



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE: REGULAR MEETING AGENDA: SEPTEMBER 2, 2020

MEETING LOCATION

City of Sierra Vista: Public Works Bld.
Main Conference Room
401 Giulio Cesare Ave.
Sierra Vista, AZ 85635

MEETING DATE AND TIME:

September 2, 2020
10:00 AM

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.

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

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

SVMPO TECHNICAL ADVISORY COMMITTEE (TAC)

One or more members may participate via teleconference

Chair:	Daniel Coxworth, AICP, Cochise County Development Services
Vice-Chair:	Jackie Watkins, P.E., Cochise County Engineer Designated Alternate: Brad Simmons, P.E., Civil Engineer
Member:	Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member:	Director Matt McLachlan, Dir. Community Development, City Sierra Vista Designated Alternate: Blake Fisher
Member:	Jing Luo, P.E., City of Sierra Vista Engineer Designated Alternate: Angela Dixon-Maher, P.E.
Member:	Jim Halterman, Town of Huachuca City, Public Works Supervisor Designated Alternate: Jim Johnson, Ph.D, CBO,CCI; Building Official
Member:	Richard Cayer, Public Works Operations Manager for Vista Transit
Member:	Mark Hoffman, Arizona Department of Transportation

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

Members of the Public: Please let the Administrator know before the meeting if you wish to speak on a specific Agenda Item.

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 speak to the TAC. Speakers are limited to a three-minute presentation and may also submit written comments for the Board files. The TAC may not discuss or take formal action on 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 TAC Regular Meeting Minutes of June 3, 2020.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. FY20 and FY21 Work Program Projects

The Work Program for FY21 was approved by the SVMPO Board on June 18, 2020 and by ADOT Multimodal Planning and FHWA on July 30, 2020. This updated plan is now available on the svmpo.org website.

The TAC will discuss the potential Scope of Work for the added task project to the FY21 Work Program for the Theater Drive Roadway and Drainage Assessment. The SVMPO worked with both the County and the City to draft a Scope of Work; however, the scale of the revised scope out of the June TAC discussion is beyond an initial project scoping. The discussion will look for consensus on the revised scope, ensure the TAC's understanding of potential impact on regional projects and funding and identify potential shared resources that may be needed for the selected consulting team.

6. SVMPO 2050 LONG-RANGE TRANSPORTATION PLAN UPDATE

A solicitation was released for consultant proposals to complete a mandated Long-Range Transportation Plan update for the SVMPO region. Five strong proposals were submitted. After ranking, an offer was made to Kimley-Horn, partnered with Rick Engineering and Gordley Group for the project. The TAC will discuss a few key questions related to this project and identify resources among the member jurisdictions to share with the consultant team(s) for this effort.

This is an information and discussion item.

7. VISTA TRANSIT SHORT-RANGE TRANSIT PLAN UPDATE

Federal Transit Administration (FTA) and ADOT Transit requires updates to small urban transit system plan about every five years. A Request for Proposals has been issued and the SVMPO region selection team will have met on August 27th to rank and select a consultant team for this effort. The TAC will be informed of the selection, tentative timeframe for initiating this effort, and proposed project schedule.

This is an information item.

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2021-2025 TIP

The TAC will review the SVMPO Ledgers and discuss the project status of all active projects in FY20. A status update on SVMPO funded project activities will be given by each member jurisdiction: Adaptive Signal Control; North Garden/Fry Blvd Design; Emergency Pre-Emption Signal Project;

LIDAR flight and Transit activities. Status of active projects potentially impact the SVMPO ledger and next fiscal year's TIP.

This is a discussion item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

9. 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 TAC to discuss issues or raise questions related to projects under the jurisdiction of ADOT.

This is an information item.

10. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

This is the time set aside for the TAC Member to share information about member jurisdiction projects and current events/announcements.

This is an information item.

11. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

MPO/COG Directors Mtg – September 3, 2020 at 10 a.m. Virtual Meeting.

Sun Cloud Meeting - Sept 10, 2020 at 3:00 p.m. Microsoft Team Meeting/Dan Coxworth

SVMPO Board Meeting – Sept 17, 2020 at 3:00 p.m. SV City Managers Conference Room/Telephonic

State Transportation Board Meeting – September 18th at 9 a.m. Lake Havasu/Telephonic

BPAC Mtg – September 29, 2020 at 10 a.m. Public Works Training Room/Telephonic

- ❖ The Rural Transportation Summit has been cancelled for 2020. AzTA is being held as a virtual meeting and the new Vista Transit Administrator, Linda Jones, plans to attend.
- ❖ Roads and Streets was re-scheduled for Sept. 21-25th and will also be held as a virtual conference. Pre-registered TAC members have advised the SVMPO if they are attending the cyber-conference.
- ❖ The City of Sierra Vista's Hosting Agreement and Town of Huachuca City's Match Agreement with SVMPO have been fully executed and recorded. Copies have been transmitted to the member jurisdiction for their files.
- ❖ Fy21 Member Jurisdiction Estimated Match per May 2020 adopted By-Laws and status of Member Jurisdiction Match Agreements.
- ❖ Fy21 Title VI Annual Report accepted by ADOT Civil Rights Division: August 24, 2020.
- ❖ The SVMPO Board will be considering adding the State Transportation Board member, Richard Searle, to the SVMPO Board as a voting member at their Sept. 17, 2020 meeting.

