



DRAFT MINUTES

**CITIZENS TRANSPORTATION OVERSIGHT COMMISSION
TRANSPORTATION DEPARTMENT OFFICE
6210 W. MYRTLE AVE., BUILDING A, SUITE 111/112
GLENDALE, ARIZONA 85301**

**FEBRUARY 1, 2024
6:00P.M.**

1. CALL TO ORDER

Vice Chair Marsh called the meeting to order at 6:00 p.m.

He welcomed new Commissioner Neil Lynch. Commissioner Lynch shared a brief background of himself.

2. ROLL CALL

Present: Paul Marsh, Vice Chair
James Ho, Commissioner
Neil Lynch, Commissioner
Tiana Roberts, Commissioner

Absent: Bryon Joyce, Chair
Norma Cuevas, Commissioner

Also Present: Purab Adabala , Transportation Deputy Director
Cassandra Johnston, Traffic Education Program Manager
Randy Proch, Transportation Planning Administrator
Russ Romney, Transportation Deputy Director
Yunpei Zhang, Transportation Planner

3. APPROVAL OF THE AGENDA - WITHDRAWALS AND CONTINUANCES

ACTION BY CTOC: Approval of the agenda for the February 1, 2024 Citizens Transportation Oversight Commission.

Motioned by Commissioner Tiana Roberts, seconded by Commissioner James Ho

AYE: Vice Chair Paul Marsh
Commissioner James Ho
Commissioner Neil Lynch
Commissioner Tiana Roberts
Other: Chair Bryon Joyce (ABSENT)

Commissioner Norma Cuevas (ABSENT)

Passed

4. APPROVAL OF THE MINUTES

Mr. Proch explained that the City Clerk has said that a Commissioner can only abstain from a vote if there is a clear conflict of interest. Mr. Proch relayed that the City Clerk disagreed with staff's stance that, in regards to approving minutes, not being present at a meeting was a clear conflict of interest. He said this was a new procedure.

ACTION BY CTOC: Approval of the minutes from the January 4, 2024 meeting of the Citizens Transportation Oversight Commission, as written.

Motioned by Commissioner Tiana Roberts, seconded by Commissioner James Ho

AYE: Vice Chair Paul Marsh

Commissioner James Ho

Commissioner Neil Lynch

Commissioner Tiana Roberts

Other: Chair Bryon Joyce (ABSENT)

Commissioner Norma Cuevas (ABSENT)

Passed

5. CITIZEN COMMENTS

Ms. Zhang announced there were no citizens present and there were no comments.

6. GLENDALE FAMILY BIKE RIDE 2024 OVERVIEW

Ms. Johnston gave a presentation on the 2024 Glendale Family Bike Ride, which included the following information:

- The event will be held on Sunday, April 14, 2024
- Free for all ages and rider skill levels
- Event begins at Sahuaro Ranch Park
 - Showcases the City and cycling as an affordable and environmentally friendly transportation option.
- The first 500 registered participants will receive a free t-shirt. All riders will receive a keepsake finisher medal.
- Participants will receive bicycle safety information.
 - If riders do not have a helmet, one will be provided and properly fitted. Riders can recycle old helmet and turn them into a planter, in partnership with Envirolnsight. Home Depot is donating the dirt and plants.
- Various exhibitors and vendors will be at Sahuaro Ranch Park.
- There are three routes and all start and end at Sahuaro Ranch Park.
- Restrooms, snacks, and water will be provided at three rest stops:
- The Bike Raffle is sponsored by DICK'S Sporting Goods, which has donated two bikes.

Ms. Johnston noted that Vice Chair Marsh volunteers each year to man the rest stop at Marshall Ranch Elementary School. She said if anyone was interested in volunteering, to please let her know.

Vice Chair Marsh voiced the following comments:

- Please check on the first aid kits for the rest stops. Last year, the rest stop seemed to go through a lot of the supplies.
- Last year, there were comments about the need for additional restrooms.
- The Dan Henry System is a system for marking for bike rides, whereby directional marking are made on the pavement. This might be better than signage, which could be blown down.

Ms. Johnston said that she just completed the contract with Marshall Ranch Elementary School and they agreed to open both the regular restrooms and the ones in the cafeteria. She said that pink arrows are painted on the pavement, and pink stickers are used, as well as signage. She noted that staff could not mark Marshall Ranch property.

