



# AGENDA

## Executive Board Meeting

1:00 – 3:00 PM  
APRIL 2, 2026

### Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to Join the meeting](#)

Meeting ID: 289 217 343 654 1

Passcode: CF9Q5cm6

### In-Person Location

Downtown Connection Center  
216 W Phoenix Ave, Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at [planning@metroplanflg.org](mailto:planning@metroplanflg.org). The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of MetroPlan’s Technical Advisory Committee present; however, no formal discussion/action will be taken by members in their role as MetroPlan Technical Advisory Committee.

**Public Questions and Comments must be emailed to [planning@metroplanflg.org](mailto:planning@metroplanflg.org) prior to the meeting or presented during the public call for comment.**

### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board’s attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

### EXECUTIVE BOARD MEMBERS

- Miranda Sweet, Vice Mayor of Flagstaff, Chair
- Judy Begay, Chair Coconino County Board of Supervisors, Vice-Chair
- Austin Aslan, Flagstaff City Council
- Tony Williams, Mountain Line Board of Directors
- Becky Daggett, Mayor of Flagstaff
- Jamescita Peshlakai, Arizona State Transportation Board Member
- Jeronimo Vasquez, Coconino County Board of Supervisors
- Patrice Horstman, Coconino County Board of Supervisors (*alternate for Coconino County*)
- Anthony Garcia, Flagstaff City Council (*alternate for City of Flagstaff*)

### METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Transportation Planning Manager
- Tami Suchowiejko, Business Manager
- Mandia Gonzales, Transportation Planner
- Kim Austin, Transportation Demand Management Planner
- Hailey Bishop, Transportation Education AmeriCorps Member

## A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT

*At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard. Individuals are limited to three (3) minutes for comment. Members of the public who wish to make a comment are asked to raise their hand to be recognized.*

4. APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of March 5, 2026

(Pages 5-11)

## B. CONSENT AGENDA

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

## C. ACTION ITEMS

1. CONSIDERATION AND POSSIBLE ACTION TO APPROVE ROUTE 66 CENTENNIAL PROCLAMATION (Pages 12-14)

MetroPlan Staff: Mandia Gonzales, Transportation Planner

Recommendation: Staff recommend the Board approve the proclamation celebrating the 100<sup>th</sup> anniversary of historic U.S. Route 66.

2. CONSIDERATION AND POSSIBLE ACTION TO APPROVE LETTER TO CONGRESSIONAL DELEGATION ON SURFACE TRANSPORTATION REAUTHORIZATION (Pages 15-21)

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend the Board approve and submit Letter to Congressional Delegation on Surface Transportation Reauthorization.

3. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AND SUBMIT COMMENT LETTER ON ARIZONA DEPARTMENT OF TRANSPORTATION TENTATIVE 5-YEAR CONSTRUCTION PROGRAM TO STATE TRANSPORTATION BOARD (Pages 22-25)

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend the Board approve and submit Comment Letter on Arizona Department of Transportation Tentative 5-Year Construction Program to the State Transportation Board.

#### D. DISCUSSION ITEMS

1. DISCUSSION ON METROPLAN BYLAWS AND OPERATING PROCEDURES (Pages 26-51)

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: None. This item is for information and discussion only.

2. UPDATE ON ARIZONA DEPARTMENT OF PUBLIC SAFETY LISTENING TOUR (Pages 52-56)

MetroPlan Staff: David Wessel, Transportation Planning Manager

Recommendation: None. This item is for information and discussion only.

3. DISCUSSION ON ARIZONA DEPARTMENT OF TRANSPORTATION LIGHTING STANDARDS (Pages 57-58)

MetroPlan Staff: David Wessel, Transportation Planning Manager

Recommendation: None. This item is for information and discussion only.

4. SAFE ROUTES TO SCHOOL UPDATE (Pages 59-61)

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

Recommendation: None. This item is for information and discussion only.

5. RIDE YOUR BIKE WEEK 2026 UPDATE (Pages 62-63)

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

Recommendation: None. This item is for information and discussion only.

6. UPDATE ON THE ARIZONA TRANSPORTATION POLICY SUMMIT IN FLAGSTAFF (Pages 64-65)

MetroPlan Staff: Executive Director Kate Morley

Recommendation: None. This item is for information and discussion only.

7. METROPLAN HAPPENINGS

(Pages 66-67)

MetroPlan Staff: Executive Director Kate Morley

Recommendation: None. This item is for information and discussion only.

**E. CLOSING BUSINESS**

1. ITEMS FROM THE BOARD

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

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

May 7, 2026 – Meeting will be held at City Hall in Council Chambers


3. ADJOURN

*The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.*

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted in the lobby of the Downtown Connection Center, located at 216 W Phoenix Avenue and at [www.metroplanflg.org](http://www.metroplanflg.org) on March 27, 2026, at 11:00 a.m.

Dated this 27th day of March 2026.

  
\_\_\_\_\_  
Tami Suchowiejko  
Business Manager



# Meeting Minutes

## Executive Board Meeting

1:00 – 3:00 PM  
MARCH 5, 2026

### Teams Virtual Meeting

Join on your computer, mobile app or room device.

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Meeting ID: 288 229 047 687 7

Passcode: aj6UU7V9

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### METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager
- Tami Suchowiejko, Business Manager
- Mandia Gonzales, Transportation Planner
- Kim Austin, Transportation Demand Management Planner
- Melanie Nagel, Montoya Fellow
- Hailey Bishop, Transportation Education AmeriCorps Member

Also in attendance: Jeff McKay, Vice President of Capital Planning and Campus Operations, Northern Arizona University; Paul Mood, City Engineer, City of Flagstaff; Mare Schumacher, Member of the Public; Andres “Dapper Dre” Aduato, Member of the Public

## A. PRELIMINARY GENERAL BUSINESS

### 1. CALL TO ORDER

Chair Sweet called the meeting to order at 1:03 p.m.

### 2. ROLL CALL

See page above.

### 3. PUBLIC COMMENT

No public comments were received.

### 4. APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of February 4, 2026

Motion: Member Williams made a motion to approve the Executive Board Meeting minutes of February 4, 2026. Member Daggett seconded the motion. The motion passed unanimously.

## B. CONSENT AGENDA

There were no items on the Consent Agenda.

## C. ACTION ITEMS

### 1. CONSIDERATION AND POSSIBLE ACTION REGARDING METROPLAN'S ARIZONA DEPARTMENT OF TRANSPORTATION PLANNING TO PROGRAMMING (P2P) PRIORITY PROJECTS

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend the Board Adopt MetroPlan's Arizona Department of Transportation (ADOT) Planning to Programming (P2P) Priority Projects: US180 Corridor Improvements, Milton and Route 66 Intersection Improvements, and West Route 66 Corridor Improvements.

Executive Director Morley presented information about ADOT's Planning to Project process and the recommended changes to the previously identified priorities.

Board Discussion:

Member Williams agrees with refining our approach to create a sound argument for investing resources. He expressed appreciation for the time and effort that went into identifying the original priorities. He asked if the other projects will still be on our list of long-term goals. Executive Director Morley confirmed that we are not giving up on the other projects and will look for other ways to accomplish them.

Member Daggett agreed that this is a good direction and clarifies our top priorities.

Chair Sweet asked if these projects will come back during our next strategic planning

process. Executive Director Morley confirmed that we will review them again during our next strategic planning process.

Vice Chair Begay asked if the turnoff to Sacred Peaks is included in the priorities list. She expressed concerns about safety. Executive Director Morley explained that the turnoff is under City jurisdiction and would not be a part of ADOTs P2P process. Executive Director Morley will follow up with Member Begay.

Public Comment:

There were no comments from the public.

Motion: Vice Chair Begay made a motion to adopt MetroPlan’s Arizona Department of Transportation (ADOT) Planning to Programming (P2P) Priority Projects: US180 Corridor Improvements, Milton and Route 66 Intersection Improvements, and West Route 66 Corridor Improvements. Member Williams seconded the motion. The motion passed unanimously.

## 2. CONSIDERATION AND POSSIBLE ACTION REGARDING STRATEGIC GRANTS PLAN UPDATE

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend the Board adopt the Strategic Grants Plan 2026-2029 Update.

Executive Director Morley gave a presentation on the updated Strategic Grants Plan for 2026 through 2029.

Board Discussion: There was no discussion by the Board on this topic.

Public Comment:

Jeff McKay asked how these grant opportunities are selected. Executive Director Morley explained that most competitive grants are direct from the Department of Transportation, with a handful that are passed through to ADOT. There is formal application process, requiring technical and benefit cost analyses. The grant process is transparent; the rules and federal requirements associated with the grant are clear.

Motion: Member Williams made a motion to adopt the Strategic Grants Plan 2026-2029 Update. Member Daggett seconded the motion. The motion passed unanimously.

## 3. CONSIDERATION AND POSSIBLE ACTION REGARDING ADOPTION OF THE 2026 METROPLAN-MOUNTAIN LINE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

Recommendation: Staff recommend the Board adopt the 2026 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan.

Transportation Demand Management Planner Kim Austin presented the changes in the 2026 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan.

Board Discussion: There was no discussion by the Board about this item.

Public Comment: There were no comments from the public on this item.

Motion: Member Daggett made a motion to adopt the 2026 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan. Member Williams seconded the motion. The motion passed unanimously.

#### 4. CONSIDERATION AND POSSIBLE ACTION REGARDING ARIZONA STATE COOPERATIVE PURCHASING PROGRAM

MetroPlan Staff: Tami Suchowiejko, Business Manager

Recommendation: Staff recommend the Board approve MetroPlan’s membership in the Arizona State Cooperative Purchasing Program and delegate authority to Executive Director Morley to sign the membership agreement.

Business Manager Suchowiejko presented on the benefits of joining the state cooperative purchasing program.

Board Discussion:

Chair Sweet asked if MetroPlan had been a member of the coop before. Business Manager Suchowiejko commented that MetroPlan has not been a member of the coop, and that other Metropolitan Planning Organizations (MPOs) and Councils of Government (COGs) are members.

Public Comment:

Jeff McKay asked if the agreement specifies that we must rely on coop pricing. Business Manager Suchowiejko explained that the cooperative agreement does require exclusivity, and that MetroPlan is still able to conduct its own solicitations and contracts for services.

