

September 7, 2011

TO: Members of the MAG Regional Council Executive Committee

FROM: Mayor Hugh Hallman, City of Tempe, Chair

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

Monday, September 12, 2011 - 12:00 Noon  
MAG Office, Suite 200 - Ironwood (NEW MEETING 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 480-350-8221. For MAG staff, please contact Dennis Smith, MAG Executive Director, at (602) 254-6300.

MAG EXECUTIVE COMMITTEE  
TENTATIVE AGENDA  
SEPTEMBER 12, 2011

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.

3. Approval of Executive Committee Consent Agenda

Prior to action on the consent agenda, members of the audience will be 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. Consent items are marked with an asterisk (\*).

2. Information and discussion.

3. Approval of Executive Committee Consent Agenda.

ITEMS PROPOSED FOR CONSENT\*  
BY THE EXECUTIVE COMMITTEE

\*3A. Approval of the July 18, 2011 Executive Committee Meeting Minutes

3A. Review and approval of the July 18, 2011 Executive Committee meeting minutes.

\*3B. Amendment to the FY 2012 MAG Unified Planning Work Program and Annual Budget to Add \$46,000 to the FY 2012 Bicycle Count Project and Decrease the FY 2012 Bicycle Education on Buses and Bus Shelters Project by \$46,000

3B. Approval to amend the FY 2012 MAG Unified Planning Work Program and Annual Budget to add \$46,000 to the FY 2012 Bicycle Count Project, for a total of \$96,000, and decrease the FY 2012 Bicycle Education on Buses and Bus Shelters project by \$46,000, for a total of \$30,000.

The fiscal year (FY) 2012 MAG Unified Planning Work Program and Annual Budget (UPWP), approved by the MAG Regional Council in May 2011, included \$165,000 for the Regional Bicycle and Pedestrian Planning program for consultant work. Of this amount, \$119,000 of project work was estimated to be completed in the current year, and the remaining \$46,000 of project work was estimated to be completed in FY 2013. After discussions in the MAG Bicycle and Pedestrian Committee meetings, a recommendation has been made by the committee to start and complete all of the consultant projects for this program during FY 2012. In addition, the project scope for the Bicycle Education on Buses and Bus Shelters project was inadvertently put in the final FY 2012 UPWP at \$76,000. This will be corrected to reflect the original budget of \$30,000. An amendment to the FY 2012 MAG UPWP is needed to make these changes. This item is on the September 7, 2011 Management Committee agenda for recommended approval. Please refer to the enclosed material.

\*3C. Amendment of the FY 2012 Unified Planning Work Program and Annual Budget to Provide Funding for a Northwest Valley Local Transit System Study

In December 2010, dial-a-ride services provided through Sun Cities Area Transit (SCAT) were eliminated. Since that time, MAG and Valley Metro/RPTA staff have been meeting with stakeholders to discuss opportunities to improve transit options in the Sun City area. As part of these discussions, the Arizona Department of Transportation has offered to provide \$160,000 in Section 5304 Statewide Planning funds to evaluate the short- and long-term transit needs for this area, which includes both rural and urbanized land. The proposed Northwest Valley Local Transit System Study would also include \$78,000 of matching funds from the MAG Regional Area Road Fund (RARF) for planning and administering the Regional Transportation Plan. On August 11,

3C. Approval to amend the FY 2012 MAG Unified Planning Work Program and Annual Budget to include \$238,000 for a Northwest Valley Local Transit System Study.

2011, the MAG Transit Committee recommended amending the FY 2012 MAG Unified Planning Work Program and Annual Budget. This item is on the September 7, 2011 Management Committee agenda for recommended approval. Please refer to the enclosed material.

\*3D. Consultant Selection for the Southwest Valley Local Transit System Study

The fiscal year (FY) 2012 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2011, includes \$280,000 for the Southwest Valley Local Transit System Study. The purpose of the study is to identify opportunities and strategies for improving the existing transit service in the southwest valley and to develop a short, mid, and long range local transit plan that effectively provides circulation within the southwest valley and also connects to the regional transit system. On May 28, 2011, MAG issued a Request for Proposals to conduct the study. MAG received proposals from six consultant firms. A multi-agency review team evaluated the proposals on July 14, 2011, and conducted consultant interviews on July 21, 2011. The evaluation team recommended to MAG that URS Corporation be selected to develop the Southwest Valley Local Transit System Study. This item is on the September 7, 2011 Management Committee agenda for recommended approval. Please refer to the enclosed material.

\*3E. Consultant Selection for the MAG Municipal Aging Services Project

On March 14, 2011, the MAG Regional Council Executive Committee amended the fiscal year (FY) 2011 MAG Work Program and Annual Budget to reflect a \$110,800 grant from the Virginia G. Piper Charitable Trust to support the MAG Municipal Aging Services Project. This project will result in a municipal aging services model that will assist local governments in meeting the needs of older adults. The budget for this

3D. Approval of the selection of URS Corporation to conduct the Southwest Valley Local Transit System Study for an amount not to exceed \$280,000.

