



**FLAGSTAFF METROPOLITAN
PLANNING ORGANIZATION**

CITY OF FLAGSTAFF • COCONINO COUNTY • ARIZONA DOT • NAIPTA

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**FISCAL YEAR 2019
UNIFIED PLANNING WORK PROGRAM
AND BUDGET**

Prepared by

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**Executive Board Adoption
May 24, 2018**

**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)

2017-2018 EXECUTIVE BOARD

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NAIPTA

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District 5
Arizona DOT

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City of Flagstaff

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ADOT MPD

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Flagstaff

Lucinda Andreani
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Coconino County

2017-2018 TECHNICAL ADVISORY COMMITTEE

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City of Flagstaff

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Vice Chair
Capital Program Manager
NAIPTA

Joe Rumann (designee)
Member
Comm. Develop. Dir.
Coconino County

Dan Gabiou
Member
Planning Program Manager
Arizona DOT, MPD

Nate Reisner
Member
Development Engineer
Arizona DOT – Flagstaff District

Dan Folke
Member
Development Serv. Dir.
City of Flagstaff

Tim Dalegowski (designee)
Member
County Transportation Planner
Coconino County

Rick Barrett
Member
City Engineer
City of Flagstaff

STAFF

David Wessel
MPO Manager

Martin Ince
Multimodal Planner

Dusty Rhoton
Administrative Specialist

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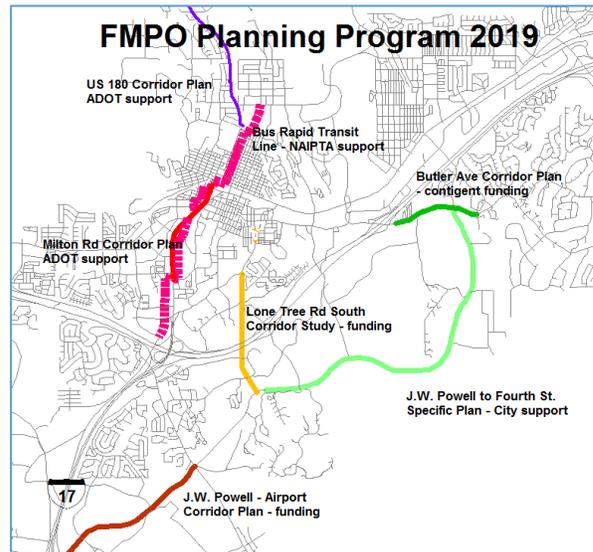
Chapter I

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

(1) Executive Summary

The FMPO FY 2019 program is \$1,333,969 including \$861,809 in federal funds and \$470,160 in local funds. The majority of local funds are from exchanges of federal funds for local funds. The major activities for FY 2019 are:

- Executive Director: \$161,000 salary and benefits
- Corridor Plans: \$350,000
 - Lone Tree Road South
 - J.W. Powell Airport
- Regional Model Update: \$120,000 carry over from FY 2018
- Trip Diary Survey: \$45,000
- Performance Dashboard: \$45,000
- Communications Plan: \$45,000
- Coordination efforts: Staff time
 - ADOT: Milton Road and US 180 Corridor Master Plans, State Rail Plan
 - City of Flagstaff: J.W. Powell Specific Plan, Southside Neighborhood Plan
 - NAIPTA: Bus Rapid Transit plan, US 180 Transit plan, First/Last Mile Study



(2) 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).

(3) A description of the metropolitan area

The area covered by the FMPO approximates 525 square miles from Bellemont on the west, Kachina Village and Mountaineer 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 routine.

