

Every Day Counts (EDC)

Arizona Local Public Agency (AZLPA) Stakeholder Council

Meeting Minutes

DATE: Thursday, June 15, 2017

TIME: 10:00AM - 2:00PM

LOCATION: Maricopa Association of Governments (MAG) – 302 N. 1st Ave, Phoenix, AZ 85003

WELCOME AND INTRODUCTIONS

Welcome by Jodi Rooney.

RECAP AND SUMMARY OF MARCH 9, 2017 MEETING AND TOPICS

The topics from the March 9, 2017 meeting are as follows:

- Highway User Revenue Fund (HURF) Exchange.
- Lisa Danka and Patrick Stone presented information on the HURF Exchange to the group.

Feedback from the June 15, 2017 meeting topic include:

HURF Exchange Items

- 2 year construction is too tight of a timeline. Why would we be stricter with the time than what it takes to get completed now? ADOT has determined this to be the timeframe. In the past, there was an issue with some projects not moving forward. This money is meant to circulate in quick fashion. It is reasonable to expect this project to progress in a quicker fashion since it is not federally funded. Response: If you need a longer timeline consider using federal funds to complete your project.
- Define what constructed means in the policy as construction projects can have constraints such as legal issues pertaining to acquiring Right-of-Way. Is the 2 year construction timeline from when a project is cleared, or from when it is initially started? Response: When an acceptance letter has been received that defines constructed. Design must be completed.
- Jason Kelly put together procedures for the HURF Exchange policy for the Northern Arizona Council of Governments (NACOG). He outlined what to expect in year 1, 2 and 3. Response: It is preferred for ADOT to provide guidance as information is not yet finalized.
- Tribes cannot use the HURF Exchange funds; however they can possibly partner with another agency such as the county to access funds.
- The HURF Exchange Intergovernmental Agreement (IGA) is with the Attorney General's office. The policy is almost finalized.
- Is it possible for there to be standardized work for all COG and MPOs for this program? Response: HURF Exchange entrance letter and tools are anticipated to be available at or around the end of July 15, 2017.

20/30/30/20 Items

- Perhaps at the 2 year mark there can be a project review. Consider a review at 30%, 60% and at 90%. During the last 10% is when the COG and MPO puts money into their project.

General Feedback

- HURF funds will not work well with large projects.
Response: This program was designed for greater Arizona to utilize, which tend to be smaller projects.
- With staffing issues in some COG and MPO locations, there may be some hesitation using the HURF funds as it shifts control away from ADOT and requires more staff with the local.
- Participants indicated that they do not see and/or have contact with ADOT project managers regarding their projects. Not much oversight. They would like to see this change.
- Most Council of Governments (COG), Metropolitan Planning Organizations (MPO) and cities have to go before a committee for authorization. This can be time consuming and add to the overall timeline of getting a project underway.
Response: This process is to be expected and the project bidding process can add to the time issue as well; please plan accordingly.

PARTICIPANT FEEDBACK AND OPEN DISCUSSION

What is the future of Predictive Modeling? ADOT and FHWA to look at education possibly using Highway Safety Improvement Program (HSIP) funds.

FEDERAL HIGHWAY ADMINISTRATION (FHWA) UPDATE

Update by Ed Stillings, Senior Transportation Planner

- FHWA is experiencing a staff shortage. Please be patient with timelines on projects at this time.
- A staff rotation will be taking place by July. This will allow an FHWA person from another location to fill Randy Everett's position for 4 months. Most vacancies cannot be filled at this time.
- FHWA will be hiring for an Intelligent Transportation System (ITS) position.
- The Buy America court decision is in limbo. No updates at this time.
- FHWA drafted guidelines for preliminary scoping is not yet finalized.
- Lisa Neie with FHWA is working on Americans with Disabilities Act (ADA) new standards.

TIMELINE TO OBLIGATION

- Reviewed the Timeline to Obligation document and the dates listed.
- LPAs would like communication from their ADOT project manager when their local project goes to PRB.
- Try to get the Local Public Agency (LPA) representative involved earlier on a project and if possible have them attend COG and MPO meetings.
- The group stated that the Joint Project Agreement/Intergovernmental Agreement (IGA/JPA) timeline for review is too short. They need more than 1 week to review. Most IGA and JPA documents need to go past a committee and most committees only meet once a month. The IGA from initiation to execution could take 6 months because of multiple parties involved.
- It was commented for ADOT to send the JPA/IGA documents one at a time to the local instead of batching them together.

MEETING GUEST AND TOPIC – ARIZONA MANAGEMENT SYSTEMS (AMS)

Presentation by Dallas Hammit, Deputy Director for Transportation/State Engineer

Dallas presented on the new direction ADOT is taking with revising processes to make them more efficient.

- See attached presentation.

ROUNDTABLE

Legislative Issues - Noted by Kevin Adam:

- Federal budget has been passed, however it is a smaller operating budget.
- Mission critical hiring for federal employees only.
- 5 new states increased their gas tax. That makes 22 total. Arizona is falling behind as it is not acquiring enough funds for infrastructure projects.

Other:

- On Pima County projects, cost estimates have been moving faster on smaller projects.
- It was noted that ADOT staff attendance is appreciated and helpful to provide information. There is an understanding that ADOT staff is not always able to attend meetings.
- Planning Assistance for Rural Areas (PARA) Program has been useful.

Topics for Upcoming Meetings:

- Americans with Disabilities Act requirements.
- HSIP call for projects.

ANNOUNCEMENTS

- The group was asked to think about 2018 meeting dates and report back as to what will work best.
- There may be a schedule conflict for the September 14, 2017 meeting. There is a Civil Rights meeting scheduled for that same day.

ADJOURN

June 15, 2017 at 1:55 pm

ATTACHMENTS

- June 15, 2017 sign-in sheet
- Timeline to Obligation spreadsheet
- AMS Presentation
- ROAD Portal announcement