This is an information item.

12. FUTURE AGENDA ITEMS

The next TAC meeting is scheduled for November 4, 2020 at 10 a.m.

13. ADJOURNMENT

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 ponerse 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 TECHNICAL ADVISORY COMMITTEE (TAC)

MEETING MINUTES: JUNE 3, 2020

**MEETING HELD TELEPHONICALLY DUE TO NATIONAL, STATE
AND LOCAL EMERGENCY ORDERS IN PLACE AT THIS TIME.**

DRAFT

MEETING LOCATION:

Public Works, Pete Castro Center
Main Conference Room
401 Giulio Cesare Avenue
Sierra Vista, AZ 85635

MEETING DATE AND TIME:

June 3, 2020
10:00 A.M.

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.

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

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

SVMPO TAC MEMBERS IN ATTENDANCE *(all telephonically):*

Chair: Daniel Coxworth, AICP, Cochise County Planning Director
Vice-Chair: Jackie Watkins, P.E., Cochise County Engineer
Member: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member: Jing Luo, P.E. City of Sierra Vista
Member: Matt McLachlan, Director Community Development, City of Sierra Vista
Member: Jay Lowe, Town of Huachuca City
Member: Mark Hoffman, Arizona Department of Transportation
Member: Mike Normand, Vista Transit Administrator

SVMPO TAC MEMBERS ABSENT:

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP
SVMPO Civil Engineer: Dennis Donovan, P.E.

OTHERS PRESENT: *(all telephonically):*

Jeremy Moore, ADOT SouthCentral Assistant District Engineer
Cynthia Butterworth, Town of Huachuca City *(SVMPO Board alternate member)*
Brad Simmons, Cochise County *(alternate member)*
Blake Fisher, City of Sierra Vista

1. CALL TO ORDER AND ROLL CALL

Chair Coxworth called the meeting to order at 10:01 a.m. Chair Coxworth confirmed attendance of Members, welcomed other attendees, and noted that a quorum was in place.

2. ACCEPTANCE OF THE AGENDA

The TAC reviewed the Agenda and the TAC had no changes to the Agenda as presented. A Motion was made to accept the Agenda, as presented was made by Member Flissar; seconded by Member Normand and the motion unanimously passed.

MOTION: Member Flissar

SECOND: Member Normand

ACTION: PASSED UNANIMOUSLY 8/0

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. 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 directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

No regular members of the public were present and no other attendees indicated they wished to address the TAC at this time.

4. APPROVAL OF MEETING MINUTES (for May 6 2020 TAC Meeting)

Chair Coxworth asked members if they had reviewed the previous meeting minutes and if there were any needed corrections. Member Normand moved to accept the meeting minutes for the TAC Regular Meeting of May 6, 2020; Member Flissar seconded and the motion unanimously passed.

MOTION: Member Normand

SECOND: Member Flissar

ACTION: PASSED UNANIMOUSLY 8/0

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. FY21 WORK PROGRAM POTENTIAL AMENDMENT

The TAC reviewed recommended revisions to the Work Program for FY21 with the SVMPO Administrator. Budgets will be adjusted to reflect projected carry forward amounts from FY20 and changes in allocations to the SVMPO region from federal agencies. The City and County have been working on a joint study request for the Theater Drive roadway that traverses both jurisdictions. The SVMPO Administrator noted receipt of an initial scope of work on this proposed project. Mark Hoffman, ADOT, requested it be specifically noted in the Amendment Tow request as the proposed Theater Drive project scope now exceeds a basic pre-scoping and cost estimate review.

The SVMPO Administrator stated she believed there were enough funds to adjust the FY21 Budget to include the larger scope of work, if the TAC was in agreement. The TAC concurred and a short discussion occurred regarding the priority of this project and if it could be placed ahead of the Long-Range Transportation Plan. The SVMPO Administrator noted that it could not because the Long-Range Transportation Plan, while it is a longer-range viewpoint, has federal mandates in terms of horizon years and update timelines that the SVMPO must meet.

