



# AGENDA

## Executive Board Meeting

1:00 – 3:00 PM

THURSDAY, JUNE 4, 2026

### Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 288 375 032 839 8

Passcode: mc9RK9cx

### 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.

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### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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### 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, Planning Manager
- Tami Suchowiejko, Business Manager
- Mandia Gonzales, Transportation Planner
- Kim Austin, Transportation Demand Management Planner
- Ava Elia, Montoya Fellow

**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 May 7, 2026 (Pages 6-12)  
Executive Board Special Meeting Minutes of May 27, 2026 (Pages 13-14)

**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 INTERGOVERNMENTAL AGREEMENT (IGA) AMENDMENT WITH MOUNTAIN LINE FOR KATE MORLEY TO SERVE TEMPORARILY AS INTERIM CEO/GM OF MOUNTAIN LINE WHILE ALSO SERVING AS EXECUTIVE DIRECTOR OF METROPLAN (Pages 15-19)

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Consider approving the IGA amendment with Mountain Line for Kate Morley to serve temporarily as Interim CEO/GM of Mountain Line while also serving as Executive Director of MetroPlan.

The Board may vote to go into Executive Session regarding this issue under A.R.S. Section 38-431.03(A)(3) for legal advice.

- 2. CONSIDERATION AND POSSIBLE ACTION REGARDING THE FY2027 BUDGET (Pages 20-24)

MetroPlan Staff: Tami Suchowiejko

Recommendation: Staff recommend the Executive Board adopt the FY2027 Budget as presented.

3. CONSIDERATION AND POSSIBLE ACTION REGARDING UPDATE TO FY2026 AND FY2027 UNIFIED PLANNING WORK PROGRAM (UPWP) (Pages 25-63)

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend the Executive Board adopt the update to the FY2026 and FY2027 Unified Planning Work Program (UPWP).

4. CONSIDERATION AND POSSIBLE ACTION REGARDING METROPLAN BYLAWS AND OPERATING PROCEDURES (Pages 64-100)

MetroPlan Staff: Kate Morley Executive Director

Recommendation: Staff recommend the Executive Board adopt proposed updates to the MetroPlan bylaws and operating procedures.

5. CONSIDERATION AND POSSIBLE ACTION REGARDING FY2027 GREATER ARIZONA FUNDING INITIATIVES – RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) BILL REGIONAL PROJECTS (Pages 101-103)

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommends the Executive Board adopt US180 Corridor Improvements and West Route 66 for the FY2027 RTAC Bill projects.

6. CONSIDERATION AND POSSIBLE ACTION REGARDING THE FISCAL YEAR 2027-2031 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Pages 104-147)

MetroPlan Staff: Mandia Gonzales, Transportation Planner

Recommendation: Staff recommend the Executive Board adopt the Fiscal Year 2027-2031 Transportation Improvement Program (TIP).

7. CONSIDERATION AND POSSIBLE ACTION REGARDING AWARD FOR TRAFFIC COUNTS (Pages 148-186)

MetroPlan Staff: David Wessel, Transportation Planning Manager

Recommendation: Staff recommend the Board award the Traffic Count contract to All Traffic Data Services, Inc. (ATDS) in the amount of \$80,900 and authorize the Executive Director to execute the contract.

8. CONSIDERATION AND POSSIBLE ACTION REGARDING SAFER PEOPLE SAFETY CAMPAIGN CONTRACT AMENDMENT (Pages 187-193)

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

Recommendation: Staff recommend the Executive Board approve the contract amendment in the amount of \$162,000 and give MetroPlan’s Executive Director authority to execute the contract amendment with Mountain Mojo Group.

8. CONSIDERATION AND POSSIBLE ACTION REGARDING FISCAL YEAR 2027 TITLE VI IMPLEMENTATION PLAN (Pages 194-236)

MetroPlan Staff: Tami Suchowiejko, Business Manager/Title VI Liaison

Recommendation: Staff recommend the Executive Board adopt the FY27 Title VI Implementation Plan.

**D. DISCUSSION ITEMS**

1. 2026 CRASH DATA REPORT (Pages 237-282)

MetroPlan Staff: Mandia Gonzales, Transportation Planner

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

2. METROPLAN CONNECT PROJECT PRIORITIZATION PROJECT (Pages 283-284)

MetroPlan Staff: David Wessel, Transportation Planning Manager

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

3. SAFE ROUTES TO SCHOOL CONSULTANT NELSON NYGAARD CONTRACT EXTENSION (Pages 285-286)

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

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

4. HAPPENINGS (Pages 287-288)

MetroPlan Staff: Kate Morley, Executive Director

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

September 3, 2026

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 June 1, 2026, at 8:45 a.m.

Dated this 1st day of June 2026.

*Tami Suchowiejko*

Tami Suchowiejko, Business Manager



# Meeting Minutes Executive Board Meeting

1:00 – 3:00 PM

MAY 7, 2026

## Teams Virtual Meeting

*Join on your computer, mobile app or room device.*

[Click here to join the meeting](#)

Meeting ID: 291 870 734 522 2

Passcode: 24gE7sG7

## In-Person Location

City Hall

City Council Chambers

211 W. Aspen

Flagstaff, AZ 86001

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Austin Aslan, Flagstaff City Council
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## METROPLAN STAFF

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

Also Present: Paul Mood, City Engineer, City of Flagstaff

## **A. PRELIMINARY GENERAL BUSINESS**

### **1. CALL TO ORDER**

Chair Sweet called the meeting to order at 1:05 p.m.

### **2. ROLL CALL**

See list above.

### **3. PUBLIC COMMENT**

No public comments received.

### **4. APPROVAL OF MINUTES**

Executive Board Regular Meeting Minutes of April 2, 2026

Motion: Member Begay made a motion to approve the Executive Board Meeting minutes of April 2, 2026. Member Daggett seconded the motion. The motion passed unanimously.

## **B. CONSENT AGENDA**

No consent items.

## **C. ACTION ITEMS**

### **1. CONSIDERATION AND POSSIBLE ACTION REGARDING EXECUTIVE DIRECTOR'S ANNUAL GOALS AND COMPENSATION**

MetroPlan: Miranda Sweet, Executive Board Chair, Kate Morley, Executive Director, and Codi Weaver, Mountain Line Human Resources Manager

Recommendation: Chair Sweet recommends the Executive Board approve the Executive Director's annual goals and increase Morley's salary by 3%, effective July 1, 2026.

Executive Director Morley presented her accomplishments for the past year. Human Resources Manager Weaver presented the results of the Executive Director's 360-degree review. Executive Director Morley then presented her proposed goals for fiscal year 2027.

Board Discussion: Chair Sweet commented that Morley's work on transition of the Rural Transportation Advocacy Council (RTAC) has been invaluable and made an impact on the direction of RTAC. She added that Morley's efforts at the state legislature regarding the AZ SMART Fund, and projects on Wester Route 66 are forward thinking.

Member Peshlakai commented that Executive Director Morley is doing an excellent job. She expressed appreciation for all the work to improve safety on Hwy 180 and in Flagstaff.

Vice Chair Begay commented that when we go to the Hill to meet with Senators and other representatives, we all need to sing the same tune, and work together as a team. If we need MOUs, for example with Hopi and Navajo, that give us leverage to help one another with grants and other funding. Since I joined the Board there have been a lot of changes. You have wonderful staff, and I am glad staff participated in your evaluation.

Member Daggett commented that she echoes what was said in the survey that you are doing an excellent job. The transformation in Flagstaff's transportation infrastructure and focus is in large part due to you, and your efforts at grant writing and working with City staff and safe streets for all. The focus on Hwy 180 is appreciated, as well as the master plan for route 66. The City of Flagstaff has invaluable partner in MetroPlan, and your leadership is huge part of that, as well as your staff, you have excellent staff. Thank you for all your work.

Public Comment: There were no comments from the public.

Motion: Member Daggett made a motion to approve the Executive Director's annual goals and increase Morley's salary by 3%, effective July 1, 2026. Member Begay seconded the motion. The motion passed unanimously.

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

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend the Executive Board adopt the proposed changes to the MetroPlan Strategic Plan.

Executive Director Morley described the process we used to update the Strategic Plan. Staff presented the proposed changes to the Key Performance Indicators.

Board Discussion: There was no discussion by the Board.

Public Comment: There were no comments from the public.

Motion: Member Daggett made a motion to adopt the proposed changes to the MetroPlan Strategic Plan. Member Williams seconded the motion. The motion passed unanimously.

## 3. CONSIDERATION AND POSSIBLE ACTION REGARDING SUPPORT LETTER FOR COCONINO COUNTY SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT APPLICATION

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend the Executive Board approve the support letter for the Coconino County Safe Streets and Roads for All (SS4A) grant application.

Executive Director Morley presented information about the County's Safe Streets and Roads for All grant application and request for support letter.

Board Discussion: Vice Chair Begay commented that road from Leupp to Flagstaff is widely used by people who travel to Flagstaff for work, and striping on the road is difficult to see in some areas. The Star School turn off is not safe, there is only enough room for one bus to turn off. This creates a safety issue if there is an emergency.

Public Comment: There were no comments from the public.

Motion: Member Peshlakai made a motion to approve the support letter for the Coconino County Safe Streets and Roads for All (SS4A) grant application. Member Daggett seconded the motion. The motion passed unanimously.

#### 4. CONSIDERATION AND POSSIBLE ACTION REGARDING TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT #26-FMPO-FM-01

MetroPlan Staff: Mandia Gonzales, Transportation Planner

Recommendation: Staff recommend the Executive Board adopt Transportation Improvement Program amendment # 26-FMPO-FM-01.

Transportation Planner Gonzales presented information about the projects in the TIP amendment.

Board Discussion: Member Aslan had two questions for staff. He expressed concern about the Woody Mountain pedestrian bicycle infrastructure that goes over I-40 and asked if it is included in the TIP amendment. He also stated that there are concerns about the connection between High Country Road and the new stretch of John Wesley Powell. He asked staff to provide more information. Transportation Planner Gonzales responded that TIP is an obligation tool. There is project information in the TIP related to Woody Mountain Road, but that is for the intersection enhancement. So far, no funds have been obligated for the overpass for bicycle and pedestrian improvements. Regarding the new stretch of road connecting John Wesley Powell to the airport (Pulliam Drive), no federal funds have been obligated for the project, but City staff may be able to provide further info about the project.

Public Comment: There were no comments from the public.

Motion: Vice Chair Begay made a motion to adopt Transportation Improvement Program amendment # 26-FMPO-FM-01. Member Peshlakai seconded the motion. The motion passed unanimously.

#### 5. CONSIDERATION AND POSSIBLE ACTION REGARDING PUBLIC PARTICIPATION PLAN UPDATE

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

Recommendation: Staff recommend the Executive Board adopt the Public Participation Plan as presented.

Transportation Demand Management Planner Austin presented updates to the Public Participation Plan.

Board Discussion: There was no discussion by the Board.

Public Comment: There were no comments from the public.

Motion: Member Williams made a motion to adopt the Public Participation Plan. Member Daggett seconded the motion. The motion passed unanimously.

## 6. CONSIDERATION AND POSSIBLE ACTION REGARDING SAFE ROUTES TO SCHOOL PROGRAM PLAN

MetroPlan Staff: Kim Austin, Transportation Demand Management Planner

Recommendation: Staff recommend the Executive Board approve the Safe Routes to School Program Plan.

Transportation Demand Management (TDM) Planner Austin presented updates to the Safe Routes to School Program Plan.

Board Discussion: Chair Sweet asked about Mountain Line training and collaboration for students to use transit. TDM Planner Austin is working with charter schools to encourage the use of ecoPasses bus passes. She is also working to implement Mountain Line travel training.

Member Peshlakai commented that on a visit to Japan she observed that school children use public transportation. She asked if there is a way to find out how many rural children are being driven to school in Flagstaff, because Safe roads to schools for this population include the highway and freeway. TDM Planner Austin shared that she recently met with the Transportation Director for the Flagstaff Unified School District and he is interested in talking more about Safe Routes to School that includes a well-rounded transportation program.

Public Comment: There were no comments from the public.

Motion: Vice Chair Begay made a motion to approve the Safe Routes to School Program Plan. Member Daggett seconded the motion. The motion passed unanimously.

## 7. CONSIDERATION AND POSSIBLE ACTION REGARDING REGIONAL TRANSPORTATION SAFETY ACTION PLAN

MetroPlan Staff: David Wessel, Transportation Planning Manager

Recommendation: Staff recommend the Executive Board adopt the Regional Transportation Safety Action Plan.

Board Discussion: No discussion by the Board.

Public Comment: There were no comments from the public.

Motion: Member Dagget made a motion to adopt the Regional Transportation Safety Action Plan. Member Willaims seconded the motion. The motion passed unanimously.

## D. DISCUSSION ITEMS

### 1. FY26 QUARTER 3 FINANCIAL REPORT

MetroPlan Staff: Tami Suchowiejko, Business Manager

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

Board Discussion: No discussion by the Board.

Public Comment: There were no comments from the public.

2. **DRAFT FY2027 BUDGET**

MetroPlan Staff: Tami Suchowiejko, Business Manager

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

Board Discussion: No discussion by the Board.

Public Comment: There were no comments from the public.

3. **NOTICE OF DRAFT TRANSPORTATION IMPROVEMENT PLAN**

MetroPlan Staff: Mandia Gonzales, Transportation Planner

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

Board Discussion: No discussion by the Board.

Public Comment: There were no comments from the public.

4. **SAFE STREETS MASTER PLAN UPDATE** – Due to time constraints this item was not presented the Board.

MetroPlan Staff: David Wessel, Transportation Planning Manager

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

5. **UPDATE ON KEY PERFORMANCE INDICATORS** – Due to time constraints this item was not presented to the Board.

MetroPlan Staff: All Staff

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

6. **HAPPENINGS AT METROPLAN** – Due to time constraints this item was not presented to the Board.

MetroPlan Staff: Kate Morley, Executive Director

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

**E. CLOSING BUSINESS**

1. **ITEMS FROM THE BOARD**

There were no items from the Board.

2. **NEXT SCHEDULED EXECUTIVE BOARD MEETING**

June 4, 2026 – 1:00 p.m. to 3:00 p.m.  
Meet at Downtown Connection Center

### 3. ADJOURN

Chair Sweet adjourned the meeting at 2:55 p.m.

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DRAFT



# Meeting Minutes Executive Board Special Meeting

12:00 PM – 1:00 PM

MAY 27, 2026

## Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 271 577 827 398 235

Passcode: nY9Fz6vn

## In-Person Location

Virtual Meeting Only

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

Also Present: Brandon Kavanaugh, MetroPlan Legal Counsel, Mangum Wall Stoops & Warden

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER - Chair Sweet called the meeting to order at 12:03 p.m.
2. ROLL CALL - See list above.
3. PUBLIC COMMENT – No public comments were received.

B. ACTION ITEMS

1. CONSIDERATION AND POSSIBLE ACTION REGARDING AUTHORIZING THE EXECUTIVE DIRECTOR TO ASSUME DUTIES AND RESPONSIBILITIES RELATED TO THE PROPOSED MANAGEMENT TRANSITION AT NAIPTA.

*The Board may vote to discuss this item in executive session pursuant to ARS Sec. 38-431.03(A)(1) to discuss personnel matters and ARS Sec. 38-431.03(A)(3) to get legal advice from its attorneys.*

Chair Sweet requested a motion for the Board to move to executive session pursuant to ARS Sec. 38-431.03 (A)(3) to consult with legal counsel. Member Williams made the motion, and Member Vasquez seconded. The motion passed unanimously.

The executive session began at approximately 12:10 p.m. The executive session is closed to the public.

Following the conclusion of the executive session, the Board reconvened the public meeting at approximately 12:34 p.m.

Chair Sweet requested a motion for the Board to move to executive session pursuant to ARS Sec. 38-431.03 (A)(1) to discuss a personnel matter. Member Williams made the motion, and Member Vasquez seconded. The motion passed unanimously.

The executive session began at approximately 12:40 p.m. The executive session is closed to the public.

Following the conclusion of the executive session, the Board reconvened the public meeting at approximately 12:57 p.m.

Chair Sweet announced that staff and legal counsel are directed to proceed as discussed in the executive session.

C. CLOSING BUSINESS

1. ITEMS FROM THE BOARD - There were no items from the Board.
2. NEXT SCHEDULED EXECUTIVE BOARD MEETING – JUNE 4, 2026 – DOWNTOWN CONNECTION CENTER
3. ADJOURN - Chair Sweet adjourned the meeting at 1:01 p.m.

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## STAFF REPORT

**REPORT DATE:** May 29, 2026

**MEETING DATE:** June 4, 2026

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consideration and possible action to approve Intergovernmental Agreement (IGA) amendment with Mountain Line for Kate Morley to serve temporarily as Interim CEO/GM of Mountain Line while also serving as Executive Director of MetroPlan.

### **1. RECOMMENDATION:**

- 1) Consider approving the IGA amendment with Mountain Line for Kate Morley to serve temporarily as Interim CEO/GM of Mountain Line while also serving as Executive Director of MetroPlan.

### **2. RELATED STRATEGIC WORKPLAN ITEM:**

This item supports a member agency but is not directly related to the MetroPlan Strategic Plan.

### **3. BACKGROUND:**

The Mountain Line CEO is retiring, and the Mountain Line Board is seeking interim leadership while they conduct a national search. The proposed amendment to the IGA enables MetroPlan's Executive Director, Kate Morley to simultaneously serve as the Mountain Line CEO. It further outlines financial responsibilities for cost-sharing the existing salary and employee-related expenses 50/50 between agencies and identifies that expenses associated with increased compensation by Mountain Line, at 100% the responsibility of Mountain Line. This arrangement ensures there is no financial impact to MetroPlan.

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

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

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

The proposed agreement splits the approved salary with Mountain Line, saving MetroPlan 50% of the Executive Director's salary during the term of service. Additional compensation is 100% responsibility of Mountain Line.



# METROPLAN

GREATER † FLAGSTAFF

## 6. ALTERNATIVES:

- 1) Approve the IGA amendment with Mountain Line for Kate Morley to serve temporarily as Interim CEO/GM of Mountain Line while also serving as Executive Director of MetroPlan.
- 2) Do not approve the IGA amendment with Mountain Line for Kate Morley to serve temporarily as Interim CEO/GM of Mountain Line while also serving as Executive Director of MetroPlan.

## 7. ATTACHMENTS:

Draft IGA

**FIRST AMENDMENT TO THE  
AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT  
Between  
Flagstaff Metropolitan Planning Organization, DBA MetroPlan  
and  
Northern Arizona Intergovernmental Public Transportation Authority, DBA  
Mountain Line**

This First Amendment (“First Amendment”) to the Amended and Restated Intergovernmental Agreement dated November 1, 2024 (“Agreement”), among the Flagstaff Metropolitan Planning Organization, an Arizona nonprofit corporation (“FMPO” or “MetroPlan”), and Northern Arizona Intergovernmental Public Transportation Authority aka “Mountain Line”, a political subdivision of the State of Arizona (“Mountain Line”) is effective June 8, 2026 (the “Effective Date”). Mountain Line and MetroPlan may each be referred to in this Agreement individually as a Party, and collectively as the Parties.

**RECITALS**

A. The Parties have authority to enter into this First Amendment pursuant to A.R.S. § 11-952 for joint exercise of authority and cooperative action.

B. The Executive Director of MetroPlan, Kate Morley, (“MetroPlan Executive Director” or “Ms. Morley”) is an Assigned Employee of Mountain Line under the Agreement.

C. The CEO and GM of Mountain Line (“Mountain Line CEO/GM”) is retiring effective November 6, 2026.

D. MetroPlan and Mountain Line mutually desire to have Ms. Morley temporarily serve as the Interim Mountain Line CEO/GM commencing June 8, 2026, pursuant to the terms of this First Amendment, as well as continuing to serve as the MetroPlan Executive Director. Ms. Morley also desires to serve in those dual roles.

E. In addition, the Parties desire to correct the notice addresses in the Agreement to reflect their new office address.

NOW, THEREFORE, in consideration of the mutual covenants contained in this First Amendment, the Parties agree as follows:

**COVENANTS**

1. **Purpose of the First Amendment.** The purpose of this First Amendment is to amend the Agreement to identify responsibilities and commitments between the Parties to allow Ms. Morley to simultaneously serve as the Interim Mountain Line CEO/GM and the MetroPlan Executive Director.

2. **Amendment to Section 4.2 MetroPlan Executive Director.** Section 4.2 of the Agreement is amended by adding the following Section 4.2.4:

4.2.4 Commencing June 8, 2026, and continuing until a new Mountain Line CEO/GM commences serving as the Mountain Line CEO/GM, or such other date as the Parties and Ms. Morley agree to in writing, Ms. Morley shall serve as the Interim Mountain Line CEO/GM and MetroPlan Executive Director.

4.2.4.1 Ms. Morley’s salary during the period that she is serving as the Mountain Line Interim CEO/GM (“Interim CEO/GM Period”) shall be \$204,880.00 per annum, which shall be paid by Mountain Line and MetroPlan on the following basis: (a) 50% of Ms. Morley current salary and the costs of her current employee-related expenses (benefits, payroll taxes, *etc.*) as MetroPlan Executive Director shall be paid by Mountain Line and MetroPlan each; and (b) the difference between Ms. Morley’s salary as MetroPlan Executive Director and \$204,880.00, and the difference in the additional cost of employee related-expenses which are based upon the difference in salary, shall be paid by Mountain Line. Ms. Morely will have payroll only through Mountain Line with MetroPlan reimbursing Mountain Line for MetroPlan’s share described above.

4.2.4.2 Other than the change in salary as set forth in Section 4.2.4.1 above, all other benefits and compensation under Ms. Morley’s current employment agreement will remain unchanged and will not be changed by MetroPlan during the Interim CEO/GM Period without the prior written agreement of Mountain Line.

3. **Amendment to Section 10 Notices.** Section 10 of the Agreement is amended to update the notice addresses to the following:

If to Mountain Line:  
CEO and General Manager  
Mountain Line  
216 W Phoenix Avenue  
Flagstaff, Arizona 86001

If to MetroPlan:  
Executive Director  
MetroPlan  
216 W Phoenix Avenue  
Flagstaff, Arizona 86001

4. **Reaffirmation of Agreement.** Except as specifically set forth in this First Amendment the Parties reaffirm the terms of the Agreement which remain in full force and effect.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as of the day and year first written above.

**Mountain Line/NAIPTA**

**MetroPlan/FMPO**

\_\_\_\_\_  
Heather Dalmolin,  
CEO and General Manager

\_\_\_\_\_  
Kate Morley,  
Executive Director

Attest:

Attest:

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Clerk of the Board

This IGA has, prior to its execution, been submitted to the attorney for each Party, who has determined that the agreement is in the proper form and is within the powers of and authority granted under the laws of this State to such Party.

Dated \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Mountain Line/NAIPTA legal Counsel  
Dickinson Wright PLLC

By: \_\_\_\_\_  
MetroPlan/FMPO Legal Counsel  
Mangum, Wall, Stoops & Warden, PLLC

**AGREEMENT AND ACCEPTANCE BY KATE MORLEY:**

I, Kate Morley, acknowledge, agree to, and accept the terms set forth in this First Amendment and agree to serve temporarily as the Mountain Line Interim CEO in addition to serving as the MetroPlan Executive Director during the Interim CEO/GM Period.

\_\_\_\_\_  
Kate Morley

Date: \_\_\_\_\_



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** May 15, 2026

**MEETING DATE:** May 27, 2026

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

**FROM:** Tami Suchowiejko, Business Manager

**SUBJECT:** Consider FY2027 Budget

### 1. RECOMMENDATION:

Staff recommend the Executive Board adopt the FY2027 Budget as presented.

### 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:

Adopting an annual budget, while considering a 5-Year Draft Budget for MetroPlan, provides the level of forethought and fiscal responsibility needed for MetroPlan to continue to thrive. By reviewing actual expenses and projecting trends, MetroPlan is better able to plan for the future, take corrective action, capitalize on opportunities, and ensure that financial resources are aligned with organizational goals.

The budget drafted is based on revenues as projected by ADOT at this time. The FY2027 budget has reliable revenues that are already obligated. The 5-Year look-ahead assumes the continuation of surface transportation funding for formula programs except for the carbon reduction program at current levels. However, the drafting of a new surface transportation infrastructure bill is in its early stages and could change future year forecasts dramatically.

#### **Fiscal Year 2027 Draft Budget**

##### Revenues:

The draft FY2027 budget has a projected increase of 8% in revenues from FY2026. Most of the increase is due to a new 5305e grant awarded for Mountain Line's Operational Assessment. Another factor contributing to the increased revenue is the draw down of all remaining Carbon Reduction Program (CRP) funding FY2027. Federal funding is shown in the federal surplus line of the budget which indicates we will have \$889,900 in surplus funds for future years.



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## Expenses:

Overall, expenditures increased by just 3% over FY26. Expenses in the budget include the following:

### *Salaries and Employee Related Expenses (ERE)*

- The salary and ERE budget decreased by 11%. This change is due to vacancies in positions not planned to be filled. The salary and ERE budget include a 3% annual increase for staff, aligned with Mountain Line's pay plan for FY2026.

### *Operating*

- The operating budget is proposed at \$311,501, a 38% increase. This is due to the use of the remaining CRP funding in FY2027. The projects identified for this funding are safety campaign, website update, and promotional materials. Generally, most operating expenses have also increased by 3% or due to rising costs and inflation.

### *Travel and Training*

- Travel and training are proposed to increase from \$24,720 to \$38,607, or 46%. While the budget for staff travel remains about the same, the increase is due to the use of Transportation Alternatives funding to send the Transportation Demand Management Planner and two Physical Education teachers to the National Safe Routes to School Conference in October.

### *Projects*

- The project budget has a slight increase of 2%. Below is a list of the major projects included in the FY27 budget:
  - \$261,872 in CRP funding, which includes \$90K for data collection for traffic counts, \$95K for project prioritization, and the remaining \$68K for a project still to be identified
  - \$223,985 which is the remaining Transportation Alternatives grant funding for the Safe Routes to School missing infrastructure funding
  - \$679,611 in consultant expenses for the Safe Streets and Roads for All grant, with the remaining grant funding to be expended over the next two years.
  - \$369,564 in awarded 5305e funds for transit planning for missing transit infrastructure and an operational assessment

## Surplus:

The FY2027 Federal Surplus is estimated at \$889,900. ADOT allows agencies to loan surplus to future years. The 5-Year Financial Plan reallocates these funds to future years to ensure staffing is maintained



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despite conservative revenue estimates. By FY2033, the Federal Surplus is reduced to \$712,704 in planned surplus.

## Assumptions:

The 5-Year Financial Plan has been developed with the following assumptions:

- Revenue projects are assumed to remain flat.
- The Carbon Reduction Program is not renewed at the expiration of the 5-Year IJA (Infrastructure Investment and Jobs Act).
- A 3% annual increase in operational costs unless an expense is otherwise known.
- A 3% annual increase in salaries and benefits.
- No additional competitive funds are received.

Staff believe these assumptions are conservative and that the proposed budget provides for the long-term health of the organization.

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

The TAC recommends the Executive Board adopt the FY2027 Budget as presented. The Management Committee is supportive of the FY2026 Budget and has no comments.

## **5. FISCAL IMPACT:**

The FY2027 Draft Budget is developed alongside the Five-Year Budget which demonstrates that MetroPlan is solvent and sustainable through FY2032.

## **6. ALTERNATIVES:**

- 1) **Recommended:** Adopt the FY2027 Budget as presented. This action is aligned with adopting a budget prior to July 1, 2026. The draft budget shows fiscal constraint and delivers MetroPlan's Strategic Plan.
- 2) **Not recommended:** Do not adopt the FY2027 Budget as presented. The Board could provide more direction for staff on the budget for the Board's consideration.

## **7. ATTACHMENTS:**

FY2027 Draft Budget

FY2027 Draft Five-Year Budget

	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants-			Members	Totals
								transit	SS4A	TA		
<b>REVENUE</b>												
FY27 Revenue	558,765.00	105,695.00	177,029.00	75,257.00	81,757.00	115,750.00	4,178.00		812,083.00		35,000.00	1,965,514.00
FY26 Carryforward Estimated	495,055.00	60,510.00	253,843.00	14,615.00	84,443.00	232,749.00	7,064.89			467,426.00	8.78	1,615,714.67
<b>Total Authorized Federal</b>	<b>1,053,820.00</b>	<b>166,205.00</b>	<b>430,872.00</b>	<b>89,872.00</b>	<b>166,200.00</b>	<b>348,499.00</b>	<b>11,242.89</b>	-	<b>812,083.00</b>	<b>467,426.00</b>	<b>35,008.78</b>	<b>3,581,228.67</b>
Match Rate	0.057	0.057	0.057	0.200	0.057	0.057	-	0.057	0.20	0.057		
Required Match	63,698.56	10,046.33	26,044.22	22,468.00	10,046.02	21,065.16	-	-	203,020.75	28,253.75		384,642.78
<b>MATCH Breakdown</b>	<b>18,898.65</b>	<b>8,627.90</b>	<b>25,959.61</b>	<b>16,528.55</b>	<b>9,985.30</b>	<b>21,065.16</b>	-	-	<b>194,809.35</b>	<b>22,248.86</b>	-	<b>318,123.37</b>
In-Kind	18,898.65	8,627.90	25,959.61	16,528.55	9,985.30	-	-	-	84,910.16	9,819.75	-	174,729.92
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
City Cash Match	-	-	-	-	-	-	-	-	84,910.16	12,456.00	-	97,366.16
County Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	-	-	21,065.16	-	-	25,000.00	-	-	46,065.16
Other Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Match	-	-	-	-	-	21,065.16	-	-	109,910.16	12,456.00	-	143,431.32
<b>Match Total</b>	<b>18,898.65</b>	<b>8,627.90</b>	<b>25,959.61</b>	<b>16,528.55</b>	<b>9,985.30</b>	<b>21,065.16</b>	-	-	<b>194,820.32</b>	<b>22,275.75</b>	-	<b>318,161.23</b>
check	-	-	-	-	-	-	-	-	(10.97)	(26.89)	-	(37.86)
<b>Interest Income</b>	-	-	-	-	-	-	-	-	-	-	5,000.00	5,000.00
<b>Total Cash Revenue</b>	<b>1,053,820.00</b>	<b>166,205.00</b>	<b>430,872.00</b>	<b>89,872.00</b>	<b>166,200.00</b>	<b>369,564.16</b>	<b>11,242.89</b>	-	<b>921,993.16</b>	<b>479,882.00</b>	<b>40,008.78</b>	<b>3,729,659.98</b>
<b>Expenditures:</b>												
Salaries	186,168.68	99,339.68	-	48,314.00	112,043.62	-	-	-	98,695.51	74,279.63	4,693.83	623,534.96
Benefits	42,646.56	33,116.02	-	15,955.76	45,901.52	-	-	-	29,164.03	31,898.07	1,415.03	200,096.99
<b>Salary/ERE:</b>	<b>228,815.24</b>	<b>132,455.70</b>	-	<b>64,269.76</b>	<b>157,945.14</b>	-	-	-	<b>127,859.54</b>	<b>106,177.70</b>	<b>6,108.87</b>	<b>823,631.95</b>
check	-	-	-	-	-	-	-	-	-	-	-	-
<b>Allocation:</b>	27.78%	16.08%	0.00%	7.80%	19.18%	0.00%	0.00%	0.00%	15.52%	12.89%	0.74%	100.00%
Remaining federal after Salary/ ERE	(825,004.76)	(33,749.30)	(430,872.00)	(25,602.24)	(8,254.86)	(348,499.00)	(11,242.89)	-	(684,223.46)	-	(28,899.91)	-
<b>Task 100</b>												
Payroll Processing Expense	19,423.55	5,396.11	4,123.68	-	1,515.66	3,724.79	-	-	2,015.29	2,503.97	144.06	19,424.00
Phone and Internet	5,744.47	1,595.88	923.82	-	448.25	1,273.85	-	-	719.51	740.54	42.61	5,744.00
Memberships	3,605.00	3,605.00	-	-	-	-	-	-	-	-	-	3,605.00
Copying and Printing	1,545.00	-	-	-	-	-	1,545.00	-	-	-	-	1,545.00
Office Supplies	566.50	-	-	-	-	-	566.50	-	-	-	-	567.00
Postage and Freight	566.50	-	-	-	-	-	566.50	-	-	-	-	567.00
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Recognition and Awards	750.00	-	-	-	-	-	-	-	-	-	750.00	750.00
Insurance	4,554.00	1,833.37	192.98	93.64	230.12	-	-	-	186.29	2,008.70	8.90	4,554.00
Food	1,811.27	-	-	-	-	-	-	-	-	-	1,811.27	1,811.00
Legal Services	12,360.00	12,360.00	-	-	-	-	-	-	-	-	-	12,360.00
Financial Services (CPA/Audit)	24,720.00	24,720.00	-	-	-	-	-	-	-	-	-	24,720.00
Other Services	-	-	-	-	-	-	-	-	-	-	-	-
IT Support	13,349.13	3,708.56	2,905.10	-	1,041.66	2,559.92	-	-	1,313.99	1,720.89	99.01	13,349.00
Computer Equipment	5,150.00	5,150.00	-	-	-	-	-	-	-	-	-	5,150.00
Office Equipment	1,030.00	1,030.00	-	-	-	-	-	-	-	-	-	1,030.00
Public Outreach	20,000.00	-	169,000.00	-	-	-	-	-	-	19,000.00	-	188,000.00
Legislative Services	19,992.00	-	-	-	-	-	-	-	-	-	19,992.00	19,992.00
Computer Software	5,903.45	2,602.73	-	1,500.00	-	-	1,800.73	-	-	-	-	5,903.00
<b>Operations:</b>	<b>141,070.87</b>	<b>59,398.92</b>	<b>10,748.31</b>	<b>169,000.00</b>	<b>4,599.21</b>	<b>7,788.67</b>	<b>4,478.73</b>	-	<b>4,235.08</b>	<b>25,974.10</b>	<b>22,847.85</b>	<b>309,071.00</b>
Travel, Lodging and Meals	15,913.50	15,913.50	-	-	-	-	-	-	-	10,000.00	-	25,913.50
Conference Registration	4,243.60	4,243.60	-	-	-	-	-	-	-	3,145.00	-	7,388.60
Staff Education and Training	5,304.50	5,304.50	-	-	-	-	-	-	-	-	-	5,304.50
<b>Travel and Training:</b>	<b>25,461.60</b>	<b>25,461.60</b>	-	-	-	-	-	-	-	<b>13,145.00</b>	-	<b>38,606.60</b>
Special Project Consultant	751,963.00	-	163,872.00	-	-	369,564.16	-	-	-	218,527.00	-	751,963.00
Special Project Administration	-	-	-	-	-	-	-	-	-	5,458.00	-	5,458.00
Data Collection- Consultant	90,000.00	-	90,000.00	-	-	-	-	-	-	-	-	90,000.00
Modeling	8,000.00	-	8,000.00	-	-	-	-	-	-	-	-	8,000.00
RTP Consultant	500,000.00	-	-	-	-	-	-	-	679,611.00	-	-	679,611.00
Planning Contingency	-	-	-	-	-	-	-	-	-	-	-	-
<b>Projects:</b>	<b>1,349,963.00</b>	-	<b>261,872.00</b>	-	-	<b>369,564.16</b>	-	-	<b>679,611.00</b>	<b>223,985.00</b>	-	<b>1,535,032.00</b>
<b>Total Expenditures:</b>	<b>313,675.76</b>	<b>143,204.01</b>	<b>430,872.00</b>	<b>68,868.98</b>	<b>165,733.81</b>	<b>369,564.16</b>	<b>4,478.73</b>	-	<b>811,705.61</b>	<b>369,281.80</b>	<b>28,956.72</b>	<b>2,706,341.58</b>
Check	740,144.24	23,000.99	-	21,003.02	466.19	(0.00)	6,764.17	-	110,287.55	110,600.20	11,052.06	1,023,318.41
<b>Surplus (Available future years)</b>	<b>740,144.24</b>	<b>23,000.99</b>	-	<b>21,003.02</b>	<b>466.19</b>	<b>(0.00)</b>	<b>6,764.17</b>	-	<b>377.39</b>	<b>98,144.20</b>	<b>6,052.06</b>	<b>895,952.25</b>