Motion: Member Williams motioned to approve this item as presented. Member Daggett seconded the motion. The motion passed unanimously.

### D. DISCUSSION ITEMS

#### 1. UPDATE ON NORTHERN ARIZONA UNIVERSITY MEMBERSHIP

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: None. This item is for information and discussion only.

Executive Director Morley provided an update on the steps taken to add Northern Arizona University (NAU) as a voting member of the Executive Board. She welcomed Jeff McKay who was selected to represent NAU on the Board. Josh Maher will continue as NAU’s representative on the Management Committee. NAU will also have a representative on the Technical Advisory Committee.

Board Discussion:

Member Williams expressed appreciation to Executive Director Morley for moving this item forward. He stated that having NAU at the table is important and welcomed Jeff McKay.

Public Comment: There were no comments from the public on this item.

## 2. RURAL TRANSPORTATION ADVOCACY COUNCIL UPDATE

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: None. This item is for information and discussion only.

Executive Director Morley presented an update on the status of Rural Transportation Advocacy Council.

Board Discussion:

Chair Sweet expressed her appreciation for Executive Director Morley's involvement in RTAC.

Member Williams asked about the size and representation of the RTAC Board. Executive Director Morley explained that RTAC Board membership includes an elected official from each rural Council of Governments (COG) and Metropolitan Planning Organization (MPO). There are four rural COGs and seven rural MPOs.

Chair Sweet recognized Member Vasquez for his participation as MetroPlan's representative on the RTAC Board.

Member Vasquez recognized the work that Executive Director Morley has done to assist RTAC with transition planning.

Public Comment: There were no comments from the public on this item.

## 3. UPDATE ON LEGISLATIVE AGENDA

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: None. This item is for information and discussion only.

Executive Director Morley provided an update on the state and federal legislative items.

Board Discussion:

Chair Sweet asked if MetroPlan is talking with other organizations to strategize about the reauthorization. Executive Director Morley explained that we are members of organizations that part of a larger organization called the Local Officials in Transportation (LOT) Coalition, which includes National League of Cities and National Association of Counties, and we are all working together and weighing in about the reauthorization.

Public Comment: There were no comments from the public on this item.

## 4. SAFE STREETS MASTER PLAN UPDATE

MetroPlan Staff: David Wessel, Planning Manager

Recommendation: None. This item is for information and discussion only.

Planning Manager Wessel provided an update on the Safe Streets Master Plan project.

Board Discussion: There was no discussion by the Board about this item.

Public Comment:

Mare Schumacher made the following comments:

I am here to make a comment, but now that I saw that beautiful color chart, I also have a few questions, but if they are not appropriate to answer here, we can figure something else out. I am an epidemiologist and I am always thinking about public health. I am happy to hear that you mentioned some of the things that you are working on involve pedestrian and bike walkways because we have two huge public health issues related to transportation. One is of course reducing accidents, injuries and deaths from cars, cars and bikes, cars, and people. And then the other is not seen as much, which is getting people to move and go out and about is influenced a lot more by the environment. So, people who say I am going to start working out and they make that resolution on New Year's Eve and then you look two weeks later, and everyone is back on their couch, right? But if you make a walkway so that they can walk to work easily, they will do it and they will do it if they can bike to work and it is just as fast and so on. I am just asking you to try to keep that in mind for every policy. I know that you are bound by your grants. I know they have a lot of restrictions. But anytime you can push back on that or include things, that is very helpful. The second thing then was my comment, and my question was about community engagement. In the planning of the safe streets I saw there were several places like bike advisory group and so on. You also mentioned that you had a had a stakeholder, was it the stakeholder group or the community group that got unwieldy? And so, I was just curious what that was and where there would be opportunities for community input. Thank you.

At the direction of Chair Sweet, Planning Manager Wessel followed up to answer Ms. Schumacher's question. He explained that this master plan will support biking and pedestrian activity. He provided information that the consultant, Kittelson and Associates, is working on a participation plan, including public outreach in a broad array of techniques. He expressed interest in the perspective of the "person on the street." He explained that public working groups can become unwieldy when trying to schedule multiple groups and keep the project on course. He encouraged Ms. Schumacher to follow up with him if she would like more information.

## 5. DRAFT FISCAL YEAR 2025 SINGLE AUDIT

MetroPlan Staff: Tami Suchowiejko, Business Manager

Recommendation: None. This item is for information and discussion only.

Business Manager Suchowiejko presented the results for fiscal year 2025 single audit.

Board Discussion: There was no discussion by the Board about this item.

Public Comment:

Jeff McKay asked about the capital depreciation for the office lease. Executive Director Morley explained that the capital depreciation is for the \$100,000 building improvement payment to Mountain Line.

## 6. QUARTER 2 FINANCIAL REPORT

MetroPlan Staff: Tami Suchowiejko, Business Manager

Recommendation: None. This item is for information and discussion only.

Business Manager Suchowiejko gave an update on financials as of December 31, 2026.

Board Discussion: There was no discussion by the Board about this item.

Public Comment: There were no comments from the public on this item.

## 6. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: None. This item is for information and discussion only.

Executive Director Morley reported on MetroPlan's recent activities and accomplishments.

Board Discussion: There was no discussion by the Board about this item.

Public Comment: There were no comments from the public on this item.

## E. CLOSING BUSINESS

### 1. ITEMS FROM THE BOARD

Chair Sweet announced that Executive Director Morley's review is coming up. She asked that Board Members send her an email with any feedback they have about the process.

### 2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

April 2, 2026

Chair Sweet encouraged members of the Board to attend in person.

### 3. ADJOURN

Chair Sweet adjourned the meeting at 2:42 p.m.

*The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.*



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** March 15, 2026

**MEETING DATE:** April 2, 2026

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

**FROM:** Mandia Gonzales, Transportation Planner

**SUBJECT:** Consider Proclamation Celebrating the 100<sup>th</sup> Anniversary of Historic U.S. Route 66

### 1. RECOMMENDATION:

Staff recommend the Board approve the proclamation celebrating the 100<sup>th</sup> anniversary of historic U.S. Route 66.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 3:** Build MetroPlan's Visibility in the Community

### 3. BACKGROUND:

The year 2026 marks the 100th anniversary of the commissioning of U.S. Route 66, presenting an opportunity to honor its legacy and celebrate its continuing importance to the Flagstaff region. Route 66 contributed significantly to the development and growth of the City of Flagstaff and surrounding areas by connecting rural communities, supporting early freight and passenger travel, and fostering economic development.

Route 66 known as the "Mother Road", remains a key component of the region's multimodal transportation network, supporting local mobility, walking, and bicycling opportunities, transit access, and regional connectivity.

MetroPlan recognizes the importance of Historic Route 66, its culture, history, and transportation significance beyond Flagstaff.

#### Route 66 Fun Facts:

- Route 66 passes through 8 states
- "The Mother Road" was coined by Author John Steinbeck
- First HWY to be completed paved, achieved in 1936
- "(Get Your Kicks on) Route 66," a popular rhythm and blues song, was composed in 1946 by American songwriter Bobby Troup
- The Federal-Aid Highway Act of 1956, signed by President Dwight D. Eisenhower, authorized funding for the [Interstate Highway System](#). This led to the gradual replacement of Route 66



# METROPLAN

GREATER † FLAGSTAFF

#### **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

This item was not brought to the TAC nor the Management Committee.

#### **5. FISCAL IMPACT:**

There is no direct impact on the MetroPlan budget.

#### **6. ALTERNATIVES:**

- 1) Recommended: Approve the proclamation celebrating the 100th anniversary of historic U.S. Route 66.
- 2) Not Recommended: Do not approve proclamation celebrating the 100th anniversary of historic U.S. Route 66. The Board could provide staff with additional direction.

#### **7. ATTACHMENTS:**

Proclamation



## PROCLAMATION

### CELEBRATING THE 100TH ANNIVERSARY OF HISTORIC U.S. ROUTE 66 AND RECOGNIZING ITS CULTURAL, HISTORIC, AND TRANSPORTATION SIGNIFICANCE TO THE FLAGSTAFF REGION

WHEREAS, U.S. Route 66 was established on November 11, 1926, creating one of the nation’s first highways in the federal highway system and shaping mobility across the American West; and

WHEREAS, Historic Route 66 passes directly through the Flagstaff region and continues to serve as a defining corridor for transportation, commerce, tourism, and community identity; and

WHEREAS, Route 66 contributed significantly to the development and growth of the City of Flagstaff and surrounding areas by connecting rural communities, supporting early freight and passenger travel, and fostering economic development; and

WHEREAS, the Route remains an important component of the region’s multimodal transportation network, supporting local mobility, walking and bicycling opportunities, transit access, and regional connectivity; and

WHEREAS, MetroPlan recognizes the national significance of Route 66 as “The Mother Road” and the role it has played in shaping American travel culture, small-business development, and the identity of communities along its alignment; and

WHEREAS, the year 2026 marks the 100th anniversary of the commissioning of U.S. Route 66, presenting an opportunity to honor its legacy and celebrate its continuing importance to the Flagstaff region;

NOW, THEREFORE, BE IT PROCLAIMED that the MetroPlan Executive Board hereby celebrates and commemorates the 100th Anniversary of Historic U.S. Route 66; and that the MetroPlan Executive Board encourages community participation in centennial events, educational activities, and local preservation efforts that honor the cultural, historic, and economic contribution of Route 66.

*Signed this 2nd day of April 2026.*

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Chair, MetroPlan Executive Board

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Executive Director, MetroPlan



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** March 16, 2026

**MEETING DATE:** April 2, 2026

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider Letter to Congressional Delegation on Surface Transportation Reauthorization

### 1. RECOMMENDATION:

Staff recommend the Board approve and submit Letter to Congressional Delegation on Surface Transportation Reauthorization.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 1:** Maximize Funding for Transportation Projects and Programs

**Objective 1.1:** Align capital and programmatic needs with priorities and fund sources.

### 3. BACKGROUND:

Surface transportation reauthorization is well underway with strong incentives for Republicans to meet the September 30, 2026, expiration date to have a strong influence over the legislation. There has been coordinated movement by the association representing state departments of transportation and large cities to move money from discretionary programs to formula programs. Legislators have expressed an interest in preserving discretionary opportunities due to the benefits to rural America but have said they are not hearing that from many constituents.

