CITIZENS TRANSPORTATION TASK FORCE
MINUTES OF REGULAR MEETING
December 18, 2019 1:00 P.M.
Municipal Building I, Conference Room 300
50 E. Civic Center Drive, Gilbert, Arizona 85296

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<thead>
<tr>
<th>BOARD MEMBERS PRESENT:</th>
<th>STAFF PRESENT:</th>
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<tr>
<td>Yung Koprowski, Quadrant 1</td>
<td>Jenn Daniels, Mayor</td>
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<td>James Wright, Quadrant 2</td>
<td>Patrick Banger, Town Manager</td>
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<td>Rachelle Ramirez, Quadrant 3</td>
<td>Leah Hubbard- Rhineheimer, Deputy Town Manager</td>
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<td>Alexander Cardona, Quadrant 4</td>
<td>Jessica Marlow, Public Works Director</td>
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<td>Damon Andrews, Quadrant 5</td>
<td>Susanna Struble, Assistant Town Engineer</td>
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<td>Michael Watkins, Quadrant 7</td>
<td>Jen Lauria, Program Coordinator</td>
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<td>Frank Wilson, Quadrant 9</td>
<td>Judy Martinez, Town Clerk Specialist</td>
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<tr>
<td>Lawrence Paschich, Quadrant 8</td>
<td>Chaveli Herrera, Deputy Town Clerk</td>
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<td>Vicky Aviles, Quadrant 6</td>
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<th>COUNCIL LIAISON PRESENT:</th>
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<td>Councilmember Scott Anderson</td>
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STANDING AGENDA ITEMS

CALL TO ORDER: Councilmember Anderson called the meeting to order at 1:06 P.M.

1. WELCOME, INTRODUCTIONS, PLEDGE OF ALLEGIANCE: All present recited the Pledge of Allegiance.

   Introduction of Task Force members, staff, elected officials and citizens present.

   The City of the Future video was viewed by all present.

   Mayor Daniels thanked Task Force members for dedicating themselves to the community. She expressed how excited she was to work with the group and stated that this Task Force was a hand selected group from various sections of Gilbert. She voiced the need for their feedback and perspective during this process and encouraged questions. Mayor Daniels then thanked the group for their commitment.

2. ROLL CALL: Program Coordinator Lauria called roll and declared a quorum present.

3. RULES OF ORDER: Town Clerk Specialist Martinez and Deputy Town Clerk Herrera provided a brief overview of Open Meeting Law. They stated that this discussion did not replace the required training. The Task Force members were reminded of the link that was sent out by the Town to
complete training. They also encouraged the group to visit the Town’s website under Clerks Office, Board and Commissions for more information.

4. OATHS OF OFFICE: Councilmember Anderson administered the Oath of Office to Yung Koprowski, James Wright, Rachelle Ramirez, Alexander Cardona, Damon Andrews and Michael Watkins

DISCUSSION ITEMS

5. STREETS LONG RANGE INFRASTRUCTURE PLAN (LRIP):

Public Works Director Marlow introduced the Long-Range Infrastructure Plan (LRIP) and its objective to address infrastructure and asset needs in a systematic and predictable approach that improves the reliability, performance and useful life of the asset, and lowers the total cost of ownership. The plan involves developing asset and infrastructure inventory, develop recommended useful life for all assets and infrastructure, evaluate life cycle and replacement costs, recommend maintenance programs to extend useful life and optimize operations for financial evaluation and resource allocation.

STREET FUND LINES OF SERVICE – Administration and overhead – includes streets management and admin support, town internal support overhead allocation and equipment replacement fund totaling over $2.8 million dollars. Traffic Operations Center – includes the planning and operation of Gilbert’s transportation system, the traffic control systems and fiber optics repairs with an annual budget of $871,240. Traffic Signal Maintenance – includes 208 traffic signals, green/yellow/red ball replacements, control cabinets/electronics maintenance and replacements, pole inspections and replacements, internal maintenance service, contracted pole replacements with an annual budget of $1,604,030. Landscape Maintenance and Street Markings – includes 4,424,829 linear feet of pavement marking which was previously performed in house but contracted out in 2010 with an annual budget of $532,570. Right of way landscape maintenance includes over 13,000,000 sq/ft maintained by a contracted service with an annual budget of $2,022,050. Shoulder Maintenance and Hazard Response – maintenance includes maintaining dirt shoulders, unpaved roads/alleys and weed abatement with an annual budget of $195,890. Hazard response includes graffiti removal, accident response, debris and spill removal and deceased animal removal with an annual budget of $216,500. Concrete Repair – includes 2,200 miles of sidewalk, trip hazards, drainage problems, ramp/driveway modifications. This is a contracted service with an annual budget of $1,232,500. Street Signs – includes 14,389 regulatory signs, 22,113 non-regulatory signs, sign locations in GIS and sign characteristics in Lucity all done through the internal sign shop. Street sign lifecycle was discussed with an average age of 10.8 – 10.9 years. Street Light and Poles – Includes 22,096 local poles, 4,906 arterial poles with 80% being direct bury (30-35 yr. life expectancy) and 20% foundation mounted (40-50 yr. life expectancy). Street light lifecycle is 19.3 years. Street light maintenance is an internal service with a cost of $2 million per year. Street pole replacement is a contracted service with an FY20 budget - $2.5 million. This was an increase from $1 million in prior years. Pavement Maintenance – 1043 centerline miles of pavement to maintain. Crack sealing is done in house, more significant maintenance is contracted out. The Optimized Pavement Maintenance Strategy was
presented at the spring 2018 Finance Retreat. Vehicle License Tax (VLT) and Highway User Revenue Funds (HURF) funds are used for street funding of existing infrastructure only.