**FY27 Budget and Five Year Plan**  
*Detailed Report*

	FY 2026 Adopted	FY 2027 Projected	FY2028 Projected	FY2029 Projected	FY2030 Projected	FY2031 Projected	FY2032 Projected		
<b>Revenue:</b>									
Federal Grants									
STBG	702,574	1,053,820	1,208,609	1,541,712	1,564,165	1,506,407	1,490,236		
PL	319,652	166,205	176,541	187,358	190,252	188,945	191,987		
CRP	400,712	430,872	-	-	-	-	-		
SPR	75,601	89,872	99,123	92,366	93,953	97,815	97,657		
5305d	77,090	166,200	77,556	93,336	92,265	89,038	89,926		
5305e	228,076	348,499	(0)	(0)	(0)	(0)	(0)		
PL- SATO	9,664	11,243	10,860	10,997	9,543	7,929	7,249		
Consolidated Planning Grants	-	-	-	-	-	-	-		
SS4A	736,000	812,083	812,460	412,601	1,623	1,623	1,623		FY2026-FY2027 Change
Transportation Alternatives	718,079	467,426	98,144	(0)	-	-	-		
<b>Federal Revenue:</b>	<b>3,267,448</b>	<b>3,546,220</b>	<b>2,483,294</b>	<b>2,338,370</b>	<b>1,951,801</b>	<b>1,891,757</b>	<b>1,887,861</b>	Change	\$ 278,771.86 8%
Member Dues	31,475	35,009	41,052	46,812	51,702	53,551	54,414		
Interest Income	1,200	5,000	5,000	5,000	5,000	5,000	5,000		
City Cash Match	-	97,366	101,558	49,375	-	-	-		
County Cash Match	-	-	-	-	-	-	-		
Mountain Line Cash Match	57,019	46,065	(0)	(0)	-	-	-		
<b>Local Revenue:</b>	<b>89,694</b>	<b>183,440</b>	<b>147,610</b>	<b>101,187</b>	<b>56,702</b>	<b>58,551</b>	<b>59,414</b>		
<b>Total Revenue:</b>	<b>3,357,142</b>	<b>3,729,660</b>	<b>2,630,904</b>	<b>2,439,556</b>	<b>2,008,503</b>	<b>1,950,308</b>	<b>1,947,275</b>	Change	\$ 372,517.67 10%
<b>Expenditures:</b>									
Salaries	702,789	623,535	437,021	450,132	463,636	477,545	491,871		
Benefits	216,934	200,097	137,142	139,865	142,669	145,557	148,491		
<b>Salary/ERE:</b>	<b>919,723</b>	<b>823,632</b>	<b>574,163</b>	<b>589,996</b>	<b>606,305</b>	<b>623,102</b>	<b>640,362</b>	change	\$ (96,090.75) -11%
Payroll Processing Expense	14,571	19,424	20,006	21,433	21,225	21,861	22,517		
Phone and Internet	5,577	5,744	5,917	6,094	6,270	6,465	6,659		
Memberships	3,500	3,605	3,713	3,825	3,939	4,057	4,179		
Copying and Printing	1,500	1,545	1,591	1,639	1,688	1,739	1,791		
Office Supplies	550	567	450	601	619	638	657		
Postage and Freight	550	567	450	601	619	638	657		
Books and Subscriptions	-	-	-	-	-	-	-		
Recognition and Awards	-	750	250	258	265	273	281		
Insurance	5,650	4,554	4,691	4,831	4,976	5,126	5,279		
Food	1,273	1,811	1,866	1,922	1,979	2,039	2,100		
Legal Services	12,000	12,360	12,731	13,113	13,506	13,911	14,329		
Financial Services (CPA/Audit)	24,000	24,720	25,462	26,225	27,012	27,823	28,657		
Other Services	-	-	-	-	-	-	-		
IT Support	14,750	13,349	13,750	14,662	14,587	15,025	15,475		
Computer Equipment	5,000	5,150	5,305	5,464	5,628	5,796	5,970		
Office Equipment	1,000	1,030	1,061	1,093	1,126	1,159	1,194		
Public Outreach	57,000	188,000	25,000	20,000	8,000	10,300	10,609		
Legislative Services	19,992	19,992	20,592	21,210	21,210	21,846	22,501		
Computer Software	5,615	5,903	6,201	6,383	6,571	6,644	6,844		
<b>Operations:</b>	<b>172,528</b>	<b>309,071</b>	<b>149,036</b>	<b>149,354</b>	<b>139,220</b>	<b>145,340</b>	<b>149,699</b>	Change	\$ 136,543.00 38%
Travel, Lodging and Meals	15,450	25,914	17,301	15,194	17,389	17,911	18,448		
Conference Registration	4,120	7,389	4,734	4,052	4,637	4,776	4,919		
Staff Education and Training	5,150	5,305	4,917	5,065	5,796	5,970	6,149		
<b>Travel and Training:</b>	<b>24,720</b>	<b>38,607</b>	<b>26,952</b>	<b>24,311</b>	<b>27,823</b>	<b>28,657</b>	<b>29,517</b>	Change	\$ 13,886.60 46%
Special Project Consultant	908,750	751,963	-	-	-	-	-		
Special Project Administration	49,300	5,458	-	-	-	-	-		
Data Collection- Consultant	35,500	90,000	20,685	85,865	92,000	22,000	22,000		
Modeling	18,500	8,000	8,500	8,500	9,000	9,270	9,548		
RTP Consultant	500,000	679,611	679,611	339,806	-	-	350,000		
Planning Contingency	-	-	-	-	-	-	-		
<b>Projects:</b>	<b>1,512,050</b>	<b>1,535,032</b>	<b>708,796</b>	<b>434,171</b>	<b>101,000</b>	<b>31,270</b>	<b>381,548</b>	Change	\$ 22,982.00 2%
<b>Total Expenditures:</b>	<b>2,629,021</b>	<b>2,706,342</b>	<b>1,458,947</b>	<b>1,197,832</b>	<b>874,347</b>	<b>828,369</b>	<b>1,201,126</b>	Change	\$ 77,320.85 3%
% change from prior year	-3%	3%	-46%	-18%	-27%	-5%	45%		
<b>Total Surplus:</b>	<b>1,484,734</b>	<b>895,952</b>	<b>1,166,959</b>	<b>1,187,351</b>	<b>1,129,156</b>	<b>1,116,939</b>	<b>731,964</b>		
<b>Federal Surplus:</b>	<b>1,484,725</b>	<b>889,900</b>	<b>1,155,147</b>	<b>1,170,649</b>	<b>1,110,605</b>	<b>1,097,526</b>	<b>712,704</b>		
Total Expenditure Plus Surplus	4,113,746	3,596,242	2,614,094	2,368,481	1,984,952	1,925,895	1,913,830		
Local Fund Balance	159,814	170,857	181,617	191,508	198,357	204,219	209,066		



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** May 19, 2026

**MEETING DATE:** June 4, 2026

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider Update to FY2026 and FY2027 Unified Planning Work Program (UPWP)

### 1. RECOMMENDATION:

Staff recommend the Executive Board adopt the update to the FY2026 and FY2027 Unified Planning Work Program (UPWP).

### 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 Unified Planning Work Program (UPWP) is a two-year program that provides details for how MetroPlan will spend its funding and meet its responsibilities. The UPWP identifies MetroPlan's major activities and closely ties to the budget. The federal and state governments require the UPWP document as a core product of Metropolitan Planning Organizations and is a condition to receive federal funding. This document covers the period from July 1, 2025, to June 30, 2027, which is two fiscal years. MetroPlan always amends the plan for year two to reflect the adopted budget.

A summary of major changes to the draft FY2026-FY2027 UPWP includes the following:

- Update Board, TAC, Management Committee, and Staff lists,
- Added NAU as a member,
- Update budget tables and summaries,
- Remove research funding for NAU's CRANC Tool which was rescinded,
- Consider use of CRP funds for Safe Routes to School activities, including bike racks, and
- Identify Mountain Line Operational Assessment and 5-Year Plan as new activities.



# METROPLAN

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## 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommended that the Board adopt the UPWP. The Management Committee was not presented this item.

## 5. FISCAL IMPACT:

The UPWP is required to expend federal funds. The cost to create or amend the UPWP is nominal and consists of staff time.

## 6. ALTERNATIVES:

- 1) **Recommended:** Adopt the update to the FY2026 and FY2027 Unified Planning Work Program (UPWP). This updates the UPWP to be aligned with the FY2027 budget and makes other minor changes to reflect the current state of the organization.
- 2) **Not recommended:** Do not adopt the update to the FY2026 and FY2027 Unified Planning Work Program (UPWP). The Board could provide staff further direction.

## 7. ATTACHMENTS:

Draft FY26-FY27 UPWP Amendment- redlines



**FLAGSTAFF METROPOLITAN-  
PLANNING ORGANIZATION (METROPLAN)**

**CITY OF FLAGSTAFF + COCONINO COUNTY + ADOT + MOUNTAIN-**

**LINE-**

216 W Phoenix Avenue → Flagstaff, Arizona 86001

Phone: (928) 266-1293

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

**FISCAL YEAR 2026 and 2027  
UNIFIED PLANNING WORK  
PROGRAM  
AND BUDGET**

Prepared by

**Flagstaff Metropolitan Planning Organization (MetroPlan)**  
216 W Phoenix Avenue  
Flagstaff, AZ 86001  
[www.metroplanflg.org](http://www.metroplanflg.org)

**Executive Board Adoption**

*June 5, 2025*

*Amended June 4, 2026*

**Funding Provided by:**  
**Federal Highway Administration / Federal Transit Administration**  
**Arizona Department of Transportation**  
**City of Flagstaff / Coconino County/ Mountain Line/**  
**Northern Arizona University**

CFDA\* – FHWA: 20.205  
CFDA - FTA: 5310/5316/5317 – 20.513  
5303 – 20.505  
5311 – 20.509  
CFDA - SS4A: 20.939

This Unified Work Program and Annual Budget was funded in part through grants[s] from the Federal Highway Administration and/or Federal Transit Administration, U.S. Dept. of Transportation; the Arizona Department of Transportation and the FMPO Member Jurisdictions. The contents of this document reflect the policy position of the FMPO who are responsible for the facts and accuracy of the data presented herein.

\* Catalog of Federal Domestic Assistance (CFDA) Number – This is a database of all federal programs available through State and Local government. If necessary, ADOT can provide this number.

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)

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## 2026-2027 EXECUTIVE BOARD

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Miranda Sweet  
Chair  
Council Member  
City of Flagstaff

Austin Aslan  
Council Member  
City of Flagstaff

Judy Begay Vice-  
Chair Supervisor  
Coconino County

Jeronimo Vasquez  
Supervisor  
Coconino County

Jamescita Peshlakai  
State Transportation  
Board

Becky Daggett  
Council Member  
City of Flagstaff

Tony Williams  
Mountain Line  
Board of Directors

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## 2023-2024 MANAGEMENT COMMITTEE

---

~~Greg Clifton~~  
~~Joanne Kenne~~ City of  
Flagstaff Manager

Jeremy Degeyter  
ADOT North Central  
District Administrator

Andy Bertelsen  
Coconino County  
Manager

Heather  
Dalmolin CEO  
and GM  
Mountain Line

Josh Maher  
Northern Arizona University  
Vice President – Community  
Relations

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## 2023-2024 TECHNICAL ADVISORY COMMITTEE

---

~~Michelle McNulty~~  
~~Coconino County Assistant Engineer~~ Nate Reisner  
City of Flagstaff Planning Director Chair

~~Nate Reisner~~ Paul Mood, City of Flagstaff Engineer ~~Coconino County Assistant Engineer~~ Vice-chair

Anne Dunno Mountain Line Capital Development Projects Manager

~~Brenden Foley~~ Jeremy Degeyter Victoria Nill  
ADOT North Central Assistant District Engineer Administrator

Jess McNeely, Coconino County Community Development Assistant Director

Ruth Garcia, ADOT Regional Planner

Jeff Bauman, City of Flagstaff, Transportation Manager

~~Romare Truely~~ Kimberly Utely  
Federal Highway Administration (FHWA)

~~Paul Mood~~ Michelle McNulty, City of Flagstaff Engineer Planning Director



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## METROPLAN STAFF

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**Kate Morley**  
Interim Executive Director

**David Wessel**  
Planning Manager

~~**Sandra Tavel**~~  
~~Transportation Planner~~

**Mandia Gonzales**  
Transportation Planner

**Kim Austin**  
Transportation Demand  
Management Planner

~~**Corey Cooper**~~ Safe Routes to  
~~School Coordinator~~

**Tami Suchowiejko** ~~Vacant~~  
Business Manager

~~Vacant~~ **Avae Elia**  
Montoya Fellow



## TABLE OF CONTENTS

I. Introduction to the Work Program.....	6
MPO Overview.....	6
WP Overview.....	7
II. Organization and Management.....	9
Staffing Roles and Responsibilities.....	9
Committee Structures.....	10
Operational Procedures and Bylaws.....	11
Agreements, Forms, Certifications, and Assurances.....	11
III. Funding Description and Budget Summary.....	13
Metropolitan Planning Funds (PL).....	13
Statewide Planning and Research Funds (SPR).....	13
Surface Transportation Program Funds (STP).....	13
Carbon Reduction Program (CRP).....	13
Federal Transit Administration (FTA).....	14
Consolidated Planning Grants (CPG).....	14
Highway Safety Improvement Program (HSIP).....	14
Matching Funds.....	14
In-kind Contributions.....	14
Carry-forward Funds.....	15
Budget Summary.....	15
IV. Work Program Element Sheets.....	18
Element 100 Administration.....	19
Element 200 Data Collection.....	21
Element 300 Transportation Improvement Program (TIP).....	22
Element 400 Regional Transportation Plan (RTP).....	23
Element 500 Special Project Planning.....	24
Element 600 Environmental.....	25
Element 700 Capital Expenditures.....	26
List of Appendices	
MPO Work Element Descriptions.....	27

# Chapter I

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

### Executive Summary

The MetroPlan FY2026 program is \$2,395,022 including \$2,372,310 in federal funds and ~~\$160,959 local~~ 160,959 local funds. The MetroPlan FY 2027 program is ~~\$1,749,939~~ 3013,850 ~~with \$2,667,385~~ 1,720,410 in federal funds and ~~\$233,570~~ 336,465 in local and match funds. The majority of local funds are from in-kind contributions, member fees and the City of Flagstaff Transit tax. The major activities for FY 2026 and 2027 are:

- Adopt 2 Year UPWP for FY 26 and 27
- Maintain the MetroPlan website, build social media presence
- Review the effectiveness of the procedures and strategies contained in the Public Participation Plan and Title VI Plan and update accordingly
- Review the UPWP processes and documents and update as needed to improve communications and documentation
- Review the TIP processes and documents and update as needed to improve communications and documentation
- Regional Model Update
- Grant-writing: Staff time
  - Special State Appropriations
  - 5307 and 5339 Transit grants
  - Surface Transportation Reauthorization
  - IJA Grants, including but not limited to: Safe Streets for All, PROTECT, RAISE and INFRA Grants or as renamed under new authorization.
  - AZ SMART Fund Activities
  - Other competitive applications supporting regional needs
- Transportation Plans: Staff time
  - Support and Update Coordinated Public Transit- Human Services Transportation Plan
  - Regional Safety Plan
  - Safe Streets for All Planning grants including Vulnerable Roadway Users and Safe Streets Master Plan-
  - Support Mountain Line's transit planning and 5305 grant funded projects including Creative Local Match, Transit into Code Study, Transit Access Study, Operational Assessment, ~~and~~ AzTA Communications Plan and Five Year Transit Plan
  - Finalize West Route 66 Operational Assessment
  - Develop TDM Plan
  - Develop Safe Routes to School Plan
- Carbon Reduction Program:
  - Public Outreach
  - Multimodal data collection and modeling
  - Bike racks
  - Safe Routes to School
- Transportation Alternatives: Staff time and capital planning
  - Delivery of 6 E's Safe Route to School program

- Planning and preliminary engineering up to 30% design for missing infrastructure associated with schools-
  - Safe Systems Approach: staff time
    - Vulnerable Users Study and supplemental safety planning efforts
  - ~~Research: Advancement of NAU's CRANC Tool to estimate economic access by bicyclist comfort level.~~
  - Travel to support educational events and learn best practices, including the travel of staff, Board members who may be elected officials, TAC, and Management committee members. Travel may exceed \$5,000 per trip or event. Events include the Arizona Policy Summit, Association of Metropolitan Planning Organizations Conference, Safe Routes to School Conference, American Planning Association conferences, Roads and Streets Conference, and National Association of Transportation Officials, trainings or meetings at ADOT and the State Capitol. Additional travel not identified in the approved UPWP will require additional ADOT and FHWA approval
-

### **A brief definition of the UPWP**

The purpose of the Unified Planning Work Program (UPWP) is to outline multimodal transportation planning activities within a financially constrained budget to be conducted in the MetroPlan planning area for a one- or two-year period. Federal definition of a Unified Planning Work Program (UPWP) is *“a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds”* (23CFR450.104).

### **Adoption and Amendment of the UPWP**

The UPWP is adopted every two years by the MetroPlan Board. The financial plan in the UPWP is based on estimates of available funding sources. While care is taken in developing as accurate a funding estimate as possible, it is often necessary to adjust the financial tables to reflect actual available funding as new information becomes available. The following Administrative Amendments may be made by the Executive Director without further action by the Board:

- Work elements or grants already approved by the Board may be added,
- Correct scrivener’s errors,
- Change fund source, providing that fiscal constraint is maintained,
- To update a Board approved budget,
- Update Board, TAC and Management membership or staffing roles
- Correct grant revenue estimates to reflect better information if the result is an increase or if a decrease is less than \$5,000.

### **A description of the metropolitan area**

The area covered by MetroPlan approximates 525 square miles from Bellemont on the west, Kachina Village and Mountaineer on the south, Winona on the east, and the San Francisco Peaks on the north (see Figure 1). Jurisdictions include the City of Flagstaff, Coconino County, the Arizona Department of Transportation, and the Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line). Cooperation with Northern Arizona University is embedded in the governance structure of MetroPlan.

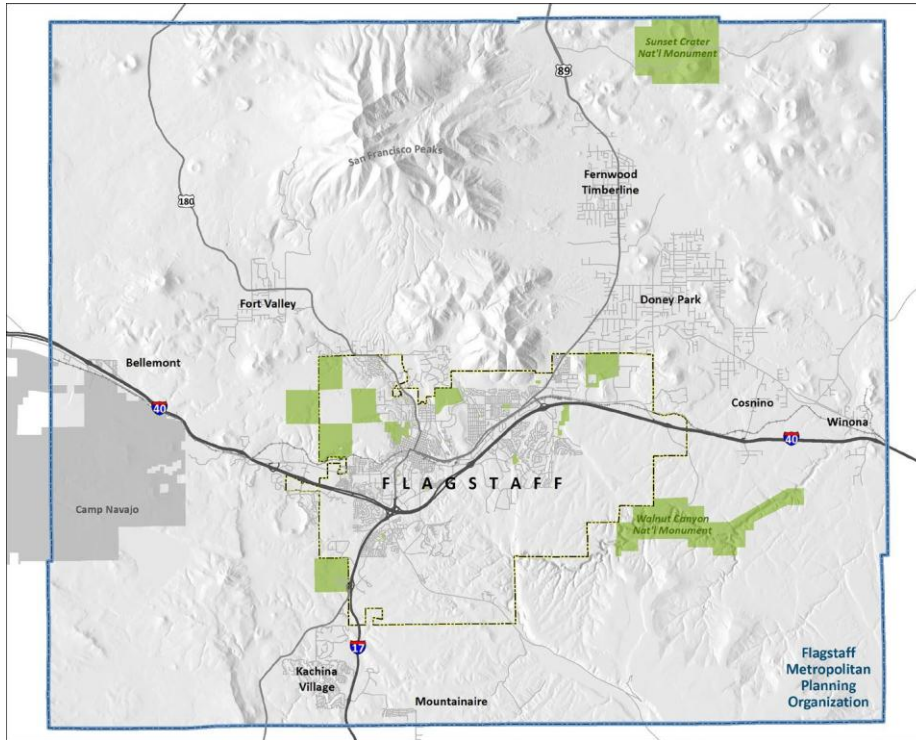


Figure 1. MetroPlan Planning Boundary

**A current overview of the status of comprehensive transportation planning activities**

Comprehensive transportation planning is embodied primarily in the regional transportation plan, a mandated federal document. The *MetroPlan Blue Print 2040 Regional Transportation Plan* was adopted in May 2017 and its update, *Stride Forward* was adopted June 1, 2023. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County governing bodies in State Fiscal Year 2014 and was approved by voters in May 2014. Its update is in development and anticipated to be approved by the voters in November of 2026. MetroPlan played a coordinating and cooperative role.

**The role of MetroPlan for planning priorities in the metropolitan area**

The role and responsibilities of MetroPlan are outlined in 23 CFR 450.

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and state and local planned development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Enhance travel and tourism

### **Additional Roles and Responsibilities**

- FAST Act Implementation: Transition to Performance-based Planning and Programming  
*Blueprint 2040* is a regional transportation plan supported by more than a dozen performance measures. These are employed at the scenario level, the system monitoring level and the add project prioritization and selection level. MetroPlan has adopted ADOT targets for performance, safety and road and bridge condition. Similarly, MetroPlan has adopted Mountain Line's Transit Asset Management goals and will adopt its recently completed Mountain Line Safety Plan.
- Regional Models of Cooperation: MetroPlan will again work cooperatively with the Northern Arizona Council of Government and the Central Yavapai MPO to update the regional strategic transportation safety plan. MetroPlan, the City of Flagstaff and Mountain Line jointly purchased regional transportation data . MetroPlan is collaborating with Northern Arizona University in the Pacific Region Southwest University Transportation Center.

### **Air Quality and Attainment**

MetroPlan is currently in attainment for all regulated pollutants. The Environmental Protection Agency (EPA) released new ozone emissions standards lowering the acceptable level from 75 parts per billion (ppb) to 70 ppb. The MetroPlan region is on the fringe of non-attainment and is not being recommended to the EPA by ADOT for non-attainment status this year. An Air Quality Maintenance plan was developed by ADOT for Coconino County, in part due to haze at the Grand Canyon. MetroPlan will track developments with ozone regulations and will comply, if and when, they apply to the region.

## Chapter II ORGANIZATION AND MANAGEMENT

The Organization and Management section provides a narrative that discusses staffing roles and responsibilities of the MPO, employees of member agencies that assist the MPO, and the MPO's fiscal agent and legal counsel. It also identifies the cognizant agency (for audit purposes this means the Federal awarding agency that provides the predominant amount of direct funding to a recipient).

### **MetroPlan Staffing**

- Executive Director: Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board. Coordinates strategic direction with Executive Board.
- Planning Manager: Oversees technical and planning operations, prepares technical reports and capital program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board.
- Business Manager: Oversees communications, financial reporting and tabulation, documentation and coordination, administrative and financial policy, Title VI, DBE and Open Meeting Law compliance, public outreach, website management, meeting logistics.
- Transportation Planners: Technical positions supporting Planning. Transportation Planners carry out the development of planning documents and support the planning of regional partners, seek funding to implement regional priorities, carry out grant activities and ensure compliance with grant requirements.
- Montoya Fellowship and Intern(s): The Montoya Fellowship is a paid internship established over 10 years ago as a partnership between MetroPlan and Mountain Line to advance transportation planning as a profession. The Fellow will be given a high degree of responsibility in initiating, carrying out, and completing transportation plans and projects for each agency for the duration of the fellowship. MetroPlan may from ~~time to time~~ partner with NAU on additional paid internships.
- Other City of Flagstaff, Coconino County, ADOT, Mountain Line and NAU staff as necessary: Beyond roles on the Technical Advisory and Management committees, ADOT, City, County and Mountain Line staff frequently collaborate with MetroPlan staff to review large development projects, work out details for multimodal aspects of projects, coordinate on public outreach, and provide technical review of respective agency products. Staff most frequently involved from each agency include:
  - City of Flagstaff: Traffic Engineer, Capital Improvements Engineer, Comprehensive Planning Manager, Multi-Modal Planner, Transportation Planners, Planning Manager, Community Development Director, and City Engineer
  - Coconino County: Public Works Director, County Engineer, Transportation Planner, Community Development staff
  - ADOT
    - Northcentral District: District Engineer, Traffic Engineer,

- Development Engineer
  - Multimodal Planning Division: Division Director, Program Planning Manager
  - Mountain Line: Transit Planner, Capital Project Manager, Management Services Director, Strategic Performance Planner
  - NAU: Parking and Shuttle Director, Facilities Planner

Employees of member agencies will participate on MetroPlan working technical committees, subcommittees or task forces for data assemblage, summary, evaluation, and formulation of recommendations to be presented to the TAC, Management Committee and the Executive Board.

In addition to member agencies, MetroPlan coordinated closely with Flagstaff Unified School District and charter schools as well as the Coconino National Forest.

MetroPlan is established as a non-profit and is responsible for its own financial management including providing payroll, invoice payments, procurement and bookkeeping records for reconciling MetroPlan revenue and expense reports. MetroPlan maintains its own records on a daily basis to permit up-to-date billing and to document eligible reimbursements of state and federal funds. MetroPlan has contracted with Mountain Line for payroll and personnel services.

MetroPlan provides its own legal counsel and has a legal firm on contract to represent us.

FHWA, through ADOT, is the cognizant agency providing the predominant amount of funds. Mountain Line, the local public transit provider, is a designated recipient for FTA 5307 funds. MetroPlan does not have an Indirect Cost Allocation Plan (ICAP).

**Identification of committee structure, including an Organization Chart:**

- **The MetroPlan Executive Board** consists of seven elected or appointed officials, three from the Flagstaff City Council, two from the Coconino County Board of Supervisors, one member from the ADOT State Transportation Board (who is appointed to the State Transportation Board by the Governor of the State of Arizona), ~~and~~ one member of the Mountain Line Board of Directors and one member appointment by the president of NAU. It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall regional comprehensive planning process.
- **The MetroPlan Management Committee** consists of Managers or their designees from the City of Flagstaff, Coconino County, Mountain Line, NAU and the ADOT Director of the Multimodal Planning Division. This group meets on an as-needed basis.

The Management Committee has authority and responsibility to review the MetroPlan Board packet and provide input to the MetroPlan Board and MetroPlan Staff.

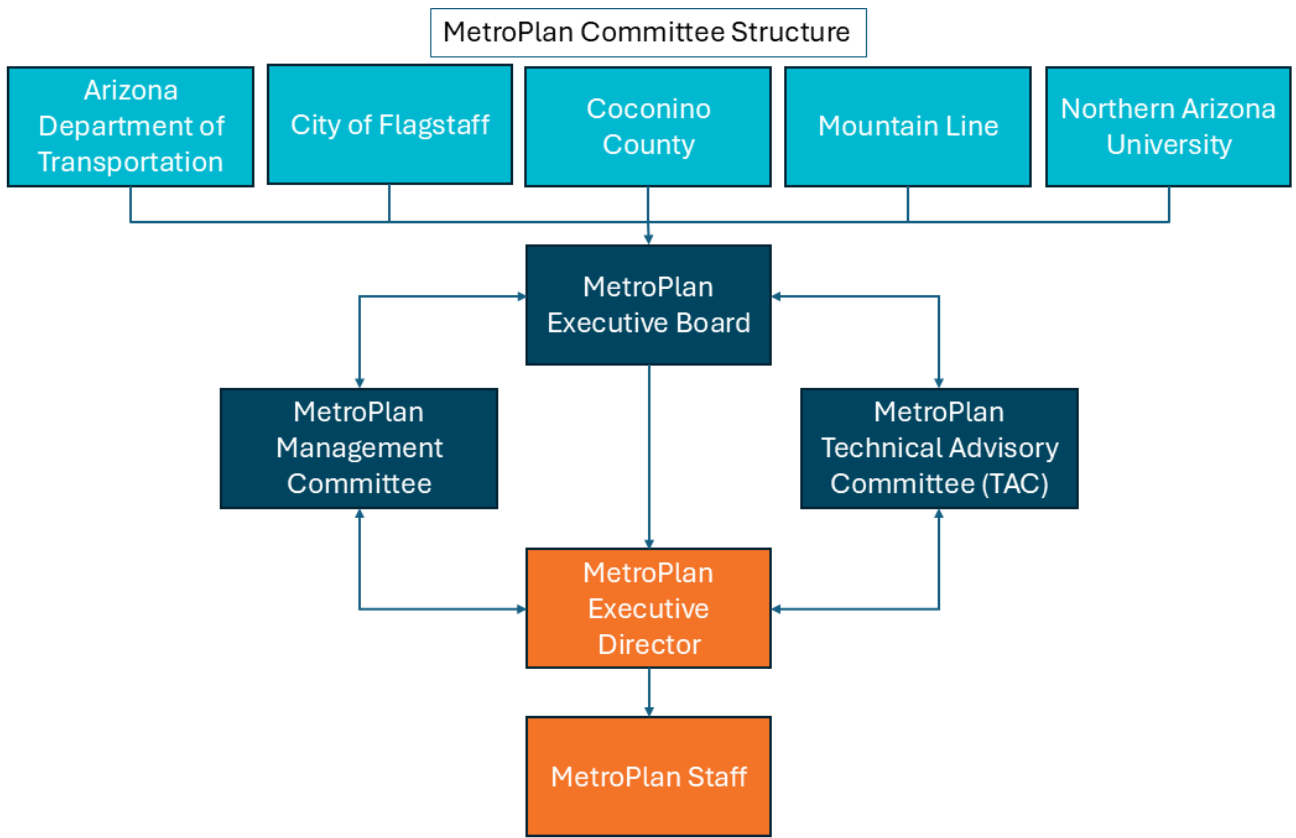
- **The MetroPlan Technical Advisory Committee (TAC)** is composed of technical

and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting member must be approved by her/his respective agency.

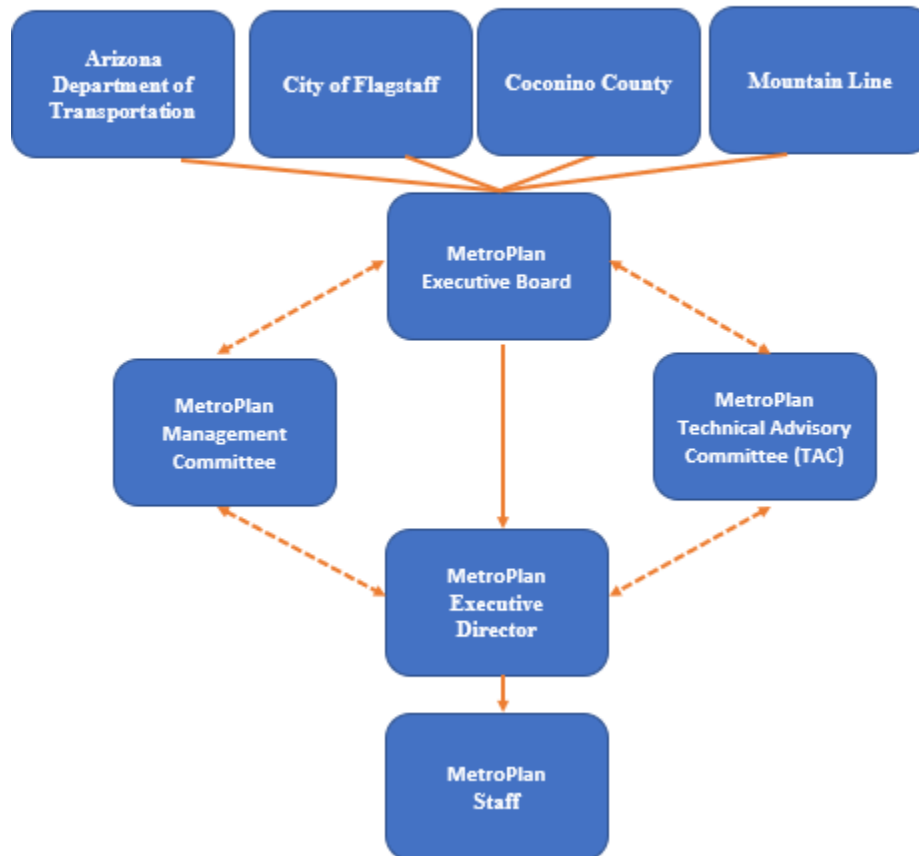
The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding work activities of the UPWP, and related issues as specified by the MetroPlan’s Executive Board, and to advise the Executive Board on appropriate actions to be taken.