CONTINUING BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

6. FEDERAL FUNCTIONAL CLASSIFICATION OF MEMBER JURISDICTION ROADWAYS

The TAC discussed the research done by the SVMPO staff on the recently adopted federal functional classified roadway network. TAC members were sent just the day before (May 5th)

spreadsheets indicating the results of research conducted by SVMPO staff on what roadways have been included in the currently approved Federal Functional Classified roadway network and potential issues with boundaries, geo-coding and/or inclusion of local or private roadways. Member McLaughlin asked if this data had been compared to the City's Traffic Circulation Map. SVMPO Civil Engineer, Dennis Donovan indicated that it did not. The SVMPO agreed to get together with the City's GIS staff (Blake Fisher) and see if map overlays could show if these roadway designations were consistent.

The TAC was very interested in summaries of roadway miles by jurisdictions and hoped that this new ADOT tool would provide that information. A presentation on the new AZGeo Change Request tool has been scheduled for a WebEx meeting on June 10th at 10 a.m. The Administrator encouraged each jurisdiction to have the appropriate staff available for that WebEx meeting and also stated a second opportunity would be available in July for a similar meeting being scheduled by SEAGO.

This was a discussion item: No action was taken on this item.

7. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): 2020-2024 TIP

Administrator Lamberton noted the drafted 2021-2015 TIP had been posted for public review on the SVMPO website. No new projects are included – at this time the North Garden/Fry Blvd project fully programs all FY21 dollars. Call for projects typically goes out in January. However, given the small amount of annual allocations for construction projects it is likely at least FY23 before even a small construction project can be considered. Jing Lou, Sierra Vista, stated that they might have some smaller eligible projects and they would discuss that with the SVMPO Administrator.

Member Normand indicated that the Vista Transit received over \$2 million dollars through the federal CARES Act to fill in funding gaps and needs related to COVID-19 impacts. He stated that they plan to use these funds primarily on operations this year and on potentially replacing one or more buses in the next couple of years. These funds will relieve the City of significant match requirements for transit operations next fiscal year.

This was a discussion item: No action was taken on this item.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

8. SOUTHCENTRAL DISTRICT REPORT

Mr. Moore, ADOT's South Central Assistant District Engineer, stated that the impact on HURF revenues in the last few months have been significant. As a result the State DOT has pulled back their five-year plan even further than it had been previously: there already were no capital projects planned for the SVMPO region but now maintenance and preservation activities will also be cut back. The new revisions and financial projections will be discussed by the State Transportation Board and the TAC was advised that those meetings are now accessible electronically. Information about that can be found on the ADOT State Transportation Board website.

Member Hoffman noted that the HURF Exchange program may be suspended in future years but there is a commitment to attempt to meet the commitments made to existing HURF Exchange projects. He stated that the IGA Amendment for the North Garden/Fry Blvd project was underway and should be transmitted to the City soon.

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

9. JURISDICTION PROJECT UPDATES & ANNOUNCEMENTS

Chair Coxworth asked if member jurisdictions has anything they wished to share with the TAC.

Vice-Chair Watkins, Cochise County, noted that the LIDAR flight was yet again delayed but should occur in next fiscal year. Member Hoffman stated that the funds had been obligated and would roll over into next state fiscal year. Vice-Chair Watkins stated that the County would get the IGA completed for this transfer of funds for this project.

Members Flissar and Luo discussed the status of the North Garden/Fry Blvd project. EPS, the consulting team, expects to have draft 25% design plans by early July. A review meeting will then be held and the City is committed to moving that project to full design quickly. They added that the Adaptive Signal project was still in procurement with ADOT at this time.

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

10. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

BPAC Mtg – June 23, 2020 at 10 a.m.

SVMPO Board of Directors: June 18, 2020 at 3:00 p.m.

TAC meeting: Sept 2, 2020 at 10 a.m.

SVMPO Board of Directors Work Session: August 20, 2020 at 3:00 p.m.

- ❖ The Administrator advised the TAC that SVMPO On-Call Contacting was underway and as soon as all contracts were completed a final award list would be posted. Calls for Cost Proposals for pending Work Program activities will then begin to be issued.
- ❖ The Administrator advised the TAC that the SVMPO Board did adopt a revised City of Sierra Vista Hosting Agreement and a Match Agreement with the Town of Huachuca City. Cochise County is still working with their staff and Board of Supervisors on their Match Agreement, potentially for the June Board meeting.

11. FUTURE AGENDA ITEMS

The next TAC meeting is scheduled for September 2nd at 10 a.m.

12. ADJOURNMENT

Chair Coxworth adjourned the meeting at 11:37 a.m.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO TAC
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: September 2, 2020
Subject: FY20 and FY21 Work Program Projects

The SVMPO amended their two-year Unified Work Program and Annual Budget for Fiscal Year 2021 (FY21), this Amendment was adopted by the SVMPO Board on June 18, 2020, and approved by ADOT Multimodal Planning Division and Federal Highway Administration on July 30, 2020. Several mandated MPO planning activities were scheduled to be undertaken in early FY21. The Long-Range Transportation Plan update and the Short-Range Transit Plan update have both been placed out to bid, using the SVMPO approved On-Call List, consultant teams selected, and estimated costs for those activities identified.

