

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION OPERATING PROCEDURES

I. OBJECTIVE

The objective of the Flagstaff Metropolitan Planning Organization (FMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Executive Board of the FMPO, carry out other related specific tasks and their implementation. The underlying concept of the FMPO is “Partners in Transportation Enhancing Our Community.”

The FMPO will promote public participation in the decision making process through public meetings held pursuant to the Open Meeting Law of Arizona. The FMPO will exercise leadership and initiative in planning and assisting development of efficient, integrated transportation system facilities in the Flagstaff area.

II. AREA

The approximate 525 square mile area covered by the FMPO includes Bellemont on the west, Kachina Village and Mountainaire 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.

III. ORGANIZATION

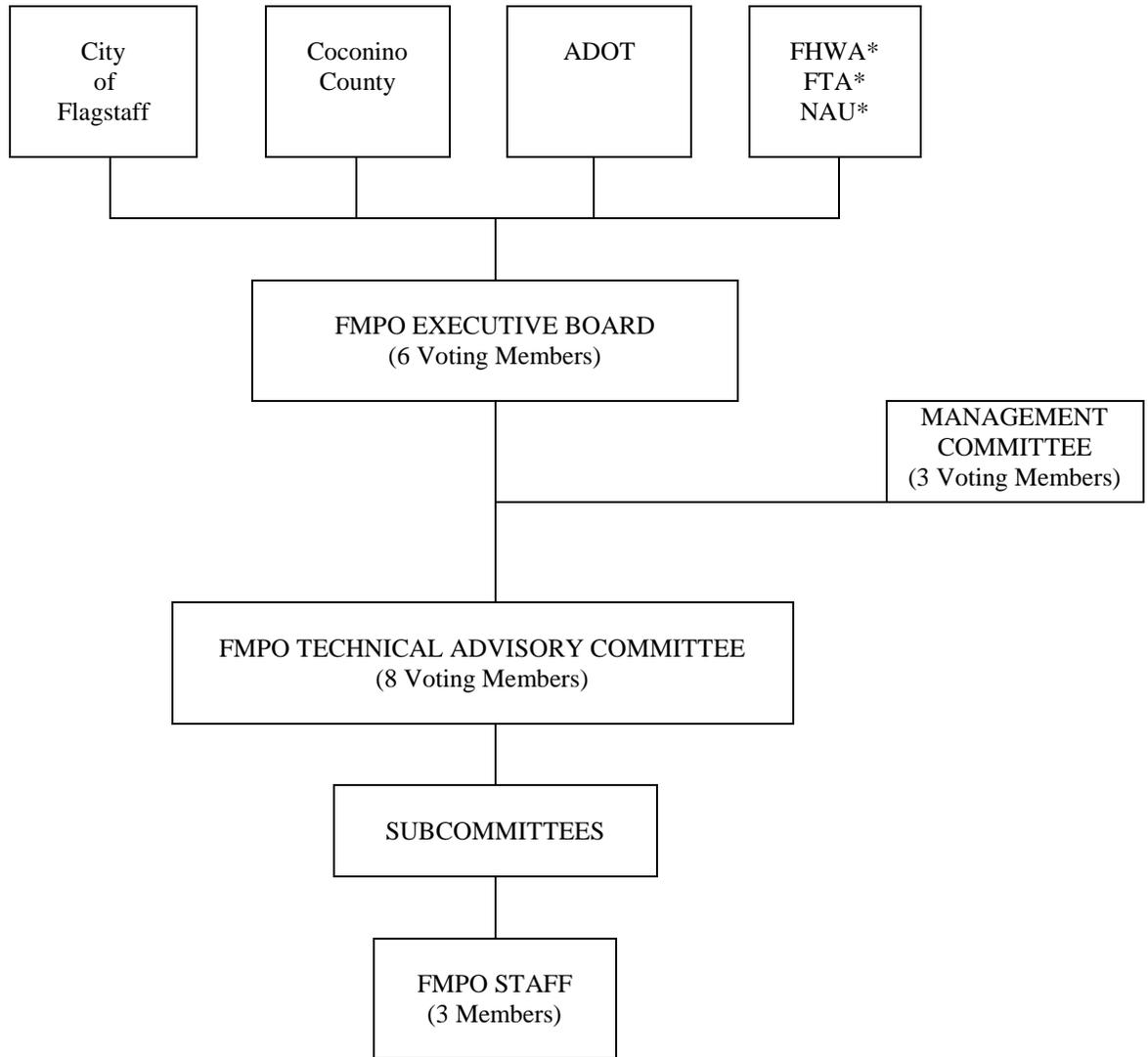
The FMPO is organized as shown in Figure 1. Jurisdictions that make up the FMPO include the City of Flagstaff, Coconino County, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT’s representative, who is appointed by the Governor of the State of Arizona) from each of those agencies constitute an Executive Board; a Management Committee shall be comprised of the City and County Managers and the ADOT Transportation Planning Director; and technical staff make up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and/or citizen task forces. Each group is defined below:

