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# *Title VI Non-Discrimination Implementation Plan*

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## *City Of Maricopa Express Transit*



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# Executive Summary

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The City Of Maricopa Express Transit (COMET) has operated a transit system using Section 5311 funding since 2008. The COMET operates as a service of the Development Services Department, Planning Division. Today, COMET operates four types of service: Local Demand Response Monday, Wednesday and Friday; Regional Demand Response Tuesday and Thursday; Limited Route Deviation Service 7-10 am and 2-5 pm, Monday through Friday; and Limited Local Demand Response 9:30 am – 1:30 pm, Tuesday and Thursday. COMET operates with a fleet of two 21-passenger buses and three 6-passenger minivans. The Limited Route Deviation Service is planned (pending funding approval) to grow to a full time schedule of 6 am – 6 pm Monday through Friday, beginning October 2018. Additionally, a new 15 passenger bus is expected to arrive, augmenting the fleet in June 2018. All services are Americans With Disabilities Act (ADA) compliant and open to the general public.

## What type of program fund(s) did you apply for?

- ☐ 5310
- ☒ 5311
- ☐ Other (please explain) \_\_\_\_\_

## Type of Funding Requests? (Select all that apply)

- ☐ Vehicle Funds
- ☒ Operating Funds
- ☒ Other (please explain) Other Capital Request – Bus Shelters

# Non-Discrimination Policy Statement

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The **City Of Maricopa Express Transit** policy assures full compliance with Title VI of the Civil Rights Act of 1964, the Restoration Act of 1987, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and related statutes and regulations in all programs and activities. Title VI states that “no person shall on the grounds of race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination” under any **City Of Maricopa Express Transit** sponsored program or activity. There is no distinction between the sources of funding.

**The City Of Maricopa Express Transit** also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies and activities on minority and low-income populations. Furthermore, **The City Of Maricopa Express Transit** will take reasonable steps to provide meaningful access to services for persons with limited English proficiency.

When **The City Of Maricopa Express Transit** distributes Federal-aid funds to another entity/person, **The City Of Maricopa Express Transit** will ensure all subrecipients fully comply with **City Of Maricopa Express Transit** Title VI Nondiscrimination Program requirements. The Maricopa City Council and City Manager has delegated the authority to **David R. Maestas**, COMET Program Manager and Title VI Program Coordinator, to oversee and implement FTA Title VI requirements.

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Christian Price  
Mayor

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Date

# Non-Discrimination Notice to the Public

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## Notifying the Public of Rights Under The Title VI Non-Discrimination Policy City Of Maricopa Express Transit

The **City Of Maricopa Express Transit** operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **City Of Maricopa Express Transit**.

For more information on the **City Of Maricopa Express Transit's** civil rights program, and the procedures to file a complaint, contact **David R. Maestas, telephone 520-316-6948, (TTY 623-2404569); email david.maestas@maricopa-az.gov; or visit our administrative office at 39700 W. Civic Center Plaza, Maricopa, Az 85138.** For more information, visit [www.maricopa-az.gov](http://www.maricopa-az.gov).

A complainant may file a complaint directly with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) by filing a complaint directly with the corresponding offices of Civil Rights: **ADOT:** ATTN: Title VI Program Manager 206 S. 17<sup>TH</sup> Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA:** ATTN: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, call David R. Maestas, Telephone (520-316-6948). Para información en Español llame: David R. Maestas Telephone (520) 316-6948.

This notice is posted online at: [www.maricopa-az.gov/web/living/travel-transportation](http://www.maricopa-az.gov/web/living/travel-transportation)

# Non-Discrimination Notice to the Public – Spanish

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## Aviso Público Sobre los Derechos Bajo el Título VI Y ADA City Of Maricopa Express Transit

**The City Of Maricopa Express Transit** (y sus subcontratistas, si cualquiera) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán provehidos sin consideración a su raza, color, o país de origen.

Para obtener más información sobre la **City Of Maricopa Express Transit's** programa de derechos civiles, y los procedimientos para presentar una queja, contacte **David R. Maestas, 520-316-6948, (TTY 623-240-4569)**; o visite nuestra oficina administrativa en **39700 W. Civic Center Plaza, Maricopa, Az 85138**. Para obtener más información, visite [www.maricopa-az.gov/web/living/travel-transportation](http://www.maricopa-az.gov/web/living/travel-transportation).

El puede presentar una queja directamente con Arizona Department of Transportation (ADOT) o Federal Transit Administration (FTA) mediante la presentación de una queja directamente con las oficinas correspondientes de Civil Rights: ADOT: ATTN Title VI Program Manager 206 S. 17th Ave MD 155A Phoenix AZ, 85007 FTA: ATTN Title VI Program Coordinator, East Building, 5th Floor –TCR 1200 New Jersey Ave., SE Washington DC 20590

*The above notice is posted in English and Spanish in the following locations: City Manager's Office Breakroom; City Hall Human Resources Bulletin Board; Development Services Break Room; Receiving Room Bulletin Board; and on all Transit Vehicles.*

*This notice is posted online at [www.maricopa-az.gov/web/living/travel-transportation](http://www.maricopa-az.gov/web/living/travel-transportation)*

# Non-Discrimination Complaint Procedures

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These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by **The City Of Maricopa Express Transit**, including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted **The City Of Maricopa Express Transit** will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the **City Of Maricopa Express Transit** or submitted to the State or Federal authority for guidance.

**The City Of Maricopa Express Transit** will investigate Discrimination Complaints against its subrecipients; all other Discrimination complaints filed against **The City Of Maricopa Express Transit** will be investigated by the Arizona Department of Transportation.

- (7) For Discrimination complaints filed against **The City Of Maricopa Express Transit**: Within **72 hours or 3 (three)** calendar days of receipt, **The City Of Maricopa Express Transit** will notify ADOT of the Discrimination complaints being filed. The complaint will then be logged identifying its basis of discrimination, the status, and the next steps. ADOT then will assume jurisdiction and follow the ADOT's complaint procedures for investigating the complaint.
- (8) For Discrimination complaints filed against **The City Of Maricopa Express Transit's** subrecipients (ie, consultants, vendors, and contractors) **The City Of Maricopa Express Transit** will assume jurisdiction and will investigate and adjudicate the case.
- (9) The **City Of Maricopa Express Transit** has **seven (7) business** days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has **five (5)** business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within **five (5)** business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (10) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI or ADA violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (11) A copy of either the closure letter or LOF must be also be submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (12) A complainant dissatisfied with **The City Of Maricopa Express Transit** decision may file a complaint with the Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: **ADOT**: ATTN ADA/Title VI Program Coordinator 206 S. 17<sup>TH</sup> Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (13)

A copy of these procedures can be found online at: [www.maricopa-az.gov/web/living/travel-transportation](http://www.maricopa-az.gov/web/living/travel-transportation)

If information is needed in another language, call David R. Maestas, Telephone (520-316-6948). Para información en Español llame: David R. Maestas Telephone (520) 316-6948.





# Discrimination Complaint Form

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to <b>Section III</b>.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section III:</b>		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin <input type="checkbox"/> Disability		
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		
_____ _____ _____		
<b>Section VI:</b>		
Have you previously filed a Discrimination complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

**Section V:**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency: \_\_\_\_\_

☐ Federal Court: \_\_\_\_\_ ☐ State Agency: \_\_\_\_\_

☐ State Court : \_\_\_\_\_ ☐ Local Agency: \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

**Section VI:**

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are required below

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this form in person at the address below, or mail this form to:

**City Of Maricopa Express Transit Attn: David R. Maestas,**

**COMET Program Manager and Title VI Coordinator**

**39700 W. Civic Center Plaza**

**Maricopa, Az 85138**

**520-316-6948**

**Email: [david.maestas@maricopa-az.gov](mailto:david.maestas@maricopa-az.gov)**

A copy of this form can be found online at [www.maricopa-az.gov/web/living/travel-transportation](http://www.maricopa-az.gov/web/living/travel-transportation)

# Discrimination Investigations, Complaints, Lawsuits

This form will be submitted annually. If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

Description/Name	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, national origin or disability)	Status	Action(s) Taken (Final findings?)
<b>Investigations</b>				
1)				
2)				
<b>Lawsuits</b>				
1)				
2)				
<b>Complaints</b>				
1) Armani Peoples	3-22-2018	Bicycle riding passenger	Closed	No Action Taken Unsubstantiated
2)				

## City Of Maricopa Express Transit ADA Policies

It is the policy of the City Of Maricopa Express Transit to abide by all provisions of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, including all programs, services, activities, operations and relationships with—and accommodations/modifications of—employees, client-customers, and the general public, including but not limited to those stated below.

The Americans with Disabilities Act of 1990 (ADA) requires that individuals with disabilities receive the same level of service as non-disabled individuals. Services that are “separate but equal” are not acceptable (i.e. all individuals using wheel chairs on one bus and everyone else on another bus). Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

All recipients must keep federally funded equipment and facilities in good operating condition. Recipients must have policies and procedures to maintain vehicles. Recipients must maintain, in operative condition, those features of facilities, vehicles, and other capital equipment that are required to make them accessible. ADA accessibility features must be repaired promptly if they are damaged or out of order. Recipients must establish a system of regular and frequent maintenance checks of lifts sufficient to determine if they are operative.

Specific transportation provisions of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, as amended, include but are not limited to the following requirements:

**Equivalent Service:** As required by the Americans with Disabilities Act (ADA), City Of Maricopa Express Transit has a sufficient number of, or access to, wheelchair accessible vehicles in our fleet to ensure that individuals needing an accessible vehicle have equivalent access to our transportation services as ambulatory individuals.

**Maintenance of Accessible Features on Vehicles:** As required by the ADA, the accessible features on our vehicles are maintained in operative condition so that individuals needing these features receive equivalent service to individuals not needing those features. Accessibility features are repaired promptly if they are damaged or out of order. Drivers are required to report lift and ramp failures promptly.

**Transporting and securing wheelchairs:** A wheelchair is a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for, and used by individuals with mobility impairments, whether operated manually or powered. City Of Maricopa Express Transit will transport passengers with wheelchairs, even in circumstances when the wheelchair cannot be secured to the driver’s satisfaction, unless the wheelchair exceeds the size or weight capacity of the wheelchair lift or ramp.

**Adequate time for Vehicle Boarding and Disembarking:** As required by the ADA, City Of Maricopa Express Transit provides adequate time for boarding and disembarking our vehicles for individuals with disabilities.

**Use of Portable Oxygen/Respirator Equipment:** As required by the ADA, individuals using our transportation service may bring respirator, portable oxygen equipment, and/or other life support equipment on board our vehicles, as long as they do not violate the law or rules relating to the transportation of hazardous materials. All equipment must be small enough to fit into our vehicles safely and without obstructing the aisle and/or blocking emergency exits. Passengers must secure the equipment by means such as carrying the equipment using a shoulder strap or securing the equipment to a wheelchair or a seat.

**Service Animals:** As required by the ADA, any guide dog, signal dogs, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision or alerting individuals with impaired hearing, have access to our vehicles. All service animals must be kept under the control of their owner at all times and abide by local animal safety regulations.

