

May 10, 2016

TO: Members of the MAG Regional Council Executive Committee

FROM: Mayor W.J. "Jim" Lane, City of Scottsdale, Chair

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

Monday, May 16, 2016 - 12:00 p.m.  
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 or video 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 Dennis Smith, MAG Executive Director, or Denise McClafferty, MAG Regional Program Manager, at (602) 254-6300.

MAG EXECUTIVE COMMITTEE  
TENTATIVE AGENDA  
May 16, 2016

COMMITTEE ACTION REQUESTED

1. Call to Order

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

2. Pledge of Allegiance

3. 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. Information and discussion.

ITEMS PROPOSED FOR CONSENT\*  
BY THE EXECUTIVE COMMITTEE

\*4A. Approval of the April 18, 2016 Executive Committee Meeting Minutes

\*4B. Consultant Selection for MAG FY 2016 Interstate 10/Papago Freeway Tunnel Traffic Operations Study

The MAG Fiscal Year (FY) 2016 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2015, includes \$75,000 to conduct the MAG FY 2016 Interstate 10/Papago Freeway Tunnel Traffic Operations Study. A Request for Proposals was issued to interested consultants on February 16, 2016, with a submittal deadline of March 30, 2016. MAG received two proposals from teams led by Michael Baker International, Inc. and

4A. Approval of the April 18, 2016 Executive Committee meeting minutes.

4B. Approval of selecting Burgess & Niple, Inc. to conduct the Interstate 10/Papago Freeway Tunnel Traffic Operations Study for an amount not to exceed \$75,000.

Burgess and Niple, Inc. After scoring the proposals, a multi-agency evaluation team met on April 20, 2016, and recommended to MAG the selection of Burgess & Niple, Inc. to conduct the Interstate 10/Papago Freeway Tunnel Traffic Operations Study. The selection of Burgess & Niple, Inc., was recommended for approval on April 28, 2016, by the MAG Transportation Review Committee. This item is on the May 11, 2016 Management Committee agenda for recommended approval. Please refer to the enclosed material.

\*4C. Consultant Selection for a Study to Develop a Systems Management and Operations Plan for the MAG Planning Area

The MAG Fiscal Year (FY) 2016 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2015, includes \$300,000 for a study to develop a Systems Management and Operations Plan for the MAG planning area. The scope of work for this 16-month study was developed with input from the MAG Intelligent Transportation Systems (ITS) Committee and later refined by a nine-member study panel. It is anticipated that work on this project would begin in August 2016. A Request for Proposals was issued on March 11, 2016, and three proposals were received on April 8, 2016. The study panel reviewed the proposals and on April 25, 2016, recommended to MAG the selection of the firm Kimley-Horn and Associates for conducting the study. On May 4, 2016, the MAG ITS Committee recommended approval of the selection of Kimley-Horn and Associates. This item is on the May 11, 2016 Management Committee agenda for recommended approval. Please refer to the enclosed material.

4C. Approval of the selection of the firm Kimley-Horn and Associates for conducting a study to develop a Systems Management and Operations Plan for the MAG region for an amount not to exceed \$300,000.

\*4D. Request for Professional Services for MAG Website Redesign

The Maricopa Association of Governments created its current website eight years ago. Since that time, the content management system used by the site has become outdated. The technology needs to be updated in order to support mobile applications and optimize usability. Updating the MAG website is identified as an objective in the FY 2016 MAG Unified Planning Work Program and Annual Budget. Funding is available in the FY 2016 line item budget for professional services in the Information Technology Division for consulting services. At the April 18, 2016, MAG Regional Council Executive Committee meeting, staff noted that the website redesign is planned to be launched as part of MAG's 50<sup>th</sup> Golden Anniversary Celebration on April 12, 2017. In order to initiate the MAG website update, MAG is proposing to use Integrated Web Strategy (IWS), LLC, which is a website contractor approved under state procurement. IWS would conduct research, perform a thorough content audit, conduct stakeholder interviews and focus groups, and develop a strategic plan to guide the design and development of the new website. The services would be provided at a cost not to exceed \$10,000. This item is on the May 11, 2016 Management Committee agenda for recommended approval.

4D. Approval of acquisition of professional services from Integrated Web Strategy (IWS), LLC, to provide research and strategic planning for the redesign of the MAG website, for an amount not to exceed \$10,000.

ITEMS TO BE HEARD  
BY THE EXECUTIVE COMMITTEE

5. Update on Consultant Services for the Statewide Tourism and Shopping Initiative

At the February 16, 2016, MAG Regional Council Executive Committee meeting, the firm Capitol Strategies was approved for a three month period to assist in the development of border zone expansion language, including a five year pilot project and to submit the proposed language and relevant supplemental information to the

5. Information, discussion and possible action to extend the contract for Capitol Strategies for \$8,000 a month for up to two additional months.

appropriate Department of Homeland Security personnel and to key members of Congress. The amount of the contract was for \$8,000 per month, not to exceed \$24,000. Since that time, Capitol Strategies, represented by former Congressman Jim Kolbe and Steven Bloch, has held several meetings in Washington D.C. and Arizona to receive feedback on this economic development effort. As reported at the February Executive Committee meeting, a University of Arizona study commissioned by MAG stated that extending the border zone to all of Arizona would inject approximately \$181 million per year into Arizona's economy. Representatives from Capitol Strategies will provide an update to the Executive Committee on their discussions and recommendations that have been identified to move this initiative forward through a federal administrative process. Following the recommendations, the Executive Committee may be requested to extend the contract with Capitol Strategies for an additional one or two months.

6. Approval of the Draft FY 2017 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 2016. 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 11, 2016, Intermodal Planning Group meeting. The draft FY 2017 MAG Unified Planning Work Program and Annual Budget is being presented for a recommendation for approval. This item is on the May 11, 2016 Management

6. Recommend approval of the resolution adopting the Draft FY 2017 MAG Unified Planning Work Program and Annual Budget and the member dues and assessments.

Committee agenda for information. Please refer to the enclosed material.

7. Legislative Update

An update will be provided on legislative issues of interest.

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

7. Information and discussion.

8. Information.

9. Information.

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

April 18, 2016

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

MEMBERS ATTENDING

Mayor W.J. "Jim" Lane, Scottsdale, Chair	#Mayor Gail Barney, Queen Creek
Mayor Greg Stanton, Phoenix, Vice Chair	Mayor Michael LeVault, Youngtown
Mayor Jackie Meck, Buckeye, Treasurer	Mayor Mark Mitchell, Tempe
	Mayor Lana Mook, El Mirage

\* Not present

# Participated by video or telephone conference call

1. Call to Order

The Executive Committee meeting was called to order by Chair Lane at 12:03 p.m. Mayor Barney participated by teleconference.

2. Pledge of Allegiance

3. Call to the Audience

Chair Lane stated according to the MAG public comment process, members of the audience who wish to speak are requested to fill out 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 Lane noted no public comment cards had been received.

4. Approval of Executive Committee Consent Agenda

Chair Lane requested a motion to approve the consent items. Mayor Mook moved to approve consent items #4A through #4F. Mayor LeVault seconded the motion and the motion carried unanimously.

4A. Approval of the March 23, 2016 Executive Committee Meeting Minutes

The Executive Committee, by consent, approved the March 23, 2016 Executive Committee meeting minutes.

4B. MAG Intelligent Transportation Systems and Transportation Safety On-Call Services

## Consultant Selection

The Executive Committee, by consent, approved the selected lists of consultants for the ITS and Transportation Safety Planning on-call services, for the following areas of expertise: (1) Arterial Traffic Signal Operations, (2) Regional ITS Planning, (3) Systems Management and Operations Planning, (4) Systems Management and Operations Training, (5) Traffic Incident Management Evaluation, (6) Transportation Safety Planning, (7) Transportation Safety Training, and (8) Crash Data Analysis Tools.

The budget, anticipated to be considered by the MAG Regional Council in May 2016, includes a number of projects to be executed in the areas of Intelligent Transportation Systems (ITS) and Transportation Safety. These projects will be executed through on-call consultant contracts with qualified consultants selected in eight areas of technical expertise. A request for qualifications was advertised on January 28, 2016. Two selection panels, made up of ITS Committee and Transportation Safety Committee members and MAG staff, evaluated the statements of qualifications and recommended the selection of a number of qualified consultant teams, in each of the areas of technical expertise. On March 22, 2016, the MAG Transportation Safety Committee recommended approval of a ranked list of consultants for three (3) areas of technical expertise related to Transportation Safety projects. On April 6, 2016, the MAG ITS Committee recommended approval of a ranked list of consultants for five (5) areas of technical expertise related to ITS projects.

### 4C. Recommend Appointment of the MAG Economic Development Committee Arizona Department of Transportation Representative

The Executive Committee, by consent, recommended the appointment of Floyd Roehrich, Executive Officer of the Arizona Department of Transportation (ADOT), as the ADOT representative on the MAG Economic Development Committee.

