



**LAKE HAVASU METROPOLITAN
PLANNING ORGANIZATION (LHMPO)
EXECUTIVE BOARD MEETING AGENDA
Tuesday, May 9, 2017, **2:00 PM****

****THIS MEETING WILL BE HELD TELEPHONICALLY. Call in information:
1- 877-820-7831 Passcode: 196687#**

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 March 14, 2017
(Task #102)
6. **ANNOUNCEMENTS, COMMUNICATIONS, UPDATE REPORTS**
 - 6.1 LHMPO Manager Report
7. **PUBLIC HEARINGS**
 - 7.1 Discussion and Possible Action to Adopt the FY2017 Unified Planning Work Program (UPWP) and Planning Budget
Jean Knight, MPO Manager
(Task #101)
8. **FUTURE AGENDA ITEMS**
9. **UPCOMING MEETING SCHEDULE**
 - LHMPO TAC Meeting: **May 16, 2017, 1:30 PM**, 900 London Bridge Rd, Bldg. B, Lake Havasu City, AZ 86404
 - State Transportation Board Meeting: **May 19, 2017, Phoenix, AZ**

- Executive Board Regular Meeting: **June 13, 2017, 2:00 PM, Lake Havasu City Mobility Building Meeting Room, 900 London Bridge Road, Building B, Lake Havasu City, AZ 86404**

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
MAY 9, 2017**

SUBJECT: ACTION TO APPROVE THE CONSENT AGENDA

SUBMITTED BY: Jean Knight, MPO Manager

AGENDA TYPE: **CONSENT AGENDA**

ATTACHMENTS:

Executive Board Meeting minutes of March 14, 2017

SUMMARY/BACKGROUND:

Attached are the minutes from the Executive Board meeting held March 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
Donna McCoy – Secretary/Treasurer
David Lane – 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, 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

Chairman Nexsen called the meeting to order at 2:01 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, Donna McCoy, Deanna Beaver, and David Lane.

Absent: Buster Johnson

4. CALL TO THE PUBLIC:

There were no public comments.

5. CONSENT AGENDA

5.1 Approve the Executive Board Meeting Minutes of February 14, 2017

MOTION

Secretary/Treasurer McCoy presented a motion to approve the Consent Agenda as presented.

Motion was seconded by Member Lane.

VOTE ON MOTION

The vote on the motion was unanimous.

6. ANNOUNCEMENTS, COMMUNICATIONS, UPDATE REPORTS

6.1 ADOT Northwest District Update Report

Todd Steinberger, Assistant District Engineer

- Update on the State Route 95/Kiowa Median Project; ADOT received the go ahead from the HSIP group to move forward with the traffic signal
- This traffic signal will be south of Staples
- The District Engineer will meet with Lake Havasu City officials to discuss the project before bringing it to the public

6.2 Technical Advisory Committee (TAC) Update Report

Stuart Schmeling, TAC Chairman

- The TAC is wrapping up the Scope of Work on the Bicycle Pedestrian Implementation Plan
- The TAC is looking forward to participating in the selection process of Jean's replacement for the MPO Managers position; even though they are sad to see that Jean is retiring

6.3 LHMPO Manager Report

Jean Knight, MPO Manager

- The next three ADOT State Transportation Board Meetings are being held at the following locations: March 17, 2017, Tucson, April 21, 2017, Flagstaff, and May 19, 2017 Phoenix
- Discussion at these meetings will be concerning the ADOT's Five Year Transportation Plan
- The Draft ADOT Five Year Transportation Plan is available on the ADOT website at azdot.gov

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 advised the Executive Board that the TAC has been discussing the By-Laws since the beginning of the year; the voting members as designated in the by-laws has been problematic. The TAC requested Jean Knight research other Arizona MPO By-Laws for the TAC to compare the member process. The TAC is submitting the Draft By-Laws with the following recommendations for TAC membership:

- Lake Havasu City will change from 2 to 3 members
- Members will be: Operations Director or designee, Assistant City Engineer or designee, and Zoning Administrator/Planner or designee
- Mohave will change from 1 to 2 members
- Members will be: County Engineer or designee and Public Works Director or designee
- WACOG will have one member Transportation Program Manager
- Arizona Department of Transportation will have will have 2 members
- Members will be: Assistant Director or designee for Multimodal Planning Division, and Northwest District Engineer or designee

Member Beaver stated that she was impressed with the changes, but was inquiring about the wording in the nominating originating phrase, it states City/County administrator approving membership. Does this mean the members have to be voted in by local council or county supervisors?

