



# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

Phone: (928) 213-2651

[www.flagstaffmpo.org](http://www.flagstaffmpo.org) ♦ [mpo@flagstaffaz.gov](mailto:mpo@flagstaffaz.gov)

## AGENDA

### FMPO Executive Board Meeting

10:00am to 12:00pm  
August 7, 2019

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

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

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

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

#### **EXECUTIVE BOARD MEMBERS**

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

#### **FMPO STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner
- Angela Robbins, Administration Specialist

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

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

**D. ITEMS FROM THE EXECUTIVE DIRECTOR**

- FMPO Staffing Update

**E. APPROVAL OF MINUTES**

- Minutes of Regular Meeting: June 5, 2019 (pg. 5-8)
- Minutes of Executive Session: April 3, 2019 (pg. 9)
- Minutes of Executive Session: June 5, 2019 (pg. 10)

**II. CONSENT AGENDA**

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

**A. Adopt Title VI policy (pg. 11-58)**

FMPO Staff: David Wessel, FMPO Manager

Recommendation: Staff recommends the Board adopt a Title VI Plan.

**III. GENERAL BUSINESS**

**A. Transition to Independence – Scope Statement (pg. 59-64)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board approve a transition plan and timetable for the FMPO to move to independent, non-profit status.

**B. Transition to Metroplan Identity – Scope Statement (pg. 65-69)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board approve a transition plan and timetable for adopting the Metroplan identity.

**C. Update on BUILD Grant and Fourth Street Widening (pg. 70-71)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: This item is for information only and no recommendation is being made at this time.

**D. Update on Lone Tree Traffic Interchange (LTTI) (pg. 72-73)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: This item is for information only and no recommendation is being made at this time.

**E. Operating Procedures regarding NAU and NAIPTA on the Executive Board (pg. 74-87)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board: 1) retain existing FMPO operating procedures regarding NAU membership and 2) continue to discuss the role of NAIPTA on the FMPO Executive Board.

**F. Executive Director Contract (pg. 88-89)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being made but the Board may take action on approving or modifying the Executive Director contract.

**G. TIP ADOPTION (pg. 90-137)**

FMPO Staff: David Wessel, FMPO Manager

Recommendation: Staff recommends the Board adopt the FY 2020-2024 TIP.

**H. Legislative Update**

FMPO Staff: Jeff Meilbeck, Executive Director

**I. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Discuss items for future FMPO agendas including FY2021 Budget projections and staffing update.

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

*(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any*

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

**V. CLOSING BUSINESS**

**A. ITEMS FROM THE BOARD**

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

**B. ADJOURN**

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

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on July 31, 2019 at 11:00 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 31st Day of July 2019.

\_\_\_\_\_  
Angela Robbins, Administrative Specialist



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## AGENDA

### FMPO Executive Board Meeting

10:00am to 12:00pm  
June 5, 2019

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

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

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

#### **EXECUTIVE BOARD MEMBERS**

- Art Babbott, Coconino County Board of Supervisors, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate) ([joined at 10:11am](#))

#### **FMPO STAFF**

- Jeff Meilbeck, Executive Director ([via phone](#))
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner
- Sara Jansen, Administration Specialist

Others in attendance: Joe Shannon, Kevin Adam and Kate Morley.

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

Chairperson Art Babbott called the meeting to order at 10:03am

**B. ROLL CALL**

(See above, page 1)

**C. PUBLIC COMMENT**

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

Joe Shannon (Chair of the Sierra Club) is asking that the FMPO consider taking into account “Complete Streets” with regard to all future construction due to safety concerns with current roadways.

Chairman Babbott asks that David Wessel prepare information on “Complete Streets” for the public’s consumption.

**D. ITEMS FROM THE EXECUTIVE DIRECTOR**

- Workplan Agreement between City of Flagstaff and FMPO

**E. APPROVAL OF MINUTES**

- Minutes of Regular Meeting: June 5, 2019  
MOTION: Board member Jim McCarthy moved to approve the regular executive minutes without edits. Board member Charlie Odegaard seconded. The motion was passed unanimously.
- Minutes of Executive Session: June 5, 2019 Chairman Art Babbott recommended the Minutes of the Executive Session be table due to Board Members not able to review. Item tabled until Executive Board meeting on August 7<sup>th</sup>, 2019.

**II. CONSENT AGENDA -NONE**

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

**III. GENERAL BUSINESS**

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

FMPO Staff: David Wessel, FMPO Manager

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

MOTION: Board member Charlie Odegaard moved to release the draft TIP for public comment. Board member Matt Ryan seconded. Motion passed unanimously.

**B. Unified Planning Work Program (UPWP) Adopt the Unified Planning Work Program (UPWP)**

FMPO Staff: Jeff Meilbeck, Executive Director

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

MOTION: Board member Jim McCarthy moved to adopt the Unified Planning Work Program with one edit to page iv (Barbara Goodrich be listed correctly as City of Flagstaff Manager, not interim Manger). Board member Matt Ryan seconded. Motion passed unanimously.

**C. FMPO Rebranding and Public Presence**

FMPO Staff: Jeff Meilbeck, Executive Director

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

MOTION: Board member Matt Ryan moved to adopt the new logo which included the five multimodal bubbles, Verbiage 'Metro Plan' and 'Greater Flagstaff' with the tree. Board member Charlie Odegaard seconded. Motion passed unanimously.

**D. FMPO Operating Procedures**

FMPO Staff: Jeff Meilbeck, Executive Director

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

MOTION: Board member Jim McCarthy moved to 1) adopt operating procedures for the FMPO, and 2) direct staff to bring back options for adding NAU and NAIPTA to the Executive Board in the following months. Board member Charlie Odegaard seconded. Motion passed unanimously.

**E. Legislative Update**

FMPO Staff: Jeff Meilbeck, Executive Director

Update provided by Kevin Adam.

**F. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Discuss items for future FMPO agendas.

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

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

**V. CLOSING BUSINESS**

**A. ITEMS FROM THE BOARD**

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

**B. ADJOURN (11:31 adjourned to Executive Session)**

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

**CERTIFICATION OF POSTING OF NOTICE**

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

Dated this 23rd Day of May 2019.

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

SPECIAL MEETING (EXECUTIVE SESSION) MINUTES

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION EXECUTIVE BOARD

APRIL 3, 2019

CITY COUNCIL CONFERENCE ROOM

FLAGSTAFF CITY HALL

211 WEST ASPEN AVENUE

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

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

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

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

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

Adjournment at 12:02 p.m.

Below are the FMPO Board Executive Session minutes from the June 5, 2019 meeting.

Shannon

Start at 11:44 a.m.

Present: Art Babbott, Matt Ryan, Regina Salas, Jim McCarthy, Jesse Thompson, and Charlie Odegaard

FMPO Board members reviewed the draft agreement for services and request the following updates to the draft:

- 1) Effective date in contract should be changed from July 1, 2019 to August 12, 2019;
- 2) Total compensation approved as to form;
- 3) Performance evaluation section 9 include a “may” instead of “shall” and change January 14th each year to an evaluation date after the first Wednesday of the month (suggesting February 14th)
- 4) City HR shall remind FMPO Executive Director and FMPO Board Chair in November about evaluation due date in February; and
- 5) The FMPO Board may have an updated name for the organization for the next agreement for services;

The next FMPO Board meeting will be on August 7, 2019 Board would like an agenda item added to adopt the final agreement.

Adjourn 11:58 a.m.

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** August 1, 2019  
**MEETING DATE:** August 7, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** David Wessel, FMPO Manager  
**SUBJECT:** Annual Title VI Plan Update

### 1. Recommendation:

**i** Staff recommends the Executive Board adopt the Annual Title VI Plan Update.

### 2. Related Strategic Workplan Item

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

### 3. Background

**i** The FMPO operates primarily on federal funds. Compliance with the Title VI of the Civil Rights Act to assure non-discrimination in the use of those funds is a requirement to receive those funds. The Title VI Plan documents steps taken by the FMPO to comply with Title VI and future actions to improve or maintain performance.

The report is due to ADOT in August.

### 4. TAC and Management Committee Discussion

**i** The TAC met on July 24<sup>th</sup> and supported moving this item and the full Board packet forward.

*The Management Committee reviewed but was not asked to take a position on this item.*

## 5. Fiscal Impact

- i** *The fiscal impact is nominal including staff time for recording data, posting information and communicating with relevant parties. Indirect fees to the City cover the cost of grant management involving compliance with Disadvantaged Business Enterprises.*

## 6. Alternatives

- i** 1) *Adopt the Title VI Plan as presented. **Recommended.***
- 2) *Modify the Plan. The Board may wish to include additional actions to support Title VI objectives.*
- 3) *Do not adopt the plan. This puts federal funding at risk.*

## 7. Attachments

- i** 1) *DRAFT Annual Update to the FMPO Title VI Plan*



FLAGSTAFF METROPOLITAN  
PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT  
211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

## **Title VI & Environmental Justice Plan**

Related to Federally-funded  
Transportation Planning and Transportation Improvements



## **Adopting the Flagstaff Metropolitan Planning Organization Title VI Plan**

Following the cancellation of the FMPO Executive Board meeting on June 28, 2019, the updated FY2019 Title VI Plan will be put forward to the Board for adoption at the next scheduled meeting on August 07, 2019.

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Appendix A: Demographic Statistics of Flagstaff Metropolitan Area

Appendix B: Analysis Maps

Appendix C: Complaint Forms and Complaint Log

Appendix D: Title VI Notice to Public

## TITLE VI NONDISCRIMINATION POLICY STATEMENT

The Flagstaff Metropolitan Planning Organization (FMPO) ensures nondiscrimination compliance on the grounds of race, color, national origin, age, sex, disability, limited English proficiency, or low-income status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, Executive Order 12898 (Environmental Justice), Executive Order 13166 (Limited English Proficiency), Code of Federal Regulations 49 part 21, Code of Federal Regulations 23 part 200, and Code of Federal Regulations 49 part 303.

No person will be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any FMPO program or activity. Every reasonable effort will be made to ensure nondiscrimination in all of FMPO's programs and activities, whether those programs and activities are federally funded or not. FMPO's contractors must all comply with this policy.

The City of Flagstaff and FMPO program areas will work together to implement their mutual Title VI nondiscrimination responsibilities in all programs. Therefore, each FMPO program area will take responsibility for preventing discrimination and ensuring nondiscrimination compliance in FMPO programs and activities.

The City of Flagstaff City or host agency signs assurances and delegates full authority to the Title VI coordinator to oversee and implement Title VI regulations.



---

Jeff Meilbeck  
Executive Director

July 15, 2019

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Date

## **FMPO Contact Information**

### **Jeff Meilbeck**

#### ***Executive Director***

211 W. Aspen Avenue

Flagstaff, AZ 86001

Phone: 928.213.2654

jeff.meilbeck@flagstaffaz.gov

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

### **David Wessel**

#### ***FMPO Manager***

211 W. Aspen Avenue

Flagstaff, AZ 86001

Phone: 928.213.2650

dwessel@flagstaffaz.gov

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

### **En español:**

Para información en Español sobre los proyectos de planificación y transporte en su comunidad, póngase en contacto con:

Jeff Meilbeck, Director Ejecutivo

Teléfono: 928.213.2654

[jeff.meilbeck@flagstaffaz.gov](mailto:jeff.meilbeck@flagstaffaz.gov)

### **Stacey Brechler-Knaggs**

#### ***Grants and Contracts Manager/Title VI Coordinator***

211 W. Aspen Avenue

Flagstaff, AZ 86001

Phone: 928.213.2227

sknaggs@flagstaffaz.gov

### **Angela Robbins**

#### ***FMPO Administrative Specialist/Title VI Liaison***

211 W. Aspen Avenue

Flagstaff, AZ 86001

Phone: 928.213.2651

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angela.robbs@flagstaffaz.gov

## **I. Introduction**

Flagstaff Metropolitan Planning Organization (FMPO) receives federal funding to conduct regional transportation planning and fund regional transportation improvements. As a result, FMPO is required to operate in a non-discriminatory manner per Title VI of the Civil Rights Act of 1964 and related Environmental Justice requirements. This updated Title VI Plan describes how FMPO will operate in compliance with these federal mandates.

### **Title VI of the Civil Rights Act of 1964 and Environmental Justice Explained**

Section 601 of the Civil Rights Act of 1964 prohibits discrimination “on the basis of race, color, or national origin” in any “program or activity receiving federal financial assistance.” Subsequent legislation has extended the protections under Title VI of the Civil Rights Act to prohibit discrimination based on gender, disability, age, income status and limited English proficiency. The Civil Rights Restoration Act of 1987 established that Title VI applies to all programs and activities of Federal-aid recipients, sub-recipients and contractors whether those programs and activities are federally funded or not.

In 1994, President Clinton issued Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. This Executive Order focused attention on Title VI by requiring that "each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations." This may include subgroups of elderly and disabled persons. The FMPO will make every effort to consider the health, environment and economic impact its activities may have on the communities and individuals within its regional area.

### **Statistical Data of Communities**

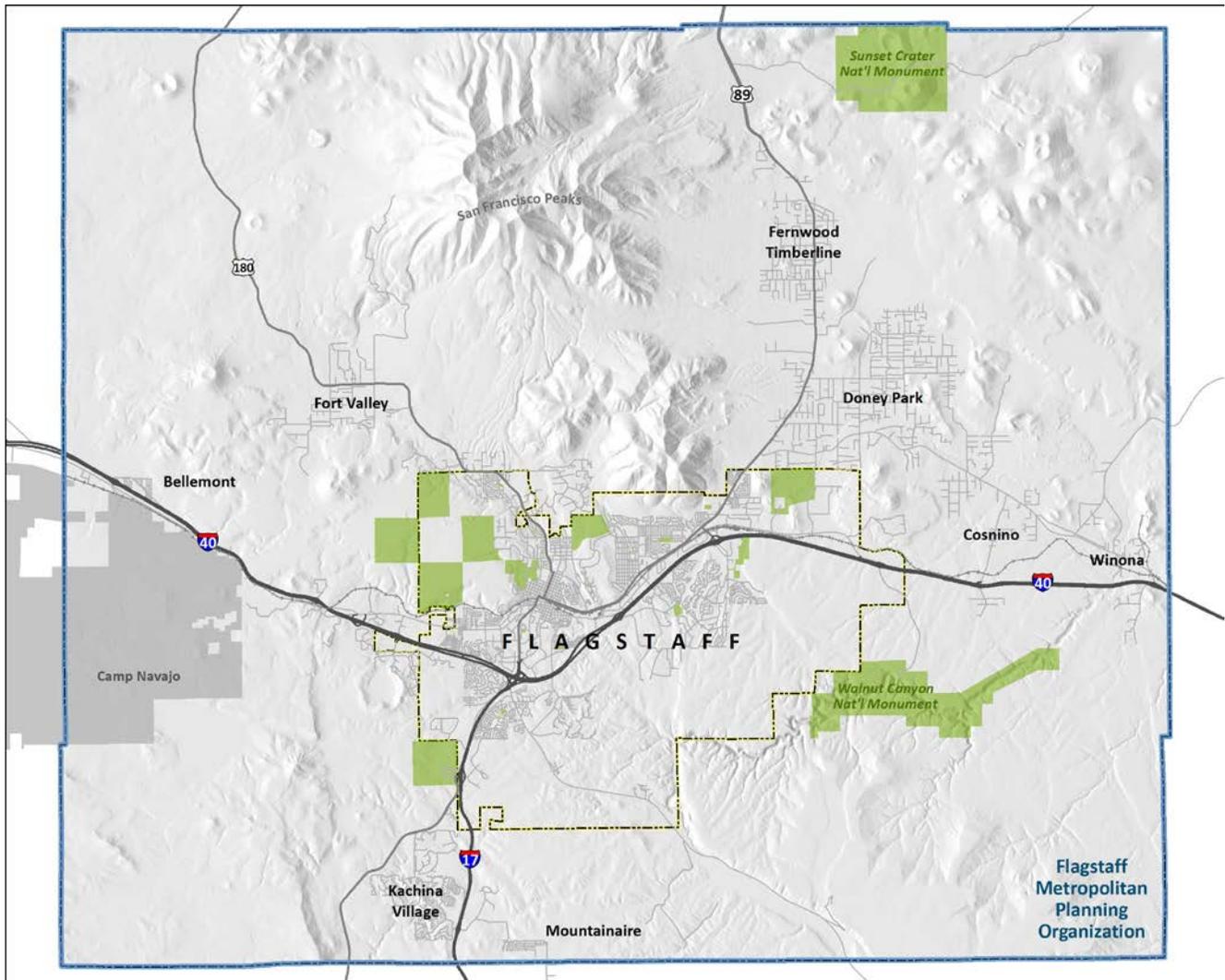
A statistical description of these populations together with maps illustrating their distribution throughout the FMPO region may be found in Appendix A. Demographic data has been obtained from the American Community Survey database and is regularly used in the FMPO planning process.

## **II. FMPO Organization & Program Administration**

### **General Organization**

FMPO was established in 1996 with responsibility for transportation planning within the regional area generally described as the City of Flagstaff and the unincorporated communities of Bellemont, Winona, Doney Park, Kachina and Mountaineer and the state highway system within its boundaries. Federal regulations require that an MPO be designated to carry out a comprehensive, continuing, and coordinated transportation planning process for urbanized areas with a population of 50,000 or more. The City of Flagstaff is the fiscal and administrative agent for FMPO. The region covered by FMPO is over 525 square miles and is shown on the following map.

## FMPO Area Planning Boundary



## FMPO Membership

FMPO is comprised of the City of Flagstaff, Coconino County and the Arizona Department of Transportation (Figure 2). It works in cooperation with the regional transit provider, Northern Arizona Intergovernmental Transportation Authority (NAIPTA) and with Northern Arizona University.

The Title VI Coordinator is Stacey Brechler-Knaggs, Grants and Contracts Manager for the City of Flagstaff. She acts on behalf of the FMPO Title VI program as an interface to the State and Federal agencies regarding Title VI complaints and is the direct contact person for public complaint interaction.



## **FMPO Membership**

### **Minority Participation**

The FMPO is governed by the Executive Board and advised by the Technical Advisory Committee (TAC).

Most board members on the Executive Board are elected officials appointed to serve by their respective governing bodies, and the FMPO has little control over the election of the members. However, elections in the City and the County are non-discriminatory against minority groups. The County includes a Native American elections Outreach Program designed to engage minority voters in elections.

The TAC is comprised of non-elected members who obtain membership based on their professional positions within their respective agencies. All agencies represented in the TAC are equal-opportunity employers.

## FMPO Executive Board

The FMPO Executive Board is the forum for cooperative decision-making on transportation-related matters. This six-member board is comprised of elected officials from local government and a representative from the Arizona State Transportation Board.

The Executive Board provides policy guidance and direction for the metropolitan transportation planning process. The Executive Board reviewed and approved FMPO's Title VI Program Plan. Minutes from the meeting indicating plan approval will be sent following the scheduled meeting on August 7, 2019.

Board Member	Position	Race	Sex	Elected (Yes or No)
Art Babbott ( <i>Chair</i> )	Coconino County Board of Supervisors	Caucasian	Male	Yes
Coral Evans ( <i>Vice-Chair</i> )	Mayor, Flagstaff City Council	African American	Female	Yes
Jesse Thompson	Arizona State Transportation Board Member	Native American	Male	No
Matt Ryan	Coconino County Board of Supervisors	Caucasian	Male	Yes
Jim McCarthy	Flagstaff City Council	Caucasian	Male	Yes
Charlie Odegaard	Flagstaff City Council	Caucasian	Male	Yes

## FMPO Technical Advisory Committee

The Technical Advisory Committee (TAC) is an advisory committee to the Executive Board. The eight-member committee is comprised of the Public Works and Community Development Directors from Coconino County; the City Engineer, Planning Director and Transportation Services Manager from the City of Flagstaff; the District Engineer and Senior Transportation Planner for Arizona Department of Transportation, and the Deputy General Manager from the Northern Arizona Intergovernmental Public Transportation Authority. Designees for these positions may attend and vote if appointed per the approved operating procedures.