MetroPlan staff met with Nexus Consulting to discuss reauthorization. Nexus recommends sending a letter to the Arizona Congressional delegation and considering a trip to D.C. once the Senate takes up negotiations on a new bill. The attached letter is a sample to Arizona's Senators, but subsequent letters would be produced for additional members of the Arizona Congressional delegation.

### 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not directly presented to the TAC nor the Management Committee; however, both entities have supported MetroPlan's adopted federal priorities.



# METROPLAN

GREATER † FLAGSTAFF

## 5. FISCAL IMPACT:

The impacts of surface transportation reauthorization will significantly impact on MetroPlan's budget but are unknown at this time. The availability of discretionary funds will further influence those impacts on MetroPlan and its member agencies.

## 6. ALTERNATIVES:

- 1) Recommended: Approve and submit Letter to Congressional Delegation on Surface Transportation Reauthorization. This action will help make clear the need to preserve discretionary opportunities in reauthorization. The attached letter is a sample to Arizona's Senators, but subsequent letters would be produced for additional members of the congressional delegation.
- 2) Not Recommended: Do not approve and submit Letter to Congressional Delegation on Surface Transportation Reauthorization. The Board could provide staff with additional direction.

## 7. ATTACHMENTS:

- Draft Letter to Congressional Delegation on Surface Transportation Reauthorization.
- MetroPlan adopted Reauthorization Agenda



April 4, 2026

ARIZONA DEPARTMENT OF  
TRANSPORTATION (ADOT)  
CITY OF FLAGSTAFF  
COCONINO COUNTY  
MOUNTAIN LINE  
NORTHERN ARIZONA  
UNIVERSITY (NAU)

The Honorable Mark Kelly  
United States Senate  
516 Hart Senate Office Building  
Washington, DC 20510

The Honorable Ruben Gallego  
United States Senate  
302 Hart Senate Office Building  
Washington, DC 20510

## EXECUTIVE BOARD

### Chair

Miranda Sweet  
Vice-Mayor  
City of Flagstaff

### Vice-Chair

Judy Begay  
Supervisor District 3  
Coconino County

Austin Aslan  
Councilmember  
City of Flagstaff

Becky Daggett  
Mayor  
City of Flagstaff

Jeronimo Vasquez  
Supervisor District 2  
Coconino County

Tony Williams  
Mountain Line Board of  
Directors

Jamescita Peshlakai  
Arizona State  
Transportation Board

Dear Senator Kelly and Senator Gallego:

I am writing to express strong support for preserving discretionary grant funding opportunities in the reauthorization of the surface transportation funding bill. IJJA has enabled our region to obtain more than \$100 million in discretionary funding, improving safety, reducing congestion, supporting working families, and promoting economic development. A formula-based approach would bring a tiny fraction of that to our region.

The IJJA has a mix of formula and discretionary programs, which we would like to see maintained and continued. While we understand the desire for consolidation of the number of discretionary programs, the overall funding ratio should remain. The discretionary programs should be broadly written and flexible to meet needs of regions and local communities.

Discretionary programs ensure limited transportation dollars go to the projects with the highest need around the country. This ensures that America's roads and bridges in most desperate need of replacement and repair get fixed rather than spending money on those in moderate need because the money is distributed by formula.

Congress should maximize the value of discretionary programs by focusing on simplifying grant requirements. The SS4A application is a great example of an application that can be done without the help of consultants or extensive hours. The region won a \$12M project writing the grant in-house.

Population-based formulas don't help rural areas build new roads or bridges because the formulas simply don't provide enough money to actually build projects. The CRP program is an example of this, where our region receives just over \$200,000 per year. It

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216 W Phoenix Avenue Flagstaff, Arizona 86001  
[www.metroplanflg.org](http://www.metroplanflg.org) ~ Phone:(928) 266-1293

would take us 7 years to save enough money to do a project of small scale such as a signal.

If formula funds are distributed to states, there is little incentive for them to pass that money through to the local agencies. Based on the most recent long-range transportation plan from the Arizona Department of Transportation, the revenue-to-needs gap on the state highway system through 2050 is \$111.6B, which averages out to roughly \$4.5B a year every year in under-investment. Comparable shortfalls also exist on local road networks, which comprise roughly 95% of Arizona's roadway lane miles. Historically, if ADOT is not required to pass money through to local jurisdictions, they have not done it. If there are requirements to pass the money through, there is an associated administrative burden for 50 states to set up new programs and write new rules. This is the case with the current TA Program where 5 years into IJJA, agreements for year two funding are only now being signed.

The IJJA has been an amazing tool for DOTs and local communities alike, with a successful mix of formula and discretionary programs that have worked for both urban, suburban and rural communities alike. Formula programs have clear winners, sending money to large cities and high-population states rather than the highest need infrastructure. Rural America's roads serve natural resource and tourism industries and are critical to feeding our nation. We ask you to maintain the existing ratio of funds to ensure rural America has access to desperately needed transportation funding.

Sincerely,

Miranda Sweet, Chair

**EXECUTIVE BOARD**

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Vice-Mayor  
City of Flagstaff

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Supervisor District 3  
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Jeronimo Vasquez  
Supervisor District 2  
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Tony Williams  
Mountain Line Board of  
Directors

Jamescita Peshlakai  
Arizona State  
Transportation Board

**Regional Priorities**

Below are the region’s top priorities for the bill.

*Maintain Funding Levels and Flexibility for its Use*

The Infrastructure Investment and Jobs Act has brought our region more than \$100 million in federal transportation funding, working to improve safety, reduce congestion, support working families, and economic development. The IJJA has been an amazing tool for our communities with a variety of programs to fit our needs and historic investment, maintaining existing federal funding levels, and ensuring adequate flexibility for its use are the region’s top priorities.

Based on the most recent long-range transportation plan from the Arizona Department of Transportation, the revenue-to-needs gap on the state highway system through 2050 is \$111.6B, which averages out to roughly \$4.5B a year every year in under-investment. Other areas where ADOT has some stewardship responsibilities, such as public airports and transit, bring the unfunded needs total to \$162.3B. Comparable shortfalls also exist on local road networks, which comprise roughly 95% of Arizona’s roadway lane miles. With the drastic level of unmet needs, we cannot afford to scale back any our federal funding.

A transportation system needs to be built to meet unique community needs, development, geography, etc. It's hard to say what works in one community should work in another. Continue to provide flexibility for funds to be used to meet local needs, and don't eliminate access to funding for any mode.

*Ensure Equitable Distribution of Funding*

The bulk of federal transportation funding is supposed to be distributed through statutory formula-based allocations to the states based on factors such as population. After 2009, rather than utilizing updated formula data, Congress started to allocate funding, including any increases, based on the proportion of funding that each state received the previous year. This has severely limited the increases of funding for high population growth states such as Arizona despite a surging demand for infrastructure. The Maricopa Association of Governments (MAG), estimates that Arizona lost out on an additional \$198M in federal transportation funding in 2023 due to the lack of appropriate formulaic updating.

*Preserve Discretionary Grant Funding*

To complement the certainty and impact of formula grant programs, Congress

should continue to provide discretionary funding opportunities that prioritize the needs of regions and local communities. Population-based formulas don't help rural areas build new roads or bridges because the formulas don't provide necessary funding levels. The IJA has had a great mix of formula and discretionary, and we would like to see the existing mix maintained. Additionally, it can take years to set up programs and write new rules. Every change made adds new administration and takes extra time to get projects delivered. We suggest you renew much of the IJA as is, so that funds can keep flowing smoothly.

Congress should also maximize the value of these programs by focusing on efficiencies and simplifying grant requirements that will expedite project delivery. The SS4A application is a great example of an application that can be done without the help of consultants or extensive hours. The region won a \$12M project writing the grant in-house.

*Increase Small Transit Intensive Cities Set-aside from 3% to 4%*

Increase the Small Transit Intensive Communities (STIC) set aside for cities with populations under 200,000 from 3 percent to 4 percent. The STIC program rewards transit systems that achieve high benchmarks set by medium-sized urban communities between 200,000 to 1 million. Increasing the set-aside does not require additional funding and ensures that authorized funding is distributed to high-performing transit systems that prioritize performance.

**Support for Other Requests**

Below are other requests being proposed that we support, but our not our main priorities.

*Direct More Focus on Rural Safety*

43% of roadway fatalities and a disproportionate level of serious accidents occur on rural roads despite being home to only 20% of the population. The importance of transportation safety and the pursuit of zero roadway fatalities cannot be overstated. Although the volume of serious accidents and fatalities remains disproportionately high in rural America, the safety funding directed toward rural communities remains disproportionately low. Providing adequate resources to protect the traveling public's safety in all regions, both rural and urban, should be a top priority. To address this critical area of public safety, more targeted resources should be directed to rural and small metro communities.

*Promote Metropolitan and Non-Metropolitan Transportation Planning*

To maximize the ability to make the best investment choices with our federal transportation dollars, regional transportation planning organizations should have a

more prominent role in determining how they are best used with more authority over how funding is used.

To improve their capacity, Metropolitan Planning (PL) funding should be increased and a minimum guaranteed funding level of \$300,000 should be provided to each MPO annually. Despite their 50-year plus existence as regional transportation planning organizations, Councils of Government (COGs) have no formal federal status and limited opportunity to receive federal funding. A new federal funding source should be created to also provide regional transportation planning organizations with a minimum annual \$300,000 for planning, comparable to the MPOs.

#### *Create a CDL Category for Transit*

The Commercial Driver's License (CDL) requirements were developed for the over-the-road trucking environment, and the requirements are not entirely applicable to the transit operator environment. Public transit agencies do not expect their drivers to perform maintenance duties, and find that completion of the under-the-hood testing requirement does not help document the ability of an individual to safely operate a transit vehicle. The Federal Motor Carrier Safety Administration (FMCSA) should make permanent its existing waiver of "under the hood" CDL testing for school bus drivers and should extend this same waiver to include public transit bus drivers.

#### *Allow Carryover of Funds*

Many of our members' projects, such as the Downtown Mile, require extensive coordination and span multiple fiscal years. Oftentimes, these critical efforts do not align neatly with the federal fiscal calendar. Allowing the carryover of federal funds from one fiscal year to the next ensures uninterrupted progress on essential long-term projects, promoting consistent infrastructure improvements that enhance safety, mobility, and economic vitality for residents.