In June 2015, the MAG Regional Council approved changes to the composition of the MAG Economic Development Committee (EDC). The composition includes twenty MAG member agency representatives, including the ADOT, that have one-year terms with possible reappointment by recommendation of the Executive Committee and approval of the Regional Council. On March 29, 2016, a letter was received from the ADOT Director recommending Floyd Roehrich, Executive Officer, serve as the ADOT representative on the EDC. It is anticipated that the Regional Council will approve this recommendation at its April 27, 2016 meeting.

### 4D. Amendment to the FY 2016 MAG Unified Planning Work Program and Annual Budget to Accept Funding and Add a New Consultant Project for the Rural Paratransit Needs Assessment Study

The Executive Committee, by consent, approved an amendment to the MAG FY 2016 Unified Planning Work Program and Annual Budget to accept \$60,000 in FTA 5304 funds and add the Rural Paratransit Needs Assessment Study.

On December 15, 2015, MAG staff received approval from the MAG Regional Council to apply for a Notice of Funding Availability (NOFA) for Local Rural/Small Urban Transit Planning Projects. On February 23, 2016, the Arizona Department of Transportation awarded MAG \$60,000 in Federal Transit Administration (FTA) 5304 funds for the implementation of the new study, which will commence in July 2016. The purpose of the Rural Paratransit Needs Assessment Study will be to address the needs of older persons and people with disabilities for regional paratransit services within MAG rural areas. The study may lead to future opportunities to secure 5310 and 5311 funding for additional work in this area. The Fiscal Year (FY) 2016 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2015, needed to be amended to accept the additional FTA 5304 funds and to add the MAG Rural Paratransit Needs Assessment Study.

4E. On-Call Consulting Services Selection for FY 2016 Transportation Behavioral Model and Data

The Executive Committee, by consent, approved the list of on-call consultants for Area of Expertise A (Travel Demand Modeling): AECOM Technical Services, Inc., Caliper Corporation, Cambridge Systematics, INRO Consultants Inc., Lee Engineering, LLC, Resource Systems Group, Inc., Parsons Brinckerhoff, Inc.; for Area of Expertise B (Data Collection, Data Analysis, Data Management and Data Visualization): AECOM Technical Services, Inc., Caliper Corporation, Cambridge Systematics, ETC Institute, INRO Consultants Inc., Lee Engineering, LLC, MS2, Resource Systems Group, Inc., Traffic Research & Analysis, Inc., United Civil Group, Works Consulting, LLC, Parsons Brinckerhoff, Inc.; for a total amount not to exceed \$250,000.

The fiscal year (FY) 2016 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2015, includes \$250,000 for on-call consulting services for FY 2016 Transportation Behavioral Model and Data. The main purpose of the three-year project is to update and further improve MAG transportation forecasting tools in order to better support new planning and forecasting needs of MAG and MAG member agencies. A request for qualifications was advertised on February 19, 2016 for technical assistance in two areas of expertise: (A) Travel Demand Modeling, (B) Data Collection, Data Analysis, Data Management and Data Visualization. Twelve proposals were received by the March 23, 2016, deadline. On March 30, 2016, the multi-agency evaluation team met and recommended consultants to MAG to perform the technical assistance.

4F. Amendment to the FY2016 MAG Unified Planning Work Program and Annual Budget to Accept Funding for the FY2016 ITS Strategic Plan for the City of Buckeye

The Executive Committee, by consent, approved an amendment to the FY 2016 Unified Planning Work Program to accept \$10,000 from the City of Buckeye, toward the budget for an On-Call consultant project that would develop an Intelligent Transportation Systems (ITS) Strategic Plan for the City.

The Fiscal Year (FY) 2016 MAG Unified Planning Work Program and Annual Budget (UPWP)

was approved on May 27, 2015 by the MAG Regional Council. The FY 2016 UPWP includes \$100,000 in funds for a MAG ITS On-Call consultant project that would assist the City of Buckeye develop an ITS Strategic Plan. The City of Buckeye will be contributing \$10,000 toward this effort, with the remaining \$90,000 contributed by MAG. An agreement has been executed between the City of Buckeye and MAG. An amendment to the MAG FY 2016 UPWP is needed to accept these funds from the City of Buckeye toward the budget for the On-Call consultant project to develop an Intelligent Transportation Systems (ITS) Strategic Plan for the City.

5. Desert Peaks Awards

MAG Communications Manager Kelly Taft provided an update on the Desert Peaks Awards ceremony. Ms. Taft stated that the Desert Peaks Awards will be held directly following the MAG Annual Meeting that begins at 5:00 p.m. at the Phoenix Airport Marriott, 1101 N. 44<sup>th</sup> Street, on June 22, 2016. She said the Desert Peaks Awards judging panel met March 29, 2016 to select recipients. Committee members were provided with a list of recipients at their places. Ms. Taft congratulated Mayor Stanton for being selected as an outstanding economic development champion in an extremely competitive category. She said the judges recognized Mayor Stanton as a key driver in efforts to improve trade with Mexico. Ms. Taft reminded the committee that they will serve as presenters at the event, with each presenting the award in a selected category. This will entail introducing a brief video summary of the winning recipient and handing out the awards for that category. She asked committee members to please RSVP to the event.

Ms. Taft stated messages will be heard from outgoing Chair Lane and incoming Chair Stanton. She said an exciting development this year is the Desert Peaks Awards will launch MAG's 50<sup>th</sup> Anniversary celebration. Ms. Taft noted that MAG has received about \$28,000 in sponsorships for the event, which is up from the previous year. Mayor LeVault asked the estimated cost of the event. Ms. Taft replied that the event will cost about \$37,000, including the venue, programs, awards, printing and labor costs. She stated that the sponsorships offset most of the costs of the venue and MAG pays for remaining expenses.

6. MAG 50<sup>th</sup> Golden Anniversary Celebration Update

MAG Communications Specialist Shannon Reed discussed plans for MAG's 50<sup>th</sup> Anniversary. Ms. Reed explained that MAG created an outreach program that will be used to feature the agency's long history of serving the region. She stated that the creative leadership at MAG has ushered in a legacy of 50 years of making a difference. Ms. Reed said to commemorate this milestone, MAG will conduct outreach throughout the year, kicking off at the Desert Peaks Awards and continuing until the 50<sup>th</sup> Anniversary, April 12, 2017. Ms. Reed stated that MAG will create videos, refresh and relaunch its website and increase its social media profile.

Mayor Stanton suggested that MAG focus its public messaging on why MAG is relevant to the community going forward and lessons learned over the past 50 years. He expressed concern that it not be a nostalgia tour, but rather focused on how MAG continues to benefit the community.

Ms. Reed assured the committee that the celebration would focus on the relevancy of MAG to the region with the theme, “Why MAG Matters.” She stated that the annual report this year would focus on how MAG collectively makes a difference in the region and how its members contribute to MAG.

7. Development of the FY 2017 MAG Unified Planning Work Program and Annual Budget

Chair Lane asked MAG Fiscal Services Manager Rebecca Kimbrough for an update on the FY 2017 MAG Unified Planning Work Program and Annual Budget. Ms. Kimbrough stated that the Draft Work Program was presented in incremental pieces each month, beginning in January, with proposed dues and assessments; in February, with proposed projects; and in March, with a first draft of the work program for FY 2017. She said that April is the last month for any information as the budget will be on the agenda for approval in May.

Ms. Kimbrough stated the first item for the draft budget update is a request for three staff positions for FY 2017. MAG is requesting an Application Developer I, Human Services Planner I, and an Accountant I.

Chair Lane asked if MAG puts its budget plan on its website. Ms. Taft stated it was not something currently on the website, but that it could be added. Chair Lane stated there has been a growing tendency by most municipalities and government agencies to post budgets. He stated if MAG has a new website in process, it is something that should be considered. Chair Lane said it is a good way to get public documents disseminated.

Mayor Stanton added that the City of Phoenix, at the request of the Public Interest Research Group (PIRG), does a checkbook-type dissemination of its budget. He said that every single expenditure by Phoenix is posted on its website, and it has been very positive for the city. Mayor Stanton stated that the City of Phoenix went from an average transparency grade by PIRG to an A grade.

Ms. Kimbrough said the next item on the budget is a proposed salary increase for FY 2017. MAG is recommending a proposed salary increase of up to three percent be included for FY 2017 and that any increases to individual MAG salaries be performance based. She said that retaining key staff at MAG is essential to continuing quality work. Ms. Kimbrough stated that MAG staff receive 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. She said the total proposed increase for FY 2017 would not exceed a maximum of \$250,000.

Mayor Stanton asked MAG Executive Director Dennis Smith how many employees typically get a salary increase and at what percent. Mr. Smith stated that MAG has 102 employees and some do not get raises because they have reached the top of their salary range. He said most employees would get close to three percent unless there is an issue. Mr. Smith noted that employees meet with their supervisor to discuss performance and job duties and that it is possible for employees to get more than three percent based on their performance.