Committee Member	Position	Race	Sex	Elected (Yes or No)
Anne Dunno ( <i>Chair</i> )	NAIPTA Capital Program Manager	Caucasian	Female	No
Nate Reisner ( <i>Vice-Chair</i> )	ADOT North Central District Development Engineer	Caucasian	Male	No
John Wennes	ADOT Transportation Planner	Caucasian	Male	No
Rick Barrett	City of Flagstaff Engineer	Caucasian	Male	No
Jay Christelman	Coconino County Development Services Engineer	Caucasian	Male	No

Dan Folke	City of Flagstaff Development Services Director	Caucasian	Male	No
Christopher Tressler	Coconino County Engineer	Caucasian	Male	No
Jeff Bauman	City of Flagstaff Transportation Manager	Caucasian	Male	No

**FMPO/City of Flagstaff Staff**

<b>Staff Member</b>	<b>Position</b>	<b>Race</b>	<b>Sex</b>	<b>Elected (Yes or No)</b>
Jeff Meilbeck	FMPO Executive Director	Caucasian	Male	No
David Wessel	FMPO Manager	Caucasian	Male	No
Stacey Brechler- Knaggs	Grants and Contracts Manager (Title VI Coordinator)	Caucasian	Female	No
Martin Ince	Multi-Modal Planner	Caucasian	Male	No
Angela Robbins	FMPO Administrative Specialist (Title VI Liaison)	Caucasian	Female	No

**FMPO Federal Activity**

FMPO is primarily funded with federal transportation taxes passed through the Arizona Department of Transportation. As such, FMPO is responsible for assuring non-discrimination per Title VI of the Civil Rights Act of 1964 and related authorities in its activities including:

- Establishing an annual work program for regional transportation planning tasks;
- Performing strategic analyses and technical modeling of the transportation system;
- Establishing a fair and impartial setting for regional decision making that includes federal, state, and local agencies dealing with transportation issues;
- Prioritizing transportation projects and developing a Metropolitan Transportation Improvement Program;
- Allocating state and federal funds for both capital and operating needs;
- Preparing financial analysis and project programming;
- Ensuring compliance with state and federal standards; and
- Providing opportunities for public involvement.

**III. FMPO Title VI Goals & Strategies**

FMPO is committed to preventing discrimination and to fostering a just and equitable society, and FMPO recognizes the key role that transportation services provide to the community. FMPO establishes the following basic principles to serve as overall objectives in implementing this Title VI program:

- Make transportation decisions that strive to meet the needs of all people.

- Enhance the public-involvement process to reach all segments of the population and ensure that all groups have a voice in the transportation planning process regardless of race, color, national origin, gender, age, disability, and income status.
- Provide the community with opportunities to learn about and improve the quality and usefulness of transportation in their lives.
- Improve data collection, monitoring, and analysis tools that assess the needs of, and analyze the potential impacts of transportation plans and programs on Title VI protected populations.
- Avoid disproportionately high and adverse impacts on Title VI protected populations.
- Comply with the requirements of Title VI and accompanying rules and orders.

## **FMPO Title VI Goals**

FMPO will consider environmental justice through planning activity according to Federal legislation noted above. Furthermore, in order to involve and assist minority and low-income populations, the FMPO will adhere to the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and Fixing America's Surface Transportation (FAST) Act, within the transportation planning process. A Public Participation Plan was adopted by the Executive Board on May 28, 2008.

FMPO will hold public meetings in facilities that are Americans with Disabilities Act (ADA) compliant and ensure reasonable accessibility and accommodation to persons with disabilities. Further, to provide equally effective communication, FMPO will make due preparation, when appropriate, for persons requiring assistance, such as the hearing or visually impaired, upon request.

FMPO will assist persons with limited English proficiency (LEP) to participate in the transportation planning process. Staff will make every effort to provide interpreters and document translation, where feasible, upon request. Elderly persons or non-vehicle households who are unable to attend meetings may request information from the FMPO office and have the requested materials delivered to their residence. FMPO staff are willing to go directly to groups to speak about transportation planning issues groups in an effort to eliminate participation barriers and involve citizens in the transportation process.

## **FMPO Title VI Strategies**

The FMPO is responsible for conducting technical modeling of the transportation system; facilitating the interaction of federal, state, and local agencies dealing with transportation issues; leading the preparation of financial analysis and project programming; and providing opportunities for public involvement.

All persons living, working, conducting business in or visiting the region are beneficiaries of the planning, coordination, and construction activities of the FMPO. FMPO does not construct projects; albeit, this activity is accorded to member agencies. The safe movement of goods and people is supported by providing and maintaining transportation networks and facilities.

As a result, the FMPO is involved in three different phases of a program: (1) public involvement, (2) program development & planning, and (3) reporting and compliance.

These three areas, together with general administration, are applicable to Title VI regulations, and are referred to as the Title VI Program Areas.

The program areas are reviewed on a regular basis by the Title VI Program Manager to ensure their understanding of and compliance with Title VI and related authorities.

## **General Program Administration**

The following are general Title VI responsibilities of the FMPO.

### **Legal/Operational Guidelines**

- FMPO Procedures Manual
- City of Flagstaff Employee Handbook as adhered to by FMPO (<https://flagstaff.az.gov/3548/Policies>)

### **Elements of FMPO General Program Administration**

#### ***Data Collection Procedures***

Data collection is an important aspect of the FMPO Title VI and Environmental Justice plan. Collection of demographic information can assist in transportation planning to determine impacts and benefits of potential projects.

Checking for environmental justice requires an examination of the distribution of benefits and burdens over time, space, and across various population groups. Demographic information can assist in identifying communities of concern. In addition, data collection can be used to develop outreach strategies and to monitor the effectiveness of outreach processes. Finally, data collection can be used to assess the demographic characteristics of those involved in the planning and decision-making process, including agency staff and policy and advisory committees.

In an effort to better integrate environmental justice into its work program, the FMPO has developed a baseline demographic profile (see Appendix A), which presents key demographic data describing the FMPO and identified population groups and communities to be considered for subsequent environmental justice analyses and activities. Demographic data about key populations is obtained through the U.S. Census and the American Community Survey database. This information is updated dependent upon the availability of the most recent census or survey data.

The FMPO collects data in the following program areas:

1. FMPO shall continue to update the summary of staffing composition of those involved in MPO activities and plans. The report shall include job classification, race and gender.
2. FMPO shall establish a reporting mechanism that includes demographics for non-elected members of its policy and advisory committees, including the Executive Board and Technical Advisory Committee. The report shall include race and gender.
3. FMPO staff shall strive to collect demographic information on public participants. This shall be accomplished by summarizing results from comment/feedback forms which request demographic information from participants at public meetings and workshops and public opinion polls. The submittal of demographic information will be voluntary.
4. FMPO shall continue to maintain a demographic profile of the MPO planning area using the most current and appropriate statistical information available on race, income, and other pertinent data. As new information becomes available, staff shall update the Demographic Profile of the FMPO

planning area in order to provide an up-to-date baseline report documenting populations of concern for environmental justice analysis. The decennial census will be the primary basis of data.

5. Staff shall routinely evaluate public participation in order to determine whether the outreach plan has been successful in recruiting participation among Title VI protected populations.

6. FMPO staff will collect data from contractors and vendors relevant to achieving DBE goals. Information pertaining to the race and sex of the awardee relative to all bidders will be gathered through the AZ-UTRACS system and compiled on an annual basis.

7. FMPO will collect data on attendance of FMPO staff and relevant host-agency staff at Title VI training opportunities.

Title VI data is reported annually in the Title VI Report and the updated Title VI Plan. Title VI data is also incorporated, where appropriate, into FMPO's ongoing projects.

The proximity of Title VI populations to FMPO projects is analyzed on a continuous basis. In FY2019 FMPO plans to develop a new metric of analysis to investigate the proximity of Title VI populations to the Flagstaff Urban Trail System. It is hoped that this analysis will show how accessible bicycle and pedestrian transit routes are to minority, low-income and other protected populations.

### ***Contracts and Intergovernmental Agreements***

The FMPO facilitates the execution of intergovernmental agreements between MPO partners and the Arizona Department of Transportation in association with the distribution of Federal Surface Transportation Program-Urban (STP-U) funds for specific projects or activities. The standard language incorporated into these intergovernmental agreements requires that the partners comply with all applicable federal, state, and local laws, rules, ordinance, and regulations at all times and in the performance of the work. This provision includes the nondiscrimination and environmental justice stipulations contained in Title VI of the Civil Rights Act and related authorities.

FMPO utilizes the ADOT Disadvantaged Business Enterprise program through the City of Flagstaff ([http://www.azdot.gov/inside\\_adot/CRO/DBEP.asp](http://www.azdot.gov/inside_adot/CRO/DBEP.asp)). FMPO is committed to working toward DBE contracting goals established by ADOT.

### ***Training Program***

The FMPO Title VI Program Coordinator will continue to provide training for FMPO employees and sub-contractors on Title VI and other Civil Rights statutes, either by developing and implementing its own training, or participating in trainings provided by the City of Flagstaff, USDOT Agencies or FHWA. The FMPO will continue to utilize ADOT (USDOT) opportunities to provide Title VI and Civil Rights training for its employees.

Training will be provided annually to the Executive Board, Technical Advisory Committee, and FMPO and Host-Agency support staff. Training will include an overview of Title VI, a review of the FMPO Title VI plan with a special focus on Title VI community engagement, program area data collection and complaint procedures.

### ***Dissemination of Title VI Materials***

The FMPO Executive Director and City of Flagstaff Grants and Contracts Manager are responsible for the implementation and oversight of the Title VI Plan. This includes disseminating Title VI program information to MPO employees, subrecipients, and beneficiaries. The FMPO will display the

updated Notice to the Public which is posted on the FMPO and City websites. The Notice to the Public and other materials are posted at the entrance to every public meeting and in the FMPO workplace.

### ***Title VI Plan/Annual Reports***

ADOT requires FMPO to submit a new Title VI Plan every year in addition to an Accomplishments and Goals Report. The annual report will incorporate the data that FMPO has collected supporting the Title VI Plan, as well as accomplishments for the past year and plans for the current fiscal year. The FMPO Manager is responsible for monitoring and compiling the accomplishment data for ADOT and USDOT to review as well as ensuring the timely submittal of the Accomplishments and Goals Report and the Title VI Plan.

### ***Subrecipient Review***

FMPO does not have any current or foreseeable subrecipients.

## **Public Participation Plan**

FMPO is committed to proactive, ongoing public participation in transportation planning. In seeking public comment and review, FMPO makes a concerted effort to reach all segments of the population including Title VI protected populations.

Various methods to ensure public participation include:

### **Legal/Operational Guidelines**

- 23 CFR 450, Section 316 and The Fixing America's Surface Transportation Act (F.A.S.T. Act) require that the metropolitan transportation planning process provide for proactive public involvement that includes providing complete information, timely public notice, full public access to key decisions, and early and continuing involvement of the public in developing plans.
- The FMPO Public Participation Plan describes how FMPO will advertise opportunities for the public to become involved with regional transportation planning.

### **Elements of FMPO Communications & Public Involvement**

**Website and Social Media** – FMPO maintains a website, [www.flagstaffmpo.org](http://www.flagstaffmpo.org), which is updated regularly. The site includes information on the FMPO's responsibilities, programs, key products, meeting calendars, agendas and minutes; contact information for staff, the Title VI Plan, complaint procedures, and complaint forms, and a sign-up form for e-mail notifications. A Facebook page exists to inform the public about events and opportunities related to the Flagstaff Urban Trail System.

**Publications** – Each year, FMPO issues publications, reports, and maps as part of the agency's work program and responds to and processes a data requests. The information can be accessed by the public through the FMPO website.

**Press Releases** – Press releases are routinely sent to various local media outlets – daily and weekly newspapers (including the local Spanish language newspaper), TV stations, and radio stations.

**Open Meeting Law** – FMPO board and committee meetings are open to the public. Meetings are organized in ways to encourage opportunities for the public to participate. Time for citizen comments is reserved at the start of all meetings. Meeting dates and times are posted well in advance on the agency's website and on the public meeting board in City Hall. The meeting location is always near

transit service and is wheelchair accessible (WCA). Interpretation services can be provided when requested or a need is anticipated.

**Opportunities for Public Comment** – FMPO provides opportunities for comment on adoption of amendments to transportation plans or programs. Comments are accepted by phone, fax, e-mail, US mail, through brochures with comment forms placed around the region, and in person at any of the meetings. Public comment periods are advertised through e-mail notices, web and newspaper advertisements.

**Staff are Accessible** – Contact information for all staff is provided on the agency’s website, on project fact sheets and brochures, and in meeting agendas. Staff attend public meetings and are available to answer questions and take comments.

**Mailings** – FMPO routinely uses e-mail to keep the public informed of the agency’s programs, public comment periods, meetings, and publications. FMPO maintains an e-mail list, including many points of contact with community and faith-based organizations, senior, youth, minority, low-income and other groups. FMPO also takes advantage of the City of Flagstaff *Cityscape*, a mailing to 30,000 addresses in the region that goes out three to four times per year.

**Events** – Events such as workshops, open houses, and forums are held throughout the year as needed.

## **Strategies for Engaging Title VI Protected Groups**

FMPO is committed to actively engaging traditionally underrepresented populations, and the organization uses a variety of techniques to design and evaluate public involvement tools, including:

1. FMPO will continue to maintain distribution lists that contain community organizations, leaders, and religious organizations that are engaged in issues affecting Title VI protected populations. Community organizations and their leaders are invaluable in building communication between agencies and underrepresented groups. Community groups also provide access to individuals and can serve as forums for participation. Oftentimes these organizations reflect community-wide concerns and can advise an agency on useful strategies for interaction.
2. FMPO will send news releases to, and place advertisements in, minority newspapers and news outlets, as needed, as well as in free publications and other media outlets that may be accessed by Title VI protected populations.
3. FMPO will evaluate its meeting times and locations to assure opportunities for a broad audience to attend. This would include, but not be limited to, assuring that the locations of public meetings are close to transit lines, are accessible to the disabled, and are held at a variety of times to provide the widest opportunity for involvement.
4. FMPO will annually evaluate the effectiveness of all communications and public involvement efforts and make appropriate adjustments to its public involvement strategy. As part of this effort, FMPO will make efforts to contact different community groups to determine whether any revisions are advisable.
5. FMPO will provide key technical information in a manner that facilitates easy review by populations who may be traditionally underrepresented or underserved by existing transportation

systems. This may include provision of information to sight-impaired persons, non-English speakers, or to persons without extensive formal schooling.

## Limited English Proficiency Plan

### Strategies for Engaging Individuals with Limited English Proficiency

The FMPO has evaluated the language proficiency of residents within FMPO boundaries to determine whether language operates as an artificial barrier to full and meaningful participation in the transportation planning process. FMPO has used information from the 2010 Census to determine the extent of the need for translation services of its materials. The results of the analysis showed that approximately 5.5% of the population speaks English less than “very well”.

The FMPO policy for LEP is contained herein as follows:

#### FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

#### LIMITED ENGLISH PROFICIENCY PLAN

Updated August 2019

- I. **PURPOSE:** The purpose of this General Order is to outline effective guidelines, consistent with Title VI of the Civil Rights Act of 1964, for department personnel to follow when providing services to, or interacting with, individuals who have limited English proficiency (LEP).

The Flagstaff Metropolitan Planning Organization (FMPO) recognizes the importance of effective and accurate communication between its personnel and the community that they serve. Language barriers can impede effective and accurate communication in a variety of ways. Language barriers can sometimes inhibit or even prohibit individuals with limited English proficiency (LEP) from accessing and/or understanding important rights, obligations, and services, or from communicating accurately and effectively in difficult situations. Hampered communication with LEP professionals and community members can present the FMPO with technical and ethical challenges. Ensuring maximum communication between public planning professionals and all segments of the region serves the interests of both parties.

- II. **POLICY:** FMPO’s policy is to take reasonable steps to provide timely, meaningful access to LEP persons to the services and benefits FMPO provides in all FMPO-conducted programs or activities. All personnel shall provide free language assistance services to LEP individuals whom they encounter or whenever an LEP individual requests language assistance services. Personnel will inform members of the public that language assistance services are available free of charge to LEP persons and that FMPO personnel will provide these services to them.

The steps taken will consider Department of Transportation guidance including:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in to contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to people's lives.
4. The resources available to the recipient and costs.

See analysis at the end of the LEP Plan.

### III. DEFINITIONS:

- A. Executive Order 13166: a presidential Executive Order that states that people who have limited English proficiency (defined below) should be able to meaningfully access federally constructed and federally funded programs and activities.
- B. Limited English Proficiency: designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- C. Primary Language: an individual's native tongue or the language in which an individual most effectively communicates. Personnel should avoid assumptions about an individual's primary language. For example, not all individuals from Central America speak Spanish fluently. Instead, some Central Americans may claim an indigenous language as their native tongue. Personnel should make every effort to ascertain an individual's primary language to ensure effective communication.
- D. Limited English Proficiency: designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- E. Interpretation: the act of listening to a communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.
- F. Translation: the replacement of written text from one language (source language) into an equivalent written text in another language (target language).
- G. Bilingual: the ability to use two languages proficiently.
- H. FMPO Authorized Interpreter: (FMPOAI) is a bilingual FMPO employee or contact who has been authorized to interpret for others in certain situations.
- I. FMPO AI List: is an accounting of FMPO personnel or contacts who are bilingual and are authorized to act as volunteer interpreters. The FMPO Administrative Specialist maintains the list.
- J. Four Factor Analysis: a method used by FMPO to ensure that meaningful access is provided to LEP individuals including services for oral interpretation and written translation of vital documents.

- K. Safe Harbor Threshold: LEP language group that constitutes 5% of the population, or 1,000 individuals, whichever is less, of an area's populations are eligible to be served or likely to be affected and encountered.

#### IV. PROCEDURES FOR ACCESSING INTERPRETATION SERVICES:

##### A. FMPO Personnel Requesting Interpretation Services:

Responding FMPO Personnel Responsibilities: FMPO personnel in the field should take necessary steps to anticipate the need of interpretation services (such as attempting to identify the potential for encountering LEP individuals and identifying their primary language) and contact the Administrative Specialist for assistance in requesting a FMPOAI.

Given an informal and non-controversial nature of a given outreach effort, FMPO personnel should first look to use family, friends or bystanders for interpreting assistance. Barring exigent circumstances, FMPO personnel should not use minor children to provide interpreter services.

Given a controversial or more personal matter, FMPO staff should be aware that using family, friends, or bystanders to interpret could result in a breach of confidentiality, a conflict of interest, or an inadequate interpretation. In such cases, FMPO personnel are expected to follow the general procedures outlined in this Directive, however; exigent circumstances may require some deviations. In such situations, personnel are to use the most reliable, temporary interpreter available, such as bilingual FMPO personnel or citizens, including family, friends and bystanders.

If no FMPOAI is available, FMPO personnel should utilize such services available to obtain the LEP individual's contact information, general point of concern and follow up when more appropriate services are available.

##### B. Contracted In-Person Interpretation Services:

Contracted in-person interpretation services shall be available to all FMPO personnel when interacting with LEP individuals. The Administrative Specialist will be the central conduit for connecting personnel in the field to an appropriate interpreter.

Accessing Contracted In-Person Interpreters: FMPO personnel who believe they need this service will consult with the highest-ranking supervisor available. If the supervisor concurs, the FMPO personnel will contact the contracted in-person interpreter service, relay all information, and provide for appropriate scope of services and compensation.

NOTE: It is FMPO personnel's responsibility to develop and ask any questions. The interpreter's role is to serve as a neutral third party, taking care not to insert his or her perspective into the communication between the parties.

#### V. PROCEDURES FOR ACCESSING DOCUMENT TRANSLATION SERVICES:

Translation services for documents such as key public involvement products and outreach materials for translation shall be coordinated through the Administrative Specialist or the FMPO Project Manager in the case of a consultant contract.

VI. TRAINING CONCERNING LANGUAGE ASSISTANCE POLICY AND INTERPRETER SKILLS:

LEP Policies: The FMPO will provide periodic training to personnel about FMPO's LEP policies, including how to access authorized, telephonic and in-person interpreters. The FMPO shall conduct such training for all employees at least every two years.

VII. MONITORING AND UPDATING LANGUAGE ASSISTANCE EFFORTS:

A. Community Review: The FMPO shall assess demographic data, review contracted language access services utilization data, and consult with community-based organizations during the annual update of the Title VI report in order to determine if there are additional languages into which vital documents should be translated upon request.

B. Tracking and Analysis of LEP Data: The FMPO shall be responsible for assessing demographic data, reviewing contracted language access services utilization data, and consulting with community-based organizations to ensure that the FMPO is providing for LEP persons meaningful access to the services and benefits the FMPO provides in all FMPO-conducted programs or activities.

FMPO has utilized the principles of four-factor analysis to come to the following conclusions:

1. **The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee.** There are 71,975 people in the FMPO Planning Region. The limited English proficient population consists of 2,721 individuals or 5.5% of the total population, with Spanish being the predominant language spoken by LEP individuals. This data was obtained from the 2017 population estimate provided by the American Community Survey. This data will be updated whenever possible.
2. **The frequency with which LEP individuals come in to contact with the program.** Transportation planning touch the lives of all persons in the FMPO member area. FMPO will make every effort to provide those who speak English "less than very well" the opportunity to participate in the planning process. Public Meeting Notices provide information on obtaining interpreter services.
3. **The importance of the service provided by the program to people's lives.** FMPO activities are related to identifying and planning funding for future projects which will then be implemented by its member agencies. These activities are vital and affect all persons living in communities under the jurisdiction of FMPO.
4. **The resources available and the overall cost to FMPO.** FMPO has limited staff and financial resources. We have determined that the translation of large plan documents and maps are not warranted at this time, as the *Safe Harbor Law* triggers are barely attained. However, FMPO does provide translation services upon request with advance notice.

