



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD: WORK SESSION REVISED/FINAL AGENDA: APRIL 25, 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:

April 25, 2019
3:00 p.m.

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmppo.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:	<i>Vacant</i>
Member:	Rachel Gray, Councilmember, City of Sierra Vista
Member:	Sarah Pacheco, Councilmember, City of Sierra Vista
Member:	Tom Borer, Supervisor, Cochise County Designated Alternate: Ann English, Supervisor, Cochise County
Member:	Joy Banks, Councilmember, Town of 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. PRESENTATION AND DISCUSSION

- A. Purpose and Structure of the SVMPO Board, SVMPO Relationship with Member Jurisdictions, Agreement with the City of Sierra Vista, SVMPO Administrator's relationship to the Board.
- B. Match Requirements of Member Jurisdictions, In-Kind Contributions, Cash Contributions, Reimbursement Requirements

3. EXECUTIVE BOARD MEETING DATES: 2019

- A. The next Executive Board meeting is currently scheduled for May 9, 2019 at 3:00 p.m.
- B. The Board may discuss, and revise, the currently approved Executive Board meetings dates (currently May 9th, June 20th, Sept. 19th and Nov. 21st). The Board may discuss

and provide the Administrator with guidance on policy related to requested changes to posted Board meeting dates.

4. FUTURE DISCUSSION ITEMS AND BOARD REQUESTS

5. ADJOURNMENT

SVMPO Work Sessions are informal meetings where Board members may prepare for upcoming regular Board meetings, have staff and/or agency briefings on issues, and provide an opportunity for detailed discussions on topics of regional concern among themselves. These meetings are open to the public but time is not reserved for public comment. Members of the public may attend in person, or by phone, and may share written comments through the SVMPO website.

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

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

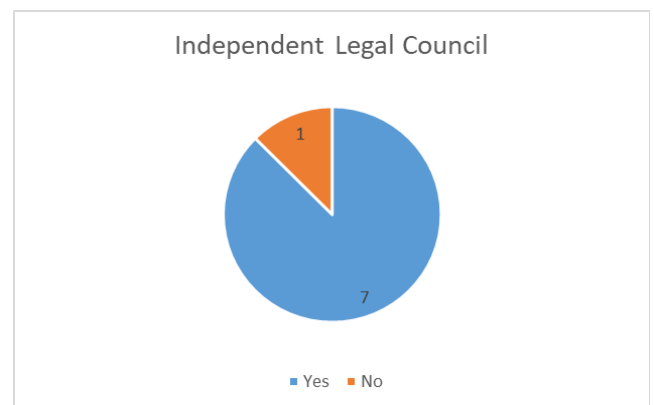
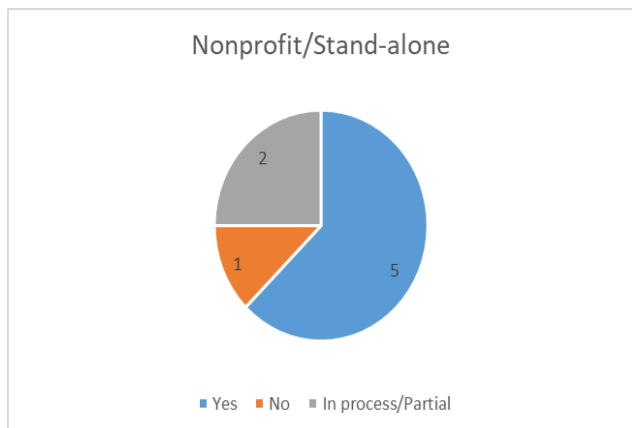
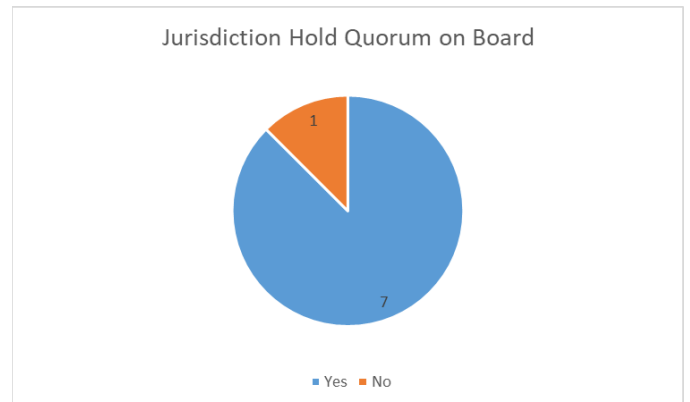
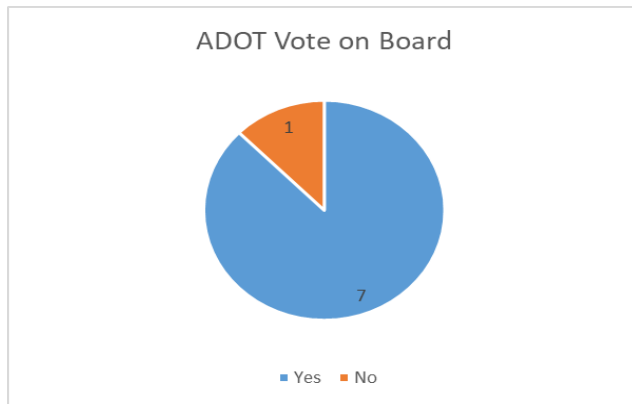
Administrator’s Report: Comparative MPO Practices