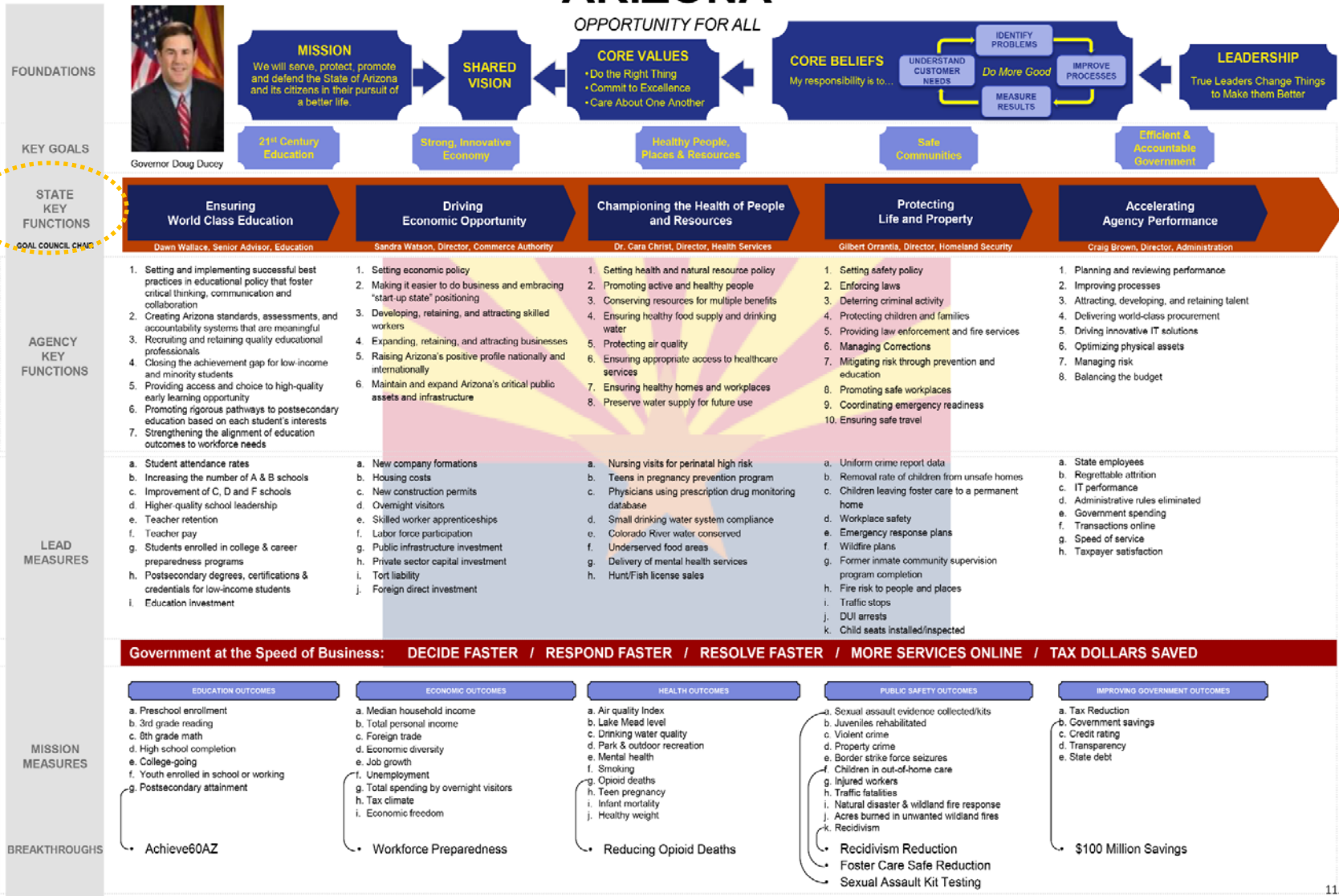
The Arizona Management System

L P A Stakeholder Council Meeting
J u n e 1 5 , 2 0 1 7

D a l l a s H a m m i t

ARIZONA

OPPORTUNITY FOR ALL



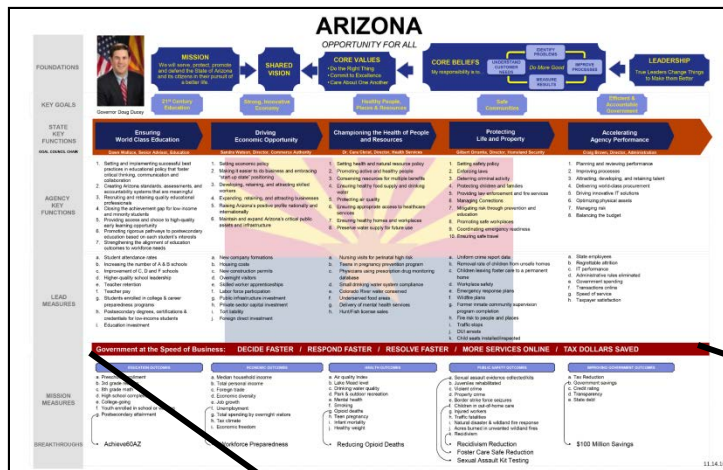
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State Key Functions

- Ensuring World Class Education
- Driving Economic Opportunity
- Championing the Health of People and Resources
- Protecting Life and Property
- Accelerating Agency Performance

Start with “WHY”

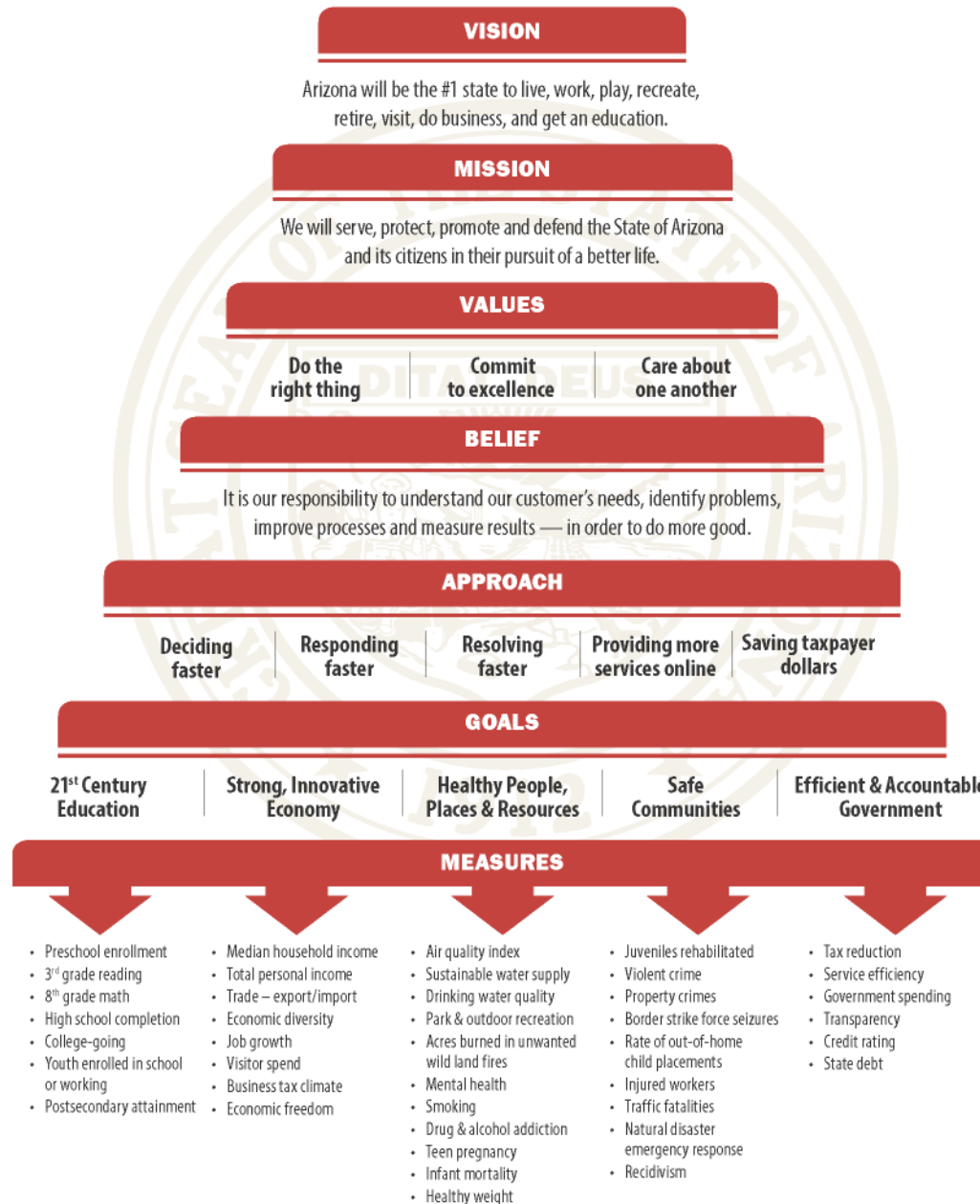
Why would ADOT want to be part of the Arizona Management System?



Government at the Speed of Business:

- DECIDE FASTER
- RESPOND FASTER
- RESOLVE FASTER
- MORE SERVICES ONLINE
- TAX DOLLARS SAVED

ARIZONA'S PYRAMID OF SUCCESS



“WHAT” are we Doing



“WHAT” are we Doing



How is ADOT going to get there?

- ▶ Huddle and Visual Management
- ▶ Standardize Process
- ▶ Kaizen
- ▶ Keep Score

BELIEF

It is our responsibility to understand our customer's needs, identify problems, improve processes and measure results

Who's My Customer



The group that
uses the service
produced



Who's My Customer



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How is ADOT going to get there?