## Program Development and Review

FMPO is involved in developing long- and short-range transportation plans to provide efficient transportation services to the Flagstaff urbanized area. In this role, FMPO is responsible for preparation of the regional transportation plan. As part of this work, FMPO performs a number of different planning functions, including:

- Establishing an annual work program for regional transportation planning tasks to be completed;
- Performing strategic analyses and technical modeling of the transportation system;

- Establishing a fair and impartial setting for regional decision making that includes federal, state, and local agencies dealing with transportation issues;
- Prioritizing transportation projects and developing a Metropolitan Transportation Improvement Program;
- Allocating state and federal funds for both capital and operating needs; and
- Preparing financial analysis and project programming.

It is imperative that FMPO consider the impacts of its transportation planning efforts on minority groups within the community, and FMPO strives to ensure these impacts are minimized.

### **Legal/Operational Guidelines**

Primary legal and operational guidance is provided by:

- The Metropolitan Planning Organization (MPO) Regulations 23 CFR 450.
- The Fixing America's Surface Transportation Act (F.A.S.T. Act)

### **Nature of Planning Activities**

The following describes some of the key planning and programming activities undertaken by the FMPO:

#### ***Unified Planning Work Program***

The Unified Planning Work Program (UPWP) is FMPO's annual transportation planning work program. The UPWP identifies the planning budget and the scope of planning activities that may be undertaken during the program year. FMPO develops the UPWP in cooperation with federal, state, and local jurisdictions and transportation providers. This document includes a description of planning tasks and an estimated budget for each task to be undertaken by the agencies participating in the FMPO metropolitan planning process.

The UPWP also serves as a budgeting reference for planning tasks funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to meet F.A.S.T. Act requirements.

#### **Metropolitan Transportation Improvement Program**

The Metropolitan Transportation Improvement Program (MTIP) is a staged, short-range program of transportation improvements to be implemented during a four-year period. The MTIP is required by the U.S. Department of Transportation as a prerequisite for federal funding for street, transit, bicycle and pedestrian projects. In addition to satisfying federal requirements, the MTIP serves as a comprehensive source for information on all regionally significant transportation projects planned by local jurisdictions and reflected by FMPO.

#### **Regional Transportation Plan**

FMPO is required to develop and regularly update a long-range transportation plan for the FMPO region. This plan must:

- Include a financial plan that demonstrates how the adopted plan can be implemented
- Have at least a twenty year planning horizon
- Be updated every five years

## **Statewide Transportation Improvement Program (STIP)**

The Statewide Transportation Improvement Program, known as the STIP, is ADOT's five-year transportation capital improvement program. This document identifies the funding for, and scheduling of, transportation projects and programs throughout the State. It includes projects on the federal, state, city, and county transportation systems, multimodal projects (highway, passenger rail, freight, public transit, bicycle and pedestrian), and projects in the National Parks, National Forests, and Indian tribal lands. The MTIP is included in the STIP.

### **Strategies for Addressing Environmental Justice (EJ) in Planning Efforts**

FMPO is committed to ensuring that these programs and plans meet the needs of all people in the region and avoid disproportionately high or adverse human health or environmental effects, including social and economic effects, on Title VI protected populations. Although it is recognized that much of the evaluation of environmental justice issues will occur at the project planning level (which is the responsibility of the project proponent) rather than the overall transportation planning phase, FMPO can use a variety of techniques to identify the risk of discrimination so that positive corrective action can be taken to serve as a building block in subsequent decision making and analysis. These measures include:

1. FMPO will document information used in identifying potential environmental justice issues as part of the Regional Transportation Plan effort or similar documents. The analysis will include an evaluation and discussion of the following:
  - Identification of those areas within the FMPO region that contain higher than average concentrations low-income, minority or other protected populations as stipulated by the Executive Order on Environmental Justice (EJ) and Title VI provisions. To aid in this effort, FMPO has prepared a demographic profile of the metropolitan planning area using census data to identify demographic features of different neighborhoods throughout the planning area (see Appendix B).
  - Analysis of any disproportionately high and adverse impacts to different socio-economic groups will be conducted by comparing the plan impacts on the minority, low-income, senior, disabled and other populations with respect to the impacts on the overall population within the FMPO region. GIS mapping can be used to overlay the locations of the transportation projects upon the EJ neighborhood map so that comparisons can be made between the distributions of projects across the two community types (EJ vs. non-EJ).
  - Evaluation of mitigation measures that could potentially address adverse impacts, including avoidance, minimization, and opportunities to enhance communities and neighborhoods.
  - Overview of the public participation process and efforts made to ensure that all groups within the FMPO are involved in the decision-making or project information process through an effective and thorough public participation effort.
2. FMPO will solicit and consider input from all groups and citizens concerned with, interested in, and/or affected by its transportation plans or programs. Special attention will be paid to the needs of those that may be underserved by existing transportation systems. The Public Participation Plan above describes in detail the steps that will be taken to solicit input.
3. FMPO shall document in the annual report what changes have occurred as a result of public involvement with special emphasis on the involvement of Title VI protected populations.
4. FMPO will include evaluation criteria that address issues of environmental justice when awarding funds to local agencies for projects to include in the Metropolitan Transportation Improvement Program (MTIP) and Regional Transportation Plan. Potential criteria could include: impact on

accessibility and/or travel times to jobs or other activities, transit service provision, and the distribution of transportation funding and activities.

5. In support of this effort, FMPO will work to enhance its analytical capabilities to evaluate the long-range transportation plan and the transportation improvement program impact on Title VI protected populations. Projects could include:

- Using modeling capabilities to evaluate accessibility by travel mode for various trip purposes.
- Evaluating the distribution of transportation projects or funds.

6. FMPO will function in its role as a regional coordinator to work with other agencies, if requested, in addressing environmental justice issues that may occur as part of FMPO funded project development activities.

## **Review Procedures**

FMPO contracts for some planning activities and obtains consultant support by using a Request for Proposal or Request for Qualifications procedure. The requests are advertised, and a short list of qualified applicants is determined from the proposals submitted. A selection committee is formed, interviews with the short-listed consultants are held, and a consultant is chosen.

The consultants are required to conform to all Title VI and FHWA provisions and those provisions are specifically included in Request for Proposals and in the Contract for Services.

The consultant shall comply with, at its own expense, the provisions of all local, state and federal laws, regulations, ordinances, requirements, and codes that are applicable to the consultant as an employer of labor or otherwise. The consultant shall further comply with all laws, rules, regulations, and licensing requirements pertaining to its professional status and that of its employees, and shall require the same compliance of partners, associates, subcontractors, sub-consultants, and others employed or retained by it rendering any services hereunder.

## **IV. Program Compliance and Review**

FMPO assures that it will comply with all federal mandates related to non-discrimination and environmental justice associated with the receipt of federal assistance. The program will be administered through the offices and procedures laid out in this section.

The City Manager, Barbara Goodrich, and the City Attorney, Sterling Solomon, for the City of Flagstaff annually review the Title VI assurances. The City Manager acknowledges through his/her signature that all assurances for FMPO will be met in the coming fiscal year. The respective signed assurances endorsed on July 9, 2018 as follows:

### **Flagstaff Metropolitan Planning Organization Title VI Assurances**

The Flagstaff Metropolitan Planning Organization (herein referred to as the "Recipient"), HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Federal Highway Administration and Arizona Department of Transportation, is subject to and will comply with the following:

### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 5 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation--Effectuation Of Title VI Of The Civil Rights Act Of 1964); • 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- 23 C.F.R. Part 200 Subchapter C-Civil Rights (Title VI program implementation and related statues)

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda and/or guidance, the Recipient hereby gives assurances that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federal Aid Highway Program.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in 55 21.23 (b) and 21.23 (e) of 49 C.F.R. 5 21 will be (with regard to an "an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of finding source:

"The Flagstaff Metropolitan Planning Organization, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 US.C. 55 2000d-4)

and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. "

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, Flagstaff Metropolitan Planning Organization also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing Federal Highway Administration or Arizona Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration or Arizona Department of Transportation. You must keep records, reports, and submit the material for review upon request to Federal Highway Administration, Arizona Department of Transportation, or its designee in timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Flagstaff Metropolitan Planning Organization gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration and Arizona Department of Transportation. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, subgrantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Aid Highway Program the person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Flagstaff Metropolitan Planning Organization-

City of Flagstaff as Host Agency

by \_\_\_\_\_

Barbara Goodrich, City Manager

DATED \_\_\_\_\_

## Assurances - Appendix A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Highway Administration or the Arizona Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performance by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the Federal Highway Administration or Arizona Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the Federal Highway Administration, or Arizona Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration or Arizona Department of Transportation, may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with request to

any subcontract or procurement as the Recipient, the Federal Highway Administration, or Arizona Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect interests the United States.

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
- b. the period during which the Recipient retains ownership or possession of the property.

## Assurances - Appendix B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that Flagstaff Metropolitan Planning Organization will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code the Regulations for the Administration of Federal Aid for Highways, and the policies and procedures prescribed by the Arizona Department of Transportation \*Federal Highway Administration and the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252;42 U.S.C. 5 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Flagstaff Metropolitan Planning Organization all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

### (HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto Flagstaff Metropolitan Planning Organization and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Flagstaff Metropolitan Planning Organization, its successors and assigns.

The Flagstaff Metropolitan Planning Organization, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [.1 (2) that the Flagstaff

Metropolitan Planning Organization will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the US. Department of Transportation and its assigns as such interest existed prior to this instruction]. \*

\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI

## Assurances - Appendix C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the Flagstaff Metropolitan Planning Organization to the provisions of Assurance 7(a):

A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities,

B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, Flagstaff Metropolitan Planning Organization will have the right to terminate

the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*

C. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, Flagstaff Metropolitan Planning Organization will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Flagstaff Metropolitan Planning Organization and its assigns\*.

D. \*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

## Assurances - Appendix D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Flagstaff Metropolitan Planning Organization pursuant to the provisions of Assurance 7(b):

A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended set forth in this Assurance.

B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Nondiscrimination covenants, Flagstaff Metropolitan Planning Organization will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*

C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Flagstaff Metropolitan Planning Organization will there upon revert to and vest in and become the absolute property of Flagstaff Metropolitan Planning Organization and its assigns. \*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.

## Assurances - Appendix E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

### Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 5 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 5 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. 5 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 5 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. 5 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC 5 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. 55 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. 5 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1687 et seq).

## **VI. FMPO Title VI Coordination and Administration**

Compliance is ongoing and falls under duties for the FMPO Executive Director. The FMPO Executive Director will be supported by the City of Flagstaff Grants and Contracts Manager/Title VI Program Coordinator. Specific duties will fall to relevant host agency departments such as Human Resources, Legal, Purchasing and Finance. The City of Flagstaff Grants Manager may be reached at:

City of Flagstaff

Attn: Office of the Grants and Contracts Manager/Title VI Program Coordinator

211 W. Aspen Avenue

Flagstaff, AZ 86001

928.213.2227

### **Notice to the Public**

FMPO has developed a bilingual notice to the public indicating the rights protected by Title VI, and this notice is displayed at the entrance to all public meetings (wherever they are held), in the FMPO workplace, and on FMPO's website. The notice contains the contact information for FMPO's Title VI Program Coordinator at the City of Flagstaff.

The notice may be viewed in Appendix D.

### **Compliance and Enforcement**

FMPO will monitor shortcomings in the implementation of the FMPO Title VI and Environmental Justice Plan in two primary ways. First, the annual Title VI report will provide insight into the daily operations and work program elements regarding how well and effectively strategies are being applied. Second, FMPO will have access to the City of Flagstaff's annual audit results. An annual audit is performed to evaluate compliance with all applicable local, state and federal regulations controlling city expenditures. FMPO is hosted by the City which acts as the FMPO's fiscal agent. Therefore, the audit will review FMPO activities. Results of these reviews will be considered and corrective action incorporated into the annual report and its Title VI goals for the forthcoming year.

FMPO will ensure that any subrecipients implement policies and procedures to comply with Title VI and related nondiscrimination authorities through subrecipient monitoring through desk reviews and on-site visits. Since this is a planning organization, FMPO has no subrecipients at this time.

### **Complaint Process**

FMPO annually reviews the complaint log. So far no complaints have been filed to the knowledge of FMPO, but if a complaint did arise the organization would work in a timely matter to address the complaint as thoroughly as possible. Any person who believes that he or she, either individually, as a member of any specific class of persons, or in connection with any

minority contractor, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 or related authorities may file a complaint. The basis of the complaint must be (a) unequal treatment because of race, color, national origin, gender, age, disability, income status, and/or Limited English Proficiency, or (b) noncompliance with Title VI rules or guidelines adopted thereunder. Complaints based on race, color or national origin and related to a FHWA funded program area will be reported to the ADOT Civil Rights Office within 72 hours and handled by ADOT. Complaints pertaining to all other protected classes or related to a FTA funded program area will be reported to the ADOT Civil Rights Office with 72 hours and handled by the FMPO's local agency complaint procedures.

All complaint processes will follow the ADOT procedures. The ADOT Complaint Process can be found at <https://www.azdot.gov/business/civil-rights/title-vi-nondiscrimination-program/filing-a-complaint>. Complaints must be in writing with the ADOT Civil Rights Office, 206 S. 17<sup>th</sup> Ave., Phoenix, AZ 85007. The telephone number is 602.712.8946.

Complaints received by FMPO will be forwarded to the ADOT Civil Rights Office. All complaints will be promptly investigated by the ADOT Civil Rights Office.

Refer to the Arizona Department of Transportation for more information on the filing and investigation of discrimination complaints. See Appendix C for respective complaint forms and complaint log.

There have been no investigations, complaints or lawsuits against FMPO during FY 2019.

## Appendix A: Demographic Statistics of Flagstaff Metropolitan Area

<b>FMPO Environmental Justice Statistics</b>									
	Flagstaff	Region <sup>1</sup>		Coconino County		Arizona		United States	
	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Population		91,129		135,817		6,561,516		314,107,084	
Households		32,851		46,391		2,387,246		116,211,092	
Aged 65 and over	8.0	8,739	9.6	13,481	9.9	974,487	14.9	43,177,961	13.7
Non white	24.4	20,769	22.8	51,150	37.7	1,387,434	21.1	82,257,371	26.2
Hispanic	19.3	15,615	17.1	18,683	13.8	1,977,026	30.1	53,070,096	16.9
Below poverty	23.3	16,686	20.2	30,222	23.8	1,169,309	18.2	47,755,606	15.6
With a disability	6.3	7,821	8.6	15,014	11.1	767,091	11.9	37,874,571	12.3

Source: American Community Survey Data Population Estimates as of July 1, 2017 <sup>1</sup> Flagstaff CCD

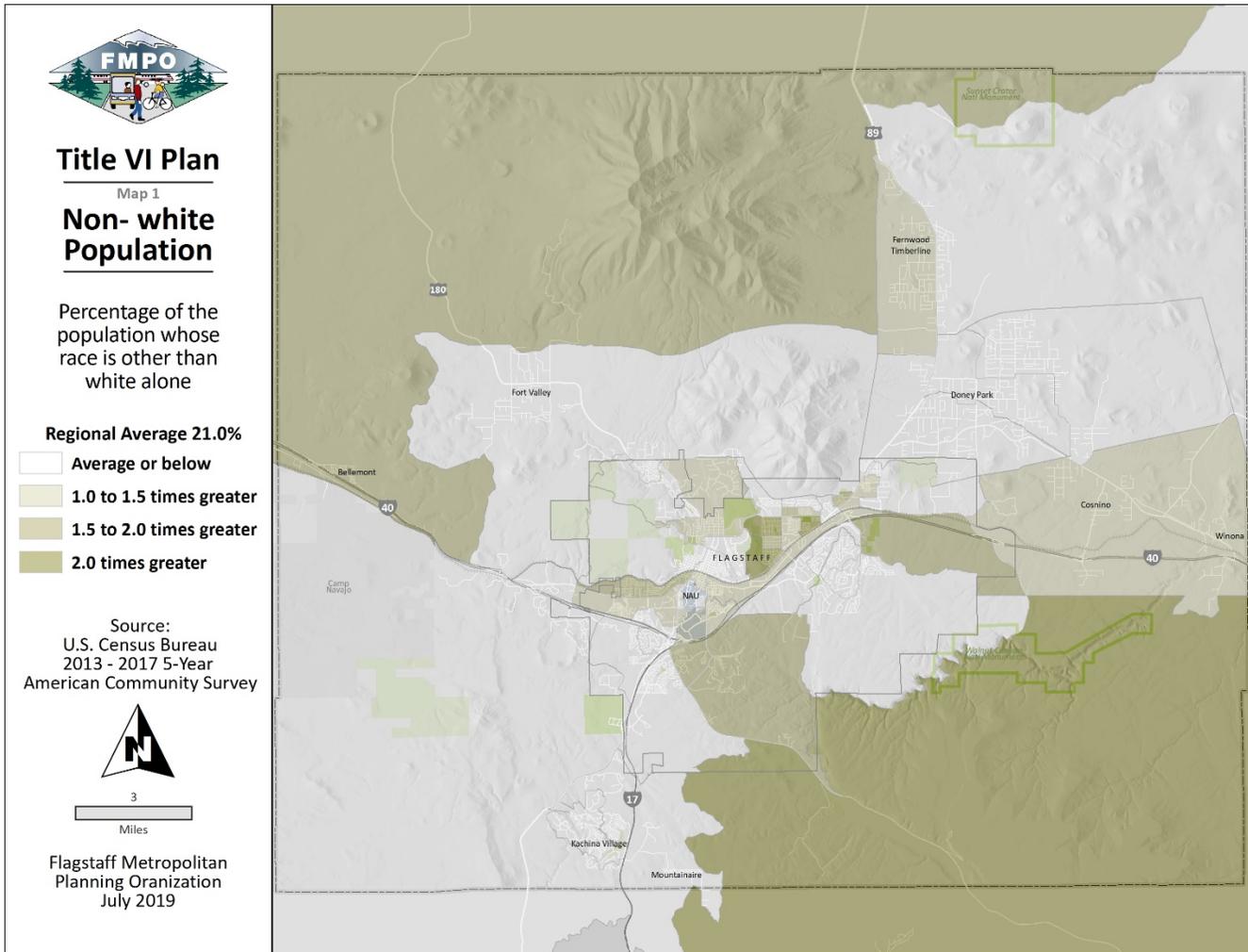
<b>FMPO Limited English Proficiency</b>				
	Households	Percent	Persons	Percent
Total LEP	170	100.00	472	100.00
Spanish LEP	115	67.65	319	67.65
Other Indo-European LEP	0	0	0	0
Asian-Pacific Islands LEP	55	32.35	153	32.35
Other languages LEP	0	0	0	0

Source: American Community Survey Data 2015 1-year estimate.

Population totals estimated using an average household size of 2.774 persons per household

A "limited English speaking household" is one in which no member 14 years old and over (1) speaks only English or (2) speaks a non-English language and speaks English "very well." In other words, all members 14 years old and over have at least some difficulty with English. By definition, English-only households cannot belong to this group.