**Training in Wheelchair Securement, Sensitivity to Passengers:** As required by the ADA, City Of Maricopa Express Transit trains its personnel to operate vehicles and equipment safely, assist passengers properly, and treat individuals with disabilities who use the service in a respectful and courteous way. A “Certified Trainer” in Passenger Assistance Safety and Security (P.A.S.S.) provides training to personnel prior to being released to drive for City Of Maricopa Express Transit.

**Driver use of, and assistance with, Accessibility Equipment:** As required by the ADA, City Of Maricopa Express Transit personnel make use of all available accessibility equipment when needed and provide a reasonable level of assistance to passengers as necessary and upon request with lifts, ramps, and securement devices.

**ADA complaints:** City Of Maricopa Express Transit discrimination related customer service complaints, including those associated with ADA regulations, are reported to ADOT Civil Rights Office and complaint documentation is maintained on file for one year. ADA related service complaint logs are kept on file for five years, per USDOT regulations.

Contact David R. Maestas, City Of Maricopa Express Transit Manager, at 520-316-6948 or [David.maestas@maricopa-az.gov](mailto:David.maestas@maricopa-az.gov) for more information.

## Public Participation Plan

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# *City Of Maricopa Express Transit Public Participation Plan*

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**The City Of Maricopa Express Transit** engages the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public is invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, **The City Of Maricopa Express Transit** made the following community outreach efforts:

The City Of Maricopa Express Transit started the 5311 FY 17/18/19 grant application process with a 5311 Public Hearing in Council Chambers during the City Council Work Session on February 6, 2018. We routinely present all new proposals and COMET changes to the Transportation Advisory Committee (TAC) and seek their recommendation before going forward to the Council for final approval. The TAC meetings are properly posted public meetings that occur approximately every two months, or more often if the need arises. All proposals and program changes are presented to city council at work session or regular council meetings. These are properly posted as public meetings to ensure maximum public visibility. The City Of Maricopa Express Transit also presents program information regularly to the City of Maricopa Age-Friendly Committee, and occasionally to the Planning & Zoning Commission in the interest of involving citizen representation in the COMET program Operations, Administration and planning.

**Limited English Proficiency:** We have one LEP population in Maricopa that meets the U.S. Department Of Justice's threshold for the Safe Harbor Provision. The U.S. DOJ's Safe Harbor Provision requires that an agency provide translated materials for any LEP population exceeding 5 percent of the total population or 1,000 persons, whichever is less. The Spanish-speaking



population who speak English less than “Very Well” is comprised of 1,011 persons. The City of Maricopa Express Transit provides translators for this LEP population at any public meeting or event if requested to do so. Public meetings are properly posted at least 24 hours in advance. If we receive a request for translation, we use a contractor to translate the information either during the public meeting if time permits, or in a special meeting with the requester. We also provide translated materials at any public meeting or event if requested. In addition, our City Of Maricopa User Guide with bus schedules and information is available in Spanish. The COMET Spanish User Guides are posted in all locations where we have our COMET English User Guides.

In the current year, **The City Of Maricopa Express Transit** made the following community outreach efforts:

*COMET held a 5311 Public Hearing on February 6, 2018. This was a properly posted public meeting.*

*The COMET Program Manager conducted a presentation of COMET ridership, trends, plans and proposed FY 17/18/19 budget to City Council in a Regular Council meeting.*

*On January 20, 2018, the COMET Program Manager manned a COMET information booth at the Maricopa Senior Expo. This was a half day event that featured support agencies and various support services for senior citizens.*

## **Sample Public Participation Documents City Of Maricopa Express Transit**

Transportation Advisory Committee Minutes  
Regular Meeting  
March 22, 2017

**Call To Order 1.0** – A regular meeting of the Transportation Advisory Committee was held March 22, 2017 in City Hall Council Chambers. The meeting was called to order at 6:08 pm.

**Roll Call 2.0** – Committee members present were Vice-Chairman Brian Hoffman, Hal Cole, Chris Labye, Glen Chern, Jim Jordan, Amanda Clark, constituting a quorum. Absent was Ken Austin.

**Approval of Minutes 3.0** – The Committee reviewed the minutes of the last TAC meeting. A motion was made, seconded and the minutes were approved unanimously.

**Call To The Public 4.0** – Vice Chairman Hoffman announced Call To The Public. With no one coming forward to speak and no completed speaker cards, he closed out Call To The Public. He then recognized Mayor Price, who was in attendance.

### **Agenda Items 5.0**

**5.1 TRA 17- 01** – Vice Chairman Hoffman introduced Josh Plumb, City Engineering Manager to present and discuss a roundabout design proposal for the intersection of Bowlin and Hartman Roads. Josh spoke about the substation on Bowlin Road. He explained about how to continue Bowlin Road past Hartman Road. He described the Right Of Way that exists on Bowlin, which is adequate for an arterial roadway. He explained that the road is misaligned today. He described alternatives that were explored while this intersection was studied. He then introduced the idea of a roundabout and how it would function more effectively, without the drawbacks of the first two alternatives. He described the benefits of the roundabout, then opened the floor for any questions from the TAC. Chris Labye asked about the allowable speed. Josh described the speeds. Jim Jordan asked if the radius would be sufficient for large trucks to negotiate the roundabout. Josh answered that yes, the radius would be sufficient. Chris Labye also commented that roundabouts are designed to accommodate trucks effectively. Vice Chairman Hoffman asked what the plans are for Bowlin Road to continue east. Josh explained that the Area Transportation Plan depicts Bowlin Road to continue eastward to Murphy as an arterial roadway. Vice Chairman Hoffman asked for a motion to recommend that the roundabout proposal to go forward to council. A motion was made, seconded and approved unanimously.

**5.2 TRA 17-02** – Josh Plumb then described a proposal to lower the speed limit on Smith Enke Road to 35 mph for a short segment in front of the city library. Vice Chairman Hoffman asked what length the limited speed would be. Josh said he believes it to be approximately ¼ mile. Jim Jordan said he believes the speed limit reduction is quite reasonable. Glen Chern said he doesn't think the reduction would be effective for such a short distance. Josh asked if the TAC had any other recommendation than the reduction. Chris Labye questioned the enforceability of a limited speed limit reduction. Jim Jordan commented that if the reduction was not effective, it could be changed back. Chris Labye moved that the TAC should only look at the speed limit reduction as a short term solution. The motion was seconded and passed unanimously. Mayor Price commented to be careful not to create new problems while trying to solve existing ones. Other discussion ensued regarding dimensions of the roadways in the vicinity of Porter Road and Smith Enke Road.

**5.3 – TRA 17-03** David Maestas opened the agenda item by explaining that ADOT transitioned to a new two-year 5311 grant cycle. He also explained that council was advised during a March 2016 presentation that a mid-cycle adjustment may be necessary due to the long grant cycle. He opened with a look at ridership, which has steadily grown from 2,695 in 2013 to projected ridership of 6,414 by the end of June 2017. He proceeded to show the breakout for the different segments of the transit service, showing the approximate percentage of ridership for each segment of service. He then presented the results of the transit senior survey. From there David presented the proposed budget for FY17-18, the second half of the two year cycle. He explained that in an effort to continue building the COMET slowly, he proposed taking the Route Deviation Service to full time, 7 am to 6 pm. This translates to an increased local of \$43,000 additional local funds. He explained that this would provide a cycling transit bus to service 11 existing stops once each hour. He then presented long term plans to potentially connect to the Central Arizona Regional Transit (CART) system and to Valley Metro for a potential

commuter service between Maricopa and the Phoenix Metro area. He explained that a Transit Study (already funded) would commence in July 2017 for a six month period that would study internal demand and commuter demand. He then opened the floor for comments. Chris Labye and Vice Chairman Hoffman both expressed approval that ridership had increased so substantially. Glen Chern expressed his approval that commuter demand would once again be look at. A motion was made, second and passed unanimously for the COMET budget proposal for FY 17-18 to go forward to council for approval. With no further business, the meeting adjourned at 7:52 pm.

## City of Maricopa Meeting Agenda

City Hall  
39700 W. Civic Center  
Plaza  
Maricopa, AZ 85138  
Ph: (520) 568-9098  
Fx: (520) 568-9120  
www.maricopa-az.gov

**Wednesday, March 22, 2017 6:00 PM Council Chambers**

- 1. Call To Order**
- 2. Roll Call**
- 3. Minutes**

**3.1 MIN 17-21** The Committee shall review and approve minutes from the November 2, 2016 Meeting. Discussion and Action.

### **4. Call to the Public**

*The procedures to follow if you address the Committee are: The Committee requests that you express your ideas in five minutes or less and refrain from any personal attacks or derogatory statements about any City employee, a fellow citizen, or anyone else, whether in the audience or not. The Committee Chair will limit discussion whenever he/she deems such an action appropriate to the proper conduct of the meeting. At the conclusion of an open call to the public, individual members of the Committee may respond to criticism made by those who have addressed the Committee may ask Staff to review a matter, or may ask that a matter be put on a future agenda. However, members of the Committee shall not discuss or take legal action on any matters during an open call to the public unless the matters are properly noticed for discussion and legal action.*

### **5. Agenda Items**

*Items on the agenda are open for citizen input. Please fill out a card and present it to the Committee Chair before the meeting begins. The Committee Chair will call upon you for your comments.*

**5.1 TRA 17-01** The Committee shall hear a presentation by Josh Plumb, Engineering Manager, regarding the feasibility of a roundabout at the intersection of Bowlin and Hartman Road. Discussion and Recommendation.

**5.2 TRA 17-02** The Committee shall hear a presentation by Josh Plumb, Engineering Manager, regarding consideration of lowering the westbound speed limit on Smith-Enke Road to 35 mph in front of the city library. Discussion and Recommendation.

**5.3 TRA 17-03** The Committee shall hear an update presentation and proposed FY 17-18 mid cycle budget adjustment by David R. Maestas, COMET Program Manager, on the City of Maricopa Express Transit (COMET) system. Discussion and Recommendation.

