



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

EXECUTIVE BOARD: REGULAR MEETING

AGENDA: NOVEMBER 21, 2019

MEETING LOCATION:

City of Sierra Vista: City Hall
City Manager's Conference Room
1011 North Coronado Drive
Sierra Vista, AZ 85635

To attend the meeting by telephone:
Call 1-415-655-0001. Meeting # 287 957 271.
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

November 21, 2019
3:00 p.m.

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO BOARD OF DIRECTORS

One or more members may participate via teleconference

Chair:	Rick Mueller, Mayor, City of Sierra Vista
Vice-Chair:	Tom Borer, Supervisor, Cochise County <i>Designated Alternate:</i> Peggy Judd, Supervisor, Cochise County
Member:	Rachel Gray, Councilmember, City of Sierra Vista
Member:	Sarah Pacheco, Councilmember, City of Sierra Vista
Member:	Joy Banks, Councilmember, Town of Huachuca City <i>Designated Alternate:</i> Cynthia Butterworth, Councilmember, Huachuca City
Member (Non-Voting)	Rod Lane, Arizona Department of Transportation

STAFF: SVMPO Administrator: Karen L. Lamberton, AICP

1. CALL TO ORDER AND ROLL CALL

2. ACCEPTANCE OF THE AGENDA

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Speakers are limited to a three-minute presentation and may also submit written comments for the Board files. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to responding to any criticism, directing staff to review the matter, or scheduling the matter for discussion at a later date.

4. APPROVAL OF MEETING MINUTES

Action: Approval of the Executive Board Regular Meeting Minutes of September 19, 2019.

5. APPROVAL OF WORK SESSION MEETING SUMMARY

Action: Approval of the Executive Board Work Session Meeting Summary November 14, 2019.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Action: The Board will review a request to transfer additional STBG funds to the Town of Huachuca City's Emergency Pre-Emption Signal Project. A pending transit purchase requires a TIP Amendment and the Board will be briefed on this potential service vehicle purchase for Vista Transit. The Board will also review the current funding ledger for the SVMPO region and may take action to fully program FY20 and FY21 funds.

This is an action item.

7. BY-LAW REVISION: MATCH FORMULA CHANGE

Action: The Board has identified a potential change to the SVMPO By-Laws, Section IV on Finances. This change would set the division of annual SVMPO operating costs between the three member jurisdictions by a formula. This formula would consist of population plus federally functionally classified roadways. Each annual Work Program budget match requirements will then be divided by this formula for determining annual jurisdiction match.

This is an action item.

8. BY-LAW REVISION: SPECIAL (ADVISORY) COMMITTEES

Action: The Board will discuss a potential change in the way that advisory committees are organized and how membership is determined. Changes may be made to the By-Laws, Section V and to the operating procedures for the Bicycle/Pedestrian Committee, formed in November 2016. The intent of this change is to create more flexibility in the formation of advisory committees and broaden membership opportunities for regional residents and agencies.

This is an action item.

9. BY-LAW REVISION: ADMINISTRATIVE CHANGES

Action: Several administrative changes in the existing By-Laws will be discussed. Changes may be made to the By-Laws, Section II, A1(b) stating that written verification of primary or alternate members would be provided when changes are made instead of a requirement for an annual notification. A minor modification of the By-Laws to group the committee information together is suggested so that Section V becomes section II C. By-Laws may be renumbered for consistency with any changes made by the Board.

This is an action item.

10. 2020 EXECUTIVE BOARD SCHEDULE

Action: The Board will discuss and set tentative Board and Work Session meetings for the year 2020.

This is a discussion and possible action item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

11. SOUTHCENTRAL DISTRICT REPORT

ADOT and/or the Administrator will report on the status of current and potential ADOT projects within the region. This item is the time for the Board to discuss issues or raise questions related to projects under the jurisdiction of ADOT.

This is an information item.

12. RURAL TRANSPORTATION ADVOCACY COUNCIL REPORT

The annual Rural Transportation Advocacy Council (RTAC) Summit was held in mid- October. Board members will share what they learned and discuss if there are any actions that the SVMPO Board wish to take to support legislative actions for next year. An RTAC member retreat was held and the SVMPO RTAC Representative Mueller and alternate Member Gray will report on this event.

This is discussion item.

13. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

Thanksgiving Holiday Break – the Administrator will be out of the office Nov. 25th through Nov 29th.
MPO Planners Mtg and MPO Work Group – Dec. 5th
MPO Directors Mtg – Dec. 10th
Every Day Counts Stakeholder Group – Dec. 12th
Christmas Holiday Break – Dec. 24th and Dec 25th.

The Administrator will provide a briefing or update to the Board on the following regional items:

- ❖ Status of adopted FY20/FY21 Work Program and Budget projects.
- ❖ Projected 2020 Work Activity Highlights.
- ❖ SVMPO On-Call Request for Proposals.
- ❖ Briefing on National Conference Highlights.

14. ANNOUNCEMENTS AND UPDATES

This is the time set aside for the Executive Board to share information and current events.

15. FUTURE AGENDA ITEMS

The next Executive Board meeting is tentatively set, pending Board action, for **January 16, 2019 at 3:00 p.m.**

16. ADJOURNMENT of REGULAR SESSION

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities who require special accommodations or have limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 72 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos setenta y dos (72) hora antes de la conferencia.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD MEETING MINUTES: SEPTEMBER 19, 2019

DRAFT

MEETING LOCATION:

City of Sierra Vista, City Hall
City Manager's Conference Room
1011 North Coronado Drive
Sierra Vista, AZ 85635

To attend the meeting by telephone:
Call 1-415-655-0001. Meeting # 287 957 271.
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

September 19, 2019
3:00 PM

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

EXECUTIVE BOARD MEMBERS IN ATTENDANCE:

Chair	Rick Mueller, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Rachel Gray, Vice-Chair, City of Sierra Vista
Member	Sarah Pacheco, Councilmember, City of Sierra Vista
Member	Joy Banks, Councilmember, Town of Huachuca City

EXECUTIVE BOARD MEMBERS ABSENT:

Member (Non-Voting)	Rod Lane, Arizona Department of Transportation
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STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Jeremy Moore, for Rod Lane, ADOT (*by phone*)
Kevin Adam, RTAC Liaison

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:02 p.m. Vice-Chair Borer, and Members Gray, Pacheco and Banks were present. Mr. Moore, for Member Rod Lane, called in and was present by conference phone. A quorum was present.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked if the Board had any changes to the Agenda. Hearing none, the Chair asked for a motion to accept. Vice-Chair Borer made the motion, Member Gray seconded and the motion

passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

3. CALL TO THE PUBLIC

No member of the public was present/wished to speak.

4. APPROVAL OF MEETING MINUTES

Action: Approval of the Executive Board Regular Meeting Minutes of June 27, 2019. Chair Mueller asked if the Board had any comments or questions on either set of meeting minutes presented. Member Banks moved to approve Banks, Member Gray seconded. The motion passed unanimously.

MOTION: Member Banks

SECOND: Member Gray

ACTION: PASSED UNANIMOUSLY 5/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. SVMPO LEDGER

Administrator Lamberton explained that the SVMPO ledger shows the pending actions under item 6 in grey with the potential loan(s) in orange. The ledger indicates that both FY20 and FY21 are close to being fully programed and it will take a couple years after that to pile up sufficient funding for another substantive construction project. Development of out-year projects will occur in early 2020 for next year's TIP process. Board members asked for clarification of the ledger columns and how to track funds through the spreadsheet and Administrator Lamberton explained how the funds were subtracted and added within the ledger. Vice-Chair Borer asked if there was ever a problem with loaned funds not being returned during the year they were needed and Chair Mueller stated that this had never been a problem.

Vice-Chair Borer asked about the potential for the SVMPO to investigate the addition of pedestrian walk signs at the Ramsey Rd/Ramsey Canyon and Highway 92 intersections. Mr. Moore, ADOT, indicated that he would check into what studies had been done related to that issue from Traffic Engineering.

This was an information item: no action was taken on this item.

6. TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Administrator Lamberton briefly reviewed the recommended changes to the TIP. These projects include supporting Cochise County's LIDAR flight; the City of Sierra Vista's North Garden/Fry Blvd design and construction project; the City of Sierra Vista's pending hydrology study for the Avendia Escuela extension and holding in reserve additional funds for the Town of Huachuca City's emergency pre-emption signal project, pending final cost estimates.

Vice-Chair Borer moved to approve the changes to the 2020-2024 TIP, Member Banks seconded. The motion passed unanimously.

MOTION: Vice-Chair Borer

SECOND: Member Banks

ACTION: PASSED UNANIMOUSLY 5/0

7. BY-LAW REVISION

Administrator Lamberton explained that one minor clarification in the SVMPO By-Laws is needed at this time. Last January, during the elections for Chair and Vice-Chair, the Board identified a needed change to the SVMPO By-Laws, Section III: A. 3. (a). This change would set elections for every other year, beginning with our last election held in January of 2019, instead of once a year, at the first meeting of each calendar year.

Member Gray moved to approve the change the SVMPO By-Laws, Member Pacheco seconded. The motion passed unanimously.

MOTION: Member Gray

SECOND: Member Pacheco

ACTION: PASSED UNANIMOUSLY 5/0

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

8. SOUTHCENTRAL DISTRICT REPORT

Jeremy Moore, for ADOT reported that the Foothills intersection project was completed with a final walk through occurring next week. There are no other major construction project planned in the region in ADOT's five year plan. Maintenance work is about all that is expected at this time. ADOT Traffic Engineering is working the MPO's consultant, RICK Engineering, on the Town's pre-emption signal design. A phone conference is scheduled for Friday, Sept., 20th. Member Banks thanked ADOT for their work on this Town project.

This was an information item: no action was taken on this item.

9. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT

Kevin Adam, the RTAC Liaison, provided the SVMPO Board members with a summary of federal and state legislative activities.

The Board discussed attendance at the Arizona Rural Summit which will be held October 16-18, 2019, in Tucson, AZ. Board member Banks is registered to attend; Member Pacheco indicated interest in attending the Thursday meeting. Member Gray indicated that she may attend the RTAC meeting on Wednesday but not stay over for the full Summit.

This was an information item: no action was taken on this item.

10. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

ICOET Conference - September 23-27th - Sacramento, CA

BPAC Meeting - September 30th at 11 a.m. – Sierra Vista, AZ - Public Works Bld.

Arizona Rural Summit - October 16-18th - Tucson, AZ

AMPO Conference - October 21-25th - Baltimore, Maryland
TAC Meeting – November 5, 2019

The Administrator briefed the Board on the following regional items (see attached handout):

- ❖ May 13, 2019 fully executed JPA Agreement with ADOT.
- ❖ ADOT contract and financial compliance audits of the SVMPO.
- ❖ Administrative Amendment to the adopted FY20/FY21 Work Program and Budget.
- ❖ FTA Required Transit Asset Management and Transportation Improvement Plan reports.
- ❖ SVMPO On-Call RFP.
- ❖ Sun Cloud Data Portal Project.
- ❖ SVMPO staff changes.

11. ANNOUNCEMENTS AND UPDATES

Member Banks indicated that the Town was working on the maintenance IGA with ADOT for the emergency signal project. She stated that the Town is very pleased with the engineered design and looking forward to the signal installation.

12. FUTURE AGENDA ITEMS

Member Gray indicated that she was not available for the next scheduled Board meeting on **November 21, 2019 at 3:00 p.m.** However, it appeared that all the other Board members were available on that date and, with confirmation of a potential quorum, the Administrator was directed to leave this meeting as scheduled.

The Board discussed the need for two or three separate Work Sessions regarding potential changes to the By-Laws, how to cover match requirements and to discuss possible changes to the BPAC. The Administrator was directed to seek out dates in November and December/January for these work sessions.