# Appendix B: Demographic Maps





# Title VI Plan

Map 2

## Hispanic Population

Percentage of the population that is Hispanic or Latino

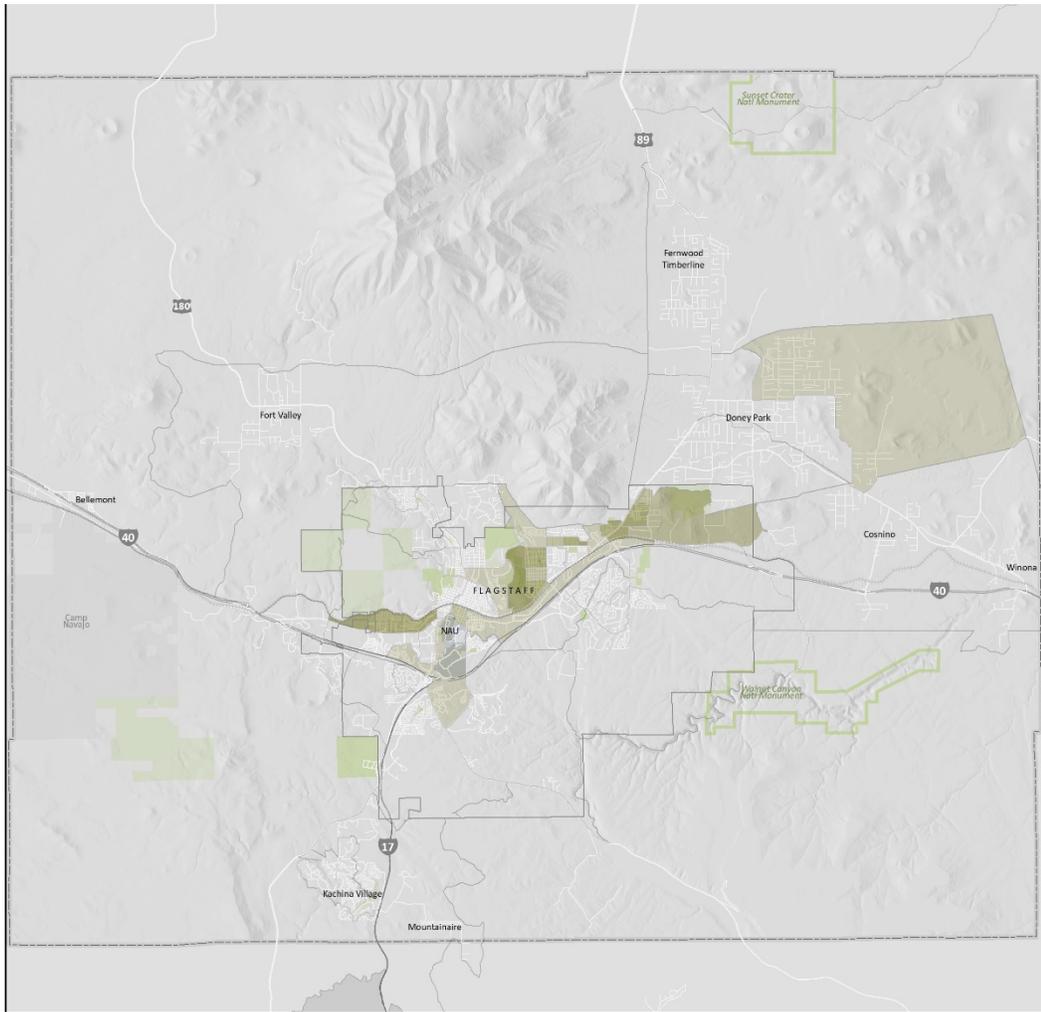
Regional Average 17.9%

- Average or below
- 1.0 to 1.5 times greater
- 1.5 to 2.0 times greater
- 2.0 times greater

Source:  
U.S. Census Bureau  
2013 - 2017 5-Year  
American Community Survey



Flagstaff Metropolitan  
Planning Organization  
July 2019





# Title VI Plan

Map 3

## Limited English Proficiency

Percentage of households in which all members age 14 and over have some difficulty with English

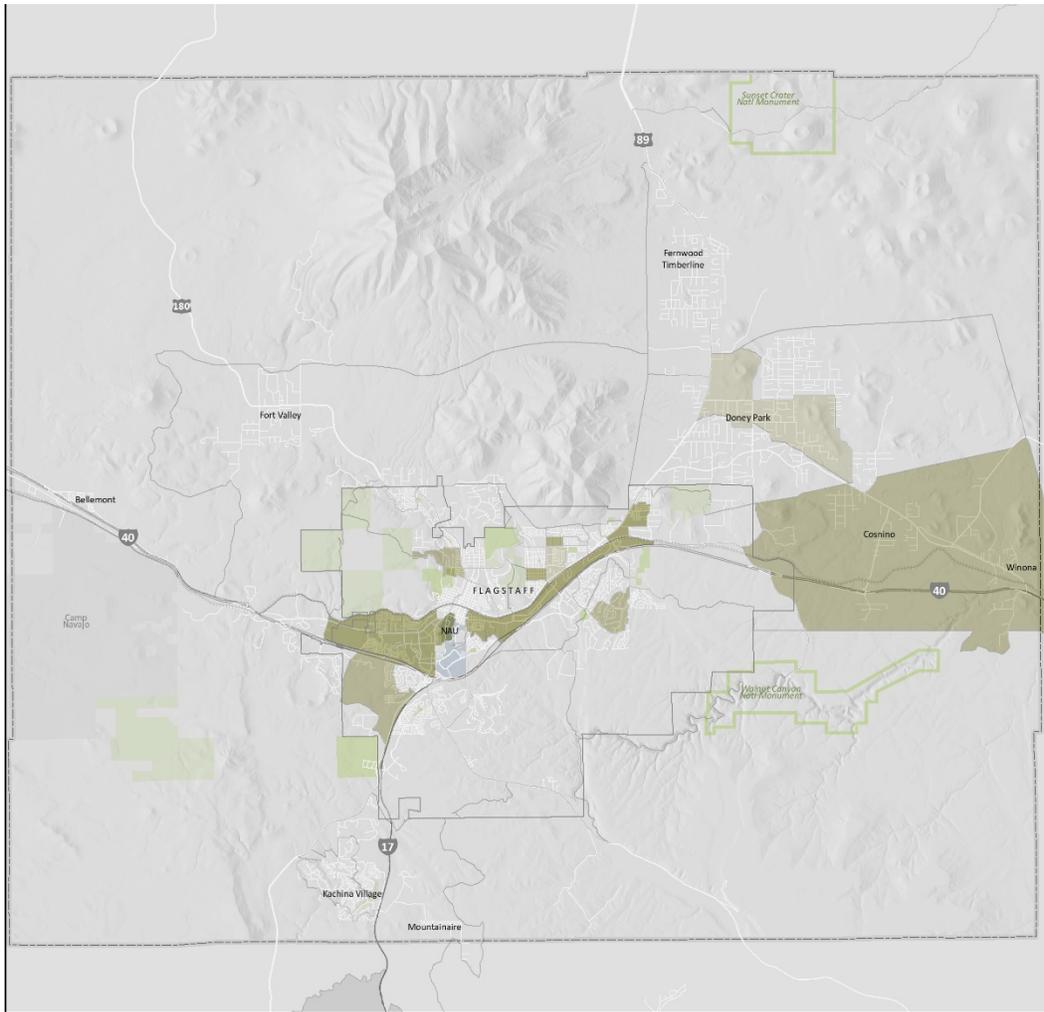
Regional Average 2.6%

- Average or below
- 1.0 to 1.5 times greater
- 1.5 to 2.0 times greater
- 2.0 times greater

Source:  
U.S. Census Bureau  
2013 - 2017 5-Year  
American Community Survey



Flagstaff Metropolitan  
Planning Organization  
July 2019





# Title VI Plan

Map 4

## Poverty Status

Percentage of families whose income in the past 12 months was below the poverty level

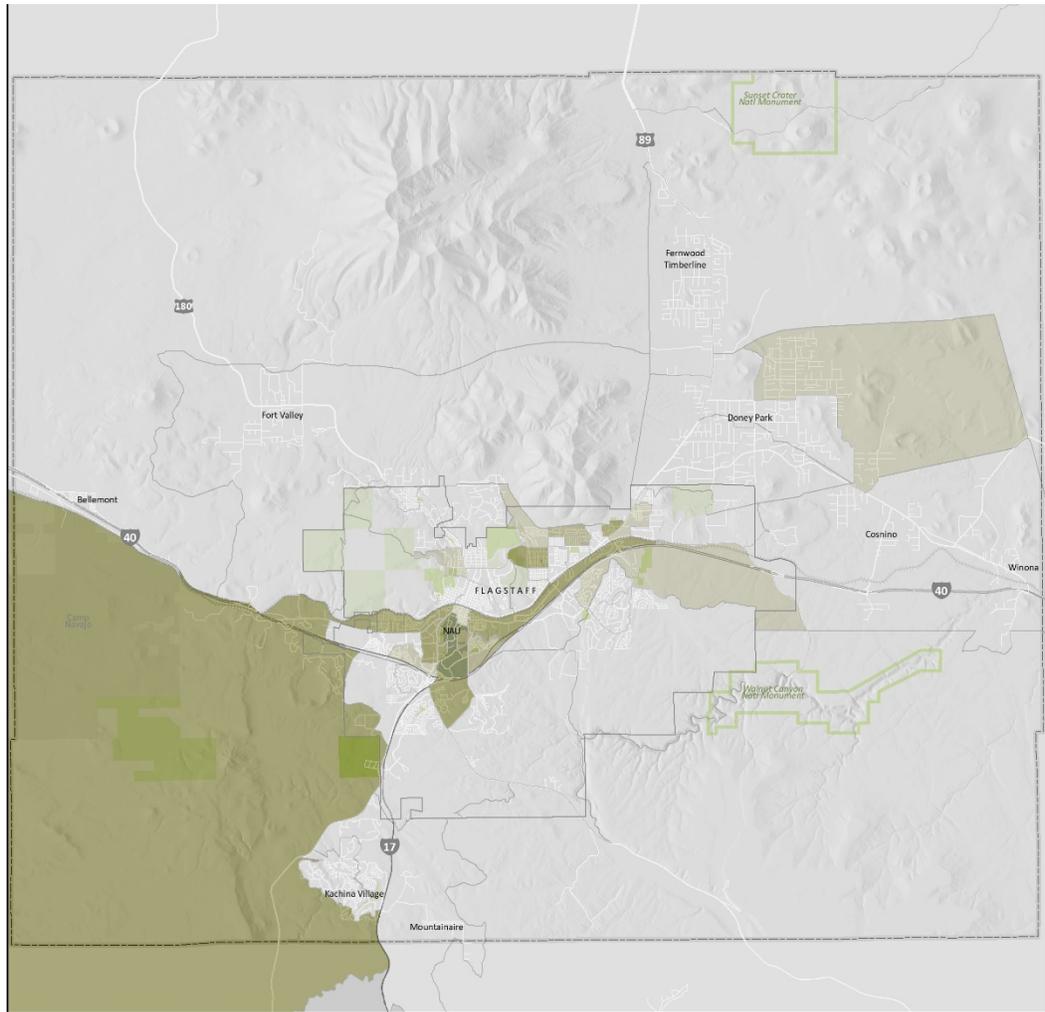
Regional Average 9.0%

- Average or below
- 1.0 to 1.5 times greater
- 1.5 to 2.0 times greater
- 2.0 times greater

Source:  
U.S. Census Bureau  
2013 - 2017 5-Year  
American Community Survey



Flagstaff Metropolitan  
Planning Organization  
July 2019





# Title VI Plan

Map 5

## Elderly Population

Percentage of the population age 65 and older

Regional Average 9.2%

- Average or below
- 1.0 to 1.5 times greater
- 1.5 to 2.0 times greater
- 2.0 times greater

Source:  
U.S. Census Bureau  
2013 - 2017 5-Year  
American Community Survey



Flagstaff Metropolitan  
Planning Organization  
July 2019





## Title VI Plan

Map 6

### Disability status

Percentage of the civilian non-institutionalized population with a disability

Regional Average 9.6%

-  Average or below
-  1.0 to 1.5 times greater
-  1.5 to 2.0 times greater
-  2.0 times greater

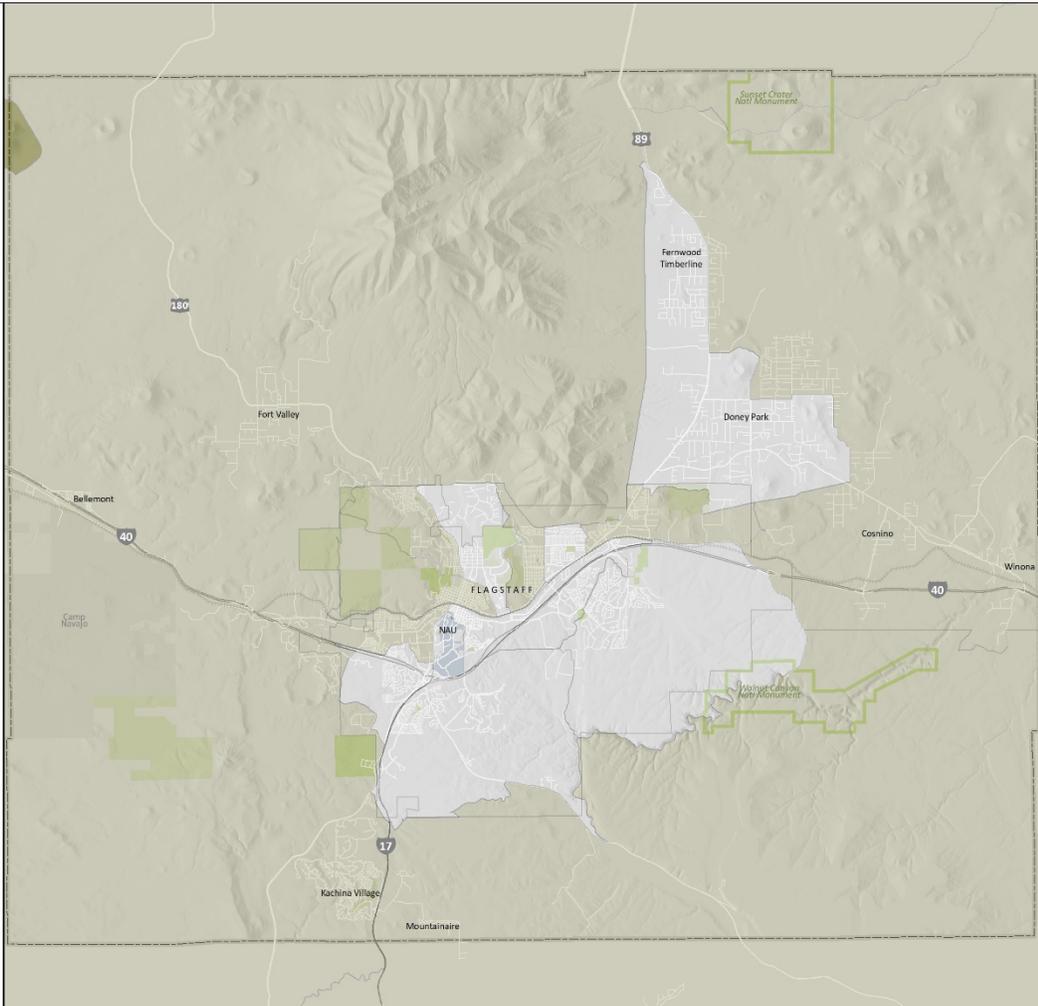
Source:  
U.S. Census Bureau  
2013 - 2017 5-Year  
American Community Survey



3

Miles

Flagstaff Metropolitan  
Planning Organization  
July 2019





# Title VI Plan

Map 7

## No vehicle available

Percentage of households that do not have a vehicle available

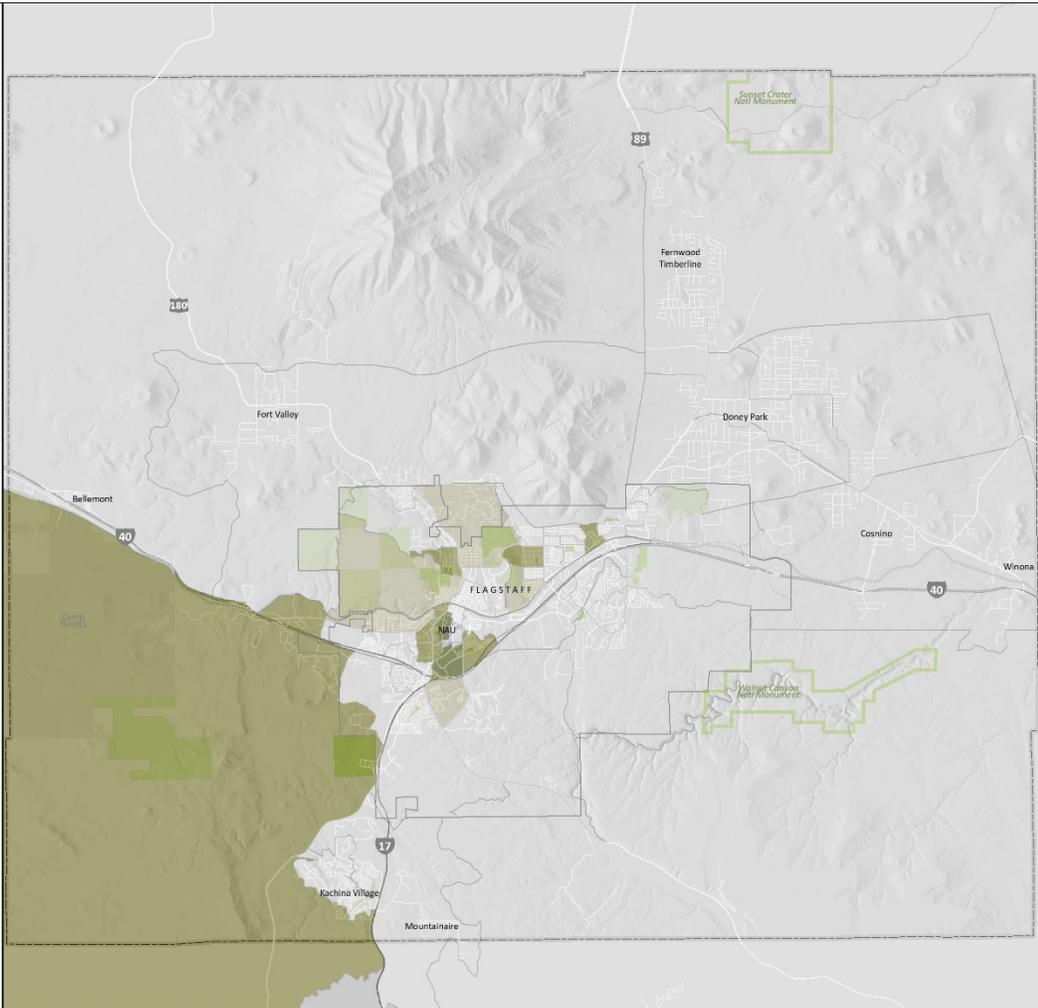
Regional Average 3.5%

-  Average or below
-  1.0 to 1.5 times greater
-  1.5 to 2.0 times greater
-  2.0 times greater

Source:  
U.S. Census Bureau  
2013 - 2017 5-Year  
American Community Survey



Flagstaff Metropolitan  
Planning Organization  
July 2019



Appendix C: Title VI Complaint Forms & Log

**Title VI Discrimination Complaint Form**

Note: *The following information is needed to assist in processing your complaint.*

Complainant's Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Person discriminated against (someone other than complainant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Which of the following best describes the reason you believe the discrimination took place? Please be specific.

- Race \_\_\_\_\_  Color \_\_\_\_\_  National Origin \_\_\_\_\_  
 Disability \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

On what date(s) did the alleged discrimination take place? \_\_\_\_\_

Where did the alleged discrimination take place? \_\_\_\_\_  
\_\_\_\_\_

What is the name and title of the person(s) who you believe discriminated against you (if known)?  
\_\_\_\_\_  
\_\_\_\_\_

Describe the alleged discrimination. Explain what happened and who you believe was responsible. (If additional space is needed, add a sheet of paper).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## Appendix D: FMPO Title VI Nondiscrimination Notice to the Public



### FMPO TITLE VI NONDISCRIMINATION NOTICE TO THE PUBLIC

The Flagstaff Metropolitan Planning Organization (FMPO) hereby gives public notice that it is the Agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964 and other related authorities in all programs and activities.

FMPO's Title VI Program requires that no person shall, on the grounds of race, color, national origin, age, sex, disability, low income status or limited English proficiency (LEP) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

Any person, who believes his/her Title VI rights have been violated, may file a complaint. Any such complaint must be in writing and filed with the FMPO Civil Rights Officer, within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For additional information about FMPO's Civil Rights programs and the procedures to file a complaint contact FMPO Civil Rights Office at the address listed below:

---

### AVISO AL PÚBLICO DE LA LEY DE NO DISCRIMINACIÓN DE FMPO (EL TÍTULO VI)

La Organización Metropolitana de Planificación de Flagstaff informa al público que esta agencia impone El Título VI de la Ley de Derechos Civiles de 1964, y otras autoridades relacionadas con todos los programas y actividades.

El programa del Título VI de FMPO exige que ninguna persona, por motivos de raza, color, origen nacional, edad, sexo, incapacidad, estatus de ingreso bajo o dominio limitado del inglés, será excluida de la participación en, negado los beneficios de, o ser sometido de otra manera a la discriminación bajo cualquier programa o actividad.

Cualquier persona que crea que sus derechos bajo el Título VI han sido violados puede presentar una queja. Esta queja debe ser presentada por escrito con la Oficina de Derechos Civiles de FMPO dentro de ciento ochenta (180) días a partir de la fecha en que se alega que ocurrió la discriminación. Para recibir más información sobre los programas de Derechos Civiles de FMPO y los procedimientos para presentar una queja, por favor póngase en contacto con la Oficina de Derechos Civiles de FMPO a la dirección que aparece abajo:

**Stacey Brechler-Knaggs**  
TITLE VI NONDISCRIMINATION  
PROGRAM MANAGER

**FMPO Civil Rights Office**  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
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FMPO7-6

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** August 1, 2019  
**MEETING DATE:** August 7, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Transition to Independence—Scope Statement

### 1. Recommendation:

**i** Staff recommends the Executive Board adopt a project scope statement for transitioning to nonprofit status and greater independence.