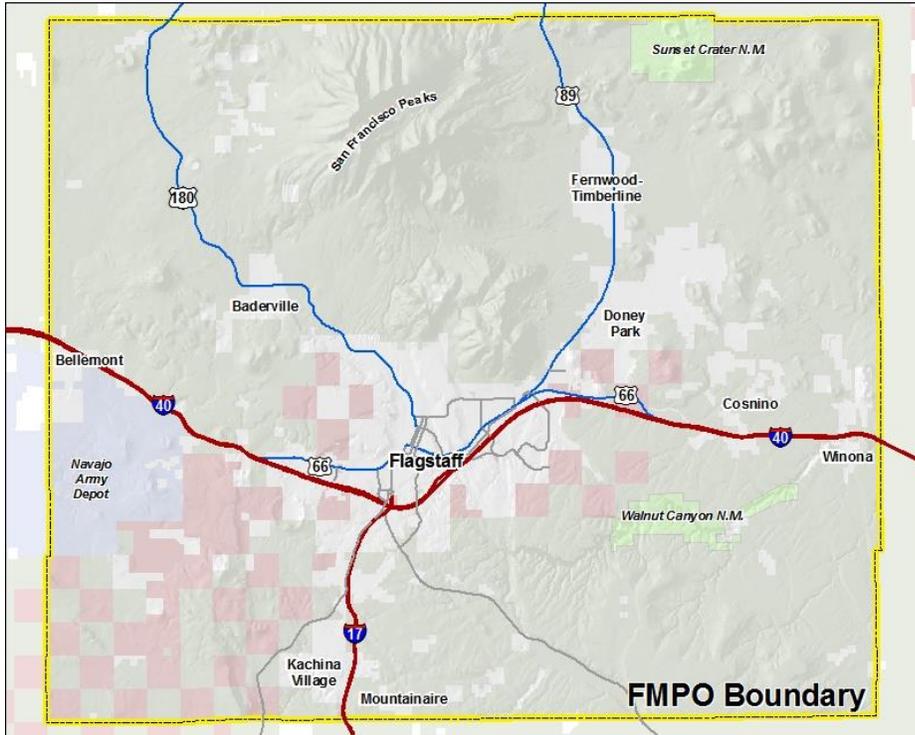


Figure 1. FMPO Planning Boundary

(4) 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.

(5) 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 203, 204, 207, 208, 402**

(2) Increase the safety of the transportation system for motorized and non-motorized users; **See task 501**

(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 402, 603, 608, 803**

(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 603, 608**

(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 207, 208**

(8) Emphasize the preservation of the existing transportation system. **Not a priority for this year's work program**

(9) Livability and Sustainability (added by FHWA Arizona Division); **See tasks 603, 608**

(10) Climate Change (added by FHWA Arizona Division): **Energy conservation for land use and transportation and promotion of alternate modes are inherent in the core planning documents.**

From March 18, 2015 USDOT Letter on Planning Emphasis Areas (still in effect for FY 2017)

➤ 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.

➤ Ladders of Opportunity

In the model update, FMPO is seeking to have as a standard report access to jobs by each mode.

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

- (6) 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. 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);

Staffing of the FMPO will consist of the following:

- **Executive Director:** (expected no later than December 2018): 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 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, 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 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 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. FAA is the cognizant agency for the City of Flagstaff regarding the Indirect Cost Allocation Plan (ICAP).

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

- **The FMPO Executive Board** consists of seven 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), and the CEO/General Manager from NAIPTA. The Board has not exercised its authority to appoint 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 or their designees from the City of Flagstaff, Coconino County, NAIPTA and the ADOT Director of the Multimodal Planning Division. 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. This group meets on an as-needed basis.

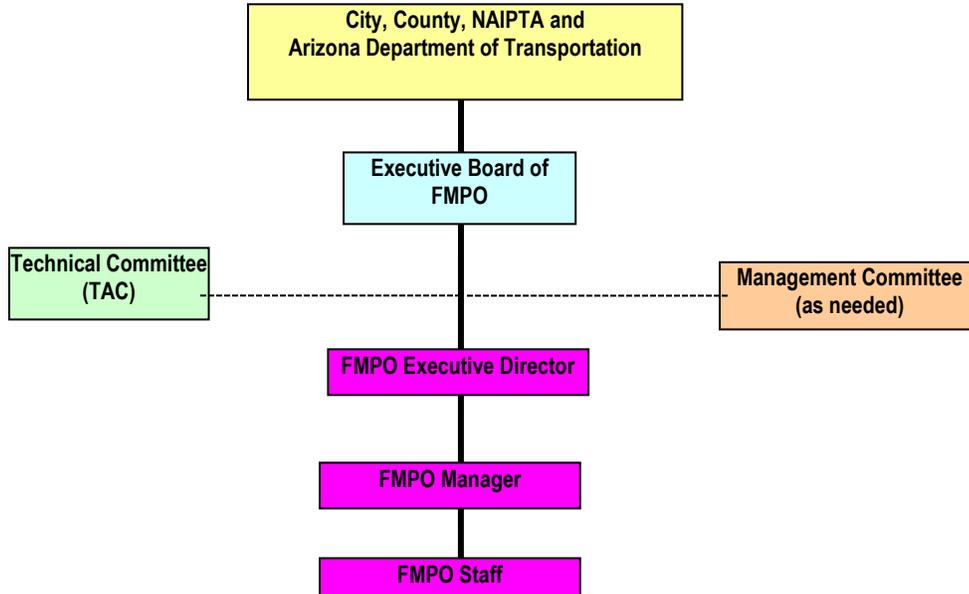
The Management Committee has authority and responsibility to advise the FMPO Manager and the Executive Board through the Manager. The Management Committee has limited supervisory responsibility of the FMPO Manager including provision of annual performance review and salary recommendations to the Executive 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 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.

