



FLAGSTAFF METROPOLITAN  
PLANNING ORGANIZATION  
CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT  
211 West Aspen Avenue ♦ Flagstaff, Arizona 86001  
Phone: (928) 213-2651  
[www.flagstaffmpo.org](http://www.flagstaffmpo.org) ♦ [mpo@flagstaffaz.gov](mailto:mpo@flagstaffaz.gov)

## AGENDA

### FMPO Technical Advisory Committee Meeting

1:00pm to 3:00pm  
April 24, 2019

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City of Flagstaff Staff Conference Room  
211 W. Aspen Avenue, Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the City of Flagstaff City Clerk's Office at 928-779-7607. The FMPO complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin and LEP – Limited English Proficiency.) Requests should be made by contacting the FMPO at 928-213-2651 as early as possible to allow time to arrange the accommodation. ***A quorum of the FMPO Executive Board may be present.***

#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FMPO Executive Board and to the general public that, at this regular meeting, the FMPO Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the FMPO Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).*

#### I. CALL TO ORDER

#### II. ROLL CALL

##### TAC MEMBERS

- Anne Dunno, Chair, NAIPTA Capital Program Manager
- Nate Reisner, Vice Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- John Wennes, ADOT Transportation Planner
- Rick Barrett, City of Flagstaff Engineer
- Jay Christelman, Coconino County Development Services Director
- Dan Folke, City of Flagstaff Development Services Director
- Christopher Tressler, Coconino County Engineer (for Lucinda Andreani, Public Works Director)
- Jeff Bauman, City of Flagstaff Transportation Manager

## **FMPO STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner

## **III. PRELIMINARY GENERAL BUSINESS**

### **A. PUBLIC COMMENT**

*(At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)*

### **B. ANNOUNCEMENTS**

*(Reconsiderations, changes to the agenda and other preliminary announcements)*

### **C. APPROVAL OF MINUTES**

Minutes of Meeting: March 28, 2019

### **D. PROJECT UPDATES**

- 1. TAC Member update of Cedar/Locket/Fourth Project**
- 2. TAC Member update of I-40 and Lone Tree Bridge Coordination**
- 3. Discussion of Lone Tree Corridor coordination**

### **E. ITEMS FROM THE TAC**

*(TAC members may make general announcements, raise items of concern or report on current topics of interest to the TAC. Items are not on the agenda, so discussion is limited and action not allowed.)*

## **IV. REVIEW OF THE DRAFT EXECUTIVE BOARD AGENDA -- Attached**

*(The TAC will review the draft board business agenda and discuss staff reports to provide recommendations to the Board.)*

## **V. CLOSING BUSINESS**

### **A. Adjourn**

*The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.*

***CERTIFICATION OF POSTING OF NOTICE***

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on April 23, 2019 at 11:00 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 23rd Day of April 2019.

\_\_\_\_\_  
Sara Jansen, Administrative Specialist



# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

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## AGENDA FMPO Executive Board Meeting 10:00am to 12:00pm May 1, 2019

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Flagstaff City Council Chambers  
211 W. Aspen Avenue, Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the City of Flagstaff City Clerk's Office at 928-779-7607. The FMPO complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin and LEP – Limited English Proficiency.) Requests should be made by contacting the FMPO at 928-213-2651 as early as possible to allow time to arrange the accommodation. ***A quorum of the TAC may be present.***

### **NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FMPO Executive Board and to the general public that, at this regular meeting, the FMPO Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the FMPO Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).*

### **EXECUTIVE BOARD MEMBERS**

- Art Babbott, Coconino County Board of Supervisors, Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Coral Evans, Mayor, Flagstaff City Council
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

### **FMPO STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

*(At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)*

**D. ITEMS FROM THE EXECUTIVE DIRECTOR**

**E. APPROVAL OF MINUTES**

- Minutes of Regular Meeting: April 3, 2019
- Minutes of Executive Session: April 3, 2019

**II. CONSENT AGENDA**

*(Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.)*

**III. GENERAL BUSINESS**

**A. Transportation Improvement Program (TIP) Release for Public Comment**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board release the draft TIP for public comment.

**B. Unified Planning Work Program (UPWP) Release for Public Comment**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board adopt the Unified Planning Work Program (UPWP) for FY 2020 and FY 2021

**C. FMPO Rebranding and Public Presence**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends the Executive Board consider an approach to

rebranding the FMPO and enhancing our public presence.

#### **D. FMPO Operating Procedures**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends the Executive Board: 1) adopt operating procedures for the FMPO, and 2) direct staff to bring back options for adding NAU and NAIPTA to the Executive Board in June 2019.

#### **E. Legislative Update**

FMPO Staff: Jeff Meilbeck, Executive Director

#### **F. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Discuss items for future FMPO agendas.

### **IV. RECESS INTO EXECUTIVE SESSION – FMPO Executive Director Contract**

*(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, pursuant to A.R.S. Section 38-431.03(A)(1).)*

### **V. CLOSING BUSINESS**

#### **A. ITEMS FROM THE BOARD**

*(Board members may make general announcements, raise items of concern or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited and action not allowed.)*

#### **B. ADJOURN**

DRAFT

*CERTIFICATION OF POSTING OF NOTICE*

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on April 30, 2019 at 12:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 30th Day of April 2019.

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Sara Jansen, Administrative Specialist



# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

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## MINUTES FMPO Technical Advisory Committee Meeting 1:30pm to 3:00pm March 28, 2019

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Flagstaff City Council Conference Room  
211 W. Aspen Avenue, Flagstaff, AZ 86001

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#### I. CALL TO ORDER

Chair Anne Dunno called the meeting to order at 1:30pm.

#### II. ROLL CALL

##### TAC MEMBERS

- Anne Dunno, Chair, NAIPTA Capital Program Manager
- Nate Reisner, Vice Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- John Wennes, ADOT Transportation Planner
- Rick Barrett, City of Flagstaff Engineer
- Jay Christelman, Coconino County Development Services Director
- Dan Folke, City of Flagstaff Development Services Director
- Christopher Tressler, Coconino County Engineer (for Lucinda Andreani, Public Works Director)
- Jeff Bauman, City of Flagstaff Transportation Manager



**Other: Andrew Iacona, NAU**

**FMPO STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner

**III. PRELIMINARY GENERAL BUSINESS**

**A. PUBLIC COMMENT**

*(At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.)*

**B. ANNOUNCEMENTS**

*(Reconsiderations, changes to the agenda and other preliminary announcements)*

**C. APPROVAL OF MINUTES (Pages 1-5)**

Minutes of Meeting: March 7, 2019

Anne Dunno suggested the following edits to the 03/07/19 minutes:

Rick Barret was present at the meeting; Chris Tressler was absent

Rick Barrett moved to approve.

John Wennes seconded.

Motion passed.

**D. ITEMS FROM THE TAC**

*(TAC members may make general announcements, raise items of concern or report on current topics of interest to the TAC. Items are not on the agenda, so discussion is limited and action not allowed.)*

Jeff Meilbeck announced NAU is present and welcomed Andrew Iacona. TAC Agenda format has changed to include a review of the Draft Executive Board Packet and feedback from the TAC.

Rick Barrett asked if time between TAC and EB meetings could be extended so TAC members could have more time for review prior to EB meeting.

Anne Dunno requested EB processes be calendared ahead of time. Anne asked how we will determine future TAC meeting dates.

Jeff Meilbeck requested the TAC wait to meet until the 3<sup>rd</sup> or 4<sup>th</sup> week of the month on Tuesdays or Wednesdays.

**ACTION:** Schedule future TAC meetings to 4<sup>th</sup> Wednesdays of the month from 1-3pm. Calendar invitations will be sent.

#### IV. REVIEW OF THE DRAFT EXECUTIVE BOARD AGENDA -- Attached

*(The TAC will review the draft board business agenda and discuss staff reports to provide recommendations to the Board.)*

##### ITEMS FROM THE EXECUTIVE DIRECTOR

- FHWA Coordination Meeting April 11<sup>th</sup> 10 to Noon  
Meeting date changed, now scheduled for April 12<sup>th</sup>, 1-3pm
- ADOT Board Dinner April 11<sup>th</sup> and Meeting April 12<sup>th</sup> in Flagstaff  
Jay Christelman suggested inviting Lucinda Adreani to the dinner
- Update on the Transportation Improvement Plan (TIP)  
Martin Ince reported that draft TIP will be released for public comment on 4/23/19; Jeff Meilbeck will report to EB that TIP is underway and will be brought to the EB for review next month
- Update on Unified Planning Work Program (UPWP)  
Will need to be adopted at EB May meeting

##### GENERAL BUSINESS

###### A. FMPO Rebranding and Public Presence

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends the Executive Board consider an approach to rebranding the FMPO and enhancing our public presence.

Jeff Meilbeck presented an FMPO Marketing Update; EB would like to change the name to something simpler and clearer; Jay Christelman suggested updating the current logo only; Nate Reisner asked if train should be included in logo; Anne Dunno likes the old logo because MetroPlan doesn't feel like community, MetroPlan sounds generic and like a big urban metropolis, would prefer FMPO or something else for the name; group definitely wants to include "Flagstaff"; group would like to include train; Rick Barrett suggested including freight trucks; Andrew Iacona said the name is not much of an improvement, likes the old logo but it's "retro" and needs to be improved; Andrew Iacona said if you're looking to rebrand, you need a new logo; John Wennes says people may not know who we are if we omit "MPO," may create confusion, there may be legal concerns regarding contracts, etc.; Jeff Meilbeck said contracts may be worded with "dba" language.

*Summary: The TAC met and raised a few points for consideration. There was support for adding a train icon to the new multi-modal logo and keeping the tree in the logo. There was not consensus on whether to change the logo and name, because some felt the existing logo and name would suffice. However, there was overall openness expressed to make a change if the Board chose to do so.*

###### B. ADOT Board Presentation Review

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends the Board consider an approach to the April 11<sup>th</sup> ADOT Board Dinner and April 12<sup>th</sup> ADOT Board Meeting.

Jeff Meilbeck presented; goals include 4<sup>th</sup> St widening, Lone Tree Corridor, JW Powell, although MPO may not be needed for JW Powell; BUILD grant; a meeting is scheduled with John Halikowski to ask ADOT to submit grant application; Nate stated ADOT's concerns are that our application may not be consistent with the State's priorities; Jeff Meilbeck said success with the BUILD grant may build momentum for the LTTI; group suggests not mentioning the LTTI to the ASTB at this time; Rick expressed concerns that the FMPO has plenty of work already; the consensus was to continue discussion of LTTI but include all parties; consider lengthening TAC meeting to 3 hours to accommodate this discussion

*TAC Summary: The TAC reviewed a rough presentation and suggested that we recognize the collaboration between ADOT and the City on the I-40 Bridge project over Lone Tree. Further, the TAC supported the BUILD grant for the Fourth Street bridge being submitted by ADOT. Finally, the TAC discussed that the Lone Tree TI project was probably not ready for discussion at the April 11<sup>th</sup> dinner.*

ACTION: Add "Continue LTTI discussion" to next TAC Agenda

### **C. FMPO Operating Procedures**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends the Board discuss key topics related to Executive Board and Advisory Committee structure and provide preliminary direction to staff.

*TAC Summary: The TAC was supportive of including NAU and NAIPTA as voting seats on the Management Committee and the TAC. The TAC was also supportive of leaving the Executive Board as it is without adding additional non-voting seats.*

ACTION: Operating Procedures will go to EB for adoption

### **D. Regional Transportation Plan (RTP) Priorities**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends the Board consider and adopt priorities for FMPO activities.

Jeff Meilbeck clarified priorities; group states the MPO is needed to help establish relationships; Lone Tree Corridor is top priority and Fourth St widening; drop JW Powell and start to focus on W Route 66, look at possible opportunities for the LTTI

*TAC Summary: The TAC supported maintaining the Fourth Street and Lone Tree Corridors as priorities. TAC suggested that the JW Powell corridor could be handled by the City. Regarding new opportunities, the TAC would like to begin focusing on LTTI as part of the Lone Tree Corridor. Further the TAC suggested adding West Route 66 as a third priority for the FMPO.*

#### **E. Legislative Agenda**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Staff recommends the Board adopt Resolution 2019-01 supporting state legislative action to increase transportation funding.

*TAC Discussion: TAC did not discuss due to lack of time.*

#### **F. Coordinated Plan**

FMPO Staff: Martin Ince, Multimodal Planner

Recommended Action: Staff recommends adoption of the 2019 FMPO Coordinated Public Transit – Human Services Transportation Plan.

*TAC Discussion: At its March 7, 2019 meeting, the TAC unanimously approved a motion to recommend adoption of the Coordinated Plan to the Executive Board. No additional comments were made at the March 23 meeting.*

### **V. CLOSING BUSINESS**

#### **A. Adjourn** 2:56pm

*The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.*

DRAFT

***CERTIFICATION OF POSTING OF NOTICE***

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on March 21, 2019 at 11:00 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 27<sup>th</sup> Day of March 2019.

\_\_\_\_\_  
Sunshine Coffman, Administrative Specialist

SPECIAL MEETING (EXECUTIVE SESSION) MINUTES

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD

APRIL 3, 2019

CITY COUNCIL CONFERENCE ROOM

FLAGSTAFF CITY HALL

211 WEST ASPEN AVENUE

E-session began at 11:49 a.m.

FMPO Board members present were Art Babbott, Matt Ryan, Jim McCarthy, Charlie Odegaard, and Regina Salas. Others present in the session were Jeff Meilbeck, FMPO Executive Director, and Shannon Anderson, City of Flagstaff HR Director.

Jeff Meilbeck provided the FMPO Board members with a handout describing a contract amendment that could be made effective July 1, 2019 for a 19-week period. The handout outlined Jeff's requested contract terms and the workplan to be completed by December 31, 2019.

The FMPO Board members discussed an insurance allowance versus Jeff participating on the City's insurance plan as a full-time employee. Shannon Anderson clarified there may be some administrative paperwork necessary to demonstrate the City offered coverage to satisfy the City's ACA requirements.

The FMPO Board members discussed the requested contract terms and directed Shannon Anderson to update the FMPO Executive Director contract with the proposed terms.

Adjournment at 12:02 p.m.

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** April 16, 2019  
**MEETING DATE:** May 1, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Transportation Improvement Program (TIP) Release for Public Comment

### 1. Recommendation:

**i** Staff recommends the Board release the draft TIP for public comment.

### 2. Related Strategic Workplan Item

**i** 7. Document for Board understanding the FMPO role in regulatory and technical compliance

### 3. Background

**i** The Transportation Improvement Program, or TIP, is the capital improvement program that identifies projects, their locations, amount and source of federal funds and year of investment. The TIP is used to implement the regional transportation plan. It is a four or five-year program that must be updated at least every two-years. FMPO generally adopts a five-year TIP every year to coordinate with the Arizona Department of Transportation 5-year construction program.

The TIP identifies investments by all agencies in the region using federal funds or investing in federal aid eligible roads. Those investment includes the transit system, state highways, and roads classified as a minor collector or larger. The TIP development process presents an opportunity to coordinate project delivery. The FMPO Executive Board may reject projects it finds do not comply with the regional transportation plan (RTP).

Federal funding received by the FMPO for inclusion in the TIP includes \$466,000 in Surface Transportation Block Group (STBG funds). These are subject to a spending limitation called obligation authority. The FMPO Executive Board directed these funds be used for general planning and administrative purposes. Other federal funds subject to the TIP includes those to be expended by ADOT on the interstate and state highway systems, federal transit funds used by NAIPTA, and federal transportation grants received by any agency intended for the region.

The TIP identifies when federal project funds are authorized for expenditure. The sponsoring agency then has three additional years to spend the funds. Prior to authorization, the project must have environmental, utility and right-of-way clearances. The TIP must be fiscally constrained. This means that project costs may not exceed available funding. However, federal rules permit the use of the fifth year of the TIP as an illustrative year where high priority but unfunded projects may be listed or projects for which funding is soon anticipated, such as a pending grant award. FMPO uses the TIP to identify for the public the list of obligated projects from the previous year.

The TIP is subject to public involvement requirements including a 30-day period announcing the review of the TIP, a 30-day call for projects, and a 30-day comment period. These will be advertised in the Daily Sun, and on the FMPO website. Notice will be sent to the FMPO email list

Key Dates:

3/7/2019 Issue Call for Projects - Done  
5/1/2019 Release for Public Comment - Pending  
8/7/2019 TIP adoption - Pending

#### 4. TAC Discussion

**i** A draft TIP was presented to the TAC at their March 28 2019 meeting. Member agencies provided comments on the draft document, which have been incorporated into the attached revised draft TIP.

At the April 24, 2019 meeting, TAC will be asked to recommend releasing the TIP for public comment.

#### 5. Fiscal Impact

**i** The release for public comment will incur minor advertising expenses. The larger TIP process will permit the expenditure of millions of dollars over the 5-year period.



## 6. Alternatives

**i** Release the TIP for public comment. **Recommended.**

*Delay the release of the TIP for public comment. Not recommended. This fails to coordinate with state process and risks FMPO eligibility for federal funds.*

## 7. Attachments

**i** Draft TIP



## **FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION**

**CITY OF FLAGSTAFF • COCONINO COUNTY • ARIZONA DOT**

Office: 211 West Aspen Avenue • Flagstaff, Arizona 86001

Phone: (928) 213-2651 • [www.flagstaffmpo.org](http://www.flagstaffmpo.org)

D R A F T



# **FMPO FY 2020 – 2024 Transportation Improvement Program**



Executive Board Approval

Tentative August 7, 2019

*Pending FHWA/FTA Approval*

***“Partners in Transportation Enhancing Our Community”***

**This report produced with financial assistance from the  
Arizona Department of Transportation, Federal Transit Administration  
and the Federal Highway Administration.**

**Public Process Dates**

**Call for Projects**

March 10 – April 8, 2019

**Executive Board**

Release for Public Comment

May 1, 2019

**Public Comment Period**

May 5, 2019 – June 5, 2019

**Technical Advisory Committee**

Recommendation for Approval

June 6, 2019

**Executive Board**

Adoption

August 7, 2019

**Flagstaff Metropolitan Planning Organization**

211 West Aspen Avenue

Flagstaff, Arizona 86001

[www.flagstaffmpo.org](http://www.flagstaffmpo.org)

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION  
FISCAL YEAR 2020  
SELF-CERTIFICATION**

This document was prepared in cooperation with the U.S. Department of Transportation, the Federal Highway Administration, and the Arizona Department of Transportation.

The Flagstaff Metropolitan Planning Organization, the Metropolitan Planning Organization for the Flagstaff, Arizona, urbanized area and the Arizona Department of Transportation hereby certify that the transportation planning process addresses the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 USC 134, 23 CFR 450.306, 49 USC 5303, and this subpart.
2. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506 (c) and (d) and 40 CFR Part 93.
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21.
4. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity.
5. Section 1101(b) of the SAFETEA-LU (Pub. L. 109-59) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects.
6. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR Parts 27, 37, and 38.
7. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving financial assistance.
8. Section 324 of title 23 USC regarding the prohibition of discrimination based on gender.
9. Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities.
10. Anti-lobbying restrictions found in 49 USC Part 20. No appropriated funds may be expended by a recipient to influence or attempt to influence an officer or employee of any agency, or a member of Congress, in connection with the awarding of any federal contract.

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Gregory Byres, Director, Multimodal Planning Division  
ARIZONA DEPARTMENT OF TRANSPORTATION

Date

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Jeff Meilbeck, Executive Director  
FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

Date

**Resolution Number 20-01  
of the  
Flagstaff Metropolitan Planning Organization  
Executive Board**

**Approving the Fiscal Years 2020 – 2024 Transportation Improvement Program**

WHEREAS, The Flagstaff Metropolitan Planning Organization (FMPO) has the responsibility for conducting the area-wide continuing, comprehensive, and cooperative transportation system planning program and must maintain the regional transportation system plan and short range transportation improvement program on a current basis pursuant to Section 124 of Title 23, USC as Amended by the Intermodal Surface Transportation Act of 1991, the Transportation Efficiency Act for the 21st Century of 1998, the Safe, Accountable, Flexible, Efficient Transportation Equity Act - a Legacy for Users Act of August 10, 2005, the Moving Ahead for Progress in the 21st Century of 2012, and the Fixing America's Surface Transportation Act of 2016; and

WHEREAS, The FMPO's Transportation Improvement Program is a central program management tool for structuring metropolitan transportation programs and reflects the integrated nature of the regional transportation system; and

WHEREAS, The FMPO reviews the arterial, transit, and bicycle improvement programs prepared by the member agencies for correlation as one regional Transportation Improvement Program, and advises the member jurisdictions of any conflicts, and prepares, as a coordinated composite of local programs, a regional Transportation Improvement Program for the FMPO area; and

WHEREAS, The FMPO Technical Advisory Committee and Executive Board, consisting of local and state officials, are involved in a process to annually coordinate the preparation of a regional Transportation Improvement program and have reviewed and approved this Fiscal Year 2019 – 2023 Transportation Improvement Program; and

WHEREAS, The projects in this 2020 – 2024 Transportation Improvement Program, including its 2019 Annual Element, are consistent with the Flagstaff Metropolitan Planning Organization Regional Transportation Plan, adopted May 25, 2017; and

WHEREAS, The FMPO HEREBY CERTIFIES that the metropolitan transportation planning process is being carried on in conformance with all applicable requirements of 23 U.S.C. 134, and as amended by the Intermodal Surface Transportation Efficiency Act of 1991, the Transportation Efficiency Act for the 21<sup>st</sup> Century of 1998, the Moving Ahead for Progress in the 21st Century of 2012, the Fixing America’s Surface Transportation Act of 2016 the 1990 American with Disabilities Act; and the 1990 Clean Air Act Amendments; and

WHEREAS, The FMPO FURTHER CERTIFIES that the metropolitan planning program is being performed to satisfy the following federal regulations:

1. Statewide/Metropolitan Planning, Final Rule, October 28, 1993.
2. Management and Monitoring Systems, Interim Final Rule, December 1, 1993; now

HEREBY, The Executive Board of the FMPO does approve and adopt this Fiscal year 2020 – 2024 Transportation Improvement Program with its 2018 Annual Element composed of project input from the City of Flagstaff, Coconino County, the Northern Arizona Intergovernmental Public Transportation Authority and the Arizona Department of Transportation.

