

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF * COCONINO COUNTY * ARIZONA DOT

211 West Aspen Avenue ◆ Flagstaff, Arizona 86001
Phone: (928) 213-2650 ◆ Fax: (928) 213-2689
www.flagstaffmpo.org

FISCAL YEAR 2015 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

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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 programs available through State and Local government. this number;	er – This is a data base of all federal If necessary, ADOT can provide

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

2014-2015 EXECUTIVE BOARD

Hank Rogers Mark Woodson Jeff Oravits Chair Vice-Chair Member **Az State Transportation Bd City Council City Council** City of Flagstaff City of Flagstaff

Coral Evans Art Babbott **Matt Ryan** Member Member Member

Supervisor, **District** 3 **City Council** Supervisor, District 1 **Coconino County** City of Flagstaff **Coconino County**

2014-2015 MANAGEMENT COMMITTEE

Audra Merrick Andy Bertelsen Kevin Burke District Engineer Public Works Director Manager ADOT **Coconino County** City of Flagstaff

2014-2015 TECHNICAL ADVISORY COMMITTEE

Jeff Bauman Justin Feek John Aber Chair Vice-Chair Member

Sr. Transportation Planner **Transportation Manager** Comm. Dev. Sr. Planner ADOT - Multimodal Planning City of Flagstaff **Coconino County**

Tim Dalegowski (designee) **Kent Link** Dan Folke Member Member Member

Public Works Director Regional Traffic Engineer Development Serv. Dir. Coconino County Arizona DOT – Flagstaff District City of Flagstaff

Erika Mazza **Rick Barrett** Member Member **Planning Manager City Engineer** City of Flagstaff

No. Az Intergov. Public Transportation Authority

STAFF

David Wessel Martin Ince Sydney Francis

Multimodal Planner Administrative Specialist MPO Manager

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Chapter I INTRODUCTION TO THE WORK PROGRAM (WP)

(1) A brief definition of the WP

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).

(2) 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, and the Arizona Department of Transportation. Cooperation with Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) and Northern Arizona University are routine.

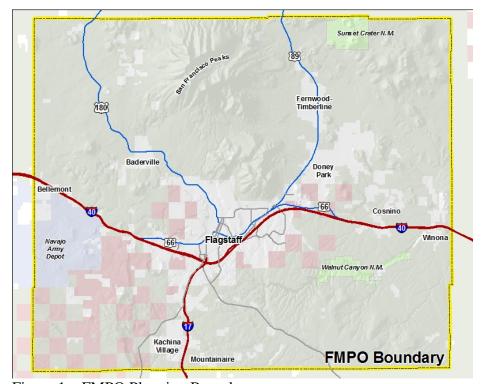


Figure 1. FMPO Planning Boundary

(3) 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 Flagstaff Pathways: 2030 Regional Transportation Plan* was adopted by the Executive Board in December 2009. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County elected bodies in State Fiscal Year 2014 and goes before voters in May 2014. FMPO is playing a coordinating and cooperative role.

(4) A discussion of the planning priorities for the metropolitan area.

From 23 CFR 450.

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; See tasks 401, 402, 603
- (2) Increase the safety of the transportation system for motorized and non-motorized users; **See** task 503
- (3) Increase the security of the transportation system for motorized and non-motorized users; **Not** a priority for this year's work program
- (4) Increase accessibility and mobility of people and freight; See tasks 501, 603, 802, 803, 804
- (5) Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; See tasks 401, 402, 603, 802, 803, 804
- (6) Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; **Not a priority for this year's work program**
- (7) Promote efficient system management and operation; See tasks 505, 601
- (8) Emphasize the preservation of the existing transportation system. See task 50X
- (9) Livability and Sustainability (added by FHWA Arizona Division); See tasks 601
- (10) Climate Change (added by FHWA Arizona Division): **Not a priority for this year's work program**

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

(5) A description of the metropolitan transportation planning area and transportation related air quality planning activities, if applicable, anticipated in the area regardless of funding sources or agencies conducting air quality activities; and

The FMPO is currently in attainment for all regulated pollutants. 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. 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);

Staffing of the FMPO will consist of the following:

- Manager: Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee and the Executive Board.
- Multi-modal Transportation Planner: Liaison to City, County and ADOT regarding pedestrian, bicycle and transit planning and programming issues. Assists with project delivery for related projects. Supports the Manager as needed.
- Administrative Assistant (part-time): clerical duties, 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 and county staff
 frequently enjoin 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:
 - o City of Flagstaff: Transportation Manager, Capital Improvements Engineer, Comprehensive Planner, Community Planner
 - o Coconino County: County Engineer, Transportation Planner, Community Development staff
 - o ADOT Flagstaff District: District Engineer, Traffic Engineer
 - o NAIPTA Transportation Planning 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 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, to document eligible reimbursements of state and federal funds.

The City of Flagstaff City Attorney serves as legal counsel for the FMPO.

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.