A. Executive Board

The FMPO Executive Board consists of six elected or appointed officials, three from the Flagstaff City Council and two from 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); and one ex-officio non-voting representative each from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and Northern Arizona University (NAU). 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.

Figure 1

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)



* Ex-Officio/Non-Voting

1. Membership

(a) To be a voting member of the Executive Board, a person must be a duly elected or appointed member of a governing body of a unit of local government located in the FMPO area, excepting the member of the Arizona State Transportation Board (who is appointed by the Governor of the State of Arizona). Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected or appointed governing body or, appointed to the State Transportation Board by the Governor, that shall serve as primary member(s) of the FMPO Executive Board. At its discretion, the City or County may select an alternate who is a duly elected or appointed member of the respective governing body. The State Transportation Board member may appoint one or more of the following as a designated alternate: 1) the Arizona Department of Transportation (ADOT) Transportation Planning Division Director; 2) the ADOT Transportation Planning Division Deputy Director; 3) the ADOT Flagstaff District Engineer, or; 4) another member of the State Transportation Board. 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.

(b) The number of eligible members on the Executive Board shall be as follows:

<u>Jurisdiction</u>	<u>Number of Members</u>
City of Flagstaff	3
Coconino County	2
ADOT (State Transportation Board)	1
Total	6

(c) Any member who for any reason shall no longer be in the service 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.

(d) Representatives of the following entities are voting members of the FMPO: City of Flagstaff, Coconino County, and the Arizona Department of Transportation.

In addition, one ex-officio non-voting representative each from FHWA, FTA and NAU may participate on transportation issues, subjects of concern and interest to their geographic area, or due to noted/recognized expertise. Each ex-officio non-voting member must be approved by her/his respective agency.

2. Voting

- (a) Each represented jurisdiction/entity of the FMPO shall have the following assigned number of votes:

<u>Jurisdiction</u>	<u>Number of Votes</u>
City of Flagstaff	3
Coconino County	2
ADOT (State Transportation Board)	1
Total	6

- (b) Business will not be conducted without representation from all three FMPO member units.
- (c) Any conflict of interest must be stated prior to discussion of that particular agenda item.
- (d) A majority of the voting quorum will constitute passage. A tie is a failure to pass.

3. Officers

- (a) The members of the FMPO shall elect the following officers: Chairperson and Vice Chairperson. In the absence of any 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, renewable.
- (b) The Executive Board Chairperson shall be able to vote on all matters before the FMPO. She/he shall sign on behalf of the FMPO all documents requiring signatures and shall perform all other duties required of the Chairperson. The FMPO Executive Board may delegate to the Manager of the FMPO such signatures it deems appropriate and/or necessary.

- (c) The FMPO staff shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the FMPO.
- (d) Elected officers of the FMPO shall serve on a rotation basis of voting entity. The rotation shall take place in the last month of the fiscal year or as soon thereafter as is practical. When the Chairperson or Vice Chairperson's position is vacated, respectively the Vice Chairperson assumes the position of Chairperson and the Executive Board must then elect another Executive Board voting member to the vacant office of Vice Chairperson. Any modification to this requirement must be unanimously approved by the FMPO Executive Board.
- (e) At any one time two elected officers on the Executive Board must be from two different jurisdictions. Any modification to this requirement must be unanimously approved by the FMPO Executive Board.