As adopted this 7th day of August, 2019

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Art Babbott, Coconino County Supervisor, District 1  
Chair, FMPO Executive Board

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**2020 – 2024 Transportation Improvement Program**



**Chapter I**  
**Introduction**





## **General**

This Transportation Improvement Program (TIP) is a multi-year, multi-agency listing of transportation improvements for the Flagstaff Metropolitan Planning Organization's (FMPO) area covering a period of five years, from 2020 through 2024.

The TIP represents the project selection document for federally funded projects in the FMPO region. Project priorities are indicated by the year the project is programmed. For federally funded projects, the year programmed as indicated in the TIP refers to the state fiscal year ending June 30. Last year's improvements are the Annual Listing of Projects. These are projects successfully obligated that year. They are shown on each table in a gray-shaded column.

- Chapter II includes projects on state highways identified by the Arizona Department of Transportation (ADOT) that are recommended for consideration and funding by the Arizona State Transportation Board. These projects are taken from the [ADOT's tentative five-year plan](#). Chapter II also lists one project – the Lone Tree Traffic Interchange – which does not appear on ADOT's 5-year plan but is proposed by the FMPO.
- Chapter III covers projects that receive funding through the federal Surface Transportation Block Grant (STBG) program. In this region, all STBG funds are programmed to support general administration and planning for the FMPO, as detailed in the Unified Planning Work Program.
- Chapter IV lists projects on federal-aid system routes that are locally funded and administered by either the City of Flagstaff or Coconino County.

- Chapter V provides an accounting of planned transit projects in the FMPO region. All of these projects are proposed by the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA).
- Chapter VI includes two safety-related projects funded via the federal Highway Safety Improvement Program.
- Chapter VII includes pavement preservation projects on federal-aid system routes for ADOT, Coconino County, and the City of Flagstaff.

Each of the projects proposed for implementation in this TIP are consistent with the [FMPO Regional Transportation Plan](#), which was adopted on May 24, 2017.

## **Geographic Area**

Figure 1 on the following page illustrates the boundaries for the Flagstaff Metropolitan Planning Organization. The area covers 525 square miles and stretches south to the unincorporated communities of Kachina Village and Mountainaire, north to the San Francisco Peaks, east to the unincorporated community of Winona, and west to the unincorporated community of Bellemont.

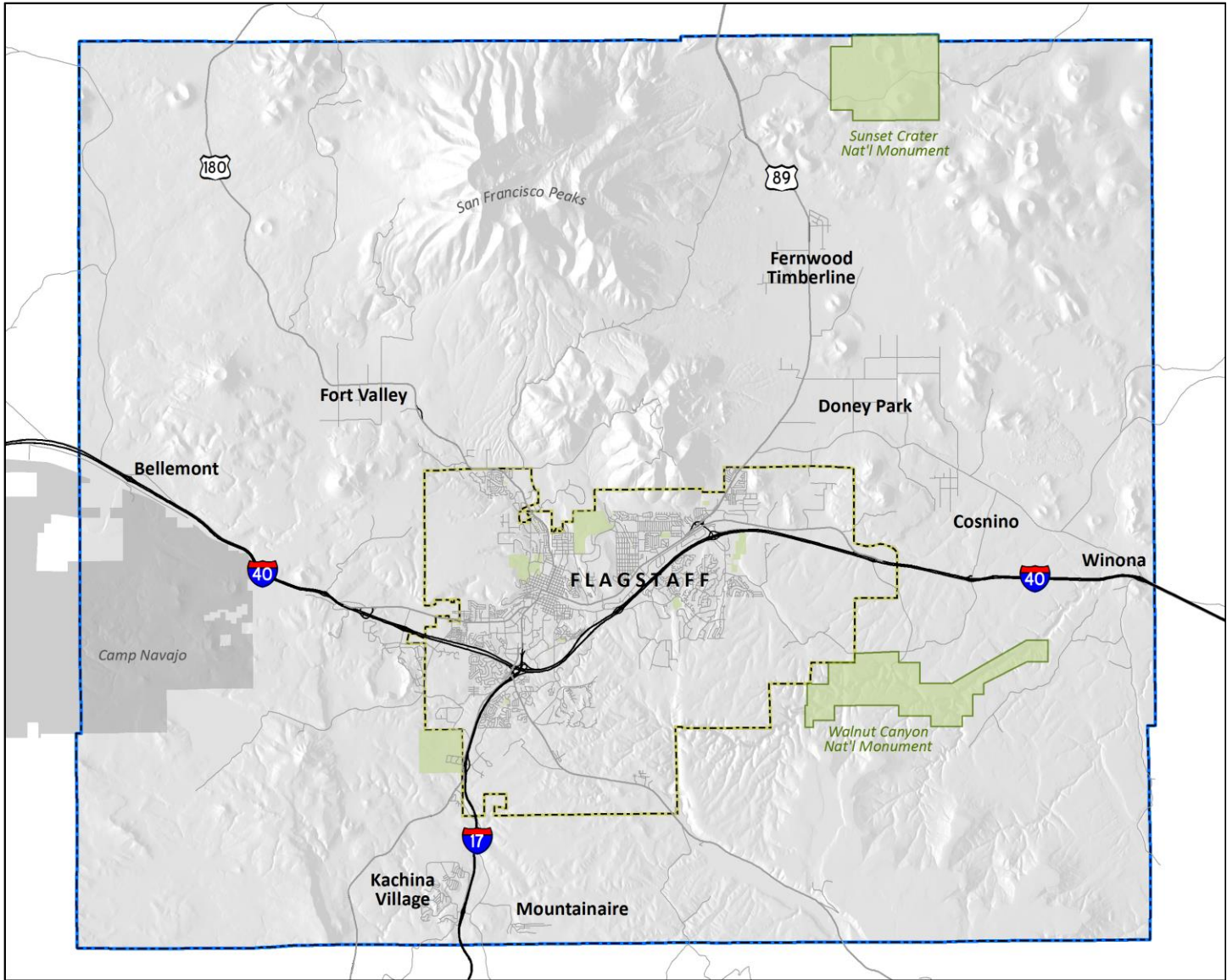


Figure 1. FMPO Boundaries

## **Statutory Requirements**

Under federal guidelines, the TIP is a staged, multi-year (4-5) program of transportation projects that is consistent with and implements the FMPO Regional Transportation Plan. The TIP must be prepared in such detail as to identify projects (or groupings of projects of similar types), to assign these projects to appropriate staging periods, and to identify costs and funding sources. Further, it must be revised as least biannually and be endorsed by the FMPO.

The purpose of the TIP is to synthesize the short-range plans and programs of all local agencies to insure coordination, to schedule projects of area-wide significance, which are recommended in the Regional Transportation Plan, and to provide systems level overview of the proposed improvements for the entire area. Further, the TIP is a central program management tool for structuring metropolitan transportation programs and reflects the integrated nature of the regional transportation system.

The TIP must be approved by the FMPO Executive Board and the Governor of Arizona or his/her designee. Following such approvals, the TIP shall be included in the Statewide Transportation Improvement Program (STIP) prepared by the Arizona Department of Transportation.

FMPO'S TIP is a product of the regional transportation planning process that is carried on cooperatively by FMPO with the City of Flagstaff, Coconino County, Northern Arizona Intergovernmental Public Transportation Agency and ADOT. Working together, these agencies plan and sponsor projects that carry out the policies and recommendations of the regional plan. This process is detailed in Figure 2.

The public input process consists of a "Call for Projects" and a public review period. Meetings at which the Technical Advisory Committee and Executive Board review drafts, recommend adoption and adopt the program are open to the public. Projects submitted by the public would be compared against the fiscally constrained budget and other projects in the program for priority and scored against the criteria contained in our TIP prioritization process (available upon request). Comments received by the public will be presented to the Technical Advisory Committee and Executive Board, addressed in the minutes of meeting, and appropriate changes, if any, to the program or process will be made.

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects

## **TIP Prioritization Process**

The TIP prioritization process is described in the [Regional Transportation Plan: Blueprint 2040](#). In overview, the process establishes a scoring system for broad modal and safety categories. Criteria and their respective potential scores within each category are related to the RTP goals and objectives.

## **Fiscal Constraint Analyses**

There are several aspects of fiscal constraint applied to this year's TIP.

## **Cost estimation**

Cost estimates have been reviewed by the sponsoring agencies and updated in the document.

## **Inflation**

FMPO applies a 2.5% inflation per year to year-of-expenditure.

## **Funding Estimates**

*Surface Transportation Block Grant Program (STBG):* FMPO uses current ADOT ledger estimates. It also assumes a decrease in funds starting in year 2021 due to projected changes in population share resulting from the 2020 Census.

*Transit Funding (5307):* These funds assume current year allocations and a 3% per year increase.

*Transit Funding (local taxation):* In 2016, City of Flagstaff voters approved the consolidation and extension to 2030 of several initiatives passed in 2008. These include support for existing service, purchase of hybrid buses, expansion of service into new neighborhoods, and increase of frequency on existing routes. Delivery of these services has been adapted to correspond with projected revenues.

*Local Projects (local taxation):* In 2000, City of Flagstaff voters passed several initiatives to pay for road construction, transit service (superseded by the 2008 and 2016 votes referenced above), and bicycle and pedestrian improvements.

In 2018, voters approved an extension of the road and pedestrian bicycle taxes in a combined tax (Proposition 419) and approved

Proposition 420, which will fund the Lone Tree Railroad Overpass. As revenue projections change over time, the City has made necessary adjustments to its capital program.

In 2014, the City and County passed local sales tax measures of 0.30% and 0.33% respectively to pay for road repair. The County tax also supports operations.

*Highway User Revenue Funds (HURF):* These funds are predominantly used by the City and County for maintenance operations. They will occasionally be used as match against federal projects.

## **Federal Performance Targets**

### **Safety**

On August 31, 2017 the Arizona Department of Transportation (ADOT) formally established safety targets for the state of Arizona for 2018. These safety targets are based on the Safety Performance Measures established by the Federal Highway Administration (FHWA) and are indicators of expected crash results based on five-year rolling averages.

Safety targets for 2018 established by ADOT and adopted by the FMPO are as follows:

- Number of Fatalities - 4% Increase
- Rate of Fatalities - 2% Increase
- Number of Serious Injuries - 0% Increase
- Rate of Serious Injuries - 1% Decrease
- Number of Non-motorized Fatalities and Serious Injuries - 2% Increase

The safety targets set by ADOT are data-driven and realistic; and are intended to keep the State focused on improving safety while still striving for the goal of the FMPO Strategic Transportation Safety Plan (STSP) and the State Strategic Highway Safety Plan (SHSP) of reducing the number of fatalities and serious injury crashes in the Flagstaff MPO region and the state of Arizona.

The Flagstaff MPO is committed to supporting the established safety targets by doing the following:

- Work with the State and safety stakeholders to address areas of concern for fatalities or serious injuries within the metropolitan planning area.
- Coordinate with the State and include the safety performance measures and Highway Safety Improvement Program (HSIP) targets for all public roads in the metropolitan area in the MTP (Metropolitan Transportation Plan).
- Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures and targets described in the Regional SHSP and other State safety transportation plans and processes.

The FMPO FY2020 - 2024 TIP includes one HSIP funded project: construction of a roundabout at the intersection of Fourth Street, Cedar Road, and Lockett Road.

**Transit**

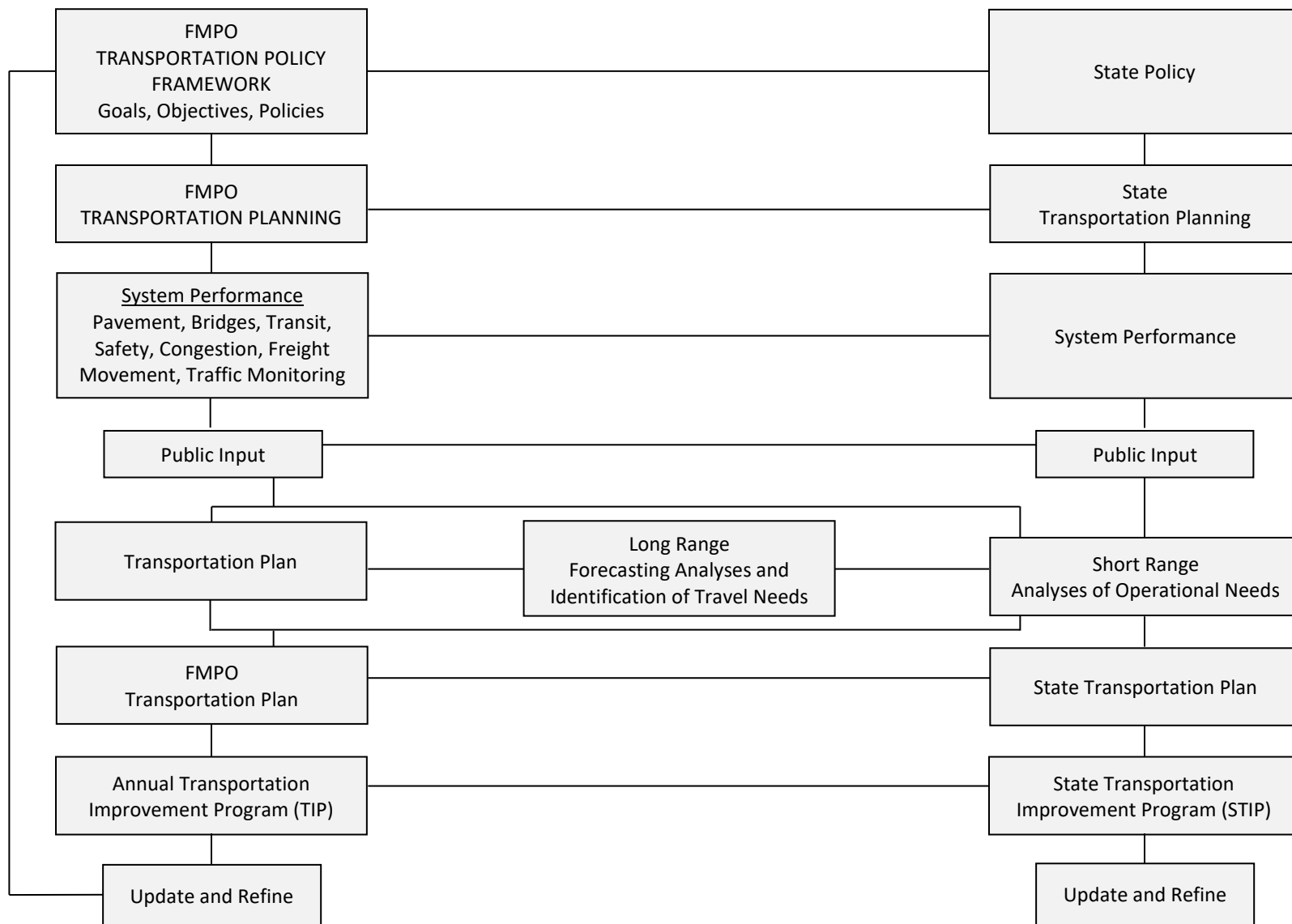
FMPO has urban (Section 5307) and rural (Section 5311) programs within its region. Both are operated by NAIPTA. NAIPTA and the FMPO elected to adopt their own urban transit asset management performance targets.

ADOT will set targets for the rural program, but has not yet adopted targets for transit performance.

<b>Transit asset management performance targets</b>		
<i>Asset category - asset</i>	<i>Performance measure</i>	<i>Target</i>
<b>Rolling stock</b>		
AB - Articulated Bus	Age - Percent of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	< 20%
BU - Bus	Age - Percent of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	< 20%
CU - Cutaway	Age - Percent of revenue vehicles within a particular asset class that have met or exceeded their Useful Life Benchmark (ULB)	< 20%
<b>Equipment</b>		
Automobiles	Age - Percent of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	<25%
Trucks and other rubber tire vehicles	Age - Percent of vehicles that have met or exceeded their Useful Life Benchmark (ULB)	< 20%
<b>Facilities</b>		
Main office 3773 N Kaspar Dr	Condition - Percent of facilities with a condition rating below 3.0 on a the FTA Transit Economic Requirements Model (TERM) Scale	<20%
Storage/bus wash facility 3825 N Kaspar Dr	Condition - Percent of facilities with a condition rating below 3.0 on a the FTA Transit Economic Requirements Model (TERM) Scale	<20%

NAIPTA's 5307 program includes routine maintenance of rolling stock, equipment and facilities every year under ALI Codes 30.09.00 and 11.32.10. NAIPTA is seeking grants or authorization in 2023 for fleet expansion and facility construction. See Table 5 and 6 for additional details.

Figure 2.  
FMPO TRANSPORTATION PLANNING PROCESS



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**Chapter II**

**ADOT Projects  
in the FMPO Area**





**Table 1. Arizona Department of Transportation tentative 5-year highway construction program**

<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
ADOT	100028	<b>Riordan ATSFRR Overpass</b> I-40 at BNSF tracks (MP 190) Construct scour retrofit	NHPP	\$ 300,000		\$ 300,000					\$ 300,000
						c					
ADOT	8804	<b>A-1 Mountain TI Underpass</b> I-40 at A-1 Mtn Rd ( MP 190-191) Bridge replacement	NHPP	\$ 3,000,000		\$ 3,000,000					\$ 3,000,000
						c					
ADOT	55214	<b>West Flagstaff TI Overpass EB/WB</b> I-40 at Route 66 (MP 191-192) Bridge replacement	NHPP	\$ 7,000,000		\$ 7,000,000					\$ 7,000,000
						c					
ADOT COF	19816	<b>Butler Ave TI/Fourth St Overpass @ I-40</b> I-40 at Butler/Fourth (MP 198-200) Bridge rehabilitation and replacement	NHPP City	\$ 11,800,000	\$ 500,000	\$ 6,700,000	\$ 4,600,000				\$ 11,800,000
					d	c	c				
ADOT	7863	<b>B40 Rio de Flag Bridge</b> Route 66 from Humphreys to Sitgreaves Bridge replacement	NHPP	\$ 4,376,000	\$ 376,000	\$ 4,000,000					\$ 4,000,000
					d	c					
ADOT	8319	<b>B40/US 180 Turn Lanes</b> Humphreys St from Route 66 to Aspen Construct NB and SB turn lanes	NHPP	\$ 1,000,000	\$ 700,000	\$ 1,340,000					\$ 300,000
					d	c					
<b>TOTALS</b>					<b>\$ 1,576,000</b>	<b>\$ 22,340,000</b>					<b>\$ 26,400,000</b>

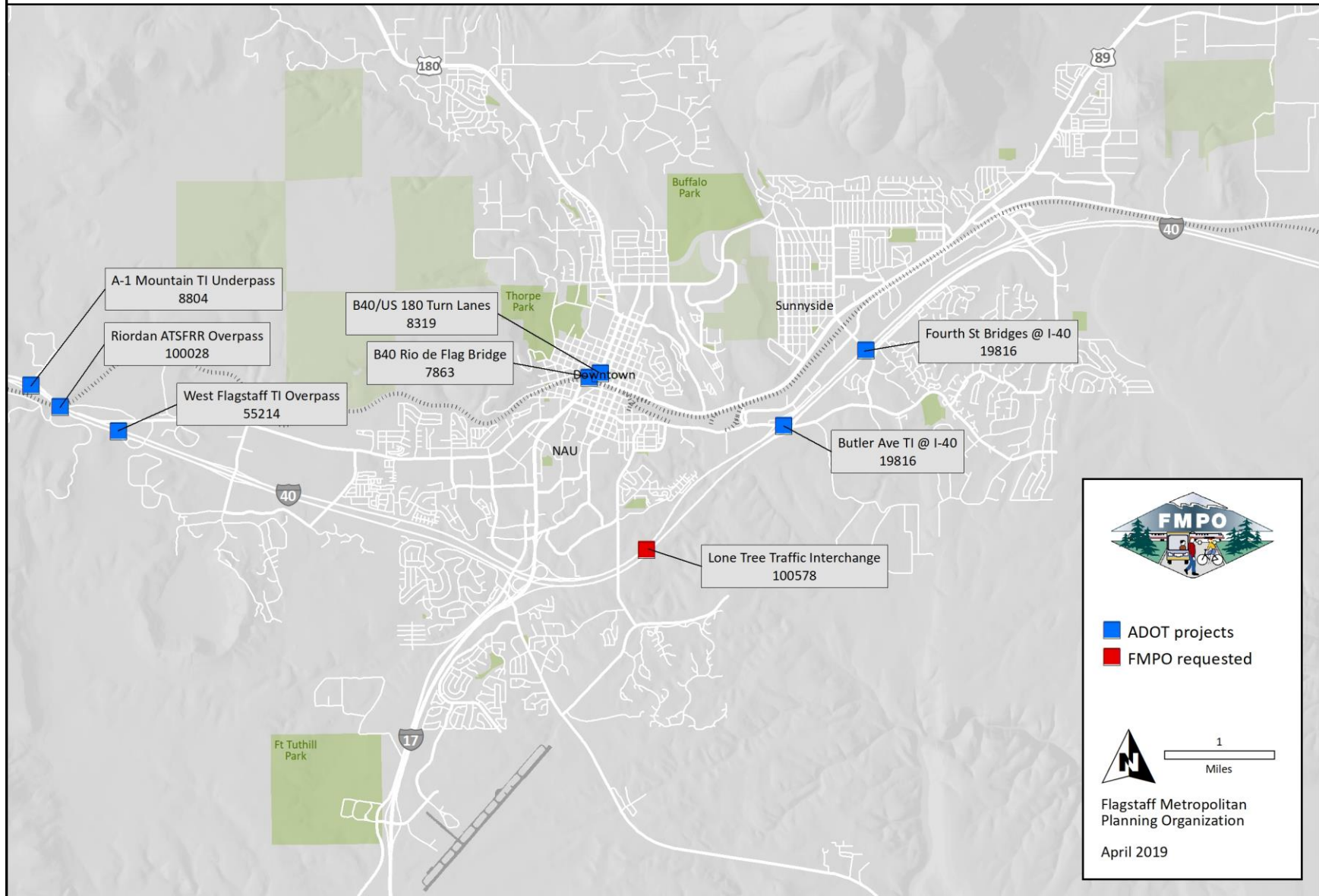
Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

**Table 2. FMPO proposed and unfunded projects on Arizona Department of Transportation system**

<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
ADOT	100578	<b>Lone Tree/I-40 Traffic Interchange</b> I-40 at MP196.5 New interchange	STP	\$104,000,000			-- ILLUSTRATIVE PROJECT ONLY --			\$104,000,000	\$104,000,000
<b>TOTALS</b>										<b>\$104,000,000</b>	<b>\$104,000,000</b>

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

Map 1. ADOT tentative 5-year highway construction program projects



## **ADOT Project Support of Regional Plan Goals**

Chapter X of the [Flagstaff Regional Plan 2030: Place Matters](#) describes a number of goals and policies for the region's transportation system. This section describes how proposed projects in the TIP support the stated goals and policies of the Regional Plan.