(1) Identification of committee structure, including an Organization Chart:

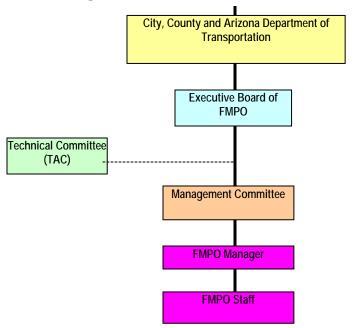
- The FMPO Executive Board consists of six elected or appointed officials, three from the Flagstaff City Council and two from Coconino County Board of Supervisors; one member from the ADOT State Transportation Board (who is appointed to the State Transportation Board by the Governor of the State of Arizona); 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.
- The FMPO Management Committee consists of Managers from the City of Flagstaff and Coconino County and the ADOT Director of the Multimodal Planning Division. Additional organizations may be added in the future by Executive Board Directive for voting or exofficio 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 through the Manager. The Management Committee has limited 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 FMPO Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies and NAIPTA. 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 exofficio 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.

Figure 2. FMPO Organizational Chart



(2) Identification and discussion of operational procedures and bylaws.

The FMPO Operating Procedures and Charter were amended on September 26, 2012 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. They may be found at the FMPO website, www.flagstaffmpo.org.

(3) Discussion of appropriate agreements;

The FMPO is formed through an intergovernmental agreement between the City and County. It is a quasi-independent organization hosted by the City of Flagstaff. As such, FMPO or the City on its behalf, has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA 11-085 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.
- (4) Forms, certifications, and assurances

FMPO through its host agency, the City of Flagstaff, will comply with all federal, state and local laws. All federal certifications and assurances are provided in the annually adopted Transportation Improvement Program.

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 Program (STP) Funds**; STP 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.
- (4) **Federal Transit Administration Funding**; FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5303. 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;** 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.

TABLE 1: Revenue Summary: Table 1 provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2015.

Flagstaff Metropolitan P 2014-2015 UPWP/B - Rev						
				FY13 OA	FY14 OA	
		FY15		Carry	Carry	Total FY15
Revenue Source		Appropriations	FY15 OA	Forward	forward	OA
FHWA-PL		117,000	111,033			111,033
ADOT-SPR		125,000	118,625		48,766	167,391
FTA-5303		38,000	36,062		36,290	72,352
FTA-5304			-			-
FHWA-STP			-		433,000	433,000
Subtotal Federal Funds	}					783,776
City of Flagstaff - Transpo	rtation Tax	22,500				22,500
City of Flagstaff - Interdivis	sional funds					45,660
Coconino County		5,000				5,000
Total FY 15 funding		307,500	265,720	-	518,056	856,936

TABLE 2. WP Budget identifies participating agencies with respect to funding commitments by task with line and column totals.

· ubi	e 2: FMPO FY 2015 FUNDING BY									000/01/00		
		PL	PL	SPR	SPR	FTA	FTA	STP	STP	SPR/PL/FTA	MEMBER	FY 2015
		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	87,230	5,273	28,886	7,222	12,366	3,092			10,720	14,103	153,305
200	DATA COLLECTION	0	0	12,537	3,134	0	0	0		1,043	1,341	14,921
	TRANSPORTATION IMPROVEMENT			_								
300	PROGRAM	6,850	414	0	0	2,089	522			518	418	9,875
400	LONG RANGE TRANSPORTATION PLAN	3,136	190	109,394	27,348	2,775	694	33,000		8,672	23,343	180,320
500	SPECIAL PROJECT PLANNING	6,717	406	8,399	2,100	47,000	11,750	373,276	22,563	28,499	8,476	472,366
600	REGIONAL PLANNING	0	0	8,561	2,140	0	0	23,545		0	42,980	75,086
700	PUBLIC PARTICIPATION PLAN (PPP)	12,625	763	0	0	0	0	0		178	586	13,388
800	PUBLIC TRANSPORATION PLANNING	0	0	0	0	8,349	2,087	0	0	1,574	2,087	12,010
900	ENVIRONMENTAL OVERVIEW	0	0	0	0	0	0	0	0	0	0	0
1000	CAPITAL EXPENDITURES	0	0	0	0	0	0	0	0	0	0	0
		Ü	Ü		Ü	J	Ū	, in the second				
	TOTAL	116,558	7,045	167,776	41,944	72,579	18,145	429,821	22,563	51,204	93,335	931,273
	Total Match Required - All funds		89,697									
	Total Match Provided - All funds		101,558									

TABLE 3:	FMPO FY 15 OPERATING COS	TS BY ELEMEN	NT		
			EXPENSES		
TASK	WORK ELEMENT	Salaries & Benefits	Direct Expenses	Other*	TOTALCOSTS
100	ADMINISTRATION	\$74,185	\$19,450	\$52,300	\$145,935
200	DATA COLLECTION	\$7,878	\$0	\$0	\$7,878
300	TRANSPORTATION IMPROVEMENT PROGRAM	\$8,357	\$1,000	\$0	\$9,357
400	LONG RANGE TRANSPORTATION PLAN	\$58,977	\$0	\$98,000	\$156,977
500	SPECIAL PROJECT PLANNING	\$26,867	\$0	\$417,000	\$443,867
600	REGIONAL PLANNING	\$49,041	\$0	\$25,000	\$74,041
700	PUBLIC PARTICIPATION PLAN	\$11,711	\$1,500	\$0	\$13,211
800	PUBLIC TRANSPORTATION	\$10,436	\$0	\$0	\$10,436
900	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0
1000	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
TOTAL		\$247,452	\$21,950	\$592,300	\$861,702
* Administra	ation "Other" includes indirect expenses	\$48,000			