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

### MetroPlan Organizational Chart



## FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)



### **Operating procedures**

The MetroPlan Operating Procedures identify the roles and responsibilities of the Executive Board, Management Committee and Technical Advisory Committee. They further define officers, voting members, and quorum requirements.

### **Other Agreements**

MetroPlan is formed under the authority of the Governor of the State of Arizona and structured as an independent legal entity through an intergovernmental agreement between the City and County. MetroPlan has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA GRT-( 21-0008177-T) with the Arizona Department of Transportation
- b) Intergovernmental Agreement with Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) for planning, such as the Coordinated Public Transit- Human Services Transportation [Plan, and Plan](#), payroll and personnel services, grant opportunities, use of facilities and IT services- restated in December 2024.

### **Forms, certifications, and assurances**

MetroPlan will comply with all federal, state and local laws. MetroPlan has an adopted Title VI [Implementation and Environmental Justice Plan](#) (~~that includes the Limited English Proficiency Plan~~), Public Participation Plan, Coordinated Public Transit- Human Services Transportation Plan, and adopted ADOT's Disadvantaged Business Enterprise Policy. MetroPlan uses these documents to meet certifications and assurances required by federal law.

## Chapter III FUNDING DESCRIPTION & BUDGET SUMMARY

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the subrecipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. WPs are funded primarily with PL funds; however, an MPO may use other eligible funds for their WP. This section describes the types of funding sources used for planning.

- (1) **Metropolitan Planning (PL) Funds:** Federal planning funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the MPOs and must be approved by the FHWA.
- (2) **Planning (PL) Funding Set-aside for Increasing Safe and Accessible Transportation Options** - The BIL requires each MPO to use at least 2.5% of its PL funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b).]
- (3) **Statewide Planning and Research (SPR) Funds:** SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. Some SPR funds may be allocated to the MPO to help plan for the non-urbanized portion of the MPO. A 20% match is required and must be provided by the local jurisdiction, depending on the project.
- (4) **Surface Transportation Block Grant (STBG) Funds:** STBG is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. Transit related planning, research, and development activities are also eligible uses of STP funds. STP apportionment may be shared by ADOT with other Council of Governments (COG) and all MPOs with less than 200,000 population, though this action is discretionary and not required by current Transportation legislation. A 5.7% match is required.
- (5) **Carbon Reduction Program (CRP) Funding:** The Carbon Reduction Program (CRP) is a federal-aid highway funding program implemented in FFY2022 for projects designed to reduce transportation emissions, defined as carbon dioxide (CO<sub>2</sub>) emissions from on-road highway sources. This program requires States and MPOs to develop a carbon reduction strategy within two years and then update that strategy at least every four years. A 5.7% match is required.

- (6) **Federal Transit Administration Funding:** FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5305. FTA funds are designated for transit planning and research activities. 5305(e) funds require a 20% local match and 5305(d) funds require 5.7% local match which is typically provided by the local governments. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, funds such as FTA Section 5307 need to be shown in the budget tables.
- (7) **Consolidated Planning Grant (CPG) Program** - The Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) offer States the option of participating in the CPG program. The CPG program allows the States and Metropolitan Planning Organizations (MPOs) to merge funds from the FTA Metropolitan Planning Program (MPP) and State Planning and Research Program (SPRP) with FHWA Planning (PL) and SPR 5305(d) funds into a single consolidated planning grant. States or MPOs have the option to transfer planning funds to either FTA or FHWA to be awarded and administered for metropolitan or metropolitan and statewide planning purposes. This CPG program fosters a cooperative effort between the Federal agencies and the participating States and MPOs to streamline the delivery of their planning programs to provide flexibility in the use of planning funds. These funds will have a 5.7% match. Obligation Authority does not apply to the FTA CPG funding.
- (8) **Highway Safety Improvement Program (HSIP) Funds** - HSIP funds are a federal funding source dedicated to safety improvement projects and planning activities distributed within the State on a competitive basis. The main purpose of the HSIP funding is to achieve a reduction in fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land. HSIP funds may be used for planning purposes provided such activities are identified in the work program and transportation improvement program. These funds require a 5.7% match; however, some projects are 100% funded.
- (9) **Transportation Alternative (TA) Funds** - Metropolitan Planning Organization for small, urbanized areas (under 200,000) are eligible for TA funds. The TA funding is available through a competitive application process through ADOT. The funds require a 20% local match, with some flexibility depending on the type of project.
- (10) **Matching Funds (Local Cash Contribution):** In order to secure federal funds, the state and/or local government must place matching funds on a project. To provide local cash, each member agency contributes member dues to MetroPlan.
- (11) **In-kind (Soft Money) Contribution with Description:** The value of third party in-kind contributions may be accepted as the match for federal funds in accordance with the provisions of 49 CFR 18.24(a)(2) and may be applied on either a total planning work program basis or for specific line items. When at all possible, MetroPlan will use in-kind contributions for match. On a monthly basis, staff tracks the time spent by local partner organizations: City of Flagstaff, Coconino County, Mountain Line and Northern Arizona University on MPO projects and meetings. The time reported is specific to the UPWP task and date. The time reported is accumulated over a 24-month period and is used as an applicable match for all funding received.

(12) **Carry-forward;** Carry-forward funds occur when an MPO does not obligate all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously.

(13) **Safe Streets and Roads for All (SS4A):** Metropolitan Planning Organizations are eligible for Safe Streets and Roads for all planning activities. Funds are available competitively through FHWA and require 20% local match.

## **BUDGET SUMMARY TABLES**

The following budget tables identify agency participation and funding sources. The Flagstaff Metropolitan Planning Organization incurs only direct costs. MetroPlan defines direct costs as those costs which can be specifically and readily identified with a specific cost objective or program.

**Revenue Summary:** The table below provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2026 and FY 2027.

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# FY2026 Budget

	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
<b>REVENUE</b>													
FY26 Revenue	535,755.00	159,743.00	350,712.40	75,601.00	77,090.00	-	4,096.00	-	657,000.00	-	30,000.00	-	1,889,997.40
FY25 Carryforward Estimated	166,819.00	159,909.00	50,000.00	-	-	228,076.00	5,568.00	-	79,000.00	718,078.63	1,475.28	-	1,408,925.91
<b>Total Authorized Federal</b>	<b>702,574.00</b>	<b>319,652.00</b>	<b>400,712.40</b>	<b>75,601.00</b>	<b>77,090.00</b>	<b>228,076.00</b>	<b>9,664.00</b>	<b>-</b>	<b>736,000.00</b>	<b>718,078.63</b>	<b>31,475.28</b>	<b>-</b>	<b>3,298,923.31</b>
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	-	0.057	-	-	-
Required Match	42,467.36	19,321.49	24,221.22	18,900.25	4,659.73	57,019.00	-	-	-	40,930.48	-	-	207,519.53
<b>MATCH Breakdown</b>	<b>19,660.28</b>	<b>19,242.33</b>	<b>18,616.94</b>	<b>13,875.02</b>	<b>816.99</b>	<b>68,412.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,522.06</b>	<b>-</b>	<b>-</b>	<b>175,145.63</b>
In-Kind	19,660.28	19,242.33	18,616.94	13,875.02	816.99	68,412.00	-	-	-	34,522.06	-	-	118,126.63
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	-	-	57,019.00	-	-	-	-	-	-	57,019.00
Other Cash Match	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Match	-	-	-	-	-	57,019.00	-	-	-	-	-	-	57,019.00
<b>Match Total</b>	<b>19,660.28</b>	<b>19,242.33</b>	<b>18,616.94</b>	<b>13,875.02</b>	<b>816.99</b>	<b>68,412.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>34,522.06</b>	<b>-</b>	<b>-</b>	<b>175,145.63</b>
<b>Total Cash Revenue</b>	<b>702,574.00</b>	<b>319,652.00</b>	<b>400,712.40</b>	<b>75,601.00</b>	<b>77,090.00</b>	<b>285,095.00</b>	<b>9,664.00</b>	<b>-</b>	<b>736,000.00</b>	<b>718,078.63</b>	<b>31,475.28</b>	<b>-</b>	<b>3,355,942.31</b>
<b>Expenditures:</b>													
Salaries	186,700.52	238,108.85	-	43,793.90	6,951.02	-	-	-	154,225.02	65,424.28	7,585.44	-	702,789.01
Benefits	58,006.24	69,537.96	-	12,067.39	6,111.09	-	-	-	46,425.22	22,800.67	1,985.09	-	216,933.69
Salary/ERE:	244,706.76	307,646.81	-	55,861.29	13,062.11	-	-	-	200,650.24	88,224.96	9,570.53	-	919,722.70
Allocation:	26.61%	33.45%	0.00%	6.07%	1.42%	0.00%	0.00%	0.00%	21.82%	9.59%	1.04%	0.00%	-
Remaining federal after Salary/ ERE	(457,867.24)	(12,005.19)	(400,712.40)	(19,739.71)	(64,027.89)	(228,076.00)	(9,664.00)	-	(535,349.76)	-	(21,904.75)	-	-
<b>Task 100</b>	<b>STBG</b>	<b>PL</b>	<b>CRP</b>	<b>SPR</b>	<b>FTA 5305D</b>	<b>FTA 5305E</b>	<b>PL- SATO</b>	<b>Consolidated Planning Grants- transit</b>	<b>SS4A</b>	<b>TA</b>	<b>Members</b>	<b>Transit Tax</b>	<b>Totals</b>
Payroll Processing Expense	3,924.47	4,933.87	-	716.70	209.48	-	-	-	3,217.92	1,414.90	153.49	-	14,571.00
Phone and Internet	1,483.89	1,865.55	-	338.74	79.21	-	-	-	1,216.73	534.99	58.04	-	5,577.00
Memberships	3,500.00	-	-	-	-	-	-	-	-	-	-	-	3,500.00
Copying and Printing	-	-	-	-	-	-	1,500.00	-	-	-	-	-	1,500.00
Office Supplies	-	-	-	-	-	-	550.00	-	-	-	-	-	550.00
Postage and Freight	-	-	-	-	-	-	550.00	-	-	-	-	-	550.00
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	2,050.00	-	-	-	-	-	-	-	-	3,600.00	-	-	5,650.00
Food	-	-	-	-	-	-	-	-	-	-	1,273.08	-	1,273.00
Legal Services	12,000.00	-	-	-	-	-	-	-	-	-	-	-	12,000.00
Financial Services (CPA/Audit)	24,000.00	-	-	-	-	-	-	-	-	-	-	-	24,000.00
Other Services	-	-	-	-	-	-	-	-	-	-	-	-	-
IT Support	3,924.47	4,933.87	-	895.87	209.48	-	-	-	3,217.92	1,414.90	153.49	-	14,750.00
Computer Equipment	5,000.00	-	-	-	-	-	-	-	-	-	-	-	5,000.00
Office Equipment	1,000.00	-	-	-	-	-	-	-	-	-	-	-	1,000.00
Public Outreach	-	-	32,000.00	-	-	-	-	-	-	25,000.00	-	-	57,000.00
Legislative Services	-	-	-	-	-	-	-	-	-	-	19,992.00	-	19,992.00
Computer Software	2,807.50	-	-	-	-	-	2,807.50	-	-	-	-	-	5,615.00
<b>Operations:</b>	<b>59,690.33</b>	<b>11,733.29</b>	<b>32,000.00</b>	<b>1,951.31</b>	<b>498.17</b>	<b>-</b>	<b>5,407.50</b>	<b>-</b>	<b>7,652.57</b>	<b>31,964.80</b>	<b>21,630.09</b>	<b>-</b>	<b>172,528.00</b>
Travel, Lodging and Meals	13,450.00	-	-	-	-	-	-	-	-	2,000.00	-	-	15,450.00
Conference Registration	3,320.00	-	-	-	-	-	-	-	-	800.00	-	-	4,120.00
Staff Education and Training	5,150.00	-	-	-	-	-	-	-	-	-	-	-	5,150.00
<b>Travel and Training:</b>	<b>21,920.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,800.00</b>	<b>-</b>	<b>-</b>	<b>24,720.00</b>
Special Project Consultant	-	-	223,000.00	-	-	235,750.00	-	-	-	450,000.00	-	-	908,750.00
Special Project Administration	-	-	-	-	-	49,300.00	-	-	-	-	-	-	49,300.00
Data Collection- Consultant	-	-	35,500.00	-	-	-	-	-	-	-	-	-	35,500.00
Modeling	-	-	18,500.00	-	-	-	-	-	-	-	-	-	18,500.00
RTP Consultant	-	-	-	-	-	-	-	-	500,000.00	-	-	-	500,000.00
Planning Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Projects:</b>	<b>-</b>	<b>-</b>	<b>277,000.00</b>	<b>-</b>	<b>-</b>	<b>285,050.00</b>	<b>-</b>	<b>-</b>	<b>500,000.00</b>	<b>450,000.00</b>	<b>-</b>	<b>-</b>	<b>1,512,050.00</b>
<b>Total Expenditures:</b>	<b>328,317.09</b>	<b>319,380.10</b>	<b>309,000.00</b>	<b>57,812.60</b>	<b>13,560.29</b>	<b>285,050.00</b>	<b>5,407.50</b>	<b>-</b>	<b>708,302.81</b>	<b>572,989.75</b>	<b>31,200.62</b>	<b>-</b>	<b>2,629,020.76</b>
Check	376,256.91	271.90	91,712.40	17,788.40	63,529.71	45.00	4,256.50	-	27,697.19	145,088.88	274.66	-	726,921.55
<b>Surplus (Available future years)</b>	<b>376,256.91</b>	<b>271.90</b>	<b>91,712.40</b>	<b>17,788.40</b>	<b>63,529.71</b>	<b>45.00</b>	<b>4,256.50</b>	<b>-</b>	<b>27,697.19</b>	<b>145,088.88</b>	<b>274.66</b>	<b>-</b>	<b>726,921.55</b>
												<b>Total</b>	<b>3,355,942.31</b>

# FY2027 Budget

	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Totals
<b>REVENUE</b>												
FY27 Revenue	558,765.00	105,695.00	177,029.00	75,257.00	81,757.00	115,750.00	4,178.00		812,083.00		35,000.00	1,965,514.00
FY26 Carryforward Estimated	495,055.00	60,510.00	253,843.00	14,615.00	84,443.00	232,749.00	7,064.89			467,426.00	8.78	1,615,714.67
<b>Total Authorized Federal</b>	<b>1,053,820.00</b>	<b>166,205.00</b>	<b>430,872.00</b>	<b>89,872.00</b>	<b>166,200.00</b>	<b>348,499.00</b>	<b>11,242.89</b>	<b>-</b>	<b>812,083.00</b>	<b>467,426.00</b>	<b>35,008.78</b>	<b>3,581,228.67</b>
Match Rate	0.057	0.057	0.057	0.200	0.057	0.057	-	0.057	0.20	0.057		
Required Match	63,698.56	10,046.33	26,044.22	22,468.00	10,046.02	21,065.16	-	-	203,020.75	28,253.75		384,642.78
<b>MATCH Breakdown</b>	<b>18,898.65</b>	<b>8,627.90</b>	<b>25,959.61</b>	<b>16,528.55</b>	<b>9,985.30</b>	<b>21,065.16</b>	<b>-</b>	<b>-</b>	<b>194,809.35</b>	<b>22,248.86</b>	<b>-</b>	<b>318,123.37</b>
In-Kind	18,898.65	8,627.90	25,959.61	16,528.55	9,985.30	-	-	-	84,910.16	9,819.75	-	174,729.92
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
City Cash Match	-	-	-	-	-	-	-	-	84,910.16	12,456.00	-	97,366.16
County Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	-	-	21,065.16	-	-	25,000.00	-	-	46,065.16
Other Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Match	-	-	-	-	-	21,065.16	-	-	109,910.16	12,456.00	-	143,431.32
<b>Match Total</b>	<b>18,898.65</b>	<b>8,627.90</b>	<b>25,959.61</b>	<b>16,528.55</b>	<b>9,985.30</b>	<b>21,065.16</b>	<b>-</b>	<b>-</b>	<b>194,820.32</b>	<b>22,275.75</b>	<b>-</b>	<b>318,161.23</b>
	-	-	-	-	-	-	-	-	(10.97)	(26.89)	-	(37.86)
<b>Interest Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000.00</b>	<b>5,000.00</b>
<b>Total Cash Revenue</b>	<b>1,053,820.00</b>	<b>166,205.00</b>	<b>430,872.00</b>	<b>89,872.00</b>	<b>166,200.00</b>	<b>369,564.16</b>	<b>11,242.89</b>	<b>-</b>	<b>921,993.16</b>	<b>479,882.00</b>	<b>40,008.78</b>	<b>3,729,659.98</b>
<b>Expenditures:</b>												
Salaries	186,168.68	99,339.68	-	48,314.00	112,043.62	-	-	-	98,695.51	74,279.63	4,693.83	623,534.96
Benefits	42,646.56	33,116.02	-	15,955.76	45,901.52	-	-	-	29,164.03	31,898.07	1,415.03	200,096.99
<b>Salary/ERE:</b>	<b>228,815.24</b>	<b>132,455.70</b>	<b>-</b>	<b>64,269.76</b>	<b>157,945.14</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>127,859.54</b>	<b>106,177.70</b>	<b>6,108.87</b>	<b>823,631.95</b>
<b>Allocation:</b>	<b>27.78%</b>	<b>16.08%</b>	<b>0.00%</b>	<b>7.80%</b>	<b>19.18%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>15.52%</b>	<b>12.89%</b>	<b>0.74%</b>	<b>100.00%</b>
<i>Remaining federal after Salary/ ERE</i>	<i>(825,004.76)</i>	<i>(33,749.30)</i>	<i>(430,872.00)</i>	<i>(25,602.24)</i>	<i>(8,254.86)</i>	<i>(348,499.00)</i>	<i>(11,242.89)</i>	<i>-</i>	<i>(684,223.46)</i>	<i>-</i>	<i>(28,899.91)</i>	<i>-</i>
<b>Task 100</b>	<b>STBG</b>	<b>PL</b>	<b>CRP</b>	<b>SPR</b>	<b>FTA 5305D</b>	<b>FTA 5305E</b>	<b>PL- SATO</b>	<b>Consolidated Planning Grants- transit</b>	<b>SS4A</b>	<b>TA</b>	<b>Members</b>	<b>Totals</b>
Payroll Processing Expense	5,396.11	4,123.68	-	1,515.66	3,724.79	-	-	-	2,015.29	2,503.97	144.06	19,424.00
Phone and Internet	1,595.88	923.82	-	448.25	1,273.85	-	-	-	719.51	740.54	42.61	5,744.00
Memberships	3,605.00											3,605.00
Copying and Printing							1,545.00					1,545.00
Office Supplies							566.50					567.00
Postage and Freight							566.50					567.00
Books and Subscriptions												-
Recognition and Awards											750.00	750.00
Insurance	1,833.37	192.98		93.64	230.12				186.29	2,008.70	8.90	4,554.00
Food											1,811.27	1,811.00
Legal Services	12,360.00											12,360.00
Financial Services (CPA/Audit)	24,720.00											24,720.00
Other Services	-											-
IT Support	3,708.56	2,905.10	-	1,041.66	2,559.92	-	-	-	1,313.99	1,720.89	99.01	13,349.00
Computer Equipment	5,150.00											5,150.00
Office Equipment	1,030.00											1,030.00
Public Outreach	-		169,000.00							19,000.00		188,000.00
Legislative Services											19,992.00	19,992.00
Computer Software		2,602.73		1,500.00			1,800.73					5,903.00
<b>Operations:</b>	<b>59,398.92</b>	<b>10,748.31</b>	<b>169,000.00</b>	<b>4,599.21</b>	<b>7,788.67</b>	<b>-</b>	<b>4,478.73</b>	<b>-</b>	<b>4,235.08</b>	<b>25,974.10</b>	<b>22,847.85</b>	<b>309,071.00</b>
Travel, Lodging and Meals	15,913.50									10,000.00		25,913.50
Conference Registration	4,243.60									3,145.00		7,388.60
Staff Education and Training	5,304.50											5,304.50
<b>Travel and Training:</b>	<b>25,461.60</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,145.00</b>	<b>-</b>	<b>38,606.60</b>
Special Project Consultant			163,872.00			369,564.16				218,527.00		751,963.00
Special Project Administration										5,458.00		5,458.00
Data Collection- Consultant			90,000.00									90,000.00
Modeling			8,000.00									8,000.00
RTP Consultant									679,611.00			679,611.00
Planning Contingency												-
<b>Projects:</b>	<b>-</b>	<b>-</b>	<b>261,872.00</b>	<b>-</b>	<b>-</b>	<b>369,564.16</b>	<b>-</b>	<b>-</b>	<b>679,611.00</b>	<b>223,985.00</b>	<b>-</b>	<b>1,535,032.00</b>
<b>Total Expenditures:</b>	<b>313,675.76</b>	<b>143,204.01</b>	<b>430,872.00</b>	<b>68,868.98</b>	<b>165,733.81</b>	<b>369,564.16</b>	<b>4,478.73</b>	<b>-</b>	<b>811,705.61</b>	<b>369,281.80</b>	<b>28,956.72</b>	<b>2,706,341.58</b>
Check	740,144.24	23,000.99	-	21,003.02	466.19	(0.00)	6,764.17	-	110,287.55	110,600.20	11,052.06	1,023,318.41
<b>Surplus (Available future years)</b>	<b>740,144.24</b>	<b>23,000.99</b>	<b>-</b>	<b>21,003.02</b>	<b>466.19</b>	<b>(0.00)</b>	<b>6,764.17</b>	<b>-</b>	<b>377.39</b>	<b>98,144.20</b>	<b>6,052.06</b>	<b>895,952.25</b>
												<b>3,602,293.82</b>

	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
<b>REVENUE</b>													
FY27 Revenue	468,465.00	153,540.00	177,092.40	78,120.00	77,090.00		4,096.00		637,000.00		30,000.00		1,625,403.40
FY26 Carryforward Estimated	376,256.91	271.90	91,712.40	17,788.40	63,529.71	45.00	4,256.50		27,697.19	145,088.88	274.66		726,921.55
<b>Total Authorized Federal</b>	<b>844,721.91</b>	<b>153,811.90</b>	<b>268,804.80</b>	<b>95,908.40</b>	<b>140,619.71</b>	<b>45.00</b>	<b>8,352.50</b>	<b>-</b>	<b>664,697.19</b>	<b>145,088.88</b>	<b>30,274.66</b>	<b>-</b>	<b>2,352,324.95</b>
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	0.20	0.057			
Required Match	51,059.54	9,297.22	16,248.01	23,977.10	8,499.81	11.25	-						109,092.94
<b>MATCH Breakdown</b>	<b>33,665.02</b>	<b>9,263.32</b>	<b>16,195.17</b>	<b>23,003.18</b>	<b>6,597.25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>153,679.98</b>	<b>6,332.07</b>	<b>-</b>	<b>-</b>	<b>248,735.99</b>
In-Kind	33,665.02	9,263.32	16,195.17	23,003.18	6,597.25	(11.25)	-	-	153,679.98	6,332.07	-	-	248,724.74
MP Cash Match													-
Mountain Line Cash Match	-					11.25							11.25
Other Cash Match													-
Total Cash Match	-	-	-	-	-	11.25	-	-	-	-	-	-	11.25
<b>Match Total</b>	<b>33,665.02</b>	<b>9,263.32</b>	<b>16,195.17</b>	<b>23,003.18</b>	<b>6,597.25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>153,679.98</b>	<b>6,332.07</b>	<b>-</b>	<b>-</b>	<b>248,735.99</b>
<b>Total Cash Revenue</b>	<b>844,721.91</b>	<b>153,811.90</b>	<b>268,804.80</b>	<b>95,908.40</b>	<b>140,619.71</b>	<b>56.25</b>	<b>8,352.50</b>	<b>-</b>	<b>664,697.19</b>	<b>145,088.88</b>	<b>30,274.66</b>	<b>-</b>	<b>2,352,336.20</b>
<b>Expenditures:</b>													
Salaries	404,187.92	78,129.98	-	69,655.03	75,325.95	-	-	-	106,466.58	67,387.01	7,813.00	-	808,965.48
Benefits	113,835.54	20,595.57	-	21,552.98	30,531.11	-	-	-	29,198.29	23,194.37	2,059.56	-	240,967.43
<b>Salary/ERE:</b>	<b>518,023.47</b>	<b>98,725.55</b>	<b>-</b>	<b>91,208.01</b>	<b>105,857.07</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135,664.86</b>	<b>90,581.38</b>	<b>9,872.56</b>	<b>-</b>	<b>1,049,932.91</b>
<b>Allocation:</b>	49.34%	9.40%	0.00%	8.69%	10.08%	0.00%	0.00%	0.00%	12.92%	8.63%	0.94%	0.00%	
<i>Remaining federal after Salary/ ERE</i>	<i>(326,698.44)</i>	<i>(55,086.35)</i>	<i>(268,804.80)</i>	<i>(4,700.39)</i>	<i>(34,762.65)</i>	<i>(45.00)</i>	<i>(8,352.50)</i>	<i>-</i>	<i>(529,032.33)</i>	<i>-</i>	<i>(20,402.11)</i>	<i>-</i>	
<b>Task 100</b>	<b>STBG</b>	<b>PL</b>	<b>CRP</b>	<b>SPR</b>	<b>FTA 5305D</b>	<b>FTA 5305E</b>	<b>PL- SATO</b>	<b>Consolidated Planning Grants- transit</b>	<b>SS4A</b>	<b>TA</b>	<b>Members</b>	<b>Transit Tax</b>	<b>Totals</b>
Payroll Processing Expense	7,495.79	1,428.56	-	1,319.78	1,531.75	-	-	-	1,963.07	1,310.71	142.86	-	15,193.00
Phone and Internet	2,834.25	540.15	-	499.02	579.17	-	-	-	742.26	495.60	54.02	-	5,744.00
Memberships		3,605.00											3,605.00
Copying and Printing							1,545.00						1,545.00
Office Supplies							566.50						567.00
Postage and Freight							566.50						567.00
Books and Subscriptions													-
Insurance		2,220.00								3,600.00			5,820.00
Food											1,311.27		1,311.00
Legal Services		12,360.00											12,360.00
Financial Services (CPA/Audit)		24,720.00											24,720.00
Other Services													-
IT Support	7,495.79	1,428.56	-	1,319.78	1,531.75	-	-	-	1,963.07	1,310.71	142.86	-	15,193.00
Computer Equipment		5,150.00											5,150.00
Office Equipment		1,030.00											1,030.00
Public Outreach			20,000.00							5,000.00			25,000.00
Legislative Services											18,000.00		18,000.00
Computer Software		2,542.73		1,500.00			1,740.73						5,783.00
<b>Operations:</b>	<b>17,825.82</b>	<b>55,024.99</b>	<b>20,000.00</b>	<b>4,638.58</b>	<b>3,642.67</b>	<b>-</b>	<b>4,418.73</b>	<b>-</b>	<b>4,668.39</b>	<b>11,717.02</b>	<b>19,651.00</b>	<b>-</b>	<b>141,588.00</b>
Travel, Lodging and Meals	14,322.15									2,000.00			16,322.15
Conference Registration	3,819.24									800.00			4,619.24
Staff Education and Training	4,774.05												4,774.05
<b>Travel and Training:</b>	<b>22,915.44</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,800.00</b>	<b>-</b>	<b>-</b>	<b>25,715.44</b>
Special Project Consultant			200,304.00										200,304.00
Special Project Administration													
Data Collection- Consultant			40,500.00										40,500.00
Modeling			8,000.00										8,000.00
RTP Consultant									500,000.00				500,000.00
Planning Contingency													-
<b>Projects:</b>	<b>-</b>	<b>-</b>	<b>248,804.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>748,804.00</b>
<b>Total Expenditures:</b>	<b>558,764.72</b>	<b>153,750.54</b>	<b>268,804.00</b>	<b>95,846.59</b>	<b>109,499.74</b>	<b>-</b>	<b>4,418.73</b>	<b>-</b>	<b>640,333.26</b>	<b>105,098.40</b>	<b>29,523.55</b>	<b>-</b>	<b>1,966,039.54</b>
Check	285,957.19	61.35	0.80	61.81	31,119.98	56.25	3,933.78	-	24,363.93	39,990.48	751.11	-	386,296.67
<b>Surplus (Available future years)</b>	<b>285,957.19</b>	<b>61.35</b>	<b>0.80</b>	<b>61.81</b>	<b>31,119.98</b>	<b>56.25</b>	<b>3,933.78</b>	<b>-</b>	<b>24,363.93</b>	<b>39,990.48</b>	<b>751.11</b>	<b>-</b>	<b>386,296.67</b>
<b>Total</b>													<b>2,352,336.20</b>

## FY2026 Funding by Source

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL SATO Match	SS4A	SS4A Match	TA	TA Match	Total	Total Federal	Total Local
100 Administration	281,317	17,004	319,380	19,305	-	-	57,813	14,453	13,560	820	-	-	5,408	-	7,653	1,913	-	-	738,625	685,130	53,495
200 Data Collection	-	-	-	-	277,000	16,743	-	-	-	-	-	-	-	-	50,000	12,500	-	-	356,243	327,000	29,243
300 TIP	45,000	2,720	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,720	45,000	2,720
400 RTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450,000	112,500	-	-	562,500	450,000	112,500
500 Special Project Planning	-	-	-	-	32,000	1,934	-	-	-	-	285,050	71,263	-	-	200,650	50,163	572,990	143,247	1,357,297	1,090,690	266,607
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>total</b>	<b>326,317</b>	<b>19,724</b>	<b>319,380</b>	<b>19,305</b>	<b>309,000</b>	<b>18,678</b>	<b>57,813</b>	<b>14,453</b>	<b>13,560</b>	<b>820</b>	<b>285,050</b>	<b>71,263</b>	<b>5,408</b>	<b>-</b>	<b>708,303</b>	<b>177,076</b>	<b>572,990</b>	<b>143,247</b>	<b>3,062,386</b>	<b>2,597,820</b>	<b>464,565</b>

## FY2027 Funding by Source

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL SATO Match	SS4A	SS4A Match	TA	TA Match	Total	Total Federal	Total Local
100 Administration	513,765	31,055	153,751	9,294	-	-	95,847	23,962	-	-	-	-	4,419	-	4,668	1,167	-	-	837,926	772,449	65,477
200 Data Collection	-	-	-	-	248,804	15,039	-	-	-	-	-	-	-	-	50,000	12,500	-	-	326,343	298,804	27,539
300 TIP	45,000	2,720	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,720	45,000	2,720
400 RTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450,000	112,500	-	-	562,500	450,000	112,500
500 Special Project Planning	-	-	-	-	20,000	1,209	-	-	109,500	6,619	-	-	-	-	135,665	33,916	105,098	26,275	438,281	370,263	68,018
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>total</b>	<b>558,765</b>	<b>33,775</b>	<b>153,751</b>	<b>9,294</b>	<b>268,804</b>	<b>16,248</b>	<b>95,847</b>	<b>23,962</b>	<b>109,500</b>	<b>6,619</b>	<b>-</b>	<b>-</b>	<b>4,419</b>	<b>-</b>	<b>640,333</b>	<b>160,083</b>	<b>105,098</b>	<b>26,275</b>	<b>2,312,771</b>	<b>1,936,516</b>	<b>276,255</b>

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL SATO Match	SS4A	SS4A Match	TA	TA Match	Total	Total Federal	Total Local
Administration	575,061	313,676	18,960	143,204	8,656	-	68,869	17,217	-	-	-	-	4,479	-	-	-	-	-	575,061	530,227	44,834
Data Collection	277,701	-	-	-	261,872	15,829	-	-	-	-	-	-	-	-	-	-	-	-	277,701	261,872	15,829
TIP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
RTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Project Planning	2,161,088	-	-	-	169,000	10,215	-	-	165,734	10,018	369,564	26,331	-	-	811,706	202,926	369,282	26,311	2,161,088	1,885,285	275,802
Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>total</b>	<b>3,013,850</b>	<b>313,676</b>	<b>18,960</b>	<b>143,204</b>	<b>430,872</b>	<b>26,044</b>	<b>68,869</b>	<b>17,217</b>	<b>165,734</b>	<b>10,018</b>	<b>369,564</b>	<b>26,331</b>	<b>4,479</b>	<b>-</b>	<b>811,706</b>	<b>202,926</b>	<b>369,282</b>	<b>26,311</b>	<b>3,013,850</b>	<b>2,677,385</b>	<b>336,465</b>

## Chapter IV MPO WORK ELEMENTS

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

### Work Element 100: Administration

#### Description

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB 2 CFR 200**.