13. EXECUTIVE SESSION

The SVMPO Board voted to adjourn to Executive Session pursuant to A.R.S. §38.431.03 for purposes of evaluating the performance of the SVMPO Administrator at 4:35 p.m.

Discussion occurred, as permitted under A.R.S. §38.431.03 (A) (1)-(7), related to the annual performance evaluation for Administrator Lamberton. Administrator Lamberton has held this position for one year as of August 27, 2019. Board members shared their written evaluations and discussed with the Administrator their observations and Ms. Lamberton's self-assessment.

The Executive Session was adjourned at 5:23 p.m.

14. ADJOURNMENT

Chair Mueller adjourned the regular meeting at 5:24 p.m.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Ave, Sierra Vista, Az 85635-2411

Administrator's Report/Executive Board Meeting: September 19, 2019

Joint Project Agreement with ADOT

The revised Joint Project Agreement between the SVMPO Board and ADOT was fully executed on May 13, 2019. The new Agreement, GRT-19-0007317-T, defines the mandated tasks of the MPO in exchange for appropriated federal and state funds. The major change is that Work Programs are now required to cover a two year period of time; Transportation Improvement Program projects are now to be maintained in an electronic format called E-STIP and reimbursements are to be made in an electronic format called E-Grants.

Contract Compliance and JPA Audits

The SVMPO recently underwent another audit by ADOT related to our Joint Project Agreement and Finance Arrangements. Audits of the MPO activities are routine, with ADOT rotating between their 12 COG's and MPO's, to assist us in meeting all the federal and state requirements that govern our work. These are the first audits held of our operations since the SVMPO was formed in 2014.

The contract compliance review was held on July 9th, the SVMPO responded on July 22nd and agreed to work with the SVMPO Board on organization structure, the City's Agreement with the MPO and potentially bring changes to our By-Laws forward to implement those structural changes. The FY19 JPA/Grant Administration audit was held on August 27th and 28th. The findings from this two-day audit will be transmitted by the end of September and the MPO will have two weeks to respond to those recommendations. We expect these findings to be closely aligned with the earlier contract compliance review and are already working at addressing known areas of deficiencies (the one that is of most concern may be the historic pattern of late reimbursement filings – by the end of FY19 these were occurring on time with no submittal errors). Other potential deficiencies, such as the lack of an approved Title VI Plan, had been fully addressed by the end of FY19.

The Board will be kept apprised of the findings and any actions needed to be taken by the SVMPO to be fully compliant with our agreements with ADOT.

Work Program and Annual Budget Administrative Amendment

The FY20 & FY21 Unified Work Program and Budget was approved by Federal Highway Administration on June 27, 2019. At the close of the Fiscal Year, the carry forward amounts were adjusted from projected to actual dollars and brought forward as an Administrative Amendment on August 16, 2019. This Administrative Amendment was approved on August 20, 2019.

Final budget, with actual carry forwards and FY20 fund awards is \$630,387.99. Match amounts reflect a higher percentage of PL funds, with lower match amounts, being carried over instead of SPR funds, with higher match amounts. Total match now needed for FY20 is \$81,493.63. The SVMPO is following up on the potential that in-kind match for the FTA funds may be allowed to be carried forward: if this is the case then the SVMPO has sufficient FY19 carry forward in-kind match funds to fully cover the FTA fund in-kind match requirement.

FY2020 REVENUES: AUGUST 2019				
REVENUE SOURCE	APPORTIONMENT	OA	IN-KIND MATCH	BUDGET
PL/ FY19 (Carry Forward)	\$ 167,923.77	\$ 167,923.77	\$ 10,150.22	\$ 178,073.99
SPR / FY19 (Carry Forward)	\$ 56,990.39	\$ 56,990.39	\$ 14,247.60	\$ 71,237.99
FTA/FY18 (Carry Forward)	\$ 43,233.20	\$ 43,233.20	\$ 10,808.30	\$ 54,041.50
PL / FY20	\$ 126,081.00	\$ 126,081.00	\$ 7,621.01	\$ 133,702.01
SPR / FY20	\$ 125,000.00	\$ 125,000.00	\$ 31,250.00	\$ 156,250.00
FTA 5305 FY19	\$ 29,666.00	\$ 29,666.00	\$ 7,416.50	\$ 37,082.50
TOTAL	\$ 548,894.36	\$ 548,894.36	\$ 81,493.63	\$ 630,387.99

The Sierra Vista Metropolitan Planning Organization is a regional policy and planning agency serving the City of Sierra Vista, the Town of Huachuca City and Cochise County in partnership with the Arizona State Department of Transportation. We share information and build consensus among our member jurisdictions on regional transportation plans and projects.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Ave, Sierra Vista, Az 85635-2411

Transit Asset Management and Transportation Improvement Plan reports

The SVMPO, in coordination with Sierra Vista's Vista Transit, has completed and transmitted required FTA reports related to Transit Assets Management and a Maintenance Plan for those assets. This work was completed by the SVMPO Intern, Caterina Porter, on August 12, 2019. These reports will meet requirements for 3-4 years under current regulations.

SVMPO On-Call Request for Proposals

In an effort to streamline the requirements of federal, state and the SVMPO Fiscal Agent for procurement, an On-Call Request for Proposals was developed to cover most of the potential activities in the approved Work Program. Once this list is developed On-Call consultants will be solicited for specific cost proposals related to approved tasks in the Work Program. This RFP is being released this week; a non-mandatory pre-proposal meeting is scheduled for October 8th and Proposals are due the end of October. Three projects are anticipated to be released for contracting in November: the Long-Range Transportation Plan; the Short Range Transit Plan and a Roadway Assessment for the Town of Huachuca City area.

This effort was more challenging than anticipated. However, the City and the SVMPO now have a template for taking projects out for bid and contracting for SVMPO projects.

Sun Cloud: A Megaregion Data Portal in the Sun Corridor of Arizona

This project is a grant funded project from the Center of Accelerating Innovation to develop technological enhancements to how data is collected, stored and shared throughout the southern Arizona region. Maricopa Association of Governments is taking the lead on this ambitious project: \$100,000 has been allocated specifically to the SVMPO region to assist us with software, hardware and potentially staffing to achieve the goals of this projects. There is a 20%/\$25,000 in-kind match associated with those funds. The total grant award was one million dollars.

Mr. Dan Coxworth, Cochise County's Community Development Director, plans to take an active role in this project. MAG is currently in early stages of the procurement process for a lead consultant team to undertake the work activities of this project. One of the first deliverables will be meetings in the region with emergency services, IT, utilities, colleges and other stakeholders that collect and use data in the region. MAG is looking to set this up within the next couple of months.

SVMPO Staff Changes

The Work Program identified funding for an intern and/or a part-time temporary position for both FY20 and FY21 as well as a potential full-time position for a regional transportation planner after January of 2021. The SVMPO Intern, Caterina Porter, returned to BYU-I earlier this month. Upon leaving Ms. Porter left the following note that I would like to share with you: *"I have really enjoyed the last seven months working as your intern. You were an excellent boss and mentor though this internship. The words of wisdom and guidance you have given me are sure to be valuable through both my career and personal life."*

We are filling her vacant spot with a part-time, temporary (6-8 month) civil engineer position. Mr. Dennis Donovan, P.E., will be joining the SVMPO in that role and will be providing project management and support to the Town of Huachuca City's projects and to the North Garden/Fry Blvd. project.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD WORK SESSION MEETING SUMMARY: NOVEMBER 14, 2019

DRAFT

MEETING LOCATION:

City of Sierra Vista, City Hall
City Manager's Conference Room
1011 North Coronado Drive
Sierra Vista, AZ 85635

To attend the meeting by telephone:
Call 1-415-655-0001. Meeting # 287 957 271.
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Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

November 14, 2019
1:00 PM

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

EXECUTIVE BOARD MEMBERS IN ATTENDANCE:

Chair	Rick Mueller, City of Sierra Vista
Vice-Chair	Tom Borer, County Supervisor, Cochise County
Member	Rachel Gray, Vice-Chair, City of Sierra Vista
Member	Sarah Pacheco, Councilmember, City of Sierra Vista
Member	Joy Banks, Councilmember, Town of Huachuca City
Member (Non-Voting)	Rod Lane, Arizona Department of Transportation

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Ed Stillings, Federal Highway Administration
Matthew Williams, Town of Huachuca City Manager
Victoria Yarbrough, City of Sierra Vista Assistant City Manager (*In attendance for Items 1 & 2*)

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 1:07 p.m. Vice-Chair Borer, and Members Gray, Pacheco and Banks were present. Member Rod Lane, called in and was present by conference phone. A quorum was present.

2. SVMPO and CITY OF SIERRA VISTA HOSTING AGREEMENT

Executive Board members discussed possible revisions to the existing SVMPO and City of Sierra Vista agreement for hosting the SVMPO and providing various support services. The City of Sierra Vista indicated their willingness to continue their hosting agreement with the SVMPO. Chair

Mueller shared with the SVMPO members proposed changes that were under discussed with the City's Manager's office and SVMPO Administrator. Once a final version has been drafted both the SVMPO Executive Board and the Arizona Department of Transportation will be given the opportunity to review prior to adoption by both the SVMPO Board and the City of Sierra Vista Council.

3. SVMPO EXECUTIVE BOARD COMPOSITION

Executive Board Members discussed possible revisions to the existing SVMPO Executive Board composition and approved voting members. These revisions included keeping the SVMPO Executive Board the same as it currently is; changing the non-voting status of the ADOT representative to a voting position; dropping or adding member jurisdictions representatives. Board members indicated concerns with having an even number of Board members. Parliamentary procedures were also discussed as they might relate to dealing with tie votes.

It was noted that typically MPOs had a seat that was dedicated to a State Transportation Board member, appointed by the Governor. The seat for the SVMPO district has been vacant but Chair Mueller noted that the Governor has made an appointment, Mr. Richard Searle, a former County Supervisor. This position is pending Arizona State senate confirmation, which would not occur any earlier than January. The Executive Board indicate a desire to continue the discussion about changing the Board composition after the State Transportation Board member for the SVMPO District is formally appointed in early 2020.

4. WORK SESSION BREAK

Chair Mueller checked in with the members of the Board and all indicated a desire to continue to the next Work Session agenda item.

5. SVMPO MEMBER JURISDICTION MATCH REQUIREMENTS

Executive Board members discussed existing regional match requirements and reviewed different methods for determining local match contributions to the regional MPO work efforts. Board members concurred that a fair and equitable formula to share the required match amounts could be identified and placed into the By-Laws a standard procedure moving forward. After additional discussion, Board members chose to develop a formula based upon population and federally functional classified roadway miles within each jurisdiction. Contribution amounts required would be identified during the annual Work Program process. Member jurisdictions would then develop separate agreements with the SVMPO as to what method (cash and/or In-Kind services) would be used to cover their share of MPO operating expenses. These Agreements would likely be developed during each member jurisdiction budget discussions that usually occur before the end of each fiscal year.

6. FUTURE DISCUSSION ITEMS AND BOARD REQUESTS

Board member concurred with bringing an item related to the committee structures and possible changes to the Bicycle/Pedestrian Advisory Committee to the next regularly scheduled Board meeting of November 21st at 3:00 p.m. Ms. Gray and Ms. Banks indicated that they had provided a draft review on to the SVMPO Administrator's job description to Chair Mueller and it would be shared for later discussion. Mr. Borer noted that he did want to have a discussion about a possible

project for a multi-use path but that was a topic for another Board meeting and/or Work Session. No other Board member noted any other items for future Board meetings and/or Work Sessions.