TABLE 4:	FMPO FY 15 DIRECT EXPENSE	BY WORK ELEN	MENT				
			EX	PENSES			
- 1 01/	WORK EL EMENT		Supplies &	Ads, Notices &			
TASK	WORK ELEMENT	Travel & Training	Printing	Postage	Technology	Membership	
100	ADMINISTRATION	\$10,700	\$4,700	\$850	\$2,300	\$900	\$19,450
200	DATA COLLECTION						\$0
300	TRANSPORTATION IMPROVEMENT PROGRAM		\$400	\$600			\$1,000
400	LONG RANGE TRANSPORTATION PLAN						\$0
500	SPECIAL PROJECT PLANNING						\$0
600	REGIONAL PLANNING						\$0
700	PUBLIC PARTICIPATION PLAN		\$500	\$1,000			\$1,500
800	PUBLIC TRANSPORTATION						\$0
900	ENVIRONMENTAL OVERVIEW						\$0
1000	CAPITAL EXPENDITURES						\$0
TOTAL		\$10,700	\$5,600	\$2,450	\$2,300	\$900	\$21,950

TABLE 5: FMPO STATE AND LOCAL FUNDING SOURCES OVER TIME

Detail of State and Local	Funding So	urces	WP FY 20)15
State Funding Sources				
Agency	FY 2014	2015	2015	2017
NONE				
Regional/Local Dues				
Agency	FY 2014	2015	2015	2017
City of Flagstaff: General fund	\$22,493	\$22,493	\$22,493	\$22,493
City of Flagstaff: Bike/Ped Tax				\$36,839
Coconino County	\$5,000	\$5,000	\$5,000	\$5,000
Coconino County (special)	\$0	\$0	\$0	\$0
Total	\$27,493	\$27,493	\$27,493	\$64,332
In-Kind 2015				
Agency	hours	value		
Planning partners: City of Flagstaff	1000	\$35,000		
Planning partners: Coconino County	400	\$14,000		
Planning partners: NAIPTA	300	\$10,500		
Total	1,700	59,500		

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 Circular A133

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.

FY 2014 Accomplishments

- This is a continuing work activity. Routine activities listed for FY 2015 were achieved in FY 2014.
- ➤ Hired new Administrative Specialist, managed six-months with temporary employee

FY 2015 Activities (Responsible Agency)

- Manage the implementation of tasks within the FY 2015 WP. (MPO)
- > 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. (MPO)
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc. (MPO)
- Participate in meetings, workshops and conferences in order to stay current on innovative planning techniques. (MPO, ADOT)
- ➤ Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes. (MPO)
- Assist member jurisdictions with MPO related activities, including orientation sessions. (MPO)
- Make necessary changes in the planning process as a result of changes to Transportation legislation that may occur during the fiscal year. (MPO)
- > Prepare annual Title VI Report for submission to ADOT, respond to FY 13 audit findings. (MPO)
- ➤ Prepare the Fiscal Year 2016 Work Program. (MPO)

Work with the MPO area to establish the administrative and technical procedures required, prepare contractual agreements as required, attend all study meetings, distribute special and annual reports and study documents, review and analyze individual transportation planning projects and studies and undertake general administrative activities. (ADOT)

End Products (Schedule)

- An ongoing transportation planning program through the execution of the tasks outlined in the work program (ongoing);
- Purchase technology equipment to assist in program administration (as needed);
- Regular Technical Advisory Committee, Management Committee and Executive Board meetings (monthly);
- Quarterly invoices and progress reports (November, February, May, August);
- Current MPO membership list and directory (December / January);
- Annual Title VI Report (May);
- > FY 2016 Work Program (Draft March / Adoption May).

Budget

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	100 - Administration											Fu	nding Pi	rogra	am												
				Fŀ	-IWA					FI	HWA					Fŀ	HWA						FTA				
				I	Local				SPR -	L	_ocal			SI	PR -	L	.ocal					L	.ocal				
Subtask	Description		PL	(Cash	lr	n-kind		MPO	(Cash	lr	n-kind	Αľ	TOC	C	Cash	In-	kind		5303	C	Cash		n-kind	Tota	ıl
	General Admin - Staff ALI 44.21.00	\$	45,042	Ф	5 2/19	6	,	\$		\$		Ф		\$		\$		\$		\$	5,248	¢	5 2/18	¢		\$	60,786
_	Contracts	Ψ	45,042	Ψ	3,240	Ψ		Ψ		Ψ		Ψ		Ψ		Ψ		Ψ		Ψ	3,240	Ψ	J,240	Ψ		Ψ	00,700
	ALI 41.21.00	\$	13,400	\$	-	\$	810	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	14,210
103	Meetings - Staff	\$	2,288	\$	1,110	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$	3,398
104	Title VI Report - Staff	\$	-	\$		\$	-	\$	4,886	\$	396	\$	825	\$	-	\$	-	\$	-	\$		\$	-	\$	-	\$	6,108
	Reauthorization - Staff																										
105	ALI 41.21.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	4,718	\$	-	\$	1,180	\$	5,898
106	Commodities	\$	4,900	\$	2,100	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,000
	Indirect																										
107	ALI 41.21.00	\$	21,600	\$	-	\$	1,306	\$	24,000	\$	-	\$	6,000	\$	-	\$	-	\$	-	\$	2,400	\$	-	\$	600	\$	55,906
	TOTAL	\$	87,230	\$	8,458	\$	2,116	\$	28,886	\$	396	\$	6,825	\$	-	\$	-	\$	-	\$	12,366	\$	5,248	\$	1,780	\$	153,305

Local Match Sources

- > \$14,100 provided by the City of Flagstaff and Coconino County general fund contributions.
- > \$10,700 of in-kind match from local agency staff in attendance at FMPO committee and staff meetings.
- ➤ Local funds will be used to pay for non-eligible expenses.