#### Purpose

Administer the MPO and its work program in a manner that:

1. Maintains the region's eligibility to receive federal transportation capital and operating assistance, and
2. Provides a continuous, cooperative, and comprehensive transportation planning process throughout the region, ~~and~~.
3. Delivers on the MetroPlan Mission, Vision and Strategic Plan.

#### FY 2026 and 2027 Goals and Objectives

- Manage the implementation of tasks within the FY 2026 and FY 2027 UPWP and submit quarterly reports
- Prepare and review requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepare meeting agendas, maintain and update a website, and record meeting minutes of Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly)
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc.
- Participate in meetings, workshops, and conferences ~~in order to~~ stay current on innovative planning and leadership techniques.
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes.
- Assist member jurisdictions with MPO related activities, including orientation sessions.
- Make changes in the planning process as a result of changes to transportation legislation that may occur during the fiscal year.
- Prepare the Fiscal Year 2026 and FY 2027 Work Program by May 2025
- Monitor and revise as needed, administrative, contractual, technical and review procedures and agreements to fulfill the UPWP.
- Prepare annual Title VI Report for submission to ADOT by August of each year.
- Conduct annual Title VI training

- Disseminate relevant disadvantaged business enterprise and other information to targeted parties as required.
- Adopt a revised and updated Public Participation Plan biannually
- Conduct and respond to annual single audit.
- Provide oversight of subgrantees
- Proactively develop a transportation legislative agenda for the region.
- Education of policy makers on Arizona transportation needs and those in the MetroPlan region including hosting of the Arizona Transportation Policy Summit, including travel of Board members who may be elected.
- Travel to support educational events and learn best practices, including the travel of staff, Board members who may be elected officials, TAC, and Management committee members. Travel may exceed \$5,000 per trip or event. Events include the Arizona Policy Summit, Association of Metropolitan Planning Organizations Conference, Safe Routes to School Conference, and National Association of Transportation Officials.
- Oversight of subrecipient activities

#### **FY 2026 and FY 2027 Outcomes and End Products**

- Timely submission of quarterly progress reports.
- Timely submission of quarterly invoices.
- Properly noticed and documented public ~~meetings~~ [meetings](#)
- Submit annual Title VI Report in August of each year.
- Complete UPWP amendments as needed and update annually.
- Maintain compliance with all grant requirements.
- Support subgrantees.

#### **Consultant Activities:**

Accounting and audit services

Legal Services

## Work Element 200: Data Collection

### Description

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion, safety and changes in travel patterns in the region.

### Purpose

Collect, analyze and report on data that:

- 1) Meets federal and state mandates; and
- 2) Supports the approved work program

### FY 2026 and 2027 Goals and Objectives

- Collect the required data for all universe road and street section records in the Highway Performance Monitoring System (HPMS) database that are functionally classified above local, respecting ADOT's preferred collection schedule-
- Maintain a current inventory of the MetroPlan's functional classification of roadways and urban boundaries, according to federal regulations and state procedures-
- Update the transportation model and determine how MetroPlan will collaborate with its partners on data collection
- Consider creation of web-based performance dashboard including associated data management for federal mandates and other needs-
- Adopt and monitor performance measures, including ADOT performance measures, Mountain Line performance measures and new items ~~those~~ related to greenhouse gases and other emissions-
- Update demographic data annually-
- Develop data need to create and maintain Safe Streets Master Plan-
- Further refine safety and crash data associated with SS4A grant-
- Develop and report on key performance indicators for the organization-

### FY 2026 and FY 2027 Outcomes and End Products

- General data collection (variable)-
- Document completion of HPMS Data Entry, meeting ADOT's schedule-
- Provide a functional classification report as needed-
- Quarterly key performance indicators report

### Consultant Activities:

Multimodal Traffic Counts

Modeling Support

## Work Element 300: Transportation Improvement Program (TIP)

### Description

In cooperation with the State and regional public transit operators prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained.

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

### Purpose

To create a TIP that:

- 1) Provides a reasonable opportunity for public comment.
- 2) Supports the policies of the MetroPlan Regional Transportation Plan.
- 3) Coordinates local capital programs.

### FY 2026 and 2027 Goals and Objectives

- Use of the E-STIP for annual submittal and for amendments-
- Develop redundancy in TIP/ STIP process knowledge within the organization-
- Develop list of all capital project needs in region, prioritize for a variety of funding sources including federal grant applications, state highway funds, and local funds-
- Adopt TIP every two years. Maintain amendments on website-
- Amend TIP as needed to support grant applications-

### FY 2026 and FY 2027 Outcomes and End Products

- Timely ability to apply for and obligate grants-
- Use of E-STIP for each step-
- Documentation within the TIP of compliance with ADOT and Mountain Line performance targets-

### Consultant Activities:

None

## Work Element 400: Regional Transportation Plan (RTP)

### Description

Update the Regional Transportation Plan (RTP) every 5 years in air quality attainment areas covering at least a 20-year planning horizon and include long-range and short-range strategies that lead to an integrated intermodal plan; a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation. Participate in relevant Statewide long range planning efforts such as transit, freight, etc. Document within the RTP for compliance with ADOT and Mountain Line performance targets.

### Purpose

To provide the long-term vision and direction for short and mid-term actions and capital investments.

### FY 2026 and 2027 Goals and Objectives

- Submit MetroPlan RTP amendments as needed.
- ~~\_\_\_\_\_~~
- Work on implementation of Stride Forward concepts.
- Begin Safe Streets Master Plan planning effort which will serve as the next RTP including lists of prioritized projects.

### FY 2026 and FY 2027 Outcomes and End Products

- Conduct scoping, procurement, background and data collection.
- Develop Complete Streets Guidelines and layer network
- Submit RTP amendments as needed.
- Record number of projects from Stride Forward Implemented.

### Consultant Activities:

Delivery of Safe Streets Master Plan

## Work Element 500: Special Project Planning

### Description

Produce various regional, corridor, and sub-area planning studies and special projects within the region in consultation with the state, local, and transit operators.

**Purpose** To integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan and to provide or develop unique analysis or tools that will assist the MetroPlan and their member agencies in the resolution of existing transportation challenges or to advance regional planning. To move the region toward achievement of ADOT and Mountain Line performance targets adopted by MetroPlan.

### FY 2026 and 2027 Goals and Objectives

- Provide input on and support Transit plans and studies-
- Provide input on and support 5310 Program Coordination-
- Deliver 5305(e) Transit Projects, including Creative Local Match, Transit into Code, Transit Access Study, Operational Assessment and AzTA Communications Plan-
- Provide input on Neighborhood Planning efforts in region-
- Provide leadership and support in submitting grants and obtaining funding for priority projects in region-
- Complete the *Vulnerable Roadway Users Plan*-
- Update the Regional Transportation Safety Plan in collaboration with NACOG and CYMPO-
- Provide input and plan review of Transportation Impact Analysis-
- Provide input on regional freight planning and economic development activities related to freight as needed-
- ~~Participate in and support NAU transportation planning efforts including update of CRANC tool~~
- Apply for and initiate grants that support multimodal connectivity-
- Cooperate with the City and County on the update to the Regional Plan-
- Finalize West 66 Corridor Operational Assessment-
- Develop a Safe Routes to School program
- Identify missing Safe Routes to School infrastructure and conduct preliminary engineering on priority projects-
- Create a clear prioritization of regional projects with an emphasis on safety and creating access for all modes

### FY 2026 and FY 2027 Outcomes and End Products

- Complete West Route 66 Corridor Operational Assessment-
- Adopt a Creative Local Match Plan-
- Modify City code to better include and incentive multimodal transportation options through Transit into Code Study-
- Complete SS4A Planning grant activities under the Vulnerable Roadway Users Plan and submit for demonstration project-
- Support Mountain Line in implementation of tax increase through Transit Access Study and Operational Assessment-
- Implement a Safe Routes to School program and apply for construction of priority projects-

**Consultant Activities:**

- CRP funds will be used to support TDM Program education and encouragement activities-
- Transit Access Study
- Safe Routes to School Infrastructure planning and design
- Mountain Line Operational Assessment

## Work Element 600: Environmental

### **Description**

Conducting environmental process [in compliance](#) ~~comply~~ with guidelines set forth by the U.S. Department of Transportation (DOT).

### **Purpose**

To assist the region and its partner agencies in achieving and maintaining compliance with rules and regulations and to achieve higher states of readiness for delivery of federal projects.

### **FY 2026 and FY 2027 Goals and Objectives**

- No major activities expected.

### **FY 2026 and FY 2027 Outcomes and End Products**

- No major activities expected.

### **Consultant Activities:**

None

## Work Element 700: Capital Expenditures

### **Description**

Purchase capital equipment and provide construction as needed to meet the responsibilities of the MetroPlan.

### **Purpose**

Support the operations of the organization with capital needs.

### **FY 2026 and 2027 Goals and Objectives**

No capital expenditures are anticipated.

### **FY 2026 and FY 2027 Performance Measures and End Products**

No capital expenditures are anticipated.

### **Consultant Activities:**

None

## APPENDICES & REFERENCES

### MPO WORK ELEMENTS

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

#### **100. Administration**

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be ~~performed~~conducted in accordance with **49 CFR 18.26**, and **OMB Circular 2 CFR 200**.

Administration also includes MetroPlan responsibilities for public participation processes. Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, and the 4-year Transportation Improvement Program. Following that review period, at least one Public Hearing will be held prior to the adoption of the work program. The MPO will use local and regional newspapers to notify the public of the seven-day review period and date, ~~time~~time, and location of the public hearing.

#### **200. Data Collection**

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

##### **Highway Performance Monitoring System (HPMS) Data**

Collect the following data for all universe road and street section records in the HPMS database that are functionally classified above local;

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

Facility type (one-way/two-way road or street);

Section length (mileage);

Number of through lanes;

Type of surface;

Raw 24-hour traffic counts, factored average annual daily traffic (AADT) volumes, or AADT volume estimates. Traffic counts should be collected on every section in a three-year cycle. If reporting raw traffic figures the month and date should be reported.

For each member agency, update the following data for all roads and street records in the HPMS database that are functionally classified as Local.

Aggregate length in miles;

AADT Volume Range;

Type of surface, Paved or Unpaved.

Collect supplementary data items to update all sample section records in the HPMS database annually, as specified by the ADOT Data Management and Analysis Section.

Ensure all HPMS data is input into the HPMS Internet System for ADOT review:  
The HPMS Internet System is a web-based application that provides a venue for which statewide member agencies will update and submit their HPMS data to ADOT through each respective COG office.

Coordinate with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, by January of each year.

Notify ADOT GIS Section when modifications are suggested or needed to universe or sample section records as a result of project completions or other capital improvements.

Submit all required data listed above to the ADOT Data Management and Analysis Section by March 15. Adhere to other data element deadlines as specified by the ADOT Data Management and Analysis.

Maintain the computer hardware and software necessary to carry out this Work Element, as approved by ADOT and FHWA.

**Functional Classification:**

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

Create and/or maintain an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.

Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

**Air Quality Standards:**

Coordinate with ADOT Data Management and Analysis/Air Quality staff to comply with requirements regarding nonattainment areas that do not meet the National Ambient Air Quality Standards. All regionally significant projects with a classification of minor arterial and above and some transit projects may require an air quality conformity analysis.

ADOT staff will provide guidance on the appropriate methodology and processes.

**Data for Population Projections and Estimates:**

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

Actively participate in the Department of Commerce Council for Technical Solutions and Arizona Futures Commission.

Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Commerce by the prescribed due date.

### **300. Transportation Improvement Program (TIP)**

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

### **400. Regional Transportation Plan**

Title 23 CFR 450, Subpart C, addresses metropolitan planning requirements. Each MPO must update the Long-range Transportation Plan (LRTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The LRTP must: cover at least a 20-year planning horizon, include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation.

### **500. Special Project Planning**

MPOs should undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators in an effort to integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan. This Work Element will cover all projects that do not fit into other elements including road, bike, pedestrian and transit planning.

The MPO will develop a transportation plan for its metropolitan planning area every 4 years (see work element 400) and will take into consideration projects and strategies that will:

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

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

- Local bus, express bus, and regional transit services;

Pedestrian and bicyclist facilities/network;  
Commercial freight movers (truck, rail, and air);  
Connections between modes of travel;  
Maintaining the system in a state of good repair.

### **600. Environmental Overview**

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

#### Livability Principles:

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

### **700. Capital Expenditures**

FHWA will, on a case-by-case basis, allow MPOs to purchase equipment as a direct expense with PL funds. Equipment is defined as any tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of greater than \$5,000 or more per unit. Approval by the FHWA and ADOT is not required for equipment costs under \$5,000. However, these items should be programmed and itemized in the applicable WP tasks along with the associated local match. All proposed equipment purchases must comply with **2 CFR Part 200**, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and ADOT policy **FIN-11.08** Federal Property Management Standards.



# METROPLAN

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## STAFF REPORT

**REPORT DATE:** May 11 2026

**MEETING DATE:** June 4, 2026

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider MetroPlan Bylaws and Operating Procedures

### 1. RECOMMENDATION:

Staff recommend the Executive Board adopt proposed updates to MetroPlan bylaws and operating procedures.

### 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 since the City and County amended the Master IGA to include NAU. At the April 2026 Executive Board meeting, the Board also directed staff to include language to encourage in-person attendance at Board meetings. Neither document has been updated since FY2020. A list of changes to the bylaws follows. The same changes are carried through to the Operating Procedures, though the numbering is different.

#### **Bylaws:**

- 1.1 Place of business updated to DCC.
- 3.3 Added NAU as 8<sup>th</sup> seat on the Board
- 3.4 Identified the member shall be designated by the President of NAU
- 3.4.2 Allows Mountain Line and NAU to appoint alternates.
- 3.4.6 Requires NAU to contribute \$5,000 for its seat annually, aligned with other members except State Transportation Board, which is free.
- 3.5.6 adds language about in-person attendance by adding: *Board members will strive to attend meetings in person, acknowledging that in-person communication offers better dialogue and engagement than virtual attendance. When virtual, if bandwidth allows, cameras should be on. There*



# METROPLAN

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*will be a particular priority to attend meetings with planned e-sessions in person so as to ensure the privacy of the meetings.*

4.8 Retains four as the number of members to create a quorum. Ties shall be a failure to pass.

6.1.3 Recognizes that Board members are typically seated at the start of the calendar year, not fiscal year.

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

This item was not presented to the TAC nor the Management Committee; however, the City and County management facilitated the update to the Master IGA, and all have expressed support for adding NAU.

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

Adding NAU will result in new revenue of \$5,000 in member dues per year.

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

- 1) **Recommended:** Staff recommend the Executive Board adopt proposed updates to MetroPlan bylaws and operating procedures. This allows NAU to become a voting member of the Board.
- 2) **Not Recommended:** Do not adopted proposed updates to the bylaws and operating procedures. This will prevent NAU from being a voting member of the Executive Board until further action is taken on the bylaws and operating procedures.

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

- MetroPlan Bylaws- proposed redlines
- MetroPlan Operating Procedures- proposed redlines

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

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

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**1.1 Principal Place of Business**

The known place of business of Flagstaff Metropolitan Planning Organization (FMPO) is ~~6 E Aspen Ave, Suite 200~~ 216 W. Pheonix Ave, 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**

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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.

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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.

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

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3.1 Members

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

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3.2 Executive Board

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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)

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3.3 Executive Board Membership

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The FMPO Executive Board consists of ~~seven~~ eight (8) voting seats as follows:

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- 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
- 1 member designated by the President of Northern Arizona University (NAU)

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3.4 Requirements of Executive Board Voting Members

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**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, be appointed by the NAIPTA Board or the President of NAU, 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.

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~~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

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3.4.2 member may appoint an ADOT official as a designated alternate. The Mountain Line Board or ~~NAU~~ NAU president may appoint alternate delegates for their respective agencies. 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.

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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.

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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, and NAU 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.

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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).

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~~3.5.5.3.5.6~~ Board members will strive to attend meetings in person, acknowledging that in-person communication offers better dialogue and engagement than virtual attendance. When virtual, if bandwidth allows, cameras should be on. There will be a particular priority to attend meetings with planned e-sessions in person so as to ensure the privacy of the meetings.

## Article 4

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### Meetings of the Executive Board

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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.

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### 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.

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### 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 (hereinafter 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.

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### 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.

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#### 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~~ (four~~4~~five) voting members is required to obtain a 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, FMPO Bylaws

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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.

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**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~~ calendar 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**

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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.

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Article 7 Committees

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## **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.

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### **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.

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**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.

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### **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 (9) voting seats and two (2) non-voting seats as follows:

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- 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

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**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/organizations.

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**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.

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### 7.2.6 TAC Meetings

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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.

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The FMPO TAC shall meet at least four (4) times per year and preferably monthly.

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### 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.

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## Article 8

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### Conflicts of Interest

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#### 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 corporation, 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.

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#### 8.2 Definitions

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8.2.1 Interested Person  
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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

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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

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| 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.

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## 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.

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## 8.6 Annual Statements

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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.

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## 8.7 Periodic Reviews

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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.

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**8.8 Use of Outside Experts**  
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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**

**9.6**

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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.

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**Article 14 Arizona  
Law**

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.

[Insert some form of approval confirmation or signatures]

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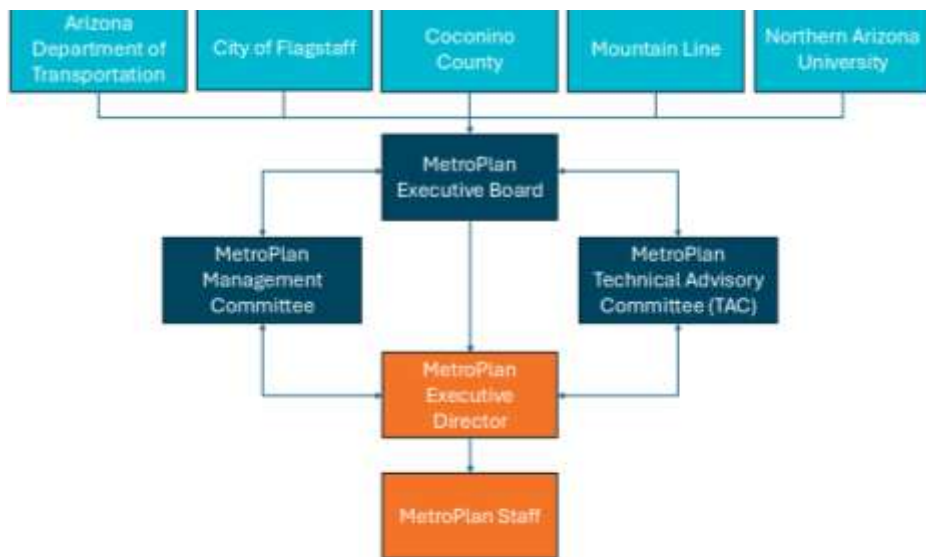
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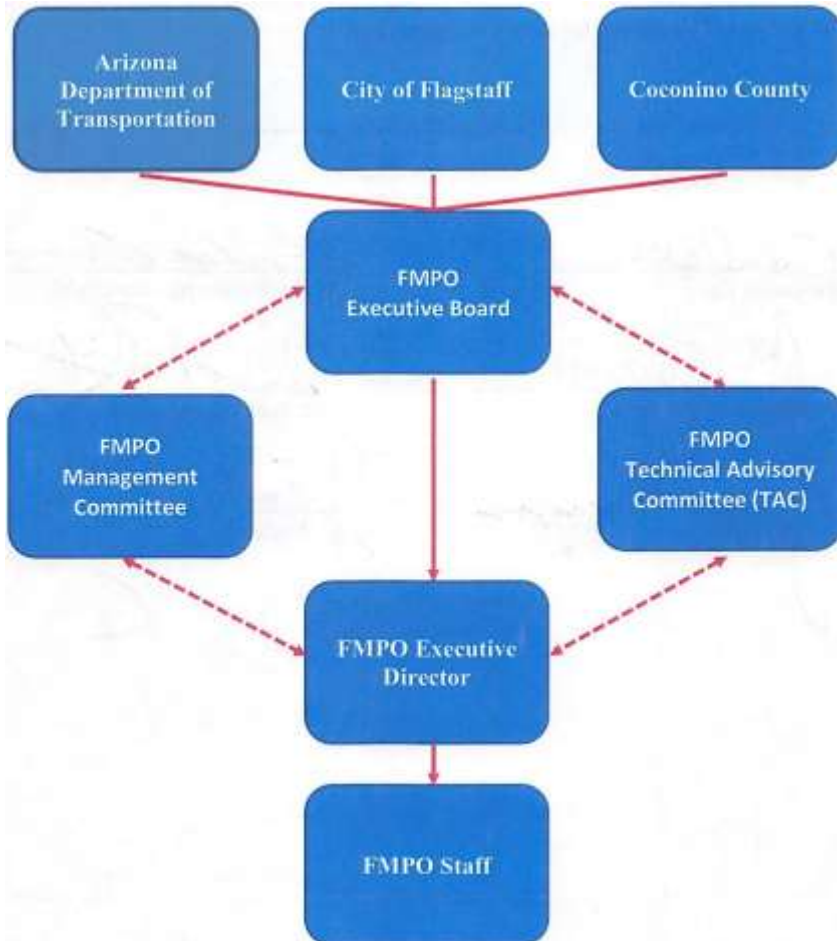
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**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)**





~~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 day of fe. bn..o.r'<j, 2020.~~

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Cora Dewar~~

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Coral Evans, Chair

Charlie Odegaard, Vice-Chair

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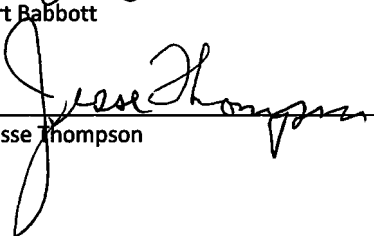
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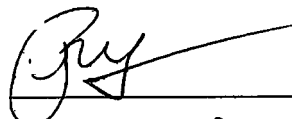
  
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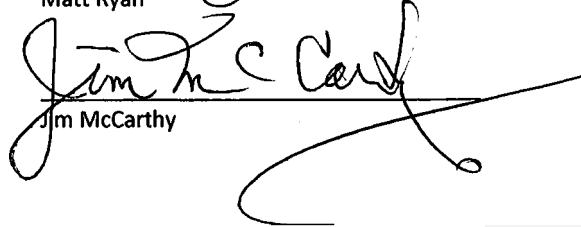
  
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Matt Ryan

  
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
- [1 member appointed by the NAIPTA Board of Directors](#)
- [1 member designated by the President of Northern Arizona University \(NAU\)](#)

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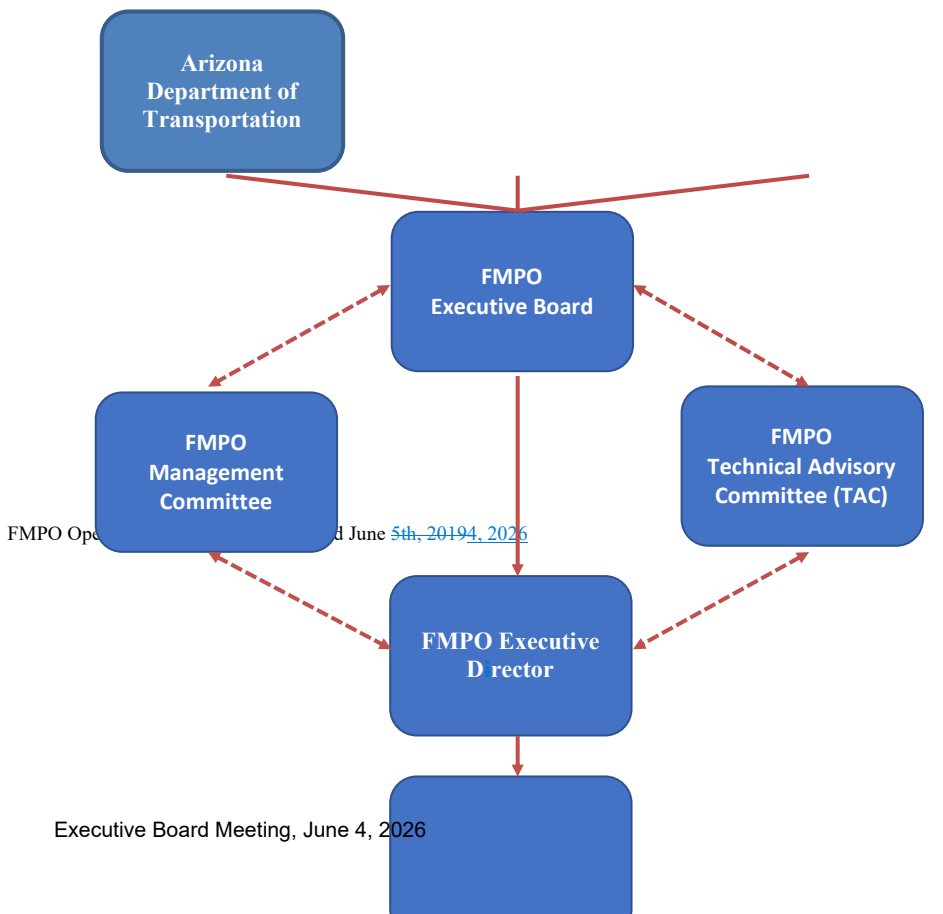
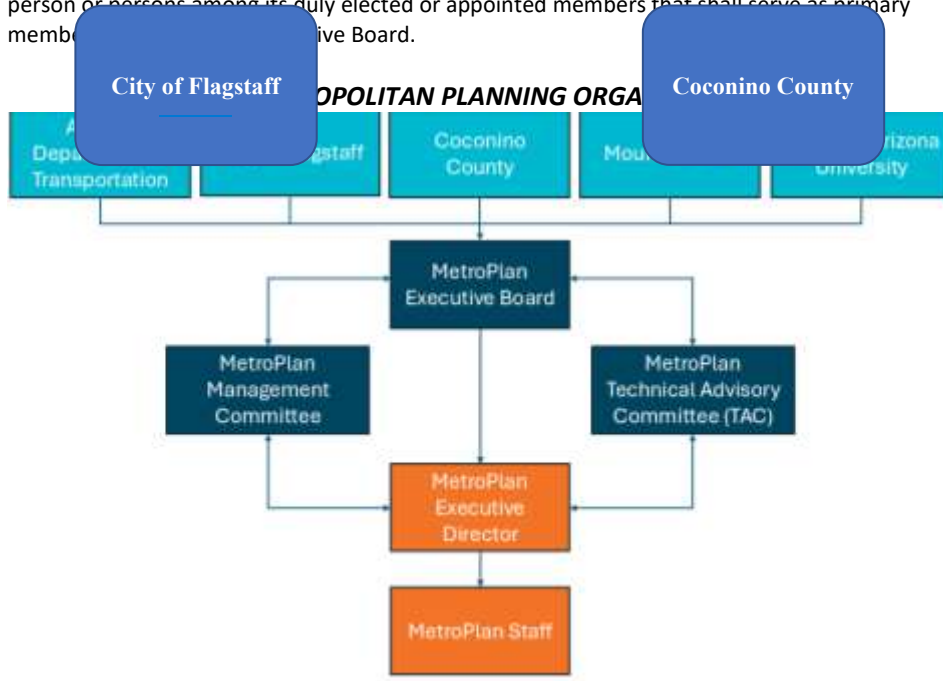
### 3.2 Requirements of Executive Board Voting Members

**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, [be appointed by the NAIPTA Board or the President of NAU](#), or their designee. Each local government unit and the State Transportation Board shall designate the

FMPO Operating Procedures as amended June ~~5th, 2019~~, [2026](#)

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person or persons among its duly elected or appointed members that shall serve as primary member of the Executive Board.



**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. [The Mountain Line Board or ~~NAU~~ NAU president may appoint alternate delegates for their respective agencies.](#) 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 four (4)~~ voting members ~~four~~ is required to obtain a quorum. Alternates in attendance per Section 3.2.2. count toward the establishment of a quorum but only when in place of the original seat holder. A majority of the voting quorum present will constitute passage. A tie is a failure to pass.

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### **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.

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**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-calendar 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/organizations](#).

### 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.

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FMPO Operating Procedures as amended June [5th, 2019](#), [2026](#)

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#### **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.

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

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

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

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

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

## **5.3 TAC Voting**

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

## **5.4 TAC Officers**

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

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

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

## 5.5 TAC Responsibilities

The FMPO TAC shall be responsible for:

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

## 5.6 TAC Meetings

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

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

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

## 6. FINANCES

### 6.1 Fiscal Year

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

### 6.2 Audit

FMPO will conduct an annual audit.

## 7. SPECIAL COMMITTEES

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

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

## 7.2 Special Committee Meetings

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

## 8. AMENDMENT OF OPERATING PROCEDURES

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

## 9. FMPO STAFF

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

PASSED AND ADOPTED by the Executive Board of the Flagstaff Metropolitan Planning Organization on ~~TBD-2019~~ [June 4, 2026](#).

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~~Babbott~~ [Miranda Sweet](#), Chairperson

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Flagstaff Metropolitan Planning Organization [d/b/a](#)  
[MetroPlan](#)

### Amendments:

*July 28, 2005; November 22, 2005; March 22, 2006; July 26, 2006; January 24, 2007;*

FMPO Operating Procedures as amended June ~~5th, 2019~~ [4, 2026](#)

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August 6, 2007; September 28, 2011; January 27, 2016; ~~tbd date~~  
June 5, 2019

FMPO Operating Procedures as amended June ~~5th, 2019~~, 2026

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# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

**REPORT DATE:** May 11, 2026

**MEETING DATE:** June 4, 2026

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

**FROM:** Kate Morley, Executive Director

**SUBJECT:** Consider FY2027 Greater Arizona Funding Initiatives - Rural Transportation Advocacy Council (RTAC) Bill Regional Projects

### 1. RECOMMENDATION:

Staff recommend the Board adopt US180 Corridor Improvements and West Route 66 for the FY2027 RTAC Bill projects.

### 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 Rural Transportation Advocacy Council (RTAC) represents 11 small Councils of Government (COGs) and Metropolitan Planning Organizations (MPOs) around the State. The mission of RTAC is to protect and promote rural and small metropolitan transportation interests, as well as to create a stronger and more effective rural transportation advocacy network in Arizona. Supervisor Jeronimo Vasquez serves on the RTAC Board and Vice-Mayor Miranda Sweet is the Alternate. For the last four years, RTAC has put forward legislation to fund transportation projects across the state, referred to as the RTAC Bill.

The RTAC bill pursues funding through the Governor and State Legislature as a special budget appropriation. This process mirrors the previous legislative session process. A funding proposal is allocated to each Council of Government (COG) or Metropolitan Planning Organization (MPO) region by population. The MetroPlan region is allocated \$26,649,600 of the \$480,000,000 bill. It's never intended that the legislature would allocate \$480 million in projects but instead amplifies the discussion about the need for long-term statewide funding.

The major benefit of this statewide approach is that it amplifies MetroPlan's request and enlists additional champions. Our request will be packaged with the requests of 11 other COGs and MPOs. For example, rather than MetroPlan submitting a standalone request (final amount pending RTAC Board



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decision) and soliciting support, we will partner with 11 other organizations that all want to be successful. Through partnerships, we can amplify our voice and link up with additional champions. MetroPlan and each agency should also advocate for their projects separately to increase the likelihood of inclusion in the final budget. This action is a key advocacy component.

Projects the State finds compelling should be considered since the State would provide the funding. Items that should be considered are:

- Local match percentage and any other partnership funding
- Timeliness/shovel-ready
- Issues of importance to regional representatives: rural and tribal benefits
- Projects of statewide impact such as those on the state highway system

RTAC has asked each organization to provide priority projects and make the case for funding in time for the Rural Transportation Policy Summit in October, which means projects must be approved by the MetroPlan Board before their September meeting. This TAC meeting is the last one before summer recess.

MetroPlan is recommending we continue to request funding for West Route 66 and US180. The US180 is recommended because it was selected as the top project in the MetroPlan region on the state highway system at an estimated \$8 million. West Route 66 has a total of \$31,855,431 in recommendations for full build in the Operational Assessment. The City has approximately \$11 million for priority improvements. Additional funds could help achieve more. Recommendation: \$18 million.

It's possible that the US180 projects get included in the ADOT 5 Year Capital Program; however, we will not know that until July. If that project is included, the TAC could recommend the Board

1. Leave US 180 in the bill. Even if in the capital program, it's not guaranteed to stay there.
2. Moving remaining money to W. Route 66. It's unlikely more than one project would get funded anyway.
3. Identify other small projects, ideally on the ADOT system, including bridge safety improvements at I-40 on Woody Mountain Rd, safety improvements on Milton and Route 66 or Ponderosa and 66 intersection improvements, like curb radii and pre-refuge, retroreflective backing.
4. Seek funding for a project over budget.
5. Include a transit project to elevate transit needs at the Capitol.

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

The TAC concurred with this recommendation, leaving the projects the same as the 2026 bill. The Management Committee was not presented this item.



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## 5. FISCAL IMPACT:

There is no cost to pursue this funding, however, support of our legislative liaison will be critical for funding to be included in the final state budget. MetroPlan budgeted \$19,992 in local funds for legislative services for fiscal year 2026.

## 6. ALTERNATIVES:

- 1) **Recommended:** Recommend the Board adopt US180 Corridor Improvements and West Route 66 for the FY2027 RTAC Bill projects.
- 2) **Not recommended:** Do not recommend the Board adopt US180 Corridor Improvements and West Route 66 for the FY2027 RTAC Bill projects. The Board could provide more direction for staff on the FY2027 RTAC Bill projects for action at the September meeting.