Ms. Marlow presented closing thoughts discussing threats of fewer cars, alternative fuels (less gas tax), HURF sweeps and cost escalation as well as exclusions including ITS projects/upgrades, town wide LED conversion, increased service levels and growth in infrastructure. Ms. Marlow noted that all of these items are what we are doing right now.

Alexander Cardona asked about sewer and water lines that may be in need of replacement at the same time as streets and will that be included in the bond. Ms. Marlow responded that the life cycles of those items are different than streets and deferred the question to Assistant Town Engineer Struble. Ms. Struble replied that we do have LRIP in place for sewer and water lines as well and we do coordinate the pavement replacement with sewer and water line replacement.

Deputy Town Manager Hubbard-Rhineheimer encouraged Task Force members to attend the Town Council retreat on February 27th where all of these items will be discussed.

6. Town of Gilbert Capital Improvement Process: Ms. Struble discussed the Town’s Capital Improvement Plan Process (CIP) and the Town’s needs prioritizing them throughout all of the Town. She indicated that the plan can be found on our website and encouraged everyone to explore it. The CIP is a multi-year plan, 10 year plus planning document. Year 1 of the plan is Council approved CIP budget, it is a plan until Council approves individual projects. The project list identifies each project, its proposed start year and the expense amount as well as identifying proposed finance method by year. Ms. Struble explained the requirements of a CIP which includes a minimum 10 year lifespan, cost of $100,000 or greater, that is a non-continuous expense, it has special financing potential and has a multi-year implementation. She also explained the CIP progression phases of identify, evaluate and implement. Once projects are selected they are sent to the budget office, sent for council approval then back to the CIP group for implementation.

Ms. Hubbard-Rhineheimer asked how much is the current CIP budget was. Ms. Struble responded that it was approximately half a billion dollars.

7. Town of Gilbert Funding Streams: Management and Budget Director Pfost presented the various funds that the Town has including streets fund, wastewater fund, replacement funds, capital funds, health trust fund, debt service, ES-Com, ES-Res, water and general fund. She asked the group if they have any questions about any of the funds. Alexander Cardona asked about the health trust fund. Ms. Pfost described it as a self-funded account that the Town has where premiums get paid the health trust and then medical claims are paid out of this fund eliminating a third part. This is overseen by board as well. Town Manager Banger asked about replacement funds. Ms. Pfost described these as funds that mostly cover water and waste water, some is in general fund. A portion of your utility bill goes towards water and waste water operations and a portion goes into the replacement fund which helps address infrastructure replacement needs. This helps prevent increases in utility bills. She added that we do not have a replacement for streets, the streets fund also serves as a replacement fund.

Mr. Banger reiterated that we will be talking to Town Council at the spring Council Retreat to identify revenue sources and funding streams for streets. Due to Gilbert’s rapid growth, a good
portion of our infrastructure is in need of major reinvestment and reconstruction. He stressed that this is not the type of thing we want to wait 2 more years to put on the ballot to voters, we need to start saving for that today.

Councilmember Anderson asked Ms. Pfost to explain system development fees, also called impact fees for businesses who move into Gilbert. She responded that she will explain this with her slide on street funding options. The first is Highway User Revenue Funds (HURF) which help maintain existing roadways in the amount of $16.5 million annually this money comes from gas taxes. Mr. Banger noted that gas taxes have not been adjusted in Arizona since the mid-90’s which will present threats with the influx of electric vehicles. The second is Vehicle License Tax (VLT) which also assists with maintaining existing roads in the amount of $11 million annually. The third is System Development Fees (Impact Fees) which supports new growth. When a new resident or business moves into the community they have an impact on our infrastructure, as a result they pay through building permits to help offset the cost of their impact on our system. We receive $2 million annually (signals) and $1 million annually (Roads). MAG regional funding, includes developer dedications bonds. Bond funding will help fill in the gaps where we are not able to use the other funding sources. In 2006 – 2007 we asked for voter approval to get transportation funding which was approved and we are currently using the last bit of that.