Jean Knight advised that no, the intent is an internal decision will be made by City/County Administrators and final decision by the Executive Board.

MOTION

Member Beaver presented a motion to approve the Amended By-Laws as presented by the TAC with the recommended changes. Motion was seconded by Member Lane.

VOTE ON MOTION

The vote on the motion was unanimous.

7.2 Discussion and Possible Action to Approve the Draft 2018 Unified Planning Work Program (UPWP)

Jean Knight advised the Executive Board that the Unified Planning Work Program (UPWP) is a federal requirement of all MPOs. The LHMPO Work Program defines the planning activities and where MPO funding is being allocated in the upcoming year. The LHMPO Work Program has been reviewed by ADOT Multimodal Planning Division. Next Wednesday, March 22nd the Draft Unified Planning Work Program will be reviewed by Federal Highway Administration (FHWA) and ADOT for final comments. The final document will be brought back to Executive Board for final adoption at the May 9th Executive Board Meeting.

The budget portion of the LHMPO Work Program was already approved at the February 14th Executive Board Meeting.

The TAC member portion of the Unified Planning Work Program will need to be changed since the By-Laws have been updated. This will have to be done as an amendment, since it will not be ready when FHWA and ADOT are here to review the UPWP.

Jean Knight advised the Executive Board that the estimated funding the LHMPO receives this year will be follows:

- Planning Funds are \$118,141.00
- State Planning and Research Funds are \$125,000
- 5305 Federal Transit Administration Funds are \$23,300
- State Planning and Research Funds Carryover are \$80,000
- 5305 Federal Transit Administration Funds Carryover are \$68,175.00
- Surface Transportation Planning Funds is allocated to WACOG until 2021 for two projects: Lake Havasu Avenue North and Swanson Project
- Highway Safety Improvement Program Funds are going towards the Kiowa/State Route 95 project until FY2018 then it is competitive and Lake Havasu City will be competing for the funding

Jean Knight indicated that the budget is larger this year due to the fact that a study was anticipated to start in FY2017; that study is now going to fund the beginning of FY2018.

Jean Knight discussed a few of the Tasks listed in the Unified Planning Work Program:

- Task 100 – Administration is the day to day activities that LHMPO is required to do examples would be: attend meetings, prepare publications for the Executive Board, TAC and ADOT, submit monthly invoices and progress reports to ADOT
- Task 500 – Identified the SR95/Kiowa Project, also show the carry forward for the Regional Transportation Plan Update, and the Bicycle/Pedestrian Implementation Plan.
- Task 800 – There is a pass thru consultant for \$40,000 that also can be used for the Bicycle/Pedestrian Implementation Plan
- Underneath each task funding table the Local Match Sources are identified

Jean Knight advised that the Executive Board does not need to adopt this today; they just need to concur that they have seen and reviewed the Draft Unified Planning Work Program.

Member Beaver questioned if FHWA and ADOT have received the Unified Planning Work Program (UPWP). Jean Knight replied that the UPWP has been sent out in advance for them to review at least a month ago.

MOTION

Member Lane presented a motion to accept the Draft FY18 UPWP as presented for review by Federal Highway Administration and Arizona Department of Transportation. Motion was seconded by Member Beaver.

VOTE ON MOTION

The vote on the motion was unanimous.

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

Jean Knight advised the Executive Board she is retiring June 2nd. She advised the Executive Board that recruitment should be posted soon; to give the candidate enough time to give notice. The original job recruitment needs to be changed in a few areas to reflect what is required from a MPO Manager. Jean Knight volunteered to make these changes and present them to the Executive Board members for comments. Also Jean Knight suggested that the job recruitment posting be posted with NARC, AMPO, AzTA and the League of Arizona Cities and Towns.