Technology Purchases: No major technology purchases expected this year.

Consultant Activities: \$1,500 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. The following information should be part of the Task Sheet for Data Collection:

Purpose

Collect, analyze and report on data that

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

FY 2014 Accomplishments

- > Provided demographic and economic data support to city/county regional planning efforts
- Coordinated HPMS data update with ADOT uploaded archived traffic counts to ADOT TDMS site
- > Sidewalk conditions estimate, missing sidewalk inventory
- Model Update as part of the Regional Transportation Plan Technical Update contract

FY 2016 Activities (Responsible Party)

- > Collect and report the required data for all universe road and street section records in the HPMS database that are functionally classified above local (FMPO)
- Maintain a current inventory of the FMPO's functional classification of roadways and urban boundaries, according to federal regulations and state procedures. (FMPO)
- > Monitor performance measures, including those related to greenhouse gases and other emissions (FMPO in coordination with City of Flagstaff)
- > Annual update of demographic data (FMPO in coordination with City, County and Department of Commerce)
- > Regional Transportation Model update including land use and network updates.

FY 2015 End Products (Schedule)

- ➤ General data collection (variable)
- > HPMS Data Entry (April 15)
- > Functional Classification reports (as needed)
- Annual Mobility Report Card (June)
- Annual demographics report (June)

Budget

2	200 - Data Collection									Fu	nding Pr	rograi	m											
				FHWA				Fŀ	−WA					Fŀ	HWA				FTA	١				
				Local			SPR -	L	ocal			SF	PR -	L	.ocal				Local					
Subtask	Description	PL		Cash	lr	n-kind	MPO	(Cash	lr	-kind	AD	TO	C	Cash	In-	kind	5303	Cash		In-kin	nd	Total	
201	Data collection - Staff	\$	-	\$ -	\$	-	\$ 1,092	\$	70	\$	203	\$	-	\$	-	\$	-	\$ -	\$ -	\$)		\$	1,365
202	HPMS Entry	\$	-	\$ -	\$	-	\$ 1,045	\$	116	\$	145	\$	-	\$	-	\$	-	\$ -	 \$ -	\$;		\$	1,307
203	Model Update	\$	-	\$ -	\$	-	\$ 5,000	\$	556	\$	694	\$	-	\$	-	\$	-	\$ -	\$ -	\$)		\$	6,250
				FHWA																				
				Local																				
		STP		Cash	lr	n-kind																		
211	Traffic Counts - Cont.	\$	-	\$ -	\$	-	\$ 5,400	\$	600	\$	-					\$	-						\$	6,000
	TOTAL	\$	-	\$ -	\$	-	\$ 12,537	\$	1,341	\$	1,043	\$		\$	-	\$	-	\$ -	\$ -	\$;		\$	14,921

Local Match

- > \$1300 in cash from local general funds will be used to match SPR dollars for general data collection.
- > \$1000 of in-kind donations will be gathered from the TAC members during model review from city and county staff during data collection and entry.

Technology Purchases

> None

Consultant Activities

➤ \$6,000 for traffic data collection TRACK AS SEPARATE PROJECT, COMBINE INVOICE WITH ALL S.T.P. PROJECTS

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.

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

2014 Accomplishments

- > TIP submitted on schedule
- > Coordination with FHWA, FTA, ADOT and members to achieve amendments related to safety, transit, and prospective economic recovery funding
- > Developed and adopted new project scoring process

2015 Activities (Responsible Party)

- ➤ Release call for projects (FMPO)
- > Draft and Final TIP (FMPO)
 - o Fiscal constraint review (FMPO, NAIPTA)
- > Incorporation of TIP into STIP (ADOT)

2015 End Products (Schedule)

- ➤ Call for projects advertisement and posting (March)
- > Draft TIP (May)
- ➤ Public Comment Period advertisement and posting (May)
- ➤ TIP Adoption (June)

Budget

Duage	-	_																							
	300 - TIP										Fur	iding Pi	ogran	n											
				FH	WA				Fl	HWA					FH	₩A						FTA			
				L	.ocal			SPR -	L	ocal			SP	R -							L	ocal			
Subtask	Description		PL		Cash	lr	n-kind	MPO	(Cash	In	-kind	AD	OT			Lo	cal	5	303	О	ash	In-kind	Total	
	T.I.P General																								
300	ALI 44.25.00	\$	2,626	\$	-	\$	159	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	581	\$	116	\$ 29	\$	3,511
	T.I.P Staff																								
301	ALI 44.25.00	\$	4,224	\$	-	\$	255	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,508	\$	302	\$ 75	\$	6,365
	TOTAL	\$	6,850	\$	-	\$	414	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,089	\$	418	\$ 104	\$	9,875

Local Match

> Approximately \$400 in local cash and in-kind match for TIP production valued at \$500 will come from capital programming staff at NAIPTA, the City and County and through regular Technical Advisory Committee activities.