### **Riordan ATSF Overpass**

- Capital improvement intended to reduce on-going maintenance costs
- Keeps the region's transportation infrastructure in a state of good repair
- Supports movement of freight by both interstate and rail

### **A-1 Mountain TI Underpass**

- Replacement of existing underpass structure
- Keeps the region's transportation infrastructure in a state of good repair

### **West Flagstaff TI Overpass**

- Replacement of existing underpass structure
- Keeps the region's transportation infrastructure in a state of good repair

### **Butler Ave TI/Fourth St Overpass @ I-40**

- Replacement existing bridges over I-40 at Fourth Street
- Facilitates flow of traffic by reducing existing bottleneck from 4 to 2 lanes

- Promotes multimodal transportation options by adding missing bike lanes and sidewalks to this section of Fourth Street
- Completes a missing segment of FUTS trail along the west side of Fourth Street
- Improves an important connection across a transportation barrier (I-40)
- Supports connectivity to and from the Country Club area
- Keeps the region's transportation infrastructure in a state of good repair

### **B40 Rio de Flag Bridge**

- Replacement of the existing bridge structure on Route 66 over the Rio de Flag
- Accommodates future construction of a FUTS underpass at Route 66 and the BNSF tracks
- Keeps the region's transportation infrastructure in a state of good repair

### **B40/US180 Turn Lanes**

- Intersection reconstruction to add dual-right and dual-left turn lanes at Route 66 and Humphreys Street
- Facilitates flow of traffic at an existing point of congestion

### **Lone Tree/I-40 Traffic Interchange**

- This project is proposed by the FMPO. It is unfunded and is not included in the list of projects proposed by ADOT
- The interchange is an integral part of improving arterial network connectivity and spacing – a deficiency described in the text of the plan.

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**Chapter III**

**Local Projects:  
Federal Aid Funds**



**Table 3. FMPO Surface Transportation Block Grant (STBG) projects**

<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG Local	\$ 456,566		\$ 430,542 \$ 26,042					\$ 430,542
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG Local	\$ 456,566			\$ 430,542 \$ 26,042				\$ 430,542
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG Local	\$ 456,566				\$ 430,542 \$ 26,042			\$ 430,542
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG Local	\$ 456,566					\$ 430,542 \$ 26,042		\$ 430,542
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG Local	\$ 456,566						\$ 430,542 \$ 26,042	\$ 430,542
<b>TOTALS</b>						<b>\$ 456,584</b>	<b>\$ 456,584</b>	<b>\$ 456,584</b>	<b>\$ 456,584</b>	<b>\$ 456,584</b>	<b>\$ 2,152,710</b>

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

## **Local Surface Transportation Projects Support of Regional Plan Goals**

### **General Administration and Planning**

- Planning projects are included in the FMPO Unified Planning Work Program
- Identified tasks support Regional Plan goals and policies, and are consistent with the objectives of the Regional Transportation Plan
- Traffic counts and other data collection efforts will occasionally be a part of that regime

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**Chapter IV**

**Local Projects:  
Non-Federal Aid Funds**





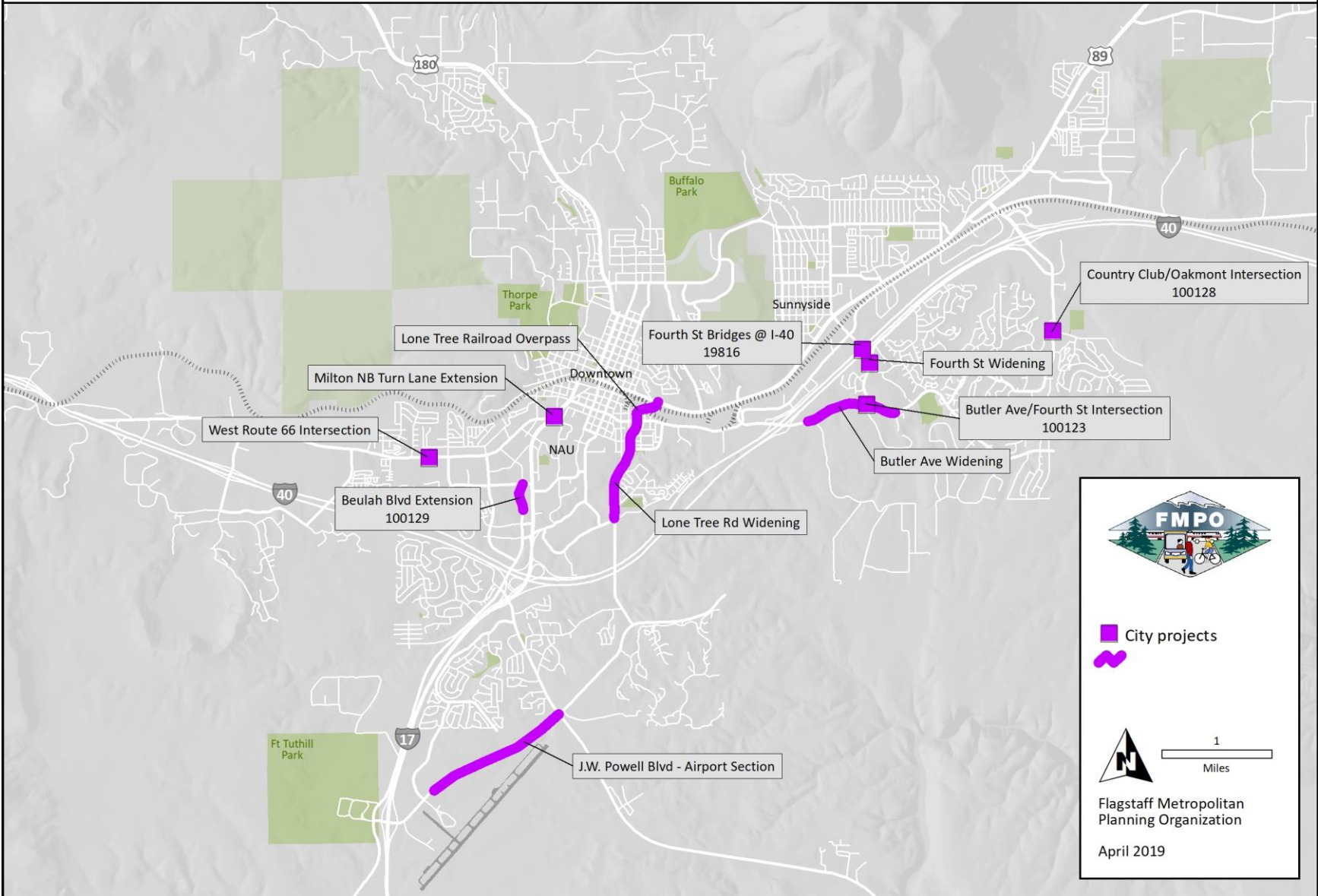
**Table 4. Local non-federal aid projects on the federal aid system**

<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
COF		<b>Lone Tree Railroad Overpass</b> Butler Ave to Route 66 Construct new road and railroad overpass	420	\$ 16,392,000		\$ 2,392,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 16,392,000
						dc	c	c	c	c	
COF		<b>Lone Tree Road Widening</b> Butler Ave to Pine Knoll Dr Road widening	419	\$ 3,468,000						\$ 3,468,000	\$ 3,468,000
									dc		
COF	100123	<b>Butler Ave / Fourth St Intersection</b> Butler Ave and Fourth St Reconstruct/raise intersection	Trans	\$ 3,735,753		\$ 3,735,753					\$ 3,735,753
						dc					
COF		<b>Butler Avenue Widening</b> Herold Ranch Rd to Sinagua Heights Dr Road widening	419	\$ 6,840,000		\$ 500,000	\$ 500,000	\$ 2,420,000	\$ 2,364,000	\$ 1,056,000	\$ 6,840,000
						d	dc	c	c	c	
COF		<b>Fourth Street Widening</b> Soliere Dr to Sparrow Ave Road widening	Trans	\$ 1,563,906	\$ 550,000	\$ 450,000	\$ 563,906				\$ 1,013,906
					d	c	c				
COF	19816	<b>Fourth Street Bridges @ I-40</b> Fourth St at I-40 Bridge replacement and widening	419	\$ 5,100,000	\$ 500,000		\$ 4,600,000				\$ 4,600,000
					d		c				
COF		<b>Pedestrian-Bicycle-FUTS Projects</b> Various Construct new facilities	419	\$ 8,000,000			\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 8,000,000
							c	c	c	c	
COF		<b>Milton to Butler NB Turn Lane Extension</b> Route 66 to Butler Ave Extend NB turn lane	Trans	\$ 400,000		\$ 400,000					\$ 400,000
						dc					
COF		<b>West Route 66 Intersection</b> To be determined Intersection reconstruction	419	\$ 2,785,000			\$ 585,000	\$ 850,000	\$ 1,350,000		\$ 2,785,000
							dc	c	c		

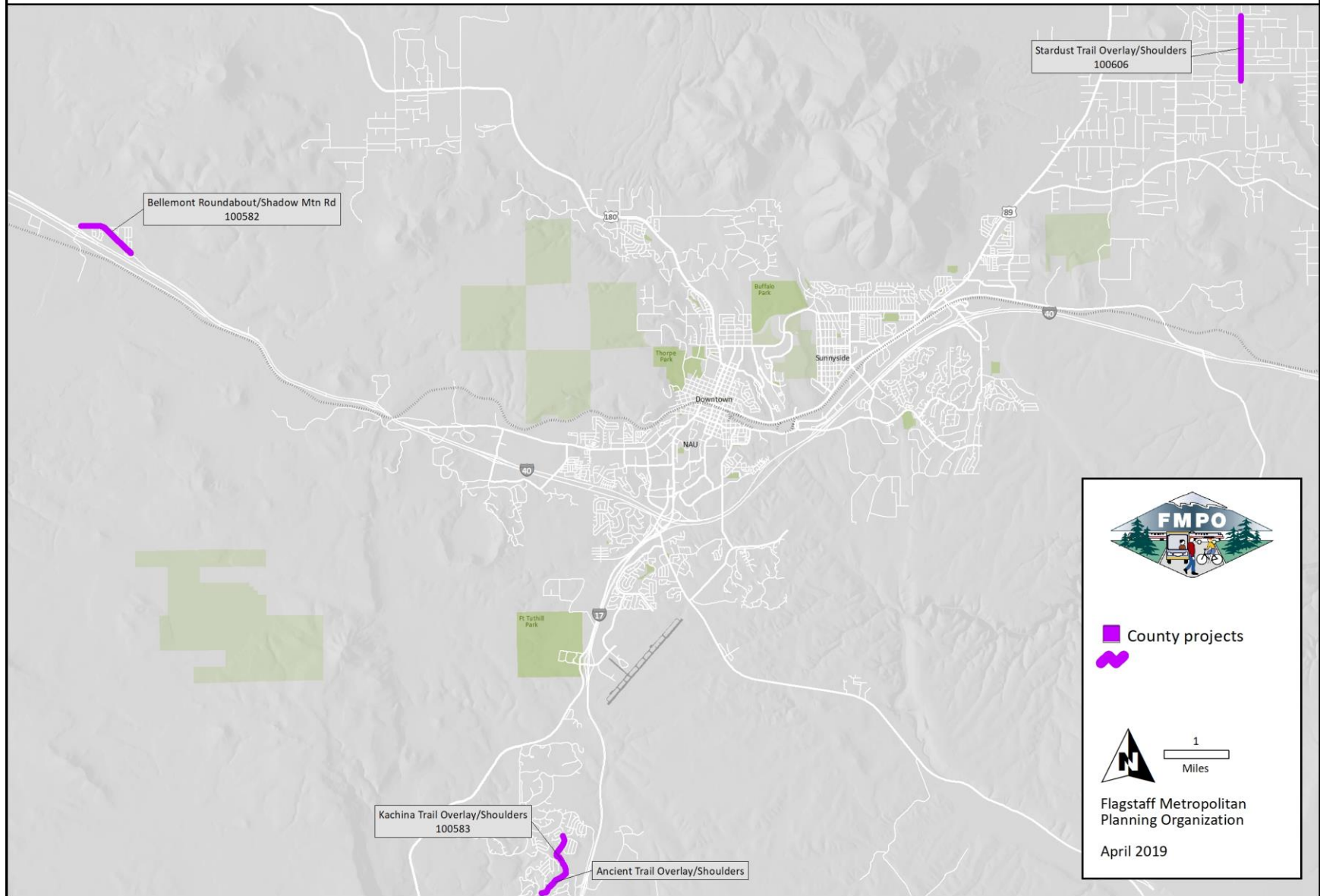
<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
COF	100128	<b>Country Club / Oakmont Intersection</b> Country Club Dr and Oakmont Dr Intersection reconstruction	419	\$ 615,000					\$ 115,000	\$ 500,000	\$ 615,000
									d	c	
COF	100129	<b>Beulah Boulevard Extension</b> Forest Meadows St to Yale St Construct new street	Trans	\$ 8,175,000		\$ 7,692,645					\$ 7,692,645
					c						
CC	100582	<b>Bellemont Roundabout/Shadow Mtn Rd</b> Transwestern Rd to Alpine Dr Construct new roundabout, add shoulders	CC	\$ 4,500,000	\$ 800,000	\$ 1,000,000	\$ 2,700,000				\$ 3,700,000
						u	c				
CC		<b>Ancient Trail Overlay/Shoulders</b> Kachina Tr to Tonalea Tr Mill and overlay; add shoulders	CC	\$ 1,225,000				\$ 125,000	\$ 1,100,000		\$ 1,225,000
								d	c		
CC	100583	<b>Kachina Trail Overlay/Shoulders</b> Ancient Tr to Kona Tr Mill and overlay; add shoulders	CC	\$ 600,000				\$ 450,000		\$ 150,000	\$ 600,000
								c		d	
CC	100606	<b>Stardust Lane Overlay/Shoulders</b> Silver Saddle Rd to McGee Rd Mill and overlay; add shoulders	CC	\$ 2,350,000				\$ 250,000		\$ 2,100,000	\$ 2,350,000
								d		c	
<b>TOTALS</b>					<b>\$ 1,850,000</b>	<b>\$ 16,170,398</b>	<b>\$ 14,448,906</b>	<b>\$ 9,595,000</b>	<b>\$ 10,429,000</b>	<b>\$ 12,774,000</b>	<b>\$ 63,417,304</b>

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

**Map 2. Local non-federal aid projects on the federal aid system | City**



Map 3. Local non-federal aid projects on the federal aid system | County



## **Local, Non-federal Projects Support of Regional Plan Goals**

### **Lone Tree Railroad Overpass**

- Extension of Lone Tree Road from Butler Avenue to Route 66, including a bridge structure over the BNSF tracks
- Provides an important transportation connection over a transportation barrier (BNSF tracks)
- Improves circulation for the entire central area
- Creates a potential alternative to Milton Road
- Promotes multimodal transportation options by adding important sidewalk, bike lane, and FUTS trails links along the road and over the railroad tracks

### **Lone Tree Road Widening**

- Widens Lone Tree Road from 2 to 4 lanes between Butler Avenue and Pine Knoll Drive
- Improves circulation for the entire central area
- Creates a potential alternative to Milton Road
- Promotes multimodal transportation options by adding missing bike lanes and sidewalks to the intersection
- Completes a planned FUTS along the west side of Lone Tree Road

### **Butler Ave / Fourth St Intersection**

- Reconstruction of the intersection at Butler Avenue and Fourth Street
- Facilitates flow of traffic by reducing existing bottleneck from 4 to 2 lanes
- The intersection will be raised by several feet, which improves safety by eliminating non-complying street grades into intersection

- Raising also helps alleviate drainage problems by creating additional room for the Switzer Wash to flow under the intersection
- Promotes multimodal transportation options by adding missing bike lanes and sidewalks to the intersection
- Completes missing segments of FUTS trail through the intersection

### **Butler Avenue Widening**

- Widens Butler Avenue from 2 to 4 lanes between Little America and Sinagua Heights
- Improves access to the Country Club area
- Provides transportation infrastructure support for development of Canyon del Rio
- Promotes multimodal transportation options by adding missing bike lanes and sidewalks along the street
- Adds missing bike lanes that are considered high-priority
- Completes planned FUTS trails along the street

### **Fourth Street Widening**

- Widens Fourth Street from 2 to 4 lanes between Soliere Road and Sparrow Avenue
- Facilitates flow of traffic by reducing existing bottleneck from 4 to 2 lanes
- Promotes multimodal transportation options by adding missing bike lanes and sidewalks along the road

### **Fourth Street Bridges @ I-40**

- Replacement existing bridges over I-40 at Fourth Street

- Facilitates flow of traffic by reducing existing bottleneck from 4 to 2 lanes
- Promotes multimodal transportation options by adding missing bike lanes and sidewalks to this section of Fourth Street
- Completes a missing segment of FUTS trail along the west side of Fourth Street
- Improves an important connection across a transportation barrier (I-40)
- Supports connectivity to and from the Country Club area

#### **Pedestrian-Bicycle-FUTS Projects**

- Funds a variety of multimodal projects, including missing sidewalks, missing bike lanes, pedestrian/bicycle crossings, and FUTS trails
- Promotes multi-modal transportation options by completing and enhancing networks for walking and biking

#### **Milton to Butler NB Turn Lane Extension**

- Lengthens the existing right-turn lane from north bound Route 66 to eastbound Butler Avenue
- Facilitates traffic flow, reduces delay by reducing backups caused by right-turning vehicles blocking the through lane

#### **West Route 66 Intersection:**

- Intersection reconstruction for a single intersection along West Route 66
- Which intersection will be determined in a subsequent planning study
- Facilitates traffic flow along a major street corridor in a rapidly-developing area of the city

#### **Country Club / Oakmont Intersection**

- Reconstruction of the intersection at Country Club Drive and Oakmont Drive
- Facilitates traffic flow by adding traffic signal, through and turn lanes to intersection
- Promotes multimodal transportation options by adding missing bike lanes and sidewalks to the intersection
- Completes missing segments of FUTS trail through the intersection

#### **Beulah Boulevard Extension**

- Extension of Beulah Boulevard from Forest Meadows to University Avenue; realignment of University Avenue to fourth leg of Route 66/University Drive intersection; construction of roundabout at Beulah/University intersection
- Done in conjunction with the Mill Town P3 project
- Provides an alternate route parallel to south Milton
- Connects an existing offset intersection
- Facilitates traffic flow through a variety of
- Promotes multimodal transportation options by adding missing bike lanes and sidewalks to the intersection
- Adds segments of FUTS trail along Beulah and University

#### **Bellefont Roundabout/Shadow Mountain Rd Overlay/Shoulders**

- Construction of roundabout at Transwestern Road and Shadow Mountain Road
- Add shoulders, mill and overlay on Shadow Mountain Road from Transwestern to Alpine
- Facilitates traffic flow by replacing a stop-controlled intersection with a roundabout

- Promotes multimodal transportation between residential and commercial areas of Bellemont by providing space on the new shoulder of the roadway for pedestrian and bicyclists
- Supports movement of trucks and freight at an important interstate interchange

#### **Ancient Trail Overlay/Shoulders**

- Adds shoulders, mill and overlay on Ancient Trail from Kachina Trail to Tonalea Trail
- Promotes multimodal transportation by providing space on the new shoulder of the roadway for pedestrian and bicyclists
- Keeps the region's transportation infrastructure in a state of good repair

#### **Kachina Trail Overlay/Shoulders**

- Adds shoulders, mill and overlay on Kachina Trail from Ancient Trail to Kona Trail
- Promotes multimodal transportation by providing space on the new shoulder of the roadway for pedestrian and bicyclists
- Keeps the region's transportation infrastructure in a state of good repair

#### **Stardust Lane Overlay/Shoulders**

- Adds shoulders, mill and overlay on Kachina Trail from Ancient Trail to Kona Trail
- Promotes multimodal transportation by providing space on the new shoulder of the roadway for pedestrian and bicyclists
- Keeps the region's transportation infrastructure in a state of good repair

