



REGULAR MEETING AGENDA

Sierra Vista Metropolitan Planning Organization

Regular Meeting

Thursday, September 15, 2016

3:30 PM

Web: www.SVMPO.org

Email: SVMPO@SierraVistaAZ.gov

City of Sierra Vista

City Hall

City Manager's Conference Room

1011 North Coronado Drive

Sierra Vista, AZ 85635

SVMPO Board of Directors

(One or more members may participate via teleconference)

Chair	Rick Mueller, Mayor, City of Sierra Vista
Vice-Chair	Richard Searle, Supervisor, Cochise County Designated Alternate: Pat Call, Supervisor, Cochise County
Member	Bob Blanchard, Mayor Pro Tem, City of Sierra Vista
Member	Hank Huisking, Councilmember, City of Sierra Vista
Member	Rod Lane, Arizona Department of Transportation
SVMPO Administrator	Dan Coxworth, AICP

Please let the Chair know before the meeting begins if you wish to speak about an item that is **ON** the agenda.

1. **CALL TO ORDER AND ROLL CALL**

2. **ACCEPTANCE OF THE AGENDA**

3. **CALL TO THE PUBLIC**

Although not required, please let the Chair know before the meeting begins if you wish to speak during the Call to the Public about anything that is **NOT** on the agenda.

4. **APPROVAL OF MEETING MINUTES**

- SVMPO Regular Meeting of May 19, 2016
- SVMPO Regular Meeting of July 21, 2016

5. **ANNOUNCEMENTS AND UPDATES**

Announcements and/or updates may be provided by Board Members, SVMPO Administrator or other invitees.

PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. POSSIBLE ACTION: Bicycle & Pedestrian Advisory Committee (BPAC) (Attached)

Dan Coxworth

Summary: Consideration and recommendation to the SVMPO Board to establish a Bicycle & Pedestrian Advisory Committee. See attached memo for more information.

7. UPDATE / DISCUSSION: FISCAL YEAR 2017 WORK PROGRAM & BUDGET

Dan Coxworth

Summary: An overview and discussion of the approved MPO Work Program & Budget to discuss minor amendments and currently programmed transportation planning studies and projects.

8. DISCUSSION: Future Agenda Items

SVMPO Board

9. UPCOMING SCHEDULED MEETINGS

➤ SVMPO Board: November 15, 3:30 p.m., City Hall

10. ADJOURNMENT

For special needs and accommodations, please contact Daniel Coxworth prior to the meeting or activity. Mr. Coxworth can be reached at 520-439-2178 or email Dan.Coxworth@SierraVistaAZ.GOV or through Arizona Relay Service at 1-800-367-8939, or by dialing 7-1-1.



MEMORANDUM

Sierra Vista Metropolitan Planning Organization

To: SVMPO Board of Directors

From: Dan Coxworth, AICP, SVMPO Administrator

Date: September 15, 2016

Subject: SVMPO Bicycle & Pedestrian Advisory Committee

Attachments:

- A. Draft - Special Committee: Sierra Vista Metropolitan Planning Organization, Bicycle & Pedestrian Advisory Committee.
- B. Draft – SVMPO Application to Bicycle & Pedestrian Advisory Committee
- C. Resolution 2016-01

The Sierra Vista MPO By-Laws allows for the creation of special committees by the SVMPO Board of Directors. The Bicycle & Pedestrian Advisory Committee (BPAC) is a standing committee that will provide guidance to the SVMPO Board of Directors, SVMPO Technical Advisory Committee, and decision makers of member jurisdictions of the SVMPO on bicycling & pedestrian projects, programs, and policies. The BPAC also provides an opportunity and process for resident/public input.

The adopted *SVMPO 2015 – 2040 Regional Transportation Plan (RTP)* (March 3, 2017), *Chapter 4: Bicycle & Pedestrian*, recommends the creation of a Regional Bicycle and Pedestrian Advisory Committee that would provide recommendations and guidance for activities such as:

- Encourage SVMPO member jurisdictions to pursue and implement bicycle and pedestrian friendly policies
- Collaborate with local law enforcement to better enforce traffic laws that relate to bicycles and pedestrians
- Collaborate with, and encourage, local bicycle or pedestrian advocacy organizations
- Identify and prioritize bike and pedestrian projects
- Develop and implement a regional bicycle and pedestrian safety awareness campaign
- Encourage employers to be bicycle friendly by providing bike racks
- Collaborate with local jurisdictions, businesses, schools, and health organizations to promote bicycling and walking as a healthy alternative to driving