7. DIRECTION TO THE SVMPO ADMINISTRATOR

Chair Mueller summarized the direction reached at this Work Session to the Board members and the SVMPO Administrator: to bring forward a change to the By-Laws regarding the formula for developing match requirements; to bring the Committee structure item forward at the next regular Board meeting and that other items may be set for a later meetings once the 2020 Executive Board schedule is set. Member jurisdictions requested a summary of the cost implications of the formula driven match requirements from the SVMPO Administrator to share with their jurisdiction staff and other elected officials.

8. ADJOURNMENT

Chair Mueller adjourned the Work Session at 2:43 p.m.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 14, 2019
Subject: 2020-2024 Transportation Improvement Program (TIP) Amendments

The SVMPO has developed and adopted their 2020-2024 Transportation Improvement Program (TIP) on June 27, 2019. TIP Amendments are expected throughout the year as projects move forward and loans are made to ensure that each year is fully programmed so that funds are not lost to the region in future years.

TIP Amendment: Add \$50,000 to the Town of Huachuca City's Emergency Pre-Emption Signal Project

The SVMPO has a total of \$50,000 remaining that can be programmed in this Fiscal Year. A buffer had been held back to support the Town of Huachuca City's Emergency Pre-Emption Signal project. This safety project on Highway 92 had an Engineers Estimate of \$100,000; however, the three bids that were submitted ranged from \$159,000 to \$410,000. This is a not a typical range of vender costs – there are extreme differences in unit costs between the submitting venders. The Town is working with the consultant engineer to identify why these costs are higher than anticipated and to ensure that the apparent low bidder has covered all cost items within the Scope of Work. Several venders did indicate to the consultant team that they were very interested in the project but are so fully committed to projects that they could not reasonably bid the work at this time.

The Whetstone Fire Dept. has stepped up and committed additional funds to the project but there still is a shortfall in funding for the project, as it is currently scoped. It is recommended that the remaining uncommitted STBG funds be transferred to this project in order to support it moving forward with as many of the safety elements as possible included in the final project. The remaining balance would be the responsibility of the Town of Huachuca City as per the IGA with ADOT under the HURF Exchange project. Under the HURF Exchange the total regional funds committed would be \$135,000 (10% of the total funds are transferred to ADOT for administering the program).

TIP Amendment: Add a Fleet Service Truck to the City of Sierra Vista Vista Transit Fleet

Vista Transit has learned that they have remaining Federal Fiscal Year (FFY)2017 funds to expend in this year. They have identified a need for a new fleet service vehicle that would replace one that is nearing the end of its functional service life. The total costs of this new vehicle has been priced at \$123,976. The Federal share would be \$99,181 with a 20% match of \$24,795. Matching funds have been identified in the City's FY20 Vista Transit Budget. This addition to the TIP would have no

impact on the STBG ledger and will use FFY17 funds that are still available for programing by the region.

Future projects for FY2022-2024 are expected to be developed through planning studies conducted in the next two years as part of the approved Work Program. Fully developed Project Scope, costs and time schedules would be brought forward by the member jurisdictions to the SVMPO TAC, and then to the Board for fully programming the out-years of FY22-Fy24.

Attachments: Vista Transit Request for TIP Amendment/E-Mail of November 15, 2019; Current STBG Ledger; Projected STBG Ledger with TIP Amendments

Action Requested: Motion to amend the 2020-2044 TIP to add a total of \$50,000 to the Town of Huachuca City Emergency Pre-Emption Signal Project and to add a new Transit TIP project for the purchase of a Transit Service Vehicle with carry-forward FFY17 FTA funds.

From: [Michael Normand](#)
To: [Karen Lamberton](#)
Cc: [Yolanda Velasquez](#); [Gil Schwantes](#); [Richard Cayer](#); [Michael Normand](#)
Subject: TIP Amendment for Transit Service Vehicle
Date: Friday, November 15, 2019 4:59:59 PM
Attachments: [image001.png](#)

Karen,

Vista Transit is requesting approval of a TIP Amendment to purchase a new Fleet Service Truck with remaining FFY 2017 grant funds. This vehicle would replace the existing Fleet Service Truck, which has reached the end of its useful life. The projected total cost of the new service vehicle is \$123,976. Federal share at 80% is \$99,181, with a 20% local match of \$24,795. The ALI# for this vehicle is 11.42.06 Bus Support-Shop Equipment. This will be an amendment to the FY20-24 Vista Transit TIP, although the grant was originally included in the FY19-23 TIP. I understand that matching funds are available in the City's FY 2020 Budget.

Please let me know if any additional information is needed to process this request.

Thank you,

Mike Normand
City of Sierra Vista
Public Works Transportation Administrator
520-417-4888



SVMPO STBG Ledger FY 2020-2024
11/05/2019 CURRENT STBG LEDGER
SVMPO Administrator Revisions
For Discussion Purposes Only

	A	B	C	D	E	F	G	H
1								
2	SVMPO STBG Ledger				Projected Fed Funds		Cumulative Balance	
3	Action	OA Rate	Apportionment	OA			Apportionment	OA
30	FY 2019 Balance						\$20,326	\$0
31								
32	FY 2020 Allocation	94.9% *	\$398,555	\$378,229			\$418,881	\$378,229
33	Work Program OA Transfer		\$0	-\$12,806			\$418,881	\$365,423
34	Repayment in from SEAGO		\$200,000	\$200,000			\$618,881	\$565,423
35	Repayment in from CYMPO		\$10,000	\$10,000			\$628,881	\$575,423
36	Repayment in from ADOT		\$2,021,056	\$2,021,056			\$2,649,937	\$2,596,479
37	North Garden Ave/Fry Blvd Design		-\$55,000	-\$55,000			\$2,594,937	\$2,541,479
38	Transfer to Work Program: Hydrology Study		-\$50,000	-\$50,000			\$2,544,937	\$2,491,479
39	Transfer to Work Program: LIDAR Flight		-\$120,000	-\$120,000			\$2,424,937	\$2,371,479
40	Huachuca City Pre-Emption Signal		-\$100,000	-\$100,000			\$2,324,937	\$2,271,479
41	Loan to MPO/ADOT Pending		-\$2,241,479	-\$2,241,479			\$83,458	\$30,000
42								
43	FY 2020 Balance						\$83,458	\$30,000
44								
45	FY 2021 Allocation	94.9% *	\$398,555	\$378,229			\$482,013	\$408,228
46	Work Program OA Transfer		\$0	-\$12,806			\$482,013	\$395,422
47	Repayment from MPO/ADOT Pending		\$2,241,479	\$2,241,479			\$2,723,492	\$2,636,901
48	North Garden Ave/Fry Blvd Phase 1		-\$77,000	-\$77,000			\$2,646,492	\$2,559,901
49	North Garden Ave/Fry Blvd Phase 1		-\$2,539,284	-\$2,539,284			\$107,208	\$20,617
50								
51	FY 2021 Balance						\$107,208	\$20,617
52								
53	FY 2022 Allocation	94.9% *	\$398,555	\$378,229			\$505,763	\$398,846
54	Repayment in from SEAGO		425000	425000			\$930,763	\$823,846
55								
56	FY 2022 Balance						\$930,763	\$823,846
57								
58	FY 2023 Allocation	94.9% *	\$398,555	\$378,229			\$1,329,318	\$1,202,075
59								
60								
61	FY 2023 Balance						\$1,329,318	\$1,202,075
62								
63	FY 2024 Allocation	94.9% *	\$398,555	\$378,229			\$1,727,873	\$1,580,303
64								
65								
66	FY 2024 Balance						\$1,727,873	\$1,580,303
67								
68								
69	* OA Rate subject to change							
70	OA = Obligation Authority. Percentage of apportionments that is available for reimbursable expenses							
71	STBG = Surface Transportation Block Grant funds. This amount is allocated to SVMPO based upon the 2010 Census							
72	Cumulative Balances = Any apportionments or OA balance is added to the next allocation for programming.							
73								
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76								
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SVMPO STBG Ledger FY 2020-2024
11/21/2019 STBG LEDGER WITH PROPOSED TIP CHANGES
SVMPO Administrator Revisions
For Discussion Purposes Only

	A	B	C	D	E	F	G	H
1								
2	SVMPO STBG Ledger				Projected Fed Funds		Cumulative Balance	
3	Action	OA Rate	Apportionment	OA			Apportionment	OA
30	FY 2019 Balance						\$20,326	\$0
31								
32	FY 2020 Allocation	94.9% *	\$398,555	\$378,229			\$418,881	\$378,229
33	Work Program OA Transfer		\$0	-\$12,806			\$418,881	\$365,423
34	Repayment in from SEAGO		\$229,383	\$229,383			\$648,264	\$594,806
35	Repayment in from CYMPO		\$10,000	\$10,000			\$658,264	\$604,806
36	Repayment in from ADOT		\$2,021,056	\$2,021,056			\$2,679,320	\$2,625,862
37	North Garden Ave/Fry Blvd Design		-\$55,000	-\$55,000			\$2,624,320	\$2,570,862
38	Transfer to Work Program: Hydrology Study		-\$50,000	-\$50,000			\$2,574,320	\$2,520,862
39	Transfer to Work Program: LIDAR Flight		-\$120,000	-\$120,000			\$2,454,320	\$2,400,862
40	Huachuca City Pre-Emption Signal		-\$150,000	-\$150,000			\$2,304,320	\$2,250,862
41	Loan to MPO/ADOT Pending		-\$2,250,862	-\$2,250,862			\$53,458	\$0
42								
43	FY 2020 Balance						\$53,458	\$0
44								
45	FY 2021 Allocation	94.9% *	\$398,555	\$378,229			\$452,013	\$378,228
46	Work Program OA Transfer		\$0	-\$12,806			\$452,013	\$365,422
47	Repayment from MPO/ADOT Pending		\$2,250,862	\$2,250,862			\$2,702,875	\$2,616,284
48	North Garden Ave/Fry Blvd Phase 1		-\$77,000	-\$77,000			\$2,625,875	\$2,539,284
49	North Garden Ave/Fry Blvd Phase 1		-\$2,539,284	-\$2,539,284			\$86,591	\$0
50								
51	FY 2021 Balance						\$86,591	\$0
52								
53	FY 2022 Allocation	94.9% *	\$398,555	\$378,229			\$485,146	\$378,229
54	Repayment in from SEAGO		\$395,617	\$395,617			\$880,763	\$773,846
55								
56	FY 2022 Balance						\$880,763	\$773,846
57								
58	FY 2023 Allocation	94.9% *	\$398,555	\$378,229			\$1,279,318	\$1,152,075
59								
60								
61	FY 2023 Balance						\$1,279,318	\$1,152,075
62								
63	FY 2024 Allocation	94.9% *	\$398,555	\$378,229			\$1,677,873	\$1,530,303
64								
65								
66	FY 2024 Balance						\$1,677,873	\$1,530,303
67								
68								
69	* OA Rate subject to change							
70	OA = Obligation Authority. Percentage of apportionments that is available for reimbursable expenses							
71	STBG = Surface Transportation Block Grant funds. This amount is allocated to SVMPO based upon the 2010 Census							
72	Cumulative Balances = Any apportionments or OA balance is added to the next allocation for programming.							
73								
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Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 21, 2019

Subject: SVMPO By-Laws Revision: Match Formula for MPO Operating Expenses

On November 14, 2019, the SVMPO Board of Directors directed the Administrator to bring forward a revision to the SVMPO By-Laws for their consideration regarding the process to annually determine match requirements for the SVMPO operating expenses.

The SVMPO By-Laws is currently silent on how the member jurisdictions cover required contributions to the annual operating expenses of the MPO. After discussing at length options for division of match requirements both at Executive Board meetings, and at the April 25, 2019 and November 14, 2019 Work Sessions, the SVMPO member jurisdictions selected two variables: population and federally functionally classified roadway miles.