## 7. ATTACHMENTS:

None



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## STAFF REPORT

REPORT DATE: May 19, 2026

MEETING DATE: June 4, 2026

TO: Honorable Chair and Members of the Executive Board

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Consider the Fiscal Year 2027-2031 Transportation Improvement Program (TIP)

### 1. RECOMMENDATION:

Staff recommend the Executive Board adopt the Fiscal Year 2027-2031 Transportation Improvement Program (TIP).

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

**Objective 2.2:** Expand the inclusion of transportation-disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.

### 3. BACKGROUND:

#### Transportation Improvement Program

Each metropolitan planning organization (MPO) must prepare a Transportation Improvement Plan (TIP), in accordance with 49 USC 5303(i), to accomplish the objectives outlined by the MPO, the state, and the public transportation providers with respect to the development of the metropolitan area's transportation network. This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) to meet the region's economic, transportation, development, and sustainability goals - among others - while remaining fiscally constrained.

#### Listed Projects

The projects listed in the TIP come from City, County, and State adopted plans that outline priority projects for the region. These recommended projects for inclusion into the TIP come from previous public outreach and have been adopted or approved by regional agencies.



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## Public Participation

MetroPlan released the [Draft FY 2027-2030 Transportation Improvement Program \(TIP\)](#) for public comment on April 12<sup>th</sup> via MetroPlan’s website, social media, and news ad. One Public Comment was received regarding West Route 66. West Route 66 is an existing project in the TIP that is listed under the Locally Funded projects table. This individual was further directed to City and ADOT staff to learn about future improvements and implementation timelines.

## 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommend the Executive Board adopt the Fiscal Year 2027-2031 Transportation Improvement Program (TIP).

This item was not presented to the Management Committee.

## 5. FISCAL IMPACT:

The fiscal impact is nominal, including staff time for ensuring federal compliance, coordination of projects, posting information, and communicating with relevant parties. However, projects must be in the TIP to oblige federal funds.

## 6. ALTERNATIVES:

1. **Recommended:** Recommend the Executive Board adopt Fiscal Year 2027-2031 Transportation Improvement Program. This action will keep MetroPlan compliant with state and federal requirements, while ensuring our agency partners obligate and receive federal funding for regionally significant projects.
2. **Not recommended:** Do not recommend the Executive Board adopt the 2027-2031 Transportation Improvement Program. This could delay the obligation of federal funds to partner agencies. The TAC may provide additional directions.

## 7. ATTACHMENTS:

2027-2031 Transportation Improvement Program



# MetroPlan

## Fiscal Year 2027 – 2031

### Transportation Improvement Program

Executive Board Tentative Approval Date

**PENDING: June 4, 2026**

*Pending FHWA/FTA Approval*

This MetroPlan FY2027-2031, adopted by the MetroPlan Executive Board on **June 4, 2026**, has been developed in accordance with all Federal and State requirements.

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Miranda Sweet, MetroPlan Chair  
City of Flagstaff, Vice- Mayor

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

CFDA – FHWA: 20.205 CFDA - FTA:  
5310/5311/5316/5317 – 20.513  
5303 – 20.505

**PUBLIC PROCESS DATES**

**February 24, 2026 – Ad in Daily Sun and web posting: Public Call for Projects**

**April 12, 2026 - Ad and posting: Public Review/Call for Comments**

**April 22, 2026 – Technical Advisory Committee (TAC) Reviews Draft**

**May 27, 2026 – Technical Advisory Committee (TAC) recommendation to the Executive Board for TIP adoption**

**June 4, 2026 – Executive Board Adoption**

**MetroPlan of Greater Flagstaff**

216 W. Phoenix Ave.

Flagstaff, AZ 86001

928-266-1293

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

**Table of Contents**

**Table of Contents**

Transportation Improvement Program ..... 1

    Executive Board Tentative Approval Date ..... 1

Chapter I: Introduction ..... 1

Chapter II: MetroPlan Planning & Administration Funds ..... 8

Chapter III: Federal & State Discretionary Grant Projects ..... 10

Chapter IV: Federal Transit Projects ..... 14

Chapter V: Local Non-Federal Aid Projects ..... 18

Chapter VI: ADOT Projects ..... 23

Chapter VII: Local Agency Pavement Preservation Projects ..... 27

Chapter VIII: Grant Pending & Unfunded Projects ..... 30



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**2027 – 2031 Transportation Improvement Program**

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## **Chapter I: Introduction**

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## General

This Transportation Improvement Program (TIP) is a multi-year, multi-agency listing of transportation improvements for the MetroPlan area covering a period of five years, from 2027 through 2031.

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

- **Chapter II** identifies all federal funds used by MetroPlan for its daily operations and planning functions. This includes FHWA Planning Funds (PL), FHWA Surface Transportation Block Grant funds (STBG), ADOT State Planning & Research funds (SPR), and FHWA Carbon Reduction Program funds (CRP). Please refer to MetroPlan's Unified Planning Work Program for how these funds are programmed.
- **Chapter III** identifies all projects that received discretionary funding achieved through competitive programs at the federal and state levels. Grants change year-by-year and may include one or more of RAISE, INFRA, RURAL, HSIP, TA, PROTECT, AZ Smart, Congressionally Directed Spending, or other programs.
- **Chapter IV** provides an accounting of planned transit projects in the region. These projects are proposed by Mountain Line, also known as the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA), using Section 5307 or 5339

small urban area funds, or 5311 rural transit funds. Another table records awards granted or applied for by service providers for the Elderly and Disabled (Section 5310 funds).

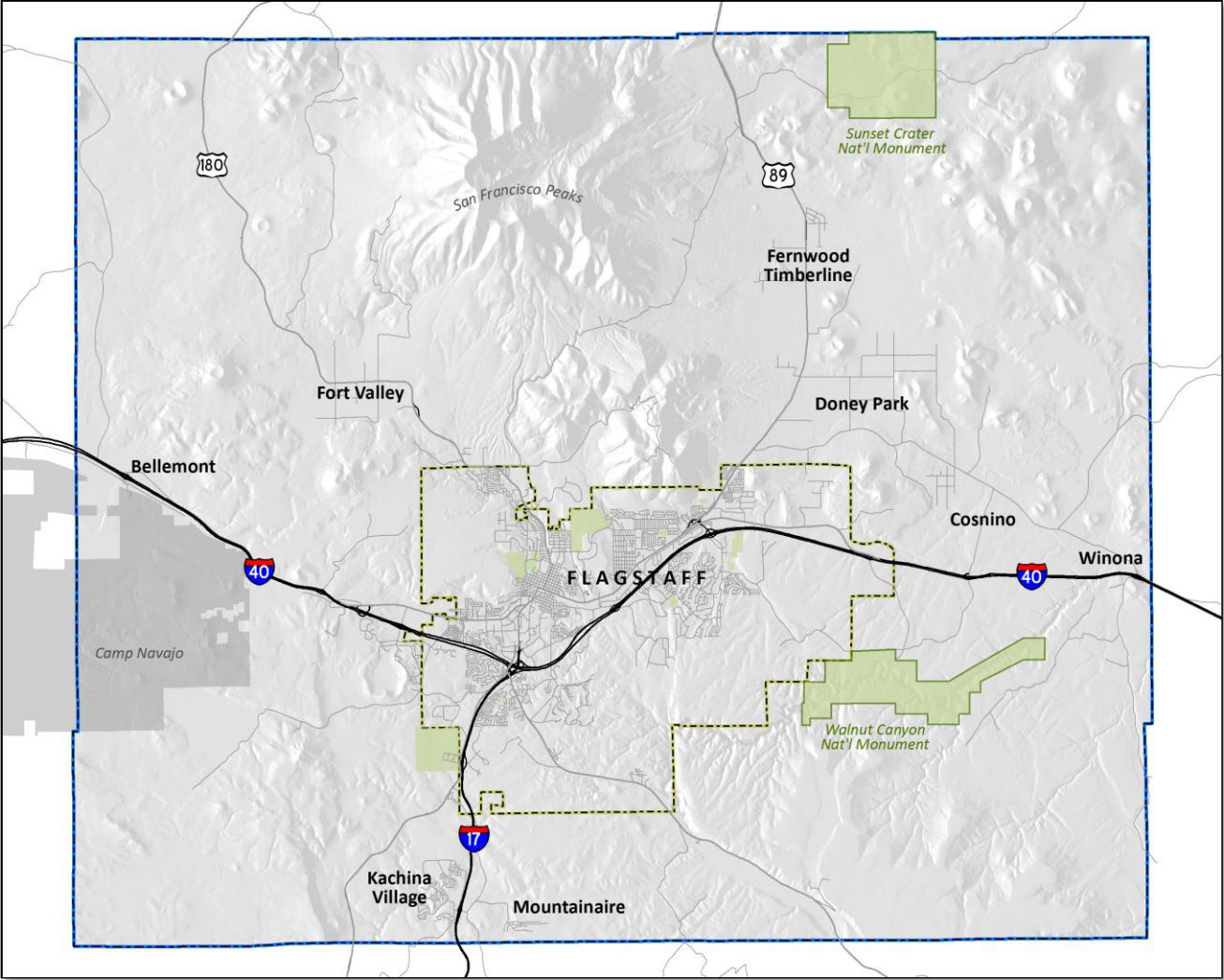
- **Chapter V** lists projects on the federal-aid system routes that are locally funded and administered by either the City of Flagstaff or Coconino County.
- **Chapter VI** includes projects on state highways identified by the Arizona Department of Transportation (ADOT) that are recommended for consideration and funding by the Arizona State Transportation Board. These projects are taken from the [ADOT's tentative five-year plan](#). A separate table in this chapter also lists one project – the Lone Tree Traffic Interchange – which does not appear on ADOT's 5-year plan but is proposed by MetroPlan in the illustrative year.
- **Chapter VII** includes pavement preservation projects on federal-aid system routes for Coconino County and the City of Flagstaff.

Each of the projects proposed for implementation in this TIP is consistent with the [FMPO \(now MetroPlan\) Regional Transportation Plan](#), which was adopted on June 1, 2023.

## Geographic Area

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

Figure 1: MetroPlan Boundary



## **Statutory Requirements**

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

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

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

MetroPlan's TIP is a product of the regional transportation planning process that is carried on cooperatively by MetroPlan with the City of Flagstaff, Coconino County, Mountain Line, and ADOT. Working together, these agencies plan and sponsor projects that conduct the policies and recommendations of the regional plan. This process is detailed in **Figure 2**.

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

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

## **TIP Prioritization Process**

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

## **Fiscal Constraint Analyses**

The MetroPlan FY 2027-2031 TIP is fiscally constrained. There are several aspects of fiscal constraint applied to this year's TIP.

### **Cost estimation**

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

### **Inflation**

MetroPlan applies a 2.5% inflation per year out to the year-of-expenditure when appropriate.

### **Funding Estimates**

*Surface Transportation Block Grant Program (STBG):* FMPO uses current ADOT ledger estimates. Suballocations from ADOT are updated as federal appropriations are made available.

*Transit Funding (5307):* These funds assume current year allocations and a 2% per year increase.

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

In 2024, the City of Flagstaff voters approved Proposition 488 which authorizes a Mountain Line transit sales tax increase to \$0.50 per

\$100 purchase (up from 0.0295% to 0.0500%) effective July 1, 2025. It extends the tax to June 30, 2040, to fund increased service frequency, longer hours, electric buses, and new routes.

*Local Projects (local taxation):* In 2018, voters approved an extension of the road and pedestrian bicycle taxes in a combined tax (Proposition 419) and approved Proposition 420, which will fund the Lone Tree Railroad Overpass. As revenue projections change over time, the City has made necessary adjustments to its capital program.

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

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

*HURF* and locally dedicated funding for roads and streets maintenance help ensure funds for capital projects programmed or identified in the TIP will not be shifted to general maintenance.

*Planning Funds:* For planning, including Metropolitan Planning (PL), State Planning & Research (SPR) and Carbon Reduction Program (CRP), MetroPlan uses current ADOT ledger estimates.

## Federal Performance Targets

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

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

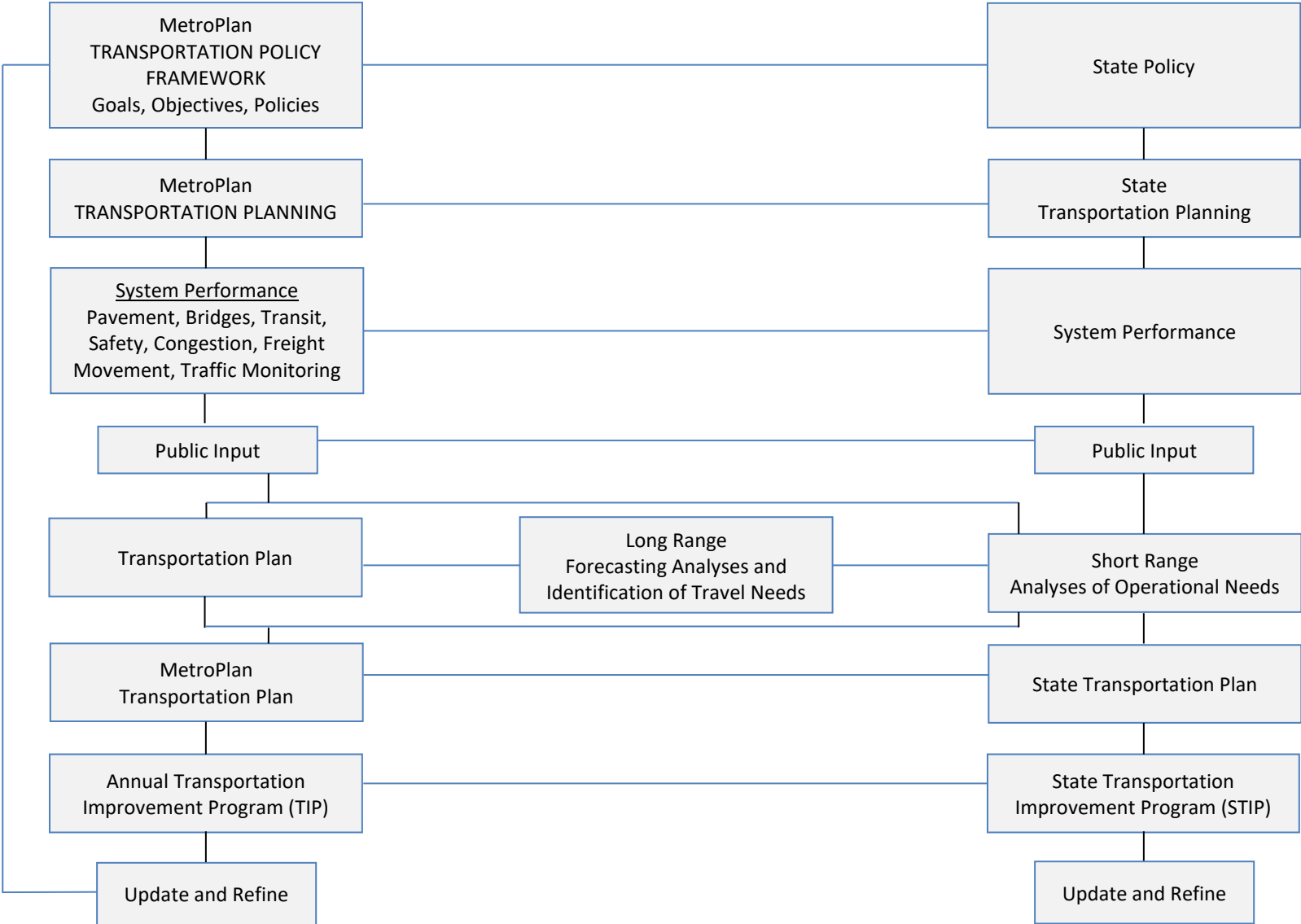
Per federal requirement the State of Arizona has adopted targets for these measures. MetroPlan adopted all the state measures except for transit. Transit goals were set in cooperation with Mountain Line Transit.

The projects in the MetroPlan TIP collectively address these goals and targets. ADOT, the City and County will invest tens of millions of dollars in system preservation including many bridge rehabilitation and replacement projects. Mountain Line set its own transit asset management goals. Its documented reports to MetroPlan show that goals are being reached effectively via investments documented in this TIP. The City and ADOT have Highways Safety Improvement Program (HSIP) projects to address known safety concerns, and the City's larger corridor improvement projects, like Lone Tree Road,

Butler Avenue, and Fourth Street, will address safety issues in their respective designs. Those same corridor projects are building capacity, resiliency, and redundancy into the arterial network that will make the system more reliable. Congestion and reliability on the National Highway System in the region are not a concern with two exceptions regarding freight: US 89 movement to I-40 in front of the Flagstaff Mall and at the I-17/I-40 system interchange. The TIP does not address these due to fiscal constraints.

The Flagstaff region meets federal air quality standards and therefore does not conduct direct air-quality modeling or monitoring. However, the City of Flagstaff adopted a Carbon Neutrality Plan, and *Stride Forward*, MetroPlan's most recent regional transportation plan, focused on carbon reduction as evidence of our regional commitment to addressing climate change. So, MetroPlan member agencies are investing heavily in bicycle, pedestrian, and transit, which local research shows positively contributes to economic vitality and environmental sustainability. Though greenhouse gas emissions are no longer a federal requirement to monitor, MetroPlan will work with the City to track vehicle miles traveled in accordance with local goals.

Figure 2: FMPO TRANSPORTATION PLANNING PROCESS





## 2027 – 2031 Transportation Improvement Program

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# Chapter II: MetroPlan Planning & Administration Funds

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**Table 1. FMPO General Administration and Planning Funds (Surface Transportation Block Grant, Metro Planning, State Planning, Congestion Relief)**  
 Updated: 5/11/2026

Agency	MP Proj ID	ADOT Proj ID	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031	
FMPO	MPU-25-01	100120	General administration and planning See Unified Planning Work Program	STBG	N/A	\$2,530,725	\$152,971	\$506,145	\$506,145	\$506,145	\$506,145	\$506,145	\$152,971		\$ 2,683,696	
FMPO	MPU-25-02		General administration and planning See Unified Planning Work Program	PL	N/A	\$814,690	\$49,244	\$162,938	\$162,938	\$162,938	\$162,938	\$162,938	\$49,244		\$ 863,934	
FMPO	MPU-27-01	103553	Training and Outreach Support See Unified Planning Work Program	LTAP	N/A	\$2,000		\$2,000					\$0		\$ 2,000	
FMPO			General administration and planning See Unified Planning Work Program	5305d	N/A	\$385,450	\$23,299	\$77,090	\$77,090	\$77,090	\$77,090	\$77,090	\$23,299		\$ 408,748	
FMPO			General administration and planning See Unified Planning Work Program	5305e	N/A	\$1,125,000	\$68,001	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$68,001		\$ 1,193,001	
FMPO	MPU-25-03		General administration and planning See Unified Planning Work Program	SPR	N/A	\$625,000	\$156,250	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$156,250		\$ 781,250	
FMPO	MPU-25-04		General administration and planning See Unified Planning Work Program Safe Routes to School Coordinator salary & benefits, Safe Routes program public outreach, data collection contractor, modeling	CRP	N/A	\$885,465	\$221,366	\$177,093	\$177,093	\$177,093	\$177,093	\$177,093	\$221,366		\$ 1,106,831	
<b>TOTALS</b>						\$0	\$6,368,330	\$671,131	\$1,275,266	\$1,273,266	\$1,273,266	\$1,273,266	\$1,273,266	\$671,131	\$0	\$7,039,461

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

## Regional Transportation Plan Goals, Performance Measures, and Fiscal Constraints

Planning and administration funds are programmed and budgeted through the Unified Planning & Work Program with funding levels identified from the ADOT ledger. Planning projects and activities are vetted by the Technical Advisory Committee and Executive Board

and are aligned directly with the Regional Transportation Plan or subsidiary plans like the Regional Transportation Safety Plan. MetroPlan routinely adopts state performance measures with the exception of transit which are developed by Mountain Line and adopted by MetroPlan.



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**2027 – 2031 Transportation Improvement Program**

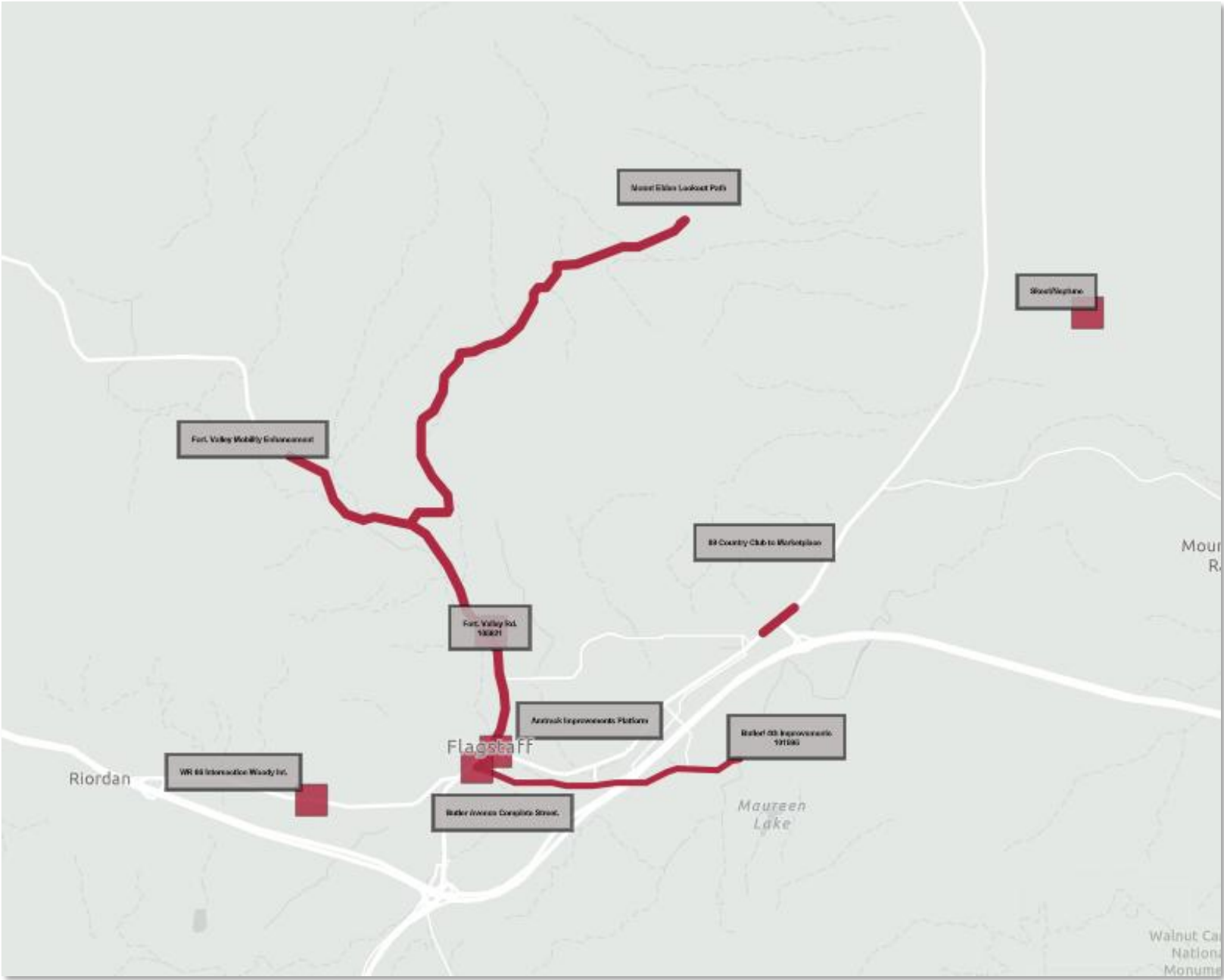
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## **Chapter III: Federal & State Discretionary Grant Projects**

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MetroPlan Transportation Improvement Program FY 2027-2031

Table 2. Other Federal and State Non-Transit Grant projects within the FMPO area																
Updated: 6/11/2026																
Agency	MP Proj ID	DOT Proj	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031	
MetroPlan	MPS-25-1	104943	<a href="#">Safe Streets Master Plan</a> All roads of regional significance Concept complete streets/safe street designs n/a   n/a   n/a	SS4A	\$2,675,000	\$2,140,000	\$535,000			\$2,140,000			\$535,000		\$2,675,000	
Cocconino National Forest	MOP-25-30-3	105811	<a href="#">Mt. Elden Lookout Rd. to US-89</a> Mt. Elden Lookout Rd. to US-89 Trail connection scoping NA Scoping/Design	TA		\$0	\$7,125						\$7,125		\$7,125	
Cocconino County	MCP-27-01		<a href="#">Skeet &amp; Neptune Dr. School Access (G-20%)</a> Skeet & Neptune Dr. East Side Sidewalk Minor Collector	TA/CC		\$2,000,000	\$400,000	\$2,000,000					\$400,000		\$2,400,000	
City of Flagstaff	MFP-25-29-2	105821	<a href="#">Fort Valley Rd Mobility Enhancements Scoping</a> Fort Valley Rd. (US 180) Missing Sidewalks, Scoping Urban Minor Arterial Scoping/Design	TA TAP Flex		\$0	\$0									
City of Flagstaff	MFS-27-01	104041	<a href="#">Butler Ave. Complete Streets Conversion</a> Milton to Sawmill Complete Streets Conversion Urban minor arterial Construction	SS4A 419 AZ Smart	\$12,014,989	\$9,611,991	\$0	\$9,611,991					\$2,400,000		\$12,011,991	
City of Flagstaff	MFS-26-57		<a href="#">Woody Mountain/W. Route 66 Intersection</a> Woody Mountain/W. Route 66 Intersection Traffic Light Urban minor arterial   All Construction	2025 Legislative Appropriation (Senate Bill 1737)		\$1,900,000							\$0		\$1,900,000	
City of Flagstaff	MFH-25-04	103557	<a href="#">John Wesley Powell Blvd - Airport</a> Lake Mary Road to Pulliam Drive New road construction Urban minor arterial   All 1.35   0   2	419 Az SMART	\$19,382,938 YOE 2023	\$16,327,000		\$1,825,000		\$14,502,000					\$16,327,000	
City of Flagstaff	MFR-25-15	104942	<a href="#">Flagstaff Amtrak Platform Improvements</a> 1E, Route 66   San Francisco to Beaver NA   Provide ADA-compliant Historical Platform 600'   NA   NA	CDS CRISI		\$8,839,600	\$1,247,400			\$3,850,000 \$4,989,600			\$1,247,400		\$10,087,000	
City of Flagstaff	MFS-25-20	104884	<a href="#">US 89, Country Club Dr to Marketplace Dr.</a> Country Club to Marketplace   Lighting & Signal Principal Arterial   All .48   1   1	HSIP HSIP	\$2,741,889			\$551,763		\$1,568,010			\$2,280		\$2,122,053	
City of Flagstaff	MFH-25-07	101525	<a href="#">Butler Ave - Fourth St Improvements</a> I-40 to Sinagua Heights Dr Road widening & intersection improvements Urban minor arterial   All .84   2   4	RAISE(BUILD) 419 AZ SMART	\$48,632,198	\$19,000,000	\$10,027,992	\$19,000,000 \$7,100,000 \$2,927,992					\$10,027,992		\$29,027,992	
<b>TOTALS</b>						<b>\$ 85,447,014</b>	<b>\$ 59,818,591</b>	<b>\$ 12,217,517</b>	<b>\$ 43,016,746</b>	<b>\$ 0</b>	<b>\$ 27,049,610</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 14,619,797</b>	<b>\$ 0</b>	<b>\$ 76,558,161</b>



## **Regional Transportation Plan Goals, Performance Measures and Fiscal Constraint**

### **BUTLER AVENUE COMPLETE STREETS CONVERSION**

#### **Funding: Safe Streets and Roads for All (SS4A)**

The project includes installing bike lanes that are grade-separated from motor vehicle traffic; three protected intersections; a new pedestrian crossing; upgrades to an existing pedestrian crossing; and pedestrian comfort features, such as landscape buffers, that also result in reducing speeds through the historic Southside Neighborhood in the core of Flagstaff.

### **BUTLER AVE. AND 4<sup>TH</sup> STREET IMPROVEMENT PROJECT**

#### **Funding: Rebuilding American Infrastructure with Sustainability and Equity (RAISE)**

The Butler-Fourth Improvements Project is a combined project formerly shown as the Butler Avenue Widening and Butler-4th Intersection Reconstruction projects. The project consists of widening Butler Avenue from Little America to Sinagua Heights Subdivision and widening Fourth Street from Warm Springs Trail/Sparrow Avenue to the upcoming Canyon Del Rio development south of Butler Avenue.

Several intersections, new and existing, will be impacted along Butler Avenue. The Herold Ranch Road intersection will be re-aligned and converted to a roundabout. The Butler Avenue and Fourth Street intersection will consider a roundabout vs signalized intersection and will be raised to reduce flooding impacts from Spruce Avenue Wash. The project will include ITS (Fiber Optic Conduit) facilities and enhanced bicycle and pedestrian treatments, including off-street bike lanes and sidewalks within project limits.

### **SAFE STREETS MASTER PLAN**

#### **Funding: Safe Streets and Roads for All (SS4A)**

MetroPlan, the City of Flagstaff, Mountain Line, and Coconino County have partnered to create a Transportation Master Plan to provide clear direction for implementing the City and County Regional Plan and MetroPlan Regional Transportation Plan policies, especially those pertaining to transportation, land use, growth, accessibility, and safety. That clear direction will, in part, be established through the development of Complete Street Guidelines and transportation-related Code Revisions as part of this endeavor.

### **FLAGSTAFF AMTRAK PLATFORM IMPROVEMENTS**

#### **Funding: Congressionally Directed Spending (CDS) & Consolidated Rail Infrastructure and Safety Improvements (CRISI)**

The project includes reconstructing the existing north platform and constructing a new south platform to improve efficiency and reduce the need for train movement disruptions. The upgrade ensures compliance with the Americans with Disabilities Act (ADA) and integrates with the city's Downtown Mile Safety and Connectivity project. The improvements aim to modernize the station, which serves as a vital transportation hub in downtown Flagstaff.



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**2027 – 2031 Transportation Improvement Program**

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## **Chapter IV: Federal Transit Projects**

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**Table 3. Federal Transit Projects in the FMPO Region**  
 Updated: 03/12/2026

Agency	MP Proj ID	DOT Proj ID	Project name - location - description	Fund Source	Project cost	Total Federal Share (27-28)	Total Local Match	FY 2027	FY 2028	2029	FY2030	FY2031	Local Required	Additional	Total All Funds
<b>F5305e</b>															
Mountain Line	MMT-24-11	100135	Operating Assistance, including Project Management	including	\$	22,669,215	\$ 83,261,609	\$ 4,533,843	\$ 4,533,843	\$ 4,533,843	\$ 4,533,843	\$ 4,533,843	\$ 83,261,609		\$ 105,930,824
Mountain Line	MMT-24-12	100137	Passenger Shelters, Signs, and Poles	State Flex	\$	293,860	\$ 819,710	\$ 58,772	\$ 58,772	\$ 58,772	\$ 58,772	\$ 58,772	\$ 819,710		\$ 1,113,570
Mountain Line	MMT-24-20	104040	5307 Maintenance Facility Construction	5307	\$	834,838	\$ -	\$ 104,980					\$ 104,980		\$ 104,980
Mountain Line	MMT-24-17	104045	Support Vehicles	5307/5340	\$	522,720	\$ -	\$ 55,680					\$ 55,680		\$ 55,680
Mountain Line	MMT-27-03		5307 Maintenance Facility Construction	5307/5339	\$	-	\$ 1,400,000						\$ 1,400,000		\$ 1,400,000
Mountain Line	MMT-25-31-3	104043	5307 Low Emission Replacement Buses (2)	5307	\$	839,044	\$ -	\$ 87,577					\$ 87,577		\$ 87,577
Mountain Line	MMT-23-25-21	105009	5339 Low Emission Replacement Buses (2)	5339	\$	1,742,407	\$ -	\$ 282,537					\$ 282,537		\$ 282,537
Mountain Line	MMT-26-55		Transit Improvements: Bus Shelter Installation	5307									\$ 32,160		\$ 32,160
				5307									\$ 2,157,036		\$ 2,157,036
				5339									\$ 690,055		\$ 690,055
Mountain Line	MMT-27-04		5339 Low Emission Replacement Buses (2)	5339	\$	-	\$ 86,875						\$ 86,875		\$ 86,875
Mountain Line	MMT-27-05		General Route Infrastructure Improvements	5339	\$	-	\$ 801,920						\$ 801,920		\$ 801,920
Mountain Line	MMT-26-37-3	101530	DCC Bus Plaza Construction	5307	\$	17,006,227	\$ 5,214,458	\$ 5,214,458	\$ 1,531,705						\$ 5,214,458
<b>TOTAL ALL CATEGORIES</b>						\$20,945,236	\$28,177,533	\$86,900,887	\$9,807,073	\$4,592,615	\$4,592,615	\$4,592,615	\$4,592,615	\$0	\$117,957,671

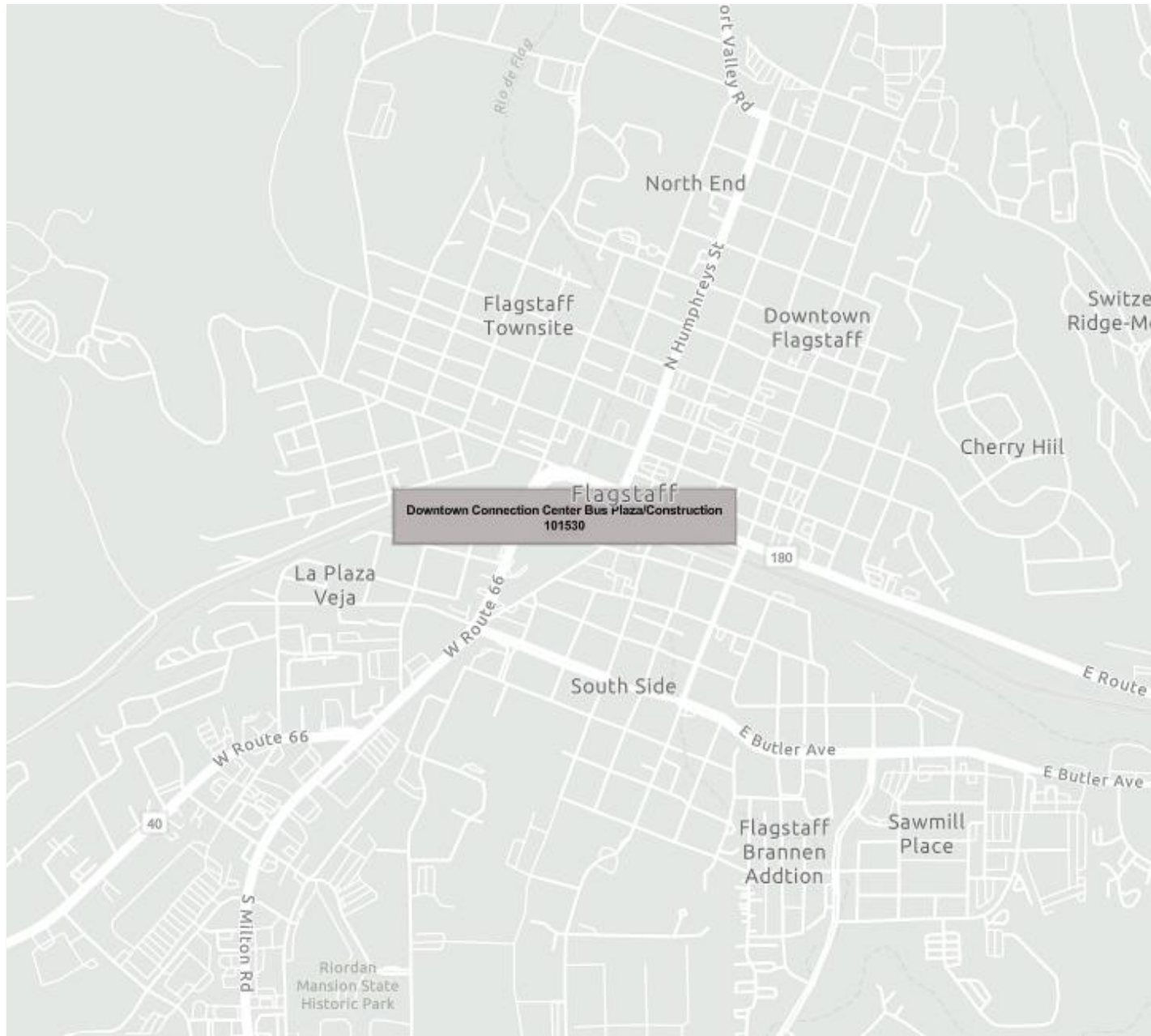
[ ] = multi-phased or multi-funded projects under the same ID number  
 Fiscal Year is local fiscal year of July 1 thru June 30 to express year of obligation.  
 \*\*Local Match increases by an average of 2% annually. Local match is combination of City taxes, NAU and other partner funds.