**FLAGSTAFF**  
**METROPOLITAN PLANNING ORGANIZATION**  
**2020 - 2024 Transportation Improvement Program**



**Chapter V**

**Local Projects:**  
**Federal Transit Funds**





**Table 5. Transit projects within the FMPO area**

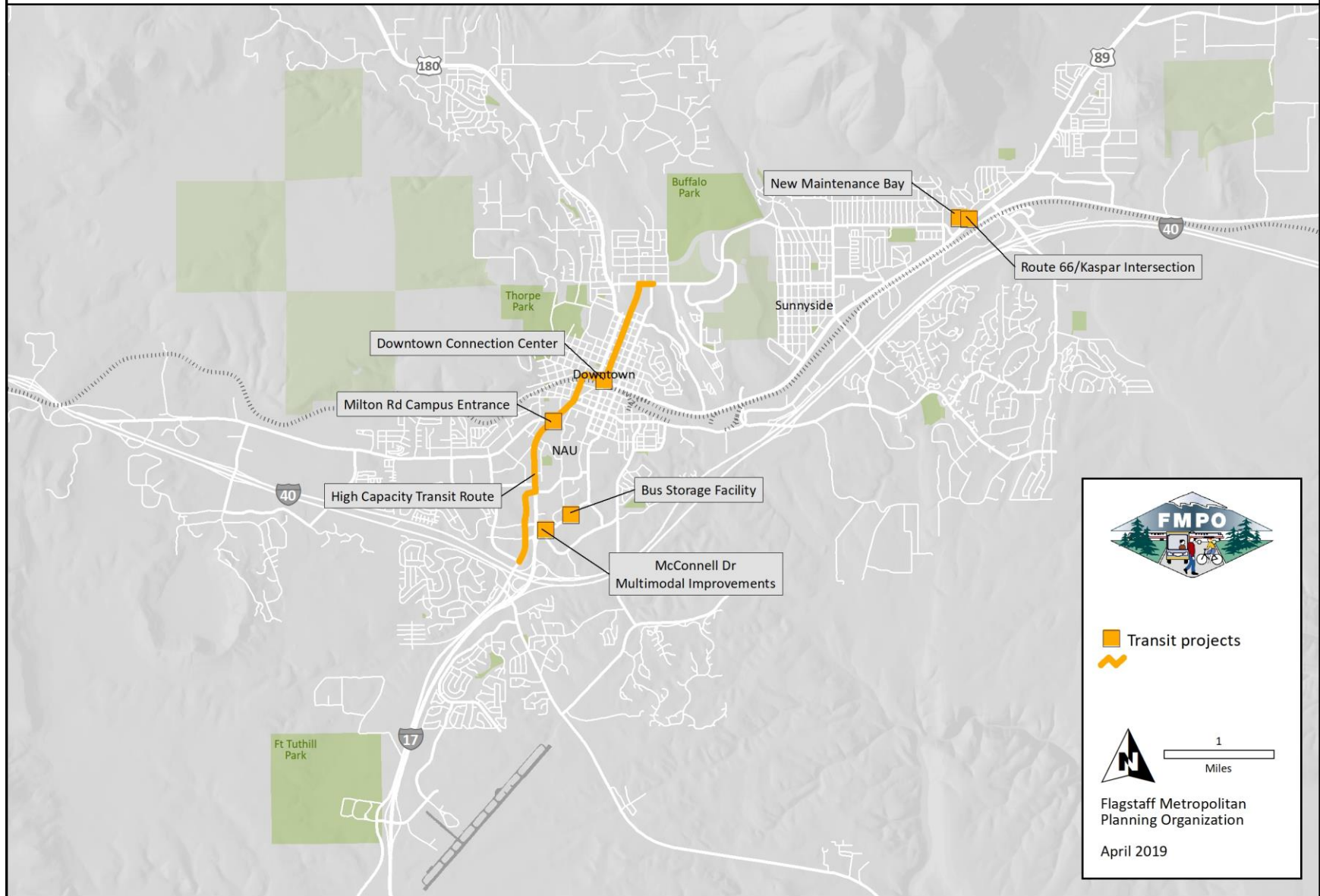
<i>Sponsor</i>	<i>FY</i>	<i>ALI Code</i>	<i>Location</i>	<i>Project description</i>	<i>Fund type</i>	<i>Local cost</i>	<i>Federal cost</i>	<i>Total cost</i>
NAIPTA	2020	30.09.00	Region	Operating Assistance, including Project Management	2020-5307	\$ 6,184,839	\$ 1,299,903	\$ 7,484,742
NAIPTA	2020	30.09.00	Region	Operating Assistance, including Project Management	2019-5307	\$ 852,910	\$ 852,910	\$ 1,705,820
NAIPTA	2020	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2020-5307	\$ 5,000	\$ 20,000	\$ 25,000
NAIPTA	2020	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2020-STBG Flex	\$ 15,658	\$ 62,633	\$ 78,291
						\$ 7,058,407	\$ 2,235,446	\$ 9,293,853
NAIPTA	2021	30.09.00	Region	Operating Assistance, including Project Management	2021-5307	\$ 6,268,863	\$ 1,487,690	\$ 7,756,553
NAIPTA	2021	30.09.00	Region	Operating Assistance, including Project Management	2020-5307	\$ 852,910	\$ 852,910	\$ 1,705,820
NAIPTA	2021	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2021-5307	\$ 5,000	\$ 20,000	\$ 25,000
NAIPTA	2021	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2021-STBG Flex	\$ 15,658	\$ 62,633	\$ 78,291
						\$ 7,142,431	\$ 2,423,233	\$ 9,565,664
NAIPTA	2022	30.09.00	Region	Operating Assistance, including Project Management	2022-5307	\$ 6,644,138	\$ 1,299,903	\$ 7,944,041
NAIPTA	2022	30.09.00	Region	Operating Assistance, including Project Management	2021-5307	\$ 852,910	\$ 852,910	\$ 1,705,820
NAIPTA	2022	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2022-5307	\$ 5,000	\$ 20,000	\$ 25,000
NAIPTA	2022	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2022-STBG Flex	\$ 15,658	\$ 62,633	\$ 78,291
						\$ 7,517,706	\$ 2,235,446	\$ 9,753,152
NAIPTA	2023	30.09.00	Region	Operating Assistance, including Project Management	2022-5307	\$ 6,835,375	\$ 1,299,903	\$ 8,135,278
NAIPTA	2023	30.09.00	Region	Operating Assistance, including Project Management	2021-5307	\$ 852,910	\$ 852,910	\$ 1,705,820
NAIPTA	2023	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2022-5307	\$ 5,000	\$ 20,000	\$ 25,000
NAIPTA	2023	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2022-STBG Flex	\$ 15,658	\$ 62,633	\$ 78,291
						\$ 7,708,943	\$ 2,235,446	\$ 9,944,389
NAIPTA	2024	30.09.00	Region	Operating Assistance, including Project Management	2023-5307	\$ 7,105,153	\$ 1,675,537	\$ 8,780,690
NAIPTA	2024	30.09.00	Region	Operating Assistance, including Project Management	2022-5307	\$ 590,347	\$ 665,123	\$ 1,255,470
NAIPTA	2024	30.09.00	Region	Operating Assistance, including Project Management	unfunded	\$ 144,000	\$ 144,000	\$ 288,000
NAIPTA	2024	11.42.10	Flagstaff	Bus Support Equip - Fare Collection	unfunded	\$ 50,000	\$ 200,000	\$ 250,000
NAIPTA	2024	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2023-5307	\$ 5,000	\$ 20,000	\$ 25,000
NAIPTA	2024	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2023-STBG Flex	\$ 15,658	\$ 62,633	\$ 78,291
NAIPTA	2024	11.76.96	Flagstaff	Building Construction - Bus Storage	unfunded	\$ 200,000	\$ 800,000	\$ 1,000,000
NAIPTA	2024	11.32.10	Flagstaff	New Bus Stop Amenities	unfunded	\$ 30,000	\$ 120,000	\$ 150,000
NAIPTA	2024	11.32.10	Flagstaff	Downtown Connection Ctr - Construction	unfunded	\$ 1,100,000	\$ 4,400,000	\$ 5,500,000
NAIPTA	2024	11.41.01	Flagstaff	Acquisition of Property for NAIPTA Expansion	unfunded	\$ 500,000	\$ 2,000,000	\$ 2,500,000
NAIPTA	2024	11.32.10	Flagstaff	High-Capacity Transit - R/W Acquisition	unfunded	\$ 1,312,500	\$ 5,250,000	\$ 6,562,500
NAIPTA	2024	11.32.10	Flagstaff	High-Capacity Transit - Construction	unfunded	\$ 4,087,500	\$ 16,350,000	\$ 20,437,500

NAIPTA	2024	11.32.10	Flagstaff	High-Capacity Transit - Fleet Expansion	unfunded	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000
NAIPTA	2024	11.32.10	Flagstaff	Route Improvements	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000
NAIPTA	2024	11.32.10	Flagstaff	Route Improvements	unfunded	\$ 300,000	\$ 1,200,000	\$ 1,500,000
NAIPTA	2024	11.12.02	Flagstaff	Replacement Campus Shuttle Buses (40 ft Electric, total of 6)	unfunded	\$ 1,020,000	\$ 4,080,000	\$ 5,100,000
NAIPTA	2024	11.12.04	Flagstaff	Replacement Paratransit Vehicles (Cutaway Buses, total of 3)	unfunded	\$ 62,000	\$ 248,000	\$ 310,000
NAIPTA	2024	11.43.04	Flagstaff	Bus Storage Facility (Campus Location)	unfunded	\$ 3,611,944	\$ 14,447,775	\$ 18,059,719
NAIPTA	2024	11.76.96	Flagstaff	New Shop 2 Maintenance Bay Facility	unfunded	\$ 200,000	\$ 800,000	\$ 1,000,000
NAIPTA	2024	11.76.96	Flagstaff	Park n Ride Transit Center	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000
NAIPTA	2024	11.91.05	Flagstaff	Infrastructure Improvements, ROW	unfunded			\$ 750,000
NAIPTA	2024	11.61.01	Flagstaff	Infrastructure Improvements, Technology	unfunded			\$ 1,000,000
NAIPTA	2024	11.21.01	Flagstaff	NAU Milton Rt 66 Campus Entry Design/Engineering	unfunded			\$ 150,000
NAIPTA	2024	11.21.23	Flagstaff	NAU Milton Rt 66 Campus Entry Construction	unfunded			\$ 150,000
NAIPTA	2024	11.21.23	Flagstaff	NAU McConnell Dr. and Sidewalk Multimodal Improv. Const	unfunded			\$ 300,000
						\$ 23,534,102	\$ 65,263,068	\$ 91,147,170
<b>TOTALS</b>						<b>\$ 52,961,590</b>	<b>\$ 74,392,639</b>	<b>\$ 129,704,229</b>

**Table 6. FTA Section 5310 transit projects within the FMPO area**

<i>Agency</i>	<i>FY</i>	<i>Location</i>	<i>Project description</i>	<i>Fund type</i>	<i>Local cost</i>	<i>Federal cost</i>	<i>Total cost</i>
Civic Service Ins - NAU	2020	Small Urban	Senior Companion Program	5310 - Operating	\$ 40,000	\$ 40,000	\$ 80,000
The Guidance Center	2020	Small Urban	Additional drivers	5310 - Operating	\$ 17,400	\$ 17,400	\$ 34,800
Quality Connections, Inc	2020	Small Urban	Replacement mini-van with ramp	5310 - Capital	\$ 10,230	\$ 37,200	\$ 47,430
NAIPTA	2020	Small Urban	ADA Plus	5310 - Operating	\$ 113,670	\$ 113,670	\$ 227,340
NAIPTA	2020	Small Urban	Taxi voucher program	5310 - Operating	\$ 70,000	\$ 70,000	\$ 140,000
NAIPTA	2020	Small Urban	Bus stop mobility program	5310 - Capital	\$ 20,000	\$ 80,000	\$ 100,000
NAIPTA	2020	Small Urban	Mobility management	5310 - Mblty mgmt	\$ 26,883	\$ 107,531	\$ 134,414
					\$ 298,183	\$ 465,801	\$ 763,984
Civic Service Ins - NAU	2021	Small Urban	Senior Companion Program	5310 - Operating	\$ 40,000	\$ 40,000	\$ 80,000
The Guidance Center	2021	Small Urban	Additional drivers	5310 - Operating	\$ 18,270	\$ 18,270	\$ 36,540
Quality Connections, Inc	2021	Small Urban	Replacement mini-van with ramp	5310 - Capital	\$ 10,230	\$ 37,200	\$ 47,430
NAIPTA	2021	Small Urban	ADA Plus	5310 - Operating	\$ 113,670	\$ 113,670	\$ 227,340
NAIPTA	2021	Small Urban	Taxi voucher program	5310 - Operating	\$ 75,000	\$ 75,000	\$ 150,000
NAIPTA	2021	Small Urban	Bus stop mobility program	5310 - Capital	\$ 20,000	\$ 80,000	\$ 100,000
					\$ 277,170	\$ 364,140	\$ 641,310
<b>TOTALS</b>					<b>\$ 575,353</b>	<b>\$ 829,941</b>	<b>\$ 1,405,294</b>

Map 4. Transit capital projects within the FMPO area



## **Transit Projects Support of Regional Plan Goals**

The Regional Plan includes a variety of goals and policies to promote a high-quality and convenient transit system:

- Policy E.1.5. Promote and encourage the expansion and use of energy-efficient modes of transportation:  
Public transportation  
Bicycles  
Pedestrians
- Goal LU.12. Accommodate pedestrians, bicyclists, transit riders, and private cars to supplement downtown’s status as the best-served and most accessible location in the region.
- Policy LU.12.8. Provide for strong connections from the Flagstaff Medical Campus to the Northern Arizona University campus via pedestrian paths, bicycle connections, streets, and transit service.
- Policy LU.13.2. Consider public transit connections in suburban development.
- Policy LU.15.4. Accommodate safe and convenient walking, biking, and transit facilities in existing and proposed employment centers.
- Policy T.2.4. Consider dedicated transit ways where appropriate.
- Policy T.3.8. Promote transportation options such as increased public transit and more bike lanes to reduce congestion, fuel consumption, and overall carbon emissions and promote walkable community design.
- Goal T.7. Provide a high-quality, safe, convenient, accessible public transportation system, where feasible, to serve as an attractive alternative to single-occupant vehicles.
- Policy T.7.1. Cooperate with NAIPTA in developing and implementing the five-year transit master planning goals and objectives to continuously improve service, awareness, and ridership
- Policy T.10.2. Improve multimodal access and service to and from the airport including transit, bicycle, and parking services.
- Policy NH.1.4. Foster points of activities, services, increased densities, and transit connections in urban and suburban neighborhoods.
- Policy NH.4.6. Consider and integrate public transportation when possible in planning housing developments, to help reduce a household’s transportation costs and minimize impact on the community’s roads and transportation system.

The operations and capital expenditures identified in this Transportation Improvement Program are consistent with NAIPTA’s most recently adopted 5-year Transit Plan. They support a transit system that provides effective geographic coverage of the region and existing and planned concentrations of residents and their places of employment.

Several transit projects have been added to illustrative year 2024 including a downtown connection center and high capacity transit route that will connect people between major activity and employment centers.

**FLAGSTAFF**  
**METROPOLITAN PLANNING ORGANIZATION**  
**2020 - 2024 Transportation Improvement Program**



**Chapter VI**

**Local Projects:**  
**Safety Projects**

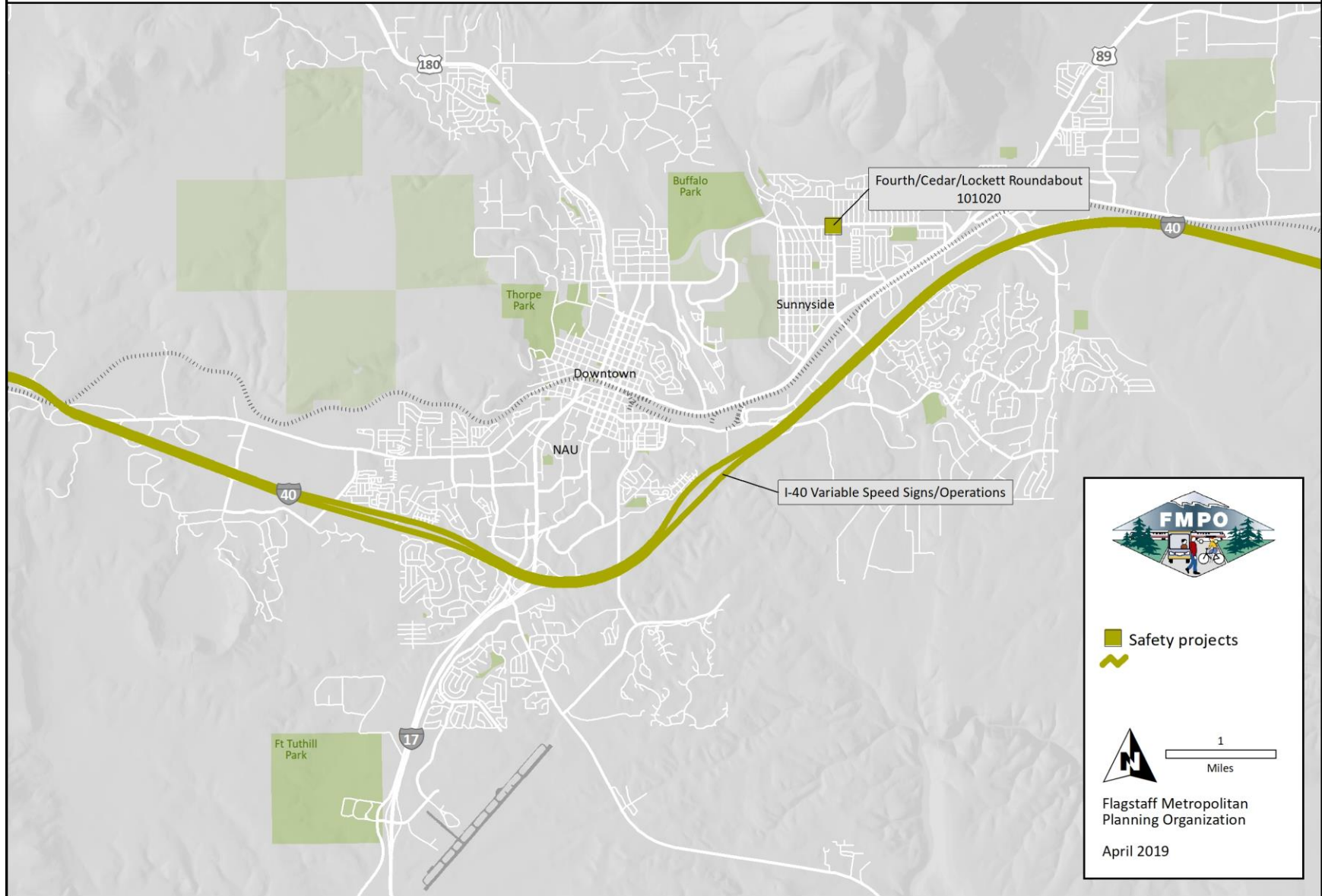


**Table 7. Safety projects with the FMPO area**

<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
ADOT		<b>I-40 Variable Speed Signs/Operations</b> I-40 from MP 186 to 206 Var speed limit signs/operations equip	HSIP	\$ 5,998,000		\$ 362,000	\$ 5,636,000				\$ 5,998,000
						d	c				
COF	101020	<b>Fourth/Cedar/Lockett Roundabout</b> Fourth St/Cedar Ave/Lockett Rd Reconstruct intersection as roundabout	HSIP Local	\$ 1,868,437			\$ 451,656 \$ 30,813	\$ 1,385,968			\$ 1,868,437
							dr	c			
<b>TOTALS</b>						<b>\$ 362,000</b>	<b>\$ 6,118,469</b>				<b>\$ 7,866,437</b>

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

Map 5. Safety projects with the FMPO area



## **Safety Projects Support for the Regional Plan**

Goal T.2 of the Regional Plan, as well as the five policies under the goal, address transportation safety:

- Goal T.2. Improve transportation safety and efficiency for all modes.

Projects included in this chapter are specifically intended to address identified safety concerns.