The Sierra Vista MPO Executive Board can set their By-Laws, policies and practices to best serve the dual goals of meeting Federal/State mandates for MPO’s and, secondly, serving their member jurisdictions to coordinate shared regional planning activities.

That said, the Executive Board may consider implementing practices consistent with our counterparts: there are currently eight Metropolitan Planning Organizations (MPO’s) and four Council of Governments (COG’s) in the State.

	MAG	PAG	YMPO	SCMPO	FMPO	CYMPO	LHMPO	SVMPO
SQ Miles	10,655	9,188.1	5,521.1	1,154.8	526	434.7	100.7	614
Population	4,413,988	1,007,257	204,281	116,170	88,951	130,069	56,647	69,149

The following pie charts illustrate how the current practices of the SVMPO compare to other MPO’s in Arizona.

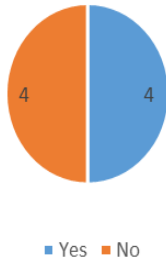




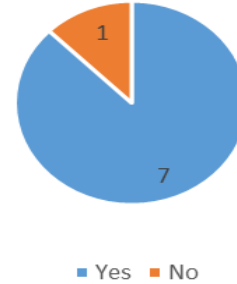
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Separate, Stand-alone Work Location



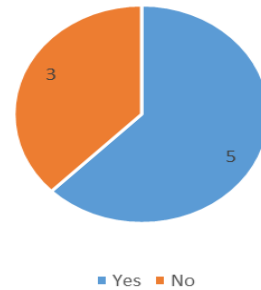
Distinct Identification Signing



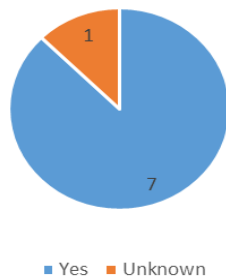
Fiscal Agent



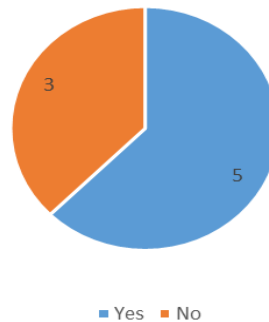
Own Bank Account



Report to Executive Board



Cash Match



SVMPO's Employee/Administrator contract states that the Administrator reports to the Executive Board. Previous Administrators reported through the Sierra Vista Director hierarchy to the SV Mayor/SVMPO Chair.

Sun Corridor MPO Member Jurisdictions front loaded the MPO bank account with est \$100,000/currently no annual cash match.

MAG relies on in-kind match/dedicated staff to track/document; also invoices jurisdictions for cash match on specific activities as needed.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: April 25, 2019
Subject: In-Kind Match Requirements/Administrator Report

At the next Board meeting, in May, the Executive Board will be asked to make decisions on the SVMPO Work Program budget for the next two years. Part of that discussion will include the current practices related to in-kind match requirements.

At this time, the SVMPO covers its entire match requirements for federal funds using in-kind commitments of member jurisdiction staff towards regional activities. During the early start-up days of the MPO this proved to be adequate for the activities planned by the SVMPO. However, in 2018, the MPO expanded its boundaries, brought in a third member jurisdiction and increased its work program.

All other COGs and MPOs in the State determine in-kind match by formulas, although none of the formulas are the same. All other COGs and MPOs also function with some combination of both cash match and in-kind match, although under federal policies a MPO can rely entirely upon in-kind match, if they so desire. Cash match is sometimes preferred because not only can it be actually spent on a given work program activity (*e.g. pay an invoice*) it can also be applied to desired, but not allowable, federal expenses (*e.g. provide match to a non-profit/pay for refreshments for outreach*).