### 2. Related Strategic Workplan Item

**i** Determine how the FMPO can best secure needed administrative and financial services.

### 3. Background

**i** Administrative and financial services need to be obtained as part of the FMPO's transition to nonprofit status and independence. The purpose of this staff report is to request Board adoption of a scope statement for transition to non-profit status. The scope statement lays out the project purpose, description and desired results for this transition.

A memo to the Flagstaff City Council and Coconino County Board of Supervisors was drafted to explain the FMPO's process of transition (attached). This memo was reviewed by the City and County manager.

#### 4. TAC and Management Committee Discussion

**i** *The TAC met on July 24<sup>th</sup> and supported moving this item and the full Board packet forward.*

*The Management Committee supported moving this Scope Statement forward.*

#### 5. Fiscal Impact

**i** *The transition to nonprofit status is expected to be cost neutral. The FMPO currently pays the City approximately \$44,500 per year for administrative and financial services and our goal is to stay within this budget going forward.*

#### 6. Alternatives

**i** 1) *Adopt a scope statement for transition to nonprofit status. This alternative provides direction, expectations and a timeframe for how the transition will happen. Conversely, this alternative limits flexibility and focuses the organization on a particular path.*

2) *Modify the scope statement for transition to nonprofit status. This alternative allows the Board to make changes to the scope statement before adoption.*

3) *Do not adopt a scope statement for transition to nonprofit status. This alternative provides maximum flexibility for the transition to happen on an open schedule with evolving expectations. Conversely, this alternative provides limited direction on expectations and schedule.*

#### 7. Attachments

- i**
- 1) *FMPO update letter 201907 V3.doc*
  - 2) *Project Scope Transition to Non-Profit Status V2*



FLAGSTAFF  
METROPOLITAN  
PLANNING  
ORGANIZATION

CITY OF FLAGSTAFF  
COCONINO COUNTY  
ARIZONA DOT

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EXECUTIVE BOARD

Art Babbott, Chair  
Supervisor District 1  
Coconino County

Coral Evans, Vice Chair  
Mayor  
City of Flagstaff

Jesse Thompson  
Arizona State  
Transportation Board  
District 5

Matt Ryan  
Supervisor District 3  
Coconino County

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Councilmember  
City of Flagstaff

Charlie Odegaard  
Councilmember  
City of Flagstaff

STAFF

Jeff Meilbeck  
Executive Director

David Wessel  
FMPO Manager

Martin Ince  
Multi-Modal Planner

**LEVERAGING COOPERATION TO MAXIMIZE FINANCIAL AND POLITICAL RESOURCES FOR A PREMIER  
TRANSPORTATION SYSTEM**

DATE: June 28, 2019

TO: Mayor and Council, City of Flagstaff  
Coconino County Board of Supervisors

CC: Barbara Goodrich, Flagstaff City Manager;  
James Jayne, Coconino County Manager;  
Kevin Fincel, Deputy City Attorney;  
Rose Winkeler; Senior Civil Deputy County Attorney

SUBJECT: Flagstaff Metropolitan Planning Organization (FMPO) Update

The purpose of this memo is to update you on changes to the FMPO and to let you know what you can expect in coming months and years.

The FMPO exists to ensure a coordinated transportation plan and the ongoing flow of federal and state transportation funds to the Greater Flagstaff area. The FMPO is led by a Board of elected officials from the Flagstaff City Council and Coconino County Board of Supervisors. A member of the State Transportation Board also serves on the FMPO Board.

The FMPO began a process of change over two years ago when the Board adopted a new mission and vision for the organization:

Vision: To create the finest transportation system in the Country

Mission: Leverage cooperation to maximize financial and political resources for a premier transportation system

The FMPO Board also tasked FMPO staff with making the FMPO more independent. Specifically, in September 2018 the City and County signed an IGA stating that, among other things, “the FMPO will be a domestic non-profit organized pursuant to Title 10, Chapter 25 of the Arizona Revised Statutes”. Towards this end, the FMPO Board recently hired an Executive Director and began the process of updating our operating procedures, re-envisioning our brand, and establishing a non-profit.

This transition to non-profit status and greater independence will continue in FY 2020.

By way of background, the City of Flagstaff has been graciously and competently “hosting” the FMPO and providing administrative, financial and legal services for over 20 years. As such, the process of separating from the City of Flagstaff means that many threads need to be carefully untied and reattached in a thoughtful, deliberate way. For example, we need to maintain ASRS and benefits administration for long

standing and highly valued employees, we need to ensure that federal and state reporting continues consistently, and we need to keep our funding agencies at the State and Federal level apprised of and supportive of our changes. There is no need to move quickly and, in fact, it is in the best interest of the FMPO, the City, County and State to move methodically.

One of the many strengths of the existing partnership is that the City of Flagstaff has agreed to continue “hosting” the FMPO through June 30, 2021 or until the FMPO makes other arrangements, whichever is sooner. This means that the City has accepted responsibility to maintain financial, administrative and legal support for the FMPO for the next two years. This support provides a solid foundation for the FMPO in this time of change.

While the FMPO is now registered and in good standing as a non-profit corporation, my current goal is to complete the FMPO transition to independent non-profit status by June 30, 2020. This timeframe seems reasonable and still allows a cushion of an additional year if more time is needed. For example, within the next 12 months the FMPO should be able to finalize our non-profit status, obtain needed insurance, secure office space, procure benefits administration, establish a financial management system, adopt standard operating procedures, procurement policies and travel policies, and secure independent legal counsel.

The FMPO is also being rebranded as “Metroplan” and the launch of this new identity will be strategically unveiled in the next 12 months in a manner that provides clarity and minimizes confusion.

I appreciate the support of FMPO partners, particularly the City of Flagstaff, Coconino County and ADOT over the past 20 years. In recent years, Mountain Line and Northern Arizona University have also played an increasing partnership role. The FMPO’s transition to non-profit status and greater independence is an exciting opportunity for the region and I look forward to working with all involved to make it successful.

# PROJECT SCOPE STATEMENT

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PROJECT NAME: Transition to Independence

PROJECTED START: January 14, 2019

COMPLETED BY: Jeff Meilbeck

PROJECTED END: June 30, 2020

## **PROJECT PURPOSE:**

Establish the FMPO as a robust, independent organization that speaks with a regional voice and adds financial and political leverage to transportation planning and projects in Greater Flagstaff.

## **PROJECT DESCRIPTION:**

Gently transition the FMPO to independent, non-profit status by June 30, 2020 in a manner that maintains relationships with member agencies, increases political support, solidifies financial status, and continues momentum on existing projects.

## **DESIRED RESULTS:**

- Maintain excellent relationships with member agencies
- Maintain and increase the flow of federal and state funds
- Increase political awareness and support of mission
- Maintain and improve financial standing
- Continue momentum on existing projects

## **EXCLUSIONS:**

Change to political subdivision status will not be pursued.

## **COMMUNICATION NEEDS:**

Communication will flow through the TAC, Management Committee and Executive Board

## **ACCEPTANCE CRITERIA:**

1. Management Committee Support
2. Technical Advisory Committee Support
3. Executive Board Adoption

## **CONSTRAINTS:**

1. Quality: This project needs to be done correctly even if it takes longer or costs more.
2. Cost: Cost is more important than time. If we can save money and maintain quality by taking more time, we will.

3. Time: There is no urgency to complete this project and momentum should be continued in a manner that maintains quality and is within budget.

**APPROVALS**

KEY STAKEHOLDERS	REVIEW DATE	APPROVAL

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** August 1, 2019  
**MEETING DATE:** August 7, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Transition to Metroplan Identity

### 1. Recommendation:

**i** Staff recommends the Executive Board consider a timeframe and process for rebranding to the new Metroplan identity as approved on June 5, 2019.

### 2. Related Strategic Workplan Item

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

### 3. Background

**i** On June 5, 2019 the Executive Board took definitive steps to adopt an enhanced public image and clarified sense of purpose for our organization. Recognizing that the FMPO, like many Metropolitan Planning Organizations around the Country, can be a difficult political and bureaucratic construct for people to understand, the Board adopted a new name and logo.



*The Board also recognized that by adopting a simpler name, a cleaner web-page and some basic corporate identity material, our organization may be able to enhance public understanding of who we are and what we do. The intention is that this increased public understanding may translate to increased support, credibility, and momentum on organizational projects. Ideally, this increased clarity will lead to additional and more competitive grant funding.*

*Now that the new name and logo are adopted, a web-page, introductory video, annual report format and other collateral material such as PowerPoint template, Letterhead and business cards need to be developed. Towards this end, a project Scope statement has been drafted to provide a schedule and clear expectations for this project.*

*The project was expected to be fully implemented by December 2019, and while that schedule is doable, it may be beneficial to wait until June 30, 2020.*

#### **4. TAC and Management Committee Discussion**

**i** *The TAC met on July 24<sup>th</sup> and supported moving this item and the full Board packet forward. The TAC suggested that quality was the highest priority even if it took longer than 6 months to complete the project.*

*The Management Committee supported moving this Scope Statement forward.*

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

**i** *The City budgeted \$50,000 in FY 2019 for the overall communication plan. Thanks to the generosity of staff at the CVB, the engagement of the TAC, Management Committee and the Executive Board, we were able to adopt the new name and logo without cost. This \$50,000 has been rolled forward in FY 20 for the remaining components of the project and we still believe we can come in under budget.*

#### **6. Alternatives**

**i** *1) Adopt a scope statement and time-table for transition to Metroplan identity. This alternative provides direction, expectations and a timeframe for how the transition*

*will happen. Conversely, this alternative limits flexibility and focuses the organization on a particular path.*

*2) Modify the scope statement for transition to Metroplan identity. This alternative allows the Board to make changes to the Scope statement before adoption.*

*3) Do not adopt a scope statement for transition to Metroplan identity. This alternative provides maximum flexibility for the transition to happen on an open schedule with evolving expectations. Conversely, this alternative provides limited direction on expectations and schedule.*

## **7. Attachments**



- 1) Scope statement for transition to Metroplan identity*
- 2) Timeframe for transition*

# PROJECT SCOPE STATEMENT

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PROJECT NAME: Transition to Metroplan Identity

PROJECTED START: June 5, 2019

COMPLETED BY: Jeff Meilbeck

PROJECTED END: December 31, 2019

## PROJECT PURPOSE:

Implement the Board's June 5, 2019 direction to rebrand the FMPO as Metroplan so that our organizational identity and mission are clear and refreshed.

## PROJECT DESCRIPTION:

Rebrand the FMPO as Metroplan in all aspects of our identity: Webpage, email domain, PowerPoint, Letterhead, Business Cards, DBA Status, etc.

## DESIRED RESULTS:

1. Member agencies and funding partners understand the change
2. Legal documents are modified as needed in a manner that maintains contractual integrity
3. Confusion is minimized and clarity maximized
4. Improve ability to attract and win grant funding

## EXCLUSIONS:

Changing legal status will not be pursued

## COMMUNICATION NEEDS:

Communication will flow through the TAC, Management Committee and Executive Board

## ACCEPTANCE CRITERIA:

1. Management Committee Support
2. Technical Advisory Committee Support
3. Executive Board Adoption

## CONSTRAINTS:

1. Quality. The December 31, 2019 launch is desired but can be extended to June 30, 2020 if needed to maintain quality.
2. Cost: Staff resources may need to be prioritized to keep the project on schedule and maintain quality.
3. Time: This project needs to happen before June 30, 2020 to maintain momentum.

## APPROVALS

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KEY STAKEHOLDERS	REVIEW DATE	APPROVAL
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## Flagstaff Metropolitan Planning Organization Transition to Metroplan Identity

Due Date	Description	Status
March 2019	Review Names and Logos	Done
June 2019	Adopt Name and Logo	Done
August 2019	Adopt Scope Statement and Timeframe	Pending
September 2019	Confirm required grant and contract language for doing business as Metroplan (DBA)	
October 2019	Draft a Style Guide and Collateral Material (Web-Page, PowerPoint, Letterhead, Business Cards, Other)	
November 2019	Finalize Style Guide and Collateral Material	
December 2019	Run Duplicate Web Page for 2 weeks	
January 1, 2020	Go Live with New Web Page	
January 2020	Present to Elected Bodies and Community Groups (Tell the Story)	
Winter 2020	Use Written and Verbal Cues	
Forever	Be Consistent	

### Notes/Additional Items

Written and verbal presentation cue for transition:  
 “Metroplan, the Flagstaff Metropolitan Planning Organization ...”

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** August 1, 2019  
**MEETING DATE:** August 7, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Fourth Street BUILD Grant Application

### 1. Recommendation:

**i** Staff will provide an update on the status of the Fourth Street BUILD grant.

### 2. Related Strategic Workplan Item

**i** Identify top three capital projects  
Create a plan to fund top projects  
Write and secure competitive grants

### 3. Background

**i** The FMPO Board identified the Fourth Street Corridor and BUILD grant as a priority for the FMPO. Over the past few months FMPO staff have coordinated with City staff, ADOT staff and the City lobbyist to put together an application strategy. Specifically, the strategy was to continue a “Bridge Bundling” grant through ADOT while submitting a new BUILD grant through the City.

One unique factor with these grant applications is that the timetables overlapped: the Bridge Bundling grant was not yet awarded when the BUILD grant was due. This timing put local partners in a situation of using the same local match for both grants. For example, the \$5.1 M City match being used for the Bridge Bundling grant is the same match being used for the BUILD grant. This approach is less than ideal, but given the lengthy delays in the Bridge Bundling awards (which were due in Spring) the decision was made to keep all of our options open and apply for all sources available.

*Over the past 6 weeks, staff at the City of Flagstaff and Dave Wessel with the FMPO have done a tremendous amount of work compiling and submitting the BUILD grant. The grant was rigorously reviewed by City staff, submitted on time, and included 14 letters of support.*

*As of this writing we are awaiting word from the granting agencies. Staff are hopeful that the Bridge Bundling grant will be awarded within the month and that the BUILD grant will be awarded in the fall.*

#### **4. TAC and Management Committee Discussion**

**i** *This TAC reviewed this item on July 24<sup>th</sup> and voted to move the item forward to the Board.*

*The Management Committee discussed and was supportive of this grant.*

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

**i** *The total BUILD grant is for \$24M the requested federal share is \$15.8M If any portion of the BUILD grant is awarded it will reduce the costs to the City and free those resources up for other important local projects.*

*The total Bridge Bundling grant is for \$14.1M and the requested federal share is \$8.1M. If any portion of the Bridge Bundling grant is awarded it will reduce the funds that ADOT is currently using for the project and free those funds up to be used on other important projects in the State.*

#### **6. Alternatives**

**i** *No action is being recommended so no alternatives are being provided*

#### **7. Attachments**

**i** *BUILD Grant Application (electronic link provided with packet)*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** August 1, 2019  
**MEETING DATE:** August 7, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Lone Tree Corridor Update

### 1. Recommendation:

**i** No recommendation is being made at this time.

### 2. Related Strategic Workplan Item

- i** Identify top 3 capital projects by...
- a. Getting Board adoption
  - b. Creating clear messaging and talking points
  - c. Creating collateral material for all members

### 3. Background

**i** In April 2019, the FMPO Board adopted the Lone Tree Corridor as a priority for the FMPO. The Lone Tree Corridor is a priority for several reasons

1. Flagstaff voters approved City propositions 419 and 420 in November 2018
2. Lone Tree improvements are needed to mitigate congestion in the Milton Corridor, particularly before Milton improvements can be started.
3. Lone Tree is regional in nature and affects the interests of many partners including ADOT, City, FUSD, NAU and NAIPTA.
4. There may be opportunity to leverage local funds committed to the Lone Tree corridor to attract additional federal funds.

Given the amount of partners and impact of the project, development of a Scope Statement is needed to clarify the role of the FMPO. There are many ways to

*approach the project and clarity will help to ensure that the FMPO adds value. For example, should the FMPO attempt to bring partners together, pursue federal funding, serve as an advisor, or all of the above? We need to understand how FMPO efforts can complement the efforts of partners without duplicating or conflicting with partners. The best way to develop this understanding is to conduct key stakeholder interviews and craft a Scope Statement that all partners can agree too. Using this strategy will ensure that the FMPO is adding value and its efforts are supported.*

*Key stakeholder interviews will be conducted in summer 2019 with a scope statement brought back to the TAC, Board and Management Committee for review and consideration in Fall 2019. Stakeholder interviews will help the FMPO fine tune project purpose, desired results, constraints, exclusions, and acceptance criteria. Once those details are understood, we can review the scope statement as a team and obtain clarity on the role of the FMPO.*

#### **4. TAC and Management Committee Discussion**

**i** *The TAC met on July 24<sup>th</sup> and supported the approach of completing stakeholder interviews and working to develop a scope statement.*

*The Management Committee discussed and supported the FMPO being involved and the initiation of stakeholder interviews.*

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

**i** *Costs for the FMPO to conduct key stakeholder interviews are nominal, will be conducted by existing staff and are budgeted in FY 20.*

#### **6. Alternatives**

**i** *No recommendation is being made so no alternatives are provided.*

#### **7. Attachments**

**i** *None*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** August 1, 2019

**MEETING DATE:** August 7, 2019

**TO:** Honorable Chair and Members of the FMPO Executive Board

**FROM:** Jeff Meilbeck, FMPO Executive Director

**SUBJECT:** Review of Operating Procedures Related to NAIPTA and NAU

### 1. Recommendation:

**i** Staff recommends the Board: 1) retain existing FMPO operating procedures regarding NAU membership and 2) continue to discuss the role of NAIPTA on the FMPO Executive Board.

### 2. Related Strategic Workplan Item

**i** Strengthen FMPO Board Leadership

### 3. Background

**i** On June 5, 2019 the Board adopted the new operating procedures and also tasked FMPO staff with continuing to explore how to include NAIPTA and NAU in the organization.

Over the past 6 months the FMPO has been reviewing its operating procedures as a tool for strengthening the organization. On May 15, 2019, at the direction of the full Board, the FMPO Board Chair sent a letter of invitation to NAU President Cheng and NAIPTA Vice Chair Whelan. The purpose of the letter was to offer options for NAIPTA and NAU to serve on the FMPO and to request NAIPTA and NAU preferences for serving.

The FMPO received correspondence from NAU indicating that they wish to be members of the Management Committee and the Technical Advisory Committee (TAC). As a reminder, membership on these committees represents an increased level of involvement in that NAU was not an official member of either committee until June 5, 2019.