## **Transportation Advisory Committee Meeting Agenda March 22, 2017**

### **6. Adjournment**

*Note: This meeting is open to the public. All interested persons are welcome to attend. Notice is hereby given of the possibility of a quorum of the Maricopa City Council members at this meeting.*

## **City of Maricopa Meeting Minutes - Final City Council Regular Meeting**

**Mayor Christian Price**

**Vice-Mayor Marvin L. Brown**

**Councilmember Peggy J. Chapados**

**Councilwoman Julia R. Gusse**

**Councilmember Vincent Manfredi**

**Councilmember Nancy Smith**

**Councilmember Henry M. Wade Jr.**

**Tuesday, March 21, 2017 7:00 PM Council Chambers**

### **1. Call to Order**

*The City Council Regular Meeting was called to order at 7:14 p.m. Grace Fellowship Church Pastor Luke Panter gave the invocation and Mayor Price led the meeting attendees in the Pledge of Allegiance.*

### **2. Roll Call**

Councilmember Peggy Chapados, Councilmember Vincent Manfredi, Councilmember Henry Wade, Councilwoman Julia R. Gusse, Vice Mayor Marvin L. Brown, Mayor Christian Price and Councilmember Nancy Smith

**Present: 7 -**

### **3. Proclamations, Acknowledgements and Awards**

*Mayor Price acknowledged former Mayor/ Pinal County Supervisor, Tony Smith and Maricopa Flood Advisory Board Chairman, Dan Frank present in the audience.*

#### **3.2 PROC 17-05** Pay it Forward Day Proclamation

*Mayor Price invited Joi-Ashli and Tarina Lovegrove with the Pay it Forward Initiative to the front. He read the proclamation and proclaimed April 28, 2017 as Pay it Forward Day. He presented the Proclamation to Joi-Ashli and Miss Lovegrove.*

**Read**

#### **3.1 PROC 17-04** Paint the City Purple Proclamation

*Mayor Price invited Councilmember Smith and all members of Relay for Life to the front. He read the proclamation and proclaimed March 21 through April 1, 2017 as Paint the City Purple Days. He encouraged participation in the events and presented the proclamation to Councilmember Smith.*

*Brenda Campbell acknowledged their Relay for Life event leader, Tobi Smith (not present). She reminded the public that the Relay for Life event would be held at Copper Sky on Saturday, April 1st from 11 a.m. to 11 p.m. She encouraged participation. She introduced Councilmember Nancy Smith.*

*Councilmember Smith gave an account of her personal experience with fighting breast cancer. She explained how the American Cancer Society helped her and how it saved lives. She discussed her takeaway from her experience and encouraged*

*City of Maricopa Page 1*

### **City Council Regular Meeting Meeting Minutes - Final March 21, 2017**

*people to live intentionally. She asked cancer survivors and caretakers to stand for recognition. She encouraged participation in the Paint the City Purple activities.*

**Read**

#### **4. Report from the Mayor**

Mayor Price reported attending the following events: the Youth Town Hall, the Maricopa Little League opening day, the Against Abuse Gala, a meeting at CAAG (Central Arizona Association of Governments), a meeting with Judge Lyle Riggs and the Maricopa Police Department (MPD) Volunteer event. Next, he discussed his recent trip to Washington D.C. for the National League of Cities conference and elaborated on why it was important. Lastly, he informed the public that the Veterans Town Hall would be held on Thursday, April 30th at City Hall from 5 to 8 p.m.

#### **5. Report from the City Manager**

City Manager Rose invited Community Services Director, Kristie Riester to highlight events. Mrs. Riester gave a brief summary of the Color Run held on Saturday (March 18) and provided a short video clip of the event. Next, she announced the Salsa Festival would be held on Saturday, March 25 at Copper Sky from 2 to 8 p.m. She gave highlights of the planned activities and encouraged attendance.

#### **6. Call to the Public**

Judith Zaimont discussed the following Maricopa Arts Council events: the 7th season of the concerts by the Maricopa Music Circle's chamber orchestra. She acknowledged Maricopa High School tuba player Chance Ackerson and stated he would perform a solo. She stated the concerts would be on March 24 at the Maricopa Agricultural Center. Next, she announced the following Arts Blossom events: an art gallery opening at the Maricopa Public Library that would feature artist Megan Perry; an art gallery at the Maricopa Center of Entrepreneurship (MCE) featuring Brad Kammeyer; and a studio crawl the weekend of April 8th through the 9th featuring 8 artist destinations. She noted the art galleries were all free and encouraged participation. Next, she announced that on April 8th the Spice of Life senior variety show would be held at MHS (Maricopa High School) Performing Arts Center at 6 p.m. She recognized Helen Brown and elaborated on the event. Next, she announced that tonight was the kick-off of the Maricopa Mix-Media Show display at City Hall. She acknowledged the featured artists and asked them to stand for recognition: Pam Sutton, Susan Adams, Cynthia Portrey, Tiffany Yazzie, Deb Jay, Nelda Mullias, Beth Soucie, Marlies Belksma and Rocky Dunne. Lastly she discussed the recent legislative budget cuts to the National Endowment for the Arts and how it affected funding to the Arizona Commission on the Arts.

Yolanda Ewing, Executive Director of Families First CDC invited the public to attend the 6th annual Prom Fashion Show. She gave information on the purpose of the event and acknowledged the models were present and were part of the Ready of Life program. She stated the event would be held on Friday, March 21 at 6 p.m. at Maricopa High School. The models gave a preview of their show. Lastly, she introduced Families First Spokesmodel Amber and gave a brief account of her battle with Lupus. She commended her perseverance.

Tarina Lovegrove discussed the movie Pay it Forward and how it started an initiative. She detailed information of other participating cities, states and countries available at [payitforward.com](http://payitforward.com). She explained how the Pay it Forward initiative works. She discussed how she and Joi-Ashli worked together to bring the initiative forward to the City of Maricopa Page 2

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Mayor and Council.

Joi-Ashli encouraged the public to participate in the initiative by nominating individuals, businesses and organization for their Pay it Forward contributions through a City website link ([www.maricopa-az.gov](http://www.maricopa-az.gov)). She stated a City panel would select nominees and present them with certificates of recognition. She encouraged participation

O'Sheah Davis, President of Local 4561 Professional Firefighters of Maricopa thanked the Mayor and Council for the Meet and Confer that allowed the firefighters to negotiate items or benefits they felt were important to their members. He stated that the Mayor and Council would receive copies of their labor proposal during the executive session. He noted that they had not received proposals from the City as of yet. He stated that a City representative would speak on their behalf and added that as a labor group, they felt it would not represent who they truly were. He stated that they would be willing to participate in the meeting or have Assistant Chief, Bobby

Miller represent them. Next, he discussed insurance refunds and noted that some of his staff reported they had not received their refunds. Lastly, he stated they understood the City's financial standing very well however their members felt that hiring newer firefighters was one of the most important factors at the moment. He discussed the shortage of staff and how it affected the department. He thanked the Mayor and Council.

Roy A. Hayes read a piece he wrote commending his experience at Copper Sky Multigenerational Center.

Councilmember Wade asked for prayers for Rich Vitiello who was recently injured.

## **7. Minutes**

**7.1 MIN 17-18** Approval of Minutes from the February 21, 2017 City Council Work Session.

**A motion was made by Councilmember Wade, seconded by Councilmember Chapados, that the Minutes be Approved. The motion carried by a unanimous vote.**

**7.2 MIN 17-19** Approval of Minutes from the February 21, 2017 City Council Regular meeting.

**A motion was made by Councilmember Wade, seconded by Councilmember Chapados, that the Minutes be Approved. The motion carried by a unanimous vote.**

## **8. Public Hearings**

**8.1 PH 17-06** The Mayor and City Council shall hear public comment for the purpose of considering a Section 5311 Transit Program grant Mid-Cycle adjustment from the Federal Transit Administration through the Arizona Department of Transportation, that will be used to continue operations of the city transit system. Interested persons or agencies shall be heard with respect to social, economic, and environmental aspects of the project. Interested persons may submit oral or written evidence and recommendations with respect to the project.

*The public hearing was opened at 8:18 p.m. Development Services Director, Martin Scribner gave a brief summary of the item. There were no additional comments. The public hearing was closed at 8:19 p.m.*

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### **City Council Regular Meeting Meeting Minutes - Final March 21, 2017**

**The Public Hearing was held.**

**8.2 PH 17-07** The Mayor and City Council shall hear public comment(s) on case number 20160810, a request by Maricopa Domestic Water to abandon King Street and an attached 16-foot-wide alley.

*The public hearing opened at 8:20 p.m. Engineer/ Floodplain Manager, Josh Plumb gave a brief summary of the item. He noted they received comments from Southwest Gas and Electrical District No. 3 indicating they had no conflicts. There were no additional comments. The public hearing closed at 8:21 p.m.*

**The Public Hearing was held.**

## **9. Consent Agenda**

### **Approval of the Consent Agenda**

**A motion was made by Vice Mayor Marvin L. Brown, seconded by Councilmember Vincent Manfredi, to Adopt the Consent Agenda except Agenda Item 9.4. The motion carried by a unanimous vote.**

**9.1 GRAAC 17-01** The Mayor and City Council shall discuss and possibly take action to accept a grant award from the Governor's Office of Highway Safety (GOHS) in the amount of \$34,000 for the purchase of accident investigation software and to authorize the City Manager to sign the grant contract and any other associated documents. Discussion and Action.

**This Grant Acceptance was Approved.**

**9.2 CON 17-07** The Mayor and City Council shall discuss and possibly take action to award a Professional Services Contract to Albert Holler & Associates for Transaction Privilege Tax (TPT) Services. Discussion and Action.

**This Contract was Approved.**

**9.3 PUR 17-01** The Mayor and City Council shall discuss and possibly take action on approving the purchase of twelve (12) portable radio, one (1) motorcycle radio, six (6) Bluetooth microphones, ten (10) stubby antennas, four (4) vehicle chargers, four (4) control stations for dispatch and one (1) multi-unit charger and software from Motorola, Inc., pursuant to Section 3-223, Cooperative Purchasing" of the City Code in an amount



not to exceed \$122, 069.83 Funding is CIP- Police Radios (35022122-67741-32036). Discussion and Action.

**This Purchase was Approved.**

**9.5 CON 17-08** The Mayor and City Council shall discuss and possibly take action on accepting offers from the Arizona Department of Transportation to purchase four City-owned parcels needed for the completion of the State Route 347 Grade Separation Project. Discussion and Action.

**This Contract was Approved.**

**9.6 CON 17-09** The Mayor and City Council shall discuss and possibly take action to approve the Second Amendment to the Construction Contract with CORE Construction for an additional \$15,557 for enhancements to the buildings UPS (uninterrupted power supply) system for the Copper Sky Police Substation. This Second Amendment will increase the Guaranteed Maximum Price to \$4,066,092. The funding for the project  
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will be drawn from the General Government CIP Fund, Police Admin, Buildings, Maricopa PD Substation at Regional Park (35022121-67720-32016). Discussion and Action.

**This Contract was Approved.**

**9.7 CON 17-12** The Mayor and City Council shall hear and possibly take action to ratify the submission of a relocation entitlement claim form with ADOT to assign the payment of \$135,239.00 to William Scotsman, Inc. for the relocation of the Fire Administration temporary building. Discussion and Action.

**This Contract was Approved.**

**9.8 BDGT 17-03** The Mayor and City Council shall discuss and possibly take action on transferring \$15,000 in Contingency Funds (10010000-99000) to the City Manager, Professional and Occupational Budget (10011115-53320) and approval to pay for Piper Jaffray invoice for Price Estimates for Water Utility Acquisition relative to the valuation of Global Water assets. Discussion and Action.

**This Budgetary Transfer was Approved.**

**9.9 RES 17-04** A Resolution of the Mayor and City Council of the City of Maricopa, Arizona supporting the submission of a grant application to the Ak-Chin Indian Community for funding Against Abuse, Inc. and agreeing to act as the designated fiscal agent of such funding. Discussion and Action.

**This Resolution was Approved.**

**9.10 RES 17-05** A Resolution of the Mayor and City Council of the City of Maricopa, Arizona supporting the submission of a grant application to the Gila River Indian Community for funding Keeping Teachers Teaching and agreeing to act as the designated fiscal agent of such funding. Discussion and Action.

**This Resolution was Approved.**

**9.11 RES 17-06** A Resolution of the Mayor and City Council of the City of Maricopa, Arizona supporting the submission of a grant application to the Gila River Indian Community for funding Maricopa Community Alliance Against Substance Abuse (Maricopa CAASA) and agreeing to act as the designated fiscal agent of such funding. Discussion and Action.