Two other studies were also planned for early FY21: a Roadway Inventory and Assessment for the Town of Huachuca City area and a project scoping effort for Theater Drive.

Roadway Inventory and Assessment for the Town of Huachuca City Area

The Scope of Services for this effort has been coordinated with the Town of Huachuca City; however, one specific task item within this scope is to assess the roadways in the Cochise County area that lies in the northeast of the Town's jurisdiction boundaries but is served in all other ways by Town services. This may be a future annexation area and identifying infrastructure improvements that are necessary before undertaking that effort was desired. This effort will coordinate closely with the Long-Range Transportation Plan as data layers are missing or outdated within the Town boundaries that are needed for developing the travel modeling dataset. In addition, this project will develop a preliminary scoping for a future Highway 90 Corridor Assessment (*identified in the FY21 Work Program as a potential late FY21 work activity but may potentially slide into FY22, depending on SVMPO staff and funding resources*).

Theater Drive Feasibility Assessment

During the development of FY21 Work Program and FY21 TIP, the TAC discussed possible regionally significant projects that could be brought forward. It was first thought that Theater Drive (a roadway segment in both the City and the County) could be developed as a TIP project but not enough information was available to provide a solid cost estimate. The TAC then considered the potential of using regional planning funds for an initial scoping effort for a joint City/County project and an estimated \$10,000 was identified in the FY20/FY21 Work Program budget for that effort.

During the June 2020 TAC meeting, direction was given by the TAC, to the SVMPO Administrator, to work with the City and the County to more fully develop a Scope of Work for such a scoping effort. Concern was raised by the Highway/Public Works Depts. of both jurisdictions that construction funds were not planned in the near-term for this roadway. In addition, it was noted that it may take several years to pool enough funds to construct another project with the use of regional funds. ADOT advised that such a scoping effort could not exceed 15% design. The TAC noted that this would likely have to be phased project with an initial assessment, followed by a full design, potentially Right-of-Way or easements and then phased infrastructure improvements occurring, as funding became available.

A draft joint project scope of services was provided by the City/County and an initial site visit conducted by SVMPO staff. Coordination with ADOT regarding typical, and eligible, task items for a more robust effort led to the development of a preliminary Scope of Work for a Feasibility Assessment. ADOT has reviewed the preliminary scope of work, and project title, and advised that, as drafted, did fall within the approved Work Program and, although on the far edge of a typical pre-scoping project, it was eligible for planning funds and, as scoped, consistent with previous PARA (Planning Assistance for Rural Areas) study type of feasibility assessments. The project was then discussed with the SVMPO Board at their June 18, 2020 meeting.

The SVMPO Board was supportive of this joint City/County project stating that this roadway carries a lot of traffic but "looks like an alleyway". In addition, there are storm-water issues, right-of-way encroachments, and utility conflicts. Although typically within enclaves, the City design standards would be desired, it was noted that the roadway in question is primarily in the Cochise County jurisdiction – either annexation of the future "improved" roadway or use of a County design standard and/or hybrid may be a potential consideration. A Theater Drive Feasibility Assessment, with a higher budget cost estimated at closer to \$60,000 (within that range is typical for a PARA study of this type) was approved in the Amended Work Program by the SVMPO Board, ADOT and FHWA.

There is a concern about the potential of creating unrealistic expectations or fears among the public and elected officials regarding potential land acquisitions or improvements. Reaching out to residents and business along this corridor will be critical to controlling expectations, educating about what improvements are realistic given the constraints and providing opportunities to obtain input from those that use the roadway will be requested from the consultant team.

The TAC and the MPO was advised by ADOT that defining this project as a DCR (Design Concept Report) skirts too closely to engineering technical services and might trigger the need to go to the engineering On-Call, and fall out of the threshold for planning activities. Given that no construction funding is currently identified, it seemed to be premature to reach to the more detailed level of work typical of a fully scoped DCR.

Planning Department staff in both jurisdictions also advised that construction funds might be available outside of the local jurisdiction or regional transportation funds. The City may be able to reach to CBDG funds and the County advised that they might be able to provide funding through a Colonias Grant/State Special Project Fund. Partnerships using local HURF or even regional STBG funds is also potentially an option, if planned for several years into the future.

Very conceptual construction costs, given an assumption of a full urbanized pavement section for a design standard that included a minor level of amenities, pencils out in the range of \$400,000 – if ROW is present and utility movement is minor. Both of those are huge assumptions, but there is the potential of combining two years of TIP funds, using loans against future TIP funds, to pull an improvement project on this roadway into construction in FY2024 if the TAC placed this project as a regional transportation priority. This proposed Feasibility Assessment would develop a more informed construction cost estimate.