Figure 2. FMPO Organizational Chart



(2) Identification and discussion of operational procedures

The FMPO Operating Procedures and Charter were amended on January 27, 2016 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 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.

(4) Forms, certifications, and assurances

FMPO through its host agency, the City of Flagstaff, 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 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.

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 2019. Pending update to actual PL and SPR allocations.

Flagstaff Metropolitan Planning Organization						
2018-2019 UPWP/B - Revenue Assumptions				DRAFT		
Revenue Source	FY19 Appropriations	FY19 Obligation Authority (OA)	FY17 OA Carry Forward	FY18 OA Carry forward	Total FY19 OA	
FHWA-PL	120,000	120,000			120,000	
ADOT-SPR	125,000	125,000			125,000	
FTA-5305	36,348	36,348			36,348	
FHWA-STBG	466,761	430,461			430,461	
FHWA-STP O&M Study			20,000		20,000	
FHWA-STP Dark Skies			10,000		10,000	
FTA 5305 - Model Update Grant				120,000	120,000	
Subtotal Federal Funds					861,809	
City of Flagstaff - Transportation Tax	22,500				22,500	
City of Flagstaff - Interdivisional funds	45,660				45,660	
City of Flagstaff - Milton/Plaza repay	114,000				114,000	
NAIPTA - tax exchange	283,000				283,000	
Coconino County	5,000				5,000	
NAIPTA	-					
Total FY 2019 funding	1,218,269	711,809	30,000	120,000	1,331,969	

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

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

Table 2: FMPO FY 2019 FUNDING BY WORK TASK AND FUNDING SOURCE												
		PL FUNDS	PL MATCH	SPR Funds	SPR MATCH	FTA FUNDS	FTA MATCH	STBG FUNDS	STBG MATCH	SPR/PL/FTA IN KIND	MEMBER CONTRIBUTIONS	FY 2019 TOTAL
	Required Match Rate		5.70%		20%				5.70%			
TASK	TITLE											
100	PROGRAM ADMINISTRATION	96,759	5,849	12,034	3,008	10,944	2,736	163,030	9,854	0	122,886	405,653
200	DATA COLLECTION	0	0	11,134	2,784	127,563	31,891	58,646	3,545	31,598	64,205	293,146
300	TRANSPORTATION IMPROVEMENT PROGRAM	0	0	0	0	0	0	13,758	832	0	2,428	16,186
400	LONG RANGE TRANSPORTATION PLAN	0	0	15,473	3,868	0	0	0	0	0	3,868	19,341
500	SPECIAL PROJECT PLANNING	0	0	18,734	4,683	0	0	26,400	1,596	2,602	5,682	53,417
600	REGIONAL PLANNING	0	0	60,554	15,138	0	0	133,000	8,039	4,221	260,522	458,296
700	PUBLIC PARTICIPATION PLAN (PPP)	23,285	1,407	0	0	0	0	66,213	4,002	182	7,082	96,762
800	PUBLIC TRANSPORTATION PLANNING	0	0	7,159	1,790	17,670	4,417	0	0	2,237	3,970	31,035
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
	TOTAL	120,044	7,256	125,086	31,272	156,177	39,044	461,048	27,868	40,839	470,642	1,373,836
	Total Match Required - All funds		105,440									
	Total Match Provided - All funds		329,116									

TABLE 3: FMPO FY 19 OPERATING COSTS BY ELEMENT

TASK	WORK ELEMENT	EXPENSES			TOTAL COSTS
		Salaries & Benefits	Direct Expenses	Other*	
100	ADMINISTRATION	\$156,412	\$31,765	\$67,476	\$255,653
200	DATA COLLECTION	\$51,548	\$0	\$210,000	\$261,548
300	TRANSPORTATION IMPROVEMENT PROGRAM	\$15,236	\$950	\$0	\$16,186
400	LONG RANGE TRANSPORTATION PLAN	\$19,341	\$0	\$0	\$19,341
500	SPECIAL PROJECT PLANNING	\$20,815	\$0	\$30,000	\$50,815
600	REGIONAL PLANNING	\$104,075	\$0	\$350,000	\$454,075
700	PUBLIC PARTICIPATION PLAN	\$51,580	\$0	\$45,000	\$96,580
800	PUBLIC TRANSPORTATION	\$28,798	\$0	\$0	\$28,798
900	ENVIRONMENTAL OVERVIEW	\$0	\$0	\$0	\$0
1000	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
TOTAL		\$447,806	\$32,715	\$702,476	\$1,182,997