Mayor Stanton asked if three percent would be the average for the performance based increases. Mr. Smith answered that three percent is close to what the average number would be. He noted there are times when MAG hires employees directly out of school, from another country or as an intern and this could be a reason for an increase of more than three percent. Mr. Smith stated that when MAG is processing H1B visas, an employee must be making the prevailing wage for the position, so that may be another reason an employee gets an increase of more than three percent.

Ms. Kimbrough said that MAG has gone years without performance increases. Mr. Smith said he heard from West Valley managers that some cities would be giving increases of three to five percent this year, and he also was aware the Regional Public Transportation Authority (RPTA) would be giving 2.5 percent, so he believed MAG was in an average spot for the amount budgeted.

Mayor Stanton informed the committee that his city is in the middle of employee negotiations. He said that Phoenix would not be giving three percent raises, but he would support increases at MAG and he trusts Mr. Smith's good judgement. Mayor Stanton noted that MAG may get caught up in the politics of the City of Phoenix's negotiations. He stated that MAG needs to be cognizant of what is going on in its member cities as it relates to employee compensation.

Mr. Smith stated as a point of information, this is the only increase MAG has and there is no other benefit package, such as telephone and car allowances, that other government employers have. Mayor Stanton reiterated that he supported the increases, but MAG should be cognizant it may become an issue.

Mayor Mook asked about identity theft experienced by some MAG employees. Ms. Kimbrough informed the committee that she believes an outside vendor may have had an issue. She stated she believes the breach may have been with an offsite vendor that processed the accounting system and had a backup copy. Mayor Mook said she wanted to know about the incident at MAG because of a new employee she has working in the security area. She stated she knew we instituted free credit checks for employees, and was wondering how that has gone and if there is a need for additional security measures.

MAG Information Technology Manager Audrey Skidmore told the committee MAG underwent several audits to verify there were no issues within MAG and provided information on proactive steps taken at MAG. Ms. Skidmore said MAG worked closely with law enforcement to support them in investigating issues reported by employees. Ms. Kimbrough shared with the committee that roughly 60 percent of employees signed up with LifeLock, an identity protection company, and said there have been no reports of issues since the initial incident.

Mayor LeVault asked about the FBI's involvement in the investigation. Ms. Skidmore confirmed their involvement and stated that she could provide additional information to the committee in executive session. MAG General Counsel Fredda Bisman suggested the committee put any discussion of this issue in a separate agenda item.

Chair Lane referred back to the salary adjustment cap of \$250,000 mentioned earlier by Ms. Kimbrough. He asked what the \$250,000 represents as far as an average of distributed money.

Ms. Kimbrough stated the \$250,000 represents an overall three percent increase to budgeted salary amounts. She said she created a spreadsheet that has maximum salary ranges and every position is being reviewed. Ms. Kimbrough explained she is checking maximum-range, number of years of service and status. She said when MAG looks at the numbers, the \$250,000 represents the total amount of dollars available for the agency performance evaluation.

Mr. Smith stated an employee can receive a raise of more than three percent, but the total amount budgeted for increases is three percent of the total funds for personnel. He noted that each year, MAG has significant salary savings. Chair Lane asked if that meant that one employee could get a four percent raise and someone else a two percent raise. Mr. Smith said that was correct. Chair Lane asked if overall we are talking about an average three percent increase with a cap of \$250,000. Ms. Kimbrough said that was correct.

Chair Lane told the committee he shared the same thought Mayor Stanton had, that salary increases could be a volatile issue. He said it may be more volatile in Phoenix than in Scottsdale, but nevertheless, it is something everyone will be looking at. Mr. Smith commented the budget is still in draft so if there is input or a suggestion from the committee of what should be included, that should be discussed during this meeting.

Mayor Stanton asked Mr. Smith about his mention of consulting with the West Valley cities regarding salary increase percentage in other cities. He asked if MAG consulted with other places as well. Mr. Smith responded that the issue usually comes up during both the East Valley and the West Valley manager's meeting, but that the East Valley cities did not discuss salary increases at their last meeting. He said he was aware that RPTA is at 2.5 percent and the West Valley cities had numbers greater than that.

Mayor Stanton stated that he is trying to be supportive of MAG, but wanted to find out if MAG had done an actual review of salary increases around the Valley. Mr. Smith stated MAG could review what some of the major cities in the Valley are doing.

Mayor Mook asked what the last two years of salary increases have been at MAG. Ms. Kimbrough said there was an increase of three percent in 2016, 4.6 percent in 2015 and 4.7 percent in 2014. Mayor Stanton stated in Phoenix, city professionals have taken salary reductions over a six year period and Phoenix is now in the process of restoring some of it. He stated he wanted MAG to be cognizant of the political environment in which it is making salary increase recommendations. Mayor Stanton said he was putting MAG and the other members on notice that labor groups are paying close attention to these decisions.

Mr. Smith noted Mayor Stanton's suggestions and stated MAG would contact the Valley's largest cities to see what increases they plan to make. He said that if need be, the three percent can be adjusted. Mayor LeVault wanted to clarify that assuming the three percent is adopted, that is three percent of the gross payroll and it is distributed based on performance. He asked if MAG typically used all of its payroll money each year. Ms. Kimbrough stated MAG will have a salary savings this year of over a half a million dollars. She said the saving depends on vacancies and increases employees did or did not receive.

Mayor LeVault asked the gross payroll amount. Ms. Kimbrough said gross payroll would be \$8.3 million. Mayor LeVault asked if that was the actual expenditure. Ms. Kimbrough replied that it was. She stated MAG hired a couple of employees, but that its towards the end of the year and she believes there will be significant savings. Mr. Smith said that some staff positions have been surprisingly hard to fill, especially accounting positions.

8. Legislative Update

Chairman Lane noted there was no legislative update for today's meeting.

9. Requests for Future Agenda Items

Chair Lane asked if there were any requests for future agenda items. There were none.

10. Comments from the Committee

Chair Lane asked if there were any comments from the committee. There were none.

Adjournment

There being no further business, the Executive Committee adjourned at 12:36 p.m.

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Chair

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Secretary

# MARICOPA ASSOCIATION OF GOVERNMENTS

## INFORMATION SUMMARY... for your review

**DATE:**

May 10, 2016

**SUBJECT:**

Consultant Selection for MAG FY 2016 Interstate 10/Papago Freeway Tunnel Traffic Operations Study

**SUMMARY:**

The Fiscal Year (FY) 2016 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2015, includes \$75,000 to conduct the MAG FY 2016 Interstate 10/Papago Freeway Tunnel Traffic Operations Study. A Request for Proposals was issued to interested consultants on February 16, 2016, with a submittal deadline of March 30, 2016. MAG received two proposals for the project from teams led by Michael Baker International, Inc. and Burgess and Niple, Inc. After scoring the proposals, a multi-agency evaluation team, consisting of representatives from MAG, the Arizona Department of Transportation (ADOT), the City of Phoenix, and the Federal Highway Administration (FHWA), met to discuss the selection of the project proposal team on April 20, 2016. The evaluation team recommended to MAG the selection of Burgess & Niple, Inc. to conduct the Interstate 10/Papago Freeway Tunnel Traffic Operations Study.

Interstate 10 is part of the downtown Phoenix “Inner Loop” system that circles the central business district. For this project, the Loop’s north leg is the subject of this study. More specifically, the project is located along Interstate 10 between reference point 142.14 (expressed in miles) at the 35<sup>th</sup> Avenue traffic interchange and the reference post 148.59 (expressed in miles) at the Washington St/Jefferson St couplet traffic interchange. In addition, the study will consider the influences of this Interstate 10 segment for half-mile north and south on Interstate 17, a half-mile north on SR-51, and a half-mile east on Loop 202 (SR-202L). The study segment presently carries between 180,000 and 280,000 vehicles per day and represents some of the highest travel demands in the Valley.

ADOT recently completed a traffic safety study for the majority of this study segment. The study identified various low-cost, short term, and operational recommendations for improving the traffic flow based upon the existing geometry of the freeway and its current traffic interchanges. For the purposes of this project, MAG is requesting that these recommendations be considered as a basis for potential future long-term capital improvements. It is recognized that the Deck Park Tunnel represents a constraint and that further widening of this portion of Interstate 10 is prohibitive. However, building upon the recommendations from the safety study, the question about ramp braiding and introducing collector-distributor lanes needs to be considered in identifying a long-term permanent solution for meeting the existing and future travel demand.

**PUBLIC INPUT:**

None has been received at this time. Suggestions for improving this corridor were received through the public comment periods conducted through the Central Phoenix Transportation Framework Study and the Interstate 10/Interstate 17 Corridor Master Plan (also known as the Spine project).

**PROS & CONS:**

PROS: As this portion of Interstate 10 sees some of the highest traffic counts and represents areas of the greatest concern, this study comes at an appropriate time to consider a blend of technology and construction elements to improve the traffic flows in Central Phoenix. There is a strong potential for identifying a long-term permanent solution for the approaches and departures from the highest demand traffic interchanges, the I-10/I-17 Stack and I-10/SR-51/Loop 202 Mini-stack, in the region and enhance the ability for the Deck Park Tunnel to accommodate greater travel demand in the future.