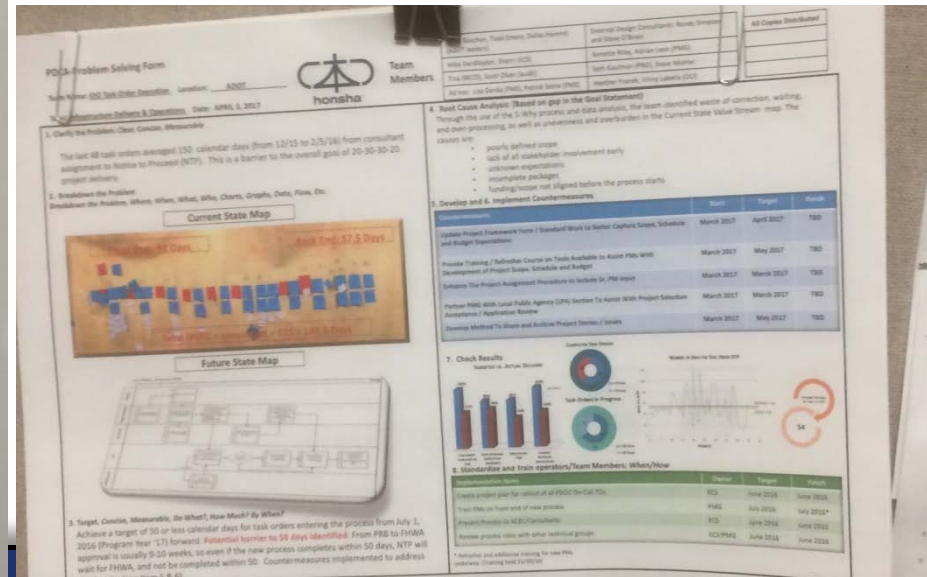
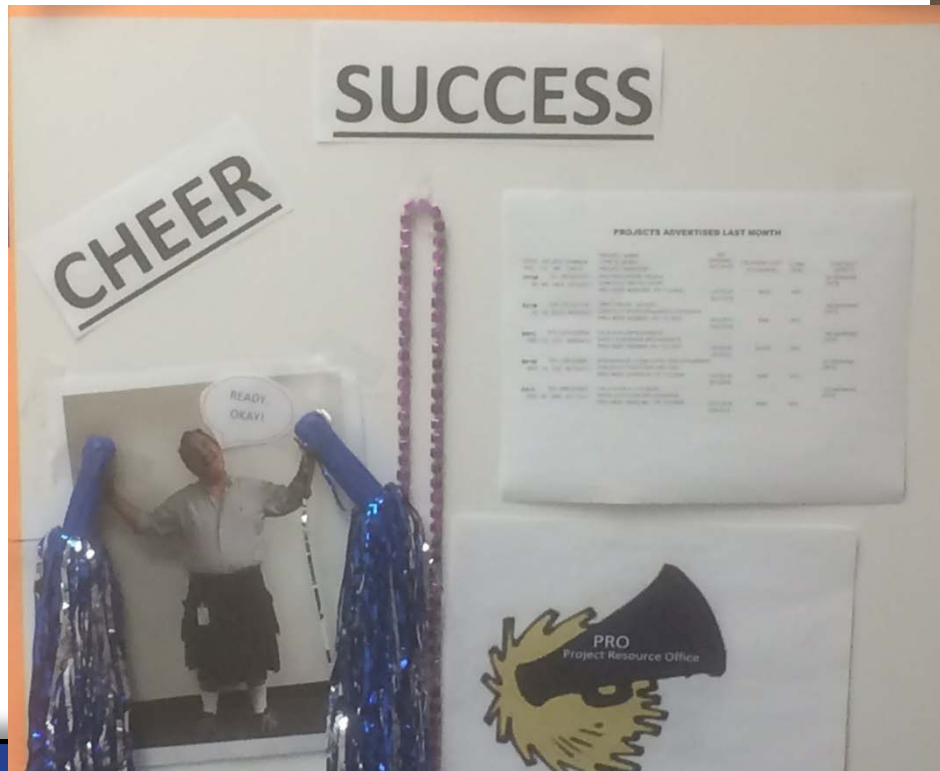
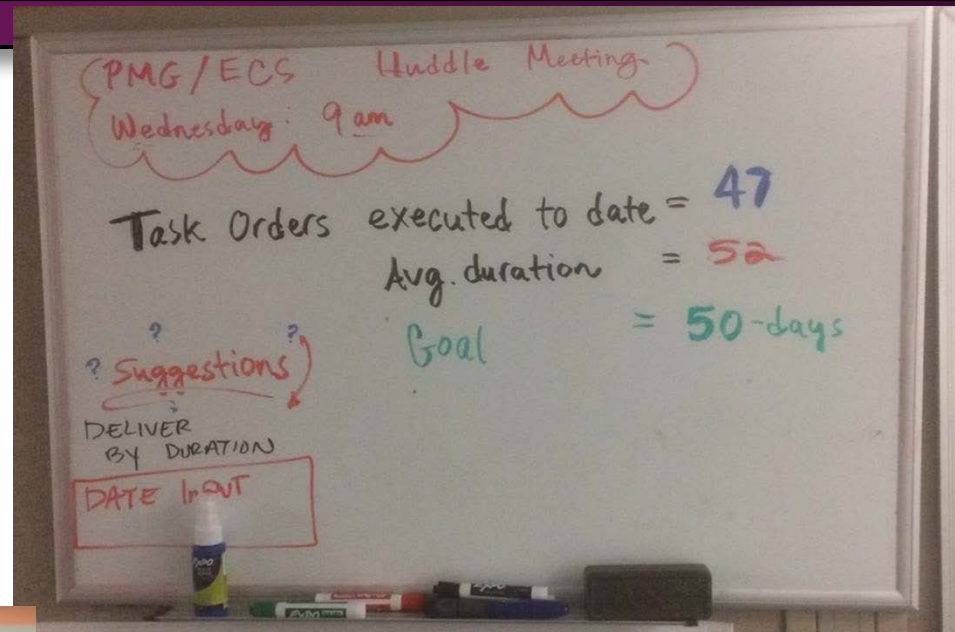
- ▶ **Huddle and Visual Management**
- ▶ Standardize Process
- ▶ Kaizen
- ▶ Keep Score

Huddle Board Meeting

South Mountain Project Document Control Team

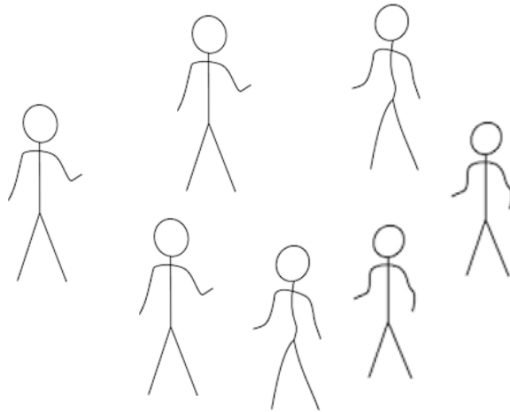


Visual Management



The Ultimate Vision

To become a self-sustained learning, problem solving organization.....where everybody, everyday, everywhere comes together in small teams reflecting on.....



How did we do yesterday?
How can we do it better tomorrow?

How is ADOT going to get there?

- ▶ Huddle and Visual Management
- ▶ **Standardize Process**
- ▶ Kaizen
- ▶ Keep Score

STANDARD WORK

“There is no improvement
without standardization”

- *Taiichi Ohno*
(father of Lean)

Standardization is a tool
that will ensure your
improvements will be
sustained

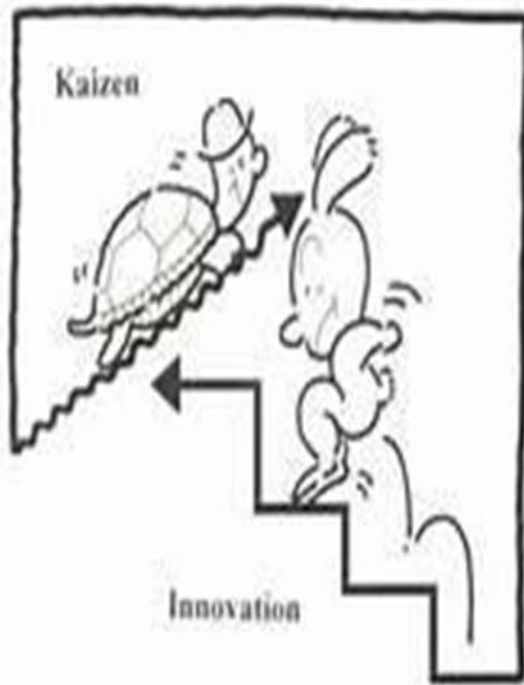


How is ADOT going to get there?