Technology Purchases: None

Consultant Activities: None

Work Element 400: Long-Range Transportation Plan (LRTP)

Description

Update the Long-range Transportation Plan (LRTP) 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.

Purpose

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

2014 Accomplishments

- Successfully supported the *Flagstaff Regional Plan 2030*
- ➤ Launched the FMPO Regional Transportation Plan Technical Update
- ➤ Completed *Benefit-Cost Analysis* tool for use in the RTP technical update

2015 Activities (Responsible Party)

- > FMPO Regional Transportation Plan 2009 Update
 - o Complete the *Technical Update*
 - o Launch a public outreach effort for the formal RTP update and, if possible, complete the document

2015 End Products (Schedule)

- > RTP Technical Update (July-November)
- > FMPO RTP Update public outreach (October June)
- ➤ FMPO RTP Document (March June)

Budget

	400 - Long Range									Fu	nding Pr	rogram									
			FH	WA				FH	₩A					FHWA				FTA			
Subtask	Description	PL		ocal ash	lr	n-kind	SPR - MPO		ocal ash	lr	n-kind	SPR - ADOT			Lo	ocal	5303	Local Cash	In-kind	Tota	I
400	LRTP General	\$ 3,136	\$	348	\$		\$	\$		\$		\$ -	9	-	\$	_	\$ -	\$ -	\$ _	\$	3,485
	RTP Technical Update ALI 44.23.01	\$ -	\$	-	\$	-	\$ 16,308	\$	-	\$	4,077	\$ -	9	\$ -	\$	-	\$ 1,019	\$ 3,058	\$ -	\$	24,463
	RTP Outreach - Staff ALI 44.23.01	\$	\$	-	\$	•	\$ 28,085	\$		\$	7,021	\$ -	9	.	\$		\$ 1,755	\$ 5,266	\$ -	\$	42,128
			FH	WA				FH	₩A					FHWA				FTA			
Subtask	Description	STP		ocal Cash	lr	n-kind	SPR - MPO		ocal ash	lr	n-kind	SPR - ADOT			Lo	ocal	5303	Local Cash	In-kind	Tota	
413	RTP Tech Update - Cont	\$ 33,000			\$	1,995	\$ 24,000			\$	-				\$	-			\$ -	\$	58,995
414	RTP Outreach - Contract	\$ -			\$	-	\$ 41,000			\$	10,250				\$	-			\$ -	\$	51,250
	TOTAL	\$ 36,136	\$	348	\$	1,995	\$ 109,394	\$	-	\$	21,348	\$ -	9	\$ -	\$	-	\$ 2,775	\$ 8,324	\$ -	\$	180,320

Local Match

- > \$8,700 in local general funds will be used to supplement these activities.
- > \$23,300 of in-kind match from City and County long-range planning staff will be accounted for.

Technology Purchases

None.

Consultant Activities

- > \$59,000 RTP technical update (carried forward from 2014) TRACK SEPARATE, COMBINED INVOICE
- > \$41,000 in RTP public outreach TRACK SEPARATE, COMBINED INVOICE

Work Element 500: Special Project Planning

Description

This Work Element will cover all projects that do not fit into the other work elements.

Purpose

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. Projects include:

2014 Accomplishments

- ➤ Adaptive Signal Control advised City on request for proposal language. Attended pre-bid conference.
- > Streets Operations & Maintenance Efficiency Study (City of Flagstaff support by Coconino County, FMPO) obligated fund and deferred launch until after planned November streets operations and maintenance sales tax elections by both City and County. Supported City Manager Citizen Review Committee with information. Coordinated *Gravel Roads Academy* training with NACOG for regional public works departments.
- > Milton Road Microsimulation Operations Alternatives Analysis Launched contract. Established City/NAIPTA/NAU/FMPO policy assessment team to review new policies and their application to Milton Road to assist with alternatives development. Assisted City of Flagstaff in PARA grant preparation.
- > Other
 - o Assisted City of Flagstaff with federal Manufacturing magnet designation
 - o Assisted City of Flagstaff with utilities master plan and translation of scenario plan projections to appropriate utility units
 - o *Dark Skies Emerging Technologies Conference* and research worked with Lowell Observatory, the City of Flagstaff and others to design and host a conference (August 19-20, 2014) to address long-term street lighting issues

2015 Activities (Responsible Party)

- ➤ Safety Program Process Administration and Project Development ongoing (FMPO)
- ➤ Milton Road Microsimulation Operations Alternatives Analysis Launched contract. Established City/NAIPTA/NAU/FMPO policy assessment team to review new policies and their application to Milton Road to assist with alternatives development. Assisted City of Flagstaff in PARA grant preparation.
- > Milton Road Corridor Study support assist the City of Flagstaff with a corridor study for all or part of the Milton Corridor pending grant award status
- > Streets Operations & Maintenance Efficiency Study (City of Flagstaff support by Coconino County, FMPO)