**This Resolution was Approved.**

**9.12 RES 17-07** A Resolution of the Mayor and City Council of the City of Maricopa, Arizona supporting the submission of a grant application to the Gila River Indian Community for funding F.O.R. Maricopa and agreeing to act as the designated fiscal agent for such funding. Discussion and Action.

**This Resolution was Approved.**

**9.13 SPEVLIQ 17-03** The Mayor and City Council shall discuss and possibly take action on recommending approval to the Arizona Department of Liquor Licenses and Control for an Application submitted by Pat Kieny on behalf of Native Grill & Wings to host a beer garden for a special event known as The Salsa Festival on Saturday, March 25, 2017, at Copper Sky Regional Park located at 44345 W Martin Luther King Blvd. Discussion and Action.

**This Special Event Liquor License was Approved.**

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**City Council Regular Meeting Meeting Minutes - Final March 21, 2017**

**10. Regular Agenda**

**9.4 PUR 17-02** The Mayor and City Council shall discuss and possibly take action on approving the purchase of LED lighting of the Ampitheater, MultiGen Lawn, and Aquatic area of Copper Sky in an amount not to exceed \$241,500.00 from MUSCO Sports Lighting, Inc.. This funding will be drawn from budget line items Park DIF 2, Community Services, Improvements Other than Buildings (341-33131-67730-33021) - \$82,691, Park DIF 2, Community Services, Improvements Other than Buildings (341-33131-67730-33023) - \$59,929 and Park DIF 2, Community Services, Technical (341-33131-53340) - \$100,000. Pricing is based on the City of Tucson Contract No. 120565 and is in compliance with City of Maricopa Purchasing Code Article IV, Section 3-223 "Cooperative Purchasing". Discussion and Action.

*Councilmember Smith asked for clarification on funding and how it would affect the Community Services Master Plan. Community Services Director, Kristie Riester explained that the Community Services Master Plan was still going to be done but it would be postponed to next Fiscal Year (FY). She elaborated on the Community Services Master Plan. Councilmember Smith asked if the lights would be movable. Parks Manager, Mike Riggs responded that they would be permanent pole lighting.*

**A motion was made by Councilmember Smith, seconded by Councilmember Wade, that this Purchase be Approved. The motion carried by a unanimous vote.**

**10.1 APP 17-10** The Mayor and City Council shall discuss and possibly take action on making an appointment to the Board of Adjustment. Discussion and Action.

*Councilwoman Gusse nominated Gary Miller.*

**A motion was made by Councilwoman Gusse, seconded by Councilmember Manfredi, that this Appointment be Appointed. The motion carried by a unanimous vote.**

**10.2 APP 17-11** The Mayor and City Council shall discuss and possibly take action on making an appointment to the Transportation Advisory Committee. Discussion and Action.

*Councilmember Wade nominated Amanda Clark. He asked Ms. Clark to stand for recognition.*

**A motion was made by Councilmember Wade, seconded by Councilmember Manfredi, that this Appointment be Appointed. The motion carried by a unanimous vote.**

**10.3 APP 17-12** The Mayor and City Council shall discuss and possibly take action on making an appointment to the Veteran Affairs Committee. Discussion and Action.

*Councilmember Manfredi nominated Bree Lyons. Ms. Lyons stood for recognition.*

*Councilmember Wade recognized recent appointee to the Veterans Affairs Committee, Mr. Derek Jeske.*

**A motion was made by Councilmember Manfredi, seconded by Councilmember Wade, that this Appointment be Appointed. The motion carried by a unanimous vote.**

**10.4 PRES 17-12** The Mayor and City Council shall hear a presentation from Heinfeld, Meech & Co., P.C. regarding the audit of the City of Maricopa Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2016, Highway User Revenue Fund Report, the Expenditure Limitation Report and the Management Letter. Discussion  
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Only.

*Finance Director, Brenda Hasler introduced Brittney Williams with Heinfeld, Meech and Co. Mrs. Hasler stated Miss Williams would report on the audit of the Comprehensive Annual Financial Report for this Fiscal Year (FY) 2016 including the Highway User Revenue Fund (HURF) Report, the Expenditure Limitation Report and the Management Letter. She added that the Single Audit Reporting Package was submitted to the Federal Audit Clearing House this morning. She explained there were a lot of changes in the audit this year and turned the presentation over to Miss Williams.*

*Ms. Williams discussed the Comprehensive Annual Financial Report (CAFR). She discussed the Transmittal Letter on page 1 of the CAFR and stated the Independent Auditors Report on page 11 reflected their findings. She noted a minor change on the Accounting Principle. She further detailed the information on the CAFR. Next, she discussed the HURF report and noted there were no issues. Next, she discussed the*



*Expenditure Limitation Report and noted the City was within the expenditure limits. She explained the Management Letter provided suggestions to the City regarding items that could be strengthened. She noted the letter focused primarily on Information Technology (IT). Next, she discussed the City's Single Audit Reporting Package. She stated the package contained a letter of their opinion on internal control over financial reporting in accordance to Government Auditing Standards and detailed the standards. She stated that a second letter was a report on compliance of each federal program and the schedule of expenditure for federal awards under uniform guidance. She elaborated on the uniformed guidance and noted the City had not qualified before because there were not enough expenditures of Federal Awards. She discussed the summary of their audit reports. She noted there were deficiencies and noted that management was required to give a corrective action on each item deficiency. She invited questions from Council.*

*Mayor Price asked who the last report went to. Ms. Williams responded it went to the Federal Audit Clearing House. Mayor Price asked what would happen if the corrective actions were not met within a year. Ms. Williams elaborated that it would be repeated in the next finding and elaborated.*

*Councilmember Wade asked if the reconciliation findings had happened on previous years. Ms. Williams responded that it had happened but not to the reporting level. Mrs. Hasler clarified that the reconciliation issue was in the Management Letter the previous year and elaborated. Councilmember Wade asked if it had been corrected or if the corrective action was in progress. Mrs. Hasler responded it was still in progress and added that recently hired temporary staff would help the department get caught up. Ms. Williams elaborated that most issues were due to staff turn-over. She commended Mrs. Hasler and her staff.*

**The Presentation was heard.**

**10.5 PRES 17-11** The Mayor and City Council shall hear a brief presentation regarding the current state legislation and the state budget. Discussion only.

*Dale Wiebusch, Intergovernmental Affairs Director gave a brief presentation regarding the current state legislation and the state budget. He stated his actions at the Capitol were in line with the Legislative Platform approved a few months back. He stated that unfortunately the first bill signed into legislation was the San Tan incorporation. He discussed how it would impact Maricopa. He state discussed a bill regarding the expansion of victim's rights. He elaborated on bills that were potentially dangerous but were amended. He discussed the Government Property Lease Excise Tax (GPLET) and the Public Safety Retirement System. He discussed outstanding issues such as the Constructions Sales Tax bill and how it would affect the City.*

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*Next, he discussed the budget process. He elaborated on the University Funding System for capital improvement and the lack of HURF restoration.*

*Mayor Price asked Mr. Wiebusch to elaborate on HURF. Mr. Wiebusch elaborated that the Highway User Revenue Fund was based from the gas tax and it was meant to be used on transportation projects. Mayor Price further elaborated. Mr. Wiebusch elaborated on the importance of a having a physical presence at the Capitol. He commended the Policy Development Group (PDG) and Todd Bauman and elaborated on their role. He invited questions from the Mayor and Council. A brief discussion ensued.*

*City Manager Rose commended Mr. Wiebusch and Mrs. Hasler for their dedication.*

**The Presentation was heard.**

**10.6 MISC 17-14** The Mayor and City Council shall discuss and possibly take action on approving a Senior Transition Plan. Discussion and Action.

*Community Services Director, Kristie Riester presented the Senior Transition Plan. She stated the Copa Center would close as of April 1st and the transition plan would begin the following Monday. She stated they would be at Copper Sky in Room A on Mondays, Wednesdays and Fridays from 7 a.m. to 3 p.m. She stated the plan was to have them at Santa Cruz Elementary School on Tuesdays and Thursdays however she noted that she received an email from the school on Friday informing her that fencing and concrete work needed to be done before the transition. She stated that the fee for the fencing and concrete work would be incurred by the City but was not*

given an estimate. She clarified that there would be no cost associated with using the rooms due to the current IGA (Intergovernmental Agreement) unless the agreement changed due to the COPS Grant. She stated that until the issue of the fencing was resolved, Copper Sky would be available Monday through Friday until the summer began. She invited questions from the Mayor and Council.

Councilmember Smith expressed concerns with the additional costs. She stated that if the City's cost on the SRO's (School Resource Officers) exceeded the cost of room rental, the school should be responsible for the additional costs as well. Mrs. Riester responded and elaborated that usually the school charges a rental fee but due to the IGA there were no costs to the City and schools were also used for other activity programs. Councilmember Smith expressed concerns with the lack of exclusive scheduling for senior activities and that the rooms were open to everyone. Mrs. Riester explained that the senior groups regulated themselves very well and elaborated. Mrs. Riester stated that they were trying to keep guidelines consistent to the Copa Center which allowed anyone over 18. Discussion ensued.

Vice Mayor Brown elaborated on the initial set up of the Copa Center as an adult center. Mayor Price suggested having various reviews to evaluate through trial and error. He explained that he didn't foresee many 18 year old attending senior meetings and stated that the seniors should regulate themselves.

Councilmember Wade inquired about the timeline of when Santa Cruz Elementary School would actually be available. Mrs. Riester responded that Copper Sky was ready to host the seniors Monday through Friday until Santa Cruz was available. Councilmember Wade inquired if any other groups would be displaced as result of the transition into Copper Sky. Mrs. Riester elaborated and noted that the room won't be available for rental and that certain enrichment classes won't have access to the rooms. Councilmember Smith reiterated her concerns that allowing other adults would create potential issues. Discussion ensued.

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Councilmember Chapados inquired about the separate fenced entry required at the school. Mrs. Riester elaborated on the schools reasoning and reiterated she was just informed on Friday that there would be a cost to the City. Councilmember Chapados stated she would like to see some statistics of people that attend and elaborated. Discussion ensued. Councilmember Manfredi elaborated on the fencing to block out the entrance. Discussion ensued.

Maricopa Seniors Coordinator Fran Warzaha stated that their next meeting was scheduled for Thursday at 9 a.m. and they would like to be able to tell their members where it would be held. She detailed their scheduling. She stated they had no conflicts with younger adults joining them and elaborated. Mrs. Helen Brown elaborated that the fence was to separate the playground from the entrance. Discussion ensued regarding different age groups wanting to use the space. Mayor Price stated the process would be trial and error and elaborated. He stated that it would be best to take it one step at a time and compile reports during the process. Mrs. Riester clarified that the transition plan was to move the seniors to Copper Sky Monday through Friday until the issue at Santa Cruz Middle School was determined. She added that she would present the details of the additional cost as soon as they became available.

Councilmember Chapados moved to approve the transition plan to move the seniors to Copper Sky Monday through Friday beginning April 3rd until more details were available to move forward with an IGA with Santa Cruz Middle School. A brief discussion regarding equipment ensued.

