY IMPLICATIONS:**

TECHNICAL: The freight model development and implementation will qualitatively increase sensitivity of the forecasting tools to various policy scenarios and improve the accuracy of travel projections for the region.

POLICY: The project will ensure that MAG can provide high quality travel forecasts required for future infrastructure planning and support of investment decisions.

**ACTION NEEDED:**

Approval of \$350,000 of Strategic Highway Research Program Implementation Assistance Program Funding in the Draft FY 2015 MAG Unified Planning Work Program and Annual Budget and to add the funding to the corresponding on-call consultant project.

**PRIOR COMMITTEE ACTIONS:**

This item is on the May 14, 2014 MAG Management Committee agenda for recommendation to approve.

**CONTACT PERSON:**

Vladimir Livshits, MAG, 602 254-6300.

# MARICOPA ASSOCIATION OF GOVERNMENTS

## INFORMATION SUMMARY... for your review

**DATE:**

May 12, 2014

**SUBJECT:**

Amendment to the FY 2014 Unified Planning Work Program and Annual Budget and the Burgess & Niple, Inc., Contract for the US-60/Grand Avenue Corridor Optimization, Access Management Plan, and System Study (COMPASS)

**SUMMARY:**

The fiscal year (FY) 2012 MAG Unified Planning Work Program and Annual Budget, amended by the MAG Regional Council in October 2011, provided \$850,000 in Regional Area Road Funds (RARF) study funds for the US-60/Grand Avenue Corridor Optimization, Access Management Plan, and System Study (COMPASS). The study was at the direction of the Mayors of El Mirage, Glendale, Peoria, Phoenix, Surprise, and Youngtown, and a Maricopa County Supervisor to preserve US-60/Grand Avenue as an expressway facility that remains a state highway under the control of the Arizona Department of Transportation (ADOT). In their direction, MAG would develop this COMPASS project to identify a long-term solution for accommodating travel demand and adjacent property access in the corridor. The corridor under study is between the Loop 303/Estrella Freeway in Surprise and Willetta Street near Downtown Phoenix (the end of ADOT US-60 maintenance) for a distance of 23.8 miles.

Following the budget amendment and consultant selection process, the US-60/Grand Avenue COMPASS project was initiated in late 2012 and worked with a variety of planning partners to help establish the corridor vision. The most significant group that contributed to this effort was the project's Charter Partners that included the elected leadership for the six incorporated communities along Grand Avenue, the Maricopa County Supervisor representing the Sun City stakeholders, and the executive leadership from ADOT, MAG, and Valley Metro/RPTA that chartered the COMPASS planning process. As part of their guidance, the Charter Partners conveyed the need for the corridor to identify multi-modal recommendations as an important project outcome. This recommendation was reinforced by public comment from stakeholder meetings conducted by the project study team in 2013.

To address this guidance, the project study team recommended the Charter Partners consider four corridor concepts: (a) continuing with simply the current Regional Transportation Plan recommendations for additional grade separations; (b) revisiting the US-60 Expressway concept previously identified in the mid-1980s for the corridor; (c) planning for potential commuter rail opportunities along the Burlington Northern-Santa Fe freight line that parallels US-60; and (d) considering a high capacity transit investment option for Grand Avenue as a means for accommodating travel demand. After considerable study, the study team has identified moving forward by blending concepts (a) and (c) as the vision for US-60/Grand Avenue.

As the study effort is now nearing conclusion, additional funding is needed to complete a "high capacity" transit component for the US-60/Grand Avenue corridor to ensure the roadway recommendations can adequately accommodate a potential future commuter rail and/or bus rapid transit facility. This detailed transit component is beyond the original COMPASS scope and examines

surface traffic operations near potential high capacity transit stops that have been identified through previous MAG commuter rail studies and the Glendale West light rail planning effort that is currently being developed for Valley Metro.

**PUBLIC INPUT:**

In 2013, two stakeholder meetings and four focus group discussions were conducted by the project study team to identify recommendations and possibilities for the future vision of Grand Avenue. Most participants were interested in enhancing multimodal opportunities along US-60 and supported planning for an eventual high capacity transit operation that could be a commuter rail or bus rapid transit option.