### **Fourth/Cedar/Lockett Roundabout:**

- Conversion of an existing signalized intersection to a roundabout
- There have been several serious-injury crashes at this location, as well as a fatal crash

### **I-40 Signing/Operations:**

- Funding supports variable speed limit signs and other operations to promote safety through an urban section of an interstate highway



**FLAGSTAFF**  
**METROPOLITAN PLANNING ORGANIZATION**  
**2020 - 2024 Transportation Improvement Program**



**Chapter VII**

**All Agencies:**  
**Pavement Preservation Projects**

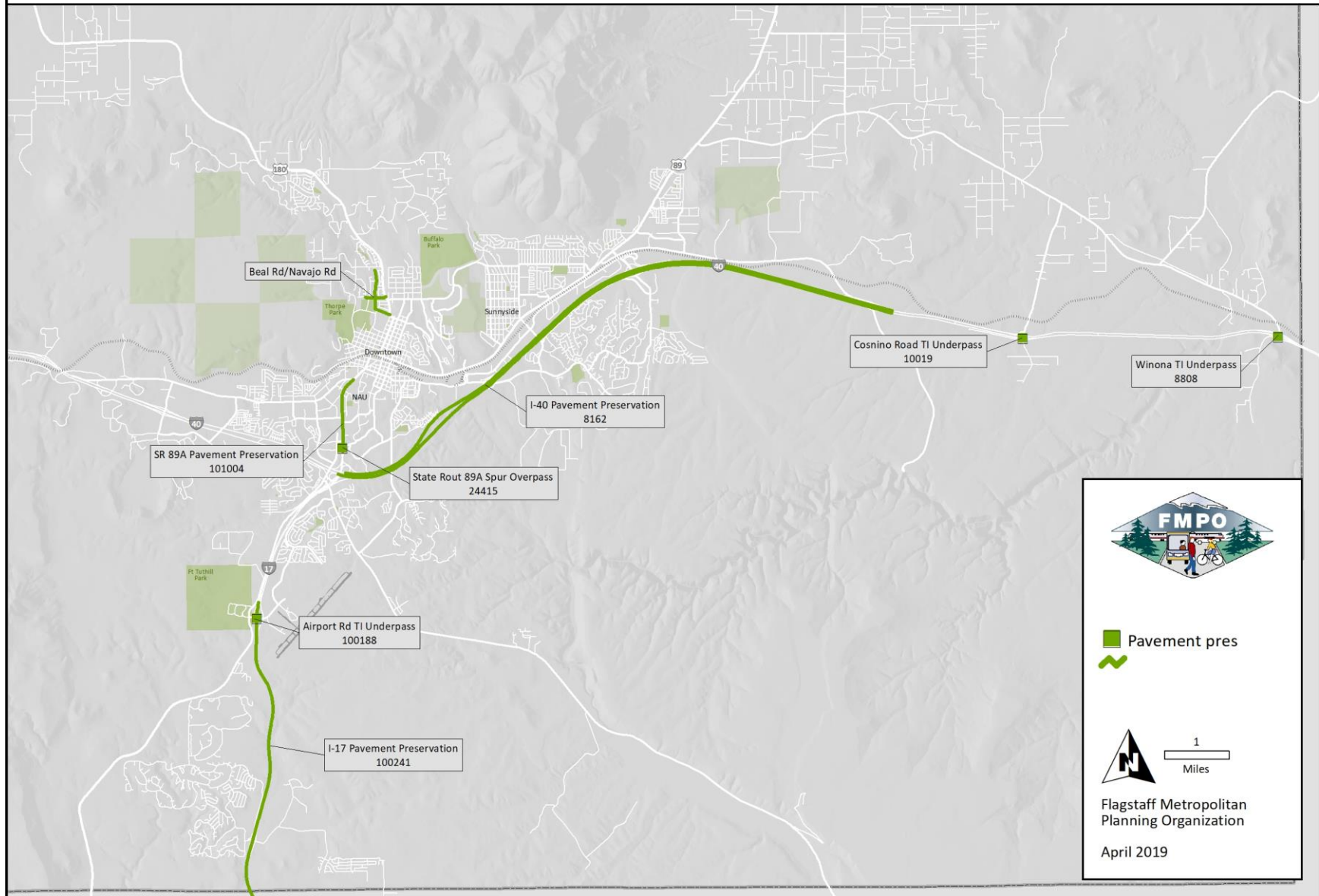


**Table 8. Pavement preservation projects within the FMPO area**

<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
ADOT	100241	<b>I-17 Pavement Preservation SB</b> County line to McConnell Dr bridge Pavement preservation	NHPP	\$ 36,220,000	\$ 320,000		\$ 35,900,000				\$ 35,900,000
					d		c				
ADOT	8162	<b>I-40 Pavement Preservation</b> I-17 to Walnut Canyon Rd Pavement preservation	NHPP	\$ 21,453,000			\$ 21,453,000				\$ 21,453,000
							c				
ADOT	101004	<b>State Route 89A Pavement Preservation</b> McConnell Dr to Route 66 Pavement preservation	NHPP	\$ 5,889,000		\$ 320,000		\$ 5,569,000			\$ 5,889,000
						d		c			
ADOT	10019	<b>Cosnino Road TI Underpass</b> I-40 at Cosnino Rd Bridge rehabilitation	NHPP	\$ 2,600,000			\$ 600,000			\$ 2,000,000	\$ 2,600,000
							d			c	
ADOT	8808	<b>Winona TI Underpass</b> I-40 at Townsend-Winona Rd Bridge rehabilitation	NHPP	\$ 5,300,000		\$ 5,300,000					\$ 5,300,000
							c				
ADOT	100188	<b>Airport Rd TI Underpass</b> I-17 at J.W. Powell Blvd Bridge rehabilitation	NHPP	\$ 3,200,000			\$ 700,000			\$ 2,500,000	\$ 3,200,000
							d			c	
ADOT	24415	<b>State Route 89A Spur Overpass</b> I-17 at McConnell Dr Bridge rehabilitation	NHPP	\$ 5,000,000	\$ 5,000,000						
						c					
COF		<b>Beal Rd/Navajo Rd</b> I-17 at McConnell Dr Street reconstruction	RRSS	\$ 11,418,900		\$ 3,901,300	\$ 5,028,400	\$ 2,489,200			\$ 11,418,900
<b>TOTALS</b>					<b>\$ 5,320,000</b>	<b>\$ 9,521,300</b>	<b>\$ 63,681,400</b>	<b>\$ 8,058,200</b>		<b>\$ 4,500,000</b>	<b>\$ 85,760,900</b>

Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

Map 6. Pavement preservation projects within the FMPO area



## **Pavement Preservation Projects Support for the Regional Plan**

Roadway operations and maintenance are handled individually by each agency and under their respective policies. The Regional Plan – and more particularly the FMPO Regional Transportation Plan – speak to the need for proper maintenance of our transportation systems.

ADOT's Northcentral District and Northern Arizona Region Traffic office is responsible for operations and maintenance of roads in the region on the state highway system, including Interstate 40, Interstate 17, US Highway 89, State Route 89A, Business 40, and US Highway 180. ADOT maintains Intergovernmental Agreements (IGA) with the City of Flagstaff for maintenance of street lights, sidewalks and FUTS trails.

The City of Flagstaff is responsible for all streets within City limits not on the state highway system, including a number of federal-aid eligible roads

Coconino County's boundaries extend well beyond the FMPO's 525-square mile area. Major roads within the FMPO region under the County's jurisdiction are Lake Mary Road, Townsend-Winona Road, Leupp Road, Silver Saddle Road, Koch Field Road, Stardust Trail, Campbell Avenue, Copeland Avenue, Kachina Village Boulevard, Mountaineer Road and many rural minor collectors.

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION  
FY 2020 - 2024 TRANSPORTATION IMPROVEMENT PROGRAM**

**ADOT ACCEPTANCE**

Arizona Department of Transportation

\_\_\_\_\_  
Signature

Gregory Byres  
Printed Name

ADOT MPD Director  
Title

\_\_\_\_\_  
Date

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** April 17, 2019  
**MEETING DATE:** May 1, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Unified Planning Work Program (UPWP) Adoption

### 1. Recommendation:

- i** Staff recommends the Board adopt the Unified Planning Work Program (UPWP) for FY 2020 and FY 2021

### 2. Related Strategic Workplan Item

- i** 7. Document for Board understanding the FMPO role for regulatory and technical compliance

### 3. Background

- i** *The Unified Planning Work Program (UPWP) is essentially the FMPO Budget. This document is created annually and provides detail on how the FMPO will spend its funding and meet its responsibilities.*

*Staff are in process of revising the format of the UPWP to make it an even better communication and leadership tool. This effort includes research into what Federal and State agencies require and what other small MPOs in Arizona and around the country do. Towards this end, FMPO staff have met with ADOT and staff of other highly successful MPO's including Central Yavapai, North Front Range and San Luis Obispo as part of this research.*

*This document is important because FMPO's ability to clearly communicate who we are and what we do helps us attract and manage funding. The more consistent FMPO documentation, the better the FMPO's ability to lead collaborative efforts. For example, identifying FMPO's top project priorities in all our documents increases clarity and builds momentum. When project partners and funding agencies are able to easily see our priorities and approach, it makes it easier for them to understand*

*and work with us. Simply put, the UPWP is another opportunity to communicate our projects and priorities in a clear and compelling manner.*

*As part of our transparent public process, the UPWP needs to be adopted by the Board*

#### 4. TAC Discussion

**i** *This section will be completed after the TAC meets on April 25<sup>th</sup>, 2019*

#### 5. Fiscal Impact

**i** *All items in the UPWP are fiscally constrained and consistent with the City of Flagstaff's proposed FY 2020 Budget.*

#### 6. Alternatives

**i** *Approve the UPWP (recommended). This alternative meets a federal and state requirement and documents the work the FMPO will do over the next 2 years.*

*Approve the UPWP with amendments. This alternative allows the Board to make changes prior to adopting the UPWP*

*Do not approve the UPWP (not recommended). This alternative would fail to meet one of our documentation responsibilities as an MPO.*

#### 7. Attachments

**i** *Draft UPWP*



FLAGSTAFF METROPOLITAN  
PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT ♦ NAIPTA

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

Phone: (928) 213-2650 ♦ Fax: (928) 213-2689

[www.flagstaffmpo.org](http://www.flagstaffmpo.org)

**FISCAL YEAR 2020 and 2021  
UNIFIED PLANNING WORK PROGRAM  
AND BUDGET**

Prepared by

**Flagstaff Metropolitan Planning Organization**

**211 W. Aspen Avenue / Flagstaff, AZ 86001**

**928-213-2650 fax: 928-213-4825**

**[www.flagstaffmpo.org](http://www.flagstaffmpo.org)**

**Executive Board Adoption**

**PENDING**

**Funding Provided by:**

**Federal Highway Administration / Federal Transit Administration**

**Arizona Department of Transportation**

**City of Flagstaff / Coconino County**



CFDA – FHWA: 20.205  
CFDA - FTA:  
5310/5311/5316/5317 – 20.513  
5303 – 20.505

(1) Catalog of Federal Domestic Assistance (CFDA) Number – This is a data base of all federal programs available through State and Local government. If necessary, ADOT can provide this number;

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

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## 2020-2021 EXECUTIVE BOARD

---

**Art Babbott**  
Chair  
Supervisor District 1  
Coconino County

**Coral Evans**  
Vice-Chair  
Mayor  
City of Flagstaff

**Charlie Odegaard**  
Council Member  
City of Flagstaff

**Jim McCarthy**  
Council Member  
City of Flagstaff

**Matt Ryan**  
Supervisor District 3  
Coconino County

**Jesse Thompson**  
Arizona ADOT

---

## 2020-2021 MANAGEMENT COMMITTEE

---

**Greg Byres**  
Chair  
ADOT MPD  
Audra Merrick  
Alternate

**Jimmy Jayne**  
Member  
Coconino County Manager  
Lucinda Andreani  
Alternate

**Barbara Goodrich**  
Member  
Interim City of Flagstaff  
Manager

**Erica Mazza**  
Member  
Deputy GM  
NAIPTA

---

## 2020-2021 TECHNICAL ADVISORY COMMITTEE

---

**Anne Dunno**  
Chair  
NAIPTA  
Capital Program Manager

**Nate Reisner**  
Vice-Chair  
AZ ADOT- Flagstaff District  
Development Engineer

**Daniel Folke**  
Member  
City of Flagstaff  
Development Services  
Director

**Tiffany Antol**  
Member  
Action City Planning  
Director

**Rick Barrett**  
Member  
City of Flagstaff  
Engineer

**Christopher Tressler**  
Member  
Coconino County  
Engineering Division Manager

**Jeff Bauman**  
Member  
City of Flagstaff  
Traffic Engineer

**John Wennes**  
Member  
ADOT  
Planning Program Manager

**Jay Christelman**  
Member  
Coconino County Director

---

## **STAFF**

---

**Jeff Meilbeck**  
**Executive Director**

**Martin Ince**  
**Multi-Modal Planner**

**David Wessel**  
**MPO Manager**

**Sara Jansen**  
**Administrative Specialist**

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**FEDERAL CERTIFICATIONS  
METROPOLITAN TRANSPORTATION PLANNING PROCESS  
SELF-CERTIFICATION**

This document was prepared in cooperation with the U.S. Department of Transportation, the Federal Highway Administration, and the Arizona Department of Transportation.

The Flagstaff Metropolitan Planning Organization and the Arizona Department of Transportation hereby certify that the transportation planning process addresses the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 USC 134 and 135 , 49 USC 5303 and 5304 and 23 CFR Part 450;
2. 23 CFR Part 230, regarding the implementation of an equal opportunity program on Federal and Federal-aid highway construction contracts;
3. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506(c) and (d)) and 40 CFR Part 93;
4. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21.
5. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
6. Section 1101(b) of the FAST Act (Publ. L. 114-94) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects;
7. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et esq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving financial assistance;
9. Section 324 of title 23 USC regarding the prohibition of discrimination based on gender;
10. Section 504 of the Rehabilitation Act of 1973 (20 USC 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities;
11. Anti-lobbying restrictions found in 49 USC Part 20. No appropriated funds may be expended by a recipient to influence or attempt to influence an officer or employee of any agency, or a member of Congress, in connection with the awarding of any federal contract.

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Art Babbott, Chair  
Flagstaff Metropolitan  
Planning Organization

Date

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Greg Byres, Director  
Multimodal Planning Division  
Arizona Department of Transportation

Date

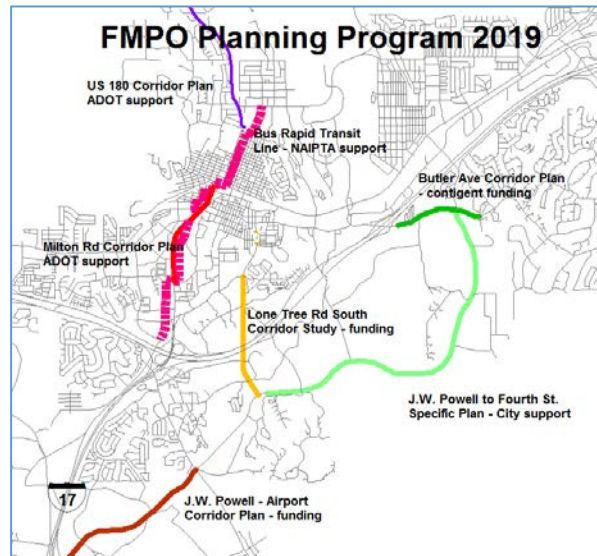
# Chapter I

## INTRODUCTION TO THE UNIFIED PLANNING WORK PROGRAM AND BUDGET (UPWP)

### Executive Summary

The FMPO FY 2020 program is \$1,638,130 including \$1,167,970 in federal funds and \$470,160 in local funds. The FMPO FY 2021 program is \$825,100 including \$751,940 in federal funds and \$73,160 in local funds. The majority of local funds are from exchanges of federal funds for local funds. The major activities for FY 2020 and 2021 are:

- Adopt 2 Year UPWP for FY 20 and 21
  - Complete an FMPO Website update
  - Continue process of evaluating possible new identity for FMPO
  - Establish MPO as a non-profit or political subdivision of the State
  - Finalize operating procedures and determine how NAU and NAIPTA will serve on the Executive Board
  - Review the effectiveness of the procedures and strategies contained in the Public Participation Plan.
  - Establish the FMPO as an independent organization.
- Review the UPWP processes and documents and update as needed to improve communications and documentation
  - Review the TIP processes and documents and update as needed to improve communications and documentation.
  - Lone Tree Corridor Study and DCR
  - Regional Model Update
  - Grant-writing
    - Lone Tree Corridor
    - Fourth Street Corridor
  - Coordination efforts: Staff time
    - ADOT: Milton Road and US 180 Corridor Master Plans, State Rail Plan
    - City of Flagstaff: Lone Tree Corridor
    - NAIPTA: Bus Rapid Transit plan



### A brief definition of the UPWP

The purpose of the Unified Planning Work Program (UPWP) is to outline multimodal transportation planning activities within a financially constrained budget to be conducted in the Flagstaff MPO planning area for a one or two year period. Federal definition of a Unified Planning Work Program (UPWP) is “a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds” (23CFR450.104).

### **A description of the metropolitan area**

The area covered by the FMPO approximates 525 square miles from Bellemont on the west, Kachina Village and Mountainaire on the south, Winona on the east, and the San Francisco Peaks on the north (see Figure 1). Jurisdictions include the City of Flagstaff, Coconino County, the Arizona Department of Transportation, and the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA). Cooperation with Northern Arizona University is embedded in the governance structure of the FMPO

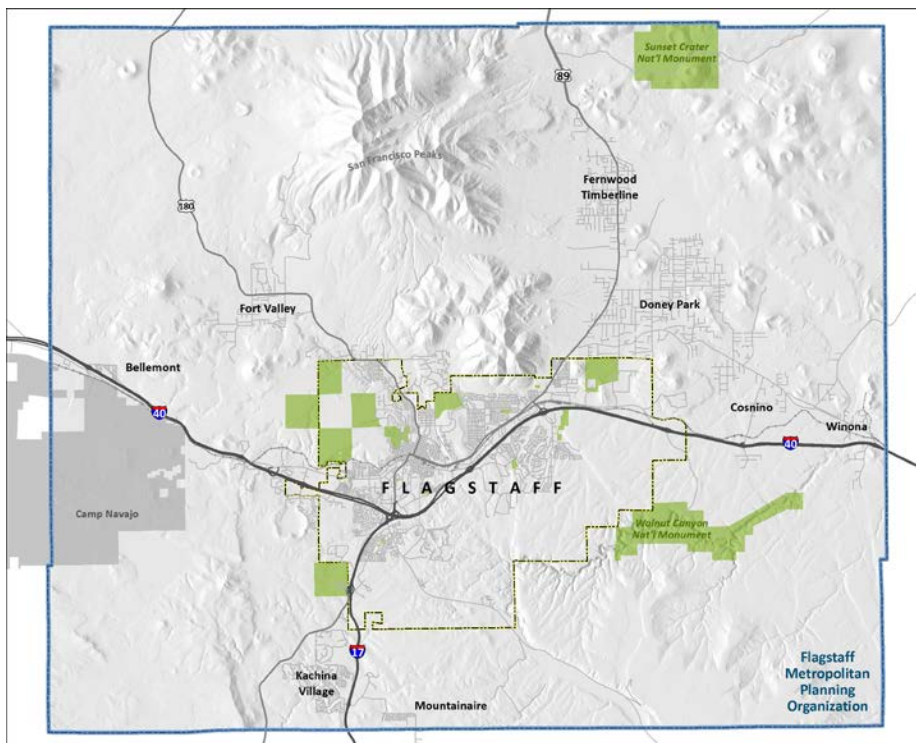


Figure 1. FMPO Planning Boundary



## **A current overview of the status of comprehensive transportation planning activities;**

Comprehensive transportation planning is embodied primarily in the regional transportation plan, a mandated federal document. The *FMPO Blue Print 2040 Regional Transportation Plan* was adopted in May 2017. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County governing bodies in State Fiscal Year 2014 and was approved by voters in May 2014. FMPO played a coordinating and cooperative role.

## **The role of the FMPO for planning priorities in the metropolitan area.**

The role and responsibilities of the FMPO are outlined in 23 CFR 450.

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and state and local planned development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Enhance travel and tourism

## **Additional Roles and Responsibilities**

From March 18, 2015 USDOT Letter on Planning Emphasis Areas

- **FAST Act Implementation: Transition to Performance-based Planning and Programming**  
*Blueprint 2040* is a regional transportation plan supported by more than a dozen performance measures. These are employed at the scenario level, the system monitoring level and the project prioritization and selection level. FMPO has adopted ADOT targets for safety.
- **Regional Models of Cooperation**  
FMPO is working cooperatively with the Northern Arizona Council of Government and the Central Yavapai MPO on a regional strategic transportation safety plan. FMPO and NAIPTA jointly purchased regional transportation data. FMPO is collaborating with Northern Arizona University in the Pacific Region Southwest University Transportation Center.

Fiscal Constraint – Funding is limited and better information can lead to better decision making.

## **Air Quality and Attainment**

The FMPO is currently in attainment for all regulated pollutants. The Environmental Protection Agency (EPA) released new ozone emissions standards lowering the acceptable level from 75 parts per billion (ppb) to 70 ppb. The FMPO region is on the fringe of non-attainment and is not being recommended to the EPA by ADOT for non-attainment status this year. An Air Quality Maintenance plan was developed by ADOT for Coconino County, in part due to haze at the Grand Canyon. The Environmental Protection Agency recently released requirements for power plants in the area to reduce their emissions, but these have been rolled back by the Trump administration. The FMPO will work closely with the City and County, both of whom are committed to sustainability, to incorporate recommended activities to protect air quality into the *Flagstaff Regional Plan 2030* and any related amendments to the FMPO RTP. FMPO will track developments with ozone regulations and will comply, if and when, they apply to the region.

## **Chapter II**

### **ORGANIZATION AND MANAGEMENT**

The Organization and Management section provides a narrative that discusses staffing roles and responsibilities of the MPO, employees of member agencies that assist the MPO, and the MPO's fiscal agent and legal counsel. It also identifies the cognizant agency (for audit purposes this means the Federal awarding agency that provides the predominant amount of direct funding to a recipient);

#### **FMPO Staffing**

- Executive Director: Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee and the Executive Board. Coordinates strategic direction with Executive Board
- Manager: Oversees technical and planning operations, supervises staff, prepares technical reports and capital program materials for consideration by the Technical Advisory Committee and the Executive Board.
- Multi-modal Transportation Planner: Liaison to City, County, ADOT and NAIPTA regarding pedestrian, bicycle and transit planning and programming issues. Assists with project delivery for related projects. Supports the Manager as needed.
- Administrative Specialist: Communications, financial reporting and tabulation, documentation and coordination, public outreach, website management, meeting logistics.
- Other City of Flagstaff, Coconino County, ADOT and NAIPTA staff as necessary: Beyond roles on the Technical Advisory and Management committees, ADOT, city, county and NAIPTA staff frequently join with FMPO staff to review large development projects, work out details for multimodal aspects of projects, coordinate on public outreach, and provide technical review of respective agency products. Staff most frequently involved from each agency include:
  - City of Flagstaff: Transportation Manager, Capital Improvements Engineer, Comprehensive Planning Manager
  - Coconino County: Public Works Director, County Engineer, Transportation Planner, Community Development staff
  - ADOT
    - Northcentral District: District Engineer, Traffic Engineer, Development Engineer
    - Multimodal Planning Division: Division Director, Program Planning Manager
  - NAIPTA: Transportation Planning Manager, Capital Project Manager

Employees of member agencies will participate on FMPO working technical committees, subcommittees or task forces for data assemblage, summary, evaluation, and formulation of recommendations to be presented to the TAC, Management Committee and the EB.