**A motion was made by Councilmember Chapados, seconded by Councilmember Manfredi, that the proposed Senior Transition Plan be Approved. The motion carried by a unanimous vote.**

#### **11. Executive Session**

**A motion was made by Councilmember Vincent Manfredi, seconded by Councilmember Henry Wade, to enter in to Executive Session at 9:58 p.m. The motion carried unanimously.**

**11.1 ES 17-07** The Maricopa City Council may go into executive session for the purpose of discussion or consultation with the City Attorney regarding City Manager Gregory

Rose's performance evaluation, as per the City Manager's Employment Agreement pursuant to A.R.S. §38-431.03(A)(1).

**11.2 ES 17-08** The Maricopa City Council may go into executive session for purpose of discussion or consultation with its designated representatives and the City Attorney to consider its position and instruct its attorney and representatives regarding the public body's position regarding negotiations to enter into a Memorandum of Understanding with the Maricopa Sergeants Council Fraternal Order of Police Lodge #78 regarding the salaries, salary schedules or compensation paid in the form of fringe benefits or other conditions of employment for sergeants and officers of the Maricopa Police Department which will be effective from July 1, 2017 through June 30, 2019, pursuant to Section 3-278(f)(5)(ii) of the City Code and A.R.S. § 38-431.03(A)(3), (A)(4) and (A)(5).

**11.3 ES 17-09** The Maricopa City Council may go into executive session for purpose of discussion or consultation with its designated representatives and the City Attorney to consider its position and instruct its attorney and representatives regarding the public body's position regarding negotiations to enter into a Memorandum of Understanding with the Maricopa Officers Council Fraternal Order of Police Lodge #78 regarding the

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salaries, salary schedules or compensation paid in the form of fringe benefits or other conditions of employment for sergeants and officers of the Maricopa Police Department which will be effective from July 1, 2017 through June 30, 2019, pursuant to Section 3-278(f)(5)(ii) of the City Code and A.R.S. § 38-431.03(A)(3), (A)(4) and (A)(5).

**11.4 ES 17-10** The Maricopa City Council may go into executive session for purpose of discussion or consultation with its designated representatives and the City Attorney to consider its position and instruct its attorney and representatives regarding the public body's position regarding negotiations to enter into a Memorandum of Understanding with the Professional Firefighter of Maricopa IAFF Local 4561 regarding the salaries, salary schedules or compensation paid in the form of fringe benefits or other conditions of employment for firefighters of the Maricopa Fire Department which will be effective from July 1, 2017 through June 30, 2019, pursuant to Section 3-278(f)(5)(ii) of the City Code and A.R.S. § 38-431.03(A)(3), (A)(4) and (A)(5).

**12. Adjournment**

**Certification of Minutes**

**I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the City Council of Maricopa, Arizona, held on the 21st day of March, 2017. I further certify that the meeting was duly called and held and that a quorum was present.**

**Dated this 4th day of April, 2017.**

\_\_\_\_\_  
**Vanessa Bueras**  
**City Clerk**  
*City of*

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**City of Maricopa**  
**Meeting Minutes - Final**  
**City Council Regular Meeting**

*Mayor Christian Price*  
*Vice-Mayor Marvin L. Brown*  
*Councilmember Peggy J. Chapados*  
*Councilwoman Julia R. Gusse*

**Councilmember Vincent Manfredi**  
**Councilmember Nancy Smith**  
**Councilmember Henry M. Wade Jr.**  
**Tuesday, April 4, 2017 7:00 PM Council Chambers**

**1. Call to Order**

*The City Council Regular Meeting was called to order at 7:17 p.m. Pastor of the First Baptist Church, Kevin Tracy gave the invocation and Vice Mayor Brown led the meeting attendees in the Pledge of Allegiance.*

**2. Roll Call**

Councilmember Peggy Chapados, Councilmember Vincent Manfredi, Councilmember Henry Wade, Councilwoman Julia R. Gusse, Vice Mayor Marvin L. Brown, Mayor Christian Price and Councilmember Nancy Smith

**Present:** 7 -

**3. Proclamations, Acknowledgements and Awards**

**3.1 PROC 17-06** National Crime Victims' Rights Week Proclamation

*Mayor Price invited everyone presented for the proclamation to the front. He read the proclamation and proclaimed the week of April 2nd through the 8th, 2017 as National Crime Victims' Right Week in the City of Maricopa.*

**Read**

**3.2 PROC 17-07** Telecommunications Week Proclamation

*Mayor Price invited everyone presented for the proclamation to the front. He read the proclamation and proclaimed the week of April 9th through the 15th, 2017 as Telecommunications Week in the City of Maricopa.*

**Read**

**4. Report from the Mayor**

*Mayor Price gave a brief statement about events and meetings attended.*

**5. Report from the City Manager**

*City Manager Rose invited Economic Development Director, Denyse Airheart to give an update on the Science City event. Mrs. Airheart gave a brief background on the event and noted this year's event sponsors included Southwest Gas, Harrah's City of Maricopa Page 1*

**City Council Regular Meeting Meeting Minutes - Final April 4, 2017**

*Ak-Chin Resort, Hound is Where the Heart Is, Susie's Cruises, Hickman's Farms and the Rose Law Group. She stated the money would go back into the community to support future STEM (Science Technology Engineering Math) activities.*

*Next, City Manager Rose invited Community Services Director, Kristie Riester to highlight the Salsa Festival. Mrs. Riester reported on the 13th annual Salsa Festival held on March 25. She stated there were approximately 1,200 people in attendance. A video with highlights of the events was played. She thanked the event's sponsors and everyone for their support.*

*City Manager Rose announced that Parks Crew Leader, Pete Lavender recently lost his son. He asked for thoughts and prayers for his family.*

*Mayor Price announced ADOT (Arizona Department of Transportation) would be hosting an informational meeting on the SR 347 Overpass Project tomorrow (April 5th) from 5:30 p.m. through 7:30 p.m. at the MUSD (Maricopa Unified School District) Boardroom.*

**6. Call to the Public**

*Rachel Leffall commented on the work session discussion regarding the City Seal. She spoke in favor of involving the community in the final design. She stated it was important to reach out to the community to make sure the seal represented the community. She asked that the Mayor and Council take it into consideration.*

*Judge Lyle Riggs commended the work of those working on victim services and telecommunications. Next, on behalf of his court staff and himself, he extended his condolences to the family of criminal defense attorney and prosecutor, Sequoia DuBose. He gave a brief background on Mr. DuBose and noted that his passing was a great loss for the City.*

**7. Minutes**

**7.1 MIN 17-23** Approval of Minutes from the March 21, 2017 City Council Work Session.

**A motion was made by Councilmember Smith, seconded by Vice Mayor Brown, that the Minutes be Approved. The motion carried by a unanimous vote.**

**7.2 MIN 17-24** Approval of Minutes from the March 21, 2017 City Council Regular meeting.

A motion was made by Councilmember Smith, seconded by Vice Mayor Brown, that the Minutes be Approved. The motion carried by a unanimous vote.

## **8. Public Hearings**

*There were no public hearings.*

## **9. Consent Agenda**

### **Approval of the Consent Agenda**

A motion was made by Councilwoman Julia R. Gusse, seconded by Councilmember Henry Wade, to Adopt the Consent Agenda . The motion

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**City Council Regular Meeting Meeting Minutes - Final April 4, 2017**  
carried by a unanimous vote.

**9.1 SPEV 17-01** The Mayor and City Council shall discuss and possibly take action on recommending approval to the Arizona Department of Liquor Licenses and Control for an Application for Special Event License submitted by David Kessler on behalf of True Grit Tavern for a special event known as Maricopa's 1st Annual Rib Cook-Off on April 29, 2017 at 20800 N. John Wayne Pkwy. Ste. 101. Discussion and Action.

**This Special Event Permit was Approved.**

**9.2 IGA 17-03** The Mayor and City Council shall discuss and possibly take action on approving Amendment No. One to the existing Intergovernmental Agreement (IGA) between the City of Maricopa and the State of Arizona through the Department of Transportation for the Safe Routes to School (SRTS) Porter Road project. The purpose of this Amendment is to amend funding. Discussion and Action.

**This Intergovernmental Agreement was Approved.**

**9.3 CON 17-13** The Mayor and City Council shall discuss and possibly take action on approval of an Addendum to Job Order Contract with SDB, Inc. to provide general construction services for the Maricopa Main Police Department; Repurpose Evidence Facility. This Addendum, in an amount totaling \$129,735.79 plus an owner's contingency of \$10,000 for a total of \$139,735.79, is based on City of Chandler Contract No. JOC 1601-401; will be funded from the General Government CIP Fund, Police Admin, Buildings, City Hall and Police Station (35022121-67720-31003); and is in compliance with City of Maricopa Purchasing Code Article IV, Section 3-223 "Cooperative Purchasing." Discussion and Action.

**This Contract was Approved.**

**9.4 MISC 17-17** The Mayor and City Council shall discuss and possibly take action on approval to proceed with Maricopa Domestic Water's request to abandon King Street and an attached 16-foot-wide alley. Discussion and Action.

**This Miscellaneous Item was Approved.**

## **10. Regular Agenda**

**10.1 WSPRES 17-15** The Mayor and City Council shall hear a presentation on Maricopa Police Victim Services and an Update on the Family Advocacy Center. Discussion.

*Maricopa Police Chief Stahl continued from the Work Session Agenda. He provided a summary of why an advocate center was important and the stakeholders involved in the process. He stated the grant cycle was about to run out and a decision had to be made on whether to proceed or not. He elaborated that currently taking victims to the closes victim advocate center takes approximately 45 minutes. He discussed the Multi-Disciplinary Team (MDT) approach and noted it provided the best service to the community and victims. He provided statistics of current services and victims and stated that number would increase with an MDT. He provided a summary of the sustainability of the center and invited additional questions.*

*Mayor Price inquired how the increase in services provided would be handled once they became available to other cities and communities. Chief Stahl elaborated that the idea was to provide the best resources available to victims.*

*Councilmember Wade asked if there was data or statistics on the number of victims that recanted their stories as a result of not being treated in a timely manner. Chief*

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**City Council Regular Meeting Meeting Minutes - Final April 4, 2017**

*Stahl responded he did not have that studies suggested at least 20% of sexual and domestic violence victims recanted when there was no MDT available. He elaborated and stated one victim lost was too many and he spoke from his prior experience.*

*Chief Stahl continued his presentation and noted that the Gila River Indian Community was not included in the stakeholder list because there was a pending grant application. He added that the Ak-Chin Indian Community contributed with the*



initial grant for the building. Next, he detailed the options for the center's management. He detailed the option of having a City Managed center and noted an Intergovernmental Agreement (IGA) was ready for all partners. He added that the policies and protocols would be written by Maricopa PD and would be shared with partners. He explained that decisions would be researched by partners and presented to the City Manager and added that decision making would be more efficient under this option. He elaborated on the benefits of a City managed center such as; no official director (reduces cost), must follow city procurement rules, non-profit stakeholders would have the ability to fundraise on behalf of the center's needs and that an draft form of the IGA was already presented to stakeholders. Next, he detailed a Partnership Managed option. He stated all partners would share equally in operational and management cost and that decisions that had a financial impact would require all partners to equally present recommendation to their funding boards. He stated there could be a director or revolving chairperson among all funding partners. He noted that decision making would be less efficient under this option. Next, he detailed a Non-Profit Managed option. He stated they require a board of directors which decreased efficiency and elaborated. He discussed governance policies, tax ID number, tax exempt status and the ability to fundraise under the option. Next, he gave information on Family Advocacy Centers in Arizona. He briefly described the location and opened the floor for questions.