It is recommended to change the By-Laws in Section IV: Finances as follows:

C. Jurisdiction Funding Match: Funding from member jurisdictions will be apportioned annually based upon population (50%) and the number of federally classified lane miles (50%) within each jurisdiction. The division of jurisdiction match requirements will be included for approval in the annual Work Program and Budget.

The implications of this proposed By-Law Change for the adopted Work Program and FY20/FY21 Budget are shown in the table on Page 2 of this memo.

If adopted, the new formula would be calculated each year as part of the annual Work Program and Budgets. Match amounts would be adopted by the SVMPO Board through the Work Program and Budget process. Separate agreements between each member jurisdiction and the SVMPO would then be executed each fiscal year for how match amounts would be paid. Match amounts can be paid through cash contributions, staff In-Kind services, or other direct services or purchases in behalf of the approved regional planning activities.

Dues for the Rural Transportation Advocacy Council are paid through a separate invoicing process. The SVMPO covers 70% of those costs and each member jurisdictions is invoiced for the remaining 30%.

SVMPO Region	Population ACS 2013-2017	Fed Functionally Classified Roadways	Combined Factor Percent Totals	Formula Driven FY20 Match	Formula Driven FY21 Match
Cochise County	23,216	11.754	40.0%	\$32,597.20	\$18,970.80
Sierra Vista	43,585	12.535	57.0%	\$46,451.01	\$27,033.39
Huachuca City	2,348	0.408	3.0%	\$2,444.79	\$1,422.81
TOTALS	69,149.00	24.70		\$81,493.00	\$47,427.00
Cochise County	33.57%	47.59%	40.583%	\$33,072.59	\$19,247.47
Sierra Vista	63.03%	50.76%	56.893%	\$46,363.69	\$26,982.57
Huachuca City	3.40%	1.65%	2.524%	\$2,056.72	\$1,196.96
	100.00%	100.00%	100.00%	\$81,493.00	\$47,427.00
				\$81,493.00	\$47,427.00

Attachments: SVMPO By-Laws with proposed changes as red-lines; SVMPO By-Laws as reformatted with changes in yellow highlighting.

Action Requested: A motion to approve revising the SVMPO By-Laws to add a new section under Section IV: Finances that would define a formula for determining the annual contributions from each SVMPO member jurisdiction.

BY-LAWS

Sierra Vista Metropolitan Planning Organization

December 18, 2013

Amended: November 18, 2015; January 18, 2018; November 15, 2018; September 19, 2019

SECTION I: OBJECTIVE

The objective of the Sierra Vista Metropolitan Planning Organization (SVMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Board of Directors of the SVMPO, carry out other related specific tasks including implementation thereof. The SVMPO will exercise leadership and initiative in transportation planning and assist development of the greater Sierra Vista community.

SECTION II: SVMPO AREA

The area that permitted SVMPO to be designated as a Metropolitan Planning Organization (MPO) under federal and state law is the Sierra Vista Urbanized Area, shown in Figure 1. The Planning Area Boundary of the SVMPO includes the City of Sierra Vista incorporated limits including Fort Huachuca, the Town of Huachuca City incorporated limits, and unincorporated areas of Cochise County, as depicted in Figure 2.

SECTION III: ORGANIZATION

Jurisdictions that make up the SVMPO include the City of Sierra Vista, the Town of Huachuca City, Cochise County, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up a Board of Directors; an MPO Administrator; and technical staff makes up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and citizen tasks forces. Each group is defined below:

- A. **Board of Directors.** The SVMPO Board of Directors consists of elected officials from the City of Sierra Vista, Town of Huachuca City, Cochise County and one member from the Arizona Department of Transportation's State Transportation Board who is appointed to

the State Transportation Board by the Governor, or his/her designee, who must be an employee of the Arizona Department of Transportation. It is the function of the Board of Directors to act as a policy-making body, coordinating and directing transportation planning, implementation thereof and related activities within the overall regional comprehensive planning process.

1. Membership.

(a) To be an eligible member of the Board of Directors, that person must be a duly elected member of a governing body of a unit of local government located in the SVMPO planning area, excepting the member of the Arizona State Transportation Board. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as a primary member of the SVMPO Board of Directors. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a suitably qualified employee designated by the State Transportation Board's SVMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties in the absence of the primary member(s).

(b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification of any changes shall be provided in a timely manner ~~at least annually~~ to the SVMPO Administrator.

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(c) The number of eligible members on the Executive Board shall be as follows:

Jurisdiction	Number of Members
City of Sierra Vista	3
Town of Huachuca City	1
Cochise County	1
State Transportation Board (Non-Voting)	1
Total	6

(d) Any member, who for any reason shall no longer be in the service of the governmental unit jurisdiction, shall have his/her position vacated automatically and the appropriate governmental unit shall appoint another member.

(e) Representatives of the following units of government are voting members of the SVMPO: City of Sierra Vista, Town of Huachuca City, and Cochise County.

(f) Representatives of the following unit of government is a non-voting member of the SVMPO: Arizona State Transportation Board representative.

2. Voting.

(a) Each voting member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary voting member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.

(b) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

3. Officers.

(a) The members of the SVMPO shall elect the following officers: Chair and Vice-Chair. Election of officers will occur at the first meeting of the calendar year, every other year. In the absence of the Chair, or upon his/her inability to act or serve, the Vice-Chair shall have the powers of the Chair. The Chair and Vice-Chair will serve without

compensation and shall serve for a period of two years.

(b) The Chair shall be able to vote on all matters before the SVMPO. He/she shall sign on behalf of the SVMPO all documents requiring signatures and shall perform all other duties required of the Chair. The Chair develops the Agenda for all board meetings, subject to approval by the Board. The SVMPO Board of Directors may delegate to the MPO Administrator such signatures it deems appropriate and necessary.

(c) The SVMPO Chair shall have the custody and control of the funds, and shall report the state of the finances of the SVMPO at the closeout of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the SVMPO. The SVMPO Board of Directors may delegate to an employee, or employees, of the SVMPO any or all of the duties and powers described in this section (3)(c).

(d) If required by the SVMPO Board, any employee, or retained consultant so delegated any or all of his/her functions, shall give the SVMPO a bond in such, and with such surety or sureties as shall be satisfactory to the SVMPO, for the faithful performance of the duties of this office.

4. Responsibilities.

(a) The SVMPO Board of Directors is responsible for all actions, agreements, and functions to be carried out by the Sierra Vista Metropolitan Planning Organization.

(b) The SVMPO is responsible for the development of the following essential products:

1. Long Range Regional Transportation Plan;
2. Transportation Improvement Program (TIP);
3. Public Participation Plan; and
4. Unified Planning Work Program and Budget;

(c) Other products deemed essential may be authorized by the Board of Directors and specified in the Unified Planning Work Program.

5. Meetings.

- (a) The Board of Directors of the SVMPO shall follow the Open Meeting Laws of Arizona.
- (b) The guideline for the parliamentary procedures used at meetings shall be Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (c) A quorum shall be required for the conduct of any business. Majority (i.e., three) voting members of the SVMPO Board shall constitute a quorum for the transaction of business.
- (d) The SVMPO Board of Directors shall meet regularly, at least once a quarter. Additional meetings may be called by the Chair as required. The time, date, and location of meetings will be posted at least twenty-four (24) hours in advance. The notices of the meetings shall conform to the open meeting laws of Arizona. Members will be notified of all meetings.
- (e) Remote participation by members or alternates for all Board meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote SVMPO Board member participant(s) are considered present for purposes of a quorum.

B. **Technical Advisory Committee (TAC).** The SVMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from Fort Huachuca. Each ex-officio, non-voting member, must be approved by his/her respective agency. The MPO Administrator is a non-voting member of the TAC and will provide the required administrative support.

The TAC has the authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program, and any related issues as specified by the SVMPO's Board of Directors, and to so advise the Board of Directors on appropriate actions that may be taken. The TAC works closely with SVMPO staff, providing guidance and direction for the development of the annual Unified

Planning Work Program and Budget and work activities defined therein.

1. Membership.

(a) Voting membership on the SVMPO Technical Advisory Committee shall be as follows:

City of Sierra Vista - Three (3)

City staff positions appointed by the City Manager.

The persons appointed to the TAC shall be staff members of the City of Sierra Vista with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Town of Huachuca City – One (1) position

Town staff positions appointed by the Town Manager

The person appointed to the TAC shall be a staff member of the Town of Huachuca City with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Cochise County – Two (2) positions

County staff positions appointed by the County Administrator.

The person appointed to the TAC shall be a staff member of Cochise County with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Transit Representative – One (1) position

The transit staff position will be selected by the largest transit agency in the SVMPO region and shall be a person with specific knowledge of transit planning to advise and provide recommendations to the SVMPO Board of Directors.

Arizona Department of Transportation - One (1) position:

Planning Program Manager, ADOT for Systems Planning and Programming

The persons appointed to the TAC may, by a written statement to the Chairman of the Board of Directors and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared when the meeting is called to order.

- (b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from Fort Huachuca may participate on issues of concern and subjects of particular technical expertise.

2. Voting

Each member of the Technical Advisory Committee is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.

Elected officers of the TAC shall be elected on an annual basis at the first meeting of the calendar year.

3. Responsibilities

The SVMPO Technical Advisory Committee shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the SVMPO Board of Directors on issues germane to the Sierra Vista Metropolitan Planning Organization.

4. Meetings

- (a) The guideline for parliamentary procedures at meetings shall be Roberts Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (b) A quorum shall be required for the conduct of any business. Majority (i.e., **five**) TAC members of the SVMPO shall constitute a quorum for the transaction of business.
- (c) The SVMPO TAC shall meet as determined by the Chair of the TAC or by a majority vote of the TAC. Members will be notified of all meetings.

- (d) Remote participation by TAC members or alternates for all TAC meetings is allowed

by telephone or video conference provided that the participant and all in attendance can hear each other. Remote TAC member participant(s) are considered present for purposes of a quorum.

~~(d)~~ C: Recommend move Advisory Sub-Committee section here.

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SECTION IV: FINANCES

A. **Fiscal Year.** The Sierra Vista Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.

BFunding. The SVMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments; voluntary associations; non-profit corporations, firms, partnerships, or person or any combination thereof; bequests, donations, devices, grants, and gifts of all kinds of property.

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~~C:~~ C: Jurisdiction Funding Match: Funding from member jurisdictions will be appropriated annually based upon population (50%) and the number of federally functionally classified lane miles (50%) within each jurisdiction. The division of jurisdiction match requirements will be included for approval in the annual Work Program and Budget.

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~~D~~**E. Audit.** The Chair shall call for an annual audit of the financial affairs of the SVMPO to be made by the municipal entity performing financial services. The audit report shall be made available to all SVMPO members.

SECTION V: ~~SPECIAL ADVISORY SUB-COMMITTEES~~

Recommend relocate this section to C. under Committee Organization.

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A. **Formation.**

1. ~~Special~~ SVMPO committees may be created by the SVMPO Board of Directors as deemed necessary. ~~An special Advisory sub~~committee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such ~~special~~ committee will be responsible to the SVMPO Board of Directors.
2. At the direction of the Chair of the Board of Directors and the Technical Advisory Committee, respectively, advisory subcommittees may be formed to investigate some

SVMPO Bylaws: ~~November 21, 2019~~ September 19, 2019

Page | 8

particular work task/issue germane to the Sierra Vista Metropolitan Planning Organization.

