



**LAKE HAVASU METROPOLITAN
PLANNING ORGANIZATION (LHMPO)
EXECUTIVE BOARD MEETING AGENDA
Tuesday, March 14, 2017, **2:00 PM****

One or More Executive Board Members May Attend and Vote Telephonically

The Lake Havasu MPO Executive Board may vote to hold an Executive Session for the purposes of obtaining legal advice from the Attorney on any matter listed on the agenda under A.R.S §38-431.03(A)(3)

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. CALL TO THE PUBLIC:** This item is to provide an opportunity for citizens wishing to address the Executive Board on issues within the jurisdiction of the LHMPO planning area that are not on the Agenda. Your comments SHALL be limited to five (5) minutes or less. Please be advised that Executive Board Members may not respond to comments or questions brought up during call to the public.
- 5. CONSENT AGENDA**
 - 5.1** Approve the Executive Board Meeting Minutes of February 14, 2017
(Task #102)
- 6. ANNOUNCEMENTS, COMMUNICATIONS, UPDATE REPORTS**
 - 6.1** ADOT Northwest District Update Report
 - 6.2** Technical Advisory Committee (TAC) Update Report
 - 6.2** LHMPO Manager Report
- 7. PUBLIC HEARINGS**
 - 7.1** Discussion and Possible Action to Amend the LHMPO By-Laws as Presented by the Technical Advisory Committee (TAC) for Approval
Jean Knight, MPO Manager
(Task #102)
 - 7.2** Discussion and Possible Action to Approve the Draft 2018 Unified Planning Work Program (UPWP)
Jean Knight, MPO Manager
(Task #101)

7.3 Discussion and Possible Action Regarding the Recruitment Process for the LHMPO Planning Manager

Jean Knight, MPO Manager

(Task #102)

8. FUTURE AGENDA ITEMS

9. UPCOMING MEETING SCHEDULE

- State Transportation Board Meeting: **March 17, 2017, Tucson, AZ**
- LHMPO TAC Meeting: **March 23, 2017, 1:30 PM**, 900 London Bridge Rd, Bldg. B, Lake Havasu City, AZ 86404
- Executive Board Regular Meeting: **April 11, 2017**, Lake Havasu City Police Facility Meeting Room, 2360 McCulloch Boulevard N, Lake Havasu City, AZ 86403

10. ADJOURNMENT

Pursuant to the Americans with Disabilities Act (ADA), the Lake Havasu Metropolitan Planning Organization endeavors to ensure the accessibility of all of its programs, projects and services to all persons with disabilities. If you need an accommodation for this meeting, please contact Jeanette Buckley, Lake Havasu MPO at (928) 453-2823 at least 48 hours prior to the meeting so that accommodations may be arranged.

Agenda Item # 5.1

**LAKE HAVASU MPO
REQUEST FOR ACTION
MARCH 14, 2017**

SUBJECT: ACTION TO APPROVE THE CONSENT AGENDA

SUBMITTED BY: Jean Knight, MPO Manager

AGENDA TYPE: **CONSENT AGENDA**

ATTACHMENTS:

Executive Board Meeting minutes of February 14, 2017

SUMMARY/BACKGROUND:

Attached are the minutes from the Executive Board meeting held February 14, 2017

ACTION OPTION:

Motion to approve the Consent Agenda

OR

Motion to approve the Consent Agenda, with the noted changes

RECOMMENDATION:

Motion to approve the Consent Agenda

Mark Nexsen - Chair
Buster Johnson – Vice Chairman
David Lane – Board Member
Donna McCoy – Board Member
Deanna Beaver – Board Member



Lake Havasu City Police Facility
Meeting Room
2360 McCulloch Boulevard N.,
Lake Havasu City, AZ 86403
www.LHMPO.org

**LAKE HAVASU METROPOLITAN
PLANNING ORGANIZATION (LHMPO)
EXECUTIVE BOARD MEETING MINUTES
Tuesday, February 14, 2017, 2:00 PM**

One or More Executive Board Members May Attend Telephonically

1. CALL TO ORDER

Chairman Nexsen called the meeting to order at 2:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chairman Nexsen led the Pledge of Allegiance

3. ROLL CALL

The roll call was performed by Jeanette Buckley:

Present: Mark Nexsen, Buster Johnson, Donna McCoy, Deanna Beaver, and David Lane.

4. CALL TO THE PUBLIC:

There were no public comments.

5. CONSENT AGENDA

5.1 Approve the Executive Board Meeting Minutes of November 8, 2016

MOTION

Vice Chairman Johnson presented a motion to approve the Consent Agenda as presented. Motion was seconded by Member McCoy.

VOTE ON MOTION

The vote on the motion was four Ayes. Member Beaver abstained herself.

6. ANNOUNCEMENTS, COMMUNICATIONS, UPDATE REPORTS

6.1 ADOT Northwest District Update Report

Alvin Stump, District Engineer

- Weather has created a challenge on I-40 with the January storms; this is taking a toll on the roads. Trying to program a couple of emergency repair projects for the I-40

6.2 Technical Advisory Committee (TAC) Update Report

Stuart Schmeling, TAC Chairman

- Attended Rural Transportation Summit with MPO Manager it was educational and informative
- The TAC is reviewing the By-Laws, there have been issues with staff positions and the way the By-Laws were established. Currently reviewing other MPOs By-Laws and would like to bring recommendations back to the Executive Board next month

- Working with the MPO Manager on a Scope of Work on the Bike/Ped Implementation Plan hope to have the Request for Proposals by the beginning of April

6.2 LHMPO Manager Report

Jean Knight, MPO Manager

- City migration of the server has created issues with calendaring; anything that was calendared prior to the migrations is going to have to be deleted and re-submitted
- LHMPO had a Financial Integrity Review Evaluation (FIRE) review that was held by Federal Highways Administration (FHWA), the review went very well
- ADOT was in attendance at the FIRE review to support the MPO as well as Tabatha Miller and Tami Carey from Lake Havasu City
- ADOT historically has done HSIP call for projects for one year; this year they sent a memo out for call for projects from SFY18-SFY22 to be in by May 1st.
- This caused distress within the MPOs and COGs; Jean Knight sent a letter to ADOT with her concerns as well as other MPOs and COGs. ADOT has rescinded the order and extended the application till October 2nd and now it is only for SFY18-SFY20
- Scot Lewis, Project Manager, Lake Havasu City with be completing three HSIP applications
- Amec Foster Wheeler will be completing one HSIP application

Member Beaver indicated she wanted clarification of what the new deadline for HSIP applications. Jean Knight responded that the new deadline for the HSIP applications is October 2, 2017.

7. PUBLIC HEARINGS

7.1 Discussion and Possible Action to Hold Elections or Make Appointments of Chair, Vice-Chair and Secretary/ Treasurer

MOTION

Member Beaver presented a motion to have Chairman Nexsen remain the Chairman, Vice-Chairman Johnson remain Vice-Chairman, and appoint Donna McCoy for Secretary/Treasurer. Motion seconded by Member Lane.

VOTE ON MOTION

The vote on the motion was unanimous.

7.2 Discussion and Possible Action to Approve Strategic Transportation Safety Plan (STSP)

Prioritized Safety Projects for Highway Safety Improvement Program (HSIP) Projects

Jean Knight advised the Executive Board that the TAC prioritized the projects and chose the top six projects. The number one project is State Route 95 a ADOT project and ADOT would have to apply for the Highway Safety Improvement Program (HSIP). Jean Knight is discussing the State Route 95 HSIP project with Alvin Stump, Northwest District Engineer.

Current List of Projects:

1. State Route 95 – ADOT Project
2. HAWK Systemic – City Project
3. McCulloch Boulevard East (Acoma to SR95 South) – City Project
4. Acoma Boulevard (Kiowa Ave. to SR95 South) – City Project
5. Kiowa Blvd and Bermuda Ave (Kiowa – Palo Verde to Driftwood, Bermuda – Kiowa to McCulloch) – City Project

6. Bicycle Systemic – City Project (this project was placed on hold until the Bicycle/Pedestrian Implementation Plan is complete)

Jean Knight explained that the B/C ratio has to be at least 1.50% to be able to apply for HSIP. The Bicycle Systemic is a high B/C ratio, but this project needs to be evaluated before signage and striping are placed on the roads. The Bicycle/Pedestrian Implementation plan will give a direction on what the needs are.

Jean Knight indicated that HAWK Systemic B/C ratio is 16.9 that is a high B/C ratio. Chairman Nexsen asked what the HAWK acronym stood for. Scot Lewis wrote on the board High Intensity Activated Crosswalk (HAWK). Member Beaver asked if the HAWK originated in Tucson. Alvin Stump responded that was correct. Jean Knight explained that two of the locations on the list were located near elementary schools and also there was a fatality at one of the locations. The locations for the HAWKs will be evaluated by doing counts and locations will be reviewed before the HAWKs are installed.

Vice-Chair Johnson questioned if the Street Lighting project on State Route 95 would affect the Lake Havasu dark skies. Chairman Nexsen responded that he was not sure if it would have an effect, but if it has to do with safety it is hard to argue with it. Jean Knight indicated that any project on the list is going to be evaluated before implementation. Prescott, Prescott Valley and Flagstaff all have Dark Skies Ordinances and the street lighting would have to meet certain specifications.

Member Beaver inquired if an item is removed from a project would that elevate another project from the top six. Chairman Nexsen explained if you remove the street lighting from the Acoma Boulevard project could you take another item and put it in the place of the street lighting to keep the cost and B/C ratio the same.

Jean Knight explained that if you remove the street lighting from the Acoma Boulevard Project the project would have to be recalculated; this would remove 2.8 of the B/C ratio and \$478,100 of the project cost. The impact to the project would have to be recalculated; this is a weighted average over the whole corridor project.

MOTION

Vice-Chair presented a motion to approve the TAC approved prioritized project list presented for HSIP Projects. Motion seconded by Secretary/Treasurer McCoy.

VOTE ON MOTION

The vote on the motion was unanimous.

7.3 Discussion and Possible Action to approve the Lake Havasu MPO Operational Planning Activity Budget for Fiscal Year 2018

Jean Knight advised the Executive Board that one change has been made since the Agenda was sent out. There is \$1,000 added to Other Outside Services for translation services. The LHMPO was using a City employee for translating services but this employee has left the City. The budget goes into the Work Program and City Budget. Jean Knight will advise Tabatha Miller what the cash match for the LHMPO funding will be.

Chairman Nexsen asked what the LHMPO translates. Jean Knight explained that 12% of the population is Hispanic; this means that when the LHMPO publishes notices we also need to publish them in Spanish.

MOTION

Vice-Chair Johnson presented a motion to approve the Lake Havasu MPO Operational Planning Activity Budget for Fiscal Year 2018. Motion seconded by Secretary/Treasurer McCoy.

VOTE ON MOTION

The vote on the motion was unanimous.

7.4 Discussion and Possible Action to Appoint an Alternate to the Rural Transportation Advocacy Council (RTAC)

Chairman Nexsen indicated that sometimes there is a conflict with him attending the meetings in Phoenix or by phone. Vice-Chairman Johnson stated that it should be a Lake Havasu City member. Member Lane volunteered to be the alternate for the Rural Transportation Advocacy Council (RTAC).

Jean Knight indicated that they are not always a monthly meeting and there is a call-in option. She will keep them informed of all upcoming meetings.

MOTION

Vice-Chair Johnson made a motion to nominate Member Lane as an alternate to the RTAC board. Motion seconded by Secretary/Treasurer McCoy.

VOTE ON MOTION

The vote on the motion was unanimous.

8. FUTURE AGENDA ITEMS

Vice Chairman Johnson gave an update on the gentleman who had a traffic accident with a burro; he referred him to the congressman's office. Chairman Nexsen tried to contact BLM for this gentleman, but did not get a response.

No future agenda items provided.

9. UPCOMING MEETING SCHEDULE

- State Transportation Board Meeting: **February 17, 2017, Benson, AZ**
- LHMPO TAC Meeting: **February 21, 2017, 1:30 PM, 900 London Bridge Rd, Bldg. B, Lake Havasu City, AZ 86404**
- Executive Board Regular Meeting: **March 14, 2017, Lake Havasu City Police Facility Meeting Room, 2360 McCulloch Boulevard N, Lake Havasu City, AZ 86403**
- State Transportation Board Meeting: **March 17, 2017, Tucson, AZ**

10. ADJOURNMENT

Motion was presented by Vice-Chair Johnson to adjourn and seconded by Member Beaver. Vote on motion was unanimous. Meeting adjourned at 2:27 p.m.

**LAKE HAVASU MPO
REQUEST FOR ACTION
MARCH 14, 2017**

SUBJECT: DISCUSSION AND POSSIBLE ACTION TO AMEND THE LHMPO BY-LAWS AS PRESENTED BY THE TECHNICAL ADVISORY COMMITTEE (TAC) FOR APPROVAL

SUBMITTED BY: Jean Knight, LHMPO Manager

AGENDA TYPE: PUBLIC HEARING

ATTACHMENTS:

LHMPO Amended By-Laws – Draft Final
LHMPO By-Laws Red-Lined

SUMMARY/BACKGROUND:

For the past year it has been problematic for the TAC to adhere to the positions specified in the By-Laws due to staffing changes and City restructuring. Consequently, they reviewed By-Laws from four (4) other MPOs in Arizona and are recommending the voting structure indicated in the attached Amended By-Laws.

The TAC is recommending the Board approve the By-Laws as presented.

ACTION OPTION:

Motion to approve the Amended By-Laws as presented by the TAC

OR

Motion to be determined from discussion

RECOMMENDATION:

Motion to approve the Amended By-Laws as presented by the TAC

LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION

BYLAWS

Adopted September 10, 2013

Amended July 8, 2014

Amended February 10, 2015

Amended March 14, 2017

SECTION I - OBJECTIVES:

The objective of the Lake Havasu Metropolitan Planning Organization (“LHMPO”) is to plan, coordinate, and integrate activities necessary to meet the transportation needs of Lake Havasu City and certain adjoining areas of Mohave County. This will be accomplished through a coordinated effort by Lake Havasu City, Mohave County, and the Arizona Department of Transportation (“ADOT”).

LHMPO is not, nor is it intended to be a substitute for local government. It is; however, an entity through which participating agencies may work on local transportation issues and coordinate efforts.

SECTION II – PLANNING AREA:

The area that permitted LHMPO to be designated as a Metropolitan Planning Organization (“MPO”) under federal and state law is the Lake Havasu City Urbanized Area, as shown on Exhibit “A” of Lake Havasu City Resolution 13-2698 forming LHMPO (the defined terms of which are included in these Bylaws). The Planning Area Boundary of LHMPO, as may be amended from time to time, includes the areas of Lake Havasu City and unincorporated areas of Mohave County known as Horizon Six and Desert Hills as shown on Exhibit “A” of these Bylaws.