- ▶ Huddle and Visual Management
- ▶ Standardize Process
- ▶ **Kaizen**
- ▶ Keep Score

What is Kaizen?

Any Change, large or small, that improves safety or process



How is ADOT going to get there?

- ▶ Huddle and Visual Management
- ▶ Standardize Process
- ▶ Kaizen
- ▶ **Keep Score**

	Performance Metric Title	Custom Field	JOP	YTD	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
4	Breakthrough Metrics															
5	#1] Decrease urban MVD field office entrance to exit time from 57.5 minutes to 30 minutes by December 31, 2016	Speed	6/30/2016	Target	44.1	53.1	53.2	48.6	51.2	45.3	41.3	30	30	30	30	30
6			57.6	Actual	39.4	53.8	52.1	43.6	44.6	32.3	28.2	30.8	29.6			
7	#2] PB - Decrease time needed to execute a design consultant task order from 172 days to 50 days by December 31, 2016 ^{1/}	Speed	1/1/2016	Target	88	150	130	110	90	70	50	50	50	50	50	50
8			172	Actual	74	64	75	86	91	71	57	83	62			
9	Operational / Sustainment Metrics															
10	#3] Increase the number of MVD online service transactions from 7,215.8 million to 7,484.7 million by June 30, 2017	Speed	6/30/2016	Target	4,834.1	630.0	643.8	598.0	588.2	539.2	571.4	600.7	662.8	719.1	651.8	658.5
11			7,215.8	Actual	4,782.7	603.5	642.8	591.0	566.8	553.9	572.6	613.0	639.1			
12	#4] Increase the percentage of domestic port of entry permits issued online from 25% to 35% by June 30, 2017	Speed	6/30/2016	Target	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%	35%
13			25%	Actual	47%	27%	34%	34%	51%	56%	56%	59%	58%			
14	#5] Increase the percentage of construction projects delivered on-time from 33% to 60% by June, 2017	Speed	1/1/2016	Target	54%	50%	51%	52%	53%	54%	55%	56%	57%	58%	58%	60%
15			50%	Actual	47%	33%	60%	70%	42%	40%	57%	29%	46%			
16	#6] Maintain time to process simple Class C over-dimensional permits at 20 hours or less	Speed	6/30/2016	Target	20	20	20	20	20	20	20	20	20	20	20	20
17			20	Actual	21	20	20	20	20	20	20	20	27			
18	#7] PB - Process 100% of simple utility permits in 10 days or less	Speed	1/1/2016	Target	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
19			56	Actual	8.8	5.6	10.0	11.6	9.6	9.5	9.8	8.6	5.7			
20	#8] PB - Process 100% of third party applications in 45 days or less	Speed	11/1/2015	Target	45	45	45	45	45	45	45	45	45	45	45	45
21			110	Actual	37	35	--	14	--	88	--	--	12			
22	#9] Decrease the percentage of time the Phoenix Metro system operates at a congested level from 36% to 31% by December 31, 2018	Quality	6/30/2016	Target	34.7%	35.2%	35.0%	34.9%	34.8%	34.6%	34.5%	34.3%	34.2%	34.1%	33.9%	33.8%
23			35.3%	Actual	35.0%	35.2%	35.1%	35.2%	35.1%	35.3%	34.9%	34.7%	34.6%			
24	#10] Improve pavement condition from 73% to 80% for interstate highways by June 30, 2017	Quality	6/30/2016	Target	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
25			73%	Actual	73%	73%	73%	73%	73%	73%	73%	73%	73%			
26	#11] Maintain percentage of bridges rated as good or fair at 95% or greater	Quality	6/30/2016	Target	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
27			95%	Actual	97%	97%	97%	97%	97%	97%	97%	97%	97%			
28	#12] Decrease the average total number of traffic fatalities in Arizona by 7% by December 31, 2018 (FY2017 target = 3% or 866 total fatalities) ^{2/}	Quality	12/31/2015	Target	580	73	73	73	73	72	72	72	72	72	72	72
29			888	Actual	585	83	85	82	79	79	69	67	41			
30	#13] Deliver 100% of construction projects within original program amount	Cost	6/30/2016	Target	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
31			100%	Actual	100%	100%	100%	100%	100%	100%	100%	100%	100%			
32	Statewide Reporting Metrics															
33	#\$w/ # of Agency FTE Count	People	2/1/2014	Target	3,763	3,763	3,763	3,763	3,763	3,763	3,763	3,763	3,763	3,763	3,763	3,763
34			4,350	Actual	3,627	3,697	3,675	3,641	3,612	3,594	3,583	3,585	3,612			
35			No data to report. Waiting further direction from the GTO.													
36	#\$w/ % of Arizona Management System Adoption	Quality														
38	#\$w/ # of Regrettable Attrition ^{3/} (two) # of Administrative Rates Improved or Repealed	People	104	Actual	210	33	39	24	32	24	24	34				
39		Quality		Actual	--	--	--	--	--	--	--	--				
40	#\$w/ # of Breakthroughs Achieved	Quality	1	Actual	--	--	--	--	--	--	--	1				
41	#\$w/ % of Services Online	Speed		Actual	--	--	--	--	--	--	--	--				
42	Goal Council Metrics															
43	#GC2 L08] Dollar value of critical infrastructure spending relative to state GDP	Cost	7/1/2014	Target	\$ 378.6			\$ 378.6			\$ 757.3			\$ 1,135.9		\$ 1,514.6
44			\$2.0 Billion	Actual	\$ 757.2			\$ 378.6			\$ 757.3					
46	1/ Countermeasure reflected on Breakthrough Project A3															
47	2/ Results subject to change due to lag in data reporting															
48	3/ Metric reporting lag by one month															
49																
50																
		Custom Field Legend														
	Speed	Go Farther (Rapid, Decide, Rumble)														
	Quality	Compliance, Customer Satisfaction														
	Cost	Dollars Saved														
	People	Retain Employees or Safe Employees														
		Performance to Targets Color Coding:														
		100% of Target														
		Within 75% - 99% of Target														
		Within 0% - 74% of Target														
		Counter Measure Triggers:														
		Breakthrough - 1 month in RED or 2 consecutive months in YELLOW														
		Operational - 2 consecutive months RED or YELLOW														
		Sustainment - 2 consecutive months RED														