CONS: Recommendations provided by this study would be unfunded and outside of the scope of Proposition 400 projects recommended in the Regional Freeway and Highway Program.

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: This segment of Interstate 10 provides a critical function and its long-term operation will be key to economic activity and the region’s quality of life. The outcomes and subsequent actions taken by the Regional Council based upon the findings of the reevaluation could result in a plan for Interstate 10 that provides the best value in accommodating future travel demand.

POLICY: The outcomes of this reevaluation will provide guidance to MAG, ADOT, FHWA, and other affected jurisdictions and agencies with a long-term solution and comprehensive approach for accommodating travel demand along Interstate 10.

**ACTION NEEDED:**

Approval of selecting Burgess & Niple, Inc. to conduct the Interstate 10/Papago Freeway Tunnel Traffic Operations Study for an amount not to exceed \$75,000.

**PRIOR COMMITTEE ACTIONS:**

This item was on the May 11, 2016, MAG Management Committee agenda for recommended approval.

On April 20, 2016, a multi-agency evaluation team recommended to MAG the selection of Burgess & Niple, Inc. to conduct the Interstate 10/Papago Freeway Tunnel Traffic Operations Study.

EVALUATION TEAM

Bob Hazlett, MAG  
Chaun Hill, MAG  
Quinn Castro, MAG  
Annette Riley, ADOT  
Scott Beck, ADOT

Tony Abbo, ADOT  
Bruce Littleton, City of Phoenix  
Jenny Grote, City of Phoenix  
Toni Whitfield, FHWA

**CONTACT PERSON:**

Quinn Quihui Castro, MAG Transportation Engineer, 602 254-6300.

# **MARICOPA ASSOCIATION OF GOVERNMENTS**

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

**DATE:**

May 10, 2016

**SUBJECT:**

Consultant Selection for a Study to Develop a Systems Management and Operations Plan for the MAG Planning Area

**SUMMARY:**

The MAG Fiscal Year (FY) 2016 MAG Unified Planning Work Program and Annual Budget, approved by the MAG Regional Council in May 2015, includes \$300,000 for a study to develop a Systems Management and Operations Plan for the MAG planning area. This study was recommended by the MAG Intelligent Transportation Systems Committee. A Request for Proposals was issued on March 11, 2016. A total of three proposals was received on April 8, 2016, from consultant teams led by the following firms: Gannett Fleming Inc., Kimley-Horn and Associates, Inc., and Lee Engineering LLC. A multi-agency study panel consisting of MAG member agencies and MAG staff reviewed the proposals and recommended to MAG the selection of the team led by Kimley-Horn and Associates, Inc. to perform the study.

Upon Regional Council approval of this recommendation, a contract will be developed and executed. It is anticipated that work on this project would begin in August 2016. Oversight for this study will be provided by a Working Group consisting of members of the MAG ITS Committee and some members of the Transportation Review Committee.

The terminology, Systems Management and Operations (SM&O), refers to one of the federally required planning factors to ensure that the planning process addresses the safe, efficient and reliable operation of the transportation system. The MAG Regional Transportation Plan describes how this planning factor is addressed through a range of SM&O programs and projects. The full spectrum of transportation technology applications, also known as Intelligent Transportation Systems or ITS, has been the foundation of SM&O efforts in the MAG region.

At the national level, many transportation agencies have shifted their focus from building more capacity to an increased focus on improving the management and operation of the system. The Arizona DOT, among many other DOTs, has followed this trend by reorganizing and creating a new Transportation Systems Management & Operations division, to provide more focus and resources for SM&O. This study will help establish a path for a similar shift in emphasis, in the regional planning arena. A fundamental premise for this new approach is that, in addition to making investments in essential ITS infrastructure, funding is also needed to provide support to critical operations. The value of such investments to support critical operations was recently demonstrated for the pilot project to co-locate DPS troopers at the Arizona DOT Traffic Operations Center, which had a benefit-to-cost ratio of 368 to 1.

It is anticipated that the resulting Systems Management and Operations Plan would produce a 10-year plan to guide the MAG region in making the necessary investments related to SM&O, leading to

improved safety, efficiency and reliability of the transportation system. The study recommendations will be presented to MAG committees for review and approval at least at two key project milestones.

**PUBLIC INPUT:**

None has been received.

**PROS & CONS:**

PROS: The resulting SM&O Plan would be the MAG region’s first roadmap for making systematic regional investments for improving the operation and management of the region’s transportation system. It would also be a pioneering planning effort for an urban region.

CONS: This study will address the need to fund to transportation operations that are critical to the region, and hence would be a departure from the current practice of programming funds for transportation improvements that is somewhat limited to infrastructure improvements.

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: The resulting SM&O Plan is expected to recommend a data-driven methodology for prioritizing road facilities to be targeted for programming SM&O investments. While this methodology would be more focused on making investments in key facilities important to the regional economy, all other facilities would also be addressed.

POLICY: The implementation component of this Plan will rely on future MAG policy decisions to make funds available for continued investment in ITS technology infrastructure and funding support for critical traffic operations, in FY 2021 and beyond. All Regional Transportation Plan funds earmarked for ITS infrastructure on arterial streets have been fully programmed through FY 2019 and some unprogrammed funds remain for future ITS infrastructure on freeways.

**ACTION NEEDED:**

Approval of the selection of the firm Kimley-Horn and Associates for conducting a study to develop a Systems Management and Operations Plan for the MAG region for an amount not to exceed \$300,000.

**PRIOR COMMITTEE ACTIONS:**

MAG Management Committee: This item is on the agenda for the committee meeting on May 11, 2016, to recommend approval of the firm Kimley-Horn and Associates, Inc. for performing the Systems Management and Operations Study at a cost not to exceed \$300,000. An update will be provided on the action taken by the committee.

MAG Intelligent Transportation Systems Committee: On May 4, 2016, the MAG Intelligent Transportation Systems Committee, based on the recommendation of the study panel, recommended approval of the firm Kimley-Horn and Associates, Inc. for performing the Systems Management and Operations Study at a cost not to exceed \$300,000.

MEMBERS ATTENDING

- Farzana Yasmin for Reza Karimvand,  
Arizona DOT
- # Yingyan Lou, ASU  
Chris Hamilton, City of Avondale  
Tammy Valdez Paz, City of Buckeye  
Mike Mah, City of Chandler
- # Sgt. John Paul Cartier, DPS
- # Bryce Christo, City of El Mirage

- \* Toni Whitfield, FHWA
- \* Lesie Bubke, Town of Gilbert
- \* Debbie Albert, City of Glendale  
Luke Albert, City of Goodyear
- \* Nicolaas Swart, Maricopa County  
Avery Rhodes, City of Mesa  
Steve McKenzie, City of Peoria  
Marshall Riegel, City of Phoenix (Chair)

\* Reginald Fitzpatrick, City of Scottsdale  
Albert Garcia, City of Surprise

David Lucas, City of Tempe  
Abhishek Dayal, Valley Metro

\* Members neither present nor represented by proxy.

+ Attended by Videoconference # Attended by Audioconference

A multi-agency study panel evaluated all three proposals and on April 25, 2016, finalized their evaluation and recommended to MAG the selection of the team led by Kimley-Horn and Associates for conducting the study.

STUDY PANEL

Jim Windsor, Arizona DOT  
Faisal Saleem, Maricopa County  
Steve McKenzie, City of Peoria  
Marshall Riegel, City of Phoenix  
David Lucas, City of Tempe

Bill Tsuei, Valley Metro  
Bob Hazlett, MAG  
Margaret Boone, MAG  
Sarath Joshua, MAG

**CONTACT PERSON:**

Sarath Joshua (602) 254-6300.

# MARICOPA ASSOCIATION OF GOVERNMENTS

## INFORMATION SUMMARY... for your review

**DATE:**

May 10, 2016

**SUBJECT:**

Approval of the Draft FY 2017 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 7, February 10, March 9, and April 13, 2016. The Regional Council Executive Committee reviewed the draft budget document at its meetings on January 11, February 16, March 16, and April 18, 2016. The Regional Council reviewed the draft budget document at its meetings on January 27, February 24, March 25, and April 27, 2016. At the April 27<sup>th</sup> Regional Council meeting, a question was raised regarding the request for three positions for FY 2017. Additional information describing the anticipated workload for each of the three requested positions is attached for your review.

Each year new projects are proposed for inclusion in the MAG planning efforts. The proposed new projects for FY 2017 were first presented at the February 10, 2016, Management Committee meeting, the February 16, 2016, Executive Committee meeting, and the February 24, 2016, 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. Since the April 13, 2016, Management Committee meeting, there have been no revisions to the proposed budget items presented.

The review of the draft Work Program and Annual Budget for the Intermodal Planning Group (IPG) meeting on March 11, 2016, 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 2017 Work Program and Annual Budget document at this time.