7. **FY2023 GLENDALE ONBOARD PROGRAM ANNUAL REPORT UPDATE- DRAFT**

Ms. Zhang asked if the Commission wanted a full presentation of the Draft Report, as done at the last meeting or to just ask questions. Commission did not request for Ms. Zhang to redo the presentation and Commissioner Roberts went into questions.

Commissioner Roberts referenced Table 5 and suggested stating in the report that only \$50 million needed to be repaid, instead of stating \$50 million of the \$109 million. She asked why, in Table 5, \$19.3 million was used as the Original Bond Issue for Bond Series 2017, instead of the Bond Refunding 6-22-2017 amount of \$18.7 million. She said there was an 'e' missing at the end of the report. She suggested, in the future, including a summary at the end of the report.

Commissioner Ho asked if Phase 3 and Phase 4 of the Flashing Yellow Arrow project were completed. Ms. Zhang said Phase 3 will be started in FY2024. Commissioner Ho asked if there was no funding needed in 2025 for the prior phases. Ms. Zhang said that was correct.

Commissioner Ho inquired about the guard rail funding. Mr. Adabala explained the guard rail funding is to update from the old standards to current and shared a few examples.

Commissioner Roberts said the report was not the Commission's report, but rather staff's report to Council. She asked if the motion verbiage should be to 'approve the report' or to 'support the report.'

Mr. Romney said the Commission could either motion to approve or to support. He said if the Commission did not feel comfortable voting, the vote could be tabled until the Commission deemed it had enough information.

Commissioner Ho asked if the report went to Council for a vote. Mr. Romney said it could or could be on a consent agenda. Mr. Adabala noted that last year's report was not on Council's agenda.

Discussion was held regarding the term 'approve' versus 'support.'

Vice Chair Marsh recalled the audit process. Commissioner Ho said he was on the Audit Committee but he had not heard when the audit would start. Mr. Adabala said the audit just started a day or two ago and staff will bring updates to the Commission.

Vice Chair Marsh said he would feel comfortable 'supporting' the report. He said he had high confidence in staff, but he could not state that every cell in every worksheet was correct.

Commissioner Roberts said it was a subtle difference.

Mr. Romney said to 'support' was probably appropriate because it was staff's work and the Commission believes staff has done all appropriately.

Commissioner Ho commented that he was comfortable voting at tonight's meeting as this was a backward looking report and there will be an audit.

ACTION BY CTOC: Support of the staff's FY2023 Glendale Onboard Program Annual Report with the changes discussed and recommend moving the report forward to Council.

Motioned by Commissioner Tiana Roberts, seconded by Vice Chair Paul Marsh

AYE: Vice Chair Paul Marsh

Commissioner James Ho

Commissioner Neil Lynch

Commissioner Tiana Roberts

Other: Chair Bryon Joyce (ABSENT)

Commissioner Norma Cuevas (ABSENT)

Passed

8. **DEPUTY DIRECTOR'S REPORT**

Mr. Adabala gave an update on the following:

- 67th Ave. Bike Lanes
- 63rd Ave. Bridge at Loop 101
 - Installation of Bollards and Boulder to prevent golf carts
 - Graffiti Removal
 - Signage Installed
 - Striping Coming Soon

9. **COMMISSIONER UPDATES**

Commissioner Roberts commented on speeding along Arrowhead Loop Road next to Sierra Verde Elementary School, which is an area with a park and school. She asked if staff could look into this issue. She also requested information on the public meeting regarding Active Transportation.

10. **FUTURE AGENDA ITEMS**

Commissioner Ho requested that the Draft CIP be brought back to the Commission for action to propose funding for additional projects such as 59th Avenue Commission talked about in the prior meeting.

Commissioner Roberts requested an update on the public outreach for the Draft CIP.

Commissioner Ho also requested an update on the progress of obtaining public comments on the Draft CIP.

11. **NEXT MEETING**

The next regular meeting of the Citizens Transportation Oversight Commission will be held on March 7, 2024 at 6:00 p.m.

12. **ADJOURNMENT**

Vice Chair Marsh adjourned the meeting at 6:45 p.m.

The Citizens Transportation Oversight Commission meeting minutes of February 1, 2024 were submitted and approved this 7th day of March 2024.

Yunpei Zhang, Recording Secretary