**PROS & CONS:**

PROS: As the COMPASS planning process has been evolving since the project was initiated in 2012, the effort has identified a path forward for establishing a vision along US-60/Grand Avenue. At this point, the most significant effort is to balance the desire for more multimodal and ridesharing capabilities with roadway improvements that maintain significant commuter and freight activities. The additional services identified in this amendment provide an opportunity to establish this balance and blend the two corridor concepts.

CONS: None identified at this time as this effort enhances the vision for the US-60/Grand Avenue corridor.

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: It is anticipated that recommendations from this COMPASS planning process will inform the next-generation MAG Regional Transportation Plan with specific multimodal projects, both roadway and transit, for accommodating the travel demand along Grand Avenue. In addition, the information from the specific additional services will guide ADOT and Valley Metro/RPTA in their decision process for implementing recommendations for improving travel along US-60.

POLICY: Presently, the MAG Regional Transportation Plan identifies up to six grade separations along US-60/Grand Avenue between Loop 303 and Downtown Phoenix. Of these six, three are in the funded Proposition 400 portion of the Plan. In addition, the MAG Regional Transit Framework Study, accepted by the MAG Regional Council in 2010, adopted an illustrative high capacity transit option along US-60 as an unfunded portion of the Regional Transportation Plan. As noted, this COMPASS project has been chartered and guided by the Mayors from the six communities, as well as the Maricopa County Supervisor, as a vision for Grand Avenue that will eventually be incorporated into the next-generation Regional Transportation Plan.

**ACTION NEEDED:**

Approval of amending the FY 2014 Unified Planning Work Program and Annual Budget and increasing the Burgess & Niple, Inc. contract by \$56,500 of Regional Area Road Funds (RARF) to conduct the additional work for the US-60/Grand Avenue Corridor Optimization, Access Management Plan, and System Study (COMPASS).

**PRIOR COMMITTEE ACTIONS:**

This is on the May 14, 2014 MAG Management Committee agenda for recommendation to approve.

**CONTACT PERSON:**

Bob Hazlett, Senior Engineering Manager, 602 254-6300.

May 12, 2014

TO: Members of the Regional Council Executive Committee

FROM: Becky Kimbrough, MAG Fiscal Services Manager

SUBJECT: INFORMATION ON THE DEVELOPMENT OF A FUND BALANCE POLICY

In the February, March and April meetings the Executive Committee discussed that a fund balance policy should be created in consideration of unanticipated events that could affect the financial condition of MAG. In the March 17, 2014 Executive Committee meeting, staff was requested to provide draft guidance on a MAG General Fund Balance with procedural guidelines for using the fund balance of the General Fund and in the April 14, 2014 meeting, staff was requested to revise the draft policy that was presented and provide it for final approval in the May 19, 2014 meeting. The committee requested that the procedural guidelines reflect the Government Finance Officers' Association (GFOA) best practice recommendations for setting General Fund Balance guidelines.

The GFOA best practice recommends maintaining fund balance at a level that will cover two to three months of operating costs depending on the revenue collection timeframe in order to ensure that cash flow is not impacted, to cover costs that are paid for by the General Fund, and to handle unexpected expenses. Considering the level of current MAG expenditures, to meet this goal, undesignated fund balance would be between \$3.9 and \$5.8 million. The GFOA also recommends as a best practice that if an entity drops below a targeted fund balance, that it be replenished within a set period. These best practices are recommended but not required. This memorandum and the attachments provide information and a final draft for MAG Fund Balance guidance. These guidelines would apply to procedures for using fund balance including procedures to cover costs of projects funded by assessments where the cost amount exceeds the assessed amount.

In developing the draft MAG undesignated fund balance guidance, we have incorporated the General Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions, into the draft. Incorporating the GASB Statement No. 54 guidance is recommended by the GASB and the GFOA to be included as part of a fund balance policy for governmental reporting. This draft policy is included as Attachment A.

## (Attachment A)

### MAG Fund Balance Policy in Accordance with GASB Statement No. 54

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The following policy has been adopted by the MAG Executive Committee, which acts as the Finance Committee for MAG, in order to address the implications of Governmental Accounting Standards Board (“GASB”) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions. Refer to Attachment I, Governmental Accounting Standards Board (“GASB”) Statement No. 54, Fund Balance Reporting and Governmental Fund Definitions, for the definitions provided along with this guidance.

The policy is created in consideration of unanticipated events that could adversely affect the financial condition of MAG and jeopardize the continuation of necessary programs. This policy will ensure that MAG maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Offset significant economic downturns or revenue shortfalls, and
- c. Provide funds for unforeseen expenditures related to emergencies.