* Administration "Other" includes indirect expenses \$60,326

TABLE 4: FMPO FY 19 DIRECT EXPENSE BY WORK ELEMENT

TASK	WORK ELEMENT	EXPENSES					TOTAL
		Travel & Training	Supplies & Printing	Ads, Notices & Postage	Technology	Membership	
100	ADMINISTRATION	\$15,900	\$8,135	\$1,170	\$5,000	\$1,560	\$31,765
200	DATA COLLECTION						\$0
300	TRANSPORTATION IMPROVEMENT PROGRAM		\$200	\$750			\$950
400	LONG RANGE TRANSPORTATION PLAN		\$0				\$0
500	SPECIAL PROJECT PLANNING						\$0
600	REGIONAL PLANNING						\$0
700	PUBLIC PARTICIPATION PLAN		\$0	\$0			\$0
800	PUBLIC TRANSPORTATION						\$0
900	ENVIRONMENTAL OVERVIEW						\$0
1000	CAPITAL EXPENDITURES						\$0
TOTAL		\$15,900	\$8,335	\$1,920	\$5,000	\$1,560	\$32,715

TABLE 5: FMPO STATE AND LOCAL FUNDING SOURCES OVER TIME

Detail of State and Local Funding Sources			WP FY 2019	
State Funding Sources				
Agency	FY 2016	2017	2018	2019
NONE				
Regional/Local Dues				
Agency	FY 2016	2017	2018	2019
City of Flagstaff: Transportation Tax	\$22,493	\$22,493	\$22,493	\$22,493
City of Flagstaff: Bike/Ped Tax	\$45,666	\$45,666	\$45,666	\$45,666
Coconino County	\$5,000	\$5,000	\$5,000	\$5,000
City of Flagstaff (special)	\$0	\$0	\$0	\$114,000
NAIPTA (special)				\$283,000
Total	\$73,159	\$73,159	\$73,159	\$470,159
In-Kind 2019				
Agency	hours	value		
Planning partners: City of Flagstaff	1000	\$50,000		
Planning partners: Coconino County	400	\$20,000		
Planning partners: NAIPTA	300	\$15,000		
Total	1,700	85,000		

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.

FY 2018 Accomplishments

- This is a continuing work activity. Routine activities listed for FY 2018 were achieved in FY 2017.
- February 2017 retreat resulted in strategic work plan that will refocus spending priorities.

FY 2019 Activities (Responsible Agency)

- Task 101
 - Manage the implementation of tasks within the FY 2019 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 changes in the planning process as a result of changes to Transportation legislation that may occur during the fiscal year. (MPO)

- Prepare the Fiscal Year 2020 Work Program, review governing documents and funding strategies. (MPO)
 - Work with the MPO to establish administrative, contractual, technical and review procedures and agreements to fulfill the UPWP (ADOT)
- Task 102
- Prepare annual Title VI Report for submission to ADOT. Respond to FY 18 findings. (MPO)
 - Disseminate relevant disadvantaged business enterprise and other information to targeted parties
- Task 106 – Contingency
- FMPO is transitioning to a more independent organization and may incur moving expenses, increase the administrative specialist to full time and have other costs. If these figures are nominal, the money may be shifted to support a Butler Avenue Corridor Study.