Another \$130,000, plus or minus may be needed to complete full design using an engineering consultant (*highly likely to reach to the CYMPO Engineering On-Call List that provides reciprocal language for all MPO/COG use to contract for the full design, if undertaken by the SVMPO*).

The TAC members will be given an opportunity to discuss this project and the implications of undertaking this scale of fatal flaw analysis and pre-design work on future member jurisdiction and regional construction funds. The SVMPO Administrator seeks concurrence from the TAC before finalizing a Cost Proposal Request for this effort.

Attachments: Segments from the Preliminary Draft of the Theater Drive Inventory and Roadway Feasibility Assessment Cost Proposal Request; CYMPO Engineering On-Call List.

Action Requested: Concurrence from the TAC for the expanded scope and costs for the proposed addition of a Theater Drive Feasibility Assessment. A formal motion is not needed unless the scope and costs vary substantively from what is currently in the adopted Work Program and Budget.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

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

PRELIMINARY DRAFT:

COST PROPOSAL REQUEST: SVMPO THEATER DRIVE INVENTORY AND ROADWAY FEASIBILITY ASSESSMENT

Project Area

SVMPO is located in southeastern Arizona, in southwest Cochise County encompassing approximately 614 square miles. SVMPO serves three member jurisdictions: Cochise County, the City of Sierra Vista and the Town of Huachuca City. The SVMPO region includes three state highways (State Routes 82, 90 and 92). The area also includes numerous federal and state public lands, including the Coronado National Forest and Fort Huachuca. Other jurisdictions within Cochise County, and key areas outside of the SVMPO area, are frequently included in planning processes in order to help evaluate connectivity and outside impacts.

Theater Drive is a Minor Collector federally functionally classified roadway and **the defined corridor of concern is Theater Drive from 7th Street to N. Carmichael Avenue**. This is a length of just over half a mile and the boundaries shall include the full intersections on both ends with an approximate buffer distance of a 50-foot radius surrounding each intersection. The corridor shall be defined as a 50-foot distance on both sides of the centerline of the existing roadway.

Purpose, Needs and Goals Statement

The SVMPO desires to complete a feasibility assessment of a joint County/City roadway within the Fry Township for potential infrastructure improvements and fatal flaws that may exist that limit or may be costly challenges to overcome for any potential roadway expansion or improvements.

The majority of this roadway exists within a County enclave surrounded entirely by the City of Sierra Vista. The characteristics of the roadway is decidedly urban with a wide range of uses being located adjacent to the right-of-way, including single family residential, commercial, and public facilities (Len Roberts Park; Carmichael Elementary school approx.. 1,100 feet north on Carmichael to School Drive and Fry Fire Station approx.. 300 feet north on 4th). Theater Drive currently does not meet the City of Sierra Vista's or Cochise County's roadway design standards: right-of-way may not be adequate for existing or potential improved infrastructure and drainage needs; pavement width does not meet design standard widths; curb, gutter and sidewalk are missing or not meeting desired standards. Inadequate storm drainage structures result in flooding on and adjacent to the roadway. Overhead utilities crisscross the roadway and not only create a visual distraction but limit the ability to create pedestrian or bicycle amenities as well as potentially impact the ability to widen the roadway.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

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

Consultant services are needed to identify where existing conditions do not meet desired standards, to assess the potential need for additional right-of-way, and to identify potential options to improve the roadway cross-section, address drainage issues, and utility encroachments.

Minimum public involvement and outreach in this effort is desired. Full construction of any recommendations is far enough out in the timeframe that controlling public expectations, while soliciting feedback on prioritizing needs and potential solutions, is considered to be an adequate outreach effort for this project.

Ultimately, the goal is to define conceptual design options, identify right-of-way that is in need of acquisition, and provide recommendations related to utility relocation, drainage improvements, roadway improvements and the potential to incorporate multi-modal options such as transit pull-out stops, bicycle and pedestrian amenities and the feasibility of green infrastructure addressing storm-water runoff.

Scope of Services

The final product should include an Inventory and Assessment of Existing Conditions; a Comparison with Adopted Design Standards; and the Development of Conceptual Recommendations.

Specific technical and other tasks expected in the detailed scope of work include:

- ❖ Inventory and Assessment of Existing Condition
- ❖ Comparison with Adopted Design Standards
- ❖ Development of Conceptual Recommendations
- ❖ Public Outreach, Project Management and Coordination

The planning effort will be guided by the Cochise County and City of Sierra Vista Planning and Community Development Depts., supported with the oversight of the SVMPO. The final product will be used by Cochise County and the City of Sierra Vista. The final product will likely be linked into member jurisdiction future transportation and general plans. As a fully completed and technically sound document, conceptual design and phased recommendations will guide the strategic and effective use of limited public funds towards meeting the most critical infrastructure needs of the SVMPO region.