Jean Knight recommended that the TAC review all the applications and resumes that are submitted for the MPO Manager position. The TAC can then direct questions to the Human Resources Department. The TAC can bring the best qualified candidates to Executive Board for final review.

Member Beaver stated that the process was done well last time; she asked if they could look at the in-state applications first over the out of state applications. Member Beaver indicated that when you work with someone from your state it is more seamless; the individual has an advantage of being familiar with how things are already run in the state.

Chairman Nexsen stated they want the best qualified candidate for the MPO Manager in-state or out of state. He then asked Stuart Schmeling the TAC Chairman if he would work with Human Resources to get the job posting done, and have the TAC Committee sort and review the applications for the most qualified candidates.

Stuart Schmeling questioned the Executive Board on how many candidates they want to choose from. Chairman Nexsen indicated that the top two would be sufficient unless there was a third candidate that was a close contender. Also, the Executive Board would like Stuart Schmeling to direct any questions to Shirley Palbicki, Human Resources Manager, so there will be no prior knowledge of the candidates until the final meeting.

Member Lane would like the TAC technical expertise on the review of the candidates on why they were chosen but if one candidate rises above all the others then there will be no need for an interview process. If there is two candidates that the TAC is feeling 50/50 about there should be an interview process.

Jean Knight recommended that the Executive Board meet the candidate before hiring. The Executive Board has to be comfortable working with the new MPO Manager.

Chairman Nexsen indicated that there will definitely be a meeting with the candidate before the hiring process begins; if there is just one candidate that is above all the other candidates for the MPO Manager position.

Member Beaver asked for clarification if the TAC narrows the candidates to only one candidate, that person is not automatically hired; the Executive Board is still making the final decision.

Chairman Nexsen clarified the direction for the TAC recommendations for the MPO Manager position:

- TAC needs to narrow the candidates to no more than three
- Give the ranking of the three candidates
- If one person is the best candidate over all the other candidates the TAC can't offer the position but recommend to the Executive Board that the individual is the best qualified and the Executive Board should meet the individual
- If it down to two candidates then the Executive Board will interview both candidates and make a decision

Member Beaver asked Jean Knight what were her recommended changes for the MPO Manager Job Posting. Jean Knight listed the following changes:

- Under Class Description Take implement out and *put the coordination of* in its place
- Add under Class Description: *Knowledge of and the ability to provide hands-on coordination and preparation of the LHMPPO operations to include, but not limited to Unified Planning Work Program, Metropolitan Transportation Improvement Program, Regional Transportation Plan, Public Participation Program, Title VI Plan, and Limited English Proficiency Plan*
- Remove Under Licensing & Training: "National Incident Management Systems (NIMS) training, bases on assignment"
- Under Essential Duties/Knowledge & Skills
 - Remove "Coordinates and executes transportation plans with City, County, State and Federal Officials"
 - On the Develops and maintains a Long Range Transportation Plan change to *Regional Transportation Plan*
 - On the Develops an implement an effective MPO Work Plan change; wording of Work Plan to *Unified Planning Work Program* and approved by ADOT; add, *and FHWA*

Member Beaver indicated that when the changes have been made, and revised the Executive Board would like to see the revised job posting.

8. FUTURE AGENDA ITEMS

No future agenda items were given.

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 (May be a Telephonic Meeting only for the MPO Manager recruitment update)

10. ADJOURNMENT

Motion was presented by Secretary/Treasurer McCoy seconded by Member Beaver.

Vote on the motion was unanimous. Meeting adjourned at 2:48 p.m.

DRAFT

**LAKE HAVASU MPO
REQUEST FOR ACTION
MAY 9, 2017**

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

SUBMITTED BY: Jean Knight, LHMPO Manager

AGENDA TYPE: **PUBLIC HEARING**

ATTACHMENTS:

Final Draft FY 2018 UPWP

SUMMARY/BACKGROUND:

It is a federal requirement that all MPOs prepare a Work Program (UPWP); and, for Arizona MPO's it is due annually. The document is the LHMPOs planning activities for the upcoming fiscal year 2018 (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 UPWP during the fiscal year; however, it would be an amendment and that may need to be approved by the Executive Board.