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

REPORT DATE: March 15, 2026

MEETING DATE: April 2, 2026

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider Comment Letter on Arizona Department of Transportation Tentative 5-Year Construction Program to the State Transportation Board

### 1. RECOMMENDATION:

Staff recommend the Board approve and submit Comment Letter on Arizona Department of Transportation Tentative 5-Year Construction Program to the State Transportation Board.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 1:** Maximize Funding for Transportation Projects and Programs

**Objective 1.1:** Align capital and programmatic needs with priorities and fund sources.

### 3. BACKGROUND:

The Arizona Department of Transportation (ADOT) Planning to Project (P2P) process prioritizes projects on the state highway system to be scored, ranked, and potentially placed into the ADOT 5-year construction program for subsequent funding. The Board has adopted priority projects for inclusion in ADOT's construction program.

1. US180 Corridor Improvements
2. Milton & Route 66 | Enhanced Crossing
3. West Route 66 Corridor Improvements

US 180 was identified as the region's top priority. The project was submitted to ADOT in the call for projects and the District Administrator, Jeremy Degeyer, included it in his priorities. District Administrators have weight in the scoring process. Board members have also been speaking at each State Transportation Board meeting since November to support the inclusion of US 180.

The Tentative Construction program has been released for public comment with a due date for comments of May 22. Projects in Coconino County and the region in the draft do not include US180 but do include:



# METROPLAN

GREATER † FLAGSTAFF

## MetroPlan Region

I-17/I-40 E-N Ramp	\$4.6 M
Riordan/I40 RR bridge	\$33.8M
SR40B (66) rehab	\$25.9M
Lone Tree/40 bridge	\$7.8M
Cosnino RR Bridge	\$9.8M
89/Burris signal	\$1.7M

## Broader Coconino County

I-17 ITS	\$6.9 M
I-17 Climbing lanes	\$196.2M
Meteor Crater Trucks	\$15.4M
I40 rehab (far east)	\$46.4M
Tucker Flat/40 bridge	\$8.6M
89 Scale (Page)	\$1.8M
89a Midgley Bridge	\$14.8
SR98 rehab	\$9.2M

The Plan is not finalized until after the public comment period. Staff have drafted a public comment letter for the Board to consider submitting to the portal and the State Transportation Board.

#### **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

This item was not directly presented to the TAC nor the Management Committee; however, both entities have supported the P2P priority projects list, including US180, previously.

#### **5. FISCAL IMPACT:**

There are no direct fiscal impacts to MetroPlan. However, clearly identifying our priorities for ADOT will increase the chances of seeing those projects in the region funded.

#### **6. ALTERNATIVES:**

- 1) Recommended: Approve and submit Comment Letter on ADOT's Tentative 5-Year Construction Program to the State Transportation Board. This action will further efforts to see ADOT invest in improvements on US180.
- 2) Not Recommended: Do not approve and submit Comment Letter on ADOT's Tentative 5-Year Construction Program to the State Transportation Board. The Board could provide staff with additional direction.



# METROPLAN

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## 7. ATTACHMENTS:

- Draft Comment Letter on ADOT's Tentative 5-Year Construction Program

April 4, 2026

ARIZONA DEPARTMENT OF  
TRANSPORTATION (ADOT)  
CITY OF FLAGSTAFF  
COCONINO COUNTY  
MOUNTAIN LINE  
NORTHERN ARIZONA  
UNIVERSITY (NAU)

#### EXECUTIVE BOARD

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Mayor  
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Jeronimo Vasquez  
Supervisor District 2  
Coconino County

Tony Williams  
Mountain Line Board of  
Directors

Jamescita Peshlakai  
Arizona State  
Transportation Board

Dear Chair Maxwell and Members of the State Transportation Board,

During this open comment period, MetroPlan is formally requesting that the US180 Safety Improvements project be included in your 2027-2031 Five-Year Construction Program. This project will increase safety on one of our region's highest crash roadways where students and visitors to numerous schools, parks, and cultural attractions suffer missing sidewalks, a 3-mile stretch with no signalized crossings, and discontinuous bicycle facilities.

Formulaic processes, such as the P2P scoring, provide valuable insight into project priorities but should not replace human input, local knowledge, or partnerships. MetroPlan's local member agencies - Coconino County, the City of Flagstaff, Mountain Line, and NAU - held a workshop to prioritize our number one need on the state highway system so we could clearly communicate this to ADOT. The partners unanimously voted for the US180 Safety Improvements as the top priority. The region has become clear about its priority and requests the Board support it.

From 2018 to 2022, ADOT, alongside partners from nine agencies, developed a Corridor Master Plan to identify improvements for US180. With your support, ADOT's Plan can be implemented. The City is currently advancing scoping and design through a Transportation Alternatives Program award with its own local match. Mountain Line and the City are bringing additional money through their First and Last Mile Grant. The estimated total project cost is \$8M, with local partners bringing more than \$3M forward. MetroPlan and its local partners are asking our State partner, ADOT, to get the project across the finish line.

This project has previously been in the Five-Year Construction Program but was later removed. We urge you to "do another 180" and include the US180 project in your 2027-2031 Five-Year Program.

Sincerely,

Miranda Sweet  
Chair, MetroPlan



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** March 16, 2026

**MEETING DATE:** April 2, 2026

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Discussion on MetroPlan Bylaws and Operating Procedures

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 3:** Build MetroPlan's Visibility in the Community

**Objective 3.3:** Promote the Value MetroPlan Brings to the Community

### 3. BACKGROUND:

MetroPlan's Bylaws and Operating Procedures are both Board-adopted documents supplementing the Master IGA and further outlining how MetroPlan will conduct business. Both documents need to be updated to include Northern Arizona University (NAU) as a voting member of the Board. Neither document has been updated since FY2020. The opportunity exists to make other revisions when the NAU addition is brought forward for the Board's consideration, currently planned for the June 2026 meeting. Changes for discussion beyond revisions to have NAU join include:

- Updating place of business to Downtown Connection Center
- Modifying the operating procedures to reflect that we typically seat Board members with the calendar year, not fiscal year.
- Adding requirements for in-person and or camera-on attendance at MetroPlan Board meetings. The bylaws currently say:

*Each such meeting shall be personally attended by all participating Members, except that a meeting by telephone or video conference, or similar communication method, is permissible provided that no Board Member objects to such a meeting and all persons participating in the meeting can hear each other, including the public in attendance. Participation in a meeting through such telephone or video communication shall constitute presence in person at such meeting for all purposes, including voting.*



# METROPLAN

GREATER † FLAGSTAFF

This agenda item will provide the Board with the opportunity to provide input to staff in revising the documents on the above and any other items the Board would like to have considered in an update.

## TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not presented to the TAC. The Management Committee expressed concern over quorum if requirements were made too strict.

### 4. FISCAL IMPACT:

None.

### 5. ALTERNATIVES:

None. This item is for information and discussion only.

### 6. ATTACHMENTS:

- MetroPlan Bylaws
- MetroPlan Operating Procedures

**BYLAWS  
OF  
FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION  
an Arizona Non-Profit Corporation**

**Article 1  
Place of Business and Corporate Seal**

**1.1 Principal Place of Business**

The known place of business of Flagstaff Metropolitan Planning Organization (FMPO) is 6 E Aspen Ave, Suite 200, Flagstaff, Arizona 86001.

**1.2 Other Places of Business**

The corporation may also have places of business at such other locations, within the State of Arizona, as the business of the corporation may require, and as the Board of Directors may from time to time designate. The business of the corporation, as authorized in accordance with these Bylaws, may be transacted at such other offices with the same effect as if conducted at the principal office.

**1.3 Change of Known Place of Business**

The Board of Directors may change the corporation's known place of business from time to time by filing a statement with the Arizona Corporation Commission pursuant to applicable law.

A corporate seal shall not be requisite to the validity of any instrument executed by or on behalf of the corporation, but nevertheless, if any instance of corporate seal be used, the same shall be a circle having on the circumference thereof, Flagstaff Metropolitan Planning Organization, and in the center May 9, 2019.

**Article 2  
Purpose**

**2.1** The purpose of the organization is to satisfy the Amended and Restated Intergovernmental Agreement ("Master IGA") regarding the Flagstaff Metropolitan Planning Organization (FMPO) dated September 18, 2018, as may be further amended and restated from time to time. These Bylaws supplement the Master IGA by providing direction on how the FMPO will conduct business. In any situation where there is an inconsistency between the Master IGA and the Bylaws, the Master IGA shall control.

**2.2** The approximate 525 square mile area covered by the FMPO includes Bellemont on the west, Kachina Village and Mountaineer on the south, Winona on the east, and San Francisco Peaks on the north. Owned and regulated lands include those owned by private parties, the City of Flagstaff (Flagstaff), Coconino County (County), State of Arizona (State), Northern Arizona University (NAU), United States National Forest and Park Services, and the Arizona National Guard.

**Article 3**  
**Membership/Executive Board of Directors (“Executive Board”)**

**3.1 Members**

Flagstaff Metropolitan Planning Organization does have members, namely the parties to the Master IGA.

**3.2 Executive Board**

The Executive Board acts as a policy body, coordinating and directing transportation planning, implementation, and related activities within the FMPO boundary. The business and affairs of the corporation shall be managed by the Executive Board which may exercise all such powers of the corporation and do all such lawful acts for the benefit of the corporation as are permissible by the Articles of Incorporation, these Bylaws, the Master IGA, and Arizona law, considered together. (See Exhibit A)

**3.3 Executive Board Membership**

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

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

**3.4 Requirements of Executive Board Voting Members**

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

**3.4.2** At its discretion, the City, County or State may select an alternate who is a duly elected or appointed member of the respective governing body. The State Transportation Board

member may appoint an ADOT official as a designated alternate. Designated alternates may serve when the primary member(s) is not available. The alternate will have the same voting power and duties of the primary member, except when replacing the chair in which case the duties of chair shall be assumed by the vice-chair.

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

**3.4.4** Any member may resign his or her office at any time. Such resignation shall be made in writing and will take effect at any time prior to the next annual meeting of the Board.