ADOT'S TRANSPORTATION MEASUREMENTS

Score Card - IDO

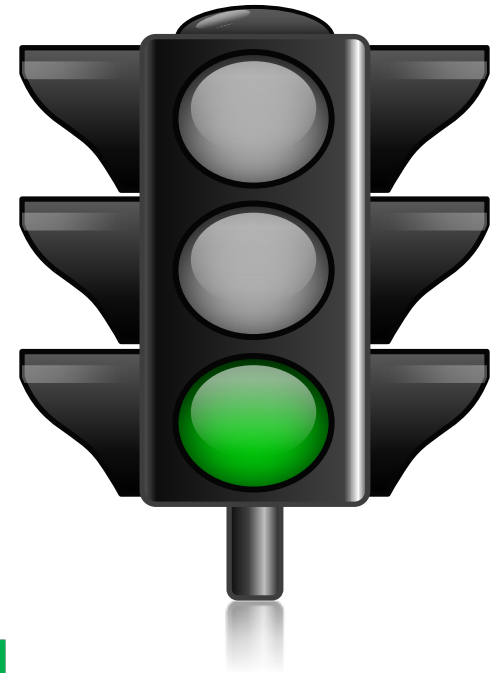
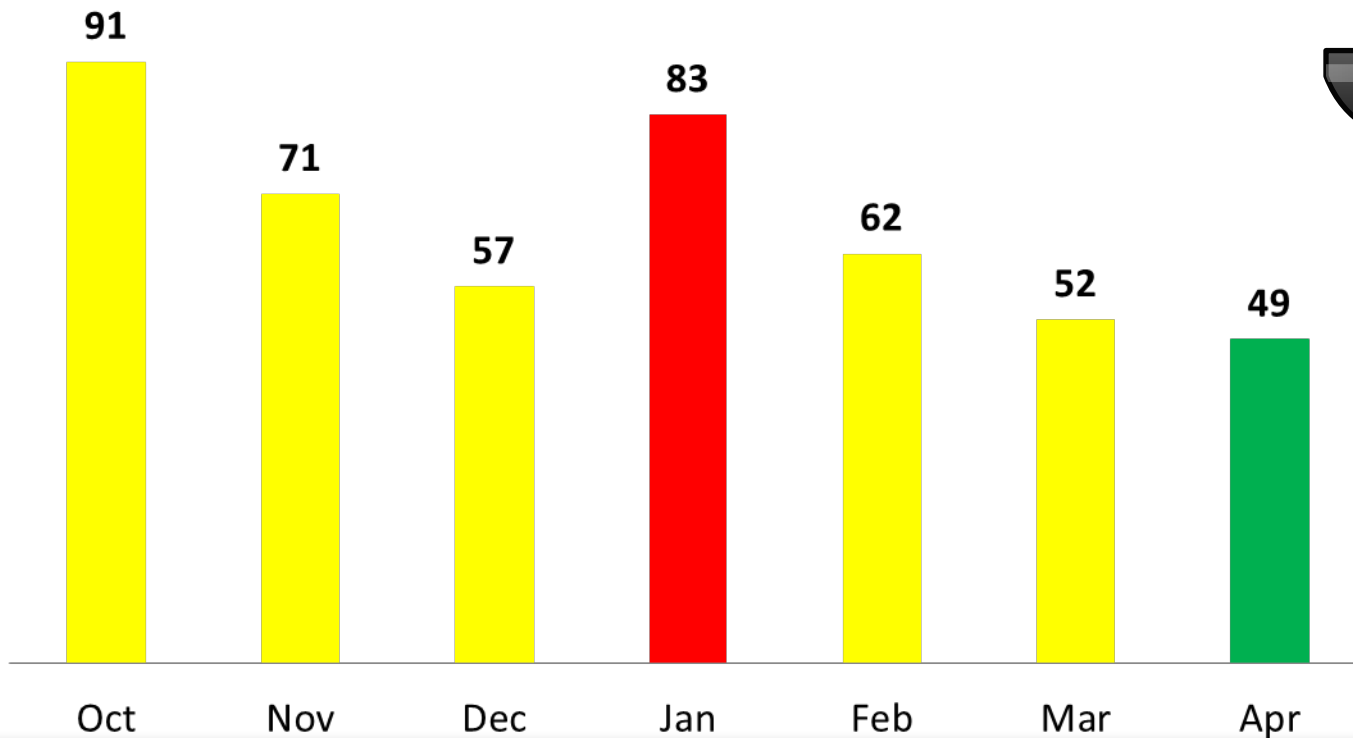
Performance MetricTitles			Custom Field	JOP	YTD	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Breakthrough Metrics															
Task Order Execution	Speed	1/1/2016	Target	150	150	130	110	90	70	50	50	50	50	50	50
		172	Actual	64	64	75	86	91	71	57	83	62	52	49	
Operational / Sustainment Metrics															
On-Budget Construction Delivery	Cost	6/30/2016	Target	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
		100%	Actual	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	
On-Time Construction Delivery	Speed	1/1/2016	Target	50%	50%	51%	52%	53%	54%	55%	55%	56%	57%	58%	58%
		50%	Actual	33%	33%	60%	70%	42%	40%	57%	29%	50%	50%	75%	
Simple 10 Encroachment Permits (Former Simple 15)	Speed	1/1/2016	Target	15	15	15	15	10	10	10	10	10	10	10	10
		56	Actual	5.6	5.6	10.0	11.6	9.6	9.5	9.8	8.6	5.7	5.2	13.7	
Pavement Condition	Quality	6/30/2016	Target	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%	80%
		73%	Actual	73%	73%	73%	73%	73%	73%	73%	73%	73%	73%	73%	
Bridge Condition	Quality	6/30/2016	Target	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
		95%	Actual	95%	97%	97%	97%	97%	97%	97%	97%	97%	97%	97%	

Custom Field Legend	
Speed	Go Faster (Respond, Decide, Resolve)
Quality	Compliance, Customer Satisfaction
Cost	Dollars Saved
People - P	Retain Employees / Safe Employees

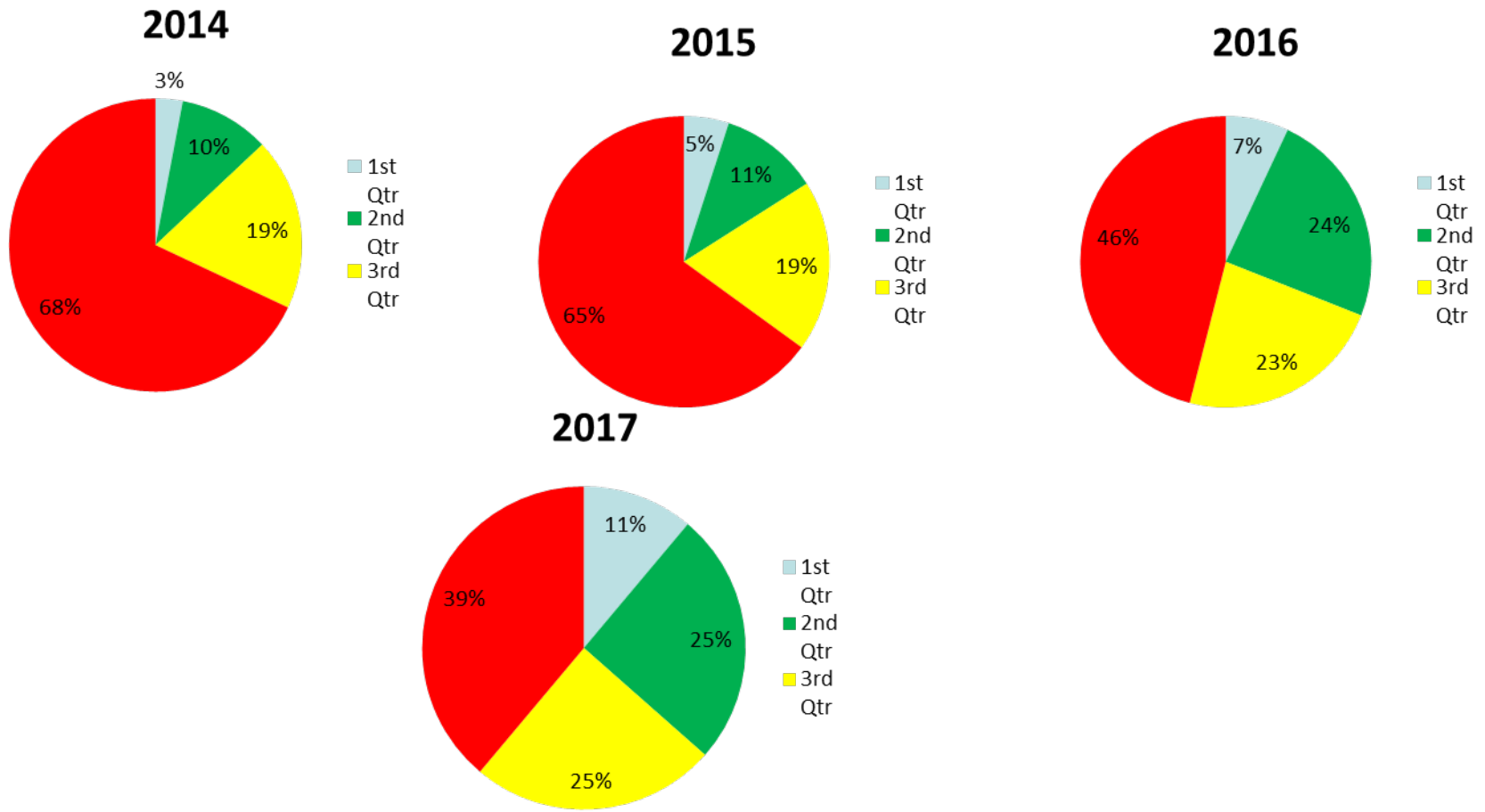
Performance to Targets Color Coding:	
Green	100% of Target
Yellow	Within 75% - 99% of Target
Red	Within 0% - 74% of Target