The draft FY 2017 Work Program and Annual Budget reflects a decrease in total expenditures budgeted. This decrease in budgeted expenses is primarily due to a decrease in new pass-through projects budgeted for FY 2017. For FY 2017 there is an anticipated net decrease in personnel costs of .84 percent and a slight increase in overhead costs of 1.32 percent. The budgeted personnel cost decrease reflects an estimated over budgeting for medical expenses in anticipation of staying in compliance with the new health insurance laws and the potential increase in medical expenses, as well as the anticipated health insurance coverage requirements for part-time staff. The largest percentage increase is for subscriptions and reference material costs and this is due to additional needs for these items for FY 2017. The largest percentage decrease in overhead is for budgeted printing costs and this is due to completion of printing the bicycle and pedestrian maps during the current fiscal year.

Overall, the overhead budget remains consistent for FY 2017 with a small increase of 1.32 percent. The capital budget includes a \$200,000 carry forward budget for the completion of the implementation of the

Enterprise Resource Planning (ERP) system. The ERP system was originally budgeted in FY 2013 and remaining implementation modules have carried forward in the capital budget since this time. It is anticipated that the final implementation will take place during FY 2017. The remaining portion of the capital budget is for ongoing computer equipment and software scheduled for ongoing replacement. The proposed capital budget reflects a decrease of 26.53 percent from the prior year due to prior year capital purchases needed to replace backup network equipment and the purchase of the two vehicles MAG was leasing. Overall, including carryforward totals, the final draft budget for FY 2017 reflects a decrease of 8.06 percent from the prior year.

The draft of the FY 2017 MAG Unified Planning Work Program and Annual Budget includes narratives 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: In January and February proposed new projects and dues and assessments were reviewed. In March, MAG presented a draft summary for the FY 2017 budget document, "MAG Programs in Brief." The revisions to the consultant pages for new and carryforward consultants were also presented in March, along with the updated budgeted positions, overall funding allocations, and a copy of the executed Transit Planning Agreement.

CONS: None.

**TECHNICAL & POLICY IMPLICATIONS:**

TECHNICAL: Federal transportation law requires a metropolitan planning organization 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 committees and there is increased notice to members on the budget. MAG is providing a budget summary 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.

**ACTION NEEDED:**

Approval of the resolution adopting the draft FY 2017 MAG Unified Planning Work Program and Annual Budget and the member dues and assessments.

**PRIOR COMMITTEE ACTIONS:**

This item was on the May 11, 2016, MAG Management Committee agenda for information and discussion.

This item was on the April 27, 2016, MAG Regional Council agenda for information and discussion.

MEMBERS ATTENDING

- Mayor W.J. "Jim" Lane, Scottsdale, Chair
- \* Mayor Greg Stanton, Phoenix, Vice Chair
- Vice Mayor Robin Barker, Apache Junction
- Mayor Kenneth Weise, Avondale
- Mayor Jackie Meck, Buckeye
- Councilmember Mike Farrar, Carefree
- # Councilmember Dick Esser, Cave Creek
- Mayor Jay Tibshraeny, Chandler
- Mayor Lana Mook, El Mirage
- \* Mayor Tom Rankin, Florence
- \* President Bernadine Burnette, Fort McDowell Yavapai Nation
- Mayor Linda Kavanagh, Fountain Hills
- \* Mayor Chuck Turner, Gila Bend
- \* Governor Stephen Roe Lewis, Gila River Indian Community
- Mayor John Lewis, Gilbert
- Mayor Jerry Weiers, Glendale
- Mayor Georgia Lord, Goodyear
- Mayor Angie Perez, Guadalupe
- Mayor Thomas Schoaf, Litchfield Park

- Mayor Christian Price, City of Maricopa
- Supervisor Denny Barney, Maricopa County
- \* Mayor John Giles, Mesa
- Mayor Michael Collins, Paradise Valley
- Mayor Cathy Carlat, Peoria
- Supervisor Todd House, Pinal County
- # Vice Mayor Dawn Oliphant for Mayor Gail Barney, Queen Creek
- \* President Delbert Ray, Salt River Pima-Maricopa Indian Community
- Mayor Sharon Wolcott, Surprise
- Mayor Mark Mitchell, Tempe
- \* Mayor Adolfo Gamez, Tolleson
- Mayor John Cook, Wickenburg
- Mayor Michael LeVault, Youngtown
- # Mr. Roc Arnett, Citizens Transportation Oversight Committee
- Mr. Joseph La Rue, State Transportation Board
- \* Vice Mayor Jack Sellers, State Transportation Board

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

+ Attended by videoconference

This item was on the April 18, 2016, MAG Executive Committee agenda for information and discussion.

MEMBERS ATTENDING

- Mayor W.J. "Jim" Lane, Scottsdale, Chair
- Mayor Greg Stanton, Phoenix, Vice Chair
- Mayor Jackie Meck, Buckeye, Treasurer

- # Mayor Gail Barney, Queen Creek
- Mayor Michael LeVault, Youngtown
- Mayor Mark Mitchell, Tempe
- Mayor Lana Mook, El Mirage

\* Not present  
 # Participated by video or telephone conference call

This item was on the April 13, 2016, MAG Management Committee agenda for information and discussion.

MEMBERS ATTENDING

- Darryl H. Crossman, Litchfield Park, Chair
- Ed Zuercher, Phoenix, Vice Chair
- Bryant Powell, Apache Junction
- David Fitzhugh, Avondale
- Roger Klingler for Stephen Cleveland, Buckeye
- \* Gary Neiss, Carefree
- Peter Jankowski, Cave Creek
- Marsha Reed, Chandler
- Dr. Spencer Isom, El Mirage
- # Jess Knudson for Brent Billingsley, Florence
- \* Phil Dorchester, Fort McDowell Yavapai Nation
- # Grady Miller, Fountain Hills

- \* Michael Celaya, Gila Bend
- \* Pamela Thompson, Gila River Indian Community
- Patrick Banger, Gilbert
- Brent Stoddard for Kevin Phelps, Glendale
- Brian Dalke, Goodyear
- # Rosemary Arellano, Guadalupe
- Gregory Rose, City of Maricopa
- Christopher Brady, Mesa
- Kevin Burke, Paradise Valley
- Jeff Tyne for Carl Swenson, Peoria
- # Greg Stanley, Pinal County
- # John Kross, Queen Creek
- \* Bryan Meyers, Salt River

Pima-Maricopa Indian Community  
Brad Lundahl for Brian Biesemeyer,  
Scottsdale  
# Bob Wingenroth, Surprise  
Marge Zylla for Andrew Ching, Tempe  
\* Reyes Medrano, Jr., Tolleson

Joshua Wright, Wickenburg  
# Jeanne Blackman, Youngtown  
\* John Halikowski, ADOT  
Joy Rich for Tom Manos,  
Maricopa County  
Scott Smith, 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 23, 2016, MAG Regional Council agenda for information and discussion.

MEMBERS ATTENDING

Mayor W.J. "Jim" Lane, Scottsdale, Chair  
Mayor Greg Stanton, Phoenix, Vice Chair  
Vice Mayor Robin Barker, Apache Junction  
# Mayor Kenneth Weise, Avondale  
Mayor Jackie Meck, Buckeye  
# Councilmember Mike Farrar, Carefree  
Councilmember Dick Esser, Cave Creek  
# Mayor Jay Tibshraeny, Chandler  
# Mayor Lana Mook, El Mirage  
\* Mayor Tom Rankin, Florence  
\* President Bernadine Burnette, Fort  
McDowell Yavapai Nation  
Mayor Linda Kavanagh, Fountain Hills  
\* Mayor Chuck Turner, Gila Bend  
\* Governor Stephen Roe Lewis, Gila River  
Indian Community  
Councilmember Jenn Daniels for Mayor  
John Lewis, Gilbert  
Mayor Jerry Weiers, Glendale  
\* Mayor Georgia Lord, Goodyear  
Mayor Angie Perez, Guadalupe  
\* Mayor Thomas Schoaf, Litchfield Park

Mayor Christian Price, City of Maricopa  
Supervisor Denny Barney, Maricopa County  
Mayor John Giles, Mesa  
Councilmember Mark Stanton for Mayor  
Michael Collins, Paradise Valley  
Mayor Cathy Carlat, Peoria  
Supervisor Todd House, Pinal County  
Mayor Gail Barney, Queen Creek  
\* President Delbert Ray, Salt River  
Pima-Maricopa Indian Community  
# Mayor Sharon Wolcott, Surprise  
Mayor Mark Mitchell, Tempe  
\* Mayor Adolfo Gamez, Tolleson  
\* Mayor John Cook, Wickenburg  
# Mayor Michael LeVault, Youngtown  
# Mr. Roc Arnett, Citizens Transportation  
Oversight Committee  
Mr. Joseph La Rue, State Transportation  
Board  
# Vice Mayor Jack Sellers, State  
Transportation Board

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

This item was on the March 23, 2016, MAG Executive Committee agenda for information and discussion.