#### Minimum unassigned fund balance

MAG will maintain a minimum unassigned fund balance in its General Fund ranging from 20 percent to 25 percent of the prior year’s total audited expenditures. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts.

#### Replenishing deficiencies

When fund balance falls below the minimum 20 percent range, MAG will replenish shortages/deficiencies using the budget strategies and timeframes described below. The following budgetary strategies shall be utilized by MAG to replenish funding deficiencies:

The MAG Executive Committee can consider reducing expenditures to eliminate any structural deficit or, MAG Regional Council can increase revenues or pursue other funding sources, or, some combination of the two options.

Minimum fund balance deficiencies shall be targeted to be replenished within the following time periods:

Deficiency resulting in a minimum fund balance between 15 percent and 20 percent shall be replenished over a period not to exceed three years.

Deficiency resulting in a minimum fund balance of less than 15 percent shall be replenished over a period not to exceed five years.

#### Surplus fund balance

Should unassigned fund balance of the General Fund ever exceed the maximum 25 percent range, MAG Regional Council will consider such fund balance surpluses for use as a credit to member dues and

assessments and/or one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing or other recurring expenditures.

**Implementation and review**

Upon adoption of this policy the MAG Executive Committee authorizes the MAG Executive Director to establish any standards and procedures which may be necessary for its implementation. The MAG Executive Director shall review this policy at least annually and make any recommendations for changes to the MAG Executive Committee.

DRAFT

## (Attachment I)

# MAG Fund Balance Policy Definitions in Accordance with GASB Statement No. 54

### Fund type definitions

The following definitions will be used in reporting activity in governmental funds at MAG. MAG may or may not report all fund types in any given reporting period, based on actual circumstances and activity.

The General Fund is used to account for all financial resources not accounted for and reported in another fund.

Special revenue funds are used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes other than debt service or capital projects.

Debt service funds are used to account for all financial resources restricted, committed or assigned to expenditure for principal and interest.

Capital projects funds are used to account for all financial resources restricted, committed or assigned to expenditure for the acquisition of capital assets.

Permanent funds are used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support MAG's purposes.

### Fund balance reporting in governmental funds

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

#### **Nonspendable fund balance**

Definition – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Classification – Nonspendable amounts will be determined before all other classifications and consist of the following items (as applicable in any given fiscal year):

- MAG will maintain a fund balance equal to the balance of any long-term outstanding balances due from others (including other funds of MAG).
- MAG will maintain a fund balance equal to the value of inventory balances and prepaid items (to the extent that such balances are not offset with liabilities and actually result in fund balance).
- MAG will maintain a fund balance equal to the corpus (principal) of any permanent funds that are legally or contractually required to be maintained intact.
- MAG will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.

### **Restricted fund balance**

Definition – includes amounts that can be spent only for the specific purposes stipulated by external resource providers or through enabling legislation.

### **Committed fund balance**

Definition – includes amounts that can be used only for the specific purposes determined by a formal action of the MAG Executive Committee.

Authority to Commit – Commitments will only be used for specific purposes pursuant to a formal action of the MAG Executive Committee.

### **Assigned fund balance**

Definition – includes amounts intended to be used by MAG for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

### **Authority to Assign**

The MAG Executive Committee delegates to the **MAG Executive Director** or his/her designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

### **Unassigned fund balance**

Definition – includes the residual classification for MAG's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

### **Operational guidelines**

The following guidelines address the classification and use of fund balance in governmental funds:

### **Classifying fund balance amounts**

Fund balance classifications depict the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include nonspendable resources and amounts that are restricted, committed, or assigned, or any combination of those classifications. The general fund may also include an unassigned amount.

### **Encumbrance reporting**

Encumbering amounts for specific purposes for which resources have already been restricted, committed or assigned should not result in a separate display of encumbered amounts. Encumbered amounts for specific purposes for which amounts have not been previously restricted, committed or assigned, will be classified as committed or assigned, as appropriate, based on the definitions and criteria set forth in GASB Statement No. 54.