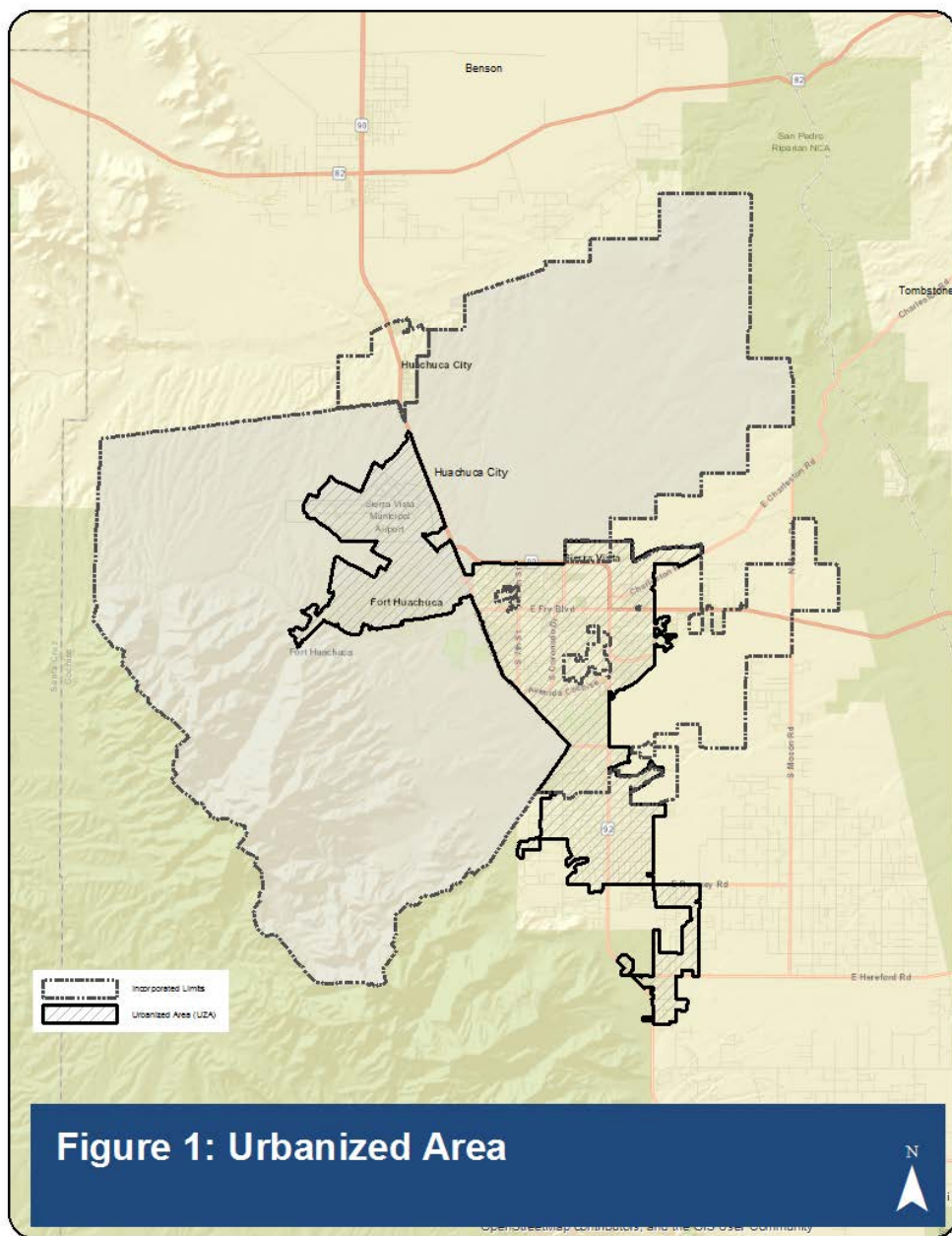
- B. **Powers and Duties.** The SVMPO Board of Directors shall define the duties, and authorize the power of all ~~special Advisory sub~~committees. ~~Special-Advisory sub~~committees shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. ~~Special-Advisory sub~~committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.
- C. **Membership.** Membership on an ~~special-Advisory sub~~committee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee ~~or their designee~~. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on an ~~special-Advisory sub~~committee.

SECTION VI: AMENDMENT OF BYLAWS

These Bylaws can be amended by a majority vote of the Sierra Vista Metropolitan Planning Organization's Board of Directors at any scheduled meeting.

SECTION VII: SVMPO STAFF

The SVMPO staff consists of an MPO Administrator and supporting staff personnel as designated by the Board.



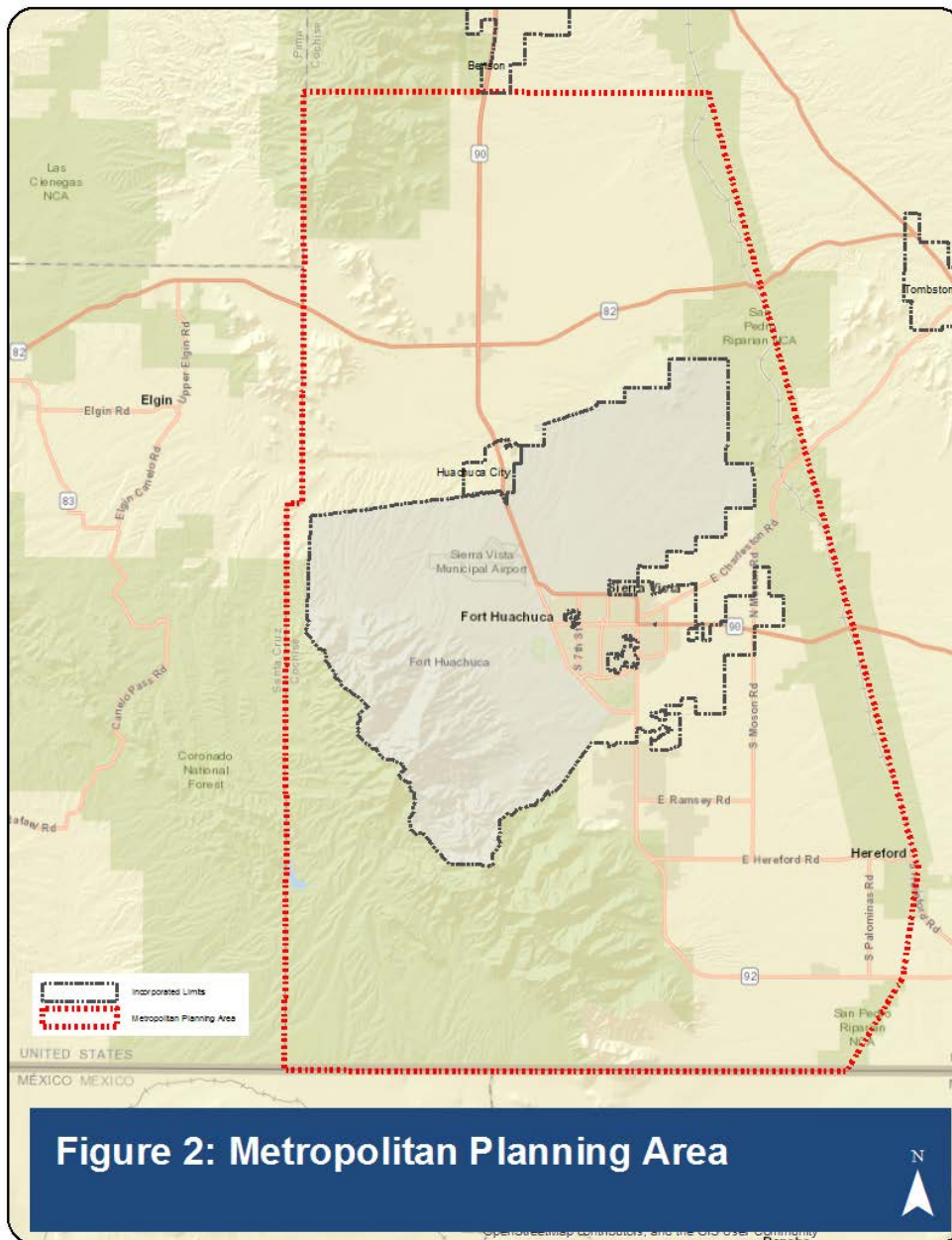


Figure 2: Metropolitan Planning Area



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BY-LAWS

DRAFT

SIERRA VISTA MPO BY-LAWS

Adopted on December 18, 2013
SVMPO Executive Board

Amendment One on November 18, 2015
Amendment Two on January 18, 2018
Amendment Three on November 15, 2018
Amendment Four on September 19, 2019
Amendment Five on November 21, 2019

Mission Statement

The Sierra Vista Metropolitan Planning Organization is a regional policy and planning agency serving the City of Sierra Vista, the Town of Huachuca City and Cochise County, in partnership with the Arizona State Department of Transportation. We share information and build consensus among our member jurisdictions on regional transportation plans and projects.

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BY-LAWS

LAST AMENDMENT ADOPTED NOVEMBER 21, 2019

SECTION I: OBJECTIVE

The objective of the Sierra Vista Metropolitan Planning Organization (SVMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Board of Directors of the SVMPO, carry out other related specific tasks including implementation thereof. The SVMPO will exercise leadership and initiative in transportation planning and assist development of the greater Sierra Vista community.

SECTION II: SVMPO PLANNING AREA

The Planning Area Boundary of the SVMPO includes the City of Sierra Vista incorporated limits including Fort Huachuca, the Town of Huachuca City incorporated limits, and unincorporated areas of Cochise County, as shown in the SVMPO Boundary Map, attached hereto.

SECTION III: ORGANIZATION

Jurisdictions that make up the SVMPO include the City of Sierra Vista, the Town of Huachuca City, Cochise County, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up a Board of Directors; an MPO Administrator; and technical staff makes up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and citizen tasks forces. Each group is defined below:

A. Board of Directors.

The SVMPO Board of Directors consists of elected officials from the City of Sierra Vista, Town of Huachuca City, Cochise County and one member from the Arizona Department of Transportation's State Transportation Board who is appointed to the State Transportation Board by the Governor, or his/her designee, who must be an employee of the Arizona Department of Transportation. It is the function of the Board of Directors to act as a policy-making body, coordinating and directing transportation planning, implementation thereof and related activities within the overall regional comprehensive planning process.

1. Membership.

- (a) To be an eligible member of the Board of Directors, that person must be a duly elected member of a governing body of a unit of local government located in the SVMPO planning area, excepting the member of the Arizona State Transportation Board. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as a primary member of the SVMPO Board of Directors. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a suitably qualified employee designated by the State

Transportation Board's SVMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties in the absence of the primary member(s).

- (b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification of any changes shall be provided in a timely manner to the SVMPO Administrator.
- (c) The number of eligible members on the Executive Board shall be as follows:

JURISDICTION	VOTING STATUS	NUMBER OF MEMBERS
City of Sierra Vista		3
Town Huachuca City		1
Cochise County		1
State Transportation Board	Non-Voting	1

- (d) Any member, who for any reason shall no longer be in the service of the governmental unit jurisdiction, shall have his/her position vacated automatically and the appropriate governmental unit shall appoint another member.
- (e) Representatives of the following units of government are voting members of the SVMPO: City of Sierra Vista, Town of Huachuca City, and Cochise County.
- (f) Representatives of the following unit of government is a non-voting member of the SVMPO: Arizona State Transportation Board representative.

2. Voting.

- (a) Each voting member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary voting member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.
- (b) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

3. Officers.

- (a) The members of the SVMPO shall elect the following officers: Chair and Vice-Chair. Election of officers will occur at the first meeting of the calendar year, every other year. In the absence of the Chair, or upon his/her inability to act or serve, the Vice-Chair shall have the powers of the Chair. The Chair and Vice-Chair will serve without compensation and shall serve for a period of two years.