The FY2018 Unified Planning Work Program (UPWP) was reviewed by Federal Highway Administration (FHWA) and various departments of ADOT on March 22, 2017; and there were no changes recommended.

The LHMPO TAC has recommended the Executive Board Adopt.

ACTION OPTION:

Motion to Adopt the Final Draft FY18 UPWP and Planning Budget

OR

Motion determined from discussion

RECOMMENDATION:

Motion to Adopt the Final Draft FY18 UPWP and Planning Budget



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 April 18, 2017, by the:
LAKE HAVASU METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE**

**Adopted 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 5305: 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

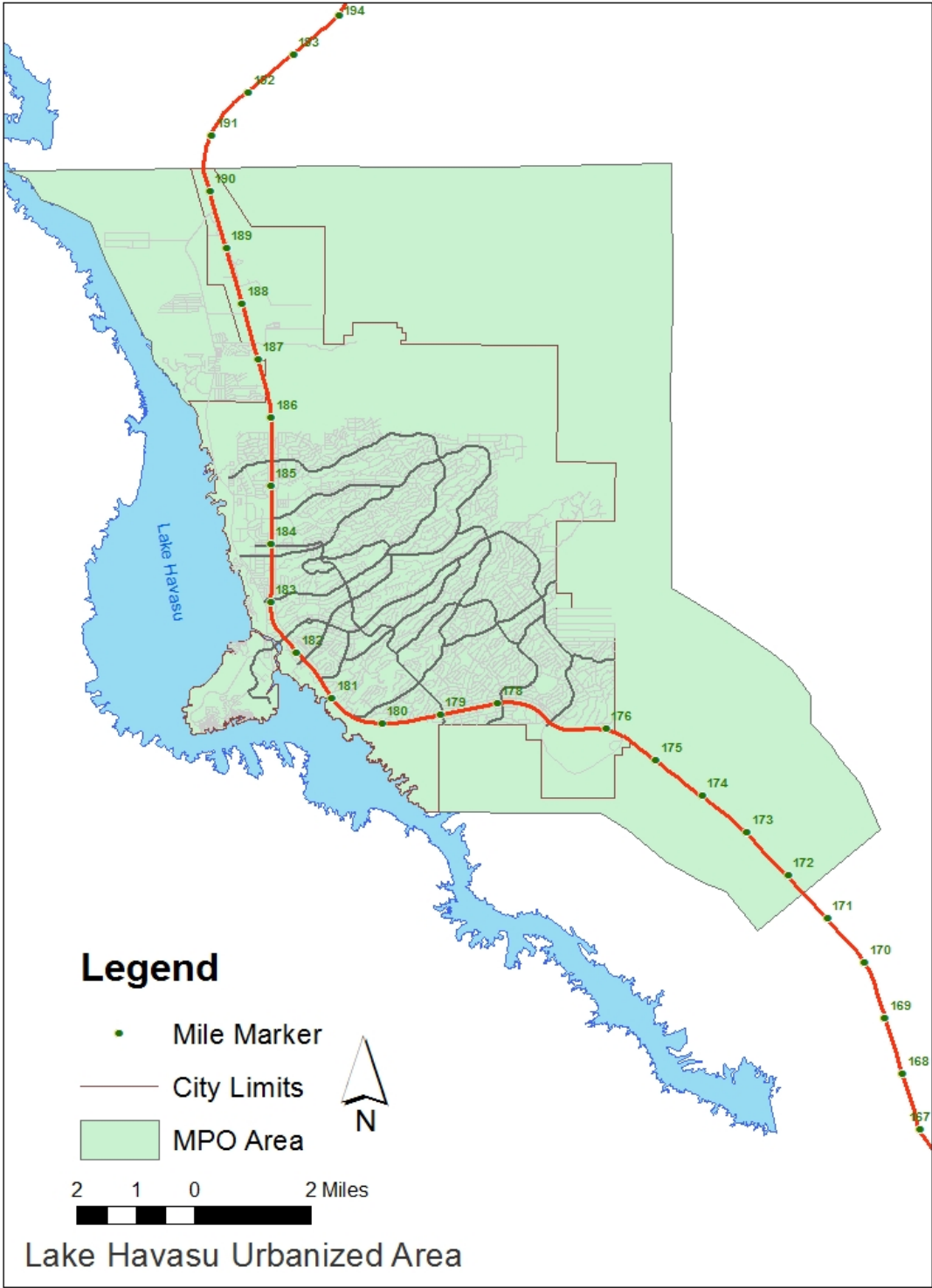
The Unified Planning Work Program (UPWP) is a narrative description of the annual technical Unified Planning Work Program for a continuing, cooperative and comprehensive (3-C) transportation planning process within the Lake Havasu Metropolitan Planning Organization “LHMPO” planning boundary. The LHMPO 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.