**3.4.5** The Executive Board Members shall not receive any compensation for their services as Board Members.

**3.4.6** The City, County, and NAIPTA will each contribute \$5,000 annually per voting member of the Executive Board. The State Transportation Board is excluded from this requirement.

### **3.5 Executive Board Responsibilities**

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

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

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

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

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

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

## **Article 4 Meetings of the Executive Board**

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

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

#### **4.3 Place of Meetings**

Meetings of the Executive Board, regular or special, will be held within the State of Arizona at a place designated by the Executive Board which is reasonable, considering the circumstances of all Members of the Board and the needs of the corporation. Each such meeting shall be personally attended by all participating Members, except that a meeting by telephone or video conference, or similar communication method, is permissible provided that no Board Member objects to such a meeting and all persons participating in the meeting can hear each other, including the public in attendance. Participation in a meeting through such telephone or video communication shall constitute presence in person at such meeting for all purposes, including voting.

#### **4.4 Initial Meeting of Board of Directors**

The first meeting of the Board of Directors, subsequent to the filing of the Articles of Incorporation, shall be held at such time and place as shall be designated by a majority of the Board of Directors (hereafter entitled "Executive Board" members) named in the Articles and in satisfaction of Open Meeting Law. As the entity has existed prior under the Master IGA, no specific organizational requirements shall apply.

#### **4.5 Regular Meetings of the Executive Board**

Regular meetings of the Executive Board may be set by the Board and held upon such notice and at such time and at such place determined by the Board, in satisfaction of Open Meeting Law, but in no event shall there be less than four meetings of the Executive Board in one year. The notices of the meetings shall take the form of agendas posted in accordance with Arizona Open Meeting Law

#### **4.6 Special Meetings of Executive Board**

Special meetings of the Executive Board may be called by the chairman, or any two Board Members, on one (1) day's written notice to each Board Member, delivered in person, or by mail, fax or e-mail, but only so long as an agenda is posted in satisfaction of Open Meeting Law. Any officer of the corporation may request a special meeting of the chairman or any two Board Members, which meeting shall be called at the chairman's or Board Member's sole discretion. A waiver of notice signed by a Board Member, either before or after the meeting, shall be equivalent to the giving of notice.

#### **4.7 Attendance and Waiver**

Attendance of a Board Member at any meeting shall constitute a waiver of notice of such meeting and waiver of the right to object to the transaction of any business because the meeting is not lawfully called or convened, except such waiver shall never apply to any violations of Open Meeting Law. Any Board Member may waive notice of any regular, annual or special meeting of Board Members by executing written waiver either before or after the time of meeting.

#### **4.8 Executive Board Voting**

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

### **Article 5** **Notices**

#### **5.1 Notice**

Whenever, under the provisions of the statutes or of the Articles of Incorporation, or of these Bylaws, notice is required to be given to any Executive Board Member, it shall not be construed to mean personal notice, but such notice may be given in writing, by mail addressed to such Member at his or her address as it appears on the records of the corporation, with postage thereon prepaid, and such notice shall be deemed to be delivered at the time when the same shall be deposited in the United States mail. Notice to Board Members may also be given by telegram, fax or e-mail and shall be deemed delivered when sent.

#### **5.2 Waiver of Notice**

Whenever any notice is required to be given under the provisions of the statutes, or under the provisions of the Articles of Incorporation, or these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. All actions must still comply with Open Meeting Law.

### **Article 6** **Officers of the Corporation**

#### **6.1 Executive Board Officers**

**6.1.1** The members of the FMPO Executive Board shall elect a Chairperson and a Vice Chairperson. In the absence of the Executive Board Chair, or upon her/his inability to act or serve,

the Vice Chairperson shall have the powers of the Chairperson. The Chairperson and Vice Chairperson will serve without compensation and shall serve for a period of one year. The Executive Board may reappoint members to additional terms as Chairperson or Vice Chairperson, except that a person may not serve in these positions for more than three consecutive years.

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

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

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

## **6.2 Executive Director/Staff**

The corporation may employ, or contract with, an Executive Director, who shall have general direction of and supervision over the day to day affairs of the corporation. The Executive Director shall provide organizational leadership and exercise such authority and perform such duties as the Executive Board may assign. These authorities include but are not limited to, signing the Work Program agreement, making administrative modifications to the Unified Planning Work Program (UPWP), Transportation Improvement Plan (TIP), Disadvantaged Business Enterprise Plan (DBE) and Title VI plan as per the Work Program Agreement with ADOT. The Executive Board may also establish such other positions of employment as it deems desirable from time to time and shall fix the compensation for all such positions.

## **6.3 Additional Officers**

In addition to the positions identified above, the Executive Board may appoint such other officers and agents of the corporation as it shall deem necessary in its sole discretion who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined by the Executive Board.

## **6.4 Statutory Agent**

The Statutory Agent upon whom process against the corporation may be served shall be in charge of the corporation's registered office in the State of Arizona and shall perform all duties required by said agent by statute.

## **Article 7** **Committees**

## **7.1 Management Committee**

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

### **7.1.2 Management Committee Membership**

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

### **7.1.3 Management Committee Meetings**

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

**7.1.4** Management Committee meetings are not subject to the Open Meeting Law of Arizona as the committee cannot take action on behalf of the entity.

## **7.2 Technical Advisory Committee (TAC)**

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

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

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

### **7.2.1 TAC Membership**

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

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

FMPO Bylaws

7

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

### **7.2.2 Requirements of TAC Voting Members**

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

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

### **7.2.3 TAC Voting**

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

### **7.2.4 TAC Officers**

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

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

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

### **7.2.5 TAC Responsibilities**

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

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

### **7.2.6 TAC Meetings**

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

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

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

### **7.3 Other Special Committees**

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

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

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

## **Article 8** **Conflicts of Interest**

### **8.1 Purpose**

The purpose of this conflict of interest policy is to satisfy Arizona conflict of interest laws and to protect this corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable Arizona and federal laws governing conflict of interest applicable to nonprofit organizations.

### **8.2 Definitions**

#### **8.2.1 Interested Person**

Any Director, officer, employee, or member of a committee with powers delegated from the Executive Board, who has a direct or indirect financial interest, as defined below, is an interested person.

## **8.2.2 Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

**8.2.2.1** An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;

**8.2.2.2** A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or

**8.2.2.3** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Board or a committee with delegated powers decides that a conflict of interest exists.

## **8.3 Procedures**

### **8.3.1 Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board and members of any committee with powers delegated by the Executive Board to consider the proposed transaction or arrangement.

### **8.3.2 Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Executive Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Board or committee members shall decide if a conflict of interest exists.

### **8.3.3 Procedures for Addressing the Conflict of Interest**

**8.3.3.1** An interested person may make a presentation at the Executive Board or committee meeting, but after the presentation, he or she shall leave the meeting during the

discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

**8.3.3.2** The chairperson of the Executive Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

**8.3.3.3** After exercising due diligence, the Executive Board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

**8.3.3.4** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested Members or committee members whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### **8.3.4 Violations of the Conflicts of Interest Policy**

**8.3.4.1** If the Executive Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the Member, officer, or employee of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

**8.3.4.2** If, after hearing the Member's, officer's, or employee's response and after making further investigation as warranted by the circumstances, the Executive Board or committee determines the Member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **8.4 Records of Proceedings**

The minutes of the Executive Board and all committees with delegated powers shall contain:

**8.4.1** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's or committee's decision as to whether a conflict of interest in fact existed.

**8.4.2** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the

proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **8.5 Compensation**

**8.5.1** A voting member of the Executive Board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that Member's compensation.

**8.5.2** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

**8.5.3** No voting member of the Executive Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **8.6 Annual Statements**

Each Executive Board director, officer and member of a committee with powers delegated by the Executive Board shall each annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands the corporation is non-profit and must engage in activities as set by the Master IGA.

## **8.7 Periodic Reviews**

To ensure the corporation operates in a manner consistent with non-profit purposes, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

**8.7.1** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

**8.7.2** Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further its purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **8.8 Use of Outside Experts**

When conducting the periodic reviews as provided for in Section 8.7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Board of its responsibility for ensuring periodic reviews are conducted.

## **Article 9** **Contracts, Checks, Loans and Deposits**

### **9.1 Contracts**

In addition to the authority granted to the Chairman, the Executive Board may authorize the Executive Director and any additional officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name or on behalf of the corporation and such authority may be general or limited to specific transactions.

### **9.2 Loans**

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by express, written resolution of the Executive Board. Such authority may be general or limited to specific transactions.

### **9.3 Checks, Drafts or Orders**

All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by the Chairman, the Executive Director, and/or such other officers of the corporation as shall be authorized by express, written resolution of the Executive Board.

### **9.4 Deposits**

All funds of the corporation not otherwise employed shall be deposited from time to time to credit of the corporation in such banks, trust companies or other depositories as the Executive Board may select.

### **9.5 Gifts**

The Executive Board may accept on behalf of the corporation any contribution, gift, bequest or devise for any purpose of the corporation. The Executive Board may not receive gifts for their own behalf from anyone.

### **9.6 Books and Records**

The corporation shall keep complete books and records of account and minutes of the proceedings of the Executive Board, the TAC, and any Committees that are subject to Open Meeting Law.

**Article 10**  
**Finances**

**10.1 Fiscal Year**

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

**10.2 Audit**

FMPO will conduct an annual audit.

**Article 11**  
**FMPO Staff**

FMPO staff will follow appropriate personnel policies and procedures as adopted by the FMPO Board through IGAs or specific FMPO policies.

**Article 12**  
**Repeal, Alternation or Amendment**

Except as provided herein, these Bylaws may be repealed, altered or amended, or substitute Bylaws may be adopted, at any time by a majority of the Executive Board.