SECTION III - ORGANIZATION:

The LHMPO is organized as shown on Exhibit “B” of these Bylaws. Jurisdictions that make up the LHMPO include Lake Havasu City, Mohave County, and ADOT. Elected officials (except for ADOT’s representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up the Executive Board; and technical staff make up a Technical Advisory Committee (“TAC”). In addition, there may be other special committees such as technical subcommittees and/or citizen tasks forces. Each group is defined below:

- A. ***Executive Board.*** The LHMPO Executive Board consists of elected officials from Lake Havasu City and Mohave County, and one member from ADOT’s State Transportation Board who is appointed to the State Transportation Board by the Governor or designee, who must be an employee of ADOT. It is the function of the Executive Board to act as a policy body, coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall MPO area planning process.

1. Executive Board Membership

- (a) To be an eligible member of the Executive Board, that person must be a duly elected member of a governing body of a unit of local government located in the LHMPO area, except the ADOT member. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as primary member(s) of the LHMPO Executive Board. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a duly qualified employee designated by the State Transportation Board's LHMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties of the primary member(s). Where an agency has multiple representatives, Primary members may also be designated as Alternates.
- (b) Designation of Primary and Alternate members (as well as the priority of qualification for service among Alternates) shall be in accordance with statute, ordinance, or regulation governing each agency, and written verification shall be provided in a timely manner at least annually to the LHMPO Manager.
- (c) The Executive Board shall be comprised of the following members:

Jurisdiction	Number of Members
Lake Havasu City	Three (3)
Mohave County	One (1)
Arizona State Transportation Board	<u>One (1)</u>
Total	Five (5)

- (d) Any member, who for any reason shall no longer be in the service of the governmental unit jurisdiction, shall have his/her position vacated automatically and another member shall be appointed by the appropriate governmental unit.

2. Voting

- (a) Executive Board Members representing the following units of government are voting members of the LHMPO: Lake Havasu City, Mohave County and the Arizona State Transportation Board or ADOT designee.
- (b) Each represented jurisdiction/entity of the LHMPO shall have the following assigned number of votes:

Jurisdiction	Number of Votes
Lake Havasu City	Three (3)
Mohave County	One (1)
Arizona State Transportation Board	<u>One (1)</u>
Total	Five (5)

- (c) The number of votes a voting member carries from his/her jurisdiction must be declared at the first meeting when officers are elected. The number of votes for each member will remain the same unless changed by written notice to LHMPO. Upon the absence of a primary member at any particular meeting, his/her votes may be cast by an alternate member from the same jurisdiction, declared at the beginning of the meeting.
- (d) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

3. Officers

- (a) The members of the LHMPO shall elect the following officers: Chair, Vice Chair, and Secretary-Treasurer. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair, Vice Chair, and Secretary-Treasurer will serve without compensation and, shall serve for a period of one year. The members of the Executive Board may hold more than one office (except those of Chair and Vice Chair), at the same time, as the Executive Board may consider necessary and appropriate.
- (b) The Chair shall be able to vote on all matters before the LHMPO Executive Board. He/she shall sign on behalf of the LHMPO all documents requiring signatures and shall perform all other duties required of the Chair. The LHMPO Executive Board may delegate to the LHMPO Manager such signatures it deems appropriate and/or necessary.
- (c) The LHMPO Secretary-Treasurer shall have the custody and control of the funds, and shall report the state of the finances of the LHMPO at the close out of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the LHMPO. He/she shall perform other such services as required by the LHMPO and shall serve without compensation. The LHMPO Executive Board may delegate to an employee, or employees, of the LHMPO any or all of the duties and powers of the Secretary-Treasurer, with the exception of the Audit Committee.
- (d) If required by the LHMPO, the Secretary-Treasurer, and/or any employee, or retained consultant so delegated any or all of his/her functions, shall give the LHMPO a bond in such, and with such surety or sureties as shall be satisfactory to the LHMPO, for the faithful performance of the duties of this office.

4. Responsibilities

- (a) The LHMPO Executive Board is responsible for all actions, agreements, and functions to be carried out by the LHMPO.
- (b) The LHMPO is responsible for development of the following essential products:
 - 1. Regional Transportation Plan;
 - 2. Transportation Improvement Program with its Annual Element (TIP/AE);
 - 3. Title VI Civil Rights Review;
 - 4. Planning Work Program and Budget;
 - 5. Audit of LHMPO; and
 - 6. Air Quality Conformity Analyses.
- (c) Other products deemed essential, may be authorized by the Executive Board, and specified in the Planning Work Program.

5. Meetings.

- (a) The Executive Board of the LHMPO shall follow the Open Meeting Laws of Arizona.
- (b) Parliamentary procedure at all meetings shall be governed by Chapter 2.04 of the Lake Havasu City Code, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (c) A quorum shall be required for the conduct of any business. The attendance of two of the governmental units and no less than three Executive Board Members

of the LHMPO shall constitute a quorum for the transaction of business.

- (d) The LHMPO Executive Board shall meet once each month or as deemed necessary by majority vote of the Executive Board. The Executive Board will hold a meeting at a minimum, once per calendar quarter (three months). The time, date, and location of all Executive Board meetings will be determined by the Chair of the Executive Board, or by majority vote of the Executive Board. The time, date, and location of regular meetings will be posted at least twenty-four (24) hours in advance. The notices of the meetings shall conform to the Open Meeting Laws of Arizona. Members will be notified of all meetings.

B. **Technical Advisory Committee (TAC).** The LHMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio, non-voting representatives from each agency of the Federal Highway Administration, Federal Transit Administration, Environmental Protection Agency, and Havasu Mobility.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Planning Work Program, and any related issues specified by the LHMPO's Executive Board, and to so advise the Executive Board on appropriate actions to be taken. The TAC works closely with the LHMPO staff, providing guidance and direction for development of the annual Planning Work Program and Budget and work activities defined therein.

1. Membership.

A. Voting membership on the TAC shall have knowledge in any of the following transportation, or comparable, disciplines:

- (a) Highways
- (b) Public Works
- (c) Engineering
- (d) Aeronautics
- (e) Transit Systems
- (f) Planning

B. Membership should be represented as follows:

Lake Havasu City – Three (3) positions:

- Operations Director or designee
- Assistant City Engineer or designee
- Zoning Administrator/Planner or designee

Mohave County - Two (2) positions:

- County Engineer or designee
- Public Works Director or designee

Western Arizona Council of Governments (WACOG) – One (1) Position:

- Transportation Program Manager

Arizona Department of Transportation- Two (2) positions:

- Assistant Director or designee for Transportation Policy, Planning, and Programming (MPD)
- Northwest District Engineer or designee

C. Membership shall be recommended to the TAC, as necessary, in any of the following ways:

- (a) Request for nomination by any member of the TAC
- (b) Request for nomination by staff
- (c) Request for nomination by any member entity of the LHMPO

Nominations originating from a local jurisdiction shall be accompanied by a letter from the appropriate City/County administrator approving membership to the TAC. Nominations shall be referred by the TAC to the LHMPO Executive Board for approval.

The person in each of the above named positions may, by a written statement to the Chair of the Executive Board and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared at the beginning of the meeting.

In addition to the voting members listed above, one or more ex-officio non-voting representatives from the staffs of the member jurisdictions; the Federal Highway Administration, Federal Transit Administration, the Environmental Protection Agency, and Havasu Mobility may participate on issues of concern and/or subjects of particular technical expertise.

2. Voting.

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

Jurisdiction	Number of Votes
Lake Havasu City	Three (3)
Mohave County	Two (2)
ADOT	Two (2)
WACOG	<u>One (1)</u>
Total	Eight (8)

- (b) The number of votes for each member will remain the same unless changed by written notice to the LHMPO. Upon absence of a primary member at any particular meeting, his/her votes may be cast by an alternate member from the same jurisdiction, declared at the beginning of the meeting.
- (c) The members of the LHMPO TAC will elect at an annual meeting the following officers: Chair and Vice Chair. In the absence of the Chair, or upon his/her ability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair and Vice Chair shall serve without compensation and for a period of one year.

3. Responsibilities.

The LHMPO TAC shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the LHMPO Executive Board on issues germane to the LHMPO.

4. Meetings.

- (a) Parliamentary procedure at all meetings shall be governed by Chapter 2.04 of the

Lake Havasu City Code, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.

- (b) A quorum shall be required for the conduct of any business. A majority of no less than Five (5) voting members of the LHMPO TAC shall constitute a quorum for the transaction of business.
- (c) The LHMPO TAC shall meet regularly once each month, unless determined otherwise by the Chair of the TAC or by a majority vote of the TAC, but not less than quarterly. Members will be notified of all meetings.

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

At the direction of the Executive Board, subcommittees may be formed to investigate some particular work task/issue germane to the LHMPO.

1. Powers and Duties

The LHMPO Executive Board shall define the duties, and authorize the powers of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Executive Board and Technical Advisory Committee. Special committees, shall observe the Open Meeting Laws of Arizona.

2. Membership

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

Section IV - Finances:

Financial services will be provided by the Lake Havasu City Administrative Services Department as specified in the Intergovernmental Agreement established between LHMPO and Lake Havasu City. In addition to adhering to laws and regulations governing federal and state grants, LHMPO will adhere to Lake Havasu City codes and polices relating to budget and procurement.

- A. ***Fiscal Year.*** The LHMPO fiscal year shall commence on July 1 of each year.
- B. ***Funding.*** The LHMPO shall have the power to receive funds from any public source including, but not limited to, federal, state and local governments. Funds received from other sources must meet the guidelines set forth by Federal Highway Administration and the Arizona Department of Transportation.
- C. ***Audit.*** The Secretary-Treasurer shall call for an annual audit of the financial affairs of the LHMPO to be made by a certified public accountant (CPA) selected by the voting members of the LHMPO if the following condition is applicable. Pursuant to U.S. Office of Management and Budget (OMB) Circular A-133, any MPO that expends \$750,000 or more of federal assistance in a fiscal year is required to have a single audit conducted by an independent CPA for that year. Any audit requested outside of this guideline shall be the financial responsibility of the party requesting.

Section V – Amendment of Bylaws:

These Bylaws may be amended by a majority vote of the LHMPO Executive Board at any scheduled meeting, provided written notice of proposed amendment were provided not less than fifteen (15) days prior to the meeting at which they are to be voted upon.

AMENDED AND READOPTED, at a meeting of the Executive Board of the Lake Havasu Metropolitan Planning Organization held March 14, 2017.

Lake Havasu Metropolitan Planning Organization

Mark S. Nexsen
Chair

Attest:

Jean Knight, LHMPO Planning Manager

Approved as to Form:

Attorney for LHMPO

LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION

BYLAWS

Adopted September 10, 2013

Amended July 8, 2014

Amended February 10, 2015

Amended March 14, 2017

SECTION I - OBJECTIVES:

The objective of the Lake Havasu Metropolitan Planning Organization (“LHMPO”) is to plan, coordinate, and integrate activities necessary to meet the transportation needs of Lake Havasu City and certain adjoining areas of Mohave County. This will be accomplished through a coordinated effort by Lake Havasu City, Mohave County, and the Arizona Department of Transportation (“ADOT”).

LHMPO is not, nor is it intended to be a substitute for local government. It is; however, an entity through which participating agencies may work on local transportation issues and coordinate efforts.

SECTION II – PLANNING AREA:

The area that permitted LHMPO to be designated as a Metropolitan Planning Organization (“MPO”) under federal and state law is the Lake Havasu City Urbanized Area, as shown on Exhibit “A” of Lake Havasu City Resolution 13-2698 forming LHMPO (the defined terms of which are included in these Bylaws). The Planning Area Boundary of LHMPO, as may be amended from time to time, includes the areas of Lake Havasu City and unincorporated areas of Mohave County known as Horizon Six and Desert Hills as shown on Exhibit “A” of these Bylaws.

SECTION III - ORGANIZATION:

The LHMPO is organized as shown on Exhibit “B” of these Bylaws. Jurisdictions that make up the LHMPO include Lake Havasu City, Mohave County, and ADOT. Elected officials (except for ADOT’s representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up the Executive Board; and technical staff make up a Technical Advisory Committee (“TAC”). In addition, there may be other special committees such as technical subcommittees and/or citizen tasks forces. Each group is defined below:

A. ***Executive Board.*** The LHMPO Executive Board consists of elected officials from Lake Havasu City and Mohave County, and one member from ADOT’s State Transportation Board who is appointed to the State Transportation Board by the Governor or designee, who must be an employee of ADOT. It is the function of the Executive Board to act as a policy body, coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall MPO area planning process.

1. **Executive Board Membership**

(a) To be an eligible member of the Executive Board, that person must be a duly elected member of a governing body of a unit of local government located in the

LHMPO area, except the ADOT member. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as primary member(s) of the LHMPO Executive Board. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a duly qualified employee designated by the State Transportation Board's LHMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties of the primary member(s). Where an agency has multiple representatives, Primary members may also be designated as Alternates.

- (b) Designation of Primary and Alternate members (as well as the priority of qualification for service among Alternates) shall be in accordance with statute, ordinance, or regulation governing each agency, and written verification shall be provided in a timely manner at least annually to the LHMPO Manager.
- (c) The Executive Board shall be comprised of the following members:

Jurisdiction	Number of Members
Lake Havasu City	Three (3)
Mohave County	One (1)
Arizona State Transportation Board	<u>One (1)</u>
Total	Five (5)

- (d) Any member, who for any reason shall no longer be in the service of the governmental unit jurisdiction, shall have his/her position vacated automatically and another member shall be appointed by the appropriate governmental unit.

2. Voting

- (a) Executive Board Members representing the following units of government are voting members of the LHMPO: Lake Havasu City, Mohave County and the Arizona State Transportation Board or ADOT designee.
- (b) Each represented jurisdiction/entity of the LHMPO shall have the following assigned number of votes:

Jurisdiction	Number of Votes
Lake Havasu City	Three (3)
Mohave County	One (1)
Arizona State Transportation Board	<u>One (1)</u>
Total	Five (5)

- (c) The number of votes a voting member carries from his/her jurisdiction must be declared at the first meeting when officers are elected. The number of votes for each member will remain the same unless changed by written notice to LHMPO. Upon the absence of a Primary member at any particular meeting, his/her votes may be cast by an alternate member from the same jurisdiction, declared at the beginning of the meeting.
- (d) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

3. Officers

- (a) The members of the LHMPO shall elect the following officers: Chair, Vice Chair, and Secretary-Treasurer. In the absence of the Chair, or upon his/her

inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair, Vice Chair, and Secretary-Treasurer will serve without compensation and, shall serve for a period of one year. The members of the Executive Board may hold more than one office (except those of Chair and Vice Chair), at the same time, as the Executive Board may consider necessary and appropriate.