Task Order Execution

150 Days to Target of 50 Days



20-30-30-20 Progress

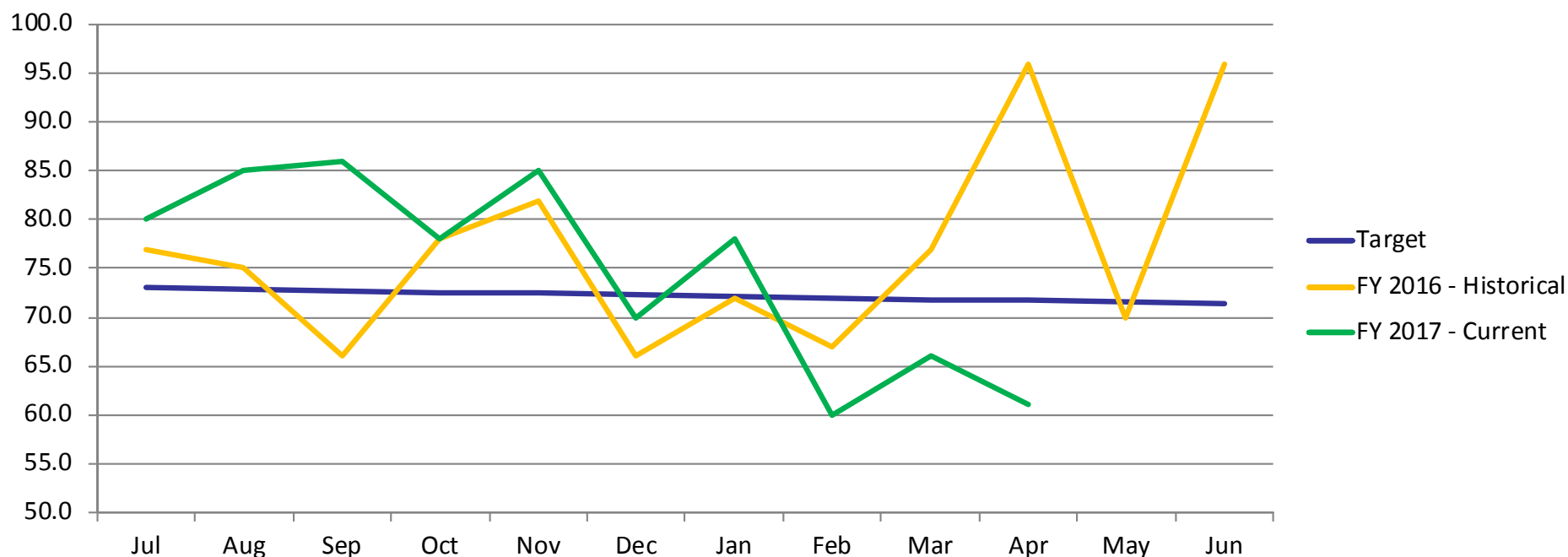


Performance Metrics

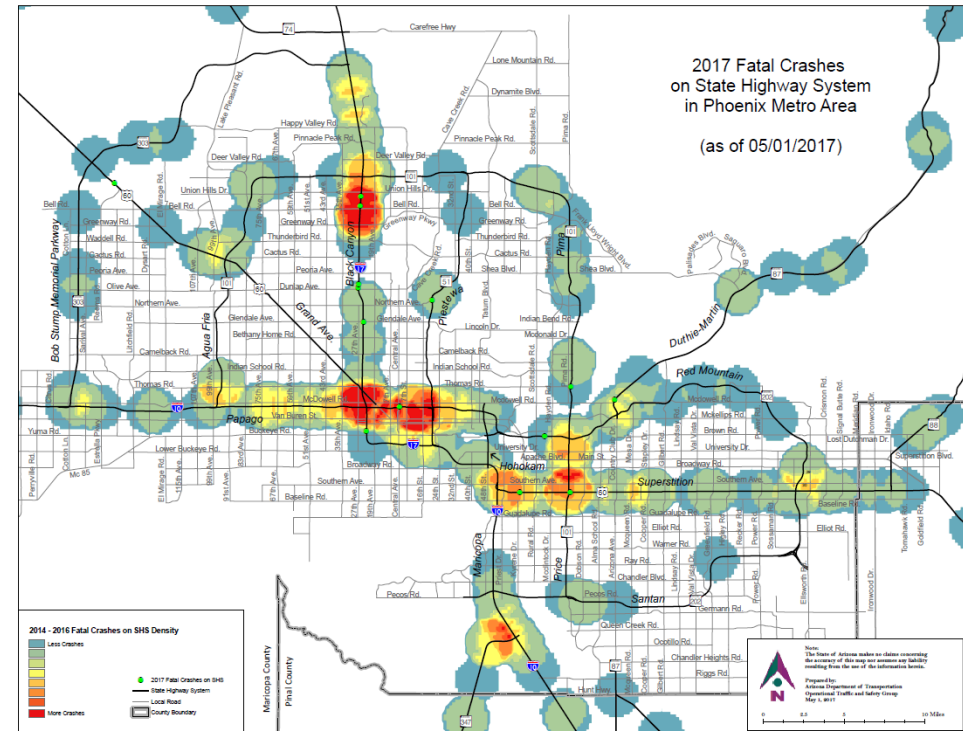
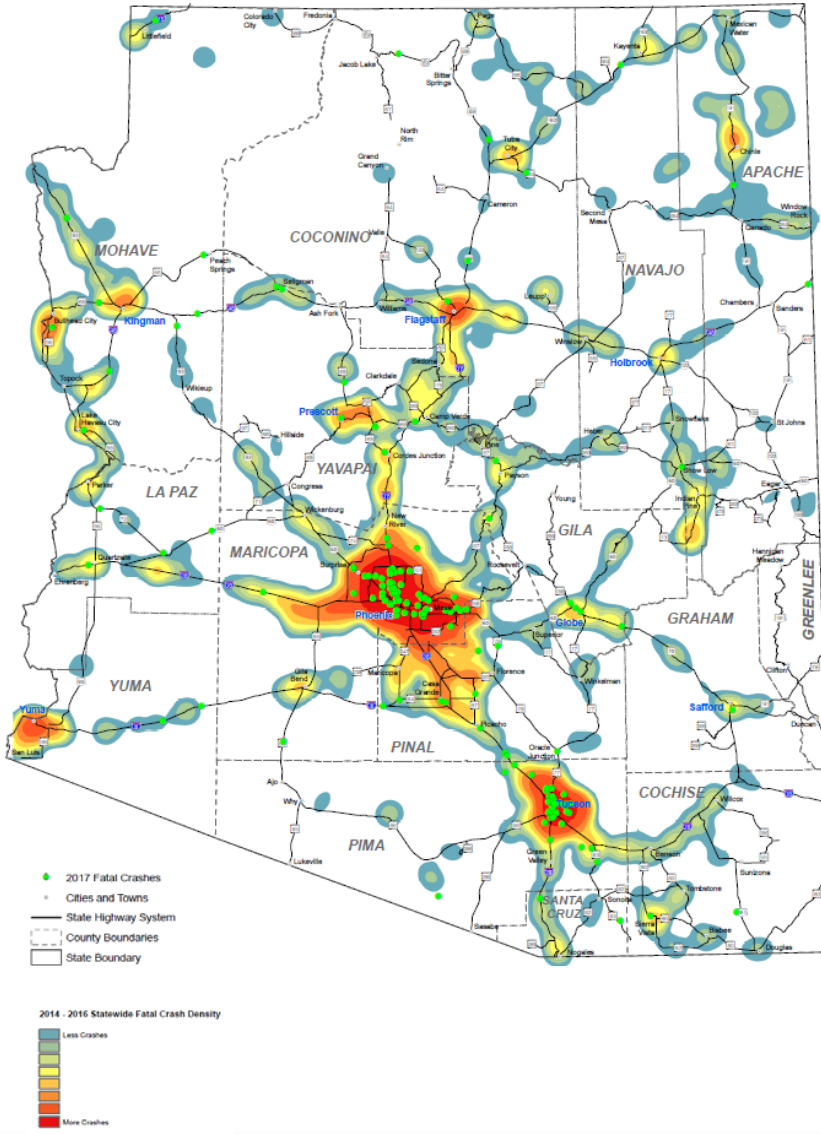
Performance Metric	JOP		YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Decrease the average total number of fatalities in Arizona 7% by the end of CY 2018 (CY 2016 improvement target = 2%)	1/1/2016	Target	72	73.0	72.8	72.7	72.6	72.4	72.3	72.1	72.0	71.8	71.7	71.6
	74	Actual	80	80	85	86	78	85	70	78	60	66	61	
Decrease the percent of time the Phoenix Metro system operates at a congested level from 36% to 31% by the end of CY 2018	1/1/2016	Target	35.6%	35.2%	35.0%	34.9%	34.8%	34.6%	34.5%	34.3%	34.2%	34.1%	33.9%	33.8%
	36%	Actual	35.2%	35.2%	35.1%	35.2%	35.1%	35.3%	34.9%	34.7%	34.6%	34.3%	34.8%	
Average processing time for Class C Over-Dimensional Permits less than 48 hours	1/1/2016	Target	48	48	48	48	48	48	48	48	48	48	48	48
	37	Actual	38	27	43	25	39	54	48	33	27	27	37	