The City of Flagstaff Finance Department currently serves as the fiscal agent for the FMPO, providing payroll, invoice payments, and bookkeeping records for reconciling FMPO revenue and expense reports. The FMPO maintains its own records on a daily basis to permit up-to-date

billing and to document eligible reimbursements of state and federal funds. The FMPO is in the process of going out to bid for administrative and financial services and the City of Flagstaff may or may not continue to serve as the fiscal agent in FY 2020 and 2021. One of the core goals of the UPWP for the FMPO is to review and identify the best way for the FMPO to meet its financial and administrative management needs.

The City of Flagstaff City Attorney has historically served as legal counsel for the FMPO. However, based on an amended and restated IGA between the City and the County dated September 2018, the FMPO is in the process of reviewing our legal needs and how they can best be met. The City of Flagstaff may or may not continue to provide legal counsel in FY 2020 and 2021. One of the core goals of the UPWP for the FMPO is to review and identify the best way for the FMPO to meet its legal counsel needs.

FHWA, through ADOT, is the cognizant agency providing the predominant amount of funds. NAIPTA, the local public transit provider, is a designated recipient for FTA 5307 funds. FAA is the cognizant agency for the City of Flagstaff regarding the Indirect Cost Allocation Plan (ICAP).

#### **Identification of committee structure, including an Organization Chart:**

- **The FMPO Executive Board** consists of six elected or appointed officials, three from the Flagstaff City Council, two from the Coconino County Board of Supervisors, one member from the ADOT State Transportation Board (who is appointed to the State Transportation Board by the Governor of the State of Arizona). It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall regional comprehensive planning process.
- **The FMPO Management Committee** consists of Managers or their designees from the City of Flagstaff, Coconino County, NAIPTA, NAU and the ADOT Director of the Multimodal Planning Division. This group meets on an as-needed basis.

The Management Committee has authority and responsibility to review the FMPO Board packet and provide input to the FMPO Board and FMPO Staff.

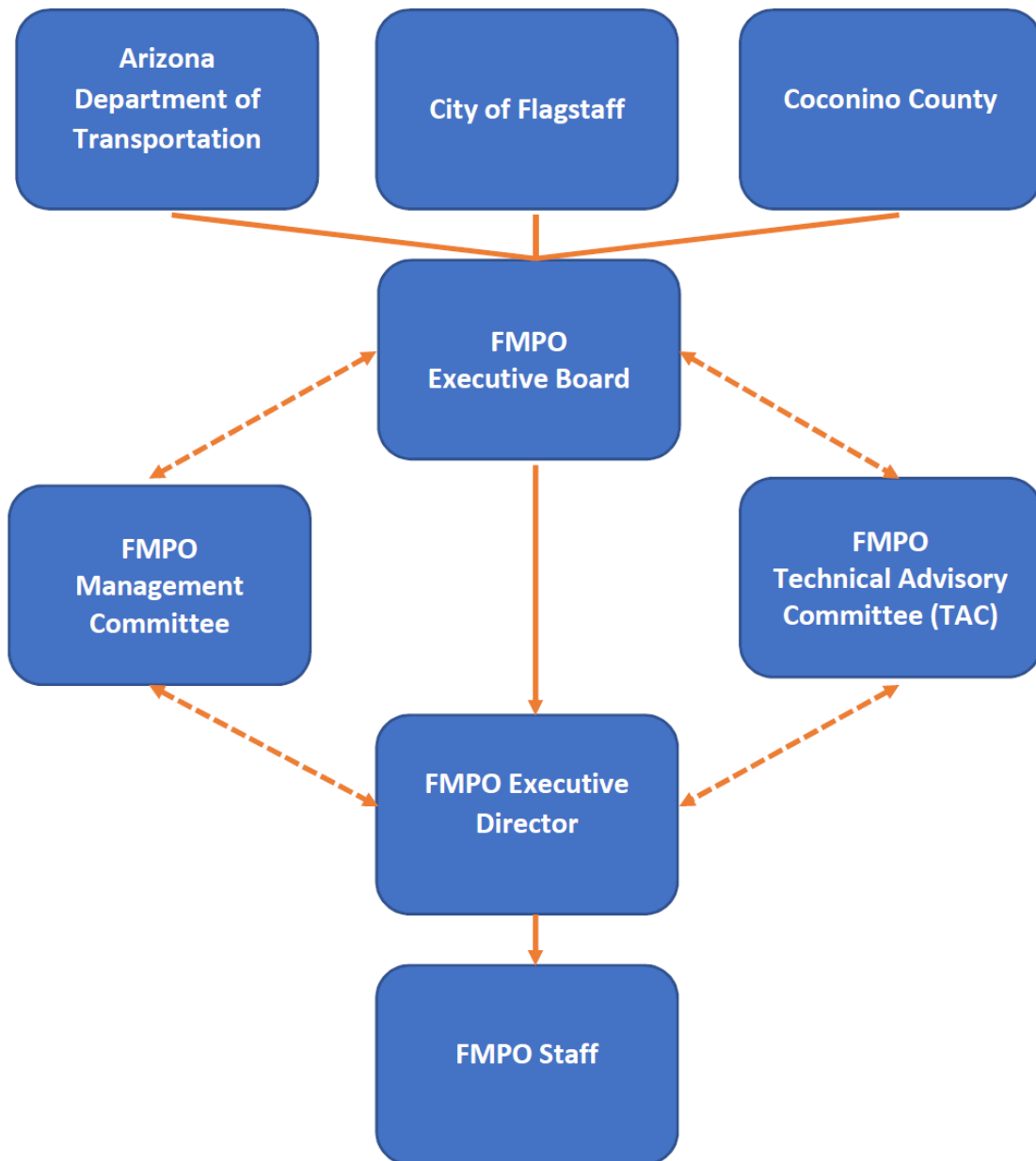
- **The FMPO Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting member must be approved by her/his respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding work activities of the UPWP, and related issues as specified by the FMPO's Executive Board, and to so advise the Executive Board on appropriate actions to be taken.

The TAC works closely with the FMPO staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

**FMPO Organizational Chart**

***FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)***



### **Operating procedures**

The FMPO Operating Procedures and Charter were amended on **May 1, 2019** and identify the roles and responsibilities of the Executive Board, Management Committee and Technical Advisory Committee. They further define officers, voting members, and quorum requirements.

### **Other Agreements**

The FMPO is formed under the authority of the Governor of the State of Arizona and structured as an independent legal entity through an intergovernmental agreement between the City and County. The FMPO has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA GRT-17-11-3-17 with the Arizona Department of Transportation
- b) Memorandum of Understanding with Northern Arizona Intergovernmental Public Transportation Authority regarding planning and programming of transit funds, March 2010. See the appendices.

### **Forms, certifications, and assurances**

FMPO will comply with all federal, state and local laws. FMPO has an adopted Title VI policy, Limited English Proficiency Plan, Coordinated Public Transit/Human Services Transportation Plan, and works within the City's of Flagstaff's Disadvantaged Business Enterprise Policy. FMPO uses these documents to meet certifications and assurances required by federal law.

## **Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY**

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the subrecipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. WPs are funded primarily with PL funds; however, a MPO may use other eligible funds for their WP. This section describes the types of funding sources used for planning.

- (1) **Metropolitan Planning (PL) Funds:** Federal planning funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the MPOs and must be approved by the FHWA.
- (2) **Statewide Planning and Research (SPR) Funds:** SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. Some SPR funds may be allocated to the MPO to help plan for the non-urbanized portion of the MPO. A 20% match is required and must be provided by the local jurisdiction, depending on the project.
- (3) **Surface Transportation Block Grant (STBG) Funds:** STBG is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. Transit related planning, research, and development activities are also eligible uses of STP funds. STP apportionment may be shared by ADOT with other Council of Governments (COG) and all MPO's less than 200,000 population, though this action is discretionary and not required by current Transportation legislation. A 5.7% match is required.
- (4) **Federal Transit Administration Funding:** FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5305. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is typically provided by the local governments. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, those funds such as FTA Section 5307 need to be shown in the budget tables.
- (5) **Matching Funds:** In order to secure federal funds, the state and/or local government must place matching funds on a project.

- (6) **In-kind (Soft Money) Contribution with Description:** The value of third party in-kind contributions may be accepted as the match for federal funds in accordance with the provisions of 49 CFR 18.24(a)(2), and may be applied on either a total planning work program basis or for specific line items.
- (7) **Highway Safety Improvement Program (HSIP) Funds:** These funds are available on a competitive basis only. HSIP is a federal funding source dedicated to systematic improvement of safety conditions on state and local roads. HSIP funds may be used for planning purposes provided such activities are identified in the work program and transportation improvement program. The funds require a 5.7% match.
- (8) **Carry-forward;** Carry-forward funds occur when a MPO does not obligate all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously

## BUDGET SUMMARY TABLES

The following budget tables identify agency participation and funding sources.

**Revenue Summary:** The table below provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2019. Pending update to actual PL and SPR allocations.

Flagstaff Metropolitan Planning Organization							
2020-2021 UPWP/B - Revenue Assumptions							
<b>DRAFT</b>							
Revenue Source			FY 18 OA Carry Forward	FY 19 OA Carry Forward	FY20 Obligation Authority (OA)	FY 21 Obligation Authority (OA)	Total 2 Year Workplan
FHWA-PL					123,831	123,831	247,662
ADOT-SPR					125,000	125,000	250,000
FTA-5305					36,348	36,348	72,696
FHWA-STBG				416,030	466,761	466,761	1,349,552
<b>Subtotal Federal Funds</b>				416,030	751,940	751,940	1,919,910
City of Flagstaff - Transportation Tax					22,500	22,500	45,000
City of Flagstaff - Interdivisional funds					45,660	45,650	91,310
City of Flagstaff - Milton/Plaza repay					114,000		114,000
NAIPTA - tax exchange					283,000		283,000
Coconino County					5,000	5,000	10,000
			-				
<b>Total FY 2019 funding</b>			-	<b>416,030</b>	<b>1,222,100</b>	<b>825,090</b>	<b>2,463,220</b>

PL= Planning	OA = Amount of apportionment that may be spent
SPR = State Planning & Research	5305(d) = FTA Metropolitan Planning
STBG = Surface Transportation Block Grant	O&M = Operations & Maintenance



**FMPO FY 20 OPERATING COSTS BY ELEMENT**

TASK	WORK ELEMENT	EXPENSES			TOTALCOSTS
		Salaries & Benefits	Direct Expenses	Indirect Costs	
100	ADMINISTRATION	\$434,296	\$23,675	\$54,450	\$512,421
200	DATA COLLECTION	\$0	\$214,179	\$0	\$214,179
300	TRANSPORTATION IMPROVEMENT PROGRAM	\$60,000	\$0	\$0	\$60,000
400	REGIONAL TRANSPORTATION PLAN	\$0	\$152,500	\$0	\$152,500
500	SPECIAL PROJECT PLANNING	\$0	\$699,030	\$0	\$699,030
600	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0
700	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
<b>TOTAL</b>		<b>\$494,296</b>	<b>\$1,089,384</b>	<b>\$54,450</b>	<b>\$1,638,130</b>

**FMPO FY 21 OPERATING COSTS BY ELEMENT**

TASK	WORK ELEMENT	EXPENSES			TOTALCOSTS
		Salaries & Benefits	Direct Expenses	Indirect Costs	
100	ADMINISTRATION	\$434,296	\$23,675	\$54,450	\$512,421
200	DATA COLLECTION	\$0	\$100,179	\$0	\$100,179
300	TRANSPORTATION IMPROVEMENT PROGRAM	\$60,000	\$0	\$0	\$60,000
400	REGIONAL TRANSPORTATION PLAN	\$0	\$152,500	\$0	\$152,500
500	SPECIAL PROJECT PLANNING	\$0	\$0	\$0	\$0
600	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0
700	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
<b>TOTAL</b>		<b>\$494,296</b>	<b>\$276,354</b>	<b>\$54,450</b>	<b>\$825,100</b>

**FMPO FY 2020 FUNDING BY WORK TASK AND FUNDING SOURCE**

		PL	PL	SPR	SPR	FTA	FTA	STBG	STBG	SPR/PL/FTA	MEMBER	FY 2019
		FUNDS	MATCH	Funds	MATCH	FUNDS	MATCH	FUNDS	MATCH	IN KIND	CONTRI-	TOTAL
Required Match Rate			5.70%		20%		20%		5.70%		BUTIONS	
TASK	TITLE											
100	PROGRAM ADMINISTRATION	0	0	0	0	0		466,761	26,605	0	45,660	512,421
200	DATA COLLECTION	63,831	3,638			36,348	7,270				114,000	214,179
300	TRANSPORTATION IMPROVEMENT PROGRAM	60,000	3,420									60,000
400	REGIONAL TRANSPORTATION PLAN (RTP)	0	0	125,000	25,000				0		27,500	152,500
500	SPECIAL PROJECT PLANNING		0		0			416,030	23,714		283,000	699,030
600	ENVIRONMENTAL OVERVIEW											0
700	CAPITAL EXPENDITURES											0
	<b>TOTAL</b>	<b>123,831</b>	<b>7,058</b>	<b>125,000</b>	<b>25,000</b>	<b>36,348</b>	<b>7,270</b>	<b>882,791</b>	<b>50,319</b>	<b>0</b>	<b>470,160</b>	<b>1,638,130</b>
	Total Match Required - All funds		89,647									
	Total Match Provided - All funds		272,060									

<b>FMPO FY 2021 FUNDING BY WORK TASK AND FUNDING SOURCE</b>												
		PL FUNDS	PL MATCH 5.70%	SPR Funds	SPR MATCH 20%	FTA FUNDS	FTA MATCH 20%	STBG FUNDS	STBG MATCH 5.70%	SPR/PL/FTA IN KIND	MEMBER CONTRI- BUTIONS	FY 2019 TOTAL
<b>Required Match Rate</b>												
TASK	TITLE											
100	PROGRAM ADMINISTRATION	0	0	0	0	0		466,761	26,605	0	45,660	512,421
200	DATA COLLECTION	63,831	3,638			36,348	7,270					100,179
300	TRANSPORTATION IMPROVEMENT PROGRAM	60,000	3,420									60,000
400	REGIONAL TRANSPORTATION PLAN (RTP)	0	0	125,000	25,000				0		27,500	152,500
500	SPECIAL PROJECT PLANNING		0		0				0			0
600	ENVIRONMENTAL OVERVIEW											0
700	CAPITAL EXPENDITURES											0
	<b>TOTAL</b>	<b>123,831</b>	<b>7,058</b>	<b>125,000</b>	<b>25,000</b>	<b>36,348</b>	<b>7,270</b>	<b>466,761</b>	<b>26,605</b>	<b>0</b>	<b>73,160</b>	<b>825,100</b>
	Total Match Required - All funds		65,933									
	Total Match Provided - All funds		73,160									

## Chapter IV

### MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the FMPO proposes to undertake.

Work Element 100: Administration

## **Description**

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB 2 CFR 200**.

## **Purpose**

Administer the MPO and its work program in a manner that:

1. Maintains the region's eligibility to receive federal transportation capital and operating assistance, and
2. Provides a continuous, cooperative, and comprehensive transportation planning process throughout the region.
3. Delivers on the FMPO Mission, Vision and Strategic Plan

## **FY 2019 Accomplishments**

- Managed the implementation of tasks within the FY 2019 WP. (MPO)
- Prepared and reviewed requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepared meeting agendas, maintained and update a website, and recorded meeting minutes. (MPO)
- Monitored best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc. (MPO)
- Participated in meetings, workshops and conferences in order to stay current on innovative planning techniques. (MPO, ADOT)
- Hosted or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes. (MPO)
- Assisted member jurisdictions with MPO related activities, including orientation sessions. (MPO)
- Prepared the Fiscal Year 2020-21 Work Program, reviewed governing documents and funding strategies. (MPO)
- Worked with the MPO to establish administrative, contractual, technical and review procedures and agreements to fulfill the UPWP (ADOT)
- Reworked Operating Procedures and Intergovernmental Agreement
- Prepared annual Title VI Report for submission to ADOT.
- Disseminated relevant disadvantaged business enterprise and other information to targeted parties
- Began FMPO transition to a more independent organization
- Adopted a Strategic Workplan

## **FY 2020 and 2021 Goals and Objectives**

- Manage the implementation of tasks within the FY 2020 and FY 2021 UPWP and submit quarterly reports
- Prepare and review requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepare meeting agendas, maintain and update a website, and record meeting minutes.
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc.
- Participate in meetings, workshops and conferences in order to stay current on innovative planning and leadership techniques.
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes.

- Assist member jurisdictions with MPO related activities, including orientation sessions.
- Make changes in the planning process as a result of changes to Transportation legislation that may occur during the fiscal year.
- Prepare the Fiscal Year 2021 and FY 2022 Work Program by May of each year.
- Establish administrative, contractual, technical and review procedures and agreements to fulfill the UPWP.
- Prepare annual Title VI Report for submission to ADOT by May of each year.
- Disseminate relevant disadvantaged business enterprise and other information to targeted parties as required.
- Complete an FMPO Website update by May 2020
- Continue process of evaluating possible new identity for FMPO by December 2020
- Establish MPO as a non-profit or political subdivision of the State by June 2020
- Finalize operating procedures and determine how NAU and NAIPTA will serve on the Executive Board by December 2020
- Review the effectiveness of the procedures and strategies contained in the Public Participation Plan by December 2021
- Review the UPWP processes and documents and update as needed to improve communications and documentation by May 2020

### **FY 2020 and FY 2021 Performance Measures and End Products**

- Timely submission of quarterly progress reports.
- Develop agendas and documents minutes of Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly).
- Submit quarterly invoices and progress reports
- Submit annual Title VI Report in August of each year
- Complete UPWP amendments as needed and updates annually
- Complete rebranding documents by December 2020
- Update Strategic Work Plan in December of each year

### **100 Administration Budget**

<b>100 Administration Budget 2020</b>			
Description	FHWA	Local	Total
STBG and Local	<u>466,761</u>	<u>45,650</u>	<u>512,411</u>
Total	\$ 466,761	\$ 45,650	\$ 512,411
<b>100 Administration Budget 2021</b>			
Description	FHWA	Local	Total
STBG and Local	<u>466,761</u>	<u>45,650</u>	<u>512,411</u>
Total	\$ 466,761	\$ 45,650	\$ 512,411

**Local Match Sources**

- \$45,650 provided by the City of Flagstaff in FY 2020 and FY 2021
- No in-kind match from local agency staff is required for this activity.
- Local funds will be used to pay for non-eligible expenses.

**Technology Purchases:** Approximately \$3,000 for new computers and \$2,000 for software.

**Consultant Activities:** \$20,000 for organization, hosting, or sponsoring regional symposiums/summits.

## Work Element 200: Data Collection

### **Description**

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region.

### **Purpose**

Collect, analyze and report on data that

- 1) Meets federal and state mandates; and
- 2) Supports the approved work program

### **FY 2019 Accomplishments**

- GIS advancements – developed web applications for displaying capital projects and transportation relationships to land use.
- 5305 Grant for Model Update underway
- Joint purchase with NAIPTA of Streetlight, Inc. data. Applications for Milton, 180 and BRT studies. Model update, etc.
- FMPO serves on the Pacific Southwest Region University Transportation Center Advisory Council.
- Completed Trip Diary Survey and Bicyclist and Pedestrian Count Strategy

### **FY 2020 and 2021 Goals and Objectives**

- Collect the required data for all universe road and street section records in the Highway Performance Monitoring System (HPMS) database that are functionally classified above local by May of each year.
- Maintain a current inventory of the FMPO's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.
- Update the transportation model and determine how MPO will collaborate with NAIPTA and ADOT on a data collection partnership, i.e. Streetlight or another vendor
- Improve model capacity to include transit and bicycle trip assignment and cross-classification data to trip generation
- Consider creation of web-based performance dashboard including associated data management for federal mandates and other needs.

- Monitor performance measures, including those related to greenhouse gases and other emissions
- Update demographic data annually

**FY 2020 and FY 2021 Performance Measures and End Products**

- General data collection (variable)
- Document completion of HPMS Data Entry in April of each year
- Provide an annual functional classification report in April of each year.
- Provide an annual Mobility Report Card in June of each year
- Provide a calibrated model with transit trip assignment by June 2020
- Document greenhouse gas emission reduction of Fourth Street Corridor by June 2020

**FY 2020 and FY 2021 Data Collection Budget**

<b>200 Data Collection Budget 2020</b>			
Description	FHWA	Local	Total
PL and local match	\$ 60,000	\$ 3,638	\$ 63,638
Section 5305	\$ 36,348	\$ 7,270	\$ 43,618
<b>Total</b>	<b>\$ 96,348</b>	<b>\$ 10,908</b>	<b>\$ 107,256</b>
<b>200 Data Collection Budget 2021</b>			
Description	FHWA	Local	Total
PL and local match	\$ 60,000	\$ 3,638	\$ 63,638
Section 5305	\$ 36,348	\$ 7,270	\$ 43,618
<b>Total</b>	<b>\$ 96,348</b>	<b>\$ 10,908</b>	<b>\$ 107,256</b>

**Local Match**

- \$10,908 in cash from local funds will be used to match PL and 5305 funds.

**Consultant Activities**

- Contract is currently with Burgess Niples and contract may be extended, renewed or re-released.