- (b) The Chair shall be able to vote on all matters before the LHMPO Executive Board. He/she shall sign on behalf of the LHMPO all documents requiring signatures and shall perform all other duties required of the Chair. The LHMPO Executive Board may delegate to the LHMPO Manager such signatures it deems appropriate and/or necessary.
- (c) The LHMPO Secretary-Treasurer shall have the custody and control of the funds, and shall report the state of the finances of the LHMPO at the close out of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the LHMPO. He/she shall perform other such services as required by the LHMPO and shall serve without compensation. The LHMPO Executive Board may delegate to an employee, or employees, of the LHMPO any or all of the duties and powers of the Secretary-Treasurer, with the exception of the Audit Committee.
- (d) If required by the LHMPO, the Secretary-Treasurer, and/or any employee, or retained consultant so delegated any or all of his/her functions, shall give the LHMPO a bond in such, and with such surety or sureties as shall be satisfactory to the LHMPO, for the faithful performance of the duties of this office.

4. Responsibilities

- (a) The LHMPO Executive Board is responsible for all actions, agreements, and functions to be carried out by the LHMPO.
- (b) The LHMPO is responsible for development of the following essential products:
 - 1. Regional Transportation Plan;
 - 2. Transportation Improvement Program with its Annual Element (TIP/AE);
 - 3. Title VI Civil Rights Review;
 - 4. Planning Work Program and Budget;
 - 5. Audit of LHMPO; and
 - 6. Air Quality Conformity Analyses.
- (c) Other products deemed essential, may be authorized by the Executive Board, and specified in the Planning Work Program.

5. Meetings.

- (a) The Executive Board of the LHMPO shall follow the Open Meeting Laws of Arizona.
- (b) Parliamentary procedure at all meetings shall be governed by Chapter 2.04 of the Lake Havasu City Code, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (c) A quorum shall be required for the conduct of any business. The attendance of two of the governmental units and no less than three Executive Board Members of the LHMPO shall constitute a quorum for the transaction of business.
- (d) The LHMPO Executive Board shall meet once each month or as deemed necessary by majority vote of the Executive Board. The Executive Board will hold a meeting at a minimum, once per calendar quarter (three months). The time, date, and location of all Executive Board meetings will be determined by the

Chair of the Executive Board, or by majority vote of the Executive Board. The time, date, and location of regular meetings will be posted at least twenty-four (24) hours in advance. The notices of the meetings shall conform to the Open Meeting Laws of Arizona. Members will be notified of all meetings.

- B. **Technical Advisory Committee (TAC).** The LHMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio, non-voting representatives from each agency of the Federal Highway Administration, Federal Transit Administration, Environmental Protection Agency, and Havasu Mobility.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the Planning Work Program, and any related issues specified by the LHMPO's Executive Board, and to so advise the Executive Board on appropriate actions to be taken. The TAC works closely with the LHMPO staff, providing guidance and direction for development of the annual Planning Work Program and Budget and work activities defined therein.

1. Membership.

- A. Voting membership on the ~~LHMPO Technical Advisory Committee~~TAC shall ~~have knowledge, or comparable, in any of the following transportation, or comparable, transportation subjects~~disciplines: ~~be as follows:~~

- (a) Highways
- (b) Public Works
- (c) Engineering
- (d) Aeronautics
- (e) Transit Systems
- (f) Planning

- B. Membership should be represented as follows:

Lake Havasu City – ~~Two (2)~~Three (3) positions:

- Operations Director or designee
- ~~Project Manager~~Assistant City Engineer or designee
- Zoning Administrator/Planner or designee

Mohave County - ~~One (1)~~Two (2) positions:

- County Engineer or designee
- Public Works Director or designee

Western Arizona Council of Governments (WACOG) – One (1) Position

- Transportation Program Manager

Arizona Department of Transportation- Two (2) positions:

- Assistant Director or designee for Transportation Policy, Planning, and Programming (MPD)

Kingman-Northwest District Engineer or designee

- C. Membership shall be recommended to the ~~Committee~~TAC, as necessary, in any of the following ways:

- (a) Request for nomination by any member of the ~~Committee~~TAC
- (b) Request for nomination by staff
- (c) Request for nomination by any member entity of the LHMPO.

Nominations originating from a local jurisdiction shall be accompanied by a letter from the appropriate City/County administrator approving of membership to the CommitteeTAC. Nominations shall be referred by the CommitteeTAC to the Lake Havasu LHMPO Executive Board for approval.

The person in each of the above named positions may, by a written statement to the Chair of the Executive Board and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared at the beginning of the meeting.

- (a) In addition to the voting members listed above, one or more ex-officio non-voting representatives from the staffs of the member jurisdictions; the Federal Highway Administration, Federal Transit Administration, the Environmental Protection Agency, and Havasu Mobility may participate on issues of concern and/or subjects of particular technical expertise.

2. Voting.

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

Jurisdiction	Number of Votes
Lake Havasu City	Two (2) Three (3)
Mohave County	One (1) Two (2)
ADOT	Two (2)
WACOG	One (1)
Total	Six (6) Eight (8)

- (b) The number of votes for each member will remain the same unless changed by written notice to the LHMPO. Upon absence of a pPrimary member at any particular meeting, his/her votes may be cast by an alternate member from the same jurisdiction, declared at the beginning of the meeting. ~~If all voting members from a jurisdiction are not present, the number of votes a voting member carries from his/her jurisdiction must be stated at the beginning of the meeting. If all voting members from a jurisdiction are not present, the number of votes a voting member carries from his/her jurisdiction must be stated at the beginning of the meeting.~~

- (c) The members of the LHMPO TAC will elect at an annual meeting the following officers: Chair and Vice Chair. In the absence of the Chair, or upon his/her ability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair and Vice Chair shall serve without compensation and for a period of one year.

3. Responsibilities.

The LHMPO TAC shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the LHMPO Executive Board on issues germane to the LHMPO.

4. Meetings.

- (a) Parliamentary procedure at all meetings shall be governed by Chapter 2.04 of the Lake Havasu City Code, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (b) A quorum shall be required for the conduct of any business. A majority of no less than ~~four (4)~~ **Five (5)** voting members of the LHMPO TAC shall constitute a quorum for the transaction of business.
- (c) The LHMPO TAC shall meet regularly once each month, unless determined

otherwise by the Chair of the TAC or by a majority vote of the TAC, but not less than quarterly. Members will be notified of all meetings.

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

At the direction of the Executive Board, subcommittees may be formed to investigate some particular work task/issue germane to the LHMPO.

1. Powers and Duties

The LHMPO Executive Board shall define the duties, and authorize the powers of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Executive Board and Technical Advisory Committee. Special committees, shall observe the Open Meeting Laws of Arizona.

2. Membership

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

Section IV - Finances:

Financial services will be provided by the Lake Havasu City Administrative Services Department as specified in the Intergovernmental Agreement established between LHMPO and Lake Havasu City. In addition to adhering to laws and regulations governing federal and state grants, LHMPO will adhere to Lake Havasu City codes and polices relating to budget and procurement.

- A. ***Fiscal Year.*** The LHMPO fiscal year shall commence on July 1 of each year.
- B. ***Funding.*** The LHMPO shall have the power to receive funds from any public source including, but not limited to, federal, state and local governments. Funds received from other sources must meet the guidelines set forth by Federal Highway Administration and the Arizona Department of Transportation.
- C. ***Audit.*** The Secretary-Treasurer shall call for an annual audit of the financial affairs of the LHMPO to be made by a certified public accountant (CPA) selected by the voting members of the LHMPO if the following condition is applicable. Pursuant to U.S. Office of Management and Budget (OMB) Circular A-133, any MPO that expends \$750,000 or more of federal assistance in a fiscal year is required to have a single audit conducted by an independent CPA for that year. Any audit requested outside of this guideline shall be the financial responsibility of the party requesting.

Section V – Amendment of Bylaws:

These Bylaws may be amended by a majority vote of the LHMPO Executive Board at any scheduled meeting, provided written notice of proposed amendment were provided not less than fifteen (15) days prior to the meeting at which they are to be voted upon.

AMENDED AND READOPTED, at a meeting of the Executive Board of the Lake Havasu Metropolitan Planning Organization held ~~February 10, 2015~~March 14, 2017.

Lake Havasu Metropolitan Planning Organization

Mark S. Nexsen
Chair

Attest:

Jean Knight, LHMPO Planning Manager

Approved as to Form:

~~Kelly Garry for LHMPO~~ Attorney for LHMPO

**LAKE HAVASU MPO
REQUEST FOR ACTION
MARCH 14, 2017**

**SUBJECT: DISCUSSION AND POSSIBLE ACTION TO APPROVE FY2018
UNIFIED PLANNING WORK PROGRAM (UPWP)**

SUBMITTED BY: Jean Knight, LHMPO Manager

AGENDA TYPE: DISCUSSION/POSSIBLE ACTION

ATTACHMENTS:

Draft FY 2018 UPWP

SUMMARY/BACKGROUND:

It is a federal requirement that all MPOs prepare a Work Program (UPWP); and, for Arizona MPOs it is due annually. The document is the LHMPO's planning activities for the upcoming fiscal year (July 1st – June 30th), defining a cost for each Task that is included in the UPWP. Additionally, the LHMPO includes what was accomplished for the prior fiscal year as well as anticipated goals for the next fiscal year. If a task was not completed, the Manager either carries it forward to the next fiscal year or evaluates the necessity of having that activity in the UPWP. Changes can be made to the document during the fiscal year; however, it would be an amendment and may need to have Board approval.

The attached draft will be reviewed by ADOT MPD this month and in March will be reviewed by Federal Highway Administration (FHWA) and various departments of ADOT on March 22, 2017. When FHWA and ADOT perform a review of the UPWP, the TAC members are usually in attendance as well as a couple of the Board members. At the March meeting additional changes may occur.

This is an opportunity for the Executive Board and public to ask questions or make recommended changes. The final document will be presented for final approval at the May 9th Executive Board meeting.

ACTION OPTION:

Motion to accept the Draft FY18 UPWP as presented for review by FHWA & ADOT

OR

Motion to accept the Draft FY18 UPWP with the noted changes

RECOMMENDATION:

Motion to accept the Draft FY18 UPWP as presented



Lake Havasu Metropolitan Planning Organization
900 London Bridge Road, Building B
Lake Havasu City, AZ 86404
(928) 453-2823
www.LHMPO.org

FISCAL YEAR 2018 UNIFIED PLANNING WORK PROGRAM and BUDGET

For a Comprehensive, Cooperative, and Continuing
Transportation Planning Process

Endorsed and Approved on _____, by the:
**LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE**

Endorsed and Approved on _____, by the:
**LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION
EXECUTIVE BOARD**

Prepared by the Lake Havasu Metropolitan Planning Organization in cooperation with the Lake Havasu City, Mohave County, Arizona Department of Transportation, the Federal Transit Administration and the Federal Highway Administration

CFDA FHWA: 20.205
CFDA FTA 5303/5305: 20.505
CFDA FTA 5304: 20.505

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The Lake Havasu Metropolitan Planning Organization certifies that the 2018 Unified Planning Work Program has been developed with opportunities for public participation.

SECTION I MISSION STATEMENT AND INTRODUCTION

MISSION STATEMENT

The mission of the Lake Havasu Metropolitan Planning Organization is to provide open leadership and guidance for regional transportation planning through a cooperative effort that will result in a practical and positive growth model beneficial to residents, visitors and businesses.

INTRODUCTION

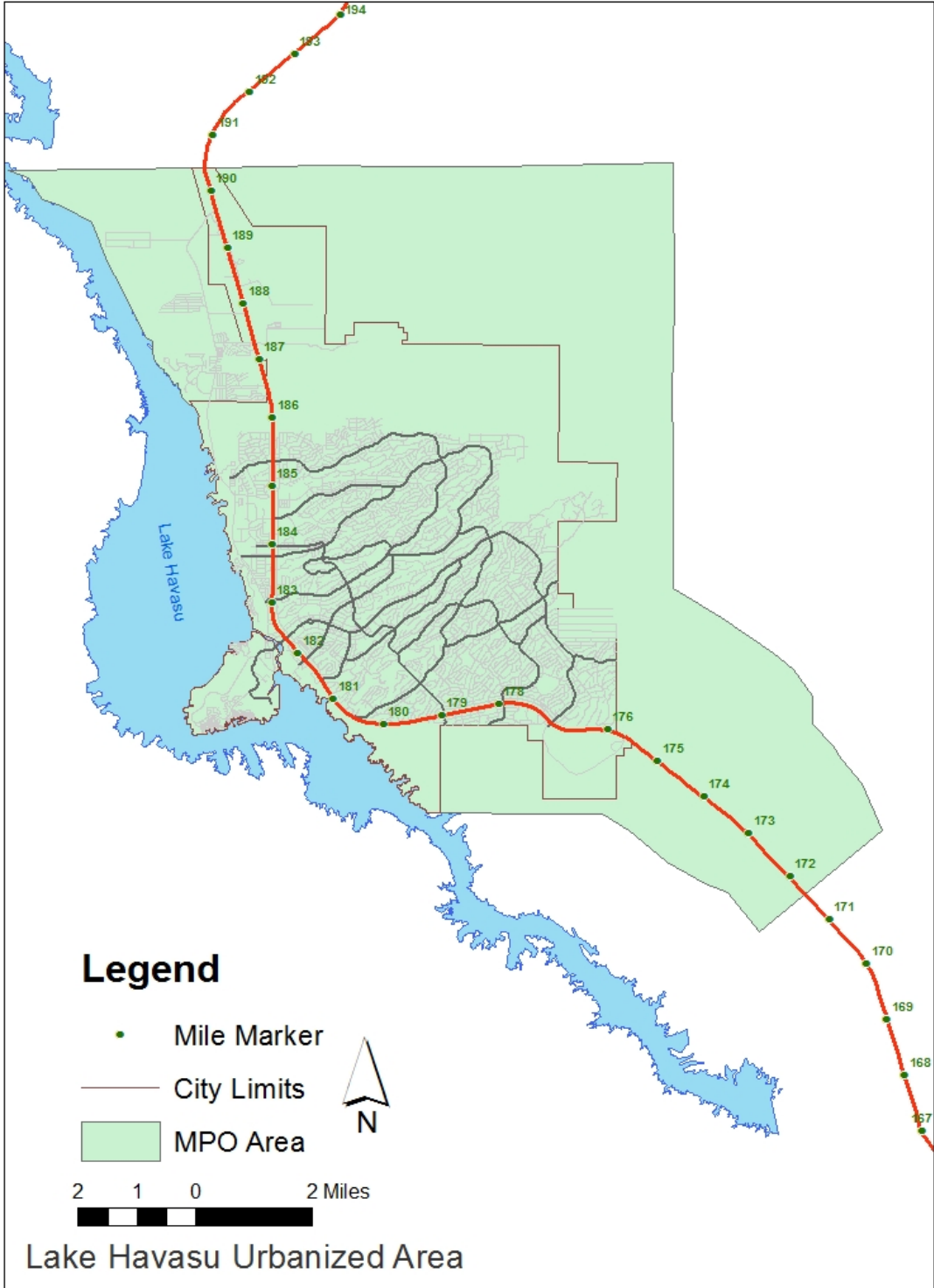
The Unified Planning Work Program (UPWP) is a narrative description of the annual technical Unified Planning Work Program for a continuing, cooperative and comprehensive (3-C) transportation planning process within the Lake Havasu Metropolitan Planning Organization “LHMPO” planning boundary. The LHMPO planning area boundary (Figure 1) encompasses all areas within the Lake Havasu City limits as well as the Mohave County areas north of the City limits known as Desert Hills, Havasu Gardens, Crystal Beach and the Mohave County area southeast of the City known as Horizon Six. The planning boundary of the MPO is approximately 100 square miles.