### Prioritization of fund balance 'use'

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of MAG to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of MAG that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

DRAFT

# MARICOPA ASSOCIATION OF GOVERNMENTS

## INFORMATION SUMMARY... for your review

**DATE:**

May 12, 2014

**SUBJECT:**

Approval of the Draft FY 2015 MAG Unified Planning Work Program and Annual Budget and the Member Dues and Assessments

**SUMMARY:**

Each year staff develops the MAG Unified Planning Work Program and Annual Budget. The Work Program is reviewed in early spring by the federal agencies and approved by the Regional Council in May. The proposed budget information was presented incrementally each month, and adjustments have been made as information was received.

The Management Committee reviewed the development of the Work Program and Annual Budget at its meetings on January 8, February 12, March 12, and April 9, 2014. The Regional Council reviewed the draft budget document at its meetings on January 29, February 26, March 26, and April 23, 2014.

Each year new projects are proposed for inclusion in the MAG planning efforts. The proposed new projects for FY 2015 were first presented at the February 12, 2014, Management Committee meeting, the February 18, 2014, Executive Committee meeting, and the February 26, 2014, Regional Council meeting. These new project proposals come from the various MAG technical committees, policy committees and other discussions with members and stakeholders regarding joint efforts within the region. These projects are subject to review and input by the committees as they go through the budget process. No additional revisions have been made to proposed projects from last month's presentations.

The review of the draft Work Program and Annual Budget for the Intermodal Planning Group (IPG) meeting on March 28, 2014, was very positively received by both the federal, state and other parties and we have not received any recommendations as the result of this meeting for the FY 2015 Work Program and Annual Budget document at this time.

The draft FY 2015 Work Program and Annual Budget reflects a slight increase of 1.21 percent in total expenditures budgeted. This increase in budgeted expenses is primarily due to an overall increase in personnel and pass through projects. For FY 2015 there is an anticipated increase in overhead costs of 2.74 percent and the largest dollar amount increase is for maintenance and repairs. This budgeted increase is due to an increase in the number of maintenance agreements associated with computer equipment. The next largest increase in overhead is in the rent item and this is due to anticipated increases in building lease overhead costs. The largest dollar decrease in budgeted overhead is for printing costs. This budgeted cost is reduced as no large outside print jobs budgeted. The capital items budget reflects a carryforward amount for the Enterprise Resource Planning system of \$250,000. This implementation is anticipated to be complete in September 2014. Overall, including carryforward totals, the final draft budget for FY 2015 reflects a small increase of .67 percent from the budgeted amount in the current year.

The draft of the FY 2015 MAG Unified Planning Work Program and Annual Budget has narrative by division and associated program costs, and draft schedules in the budget appendix, including overall program allocations, allocation of funding by funding source, budgeted positions, dues and assessments, and consultant pages for new and carryforward consultants.

The MAG region, as a Transportation Management Area and as a Metropolitan Planning Organization, is required (by federal regulations 23 CFR 450.314) to describe all of the regional transportation-related activities within the planning area, regardless of funding sources or agencies conducting activities. The regional transportation projects received from other organizations are noted in the Work Program.

**PUBLIC INPUT:**

None.

**PROS & CONS:**

PROS: MAG is presenting the final draft FY 2015 budget, which provides for an incremental review of key budget details of the complete draft budget.

CONS: None.

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: In accordance with federal transportation law, MAG is required to develop a unified planning work program that meets the requirements of federal law. Additionally, the MAG By-Laws require approval and adoption of a budget for each fiscal year and a service charge schedule.

POLICY: As requested by the MAG Executive Committee and subsequently approved by the Regional Council in May 2002, the MAG Work Program and Annual Budget detail is being presented earlier to the Management Committee and there is increased notice to members on the budget as it is drafted. MAG is providing a budget summary, "MAG Programs in Brief," that outlines new programs and presents the necessary resources to implement these programs. This summary allows member agencies to quickly decipher the financial implications of such programs prior to their approval for implementation. The draft FY 2015 Unified Planning Work Program and Annual Budget is also provided.

**ACTION NEEDED:**

Recommend approval of the draft FY 2015 MAG Unified Planning Work Program and Annual Budget and the Member Dues and Assessments.

**PRIOR COMMITTEE ACTIONS:**

This item is on the May 14, 2014, MAG Management Committee agenda for recommendation to approve.

This item was on the April 23, 2014, MAG Regional Council Committee agenda for information and discussion.