## Work Element 300: Transportation Improvement Program (TIP)

### **Description**

In cooperation with the State and regional public transit operators prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained.

*The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for section 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.*

### **Purpose**

To create a TIP that:

- 1) Provides a reasonable opportunity for public comment.
- 2) Supports the policies of the FMPO Regional Transportation Plan
- 3) Coordinates local capital programs

### **FY 2019 Accomplishments**

- TIP submitted on schedule
- Coordination with FHWA, FTA, ADOT and members to achieve amendments related to safety, transit, and prospective economic recovery funding

### **FY 2020 and 2021 Goals and Objectives**

- Use of the E-STIP for annual submittal and for amendments
- Release call for projects by March of each year
- Draft and Final TIP by April of each year
- Fiscal constraint review in April of each year
- Incorporation of TIP into STIP by May of each year

### **FY 2020 and FY 2021 Performance Measures and End Products**

- Call for projects advertisement and posting in March

- Draft TIP in May
- Public Comment Period advertisement and posting in May
- TIP Adoption in June
- Use of E-STIP for each step

<b>400 Regional Transportation Plan 2020</b>			
Description	FHWA	Local	Total
PL and local match	\$ 60,000	\$ 3,420	\$ 63,420
Total	\$ 60,000	\$ 3,420	\$ 63,420
<b>400 Regional Transportation Plan 2021</b>			
Description	FHWA	Local	Total
PL and local match	\$ 60,000	\$ 3,420	\$ 63,420
Total	\$ 60,000	\$ 3,420	\$ 63,420

**Local Match**

- Approximately \$3,430 in local cash match

**Technology Purchases:** None

**Consultant Activities:** None

## Work Element 400: Regional Transportation Plan (RTP)

### **Description**

Update the Regional Transportation Plan (RTP) every 5 years in air quality attainment areas covering at least a 20-year planning horizon and including long-range and short-range strategies that lead to an integrated intermodal plan; a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; considering the planning factors, and providing an opportunity for public participation. Participate in relevant Statewide long range planning efforts such as transit, freight, etc.

### **Purpose**

To provide the long-term vision and direction for short and mid-term actions and capital investments.

### **2019 Accomplishments**

- Provided support to Flagstaff Citizens' Transportation Tax Commission and City of Flagstaff to support Regional Transportation Plan implementation
- Supported ADOT State Rail Plan

### **FY 2020 and 2021 Goals and Objectives**

- Continue work on development of new RTP
- Submit FMPO RTP amendments as needed
- Support Statewide Rail Plan as needed

### **FY 2020 and FY 2021 Performance Measures and End Products**

- Budget appropriate funds to remain prepared for RTP update and RTP amendments in April of each year
- Get an RTP consultant on contract by December 2021
- Submit RTP amendments as needed (none planned at this time)

**Regional Transportation Plan Budget**

<b>400 Regional Transportation Plan 2020</b>			
Description	FHWA	Local	Total
PL and local match	\$ 60,000	\$ 3,420	\$ 63,420
Total	\$ 60,000	\$ 3,420	\$ 63,420
<b>400 Regional Transportation Plan 2021</b>			
Description	FHWA	Local	Total
PL and local match	\$ 60,000	\$ 3,420	\$ 63,420
Total	\$ 60,000	\$ 3,420	\$ 63,420

**Local Match**

- \$3,420 in local general funds will be used as match for PL funds each year

**Technology Purchases**

- None

**Consultant Activities**

- Pending

## Work Element 500: Special Project Planning

### Description

Produce various regional, corridor, and sub-area planning studies and special projects within the region in consultation with the state, local, and transit operators.

**Purpose** To integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan and to provide or develop unique analysis or tools that will assist the FMPO and their member agencies in the resolution of existing transportation challenges or to advance regional planning.

### FY 2019 Accomplishments

- Completed *Regional Strategic Transportation Safety Plan* including member staff training on safety analysis tools
- Monitored implementation of the *Streets Operations & Maintenance Efficiency Study* (City of Flagstaff – support by Coconino County, FMPO) consultant selected and turned over project management to the City.
- Supported close out of SLEDS street light research
- Secured grant for regional trails plan, initial draft regional trails master plan
- Worked with City to prepare and submit BUILD grant, round IX, for Fourth Street Bridges over I-40
- Supported High Occupancy Housing specific plan effort
- Supported Plan Review & Transportation Impact Analysis
- Supported Southside Neighborhood Plan (City, FMPO)
- Updated the *Safety Program Process Administration and Project Development plan*
- Brought Active Bicycle and Pedestrian Master Plan to 80% completion.
- Supported ADOT's Milton and US 180 Corridor Master Plans
- Supported City High Occupancy Housing Specific Plan
- Participated in development of City's Climate Action and Adaptation Plan
- Submitted 5310 Coordinated Plan update on schedule
- Held FMPO-City-NAIPTA-NAU Coordination meetings every other month
- Served as NAIPTA Transit Advisory Committee Member
- Supported NAIPTA 5305 studies on US 180, BRT, and first and last mile

### FY 2020 and 2021 Goals and Objectives

- Support Milton Corridor Master Plan
- Provide input on US 180 Corridor Master Plan

- Provide input on and support 5305 studies on US 180, BRT, and first and last mile
- Provide input on and support Transit plans and studies
- Provide input on and support 5310 Program Coordination
- Provide input on Neighborhood Planning efforts in region
- Provide input on J.W. Powell Boulevard Corridor Master Plan
- Provide leadership on Lone Tree Corridor Coordination
- Provide leadership on Lone Tree TI DCR Update
- Provide leadership in submitting grants and obtaining funding for Fourth Street – I-40 to 4th Street (FMPO)
- Complete Active Transportation (pedestrian & bicycle) Master Plan (FMPO)
- Update the *Safety Program Process Administration and Project Development* plan by May 2020
- Provide input and plan review of Transportation Impact Analysis
- Provide leadership on regional trail and bicycle facility plans, develop facility standards, oversee trail system capital budgeting and provide guidance during project delivery.
- Provide input on regional freight planning and economic development activities related to freight as needed
- Create and adopt Flagstaff Active Transportation Master Plan
- Provide input as needed and support Public Transportation Safety Management Plan as created by NAIPTA

#### **FY 2020 and FY 2021 Performance Measures and End Products**

- Complete Lonetree TI DCR by May 2020
- Submit BUILD grant for Fourth street by June 2020
- Adopt Active Transportation Master Plan by December 2020
- Adopt Lone Tree Corridor Charter (December 2019)

#### **Special Project Planning Budget**

<b>500 Special Project Planning 2020</b>			
Description	FHWA	Local	Total
STBG and Local	\$ 416,030	\$ 27,500	\$ 443,530
Total	\$ 416,030	\$ 27,500	\$ 443,530
<b>500 Special Project Planning 2021</b>			
Description	FHWA	Local	Total
STBG and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

*Note: All Special Project Planning funds are budgeted in 2020 and will be carried forward into 2021 as needed*

**Local Match**

- \$27,500 in local funds will be provided

**Technology Purchases:** None

**Consultant Activities:**

- Consultant will be hired to submit BUILD grant for Fourth Street Corridor for up to \$20,000
- Consultant will be hired to complete Lone tree TI DCR and related studies for up to \$300,000
- Consultant will be hired to provide project management on Lone tree corridor coordination for up to \$50,000
- Consultant will be hired to finalize active transportation management plan for up to \$50,000

**Work Element 600: Environmental**

**Description**

Environmental review and compliance related to the FMPO region being an attainment area will continue

**FY 2020 and 2021 Goals and Objectives**

- No Major activities expected
- Monitor compliance and be prepared to respond

**FY 2020 and FY 2021 Performance Measures and End Products**

None expected

**Environmental Oversight Budget**

<b>600 Environmental Overview 2020</b>			
Description	FHWA	Local	Total
Federal and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -
<b>600 Environmental Overview 2021</b>			
Description	FHWA	Local	Total
Federal and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

**Local Match**

NA

**Technology Purchases**

NA

**Consultant Activities**

NA



## Work Element 700: Capital Expenditures

### Description

Purchase capital equipment and provide construction as needed to meet the responsibilities of the FMPO

### FY 2020 and 2021 Goals and Objectives

No major activities expected.

### FY 2020 and FY 2021 Performance Measures and End Products

No major activities expected

### Capital Expenditures Budget

<b>700 Capital Expenditures 2020</b>			
Description	FHWA	Local	Total
Federal and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -
<b>700 Capital Expenditures 2021</b>			
Description	FHWA	Local	Total
Federal and Local	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -

### Local Match

NA

### Technology Purchases:

None expected

### Consultant Activities:

None expected

## APPENDICES & REFERENCES

### MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the FMPO proposes to undertake

#### **100. Administration**

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB Circular 2 CFR 200**.

Administration also includes FMPO responsibilities for public participation processes. Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, the 4-year Transportation Improvement Program, and the annual Work Program. The PPP shall require that members of the public are given at least seven (7) days to review and comment on the draft work program. Following that review period, at least one Public Hearing will be held prior to the adoption of the work program. The MPO will use local and regional newspapers to notify the public of the seven day review period and date, times, and location of the public hearing. Copies of the draft WP will be posted on the MPOs website.

#### **200. Data Collection**

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region. The following information should be part of the Task Sheet for Data Collection:

##### **Highway Performance Monitoring System (HPMS) Data**

Collect the following data for all universe road and street section records in the HPMS database that are functionally classified above local;

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

Facility type (one-way/two-way road or street);

Section length (mileage);

Number of through lanes;

Type of surface;

Raw 24 hour traffic counts, factored average annual daily traffic (AADT) volumes, or AADT volume estimates. Traffic counts should be collected on every section in a three year cycle. If reporting raw traffic figures the month and date should be reported to.

For each member agency, update the following data for all roads and street records in the HPMS database that are functionally classified as Local.

- Aggregate length in miles;
- AADT Volume Range;
- Type of surface, Paved or Unpaved.

Collect supplementary data items to update all sample section records in the HPMS database annually, as specified by the ADOT Data Management and Analysis Section.

Ensure all HPMS data is input into the HPMS Internet System for ADOT review:  
The HPMS Internet System is a web-based application that provides a venue for which statewide member agencies will update and submit their HPMS data to ADOT through each respective COG office.

Coordinate with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, by January of each year.

Notify ADOT GIS Section when modifications are suggested or needed to universe or sample section records as a result of project completions or other capital improvements.

Submit all required data listed above to the ADOT Data Management and Analysis Section by March 15. Adhere to other data element deadlines as specified by the ADOT Data Management and Analysis.

Maintain the computer hardware and software necessary to carry out this Work Element, as approved by ADOT and FHWA.

**Functional Classification:**

Maintain a current inventory of the COG region's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.

Create and/or maintain an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle, and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.

Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

**Air Quality Standards:**

Coordinate with ADOT Data Management and Analysis/Air Quality staff to comply with requirements regarding nonattainment areas that do not meet the National Ambient Air Quality Standards. All regionally significant projects with a classification of minor arterial and above and some transit projects may require an air quality conformity analysis.

ADOT staff will provide guidance on the appropriate methodology and processes.

**Data for Population Projections and Estimates:**

Ensure that population data from the MPO region is collected according to requirements of the Arizona Department of Commerce.

Actively participate in the Department of Commerce Council for Technical Solutions and Arizona Futures Commission.

Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Commerce by the prescribed due date.

**300. Transportation Improvement Program (TIP)**

Each MPO, in cooperation with the State and its public transit operators will prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained. FTA funded projects shall include the FTA line item identification. The TIP development process must provide a reasonable opportunity for public comment. Highway and transit projects must be selected in accordance with the specific funding programs.

**400. Regional Transportation Plan**

Title 23 CFR 450, Subpart C, addresses metropolitan planning requirements. Each MPO must update the Long-range Transportation Plan (LRTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The LRTP must: cover at least a 20-year planning horizon, include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation.

**500. Special Project Planning**

MPOs should undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators in an effort to integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan. This Work Element will cover all projects that do not fit into other elements including road, bike, pedestrian and transit planning.

The MPO will develop a transportation plan for its metropolitan planning area every 4 years (see work element 400) and will take into consideration projects and strategies that will:

- Support economic vitality;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;
- Promote efficient system management and operation;

Emphasize the preservation of the existing transportation system.

The MPO will provide increased emphasis on issues related to alternative modes and regional inter-modal connectivity including but not limited to:

- Local bus, express bus, and regional transit services;
- Pedestrian and bicyclist facilities/network;
- Commercial freight movers (truck, rail, and air);
- Connections between modes of travel;
- Maintaining the system in a state of good repair.

### **600. Environmental Overview**

On June 16, 2009, EPA joined with the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. Through a set of guiding livability principles and a partnering agreement that will guide the agencies efforts, this partnership will coordinate federal housing, transportation, and other infrastructure investments to protect the environment, promote equitable development, and help to address the challenges of climate change.

Livability Principles:

- Provide more transportation choices.
- Promote equitable, affordable housing.
- Enhance economic competitiveness.
- Support existing communities.
- Coordinate and leverage federal policies and investment.
- Value communities and neighborhoods.

### **700. Capital Expenditures**

FHWA will, on a case-by-case basis, allow MPOs to purchase equipment as a direct expense with PL funds. Equipment is defined as any tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of greater than \$5,000 or more per unit. Approval by the FHWA and ADOT is not required for equipment costs under \$5,000. However, these items should be programmed and itemized in the applicable WP tasks along with the associated local match. All proposed equipment purchases must comply with **49 CFR 18.32 and 18.33**, and the Federal Office of Management and Budget **Circular A-87**, Cost Principles for State, Local and Indian Tribal Governments. As well as, ADOT policy **FIN-11.08** Federal Property Management Standards.



**MEMORANDUM OF UNDERSTANDING**

**By and Between**  
**The Northern Arizona Intergovernmental Public Transit Authority**  
**And**  
**The Flagstaff Metropolitan Planning Organization**

*Regarding*  
*Ongoing transit planning for the purpose of programming federal transit funding*

The purpose of the memorandum of understanding is to define the roles and responsibilities for transit planning within the planning boundaries of the Flagstaff Metropolitan Planning Organization (FMPO) as exercised by the (FMPO) and the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA). This MOU supersedes the MOU signed between the agencies in 2008. This MOU is intended to achieve compliance with 23 CTR 450.314.

**Section 1 – Communication**

NAIPTA and FMPO enjoy and rely upon a cooperative relationship at the staff, management, and policy levels to achieve successful planning, programming and operations for transit services in the region. The managers of these respective organizations accept responsibility for fostering the communications essential to this relationship. Such communications result in the effective use of taxpayer resources in delivering the service they expect.

**Section 2 – Transit Planning**

Generally speaking, the FMPO will be responsible for long-range planning and NAIPTA for short-range planning. Long-range is understood to mean those periods beyond 10 years away. Short range is understood to mean the next 5-Year period. Mid-term planning, between 5 and 10 years will largely be a cooperative venture.

*Long Range Planning* Generally speaking, the FMPO will be responsible for coordination of transportation with local land use general plans and with statewide planning efforts conducted by the Arizona Department of Transportation. FMPO will be responsible for delivering a federally compliant regional transportation plan. This includes the understanding and projection of population and employment conditions, urban form, and their interrelation with transportation. The FMPO will be responsible for development of the general policies and programs that develop the appropriate transportation systems, including transit, to properly respond to future land use conditions. This will include general recommendations on the type of transit service (e.g., express, fixed route, unregulated) and frequency (e.g., high, medium, low) that will support the desired land use policies and the pedestrian, bicycle and roadway developments required by such service. NAIPTA is a stakeholder in these processes, a participant in the FMPO board and committee structures and will be regularly consulted.



*Short Range Planning* Generally speaking, NAIPTA will be responsible for operations and financial planning for the transit system. This will take place in regular updates to the 5-Year Transit Plan. The 5-Year Transit Plan will be consistent with the FMPO Regional Transportation Plan. It will include, but is not limited to, ultimate route frequency (e.g., 15 minutes, etc.), stop frequency, type of bus, bus stop, and final route-path details. It also includes estimating federal revenue, local revenue, fair box recovery and other sources of revenue. Secondly, NAIPTA financial plans will be reflected in the annual FMPO Transportation Improvement Program that is compliant with relevant federal regulations. FMPO is a stakeholder in these processes and will be regularly consulted.

NAIPTA and FMPO will actively participate in each other's respective planning efforts. This includes participation or representation on boards and committees that may be achieved through participation by respective member agencies. This includes regular staff briefings and staff representation on respective project study teams. It is understood that FMPO staff will serve as liaison between NAIPTA and City of Flagstaff current planning and capital planning and programming processes, but this does not preclude NAIPTA staff from direct communications with the City.

*Cooperative Funding* - NAIPTA and FMPO may share planning funds on an as-needed basis. The primary factor determining allocation of funds is whether the region is engaged in a short-term or long-term planning effort. This determination will be made in the FMPO annual work program. Other factors include availability of staffing resources.

### Section 3 Transit Fund Programming

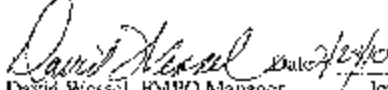
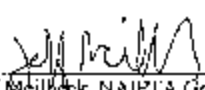
*Programming Criteria* NAIPTA and FMPO will cooperatively develop programming criteria that reflect the policy expectations of the short and long range plans. The criteria will be identified in the transportation improvement program (TIP).

*Federal Grant Applications* - NAIPTA will prepare applications for federal transit funds and FMPO will be responsible for assuring their compliance with plans and the TIP.

*Transportation Improvement Program* - NAIPTA and FMPO will confer and be responsible for preparing the annual listing of transit programs, drafting the "sixth" year of the five-year TIP, and presenting and defending those before the FMPO board and committees. FMPO will be responsible for publishing the annual listing, assuring plan compliance, and processing any necessary amendments to the TIP.

### Section 4 MOU Amendment and Termination

This MOU may be amended only by mutual agreement between the parties. This MOU may be terminated by either party with a 30-day written notice to the other party. This MOU is subject to termination pursuant to the provisions of A.R.S. 38-511.

 Date 4/24/10  Date 3/4/10  
David Wessel, FMPO Manager Jeff Meilheck, NAIPTA General Manager



# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** April 15, 2019  
**MEETING DATE:** May 1, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** FMPO Rebranding and Public Presence

### 1. Recommendation:

**i** Staff recommends the Executive Board approve a new logo and brand name for the FMPO to enhance our public presence.

### 2. Related Strategic Workplan Item

**i** Create and deliver a communication plan by rebranding the FMPO to reflect transportation planning and programming.

### 3. Background

**i** An enhanced public image and clarified sense of purpose may help build momentum and attract additional funding. The FMPO, like many Metropolitan Planning Organizations around the Country, can be a difficult political and bureaucratic construct for people to understand. By adopting a simpler name, a cleaner web-page and some basic corporate identity material, the FMPO may be able to enhance public understanding of who we are and what we do. This increased public understanding may translate to increased support, credibility, and momentum on FMPO projects. Ideally, this increased clarity will lead to additional and more competitive grant funding.

The project is proposed to include a new logo, web-page, introductory video, and annual report format. The project is expected to be fully implemented by December 2019.



*At the March 7<sup>th</sup> and April 3<sup>rd</sup> 2019 Executive Board meetings, the Board reviewed the proposed name and draft logos and provided direction. The Board also heard feedback from public information officers and marketing representatives from the City, County, NAU and NAIPTA as reported by the Executive Director. The executive director also relayed feedback that was provided from the FMPO TAC.*

*The summary of direction provided follows:*

- 1. Consider keeping our existing logo and do not automatically assume it will be changed.*
- 2. Consider a new name for the FMPO while being open to keeping the same name.*
- 3. Consider a way to capture the regional and multi-modal nature of the FMPO in the name and logo.*
- 4. Share the draft logo and name concepts with other advisory committees and stakeholders in the region, i.e. pedestrian advisory committee, transit advisory committee, etc.*

*Comments: Pending direction from the Board on name and logo preferences on May 1<sup>st</sup>.*

- 5. Concluded that the most appropriate social media presence for the FMPO is maintain a web page and distribute items through Facebook pages of the City, County, NAU, NAIPTA, ADOT and other groups.*

#### **4. TAC Discussion**

**i** *The TAC met on 3/28 and raised a few points for consideration. There was support for adding a train icon to the new multi-modal logo and keeping the tree in the logo. There was not consensus on whether to change the logo and name, because some felt the existing logo and name would suffice. However, there was overall openness expressed to make a change if the Board chose to do so.*

*The TAC will meet again on 4-25 and this section will be updated.*

#### **5. Fiscal Impact**

**i** *The FMPO budgeted \$50,000 in FY 2019 for the overall communication plan. Staff believe the project can be completed and implemented for a quarter of that amount by collaborating with local partners and doing much of the work in-house.*

## 6. Alternatives

- i** 1) *Adopt the new Metroplan multi-modal icon logo with the text “Greater Flagstaff” included (recommended). This alternative provides an updated name and logo and is consistent with the direction provided by the Board in the Strategic Workplan. The logo is multi-modal, the organizational name is reduced from 14 syllables to 3, and the opportunity exists to create more branding and identity for grants and fund-raising. However, this alternative requires change and change can be difficult.*
- 2) *Keep our existing logo and marketing program (not recommended). This alternative would cost nothing and would require no changes. Given that the existing name and logo is not broken, it is fair to ask if changing the name and logo is worth the effort. Conversely, this alternative may miss an opportunity to increase public understanding of the FMPO mission, brand identity and our ability to (potentially) be more successful competing for funds.*
- 3) *Restart the process and invest in new name and logo ideas from the ground up (not recommended). Although starting over can work and may be warranted, it is difficult to recommend that additional time and financial resources be allocated to this project at this time. If the work done to date does not yet feel satisfactory to the Board, it may be best to reinstate the project in a few years.*

## 7. Attachments

- i** *Logo Samples*



**METROPLAN**  
FLAGSTAFF



**METROPLAN**  
GREATER FLAGSTAFF

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** April 16, 2019  
**MEETING DATE:** May 1, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** FMPO Operating Procedures

### 1. Recommendation:

**i** Staff recommends the Executive Board: 1) adopt operating procedures for the FMPO, and 2) direct staff to bring back options for adding NAU and NAIPTA to the Executive Board in June 2019.