DRAFT

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

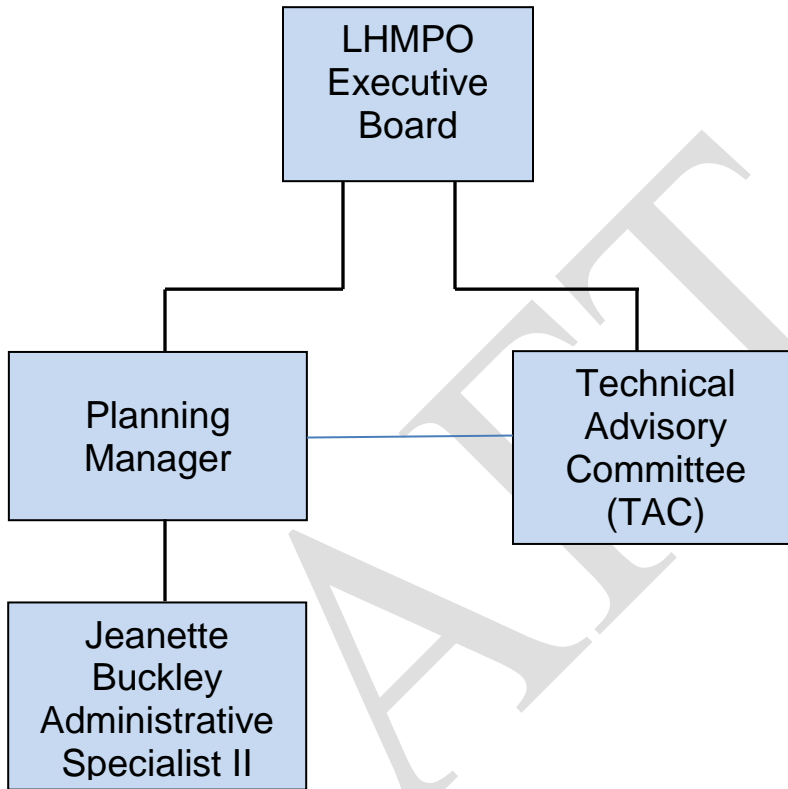
From the elected officials serving on the Board, the Board will elect one member to serve as Chair-Person, one member to serve as Vice Chair-Person and one member to serve as Secretary-Treasurer (Per By-laws, this position may be delegated to staff). Length of terms will be established by the Board.

The LHMPO Technical Advisory Committee (TAC) is comprised of eight (8) technical representatives from; Lake Havasu City (3), Mohave County (2), 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
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

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

Jason Bottjen
Planning Program Manager
ADOT Multimodal Division

Mark Clark, P.E., P.T.O.E.
Maint. Services Manager
Operations Director Designee
Lake Havasu City

New Member
County Engineer or Designee
Mohave County

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.

DRAFT

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.

DRAFT

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 37 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			
<u>Agency</u>	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	
<u>Match Agency</u>			
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 2018).
- ❖ 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.
- ❖ TIP Amendment was performed to add qualifying Section 5310 Projects.