- (b) The Chair shall be able to vote on all matters before the SVMPO. He/she shall sign on behalf of the SVMPO all documents requiring signatures and shall perform all other duties required of the Chair. The Chair develops the Agenda for all board meetings, subject to approval by the Board. The SVMPO Board of Directors may delegate to the MPO Administrator such signatures it deems appropriate and necessary.
- (c) The SVMPO Chair shall have the custody and control of the funds, and shall report the state of the finances of the SVMPO at the closeout of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the SVMPO. The SVMPO Board of Directors may delegate to an employee, or employees, of the SVMPO any or all of the duties and powers described in this section (3)(c).
- (d) If required by the SVMPO Board, any employee, or retained consultant so delegated any or all of his/her functions, shall give the SVMPO a bond in such, and with such surety or sureties as shall be satisfactory to the SVMPO, for the faithful performance of the duties of this office.

4. Responsibilities.

- (a) The SVMPO Board of Directors is responsible for all actions, agreements, and functions to be carried out by the Sierra Vista Metropolitan Planning Organization
- (b) The SVMPO is responsible for the development of the following essential products:
 - 1. Long Range Regional Transportation Plan;*
 - 2. Transportation Improvement Program (TIP);*
 - 3. Public Participation Plan; and*
 - 4. Unified Planning Work Program and Budget;*
- (c) Other products deemed essential may be authorized by the Board of Directors and specified in the Unified Planning Work Program.

5. Meetings.

- (a) The Board of Directors of the SVMPO shall follow the Open Meeting Laws of Arizona.
- (b) The guideline for the parliamentary procedures used at meetings shall be Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (c) A quorum shall be required for the conduct of any business. Majority (i.e., three) voting members of the SVMPO Board shall constitute a quorum for the transaction of business.
- (d) The SVMPO Board of Directors shall meet regularly, at least once a quarter. Additional meetings may be called by the Chair as required. The time, date, and location of meetings will be posted at

least twenty-four (24) hours in advance. The notices of the meetings shall conform to the open meeting laws of Arizona. Members will be notified of all meetings.

- (e) Remote participation by members or alternates for all Board meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote SVMPO Board member participant(s) are considered present for purposes of a quorum.

B. Technical Advisory Committee (TAC).

The SVMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from Fort Huachuca. Each ex-officio, non-voting member, must be approved by his/her respective agency. The MPO Administrator is a non-voting member of the TAC and will provide the required administrative support.

The TAC has the authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Unified Planning Work Program, and any related issues as specified by the SVMPO's Board of Directors, and to so advise the Board of Directors on appropriate actions that may be taken. The TAC works closely with SVMPO staff, providing guidance and direction for the development of the annual Unified Planning Work Program and Budget and work activities defined therein.

1. Membership.

- (a) Voting membership on the SVMPO Technical Advisory Committee shall be as follows:

JURISDICTION	NUMBER OF MEMBERS
City of Sierra Vista	3
Town Huachuca City	1
Cochise County	2
Transit Agency	1
Arizona Dept. of Transportation	1

City of Sierra Vista - Three (3) City staff positions appointed by the City Manager.

The persons appointed to the TAC shall be staff members of the City of Sierra Vista with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Town of Huachuca City – One (1) position Town staff positions appointed by the Town Manager

The person appointed to the TAC shall be a staff member of the Town of Huachuca City with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Cochise County – Two (2) positions County staff positions appointed by the County Administrator.

The person appointed to the TAC shall be a staff member of Cochise County with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Transit Representative – One (1) position

The transit staff position will be selected by the largest transit agency in the SVMPO region and shall be a person with specific knowledge of transit planning to advise and provide recommendations to the SVMPO Board of Directors.

Arizona Department of Transportation - One (1) position

Planning Program Manager, ADOT for Systems Planning and Programming

The persons appointed to the TAC may, by a written statement to the Chairman of the Board of Directors and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared when the meeting is called to order.

- (b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from Fort Huachuca may participate on issues of concern and subjects of particular technical expertise.

2. Voting

Each member of the Technical Advisory Committee is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.

Elected officers of the TAC shall be elected on an annual basis at the first meeting of the calendar year.

3. Responsibilities.

The SVMPO Technical Advisory Committee shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the SVMPO Board of Directors on issues germane to the Sierra Vista Metropolitan Planning Organization.

4. Meetings.

- (a) The guideline for parliamentary procedures at meetings shall be Roberts Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (b) A quorum shall be required for the conduct of any business. Majority (i.e. **five**) TAC members of the SVMPO shall constitute a quorum for the transaction of business.
- (c) The SVMPO TAC shall meet as determined by the Chair of the TAC or by a majority vote of the TAC. Members will be notified of all meetings.

- (d) Remote participation by TAC members or alternates for all TAC meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote TAC member participant(s) are considered present for purposes of a quorum.

C: ADVISORY SUBCOMMITTEES

SVMPO committees may be created by the SVMPO Board of Directors as deemed necessary. An **Advisory subcommittee** may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such committee will be responsible to the SVMPO Board of Directors.

1. Formation. At the direction of the Chair of the Board of Directors and the Technical Advisory Committee, respectively, **Advisory subcommittees** may be formed to investigate some particular work task/issue germane to the Sierra Vista Metropolitan Planning Organization.

2. Powers and Duties. The SVMPO Board of Directors shall define the duties, and authorize the power of all **Advisory subcommittees**. **Advisory subcommittees** shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. **Advisory sub-committees**, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

3. Membership. Membership on an **Advisory subcommittee** shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee, **or their designee**. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on an Advisory subcommittee.

SECTION IV: FINANCES

A: Fiscal Year. The Sierra Vista Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.

B: Funding. The SVMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments; voluntary associations; non-profit corporations, firms, partnerships, or person or any combination thereof; bequests, donations, devices, grants, and gifts of all kinds of property.

C: Jurisdiction Funding Match: Funding from member jurisdictions will be apportioned annually based upon population (50%) and the number of federally functionally classified lane miles (50%) within each jurisdiction. Jurisdiction match requirements will be included for approval in the annual Work Program and Budget.

D: Audit. The Chair shall call for an annual audit of the financial affairs of the SVMPO to be made by the municipal entity performing financial services. The audit report shall be made available to all SVMPO members.

SECTION V: AMENDMENT OF BYLAWS

These Bylaws can be amended by a majority vote of the Sierra Vista Metropolitan Planning Organization's Board of Directors at any scheduled meeting.

SECTION VI: SVMPO STAFF

The SVMPO staff consists of an MPO Administrator and supporting staff personnel as designated by the Board.

Sierra Vista Metropolitan Planning Organization

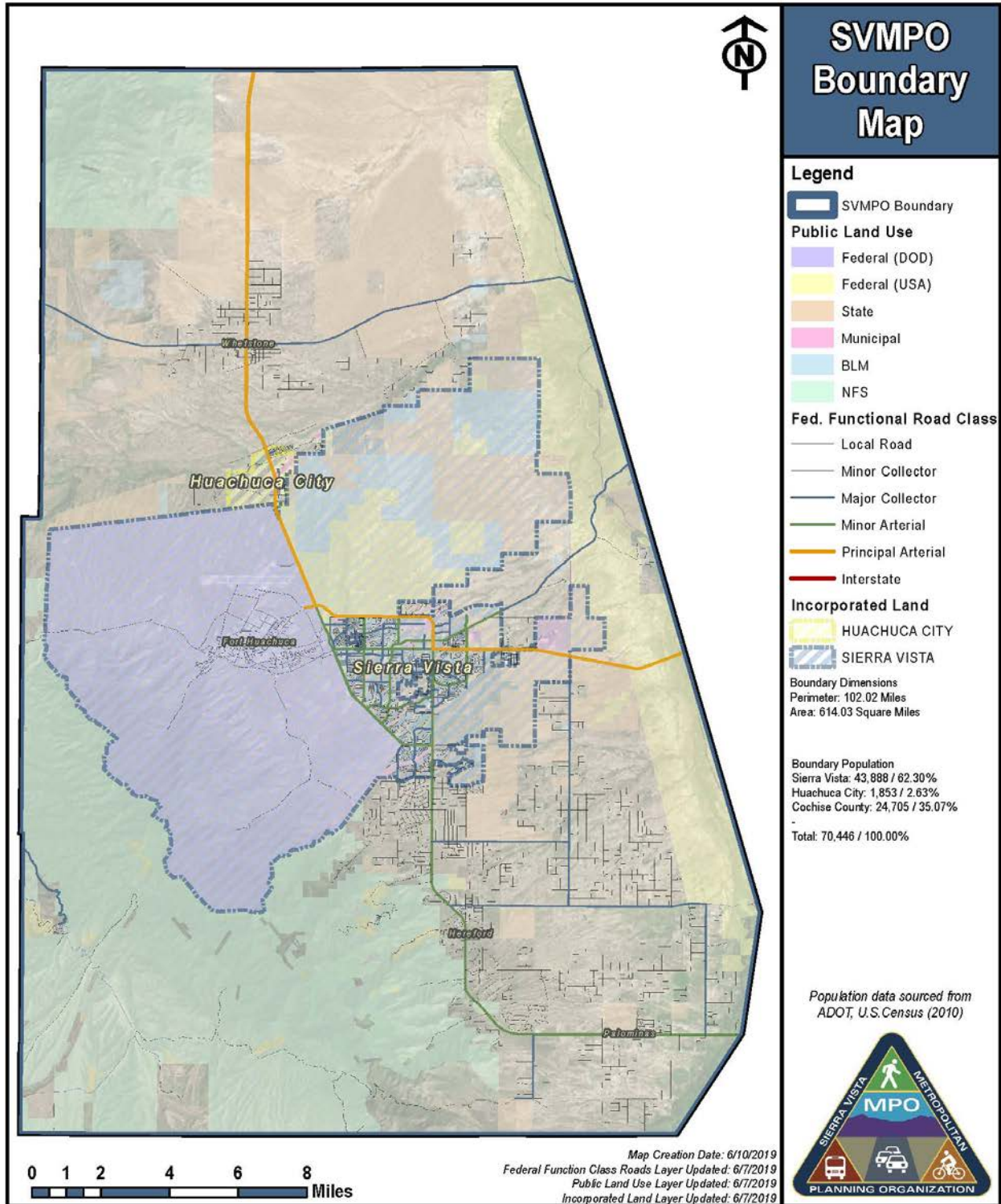
401 Giulio Cesare Ave

Sierra Vista, AZ 85635

www.SVMPO.org

SVMPO Boundary Map and Location

The SVMPO reaches to the international border with Mexico to the south, the Pima County boundary to the west, to the City of Benson jurisdiction boundary to the north and the San Pedro river corridor to the east. There are two incorporated areas within the SVMPO; the City of Sierra Vista and the Town of Huachuca City. The MPO includes federal and state owned lands, including the Coronado National Forest.





Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 21, 2019

Subject: SVMPO By-Laws Revision: Special (Advisory) Committees

In November of 2016, the SVMPO Executive Board executed SVMPO Resolution 2016-001 establishing the Bicycle and Pedestrian Advisory Committee as a standing Special Committee of the Sierra Vista MPO. Known as the BPAC, this committee was envisioned to meet on a regular basis to advise the SVMPO Board on bicycling and pedestrian related issues.

Background:

If the BPAC had fully fledged as envisioned at least 13 fully attended meetings should have been held. Unfortunately, to date only nine BPAC meetings have been held; five of them within the last year. Of these nine meetings, only four have had a quorum and only one of those were within the last year.

The originating structure was set out in a Special Committee directive: Attachment A to the SVMPO Board's 2016 Resolution. The structure was very formal, with Board appointees every year, no more than seven members, limited to bicycle and pedestrian issues and reliance on the SVMPO Board itself to change membership and direct tasks on a routine basis. Unfortunately, the group has been unable to gain traction to date.

Importance of the BPAC

A key aspect of regional planning is integrating multi-modal planning; that is all the other modes of travel that are not vehicles, into a safe, connected and integrated transportation network. Some refer to these modes as the first/last mile...how travelers move from their cars to their final destination. Others are concerned with the economic impact that activities like a regional bicycle ride bring to the region and still others note the positive health benefits of active bicycling and walking opportunities bring to a region.