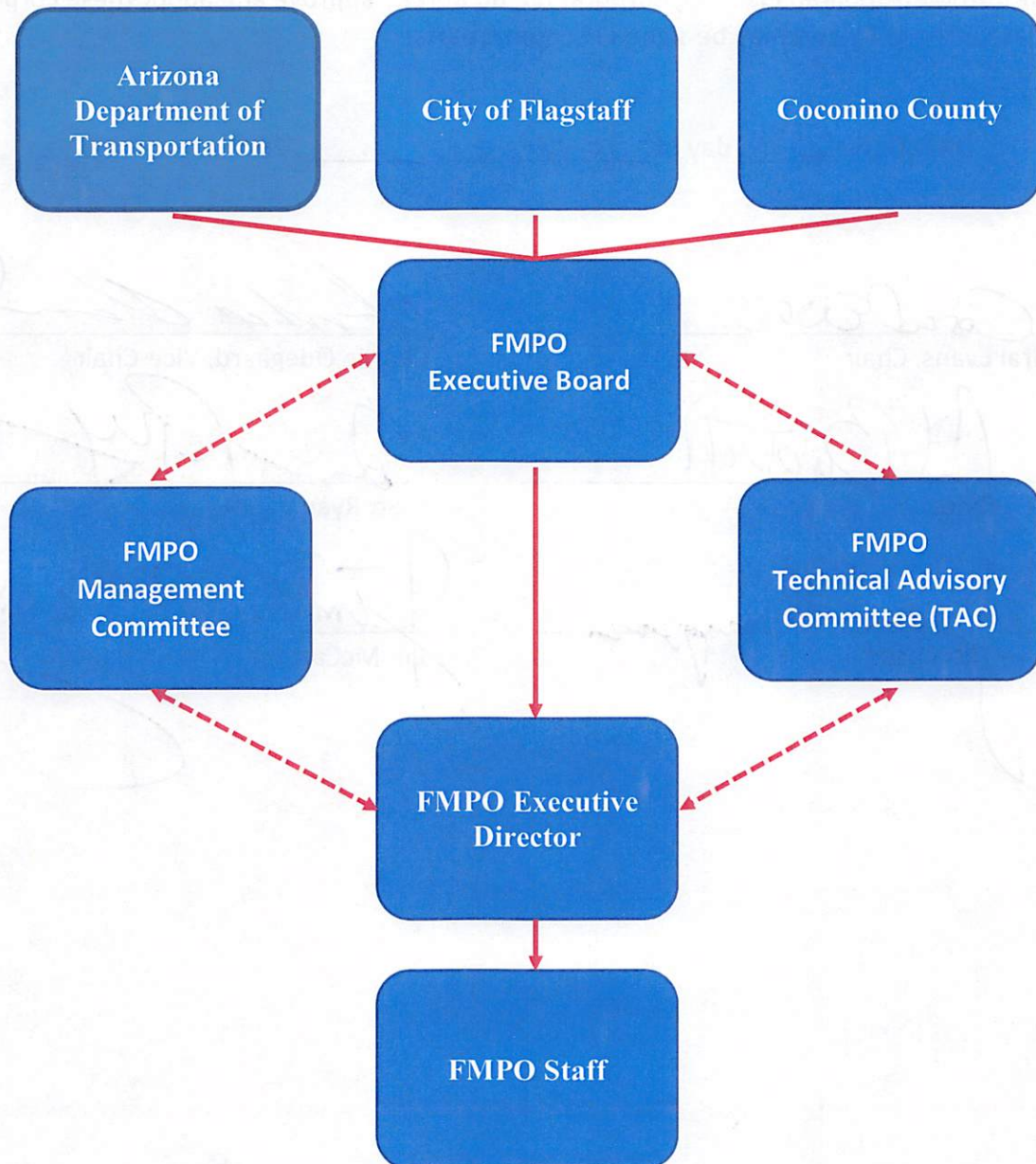
**Article 13**  
**Indemnification**

The corporation shall indemnify all of its Members, Directors, and Officers and its former Members, Directors, and Officers, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been Member(s), Director(s) or Officer(s) of the corporation, or of such other corporation, except, in relation to matters as to which and such Member, Director or Officer or former Member, Director or Officer or person shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled, under Bylaw, agreement, vote or otherwise. Nothing herein is intended to limit any right of indemnification or other right provided under A.R.S. §§ 10-3850 - 58.

**Article 14**  
**Arizona Law**

Exhibit A


**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)**




These Bylaws were prepared and are adopted in accordance with the laws of the State of Arizona. In the event any part of these provisions at any time becomes contrary to such law, such provision shall be null and void. The remaining provisions not in conflict with such law shall have their full force and effect.

**IN WITNESS WHEREOF**, we, the members of the Executive Board of Directors of Flagstaff Metropolitan Planning Corporation, do hereby approve and adopt these corporate Bylaws. These Bylaws may be signed in counterparts.

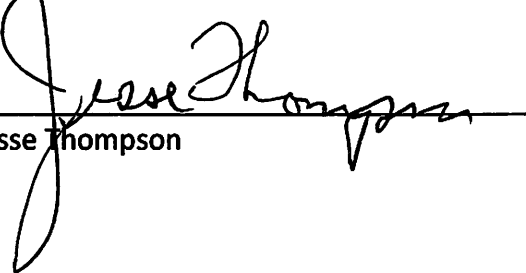
DATED this 5<sup>th</sup> day of February, 2020.

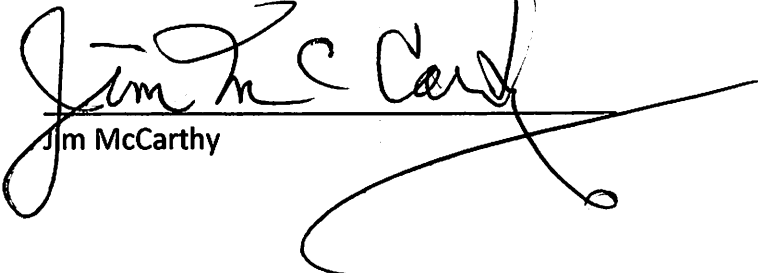
  
\_\_\_\_\_  
Coral Evans, Chair

  
\_\_\_\_\_  
Charlie Odegaard, Vice-Chair

  
\_\_\_\_\_  
Art Babbott

  
\_\_\_\_\_  
Matt Ryan

  
\_\_\_\_\_  
Jesse Thompson

  
\_\_\_\_\_  
Jim McCarthy

# **FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION OPERATING PROCEDURES**

## **1. PURPOSE**

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

## **2. AREA**

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

## **3. EXECUTIVE BOARD**

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

### **3.1 Executive Board Membership**

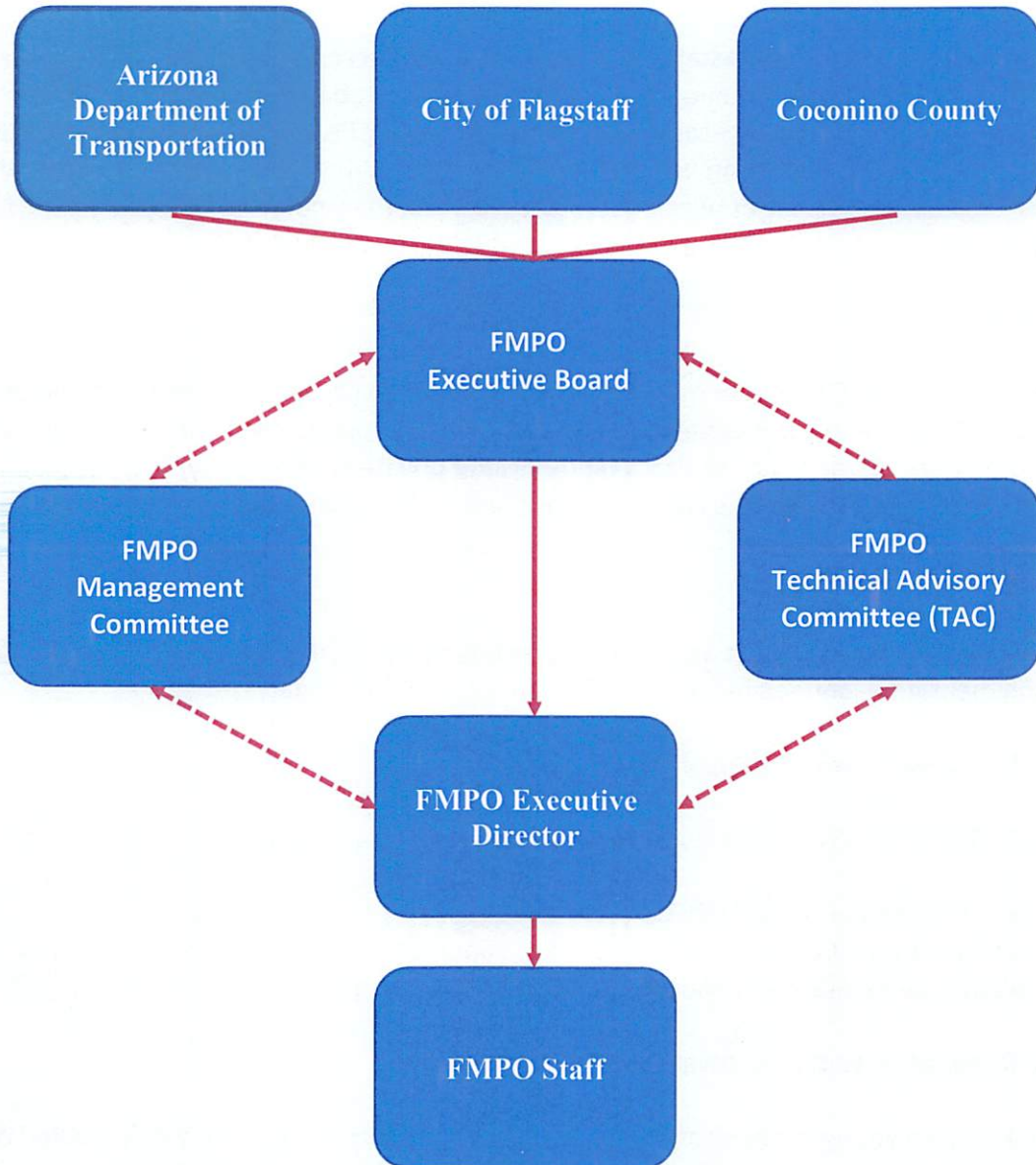
The FMPO Executive Board consists of six voting seats as follows:

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

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

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

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)**



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

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

### **3.3 Executive Board Voting**

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

### **3.4 Executive Board Officers**

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

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

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

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

### **3.5 Executive Board Responsibilities**

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

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

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

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

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

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

### **3.6 Executive Board Meetings**

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

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

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

## **4. Management Committee**

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

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

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

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

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

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

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

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

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

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

##### **5.1 TAC Membership**

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

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

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

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

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

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

## **5.3 TAC Voting**

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

## **5.4 TAC Officers**

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

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

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

## **5.5 TAC Responsibilities**

The FMPO TAC shall be responsible for:

Reviewing, studying, analyzing, and as appropriate, making recommendations to the FMPO Executive Board and staff on issues germane to the FMPO;  
Regularly reporting to the Executive Board on Technical Advisory Committee activity through the FMPO Executive Director.