2015 End Products (Schedule)

- > Safety Program (December-February)
- ➤ O&M Implementation Manual

Budget

Duuge	<u> </u>																						
500 -	Special Project Planning									Fun	iding Pi	rogra	am										
			FH	WA				F	HWA					Fŀ	HWA					FTA			
			L	ocal			SPR -	L	Local			S	PR -						L	ocal			
Subtask	Description	PL	C	ash	lı	n-kind	MPO	(Cash	In-	-kind	Al	DOT			Lo	ocal	5303	(Cash	In-kind	Tota	ıl
500	General	\$ -	\$	-	\$	-	\$ 5,495	\$	970	\$	404	\$	-	\$	-	\$	-	\$ -	\$	-	\$ -	\$	6,869
503	Safety Program (HSIP)	\$ -	\$	-	\$	-	\$ 1,045	\$	116	\$	145	\$	-	\$	-	\$	-	\$ -	\$	-	\$ -	\$	1,307
504	O&M Study support	\$ -	\$	-	\$	-	\$ 1,858	\$	465	\$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$ -	\$	2,323
505	Milton Corridor Study	\$ 6,717	\$	6,717	\$	-	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$ -	\$	13,434
			FH	WA				F	HWA					Fŀ	HWA					FTA			
			L	ocal			SPR -	I	_ocal			S	PR -						L	ocal			
Subtask	Description	STP	C	ash	lı	n-kind	MPO	•	Cash	In-	-kind	Al	DOT			Lo	ocal	5303	(Cash	In-kind	Tota	ıl
501	Milton Microsim Staff	\$ 3,276	\$	209	\$	-				\$	-					\$	-				\$ -	\$	3,485
	Milton Microsim Contract																						
	ALI 44.23.02	\$ 53,000	9	· -	\$	3,204	\$ -			\$	-	97) -			\$	-	\$ 47,000			\$ 11,750	\$	114,954
514	O&M Study - Contract	\$ 215,000	9	· -	\$	12,996				\$	-					\$	-				\$ -	\$	227,996
516	Dark Skies - Research	\$ 102,000		} -	\$	6,165										\$	-					\$	108,165
	TOTAL	\$ 379,992	\$	6,926	\$	22,365	\$ 8,399	\$	1,550	\$	549	\$	-	\$	-	\$	-	\$ 47,000	\$	-	\$ 11,750	\$	478,531

Local Match

- ➤ \$8,500 in general funds will be needed to support these activities
- > \$28,500 of in-kind match from the Technical Advisory Committee review of each of the studies, relevant public works staff and operational personnel in the development of each study.

Technology Purchases

> None

Consultant Activities

- ➤ Milton Micro-simulation Study (intersection design, access management, transit service) \$100,000 carry forward from FY14 TRACK SEPARATE, COMBINED INVOICE
- ➤ Operations & Maintenance Study \$215,000 in Surface Transportation Program funds from the TIP (carry forward from FY13). It is anticipated that the City of Flagstaff will be the sponsoring agency.
- > Dark Skies Research, \$102,000 TRACK SEPARATE, COMBINED INVOICE

Work Element 600: Regional Planning

Description

Produce various regional, corridor, and sub-area planning studies 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.

2014 Accomplishments

- ➤ Assisted City in updating and improving traffic impact analysis procedures
- > Initial draft regional trails master plan
- Assisted City of Flagstaff with major overhaul of the Transportation Impact Analysis Procedures Manual
- Launched the Regional Freight Strategy Initiative met with Chamber of Commerce Manufacturers Roundtable to discuss scope

2015 Activities (Responsible Party)

- > Traffic impact analysis supports as needed (City, FMPO) it is anticipated that the City will be taking up much more of this effort. Staff will assist with further development of the *TIA Manual* including sections for multimodal analysis and proportional cost sharing.
- Regional trail planning (ongoing) through the offices of the FMPO Multimodal Planner create regional trail and bicycle facility plans, develop facility standards, oversee trail system capital budgeting and provide guidance during project delivery. (FMPO, City)

2015 End Products (Schedule)

- Most products will be the property of other agencies. FMPO will work within their schedules.
- City of Flagstaff Division 75 Flagstaff Urban Trails System capital budget (October April)
- Regional Trails Master Plan (part of RTP update June)
- > Regional Freight Strategy organizational development report (August)

Budget

60	0 - Regional Planning	Funding Program																							
	FHWA							FHW.						FHWA					0%						
				L	ocal			,	SPR -	L	ocal			SPR	- 2	Local					Local				
Subtask	Description		PL	С	ash	lr	n-kind		MPO	(Cash	ln-	-kind	ADC	T	Cash	In-	kind	5303		Cash	li	n-kind	Tota	ıl
601	Plan Review/TIA	\$	-	\$	-	\$	-	\$	6,000	\$	1,500	\$	-	\$	-	\$ -	\$	-	\$ -	\$; -	\$	-	\$	7,500
602	Planning Studies	\$		\$	-	\$	-	\$	2,561	\$	1,707	\$	-	\$	-	\$ -	\$	-	\$ -	\$; -	\$	-	\$	4,268
603	Regional Trails Planning	\$	-	\$ 3	7,273	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$ -	\$; -	\$	-	\$	37,273
604	Regional Freight Strategy	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$ -	\$; -	\$	-	\$	-
				FH	WA																				
				L	ocal																				
			STP	С	ash	lr	-kind																		
604	Regional Freight - Staff	\$	1,045	\$	116	\$	-																		
614	Reg. Freight Strategy - Contra	\$	22,500	\$	2,500	\$	-	\$	-	\$	-	\$	-	\$	-	\$ -	\$	-	\$ -	\$	-	\$	-	\$	25,000
	TOTAL	\$	23,545	\$ 3	9,889	\$	-	\$	8,561	\$	3,207	\$	-	\$	-	\$ -	\$	-	\$ -	\$	-	\$	-	\$	74,041

Local Match

> \$43,000 in local general funds will support this element. Most of this is dedicated to regional trail planning and charged to the City capital planning program.