**Table 3a. FTA Section 5310 transit projects within the FMPO area**  
 Updated: 3/12/2026

Agency	MP Proj ID	DOT Proj ID	Project name - location - description	Fund Source	Project cost	Total Federal Share (27-28)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required	Additional	Total All Funds
Mountain Line	MMT-27-01		ADA Plus	5310	\$	630,000.00	\$ 525,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ -	\$ 630,000
Mountain Line	MMT-27-02		Mountain Line Taxi Program	5310	\$	372,000.00	\$ 310,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ 62,000	\$ -	\$ 372,000
<b>TOTALS</b>						\$ 1,002,000	\$ 835,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ 167,000	\$ -	\$ 1,002,000

**Table 3b. FTA Section 5311 transit projects within the FMPO area**  
 Updated: 3/12/2026

Agency	MP Proj ID	DOT Proj ID	Project name - location - description	Fund Source	Project cost	Total Federal Share (27-28)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required	Additional	Total All Funds
Mountain Line	MMT-22-01		Administration	5311	\$	140,000	\$ 124,800	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 124,800		\$ 264,800
Mountain Line	MMT-2202		Vanpool Service Contract	5311	\$	256,000	\$ 0	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200	\$ 51,200			\$ 256,000
<b>TOTALS</b>						\$ 396,000	\$ 124,800	\$ 79,200	\$ 79,200	\$ 79,200	\$ 79,200	\$ 79,200	\$ 124,800	\$ -	\$ 520,800



## Regional Transportation Plan Goals, Performance Measures, and Fiscal Constraint

The Regional Transportation Plan seeks to implement the land use policies of the City-County Regional Plan. That plan includes a variety of goals and policies to promote a high-quality, equitable, and convenient transit system, examples of which include:

- Policy E.1.5. Promote and encourage the expansion and use of energy-efficient modes of transportation: Public transportation
- Goal LU.12. Accommodate pedestrians, bicyclists, transit riders, and private cars to supplement downtown’s status as the best-served and most accessible location in the region.
- Policy LU.12.8. Provide for strong connections from the Flagstaff Medical Campus to the Northern Arizona University campus via pedestrian paths, bicycle connections, streets, and transit service.
- Policy LU.13.2. Consider public transit connections in suburban development.
- Policy LU.15.4. Accommodate safe and convenient walking, biking, and transit facilities in existing and proposed employment centers.
- Policy NH.1.4. Foster points of activities, services, increased densities, and transit connections in urban and suburban neighborhoods.
- Policy NH.4.6. Consider and integrate public transportation when possible in planning housing developments, to help reduce a household’s transportation costs and minimize impact on the community’s roads and transportation system.

- Goal PF.2. Provide sustainable and equitable public facilities, services, and infrastructure systems in an efficient and effective manner to serve all population areas and demographics.
- Policy LU.11.4. Encourage various housing types that appeal to a diverse age range and income.

Capital projects, including a downtown connection center, contribute to safe operations, and assist Mountain Line to continue to meet its performance goals. Mountain Line consistently meets the federally mandated targets it sets for state of good repair and others through the investments outlined in the TIP. Funds identified are routinely in line with federal appropriations.

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

Mountain Line works within its appropriated funds, limits large discretionary grants to one-time capital expenses, and by policy maintains a conservative funds balance. The application review process behind the 5310 and 5311 projects listed assure they are fiscally constrained.



**2027 – 2031 Transportation Improvement Program**

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## **Chapter V: Local Non-Federal Aid Projects**

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MetroPlan Transportation Improvement Program FY 2027-2031

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

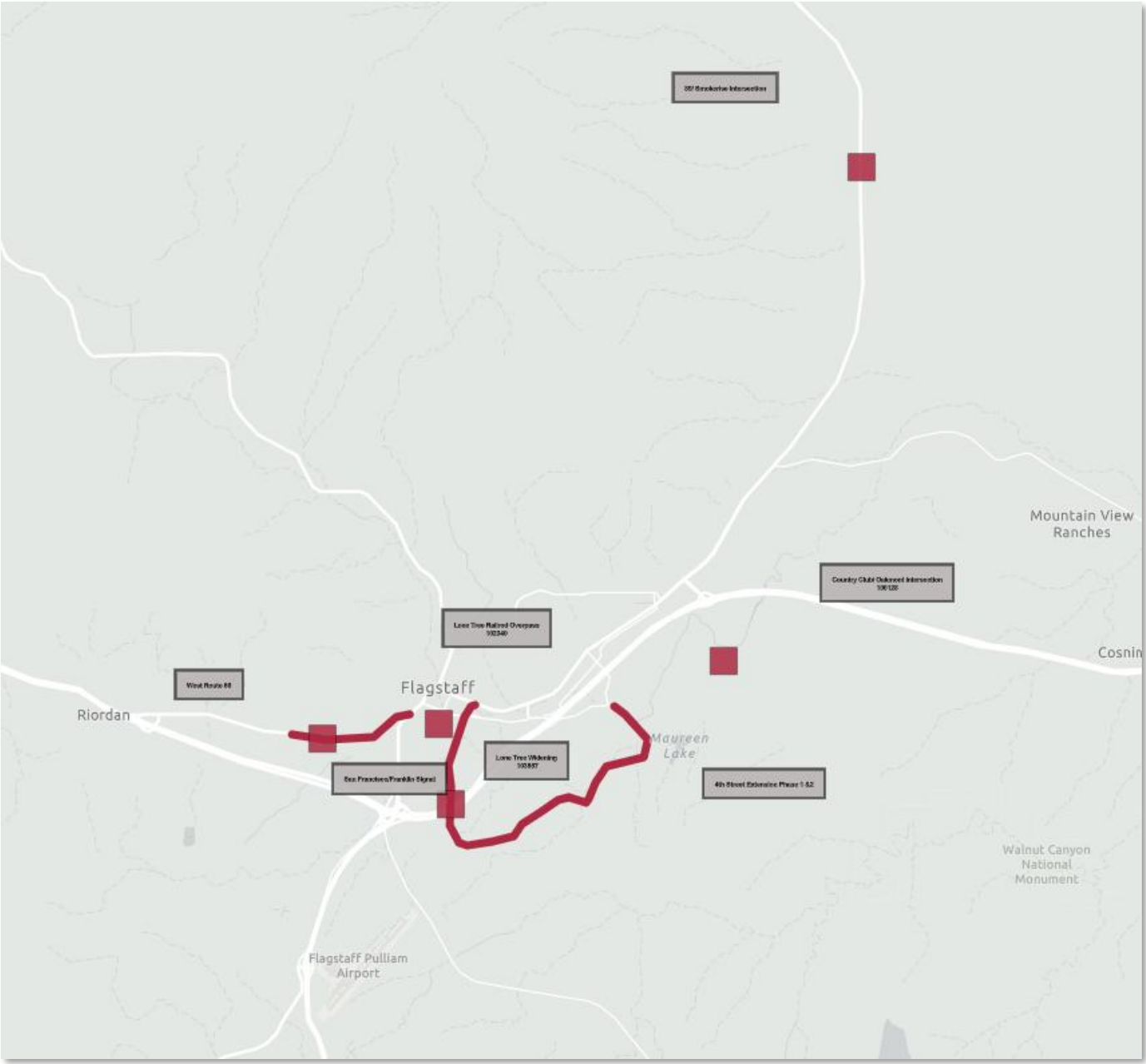
Updated: 5/11/2026

LOCAL FUNDS ONLY

Funding amounts for City of Flagstaff projects reflect current budgetary allocations rather than final expenditures. As projects progress through design and construction, TIP amendments will be issued to reflect updated cost estimates and project scopes.

Agency	MP Proj ID	DOT Proj #	Project name - location - description	Fund Source	Project cost	Total Federal Share (27-	Total Local Match	FY 2027	FY 2028	FY2030	FY2031	Local Required	Additional	Total All Funds
City of Flagstaff	MFH-25-01	102340	<a href="#">Lone Tree Railroad Overpass</a> Franklin Ave to Route 66 Construct new road and railroad overpass Urban minor arterial   All .5   0   4	420	\$ 74,353,275	N/A	N/A	\$48,600,000	\$35,100,000	\$7,266,370		n/a		\$90,966,370
City of Flagstaff	MFH-25-02		<b>Fourth Street &amp; JW Powell Extension</b> Butler Avenue to Pine Canyon New road construction Urban minor arterial   All 2.47   0   2	419		N/A	N/A	\$14,500,000				n/a		\$14,500,000
City of Flagstaff	MFH-25-05	103555	<a href="#">Lone Tree Road Widening</a> Pine Knoll Dr to J.W. Powell Blvd Road widening Urban minor arterial   All 1.02   2   4	419	\$ 11,468,000	N/A	N/A			\$19,837,000		n/a		\$19,837,000
City of Flagstaff	MFH-25-06		<b>Lone Tree Road Widening</b> O'Leary Dr to Pine Knoll Dr Road widening Urban minor arterial   All .43   2   4	419		N/A	N/A			\$2,706,000		n/a		\$2,706,000
City of Flagstaff	MFH-25-06	101523	<a href="#">Lone Tree Road Widening</a> Butler to O'Leary Road widening Urban minor arterial   All .3   2   4	419	\$ 11,900,000	N/A	N/A	\$2,000,000				n/a		
City of Flagstaff	MFH-25-08	101527	<a href="#">Pedestrian-Bicycle-FUTS Projects</a> Various - see City Capital Improvement Program Design and construct new facilities Expenditures are annual averages n/a   n/a   n/a	419	\$ 18,388,000	N/A	N/A		\$5,000,000			n/a		\$5,000,000
City of Flagstaff	MFH-25-09	102347	<b>West Route 66</b> Project location to be determined Urban minor arterial   All ?   ?   ?	419		N/A	N/A	\$1,350,000				n/a		\$1,350,000
City of Flagstaff	MFH-25-10	100128	<b>Country Club / Oakmont Intersection</b> Country Club Dr and Oakmont Dr Intersection reconstruction Urban collector   All .5   2   2	419		N/A	N/A	\$2,000,000				n/a		\$2,000,000
City of Flagstaff	MFH-25-14		<b>US89 - Smokerise Intersection Improvements</b> US89 - Smokerise Dr Intersection improvements Urban collector   All .1   4   4	419		N/A	N/A	\$930,000				n/a		
City of Flagstaff	MFH-25-11	103559	<a href="#">San Francisco - Franklin Signal</a> San Francisco - Franklin Install new signal Urban collector   All .1   2   2	419	\$ 400,000	N/A	N/A	\$ 400,000				n/a		\$400,000
Coconino County	MCS-27-03		<b>Leupp Road Safety Improvements</b> Leupp Road Safety improvements Minor arterial	CC		N/A	N/A	\$330,000	\$1,900,000			n/a		\$2,230,000
<b>TOTALS</b>						\$131,261,275		\$70,970,000	\$42,227,000	\$30,348,370	\$37,045,000	\$0		\$157,613,370

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



## **Regional Plan Goals, Performance Measures and Fiscal Constraint**

Safety, arterial connectivity and lane density, and multimodal accommodation are emphasized in the Regional Transportation Plan and this Transportation Improvement Program. Consistent with MetroPlan's *Stride Forward* plan, all roadway projects should support walking, bicycling, and transit, reduce reliance on single-occupant vehicle travel, and help lower greenhouse gas emissions from the transportation system. These investments are complemented by dedicated pedestrian, bicycle, and transit funding that advances regional climate goals, supports the City of Flagstaff's Carbon Neutrality Plan, and promotes a more resilient, equitable, and sustainable transportation network.

Projects described below are funded with locally generated funds through dedicated sales taxes or through state-shared revenue funds, primarily the Highway User Revenue fund. Consequently, fiscal constraint is achieved annually through the respective capital improvement programming and budgets for the City and County. These locally funded projects are not directly accountable to federal transportation measures. However, the project prioritization process in the regional transportation plan that informed the supporting tax initiatives includes considerations for safety.

### **Fourth Street Phase I&II and J.W. Powell Phase I&II**

- Creates a connection between Lake Mary Road and Butler Avenue
- Offers alternative route to I-40
- Opens significant areas for needed residential development and will be built in partnership with the private sector.

### **Lone Tree Road Widening**

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

### **Butler Avenue Complete Streets Conversion**

- Widens Butler Avenue from 2 to 4 lanes between Little America and Sinagua Heights
- Improve access to the Country Club area
- Provides transportation infrastructure support for development of Canyon del Rio
- Promotes multimodal transportation options by adding missing bike lanes and sidewalks along the street
- Completes planned FUTS trails along the street
- Reconstructs the intersection at Butler Ave and Fourth St
- Facilitates flow eliminating existing bottleneck.

- The intersection will be raised by several feet to eliminate flooding and provide a separate grade crossing.

**Pedestrian-Bicycle-FUTS Projects**

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

**West Route 66 Improvements**

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

**Country Club / Oakmont Intersection**

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



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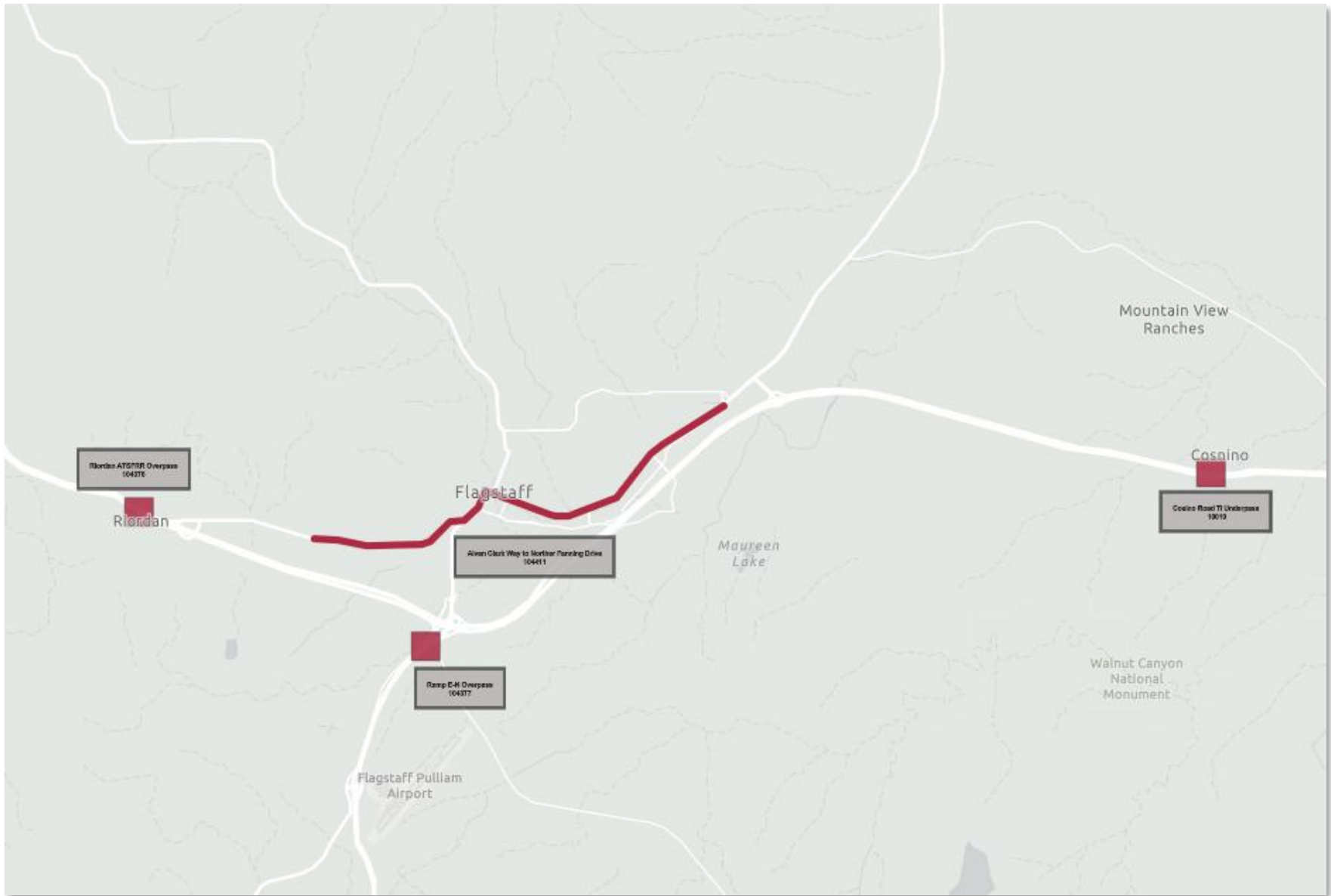
**2027 - 2031 Transportation Improvement Program**

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## **Chapter VI: ADOT Projects**

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Table 5. Arizona Department of Transportation: 5-Year Highway Construction Program															
Updated: 05/11/2026															
Agency	MP Proj ID	DOT Proj ID	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031
ADOT	n/a	104377	<a href="#">Ramp E-N Overpass #2450</a> I-17 milepost 340.01 to 340.02 Bridge rehabilitation Interstate / Interstate   Bridge   All 01   2   2	Bridge	\$ 4,000,000	\$ 4,000,000	\$ 0			\$4,000,000					\$ 4,000,000
ADOT	n/a	104411	<a href="#">Alvan Clark Way to N Fanning Drive</a> SR 40 B from Alvan Clark Way to N Fanning Drive milepost Pavement rehabilitation	NHPP	\$20,275,104	\$ 0	\$ 1,092,925	\$18,216,698					\$1,092,925		\$1,092,925
ADOT	n/a	100199	<a href="#">Cosning Rd TI UP</a> I 40 Bridge 1361 milepost 207 to 208 (1 mile) Bridge rehabilitation Interstate / Interstate   Bridge   All	NHPP	\$9,750,000	\$ 9,194,250	\$ 555,750	\$707,250		\$8,487,000			\$42,750 \$513,000		\$9,750,000
ADOT	n/a	104376	<a href="#">Riordan ATSF Railroad Overpass</a> I-40 milepost 190 to 191 Bridge Replacement Interstate / Railroad   Bridge   All 1   4   4	Bridge	\$52,500,000	\$ 47,156,500	\$ 2,843,500	\$15,330,250		\$31,826,250			\$2,843,500		\$50,000,000
<b>TOTALS</b>					\$86,525,104	\$60,350,750	\$4,492,175	\$16,037,500	\$0	\$44,313,250	\$0	\$0	\$4,492,175	\$0	\$64,842,925
Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities															



**Regional Transportation Plan Support, Performance Measures, and Fiscal Constraints**

MetroPlan concurs with the ADOT projects in the Statewide TIP and finds them compatible with the regional transportation plan. Projects listed are

from the tentative 5-year construction program and include pavement preservation, bridge, safety, and other project types.



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**2027 - 2031 Transportation Improvement Program**

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## **Chapter VII: Local Agency Pavement Preservation Projects**

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MetroPlan Transportation Improvement Program FY 2027-2031

Table 6. Pavement preservation & Bridge Repair projects within the FMPO area															
Updated: 05/11/2026															
Agency	MP Proj ID	DOT Proj ID	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031
City of Flagstaff	MFH-25-15	104023	Overlay - Chip Seal varies varies varies	HURF	varies	N/A	N/A	\$2,100,000					n/a		\$2,100,000
City of Flagstaff	MFH-25-16	100155	Pavement Overlay varies varies varies	RRSS	varies	N/A	N/A	\$10,000,000	\$7,500,000	\$8,400,000	\$8,300,000		n/a		\$34,200,000
Coconino County	MCH-28-01		Magdalena Rd - Drainage Improvements Magdalena Rd Drainage Improvements Local   All	CC		N/A	N/A		\$100,000	\$400,000			n/a		\$500,000
Coconino County	MCH-28-02		Choff Trail Pavement Rehab Choff Trail Pavement Rehab Local   All	CC		N/A	N/A		\$127,000	\$1,300,000			n/a		\$1,427,000
Coconino County	MCH-29-01		Townsend-Winona Rd Mill and Fill Townsend-Winona Rd Mill and Fill Minor Arterial	CC		N/A	N/A			\$1,000,000			n/a		\$1,000,000
Coconino County	MCH-29-02		Suzette Lane and Bader Road Drainage Improvements Suzette Lane and Bader Road Drainage Improvements Local   Engineering	CC		N/A	N/A			\$95,000			n/a		\$95,000
Coconino County	MCH-25-1		Townsend-Winona Road US 89 to Koch Field Auxiliary lane and widen shoulders Urban collector   All 2.43   2   2	CC	\$ 250,000	N/A	N/A			\$250,000			n/a		\$250,000
Coconino County	MCH-31-01		Walpi Ovi Pavement Rehab Walpi Ovi Pavement Rehab Local   All	CC		N/A	N/A					\$64,064	n/a		\$64,064
Coconino County	MCH-27-02		Dunam St. West Side Drainage Improvements Dunam St. West Side Drainage Improvements Local   All	CC		N/A	N/A	\$850,000					n/a		\$850,000
Coconino County	MCH-31-01		Kwa Ovi Pavement Rehab Pavement Rehab Pavement Rehab Local   Construction	CC		N/A	N/A					\$106,773	n/a		\$106,773
<b>TOTALS</b>								\$12,100,000	\$7,500,000	\$8,400,000	\$8,300,000	\$0	\$0	\$0	\$36,300,000
Phase Codes: s = study; d = design; r = right-of-way; c = construction; u = utilities															

## **Regional Transportation Plan Support, Performance Measures and Fiscal Constraint**

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

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

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

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

Recent inflation and staffing recruitment challenges have made meeting local performance expectations more challenging.



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**2027 - 2031 Transportation Improvement Program**

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## **Chapter VIII: Grant Pending & Unfunded Projects**

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Projects listed in Table 7 have grant applications submitted or are otherwise identified as probable grant applications by MetroPlan member agencies. Projects on this list are presumed compliant with the current regional transportation plan with justification included in

any relevant grant proposal. Upon award, these projects will be amended into an active year of the TIP and an explanation of their role in service of the regional transportation plan will be provided.

The projects identified in the "Illustrative" section of this Transportation Improvement Program (TIP) are provided for planning and informational purposes only. These projects represent priority needs but currently lack the committed financial resources required for inclusion in the fiscally constrained portion of the TIP. Inclusion in this list does not constitute a commitment of federal, state, or local funds, nor does it guarantee a specific timeline for implementation. These projects are considered "illustrative" and are not eligible for federal authorization until such time as the TIP is formally amended to demonstrate fiscal constraint.

Table 7. Illustrative (Unfunded) Projects by Agency															
Updated: 03/12/2026															
The projects identified in the "Illustrative" section of this Transportation Improvement Program (TIP) are provided for planning and informational purposes only. These projects represent priority needs but currently lack the committed financial resources required for inclusion in the fiscally constrained portion of the TIP. Inclusion in this list does not constitute a commitment of federal, state, or local funds, nor does it guarantee a specific timeline for implementation. These projects are considered "illustrative" and are not eligible for federal authorization until such time as the TIP is formally amended to demonstrate fiscal constraint.															
Agency	MP Proj ID	DOT Proj	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Est. Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Est. Total Funds
Coconino	MCS-29-21-21		Townsend Winona Rd Intersection Improvements US 89 and Koch Field Auxiliary Lanes Minor arterial   Engineering 3   2   2	TBD		N/A	N/A			\$250,000					\$250,000
Coconino	MCP-25-01		Coconino County Multi Modal Connectivity Network Plan Entire County including MetroPlan n/a   n/a   n/a	TA	\$1,005,000	N/A	N/A			\$804,000			\$201,000		\$1,005,000
Coconino	MCP-24-11		Sidewalks - Skeet Dr: Silver Saddle to Neptune and Neptune Dr: Skeet to Lunar Rural collectors : Construction 1.5   2   2	TA		N/A	N/A			\$1,297,542			\$78,430		\$1,375,972
ADOT	MAH-25-01	100578	Lone Tree/I-40 Traffic Interchange I-40 at MP196.5 New interchange Interstate/Urban principal arterial   All 2   3   3	TBD	\$ 129,882,000	N/A	N/A			\$ 129,882,000					\$ 129,882,000
Coconino	MCH-29-03		East Bellemont TI New Traffic Interchange (D) New Traffic Interchange (D) New Traffic Interchange (C) Rural Arterial	Earmark ral Tribal Assist INFRA/RURAL		N/A	N/A			\$60,000,000			\$12,000,000 - \$3,420,000		\$72,000,000
City of Flagstaff	MFP-25-21		Milton/ Santa Fe Bikeway & Railroad Springs Sitgreaves to Forest Meadows Plans for bikeways within the corridor ?   ?   ?	ATIIP/TA		N/A	N/A	\$463,100		\$15,000,000			\$127,353		\$15,590,453

MetroPlan Transportation Improvement Program FY 2027-2031

City of Flagstaff		US180 Safety Improvements US 180 Corridor Improvements	TA RTAC BIII		N/A	N/A	\$8,000,000													\$8,000,000
City of Flagstaff		West Route 66	Earmark RTAC BIII		N/A	N/A	\$4,000,000			\$18,000,000										\$22,000,000
City of Flagstaff		JWP Lake Mary Road to I-17	AZ SMART RAISE/BUILD		N/A	N/A	\$23,000,000													\$23,000,000
City of Flagstaff		Sunnyside/ 4th Streets Improvements Northeast Area Schools	AZ SMART RAISE/BUILD SS4A		N/A	N/A	\$2,000,000			\$30,000,000 \$30,000,000										\$62,000,000
City of Flagstaff		Interchanges   Lone Tree and Woody Mt. Planning/ Feasibility Study for Lone Tree & Woody Mountain Roads Lone Tree Realignment and interchange (P/D) Lone Tree Realignment and interchange (C) Design and Construction   Woody Mountain Bridge	al/Tribal Assist. AZ SMART INFRA/RURAL RAISE/BUILD		N/A	N/A	\$2,500,000		\$3,000,000		\$100,000,000 \$20,000,000									\$125,500,000
City of Flagstaff		BNSF Culvert Design and Construction reduce the tailwater condition at BNSF culvert 338.9 and US 66	TBD		N/A	N/A														\$20,000,000
City of Flagstaff		Downtown Mobility Study Planning	TA		N/A	N/A	\$250,000													\$250,000
City of Flagstaff		Crossings and Traffic Calming (D/C) Locations Vary	SS4A		N/A	N/A														\$15,000,000
Coconino County		Cromer Elementary missing sidewalks @ Neptune Dr (Skeet Dr to Lunar Dr)   Skeet Dr (Silver Saddle Rd to Neptune Dr)	TA		N/A	N/A	\$1,300,000													\$1,300,000
Coconino County		Safe Routes to School and Bus Stops (P)	SS4A		N/A	N/A	\$700,000													\$700,000
Coconino County		Lake Mary widening Between N & S Mormon Loop Lake Access. (D) Lake Mary Bike Lanes (P/C)	FLAP		N/A	N/A														\$0
Coconino County		Leupp Rd and Lake Mary Rd. Rumble Strips (C)	AZ SMART HSIP		N/A	N/A														\$0
City of Flagstaff	MFH-25-19	La Plaza Vieja Road & Drainage Clay Ave/Maipais   Traffic Calming - Drainage Collector & Local   Construction Intersection   2   2	CDS		N/A	N/A	\$1,500,000			\$1,200,000										\$2,700,000
City of Flagstaff	MFH-25-22	Connecting Communities: Expanding Electric Vehicle Install EV charging stations in disadvantaged areas City of Flagstaff, Sedona d, c	Charging		N/A	N/A														\$0
Mountain Line		DCC Bus Plaza	TBD				\$ 1,436,111													\$ 359,028
Mountain Line		Security and Technology Improvements	TBD				\$ 979,277													\$ 244,819
Mountain Line		General Route Infrastructure Improvements	TBD				\$ 3,207,678													\$ 801,919
Mountain Line		Replacement Fleet - buses	TBD				\$ 2,546,160	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 3,259,085
Mountain Line		Expansion Fleet - buses	TBD				\$ 240,000		\$ 150,000											\$ 160,000
Mountain Line		Replacement Fleet - cutaway buses	TBD				\$ 4,590,000		\$ 1,272,000											\$ 918,000
Mountain Line		Park n Ride Transit Center	TBD				\$3,000,000													\$3,000,000
Mountain Line		NAU Partnerships	TBD				\$7,000,000													\$7,000,000
Mountain Line		Low-No Emission Infrastructure	TBD				\$10,000,000													\$10,000,000
Mountain Line		New Bus Way - Various Locations	TBD				\$10,000,000													\$10,000,000
Mountain Line		Kaspar Bus Storage	TBD				\$32,000,000													\$32,000,000
Mountain Line		First Last Mile Infrastructure (capital)	TBD				\$13,100,000													\$13,100,000
																				\$604,267,682

**Table 1. FMPO General Administration and Planning Funds (Surface Transportation Block Grant, Metro Planning, State Planning, Congestion Relief)**

Updated: 5/11/2026

Agency	MP Proj ID	ADOT Proj ID	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031	
FMPO	MPU-25-01	100120	<b>General administration and planning</b> See Unified Planning Work Program	STBG	N/A	\$2,530,725	\$152,971	\$506,145	\$506,145	\$506,145	\$506,145	\$506,145	\$152,971		\$ 2,683,696	
FMPO	MPU-25-02		<b>General administration and planning</b> See Unified Planning Work Program	PL	N/A	\$814,690	\$49,244	\$162,938	\$162,938	\$162,938	\$162,938	\$162,938	\$49,244		\$ 863,934	
FMPO	MPU-27-01	103553	<a href="#">Training and Outreach Support</a> See Unified Planning Work Program	LTAP	N/A	\$2,000		\$2,000					\$0		\$ 2,000	
FMPO			<b>General administration and planning</b> See Unified Planning Work Program	5305d	N/A	\$385,450	\$23,299	\$77,090	\$77,090	\$77,090	\$77,090	\$77,090	\$23,299		\$ 408,749	
FMPO			<b>General administration and planning</b> See Unified Planning Work Program	5305e	N/A	\$1,125,000	\$68,001	\$225,000	\$225,000	\$225,000	\$225,000	\$225,000	\$68,001		\$ 1,193,001	
FMPO	MPU-25-03		<b>General administration and planning</b> See Unified Planning Work Program	SPR	N/A	\$625,000	\$156,250	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$156,250		\$ 781,250	
FMPO	MPU-25-04		<b>General administration and planning</b> See Unified Planning Work Program <i>Safe Routes to School Coordinator salary &amp; benefits, Safe Routes program public outreach, data collection contractor, modeling</i>	CRP	N/A	\$885,465	\$221,366	\$177,093	\$177,093	\$177,093	\$177,093	\$177,093	\$221,366		\$ 1,106,831	
<b>TOTALS</b>						\$0	\$6,368,330	\$671,131	\$1,275,266	\$1,273,266	\$1,273,266	\$1,273,266	\$1,273,266	\$671,131	\$0	\$7,039,461