Mayor Price inquired which group was ready to fundraise for the center. Chief Stahl responded that Winged Hope International was one of them and elaborated. Mayor Price inquired how a hybrid model would work. Chief Stahl explained it would be similar to how the Police Foundation operates. A video of the property was played. Councilmember Smith inquired about possible partnerships with Sunlife, Banner or Dignity Health to provide a nurse. Chief Stahl responded that Sunlife and Banner declined partnership offers and elaborated on nurse salaries. Councilmember Smith stated she sees the need and added to her, it appeared to be a Pinal County issue. Chief Stahl elaborated on the role of Pinal County. Councilmember Smith stated that if there was no response from Pinal County, she would be in favor of a non-profit managed center. Chief Stahl responded.

Councilmember Manfredi spoke in support of the center. Chief Stahl elaborated. A brief discussion ensued. Councilmember Smith expressed concerns that a city managed center would run out of funds and be responsible. City Manager Rose explained that partners would be involved in the decision making of the center. A brief discussion ensued. Councilmember Smith reiterated that she would rather have a non-profit managed center. City Manager Rose elaborated on the non-profit managed option.

Councilmember Wade spoke in support of going forward with a family advocacy center regardless of who manages it and elaborated.

Councilmember Chapados asked why it was not an option to purchase the property now. Chief Stahl stated the price was too high and elaborated on the possibility of purchasing it in the future. Councilmember Chapados asked if the location was adequate for what the city needed. Chief Stahl responded. Councilmember

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Chapados stated she preferred a City Managed center and asked if it was possible to have a hybrid model to include an advisory board. Chief Stahl elaborated.

Councilmember Chapados commended Chief Stahl, his department and Mary Witkowski for securing funding. She elaborated that the center was needed.

Discussion ensued.

Councilmember Manfredi reiterated his support of going forward with the family advocacy center. He spoke in support of having a city run center with partnerships. Mayor Price asked how the City of Eloy funded their center. Chief Stahl responded it was through grants and elaborated on their coordination with Pinal County. He stated their building was donated and that they did not charge partners. Mayor Price stated that once a service was offered it was difficult to take a service away. He discussed the budgetary process and expressed concerns with the ballooning of costs and being unable to maintain the service over time. He suggested moving it forward as part of the budgetary process and stated that he was not ready to make a recommendation. A brief discussion ensued.

Councilmember Smith supported moving forward and making part of the budgetary

process. She stated she would like to explore a city non-profit. She stated she would also like a discussion on liability. Councilmember Chapados stated she would like to see a comparison of services offered by centers in other communities. Chief Stahl elaborated and noted that liability was included in the price. A brief discussion ensued.

Councilwoman Gusse asked if there was a plan B location in the case plans fell through. Chief Stahl elaborated. Mayor Price inquired about lease renewals with the property owner. Chief Stahl stated the property owner was motivated. Mayor Price asked if partners such as Ak-Chin would consider partnering on an ongoing basis. Chief Stahl responded that the goal was to provide services to the Ak-Chin community members and prove the services worthy.

Councilmember Manfredi asked how it would be made part of the budgetary process. Chief Stahl stated it would go under grant money. A brief discussion ensued.

Consensus was to move the item forward as part of the budgetary process. City Manager Rose stated they would formulate a reasonable recommendation. A brief discussion ensued.

**10.2 GRA 17-01** The Mayor and City Council shall discuss and possibly take action to authorize City staff to complete all necessary paperwork for a FY 17-18 mid-cycle adjustment to the Rural Public Transportation Program (Section 5311) from the Arizona Department of Transportation (ADOT) to continue to operate public transportation services for the next year and to authorize the City Manager to sign any documents related to this mid-cycle grant adjustment. Discussion and Action.

Development Services Director, Martin Scribner presented on the City of Maricopa Express Transit (COMET) and introduced Transit Planner, David Maestas. Mr. Maestas acknowledged Chris Hager, Total Transit Director of Operations present in the audience. Next, Mr. Maestas provided a brief summary of COMET services including Local Demand Response, Limited Local Demand Response, Regional Demand Response and Route Deviation Service. He stated they also offer services during City events. He stated the goal was to slowly grow the Route Deviation Service and maintain current levels of Demand Response. He detailed historical ridership from June 2013 through June 2016. Next, he detailed the current ridership from July 2016 through February 16, 2017 and noted there was a 33 percent increase over last year. He explained that by offering the route deviation service the cost per trip was brought down to \$23 instead of \$28.

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#### **City Council Regular Meeting Meeting Minutes - Final April 4, 2017**

Councilmember Manfredi asked Mr. Maestas to elaborate on the price per trip. Mr. Maestas explained how they calculate the cost per trip. Next, he detailed new ridership trends. He stated there has been new ridership base using the Route Deviation Service (RD) and that there was migration from the Demand Response Service (DR) to the RDS. He stated the RD has exceeded DRS for 6 of the 8 last weeks. Councilmember Manfredi asked for clarification on the average ridership per week. Discussion ensued.

Mr. Maestas presented a visual map of the bus stops of the RD service and noted the stop sign at the Copa Center would soon be removed. He stated the best performing stops were Copper Sky, Ak-Chin and the City Library. He detailed the other 6 locations and noted that signs were approved for Fry's Food Store and Ak-Chin Casino/Ultrastar. Councilmember Wade inquired about ridership from the Legacy School bus stop. Mr. Maestas explained that it was on the route and it already had ridership. He elaborated on why other charter schools did not meet the criteria.

Councilmember Smith elaborated on why Legacy was selected.

Next, Mr. Maestas thanked the Age-Friendly Advisory Committee for their work on the Senior Transit Survey. He stated the survey targeted the senior population, over the age of 50. He stated 131 surveys were completed. He detailed the survey results. He stated the results indicated there were a number of riders who used to service to shop outside of Maricopa. He explained that they made stops within a 5 mile radius of Chandler Regional Hospital and Banner Health in Casa Grande. Councilmember Manfredi asked for clarification if that included stops at Chandler Fashion Center. Mr. Maestas stated it did. He stated the survey asked what would help most with transportation needs and discussed the results. He stated the survey asked which service they used most often and stated the local demand response was the most used, followed by the regional demand response. He detailed further questions asked

in the survey and the results. He concluded the findings of the survey were that seniors were more prone to use the DR but were willing to use the RD and that more education on the services was needed. Mayor Price asked if the survey differentiated between the Ak-Chin casino and Ultrastar. Mr. Maestas responded it did not. Next, he requested council approve the continuation of the FY (Fiscal Year) 17-18 Mid-Cycle adjustment budget and elaborated on the Local Share Breakdown for a total of \$175,414. He stated it would include purchase of a new bus. Councilmember Chapados asked if it would require relinquishing any of the old buses. Mr. Maestas stated that it did not and the intention was to keep using the old ones as well. He stated funding would increase the RD service to full time, continue the DR Service at current levels, provide the operation of an 8 week Summer Shuttle, purchase an additional bus and 11 bus shelters. Councilmember Wade asked if the Summer Shuttle would include the same map route presented. Mr. Maestas stated it would be a different route.

Councilmember Smith asked for the dollar value increase over last year's budget. Mr. Maestas responded it would be an approximate \$30,000. Councilmember Smith expressed concerns with the budget increase. Mr. Maestas stated the approval was to move forward with the application process and that it was subject to the regular budget process. Next, Mr. Maestas discussed Regional Transit Issues such as the Maricopa Transit Study launching in July 2017 and the ongoing Casa Grande Transit Development Plan Study. He invited questions from the Mayor and Council. Councilmember Chapados asked if there would be more funding options if the City headed towards a regional transportation system. Mr. Maestas elaborated.

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#### **City Council Regular Meeting Meeting Minutes - Final April 4, 2017**

Councilmember Manfredi asked for clarification on the on regional on demand response service. Mr. Maestas responded that the intention was to provide transportation to Chandler Regional Hospital and Banner Health in Casa Grande. He explained why the 5 mile radius was included. He stated it was \$3 round trip and added those trips were only offered on Tuesdays to Chandler Thursdays to Casa Grande. Discussion ensued. Councilmember Manfredi stated that he did not believe the Demand Response was needed. He elaborated that Uber or Lyft should be used for those services. Discussion ensued regarding Uber and Lyft. Mr. Maestas elaborated that the senior community was really appreciative of the service. Vice Mayor Brown asked who was picking the charge for the no fee Maricopa Transit Study. Mr. Maestas stated it was funded under 5311 but that MAG (Maricopa Association of Governments) stepped forward to co-manage the study. Councilmember Chapados asked if it was possible to include Santa Cruz School as a stop since more seniors would be using it. Mr. Maestas elaborated on the options. Mayor Price stated he did not foresee everyone having access to Uber or Lyft. He asked how Valley Metro handled it. Mr. Maestas elaborated on other municipalities. Discussion ensued. Mr. Hager elaborated on Total Transit's contract with Valley Metro. He noted that Uber and Lyft did not qualify for federal funding.

**A motion was made by Vice Mayor Brown, seconded by Councilmember Smith, that this Consent to Apply for Grant be Approved. The motion carried by the following vote:**

**Aye:** Councilmember Peggy Chapados, Councilmember Henry Wade, Councilwoman Julia R. Gusse, Vice Mayor Marvin L. Brown, Mayor Christian Price and Councilmember Nancy Smith

**6 -**

**Nay:** 1 - Councilmember Vincent Manfredi

**10.3 RES 17-10** A resolution of the Mayor and City Council of the City of Maricopa, Arizona, approving and adopting the Development Agreement and Lot Sale Prohibition between the City of Maricopa, Maricopa 240, LLC and Desert Sunrise, LLC in compliance with A.R.S. §9-500.05. Discuss and Action.

*Development Services Director, Martin Scribner presented a detailed summary of the Development Agreement.*

**A motion was made by Councilmember Chapados, seconded by Councilmember Wade, that this Resolution be Approved. The motion carried by a unanimous vote.**

**10.4 IGA 17-02** The Mayor and City Council shall discuss and possibly take action on entering into an Intergovernmental Agreement between the City of Maricopa and The State of Arizona



acting through the Department of Transportation on the construction of a bridge on State Route 347 over the Union Pacific Railroad within the City. The City's contribution toward funding for the construction, in an amount not to exceed \$13,972,300 will be drawn from the Highway User Revenue Fund, Improvements other than Building, State Route 347 Grade Separation (20055151-67730-35041), Local Road Maintenance Fund, Street Projects-Capital, State Route 347 Grade Separation (20555155-67750-35041), County Road Tax, Transportation, Improvements other than Building, State Route 347 Grade Separation (30044146-67730-35041) and CIP General Fund, Engineering, Street Projects-Capital, State Route 347 Grade Separation (35055155-67750-35041). Discussion and Action.

*Public Works Director, Bill Fay gave a brief background to the Intergovernmental City of Maricopa Page 7*

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*Agreement and gave a brief description of the project.*

*Mayor Price inquired about additional overages and elaborated. Mr. Fay elaborated. A brief discussion ensued.*

**A motion was made by Mayor Price, seconded by Councilmember Wade, that this Intergovernmental Agreement be Approved. The motion carried by a unanimous vote.**

**11. Executive Session**

**A motion was made by Vice Mayor Marvin L. Brown, seconded by Councilmember Vincent Manfredi, to move to Executive Session at 10:15 p.m. The motion carried unanimously.**

**11.1 ES 17-07** The Maricopa City Council may go into executive session for the purpose of discussion or consultation with the City Attorney regarding City Manager Gregory Rose's performance evaluation, as per the City Manager's Employment Agreement pursuant to A.R.S. §38-431.03(A)(1).