Technology Purchases: None

Consultant Activities:

> Regional Freight Strategy – series of small group facilitation to develop policies, strategies and organizations for regional freight (\$10,000 carry forward from FY 14) INVOICE AS SEPARATE PROJECT

Work Element 700: Public Participation Plan

Description

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 per federal requirements.

Purpose

To ensure that the civil rights of all parties are protected through their opportunity to review and comment on the activities of the FMPO.

2014 Accomplishments

Routine

2015 Activities (Responsible Party)

- > Transportation Improvement Program (FMPO)
- Unified Planning Work Program and Budget (FMPO)
- > Regional Transportation Plan outreach (City, County, FMPO)
- ➤ Alternative Transportation Education Materials (FMPO)
- Amendments to the RTP (if needed) (FMPO)
- Many subtasks in elements 400, 500, 600 and 800 will have public participation tailored into them.

2015 End Products (Schedule)

- ➤ TIP (March June)
- ➤ UPWP (October May)

Budget

700) - Public Participation										Fun	ding P	rogran	1												
		FHWA					FHWA					FHWA					FTA									
			L	ocal			SP	R -	L	ocal			SP	₹ -							Lo	cal				
Subtask	Description	PL	С	ash	ln-k	ind	MF	20	С	ash	In-	kind	ADO	TC			Lo	cal	53	03	C	ash	In	-kind	Tota	
701	Newsletter/Website	\$ 3,476	\$	183	\$	27	\$	-	\$	-	\$	-	\$		\$	-	\$		\$	-	\$	-	\$	-	\$	3,686
702	Public meetings	\$ 7,650	\$	403	\$	60	\$	-	\$	-	\$	-	\$		\$	-	\$		\$	-	\$	-	\$	-	\$	8,112
703	Public - contracts	\$ 1,500	\$	-	\$	91	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,591
	TOTAL	\$ 12,625	\$	586	\$	178	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	13,388

Local Match

- > \$600 of local funds will be used to support this effort.
- > \$200 in in-kind match will be used to support this effort.

Technology Purchases

None

Consultant Activities

None

Work Element 800: Public Transportation Planning

Description

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.

Purpose

These strategies 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

2014 Accomplishments

- ➤ Regional Human Services Transportation Coordination Plan
- ➤ ADOT FTA Grant Administration (5310, 5316, 5317)
- > Participated in NAIPTA discussions with City of Flagstaff on bus pullout policy

2015 Activities (Responsible Party)

- > FMPO Regional Transportation Plan update multimodal circulation element (FMPO, City, County)
- ➤ Coordinate FTA Section 5303, 5307, 5310, 5316, and 5317 programs in Arizona and assist the MPO with matters pertaining to transportation, urban public transit, rail service, ridesharing, and transportation systems management. (ADOT)

- Coordinate with ADOT in matters pertaining to FTA Section 5303, 5310, 5316, and 5317 programs in the region. Including but not limited to announcing and publishing FTA Section 5303, 5310, 5311, 5316 and 5317 program related application workshops, panel interviews, safety notices, and reporting requirements. Sponsor ADOT/FTA Section 5303, 5310, 5316, 5317 program related activities as appropriate. (MPO)
- Coordinated Public Transit Human Services Transportation Plan (FMPO, NAIPTA, ADOT)
- > NAIPTA BRT Cross-Town Spine NEPA Study grant request pending. FMPO to supply support as requested

2015 End Products (Schedule)

➤ Coordinated Public Transit – Human Services Transportation Plan (April)

Budget

Duuge	•																									
800	- Public Transportation										Fun	ding Pi	rogra	n												
		FHWA					FHWA					FHWA					FTA									
			L	ocal			S	SPR -	L	_ocal			SF	PR -					5	303 /	L	.ocal				
Subtask	Description	PL	(Cash	In	-kind	I	MPO	(Cash	In-	kind	AD	OT			Lo	cal	•	5304	C	Cash		In-kind	Total	
	Public Transpo - General																									
800	ALI 44.26.14	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	929	\$	232	\$	-	\$	1,162
	NAIPTA Coordination																									
801	ALI 44.26.14	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3,515	\$	879	\$	-	\$	4,394
	ADOT Transit Programs																									
802	ALI 44.26.12	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,851	\$	463	\$	-	\$	2,314
	BRT Spine Study																									
813	ALI 44.26.15	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,053	\$	513	\$	1,574	\$	4,141
	TOTAL	\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	8,349	\$	2,087	\$	1,574	\$	12,010

Local Match

All local match is in-kind and supported by NAIPTA staff paid via local transit tax with the exception of \$2000 in local cash for general coordination.