The BPAC will advise in the development and implementation of bicycle and pedestrian related plans, studies, and infrastructure improvements to include, but are not limited to:

- Sierra Vista Sidewalk Implementation Plan
- Active Transportation, Health Impact Assessment
- Bicycle Route Master Plan
- Safe Routes to School Plan and Program
- Complete Streets Policy
- Pedestrian Amenities & Way-Finding Sign Plan
- Off-Road Trail System Master Plan
- Bicycle & Pedestrian Count Program
- New Multi-Use Paths, Bike Lanes, Bike Routes, Sidewalks, and ADA ramps.

Members of the BPAC will have a favorable/positive interest in bicycling and pedestrian activities and sustainability in the Sierra Vista region. Membership to the BPAC will be as determined by the SVMPO Board of Directors, per the SVMPO By-Laws:

Section V. Special Committees

A. Formation.

1. Special SVMPO committees may be created by the SVMPO Board of Directors as deemed necessary. A special 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, subcommittees may be formed to investigate some 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 committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

C. Membership. Membership on a special committee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special committee.



Special Committee

Sierra Vista Metropolitan Planning Organization Bicycle & Pedestrian Advisory Committee

The Bicycle & Pedestrian Advisory Committee (BPAC) is a standing committee of the Sierra Vista Metropolitan Planning Organization (SVMPO)

Role/Purpose:

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

- A. Advise the Sierra Vista Metropolitan Planning Organization (SVMPO) Board of Directors, SVMPO Technical Advisory Committee (TAC), and member jurisdictions of the SVMPO (City of Sierra Vista, Cochise County, and Arizona Department of Transportation (ADOT)) on bicycling & pedestrian related issues.
- B. Help advance the state of bicycle & pedestrian infrastructure.
- C. Encourage bicycling and walking for transportation and recreation.
- D. Public education and awareness.
- E. Improve safety and compliance with traffic laws.
- F. Assist the SVMPO and member jurisdictions with bicycle and/or pedestrian plans.
- G. Review and suggest policy changes.
- H. Recommend priorities for use of public funds on bicycle and pedestrian projects.
- I. 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. Advise the Sierra Vista MPO on the development and implementation of a bicycle master plan for the region.
- B. Review and make recommendations on planning documents prepared by the SVMPO and member jurisdictions affecting the use of the bicycle as a transportation and recreational mode. These shall include, but are not limited to, the Comprehensive Plan, Regional Transportation Plan, and development plans.
- C. Review and make recommendations regarding funding priorities for bicycle and pedestrian program activities and capital improvement projects insofar as they

relate to bicycling and/or walking.

- D. Monitor activities of other jurisdictions as they affect bicycling and walking.
- E. Advise the SVMPO and member jurisdictions 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 capital improvement projects in the region to ensure that adequate consideration is given to 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. 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 state of cycling locally and regionally.
- B. Advise the SVMPO and member jurisdictions on issues related to public involvement in bicycle and pedestrian improvement projects with the goal of developing a consensus among the affected public.

Membership

1. Composition size: 5 – 7 members
2. Each member shall serve an initial one-year term. If reappointed, subsequent terms shall be two-year terms.
3. Members may serve consecutive terms.
4. All members are expected to regularly attend meetings.
5. Voting Members to be chosen from, but not limited to the following areas:
 - A. Local bicycling or pedestrian organizations
 - B. Citizens-at-large
 - C. Sierra Vista School District faculty and staff
 - D. Business community
6. Non-Voting Liaison:
 - A. Sierra Vista Metropolitan Planning Organization, Administrator

7. Expectations of members:
 - A. Interest and/or expertise in bicycle or pedestrian issues
 - B. Continued education in bicycling or pedestrian best practices
 - C. Favorable/positive interest in bicycling and pedestrian sustainability

Meetings:

1. The BPAC shall meet regularly at least once a quarter. Regular meeting times, dates, and locations will be set by the membership.
2. Quorum shall consist of a majority of appointed voting members (3 - 4).
3. BPAC meetings shall be open to the public and comply with the Open Meeting Laws of Arizona.