Tentative Timeline

The tentative timeline for this proposed project is 6-9 month process after Notification to Proceed is issued to the selected consultant. Tasks could be worked on simultaneously potentially reducing the timeframe substantively on this proposed project.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO TAC
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: September 2, 2020
Subject: 2050 Long-Range Transportation Plan Update

As a requirement to obtain federal funding from the Federal Highway Administration, MPO's are required to develop a long-range (20-year) transportation plans. The SVMPO approved their first long-range transportation plan (LRTP) in March of 2016, with an out-year of 2040. An update is now underway with an out-year of 2050.

This project will be undertaken by consultant team Kimley-Horn, partnered with Rick Engineering and Gordley Group. An expedited schedule with a tentative completion date of April 2021 is anticipated. Contracting for this work effort has been completed and a Notice to Proceed issued on August 12, 2020.

A project initiation meeting will be held on Monday, August 31, 2020 to discuss with SVMPO staff finalization of the Project Management Plan (Task 1).

Member jurisdictions are expected to be involved in multiple ways with this effort; including,

- Assisting with providing and reviewing data on existing conditions, travel model socio-economic datasets, shape files, maps and other underlying data needs for both vehicle and multi-modal options;
- Reviewing and providing input into future condition, needs and projected funding;
- Providing coordination with public outreach efforts to involve their jurisdiction residents and staff both to inform and to gather input about the region's transportation system.

The TAC will discuss their role with the pending LRTP update; the aspects of this effort that are most important to them; concerns that their jurisdiction might have; types of outreach that might be effective under current emergency orders and what their preferences are for involvement in this effort.

Attachments: LRTP Presentation by Kimley-Horn, LRTP Consultant Team

Action Requested: This is an information and discussion item. Questions for the SVMPO TAC for discussion can be found on the last slide of the above referenced presentation.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO TAC
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: September 2, 2020
Subject: Vista Transit Short-Range Transit Plan Update

As a requirement to obtain federal funding from the Federal Transit Administration (FTA), the City of Sierra Vista's Transit system is required to have a short-range (5-year) transit plan. The last transit plan was completed in July of 2014. An update was coordinated with Vista Transit, through the SVMPO, funded by FTA transit planning dollars.

The selection committee met on Thursday, August 27, 2020, to select a consultant team for this effort. The Administrator will update the TAC on the status of the consultant team selection and projected schedule for the pending Short-Range Transit Plan update.

The Scope of Services include:

- **Task 1:** Project Management Plan with a detailed Scope of Work and Budget;
- **Task 2:** Development of a Public Outreach Plan; Identify Key Stakeholders and Convene a SRTP Technical Advisory Committee (TAC);
- **Task 3:** Completion of an Introduction and Overview of the Existing Conditions;
- **Task 4:** Assessment of the Current and Future Vista Transit System;
- **Task 5:** Development of a Financial Plan for the Five-Year Program (2021-2026); Identify Potential Funding Sources;
- **Task 6:** Development of a fleet and facility cleaning/sanitizing procedures and training manual, with training materials, hand-outs and posters, related to COVID-19 following FTA and Center for Disease Control protocols;
- **Task 7:** Identification of Recommendations and Next Action Steps;
- **Task 8:** Assessment and provide recommendations for regional coordination activities that may include, but not be limited to, potential connections into unincorporated Cochise County and the Town of Huachuca City. Assisting SVMPO staff in identifying key elements for a preliminary scope of work for a future feasibility study for a potential 5301 or 5311 transit system for the Town of Huachuca City.

The primary purpose of the SRTP is to serve as the management and policy document for Vista Transit in order to meet regional fund programming and planning requirements; describe and justify the Vista Transit capital and operating budgets; support submittal of requests for federal state and regional transit funds for capital and operating purposes, assess the financial capacity

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**PRELIMINARY 2021-2026 SHORT-RANGE
TRANSIT PLAN**

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- 2.0 OVERVIEW OF THE EXISTING TRANSIT SYSTEM
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 - 3.1 Operating Metrics
 - 3.2 Fixed Route Ridership and Service Characteristics
 - 3.3 System Assessment and Key Issues
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 - 5.2 Financial Plan Recommendations
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- 7.0 FUTURE NEEDS ASSESSMENT
- 8.0 RECOMMENDATIONS and NEXT ACTION STEPS

to carry out existing and proposed levels of operations and associated capital improvement plans.

The end product will be a planning document that will serve as the Short-Range Transit Plan for the City of Sierra Vista covering the period from 2021-2026. It will include preliminary recommendations related to regional coordination within the SVMPO region, to the extent required by federal and state requirements for this planning effort.

The final Short-Range Transit Plan update will also provide guidance on funding mechanisms that potentially could be used for both local and regional transit services in the future.