As the transportation planning agency within the planning area boundary, LHMPO will be responsible for developing a UPWP in collaboration with Federal Highways Administration (FHWA), Arizona Department of Transportation (ADOT), Federal Transit Administration (FTA), Lake Havasu City, Mohave County, the LHMPO Executive Board and Technical Advisory Committee (TAC). Additionally, there are agreements with FHWA, ADOT and FTA as to the responsibilities and obligations for the planning process with the LHMPO, as well as federal regulations. The UPWP provides short and long range transportation planning objectives for the LHMPO, the manner in which these objectives will be achieved, the budget necessary to sustain the overall planning effort, and the sources of funding for each specific program element.

The LHMPO Manager will provide project management and direction to study efforts; however, the LHMPO Manager may rely upon external services for the accomplishment of many of the tasks. The LHMPO Manager will oversee services provided to ensure quality, professionalism and timeliness.

It is important to note that the LHMPO is in its infancy. The LHMPO received its designation as a Metropolitan Planning Organization (MPO) from Governor Janice K. Brewer March 26, 2013, and began operation in December 2013.

Figure 1
LHMPO Boundary



SECTION II ORGANIZATION AND MANAGEMENT

STAFF ROLES and RESPONSIBILITIES

The LHMPO's staff consists of a Metropolitan Planning Manager and an Administrative Specialist. The Metropolitan Planning Manager is a contract employee. The Administrative Specialist is a federally mandated position with sustained employment contingent upon the continuation of the legislation related to metropolitan planning organizations.

The Metropolitan Planning Manager manages the day to day operations of the LHMPO and reports to the LHMPO Executive Board. The Administrative Specialist reports to the Metropolitan Planning Manager.

The LHMPO entered into an Intergovernmental Agreement with Lake Havasu City for support services. Under this agreement, Lake Havasu City provides human resources, finance/accounting, procurement, MIS support, legal, and other support services. All LHMPO expenses are processed by Lake Havasu City as incurred and are reimbursed by ADOT.

In accordance with the Intergovernmental Agreement, Lake Havasu City provides limited legal support services by and through its City Attorney's Office to the extent it does not cause a conflict of interest or ethical violation. The LHMPO utilizes contracted legal services when desired or necessary.

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EXECUTIVE BOARD and COMMITTEE STRUCTURE – ROLES and RESPONSIBILITIES

The LHMPO Executive Board, TAC Committee and any other sub-committees will abide by the LHMPO By-Laws and follow the Open Meeting Laws of Arizona.

Parliamentary procedure at all meetings shall be governed by Chapter 2.04 of the Lake Havasu City Code, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all Executive Board voting members.

The Executive Board acts as the policy body coordinating transportation planning and related activities within the LHMPO area. The Board must approve all agreements and contracts and the Chair, or designee, must sign all appropriate documents related to contracts and agreements on behalf of the LHMPO.

The LHMPO Executive Board consists of four elected officials, one appointed official and one ex-officio:

- Three (3) elected officials from Lake Havasu City Council
- One (1) elected official from the Mohave County Board of Supervisors
- One (1) appointed official or designee from the ADOT State Transportation Board
- One (1) ex-officio from Federal Highways Administration

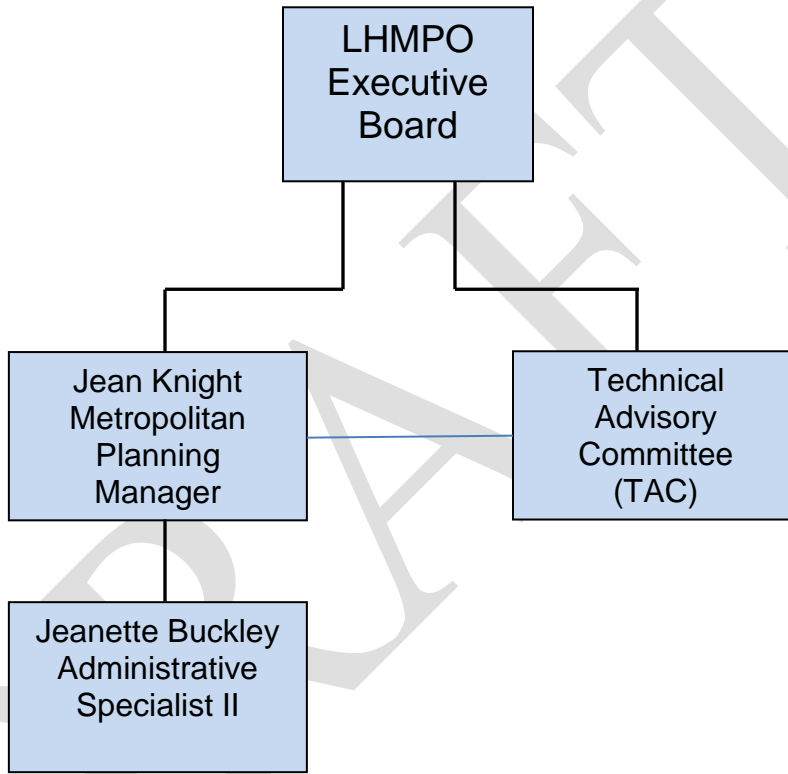
From the elected officials serving on the Board, the Board will elect one member to serve as Chair-Person, one member to serve as Vice Chair-Person and one member to serve as Secretary-Treasurer (Per By-laws, this position may be delegated to staff). Length of terms will be established by the Board.

The LHMPO Technical Advisory Committee (TAC) is comprised of six (6) technical representatives from; Lake Havasu City (2), Mohave County (1), Western Arizona Council of Governments (1), Arizona Department of Transportation Northwest District (1), Arizona Department of Arizona MPD (1) and, Federal Highway Administration Ex-officio (1). The TAC participates in the planning process and will ensure:

- There is valuable and adequate input from local Stakeholders
- Review all Scopes of Work developed for studies that will be performed and participate in the consultant selection process
- Provide guidance during the planning stages and review all LHMPO projects
- Review and provide refinement to the in-progress working papers
- Technical review and analysis of the LHMPO Regional Transportation Plan (RTP)
- Assist with the development of the Transportation Improvement Program (TIP) and make project recommendations
- Review the Unified Planning Work Plan (UPWP)
- Assist with development of projects recommended by the Executive Board
- Make recommendations to the Executive Board on plans and projects reviewed and approved

On the recommendation by the TAC, Sub Committees may be formed to assist in addressing reviews and analysis of projects not in the direct responsibility of the TAC members. The LHMPO will also glean support from the TAC for consultant studies.

Figure 2 – LHMPO Organizational Chart



EXECUTIVE BOARD – 2018

Mark Nexsen
Chairman
Mayor, Lake Havasu City

Buster Johnson
Vice Chairman
Mohave County Supervisor, District 3

David Lane
Member
Council Member, Lake Havasu City

Donna McCoy
Secretary/Treasurer
Council Member, Lake Havasu City

Deanna Beaver
Member
State Transportation Board Chair

Ex-Officio:
Romare Truely
Community Planner
Federal Highways Administration

TECHNICAL ADVISORY COMMITTEE – 2018

Stuart Schmeling, AICP
Chairman
Zoning Administrator/Senior Planner
Lake Havasu City

Steven P. Latoski, P.E., PTOE
Vice Chairman
Public Works Director
Mohave County

Scot Lewis, P.E.
CID Project Manager
Lake Havasu City

Todd Steinberger, P.E.
Assistant District Engineer
ADOT Northwest District

Jason Bottjen
Planning Program Manager
ADOT Multimodal Division

Justin Hembree
Transportation Program Manager
Western AZ Council Of
Governments (WACOG)

Ex-Officio:
Romare Truely
Community Planner
Federal Highways Administration

OPERATING POLICIES and PROCEDURES, BY-LAWS, AGREEMENTS, CERTIFICATIONS and ASSURANCES

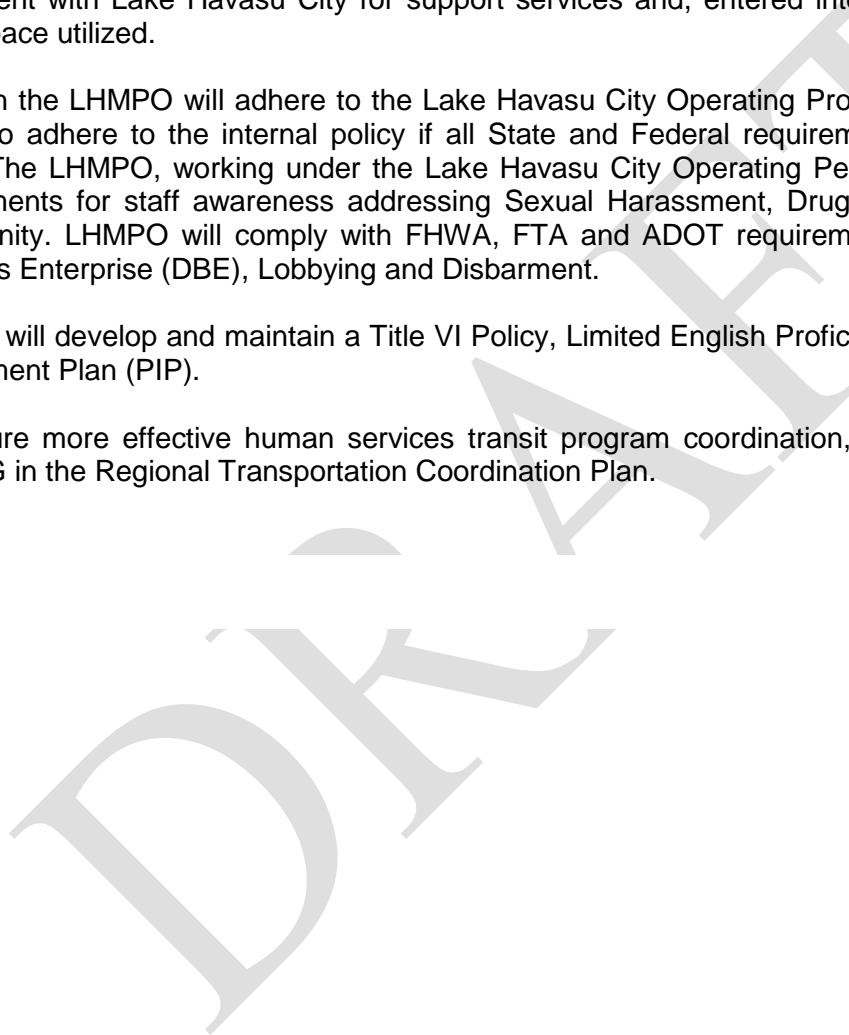
LHMPO will operate under the Lake Havasu City Operating Policies & Procedures as well as the LHMPO Procedure Manual to meet requirements set forth by Arizona Department of Transportation (ADOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

LHMPO will also operate in accordance with By-Laws established September 10, 2013; and, as amended July 8, 2014 and February 10, 2015. The LHMPO established an Intergovernmental Agreement with Lake Havasu City for support services and, entered into a Lease Agreement for the office space utilized.

Although the LHMPO will adhere to the Lake Havasu City Operating Procurement Policy, the LHMPO may also adhere to the internal policy if all State and Federal requirements are not met in the City policy. The LHMPO, working under the Lake Havasu City Operating Personnel Policies, will meet all requirements for staff awareness addressing Sexual Harassment, Drug Free work Place and Equal Opportunity. LHMPO will comply with FHWA, FTA and ADOT requirements regarding Disadvantage Business Enterprise (DBE), Lobbying and Disbarment.

LHMPO will develop and maintain a Title VI Policy, Limited English Proficiency Policy (LEP) and Public Involvement Plan (PIP).

To ensure more effective human services transit program coordination, LHMPO will participate with WACOG in the Regional Transportation Coordination Plan.



SECTION III

FUNDING DESCRIPTION & BUDGET SUMMARY

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the sub recipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. The UPWP is funded primarily with Metropolitan Planning (PL) Funds, State Planning and Research (SPR) Funds, and 5305 Federal Transit Administration (FTA) Funds; however, a MPO may use other eligible funds for their planning.

Metropolitan Planning Funds (PL)

PL funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the LHMPO and must be approved by the FHWA.

State Planning and Research Funds (SPR)

SPR funds are Federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. SPR funds are allocated to the LHMPO to conduct transportation planning activities. A 20% match is required and typically provided by the use of In-kind by the MPO member agencies.

Federal Transit Administration Funding (FTA)

The FTA Funds are secured annually through the FTA Metropolitan Planning Program Section 5305. FTA funds are designated for transit planning, coordination and research activities. The funds require a 20% local match, which is typically provided by the local governments in hard dollars or In-Kind. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, funds such as FTA Section 5304 and 5307 will be shown in the budget tables.

Surface Transportation Program (STP) Funds

The STP funding is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. These funds require a 5.7% match.

Highway Safety Improvement Program (HSIP) Funds

HSIP funds are a federal funding source dedicated to safety improvements and are distributed within the State on a competitive basis. The main purpose of the HSIP funding is to achieve a reduction in fatalities and serious injuries on public roads. The LHMPO 2017 Strategic Transportation Safety Plan has identified areas where funding could be utilized. These funds require a 5.7% match; however in some projects the match can be as low as 0%.

Highway User Revenue Exchange Funds Program (HURF)

The HURF Exchange program enables local governments to exchange federal transportation funding with ADOT for state-generated HURF revenue. HURF Exchange funding can be used on eligible design and construction projects.

Matching Funds

In order to secure federal funds, the local government must place matching funds on a project. A detailed table of the state and local funds should be included in the budget section of the UPWP and must also reflect the required percentages of matching amounts, which varies according to the Federal fund type. The LHMPO receives funds or in-kind match from member agencies, Lake Havasu City and Mohave County, to leverage federal funds for all expenses.

Carry Forward Funds: Occur when LHMPO obligates but doesn't use all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously. All carry-forward funds are identified in the UPWP and are combined with current fiscal year funding.

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BUDGET SUMMARY TABLES

The following budget tables identify agency participation and funding sources.