FY 2019 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 (as needed) and Executive Board meetings (monthly);
- Quarterly invoices and progress reports (November, February, May, August);
- Annual Title VI Report (August);
- FY 2019 Work Program (Draft – March / Adoption - May).
- Governing Documents (October); Communications Plan (September); Funding Strategies (July)

Budget

100 - Administration		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	STBG - ADOT	Local Cash	In-kind	5305	Local Cash	In-kind	Total
101	General Admin - Staff ALI 44.21.00	\$ 59,032	\$ 9,934	\$ -	\$ -	\$ -	\$ -	\$ 73,799	\$ 8,515	\$ -	\$ -	\$ -	\$ -	\$ 151,280
102	Title VI Report - Staff	\$ 4,105	\$ 1,026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,132
103	Commodities	\$ 4,597	\$ 2,627	\$ -	\$ 3,284	\$ 2,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,135
104	Contractuals	\$ 20,624	\$ 5,156	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,780
105	Indirect ALI 41.21.00	\$ 8,400	\$ -	\$ -	\$ 8,750	\$ -	\$ -	\$ 32,232	\$ -	\$ -	\$ 10,944	\$ -	\$ -	\$ 60,326
106	Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,000	\$ 93,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	TOTAL	\$ 96,759	\$ 18,744	\$ -	\$ 12,034	\$ 2,627	\$ -	\$ 163,030	\$ 101,515	\$ -	\$ 10,944	\$ -	\$ -	\$ 405,653

Local Match Sources

- \$29,600 provided by the City of Flagstaff and Coconino County transportation tax and general fund contributions, respectively
- 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: \$3,900 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 2018 Accomplishments

- Purchase of Streetlight, inc. data
- Received grant for model update and secured vendor

FY 2019 Activities (Responsible Party)

- Task 201
- Task 203 Highway Performance Monitoring System (HPMS)
 - 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)
- Tasks 204, 205 Complete model update (FMPO)
 - Update the model to current software version, Spring 2017 traffic counts, and Streetlights, Inc. origin-destination data
 - Improve model capacity to include transit and bicycle trip assignment and cross-classification data to trip generation
- Task 206, 207 Conduct Trip Diary Survey on 6-year cycle (FMPO)
 - Random sample survey of trip behavior for use in model calibration, travel demand management and transportation impact analysis
- Task 208 – Performance Dashboard
 - Create 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 (FMPO – in coordination with City of Flagstaff)
 - Annual update of demographic data (FMPO in coordination with City, County and Department of Commerce)

FY 2019 End Products (Schedule)

- General data collection (variable)
- HPMS Data Entry (April)
- Functional Classification reports (as needed)
- Annual Mobility Report Card (June)
- Trip Diary Survey (October/November)
- Performance dashboard (June)
- Calibrated model with transit trip assignment (June)

Budget

200 - Data Collection		Funding Program												
Subtask	Description	FHWA			FHWA			FHWA			FTA			Total
		PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	STBG - ADOT	Local Cash	In-kind	5305	Local Cash	In-kind	
200	General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
201	Data collection & Analysis- Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,149	\$ 1,128	\$ -	\$ -	\$ -	\$ -	\$ 11,277
202	Data Collection - Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
202	HPMS Entry	\$ -	\$ -	\$ -	\$ 3,571	\$ 188	\$ 705	\$ -	\$ -	\$ 893	\$ -	\$ -	\$ -	\$ 5,356
203	Model Update - Staff	\$ -	\$ -	\$ -	\$ 7,563	\$ 3,241	\$ -	\$ -	\$ -	\$ -	\$ 7,563	\$ 3,241	\$ -	\$ 21,609
204	Model Update - Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -	\$ 30,000	\$ 150,000
205	Trip Diary Survey - Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,647	\$ 739	\$ -	\$ -	\$ -	\$ -	\$ 7,385
206	Trip Diary Survey - Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,850	\$ 3,150	\$ -	\$ -	\$ -	\$ -	\$ 45,000
207	Performance Dashboard - Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,518	\$ -	\$ 7,518
208	Performance Dashboard - Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
	TOTAL	\$ -	\$ -	\$ -	\$ 11,134	\$ 3,429	\$ 705	\$ 58,646	\$ 5,016	\$ 893	\$ 127,563	\$ 55,759	\$ 30,000	\$ 293,146

Local Match

- \$140,000 in cash from local funds will be used to match SPR, STBG and 5305 dollars.
- \$30,750 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

- \$1200 for laptop or tablet

Consultant Activities

- None currently scheduled

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 2018 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 2019 Activities (Responsible Party)

- Task 301 – Transportation Improvement Program
 - Release call for projects (FMPO)
 - Draft and Final TIP (FMPO)
 - Fiscal constraint review (FMPO, NAIPTA)
 - Incorporation of TIP into STIP (ADOT)

FY 2019 End Products (Schedule)

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

Budget

300 - TIP		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	STBG - ADOT	Local Cash	In-kind	5305	Local Cash	In-kind	Total
300	T.I.P. - General ALI 44.25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,829	\$ 1,735	\$ -	\$ -	\$ -	\$ -	\$ 11,564
301	T.I.P. - Staff ALI 44.25.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,929	\$ 693	\$ -	\$ -	\$ -	\$ -	\$ 4,622

Local Match

- Approximately \$700 in local cash match

Technology Purchases: None

Consultant Activities: None

Work Element 400: Long-Range Transportation Planning

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.