Goal – Reduce Total Fatalities

Fatalities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Target	73.0	72.8	72.7	72.6	72.4	72.3	72.1	72.0	71.8	71.7	71.6	71.4
FY 2016 - Historical	77	75	66	78	82	66	72	67	77	96	70	96
FY 2017 - Current	80	85	86	78	85	70	78	60	66	61		



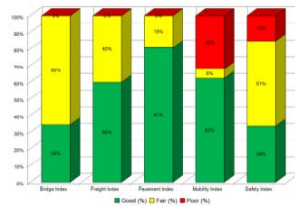
2017 Fatal Crashes in Arizona as of 05/01/2017



MPD Vital Few

Fiscal Year 2017 Agency Performance Bowling Chart - MPD Mission Measurements

Performance Metric Title	Measurements		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Breakthrough Metrics												
Transit Grants	# of Days to Complete	Target	190	170	150	130	90	90	90	90	90	90
		Actual	206	206	78	98	104	161	196	135	*	*
Operational / Sustainment Metrics												
Product Evaluation Program	# of Days to Complete	Target	450	440	430	420	400	365	180	180	180	180
		Actual	394	384	347	347	343	321	316	349	448	456
Highway Performance Monitoring System	% Complete of HPMS Submittal	Target	5%	10%	15%	20%	25%	30%	40%	50%	60%	80%
		Actual	5%	8%	13%	20%	30%	35%	50%	60%	80%	92%
Aviation Grants	# of Days to Complete	Target	980	950	920	890	860	825	825	825	825	825
		Actual	981	978	843	860	1113	980	840	876	631	1037



Delivery of Transit Grant Funds

- **Measurement:**
 - Cumulative average of calendar days from notice of award to execution of agreement
- **Target:**
 - 57% Reduction (from 210 days to 90 days)



Performance Metric Title	Measurements		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
<i>Breakthrough Metrics</i>												
Transit Grants	# of Days to Complete	Target	190	170	150	130	90	90	90	90	90	90
		Actual	206	206	78	98	104	161	196	135	*	*

- **Grant Status:**
 - *All Contracts have been awarded; new cycle begins in July

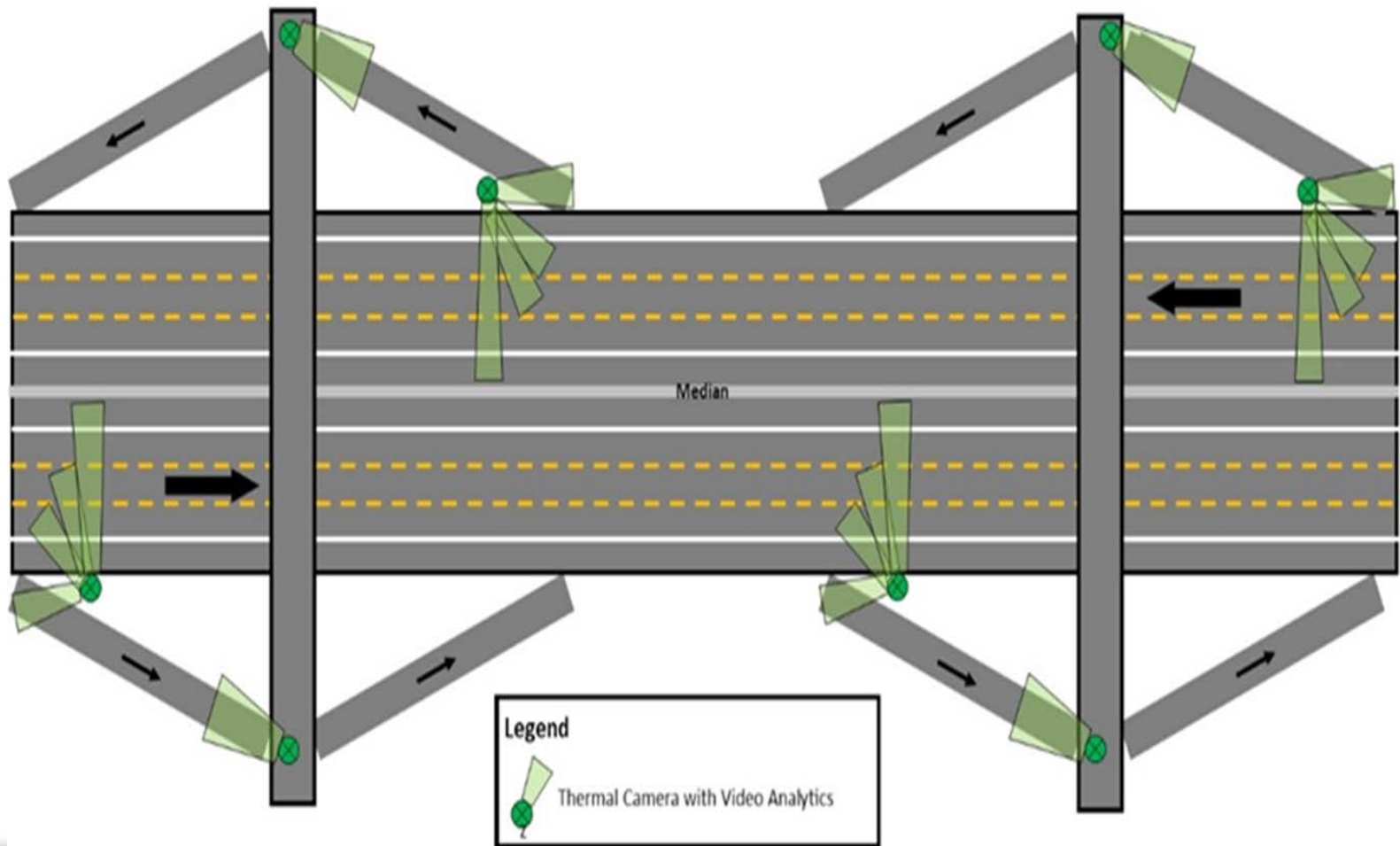
ADOT Transportation Improvement Areas

- Needs Based Maintenance Budget
- # of ITS solutions implemented
 - Adaptive ramp metering
 - Wrong Way Driver detection
 - Traffic Signal Communication network
- On-time/On-Budget Construction Completion
- Timely payment to Grant sponsors
- NEPA Assignment