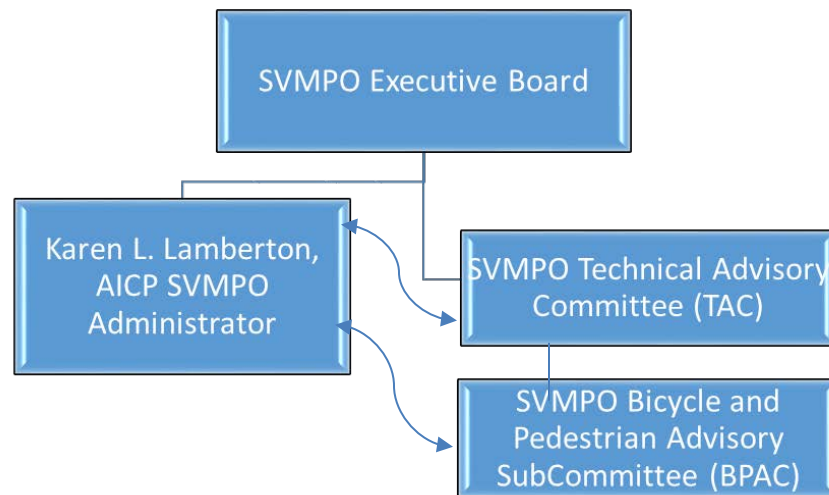
Another important consideration is the implication of the BPAC on the City of Sierra Vista's Bronze Bicycle Friendly Community designation. Potentially, the "building blocks" that set the standards for Bicycle Friendly Communities (see <https://bicyclefriendly.secure-platform.com/a>) could form the framework for the BPAC to proactively work with the MPO and its member jurisdictions to improve active living opportunities in the region. The Bronze Bicycle Friendly Community designation was awarded to Sierra Vista in 2017 and is due to be revisited in 2021.

In discussing these potential positive aspects of the BPAC to the region, and looking forward to the development of the next update of the SVMPO Long-Range Transportation Plan discussions were

had at several meetings with BPAC members, both past and present as well as with the SVMPO TAC as to how this formal Committee was structured. **There was enthusiasm and an interest in keeping this group intact but it was acknowledged that for it to fully function that organization structure may need to be made.** Recommendations to broaden the scope of the BPAC and allow for more flexibility in membership appointees and changes were developed over a course of several meetings and several changes are being brought forward to the Executive Board for consideration.

By-Laws Recommended Changes

The SVMPO By-Laws set the framework for subcommittees for the SVMPO. Several minor changes are recommended to create the hierarchy typical of MPO's where the Executive Board oversees the overarching policy and formation of advisory subcommittees, those groups report up to the Executive Board through the formal Technical Advisory Committee, thus vetting through the jurisdiction technical staff the reasonability and potential funding implications of any advisory subcommittee recommendations.



It is recommended to make the following changes to the By-Laws related to subcommittees of the SVMPO:

- ❖ Retitle these groups as Advisory Subcommittees throughout the section.
- ❖ Add recommended language to the section on membership as follows:

C. Membership: Membership on a ~~special~~ advisory subcommittees shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee **or their designee.**

BPAC Standing Committee By-Laws

It is recommended to amend the Bicycle and Pedestrian Advisory Committee standing committee guidance to broaden the scope of activities and membership composition to include not only members from the expanded SVMPO boundaries but also incorporate other interested groups in the region that include schools and fitness clubs.

These recommended changes have been developed by the Bicycle and Pedestrian Advisory Committee, reviewed and recommended for revision by the Technical Advisory Committee. The highlighted changes are:

- ❖ Expand the area of interest to the SVMPO region;
- ❖ Expand the scope of potential support to member jurisdiction bicycle/pedestrian elements of comprehensive, general and long-range plans;
- ❖ Support the identified Task 6: Alternative Transportation System Planning task activities in the approved annual SVMPO Work Program and Budget;
- ❖ Expand membership from 5-7 members to 6-12 members;
- ❖ Expand appointed terms from one year to two years;
- ❖ Allow for members that routinely do not attend or send an alternate to have their position vacated for replacement;
- ❖ Add the ADOT Bicycle and Pedestrian Coordinator as a non-voting liaison.

It is hoped that these changes will revitalize this group. Appointees from member jurisdiction is actively desired. Proposed Membership Composition, developed by the BPAC and the TAC, could potentially include:

- ❖ Cochise County Health and Social Services Dept.
- ❖ Sierra Vista School District/Wellness Coordinator
- ❖ Fort Huachuca Wellness Division
- ❖ Regional Fitness/Health Club
- ❖ Buena High School Mountain Bike Club
- ❖ Cochise Bicycle Advocates
- ❖ Regional Hiking/Running Club
- ❖ Whetstone/Huachuca City Citizen Representative
- ❖ Sierra Vista Citizen Representative
- ❖ Hereford/Palomino Citizen representative
- ❖ ADOT Bicycle/Pedestrian Coordinator (non-voting)

Attachments: SVMPO Resolution 2019-01; SVMPO BPAC Attachment A in redlines; BPAC Attachment A formatted with embedded changes.

Action Requested: A motion to approve revising the SVMPO By-Laws to retitle Special Committees as Advisory Subcommittees and adding language to allow the SVMPO Board designee to appoint advisory subcommittee members, as needed. A motion to approve revising the Standing Committee BPAC By-Laws as presented.

A RESOLUTION OF THE SIERRA VISTA
METROPOLITAN PLANNING ORGANIZATION (SVMPO),
SIERRA VISTA, COCHISE COUNTY, ARIZONA;
AMENDING THE OPERATING BY-LAWS OF THE SIERRA
VISTA METROPOLITAN PLANNING ORGANIZATION
BICYCLE AND PEDESTRIAN ADVISORY
SUBCOMMITTEE

WHEREAS, the Sierra Vista Metropolitan Planning Organization (SVMPO) is the organization designated by the Governor of Arizona as the Metropolitan Planning Organization (MPO), for the Sierra Vista Urbanized Area; and

WHEREAS, the Sierra Vista Metropolitan Planning Organization approved Regional Transportation Plan recommended the establishment of a Bicycle and Pedestrian Advisory Committee; and

WHEREAS, the Sierra Vista Metropolitan Planning Organization Board of Directors has established a Bicycle and Pedestrian Special Committee pursuant to the Sierra Vista Metropolitan Planning Organization By-Laws on November 17, 2016; and

WHEREAS, the SVMPO By-Laws now defines Special Committees as Advisory Subcommittees; and

WHEREAS, the established Bicycle and Pedestrian Advisory Committee recommends changes in the operating By-Laws of this standing SVMPO Committee;

NOW, THEREFORE, BE IT RESOLVED:

That the Sierra Vista Metropolitan Planning Organization Board of Directors reaffirms the continued establishment of the Bicycle and Pedestrian Special Committee as a standing Advisory Subcommittee of the SVMPO pursuant to Attachment A: Bicycle and Pedestrian Advisory Subcommittee Operating By-Laws, which is attached hereto.

PASSED AND ADOPTED BY THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION OF SIERRA VISTA, ARIZONA, THIS 21st DAY OF NOVEMBER, 2019.

FREDERICK MUELLER, MAYOR
Chairperson of the SVMPO Board
and Mayor, City of Sierra Vista..

APPROVED AS TO FORM:

ATTEST:

NATHAN WILLIAMS
City Attorney for the SVMPO

KAREN L. LAMBERTON, AICP
SVMPO Administrator



Special Committee
Sierra Vista Metropolitan Planning Organization
Bicycle & Pedestrian Advisory SubCommittee
Operating By-Laws

The Bicycle & Pedestrian Advisory Committee (BPAC) is a standing advisory subcommittee of the Sierra Vista Metropolitan Planning Organization (SVMPO). Approved by Resolution SVMPO 2016-01 by the SVMPO Board of Directors on November 17, 2016. Amended November 21, 2019

Role/Purpose:

The role of the Sierra Vista Metropolitan Planning Organization Bicycle & Pedestrian Advisory SubcCommittee (BPAC) is to:

1. Advise the Sierra Vista Metropolitan Planning Organization (SVMPO) Board of Directors and SVMPO Technical Advisory Committee (TAC) on bicycling & pedestrian related issues.
2. Help advance the state of bicycle & pedestrian infrastructure within the SVMPO region.-
3. Encourage bicycling and walking for transportation and recreation.
4. Promote public education and awareness.
5. Assist the SVMPO and member jurisdictions with the development of bicycle and pedestrian plans and the bicycle/pedestrian elements of comprehensive, general and long-range plans.
6. Review and recommend suggest policy changes bicycle, pedestrian and healthy physical activity lifestyle policy changes.-
7. Recommend priorities for the use of public funds on bicycle and pedestrian projects.
8. Help ensure the Sierra Vista region retains and enhances its status as a bike and pedestrian friendly community.

Objectives:

The objectives of the BPAC shall include, but are not limited to:

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1. Policies

A. Support the implementation of the approved SVMPO Work program related to the Alternative Transportation System Planning Work Program element and identified work activities.

A-B. Assist in the ~~advise the Sierra Vista MPO on the~~ development and implementation of a bicycle & pedestrian master plans for the region.

B-C. Review and make recommendations on SVMPO planning documents ~~prepared by the SVMPO affecting~~ incorporating best practices for the use of the bicycle as a transportation and recreational modes. These shall include, but are not limited to, jurisdictions's the Comprehensive and General Plans, Regional Long-Range Transportation Plans, and local development plans.

C-D. Review and make recommendations regarding funding priorities for bicycle and pedestrian program activities and capital improvement projects insofar as they relate to bicycling or walking.

E. Monitor activities of other jurisdictions as they affect bicycling, ~~and walking and other active physical active activities that support a healthy lifestyle opportunities.~~

D-F. Advise the SVMPO on issues related to the current and future bicycle and pedestrian network, traffic safety, and innovative or best practices.

2. Implementation

A. Review and make recommendations on ~~proposed capital planning and construction~~ improvement projects in the region to ensure that adequate consideration is given for bicycles and pedestrians.

B. ~~Review and make recommendations regarding improvement plans.~~

3. Education and Enforcement

A. Advise the SVMPO and member jurisdictions on promoting bicycle safety education and enforcement activities in the Sierra Vista region.

B. ~~Coordinate~~ Interact with local and regional law enforcement, other governmental agencies, and advocacy organizations as they relate to bicycle and pedestrian safety and on- and off-road bicycle network developments.

4. Community Involvement & Input

A. Provide a forum for citizens to comment on the interaction of transportation systems and physical activity options ~~state of cycling~~ locally and regionally.

B. ~~Support Advise the SVMPO and member jurisdictions on issues related to~~ public involvement in bicycle and pedestrian improvement projects both locally and regionally -with the goal of developing a consensus among the affected public.

Membership

1. Appointments may be made by the member jurisdiction department, agencies, and businesses or by recommendation of a SVMPO Board or TAC member or member jurisdiction elected

official.

Composition size: 5 – 7 members

2. Membership Qualifications:

- A. Interest and expertise in bicycle or pedestrian issues
- B. Interest in continued education about bicycling or pedestrian best practices
- C. Favorable/positive interest in bicycling and pedestrian sustainability
- D. Knowledge and community connections related that support the integration of physical activities into the everyday routines of daily life.

4. Composition size: 6 to 12 membership positions.

3.

2. Each member shall serve an initial one-year term. If reappointed, subsequent terms shall be two-year terms.

3-4. Members will typically serve two-year terms but may serve consecutive terms.

5. All members are expected to attend meetings regularly. Identified membership positions that do not have a representative or alternate present for three regularly scheduled meetings in a row will be removed and that position vacated.