*The FMPO received correspondence from NAIPTA indicating that they are supportive of being on the Executive Board but did not determine if it would be the NAIPTA CEO or a representative from the NAIPTA Board or a hybrid.*

#### **4. TAC and Management Committee Discussion**

**i** *The TAC met on July 24<sup>th</sup> and supported moving this item and the full Board packet forward.*

*The Management Committee recognized that there were open questions about NAIPTA's role on the Executive Board and the Executive Director agreed to contact NAIPTA Board members who serve on the FMPO before the August 7<sup>th</sup> meeting.*

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

**i** *There are no costs associated with this request. If NAIPTA joins the Executive Board, they will pay a \$5,000 annual membership fee to the FMPO.*

#### **6. Alternatives**

- i**
- 1) *Retain existing FMPO operating procedures in regards to NAU membership and continue to discuss the role of NAIPTA on the FMPO Executive Board. (Recommended). This alternative is consistent with direction provided by Board and the preference expressed by NAU. This alternative also provides additional time to understand the interests of NAIPTA.*
  - 2) *Modify the FMPO operating procedures to include NAU on the Executive Board. This alternative is not recommended because it is inconsistent with the preference expressed NAU and because NAU is now formally engaged in the FMPO through the Management Committee and TAC.*

#### **7. Attachments**

- i** *FMPO Operating Procedures Rev 6.5.19*  
*Letter of Invitation to President Chang*  
*Letter of invitation to Council member Jamie Whelan*

# **FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION OPERATING PROCEDURES**

## **1. PURPOSE**

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

## **2. AREA**

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

## **3. EXECUTIVE BOARD**

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

### **3.1 Executive Board Membership**

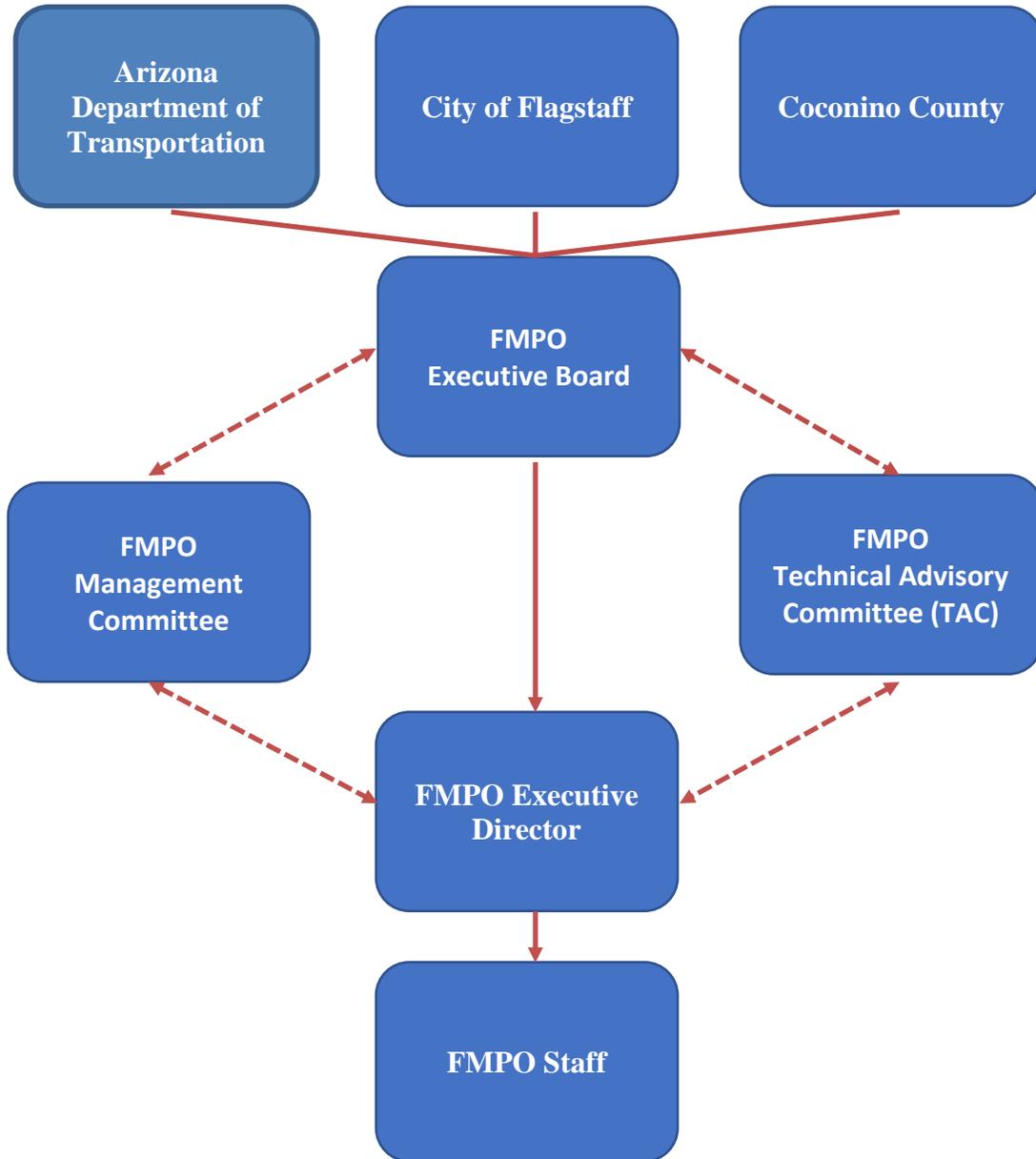
The FMPO Executive Board consists of six voting seats as follows:

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

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

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

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)**



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

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

### **3.3 Executive Board Voting**

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

### **3.4 Executive Board Officers**

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

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

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

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

### **3.5 Executive Board Responsibilities**

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

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

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

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

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

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

### **3.6 Executive Board Meetings**

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

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

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

## **4. Management Committee**

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

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

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

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

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

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

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

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

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

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

#### **5.1 TAC Membership**

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

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

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

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

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

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

## **5.3 TAC Voting**

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

## **5.4 TAC Officers**

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

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

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

## **5.5 TAC Responsibilities**

The FMPO TAC shall be responsible for:

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

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

## **5.6 TAC Meetings**

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

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

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

## **6. FINANCES**

### **6.1 Fiscal Year**

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

### **6.2 Audit**

FMPO will conduct an annual audit.

## **7. SPECIAL COMMITTEES**

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

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

## **7.2 Special Committee Meetings**

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

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

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

## **9. FMPO STAFF**

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

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

---

Art Babbott, Chairperson  
Flagstaff Metropolitan Planning Organization

Amendments:

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



FLAGSTAFF  
METROPOLITAN  
PLANNING  
ORGANIZATION

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ARIZONA DOT

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EXECUTIVE BOARD

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Mayor  
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Arizona State  
Transportation Board  
District 5

Matt Ryan  
Supervisor District 3  
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Jim McCarthy  
Councilmember  
City of Flagstaff

Charlie Odegaard  
Councilmember  
City of Flagstaff

STAFF

Jeff Meilbeck  
Executive Director

David Wessel  
FMPO Manager

Martin Ince  
Multi-Modal Planner

May 15th, 2019

Dr. Rita Cheng  
Northern Arizona University  
Babbitt Administration Center  
Room #200  
1900 S Knoles Drive  
Flagstaff, AZ 86001

Dear President Cheng:

I am writing to invite NAU to join the Flagstaff Metropolitan Planning Organization (FMPO). The FMPO is becoming a more robust organization and we are reviewing our governance structure to make sure it meets the needs of our partners and this community.

The FMPO is a local government collaborative responsible for transportation planning in the greater Flagstaff region. Core functions of the FMPO are to create a 20 year transportation plan and to work with local partners to apply for and prioritize federal and state transportation funds. The FMPO operates under a specific governance structure and we are considering modifying that structure to better accommodate a partnership with NAU.

The current structure of the FMPO is as follows:

1) Executive Board. This is the policy body made up of three members of Flagstaff City Council, one member of the Coconino County Board of Supervisors and one member of the State Transportation Board. This Board meets monthly to review policy and strategy for planning and funding transportation projects.

2) Management Committee: This is an oversight committee made up of the Flagstaff City Manager, Coconino County Manager, State District Engineer, and NAIPTA CEO. This committee is established to recognize the importance of these management positions to the FMPO, but the committee meets only when needed and there is no set schedule.

3) Technical Advisory Committee (TAC): This committee is made up of technical staff of the City of Flagstaff, Coconino County, the State of Arizona and NAIPTA. This committee meets monthly and reviews transportation projects and FMPO priorities in detail. The TAC serves in an advisory role to the FMPO Executive Board.



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Charlie Odegaard  
Councilmember  
City of Flagstaff

**STAFF**

Jeff Meilbeck  
Executive Director

David Wessel  
FMPO Manager

Martin Ince  
Multi-Modal Planner

The FMPO Board would like to know how NAU prefers to participate in the FMPO. Options for participation include:

- 1) Serve as a voting member on the FMPO Executive Board: This option would give NAU voting privileges on the Executive Board. A representative of the NAU President’s Office would need to attend monthly Board meetings and annual membership dues would be \$5,000. This membership would also include voting seats on the FMPO Management Committee and TAC.
- 2) Serve as a voting member on the Management Committee and TAC: This option would give NAU a voting seat on the Management Committee and TAC and there would be no annual membership dues.
- 3) Serve in another capacity that best meets the needs of NAU. The FMPO Executive Board is open to ideas that meet the needs of NAU and we welcome an exploration of options.

If you have further questions or care to discuss, please contact me. You may also contact Jeff Meilbeck, FMPO Executive Director, for more information or to discuss. A copy of the draft FMPO operating procedures are attached as reference in case you would like a better understanding of how the FMPO functions.

Thank you for your consideration and I look forward to hearing from you.

Art Babbott  
Coconino County Supervisor



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Martin Ince  
Multi-Modal Planner

May 15th, 2019

Jamie Whelan  
Vice-Chair, NAIPTA Board  
NAIPTA  
3773 N Kaspar Drive  
Flagstaff, AZ 86004

Dear Councilmember Whelan:

I am writing to invite NAIPTA to join the Flagstaff Metropolitan Planning Organization (FMPO). The FMPO is becoming a more robust organization and we are reviewing our governance structure to make sure it meets the needs of our partners and this community.

The FMPO is a local government collaborative responsible for transportation planning in the greater Flagstaff region. Core functions of the FMPO are to create a 20 year transportation plan and to work with local partners to apply for and prioritize federal and state transportation funds. The FMPO operates under a specific governance structure and we are considering modifying that structure to better accommodate a partnership with NAIPTA.

The current structure of the FMPO is as follows:

1) Executive Board. This is the policy body made up of three members of Flagstaff City Council, one member of the Coconino County Board of Supervisors and one member of the State Transportation Board. This Board meets monthly to review policy and strategy for planning and funding transportation projects.

2) Management Committee: This is an oversight committee made up of the Flagstaff City Manager, Coconino County Manager, State District Engineer, and NAIPTA CEO. This committee is established to recognize the importance of these management positions to the FMPO, but the committee meets only when needed and there is no set schedule.

3) Technical Advisory Committee (TAC): This committee is made up of technical staff of the City of Flagstaff, Coconino County, the State of Arizona and NAIPTA. This committee meets monthly and reviews transportation projects and FMPO priorities in detail. The TAC serves in an advisory role to the FMPO Executive Board.



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**STAFF**

Jeff Meilbeck  
Executive Director

David Wessel  
FMPO Manager

Martin Ince  
Multi-Modal Planner

The FMPO Board would like to know how NAIPTA prefers to participate in the FMPO. Options for participation include:

- 1) Serve as a voting member on the FMPO Executive Board: This option would give NAIPTA voting privileges on the Executive Board. A representative of the NAIPTA Board or CEO’s office would need to attend monthly Board meetings and annual membership dues would be \$5,000. This membership would also include voting seats on the FMPO Management Committee and TAC.
- 2) Serve as a voting member on the Management Committee and TAC: This option would give NAIPTA a voting seat on the Management Committee and TAC and there would be no annual membership dues.
- 3) Serve in another capacity that best meets the needs of NAIPTA. The FMPO Executive Board is open to ideas that meet the needs of NAIPTA and we welcome an exploration of options.

If you have further questions or care to discuss, please contact me. You may also contact Jeff Meilbeck, FMPO Executive Director, for more information or to discuss. A copy of the draft FMPO operating procedures are attached as reference in case you would like a better understanding of how the FMPO functions.

Thank you for your consideration and I look forward to hearing from you.

Art Babbott  
Coconino County Supervisor

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** August 1, 2019  
**MEETING DATE:** August 7, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Executive Director Contract

### 1. Recommendation:

**i** *No recommendation is being made but the Board may take action on the Executive Director's contract.*

### 2. Background

**i** *The Executive Director was hired as a 19.75 hour per week position beginning January 14, 2019. The position is budgeted as a full-time position and the Board has the option of signing a contract with the Executive Director to begin full time work starting August 12, 2019 through November 7, 2019.*

### 3. TAC and Management Committee Discussion

**i** *This item was not reviewed by the TAC or Management Committee*

### 4. Fiscal Impact

**i** *The Executive Director Salary is budgeted as a full-time position in FY 20 and the 5 year plan.*

## 5. Alternatives

**i** *No action is being recommended so no alternatives are being provided*

## 6. Attachments

**i** *Executive Director Draft Contract (Pending)*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** August 1, 2019  
**MEETING DATE:** August 7, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board (EB)  
**FROM:** David Wessel, FMPO Manager  
**SUBJECT:** Transportation Improvement Program (TIP) Recommendation for Adoption

### 1. Recommendation:

**i** Staff recommends the Board adopt the FY 2020-2024 TIP.

### 2. Related Strategic Workplan Item

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

### 3. Background

**i** Last month the Board released the TIP for public comment. An advertisement was run in the Daily Sun and the TIP was posted to the FMPO website. No comments were received.

*The following changes qualify as administrative amendments and have been added to the TIP since its release for public comment: The Elderly and Disabled 5310 grant awards have been received and NAIPTA has updated the illustrative 5<sup>th</sup> year to include additional funds for the Downtown Connection Center. Coconino County requested that their BUILD grant application for the Bellemont roundabout be reflected in illustrative year of the TIP.*

*The Transportation Improvement Program, or TIP, is the capital improvement program that identifies projects, their locations, amount and source of federal funds*

*and year of investment. The TIP is used to implement the regional transportation plan. It is a four or five-year program that must be updated at least every two-years. FMPO generally adopts a five-year TIP every year to coordinate with the Arizona Department of Transportation 5-year construction program.*

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

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

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

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

*Key Dates:*

*3/7/2019 Issue Call for Projects - Done*

*6/5/2019 Release for Public Comment - Done*

*8/7/2019 TIP adoption - Pending*

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

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

*At the April 24, 2019 meeting, TAC asked staff to include the City Capital Improvement Plan (CIP) in the TIP.*

*At the May 22, 2019 meeting, the TAC recommended releasing the TIP for public comment..*

*At the June 5, 2019 meeting, the Executive Board released the TIP for public comment.*

*At the July 24<sup>th</sup> meeting the TAC took action and recommended the Board adopt the TIP*

*The Management Committee did not discuss the TIP*

## 5. Fiscal Impact

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

## 6. Alternatives

- i** *Recommend adoption of the TIP. **Recommended.***

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

## 7. Attachments

- i** *Draft TIP*



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PLANNING ORGANIZATION

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D R A F T



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



Executive Board Approval

Tentative August 7, 2019

*Pending FHWA/FTA Approval*

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

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

**Public Process Dates**

**Call for Projects**

March 10 – April 8, 2019

**Executive Board**

Release for Public Comment

June 5, 2019

**Public Comment Period**

June 9, 2019 – July 9, 2019

**Technical Advisory Committee**

Recommendation for Conditional Approval

June 26, 2019

**Executive Board**

Adoption

August 7, 2019

**Flagstaff Metropolitan Planning Organization**

211 West Aspen Avenue

Flagstaff, Arizona 86001

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

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

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

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

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

---

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

Date

---

Jeff Meilbeck, Executive Director  
FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

Date

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

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

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

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

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

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

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

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

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

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

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

As adopted this 7th day of August, 2019

---

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

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



**Chapter I**  
**Introduction**



## **General**

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

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

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

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

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

## **Geographic Area**

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

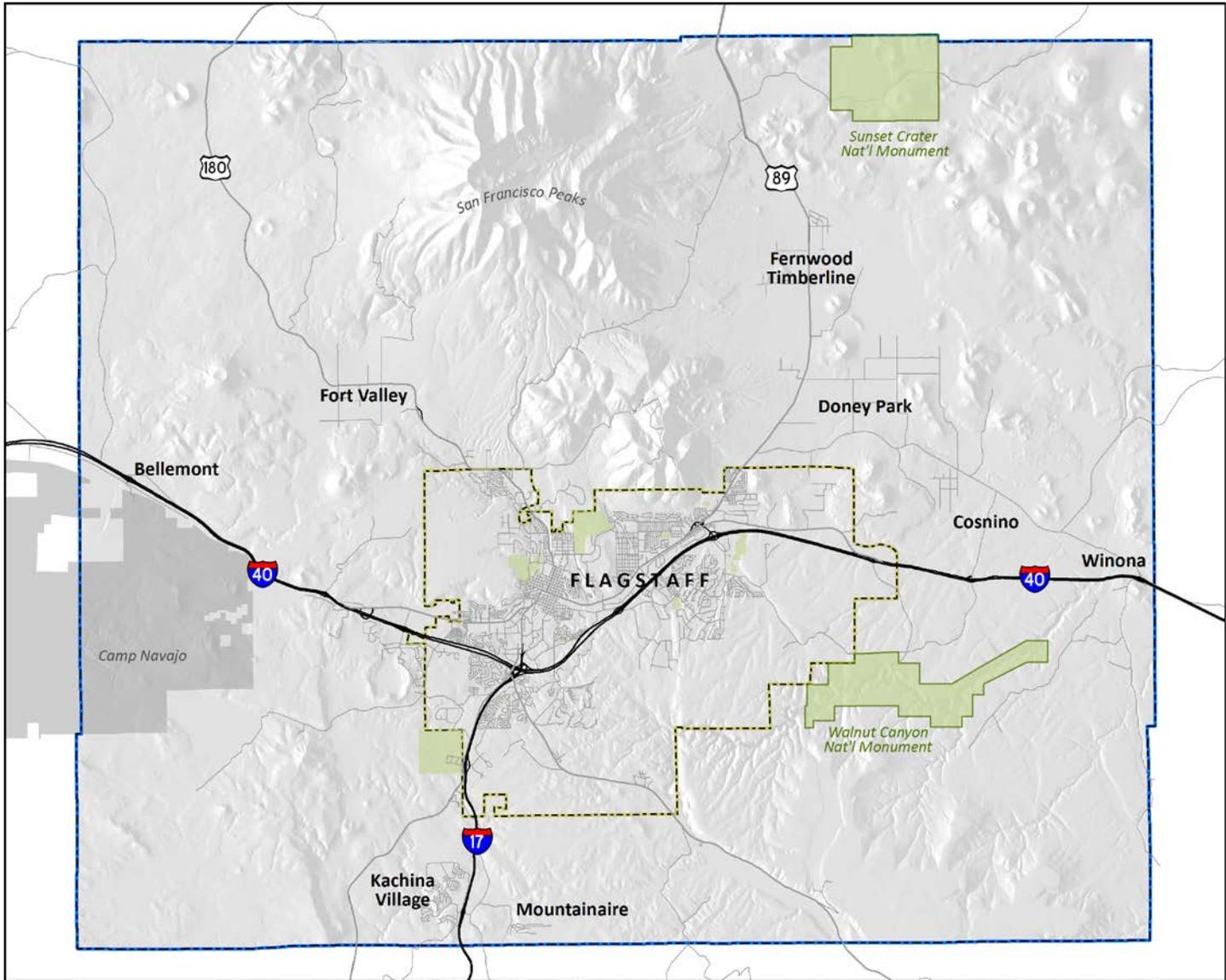


Figure 1. FMPO Boundaries

## **Statutory Requirements**

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

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

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

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

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

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

## **TIP Prioritization Process**

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

## **Fiscal Constraint Analyses**

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

## **Cost estimation**

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

## **Inflation**

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

## **Funding Estimates**

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

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

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

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

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

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

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

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

## **Federal Performance Targets**

### **Federal Performance Targets**

*Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21)* identified the following national transportation system goal areas:

- Safety,
- Infrastructure Conditions,
- Congestion Reduction,
- System Reliability,
- Freight Movement & Economic Vitality, and
- Environmental Sustainability.

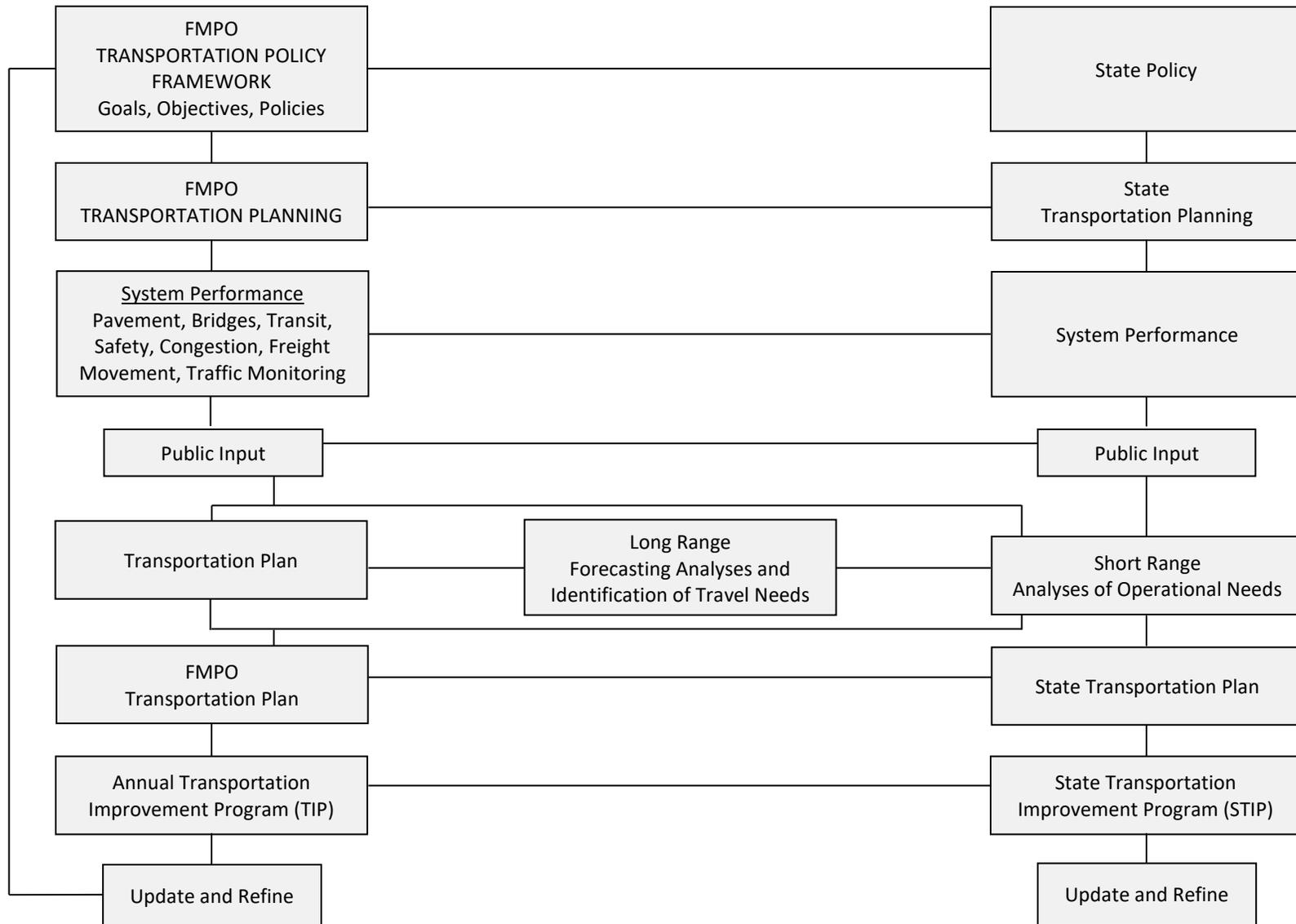
Per federal requirement the State of Arizona has adopted targets for these measures. The FMPO adopted all the state measures except for transit. Transit goals were set in cooperation with NAIPTA.