**MEMBERS ATTENDING**

- |   |  |
|---|--|
| Mayor Michael LeVault, Youngtown, Chair                     | Mayor Steven Holt, Gila Bend                               |
| Mayor W. J. "Jim" Lane, Scottsdale,<br>Treasurer            | * Governor Gregory Mendoza, Gila River<br>Indian Community |
| * Vice Mayor Robin Barker, Apache Junction                  | Mayor John Lewis, Gilbert                                  |
| Mayor Marie Lopez Rogers, Avondale                          | Mayor Jerry Weiers, Glendale                               |
| # Mayor Jackie Meck, Buckeye                                | Mayor Georgia Lord, Goodyear                               |
| Councilmember Mike Farrar, Carefree                         | Mayor Rebecca Jimenez, Guadalupe                           |
| # Councilmember Reginald Monachino,<br>Cave Creek           | Mayor Thomas Schoaf, Litchfield Park                       |
| # Mayor Jay Tibshraeny, Chandler                            | Mayor Christian Price, City of Maricopa                    |
| Mayor Lana Mook, El Mirage                                  | * Supervisor Steve Chucuri, Maricopa County                |
| Mayor Tom Rankin, Florence                                  | Mayor Alex Finter, Mesa                                    |
| * President Ruben Balderas, Fort<br>McDowell Yavapai Nation | # Mayor Scott LeMarr, Paradise Valley                      |
| Mayor Linda Kavanagh, Fountain Hills                        | * Councilmember Cathy Carlat, Peoria                       |
|   | Mayor Greg Stanton, Phoenix                                |
|   | * Supervisor Todd House, Pinal County                      |

- \* Mayor Gail Barney, Queen Creek
- \* President Diane Enos, Salt River Pima-Maricopa Indian Community
- \* Mayor Sharon Wolcott, Surprise
- Mayor Mark Mitchell, Tempe
- \* Mayor Adolfo Gamez, Tolleson

- \* Mayor John Cook, Wickenburg
- Jack Sellers, State Transportation Board
- Joseph La Rue, State Transportation Board
- # Roc Arnett, Citizens Transportation Oversight Committee

\* Those members neither present nor represented by proxy.

# Attended by telephone conference call.

+ Attended by videoconference

This item was on the April 14, 2014, MAG Regional Council Executive Committee agenda for information and discussion.

MEMBERS ATTENDING

- Mayor Scott Smith, Mesa, Chair
- Mayor Michael LeVault, Youngtown, Vice Chair
- Mayor W.J. "Jim" Lane, Scottsdale, Treasurer

- # Mayor Gail Barney, Queen Creek
- Mayor Marie Lopez Rogers, Avondale
- Mayor Lana Mook, El Mirage
- Mayor Greg Stanton, Phoenix

\* Not present

# Participated by video or telephone conference call

This item was on the April 9, 2014, MAG Management Committee agenda for information and discussion.

MEMBERS ATTENDING

- Dr. Spencer Isom, El Mirage, Chair
- Scott Butler for Christopher Brady, Mesa
- # Anna McCray for George Hoffman, Apache Junction
- # David Fitzhugh, Avondale
- # Stephen Cleveland, Buckeye
- \* Gary Neiss, Carefree
- \* Peter Jankowski, Cave Creek
- Rich Dlugas, Chandler
- \* Charles Montoya, Florence
- Alfonso Rodriguez for Phil Dorchester, Fort McDowell Yavapai Nation
- Ken Buchanan, Fountain Hills
- Rick Buss, Gila Bend
- \* David White, Gila River Indian Community
- Heather Wilkey for Patrick Banger, Gilbert
- Brent Stoddard for Brenda S. Fischer, Glendale
- # Brian Dalke, Goodyear
- # Rosemary Arellano, Guadalupe
- Darryl Crossman, Litchfield Park

- Gregory Rose, City of Maricopa
- \* Jim Bacon, Paradise Valley
- Jeff Tyne for Carl Swenson, Peoria
- Tom Remes for Ed Zuercher, Phoenix
- # Greg Stanley, Pinal County
- # Tracy Corman for John Kross, Queen Creek
- \* Bryan Meyers, Salt River Pima-Maricopa Indian Community
- Brad Lundahl for Fritz Behring, Scottsdale
- \* Chris Hillman, Surprise
- Andrew Ching, Tempe
- # Chris Hagen for Reyes Medrano, Tolleson
- Joshua Wright, Wickenburg
- \* Jeanne Blackman, Youngtown
- Trent Kelso for John Halikowski, ADOT
- John Hauskins for Tom Manos, Maricopa County
- Jyme Sue McLaren for Steve Banta, Valley Metro/RPTA

\* Those members neither present nor represented by proxy.