Attachments:

Action Requested: This is an information and potential discussion item.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO TAC
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: September 2, 2020
Subject: Transportation Improvement Program (TIP): 2021-2025

The region's construction program, using State Transportation Block Grant (STBG) funds, is set out in an annually adopted Transportation Improvement Program, known as the TIP. It may be amended throughout the year as projects move forward and funds are authorized by contributing federal agencies. The SVMPO Board adopted the latest version of the TIP on June 18, 2020, and the SVMPO projects were entered into the State's E-STIP program.

The State Transportation Board has delayed approval of the State's five-year plan, pending updated economic forecasts. Initial estimates were not as low as first expected and by delaying approval it was hoped that the Arizona Dept. of Transportation (ADOT) might not need to cut back as severely on State projects.

State Transportation Block Grant (STBG) Projects

Surface Transportation Block Grants (STBG) funds capital needs on federally functionally classified roads, transit, airport access, qualifying bicycle and pedestrian facilities. These funds typically require a 5.7 percent match from the awarded jurisdiction. Projects are often first identified in local agency or the MPO Long-Range Transportation Plans, then prioritized for the use of federal funds. Roadways must be on the federal functionally classified roads (or will be once constructed). SVMPO plans also may identify potential projects for programming in the regional TIP. Loans may be arranged with other MPO's or COG's to leverage larger projects: HURF Exchange may also be used as a funding strategy for local projects (although given current project State revenues for transportation, ADOT may place this option on hold).

FFY2025 Potential Balance of Available State Transportation Block Grant (STBG) Funds

SVMPO currently receives \$398,555 annually in apportionments/\$378,229 annually in available Obligation Authority (OA). Obligation Authority is the actual dollar amount that may be programmed to be spent in any given year. The OA balance has been fully programmed for the Federal Fiscal Year (FFY) 2021. Available funds grow to a potential of \$2,076,428 in apportionments/\$1,908,532 in available Obligation Authority by FFY2025.

Note: the current federal transportation bill expires in September 2020 and it is not certain what regional revenues may be after that date. This information is based on the continuation of current federal funding levels for transportation infrastructure to the States.

TAC members are requested to present the current status on their active TIP projects and discuss any actions that may need to be taken to continue moving these projects forward.

1. Adaptive Signal Project (HSIP)
2. North Garden/Fry Blvd. Design Project (HURF Exchange)
3. Emergency Pre-Emption Signal Project (HURF Exchange)
4. LIDAR Flight (STBG contribution through Work Program/pending County MOU)
5. Visual Bus Stop Announcement System/Transit Projects (FTA)

Attachments: SVMPO STBG Ledger 2021-2025

Action Requested: This is a discussion item.

SVMPO STBG Ledger FY 2021-2025
6/18/2020 STBG LEDGER
SVMPO 2021-2025 TIP

	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
31	FY 2020 Balance						\$53,458	\$0
32								
33	FY 2021 Allocation	94.9% *	\$398,555	\$378,229			\$452,013	\$378,229
34	Work Program OA Transfer		\$0	-\$12,806			\$452,013	\$365,423
35	Repayment from MPO/ADOT Pending		\$2,297,268	\$2,297,268			\$2,749,281	\$2,662,691
36	North Garden Ave/Fry Blvd Phase 1		-\$123,405	-\$123,405			\$2,625,876	\$2,539,286
37	North Garden Ave/Fry Blvd Phase 1		-\$2,539,285	-\$2,539,285			\$86,591	\$0.69
39	FY 2021 Balance						\$86,591	\$0.69
40								
41	FY 2022 Allocation	94.9% *	\$398,555	\$378,229			\$485,146	\$378,229
42								
43	FY 2022 Balance						\$485,146	\$378,229
44								
45	FY 2023 Allocation	94.9% *	\$398,555	\$378,229			\$883,701	\$756,458
46	Repayment in from SEAGO		\$395,617	\$395,617			\$1,279,318	\$1,152,075
47								
48	FY 2023 Balance						\$1,279,318	\$1,152,075
49								
50	FY 2024 Allocation	94.9% *	\$398,555	\$378,229			\$1,677,873	\$1,530,304
51								
52								
53	FY 2024 Balance						\$1,677,873	\$1,530,304
54								
55	FY 2025 Allocation	94.9% *	\$398,555	\$378,229			\$2,076,428	\$1,908,532
56								
57								
58	FY 2025 Balance						\$2,076,428	\$1,908,532
59								
60								
61								
62								
63								
64								



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO TAC
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: September 2, 2020
Subject: Administrators Report: FY21 Member Jurisdiction Match Requirements

The total match requirement for the FY21 Budget is \$114,691 dollars but guidance has been received regarding the use of carry-forward In-Kind support that reduces the FY21 contributions.