The projects in the FMPO TIP collectively address these goals. ADOT, the City and County will invest more than \$103,000,000 (including

illustrative projects) in system preservation including many bridge rehabilitation and replacement projects. NAIPTA set its own transit asset management goals and documents the investments to keep it on target. The City and ADOT have HSIP projects to address known safety concerns and the City's larger corridor improvement projects like Lone Tree Road, Butler Avenue and Fourth Street will address safety issues in their respective designs. Those same corridor projects are building capacity, resiliency and redundancy into the arterial network that will make the system more reliable. Congestion and reliability on the National Highway System in the region is not a concern with two exceptions regarding freight: US 89 movement to I-40 in front of the Flagstaff Mall and at the I-17/I-40 system interchange. The TIP does not address these. There is

indirect investment in the I-40 corridor where the City of Flagstaff is partnering with ADOT to widen and lengthen the Fourth Street bridges over I-40. Discussions are beginning for similar treatment of the Lone Tree bridges over I-40. Both projects prepare for future I-40 widening. The Flagstaff region is in attainment, so is not modeling or monitoring air quality directly. Regardless, FMPO member agencies are investing heavily in bicycle, pedestrian and transit which local research shows positively contribute to economic vitality and environmental sustainability.

Figure 2.  
FMPO TRANSPORTATION PLANNING PROCESS



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**Chapter II**

**ADOT Projects  
in the FMPO Area**



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

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

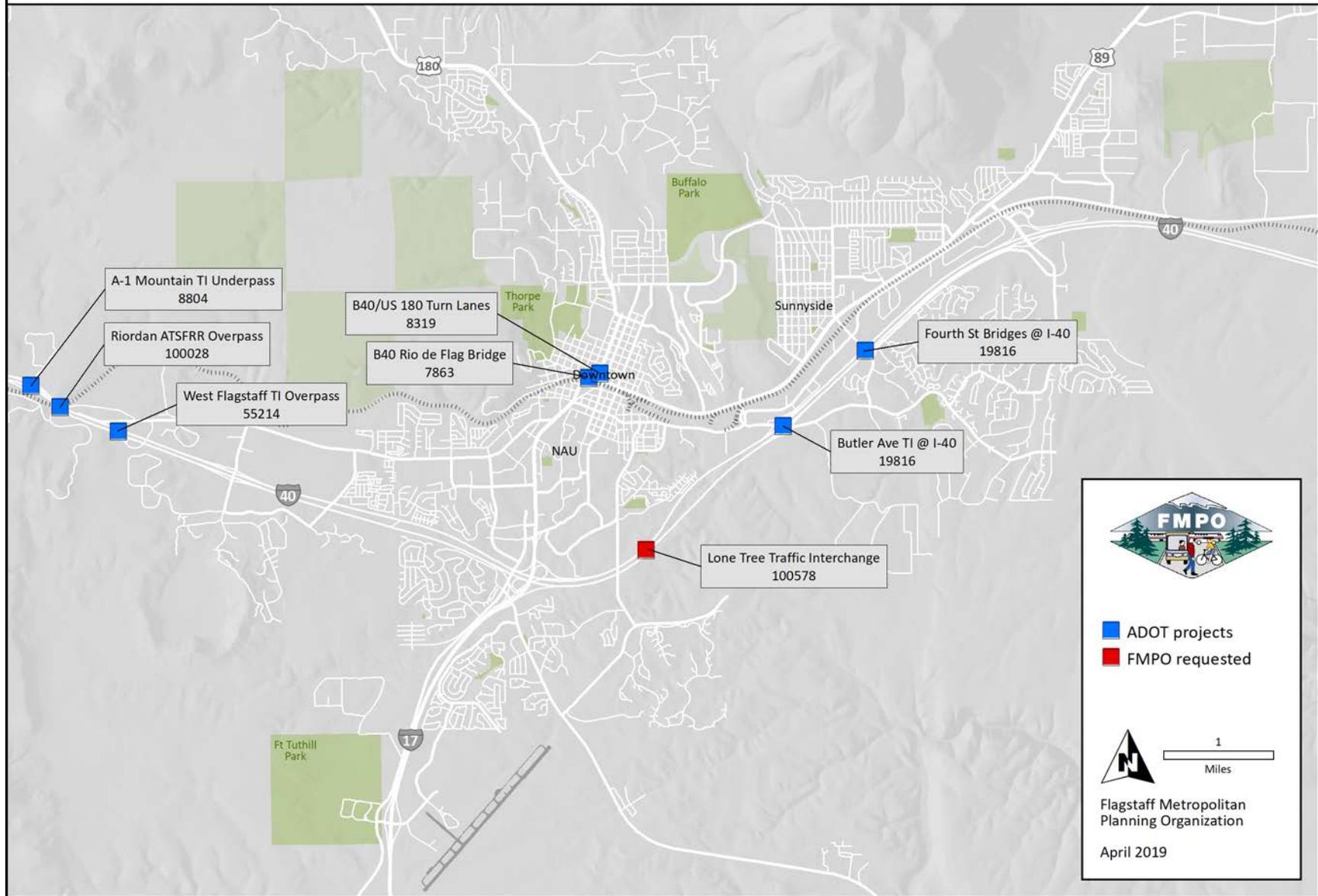
Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities

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

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

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

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



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

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

### **Riordan ATSF Overpass**

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

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

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

### **West Flagstaff TI Overpass**

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

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

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

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

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

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

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

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

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

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

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**Chapter III**

**Local Projects:  
Federal Aid Funds**



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

Updated July 12, 2019

Sponsor	Proj ID	Project name - location - description	Fund	Project cost	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total 2020-2024
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG	\$ 456,566	\$ 430,542	\$ 430,542					\$ 430,542
			Local				\$ 26,042				
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG	\$ 456,566			\$ 430,542				\$ 430,542
			Local					\$ 26,042			
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG	\$ 456,566				\$ 430,542			\$ 430,542
			Local						\$ 26,042		
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG	\$ 456,566					\$ 430,542		\$ 430,542
			Local							\$ 26,042	
FMPO	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG	\$ 456,566						\$ 430,542	\$ 430,542
			Local								
Coconino	TBD	<b>Bellemont Safety and Access Improvements BUILD Grant*</b> Transwestern Rd and Shadow Mtn. Dr. Roundabout construction	STBG	\$ 2,091,500						\$ 1,673,200	\$ 1,673,200
			Local								
COF	TBD	<b>Fourth Street Complete Street Corridor BUILD Grant*</b> Fourth/Huntington to Fourth/Butler Bridge replacement, corridor widening, intersection	STBG	\$ 24,086,817		\$ 2,785,616				\$ 15,800,000	\$ 18,585,616
			Local								
<b>TOTALS</b>					<b>\$ 430,542</b>	<b>\$ 9,161,701</b>	<b>\$ 456,584</b>	<b>\$ 456,584</b>	<b>\$ 456,584</b>	<b>\$ 17,929,784</b>	<b>\$ 22,411,526</b>

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

\* BUILD grant FY20 funds are budgeted local tax funds and secured or in process private development funds. ADOT funds for bridge replacement are budgeted and shown as STBG \$2.6M

Actual source of other federal funds may change. FY24 illustrative year \$1.7M (county) and \$15.8M (city) are requested BUILD funds and will be advanced to FY20 and FY21 if awarded.

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

### **General Administration and Planning**

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

### **County BUILD Grant – Transwestern Rd Roundabout**

- Safety and mobility

### **City BUILD Grant – Fourth St and I-40 to Butler**

- Safety and mobility

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**Chapter IV**

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



\* BUILD grant FY20 funds are budgeted local tax funds and secured or in process private development funds. ADOT funds for bridge replacement are budgeted and shown as STBG \$2.6M.

**Table 4. Non-Federal Aid Projects on the Federal Aid System**

<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
COF		<b>Lone Tree Railroad Overpass</b> Butler Ave to Route 66 Construct new road and railroad overpass	420	\$ 16,392,000		\$ 2,392,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000	\$ 16,392,000
						dc	c	c	c	c	
COF		<b>Lone Tree Road Widening</b> Butler Ave to Pine Knoll Dr Road widening	419	\$ 3,468,000						\$ 3,468,000	\$ 3,468,000
									dc		
COF	100123	<b>Butler Ave / Fourth St Intersection</b> Butler Ave and Fourth St Reconstruct/raise intersection	Trans	\$ 3,735,753		\$ 3,735,753					\$ 3,735,753
						dc					
COF		<b>Butler Avenue Widening</b> Herold Ranch Rd to Sinagua Heights Dr Road widening	419	\$ 6,340,000			\$ 500,000	\$ 2,420,000	\$ 2,364,000	\$ 1,056,000	\$ 6,340,000
						d	dc	c	c	c	
COF		<b>Fourth Street Widening</b> Soliere Dr to Sparrow Ave Road widening	Trans	\$ 1,563,906	\$ 550,000	\$ 1,013,906					\$ 1,013,906
					d	c					
COF		<b>Pedestrian-Bicycle-FUTS Projects</b> Various Construct new facilities	419	\$ 8,000,000			\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 8,000,000
							c	c	c	c	
COF		<b>Milton to Butler NB Turn Lane Extension</b> Route 66 to Butler Ave Extend NB turn lane	Trans	\$ 400,000		\$ 400,000					\$ 400,000
						dc					

**Table 4. Non-Federal Aid Projects on the Federal Aid System**

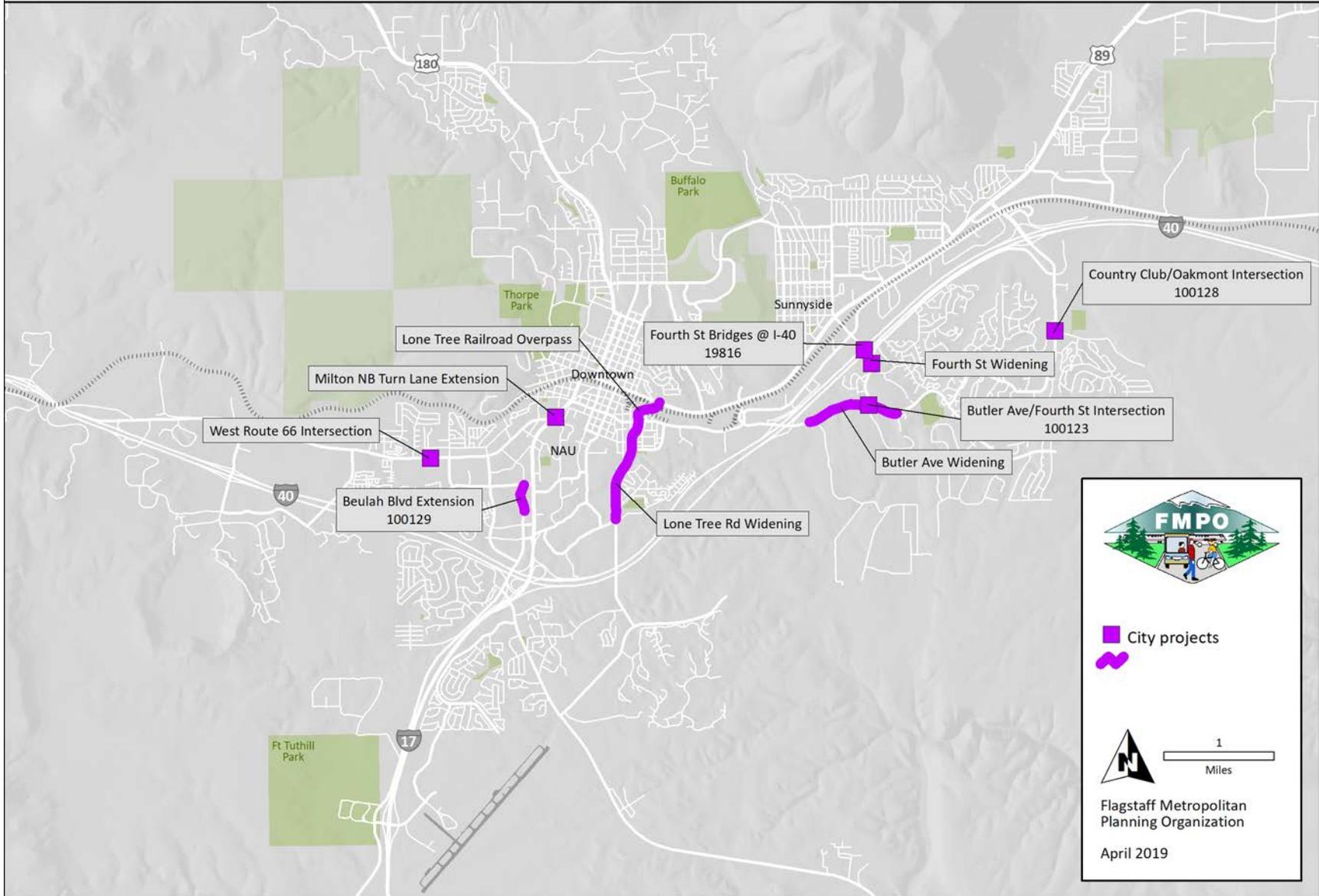
<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
COF		<b>West Route 66 Intersection</b> Intersection to be determined Intersection reconstruction	419	\$ 2,785,000			\$ 585,000	\$ 850,000	\$ 1,350,000		\$ 2,785,000
							dc	c	c		
COF	100128	<b>Country Club / Oakmont Intersection</b> Country Club Dr and Oakmont Dr Intersection reconstruction	419	\$ 615,000					\$ 115,000	\$ 500,000	\$ 615,000
									d	c	
COF	TBD	<b>Industrial Drive - Huntington to Purina Phase 3</b> Forest Meadows St to Yale St Construct new street	Trans		\$ 3,740,927						\$ 0
					c						
COF	100129	<b>Beulah Boulevard Extension</b> Forest Meadows St to Yale St Construct new street	Trans	\$ 8,175,000	\$ 482,355	\$ 7,692,645					\$ 7,692,645
					c						
CC	100582	<b>Bellemont Roundabout/Shadow Mtn Rd</b> Transwestern Rd to Alpine Dr Construct new roundabout, add shoulders	CC	\$ 4,500,000	\$ 800,000	\$ 1,000,000	\$ 2,700,000				\$ 3,700,000
						u	c				
CC	TBD	<b>Ancient Trail Overlay/Shoulders</b> Kachina Tr to Tonalea Tr Mill and overlay; add shoulders	CC	\$ 1,225,000				\$ 125,000	\$ 1,100,000		\$ 1,225,000
								d	c		
CC	100583	<b>Kachina Trail Overlay/Shoulders</b> Ancient Tr to Kona Tr Mill and overlay; add shoulders	CC	\$ 600,000				\$ 450,000		\$ 150,000	\$ 600,000
								c		d	

**Table 4. Non-Federal Aid Projects on the Federal Aid System**

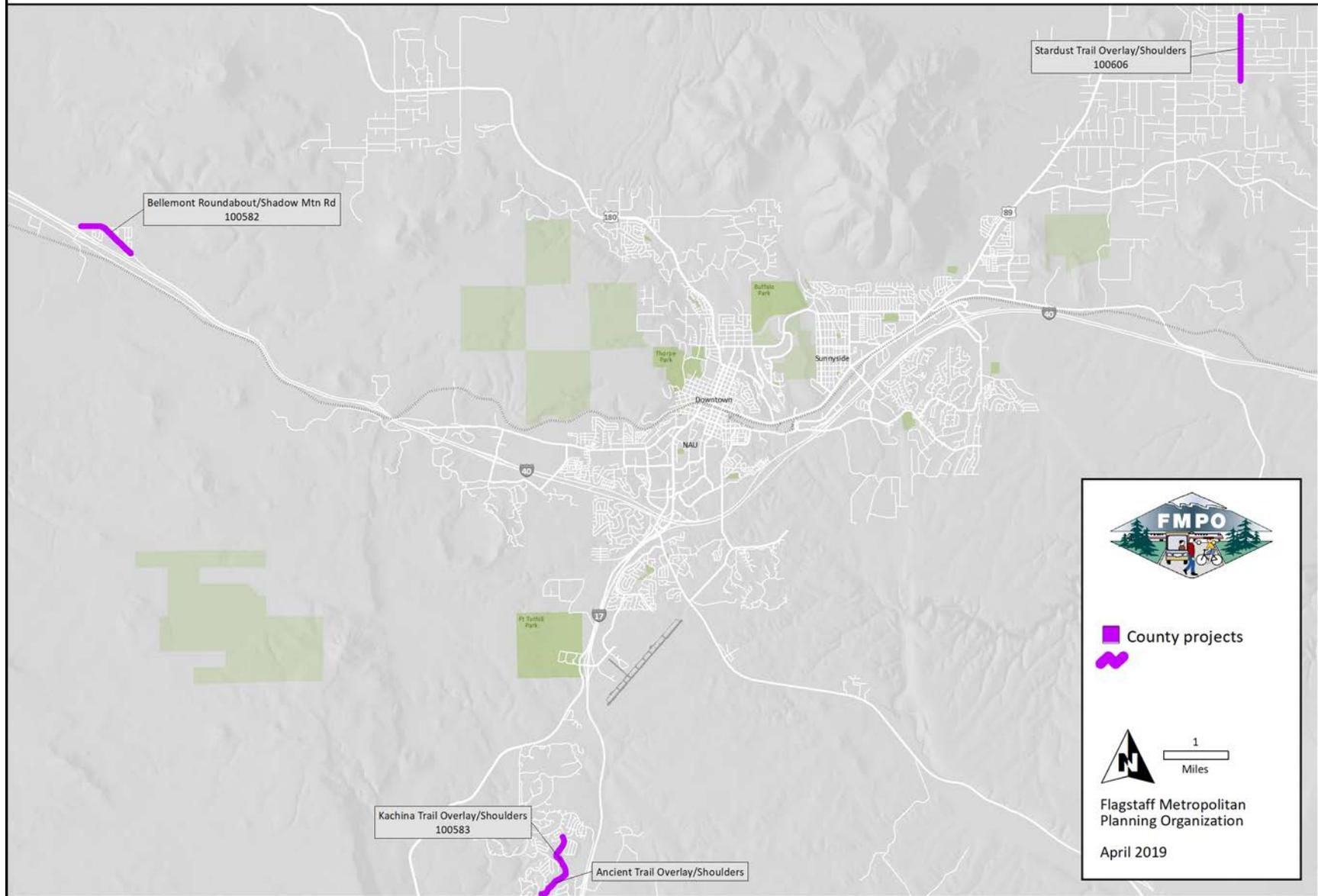
<i>Sponsor</i>	<i>Proj ID</i>	<i>Project name - location - description</i>	<i>Fund</i>	<i>Project cost</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>	<i>Total 2020-2024</i>
CC	100606	<b>Stardust Lane Overlay/Shoulders</b> Silver Saddle Rd to McGee Rd Mill and overlay; add shoulders	CC	\$ 2,350,000				\$ 250,000		\$ 2,100,000	\$ 2,350,000
								d		c	
<b>TOTALS</b>								<b>\$ 6,095,000</b>	<b>\$ 6,929,000</b>	<b>\$ 5,806,000</b>	<b>\$ 38,457,304</b>