MEMBERS ATTENDING

Mayor W.J. "Jim" Lane, Scottsdale, Chair  
Mayor Greg Stanton, Phoenix, Vice Chair  
Mayor Jackie Meck, Buckeye, Treasurer

Mayor Gail Barney, Queen Creek  
# Mayor Michael LeVault, Youngtown  
Mayor Mark Mitchell, Tempe  
# Mayor Lana Mook, El Mirage

\* Not present  
# Participated by video or telephone conference call

This item was on the March 9, 2016, MAG Management Committee agenda for information and discussion.

MEMBERS ATTENDING

Darryl H. Crossman, Litchfield Park,  
Chair  
Ed Zuercher, Phoenix, Vice Chair  
Bryant Powell, Apache Junction

David Fitzhugh, Avondale  
# Stephen Cleveland, Buckeye  
\* Gary Neiss, Carefree  
\* Peter Jankowski, Cave Creek

- Marsha Reed, Chandler
- Dr. Spencer Isom, El Mirage
- # Lisa Garcia for Brent Billingsley, Florence
- Alfonso Rodriguez for Phil Dorchester,  
Fort McDowell Yavapai Nation
- # David Trimble for Grady Miller,  
Fountain Hills
- \* Terry Weter, Gila Bend
- \* Tina Notah, Gila River Indian Community
- Patrick Banger, Gilbert
- Kevin Phelps, Glendale
- Brian Dalke, Goodyear
- # Rosemary Arellano, Guadalupe
- # Gregory Rose, City of Maricopa
- Christopher Brady, Mesa
- Kevin Burke, Paradise Valley

- Carl Swenson, Peoria
- Greg Stanley, Pinal County
- John Kross, Queen Creek
- \* Bryan Meyers, Salt River
- Pima-Maricopa Indian Community
- Brad Lundahl for Brian Biesemeyer,  
Scottsdale
- Rick Buss for Bob Wingenroth, Surprise
- Andrew Ching, Tempe
- \* Reyes Medrano, Jr., Tolleson
- Joshua Wright, Wickenburg
- # Jeanne Blackman, Youngtown
- Eric Gudino for John Halikowski, ADOT
- Jennifer Toth for Tom Manos,  
Maricopa County
- Scott Smith, 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 24, 2016, MAG Regional Council agenda for information and discussion.

#### MEMBERS ATTENDING

- Mayor W.J. "Jim" Lane, Scottsdale, Chair
- Mayor Greg Stanton, Phoenix, Vice Chair
- Vice Mayor Robin Barker, Apache Junction
- # Mayor Kenneth Weise, Avondale
- Mayor Jackie Meck, Buckeye
- Councilmember Mike Farrar, Carefree
- # Councilmember Dick Esser, Cave Creek
- Mayor Jay Tibshraeny, Chandler
- \* Mayor Lana Mook, El Mirage
- # Mayor Tom Rankin, Florence
- \* President Bernadine Burnette, Fort  
McDowell Yavapai Nation
- Mayor Linda Kavanagh, Fountain Hills
- \* Mayor Chuck Turner, Gila Bend
- \* Governor Stephen Roe Lewis, 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 Denny Barney, Maricopa Co.
- # Mayor John Giles, Mesa
- # Councilmember Mark Stanton for Mayor  
Michael Collins, Paradise Valley
- \* Mayor Cathy Carlat, Peoria
- \* Supervisor Todd House, Pinal County
- Mayor Gail Barney, Queen Creek
- \* President Delbert Ray, Salt River
- Pima-Maricopa Indian Community
- \* Mayor Sharon Wolcott, Surprise
- Mayor Mark Mitchell, Tempe
- \* Mayor Adolfo Gamez, Tolleson
- Mayor John Cook, Wickenburg
- Mayor Michael LeVault, Youngtown
- # Mr. Roc Arnett, Citizens Transportation  
Oversight Committee
- \* Mr. Joseph La Rue, State Transportation  
Board
- Vice Mayor Jack Sellers, State  
Transportation Board

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

This item was on the February 16, 2016, MAG Executive Committee agenda for information and discussion.

#### MEMBERS ATTENDING

- Mayor W.J. "Jim" Lane, Scottsdale, Chair
- Mayor Greg Stanton, Phoenix, Vice Chair
- Mayor Jackie Meck, Buckeye, Treasurer
- Mayor Gail Barney, Queen Creek
- Mayor Michael LeVault, Youngtown
- Mayor Mark Mitchell, Tempe
- \* Mayor Lana Mook, El Mirage

- \* Not present
- # Participated by video or telephone conference call

This item was on the February 10, 2016, MAG Management Committee agenda for information and discussion.

MEMBERS ATTENDING

- Jim Rumpeltes for Darryl H. Crossman, Litchfield Park
- Ed Zuercher, Phoenix, Vice Chair
- \* Bryant Powell, Apache Junction
- Jessica Blazina for David Fitzhugh, Avondale
- Stephen Cleveland, Buckeye
- \* Gary Neiss, Carefree
- Peter Jankowski, Cave Creek
- Marsha Reed, Chandler
- Amber Wakeman for Dr. Spencer Isom, El Mirage
- # Brent Billingsley, Florence
- Alfonso Rodriguez for Phil Dorchester, Fort McDowell Yavapai Nation
- Grady Miller, Fountain Hills
- \* Ernest Rubi, Gila Bend
- \* Tina Notah, Gila River Indian Community
- Patrick Banger, Gilbert
- Brent Stoddard for Kevin Phelps, Glendale
- # Brian Dalke, Goodyear
- \* Rosemary Arellano, Guadalupe
- Gregory Rose, City of Maricopa
- Christopher Brady, Mesa
- Kevin Burke, Paradise Valley
- Carl Swenson, Peoria
- # Greg Stanley, Pinal County
- John Kross, Queen Creek
- \* Bryan Meyers, Salt River Pima-Maricopa Indian Community
- Brad Lundahl for Fritz Behring, Scottsdale
- # Bob Wingenroth, Surprise
- Andrew Ching, Tempe
- Reyes Medrano, Jr., Tolleson
- Joshua Wright, Wickenburg
- \* Jeanne Blackman, Youngtown
- Eric Gudino for John Halikowski, ADOT
- Joy Rich for Tom Manos, Maricopa Co.
- John Farry for Scott Smith, 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 January 27, 2016, MAG Regional Council agenda for information and discussion.

MEMBERS ATTENDING

- Mayor W.J. "Jim" Lane, Scottsdale, Chair
- Mayor Greg Stanton, Phoenix, Vice Chair
- Vice Mayor Robin Barker, Apache Jct.
- Mayor Kenneth Weise, Avondale
- Mayor Jackie Meck, Buckeye
- Councilmember Mike Farrar, Carefree
- Councilmember Dick Esser, 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 Chuck Turner, Gila Bend
- \* Governor Stephen Roe Lewis, 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 Denny Barney, Maricopa Co.
- Mayor John Giles, Mesa
- \* Mayor Michael Collins, Paradise Valley
- Mayor Cathy Carlat, Peoria
- Supervisor Todd House, Pinal County
- \* Mayor Gail Barney, Queen Creek
- \* President Delbert Ray, Salt River Pima-Maricopa Indian Community
- Mayor Sharon Wolcott, Surprise
- \* Mayor Mark Mitchell, Tempe
- \* Mayor Adolfo Gamez, Tolleson
- Mayor John Cook, Wickenburg
- # Mayor Michael LeVault, Youngtown
- \* Mr. Roc Arnett, Citizens Transportation Oversight Committee
- \* Mr. Joseph La Rue, State Transportation Board
- Vice Mayor Jack Sellers, State Transportation Board

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

This item was on the January 11, 2016, MAG Regional Council Executive Committee agenda for information and discussion:

**MEMBERS ATTENDING**

Mayor W.J. "Jim" Lane, Scottsdale, Chair  
Mayor Greg Stanton, Phoenix, Vice Chair  
# Mayor Jackie Meck, Buckeye, Treasurer

# Mayor Gail Barney, Queen Creek  
Mayor Michael LeVault, Youngtown  
Mayor Mark Mitchell, Tempe  
Mayor Lana Mook, El Mirage

\* Not present  
# Participated by video or telephone conference call

This item was on the January 6, 2016, MAG Management Committee for information and discussion.

