

December 30, 2003

TO: Members of the MAG Management Committee

FROM: Terry Ellis, Peoria, Chair

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Wednesday, January 7, 2004 - noon (Meeting will begin promptly at noon)
MAG Office, Suite 200 - Saguaro Room
302 North 1st Avenue, Phoenix

The next Management Committee meeting will be held at the MAG offices at the time and place noted above. Members of the Management Committee may attend the meeting either in person, by videoconference or by telephone conference call. The agenda and summaries are being transmitted to the members of the Regional Council to foster increased dialogue regarding the agenda items between members of the Management Committee and Regional Council. You are encouraged to review the supporting information enclosed. Lunch will be provided at a nominal cost.

Please park in the garage under the building, bring your ticket, parking will be validated. Special parking places marked "MANAGEMENT COMMITTEE MEMBER" will be reserved for Management Committee members on the fourth and fifth levels of the garage. For those using transit, Valley Metro/RPTA 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 Valerie Day at the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

Members are reminded of the importance of attendance by yourself or a proxy. Any time that a quorum is not present, we cannot conduct the meeting. Please set aside sufficient time for the meeting, and for all matters to be reviewed and acted upon by the Management Committee. Your presence and vote count.

**MAG MANAGEMENT COMMITTEE
TENTATIVE AGENDA
January 7, 2004**

	<u>COMMITTEE ACTION REQUESTED</u>
1. <u>Call to Order</u>	
2. <u>Pledge of Allegiance</u>	
3. <u>Call to the Audience</u> An opportunity is provided to the public to address the Management Committee on 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. Citizens 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 Management Committee requests an exception to this limit. Please note that those wishing to comment on agenda items posted for action will be provided the opportunity at the time the item is heard.	3. Information.
4. <u>Executive Director's Report</u> The MAG Executive Director will provide a report to the Management Committee on activities of general interest.	4. Information and discussion.
5. <u>Approval of Consent Agenda</u> 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.	5. Recommend approval of the Consent Agenda.

ITEMS PROPOSED FOR CONSENT*

MINUTES

*5A. <u>Approval of November 5, 2003 Meeting Minutes</u>	5A. Review and approve the November 5, 2003 meeting minutes.
--	--

TRANSPORTATION ITEMS

*5B. Consultant Selection to Enhance the MAG Pedestrian Area Policies and Design Guidelines

The FY 2004 Unified Planning Work Program and Annual Budget includes \$80,000 to enhance the MAG Pedestrian Area Policies and Design Guidelines. A Request for Proposals was issued, and four responses were received. A multi-jurisdictional proposal review team reviewed the proposals and reached a consensus that the firm of HDR Engineering, Inc. be retained to assist in the enhancement of the MAG Pedestrian Area Policies and Design Guidelines. Please refer to the enclosed material.

*5C. Draft FY 2005-2009 MAG TIP Guidance Report

Each year at the beginning of the cycle to develop the next Transportation Improvement Program (TIP), MAG provides a TIP Guidance Report (TGR) that updates the regional Transportation Management Systems, Title VI, environmental justice and other socioeconomic factors, and other policy changes with regard to programming TIP projects. The Transportation Review Committee recommended acceptance of the TGR. Please refer to the enclosed material.

*5D. Establishment of the MAG Regional Aviation System Plan Technical Advisory Committee

In the early 1990s, MAG set up a two-tier committee process to guide the Regional Aviation System Plan (RASP). A RASP Technical Advisory Committee (TAC) provided technical input on the MAG RASP Update and forwarded the recommendations to an Aviation Policy Committee, comprised of elected officials of member agencies. In 1997, during a committee streamlining process, the MAG RASP TAC was eliminated and replaced with an informal stakeholders group that included technical staff. During the current update of the Regional Aviation System Plan, support has been expressed to reestablish the MAG RASP TAC to provide more formal input to the MAG RASP Policy

5B. Recommendation to select HDR Engineering, Inc. as the consultant to enhance the MAG Pedestrian Area Policies and Design Guidelines for an amount not to exceed \$80,000.

5C. Recommend acceptance of the Draft FY 2005-2009 MAG Transportation Improvement Program Guidance Report.

5D. Recommendation to reestablish the MAG RASP Technical Advisory Committee.