James Wright asked how VLT is calculated. Ms. Pfost replied that it is based on population.

Ms. Pfost asked if there were any other questions. No other questions were asked.

Ms. Struble reported that we will be moving the next agenda item, Bond Benchmarks, to the next meeting. She highlighted the importance of the Task Force moving forward. She referred to the power point slide regarding the transportation needs across the country. We are facing the same needs and many other communities across the country.

Ms. Struble communicated the Town’s mission and vision statements.

8. Future Meetings Schedules and Agendas: Ms. Struble indicated that we will be having 4 more meetings, the weeks have been identified in your binders. She asked for feedback on specific dates and times. It was determined that Wednesday afternoons work for everyone. She discussed future meetings: Week of January 6th - review of current street bond projects and future transportation needs, Week of January 20th – transportation economic analysis and proposed street bond, Week of February 3rd – questions and refinement of proposed street bond, Week of February 17th – recommendation to Council on proposed street bond. We will also ask for assistance with the FAQ sheet that will be created for residents to better understand the bond process and questions they may have.

9. Task Force Questions: Ms. Struble opened up the floor to questions from the Task Force. Rachelle Ramirez asked if there will be an opportunity to call into meetings. Ms. Marlow responded yes, there will be call in availability if you can let us know ahead of time so that presentation information can be sent out to you ahead of time.
Ms. Hubbard-Rhineheimer shared that this meeting gave a foundation for how we approach planning and projects. She indicated that the next meetings will be more interactive and we will be looking to you for your input more heavily.

Councilmember Anderson noted that as the Mayor indicated the Task Force was divided into “districts” not to divide the town but to be able to focus on the area where you live and to encouraged you to go out to look at the needs of your “district” and bring those back to the Task Force.

Yung Koprowski asked if the bond would include non-infrastructure items such as education and outreach. Ms. Pfost responded that no it would not because the bond is paid for over a period of 20 years and we wouldn’t want to put anything in the bond that will be spent out and finished before we are done paying for it. Those items would come out of different funding sources such as HURF or VLT funds.

Alexander Cardona asked about the impact of sales tax with so many people doing online sales and/or not buying locally? Has there been a change? Ms. Pfost responded saying that Gilbert is still growing which helps with sales tax. She also indicated that there were changes in legislation to online sales if you have over $250,000 in sales locally that are in state that it would be considered TBT rather than use. A report coming out in November will provide more information on this impact. We have not seen a negative impact thus far due to online sales. We saw a 10% growth and are on track to repeat that or do better this year.

Ms. Hubbard-Rhineheimer noted that it is a vulnerability to be so reliant on sales tax and how can we diversify our tax base in Gilbert, a big driver is economic development and promoting economic development so that we are not so dependent on sales tax.

Ms. Struble asked the Task Force to share what they feel is Gilbert’s greatest transportation challenge as a citizen: Yung Koprowski– considering the different travel modes available to people, Rachelle Ramirez – encouraging pedestrian friendly travel, biking is always a safety challenge, Michael Watkins – keeping up with growth, are we outgrowing our needs, James Wright – mobility options, Damon Andrews – managing growth, Alexander Cardona – keeping pace with technology, multi model changes.

Citizen Forum: Councilmember Anderson invited Susan and Jeffrey Williams to speak regarding para transit. Susan expressed her challenges for the blind community getting to and from work utilizing para transit. She represents a community of visually impaired and blind college students in the state. She is located about a mile outside of the para transit boundary, which will be a challenge since that is what she needs to serve her community and how she gets to work. She indicated she doesn’t have any solutions and is open to idea, but hopes that para transit will be considered. Susan thanked the group for listening. Jeff spoke sharing that Susan is his hero and everything she has done was possible because of the transportation arrangement that Gilbert provides. He asked if there would be any growth in the area of public transportation. Ms. Struble responded saying that part of the public transportation plan does have a transit element in it, it is in the program to update that and to get broader input on it. Jeffrey indicated that Gilbert jumps out as way behind when you look at a
map of public transportation in the valley. He also said that he is very impressed with this meeting and with the staff and thanked everyone for their time.

Mr. Banger thanked everyone once again and indicated how impressed he was with the backgrounds and qualifications of this group. He stressed that he appreciates their time and commitment to this process.

10. **Staff Wrap Up and Task Force Assignment**: Ms. Struble asked the Task Force members to complete some assignment: to review the CIP online, to review the board and commissions handbook online as well as to complete the annual board and commissions training requirement. She also indicated that Councilmember Anderson will be looking to appoint a Chair at the next meeting. If this is something you are interested in please reach out to him.

11. **Closing Remarks**: No further remarks.

    **Meeting adjourned at 2:50 p.m.**