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

**Table 2. Other Federal and State Non-Transit Grant projects within the FMPO area**

Updated: 5/11/2026

Agency	MP Proj ID	DOT Proj ID	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031
MetroPlan	MPS-25-1	104943	<a href="#">Safe Streets Master Plan</a> All roads of regional significance Concept complete street/safe street designs n/a   n/a   n/a	SS4A	\$2,675,000	\$2,140,000	\$535,000			\$2,140,000			\$535,000		\$2,675,000
Coconino National Forest	MOP-25-30-30	105811	<a href="#">Mt. Elden Lookout Rd. to US-89</a> Mt. Elden Lookout Rd. to US-89 Trail connection scoping NA Scoping/Design	TA		\$0	\$7,125						\$7,125		\$7,125
Coconino County	MCP-27-01		<b>Skeet &amp; Neptune Dr. School Access (G-20% match)</b> Skeet & Neptune Dr. East Side Sidewalk Minor Collector	TA/CC		\$2,000,000	\$400,000	\$2,000,000					\$400,000		\$2,400,000
City of Flagstaff	MFP-25-29-29	105821	<a href="#">Fort Valley Rd Mobility Enhancements Scoping</a> Fort Valley Rd. (US 180) Missing Sidewalks, Scoping Urban Minor Arterial Scoping/Design	TA TAP Flex		\$0	\$0								
City of Flagstaff	MFS-27-01	104041	<b>Bulter Ave. Complete Streets Conversion</b> Milton to Sawmill Complete Streets Conversion Urban minor arterial Construction	SS4A 419 AZ Smart	\$12,014,989	\$9,611,991	\$0	\$9,611,991					\$2,400,000		\$12,011,991
City of Flagstaff	MFS-26-57		<b>Woody Mountain/W. Route 66 Intersection</b> Woody Mountain/W. Route 66 Intersection Traffic Light Urban minor arterial   All Construction	2025 Legislative Appropriation (Senate Bill 1737)		\$1,900,000							\$0		\$1,900,000
City of Flagstaff	MFH-25-04	103557	<a href="#">John Wesley Powell Blvd - Airport</a> Lake Mary Road to Pulliam Drive New road construction	419 Az SMART	\$ 19,382,938 YOE 2023	\$16,327,000		\$1,825,000		\$14,502,000					\$16,327,000

			Urban minor arterial   All 1.35   0   2																
City of Flagstaff	MFR-25-15	104942	<b>Flagstaff Amtrak Platform Improvements</b> 1 E. Route 66   San Francisco to Beaver NA   Provide ADA-compliant Historical Platform 600'   NA   NA	CDS CRISI		\$8,839,600	\$1,247,400			\$3,850,000 \$4,989,600			\$1,247,400						\$10,087,000
City of Flagstaff	MFS-25-20	104884	<b>US 89; Country Club Dr to Marketplace Dr, City of Flagstaff</b> Country Club to Marketplace   Lighting & Signal backplate Principal Arterial   All .48   4   4	HSIP HSIP	\$2,741,889			\$551,763		\$1,568,010			\$2,280						\$2,122,053
City of Flagstaff	MFH-25-07	101525	<a href="#">Butler Ave - Fourth St Improvements</a> I-40 to Sinagua Heights Dr Road widening & intersection improvements Urban minor arterial   All .84   2   4	RAISE(BUILD) 419 AZ SMART	\$48,632,198	\$19,000,000	\$10,027,992	\$19,000,000 \$7,100,000 \$2,927,992						\$10,027,992					\$29,027,992
<b>TOTALS</b>						\$85,447,014	\$59,818,591	\$12,217,517	\$43,016,746	\$0	\$27,049,610	\$0	\$0	\$14,619,797	\$0				\$76,558,161

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

**Table 3. Federal Transit Projects in the FMPO Region**

Updated: 03/12/2026

Agency	MP Proj ID	DOT Proj I	Project name - location - description Functional class - Type (Phase)	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031	
<b>F5305e</b>																
Mountain Line	MMT-24-11	100135	Operating Assistance, including Project Management	including STIC		\$22,669,215	\$83,261,609	\$4,533,843	\$4,533,843	\$4,533,843	\$4,533,843	\$4,533,843	\$83,261,609		\$105,930,824	
Mountain Line	MMT-24-12	100137	Passenger Shelters, Signs, and Poles	State Flex		\$293,860	\$819,710	\$58,772	\$58,772	\$58,772	\$58,772	\$58,772	\$819,710		\$1,113,570	
Mountain Line	MMT-24-20	104040	<a href="#">5307 Maintenance Facility Construction</a>	5307	\$834,838	\$-	\$104,980						\$104,980		\$104,980	
Mountain Line	MMT-24-17	104046	<a href="#">Support Vehicles</a>	5307/5340	\$522,720	\$-	\$55,680						\$55,680		\$55,680	
Mountain Line	MMT-27-03		<b>5307 Maintenance Facility Construction</b>	5307/5339		\$-	\$1,400,000						\$1,400,000		\$1,400,000	
Mountain Line	MMT-25-31-3	104043	<a href="#">5307 Low Emission Replacement Buses (2)</a>	5307	\$839,044	\$-	\$87,577						\$87,577		\$87,577	
Mountain Line	MMT-23-25-2	105009	<a href="#">5339 Low Emission Replacement Buses (2)</a>	5339	\$1,742,407	\$-	\$282,537						\$282,537		\$282,537	
Mountain Line	MMT-26-55		Transit Improvements: Bus Shelter Installation	5307 5307 5339									\$32,160 \$2,157,036 \$690,055		\$32,160 \$2,157,036 \$690,055	
Mountain Line	MMT-27-04		5339 Low Emission Replacement Buses (2)	5339		\$-	\$86,875						\$86,875		\$86,875	
Mountain Line	MMT-27-05		General Route Infrastructure Improvements	5339		\$-	\$801,920						\$801,920		\$801,920	
Mountain Line	MMT-26-37-3	101530	<a href="#">DCC Bus Plaza Construction</a>	5307	\$17,006,227	\$5,214,458	\$-	\$5,214,458	\$1,531,705						\$5,214,458	
<b>TOTAL ALL CATEGORIES</b>						\$20,945,236	\$28,177,533	\$86,900,887	\$9,807,073	\$4,592,615	\$4,592,615	\$4,592,615	\$4,592,615	\$89,780,138	\$0	\$117,957,671

= multi-phased or multi-funded projects under the same ID number

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

\*\*Local Match increases by an average of 2% annually. Local match is combination of City taxes, NAU and other partner funds.

**Table 3a. FTA Section 5310 transit projects within the FMPO area**

Updated: 3/12/2026

Agency	MP Proj ID	DOT Proj I	Project name - location - description	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required	Additional	Total All Funds
Mountain Line	MMT-27-01		ADA Plus	5310	\$630,000.00	\$525,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$-	\$630,000
Mountain Line	MMT-27-02		Mountain Line Taxi Program	5310	\$372,000.00	\$310,000	\$62,000	\$62,000	\$62,000	\$62,000	\$62,000	\$62,000	\$62,000	\$-	\$372,000
<b>TOTALS</b>						\$1,002,000	\$835,000	\$167,000	\$167,000	\$167,000	\$167,000	\$167,000	\$167,000	\$-	\$1,002,000

**Table 3b. FTA Section 5311 transit projects within the FMPO area**

Updated: 3/12/2026

Agency	MP Proj ID	DOT Proj I	Project name - location - description	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required	Additional	Total All Funds
Mountain Line	MMT-22-01		Administration	5311		\$140,000	\$124,800	\$28,000	\$28,000	\$28,000	\$28,000	\$28,000	\$124,800		\$264,800
Mountain Line	MMT-2202		Vanpool Service Contract	5311		\$256,000	\$0	\$51,200	\$51,200	\$51,200	\$51,200	\$51,200			\$256,000
<b>TOTALS</b>						\$396,000	\$124,800	\$79,200	\$79,200	\$79,200	\$79,200	\$79,200	\$124,800	\$-	\$520,800

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

Updated: 5/11/2026 LOCAL FUNDS ONLY

Funding amounts for City of Flagstaff projects reflect current budgetary allocations rather than final expenditures. As projects progress through design and construction, TIF

Funding amounts for City of Flagstaff projects reflect current budgetary allocations rather than final expenditures. As projects progress through design and construction, the amendments will be issued to reflect updated cost estimates and project scopes.

Agency	MP Proj ID	DOT Proj ID	Project name - location - description	Fund Source	Project cost	Total Federal Share (27-	Total Local Match	FY 2027	FY 2028	FY2030	FY2031	Local Required	Additional	Total All Funds
City of Flagstaff	MFH-25-01	102340	<a href="#">Lone Tree Railroad Overpass</a> Franklin Ave to Route 66 Construct new road and railroad overpass Urban minor arterial   All .5   0   4	420	\$ 74,353,275	N/A	N/A	\$48,600,000	\$35,100,000	\$7,266,370		n/a		\$90,966,370
City of Flagstaff	MFH-25-02		<b>Fourth Street &amp; JW Powell Extension</b> Butler Avenue to Pine Canyon New road construction Urban minor arterial   All 2.47   0   2	419		N/A	N/A	\$14,500,000				n/a		\$14,500,000
City of Flagstaff	MFH-25-05	103555	<a href="#">Lone Tree Road Widening</a> Pine Knoll Dr to J.W. Powell Blvd Road widening Urban minor arterial   All 1.02   2   4	419	\$ 11,468,000	N/A	N/A			\$19,837,000		n/a		\$19,837,000
City of Flagstaff	MFH-25-06		<b>Lone Tree Road Widening</b> O'Leary Dr to Pine Knoll Dr Road widening Urban minor arterial   All .43   2   4	419		N/A	N/A			\$2,706,000		n/a		\$2,706,000
City of Flagstaff	MFH-25-06	101523	<a href="#">Lone Tree Road Widening</a> Butler to O'Leary Road widening Urban minor arterial   All .3   2   4	419	\$ 11,900,000	N/A	N/A	\$2,000,000				n/a		
City of Flagstaff	MFH-25-08	101527	<a href="#">Pedestrian-Bicycle-FUTS Projects</a> Various - see City Capital Improvement Program Design and construct new facilities Expenditures are annual averages n/a   n/a   n/a	419	\$ 18,388,000	N/A	N/A		\$5,000,000			n/a		\$5,000,000
City of Flagstaff	MFH-25-09	102347	<b>West Route 66</b> Project location to be determined Urban minor arterial   All ?   ?   ?	419		N/A	N/A	\$1,350,000				n/a		\$1,350,000
City of Flagstaff	MFH-25-10	100128	<b>Country Club / Oakmont Intersection</b> Country Club Dr and Oakmont Dr Intersection reconstruction Urban collector   All .5   2   2	419		N/A	N/A	\$2,000,000				n/a		\$2,000,000
City of Flagstaff	MFH-25-14		<b>US89 - Smokerise Intersection Improvements</b> US89 - Smokerise Dr Intersection improvements Urban collector   All .1   4   4	419		N/A	N/A	\$930,000				n/a		
City of Flagstaff	MFH-25-11	103559	<a href="#">San Francisco - Franklin Signal</a> San Francisco - Franklin Install new signal Urban collector   All .1   2   2	419	\$ 400,000	N/A	N/A	\$ 400,000				n/a		\$400,000
Coconino County	MCS-27-03		<b>Leupp Road Safety Improvements</b> Leupp Road Safety Improvements Minor arterial	CC		N/A	N/A	\$330,000	\$1,900,000			n/a		\$2,230,000
<b>TOTALS</b>						\$131,261,275		\$70,970,000	\$42,227,000	\$30,348,370	\$37,045,000	\$0		\$157,613,370

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

Table 5. Arizona Department of Transportation: 5-Year Highway Construction Program  
Updated: 05/11/2026

Agency	MP Proj ID	DOT Proj ID	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031
ADOT	n/a	104377	<a href="#">Ramp E-N Overpass #2450</a> I-17 milepost 340.01 to 340.02 Bridge rehabilitation Interstate / Interstate   Bridge   All .01   2   2	Bridge	\$ 4,000,000	\$ 4,000,000	\$ 0			\$4,000,000					\$ 4,000,000
ADOT	n/a	104411	<a href="#">Alvan Clark Way to N Fanning Drive</a> SR 40 B from Alvan Clark Way to N Fanning Drive milepost Pavement rehabilitation	NHPP	\$20,275,104	\$ 0	\$ 1,092,925	\$18,216,698					\$1,092,925		\$1,092,925
ADOT	n/a	100199	<a href="#">Cosnino Rd TI UP</a> I 40 Bridge 1361 milepost 207 to 208 (1 mile) Bridge rehabilitation Interstate / Interstate   Bridge   All	NHPP	\$9,750,000	\$ 9,194,250	\$ 555,750	\$707,250		\$8,487,000			\$42,750 \$513,000		\$9,750,000
ADOT	n/a	104376	<a href="#">Riordan ATSF Railroad Overpass</a> I-40 milepost 190 to 191 Bridge Replacement Interstate / Railroad   Bridge   All 1   4   4	Bridge	\$52,500,000	\$ 47,156,500	\$ 2,843,500	\$15,330,250		\$31,826,250			\$2,843,500		\$50,000,000
<b>TOTALS</b>					<b>\$86,525,104</b>	<b>\$60,350,750</b>	<b>\$4,492,175</b>	<b>\$16,037,500</b>	<b>\$0</b>	<b>\$44,313,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,492,175</b>	<b>\$0</b>	<b>\$64,842,925</b>

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

**Table 6. Pavement preservation & Bridge Repair projects within the FMPO area**

Updated: 05/11/2026

Agency	MP Proj ID	DOT Proj ID	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Total All Funds 2027-2031
City of Flagstaff	MFH-25-15	104023	<a href="#">Overlay - Chip Seal</a> varies varies varies	HURF	varies	N/A	N/A	\$2,100,000					n/a		\$2,100,000
City of Flagstaff	MFH-25-16	100155	<a href="#">Pavement Overlay</a> varies varies varies	RRSS	varies	N/A	N/A	\$10,000,000	\$7,500,000	\$8,400,000	\$8,300,000		n/a		\$34,200,000
Coconino County	MCH-28-01		<b>Magdalena Rd - Drainage Improvements</b> Magdalena Rd Drainage Improvements Local   All	CC		N/A	N/A		\$100,000	\$400,000			n/a		\$500,000
Coconino County	MCH-28-02		<b>Choff Trail Pavement Rehab</b> Choff Trail Pavement Rehab Local   All	CC		N/A	N/A		\$127,000	\$1,300,000			n/a		\$1,427,000
Coconino County	MCH-29-01		<b>Townsend-Winona Rd Mill and Fill</b> Townsend-Winona Rd Mill and Fill Minor Arterial	CC		N/A	N/A			\$1,000,000			n/a		\$1,000,000
Coconino County	MCH-29-02		<b>Suzette Lane and Bader Road Drainage Improvements</b> Suzette Lane and Bader Road Drainage Improvements Local   Engineering	CC		N/A	N/A			\$95,000			n/a		\$95,000
Coconino County	MCH-25-1		<b>Townsend-Winona Road</b> US 89 to Koch Field Auxiliary lane and widen shoulders Urban collector   All 2.43   2   2	CC	\$ 250,000	N/A	N/A			\$250,000			n/a		\$250,000
Coconino County	MCH-31-01		<b>Walpi Ovi Pavement Rehab</b> Walpi Ovi Pavement Rehab Local   All	CC		N/A	N/A					\$64,064	n/a		\$64,064
Coconino	MCH-27-02		<b>Dunam St. West Side Drainage Improvements</b>	CC		N/A	N/A	\$850,000					n/a		\$850,000

County		Dunam St. West Side Drainage Improvements Local   All															
Coconino County	MCH-31-01	<b>Kwa Ovi Pavement Rehab</b>	CC			N/A	N/A							\$106,773	n/a	\$106,773	
		Pavement Rehab															
		Pavement Rehab															
		Local   Construction															
<b>TOTALS</b>																	
								\$12,100,000	\$7,500,000	\$8,400,000	\$8,300,000	\$0	\$0	\$0	\$36,300,000		

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

**Table 7. Illustrative (Unfunded) Projects by Agency**

Updated: 03/12/2026

The projects identified in the "Illustrative" section of this Transportation Improvement Program (TIP) are provided for planning and informational purposes only. These projects represent priority needs but currently lack the committed financial resources required for inclusion in the fiscally constrained portion of the TIP. Inclusion in this list does not constitute a commitment of federal, state, or local funds, nor does it guarantee a specific timeline for implementation. These projects are considered "illustrative" and are not eligible for federal authorization until such time as the TIP is formally amended to demonstrate fiscal constraint.

Agency	MP Proj ID	DOT Proj I	Project name - location - description Functional class - Type/Phase Length - Lanes Before - Lanes After	Fund Source	Est. Project cost	Total Federal Share (27-31)	Total Local Match	FY 2027	FY 2028	FY 2029	FY2030	FY2031	Local Required Match	Additional Match	Est. Total Funds
Coconino	MCS-29-21-21		<b>Townsend Winona Rd Intersection Improvements</b> US 89 and Koch Field Auxiliary Lanes Minor arterial   Engineering 3   2   2	TBD		N/A	N/A			\$250,000					\$250,000
Coconino	MCP-25-01		<b>Coconino County Multi Modal Connectivity Network Plan</b> Entire County including MetroPlan n/a   n/a   n/a	TA	\$1,005,000	N/A	N/A			\$804,000			\$201,000		\$1,005,000
Coconino	MCP-24-11		<b>Sidewalks - Skeet Dr: Silver Saddle to Neptune and Neptune Dr: Skeet to Lunar</b> Rural collectors : Construction 1.5   2   2	TA		N/A	N/A			\$1,297,542			\$78,430		\$1,375,972
ADOT	MAH-25-01	100578	<a href="#">Lone Tree/I-40 Traffic Interchange</a> I-40 at MP196.5 New interchange Interstate/Urban principal arterial   All 2   3   3	TBD	\$ 129,882,000	N/A	N/A			\$ 129,882,000					\$ 129,882,000
Coconino	MCH-29-03		<b>East Bellemont TI</b> New Traffic Interchange (D) New Traffic Interchange (D) New Traffic Interchange (C) Rural Arterial	Earmark Rural Tribal Assist INFRA/RURAL		N/A	N/A			\$60,000,000			\$12,000,000 - \$3,420,000		\$72,000,000
City of Flagstaff	MFP-25-21		<b>Milton/ Santa Fe Bikeway &amp; Railroad Springs</b> Sitgreaves to Forest Meadows Plans for bikeways within the corridor ?   ?   ?	ATIIP/TA		N/A	N/A	\$463,100		\$15,000,000			\$127,353		\$15,590,453
City of Flagstaff			<b>US180 Safety Improvements</b> US 180 Corridor Improvements	TA RTAC Bill		N/A	N/A	\$8,000,000							\$8,000,000
City of Flagstaff			<b>West Route 66</b>	Earmark RTAC Bill		N/A	N/A	\$4,000,000		\$18,000,000					\$22,000,000
City of Flagstaff			<b>JWP Lake Mary Road to I-17</b>	AZ SMART RAISE/BUILD		N/A	N/A	\$23,000,000							\$23,000,000
City of Flagstaff			<b>Sunnyside/ 4th Streets Improvements</b> Northeast Area Schools	AZ SMART RAISE/BUILD SS4A		N/A	N/A	\$2,000,000		\$30,000,000 \$30,000,000					\$62,000,000

FY 2027-2031 Transportation Improvement Program

City of Flagstaff		<b>Interchanges   Lone Tree and Woody Mt.</b> Planning/ Feasibility Study for Lone Tree & Woody Mountain Roads Lone Tree Realignment and interchange (P/D) Lone Tree Realignment and interchange ( C ) Design and Construction   Woody Mountain Bridge	Jural/Tribal Assist. AZ SMART INFRA/RURAL RAISE/BUILD	N/A	N/A	P/D	C	\$2,500,000	\$3,000,000	\$100,000,000 \$20,000,000								\$125,500,000
City of Flagstaff		<b>BNSF Culvert</b> Design and Construction reduce the tailwater condition at BNSF culvert 338.9 and US 66	TBD	N/A	N/A													\$20,000,000
City of Flagstaff		<b>Downtown Mobility Study</b> Planning	TA	N/A	N/A	\$250,000												\$250,000
City of Flagstaff		<b>Crossings and Traffic Calming (D/C)</b> Locations Vary	SS4A	N/A	N/A													\$15,000,000
Coconino County		<b>Cromer Elementary missing sidewalks @</b> Neptune Dr (Skeet Dr to Lunar Dr)   Skeet Dr (Silver Saddle Rd to Neptune Dr)	TA	N/A	N/A	\$1,300,000												\$1,300,000
Coconino County		<b>Safe Routes to School and Bus Stops (P)</b>	SS4A	N/A	N/A	\$700,000												\$700,000
Coconino County		<b>Lake Mary widening</b> Between N & S Mormon Loop Lake Access. (D) Lake Mary Bike Lanes (P/C)	FLAP	N/A	N/A													\$0
Coconino County City of		<b>Leupp Rd and Lake Mary Rd.</b> Rumble Strips ( C ) Rumble Strips ( C )	AZ SMART HSIP	N/A	N/A													\$0
City of Flagstaff	MFH-25-19	<b>La Plaza Vieja Road &amp; Drainage</b> Clay Ave/Malpais   Traffic Calming - Drainage Collector & Local   Construction Intersection   2   2	CDS	N/A	N/A	\$1,500,000			\$1,200,000									\$2,700,000
City of Flagstaff	MFH-25-22	<b>Connecting Communities: Expanding Electric Vehicle</b> Intstall EV charging stations in disadvantaged areas City of Flagstaff; Sedona d, c	Charging and	N/A	N/A													\$0
Mountain Line		<b>DCC Bus Plaza</b>	TBD	\$1,795,139	N/A	N/A	\$ 1,436,111							\$ 359,028				\$1,795,139
Mountain Line		<b>Security and Technology Improvements</b>	TBD	\$1,224,096	N/A	N/A	\$ 979,277							\$ 244,819				\$1,224,096
Mountain Line		<b>General Route Infrastructure Improvements</b>	TBD	\$4,009,598	N/A	N/A	\$ 3,207,678							\$ 801,919				\$4,009,598
Mountain Line		<b>Replacement Fleet - buses</b>	TBD	\$16,295,424	N/A	N/A	\$ 2,546,160	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 2,622,545	\$ 3,259,085					\$16,295,424
Mountain Line		<b>Expansion Fleet - buses</b>	TBD	\$700,000	N/A	N/A	\$ 240,000		\$ 150,000			\$ 150,000	\$ 160,000					\$700,000
Mountain Line		<b>Replacement Fleet - cutaway buses</b>	TBD	\$4,590,000	N/A	N/A	\$ 2,400,000	\$ 1,272,000					\$ 918,000					\$4,590,000
Mountain Line		<b>Park n Ride Transit Center</b>	TBD	\$3,000,000	N/A	N/A						\$ 2,400,000	\$ 600,000					\$3,000,000
Mountain Line		<b>NAU Partnerships</b>	TBD	\$7,000,000	N/A	N/A						\$ 5,600,000	\$ 1,400,000					\$7,000,000
Mountain Line		<b>Low-No Emission Infrastructure</b>	TBD	\$10,000,000	N/A	N/A						\$ 8,000,000	\$ 2,000,000					\$10,000,000
Mountain Line		<b>New Bus Way - Various Locations</b>	TBD	\$10,000,000	N/A	N/A						\$ 8,000,000	\$ 2,000,000					\$10,000,000
Mountain Line		<b>Kaspar Bus Storage</b>	TBD	\$32,000,000	N/A	N/A						\$ 25,600,000	\$ 6,400,000					\$32,000,000
Mountain Line		<b>First Last Mile Infrastructure (capital)</b>	TBD	\$13,100,000	N/A	N/A						\$ 10,480,000	\$ 2,620,000					\$13,100,000



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

REPORT DATE: May 12, 2026

MEETING DATE: June 4, 2026

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Transportation Planning Manager

SUBJECT: Consider Contract Award for Traffic Counts

### 1. RECOMMENDATION:

Staff recommend the Board award the Traffic Count contract to All Traffic Data Services, Inc. (ATDS) in the amount of \$80,900 and authorize the Executive Director to sign the contract.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

**Objective 2.3:** Position partners for successful implementation of plans.

### 3. BACKGROUND:

MetroPlan annually collects traffic counts to support a variety of purposes:

- Regional Travel Demand Model – counts are used to calibrate for accuracy
- Bicycle and Pedestrian Activity – counts are used to measure risk exposure, mode shift, and guide investment priorities
- Development Activity – counts may be used by developers as baseline to traffic impact analyses
- Corridor Studies – counts are used to familiarize technical staff with travel patterns

This year, for the first time, MetroPlan used the Arizona State Cooperative Purchasing Program. Four vendors were contacted to bid on the following program of counts:

- |                        |             |                  |
|------------------------|-------------|------------------|
| • Turn Movement Counts | 15 quantity | 9-hour duration  |
| • Bike-Ped Counts      | 50 quantity | 14-hour duration |
| • Volume-Class-Speed   | 85 quantity | 72-hour duration |



# METROPLAN

GREATER † FLAGSTAFF

- Volume only 190 quantity 48-hour duration

Three of the four responded and ATDS's bid of \$80,900 was lowest. ATDS provided MetroPlan traffic count services for the past three years. Legal counsel reviewed and approved the contract as to form.

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

This item is in the fiscal year 2027 budget and approved by the TAC on May 27, 2026. The budget was discussed by the Management Committee on May 28, 2026 and no comments were made.

#### 5. FISCAL IMPACT:

The \$80,900 bid is within the budgeted amount of \$90,000.

#### 6. ALTERNATIVES:

1. **Recommended:** Award the Traffic Count contract to All Traffic Data Services, Inc. in the amount of \$80,900 and authorize the Executive Director to sign the contract.
2. **Not recommended:** Consider a less competitive vendor. All Traffic Data Services, Inc. has proven effective so there is no valid reason for considering another firm.
3. **Not recommended:** Do not award the contract. This will delay our traffic count program and support for the Highway Performance Monitoring System.

#### 7. ATTACHMENTS:

Draft contract



## CONTRACT FOR PROFESSIONAL SERVICES

**Contract No. 2026-04**

Select Contract Type:

- ADOT MPD With Goal (Exhibit C ADOT named as Additional Insured)
- ADOT MPD Without Goal (Exhibit D 25. & 26. Do Not Apply; Exhibit C ADOT Named as Additional Insured)
- FHWA Direct With Goal (Exhibit C ADOT is not named Additional Insured)
- FHWA Direct Without Goal (Parts of Exhibit D Do Not Apply; Exhibit C ADOT is not named Additional Insured)
- No Real Property (Exhibit D Appendices B through D Do Not Apply)

This Contract is entered into this June 4, 2026 by and between the Flagstaff Metropolitan Planning Organization dba MetroPlan ("MetroPlan"), and All Traffic Data Services, LLC ("Contractor"). MetroPlan and Contractor may be referred to collectively herein as the "Parties" or individually as a "Party".

WHEREAS, the Arizona Department of Transportation has established Contract No. CTR074465 with the Contractor for traffic monitoring services through a competitive solicitation process in compliance with applicable federal and state procurement laws; and

WHEREAS, under applicable state procurement laws and regulations, eligible public entities may utilize the State's cooperative purchasing provisions to acquire goods and services under the terms and conditions of said contract; and

WHEREAS, MetroPlan desires to purchase traffic monitoring services from the Contractor pursuant to the State's cooperative contract, thereby benefiting from the pricing, terms, and conditions negotiated by the State; and

WHEREAS, the Contractor agrees to provide such goods/services to MetroPlan in accordance with the State cooperative contract and any additional terms set forth herein;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

### CONTRACT DOCUMENTS

The Contract between MetroPlan and Contractor shall consist of the following Contract Documents:

- This Master Contract;
- Scope of Work attached as Exhibit A;

- Standard Terms and Conditions attached as Exhibit B;
- Insurance Requirements attached as Exhibit C;
- Federal and State Compliance attached as Exhibit D;
- Anti-Lobbying Certification attached as Exhibit E;
- The quote submitted by Contractor dated April 17, 2026, attached as Exhibit F.

## SERVICES

1. Scope of Work: Contractor shall provide the professional services generally described as follows:

### FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

#### Fall 2026 Traffic Counts

and as more specifically described in the scope of work attached hereto as Exhibit A.

2. Compensation: In consideration of the Contractor's satisfactory performance, MetroPlan shall pay Contractor \$80,900.00. Any price adjustment must be approved by mutual written consent of the parties. The MetroPlan Executive Director or his/her designee may approve adjustment if the annual Contract price is less than \$50,000; otherwise MetroPlan board approval is required.
3. Standard Terms and Conditions: MetroPlan Standard Terms and Conditions, attached hereto as Exhibit B, are hereby incorporated into this Contract by reference, except to the extent modified in Exhibit A.

## METROPLAN RESPONSIBILITIES

4. MetroPlan Representative: The MetroPlan Representative is Kate Morley, Executive Director or his/her designee. All communications to MetroPlan shall be through the MetroPlan Representative. If other than the Executive Director, the MetroPlan Representative is responsible for bringing any request for a contract amendment or price adjustment to the attention of the Executive Director.
5. MetroPlan Cooperation: MetroPlan will cooperate with the Contractor by placing at its disposal all available information concerning MetroPlan, MetroPlan property, or the project as is reasonably necessary for Contractor's performance of this Contract.

## CONTRACT TERM

6. Contract Term: The Contract term is for a period of eight (8) months, unless terminated pursuant to the Standard Terms and Conditions. This Contract shall be effective as of the date signed by both Parties. Performance shall commence within ten (10) days from MetroPlan's issuance of the Notice to Proceed, and shall be completed in any event on or before December 15, 2026, consistent with the Schedule of Services.
7. Renewal: There are no renewals or extensions for this contract.

## DATA AND RECORDS

8. MetroPlan Ownership of Document and Data: Any original documents prepared or collected by Contractor in performance of this Contract such as models, samples, reports, test plans, survey results, graphics, tables, charts, plans, maps, specifications, surveys, computations and other data shall be the property of MetroPlan (“MetroPlan’s work product”), unless otherwise agreed by the Parties in writing. Contractor agrees that all materials prepared under this Contract are “works for hire” within the meaning of the copyright laws of the United States and hereby assigns to MetroPlan all rights and interests Contractor may have in the materials it prepares under this Contract, including any right to derivative use of the material.
9. Re-Use. MetroPlan may use MetroPlan’s work product without further compensation to Contractor; provided, however, MetroPlan’s reuse without written verification or adaption by Contractor for purposes other than contemplated herein is at MetroPlan’s sole risk and without liability to Contractor. Contractor shall not engage in any conflict of interest nor appropriate any portion of MetroPlan’s work product for the benefit of Contractor or any third parties without MetroPlan’s prior written consent.
10. Delivery of Document and Data: Upon termination of this Contract in whole or part, or upon expiration if not previously terminated, Contractor shall immediately deliver to MetroPlan copies of all MetroPlan’s work product and any other documents and data accumulated by Contractor in performance of this Contract, whether complete or in process.

## INSURANCE

11. Insurance: Contractor shall meet the insurance requirements of MetroPlan, set forth in *Exhibit C*.

## MISCELLANEOUS

12. Notice: Any notice concerning this Contract shall be in writing and sent by certified mail and email as follows:

To MetroPlan:

MetroPlan  
Attn: Kate Morley  
216 W. Phoenix Avenue  
Flagstaff, AZ 86001

[kate.morley@metroplanflg.org](mailto:kate.morley@metroplanflg.org)

Phone: 928-266-1293

To:

All Traffic Data Services, LLC  
Attn: Randy Martinez  
12200 W 52nd Avenue, Unit 4  
Wheat Ridge, CO 80033

[rmartinez@rekor.ai](mailto:rmartinez@rekor.ai)

Phone: 720-539-1635

With a copy to:

Mangum Wall Stoops & Warden, PLLC  
Attn: Brandon J. Kavanagh  
112 N. Elden Street  
Flagstaff, AZ 86001

[bkavanagh@mswlaw.com](mailto:bkavanagh@mswlaw.com)

Phone: 928-779-6951

13. Authority. Each Party warrants that it has authority to enter this Contract and perform its obligations hereunder and that it has taken all actions necessary to enter into this Contract.