TABLE 1: ESTIMATED FUNDING FOR FY 2018

Estimated FY 18 Funding and Carry Forward Balances	
PL Funding - FY 2018	\$118,141
SPR Funding - FY 2018	\$125,000
5305 Funding - FY 2018	\$23,300
SPR Funding Carry-Forward - FY 2017	\$80,000
5305 Funding Carry-Forward - FY 2015, 2016 & 2017	\$68,175
Total Estimated Funding for FY 2018	\$414,616

TABLE 2: FY18 LHMPO OPERATING COSTS BY TASKS

TASK	WORK ELEMENT	EXPENSES		TOTAL COSTS
		Salaries & Benefits	Other	
100	Administration	\$ 149,923	\$ 40,920	\$ 190,843
200	Data Collection	\$ 3,100	\$ 879	\$ 3,979
300	Transportation Improvement Program	\$ 5,104	\$ 6,407	\$ 11,511
400	Regional Transportation Plan	\$ 4,220	\$ 5,220	\$ 9,440
500	Special Project Planning	\$ 9,100	\$ 90,253	\$ 99,353
601	Regional Planning - HSIP	\$ 6,971	\$ 2,100	\$ 9,071
602	Regional Planning - STP	\$ 1,112	\$ 1,000	\$ 2,112
700	Public Involvement Plan	\$ 3,703	\$ 7,799	\$ 11,502
800	Coordinated Transit Planning	\$ 9,000	\$ 64,063	\$ 73,063
900	Environmental Overview	\$ 1,500	\$ 2,242	\$ 3,742
1000	Capital Expenditures	\$ -	\$ -	\$ -
TOTAL		\$ 193,733	\$ 220,883	\$ 414,616

All expenses are defined budget line items addressed on page 36 of this document.

***These totals do not include the match amount. The match totals are defined in Table 3 on page 15.

TABLE 3: FUNDING SOURCES AND MATCH

FY 2018 FUNDING SOURCES			
Agency	FY 2018	Match	% Match
FHWA - PL	\$ 118,141	\$ 7,141	5.7%
ADOT - SPR	\$ 125,000	\$ 31,250	20%
FTA - 5305	\$ 23,300	\$ 5,825	20%
TOTAL	\$ 266,441	\$ 44,216	
FTA 5305			
FY 2015 Carry Forward Funds	\$ 21,575	\$ 5,394	20%
FTA 5305			
FY 2016 Carry Forward Funds	\$ 23,300	\$ 5,825	20%
FTA 5305			
FY 2017 Carry Forward Funds	\$ 23,300	\$ 5,825	20%
SPR			
FY 2017 Carry Forward Funds	\$ 80,000	\$ 20,000	20%
TOTAL	\$ 148,175	\$ 37,044	
GRAND TOTAL	\$ 414,616	\$ 81,260	
Match Agency			
Lake Havasu City		\$ 80,447	
Mohave County		\$ 813	
TOTAL MATCH		\$ 81,260	
TOTAL FUNDING & MATCH	\$ 495,876		
FY18 Operational Planning	\$ 228,698		
Studies	\$ 130,918		
RTP Update Set Aside	\$ 55,000		
TOTAL EXPENDITURES	\$ 414,616		

SECTION IV MPO WORK ELEMENTS

Work Element 100: Administration

Task 101 Unified Planning Work Program

The LHMPO is to administer its Unified Planning Work Program in a manner that:

- ❖ Maintains the region's eligibility to receive federal transportation capital and operating assistance;
- ❖ Provides a continuous, cooperative, and comprehensive transportation planning process throughout the region; and,
- ❖ Adheres to all FHWA, ADOT and FTA requirements.

Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have jointly issued Planning Emphasis Areas (PEAs). The PEAs are planning topical areas the Metropolitan Planning Organizations (MPOs) and State Departments of Transportation (DOTs) are to address as they develop their respective UPWPs. The planning emphasis areas include:

- ❖ Transition to Performance based Planning and Programming.
- ❖ Promote cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning.
- ❖ As part of the transportation planning process, identify transportation connectivity gaps in access to essential services.
- ❖ Use of scenario planning by MPOs as part of developing metropolitan transportation plans.

FY 2017 Accomplishments

- ❖ Developed the Fiscal Year 2018 Unified Planning Work Program and Budget (UPWP)
- ❖ Ensure transportation projects and Work Task are fiscally constraint
- ❖ Managed the implementation of tasks within the FY 2017 UPWP

FY 2018 Proposed Activities

- ❖ Develop the Fiscal Year 2019 Unified Planning Work Program and Budget.
- ❖ Ensure UPWP is in compliance with MAP-21, the Fixing America's Surface Transportation (FAST) Act and ADOT Contract.
- ❖ Manage the implementation of tasks within the FY 2018 Unified Planning Work Program.

Task 102 Administration and Management

Management and support for the ongoing planning activities and operations of the LHMPO.

FY 2017 Accomplishments

- ❖ Educated local officials and the general public with assistance from ADOT staff regarding the MPO.
- ❖ Met with FHWA, FTA and ADOT in preparation of the FY18 UPWP.
- ❖ Prepared the following documents to maintain compliance with FHWA and ADOT and provide appropriate public notice:
 - Title VI Policy
 - Limited English Proficiency Policy (LEP)
 - Public Involvement Plan (PIP)

- ❖ The Lake Havasu MPO adheres to the ADOT Disadvantaged Business Enterprise Policy; the Document is posted on the LHMPO website.
- ❖ Prepared Executive Board and TAC agendas, Action Taken and minutes.
- ❖ MPO Manager participated in the following meetings/conferences:
 - ADOT SR95 Corridor Study meetings
 - ADOT SR95/Kiowa HSIP Project meetings
 - COG & MPO Director and Planner meetings
 - State Transportation Board meetings, periodically
 - Rural Transportation Summit
 - ADOT & FHWA Every Day Counts meetings
 - ADOT Pedestrian Safety Plan Update
 - WACOG Technical Advisory Committee meetings
 - ADOT Northwest District Coordination meetings
 - ADOT Long Range Transportation Plan
 - ADOT Invoice Training
 - FHWA Safety Target Setting Coordination Workshop
 - Rural Transportation Advocacy Council (RTAC)
 - Participated in numerous FHWA webinars
 - Various training and meetings at ADOT and FHWA
 - Lake Havasu City Neighborhood Night Out
 - Lake Havasu City Trails Advisory Committee
 - Roads and Streets Conference
- ❖ Prepared publication for the local newspaper for the PIP and annual calendar of Executive Board and TAC meetings.
- ❖ Updates to the LHMPO Operational Procedural manual. (A work in progress.)
- ❖ In concert with Lake Havasu City, prepared and submitted monthly invoices to ADOT as well as the Progress Report and In-Kind Tracking information.
- ❖ Staff participated in the following meetings:
 - WACOG Mobility Coordination meetings
 - AzTA Conference
 - ADOT 5310 Application Training
 - ADOT Invoice Training
 - Webinars provided by FHWA, ITS, Transportation for America and other transportation related webinars

FY 2018 Proposed Activities

- ❖ Provide support to the local entities, ADOT and FHWA.
- ❖ Prepare the Fiscal Year 2019 Unified Planning Work Program.
- ❖ Prepare and review contracts, monthly progress reports and invoices and maintain membership lists.
- ❖ Prepare meeting agendas, meeting minutes, and after meeting action taken.
- ❖ Maintain and enhance the LHMPO website.
- ❖ Monitor best practices for transportation planning through industry associations such as TRB, AMPO, NARC, APTA, AZTA, AASHTO, etc. as well as ADOT and FHWA.
- ❖ Participate in meetings, workshops and conferences to stay current on innovative planning techniques.
- ❖ Participate in FHWA/ADOT Performance Based Planning & Target Setting Training.
- ❖ Participation in conferences and training may result in staff or designee to travel out of the State of Arizona.
- ❖ Make necessary changes in the planning process as a result of changes to Transportation legislation that may occur during the fiscal year.
- ❖ Prepare annual Title VI Report and LEP for submission to ADOT.

- ❖ Continue to update the LHMPO Operational Procedural Manual.
- ❖ Prepare contractual agreements, including, but not limited to Memorandum of Understandings, Intergovernmental Agreements and Joint Project Agreements.
- ❖ Attend all study meetings, distribute special and annual reports and study documents, review and analyze individual transportation planning projects and studies and undertake general administrative activities.
- ❖ In concert with Lake Havasu City, prepare monthly invoicing.
- ❖ Prepare Progress Reports to ADOT.
- ❖ Track all in-kind utilized by Lake Havasu and Mohave County staff and prepare Tracking Report for ADOT.
- ❖ LHMPO Manager and staff to attend:
 - ADOT and FHWA training meetings
 - ADOT Northwest District Coordination Meetings
 - ADOT SR95/Kiowa HSIP Project meetings
 - COG & MPO Director and Planner meetings
 - State Transportation Board meetings, periodically
 - Rural Transportation Summit
 - ADOT & FHWA Every Day Counts meetings
 - ADOT Pedestrian Safety Plan Update
 - WACOG TAC meetings
 - ADOT Northwest District Coordination meetings
 - ADOT Long Range Transportation Plan
 - FHWA Safety Target Setting Coordination Workshop
 - Rural Transportation Advocacy Council (RTAC)
 - Participate in numerous FHWA webinars
 - Various training and meetings at ADOT and FHWA
 - Lake Havasu City Neighborhood Night Out
 - Lake Havasu City Trails Advisory Committee
 - Roads and Streets Conference
 - Public meetings as it relates to transportation planning or safety
 - Participate in webinars as it relates to transportation
 - Staff to attend FHWA Guide to Federal-Aid Programs and Projects Training.

End Products

- ❖ An ongoing transportation planning program through the execution of the tasks outlined in the UPWP.
- ❖ Regular LHMPO Technical Advisory Committee meetings and Executive Board meetings.
- ❖ Participating in WACOG TAC and Mobility Coordination meetings.
- ❖ Review and approve Invoices prepared monthly for ADOT.
- ❖ Monthly Progress Reports for ADOT.
- ❖ In-Kind Tracking Report for ADOT and internal purposes.
- ❖ Annual Title VI Report and LEP to ADOT by August 1, 2017.
- ❖ Amend the PIP and submit to ADOT if necessary.
- ❖ Attend training provided by FHWA and ADOT.

LHMPO UPWP and Administration/Management Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 95,500	\$ 5,773	\$ 81,050	\$ 20,263	\$ 14,293	\$ 3,573	\$ 220,451
Other Agency							
Pass thru to Consultant							
Total	\$ 95,500	\$ 5,773	\$ 81,050	\$ 20,263	\$ 14,293	\$ 3,573	\$ 220,451

Local Match Sources

The \$29,609.00 match is to be provided by Lake Havasu City and Mohave County staff through in-kind contributions.

Capital Expenditure

None anticipated

Work Element 200: Data Collection

Purpose

Lake Havasu City and Mohave County staff receives training from ADOT for collecting, updating and maintaining all road and street section data in the HPMS database for the federal functional classification. Staff also does regular input into the ADOT TDMS system of current traffic counts.

- ❖ Technically based on the latest available data on land use, demographics and travel patterns;
- ❖ Meets federal and state mandates; and,
- ❖ Financially based on predictable, reliable funding sources.

FY 2017 Accomplishments

- ❖ LHMPO, City and Mohave County staff attended the HPMS & TDMS training in Kingman
- ❖ City and County staff entered data into the TDMS & HMPS systems.
- ❖ LHMPO staff, in concert with Lake Havasu City staff, reviewed HMPS for entity input.

FY 2018 Proposed Activities

- ❖ Lake Havasu City and Mohave County Public Works staff to collect data items to update sample section records in the database annually as specified by the ADOT Data Management and Analysis Section. (City & County Staff)
- ❖ Coordinate with the HMPS section of ADOT for appropriate training and application as needed. (LHMPO, City and County Staff)
- ❖ Notify ADOT GIS Section when modifications are suggested or needed to universal or sample section records as a result of capital improvements. (City & County Staff)
- ❖ Review current Functional Classifications and submit changes for Lake Havasu City and Mohave County (within the LHMPO Boundary) to LHMPO as needed. LHMPO staff will forward to ADOT for processing. (City, Mohave County & LHMPO Staff)

End Products (Schedule)

- ❖ Verify HPMS data has been entered by City and County staff (March 2017).

- ❖ Ongoing training for MPO staff, City and County staff through HPMS division of ADOT. (LHMPO/ City / County Staff)
- ❖ Process Functional Classifications as necessary for Lake Havasu City and Mohave County. (LHMPO/ City / County Staff)

LHMPO Data Collection Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,600	\$ 97	\$ 1,520	\$ 380	\$ 859	\$ 215	\$ 4,670
Other Agency							
Pass Thru Consultant							
Total	\$ 1,600	\$ 97	\$ 1,520	\$ 380	\$ 859	\$ 215	\$ 4,670

Local Match Sources

The \$692.00 match will be provided by Lake Havasu City and Mohave County staff through in-kind contributions.

Capital Expenditure

None anticipated

Work Element 300: Transportation Improvement Plan (TIP)

The LHMPO Transportation Improvement program (TIP) was developed in 2016 with a modification performed later in the year for structure. Additional TIP Amendment was processed in February 2017 to move HSIP funding for FY16 to FY17 and FY18. An additional TIP Amendment will be processed in May 2017 to add qualifying HSIP projects that were identified in the Strategic Transportation Safety Plan (STSP).

The Regional Transportation Plan (RTP) completed in January 2016, identified qualifying projects that funding was not available and LHMPO staff continue to contact FHWA and ADOT for new funding mechanisms. Those project will be moved to the “active” TIP should funding become available.

Purpose

To develop a TIP for the region’s transportation needs that:

- ❖ Priority list of projects that are to be carried out in the first four years that are fiscally constraint, will increase this when it is possible;
- ❖ Identify funding sources for each project;
- ❖ Provides for public comment;
- ❖ Supports the Regional Transportation Plan and Strategic Transportation Safety Plan; and,
- ❖ Coordinates with the Lake Havasu City and Mohave County capital programs.

FY 2017 Accomplishments

- ❖ Coordinated with the LHMPO TAC to prioritize HSIP Projects
- ❖ Coordinated with the LHMPO TAC to re-prioritized projects that currently have no funding.
- ❖ A TIP Amendment was performed to add LTAP funding to the two WACOG/LHMPO projects; Lake Havasu Ave and Swanson Ave.
- ❖ A TIP Amendment was performed to add qualifying HSIP projects.

FY 2018 Proposed Activities

- ❖ Provide assistance to Lake Havasu City Staff with HSIP applications and data retrieval.
- ❖ Continue to seek potential Transportation Alternatives Funding for projects identified in the RTP that are not fiscally constraint. This is a 5 – 10 year goal.(LHMPO Staff)
- ❖ Continue to work closely with WACOG and Lake Havasu City for the two local projects identified in WACOG & LHMPO TIP and assist to ensure projects are meeting the timeline. (LHMPO/LHC Project Manager)
- ❖ Attend e-STIP training from ADOT when it becomes available. (LHMPO)
- ❖ Partner with ADOT for the development and implementation of performance based planning, identify performance measures, target setting, performance reporting and transportation investments that support achievement of performance targets.

End Products

- ❖ Update TIP to extend to FY23 to add additional fiscally constraint HSIP projects that were identified in the STSP.
- ❖ Obtain additional e-STIP training from ADOT.

LHMPO TIP Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 3,750	\$ 227	\$ 6,656	\$ 1,664	\$ 1,105	\$ 276	\$13,678
Other Agency							
Pass Thru Consultant							
Total	\$ 3,750	\$ 227	\$ 6,656	\$ 1,664	\$ 1,105	\$ 276	\$13,678

Local Match Sources

The \$2,167.00 match will be provided by Lake Havasu City and Mohave County staff through in-kind contributions.