# Participated by telephone conference call.

+ Participated by videoconference call.

This item was on the March 26, 2014, MAG Regional Council agenda for information and discussion.

MEMBERS ATTENDING

- Mayor Scott Smith, Mesa, Chair
- Mayor Michael LeVault, Youngtown, Vice Chair
- Vice Mayor Robin Barker, Apache Junction
- Mayor Marie Lopez Rogers, Avondale
- Mayor Jackie Meck, Buckeye
- Councilmember Mike Farrar, Carefree
- Councilmember Reginald Monachino, Cave Creek
- Mayor Jay Tibshraeny, Chandler
- Mayor Lana Mook, El Mirage
- \* Mayor Tom Rankin, Florence
- \* President Ruben Balderas, Fort McDowell Yavapai Nation
- Mayor Linda Kavanagh, Fountain Hills
- Mayor Steven Holt, Gila Bend
- \* Governor Gregory Mendoza, Gila River Indian Community
- Mayor John Lewis, Gilbert
- Mayor Jerry Weiers, Glendale
- Mayor Georgia Lord, Goodyear
- Mayor Rebecca Jimenez, Guadalupe
- Mayor Thomas Schoaf, Litchfield Park
- Mayor Christian Price, City of Maricopa
- \* Supervisor Steve Chucuri, Maricopa County
- \* Mayor Scott LeMarr, Paradise Valley
- # Councilmember Cathy Carlat, Peoria
- Mayor Greg Stanton, Phoenix
- \* Supervisor Todd House, Pinal County
- Mayor Gail Barney, Queen Creek
- \* President Diane Enos, Salt River Pima-Maricopa Indian Community
- Mayor W. J. "Jim" Lane, Scottsdale
- Mayor Sharon Wolcott, Surprise
- Mayor Mark Mitchell, Tempe
- \* Mayor Adolfo Gamez, Tolleson
- Mayor John Cook, Wickenburg
- Jack Sellers, State Transportation Board
- \* Joseph La Rue, State Transportation Board
- Roc Arnett, Citizens Transportation Oversight Committee

\* Those members neither present nor represented by proxy.

# Attended by telephone conference call.

+ Attended by videoconference

This item was on the March 17, 2014, MAG Executive Committee agenda for information and discussion.

MEMBERS ATTENDING

- Mayor Scott Smith, Mesa, Chair
- Mayor Michael LeVault, Youngtown, Vice Chair
- Mayor W.J. "Jim" Lane, Scottsdale, Treasurer
- # Mayor Gail Barney, Queen Creek
- Mayor Marie Lopez Rogers, Avondale
- Mayor Lana Mook, El Mirage
- \* Mayor Greg Stanton, Phoenix

\* Not present

# Participated by video or telephone conference call

This item was on the March 12, 2014, MAG Management Committee agenda for information and discussion.

MEMBERS ATTENDING

- Dr. Spencer Isom, El Mirage, Chair
- Miranda DeWitt for Christopher Brady, Mesa
- # Matt Busby for George Hoffman, Apache Junction
- David Fitzhugh, Avondale
- Stephen Cleveland, Buckeye
- \* Gary Neiss, Carefree
- Peter Jankowski, Cave Creek
- Rich Dlugas, Chandler
- Charles Montoya, Florence
- Alfonso Rodriguez for Phil Dorchester, Fort McDowell Yavapai Nation
- Ken Buchanan, Fountain Hills
- Rick Buss, Gila Bend
- \* David White, Gila River Indian Community
- Patrick Banger, Gilbert
- Cathy Colbath for Brenda S. Fischer, Glendale
- Brian Dalke, Goodyear

- # Rosemary Arellano, Guadalupe  
Darryl Crossman, Litchfield Park  
Gregory Rose, City of Maricopa
- \* Jim Bacon, Paradise Valley  
Jeff Tyne for Carl Swenson, Peoria  
Ed Zuercher, Phoenix
- # Greg Stanley, Pinal County
- \* Tracy Corman for John Kross, Queen Creek
- \* Bryan Meyers, Salt River Pima-Maricopa  
Indian Community  
Brad Lundahl for Fritz Behring, Scottsdale

- \* Chris Hillman, Surprise  
Andrew Ching, Tempe
- # Chris Hagen for Reyes Medrano, Tolleson  
Joshua Wright, Wickenburg  
Jeanne Blackman, Youngtown  
Brent Cain for John Halikowski, ADOT  
John Hauskins for Tom Manos,  
Maricopa Co.  
Wulf Grote for Steve Banta,  
Valley Metro/RPTA

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

This item was on the February 26, 2014, MAG Regional Council agenda for information and discussion.