2018 Accomplishments

- Provided support to Flagstaff Citizens' Transportation Tax Commission to support Regional Transportation Plan implementation

2019 Activities (Responsible Party)

- Task 400 General
 - Support transportation tax information campaign
- Task 401 *FMPO RTP* amendments
- Task 402 ADOT Long Range Planning Activities
 - Support Statewide Rail Plan as needed

2019 End Products (Schedule)

- *FMPO RTP* amendments as needed

Budget

400 - Long Range		Funding Program													
Subtask	Description	FHWA			FHWA			FHWA			FTA			Total	
		PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	STBG-ADOT	Local Cash	In-kind	5305	Local Cash	In-kind		
400	Long Range Planning General	\$ -	\$ -	\$ -	\$ 9,511	\$ 2,378	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,889
401	RTP - Staff ALI 44.23.01	\$ -	\$ -	\$ -	\$ 5,961	\$ 1,490	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,452
402	Long Range - ADOT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -	\$ -	\$ -	\$ 15,473	\$ 3,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,341

Local Match

- \$3,800 in local general funds will be used to supplement these activities.

Technology Purchases

- None

Consultant Activities

- None

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:

FY 2018 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. County phase complete. City phase fall 2018
- Monitored *Dark Skies LED Light Research* – interim reports submitted, lighting procurement for testing underway, testing spring 2018 by City of Flagstaff

FY 2019 Activities (Responsible Party)

- Task 501 *Safety Program Process Administration and Project Development* – ongoing (FMPO)
 - *FMPO Regional Strategic Transportation Safety Plan (May 2018)*
- Task 502 *Streets Operations & Maintenance Efficiency Study* (Carry forward item: City of Flagstaff – support by Coconino County, FMPO limited support)
- Task 503 *Dark Skies LED Research* - (Carry forward item: City of Flagstaff, FMPO limited support)

FY 2019 End Products (Schedule)

- *Street Operations & Maintenance Manual (December 2018)*
- *Dark Skies Research & LED Lighting Recommendation (December 2018)*

Budget

500 - Special Project Planning		Funding Program												
Subtask	Description	FHWA			FHWA			FHWA			FTA			Total
		PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	STBG ADOT	Local Cash	In-kind	5305	Local Cash	In-kind	
500	General	\$ -	\$ -	\$ -	\$ 5,499	\$ 611	\$ 764	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,874
501	Safety Program (HSIP)	\$ -	\$ -	\$ -	\$ 13,234	\$ 1,470	\$ 1,838	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,543
502	O&M Study - Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,600	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ 20,000
503	Dark Skies - Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,800	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	TOTAL	\$ -	\$ -	\$ -	\$ 18,734	\$ 2,082	\$ 2,602	\$ 26,400	\$ 3,600	\$ -	\$ -	\$ -	\$ -	\$ 53,417

Local Match

- \$5,700 in general funds will be needed to support these activities
- \$2,600 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: None beyond billing and close out

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

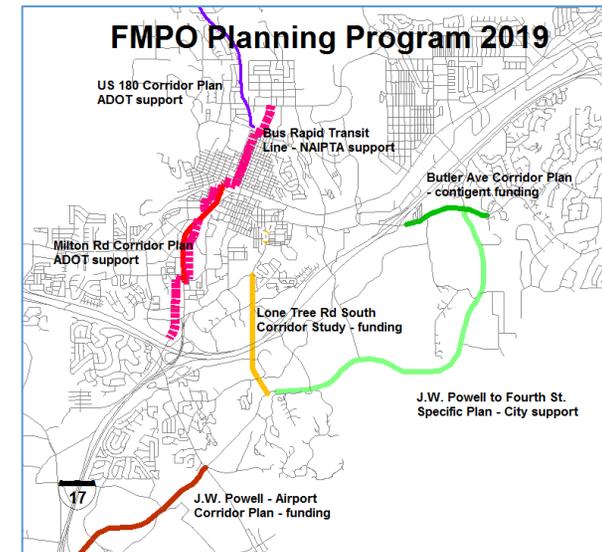
To integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan.