## **5.6 TAC Meetings**

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

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

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

## **6. FINANCES**

### **6.1 Fiscal Year**

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

### **6.2 Audit**

FMPO will conduct an annual audit.

## **7. SPECIAL COMMITTEES**

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

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

## **7.2 Special Committee Meetings**

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

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

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

## **9. FMPO STAFF**

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

**PASSED AND ADOPTED** by the Executive Board of the Flagstaff Metropolitan Planning Organization on June 5, 2019.

A handwritten signature in black ink, appearing to read 'Art Babbott', is written over a horizontal line.

Art Babbott, Chairperson  
Flagstaff Metropolitan Planning Organization

### **Amendments:**

*July 28, 2005; November 22, 2005; March 22, 2006; July 26, 2006; January 24, 2007; August 6, 2007; September 28, 2011; January 27, 2016; August 24, 2017; June 5, 2019*



# METROPLAN

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## STAFF REPORT

REPORT DATE: March 17, 2026

MEETING DATE: April 2, 2026

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Transportation Planning Manager

SUBJECT: Update on the Arizona Department of Transportation Listening Tour

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 2:** Deliver Plans that Meet Partner and Community Needs

**Objective 2.4:** Position partners for successful implementation of plans

### 3. BACKGROUND:

In advance of updating its Long-Range Transportation Plan, the Arizona Department of Transportation (ADOT) is conducting a statewide listening tour. Over twenty stops were made, including two in Flagstaff, with reports emailed out. This is a Microsoft Copilot AI summary of input ADOT has received and shared out.

#### **Key Findings and Policy Implications from ADOT Listening Tour Arizona Department of Transportation | December 2025 – March 2026**

#### **Why This Matters to Decision Makers**

ADOT's Statewide Listening Tour provides a rare, comprehensive look at how Arizona's transportation system is experienced at the local level—across urban centers, fast growing rural communities, Tribal nations, border regions, and tourism dependent areas. The consistent message from communities is clear: transportation challenges are increasingly affecting safety, economic competitiveness, and quality of life, and many believe existing policies, funding structures, and delivery processes are not keeping pace with growth or local needs.

#### **Key Takeaways for Elected Officials**



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1. Safety is the public's top expectation—with strong support for proactive, locally informed action.
2. Growth is exposing structural gaps in planning, funding, and system resilience.
3. Communities want flexibility, faster delivery, and a stronger role in shaping outcomes.
4. Transit, walking, and biking are essential, not optional, parts of a people-focused system.
5. Rural and Tribal voices are consistent and clear: partnership, equity, and responsiveness matter.

The Listening Tour underscores that transportation policy is no longer viewed solely as an engineering function—it is increasingly seen by the public as a reflection of government responsiveness, fiscal stewardship, and commitment to safety and quality of life.

The takeaways described in the themes below reflect not isolated concerns, but statewide patterns that have direct implications for legislative priorities, funding decisions, and governance models.

## Core Statewide Messages

### 1. *Safety Is the Unambiguous Priority*

Across all regions, safety dominated the conversation. Communities raised urgent concerns about:

- High speed traffic and heavy truck volumes on two lane highways
- Poor pavement conditions, narrow or nonexistent shoulders, and faded striping
- Dangerous intersections, limited turn lanes, and inadequate lighting
- Unsafe conditions near schools, senior centers, and downtown corridors

A recurring message to policymakers was “do not wait for fatalities to justify action.” Local officials and residents emphasized proactive investment in known high risk locations rather than relying solely on historical crash thresholds.

Policy implication: There is strong public support for prioritizing safety driven investments, including earlier intervention, context sensitive design, and consideration of non-fatal crash data and local knowledge when allocating funds.

### 2. *Growth Is Outpacing Infrastructure and Planning*

Rapid growth, particularly in rural and edge metro communities—is straining systems that were not designed for current traffic volumes. Communities such as San Luis, Yuma, Apache Junction, Snowflake/Taylor, and Southeast Valley areas described:

- Limited roadway connectivity and lack of alternate routes
- Severe congestion and systemwide disruption when incidents occur
- State highways functioning as “Main Street” without appropriate design flexibility

Local leaders consistently expressed frustration that transportation improvements lag years behind development, increasing safety risks and economic costs.



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Policy implication: Long range transportation planning and funding mechanisms may need to better align with growth trends, including earlier corridor preservation, stronger coordination with land use decisions, and tools that allow communities to act before conditions reach crisis levels.

### *3. Funding Structures and Project Delivery Are Major Pain Points*

Funding limitations were cited everywhere, but the process of delivering projects was often as significant a concern as the amount of funding available. Common messages included:

- State and federally administered projects take too long and cost too much
- Smaller communities struggle to compete for grants and manage complex requirements
- Rural areas feel structurally disadvantaged by current funding formulas

Programs that provide flexibility—such as the HURF Swap—were repeatedly praised for enabling faster, more cost-effective delivery.

Policy implication: There is broad interest in expanding flexible funding tools, increasing local authority for project delivery, and re-examining administrative requirements that add cost without clear public benefit.

### *4. Strong Desire for Local Control and Better State–Local Partnership*

Many communities expressed a desire for greater ownership over transportation solutions, particularly where state routes serve local functions. Key concerns included:

- Limited ability to address citizen complaints on state facilities
- Inconsistent communication and unclear points of contact within ADOT
- Policies and standards that feel rigid or disconnected from the local context

At the same time, communities acknowledged positive relationships with specific ADOT districts and expressed a genuine interest in partnership—not separation.

Policy implication: Elected officials may wish to explore governance and policy changes that strengthen collaboration, improve transparency, and expand opportunities for local administration of smaller or context sensitive projects.

## **Multimodal Needs Are No Longer Optional**

### *Public Transit*

Transit emerged as a statewide need, not just an urban issue. Communities emphasized:

- Senior, disability, veteran, and medical transportation
- Workforce access and regional connections between communities
- Cost effectiveness of microtransit and flexible services in rural areas

In several regions, transit ridership is growing rapidly, but funding and program constraints limit expansion.



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Policy implication: There is increasing support for a clearer statewide transit strategy that recognizes transit as essential infrastructure, particularly for vulnerable populations and workforce mobility.

## *Bicycle and Pedestrian Safety*

Residents consistently reported feeling unsafe walking or biking along state routes, even where facilities exist. Concerns included narrow lanes, lack of separation, unsafe crossings, and poor connectivity.

Policy implication: Investments in pedestrian and bicycle infrastructure are widely viewed as safety improvements—not amenities—and as tools to support tourism, economic vitality, and public health.

## **Rural and Tribal Perspectives Require Special Attention**

Rural and Tribal communities often feel unheard and under resourced, despite relying heavily on state facilities. Key themes included:

- State highways functioning as local streets without local authority
- Inaccurate or incomplete data affecting funding prioritization
- Limited enforcement capacity and delayed emergency response
- Ongoing need for meaningful government to government Tribal consultation

Policy implication: Addressing rural and Tribal transportation equity will likely require changes beyond individual projects, including data practices, funding eligibility, and sustained engagement models.

## **Economic Development, Freight, and Tourism**

Transportation was repeatedly described as a gatekeeper for economic opportunity. Agriculture, border trade, tourism, mining, military activity, and freight movement all depend on safe, reliable corridors. Communities raised concerns about:

- Heavy truck traffic on roads not designed for freight volumes
- Deteriorating pavement undermining business attraction and tourism
- Permitting and access management requirements that deter development

Policy implication: Transportation investment decisions are closely linked to statewide economic competitiveness and rural prosperity, reinforcing the importance of aligning infrastructure policy with economic development goals.

## **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

This item was not brought to the TAC nor the Management Committee.



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## 5. FISCAL IMPACT:

There is no direct impact to MetroPlan budget, however, staff will be expected to participate in the planning process when it begins.

## 6. ALTERNATIVES

None. This item is for information and discussion only.

## 7. ATTACHMENTS:

None.



## STAFF REPORT

**REPORT DATE:** March 17, 2026

**MEETING DATE:** April 2, 2026

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

**FROM:** Dave Wessel, Transportation Planning Manager

**SUBJECT:** Discussion on Arizona Department of Transportation Lighting Standards

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

Goal: Deliver Plans that Meet Partner and Community Needs

Objective 2.4 Position partners for successful implementation of plans

### 3. BACKGROUND:

In June 2024, MetroPlan submitted a request to the Arizona Department of Transportation (ADOT) to review and establish a new streetlighting standard in support of dark skies. The MetroPlan region has numerous plans that support dark skies for the benefit of important observatories, health and wellbeing, preservation of natural environment and to support the economy. Both the City and the County have dark sky ordinances.

The request followed the advice of a regional consortium of dark sky experts. Specifically, the request is:

- Type: Phosphor-Converted Amber (PCA) LED
- Special Standard: S/P ratio of 0.50 or less  
The scotopic (nighttime)/photopic (daytime) ratio, or S/P ratio, is a multiplier that measures how much emitted light is useful to the human eye. These useful lumens are known as visually effective lumens (VELs).

Reference: City of Flagstaff Title 13 Engineering Design Standards and Specifications for New Infrastructure 13-12-003-0002.3; 13-12-005-0001

Per a phone call on March 17, 2026, with the ADOT Project Manager tasked with installing streetlights that meet these standards in Flagstaff, the ADOT Standards Committee has rejected MetroPlan's



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request. The installation in Flagstaff will continue, but a broader standard will not be adopted. The reason for rejection is the lack of blue light sufficient to meet a 70% color rendition level. An ADOT commissioned study by Ron Gibbons, a well-known expert, refuting the efficacy of this standard was not persuasive. The ADOT Project Manager is field testing some existing lights that presumably meet the color rendition requirements to see if they meet the spectrum requirements listed above. He will continue communication with City traffic and local experts.