DRAFT



Sierra Vista MPO

401 Giulio Cesare Ave., Sierra Vista, Arizona 85635
520-439-2178 - fax 520-417-4859 - www.svmmpo.org

APPLICATION TO: BICYCLE & PEDESTRIAN ADVISORY COMMITTEE (BPAC)

DATE: _____

NAME: _____ TELEPHONE: _____ / _____
(HOME / CELL) (WORK)

E-MAIL ADDRESS: _____

ADDRESS: _____ CITY: _____ ZIP: _____

MAILING ADDRESS: _____

EDUCATION: _____

OCCUPATION: _____
(IF RETIRED, INDICATE FORMER OCCUPATION)

PROFESSIONAL/COMMUNITY ACTIVITIES: _____

QUALIFICATIONS/INTEREST IN BICYCLE & PEDESTRIAN ADVISORY COMMITTEE:

PRIMARY INTEREST (CHECK ONE):

- BICYCLE
- PEDESTRIAN

REFERENCES: 1. _____
(NAME) (ADDRESS) (PHONE)

2. _____
(NAME) (ADDRESS) (PHONE)

AS A CANDIDATE TO A SVMPO BOARD APPOINTED SPECIAL COMMITTEE, YOUR NAME, ADDRESS AND PHONE NUMBER WILL BE AVAILABLE TO THE PRESS AND PUBLIC UPON REQUEST.

(APPLICANT'S SIGNATURE)

Please return completed application to the Sierra Vista Metropolitan Planning Organization



RESOLUTION 2016-001

A RESOLUTION OF THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION (SVMPO), SIERRA VISTA, COCHISE COUNTY, ARIZONA; APPROVING THE ESTABLISHMENT OF THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

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 Board of Directors is authorized to establish special committees pursuant to the Sierra Vista Metropolitan Planning Organization By-Laws; and

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

NOW, THEREFORE, BE IT RESOLVED:

That the Sierra Vista Metropolitan Planning Organization Board of Directors establishes the Sierra Vista Metropolitan Planning Organization Bicycle and Pedestrian Advisory Committee pursuant to Attachment A: Special Committee, Sierra Vista Metropolitan Planning Organization, Bicycle and Pedestrian Advisory Committee, which is attached hereto.

PASSED AND ADOPTED BY THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION OF SIERRA VISTA, ARIZONA, THIS 15TH DAY OF SEPTEMBER, 2016.

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

APPROVED AS TO FORM:

ATTEST:

NATHAN WILLIAMS
City Attorney

DANIEL COXWORTH
SVMPO Administrator



REGULAR MEETING MINUTES

Sierra Vista Metropolitan Planning Organization

Regular Meeting

Thursday, May 19, 2016

3:30 PM

Web: www.SVMPO.org

Email: SVMPO@SierraVistaAZ.gov

City of Sierra Vista

City Hall

City Manager's Conference Room

1011 North Coronado Drive

Sierra Vista, AZ 85635

SVMPO Board of Directors Present:

(One or more members may participate via teleconference)

Chair	Rick Mueller, Mayor, City of Sierra Vista
Vice-Chair	Richard Searle, Supervisor, Cochise County (arrived at 3:38 p.m.)
Member	Rod Lane, Arizona Department of Transportation (participated via teleconference)
Member	Hank Huisking, Councilmember, City of Sierra Vista
SVMPO Administrator	Dan Coxworth, AICP

Absent:

Member	Bob Blanchard, Mayor Pro Tem, City of Sierra Vista
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Also Present:

Kevin Adam, RTAC Chair (by telephone)

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:32 p.m. SVMPO Administrator Coxworth conducted a roll call.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda of the May 19, 2016 regular Meeting of the SVMPO Board of Directors. Member Huisking so moved and Chair Mueller seconded. The motion passed unanimously, 3/0

3. CALL TO THE PUBLIC

No comments were made by the public

4. APPROVAL OF MEETING MINUTES - SVMPO Regular Meeting of March 17, 2016

Chair Mueller asked for a motion to accept the SVMPO regular meeting minutes of March 17, 2016, as written. Member Huisking so moved and Chair Mueller seconded. The motion passed unanimously, 3/0

5. ANNOUNCEMENTS AND UPDATES

Announcements and/or updates may be provided by Board Members, SVMPO Administrator or other invitees.

- Kevin Adam, Chair of the Rural Transportation Advisory Committee (RTAC), updated the Board on current legislative bills at the State that affect transportation and transportation funding.
- Administrator Coxworth updated the Board the Fry Blvd. Corridor Study. A City Council Work Session is scheduled for June 21, 2016.

PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. DISCUSSION / POSSIBLE ACTION: SVMPO Transportation Improvement Program (TIP) (Attached)

Dan Coxworth

Summary: The TIP identifies transportation projects that will use Federal funds in the SVMPO Planning Area for the next five years (2017 -2021). The TIP was placed in a 30-day public review/comment period after the Technical Advisory Committee recommended approval on April 14.

Schedule:

- *Call for Projects from Technical Advisory Committee (TAC) – March 3, 2016*
- *TAC review and recommendation to the Board – April 14*
- *30-day public review – April 15 – May 19*
- *Board review/approval – May 19*

Mr. Coxworth explained that the TIP is a required document of the MPO and that the TIP is used to identify projects using Federal funds such as Surface Transportation Program (STP) fund and Highway Safety Improvement Program fund.

The first project on the list is the resurfacing of Buffalo Soldier Trail. Vice-Chair Searle asked how much Safety money was loaned to MAG that will be repaid in STP. Mr. Coxworth responded approximately \$400K.

A large portion of STP will be repaid to the MPO next year and MAG as expressed an interest in borrowing the money and repay the following year.

The TIP can be amended and adjusted by the Board as necessary.

Mr. Searle asked how the projects were selected and placed on the TIP. Mr. Coxworth explained the Technical Advisory Committee (TAC) brought forward projects. Mr. Searle asked if the county had a project. Mr. Coxworth said they did not.

The TIP was placed in a 30-day public review period and the MPO did not receive any comments except one comment at the TAC that other roads in the region should be a higher priority without specifically mentioning which roads.

Chair Mueller asked for a motion to approve the Transportation Improvement Program (TIP). Vice-Chair Searle made a motion to approve the TIP as written. Seconded by Member Huisking. The motion passed unanimously, 4/0

7. DISCUSSION / POSSIBLE ACTION: Fiscal Year 2017 Work Program & Budget (Attached)

Dan Coxworth

Summary: The FY17 Work Program & Budget identifies funding sources and projects for the SVMPO in Fiscal Year 2017. The Work Program & Budget was placed in a 30-day public review/comment period after the Technical Advisory Committee recommended approval on April 14.

Schedule:

- *Call for Projects from Technical Advisory Committee (TAC) – March 3, 2016*
- *Board discussion – March 17*
- *TAC review and recommendation to the Board – April 14*
- *30-day public review - April 15 – May 19*
- *Board review/approval – May 19*

Mr. Coxworth explained that the Work Program and Budget guides the activities of the MPO for the next Fiscal Year. Approximately \$417K cash is available for projects which pays for administration of the MPO and two planning studies to include the Moson Road Corridor Study and the Origin & Destination Study.

There are other planning projects that the Board may decide are a higher priority and the budget can be amended as necessary. Cochise county staff explained county funds may be available to help pay for the Moson Road study.

The budget also outlines funds for data collection such as traffic counts.

The Budget was placed in a 30-day public review and the MPO did not receive any comments.

Chair Mueller asked for a motion. Member Huisking made a motion to approve the Fiscal Year 2017 Work Program & Budget as written. Seconded by Vice-Chair Searle. The motion passed unanimously, 4/0

8. DISCUSSION / POSSIBLE ACTION: Contract for Services from Lee Engineering to conduct the Origin & Destination Study (Attached)

Dan Coxworth

SUMMARY: The Technical Advisory Committee (TAC) received three proposals to develop the Origin & Destination (O&D) Study. Lee Engineering's proposal was ranked as the best and most qualified by the TAC. The Study will measure the effects to the Sierra Vista region's transportation system and economy of Mexican visitors crossing the border at the Douglas Port of Entry for goods and services.

Mr. Coxworth explained that the Origin & Destination (O&D) study is being done in coordination with the City's Economic Development Department. The purpose of the study is to establish a baseline of the number Mexican National visitors to the Sierra Vista region and how much they are spending for good and services.

The cost is approximately \$99K. Two surveys will be conducted. One in the late summer and the next in the late fall. Mr. Searle asked how much this was driven by the City's Economic Development Dept. Mr. Coxworth explained that is was mostly driven by the City and it would not be done if the City did not want to do it.

The O&D study will also consider transit needs.

Mr. Searle asked why the cost were increased from the initial cost submitted by the consultant. Mr. Coxworth explained that an additional survey was added.