**12. Adjournment**

**Certification of Minutes**

**I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the City Council of Maricopa, Arizona, held on the 4th day of April, 2017. I further certify that the meeting was duly called and held and that a quorum was present.**

**Dated this 18th day of April, 2017.**

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**Vanessa Bueras**

**City Clerk**

*City*

## Limited English Proficiency Plan

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# City Of Maricopa Express Transit (COMET)

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## *Limited English Proficiency Plan*

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The **City Of Maricopa Express Transit** has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to **City Of Maricopa Express Transit** services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the **City Of Maricopa Express Transit's** extent of obligation to provide LEP services, the **City Of Maricopa Express Transit** undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

1. **Demography:** According to the U.S. Census Bureau, 3.3 percent of Maricopa's population speaks English less than "Very Well." This represents 1,349 Maricopa residents speaking various languages who speak English less than "Very Well." Under the U.S. Department of Justice's Safe Harbor Provision, it is necessary to translate materials when five percent or 1,000 persons, whichever is less, speaks English less than "Very Well." The Spanish-speaking population speaking English less than "Very Well" is comprised of 1,011 persons and therefore meets the U.S. DOJ's Safe Harbor Provision. For these reasons, the City Of Maricopa Express Transit provides key documents in

Spanish, such as the COMET User Guide, Title VI Notice To The Public, transit-related Public Meeting Notices, and any other transit-related Open House events.

City Of Maricopa, Arizona		
Demographics Table		
Language Spoken At Home	Estimate	Percent
Population 5 Years And Over	40,888	100
English Only	34,037	83.2
Language Other Than English	6,851	16.8
Speak English Less Than "Very Well"	1,367	3.3
Spanish	4,748	11.6
Spanish-Speak English Less Than "Very Well"	1,011	2.5
Other Indo-European Languages	494	1.2
Other Indo-European - Speak Less Than "Very Well"	29	0.1
Asian and Pacific Islander Languages	1,228	3
Asian and Pacific Islander - Speak English less Than "Very Well"	297	0.7
Other Languages	381	0.9
Other Languages - Speak English Less Than "Very Well"	30	0.1

Source: U.S. Census Bureau - American Fact Finder

2. **Frequency:** Over 1,000 Spanish-speaking persons in Maricopa speak English less than “Very Well,” and this LEP population comes into contact with the COMET with moderate frequency. Public meetings are open to the general population and the City Of Maricopa Express Transit encourages all residents to attend transit-related public meeting and open house events. Because of the frequency of contact the COMET has with this LEP population, we also provide key documents in English and Spanish.

3. **Importance:** Multimodal Transportation is extremely important to a rapidly growing community in the Sun Corridor Region of Arizona because traffic densities will limit roadway mobility in the future. For this reason, the City Of Maricopa makes every effort to reach the Spanish-speaking population who speak English less than “Very Well,” by producing Spanish versions of key documents and offer translation service for public meetings and open house events upon request.

4. **Resources:** The City Of Maricopa Express Transit operates with limited funding and is working on expanding services at this time. All Maricopa populations, including the Spanish-Speaking LEP population are included in planning for a larger transit system. In this manner, our system effectively serves ALL residents of Maricopa. We do so by providing key documents in Spanish and offer translation services.

## Safe Harbor Provision

**The City Of Maricopa Express Transit** complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Title VI Notice To The Public

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group meeting the U.S. DOJ's Safe Harbor Provision. Vital Documents include the following:

- (1) Outreach Materials and Translation Services
- (2) Bus Schedules in English and Spanish
- (3)** Public Hearings that can be translated into Spanish upon request

#### **Driver Limited English Proficiency (LEP) Training**

Because we use a contract provider for Drivers, Scheduling and Dispatch, and this provider conducts an active driver training program that included Limited English Proficiency procedures. All drivers have immediate access to dispatch by telephone. The dispatchers are bilingual in English and Spanish (which exceeds the Safe Harbor threshold) and can speak directly to the potential LEP passenger by telephone in Spanish and interpret the conversation for the driver. We also have Language Identification Flashcards available for use in each transit vehicle.

# **Sample Documents – LEP Efforts**

**COMET User Guide - Translated into Spanish.**

**Servicio local de acuerdo a la demanda**

- Servicio en la acera dentro de los límites de la ciudad de Maricopa
- Lunes – miércoles – viernes
- 9 a. m. – 5 p. m.
- Tarifa: \$1.00 por un viaje de ida o de vuelta
- Se requiere reservación con 24 horas de anticipación
- Abierto al público en general
- Cumple con la Ley sobre Estadounidenses con Discapacidades (ADA)

**Servicio regional de acuerdo a la demanda**

- Servicio en la acera a Chandler Regional Hospital los martes
- Servicio en la acera a Casa Grande Banner Hospital los jueves
- 9 a. m. – 5 p. m.
- Tarifa: \$3.00 por viaje ida y vuelta
- Se requiere reservación con 24 horas de anticipación
- Abierto al público en general
- Cumple con la Ley sobre Estadounidenses con Discapacidades (ADA)

**Servicio local limitado de acuerdo a la demanda**

- Servicio en la acera dentro de los límites de la ciudad
- Martes y jueves
- 9:30 a. m. – 1:30 p. m.
- Tarifa: \$1 por un viaje de ida o de vuelta
- Se requiere reservación con 24 horas de anticipación
- Abierto al público en general
- Cumple con la Ley sobre Estadounidenses con Discapacidades (ADA)

**Servicio limitado por desviación de ruta**

- Vehículos que circulan dentro de los límites de la ciudad
- Usa paradas de autobús en los lugares principales
- Lunes a viernes
- 7 a. m. – 9 a. m. y 3 p. m. – 5 p. m.
- Tarifa: \$0.50 por abordaje
- No se requiere reservación
- Abierto al público en general
- Cumple con la Ley sobre Estadounidenses con Discapacidades (ADA)

**Servicio de transporte a las instalaciones médicas regionales**

- Servicio al Chandler Regional Hospital (martes)
- o cualquier ubicación dentro de un radio de cinco millas
- Servicio a Casa Grande Banner Hospital (jueves)
- o cualquier ubicación dentro de un radio de cinco millas
- El autobús empieza a recoger pasajeros en la acera a las 9 a. m. y, por lo general, parte de Maricopa, aproximadamente a las 10 a. m. hacia Chandler Regional Hospital o Casa Grande Banner Hospital.

**Conexión de los servicios de transporte regional y servicio suburbano**

Chandler Regional Hospital es atendido por la Ruta 96 de Valley Metro y se encuentra a una corta distancia de varias otras rutas de autobuses. Puede obtener más información en [www.valleymetro.org](http://www.valleymetro.org) o llamando al (602) 253-9000. Casa Grande Banner Hospital es atendido por el servicio de Central Arizona Regional Transit (CART). Este servicio pasa cada dos horas entre Casa Grande y Florence. Puede obtener más información en [www.coalidegas.com](http://www.coalidegas.com) o llamando al (520) 723-7195. El Park and Ride en la esquina NE de SR347 y Honeycutt Road sirve como un punto de partida y de llegada para el transporte compartido de Valley Metro. Para obtener más información sobre el transporte compartido, visite [sharetheride.com](http://sharetheride.com).

**Reglas de conducta del pasajero**

- Debe usar camisas y zapatos.
- No está permitido comer, beber, fumar o tomar bebidas alcohólicas dentro del autobús.
- Usted puede llevar sus bebidas en el autobús si están dentro de un contenedor de plástico cubierto y aprobado.
- No está permitido llevar a bordo armas de fuego, armas, materiales caústicos o inflamables.
- Se acepta el ingreso de animales de servicio entrenados para ayudar a personas con discapacidad.
- No está permitido pelear, lanzar objetos, empujar, encender dispositivos de audio a todo volumen, comportarse de manera brusca, gritar o usar un lenguaje vulgar u ofensivo.
- Se permite hablar por celular. Sin embargo, sea respetuoso con los otros pasajeros manteniendo el volumen al mínimo.
- Si se encuentra de pie, le pedimos que se mueva hacia la parte de atrás del autobús para permitir que otros pasajeros aborden el vehículo y permanezca detrás de la línea amarilla.
- En el autobús no se permite subir bicicletas, monopatines y patinetas accionadas por gasolina ni tampoco portabicietas. Se permite el ingreso de patinetas o monopatines que no usen gasolina siempre y cuando no se manejen en el autobús.
- Le pedimos que no tire basura ni cree condiciones antihigiénicas.
- Le pedimos que no dañe la propiedad de transporte. Sírvase informar cualquier acto de vandalismo al operador del autobús.
- Una persona responsable debe acompañar a niños menores de ocho años edad (14 años para el servicio de acuerdo a la demanda) que deseen viajar en el servicio de COMET. Se define como persona responsable a aquella que puede controlar y supervisar directamente al niño. Si usa el servicio de acuerdo a la demanda, la reservación debe ser hecha por una persona responsable, tal como un tutor o padre de familia.

**Cómo realizar una reservación**

Llame al (520) 316-6959

El centro de reservaciones de COMET está abierto de lunes a viernes de 7 a. m. a 4 p. m. Si usted llama para una reservación para el mismo día, llame al menos dos (2) horas antes de la hora que desea que lo recojan. El servicio de reservación para el mismo día se brinda en base a la disponibilidad de espacio. Si quisiera hacer reservaciones con antelación, puede programarlas hasta con 14 días de anticipación. Cuando llame para una reservación, tenga la siguiente información lista para brindar al despachador:

- La dirección de dónde desea ser recogido.
- La dirección a dónde desea ir.
- La hora a la que desea ser recogido y la hora en la que tiene que estar en su destino.
- Su número telefónico.
- Si va a usar un aparato de movilidad o animal de servicio.

Para obtener asistencia sobre reservaciones a través del Servicio de Relevé de Arizona (AZRS, por sus siglas en inglés), un servicio público prestado por el estado de Arizona y administrado por la Comisión de Arizona para las personas con sordera e hipoacusia (ACDRH, por sus siglas en inglés), visite [azrelay.org](http://azrelay.org).