### 2. Related Strategic Workplan Item

**i** Move the FMPO towards becoming more independent by modifying the governing documents to grant the FMPO Executive Board greater authority to govern itself.

### 3. Background

**i** As per the FMPO Amended and Restated IGA signed June 2018 (Master IGA), the FMPO is required to adopt operating procedures that govern how it conducts business. On January 24, 2019, the FMPO Board suspended its operating procedures for 90 days because they were inconsistent with the 1997 founding resolution and were inconsistent with current FMPO staffing. Further, the Board tasked staff with developing new operating procedures within 90 days.

On March 7<sup>th</sup>, 2019 and on April 3<sup>rd</sup> 2019, the FMPO Board reviewed core issues and provided direction. At the April 3<sup>rd</sup> meeting discussion centered on the role of NAU and NAIPTA on the Executive Board. Based on that discussion, FMPO staff were directed to create a letter for the signature of the FMPO Board Chair providing NAIPTA and NAU with an invitation and 3 options:

- 1) Serve on the Executive Board as a voting member with the understanding there would be \$5,000 annual dues.

- 2) *Serve on the Management Committee and Technical Advisory Committee (TAC) as voting members with the understanding there would be no dues.*
- 3) *Invite NAU and NAIPTA to provide other options or requests for participation that the FMPO may not have considered.*

*Operating procedures have been reviewed over the past 2 months and adjustments made. For example, operating procedures were reviewed by the TAC and Councilmember McCarthy reviewed the draft operating procedures and provided feedback. Further, based on feedback at the April 3<sup>rd</sup> Board meeting the organizational chart was updated to include member agencies and FMPO staff.*

#### **4. TAC Discussion**

**i** *At their March 28<sup>th</sup> 2019 meeting the TAC was supportive of including NAU and NAIPTA as voting seats on the Management Committee and the TAC. The TAC was also supportive of leaving the Executive Board as it is without adding additional non-voting seats.*

*As of this writing a TAC meeting is pending on April 25<sup>th</sup> 2019. The TAC will consider this item again and provide feedback.*

#### **5. Fiscal Impact**

**i** *There are no immediate costs or fiscal impacts to doing this work*

#### **6. Alternatives**

- i**
- 1) *Adopt operating procedures today and task staff with continuing to explore how to include NAIPTA and NAU on the Executive Board (recommended). This alternative is recommended because the FMPO is currently functioning without operating procedures and because the Board established an April 25, 2019 deadline for adopting new operating procedures. Adopting procedures today, with the understanding the procedures can be changed in the future, provides a balance of structure and flexibility.*
  - 2) *Postpone adoption of operating procedures until the questions about the role of NAU and NAIPTA on the executive board are resolved. (Not*

*recommended). This alternative would have the FMPO continuing to operate without the benefit and clarity of operating procedures.*

## **7. Attachments**

- i** 1) *Operating procedures*
- 2) *Letter to NAU from FMPO Board Chair (pending)*
- 3) *Letter to NAIPTA from FMPO Board Chair (pending)*

# **FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION OPERATING PROCEDURES**

## **1. PURPOSE**

As per the Amended and Restated Intergovernmental Agreement (“Master IGA”) regarding the Flagstaff Metropolitan Planning Organization (FMPO) dated September 18, 2018, the FMPO Board will adopt Operating Procedures. These Operating Procedures supplement the Master IGA by providing direction on how the FMPO will conduct business. In any situation where there is an inconsistency between the Master IGA and the Operating Procedures, the Master IGA stands.

## **2. AREA**

The approximate 525 square mile area covered by the FMPO includes Bellemont on the west, Kachina Village and Mountaineer on the south, Winona on the east, and San Francisco Peaks on the north. Owned and regulated lands include private holdings, City, County, State, Northern Arizona University, National Forest and Park, and the Arizona National Guard.

## **3. EXECUTIVE BOARD**

The Executive Board acts as a policy body, coordinating and directing transportation planning, implementation, and related activities within the FMPO boundary.

### **3.1 Executive Board Membership**

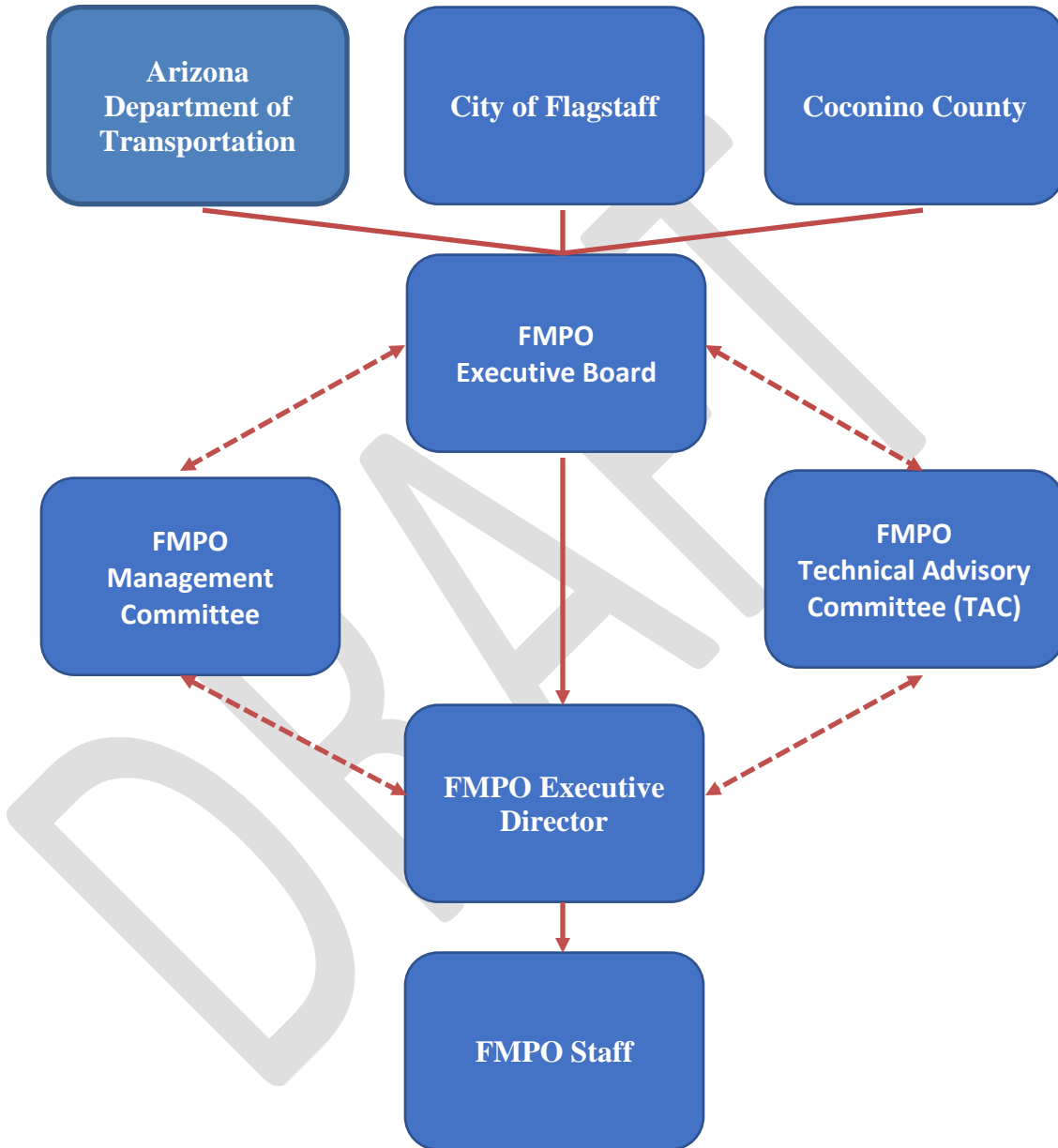
The FMPO Executive Board consists of six voting seats as follows:

- 3 members of the Flagstaff City Council
- 2 members of the Coconino County Board of Supervisors
- 1 member of the State Transportation Board or their designee

### **3.2 Requirements of Executive Board Voting Members**

**3.2.1** To be a voting member of the Executive Board, a person must be a duly elected or appointed member of one of the listed governing bodies or be a member of the Arizona State Transportation Board or their designee. Each local government unit and the State Transportation Board shall designate the person or persons among its duly elected or appointed members that shall serve as primary member(s) of the FMPO Executive Board.

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)**





**3.2.2** At its discretion, the City, County or State may select an alternate who is a duly elected or appointed member of the respective governing body. The State Transportation Board member may appoint an ADOT official as a designated alternate. Designated alternates may serve when the primary member(s) is not available. The alternate will have the same voting power and duties of the primary member, except when replacing the chair in which case the duties of chair shall be assumed by the vice-chair.

**3.2.3** Any member who for any reason shall no longer be a member of the voting entity shall no longer be eligible to serve on the Executive Board and another member shall be appointed by the appropriate voting entity.

### **3.3 Executive Board Voting**

Any conflict of interest must be stated prior to discussion of that particular agenda item. Each voting seat present will qualify as one vote. There is no weighted voting. The presence of a majority of voting members (four) is required to obtain quorum. Alternates in attendance per Section 3.2.2. count toward the establishment of a quorum. A majority of the voting quorum present will constitute passage. A tie is a failure to pass.

### **3.4 Executive Board Officers**

**3.4.1** The members of the FMPO Executive Board shall elect a Chairperson and a Vice Chairperson. In the absence of the Executive Board Chair, or upon her/his inability to act or serve, the Vice Chairperson shall have the powers of the Chairperson. The Chairperson and Vice Chairperson will serve without compensation and shall serve for a period of one year. The Executive Board may reappoint members to additional terms as Chairperson or Vice Chairperson, except that a person may not serve in these positions for more than three consecutive years.

**3.4.2** The Executive Board Chairperson shall be able to vote on all matters before the FMPO Executive Board. She/he shall sign, on behalf of the FMPO, all documents requiring signatures. The FMPO Executive Board may delegate to the FMPO Executive Director such signatures it deems appropriate and/or necessary.

**3.4.3** Officers will be seated in the first month of the fiscal year or as soon thereafter as practical. When the Chairperson position is vacated, the Vice Chairperson assumes the position of Chairperson and the Executive Board must then elect another Vice Chairperson.

**3.4.4** It is generally preferred, but not required, for the Chairperson and Vice Chairperson to be from two different jurisdictions.

### **3.5 Executive Board Responsibilities**

The FMPO Executive Board is responsible for all actions, agreements, and functions to be carried out by the Flagstaff Metropolitan Planning Organization, including but not limited to:

**3.5.1** Serving in a review capacity to ensure that all federal and state assisted development projects are consistent with integrated regional transportation plans and programs;

**3.5.2** Accepting contributions and grants-in-aid;

**3.5.3** Contracting with the Federal Government for planning assistance and other transportation-related planning projects, products, and services; and

**3.5.4** Establishing and maintaining policy-level relations and positions, including those regarding proposed legislation, with local, regional, state, and federal policy organizations.

**3.5.5** Other products that are deemed essential may be authorized by the Executive Board, and specified in the Unified Planning Work Program (UPWP).

### **3.6 Executive Board Meetings**

**3.6.1** The FMPO Executive Board shall follow the Open Meeting Laws of Arizona.

**3.6.2** Parliamentary procedure at all meetings shall be governed by Robert's Rules of Order, except as otherwise modified herein or unless the rules are suspended by a majority of the voting quorum.

**3.6.3** The FMPO Executive Board shall meet at least four times per year as per the direction of the Executive Board. The notices of the meetings shall conform to the Open Meeting Laws of Arizona.

## **4. Management Committee**

The Management Committee has authority to advise the FMPO Executive Director and the Executive Board. Primary area of emphasis is on the policy direction of the Management Committee members' respective jurisdictions and any bearing such direction has on the development of the FMPO work program or its implementation.

#### **4.1 Management Committee Membership**

The FMPO's Management Committee consists of the Flagstaff City Manager, the Coconino County Manager, the ADOT District Engineer, the NAIPTA chief executive officer (CEO), and a member of the President's office of NAU, or their respective designated alternates.

#### **4.2 Management Committee Meetings**

The Management Committee may meet as it deems appropriate to review the FMPO Executive Board agenda and to provide input or advice to FMPO staff and/or the FMPO Executive Board.

Management Committee meetings are not subject to the Open Meeting Law of Arizona.

#### **5. Technical Advisory Committee (TAC)**

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the UPWP, and any related issues as specified by the FMPO Executive Board, and to so advise the Executive Board and staff on appropriate actions to be taken.

The TAC works closely with the FMPO staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

Procedures and relevant positions of the Executive Board are applicable by reference to the TAC.

##### **5.1 TAC Membership**

The FMPO Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more non-voting representative each from the Federal Highways Administration (FHWA), and Federal Transit Administration (FTA). Additional organizations may be added in the future by Executive Board directive for voting or non-voting status. Each non-voting member must be approved by her/his respective agency.

The FMPO TAC consists of nine voting seats and two non-voting seats as follows:

- 3 staff members of the City of Flagstaff appointed by the Flagstaff City Manager – Voting
- 2 staff members of Coconino County appointed by the Coconino County Manager – Voting
- 2 staff members of ADOT appointed by the District Engineer – Voting
- 1 staff member of NAU appointed by the President’s office – Voting
- 1 staff member of NAIPTA appointed by the NAIPTA CEO – Voting
- 1 staff member of FHWA – Non-voting
- 1 staff member of FTA – Non-voting

## **5.2 Requirements of TAC Voting Members**

**5.2.1** Members shall be appointed by the City Manager, County Manager, ADOT District Engineer, NAU President’s office, or NAIPTA CEO.

**5.2.3** The person in each of the above-named positions may, by a written statement to the Chairpersons of the Executive Board and the TAC, designate a regular alternate. Such alternate shall have adequate technical ability to represent the agency.

## **5.3 TAC Voting**

Any conflict of interest must be stated prior to discussion of that particular agenda item. Each voting seat present will qualify as one vote. There is no weighted voting. The presence of a majority of voting members (5) is required to obtain a quorum. A majority of the voting quorum present will constitute passage. A tie is a failure to pass.

## **5.4 TAC Officers**

**5.4.1** The TAC members shall elect a Chairperson and a Vice Chairperson. Each shall serve without compensation and for a period of one year. Each position is renewable upon a vote of the TAC members, without restriction as to the number of terms served. In the absence of the Chairperson, or upon her/his inability to act or serve, the Vice Chairperson shall assume the duties of the Chairperson.

**5.4.2** Elected officers of the TAC shall serve on a rotation basis, so that when the Chairperson’s position is vacated, the Vice Chairperson assumes the position of Chairperson. The TAC must then elect another TAC member to serve as Vice Chairperson.

**5.4.3** It is generally preferred, but not required, for the Chairperson and Vice Chairperson to be from two different jurisdictions.

## **5.5 TAC Responsibilities**

The FMPO TAC shall be responsible for:

Reviewing, studying, analyzing, and as appropriate, making recommendations to the FMPO Executive Board and staff on issues germane to the FMPO;

Regularly reporting to the Executive Board on Technical Advisory Committee activity through the FMPO Executive Director.

## **5.6 TAC Meetings**

The FMPO TAC shall follow the Open Meeting Law of Arizona.

Parliamentary procedure at all meetings shall be governed by Robert's Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority of the voting quorum.

The FMPO TAC shall meet at least four times per year and preferably monthly.

## **6. FINANCES**

### **6.1 Fiscal Year**

The FMPO's fiscal year shall commence on July 1 of each year.

### **6.2 Audit**

FMPO will conduct an annual audit.

## **7. SPECIAL COMMITTEES**

**7.1** Special committees may be created by the FMPO Executive Board as deemed necessary. A special committee may be either an ad hoc committee for a specific work task or a standing committee for one or more work tasks. Any such special committee created by the Executive Board will be responsible to the Executive Board.

**7.2** Special committees may be created by the TAC as deemed necessary. A special committee may be either an ad hoc committee for a specific work task or a standing committee for one or more work tasks. Any committee created by the TAC will be responsible to the TAC.

## **7.2 Special Committee Meetings**

Special committees shall follow modified parliamentary procedures as defined in these operating procedures for the Executive Board and TAC. Special committees, unless membership consists exclusively of staff employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

## **8. AMENDMENT OF OPERATING PROCEDURES**

These operating procedures may be amended by a majority of the voting quorum of the FMPO Executive Board at any scheduled meeting for which notice of the proposed amendments has been duly posted.

## **9. FMPO STAFF**

FMPO Staff will follow appropriate personnel policies and procedures as adopted by the FMPO Board through IGA's or specific FMPO policies.

PASSED AND ADOPTED by the Executive Board of the Flagstaff Metropolitan Planning Organization on TBD 2019.

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Art Babbott, Chairperson  
Flagstaff Metropolitan Planning Organization

Amendments:

*July 28, 2005; November 22, 2005; March 22, 2006; July 26, 2006; January 24, 2007; August 6, 2007; September 28, 2011; January 27, 2016; tbd date*

## FMPO Funding Sources & Eligible Uses Matrix

Prepared May 18, 2017

Annual Funding									
Eligible Uses									
Source	Program	Abbreviation	Amount	Staff	Overhead	Planning / Data	Construction	Match	Non-eligible Activity
Federal Highway Administration	Metropolitan Planning	PL	\$110,000	★	★	★			
FHWA-ADOT	State Planning & Research	SPR	\$125,000	★	★	★			
FHWA	Surface Transportation	STBG	\$463,000	★	★	★	★		
Federal Transit Administration	Metropolitan & Statewide Planning	5305	\$36,000	★	★	★			
Local	General Funds	Local	\$27,500	★	★	★	★	★	★
In-State Competitive Grants									
Eligible Uses									
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Highway Safety Improvement	HSIP	\$5,000,000				★		
FHWA	Transportation Alternative Program	TAP	\$1,000,000				★		
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000			★			
National Competitive Grants									
Eligible Uses									
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
USDOT	Transportation Investments Generating Economic Recovery	TIGER	\$5,000,000-\$200,000,000				★		
FHWA	Fostering Advancements in Shipping & Transportation for the Long-term Achievement of National Efficiencies	FASTLANE	\$5,000,000 - \$100,000,000			★	★		
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000			★	★		
FHWA	Advanced Transportation and Congestion Management Technologies Deployment		\$60,000,000 nationwide			★	★		
FHWA	Railway Highway Crossings Program						★		



## **FMPO STRATEGIC WORK PLAN**

**January 2019**

**(All items to be completed by December 31, 2019)**

**FMPO Mission Statement:** Leverage cooperation to maximize financial and political resources for a premier transportation system.

**FMPO Vision Statement:** To create the finest transportation system in the country.

### **Guiding Principles**

1. FMPO is focused:
  - a. Adopts clearly delineated objectives
  - b. Provides ambitious and credible solutions
  - c. Strategically plans for political and financial realities and possibilities
2. FMPO leads regional partners:
  - a. Provides targeted, effective and prolific communication to “speak with one voice”
  - b. Advocates for implementation, coordination and commitment
  - c. Provides collaborative leadership among and through its partners
  - d. Accountable for leveraging plans that lead to successful construction and services
3. FMPO leverages resources:
  - a. Strategically leverages project champions and other plans
  - b. Writes and secures competitive grants
4. FMPO plans for resiliency:
  - a. Invests time and resources to expand mode choice
5. FMPO is fair and equally representative
6. FMPO builds trust and credibility
  - a. Exhibits integrity in its work products
  - b. Exercises openness and transparency
  - c. Delivers on its promises

### **FMPO Measurable Objectives**

1. Move the FMPO towards becoming more independent by...
  - a. Modifying the governing documents to grant the FMPO Executive Board greater authority to govern itself.
  - b. Amend and restate the governing Intergovernmental agreement.
  - c. Determine how the FMPO can best secure needed administrative and financial services.
  - d. Adopt financial, personnel and procurement policies for the FMPO.
2. Strengthen FMPO Board Leadership by...
  - a. Consider inviting NAU President’s office to serve on the FMPO Executive Board.
  - b. Evaluate and revise as needed FMPO governing documents to establish Executive Board’s authority for adopting policies related to personnel and financial decisions.
  - c. Developing a routine process for equipping the Board with the financial information they need.



3. Strengthen FMPO Staff by...
  - a. Identify leadership and staff training opportunities
4. Identify top 3 capital projects by...
  - a. Getting Board adoption
  - b. Creating clear messaging and talking points
  - c. Creating collateral material for all members
5. Create and deliver a communication plan by...
  - a. Rebranding the FMPO to reflect transportation planning and programming.
  - b. Defining standards for written and oral presentations.
  - c. Documenting roles and responsibilities for staff, TAC and Board members
  - d. Clarifying triggers and expectations for when communication will be provided.
  - e. Having communication plan adopted by Board.
6. Create a plan to fund top projects by...
  - a. Researching available funding sources and classifying those sources as high, medium and low confidence.
  - b. Adopting a 20 year fiscally constrained regional transportation plan, i.e. high confidence, capital plan.
  - c. Adopting a 5 to 10 year “aspirational” capital plan that identifies more ambitious projects and strategies for securing competitive funding.
7. Document for Board understanding FMPO role for regulatory and technical compliance
  - a. Translating RTP key concepts into understandable terms that clearly defines funding needs and project impacts.
  - b. Reinforce and build momentum for RTP key concepts by concisely updating the Board monthly and member agency governing bodies at least semi-annually.