FY 2018 Accomplishments

- Secured grant for regional trails plan, initial draft regional trails master plan
- Worked with City to prepare and submit TIGER grant, round IX, for Fourth Street Bridges over I-40
- Supported High Occupancy Housing specific plan effort

FY 2019 Activities (Responsible Party)

- Task 601 – Plan Review & Transportation Impact Analysis
 - Provide support as needed
- Task 602 – Neighborhood Plans
 - Support Southside Neighborhood Plan (City, FMPO)
- Task 603 - 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)
- Task 604 – Regional Freight Planning
 - Support economic development activities related to freight as needed
- Task 605/606 – Corridor Planning
 - Milton Road/US 180 Corridor Master Plan Support (ADOT)
 - J.W. Powell Boulevard Specific Plan Support (City)
 - Corridor Master Plans (City)
 - Lone Tree Road South (\$225,000)
 - J.W. Powell – Airport (\$125,000)
 - Butler Avenue (4th to 40) (\$150,000) – contingent upon low or no additional administrative costs. See Element 100.
- Task 607 – Flagstaff Transportation Master Plan



- Provide support as needed
- Task 608 Flagstaff Active Transportation Master Plan
 - Draft and walk through adoption process specific plan and support and related ordinance and regulation review (City, FMPO)

FY 2019 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 (December 2018)

Budget

600 - Regional Planning		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	STBG ADOT	Local Cash	In-kind	5305	Local Cash	In-kind	Total
600	General	\$ -	\$ -	\$ -	\$ 5,645	\$ 2,419	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,064
601	Plan Review/TIA	\$ -	\$ -	\$ -	\$ 8,916	\$ 2,229	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,144
602	Neighborhood/Area Plans	\$ -	\$ -	\$ -	\$ 5,559	\$ 618	\$ 772	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,949
603	Regional Trails Planning	\$ -	\$ 12,089	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,089
604	Regional Freight Planning	\$ -	\$ -	\$ -	\$ 1,148	\$ 128	\$ 159	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,434
605	Corridor Planning - Staff	\$ -	\$ -	\$ -	\$ 10,209	\$ 1,134	\$ 1,418	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,761
606	Corridor Planning - Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133,000	\$ 217,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
607	City Streets MP	\$ -	\$ -	\$ -	\$ 13,473	\$ 1,497	\$ 1,871	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,841
608	Active Transportation MP	\$ -	\$ -	\$ -	\$ 15,606	\$ 23,409	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,014
	TOTAL	\$ -	\$ 12,089	\$ -	\$ 60,554	\$ 31,433	\$ 4,221	\$ 133,000	\$ 217,000	\$ -	\$ -	\$ -	\$ -	\$ 458,296

Local Match

- \$260,500 in local general funds provided to the FMPO will support this element. Most of this is dedicated corridor planning and to regional trail planning and charged to the City capital planning program and the corridor master plans.
- \$4,200 of in-kind match will be provided

Technology Purchases:

- None

Consultant Activities:

- It is anticipated that the City will use FMPO funds to hire three consultants for the corridor master plans at a combined cost of \$500,000.

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 Regional 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.

FY 2018 Accomplishments

- Routine
- Updated website
- Numerous on-line surveys in support of the Active Transportation Master Plan
- Articles and public presentations for Citizens' Transportation Tax Commission

FY 2019 Activities (Responsible Party)

- Task 700/701/2 – General/Website/Meetings
 - Post information pertinent to the Transportation Improvement Program and Unified Planning Work Program and Budget (FMPO)
 - Post information and surveys and host meetings pertinent to specific tasks such as the RTP, corridor plans, Active Transportation Master Plan, etc.
- Task 703/704 – Communications Plan
 - Hire a consultant to draft a new public participation plan, provide document and style formats for routine FMPO products including meeting agendas, and rebrand the FMPO to include a name that addresses transportation.
- Task 705
 - City transportation tax renewal outreach (City, County, FMPO)
- Many subtasks in elements 400, 500, 600 and 800 will have public participation tailored into them.