#### **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

The TAC was generally supportive of submitting the original policy change request to ADOT. The TAC and Management Committee have not recently been updated.

#### **5. FISCAL IMPACT:**

None.

#### **6. ALTERNATIVES:**

None. This item is for information and discussion only.

#### **7. ATTACHMENTS:**

None



## STAFF REPORT

**REPORT DATE:** March 17, 2026

**MEETING DATE:** April 2, 2026

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

**FROM:** Kim Aust, Transportation Demand Management Planner

**SUBJECT:** Safe Routes to School Update

### 1. RECOMMENDATION:

None. This item is for discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 4:** Implement Programs that Encourage Mode Shift

**Objective 4.2:** Implement programs at K-12 schools to reduce parent pick-up and drop-off.

### 3. BACKGROUND:

In 2024, MetroPlan was awarded Safe Routes to School (SRTS) funding through the Transportation Alternatives (TA) Program, a Federal Highway Administration (FHWA) grant program administered by the Arizona Department of Transportation (ADOT). MetroPlan's SRTS grant consists of two components: programming and infrastructure. Below are recent updates of the SRTS program:

SRTS Programming: MetroPlan is finalizing the draft of the SRTS Programs Plan which we will bring to the TAC and Board at their next meetings for consideration of adoption. MetroPlan is already beginning to implement recommendations, with a focus on building long-term, sustainable SRTS practices within local schools. As a part of this effort, staff will provide Physical Education (PE) teachers with training and resources to support these strategies in the following ways:

- Mountain Mojo Group is in the process of redesigning the MetroPlan Safe Routes to School website landing page. The new design will include a front-facing community resource with data and links to helmet-fitting information, how to start a walking school bus or bike train, and school report cards. The landing page will also include a private site for PE teachers. This is where the teachers will find educational resources, as well as items needed to implement other SRTS programs such as stickers and flyers for Walk and Bike to School Day.



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- Developing a toolkit resource for PE teachers. One toolkit will be given to each of the 19 schools identified within the SRTS Programs Plan. MetroPlan staff will provide education on the toolkit's use and curriculum in August 2026 during the back-to-school teacher training. The toolkit has two components:
  1. Bound educational booklet containing bicycle and pedestrian curriculum for grades K-12.
  2. Physical toolkit box containing the items needed to teach the lessons in the booklet.
- National Safe Routes to School Partnership workshop. MetroPlan plans to host a workshop facilitated by the National SRTS Partnership for PE teachers and local stakeholders to build partnerships, identify safety barriers and landscape in Flagstaff, and unite parents, school leaders, and city planners to foster community support and implement programming (encouragement and education) and infrastructure (engineering) improvements that enhance traffic safety and student health.
- MetroPlan, in partnership with Flagstaff Unified School District administration, will identify two (2) PE teachers to accompany staff to the National Safe Routes to School Conference 2026 in Minneapolis, Minnesota. The conference benefits PE teachers by providing innovative strategies and best practices to promote active commuting, fostering community partnerships and professional networking, and aligning physical education with student health and safety goals.

SRTS Infrastructure: Nelson/Nygaard continues the Safe Routes to School Infrastructure Study with the three (3) task orders:

- TO1: Left Turn feasibility study at Pine Cliff. The alternatives analysis is currently complete and being reviewed within the team.
- TO2: Preliminary design suggestions include but are not limited to: continued complete streets design from the 4<sup>th</sup> Street/Butler roundabout project to the east side of the Fox Glen intersection, decreased driveway width at Mustang Way with better pedestrian crossing, redesign of the Maverick entrance at Butler, and redesign of the parent drop-off area in front of Sinagua.
- TO3: Work is still in progress. A workshop on March 24<sup>th</sup> discussed specific alternatives for identified areas: Izabel, 6<sup>th</sup> Street, Cedar, and Fourth St.



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#### **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

None. This item was not discussed with TAC or the Management Committee.

#### **5. FISCAL IMPACT:**

These activities are funded by the Transportation Alternatives grant with a project total of \$1,096,426. \$650,000 is to assist partners in delivering preliminary engineering of priority safe routes to school infrastructure projects. The remaining \$446,426 is available for programmatic activities. The grant is included in the current FY26 budget and the 5-year budget.

#### **6. ALTERNATIVES:**

None. This item is for information and discussion only.

#### **7. ATTACHMENTS:**

None.



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## STAFF REPORT

REPORT DATE: March 17, 2026

MEETING DATE: April 2, 2026

TO: Honorable Chair and Members of the Executive Board

FROM: Kim Austin, Transportation Demand Management Planner

SUBJECT: Ride Your Bike Week 2026 Update

### 1. RECOMMENDATION:

None. This item is for discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 4:** Implement Programs that Encourage Mode Shift

**Objective 4.1:** Conduct community-oriented multimodal demonstration and pilot projects.

### 3. BACKGROUND:

Ride Your Bike Week is an annual community event organized by the Flagstaff Biking Organization (FBO) to promote cycling for commuting, fun, and errands instead of driving. It features a week-long riding challenge of events and opportunities to get out and ride. MetroPlan partners with FBO to organize this event, which will occur May 10-16, 2026. The schedule of events is as follows:

- **Sunday, May 10:** Bike to Fun at the Farmer's Market (booth with educational jeopardy questions, prizes, and information about the week-long events)
- **Monday, May 11:** Kick-Off Ride at City Hall @ 7:00 am (Proclamation will be read, followed by a short downtown ride before work)
- **Tuesday, May 12:** Bike to School Day/\*Kidical Mass Ride, and Ice Cream Social
- **Wednesday, May 13:** Bike to Breakfast 6:30-9:00 am
- **Thursday, May 14:** Bike to Dine
- **Friday, May 15:** Bike to Work
- **Saturday, May 16:** Bike to Shop

The Kidical Mass Ride is a MetroPlan sponsored event. We invite the Board to join MetroPlan staff for a community ride followed by Ice Cream at Sechrist Elementary School on May 12 at 4:00 pm.



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#### 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

None. This item was not presented to TAC or the Management Committee.

#### 5. FISCAL IMPACT:

None. MetroPlan sponsorship of Kidical Mass Ride is staff time only.

#### 6. ALTERNATIVES:

None.

#### 7. ATTACHMENTS:

None.



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## STAFF REPORT

**REPORT DATE:** March 15, 2026

**MEETING DATE:** April 2, 2026

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Update on the Arizona Transportation Policy Summit in Flagstaff

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 1:** Maximize Funding for Transportation Projects and Programs

**Objective 1.3:** Coordinate partners' legislative priorities related to transportation.

### 3. BACKGROUND:

The mission of the Arizona Transportation Policy Summit is to educate and inform state legislators and local elected officials on rural, state, and federal transportation policy needs. Our goal is to build long-term relationships and create advocates for transportation policies throughout the state. The Summit started a 40-person meeting to discuss transportation funding in rural Arizona and has grown to a 300+ person event, including members of the legislature. COG and MPO directors around the state rotate hosting duties.

The 2026 Summit is co-hosted by MetroPlan and NACOG in Flagstaff October 14-16, 2026. The draft agenda is intended to be action-oriented, teaching local elected officials and staff how to tell their transportation needs story and then connecting them with members of the Arizona legislature to talk about real solutions to funding shortfalls.

Other significant tasks completed or underway include contracting with High Country Conference Center for hotel venue and food, identifying room blocks, creating a Route 66 focused them, developing sponsorship packages and soliciting sponsorships, submitting a funding request to Arizona Public Service (APS), coordinating a dark skies State Transportation board Dinner at the event with Lowell Observatory, and opening reception at the Gopher Hole.

The draft agenda includes the following:



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## Wednesday

- 1:00-2:00: How to lobby panel- Karen Kruse
- 2:00-2:15: break
- 2:15-5:00: storytelling keynote and development- Julie Lancaster
- 5:00 Gopher Hole Reception

## Thursday

- Morning: Event facilitated by Az Town Hall
- 11:30-12:00: ADOT: Visioning tour outcomes and state of state funding- ADOT Director Toth
- Lunch- Request to the Governor to speak
- 1:30-2:30: Caroline Kramer- what other states have done
- 2:45-3:45: Revenue Panel
- 4:00-5:00: State Legislator Panel
- 5:30- State Transportation Board Reception at Lowell Observatory

## **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

This item was not brought to the TAC nor the Management Committee.

## **5. FISCAL IMPACT:**

There is no direct impact to MetroPlan budget, however, hosting the Summit requires a significant amount of staff time.

## **6. ALTERNATIVES:**

None. This item is for information and Discussion only.

## **7. ATTACHMENTS:**

None.



## STAFF REPORT

**REPORT DATE:** March 15, 2026

**MEETING DATE:** April 2, 2026

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** MetroPlan Happenings

### 1. RECOMMENDATION:

None. This item is for information and discussion only.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

**Goal 3:** Build MetroPlan's Visibility in the Community

**Objective 3.3:** Promote the Value MetroPlan Brings to the Community

### 3. BACKGROUND:

Chair Sweet spoke at the State Legislature Committee on Transportation and Infrastructure meeting in March to support SB1064, an appropriations bill sponsored by Senator Wendy Rogers seeking \$3M for Route 66 improvements.

The State Transportation Board approved an AZ SMART grant for the John Wessely Powell extension between I-17 and Lake Mary Road.

The Transportation Alternatives Program grant through ADOT is open. The County is applying for a Safe Routes to School project associated with Kromer Elementary, and the City is considering few priority projects.

Tami took an Open Meeting Law, Public Records, and Conflict of Interest training through the League of Cities and Towns.

Staff are finalizing draft updates to the Strategic Plan based on feedback at the February Advance.

Staff are increasing their technical skills, learning project cost-estimating tools.



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The RTAC Transition Committee continues to explore options for separating RTAC from NACOG and will bring the Board recommendations later this month.

The AZ SMART Bill, RTAC Bill, and West Route 66 bill have all progressed through hearings and await final budget decisions.

#### **4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:**

This item was not brought to the TAC nor Management Committee.

#### **5. FISCAL IMPACT:**

None. This item is for updates only.

#### **6. ALTERNATIVES:**

None. This item is for information and discussion only.

#### **7. ATTACHMENTS:**

None.