Factors to determine match amounts for regional activities could include:

SVMPO Region	Square Miles	Population	Households	Vehicle Miles Traveled (ADT)	Fed Functionally Classified Roadways
Cochise County	458.65	23,531	9,949	95,211	11.754
Sierra Vista	152.55	44,381	16,954	162,249	12.535
Huachuca City	2.83	2,180	897	8,584	0.408
TOTALS	614.03	70,092.00	27,800.00	266,044.00	24.70
Cochise County	74.70%	33.57%	35.79%	35.79%	47.59%
Sierra Vista	24.84%	63.32%	60.99%	60.99%	50.76%
Huachuca City	0.46%	3.11%	3.23%	3.23%	1.65%

Combing all these factors, then using these to divide the current match amount, set by the SVMPO By-Laws, results in the following:

	Combined Factor Percent Totals	Formula Driven In-Kind Match	In-Kind Match Currently Required
Cochise County	45.49%	\$35,285.16	\$10,786
Sierra Vista	52.18%	\$40,475.33	\$56,000
Huachuca City	2.34%	\$1,811.50	\$10,786
			\$77,572.00

Historically, it has been the provision of office space and services by the City of Sierra Vista, in the amount of \$30,000 per year, which has covered the in-kind match requirements. Staff resources applied to regional activities have been minimal: last fiscal year in-kind staff support covered 31.4% of the MPO match. In this year, to date, only 8.1% has been covered by staff supported in-kind. This has not yet been an impediment to accomplishing the tasks of the MPO to date; however, as funds are carried over for larger work program activities and we begin to fully program the higher program fund amounts being received under the expanded MPO area, this could potentially become an issue.

	In-Kind Match Contributions FY18	In-Kind Match Contributions FY19 Q1 & Q2	Notes
Cochise County	\$6,712.59	\$1,057.61	Actual \$452.67
Sierra Vista	\$17,649.88	\$4,994.02	Plus \$30,000 Office
Huachuca City	0	\$248.18	Joined Jan 2018
	\$24,362.47	\$6,299.81	8.12%

Return on regional investments is high. For example: the Cochise County Design Standard update was close to a \$100,000 engineering effort, a \$5,000 piece of needed Cochise County equipment is being purchased this month, the City of Sierra Vista will be constructing a \$2.5 million dollar project, the Town of Huachuca City is looking at an installation of a desired emergency pre-emption signal with a regional commitment of \$100,000 and a pending Roadway assessment study estimated at \$30,000. For some fund sources, member jurisdictions see a return of 80% on their investment and on others, up to a 94.9% return.

Maximizing regional funds, in the most cost effective, and equitable, manner is one of the fiscal goals of the SVMPO. Member jurisdictions are asked to consider this information, discuss with their own Boards and Councils, and develop recommendations for the next fiscal year. If any additional information is needed, or presentations desired by member jurisdictions during County, City or Town budget discussions, please let the SVMPO Administrator know.

Administrator Report Item/Informational Item for Work Session Discussion



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: April 25, 2019
Subject: 2019 TAC and Board Meeting Schedule

At their November 15, 2018 Board meeting the dates were set for the 2019 Executive Board sessions. The March 21st Board meeting was subsequently cancelled and the May 16th meeting re-scheduled for May 9th at 3:00 p.m.

Executive Board
Jan. 17 th
March 21 st - CANCELLED
May 16 th - RE-SCHEDULED TO May 9th at 3:00 p.m.
June 20 th - 3:30 p.m.
Sept. 19 th - 3:30 p.m.
Nov. 21 st - 3:30 p.m.

Elected officials have many demands on their time but there may be items on the agenda of particular interest to their jurisdiction compelling a request for rescheduling a meeting. Smaller Boards desire full participation, whenever reasonable. However, scheduled public meetings must also take into consideration the need for clear and early public notification of meeting dates.

The SVMPO Board Chair now has a conflict with the May 9th Board meeting date. **The Administrator seeks guidance from the Board on a standard protocol for addressing Board member conflicts with posted Board meeting dates.** Do we reschedule upon any request from a Board member to do so? Do we reschedule when there is no quorum? Do we reschedule only upon severe weather events and hold meetings, potentially taking no action, for any pre-scheduled meeting date? What is a reasonable timeframe for posting changed meeting dates?

The SVMPO Board currently allows for telephonic participation as well as the appointment by member jurisdictions of a designated alternate. At this time, only Cochise County has formally appointed an alternate representative to the SVMPO Board (Supervisor Ann English for Supervisor Tom Borer).

The SVMPO Board attorney advises that the standard protocol for a meeting at which there is no

Chair or Vice-Chair, but a quorum does exist, is as follows:

- a) Any member of the Board may call the meeting to order.
- b) The presence of a quorum is noted, the absence of both the Chair and Vice-Chair is also noted.
- c) A call is made for nominations of a Pro-Tem Chair, nominations and a vote is made to select a Chair for the meeting at hand.
- d) The Pro-Tem Chair then runs the meeting until such time as the Chair or Vice-Chair arrive.

In cases where a quorum does not exist, a meeting may still be held and items discussed, but no action may be taken on any agenda item.