3E. Approval for Wholonomy Consulting, LLC to conduct evaluation services for the Municipal Aging Services project for an amount not to exceed \$25,000.

project includes \$30,000 to conduct a survey and \$45,000 for evaluation services. On May 16, 2011, the MAG Executive Committee approved the selection of the ETC Institute to conduct the survey. MAG staff has been conducting activities related to the evaluation services. It is proposed to contract with Wholonomy Consulting, LLC, to complete the remainder of the evaluation service activities for an amount not to exceed \$25,000. A Request for Proposals was not issued because the firm is under State contract. This item is on the September 7, 2011 Management Committee agenda for recommended approval. Please refer to the enclosed material.

\*3F. Consultant Selection for the 2012 MAG Airport Travel Model Update and Data Collection

The fiscal year (FY) 2012 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2011, includes \$400,000 for the 2012 MAG Airport Travel Model Update and Data Collection. The purpose of the project is two-fold: to collect travel, economic and demographic data for both airport passengers and people picking up or dropping off passengers and to improve and update modeling of airport related travel in the MAG regional travel forecasting model. The data will be collected for Sky Harbor International Airport and Phoenix-Mesa Gateway Airport. On June 23, 2011, MAG issued a Request for Proposals to conduct the 2012 MAG Airport Travel Model Update and Data Collection. Four proposals were received, and on August 10, 2011, a multi-agency evaluation team reviewed the proposals and recommended to MAG the selection of HDR Engineering, Inc., to conduct the 2012 MAG Airport Travel Model Update and Data Collection. In addition, the evaluation team recommended that if negotiations with HDR Engineering, Inc. are not successful, that MAG pursue negotiations with its second choice, Resource Systems Group, Inc. This item is on the September 7, 2011 Management Committee agenda for

3F. Approval of the selection of HDR Engineering, Inc. to conduct the 2012 MAG Airport Travel Model Update and Data Collection for an amount not to exceed \$400,000. If negotiations with HDR Engineering, Inc. are not successful, that MAG negotiate with its second choice, Resource Systems Group, Inc., to conduct the project.

recommended approval. Please refer to the enclosed material.

\*3G. Consultant Selection for the Designing Transit Accessible Communities Study

The fiscal year (FY) 2012 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2011, includes \$200,000 for the Designing Transit Accessible Communities Study. The purpose of the study is to develop strategies to make transit more accessible for bicyclists and pedestrians. On May 26, 2011, MAG issued a Request for Proposals to conduct the study. MAG received proposals from seven consultant teams. On July 20, 2011, a multi-agency evaluation team interviewed three consultant teams and recommended to MAG the selection of Wilson and Company to conduct the study. This item is on the September 7, 2011 Management Committee agenda for recommended approval. Please refer to the enclosed material.

\*3H. Amendment of the FY 2012 Unified Planning Work Program and Annual Budget to Increase the Mesoscopic to Microscopic Conversion Tool On-Call Project by \$10,000

The fiscal year (FY) 2012 Unified Planning Work Program and Annual Budget (UPWP), approved by the Regional Council in May 2011, includes \$30,000 for an on-call consultant project for developing the Mesoscopic to Microscopic Conversion Tool. This project will develop a conversion tool to be used by MAG in simulation modeling. This software tool will be utilized by MAG for converting the output, from the DynusT Regional ITS Operations Planning Model, into input required for the VISSIM microscopic traffic simulation model. It is now estimated that the budget required for the level of effort required by an on-call consultant to develop this tool is \$40,000. An increase of the on-call project budget by \$10,000, through an amendment of the FY 2012 UPWP, is required to carry out this

3G. Approval of the selection of Wilson and Company to conduct the Designing Transit Accessible Communities Study for an amount not to exceed \$200,000.

3H. Approval to amend the FY 2012 MAG Unified Planning Work Program and Annual Budget to increase the budgeted amount by \$10,000 for the Mesoscopic to Microscopic Conversion Tool on-call project.

project. This item is on the September 7, 2011 Management Committee agenda for recommended approval. Please refer to the enclosed material.

- \*31. Amendment to the FY 2012 MAG Unified Planning Work Program and Annual Budget to Accept Funding from the City of Phoenix for Human Services Transportation Coordination Planning

The FY 2012 MAG Unified Planning Work Program and Annual Budget (UPWP) was approved on May 25, 2011. The UPWP did not include funding from the City of Phoenix for Human Services transportation coordination planning. Since the approval of the UPWP, the City of Phoenix has notified MAG that funding for Human Services transportation coordination planning is available. This funding is comprised of FTA 5321 (\$81,559) and FTA 5316 (\$100,000), for a total of \$181,559. This award will fund planning that is required by SAFETEA-LU and affects any applicants for Section 5310, Elderly Persons and Persons with Disabilities; Section 5316, Job Access and Reverse Commute; and Section 5317, New Freedom. This agenda item is to accept funding from the City of Phoenix and to approve an amendment to the FY 2012 MAG UPWP for \$181,559. Please refer to the enclosed material.