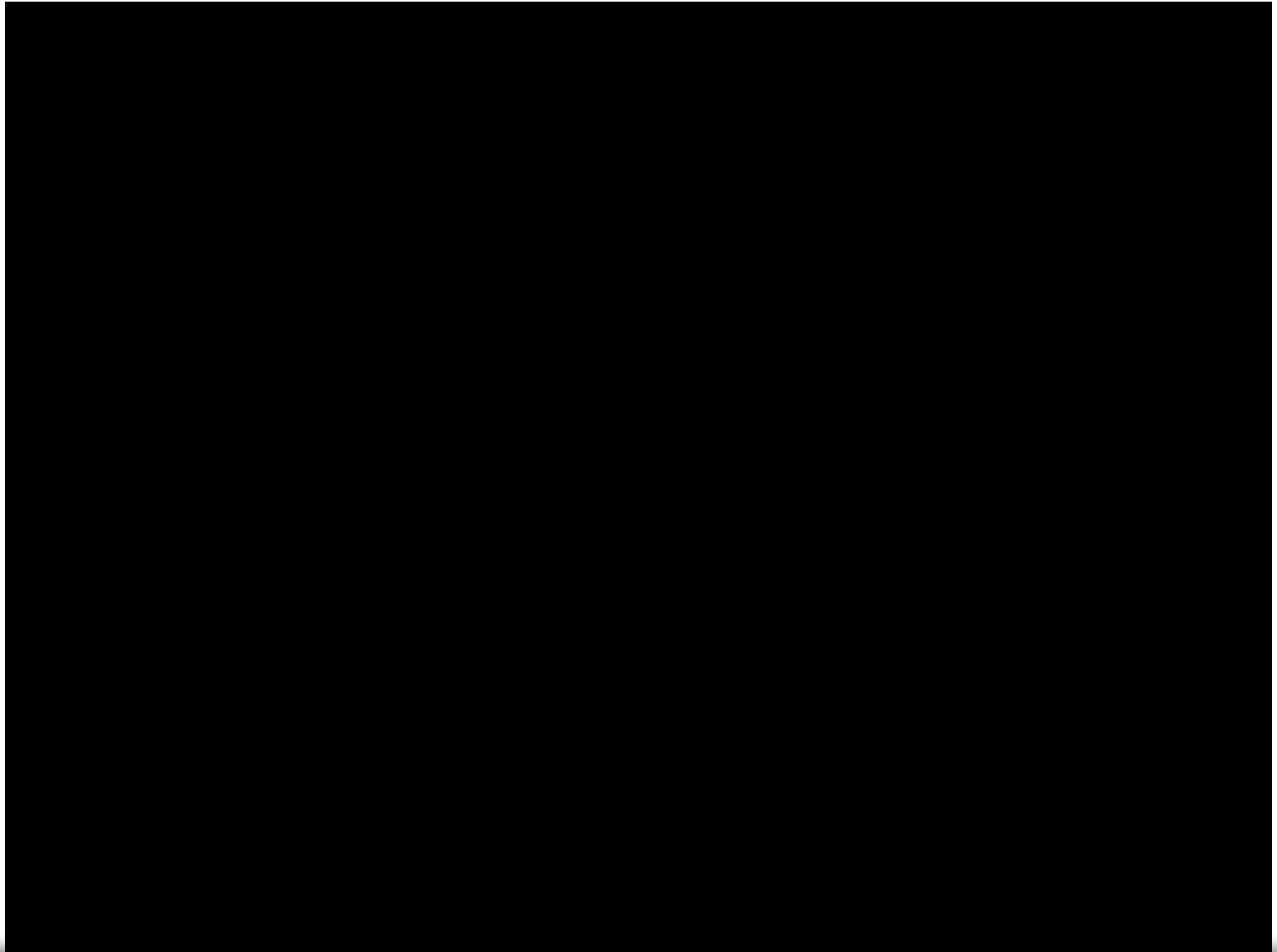
Wrong Way Detection Project

- ▶ Wrong Way Detection Deployment
 - Advanced advertisement of project from August to June of 2017
 - The construction project will install thermal cameras with the purpose of detecting wrong way occurrences on Interstate 17 between Loop 101 and Interstate 10.

Detection Element



Wrong Way Detection Project



Questions

Everyday Counts - Arizona Local Public Agency Stakeholder Council

Thursday, June 15, 2017 • 10:00 PM – 2:00 PM

Maricopa Association of Governments (MAG) • 302 N. 1st Ave, Saguaro Conference Room • Phoenix, AZ 85003

Completion of this sign-in sheet is completely voluntary and helps the project team keep an accurate record of meeting attendees. Under state law, any identifying information provided below will become part of the public record and, as such, must be released to any individual upon request. Please print clearly.

NAME	AGENCY	PHONE	EMAIL
RICK ELLIS	Pima Co. DOT	(520) 724-6335	RICK.ELLIS@PIMA.GOV
Nathan Barrett	Pima Assoc. of Govt	(520) 792-1093	nbarrett@PAGregion.com
Frank Marbury	City of Kingman	(928) 753-8134	frankmarbury@cityofkingman.gov
Steve Sanders	Gila County		
Frank Sanchez	Yuma County	928-817-5120	
Ed Stillings	FLHWA	602 382-8966	ed.stillings@dot.gov
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Karen Lamberton	Cochise County (Serge)	520-432-9300	Klamberton@cochise.AZ.GOV
Diane Eitel	Casa Grande	480-600-2091	dietel@CasaGrandeAZ.gov
Kevin Adams	RAE	480-577-7209	kadamertac.net

ADOT

Completion of this sign-in sheet is completely voluntary and helps the project team keep an accurate record of meeting attendees. Under state law, any identifying information provided below will become part of the public record and, as such, must be released to any individual upon request. Please print clearly.

NAME	AGENCY	PHONE	EMAIL
Debbie Albert	City of Glendale	623/930-2939	dalbert@glendaleaz.com
Justin Catapano	ADOT	602-712-4873	JCatapano@azdot.gov
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ANNOUNCING:

ROAD PORTAL!

(Repository of Online Archived Documents)

**Record drawings are
available to ALL online at:
<https://road.azdot.gov/>**

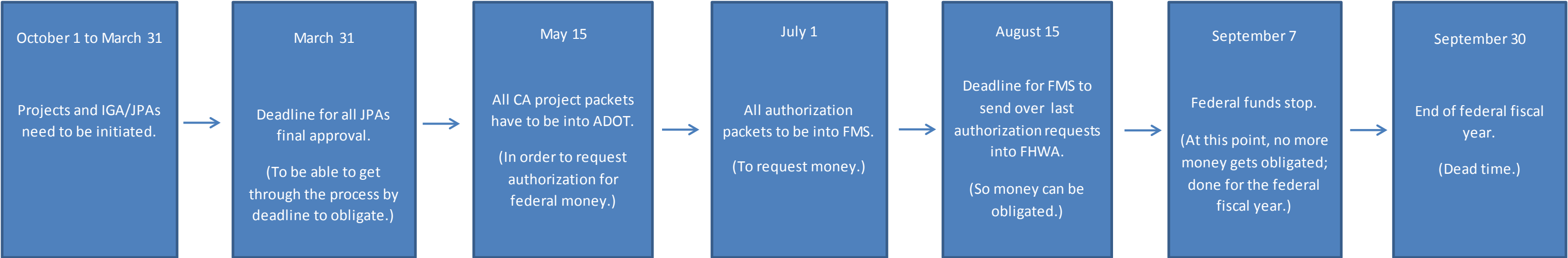
**For more information, contact the
Project Resource Office at:
602.712.7015 or
RecordDrawings@azdot.gov**

**Project Resource
OFFICE**

ADOT

Timeline to Obligation for Non-HURF Exchange Funded Projects

3rd Quarter	4th Quarter	1st Quarter	2nd Quarter
Jan. 1 to March 31	April 1 to June 30	July 1 to Sept. 30	Oct. 1 to Dec. 31
		Beginning of ADOT Fiscal Year	Beginning of Federal Fiscal Year



Key for acronyms –
ADOT – Arizona Department of Transportation
CA – Certification Acceptance
FHWA – Federal Highway Administration
FMS – Financial Management Services
HURF – Highway User Revenue Fund
IGA – Intergovernmental Agreement
JPA – Joint Project Agreement