FY 2019 End Products (Schedule)

- TIP (March – June)
- UPWP (October – May)
- Tax campaign collateral materials

➤ Communications Plan (June)

Budget

700 - Public Participation		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	STBG ADOT		Local	5305	Local Cash	In-kind	Total
700	General	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,257	\$ 806	\$ -	\$ -	\$ -	\$ -	\$ 8,064
701	Newsletter/Website	\$ 4,000	\$ 211	\$ 31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,242
702	Public meetings	\$ 6,086	\$ 320	\$ 48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,454
703	Communications Plan - Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,105	\$ 1,901	\$ -	\$ -	\$ -	\$ -	\$ 19,006
704	Communications Plan - Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,850	\$ 3,150	\$ -	\$ -	\$ -	\$ -	\$ 45,000
705	City Transportation Tax	\$ 13,198	\$ 695	\$ 103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,996
	TOTAL	\$ 23,285	\$ 1,226	\$ 182	\$ -	\$ -	\$ -	\$ 66,213	\$ 5,857	\$ -	\$ -	\$ -	\$ -	\$ 96,762

Local Match

- \$7,000 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

- \$45,000 communications plan

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

FY 2018 Accomplishments

- Coordinated 5310 Policy Summit with COGs, MPOs and ADOT
- Regional Human Services Transportation Coordination Plan
- ADOT FTA Grant Administration (5305, 5310)
- Coordinated with NAIPTA on 5304 grants

FY 2019 Activities (Responsible Party)

- Task 801 – NAIPTA Coordination
 - Participate on NAIPTA Transit Advisory Committee and other activities as needed
- Task 802 - ADOT Transit Programs

- Coordinate FTA Section 5305, 5307, and 5310 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 5305 and 5310 programs in the region. Including but not limited to announcing and publishing FTA program related application workshops, panel interviews, safety notices, and reporting requirements.
- Sponsor ADOT/FTA Section 5305 and 5310 program related activities as appropriate. (MPO)
- *Coordinated Public Transit – Human Services Transportation Plan* (FMPO, NAIPTA, ADOT)
- Task 803 – NAIPTA 5305 Plans
 - *5-Year Transit Plan* – Support NAIPTA during the update of the plan (NAIPTA, FMPO)
 - *US 180 Before & After Study / First and Last Mile Connection – supplement to the 5-Year Plan* – Support NAIPTA
 - *Bus Rapid Transit/High Frequency Transit NEPA Analysis* – support NAIPTA

FY 2019 End Products (Schedule)

- *Coordinated Public Transit – Human Services Transportation Plan* (April)
- *Transportation Improvement Program (June): 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.*

Budget

800 - Public Transportation		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	STBG ADOT		Local	5305	Local Cash	In-kind	Total
800	Public Transpo - General ALI 44.26.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,471	\$ 1,868	\$ -	\$ 9,339
801	NAIPTA Coordination ALI 44.26.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,245	\$ 1,561	\$ -	\$ 7,806
802	ADOT Transit Programs ALI 44.26.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,164	\$ 541	\$ -	\$ 2,706
803	NAIPTA 5305 Plans BRT/180/1st-last/5-Year	\$ -	\$ -	\$ -	\$ 7,159	\$ -	\$ 1,790	\$ -	\$ -	\$ -	\$ 1,790	\$ -	\$ 447	\$ 11,185
	TOTAL	\$ -	\$ -	\$ -	\$ 7,159	\$ -	\$ 1,790	\$ -	\$ -	\$ -	\$ 17,670	\$ 3,970	\$ 447	\$ 31,035

Local Match

- All other local match is in-kind and supported by NAIPTA staff paid via local transit tax with the exception of \$2,300 in local cash for general coordination.

Technology Purchases: None

Consultant Activities: None

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.

FY 2018 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.

FY 2019 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)

FY 2019 End Products (Schedule)

- *None*

Budget

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

Local Match

- Not applicable

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.

FY 2018 Accomplishments

➤ N/A

FY 2019 Activities (Responsible Party): None.

FY 2019 End Products (Schedule): None.

Budget

1000 - Capital Programming		Funding Program												
		FHWA			FHWA			FHWA			FTA			
Subtask	Description	PL	Local Cash	In-kind	SPR - MPO	Local Cash	In-kind	SPR - ADOT		Local	5303	Local Cash	In-kind	Total
1000		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL													

Local Match

n/a

Technology Purchases

n/a

Consultant Activities

n/a

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**.

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.



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, circulator) 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

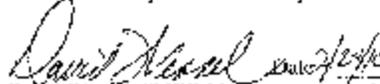
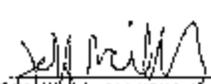
Programming Criteria NAIPTA and FMPO will cooperatively develop programming criteria that reflect the policy expectations of the short and long range plans. The criteria will be identified in the transportation improvement program (TIP).

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 Mellick, NAIPTA General Manager