Mr. Searle asked about visitors from Canada. Mr. Coxworth explained that the budgeted amount could only pay for a Study of Mexican visitors.

Crossborder group is the sub-consultant and will develop the survey in coordination with the City and MPO. Mrs. Huisking asked when the project will be complete. The Study will be complete by the end of the year.

Chair Mueller asked for a motion to approve the Contract for Services from Lee Engineering to conduct the Origin & Destination Study. Member Huisking made a motion to approve the Contract. Seconded by Vice-Chair Searle. The motion passed unanimously, 4/0.

9. DISCUSSION: Future Agenda Items

SVMPO Board

10. UPCOMING SCHEDULED MEETINGS

- SVMPO Board: July 21, 3:30 p.m., City Hall

11. ADJOURNMENT

Chair Mueller adjourned the meeting at 4:23 p.m.

Chair Frederick W. Mueller

Minutes prepared by:

*Daniel Coxworth, Administrator
City of Sierra Vista*



REGULAR MEETING MINUTES

Sierra Vista Metropolitan Planning Organization

Regular Meeting

Thursday, July 21, 2016

3:30 PM

Web: www.SVMPO.org

Email: SVMPO@SierraVistaAZ.gov

City of Sierra Vista

City Hall

City Manager's Conference Room

1011 North Coronado Drive

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SVMPO Board of Directors Present:

(One or more members may participate via teleconference)

Chair	Rick Mueller, Mayor, City of Sierra Vista
Alternate Member	Pat Call, Supervisor, Cochise County)
Member	Rod Lane, Arizona Department of Transportation (arrived at 3:40 p.m.)
Alternate Member	Rachel Gray, City of Sierra Vista
SVMPO Administrator	Dan Coxworth, AICP

Absent:

Member	Bob Blanchard, Mayor Pro Tem, City of Sierra Vista
Member	Hank Huisling, Councilmember, City of Sierra Vista

1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:32 p.m. SVMPO Administrator Coxworth conducted a roll call.

2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda of the July 21, 2016 regular Meeting of the SVMPO Board of Directors. Member Call so moved and Member Gray seconded. The motion passed unanimously, 3/0

3. CALL TO THE PUBLIC

No comments were made by the public

4. APPROVAL OF MEETING MINUTES - SVMPO Regular Meeting of May 19 2016

There was not a quorum of members that attended the May 19 meeting able to approve the minutes.

5. ANNOUNCEMENTS AND UPDATES

Announcements and/or updates may be provided by Board Members, SVMPO Administrator or other invitees.

Administrator Coxworth updated the Board on MPO related activities to include the Regional Highway Safety Study and Origin & Destination Study.

The SVMPO is partnering with SEAGO to bring the Rural Arizona Transportation Summit to Sierra Vista.

A City Council Work Session is scheduled for July 26, 2016.

PRESENTATION / DISCUSSION / POSSIBLE ACTION

6. DISCUSSION / POSSIBLE ACTION: SVMPO Title VI Plan

Dan Coxworth

SUMMARY: The Title VI Plan is a required Plan of the MPO. The Plan covers SVMPO efforts in providing Title VI (Title VI of the City Rights Act of 1964) non-discrimination policies and Environmental Justice transportation planning activities for Federal Aid Programs administered through Sierra Vista MPO. Link to [Draft Title VI Plan](#)

Mr. Coxworth provided an overview of the Title VI Plan and requirements. The SVMPO coordinated with the development of the Plan with ADOT.

The Title VI Notice to the Public shall be displayed in the office of the SVMPO and at any public meetings.

This year's Title VI report was created by the SVMPO and submitted to ADOT.

Chair Mueller asked for a motion to approve the SVMPO Title VI Plan. Member Call made a motion to approve the Title VI as written. Seconded by Member Gray. The motion passed unanimously, 4/0

7. DISCUSSION: Future Agenda Items

SVMPO Board

A discussion ensued concerning the proposed development in Benson and impacts to the State Highway 90. ADOT District Engineer explained that the plans are very preliminary and that ADOT shares some of the concerns as the City and County.

8. UPCOMING SCHEDULED MEETINGS

- SVMPO TAC: September 1, 3:00 p.m., Public Works
- SVMPO Board: September 15, 3:30 p.m., City Hall

9. ADJOURNMENT

Meeting adjourned at 3:55 p.m.

Minute Summary prepared by:

Daniel Coxworth, Administrator
Sierra Vista MPO