6. Membership shall consist of a mix of member jurisdiction departments/staff, interested agencies, related businesses and citizens with interest and expertise in alternative transportation options and modes.

4-7. Identified members may send alternates to represent their position and/or bring additional guests to participate; each membership position shall have one vote.

5-8. Non-Voting Liaisons:

- A. Sierra Vista Metropolitan Planning Organization, Administrator
- B. Arizona Department of Transportation, Bicycle and Pedestrian Coordinator

Meetings:

1. The BPAC shall meet regularly but at a minimum of twice a year, at least once a quarter. The membership will set regular meeting times, dates, and locations appropriate for planned activities. Meeting dates will be posted on the SVMPO website and notice of meetings provided to all members.

2. A quorum shall consist of a majority of appointed voting members. Vacant positions will not be counted toward the quorum count.

3.

2. BPAC meetings shall be open to the public and comply with the Open Meeting Laws of Arizona.

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Potential New Membership Composition

Cochise County Health and Social Services Dept.

Sierra Vista School District/Wellness Coordinator

Fort Huachuca Wellness Division

Regional Fitness/Health Club

Buena High School Mountain Bike Club

Cochise Bicycle Advocates

Regional Hiking/Running Club

Whetstone/Huachuca City Citizen Representative

Sierra Vista Citizen Representative

Hereford/Palomino Citizen Representative

DRAFT



Sierra Vista Metropolitan Planning Organization Bicycle & Pedestrian Advisory SubCommittee Operating By-Laws

The Bicycle & Pedestrian Advisory Committee (BPAC) is a standing advisory subcommittee of the Sierra Vista Metropolitan Planning Organization (SVMPO). Approved by Resolution SVMPO 2016-01 by the SVMPO Board of Directors on November 17, 2016. Amended November 21, 2019

Role/Purpose:

The role of the Sierra Vista Metropolitan Planning Organization Bicycle & Pedestrian Advisory Subcommittee (BPAC) is to:

1. Advise the Sierra Vista Metropolitan Planning Organization (SVMPO) Board of Directors and SVMPO Technical Advisory Committee (TAC) on bicycling & pedestrian related issues.
2. Help advance the state of bicycle & pedestrian infrastructure within the SVMPO region.
3. Encourage bicycling and walking for transportation and recreation.
4. Promote public education and awareness.
5. Assist the SVMPO and member jurisdictions with the development of bicycle and pedestrian plans and the bicycle/pedestrian elements of comprehensive, general and long-range plans.
6. Review and recommend bicycle, pedestrian and healthy physical activity lifestyle policy changes.
7. Recommend priorities for the use of public funds on bicycle and pedestrian projects.
8. Help ensure the Sierra Vista region retains and enhances its status as a bike and pedestrian friendly community.

Objectives:

The objectives of the BPAC shall include, but are not limited to:

1. Policies

- A. Support the implementation of the approved SVMPO Work program related to the Alternative Transportation System Planning Work Program element and

identified work activities.

- B. Assist in the development and implementation of bicycle & pedestrian master plans for the region.
- C. Review and make recommendations on SVMPO planning documents incorporating best practices for the use of the bicycle as a transportation and recreational modes. These shall include, but are not limited to, jurisdictions's Comprehensive and General Plans, Regional Long-Range Transportation Plans, and local development plans.
- D. Review and make recommendations regarding funding priorities for bicycle and pedestrian program activities and capital improvement projects insofar as they relate to bicycling or walking.
- E. Monitor activities of other jurisdictions as they affect bicycling, walking and other active physical active activities that support a healthy lifestyle opportunities
- F. Advise the SVMPO on issues related to the current and future bicycle and pedestrian network, traffic safety, and innovative or best practices.

2. Implementation

- A. Review and make recommendations on proposed planning and construction improvement projects in the region to ensure that adequate consideration is given for bicycles and pedestrians.

3. Education and Enforcement

- A. Advise the SVMPO and member jurisdictions on promoting bicycle safety education and enforcement activities in the Sierra Vista region.
- B. Coordinate with local and regional law enforcement, other governmental agencies, and advocacy organizations as they relate to bicycle and pedestrian safety and on- and off-road bicycle network developments.

4. Community Involvement & Input

- A. Provide a forum for citizens to comment on the interaction of transportation systems and physical activity options locally and regionally.
- B. Support public involvement in bicycle and pedestrian improvement projects both locally and regionally with the goal of developing a consensus among the affected public.

Membership:

1. Appointments may be made by the member jurisdiction department, agencies, and businesses or by recommendation of a SVMPO Board or TAC member or member jurisdiction elected official.
2. Membership Qualifications:
 - A. Interest and expertise in bicycle or pedestrian issues
 - B. Interest in continued education about bicycling or pedestrian best practices

- C. Favorable/positive interest in bicycling and pedestrian sustainability
 - D. Knowledge and community connections related that support the integration of physical activities into the everyday routines of daily life.
- 3. Composition size: 6 to 12 membership positions.
- 4. Members will typically serve two-year terms but may serve consecutive terms.
- 5. All members are expected to attend meetings regularly. Identified membership positions that do not have a representative or alternate present for three regularly scheduled meetings in a row will be removed and that position vacated.
- 6. Membership shall consist of a mix of member jurisdiction departments/staff, interested agencies, related businesses and citizens with interest and expertise in alternative transportation options and modes.
- 7. Identified members may send alternates to represent their position and/or bring additional guests to participate; each membership position shall have one vote.
- 8. Non-Voting Liaisons:
 - A. Sierra Vista Metropolitan Planning Organization, Administrator
 - B. Arizona Department of Transportation, Bicycle and Pedestrian Coordinator

Meetings:

1. The BPAC shall meet on a regular basis but at a minimum twice a year. The membership will set regular meeting times, dates, and locations appropriate for planned activities. Meeting dates will be posted on the SVMPO website and notice of meetings provided to all members.
 2. A quorum shall consist of a majority of appointed voting members . Vacant positions shall not be counted toward the quorum count.
 3. BPAC meetings shall be open to the public and comply with the Open Meeting Laws of Arizona.
-

Potential New Membership Composition

Cochise County Health and Social Services Dept.
Sierra Vista School District/Wellness Coordinator
Fort Huachuca Wellness Division
Regional Fitness/Health Club
Buena High School Mountain Bike Club
Cochise Bicycle Advocates
Regional Hiking/Running Club
Whetstone/Huachuca City Citizen Representative
Sierra Vista Citizen Representative
Hereford/Palominos Citizen Representative



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 21, 2019
Subject: SVMPO By-Laws Revision: Administrative Changes

During the review of the By-Laws several administrative changes were identified to clarify the order of the By-Laws.

It is recommended to make the following changes to the By-Laws for administrative clarity:

- ❖ Where changes have resulted in re-numbering of relevant sections, those items would be renumbered in consecutive order.
- ❖ The section on Committees logically groups with Section III on Committee structure and Section V would be struck and added to Section III.
- ❖ On Section II, A1(b) a minor modification would be made to clarify that written verification would be sent to the SVMPO Administrator when jurisdiction membership changes are made instead of annually as follow:

(b) Designation of Primary and Alternative members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification **of any changes** shall be provided in a timely manner ~~at least annually~~ to the SVMPO Administrator.

The Board may also consider approving a reformatting of the By-Laws, striking language on the initiating urbanized area and replacing current maps with the most recent MPO Boundary area map.

Board members may also identify other administrative level corrections or revisions to improve clarity, grammar or punctuation to the By-Laws to incorporate into this revision.

Attachments: See attachments with Item 7: SVMPO By-Laws with proposed changes in track changes. SVMPO By-Laws as reformed, with changes noted in yellow highlighting.

Action Requested: A motion to approve revising the SVMPO By-Laws to make administrative revisions in numbering, regroup Committee structure information together and requiring written verifications of changes instead of annual notification of jurisdiction membership.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 21, 2019
Subject: 2020 Executive Board Meeting Schedule

After reviewing deliverables for the SVMPO for next calendar year the following meeting dates are suggested:

BPAC	TAC	Work Session	Executive Board
Jan 28 th	Jan. 8 th		Jan. 16 th
		Feb 20 th	
March 31 st	March 4 th		March 19 th
		April 16 th	
May 19 th	May 6 th		May 21 st
July 28 th	June 3 rd		June 18 th
		Aug 20 th	
Sept. 29 th	Sept. 2 nd		Sept. 17 th
		Oct. 15 th	
Nov. 17 th	Nov. 4 th		Nov. 19 th

The Executive Board meetings have been set for the third Thursday of each month. The Administrator seeks guidance if this day of the week continues to work for the Board members. At this time these meeting dates are off-set from both City Council and Town Council meetings and do not meet on any planned County Board meeting dates.

Board members may share if there are any known conflicts with suggested dates.

The Executive Board meetings are usually set from 3:00 to 4:30 p.m. The Administrator seeks guidance if this afternoon timeframe is still acceptable to Board members.

The Executive Board is also advised that technical and public outreach meetings related to the pending Long-Range Transportation Plan update will also occur in 2020. Tentative work session dates have been identified to address policy or project issues that may occur throughout the year.

Bicycle/Pedestrian Advisory Committee (BPAC) meetings and Technical Advisory Committee (TAC) meeting dates have also been tentatively set. The TAC has requested a shift to a Wednesday morning meeting and plan to continue with 10:00 a.m. to 12 noon meeting timeframes. BPAC members have requested a more frequent schedule of meetings.

Attachments:

Action Requested: The Board is asked to select the best set of dates, agree on a tentative meeting time and make a motion to approve the Board meeting schedule for 2020.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Ave, Sierra Vista, Az 85635-2411

Administrator's Report/Executive Board Meeting: November 21, 2019

Adopted FY20/Fy21 Work Program Projects

The City of Sierra Vista has successfully completed and closed out their Pavement Management project.

The City of Sierra Vista has initiated their Fry Blvd./North Garden project and held their first set of public outreach meetings on November 13th. A 62% response rate in collection of demographic data was achieved – this is significantly higher than typical for transportation related Open Houses.

The Town of Huachuca City released bid requests for their Emergency Preemption Signal project and bids were received last Friday, November 15th.

Cochise County reports that they anticipate doing their LIDAR flights by the end of this calendar year.

Projected 2020 Work Activity Highlights

Upcoming Work Projects for 2020 include:

- ✚ The Long-Range Transportation Plan will be put out to bid and a consultant team will undertake this 18 month project.
- ✚ The Short-Range Transit Plan is also anticipated to be released in early of next year with completion by summer of 2020.
- ✚ A Roadway Assessment for the greater Huachuca City area will go out in early Spring with an anticipated 9 month schedule.
- ✚ A Call for new TIP Projects for 2022-2025 will be released in March of 2020
- ✚ Updates to the annual Work Program will come forward to the Board in May.
- ✚ An updated TIP Draft will come before the Board in May with a final adoption anticipated in June
- ✚ The FY21 Title VI Plan will come forward in May for Board approval no later than June.

SVMPO On-Call Request for Proposals

The SVMPO successfully issued a solicitation for developing a comprehensive On-Call list for consultant teams interested in the regional studies and plans anticipated in the next 2-5 years. However, a protest from the American Council of Engineering Companies over a process related issue has stalled out the completion of this effort. Meetings with both FHWA and ADOT are on-going to resolve this matter. A meeting has been set for Dec. 10th and ADOT has committed to resolving the conflicting interpretations of “qualified professional services” as it relates to bid process based on costs or qualifications.

Briefing on National Conference Highlights

The SVMPO Administrator had the opportunity to attend several conferences in September and October. Positive interactions were held with FHWA, FTA and ADOT staff at these conferences; most notably with the managerial lead staff of the Environmental Division of ADOT and Az. Game and Fish; ADOT's Civil Rights Division at a half-day Environmental Justice training and with FHWA Dept. of Planning Lead Manager.