Capital Expenditure

None anticipated

Work Element 400: Regional Transportation Plan (RTP)

The LHMPO Regional Transportation Plan was completed in January 2016 and the LHMPO staff and LHMPO TAC continue to review for potential changes that may occur in the future.

Purpose

To develop a long range plan for the region’s transportation needs that is:

- ❖ Technically based on the latest available data on land use, population, demographics, and travel patterns;
- ❖ Philosophically based on regional goals and values; and,

- ❖ Financially based on predictable, reliable funding sources.
- ❖ Performance measures to be developed through the duration of the RTP.

FY 2017 Accomplishments

LHMPO staff and TAC performed a regular review the RTP to ensure timelines set forth do not change and if so make necessary changes. Staff will continue to seek funding for long term projects that were identified.

FY 2018 Proposed Activities

- ❖ Move forward with Implementing Emphasis areas and goals from the adopted RTP.
- ❖ Review of long range goals for the potential to move up the projects. An amendment to the RTP could occur in FY22 – FY23.

LHMPO RTP Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$2,150	\$ 130	\$ 6,260	\$ 1,565	\$ 1,030	\$ 258	\$ 11,392
		\$ -			\$ -	\$ -	\$ -
Pass Thru Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$2,150	\$ 130	\$ 6,260	\$ 1,565	\$ 1,030	\$ 258	\$ 11,392

Local Match Sources

The \$1,953.00 will be provided by Lake Havasu City and Mohave County through in-kind contributions by staff.

Capital Expenditures

None anticipated

Work Element 500: Special Project Planning

SR 95 / Kiowa Project

In FY 2015 the LHMPO reviewed crash data for the area and determined the region had a high number of crashes resulting in incapacity injuries and fatalities. After requesting ADOT perform a Road Safety Assessment (RSA) for one of the high crash areas (SR95 & Kiowa), ADOT Northwest District (previously Kingman District) applied for HSIP funding to construct improvements, with the LHMPO committing a portion of their FY16 -18 obligation authority. The total of \$1,207,783 has been obligated for design and construction.

Although ADOT will be the project manager, the LHMPO Manager will participate in all project meetings. The funding is reflected in the LHMPO FY16 – 21 TIP.

Additional Studies

The 2040 Regional Transportation Plan (RTP) identified bike striping and signage and additional sidewalks for connectivity and safety. The 2017 Strategic Transportation Plan identified a high number of bicycle fatal and serious injury as well as above State average pedestrian fatal and serious injury crashes. The numbers are not competitive enough to compete for HSIP funding compared to other HSIP projects identified; however a safety issue exists.

To effectively plan which areas would benefit the most, as well as determine if it reasonably possible for bike striping and signage and installation of sidewalks to occur at specific locations, the TAC decided a Bicycle Pedestrian Implementation Plan would be the next necessary course of action. Although the Request for Proposal and Qualifications will occur prior to June 2017, funding of the project will occur after July 1, 2017, (FY2018) for the use of the funds. The LHMPO will be utilizing SPR and Section 5305 funding for the Bicycle Pedestrian Implementation Plan.

When the Plan is complete, the funding to move forward with actual implementation will occur with using Transportation Alternatives funding, HSIP funding, or Lake Havasu City and Mohave County Capital Improvement Program funding.

LHMPO Special Project Planning Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 6,950	\$ 420	\$ 9,363	\$ 2,341	\$ 3,040	\$ 760	\$ 22,874
RTP		\$ -	\$ 40,000		\$ -	\$ -	\$ 40,000
Pass Thru Consultant	\$ -	\$ -	\$ 40,000	\$10,000	\$ -	\$ -	\$ 50,000
Total	\$ 6,950	\$ 420	\$ 89,363	\$12,341	\$ 3,040	\$ 760	\$112,874

Local Match Sources

The \$3,521.00 will be provided by Lake Havasu City and Mohave County through in-kind contributions for staff participation. For the Consultant Study, the match of \$10,000.00 will be a combination of cash and the use of in-kind.

Capital Expenditures

None anticipated

Work Element 600: Regional Planning

Purpose

Provide improvements and updates to safety controls, signs and pedestrian walkways:

- ❖ Technically based on the latest available data on land use, demographics, and travel patterns
- ❖ Philosophically based on regional goals and values
- ❖ Financially based on predictable, reliable funding sources
- ❖ Partner with Arizona Department of Transportation (ADOT) in activities and strategies of developing new performance based measures and targets for the LHMPO.

Task 601 Highway Safety Improvement Program (HSIP)

The LHMPO utilized HSIP funding for a Strategic Transportation Safety Plan (STSP) and the LHMPO adopted the Plan in October 2016. Potential projects were identified; however, a complete description of each project and prioritizing by the LHMPO TAC did not occur until January 2017. There were ten (10) projects that exceeded or met the minimum benefit cost ratio of 1.5%. Lake Havasu City will be completing three (3) applications from the top six (6) projects and the STSP consultant will complete

one (1) application. All will be submitted prior to the October 2, 2017 due date. The number one (1) project in the prioritization list is SR95 and this will be discussed with the Northwest District Engineer.

The LHMPO will be utilizing 2016 – 2018 Highway Safety Improvement Program (HSIP) funding for the SR95/Kiowa project partnering with ADOT. The project was determined after a Road Safety Assessment was performed identifying this intersection as a high crash area.

Task 602 Surface Transportation Program (STP)

There are two (2) STP projects in the LHMPO region and they are jointly funded with WACOG. The Lake Havasu Avenue project will fund in FY18 and the Swanson Avenue Project will fund in FY19. These two projects were programmed through WACOG STP funding prior to the formation of the LHMPO. In a written agreement, the LHMPO agreed to the transfer of the STP Obligation Authority funding the LHMPO receives through FY20 to WACOG. The LHMPO will continue to work closely with WACOG to add assurances that the projects will progress timely. Additionally, the LHMPO will stay abreast of the project(s) progress through Lake Havasu City staff to insure they move forward and assist the City staff when needed. As instructed by ADOT, these projects will remain in the WACOG TIP as well as the LHMPO TIP.

FY2017 HSIP & STP Accomplishments

- ❖ Reviewed 5 and 10-years crash data provided by the consultant and jointly held the final Stakeholder and public meetings.
- ❖ Identified the Emphasis areas and established counter measures.
- ❖ Completed the final Strategic Transportation Safety Plan; approved by the TAC and adopted by the Executive Board.
- ❖ Reviewed potential projects with the TAC and jointly prioritized the top 6 projects.
- ❖ To assist the Lake Havasu City with HSIP applications for three (3) of the projects.
- ❖ The number one (1) project identified by the TAC is the SR95, due the high number of crashes resulting in fatalities and serious injuries and discussed with the ADOT Northwest District Engineer.
- ❖ Attended project meetings with ADOT Northwest District on the SR95/Kiowa HSIP project.
- ❖ Attended project meetings for the ADOT SR95 Corridor Study.
- ❖ LHMPO Manager participated in the following:
 - ADOT Long Range Transportation Plan
 - ADOT Planning to Programming (P2P) Implementation Study (LHMPO)
 - ADOT SR95 Corridor Study
 - WACOG TAC meetings
 - FHWA Target Setting meeting

FY 2018 Proposed Activities

- ❖ Assist Lake Havasu City with HSIP applications due October 2, 2017.
- ❖ Attend project meeting for the SR95/Kiowa project.
- ❖ Gather information needed for the SR95/Kiowa project and assist with the property owner meetings.
- ❖ Work with ADOT to exchange STP Apportionment and corresponding Obligation Authority to complete eligible design and construction projects beginning 2018.
- ❖ The LHMPO will develop internal policies for HURF Exchange once ADOT has identified procedures and policies.
- ❖ As a member of the WACOG TAC; attend the by-monthly meetings held in Kingman.
- ❖ Hold monthly LHMPO TAC meetings to coordinate local projects and utilization of HSIP & STP funding.
- ❖ LHMPO Manager will participate in the following as well as any additional studies sponsored by FHWA and ADOT:

- ADOT State Transit Study
- ADOT Climbing and Passing Lane Prioritization Study
- ADOT Statewide Shoulder Study
- ADOT Long Range Transportation Plan
- ADOT Planning to Programming (P2P) Implementation Study (LHMPO)
- ADOT SR95 Corridor Study

LHMPO Regional Planning Budget – HSIP

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 2,320	\$ 140	\$ 5,646	\$ 1,412	\$ 1,105	\$ 276	\$ 10,899
		\$ -	\$ -				\$ -
Pass Thru Consultant	\$ -	\$ -	\$ -				\$ -
Total	\$ 2,320	\$ 140	\$ 5,646	\$ 1,412	\$ 1,105	\$ 276	\$ 10,899

Local Match Sources

- The Match of \$1,828.00 will be met by the use of in-kind by Lake Havasu City and Mohave County staff time.

Capital Expenditures

None anticipated

LHMPO Regional Planning Budget – STP

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 649	\$ 39	\$ 721	\$ 180	\$ 742	\$ 186	\$ 2,517
Other Agency		\$ -					\$ -
Pass Thru Consultant	\$ -	\$ -	\$ -				
Total	\$ 649	\$ 39	\$ 721	\$ 180	\$ 742	\$ 186	\$ 2,517

Local Match Sources

The match amount of \$405.00 will be met by the use of in-kind by Lake Havasu City and Mohave County through in-kind contributions by staff.

Capital Expenditures

None anticipated

Work Element 700: Public Involvement Plan (PIP)

Purpose

The LHMPO has a responsibility to insure the civil rights of all parties are protected through an opportunity to review and comment on the planning activities of LHMPO. The Public Involvement Plan includes provisions to insure the involvement of the public in the transportation planning process for the:

- ❖ 25 year Regional Transportation Plan (RTP); and,
- ❖ Transportation Improvement Program (TIP).

FY 2017 Accomplishments

- ❖ Amended the Public Involvement Plan.
- ❖ A Notice in English and Spanish was posted in the local newspaper advising to the public that comments would be accepted on the following:
 - Amended Title VI Plan
 - Limited English Proficiency Plan (LEP)
 - Transportation Improvement Plan (TIP)
 - Strategic Transportation Safety Plan (STSP)
- ❖ Public meeting notice for the final STSP public meeting advertised in the local newspaper in English and Spanish.
- ❖ The Annual Calendar of Meetings advertised in the local newspaper in English and Spanish.
- ❖ Posted all of the above in the LHMPO web site.

FY 2018 Proposed Activities

- ❖ Local newspaper posting of the Executive Board and TAC Meeting schedule for the next calendar year in English and Spanish.
- ❖ MPO staff to post the FY18 UPWP on the MPO web site.
- ❖ Staff to post Executive Board and TAC meeting Agendas, Action Taken and Minutes on MPO website within the required timeline.
- ❖ Update, if necessary, the FY17 PIP; posting appropriate notices.
- ❖ An ADOT consultation meeting may be held within the LHMPO region regarding current planning studies underway such as the Regional Transportation Plan, Five Year Construction Program, and State Transportation Improvement Program. The objective of the meetings is to present information and gather input from elected and appointed officials.
- ❖ ADOT will, at a minimum, hold at least one meeting per year in each COG and MPO region
- ❖ Public posting in English and Spanish will occur for public comments on the Bicycle Pedestrian Implementation Plan as it moves forward.
- ❖ Annual Title VI report to ADOT by August 1, 2017.

LHMPO Public Involvement Plan Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,833	\$ 111	\$ 7,314	\$ 1,829	\$ 2,355	\$ 471	\$ 13,912
Other Agency	\$ -		\$ -				
Pass Thru Consultant	\$ -	\$ -	\$ -	\$ -			\$ -
Total	\$ 1,833	\$ 111	\$ 7,314	\$ 1,829	\$ 2,355	\$ 471	\$ 13,912

Local Match Sources

The match amount of \$2,411.00 will be provided by Lake Havasu City and Mohave County through in-kind contributions by staff.

Capital Expenditures

None anticipated

Work Element 800: Coordinated Public Transit & Mobility Planning

LHMPO will provide program and project support for public transit, bike, and pedestrian and inter-city mobility services. The transit mobility planning and development of the Coordinated Public Transit/Human Services Transportation Plan (Coordination Plan) is performed by the WACOG Mobility Manager. The Coordination Plan is reviewed by the LHMPO and approved as presented by the LHMPO Executive Board and Technical Advisory Committee, prior to submission to the WACOG Council for approval.

Because of the limited number of organizations participating from Lake Havasu City in the Coordination Planning, the LHMPO has an agreement with WACOG to have their Mobility Manager cover the LHMPO area.

Purpose

To provide a higher quality of life of area residents:

- ❖ Support economic vitality;
- ❖ Increase the safety of the transportation system;
- ❖ Increase accessibility and mobility;
- ❖ Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- ❖ Enhance the integration and connectivity of the transportation system; and,
- ❖ Emphasize the preservation of the exiting transportation system.

FY 2017 Accomplishments

- ❖ Met with the WACOG Transit Mobility Manager to discuss the Coordinated Public Transit – Human Services Transportation Plan update.
- ❖ Reviewed the draft Coordinated Public Transit – Human Services Transportation Plan with WACOG Mobility Manager.

- ❖ LHMPO staff participates in the WACOG Mobility Coordination meetings.
- ❖ Participated in ADOT Transit Summit.
- ❖ Began the process of developing a Bicycle Pedestrian Implementation Plan.

FY 2018 Proposed Activities

- ❖ Continue to be part of the WACOG Regional Human Services Transportation Coordination Plan.
- ❖ Coordinate FTA Section 5305, 5304, 5307 and 5310 programs in the LHMPO area with matters pertaining to transportation, urban public transit, ridesharing, and transportation systems management in concert with WACOG.
- ❖ Coordinate with ADOT in matters pertaining to FTA Section 5305, 5304 and 5310 programs in the region including, but not limited to, announcing and publishing FTA program related application workshops, panel interviews, safety notices, and reporting requirements. Sponsor ADOT/FTA Section 5305, 5304 and 5310 program related activities as appropriate.
- ❖ Due to its small size and to insure more effective human services transit program coordination, LHMPO will participate with WACOG Regional Transportation Coordination Plan.
- ❖ Support WACOG Mobility Management and Havasu Mobility to increase training for all human service providers within the WACOG region which is inclusive of the LHMPO area. Provide financial assistance when necessary.
- ❖ The 2040 Regional Transportation Plan identified bike striping and signage and additional need for sidewalks. Additionally, the recently completed STSP reflected a high number of bicycle and pedestrian fatal and serious injury crashes. A Bicycle Pedestrian Implementation Plan will begin in the later part of FY17 and carry-over into FY18.
- ❖ The LHMPO will be utilizing \$40,000 5305 funds and \$40,000 SPR funds for the Bicycle Pedestrian Implementation Plan.
- ❖ Set aside \$15,000 for the Regional Transportation Plan Update; which is to begin in FY20.
- ❖ To begin plan for potentially perform a Transit Development Plan in FY 19 or FY20.
- ❖ Monitor federal, state and local legislation and policy activities.