Committee. Membership on this Committee would be open to all MAG member agencies, as well as representatives of Luke Air Force Base and the Air National Guard. Each of the agencies would submit the name of an individual to represent them on the Technical Advisory Committee. Please refer to the enclosed material.

*5E. Establishment of the MAG Transportation Safety Committee

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 introduced the need for safety management at state and metropolitan levels. The upcoming reauthorization, titled SAFETEA, is likely to increase the role of MPOs in long-range planning for safer transportation systems. The establishment of a Transportation Safety Committee will officially recognize importance of safety planning at MAG and create more opportunities for regional collaborations on improving road safety through better planning. Members of the committee will include MAG member agencies, and federal, state agencies and nonprofit agencies with an interest in road safety. Each of the agencies would submit the name of an individual to represent them on the Committee. Please refer to the enclosed material.

5E. Recommend establishment of the MAG Transportation Safety Committee

GENERAL ITEMS

*5F. Status Update on the June 30, 2003 Single Audit and Management Letter Comments, MAG's Comprehensive Annual Financial Report (CAFR) and OMB Circular A-133 Reports (i.e., "Single Audit") for the Fiscal Year Ended June 30, 2003

The public accounting firm of Deloitte & Touche LLP has completed the audit of MAG's Comprehensive Annual Financial Report (CAFR) and Single Audit for the fiscal year ended June 30, 2003. An unqualified audit opinion was issued on December 22, 2003 on the financial statements of governmental activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information. The independent auditors' report on compliance, with

5F. Recommend acceptance of the MAG Comprehensive Annual Financial Report and Single Audit Report for the year ended June 30, 2003.

the requirements applicable to major federal award programs, expressed an unqualified opinion on the Single Audit. The Single Audit report indicated there were no reportable conditions in MAG's internal control over financial reporting considered to be material weaknesses, no instances of noncompliance considered to be material and no questioned costs. No new or repeat Management Letter comments were issued for the fiscal year ended June 30, 2003. Please refer to the enclosed material.

*5G. Amendment to the FY 2004 MAG Unified Planning Work Program and Annual Budget to Include Funding from the Transportation Improvement Program

On November 25, the Regional Council approved the FY 2004-2007 Transportation Improvement Program, which included \$450,000 of FY 2004 Congestion Mitigation Air Quality (CMAQ) funds for the MAG Regional Videoconference operating expenses (year 3 of 3). The \$450,000 of CMAQ funds need to be added to the FY 2004 MAG Work Program and Annual Budget. Please refer to the enclosed material.

5G. Recommend approval of an amendment to the FY 2004 MAG Unified Planning Work Program and Annual Budget to add \$450,000 in FY 2004 Congestion Mitigation Air Quality Funds for the MAG Regional Videoconference operating expenses (year 3 of 3).

ITEMS PROPOSED TO BE HEARD

TRANSPORTATION ITEM

6. Legislative Update

An update will be provided on bills of interest in the upcoming legislative session.

6. Information and discussion.

AIR QUALITY ITEM

7. EPA Modification to Eight-Hour Ozone Nonattainment Area Boundary

On December 3, 2003, the Environmental Protection Agency indicated its intent to modify the Governor's recommendation for the eight-hour ozone nonattainment area boundary to include Area A in Pinal County. EPA noted that it is contiguous with the Phoenix metropolitan area and includes Apache Junction, Pinal County's

7. Information and discussion.

largest city. The letter also highlights that the State has not submitted the 2003 monitor data, which may affect the boundary. The ozone boundary would also include the Fort McDowell Yavapai Nation and the Salt River Indian Community. The Gila River Indian Community would not be included. Supplemental information may be submitted to EPA until February 6, 2004. Please refer to the enclosed material.

GENERAL ITEMS

8. Discussion of the Development of the FY 2005 MAG Unified Planning Work Program and Annual Budget

Each year, the Unified Planning Work Program and Annual Budget is developed in conjunction with member agency and public input. The Work Program is reviewed each year by the federal agencies in April and approved by the Regional Council in May. To provide an early start in developing the Work Program and Budget, this presentation is an overview of MAG's proposed new projects for the FY 2005 Work Program and draft Dues and Assessments. A draft budget production timeline is also being included. Please refer to the enclosed material.

9. Comments from the Committee

An opportunity will be provided for Management Committee members to present a brief summary of current events. The Management 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.

8. Information, discussion and input on the development of the Work Program and Annual Budget.

9. Information.