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

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



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



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

### **Lone Tree Railroad Overpass**

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

### **Lone Tree Road Widening**

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

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

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

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

### **Butler Avenue Widening**

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

### **Fourth Street Widening**

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

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

- Replacement existing bridges over I-40 at Fourth Street

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

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

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

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

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

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

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

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

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

#### **Beulah Boulevard Extension**

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

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

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

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

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

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

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

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

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

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

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**Chapter V**

**Local Projects:  
Federal Transit Funds**



**Table 5. FY2020-2024: Transit Projects within the FMPO-area**

updated: June 18, 2019

Sponsor	Project Description	Fund Type	Current Year	2020	2021	2022	2023	2024	Local Cost **	Federal Cost	Total Cost
NAIPTA	Operating Assistance, including Project Management	5307, including STIC	\$7,393,903	\$9,190,562	\$9,462,373	\$9,649,861	\$9,841,098	\$10,036,160	\$42,281,445	\$13,292,512	\$55,573,957
NAIPTA	Passenger Shelters, Signs, and Poles	5307, STBG State Flex	\$181,582	\$103,291	\$103,291	\$103,291	\$103,291	\$103,291	\$139,607	\$558,430	\$698,037
NAIPTA	High-Capacity Transit Route - Engineering and Environmental	5307	\$2,281,919						\$580,000	\$1,701,919	\$2,281,919
NAIPTA	Building Construction - Office Remodel	5339	\$500,000						\$100,000	\$400,000	\$500,000
NAIPTA	Downtown Connection Ctr - Acquire/Design/Construct	5307, 5339	\$6,827,938						\$1,365,588	\$5,462,350	\$6,827,938
NAIPTA	Preventative Maintenance	STBG Local	\$353,750						\$70,750	\$283,000	\$353,750
NAIPTA	Planning, Transportation Improvement Plan (CYMPO)	5307	\$264,000						\$44,000	\$220,000	\$264,000
NAIPTA	Route 66/Kaspar Intersection - Design/Construction	5307, 5339	\$2,777,814						\$555,563	\$2,222,251	\$2,777,814
NAIPTA	NAU Milton Rt 66 Campus Entry Study	5339	\$150,000						\$30,000	\$120,000	\$150,000
NAIPTA	NAU McConnell Dr. and Sidewalk Multimodal Improv. - Design	5339	\$444,750						\$88,950	\$355,800	\$444,750
NAIPTA	Replacement Paratransit Vehicles (2 Cutaway Buses)	5307	\$240,000						\$48,000	\$192,000	\$240,000
NAIPTA	Downtown Connection Ctr - Construct	unfunded						\$34,899,955	\$14,919,731	\$19,980,224	\$34,899,955
NAIPTA	Bus Support Equip - Fare Collection	unfunded						\$250,000	\$50,000	\$200,000	\$250,000
NAIPTA	Acquisition of Property for NAIPTA Expansion	unfunded						\$2,500,000	\$500,000	\$2,000,000	\$2,500,000
NAIPTA	NAU McConnell Dr Multimodal Improvements	unfunded						\$5,000,000	\$1,000,000	\$4,000,000	\$5,000,000
NAIPTA	NAU - Milton Campus Entry	unfunded						\$3,500,000	\$700,000	\$2,800,000	\$3,500,000
NAIPTA	Kaspar Master Plan - Expansion of Maintenance Facility	unfunded						\$2,000,000	\$400,000	\$1,600,000	\$2,000,000
NAIPTA	Bus Storage Facility (Campus Location)	unfunded						\$18,059,719	\$3,611,944	\$14,447,775	\$18,059,719

NAIPTA	High-Capacity Transit - Acquisition/Construction	unfunded						\$27,000,000	\$5,400,000	\$21,600,000	\$27,000,000
NAIPTA	High-Capacity Transit - Fleet Expansion	unfunded						\$10,000,000	\$2,000,000	\$8,000,000	\$10,000,000
NAIPTA	Route and Route Infrastructure Improvements, along bus routes	unfunded						\$6,400,000	\$1,280,000	\$5,120,000	\$6,400,000
NAIPTA	Park n Ride Transit Center	unfunded						\$3,000,000	\$600,000	\$2,400,000	\$3,000,000
NAIPTA	Replacement Buses (Hybrid/Electric, total of 12)	unfunded						\$10,050,000	\$2,010,000	\$8,040,000	\$10,050,000
NAIPTA	Replacement Paratransit Vehicles (Cutaway Buses, total of 3)	unfunded						\$310,000	\$62,000	\$248,000	\$310,000
TOTAL ALL CATEGORIES			\$21,415,656	\$9,293,853	\$9,565,664	\$9,753,152	\$9,944,389	\$133,109,125	\$77,837,577	\$115,244,261	\$193,081,839

Fiscal Year is local fiscal year of July 1 thru June 30 to express year of obligation.

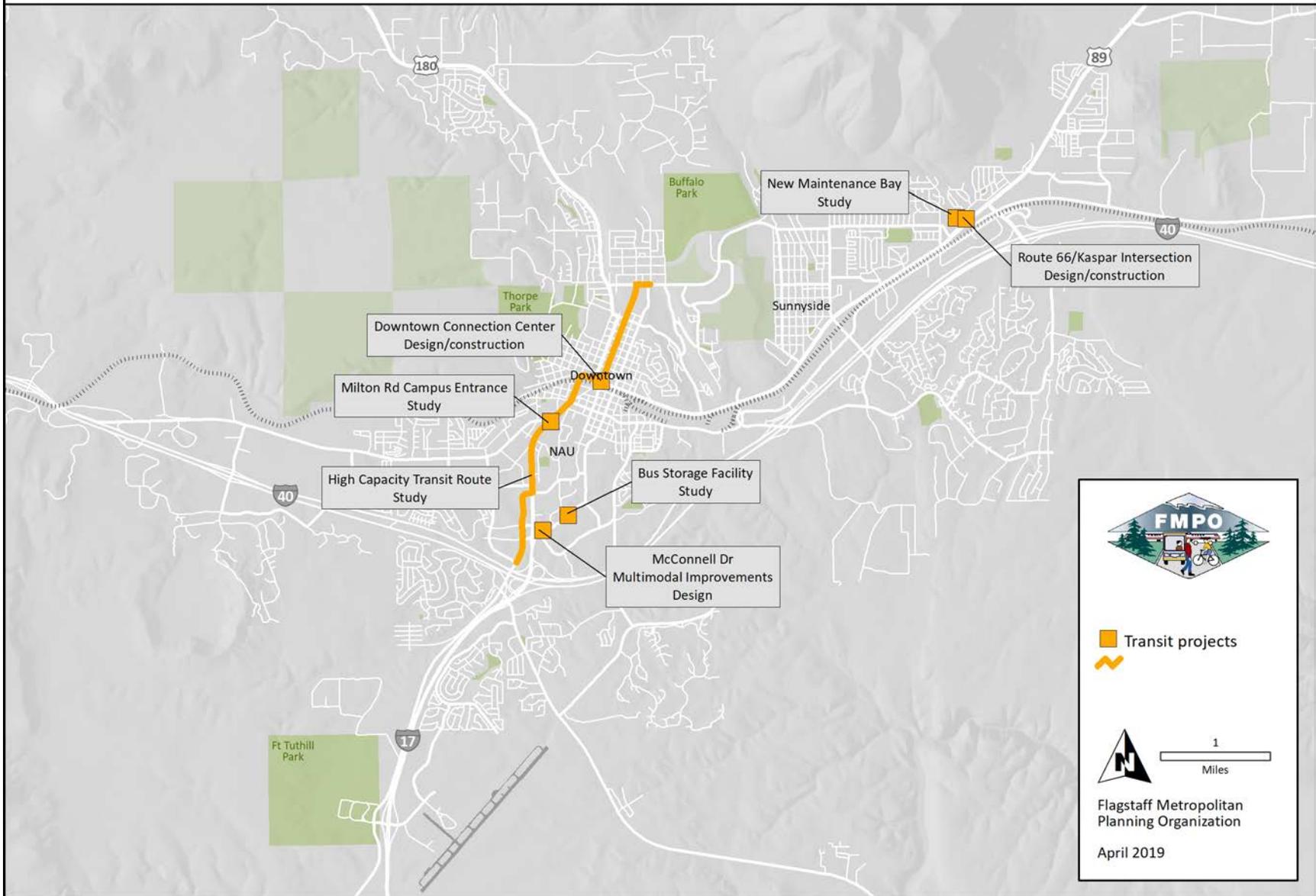
\*\*Local Match increases by an average of 2% annually. Local match is combination of City taxes and University IGA funds

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

Updated July 22, 2019

<i>Agency</i>	<i>FY</i>	<i>Location</i>	<i>Project description</i>	<i>Fund type</i>	<i>Local cost</i>	<i>Federal cost</i>	<i>Total cost</i>
Civic Service Institute - NAU	2020	Small Urban	Senior Companion Program	5310 - Operating	\$ 15,000	\$ 15,000	\$ 30,000
NAIPTA	2020	Small Urban	ADA Plus	5310 - Operating	\$ 75,000	\$ 75,000	\$ 150,000
NAIPTA	2020	Small Urban	Taxi voucher program	5310 - Operating	\$ 45,000	\$ 45,000	\$ 90,000
NAIPTA	2020	Small Urban	Bus stop mobility program	5310 - Capital	\$ 15,000	\$ 60,000	\$ 75,000
NAIPTA	2020	Small Urban	Mobility management	5310 - Mbilty mgmt	\$ 22,500	\$ 112,500	\$ 135,000
					\$ 172,500	\$ 307,500	\$ 480,000
	<i>Pending</i>						
Civic Service Institute - NAU	2021	Small Urban	Senior Companion Program	5310 - Operating	\$ 40,000	\$ 40,000	\$ 80,000
The Guidance Center	2021	Small Urban	Additional drivers	5311 - Operating	\$ 18,270	\$ 18,270	\$ 36,540
Quality Connections, Inc	2021	Small Urban	Replacement mini-vans with ramp	5310 - Capital	\$ 10,230	\$ 37,200	\$ 47,430
Quality Connections, Inc	2021	Small Urban	Replacement mini-vans with ramp	5310 - Capital	\$ 10,230	\$ 37,200	\$ 47,430
NAIPTA	2021	Small Urban	ADA Plus	5310 - Operating	\$ 113,670	\$ 113,670	\$ 227,340
NAIPTA	2021	Small Urban	Taxi voucher program	5310 - Operating	\$ 75,000	\$ 75,000	\$ 150,000
NAIPTA	2021	Small Urban	Bus stop mobility program	5310 - Capital	\$ 20,000	\$ 80,000	\$ 100,000
					\$ 287,400	\$ 401,340	\$ 688,740
<b>TOTALS</b>					\$ 459,900	\$ 708,840	\$ 1,168,740

**Map 4. Transit capital projects within the FMPO area**



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

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

- Policy E.1.5. Promote and encourage the expansion and use of energy-efficient modes of transportation:  
Public transportation  
Bicycles  
Pedestrians
- Goal LU.12. Accommodate pedestrians, bicyclists, transit riders, and private cars to supplement downtown’s status as the best-served and most accessible location in the region.
- Policy LU.12.8. Provide for strong connections from the Flagstaff Medical Campus to the Northern Arizona University campus via pedestrian paths, bicycle connections, streets, and transit service.
- Policy LU.13.2. Consider public transit connections in suburban development.
- Policy LU.15.4. Accommodate safe and convenient walking, biking, and transit facilities in existing and proposed employment centers.
- Policy T.2.4. Consider dedicated transit ways where appropriate.
- Policy T.3.8. Promote transportation options such as increased public transit and more bike lanes to reduce congestion, fuel consumption, and overall carbon emissions and promote walkable community design.

- Goal T.7. Provide a high-quality, safe, convenient, accessible public transportation system, where feasible, to serve as an attractive alternative to single-occupant vehicles.
- Policy T.7.1. Cooperate with NAIPTA in developing and implementing the five-year transit master planning goals and objectives to continuously improve service, awareness, and ridership
- Policy T.10.2. Improve multimodal access and service to and from the airport including transit, bicycle, and parking services.
- Policy NH.1.4. Foster points of activities, services, increased densities, and transit connections in urban and suburban neighborhoods.
- Policy NH.4.6. Consider and integrate public transportation when possible in planning housing developments, to help reduce a household’s transportation costs and minimize impact on the community’s roads and transportation system.

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

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

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**2020 - 2024 Transportation Improvement Program**



**Chapter VI**

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

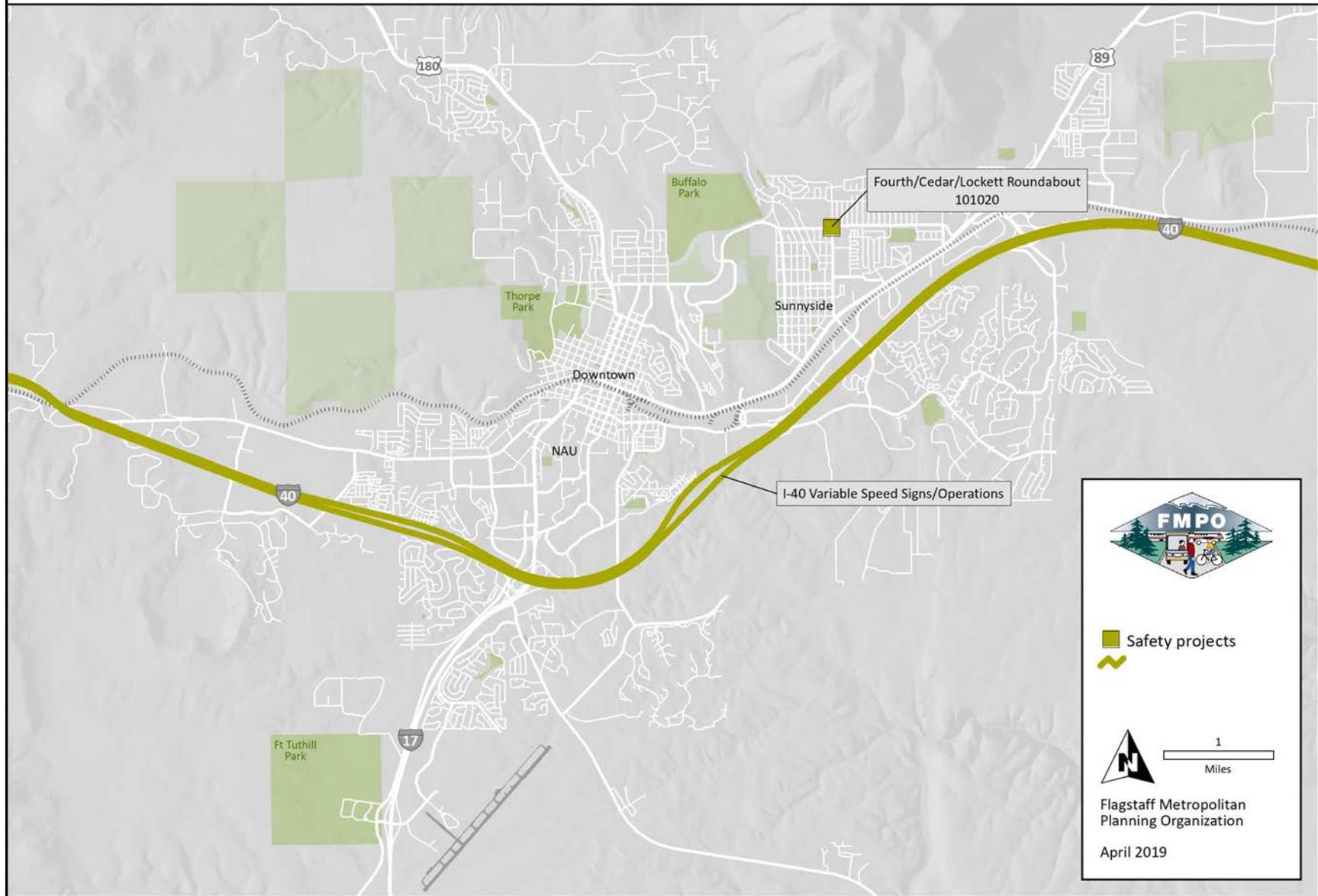


**Table 7. Safety projects with the FMPO area**

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

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

Map 5. Safety projects with the FMPO area



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

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

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

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

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

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

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

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

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**2020 - 2024 Transportation Improvement Program**



**Chapter VII**

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

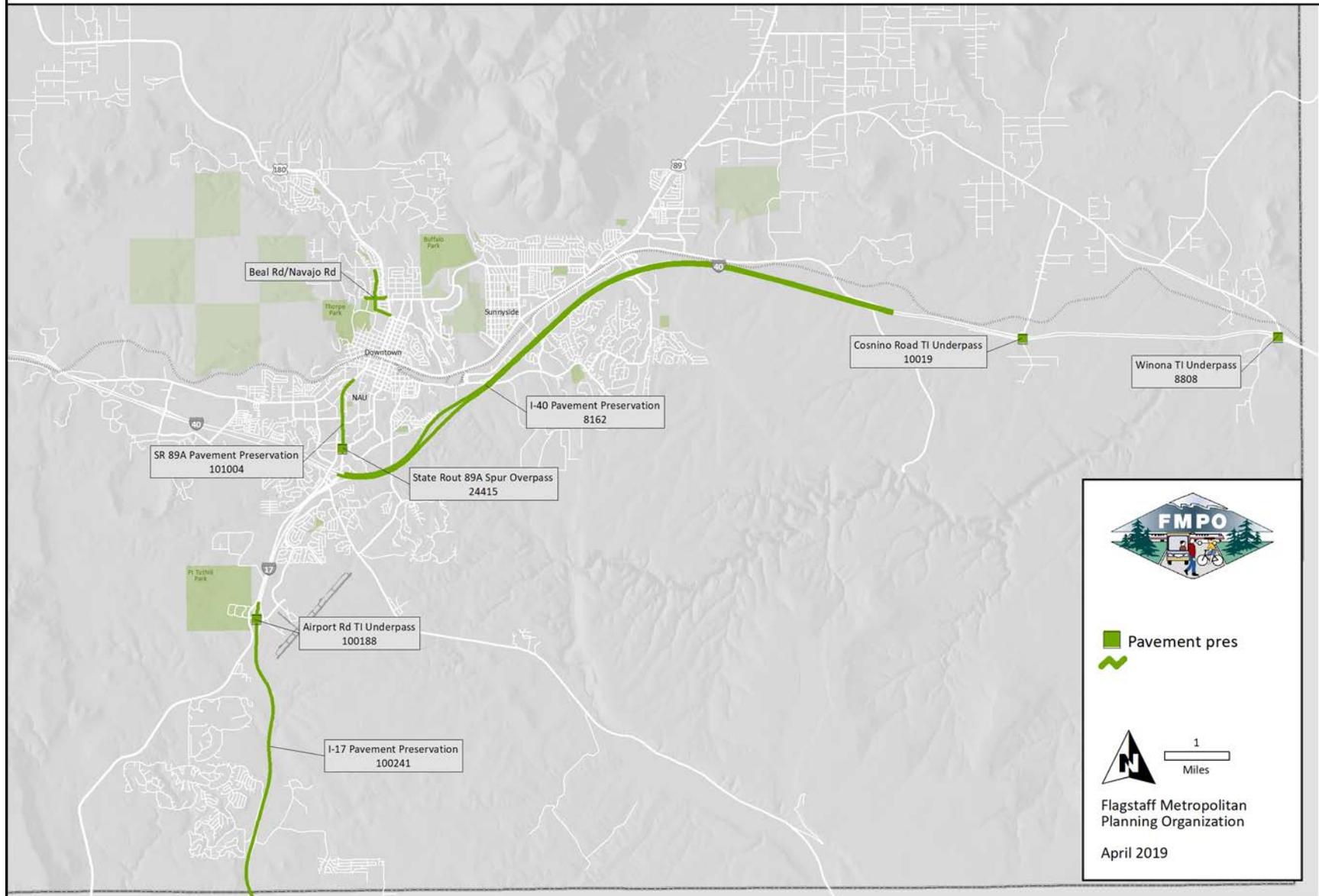


**Table 8. Pavement preservation projects within the FMPO area**

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

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

Map 6. Pavement preservation projects within the FMPO area



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

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

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

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

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

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

**ADOT ACCEPTANCE**

Arizona Department of Transportation

\_\_\_\_\_  
Signature

Gregory Byres  
\_\_\_\_\_  
Printed Name

ADOT MPD Director  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## **FMPO STRATEGIC WORK PLAN**

**January 2019**

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

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

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

### **Guiding Principles**

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

### **FMPO Measurable Objectives**

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

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

## FMPO Funding Sources & Eligible Uses Matrix

Prepared May 18, 2017

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