LHMPO Coordinated Public Transportation Planning Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 2,269	\$ 137	\$ 5,250	\$ 1,313	\$ 3,680	\$ 920	\$ 13,569
Other Agency	\$ -		\$ -		\$ 6,864	\$ 1,716	\$ 8,580
Pass Thru Consultant	\$ -	\$ -	\$ -		\$ 40,000	\$ 10,000	\$ 50,000
RTP					\$ 15,000		\$ 15,000
Total	\$ 2,269	\$ 137	\$ 5,250	\$ 1,313	\$ 65,544	\$ 12,636	\$ 87,149

Local Match Sources

The match of \$2,370.00 will be provided by Lake Havasu City and Mohave County through in-kind contributions by staff. The match of \$10,176.00 for studies will be primarily cash match with some in-kind contributions from Lake Havasu City and Mohave County staff time. A match amount was not calculated for the RTP as that is a future expense and will be calculated at that time.

Capital Expenditures

None anticipated

Work Element 900: Environmental Overview

Livability in transportation is closely related to sustainability; closely overlapping goals that can be supported partially through transportation planning and operations.

Livability in transportation is about using transportation facilities and services to help achieve broader community goals. It directly benefits people who live in, work in, or visit an area. Livable transportation systems accommodate a range of transportation modes (walking, bicycling, public transit and automobiles) by creating balanced multimodal transportation networks that offer multiple transportation choices. The Livability principals are to:

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

Sustainability is meeting the needs of the present without compromising the ability of future generations to meet their own needs. It involves maximizing the positive effect of decisions of three factors: equity (social or people), ecology (environment) and economy. The goal of sustainability is the satisfaction of basic and economic needs, both present and future.

Purpose

To help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities within the LHMPO area.

- ❖ Support community goals.
- ❖ Provide a vision for sustainable growth.
- ❖ Enhance economic competitiveness.
- ❖ Expand energy efficient neighborhoods for people of all ages and incomes.
- ❖ Endorse and support the goals set forth in the Lake Havasu City and Mohave County General Plan Updates as they relate to:
 - Environmental & Conservation Planning
 - Energy
 - Housing & Neighborhoods
 - Land Use
 - Economic Development
 - Transportation Circulation
 - Open Space
 - Public Facilities & Services
 - Expand future uses of transportation right-of-way to function as State energy and economic corridors of significance.
 - High-capacity pipeline placement within corridor right-of-way for transmission of water & other commodities of critical values to the State
 - Alternative energy (i.e. solar, wind) production within the corridor right-of-way has revenue potential with supply to critical needs areas
 - Alternative energy production promotes multimodal vehicle operating opportunities at low cost

FY 2017 Accomplishments

These activities occurred within the Regional Transportation Plan that was performed.

- ❖ Coordinated planning efforts set forth in the 2040 Regional Transportation Plan (RTP).
- ❖ Promoted transit oriented and mixed-use development as defined in the 2040 RTP.
- ❖ Coordinate and participated with the Lake Havasu City and Mohave County as it relates to their General Plan Updates, as indicated above.

FY 2018 Proposed Activities

- ❖ The Regional Transportation Plan brought to light there is a need for safe, designated biking paths and well as additional sidewalks as a means to travel to employment and schools. The LHMPO is progressing forward with a Bicycle Pedestrian Implementation Plan.
- ❖ Seek funding for the final results of the Bicycle Pedestrian Implementation Plan.
- ❖ Air Quality control as addressed in the Lake Havasu City & Mohave County General Plan Updates.

LHMPO Environmental Planning Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,120	\$ 68	\$ 1,220	\$ 305	\$ 1,402	\$ 351	\$ 4,465
Other Agency	\$ -		\$ -				
Pass Thru Consultant	\$ -	\$ -	\$ -				
Total	\$ 1,120	\$ 68	\$ 1,220	\$ 305	\$ 1,402	\$ 351	\$ 4,465

Local Match Sources

The match of \$724.00 will be provided by Lake Havasu City and Mohave County through in-kind contributions by staff.

Capital Expenditures

None anticipated

Work Element 1000: Capital Expenditures

There should be no additional capital expenditures for the LHMPO for fiscal year 2018.

LHMPO Capital Expenditure Budget

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADOT		\$ -	\$ -				\$ -
Pass Thru Consultant	\$ -	\$ -	\$ -				
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Local Match Sources N/A

Section V MPO WORK ELEMENTS

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

➤ **Administration**

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB Circular A133**.

➤ **Data Collection**

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

Highway Performance Monitoring System (HPMS) Data

1. Collect the following data for all universal road and street section records in the HPMS database that are functionally classified above local
 - Name of road and beginning and ending termini
 - Jurisdiction responsible for ownership
 - Jurisdiction responsible for maintenance
 - Facility type (one-way/two-way road or street)
 - Section length (mileage)
 - Number of through lanes
 - Type of surface
 - Raw 24 hour traffic counts, factored Average Annual Daily Traffic (AADT) volumes, or AADT volume estimates. Traffic counts should be collected on every section in a three year cycle. If reporting raw traffic figures the month and date should be reported too.
2. For each member agency, update the following data for all roads and street records in the HPMS database that are functionally classified as Local
 - Aggregate length in miles
 - AADT Volume Range
 - Type of surface, Paved or Unpaved
3. Collect supplementary data items to update all sample section records in the HPMS database annually, as specified by the ADOT Data Management and Analysis Section.
4. Ensure all HPMS data is inputted into the HPMS Internet System for ADOT review
 - The HPMS Internet System is a web-based application that provides a venue for which statewide member agencies will update and submit their HPMS data to ADOT through each respective MPO/COG office
5. Coordinate with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, by January of each year.

6. Notify ADOT GIS Section when modifications are suggested or needed to universal or sample section records as a result of project completions or other capital improvements.
7. Submit all required data listed above to the ADOT Data Management and Analysis Section by April 15th of each year. Adhere to other data element deadlines as specified by the ADOT Data Management and Analysis.

Functional Classification:

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

1. Create and/or maintain an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle, and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.
2. Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

Air Quality Standards:

1. Coordinate with ADOT Data Management and Analysis/Air Quality staff to comply with requirements regarding nonattainment areas that do not meet the National Ambient Air Quality Standards. All regionally significant projects with a classification of minor arterial and above and some transit projects may require an air quality conformity analysis.
2. ADOT staff will provide guidance on the appropriate methodology and processes.
3. At this time Lake Havasu City is not in a non-attainment area.

Data for Population Projections and Estimates:

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

1. Actively participate in the Department of Commerce Council for Technical Solutions and Arizona Futures Commission.
2. Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Commerce by the prescribed due date.

➤ **Transportation Improvement Program (TIP)**

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

- **Regional Transportation Plan (RTP)**
Title 23 CFR 450, Subpart C, addresses metropolitan planning requirements. Each MPO must update the Regional Transportation Plan (RTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The RTP must: cover at least a 20-year planning horizon; include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation.
- **Special Project Planning**
This Work Element will cover all projects that do not fit into the elements listed here.
- **Regional Planning**
MPOs should undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators in an effort to integrate land use planning with the LHMPO's transportation planning process to ensure the successful implementation of the LHMPO's Long-Range Transportation Plan. For the purposes of this document, Highway Safety Improvement Program and Surface Transportation Program are included. Each section defines the goals and objects and the related budget for each category.
- **Public Involvement Plan (PIP)**
Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Regional Transportation Plan, the Transportation Improvement Program, and the annual Unified Planning Work Program. A copy of all will be posted on the MPO website.
- **Coordinated Public Transit – Human Services Transportation Plan**
Generally an MPO will develop a transportation plan for its metropolitan planning area every 4 years and update appropriately taking into consideration projects and strategies that will:
 - ❖ Support economic vitality
 - ❖ Increase the safety of the transportation system
 - ❖ Increase accessibility and mobility
 - ❖ Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth
 - ❖ Enhance the integration and connectivity of the transportation system
 - ❖ Promote efficient system management and operation
 - ❖ Emphasize the preservation of the existing transportation system

Rather than the LHMPO hiring a Mobility Manager for the minimal participation in the LHMPO area, the WACOG Mobility Manager manages the functions of this task. The WACOG Mobility Manager compiles and prepares the Coordinated Plan which is presented to the LHMPO Executive Board and Technical Advisory Committee for approval.

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

- ❖ Local bus, express bus, and regional transit services
- ❖ Pedestrian and bicyclist facilities/network
- ❖ Commercial freight movers (truck, rail, and air)

- ❖ Connections between modes of travel
- ❖ Maintaining the system in a state of good repair

➤ **Environmental Overview**

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

Livability Principles

Provide more transportation choices. Develop safe, reliable, and economical transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.

Promote equitable, affordable housing. Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility and lower the combined cost of housing and transportation.

Enhance economic competitiveness. Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services and other basic needs by workers, as well as expanded business access to markets.

Support existing communities. Target federal funding toward existing communities—through strategies like transit oriented, mixed-use development, and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.

Coordinate and leverage federal policies and investment. Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy

Value communities and neighborhoods. Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.

➤ **Capital Expenditures**

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

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Table 4: LHMPO FY 18 Operational Planning Activity Budget

ANTICIPATED REVENUES					
	FY 18 PL Funds	\$		118,141	
	FY 18 SPR Funds	\$		125,000	
	FY 18 Section 5305 Funds	\$		23,300	
	FY 17 Section 5305 Carry Forward	\$		23,300	
	FY 16 Section 5305 Carry Forward	\$		23,300	
	FY 15 Section 5305 Carry Forward	\$		21,575	
	FY 17 SPR Carry Forward	\$		80,000	
	TOTAL	\$		414,616	
ANTICIPATED EXPENSES					
GL Number	Category	Budget Amt	GL Number	Category	Budget Amt
Personnel Services			Other Services		
11-01	Salaries - Regular	\$ 135,543	45-02	Insurance - Liability/Auto	\$ 3,000
21-01	Medical/Dental	\$ 27,700	45-03	Insurance - Professional Liability	\$ 2,500
21-03	Workers Compensation	\$ 2,790	46-01	Travel & Training	\$ 10,000
21-04	Life Insurance	\$ 350	46-02	Advertising/Legal Notices	\$ 1,880
21-06	Disability Insurance	\$ 630	46-03	Printing & Forms	\$ 1,000
22-01	Social Security	\$ 8,100	46-05	Postage & Mailing	\$ 500
22-02	Medicare	\$ 1,895	46-08	Subscriptions/Memberships/Dues	\$ 3,500
23-01	ASRS	\$ 16,500	51-01	Office / Computer Supplies- Printer Ink	\$ 3,000
23-04	ASRS LTD	\$ 225	52-06	Furn/Equipment	\$ 800
	SUBTOTAL	\$ 193,733	52-71	New Hardware Equipment	\$ 1,872
Other Services			52-72	Software Replacement/Updates (Adobe Pro)	\$ 500
31-02	Legal Services	\$ 500	54-05	Miscellaneous Supplies	\$ 1,000
31-04	Engineering Consultanting	\$ 129,918		SUBTOTAL	\$ 165,883
31-06	Professional Services	\$ 2,000	Planning Studies		
40-03	Telephone	\$ 1,440			\$ -
43-02	R&M Machinery & Equipment	\$ 500		RTP Update - Set Aside Funds	\$ 55,000
43-04	Radio/Pager Equip & Internet	\$ 973		SUBTOTAL	\$ 55,000
43-05	R & M Vehicle	\$ 1,000		GRAND TOTAL	\$ 414,616

Figure 3: Transportation Related Acronyms and Terms

5303/5305	Coordinated Mobility Planning Funding
5307	FTA Urbanized Area Formula Grants
5310	Transportation for Elderly Persons and Persons with Disabilities Grant Program
5311	FTA Rural Transit Assistance Program
3-C	Continuing, Cooperative and Comprehensive planning process
AADT	Average Annual Daily Traffic
AASHTO	American Association of State Highway Transportation Officials
ABC	Aggregate Base Course
AC	Asphaltic Concrete
ac	Acre
ACEC	Area of Critical Environmental Concern
ACFC	Asphaltic Concrete Friction Course
ADA	Americans with Disabilities Act
ADEQ	Arizona Department of Environmental Quality
ADOT	Arizona Department of Transportation
ADT	Average Daily Traffic
ADWR	Arizona Department of Water Resources
AGC	Associated General Contractors
ALRIS	Arizona Land Resource Information Systems
AMPO	Association of Metropolitan Planning Organizations
ANPRM	Advance Notice of Proposed Rulemaking
APA	American Planning Association
APWA	American Public Works Association
ARACFC	Asphaltic Rubberized Friction Course
ARRA	American Recovery and Reinvestment Act
ASCE	American Society of Civil Engineers
ASLD	Arizona State Land Department

AZG & F	Arizona Game and Fish
AZTA	Arizona Transit Association
BECO	Business Engagement & Compliance
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
BQAZ	Building a Quality Arizona (ADOT Study)
BTS	Bureau of Transportation Statistics
C&S	Contracts and Specifications
CAG	Central Arizona Governments
CFR	Code of Federal Regulations
CMAR	Construction Manager at Risk
CMF	Crash Modification Factor
CMP	Corrugated metal pipe
COG	Council of Governments
Corps	U.S. Army Corps of Engineers
CRF	Crash Reduction Factor
CTs	Census Tracts
CYMPO	Central Yavapai Metropolitan Planning Organization
DBE	Disadvantaged Business Enterprise (DBE) Program
DCR	Design Concept Report
DHFD	Desert Hills Fire Department
DM	District Minor Funds
DOT	Department of Transportation
DPS	Department of Public Safety
DU	Dwelling Unit
EA	Environmental Assessment
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FARS	Fatality Analysis Reporting Systems
FAST ACT	Fixing America's Surface Transportation Act
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration

FIRM	Flood Insurance Rate Map
FMPO	Flagstaff Metropolitan Planning Organization
FRICITION COURSE	Thin course layer of asphalt concrete providing traction on roads
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information Systems
GMP	Guaranteed Maximum Price
GROW America Act	Generating Renewal, Opportunity, and Work with Accelerated Mobility
HAWK	High intensity Activated crosswalk
HMA	Herd Management Area
HNWR	Havasu National Wildlife Refuge
HOV	High Occupancy Vehicle
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Program
HURF	Highway User Revenue Fund
I	Interstate
ID	Interdisciplinary
IGA	Intergovernmental Agreement
IHS	Interstate Highway System
ISTEA	Intermodal Surface Transportation Efficiency Act (1991)
ITE	Institute of Transportation Engineers
ITS	Intelligent Transportation Systems
JPA	Joint Project Agreement
LEP	Limited English Proficiency
LHC	Lake Havasu City
LHFD	Lake Havasu Fire Department
LHMPO	Lake Havasu Metropolitan Planning Organization
LHPD	Lake Havasu Police Department
LM	Local Match
LOS	Level of Service
LP	Local Project
LPA	Local Public Agency
LPCSO	La Paz County Sheriff Office