4. Responsibilities

- (a) The FMPO Executive Board is responsible for all actions, agreements, and functions to be carried out by the Flagstaff Metropolitan Planning Organization, including:
 - (1) serving in a review capacity to insure that all federal and state assisted development projects are consistent with integrated regional transportation plans and programs;
 - (2) accepting contributions and grants-in-aid through the City of Flagstaff;
 - (3) contracting through the City of Flagstaff with the Federal Government for planning assistance and other transportation-related planning projects, products, and services; and
 - (4) contracting through the City of Flagstaff with other state and local entities and consultants for the provision and receipt of planning or associated products or services.
 - (5) Establishing and maintaining policy-level relations and positions, including those regarding proposed legislation, with local, regional, state and federal policy organizations.

- (b) The FMPO is responsible for development and adoption of the following essential products:
 - (1) Regional Transportation Plan;
 - (2) Transportation Improvement Program, fiscally constrained;
 - (3) Title VI Civil Rights Review;
 - (4) Unified Planning Work Program (UPWP)/Budget; and
- (c) Other products deemed essential may be authorized by the Executive Board, and specified in the UPWP.

5. Meetings

- (a) The Executive Board of the FMPO shall follow the Open Meeting Laws of Arizona.
- (b) 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.
- (c) A quorum shall be required for the conduct of any business. A representative of each of the three voting entities and a majority of voting members shall constitute a quorum for the transaction of business. Alternates in attendance per Section 1 (a) count toward the establishment of a quorum.
- (d) The FMPO Executive Board shall meet regularly once each month on a regular meeting date established in the last month of the fiscal year unless determined otherwise by the Executive Board Chairperson or majority vote of the Executive Board. The time, date, and location of regular meetings will be posted at least twenty-four hours in advance. The notices of the meetings shall conform to the Open Meeting Laws of Arizona. Members will be notified of all meetings.

B. Management Committee

The FMPO's Management Committee consists of Managers from the City of Flagstaff and Coconino County and the ADOT Director of the Transportation Planning Division or their respective designated alternates. Additional organizations may be added in the future by Executive Board Directive for voting

or ex-officio non-voting status. Each ex-officio member must be approved by her/his respective agency.

The Management Committee has authority and responsibility to advise the FMPO Manager and the Executive Board. Primary area of emphasis is on the policy direction of the Management Committee member's respective jurisdictions and any bearing such direction has on the development of the FMPO work program or its implementation. The Management Committee has supervisory responsibility of the FMPO Manager including provision of annual performance review and salary recommendations to the Executive Board. The Management Committee will work closely with the Manager on the coordination of FMPO work program with the member agency programs to assure appropriate levels of staff resources are available.

The purpose of the Management Committee is to serve in a staff advisory function.

1. Membership

- (a) Voting membership on the FMPO Management Committee shall be as follows:

City of Flagstaff – one position;

City Manager

Coconino County – one position

County Manager

ADOT – one position

Transportation Planning Division Director

- (b) 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.
- (c) Non-Voting Member – the Host Agency Liaison assigned from the Community Development Department is a non-voting member of the Management Committee. The liaison may be a designated alternate for the host agency.

2. Voting – All votes are by consensus of the members present. Failure to reach consensus means the item does not pass.

(a) Business may be conducted with at least two of the three agencies represented from all FMPO member units.

3. Officers – The jurisdiction holding the chair of the Executive Board shall also chair the Management Committee.

4. The Management Committee’s responsibilities include the following:

- a. Policy guidance and development for the Manager;
- b. Implementation strategies when FMPO products require local or state government action for implementation;
- c. Advice on intergovernmental relations;
- d. Supervision of the FMPO Manager; and
- e. Regularly reporting to the Executive Board on Management Committee activity through the FMPO Manager.

4. Meetings – The Management Committee may attend regular Executive Board meetings and meet at least twice per year or more often as needed. These biennial meetings will occur in conjunction with budget/work program development in the fall and with personnel evaluations in the spring.

(a) The Management Committee is not held to the Open Meeting Law of Arizona.

C. Technical Advisory Committee (TAC)

The FMPO’s 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 representative each from the FHWA, FTA, and Northern Arizona University. 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 all work activities of the UPWP, and any 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.

