

April 5, 2011

TO: Members of the MAG Street Committee

FROM: Dan Cook, PE, Chairman

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

**Tuesday, April 12, 2011 - 1:00 p.m.**  
MAG Office, Suite 200, Saguaro Room  
302 North First Avenue, Phoenix

The next meeting of the MAG Street Committee will be held at the time and place noted above. Committee members or their proxies may attend **in person, via videoconference or by telephone conference call**. Those attending video conference must notify the MAG site three business days prior to the meeting. Those attending by telephone conference call please contact MAG offices for conference call instructions.

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 Jason Stephens at the MAG office. Requests should be made as early as possible to allow time to arrange the accommodation.

The next meeting of the MAG Street Committee will be held at the time and place noted above. If you have any questions or need additional information, please contact Eileen Yazzie or Steve Tate at (602) 254-6300.

## TENTATIVE AGENDA

	<u>COMMITTEE ACTION REQUESTED</u>
1. <u>Call to Order</u>	
2. <u>Approval of the November 16, 2010 Meeting Minutes</u>	2. Review and approve the minutes from the November 16, 2010 meeting.
3. <u>Call to the Audience</u>  An opportunity will be provided to members of the public to address the Street 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 Street 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. For information.
4. <u>Transportation Programming Manager's Report</u>  The MAG Transportation Programming Manager will review recent transportation planning activities and upcoming agenda items for MAG Committees and other related regional transportation activities.	4. For information and discussion.
5. <u>Federal Highway Administration (FHWA) Inactive Obligations</u>  The Federal Highway Administration (FHWA) defines an "inactive obligation" as a project with unexpended federal funding obligation against which no expenditures have been charged (to the federal funds) within certain timeframes. FHWA classifies inactive projects in one of three tiers based on the following criteria: (i) Projects inactive for the past 12 months with unexpended balances more than \$500,000; (ii) Projects inactive for the past 24 months with unexpended balances of \$50,000 to	5. For information and discussion.

\$500,000; and, (iii) Projects inactive for the past 36 months with unexpended balances less than \$50,000. FHWA has established a national performance measure related to inactive obligations of 4% or less. The stewardship agreement between FHWA and ADOT also establishes a state performance measure of 4% or less. In the last two federal fiscal years, Arizona has been unable to consistently meet this target. Please review the Attachment Six from ADOT for additional information and a discussion on future changes to the Federal billing process, JPAs, and the project completion/ close-out process. At the meeting a presentation on this topic will be given.

6. Presentation the Complete Streets Guide

The Complete Streets Guide provides guidelines to address the needs of all roadway users and to promote healthy lifestyles. Its development was lead by the MAG Pedestrian and Bicycle Committee and is anticipated to be approved by the Regional Council at the end of April.

In March, 2010, the Committee heard a presentation on an initial draft of the Guide and provided input and this input was incorporated into the Guide. At the meeting a presentation on the resulting Guide will provided.

7. Local Mileage Estimate

Each year MAG assists the Arizona Department of Transportation in the development of a public roadway mileage in the MAG area. This estimate is used in part to determine the share of Surface Transportation Program (STP) funding distributed to Arizona. At the meeting the process and deadline for updating local mileage estimates will be discussed.

8. Interim Closeout of the Federal Fiscal Year (FFY) 2011 MAG Federally Funded Program

The Federal Fiscal Year (FFY) 2011 Closeout Process is underway. To defer a project from

6. For information and discussion.

7. For information and discussion.

8. For information and discussion.

FFY 2011 to a later year, MAG Member Agencies must complete and submit a Deferral Notification form, and depending on the number of times previously deferred, submit a justification letter. The deadline to notify MAG of project deferrals is ongoing; however, MAG staff would prefer Member Agencies report project deferrals for a first analysis by Friday, April 15, 2011. It is also requested that MAG Member Agencies submit project requests to utilize these unused FFY 2011 funds. The deadline to submit projects requests for closeout is Thursday, April 14, 2011; late project submittals are not allowed. Please refer to Attachment 1 for specific details including the Closeout Process Schedule, Deferral Notification form, minimum justification letter requirements, and the Project Submittal form.

9. Street Committee Meeting Schedule

At the meeting a schedule for the Street Committee will be distributed

10. Adjournment

9. For information and discussion.