- 31. Approval to accept FTA 5321 (\$81,559) and FTA 5316 (\$100,000) funding from the City of Phoenix, for a total of \$181,559, and to amend the FY 2012 MAG Unified Planning Work Program and Annual Budget to add the funding from the City of Phoenix that increases the FY 2012 MAG UPWP by \$181,559.

ITEMS PROPOSED TO BE HEARD  
BY THE EXECUTIVE COMMITTEE

- 4. Update on the Use of Proxies on MAG Committees

The MAG Committee Operating Policies and Procedures, adopted in July 2009, address the use of proxies at the Regional Council, Management Committee, Executive Committee and Technical and Policy Committees, but do not directly address the issue of whether a consultant or contractor may serve as a proxy for a city or town employee. For some small municipalities, and with

- 4. Information, discussion and possible action to recess the meeting to conduct an executive session for legal advice with MAG's attorney regarding possible amendments to MAG policies regarding proxies, and to reconvene the meeting for possible action to adopt the four step procedure outlined by the MAG General Counsel to resolve potential conflict of interest issues that may arise by proxies serving for MAG member agencies on certain MAG committees and to

the cutbacks in MAG member agency staffing, in some cases, it may be necessary to have contracted assistance represent the MAG member agency on certain MAG committees. Proxies are not allowed at the Executive Committee or the Transportation Policy Committee. The Policies and Procedures also state that where proxies are allowed, a "like for like" policy is followed, except the provision pertaining to the Regional Council that specifically states that the proxy must be another elected official. To address the use of proxies, the MAG General Counsel drafted a procedure that would help resolve whether a conflict or appearance of a conflict exists. This four-step procedure, if adopted, will provide for the attorney for the MAG member agency to provide an opinion as to whether a consultant or contractor would have a conflict of interest serving as a proxy for a MAG member agency. The opinion would be reviewed by the MAG General Counsel and the Executive Director to determine if a conflict or appearance of a conflict exists. If it is uncertain, the issue would be addressed by the MAG Executive Director in consultation with the Manager for the MAG member agency.

The Executive Committee may vote to recess the meeting and go into executive session to discuss and consult with MAG's attorney for legal advice regarding possible amendments to MAG policies regarding proxies. The meeting may then be reconvened to take action regarding approval to adopt the four step procedure outlined by the MAG General Counsel to resolve potential conflict of interest issues that may arise by proxies serving for MAG member agencies on certain MAG committees, and to incorporate the four step procedure into the MAG policies. The authority for such an executive session is A.R.S. 38-431.03(A)(3).

5. Appointments of the Chair and Vice Chair of the MAG 3-1-1 Business Plan Committee

On July 13, 2011, the formation of a MAG 3-1-1 Business Plan Committee was established by the

incorporate the four step procedure into the MAG policies. (A.R.S. 38-431.03(A)(3)).

5. Approval of the Chair and Vice appointments to the MAG 3-1-1 - Business Plan Committee.

Management Committee. The Committee is tasked with examining potential systems and funding options for 3-1-1 in the region. Members of the committee interested in being considered for the Chair or Vice Chair positions for the Committee were requested to send a letter to the MAG office by August 31, 2011. According to the MAG Committee Operating Policies and Procedures, approved by the MAG Regional Council in July 2009, 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 one-year terms, with possible reappointment to serve up to one additional term by consent of the respective committee. The Regional Council Executive Committee is requested to appoint a Chair and Vice Chair of the 3-1-1 Business Plan Committee. Please refer to the enclosed material.

6. Update on the MAG Five Percent Plan for PM-10

An update will be provided on the MAG Five Percent Plan for Plan for PM-10 and the activities to prevent PM-10 exceedances at the monitors and throughout the region. In the summer of 2011, there have been several exceedances due to exceptional events caused by haboobs, dust storms, thunderstorms, and residual dust. The Arizona Department of Environmental Quality is preparing the documentation for the 2011 exceptional events based upon the Draft Guidance Documents on the Implementation of the Exceptional Events Rule issued by the Environmental Protection Agency. Staff from Maricopa County and MAG are providing technical assistance. Due to the requirements that must be met and the number of exceptional events that have occurred, the documentation effort is resource intensive. In addition, work is underway on a conceptual model for the attainment demonstration for the new Five Percent Plan for PM-10. An update on unpaved

6. Information and discussion.

roads will also be provided. Please refer to the enclosed material.

7. 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.

8. 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

7. Information and discussion.

8. Information