**Línea de información de COMET: (855) 388-9088**

**Tarifas**

De acuerdo a la demanda local: \$1.00 por un viaje de ida o de vuelta

De acuerdo a la demanda regional: \$3.00 por viaje ida y vuelta

Servicio limitado por desviación de ruta: \$0.50 por abordaje

**Días feriados observados**

No habrá servicio en los siguientes días feriados:

- Día de Año Nuevo
- Nacimiento de Martín Luther King
- Día del Presidente
- Día de Conmemoración de los Caídos
- Día de la Independencia
- Día del Trabajo
- Día de Acción de Gracias
- Día de Navidad

**Aviso al público con respecto al Título VI sobre la no discriminación**

Notificación al público sobre los derechos en el Título VI

City Of Maricopa Express Transit opera sus programas y servicios sin distinción de raza, color, origen nacional o discapacidad de acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, Artículo 504 de la Ley de Rehabilitación de 1973 y la Ley de Estadounidenses con Discapacidades (ADA, por sus siglas en inglés) de 1990. Toda persona que crea que ha sido agredida por cualquier práctica discriminatoria ilícita indicada bajo el Título VI puede presentar una queja a City Of Maricopa Express Transit. Para obtener más información sobre el programa de derechos civiles de City Of Maricopa Express Transit y los procedimientos para presentar una queja, póngase en contacto con David R. Maestas, Gerente del Programa COMET, City Of Maricopa Express Transit; teléfono 520-316-6948, (TTY 623-240-4569); correo electrónico [david.maestas@maricopa-az.gov](mailto:david.maestas@maricopa-az.gov); o visite nuestra oficina administrativa en 39700 W. Civic Center Plaza, Maricopa, AZ 85138. Para obtener más información, visite [www.maricopa-az.gov/web/living/travel-transportation](http://www.maricopa-az.gov/web/living/travel-transportation). La persona que presenta una queja puede hacerla directamente ante el Departamento de Transporte de Arizona (ADOT, por sus siglas en inglés) o la Administración Federal de Transporte (FTA, por sus siglas en inglés) a sus oficinas correspondientes de Derechos Civiles: ADOT: ATTN: Title VI Program Manager 206 S. 17TH Ave MD 155A RM: 183 Phoenix AZ, 85007 FTA: ATTN: Title VI Program Coordinator, East Building, 5th Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590

**comet**  
City of Maricopa Express Transit

**Servicio:**  
**Ciudad de Maricopa**

**Chandler Regional Hospital**

**Casa Grande Regional Medical Facility**



**Para Reservaciones**  
**(520) 316-6959**  
[www.maricopa-az.gov](http://www.maricopa-az.gov)

**Información sobre COMET al**  
**(855) 388-9088**

**EFFECTIVO JUNE 14, 2016**

**comet**  
City of Maricopa Express Transit

**Legenda**

- Parada de autobús del servicio de desviación de ruta
- Servicio médico fuera del área

**Reservaciones**  
**(520) 316-6959**

**Información**  
**(855) 388-9088**

[www.maricopa-az.gov/web/living/travel-transportation](http://www.maricopa-az.gov/web/living/travel-transportation)

HACIA EL OESTE	Municipalidad	Central AZ College	Walmart	Biblioteca Pública/PHC del condado de Pinal	Bashas'	Harrah's Ak-Chin Casino/ UltraStar
AM	7:00 8:00	7:05 8:05	7:10 8:10	7:15 8:15	7:20 8:20	7:25 8:25
PM	3:00 4:00	3:05 4:05	3:10 4:10	3:15 4:15	3:20 4:20	3:25 4:25

  

HACIA EL ESTE	Harrah's Ak-Chin Casino/ UltraStar	Copper Sky	Centro para adultos mayores Copa	Park & Ride	Fry's	Biblioteca Pública/PHC del condado de Pinal	Walmart	Central AZ College	Municipalidad
AM	7:30 8:30	7:34 8:34	7:35 8:35	7:36 8:36	7:38 8:38	7:40 8:40	7:45 8:45	7:50 8:50	7:55 8:55
PM	3:30 4:30	3:34 4:34	3:35 4:35	3:36 4:36	3:37 4:37	3:40 4:40	3:45 4:45	3:50 4:50	3:55 4:55

The documents on the next page are “I Speak Cards,” used to identify which language a passenger speaks. If the driver does not recognize the language, the driver gives the passenger the “I Speak Cards.” The passenger reviews the cards to find the language they recognize and the instructions in their language instruct them to mark the box for that language. The driver then knows which language to request translation services.



LANGUAGE IDENTIFICATION FLASHCARD



ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.

1. Arabic



Խոսողո՞ւմ ե՞նք նշում կատարե՞լ այս քառակուսում,  
կթե՞խոսում կամ կարդո՞ւմ ե՞ք հայերեն:

2. Armenian



যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।

3. Bengali



ឈូមបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។

4. Cambodian



Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.

5. Chamorro



如果你能读中文或讲中文，请选择此框。

6. Simplified  
Chinese



如果你能讀中文或講中文，請選擇此框。

7. Traditional  
Chinese



Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.

8. Croatian



Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.

9. Czech



<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazyé sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérti vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

- |                          |  |                |
|--------------------------|--|----------------|
| <input type="checkbox"/> | Assinale este quadrado se você lê ou fala português.                           | 26. Portugues  |
| <input type="checkbox"/> | Însemnați această căsuță dacă citiți sau vorbiți românește.                    | 27. Romanian   |
| <input type="checkbox"/> | Пометьте этот квадратик, если вы читаете или говорите по-русски.               | 28. Russian    |
| <input type="checkbox"/> | Обележите овај квадратик уколико читате или говорите српски језик.             | 29. Serbian    |
| <input type="checkbox"/> | Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.             | 30. Slovak     |
| <input type="checkbox"/> | Marque esta casilla si lee o habla español.                                    | 31. Spanish    |
| <input type="checkbox"/> | Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog. | 32. Tagalog    |
| <input type="checkbox"/> | ให้กาเครื่องหมายลงในช่องดำท่านอ่านหรือพูดภาษาไทย.                              | 33. Thai       |
| <input type="checkbox"/> | Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.                        | 34. Tongan     |
| <input type="checkbox"/> | Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.         | 35. Ukranian   |
| <input type="checkbox"/> | اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔                     | 36. Urdu       |
| <input type="checkbox"/> | Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.               | 37. Vietnamese |
| <input type="checkbox"/> | באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.                            | 38. Yiddish    |

# Non-elected Committees Membership Table

A subrecipient who selects the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

Table Depicting Membership of Committees, Councils, Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	58%	14%	28%	0%	0%
City Council	72%	0%	28%	0%	0%
Transportation Advisory Committee	86%	0%	14%	0%	0%
TYPE THE NAME OF THE COMMITTEE HERE	0%	0%	0%	0%	0%

x **City Of Maricopa Express Transit** does NOT select the membership of any transit-related committees, planning boards, or advisory councils.

# Monitoring for Subrecipient Title VI Compliance

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The City Of Maricopa Express Transit (COMET) uses a contractor, Total Transit Enterprises, to provide drivers, scheduling and dispatch support. This is not a direct pass-through of FTA funds. Rather, it is an RFP-based contractual relationship between the City Of Maricopa and Total Transit Enterprises. The City Of Maricopa Express Transit monitors Total Transit for Title VI Compliance by these means:

The COMET Program Manager conducts a thorough review of the entire FTA Title VI Non Discrimination Implementation Plan with the Total Transit Director of Transit Operations every year. Every aspect of the Title VI Implementation Plan is reviewed during this four hour meeting, which is followed by an inspection of COMET vehicles for Title VI Compliance. The COMET Program Manager also provides a copy of the current Title VI Non-Discrimination Implementation Plan, and requests that Total Transit employees be trained according to the requirements of this plan. To ensure Total Transit's compliance with Title VI Non-Discrimination requirements, the COMET Program Manager and Title VI Coordinator conducts an on-site visit to the Total Transit facility in Glendale, Az annually to review Title VI training procedures and documentation.

The City Of Maricopa Express Transit acknowledges and affirms its responsibilities to investigate any Title VI Complaints on its subrecipient, Total Transit Enterprises. The City Of Maricopa Express Transit also affirms its responsibility to notify Arizona Department of Transportation of any Title VI Complaints on the COMET within 72 hours of receipt. Furthermore, the City Of Maricopa Express Transit maintains three separate complaint logs: General Complaints (non-Title VI or ADA), Title VI Complaints, and ADA Complaints. The Title VI and ADA complaints are kept on file for one year, and the Title VI and ADA complaint logs are kept on file for five years.

# Title VI Training

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**These are the Title VI Training materials researched in the last year:**

1. Review and reference of FTA Circular C 4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients” on a periodic basis.
2. Use of ADA.gov, LEP.gov, and transit.dot.gov websites for reference

**These are upcoming Title VI Training Opportunities that our COMET team will attend or complete in the next year:**

1. Annual PASS Training (which includes Title VI Training) to be held at the Total Transit Facility in Glendale, Az.
2. Will view the FTA website online Recorded presentations entitled:
  - Title VI Overview
  - Public Outreach
  - ADA Training
3. Other related Title VI Training as may be scheduled and offered by the ADOT Civil Rights Office or the FTA throughout the next year.
4. Ongoing consultation with FTA Circular C4702.1B “Title VI Requirements and Guidelines for Federal Transit Administration Recipients”

## Title VI Equity Analysis

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A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. "Facilities" in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

***Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.***

***The City Of Maricopa Express Transit has no current or anticipated plans to develop new transit facilities covered by these requirements.***

# Fixed Route Transit Provider Analysis

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**Fixed route:** Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A subrecipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The subrecipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

*Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators:*

## **Vehicle Load for Each Mode**

The number of passengers during the peak loading period shall not exceed 21 passengers for low-floor Arboc buses. The number of passengers during the peak loading period shall not exceed 15 passengers on the 15 passenger Arboc bus, which is to enter the COMET fleet in June 2018. The number of passengers during the peak loading period shall not exceed 6 passengers on the Amerivan minivans.

## **Vehicle Headway for Each Mode**

The City of Maricopa Express Transit operates with a one hour headway for its fixed route service. Fixed Route Service begins at 7 am and runs until 10 am, resumes at 2 pm and operates until 5 pm, Monday through Friday. There is no service on Saturday or Sunday.

## **On Time Performance for Each Mode**

The Fixed Route Service shall be considered on-time if it arrives within five minutes of the scheduled bus stop time, and departs no sooner than one minute prior to the scheduled bus stop time.

## **Service Availability for Each Mode**

Bus stops for the Fixed Route Service are located at 11 locations in the center of the city that have been selected due to multiple businesses, churches, and densely populated areas located nearby each bus stop.

*Effective qualitative practices to fulfill the Service Policy requirements include developing written policies covering each of the following service indicators:*

### **Transit amenities for each mode**

Beginning in June 2018, six bus shelters will be installed at existing bus stops within the city. These shelters have a bench for seating three people, a shade canopy and a trash receptacle. All riders have access to bus shelters if they use the Fixed Route Service.

### **Vehicle assignments for each mode**

For our Fixed Route System, our 6 passenger Amerivans have been sufficient in size in handling the limited ridership we experience today. However, we have a 15 passenger bus on order and we expect delivery by June 2018. This bus will enable us to serve higher ridership on the Fixed Route Service.

### **Vehicle Assignment Policy**

It is the intention of the City of Maricopa Express Transit to use the most efficient and economical vehicles for each mode of service. For the Fixed Route Service, today we operate with low-floor Amerivan six passenger minivans. However, in the near future, we will add an Arboc 15 passenger bus to our Fixed Route Service fleet. Our Demand Response Service uses Arboc low-floor 21 passenger buses. All vehicles are equipped with air conditioning and the Two Arboc buses are equipped with bicycle racks.

### **Transit Amenities Policy**

Bus Shelters will be installed at all Fixed Route Bus Stops to provide limited shade and shelter from the elements and to serve as affirmation that riders are in the correct location to board a Fixed Route vehicle.



# Board Approval for the Title VI Program

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The Maricopa Title VI Implementation Plan will be presented to City Council for approval in Regular Council Meeting on May 15, 2018.

# Organizational Chart