**MEMBERS ATTENDING**

Jim Rumpeltes for Darryl H. Crossman,  
Litchfield Park  
Ed Zuercher, Phoenix, Vice Chair  
Bryant Powell, Apache Junction  
David Fitzhugh, Avondale  
# Stephen Cleveland, Buckeye  
# Gary Neiss, Carefree  
\* Peter Jankowski, Cave Creek  
Marsha Reed, Chandler  
Dr. Spencer Isom, El Mirage  
Brent Billingsley, Florence  
Alfonso Rodriguez for Phil Dorchester, Fort  
McDowell Yavapai Nation  
Grady Miller, Fountain Hills  
# Ernest Rubi, Gila Bend  
\* Tina Notah, Gila River Indian Community  
Marc Skocypec for Patrick Banger,  
Gilbert  
# Jenna Goad for Dick Bowers, Glendale  
Brian Dalke, Goodyear  
# Rosemary Arellano, Guadalupe

# Gregory Rose, City of Maricopa  
Christopher Brady, Mesa  
Kevin Burke, Paradise Valley  
Carl Swenson, Peoria  
# Louis Andersen for Greg Stanley, Pinal  
County  
John Kross, Queen Creek  
\* Bryan Meyers, Salt River Pima-Maricopa  
Indian Community  
\* Fritz Behring, Scottsdale  
Rick Buss for Bob Wingenroth, Surprise  
Andrew Ching, Tempe  
\* Reyes Medrano, Jr., Tolleson  
Joshua Wright, Wickenburg  
\* Jeanne Blackman, Youngtown  
Sintra Hoffman for John Halikowski,  
ADOT  
Joy Rich for Tom Manos, Maricopa Co.  
John Farry for Eric Anderson, 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

## Justification for New Staff Request

**Date:** May 10, 2016

**Division:** Information Technology

**Position:** Application Developer I

**Request:** Information Technology is requesting converting the existing Intern position to an Application Developer I. This position would be part of a small development team that creates custom databases and applications for internal MAG use and the use of our member agencies. These applications and databases standardize data for modeling, track modeling requests and results, simplify communication between MAG and its member agencies, and increase the efficiency of data handling for MAG staff and to meet external obligations to maintain funding.

**Current Condition:** The existing development team has proven itself to be more cost effective than consultants and capable of producing a better work product for our specialized requirements. The ability to work closely with our clients prevents projects from veering off track and allows for rapid course correction if the needs change. An internal team also relieves us of escalating support contracts for custom software derived through consultants and allows us to share any development products with our members and partnering agencies without additional charge. Our success in providing usable solutions, internally and externally, has increased demand to the point where we have a significant deficit in our ability to complete requests in the near term. Many requests will need to wait years before they can be started and our internal clients are clamoring for more. We currently receive a request for at least one new major project every year. Additionally, we maintain and expand existing applications. In the interim, MAG must either continue to use manual, less efficient processes or rely on solutions that do not fully meet our requirements for a variety of projects.

**Proposed Solution:** Replacing the internship with a full time position will allow us to avoid continually replacing and retraining that position as the interns complete their education and move into new positions elsewhere. This continuity in staffing and skill will allow us to reduce our backlog by completing the equivalent of one additional major project per year.

**Impact:** Replacing the intern with a full time developer will increase the efficiency of that position, provide greater continuity in the development and maintenance of applications, and continue to reduce our dependence on external consultants, who cost almost twice as much as the position requested. This will allow Information Technology to accelerate development by up to a year to support critical transportation functions and increase internal efficiencies saving the region development costs which we estimate to be more than the increase in salary from an intern to a full time developer.

## Justification for New Staff Request

**Date:** May 10, 2016  
**Division:** Human Services Division  
**Position:** Human Services Planner I

**Request:** The MAG Continuum of Care Board voiced the need for additional staff dedicated to the Continuum of Care (CoC) to complete requirements from HUD, detailed in the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act, legislation governing the work of the Continuum of Care. The CoC Board recommended approval of the increased funding request to HUD. In November, 2015, the MAG Regional Council Executive Committee was informed that the MAG Human Services Division was intending to apply for additional funding from the U.S. Department of Housing and Urban Development (HUD). The additional funding is to hire one additional full-time staff person dedicated to the work of the Continuum of Care, addressing homelessness across the Region. MAG received notice from HUD, in March, that we were awarded the full funding request of \$265,000 for the Continuum of Care planning grant.

**Current Condition:** MAG has been the lead agency for the CoC since 1999. Since MAG became the lead agency, we have increased the annual homeless assistance funding from \$7 million to over \$26 million. CoC homeless assistance funding provides housing and services to more than 50 programs and 5,000 beds throughout the Region. In 2012, HUD made Continuum of Care Planning grant funds available to lead agencies. Since that time, MAG has successfully received \$180,000 annually in planning funds. This is the first year we have been able to apply for increased CoC planning funds from HUD. We requested the increased funding to hire one additional full-time staff who will be responsible for project monitoring and performance evaluation. The planning funds represent .8 percent of the total CoC funding request. We operate a very lean division with one full-time staff position, one part-time staff person, and one intern dedicated to the CoC. In contrast, other Continua, of similar size, have as many as ten staff dedicated to this work.

**Proposed Solution:** In order to be good stewards of the CoC homeless assistance funding awarded to programs throughout the Region, we must comply with the requirements in the HEARTH Act, which include monitoring all the funded projects. With the additional funding, we plan to hire one full-time staff person who will be dedicated to CoC planning activities, as defined by HUD. These activities include, but are not limited to, monitoring and performance evaluation of all 50 plus CoC funded homeless assistance projects. MAG will provide the required 25 percent cash match in the amount of \$66,250 using dedicated homeless assessment funding. The request from HUD in the amount of \$265,000 plus cash match of \$66,250 brings the total budget to \$331,250.

**Impact:** The additional full-time staff position will ensure that MAG, as the lead agency for the CoC, has the capacity to comply with federal requirements to monitor and evaluate the performance of CoC funded homeless assistance providers. Our overall application to HUD will score higher because we are meeting HUD requirements and a higher-scoring application would put our region in a better position to receive new funding for homeless assistance. In addition, the new staff will be working to improve the performance of all the housing providers in the region ensuring that homeless individuals and families are receiving the best possible housing and services. This will ensure that MAG, as the lead agency, is in good standing with HUD.

Without this new staff position, we will not have staff to effectively monitor and evaluate program performance. This could jeopardize the overall funding award for homeless programs in the Region. Another potential negative impact for not adding a staff position would be that the Continuum of Care Board could decide to explore other options for the lead agency. If this were to happen, we would lose all the Continuum of Care planning funds as well as our current staff dedicated to the Continuum.

## Justification for New Accounting/Contracts Staff Request

**Date:** May 10, 2016

**Division:** Fiscal Services Division

**Position:** Accountant I

**Request:** The purpose of this position is to provide backup and support in two areas within the Fiscal Services Division: general accounting and contracts. This position will typically split the work 50/50. Additional support is needed in general accounting to assist with general ledger account reconciliations and provide backup support for accounts payable, accounts receivable, billings, audit schedules, tax return completion and other areas of accounting as needed.

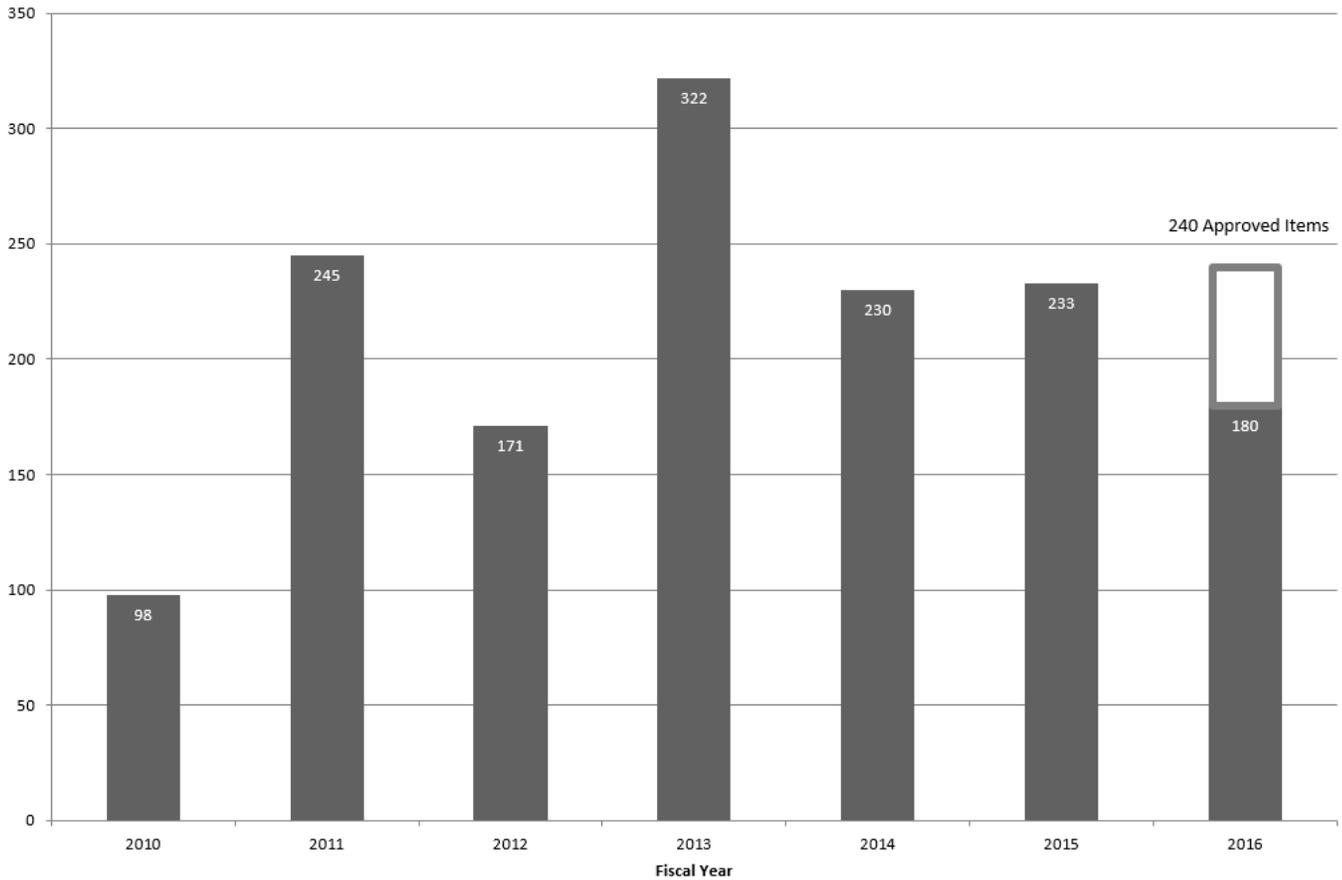
Additional support is needed in the contracts area to provide contract initiation, reviews and execution as a backup to one Contracts Officer position. Previous to this request, Fiscal Services has had two intern positions, one in accounting and one in contracts. This position is needed to provide continuity for both operations and this position will replace the intern positions.