Technology Purchases: None

Consultant Activities:

NAIPTA BRT Cross-Town Spine NEPA Study. First of two \$350,000 requests pending with ADOT MPD Transit Section

Work Element 900: Environmental Overview

Description

To equip regional planning efforts to strive for compliance with a set of guiding livability principles established through a partnership of the EPA, the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT).

Purpose

Through coordination, help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in the FMPO community.

2014 Accomplishments

- Aspects of the *Regional Transportation Plan* includes many tools and processes to assess the interrelationship of housing, transportation and the environment. These will be utilized as appropriate in pursuit of this element.
- > Cooperation with NAIPTA, City of Flagstaff, and NAU on planning pedestrian connections to the Mountain Link BRT

2015 Activities – generally programmed under other Work Elements (Responsible Party)

- > RTP- procedures developed in the current RTP and new regional plan will be repeated and refined within the context of this study. (City, County.
- > Integration of RTP recommendations into local zoning, subdivision, and engineering standards (FMPO, City, County)

2014 End Products (Schedule)

- > Regional Transportation Plan (June)
- ➤ Amended local ordinances (ongoing)

Budget

900 -	Environmental Overview	Funding Program													
			FHWA			FHWA			FHWA						
			Local		SPR -	Local		SPR -				Local			
Subtask	Description	PL	Cash	In-kind	MPO	Cash	In-kind	ADOT		Local	5303	Cash	In-kind	Total	
900	Integrated activities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-
	TOTAL														

Local Match

> In-kind match will be provided by city and county planning staff throughout the *Regional Plan 2012* comprehensive planning process. Arizona Revised Statutes mandate attention be paid to environmental concerns including air quality and water quality.

Technology Purchases

> None

Consultant Activities

> None

Work Element 1000: Capital Expenditures

Description

The purchase of capital equipment in excess of \$5,000 or more per unit. The work of the Multimodal Planner on capital programs within the City trail program.

Purpose

To assure the FMPO is equipped to fulfill its mission and service.

2014 Accomplishments

> N/A

2015 Activities (Responsible Party): None.

2015 End Products (Schedule): None.

Budget

<u> </u>	·															
1000) - Capital Programming		Funding Program													
			FHWA			FHWA			FHWA							
			Local		SPR -	Local		SPR -				Local		T		
Subtask	Description	PL	Cash	In-kind	MPO	Cash	In-kind	ADOT		Local	5303	Cash	In-kind	Total		
1000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	-	
	TOTAL															

Local Match

n/a

Technology Purchases

n/a

Consultant Activities

n/a

APPENIDICES & 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 A133.

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. Long-Range Transportation Plan (LRTP)

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

This Work Element will cover all projects that do not fit into the elements listed here.

600. Regional 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.

700. Public Participation Plan (PPP)

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.

800. Public Transportation Planning

The MPO will develop a transportation plan for its metropolitan planning area every 4 years and update appropriately taking 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 exiting 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.

900. 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.

1000. 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.





MEMORANDOM 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 Piagstaff Metropolitae Planning Organization (PMPO) as exercised by the (FMPO) and the Northern Arizona Intergovernmental Public Transportation Authority (NAITTA). This MOU supersedes the MOU signed between the agencies in 2008. This MOL is intended to achieve compliance with 23 CTR 450.314.

Section I Communication

NAIP1A and FMPO emoy and rely upon a cooperative relationship at the staff, management, and policy levels to achieve successful planning, programming and operations for transmiservaces in the region. The roangers of these responsive organizations accept responsibility for fostering the communications assemble to this relationship. Such communications result in the effective use of taxpuyer 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 tand 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, in turn form, and their interrelation with transportation. The FMPO will be responsible for development of the general policies and programs that develop the uppropriate transportation systems, including transit, to grope by respond to future land use conditions. This will include general recommendations on the type of transit service (e.g., express, fixed route, unrealator) and frequency (e.g., high, needlam, low) that will support the desired land use policies and the podestrian, bicycle and roadway developments required by such service.

NAIP FA is a stakeholder in these processes, a participant in the FMPO board and committee atructures and will be regularly consuited.

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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 EMPO Regional Transportation Plan. It will include, but is not limited to, altituate route frequency (e.g., 15 minutes, etc.), stop frequency, type of bus, bus stop, and final route-path densits. It also includes estimating federal revenue, local revenue, fair box recovery and other sources of revenue. Secondarily, NAIPTA financial plans will be reflected in the annual EMPO Transportation Improvement Program that is compliant with relevant External regulations. EMPO is a stake holder 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 us basen between NAIPTA and City of Flagstoff corrent planning and capital planning and programming processes, but this does not proclude 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 Ottoria 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 transic 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 usualt programs, drafting the "sixth" year of the five-year TIP, and presenting and defending those before the PMPO board and committees. FMPO will be responsible for publishing the annual listing, assuring plan compliance, and processing any necessary amendments to the TTP.

Section 4 MOU Amendment and Termination

This MOU may be accended 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 tempination pursuant to the provisions of A.R.S. 38-511.

David Wossel, FMPO Manager Jeff Meilhook, NAIPTA General Manager

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