MEMBERS ATTENDING

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>Mayor Scott Smith, Mesa, Chair</li> <li>Mayor Michael LeVault, Youngtown,<br/>Vice Chair</li> <li>* Vice Mayor Robin Barker, Apache Junction</li> <li>Mayor Marie Lopez Rogers, Avondale</li> <li>Mayor Jackie Meck, Buckeye</li> <li>Councilmember Mike Farrar, Carefree</li> <li>Councilmember Reginald Monachino,<br/>Cave Creek</li> <li># Mayor Jay Tibshraeny, Chandler</li> <li>Mayor Lana Mook, El Mirage</li> <li>Mayor Tom Rankin, Florence</li> <li>* President Ruben Balderas, Fort<br/>McDowell Yavapai Nation</li> <li>Mayor Linda Kavanagh, Fountain Hills</li> <li>* Mayor Steven Holt, Gila Bend</li> <li>* Governor Gregory Mendoza, Gila River<br/>Indian Community</li> <li>Mayor John Lewis, Gilbert</li> <li>Mayor Jerry Weiers, Glendale</li> <li># Mayor Georgia Lord, Goodyear</li> </ul> | <ul style="list-style-type: none"> <li>Mayor Rebecca Jimenez, Guadalupe</li> <li>Mayor Thomas Schoaf, Litchfield Park</li> <li># Mayor Christian Price, City of Maricopa</li> <li>* Supervisor Steve Chucuri, Maricopa County</li> <li>* Mayor Scott LeMarr, Paradise Valley</li> <li># Councilmember Cathy Carlat, Peoria</li> <li>Mayor Greg Stanton, Phoenix</li> <li>* Supervisor Todd House, Pinal County</li> <li>Mayor Gail Barney, Queen Creek</li> <li>* President Diane Enos, Salt River<br/>Pima-Maricopa Indian Community</li> <li>* Mayor W. J. "Jim" Lane, Scottsdale</li> <li>* Mayor Sharon Wolcott, Surprise</li> <li>Mayor Mark Mitchell, Tempe</li> <li>* Mayor Adolfo Gamez, Tolleson</li> <li>Mayor John Cook, Wickenburg</li> <li>Jack Sellers, State Transportation Board</li> <li>Joseph La Rue, State Transportation Board</li> <li>Roc Arnett, Citizens Transportation<br/>Oversight Committee</li> </ul> |
|---|---|

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

This item was on the February 18, 2014 MAG Regional Council Executive Committee agenda for information and discussion.

MEMBERS ATTENDING

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Mayor Scott Smith, Mesa, Chair</li> <li>Mayor Michael LeVault, Youngtown, Vice Chair</li> <li>Mayor W.J. "Jim" Lane, Scottsdale, Treasurer</li> </ul> | <ul style="list-style-type: none"> <li>* Mayor Gail Barney, Queen Creek</li> <li># Mayor Marie Lopez Rogers, Avondale</li> <li>Mayor Lana Mook, El Mirage</li> <li>* Mayor Greg Stanton, Phoenix</li> </ul> |
|--|---|

\* Not present



## Oversight Committee

\* Those members neither present nor represented by proxy.

# Attended by telephone conference call.

+ Attended by videoconference

This item was on the January 21, 2014, MAG Executive Committee agenda for information and discussion.

### MEMBERS ATTENDING

\* Mayor Scott Smith, Mesa, Chair  
Mayor Michael LeVault, Youngtown,  
Vice Chair  
Mayor W.J. "Jim" Lane, Scottsdale,  
Treasurer

\* Mayor Gail Barney, Queen Creek  
Mayor Marie Lopez Rogers, Avondale  
Mayor Lana Mook, El Mirage  
Mayor Greg Stanton, Phoenix

\* Not present

# Participated by video or telephone conference call

This item was on the January 8, 2014 MAG Management Committee for information and discussion.