**Current Condition:** There has been an increasing workload in both contracts and general accounting. There is an increase of 25 percent in general accounting and an overall increase of almost 50 percent in contracts and procurement. Contracts: One FTE position is currently dedicated to contracts and procurement work. There is no staff backup for this position. Fiscal Services is proposing eliminating two internship positions to replace these with one full time position in order to provide continuity of support for the growing work load in both accounting and contracts. See Attachment I-Workload in Procurements and Contracts. Accounting: Currently, two FTE positions are dedicated to work in the area of general accounting. The additional accounting position at 50 percent is needed in order to assist in the areas of reconciliations for each account balance, maintaining and reconciling the balances in accounting sub-ledgers for project contracts, provide support for financial reporting and audit schedules, as well as assist with budget and tax returns. See Attachment II-Workload in General Accounting.

**Proposed Solution:** The additional accounting position targeted to work in two areas in the Fiscal Services Division will provide ongoing continuity and timeliness in both processing of contract work and accounting. It is critical in accounting and contracts that records are maintained timely in order to responsibly do our fiduciary duty. MAG processes approximately \$23 million in financial transactions per year and approximately \$10 to \$12 million of this total is for contracts. The additional work in both areas is being performed by two part-time intern positions and has increased each year since 2010. In order to provide efficiency and continuity for approximately the same cost, the Fiscal Services Division is requesting a full time position to perform this work and we are proposing the elimination of the interns for our division. Adding an FTE saves staff time spent training and retraining interns.

**Impact:** The additional position will ensure that the Fiscal Services Division is able to process all financial accounting, budget and contract information for MAG in a fiscally responsible and timely manner. With the number of transactions increasing each year for both procurements and in accounting, it is our responsibility to maintain the integrity of the accounting system and records.

**Total Work Items per Fiscal Year**



\*FY 2016 projection based on projects approved in FY16 UPWP but not initiated yet. Ex: ITS Safety and Behavioral Model. Note too that outlier years with large increases include FY 2011 and FY 2013.

- **Average 29% increase in contract work volume year over year, ie. contracts, task orders, amendments,**
- Consultant contracts and pass thru agreements accounted for an average of 51% of MAG's total expenditures from 2010-2016. **Average increase in number of contracts of 3% year over year.**
- Only one FTE position is dedicated to contracts work. **No current backup for the position.**
- **Eliminating two internship positions for one position to work 50 percent in this area.**
- Average of 19 additional consultant projects per year since 2010.

DBE Contract Administration

Estimated 4-5 additional hours of labor is required for each federally funded consultant project:

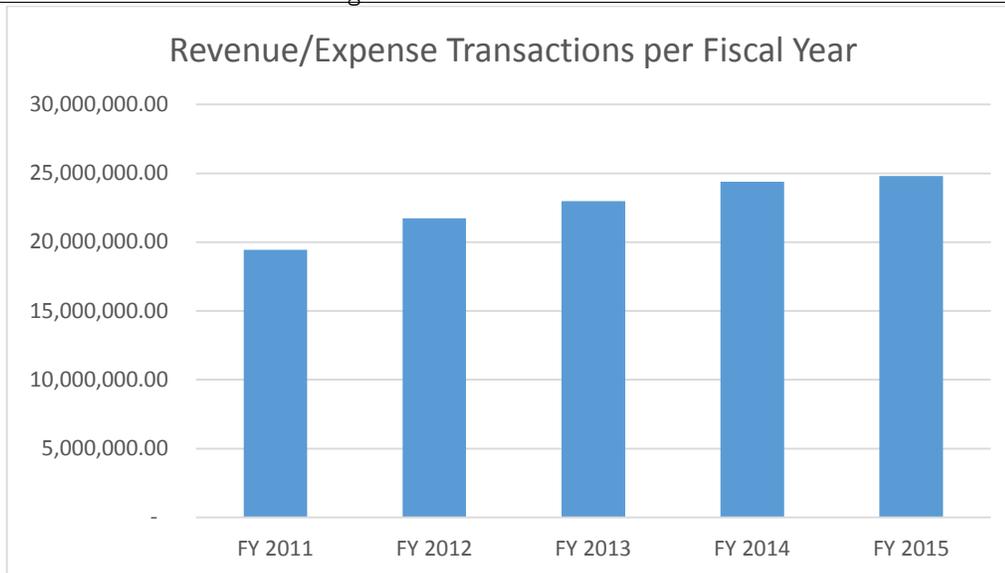
- Break down project scope and submit DBE goal request to ADOT.
- Insert appropriate DBE language into contract files.
- Review and submit DBE affidavits and other forms during contracting process.
- Enter project information into ADOT LPA system and enter all consultant invoices monthly.
- Review and submit Certificates of Payment once contracts are closed out.
- Ensure on time payment by prime consultant to sub-consultants.

2013: 10 DBE contracts/task orders

2015: 46 DBE contracts/task orders

2014: 34 DBE contracts/task orders

2016: 50 (Projected) DBE contracts/task orders



- **Average 25% increase in revenue and expenses work volume from 2011 to 2015.**
- **Average increase of 6.33% transactions year by year.**
- Currently, two FTE positions are dedicated to billings, reconciliations and general ledger accounting
- **Eliminating two internship positions (one FTE to work 50/50 on contracts and general accounting)**
- Average of 1,358 new revenue and expenses transactions per year since 2011

#### Account Reconciliations

Accounting has 130 general ledger main accounts to reconcile by division and department each month (with 9 divisions and 18 departments)

- Each account takes on average 2-5 hours to reconcile monthly depending on the account type.
- Revenue and expense reconciliations take an approximate 80/hrs per month. Balance sheet accounts take approximately 50/hrs per month. (Fewer balance sheet accounts but these are more complex.)
- Processes for reconciling in the monthly accounting cycle include 1. Processing and reviewing all transactions – approximate 10,000 transactions a month, 160/hrs per year. 2. Journal Entries – 1,000 approximate per year, 500/hrs per year. 3. Posting – payroll, accounts payable, billings, project accounting, grants take approximate 80/hrs per year. 4. Reconciliations of the Trial Balance – approximate 960/hrs per year. 6. Financial Statements – approximate 80/hrs per year. 7. Closing – approximate 16/hrs per year.
- Activities outside of the normal monthly accounting cycle include 1. Preparation of the budget – approximate 250/hrs per year, 2. Preparation for the audit and CAFR production – approximate 360/hrs per year. 3. Preparation of billings monthly – approximate 256/hrs per year. 4. Accounting for fixed assets – approximate 50/hrs per year. 5. Preparation of 3 tax returns – approximate 150/hrs per year. 6. Review and follow-up of accounts receivable – approximate 25/hrs per year. 7. Reconciliation of bank accounts – approximate 140/hrs per year. 8. Project and grant reconciliations - 900 projects with 20 grants approximate 400/hrs per year. Other accounting activities are meetings, staff reviews, bank and wire transfers and process, preparation of billing for ADOT and FHWA, training and education, indirect cost plan preparation, annual ADOT FTA and Governor's Office audit preparation, researching budget and audit GFOA points.
- Accountants also perform occasional other work including review of accounting policies and procedures, documenting procedures, researching system issues, and gathering information for member agencies.
- Request for one additional staff will support an approximate 900 additional work hours in each area for general accounting and contracts and procurement.