L RTP	Long Range Transportation Plan
LTAP	Local Technical Assistance Program
LUST	leaking underground storage tank
MAG	Maricopa Association of Governments
MAP-21	Moving Ahead for Progress in the 21st Century
MC	Mohave County
MCSO	Mohave County Sheriff Office
MILL AND FILL	Process of removing a layer of asphalt concrete and replacing with new
MOU	Memorandum of Understanding
MP	Mile Post
MPA	Mountain Preservation Area
MPO	Metropolitan Planning Organization
M-TAC	Multi-modal Technical Advisory Committee
MTIP	Metropolitan Transportation Improvement Program
MUTCD	Manual of Uniform Traffic Control Devices
NACOG	Northern Arizona Council of Governments
NAIPTA	Northern Arizona Intergovernmental Transportation Authority
NARC	National Association of Regional Councils
NEPA	National Environmental Policy Act
NHPA	National Historic Preservation Act
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
NPRM	Notice of Proposed Rulemaking
NRCS	Natural Resource Conservation Service
NRHP	National Register of Historic Places
NVDOT	Nevada Department of Transportation
O&M	Operations and Maintenance
OHV	Off-Highway-Vehicle
PAG	Pima Association of Governments
PARA	Planning Assistance for Rural Areas
PE	Professional Engineer
PEAK HOUR	Busiest hour of the day for traffic (Typically shown as AM and PM peaks)
PEAS	Planning Emphasis Areas

PIP	Public Involvement Plan
PL	Planning Funds
PM 10	Particulate Matter of 10 microns or less
PS&E	Plans Specifications and Estimate
R&PP	Recreational and Public Purposes
RDG	Roadway Design Guidelines
RFP	Request for Proposal
ROW	Right-of-way
RPO	Regional Planning Organization
RSOQ	Request For Qualifications
RTP	Regional Transportation Plan
SAFETEA-LU	Safe Accountable Flexible and Efficient Transportation Equity Act a Legacy for Users
SARA	Special Activities Recreation Area
SATS	Small Area Transportation Study
SCMPO	Sun Corridor Metropolitan Planning Organization
SDA	Suburban Development Area
SEAGO	South Eastern Arizona Governments Organization
SHPO	Arizona State Historic Preservation Office
SHSP	Strategic Highway Safety Plan
SOV	Single-Occupancy Vehicle
SPR	Statewide Planning and Research
SPUI	Single Point Urban Interchange
SR	State Route
SRMA	Special Recreational Management Area
SRTS	Safe Routes to School
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
SVMPO	Sierra Vista Metropolitan Planning Organization
TA	Transportation Alternatives
TAC	Technical Advisory Committee
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TDMS	Transportation Data Management System

TEA-21	Transportation Equity Act for the 21st Century
TI	Traffic Interchange
TIA	Traffic Impact Analysis
TIFIA	Transportation Infrastructure Financing and Innovation Act
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TR	Transit
TRIP	Transit Implementation Plan
T-TAC	Transit Technical Advisory Committee
UPWP	Unified Planning Work Program
USDA	U.S. Department of Agriculture
USFWS	U.S. Fish & Wildlife Service
UZA	Urbanized Area
VMT	Vehicle Miles Traveled
VRM	Visual Resource Management
WACOG	Western Arizona Council of Governments
WAPA	Western Area Power Administration
WHAT MOVES YOU	
AZ	Current ADOT Long Range Transportation Plan
WP	Work Program
WSC	Wildlife of Special Concern
YMPO	Yuma Metropolitan Planning Organization
YYV	Yavapai County
5303	Coordinated Mobility Planning Funding
5307	FTA Urbanized Area Formula Grants
5310	Transportation for Elderly Persons and Persons with Disabilities Grant Program
3-C	Continuing, Cooperative and Comprehensive planning process
ADA	Americans with Disabilities Act
ADEQ	Arizona Department of Environmental Quality
ADOT	Arizona Department of Transportation
AGFD	Arizona Game and Fish Department
ALRIS	Arizona Land Resource Information System

AMPO	Association of Metropolitan Planning Organizations
BECO	Business Engagement & Compliance
BQAZ	Building a Quality Arizona (ADOT Study)
CAG	Central Arizona Governments
CFR	Code of Federal Regulations
COG	Council of Governments
CYMPO	Central Yavapai Metropolitan Planning Organization
DBE	Disadvantaged Business Enterprise (DBE) Program
DM	District Minor Funds
DOT	Department of Transportation
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FAST Act	Fixing America's Surface Transportation Act
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FMPO	Flagstaff Metropolitan Planning Organization
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information Systems
Grow America Act	Generating Renewal, Opportunity, and Work with Accelerated Mobility
HIS	Interstate Highway System
HPMS	Highway Performance Monitoring System
HSIP	Highway Safety Improvement Program
HURF	Highway User Revenue Fund
IHS	Interstate Highway System
IGA	Intergovernmental Agreement
ITS	Intelligent Transportation Systems
JPA	Joint Project Agreement
LEP	Limited English Proficiency
LHC	Lake Havasu City
LHMPO	Lake Havasu Metropolitan Planning Organization

LM	Local Match
LPA	Local Public Agency
LRTP	Long Range Transportation Plan
MAG	Maricopa Association of Governments
MAP-21	Moving Ahead for Progress in the 21st Century
MC	Mohave County
MOU	Memorandum of Understanding
MP	Mile post
MPO	Metropolitan Planning Organization
MUTCO	Manual of Uniform Traffic Control
NACOG	Northern Arizona Council of Governments
NAIPTA	Northern Arizona Intergovernmental Transportation Authority
NARC	National Association of Regional Councils
NHS	National Highway System
NPRM	Notice of Proposed Rulemaking
O&M	Operations and Maintenance
P3	Public Private Partnership
PAG	Pima Association of Governments
PARA	Planning Assistance for Rural Areas
PE	Professional Engineer
PEAS	Planning Emphasis Areas
PIP	Public Involvement Plan
PL	Planning Funds
PRS	City of Prescott
RFP	Request for Proposal
ROW	Right-of-Way
RPO	Regional Planning Organization
RSOQ	Request for Qualifications
RTAC	Rural Transportation Advocacy Council
RTP	Regional Transportation Plan
SAFETEA-LU	Safe Accountable Flexible and Efficient Transportation Equity Act a Legacy for Users

SARA	Special Activities Recreation Area
SATS	Small Area Transportation Study
SCMPO	Sun Corridor Metropolitan Planning Organization
SEAGO	South Eastern Arizona Governments Organization
SHSP	Strategic Highway Safety Plan
SPR	Statewide Planning and Research
SR	State Route
SRTS	Safe Routes to School
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STSP	Strategic Transportation Safety Plan
SVMPO	Sierra Vista Metropolitan Planning Organization
TA	Transportation Alternatives (Funding)
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TDMS	Transportation Data Management System
TEA-21	Transportation Equity Act for the 21st Century
TI	Traffic Interchange
TIFIA	Transportation Infrastructure Financing and Innovation Act
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TR	Transit
TRIP	Transit Implementation Plan
UPWP	Unified Planning Work Program
UZA	Urbanized Area
WACOG	Western Arizona Council of Governments
WHAT MOVES YOU AZ	Current ADOT Long Range Transportation Plan
WP	Work Program
YMPO	Yuma Metropolitan Planning Organization

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**LAKE HAVASU MPO
REQUEST FOR ACTION
MARCH 14, 2017**

**SUBJECT: DISCUSSION AND POSSIBLE ACTION REGARDING THE
RECRUITMENT PROCESS FOR THE LHMPO PLANNING MANAGER**

SUBMITTED BY: Jean Knight, MPO Manager

AGENDA TYPE: PUBLIC HEARING

ATTACHMENTS:

2013 LHMPO Planning Manager Job Posting

SUMMARY/BACKGROUND:

As you are aware, I will be retiring as the LHMPO Manager as of June 2017. The recruitment process for a new manager will take a couple months, so it is necessary to decide on the process to be utilized at this time. Below is my recommended recruitment process for the new LHMPO Planning Manager.

I propose an Executive Board Member work with the Lake Havasu City Human Resources Manager to revise as necessary the 2013 job posting. I suggest the job opening be posted with NARC, AMPO, AzTA and League of Arizona Cities and Towns, and wherever else the City posts positions. LHMPO is a member of AMPO & AzTA so there would be no charge for those postings.

When applications and resumes are received, I suggest the TAC review them all, rank them, and provide the ranking to the Board with a recommendation for candidates to be interviewed. The TAC will ensure that all applicants meet the job posting requirements with assistance from Lake Havasu City Human Resources. The Board would ultimately decide the number and which applicants it desires to interview. Interviews would be conducted by the Board.

ACTION OPTION:

A motion is not necessary; however any direction for staff should be given at this time

RECOMMENDATION:



LAKE HAVASU CITY
invites applications for the position of:

Metropolitan Planning Manager Metropolitan Planning

SALARY: \$2,708.00 - \$4,062.40 Biweekly
JOB TYPE: Classified (Full-Time with benefits)
FLSA STATUS: Exempt
OPENING DATE: 09/06/13
CLOSING DATE: Continuous

SUMMARY:

Lake Havasu City announces an exciting and challenging opportunity to implement and spearhead the Lake Havasu Metropolitan Planning Organization (LHMPO). This position will be a start-up opportunity to coordinate regional transportation activities and long range transportation programs.

New employees will normally be hired at the first step of the salary range, depending on qualifications.

Applications will be accepted for this position until an adequate pool of applicant have applied. First application review will take place two (2) weeks from posting and every two (2) weeks thereafter.

The City reserves the right to consider only the most highly qualified applicants. The succeeding examination processes may be required: training and experience, testing, panel interview, fingerprint identification, employment eligibility verification (EEV) requirements, personnel evaluation profile (PEP), polygraph test, background investigation and alcohol/drug screening test. Appointment subject to successful background investigation and City paid post-employment medical examination after offer of employment has been made.

Class Description:

Incumbent is responsible for performing administrative and supervisory work of considerable difficulty in directing the activities necessary to implement and administer the Lake Havasu Metropolitan Planning Organization (LHMPO). Duties may include: preparing and monitoring the LHMPO budget; reporting, preparing and executing contractual documents; managing public transportation planning and studies; preparing, submitting and administering federal and state grants; conducting public meetings in accordance with Arizona open meeting laws; and, developing and updating all federal and state required documents pertaining to the Work Program, Metropolitan Transportation Improvement Program, Public Participation Program, Title VI Plan, Long Range Transportation Plan, as necessary.

This is an at-will position and serves at the pleasure of the LHMPO Board of Elected Officials.

EDUCATION & EXPERIENCE/LICENSING & TRAINING:

Education & Experience:

Bachelor's Degree in Transportation Engineering, Planning, or a closely related field and four (4) years experience in transportation governmental planning, capital improvements and/or project planning and management; or, an equivalent combination of education and experience sufficient to successfully perform the duties of the job such as those listed below.

Licensing & Training:

- Valid Arizona Driver's License of appropriate class.
- National Incident Management Systems (NIMS) training, based on assignment.

ESSENTIAL DUTIES/KNOWLEDGE & SKILLS:

Essential Duties:

These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.

- Supervises LHMPO staff to include: assigning and monitoring work, prioritizing work, training staff, making suggestions for performance adjustments, determining disciplinary actions and evaluating staff performance.
- Monitors grant funds to ensure funds are expensed in accordance with grant agreements, federal and state laws.
- Develops and implements an effective MPO Work Plan approved by ADOT.
- Reviews and interprets complex planning documents
- Conducts research and prepares written communication and reports regarding projects and activities.
- Develops and maintains a Long Range Transportation Plan.
- Coordinates and executes transportation plans with City, County, State and Federal Officials.
- Attends meetings as needed to represent the LHMPO.
- Develops, coordinates and facilitates presentations to the general public and outside agencies.
- Prepares and administers the LHMPO budget and exercises control over expenditures.
- Maintains regular attendance.
- Performs other duties of similar nature or level.

Knowledge of:

- Budgeting theories and principles.
- Transportation planning theories and principles.
- Federal Highway Administration (FHWA) and Federal Transportation Authority (FTA) policies.
- Local ordinances and policies.

Skill in:

- Reviewing and evaluating staff.
- Developing, implementing and enforcing policies and procedures.
- Giving presentations.
- Reviewing and analyzing information.
- Preparing clear and concise reports.
- Using computers and related software programs.
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Physical Requirements:

Positions in this class typically require: stooping, kneeling, reaching, sitting, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Incumbent may be subject to extreme temperatures and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to ten (10) pounds of force frequently, and/or a negligible amount of force constantly to move objects. Even though the weight lifted may only be a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm and leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Hearing ability: sufficient to communicate effectively with others in person and by telephone.

Speaking ability: sufficient to communicate effectively with others in person and by telephone.

Visual ability: sufficient to operate vehicles by both day and night; observe unsafe road conditions; read and write reports, correspondence, instructions, etc.

discuss potential accommodations with the City. Lake Havasu City is a participant in the Employment Eligibility Verification (EEV) Program. To obtain program information click on these links: [English Version](#) [Spanish Version](#)
APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lhcaz.gov>

Position #OTF14-05
METROPOLITAN PLANNING MANAGER
SI

2330 McCulloch Blvd. N
Lake Havasu City, AZ 86403
928)453-4143
TDD 928)855-3945

hr@lhcaz.gov

Metropolitan Planning Manager Supplemental Questionnaire

- * 1. The following supplemental questions will be used as part of the application screening and selection process and will determine your eligibility for further consideration. Incomplete responses, false statements, omissions, partial information, or answering a question with "See resume/application" will result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes
 No
- * 2. Which best describes your highest level of education?
- High School Diploma or GED
 Some College
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Trade School/Technical College
 None of the above
- * 3. If you have a college degree, in what field did you earn your degree in?
- I do not have a college degree
 Transportation Engineering
 Planning
 Other
- * 4. Which best describes your full-time, paid experience in transportation governmental planning, capital improvements and/or project planning and management?
- No experience
 Less than one year
 One year to less than two years
 Two years to less than three years
 Three years to less than four years
 Four years to less than five years
 Five years to less than six years
 Six years to less than seven years
 Seven years to less than eight years
 Eight years to less than nine years
 Nine years to less than ten years
 Ten years or more
- * 5. Which best describes your experience reporting to a Board or Committee of elected officials?
- No experience
 Less than one year
 One year to less than three years
 Three years to less than five years
 Five years or more
- * 6. Which best describes your experience with public speaking?
- No experience

- Less than one year
- One year to less than three years
- Three years to less than five years
- Five years or more

* 7. Which best describes your experience with out-of-town travel for business related seminars, conferences and/or meetings?

- No experience traveling for business
- One to three times per year
- Four or more times per year

* 8. Which best describes your involvement in preparing and administering a work program and budget?

- No Experience
- Less than one year
- One year to less than three years
- Three years to less than five years
- Five or more years

* 9. Which best describes your experience working independently without direct supervision?

- No experience
- Less than one year
- One year to less than three years
- Three years to less than five years
- Five or more years

* Required Question