We expected the higher annual budget and higher match amounts, due to carry forward funds from prior years for several major project efforts, including our region’s Long-Range Transportation Plan update. We learned last year that the Federal Transit Administration (FTA) allowed the use of carry forward of In-Kind contributions. We used carry forward In-Kind funds extensively this year, reducing the need for contributions from Cochise County (both Sierra Vista and the Town of Huachuca City met their full match amounts for the FY20 Budget).

We recently received additional guidance that because the State of Arizona has been trying out a two-year, not a one-year, Work Program that we could also carry forward In-Kind towards other federal funding sources for our FY21 Budget.

We have a FY20 In-Kind carry forward of \$30,958. Fully using this carry forward of FY20 In-Kind regional support, the estimated match amounts presented to the SVMPO Board last month were reduced. FY20 carry forward will be used to fully cover our FTA match requirements, cover the potential match needed for the STBG fund transfer for the LIDAR flight, and help make or reduce match required for several other of our regional planning activities.

For this next Fiscal Year we now need a commitment from each member jurisdiction, as per the adopted SVMPO By-Laws, as follows:

SVMPO Region	Population Dept. of Commerce (as of Jan 2018 Expanded Boundaries)	Fed Functionally Classified Roadways (Dec 2019)	Combined Factor Percent Totals (Rounded)	Formula Driven FY21 Match with Estimated Carry Forward
Cochise County	23,296	73.45	42.5%	\$33,493.20
Sierra Vista	45,359	64.9	55.0%	\$47,727.81
Huachuca City	1,791	2.73	2.5%	\$2,511.99
TOTALS	70,446.00	141.08		\$83,733.00

- The **City of Sierra Vista** has committed to a cash match. The MPO will work with our Fiscal Agent to invoice the City as per their approved IGA, Amendment Two.
- The **Town of Huachuca City** committed to making a decision about how they plan to meet their regional match each budget cycle. As discussed by the Town Council at their July 9, 2020 Town meeting with the SVMPO Administrator, Town staff will be able to provide regional project assistance at a level sufficient to meet their FY21 match requirements and will provide In-Kind match documentation.
- **Cochise County** is still working on their Match Agreement; however, it may be a mix of In-Kind staff support, direct services or equipment, or cash match provided throughout the year.

The SVMPO is now working with each member jurisdiction to formalize the SVMPO match commitments, as per their adopted Agreements with the SVMPO Board. Discussions are also ongoing about continuing about building up slowly a SVMPO balance so that the regional program can more easily respond to small changes in project funding needs and the MPO could, eventually, relieve the City of Sierra Vista of their supportive financial contributions to front the funds for your regional MPO transportation planning program, pending reimbursement requests through ADOT for our awarded federal funds.

Attachments:

Action Requested: This is an information item.



Civil Rights

Douglas A. Ducey, Governor
John S. Halikowski, Director

August 24, 2020

Karen L. Lamberton
Administrator
Sierra Vista Metropolitan Planning Organization
401 Giulio Cesare Ave
Sierra Vista, AZ 85635

Subject: FY2020 MAG FHWA Title VI Nondiscrimination Goals and Accomplishments Report

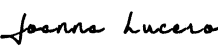
Dear Ms. Lamberton:

The Arizona Department of Transportation’s (ADOT) Civil Rights Office has received Sierra Vista Metropolitan Planning Organization’s (SVMPO) Fiscal Year 2020 Federal Highway Administration (FHWA) Title VI Nondiscrimination Goals and Accomplishments Report (Report), as required by 23 CFR 200.9. The Report indicates progress has been made in the SVMPO’s FHWA Title VI Nondiscrimination Program.

The Civil Rights Office commends SVMPO for providing Spanish translated documents for its North Garden/Fry Blvd public outreach in FY2020. The Civil Rights Office especially applauds these efforts to provide meaningful public involvement after the Spanish speaking population was identified in FY2019. Additionally, the Civil Rights Office looks forward to seeing the activities SVMPO will incorporate to enhance outreach to identified vulnerable population groups and limited English populations during the Long-Range Transportation Plan, Short-Range Transit Plan and other planning activities.

We look forward to offering any guidance in our shared responsibility of oversight under Title VI and the additional nondiscrimination requirements under FHWA. As always please contact ADOT’s Civil Rights Office, if further guidance is needed.

Sincerely,

DocuSigned by:

63CAEBE70BA0474...
Joanna Lucero
Civil Rights Specialist

- cc: Eddie Edison, Civil Rights Administration Manager, ADOT
- Lucy Schrader, Deputy Civil Rights Administrator, ADOT
- Felicia Beltran, Civil Rights Compliance Manager, ADOT
- Jesus Zaragoza, Title VI Program Manager, ADOT
- Mark Hoffman, Planning Program Manager, ADOT
- Rolanda Smedley, Local Public Agency Process Manager, ADOT