FY 2018 Proposed Activities

- ❖ A TIP Amendment to be performed to add qualifying HSIP projects.
- ❖ 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 – 20 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 year 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

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

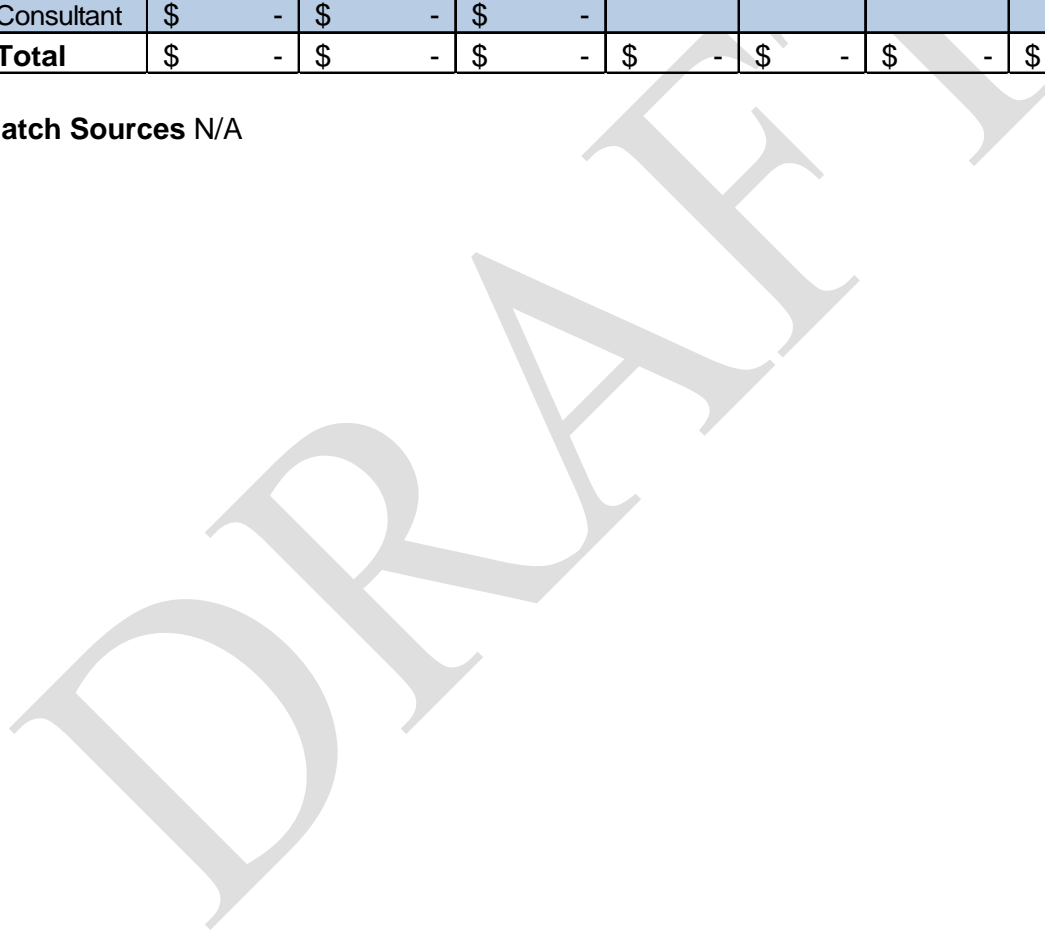
Work Element 1000: Capital Expenditures

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	FTA Coordinated Mobility Planning Funding
5307	FTA Urbanized Area Formula Grants
5310	FTA 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
AP	Apportionment
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
BMS	Bridge Management System
BQAZ	Building a Quality Arizona (ADOT Study)
BR	Bridge
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
FC	Functional Classification
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FIRM	Flood Insurance Rate Map
FMPO	Flagstaff Metropolitan Planning Organization
FRICTION 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 Beacon
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
LHCPD	Lake Havasu City Police Department
LM	Local Match
LOS	Level of Service
LP	Local Project
LPA	Local Public Agency
LPCSO	LaPaz County Sheriff Office
LRTP	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
MOVE AZ	ADOT Long Range Transportation Plan (2000)
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
OA	Obligation Authority
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
PMS	Pavement Management Systems
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
STBG	Surface Transportation Block Grant
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

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