### MEMBERS ATTENDING

Dr. Spencer Isom, El Mirage, Chair  
Christopher Brady, Mesa, Vice Chair  
# Matt Busby for George Hoffman,  
Apache Junction  
Charlie McClendon, Avondale  
\* Stephen Cleveland, Buckeye  
\* Gary Neiss, Carefree  
Rodney Glassman, Cave Creek  
Patrice Kraus for Rich Dlugas, Chandler  
\* Charles Montoya, Florence  
\* Phil Dorchester, Fort McDowell  
Yavapai Nation  
# Ken Buchanan, Fountain Hills  
Rick Buss, Gila Bend  
\* David White, Gila River Indian Community  
Marc Skocypec for Patrick Banger,  
Gilbert  
Brent Stoddard for Brenda S. Fischer,  
Glendale  
\* Brian Dalke, Goodyear  
Rosemary Arellano, Guadalupe

Darryl Crossman, Litchfield Park  
\* Trisha Sorensen, City of Maricopa  
\* Jim Bacon, Paradise Valley  
Carl Swenson, Peoria  
Ed Zuercher, Phoenix  
# Greg Stanley, Pinal County  
# John Kross, Queen Creek  
\* Bryan Meyers, Salt River  
Pima-Maricopa Indian Community  
Brad Lundahl for Fritz Behring, Scottsdale  
Chris Hillman, Surprise  
Marge Zylla for Andrew Ching, Tempe  
\* Reyes Medrano, Tolleson  
Joshua Wright, Wickenburg  
Jeanne Blackman, Youngtown  
Brent Cain for John Halikowski, ADOT  
John Hauskins for Tom Manos,  
Maricopa Co.  
John Farry for Steve Banta,  
Valley Metro/RPTA

\* Those members neither present nor represented by proxy.

# Participated by telephone conference call.

+ Participated by videoconference call.

### **CONTACT PERSON:**

Rebecca Kimbrough, MAG Fiscal Services Manager, (602) 452-5051

**MAG Transit Committee**

Agenda Item #5

<u>Vice Chair</u>	<u>Agency</u>	
Wulf Grote, Director of Planning & Development	Valley Metro	
Kristen Sexton, Transit Coordinator	City of Avondale	

*Current Chair of the MAG Transit Committee is Madeline Clemann, City of Scottsdale*



Valley Metro.org | 101 N. First Avenue | Suite 1300 | Phoenix, AZ 85003  
T 602.262.7433 F 602.262.2682 TTY 602.251.2039

March 26, 2014

Mayor Scott Smith  
MAG Regional Council Chair  
Maricopa Association of Governments  
302 N. 1st Avenue, Suite 200  
Phoenix, Arizona 85003

The Honorable Scott Smith:

I am writing this letter to express our interest in having a Valley Metro representative serve as Vice Chair of the MAG Transit Committee. Mr. Wulf Grote has served on the Transit Committee since it was formed and has been a leader in regional transit issues in the Valley since 1985. He has an intimate knowledge of the transit planning process, including the development of the region's light rail system that has surpassed all ridership expectations. He works closely with MAG staff to further the expansion of our region's transit system and also is leading the charge to move towards a more performance based transit system.

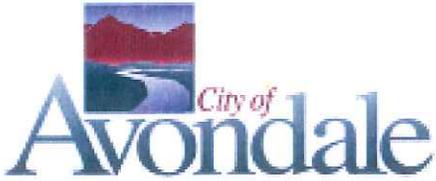
Mr. Grote currently serves as the Director of Planning and Development for Valley Metro. In this position he is responsible for rail and bus planning and development for the region. He would be an excellent candidate for the Vice Chair position.

I encourage you to consider Mr. Grote for this important committee position.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Banta'.

Stephen R. Banta  
Chief Executive Officer



April 16, 2014

Mayor Scott Smith  
Maricopa Association of Governments  
302 North 1<sup>st</sup> Ave, Suite 300  
Phoenix, AZ 85003

RE: Letter of Interest for Vice Chair Position on the MAG Transit Committee

Dear Mr. Smith:

The City of Avondale would like to submit **Kristen Sexton, Transit Coordinator** as the Vice Chair of the MAG Transit Committee. Kristen's experience in the regions transit operations and extensive knowledge of the transit issues facing our region, make her a perfect candidate for the position.

If you have any questions, please contact me at 623-333-1000. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "David Fitzhugh", is written over the typed name.

David Fitzhugh  
City Manager

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**Administration**

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