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

1. Membership

- (a) Voting membership on the FMPO TAC shall be as follows:

City of Flagstaff: Three positions:

City Engineer
Traffic Engineer
Advance Planning Manager

Coconino County: Two positions:

Community Development Director
Public Works Director

ADOT: Two positions:

Regional Transportation Planner
Flagstaff District Engineer

NAIPTA*: One position:

Transit Planner

* The Northern Arizona Intergovernmental Public Transportation Authority is a voting member but their attendance is not required for quorum purposes.

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.

- (b) The TAC will seek public participation.

2. Voting

- (a) Each of the TAC members occupying the positions listed in Section III.C.1.(a) will have one vote.
(b) Any conflict of interest must be stated prior to discussion of that particular agenda item.

3. Officers

- (a) The members of the TAC shall elect a Chairperson and a Vice Chairperson. Each shall serve without compensation and for a

period of one year, renewable. 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.

- (b) 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.
- (c) The TAC's Chairperson and Vice Chairperson, respectively, shall be from jurisdictions other than those same officers' jurisdictions on the FMPO Executive Board.
- (d) At any one time, the TAC Chairperson and Vice Chairperson must be from two different voting entities.

4. Responsibilities

The FMPO TAC shall be responsible for:

- (a) Reviewing, studying, analyzing, and as appropriate, making recommendations to the FMPO Executive Board on issues germane to the FMPO.
- (b) Regularly reporting to the Executive Board on Technical Advisory Committee activity through the FMPO Manager.

5. Meetings

- (a) The FMPO TAC shall follow the Open Meeting Law of Arizona.
- (b) 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.
- (c) A quorum shall be required for the conduct of any business. A representative of each of the three voting entities and at least four voting members shall constitute a quorum for the transaction of business.
- (d) The FMPO TAC shall meet regularly once each month at a day, time and location set in the next to last month of the fiscal year unless determined otherwise by the Chairperson of the TAC or by a majority of the voting quorum. Members will be notified of all meetings.

IV. FINANCES

A. FISCAL YEAR

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

B. FUNDING

The FMPO shall have the power to receive funds, through one of its member agencies, from any public or private source including, but not limited to, the federal, state and local governments, voluntary associations, non-profit corporations, firms, partnerships, or person or any combination thereof, bequests, donations, devices, grants and gifts of all kinds of property.

C. AUDIT

Under the Intergovernmental Agreement which formalizes the relationship of the FMPO members, the City of Flagstaff is the host agency for the FMPO and receives and administers funds on behalf of the FMPO. Funds which the City holds for the FMPO are subject to the governmental accounting and audit procedures which the City must follow. Any audits involving FMPO funds will be available to all FMPO members.

V. SPECIAL COMMITTEES

A. FORMATION

1. Special FMPO 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 will be responsible to the FMPO Executive Board.
2. At the direction of respectively the Chairpersons of the Executive Board, and the TAC, subcommittees may be formed to investigate some particular work task/issue germane to the FMPO.

B. POWERS AND DUTIES

The FMPO Executive Board shall define the duties, and authorize the power of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Executive Board and TAC. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

C. MEMBERSHIP

Membership on a special committee shall be determined by the FMPO Executive Board and/or the TAC. The FMPO Executive Board and/or the TAC may appoint, at its discretion, any individual it deems qualified to serve on a special committee.

VI. AMENDMENT OF OPERATING PROCEDURES

These operating procedures can 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.

VII. FMPO STAFF

The FMPO staff consists of a Manager and supporting staff personnel. Selection, termination, and resignation procedures are covered in the City of Flagstaff's Personnel Procedures and the governing intergovernmental agreement establishing the FMPO.

VIII. FMPO LEGAL COUNSEL

The City, as Host Agency, will provide legal services for the FMPO unless the City Attorney's Office or the Management Committee determine that the City has a conflict of interest with the FMPO that cannot be waived with regard to a particular issue. In the event of a conflict involving the City, the County Attorney's Office will provide legal services with regard to the item which presents a conflict for the City. In the event that both the City and the County have a conflict of interest with regard to a particular item, the parties will select other legal counsel to address that item.

PASSED AND ADOPTED by the Executive Board of the Flagstaff Metropolitan Planning Organization on September 28, 2011.



Hank Rogers, 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*