**CONTRACTOR:  
All Traffic Data Services, LLC**

Signature: \_\_\_\_\_

Print name: Randy Martinez

Title: General Manager

Date: \_\_\_\_\_

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION dba MetroPlan**

Signature: \_\_\_\_\_

Print name: Kate Morley

Title: Executive Director

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

Signature: \_\_\_\_\_

Mangum, Wall, Stoops & Warden, PLLC  
MetroPlan Legal Counsel

## EXHIBIT A | SCOPE OF WORK

### Fall 2026 Traffic Counts

#### Traffic Data Collection

The Contractor will collect traffic data according to the following, with specific locations to be provided at a later date:

Item	Quantity/Estimate	Count Period	Period Exclusions	Submission and Report due date	Count Length	Count Days	Service	Automated Report										Permits: F.O.W. Permitting & Waiver/Authorizations		Field Work		Processing		
								Turn- West or West- Thurs	15 min. bin	Avg daily volume	Am Peak	PM Peak	Directional	Volume	SPD	cls	cls	cls	ADOT Northcentral District	City of Flagstaff Traffic	Field Check Locations	Report road work, crash, weather	Manifest DF	Manifest Excel
Traffic Ground Counts	300	September 15- October 15	Exclude holiday weekends	12/15/2026	48 hours	Tues- West or West- Thurs	15 min. bin	Avg daily volume	Am Peak	PM Peak	Directional	Volume	SPD	cls	cls	cls	ADOT Northcentral District	City of Flagstaff Traffic	Field Check Locations	Report road work, crash, weather	Manifest DF	Manifest Excel	MS2 upload	
Vehicle Classification Counts	65	September 15- October 15	Exclude holiday weekends	12/15/2026	72 hours	Tues- Thurs	15 min. bin	Avg daily volume	Am Peak	PM Peak	Directional	Volume	Speed	Class- Bikes	cls	cls	ADOT Northcentral District	City of Flagstaff Traffic	Field Check Locations	Report road work, crash, weather	Manifest DF	Manifest Excel	MS2 upload	
Red Bike Counts	50	September 15- October 15	Exclude holiday weekends	12/15/2026	14 hours	Tues, West or Thurs	15 min. bin	Volume	Am Peak	PM Peak	Directional	Volume	SPD	Class- Bikes	cls	cls	ADOT Northcentral District	City of Flagstaff Traffic	Field Check Locations	Report road work, crash, weather	Manifest DF	Manifest Excel	cls	
Turn Movement Counts	15	September 15- October 15	Exclude holiday weekends	12/15/2026	8 hours	Tues, West or Thurs	15 min. bin	1130-1330	Am Peak 6-8	PM Peak 4-7	Directional	Volume	SPD	Class- Bikes	cls	cls	ADOT Northcentral District	City of Flagstaff Traffic	Field Check Locations	Report road work, crash, weather	Manifest DF	Manifest Excel	MS2 upload	

GPS coordinates and links to online maps will be provided for each count location. The ADOT Field Location Validation smartphone app may be used to navigate to count site locations. The Contractor should, however, use their best judgement when choosing exactly where to place equipment to ensure the safety of the field technicians as well as the accuracy and reliability of the counts. Field count locations must remain between major bisecting roadways or driveways to be referenced to the location ordered and precise or final GPS coordinates for the field location recorded by the Contractor.

The Contractor is responsible to identify and report constraints affecting functional installation of traffic counting equipment and the quality of resulting counts and consult with MetroPlan staff for an alternate set. Where tubes are not adequate in collecting high quality volume and vehicle classification data, radar or video detection should be used.

The Contractor is responsible to work with the ADOT Northcentral District office and/or City of Flagstaff to receive necessary permits to conduct traffic counts on state highways and city streets, and to alert all jurisdictions of the time and dates when counts will be conducted.

Deliverable: Field data collection at roadway sites ordered at times with representative traffic.

#### Loading to MS2 Traffic Count Data System

All traffic count data must be uploaded into the MS2 Traffic Count Data System (TCDS) [<https://fmpo.ms2soft.com>] online traffic data repository in a method consistent with the following specifications:

- Traffic count locations (blue squares) must exist on the TCDS prior to loading traffic counts.
- All files must be named in accordance with the Location ID number on the TCDS.
- Individual traffic counts should pass validation checks that are run by the TCDS

automatically during import. The Contractor should summarize validation errors and validation warning flags by site location and report to the client project manager.

Data should only be uploaded after MetroPlan has reviewed the manifest. Individual traffic count results must be furnished in an electronic format compatible with data reader(s) of the MS2 TCDS web portal. The TCDS can accommodate several different file formats proprietary to individual traffic count equipment makers, and any unsupported formats using standard input templates in Microsoft Excel format. Support and training on the MS2 TCDS and upload process is available from the ADOT Traffic Monitoring Group.

Deliverable: Traffic data uploaded, validated, and assigned in the MS2 TCDS.

### **Summary Manifest**

The Contractor will provide MetroPlan with the summary manifest for review before finalization and assignment in the MS2 TCDS. The manifest for all traffic counts taken under this project should include information provided in the original site list and the following additional information for each traffic count collected relevant to the type of count conducted:

- Station Identification
- Start Date of counts – including calendar day of the week (Monday, Tuesday, etc.)
- The total duration of the count in hours (i.e., 48hr)
- Raw count values (ADT Volume, Average Speeds, 50% speed, 85% speed, PctSingleUnit Truck, PctCompoUnit Truck)
- Travel direction (if applicable)
- Data collection technology used (Tubes, Radar, etc.)
- Field collected GPS coordinates of where the count was taken (at least five decimal places). Note that if ADOT's smartphone location validation app is used, Lat/Long for final count site does not need to be updated in the manifest.
- Other relevant field notes about the traffic count sets such as nearby incidents or construction/

Deliverable: Summary Manifest in Excel format.

### **Quality Control Management and Review**

All traffic counts should be collected using suitable traffic counting methods and equipment. It is anticipated that traffic counts at low volume sites will be collected using pneumatic road tube while counts at high volume sites will need to be collected using radar or other appropriate technology. The Contractor must review and quality check all data. Data should additionally be uploaded to the MS2 TCDS where several validation criteria will be applied automatically through the TCDS. Quality checks that result in a warning or critical error should be assessed and data should not be assigned in the MS2 TCDS until data quality requirements have been satisfied. The Contractor shall submit both raw count data files and a summary manifest to be reviewed by the MetroPlan as well.

Precise GPS coordinates must be collected during field visits and provided to the Client on

the Summary Manifest. Field collected GPS coordinates are best collected using ADOT's smartphone Field Work Validation App, in which case, the coordinate locations would be provided automatically without the Contractor needing to add information to the Summary Manifest. The app can be installed and used on any GPS enabled android or apple device. An active Login ID and Password would be provided by ADOT for each project. Installation and login are needed only once and will be deactivated at the project's end. ADOT or the MetroPlan would then produce a validation report from the Field Work Validation App which may be shared with the Contractor. A recount will be needed where equipment is deployed to a location outside major bisecting roadways. Please refer to the guidance document from ADOT for instructions on app installation and use.

If a machine or tube fails or if a traffic count data does not otherwise pass the Contractor's or the Client's quality control review, a recount must be completed at no additional cost to the Client. Any missing or inaccurate TCS locations must be reported to MetroPlan staff.

Deliverable: An extra validation copy of raw machine count files in a zip folder to the Client. Upload of traffic data to the MS2 TCDS for quality control review. Use of ADOT's Field Work Validation app during set up and pick up of traffic count (available from ADOT).

## EXHIBIT B | STANDARD TERMS AND CONDITIONS

### IN GENERAL

1. **NOTICE TO PROCEED:** Contractor shall not commence performance until after MetroPlan has issued a Notice to Proceed.
2. **LICENSES AND PERMITS:** Contractor at its expense shall maintain current federal, state, and local licenses, permits and approvals required for performance of the Contract, and provide copies to MetroPlan upon request.
3. **COMPLIANCE WITH LAWS:** Contractor shall comply with all applicable federal, state, and local laws, regulations, standards, codes, and ordinances in performance of this Contract.
4. **NON-EXCLUSIVE:** Unless expressly provided otherwise in the Contract, this Contract is non- exclusive and MetroPlan reserves the right to contract with others for materials or services.
5. **SAMPLES:** Any sample submitted to MetroPlan by the Contractor and relied upon by MetroPlan as representative of quality and conformity, shall constitute an express warranty that all materials and/or service to be provided to MetroPlan shall be of the same quality and conformity.

### MATERIALS

6. **QUALITY:** Contractor warrants that all materials supplied under this Contract will be new and free from defects in material or workmanship. The materials will conform to any statements made on the containers or labels or advertisements for the materials and will be safe and appropriate for use as normally used. MetroPlan's inspection, testing, acceptance, or use of materials shall not serve to waive these quality requirements. This warranty shall survive termination or expiration of the Contract.
7. **ACCEPTANCE:** All materials and services provided by Contract are subject to final inspection and acceptance by MetroPlan. Materials and services failing to conform to the Contract specifications may be rejected in whole or part. If rejected, Contractor is responsible for all costs associated arising from rejection.
8. **MANUFACTURER'S WARRANTIES:** Contractor shall deliver all Manufacturer's Warranties to MetroPlan upon MetroPlan's acceptance of the materials.
9. **PACKING AND SHIPPING:** Contractor shall be responsible for industry standard packing which conforms to requirements of carrier's tariff and ICC regulations. Containers shall be clearly marked as to lot number, destination, address, and purchase order number. All shipments shall be F.O.B. Destination, MetroPlan, 216 W. Phoenix Avenue, Flagstaff, AZ 86001, unless otherwise specified by MetroPlan. C.O.D. shipments will not be accepted.
10. **TITLE AND RISK OF LOSS:** The title and risk of loss of material shall not pass to MetroPlan until MetroPlan receives the material at the point of delivery, and MetroPlan has completed inspection and has accepted the material, unless MetroPlan has expressly provided otherwise in the Contract.

11. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor may not substitute nonconforming materials, or services. Delivery of nonconforming materials, and/or services, or a default of any nature, at the option of MetroPlan, shall constitute a breach of the contract as a whole.
12. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials.
13. **LIENS:** All materials and other deliverables supplied to MetroPlan shall be free of all liens other than the security interest held by Contractor until payment in full is made by MetroPlan. Upon request of MetroPlan, Contractor shall provide a formal release of all liens.
14. **CHANGES IN ORDERS:** MetroPlan reserves the right at any time to make changes in any one or more of the following: (a) methods of shipment or packing; (b) place of delivery; and (c) quantities. If any change causes an increase or decrease in the cost of or the time required for performance, an equitable adjustment may be made in the price or delivery schedule, or both. Any claim for adjustment shall be evidenced in writing and approved by the MetroPlan Executive Director prior to the institution of the change.

## PAYMENT

15. **INVOICES:** A separate invoice shall be issued for each shipment of goods. For services, Contractor may submit an invoice on a monthly basis for services rendered and costs incurred in the previous month. Invoices shall include the Contract and/or Purchase Order number, and dates when goods were shipped, or work performed. MetroPlan shall remit payment within thirty (30) days of MetroPlan's receipt of the Contractor's invoice. Payment will only be made for materials received and/or services performed in accordance with this Contract.
16. **LATE INVOICES:** MetroPlan operates on a fiscal year budget, from July 1 through the following June 30. Except in unusual circumstances, which are not due to the fault of Contractor, MetroPlan will not honor any invoices or claims submitted after July 14 for materials or services supplied in the prior fiscal year.
17. **TAXES:** Contractor shall be responsible for payment of all taxes including federal, state, and local taxes related to or arising out of Contractor's performance of this Contract. Such taxes include but are not limited to federal and state income tax, social security tax, unemployment insurance taxes, transaction privilege taxes, use taxes, and any other taxes or business license fees as required.

Exception: MetroPlan will pay any taxes which are specifically identified as a line-item dollar amount in the Contractor's bid, proposal, or quote, and which were considered and approved by MetroPlan as part of the Contract award process. In this event, taxes shall be identified as a separate line item in Contractor's invoices.
18. **FUEL CHARGES:** Contractor at its own expense is liable for all fuel costs related to performance. No fuel surcharges will be accepted or paid by MetroPlan.
19. **DISCOUNTS:** If the Contract provides for payment discounts, payment discounts will be computed from the later date of the following: (a) when the correct invoice is received by MetroPlan; or (b) when acceptable materials and/or materials were received by MetroPlan.

20. **AMOUNTS DUE TO METROPLAN:** Contractor must be current and remain current in all obligations due to MetroPlan during the performance. Payments to Contractor may be offset by any delinquent amounts due to MetroPlan or fees and charges owed to MetroPlan under this Contract.
21. **OFAC:** No MetroPlan payments may be made to any person in violation of Office of Foreign Assets Control regulations, 31 C.F.R. Part 501.

## SERVICES

22. **INDEPENDENT CONTRACTOR:** Contractor shall be an independent contractor for purposes of all laws, including but not limited to the Fair Labor Standards Act, Federal Insurance Contribution Act, Social Security Act, Federal Unemployment Tax Act, Internal Revenue Code, Immigration and Naturalization Act; Arizona revenue and taxation, workers' compensation, and unemployment insurance laws.
23. **CONTROL:** Contractor shall be responsible for the control of the work.
24. **WORK SITE:** Contractor shall inspect the work site and notify MetroPlan in writing of any deficiencies or needs prior to commencing work.
25. **SAFEGUARDING PROPERTY:** Contractor shall be responsible for any damage to real property of MetroPlan or adjacent property in performance of the work and safeguard the worksite.
26. **QUALITY:** All work shall be performed in accordance that degree of care, skill, and diligence ordinarily exercised by professionals providing similar services in the same or similar locale and under similar circumstances to that of Contractor under this Contract
27. **ACCEPTANCE:** If work is rejected by MetroPlan due to noncompliance with the Contract, MetroPlan, after notifying Contractor in writing, may require Contractor to correct the deficiencies at Contractor's expense, or cancel the work order and pay Contractor only for work properly performed.
28. **DEFECTIVE WORK:** Contractor at its own expense shall promptly correct defective work or work failing to conform to the Contract, whether observed before or after acceptance, and whether or not fabricated, installed or completed by Contractor, and shall bear all costs of correction. If Contractor does not correct deficiencies within a reasonable time specified in the written notice from MetroPlan, MetroPlan may perform the work, and Contractor shall be liable for the costs.

## INSPECTION, RECORDS, ADMINISTRATION

29. **RECORDS:** MetroPlan shall have the right to inspect and audit all Contractor books and records related to the Contract for up to five (5) years after completion of the Contract.
30. **RIGHT TO INSPECT BUSINESS:** MetroPlan shall have the right to inspect the place of business of the Contractor or its subcontractor during regular business hours at reasonable times, to the extent necessary to confirm Contract performance.
31. **PUBLIC RECORDS:** This Contract and any related materials are a matter of public record and subject to disclosure pursuant to Arizona Public Records Law, A.R.S. § 39-121 et seq. If Contractor has clearly marked its proprietary information as "confidential", MetroPlan will endeavor to notify Contractor prior to the release of such information.

## INDEMNIFICATION

32. **GENERAL INDEMNIFICATION:** Contractor shall indemnify, defend and hold harmless MetroPlan, its boards and commissions, officers, employees from all losses, claims, suits, payments and judgments, demands, expenses, attorney's fees, or actions of any kind resulting from personal injury to any person, including employees, subcontractors or agents of Contractor or damages to any property arising or alleged to have arisen out of the negligent performance of the Contract, except any such injury or damages arising out of the sole negligence of MetroPlan, its officers, agents or employees. This indemnification provision shall survive termination or expiration of the Contract. This indemnification clause shall not apply if a different indemnification clause is included in MetroPlan's Specific Terms and Conditions.

## CONTRACT CHANGES

33. **PRICE INCREASES:** Except as expressly provided for in the Contract, no price increases will be approved.
34. **COMPLETE AGREEMENT:** The Contract is intended to be the complete and final agreement of the parties.
35. **AMENDMENTS:** This Contract may be amended by written agreement of the parties.
36. **SEVERABILITY:** If any term or provision of this Contract is found by a court of competent jurisdiction to be illegal or unenforceable, then such term or provision is deemed deleted, and the remainder of this Contract shall remain in full force and effect.
37. **NO WAIVER:** Each party has the right to insist upon strict performance of the Contract, and the prior failure of a party to insist upon strict performance, or a delay in any exercise of any right or remedy, or acceptance of materials or services, shall not be deemed a waiver of any right to insist upon strict performance.
38. **ASSIGNMENT:** This Contract may be assigned by Contractor with prior written consent of MetroPlan, which will not be unreasonably withheld. Any assignment without such consent shall be null and void. Unless expressly provided for in a separately executed Consent to Assignment, no assignment shall relieve Contractor (Assignor) from any of its obligations and liabilities under the Contract with respect to MetroPlan. The Executive Director shall have the authority to consent to an assignment on behalf of MetroPlan.
39. **BINDING EFFECT:** This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns.

## EMPLOYEES AND SUBCONTRACTORS

40. **SUBCONTRACTING:** Contractor may subcontract work in whole or in part with MetroPlan's advance written consent. MetroPlan reserves the right to withhold consent if subcontractor is deemed irresponsible and/or subcontracting may negatively affect performance. All subcontracts shall comply with the underlying Contract. Contractor is responsible for Contract performance whether or not subcontractors are used.
41. **APPLICABLE TERMS AND CONDITIONS:** Pursuant to 2 CFR 200.326, the Contractor's contracts with its subcontractors shall include all the terms and conditions of this Contract. Each subcontractor must agree to comply with all the terms and conditions to be awarded. The Contractor certifies that it shall communicate

contractual requirements to contractors and subcontractors and ensure all the requirements of this Contract are incorporated by means of a contract or other legally binding documents stipulating the contractor and/or subcontractor's responsibility to comply with this Contract.

## **DEFAULT AND TERMINATION**

- 42. TERMINATION FOR DEFAULT:** Prior to terminating this Contract for a material breach, the non-defaulting party shall give the defaulting party written notice and reasonable opportunity to cure the default, not to exceed thirty (30) days unless a longer period is granted by the non-defaulting party in writing. In the event the breach is not timely cured, or in the event of a series of repeated breaches the non-defaulting party may elect to terminate Contract by written notice to Contractor, which shall be effective upon receipt. In the event of default, the parties may execute all remedies available at law in addition to Contract remedies provided for herein.
- 43. METROPLAN REMEDIES:** In the event of a Contractor's default, MetroPlan may obtain required materials and/or services from a substitute contractor, and Contractor shall be liable to MetroPlan to pay for the costs of such substitute service. MetroPlan may deduct or offset the cost of substitute service from any balance due to Contractor, and/or seek recovery of the costs of substitute service against any performance security, and/or collect any liquidated damages provided for in the Contract. Remedies herein are not exclusive.
- 44. CONTRACTOR REMEDIES:** In the event of MetroPlan's default, Contractor may pursue all remedies available by law, except as provided for herein. Notwithstanding anything contained herein, any claim against MetroPlan must satisfy requirements for claims against a public entity.
- 45. SPECIAL DAMAGES:** In the event of default, neither party shall be liable for incidental, special, or consequential damages.
- 46. TERMINATION FOR NONAPPROPRIATION OF FUNDS:** MetroPlan may terminate all or a portion of this Contract due to budget constraints and non-appropriation of funds for the following fiscal year, without penalty or liability to Contractor.
- 47. TERMINATION FOR CONVENIENCE:** Unless expressly provided for otherwise in the Contract, this Contract may be terminated in whole or part by MetroPlan for convenience upon thirty (30) day's written notice, without further penalty or liability to Contractor. If this Contract is terminated, MetroPlan shall be liable only for payment for satisfactory materials and/or services received and accepted by MetroPlan before the effective date of termination.
- 48. TERMINATION DUE TO INSOLVENCY:** If Contractor becomes a debtor in a bankruptcy proceeding, or a reorganization, dissolution or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of Contractor under federal bankruptcy law or any state insolvency law, Contractor shall immediately provide MetroPlan with a written notice thereof. MetroPlan may terminate this Contract, and Contractor is deemed in default, at any time if the Contractor becomes insolvent, or is a party to any voluntary bankruptcy or receivership proceeding, makes an assignment for a creditor, or there is any similar action that affects Contractor's ability to perform under the Contract.
- 49. PAYMENT UPON TERMINATION:** Upon termination of this Contract, MetroPlan will pay Contractor for satisfactory performance up until the effective date of termination. MetroPlan shall make final payment within thirty (30) days from receipt of the Contractor's final invoice.

50. **CANCELLATION FOR GRATUITIES:** MetroPlan may cancel this Contract at any time, without penalty or further liability to Contractor, if MetroPlan determines that Contractor has given or offered to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant (“Gratuities”) in connection with award or performance of the Contract.
51. **CANCELLATION FOR CONFLICT OF INTEREST (A.R.S. § 38-511):** MetroPlan may cancel this Contract within three (3) years after its execution, without penalty or further liability to Contractor, pursuant to the terms of the statute.

## MISCELLANEOUS

52. **ADVERTISING:** Contractor shall not advertise or publish information concerning its Contract with MetroPlan, without the prior written consent of MetroPlan. However, notwithstanding the foregoing, Contractor is authorized to reference MetroPlan and the scope of work performed by Contractor for MetroPlan in its future marketing and promotion, including, but not limited to, proposals without MetroPlan’s prior consent.”
53. **NOTICES:** All notices given pursuant to this Contract shall be delivered at the addresses as specified in the Contract or updated by Notice to the other party. Notices may be: (a) personally delivered, with receipt effective upon personal delivery; (b) sent via certified mail, postage prepaid, with receipt deemed effective four (4) days after being sent; (c) or sent by overnight courier, with receipt deemed effective two (2) days after being sent Notice may be sent by email as a secondary form of notice.
54. **THIRD PARTY BENEFICIARIES:** This Contract is intended for the exclusive benefit of the Parties. Nothing herein is intended to create any rights or responsibilities to third parties.
55. **FORUM:** In the event of litigation relating to this Contract, any action at law or in equity shall be filed in Coconino County, Arizona
56. **KEY PERSONNEL DESIGNATION:** Contractor’s shall provide the contact information for Key Personnel and Subcontractors (if any). Key Personnel are those employees whose license number and signature will be placed on key documents and those employees who have significant responsibilities for the completion of the services. The MetroPlan Representative for this contract has the right to approve any proposed substitution of Key Personnel or Subcontractors.

## EXHIBIT C | INSURANCE REQUIREMENTS

1. In General. Contractor shall maintain insurance against claims for injury to persons or damage to property, arising from performance of or in connection with this Contract by the Contractor, its agents, representatives, employees, or contractors.
2. Requirement to Procure and Maintain. Each insurance policy required by this Contract shall be in effect at, or before, commencement of work under this Contract and shall remain in effect until all Contractor’s obligations under this Contract have been met, including any warranty periods. The Contractor’s failure to maintain the insurance policies as required by this Contract or to provide timely evidence of renewal will be considered a material breach of this Contract.
3. Minimum Scope and Limits of Insurance. The following insurance requirements are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. MetroPlan does not represent or warrant that the minimum limits set forth in this Contract are sufficient to protect the Contractor from liabilities that might arise out of this Contract, and Contractor is free to purchase such additional insurance as Contractor may determine is necessary.

Contractor shall provide coverage at least as broad and with limits not less than those stated below.

- a. Commercial General Liability - Occurrence Form
 

General Aggregate	\$2,000,000
Products/Completed Operations	\$2,000,000
Each Occurrence	\$1,000,000
- b. Umbrella Coverage \$2,000,000
- c. Automobile Liability –  
Any Automobile or Owned,  
Hired and Non-owned  
Vehicles  
Combined Single Limit Per Accident  
for Bodily Injury & Property Damage \$1,000,000
- d. Workers’ Compensation and Employer’s Liability
 

Workers’ Compensation	Statutory
Employer’s Liability: Each Accident	\$1,000,000
Disease - Each Employee	\$1,000,000
Disease - Policy Limit	\$1,000,000
- e. Professional Liability \$2,000,000

4. Self-Insured Retention. Any self-insured retentions must be declared to and approved by MetroPlan. If not approved, MetroPlan may require that the insurer reduce or eliminate such self-insured retentions with respect to MetroPlan, its officers, agents, employees, and volunteers. Contractor shall be solely responsible

for any self-insured retention amounts. MetroPlan at its option may require Contractor to secure payment of such self-insured retention by a surety bond or irrevocable and unconditional letter of credit.

5. Other Insurance Requirements. The policies shall contain, or be endorsed to contain, the following provisions:
  - a. Additional Insured. In Commercial General Liability and Automobile Liability Coverages, ADOT, MetroPlan, its officers, officials, agents and employees shall be named and endorsed as additional insureds with respect to liability arising out of this Contract and activities performed by or on behalf of the Contractor, including products and completed operations of the Contractor, and automobiles owned, leased, hired or borrowed by the Contractor.
  - b. Broad Form. The Contractor's insurance shall contain broad form contractual liability coverage.
  - c. Primary Insurance. The Contractor's insurance coverage shall be primary insurance with respect to MetroPlan, its officers, officials, agents, employees, and volunteers. Any insurance or self-insurance maintained by MetroPlan, its officers, officials, agents, and employees, shall be in excess of the coverage of the Contractor's insurance and shall not contribute to it.
  - d. Each Insured. The Contractor's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability.
  - e. Not Limited. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.
  - f. Waiver of Subrogation. The policies shall contain a waiver of subrogation against MetroPlan, its officers, officials, agents, and employees for losses arising from work performed by Contractor for MetroPlan.
6. Notice of Cancellation. Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, cancelled, reduced in coverage or in limits unless prior written notice has been given to MetroPlan. Notices required by this section shall be sent directly to the Buyer listed in the original Solicitation and shall reference the Contract Number:

Attention: Executive Director  
Contract No. 2026-04  
MetroPlan  
216 W. Phoenix Avenue  
Flagstaff, Arizona 86001

7. Acceptability of Insurers. Contractor shall place insurance hereunder with insurers duly licensed or approved unlicensed companies in the State of Arizona and with a "Best's" rating of not less than A-: VII. MetroPlan does not represent or warrant that the above required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
8. Certificates of Insurance. The Contractor shall furnish MetroPlan with certificates of insurance (ACORD form) as required by this Contract. The certificates for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. Any policy endorsements that restrict or limit coverage shall be clearly noted on the certificate of insurance. MetroPlan project/contract number and project description shall be noted on the certificates of insurance. MetroPlan must receive and approve all certificates of insurance and endorsements before the Contractor commences work.

9. Policies. MetroPlan reserves the right to require, and receive within ten (10) days, complete, certified copies of all insurance policies and endorsements required by this Contract at any time. MetroPlan shall not be obligated, however, to review any insurance policies or to advise Contractor of any deficiencies in such policies and endorsements. MetroPlan's receipt of Contractor's policies or endorsements shall not relieve Contractor from, or be deemed a waiver of, MetroPlan's right to insist on strict fulfillment of Contractor's obligations under this Contract.
  
10. Modifications. Any modification or variation from the insurance requirements in this Contract must have the prior approval of MetroPlan's legal counsel in consultation with the Executive Director, whose decision shall be final. Such action will not require a formal Contract amendment but may be made by their handwritten revision and notation to the foregoing insurance requirements.

## EXHIBIT D | FEDERAL AND STATE COMPLIANCE

**Federal Funding Source:** Federal Highway Administration (FHWA) through Arizona Department of Transportation (ADOT), Surface Transportation Block Grant (STBG) grants, Assistance Listing Number 20.205

**Project Name:** Fall 2026 Traffic Counts

**Project Number:** MPD11018-200.2

*“Pursuant to 23 USC §409: Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential accident sites, hazardous roadway conditions, or rail-way-highway crossings, pursuant to sections 130, 144, and 148 [152] of this title or for the purpose of developing any highway safety construction improvement project which may be implemented utilizing Federal-aid highway funds shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.”*

- 1. Monitoring Activities:** Pursuant to 2 CFR 200.329, the project/work in this solicitation/contract is funded with federal funds through the Arizona Department of Transportation, Multimodal Planning Division (ADOT). In accordance with 2 CFR 200.329, ADOT shall monitor all activities performed by its staff or by subrecipients of U.S. Department of Transportation funds to assure that the work is being managed and performed satisfactorily and that time schedules are being met. The Contractor and its subcontractors shall fully cooperate with such monitoring as requested.
- 2. Governing Law:** This Contract is governed according to the laws of the State of Arizona. All cited statutes, public law, executive orders, and policies cited in the funding Agreement between the State of Arizona and are incorporated by reference as a part of this Contract.
- 3. Compliance with Funding Agency Requirements:** Pursuant to 2 CFR 200.337 and 2 CFR 200.339, upon request, the Contractor shall provide information or reports to assist in adherence to relevant requirements from the agreements between ADOT, its subrecipient, and the agencies of the US Department of Transportation. If ADOT, or the federal funding agency finds that the work performed fails to comply with any requirement (e.g., work elements or tasks are not conducted in accordance with approved scope, or work elements or tasks are found to be inconsistent with federal or state regulations or guidelines, or products/services were incorrectly procured), ADOT, or the federal funding agency may use the enforcement actions contained in 2 CFR 200.208 and then in 2 CFR 200.339 to remedy the situation and any other appropriate remedies available at law.
- 4. Certification of Eligibility of Costs:** Pursuant to 2 CFR 200.402 - .414, 2 CFR 200.420 - .475, and 2 CFR 200.415, the Contractor shall assure that costs invoiced are consistent and eligible for federally funded projects.

To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment must include a certification, signed by an official who is authorized to legally bind the Contractor which reads as follows:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and

accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

5. **Record Retention:** Pursuant to A.R.S. 35-214 and the State of Arizona Accounting Manual, sections 0045 and 7035, CONTRACTORS and SUBCONTRACTORS shall retain all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other such documents, and shall be maintained for at least 5 years after final payment.
6. **Applicable Terms and Conditions:** Pursuant to 2 CFR 200.327, the Contractor's contracts with its subcontractors shall include all the terms and conditions of 2 CFR 200 Appendix II, and additionally, those of this Contract. Each subcontractor must agree to comply with all the terms and conditions to be awarded.

The Contractor certifies that it shall communicate contractual requirements to contractors and subcontractors and ensure all the requirements of this Contract are incorporated by means of a contract or other legally binding documents stipulating the contractor and/or subcontractor’s responsibility to comply with this Contract.

7. **Administrative, contractual, or legal remedies for violation or breach of contract terms:** Pursuant to 2 CFR 200, Subpart F, Appendix II; 41 USC 1908, for contracts in excess of the simplified acquisition threshold in 41 USC 134 (currently \$250,000), failure by the Contractor to carry out the requirements of the Contract, especially in compliance with the Federal terms and conditions and programmatic requirements, represents a material breach of this contract, which may result in the termination of this contract or such other remedy as MetroPlan, with the funding agency's concurrence, deems appropriate, which may include, but is not limited to:
  - Withholding payments;
  - Assessing sanctions;
  - Liquidated damages; and/or
  - Disqualifying the contractor from future bidding on the grounds of being non-responsible.

Nonconforming Tender. Materials or services supplied under this Contract shall fully comply with the Contract. The delivery of materials or services or a portion of the materials or services that do not fully comply constitutes a breach of contract. On delivery of nonconforming materials or services, MetroPlan may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its rights and remedies under the Uniform Commercial Code or pursue any other right or remedy available to it.

8. **Termination for cause or convenience:** Pursuant to 2 CFR 200, Subpart F, Appendix II, MetroPlan reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of MetroPlan without penalty or recourse. Upon receipt of written notice, the Contractor shall stop all work, as directed in the notice, notify all subrecipients of the effective date of the termination, and minimize all further costs to MetroPlan. In the event of termination under this paragraph, all documents, data, and reports prepared by the Contractor and its subcontractors under this Contract shall become the property of and be delivered to MetroPlan upon request. The Contractor and its subcontractors shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials/deliverables accepted before the effective

date of the termination. The Contractor and its subcontractors shall continue to perform in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

MetroPlan shall reimburse the Contractor for those eligible expenses incurred during the Contract period which are directly attributable to the completed portion of the work covered by this Contract, provided that the work has been completed in a manner satisfactory and acceptable to MetroPlan. The Contractor shall reimburse its subcontractor in a similar fashion. The Contractor and its subcontractors shall not incur new obligations for the terminated portion after the effective date of the termination.

In addition to the rights reserved in the Contract, MetroPlan may terminate the Contract in whole or in part due to the failure of the Contractor or its subcontractors to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses, and permits, or to make satisfactory progress in performing the Contract.

This Contract may be terminated by either party provided that a termination shall not be effective until 30 days after a Party has served written notice upon the other Party. This Contract may be terminated by mutual consent of all Parties or unilaterally by either Party without cause.

- 9. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended:** Pursuant to 2 CFR 200, Subpart F, Appendix II, for contracts in excess of \$150,000, the Contractor herein agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the contracting agency and to ADOT, who will report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 10. Debarment and Suspension / Excluded Parties List:** Pursuant to 2 CFR 200, Subpart F, Appendix II and 23 CFR 121 (J), the Contractor shall not be listed on the excluded parties list, and the Contractor shall not award a Subcontract to any parties listed on the governmentwide exclusions list in the System for Award Management (SAM).
- 11. Anti-Lobbying Certification:** Pursuant to 2 CFR 200, Subpart F, Appendix II (I), for any contract exceeding \$100,000, the Contractor and its subcontractors shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- 12. Procurement of recovered materials:** Pursuant to 2 CFR Part 200, Subpart F, Appendix II (J) and 2 CFR 200.323, the Contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that

maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**13. Telecommunications and Video Surveillance Services or Equipment:** Pursuant to 2 CFR Part 200, Subpart F, Appendix II (K) and 2 CFR 200.216 the Contractor shall not procure or obtain, or extend or renew a contract to procure or obtain, or procure or obtain equipment, services, or systems that uses covered telecommunication equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities) as described in Public Law 115-232, section 889.

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

**14. Domestic Preference:** Pursuant to 2 CFR Part 200, Subpart F, Appendix II (L) and 2 CFR 200.32, as appropriate and to the extent consistent with law, the Contractor and its subcontractors should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber."

**15. Patents:** Patents and inventions developed in the course of the Project are subject to federal standard patent rights at 37 CFR 401.14. The Contractor shall at a minimum cite the applicability of the Standard Patent Rights of 37 CFR 401.14 except for 401.14(g) or may include all the clauses, suitably modified to identify the parties, in all subcontracts, regardless of tier. The clauses may be retrieved in their entirety from <https://www.ecfr.gov/current/title-37/chapter-IV/part-401/section-401.14>, or as the link may be updated from time to time and shall be adjusted only to the extent to identify the parties.

To the extent permitted by A.R.S. §§ 41-621 and 35-154, the Contractor shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of this Contract's performance or use by the State of materials furnished or work performed under this Contract. The State shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.

**16. Rights to Inventions Made by Nonprofits and Small Business Firms:** Pursuant to 2 CFR 200 Appendix II (F) Rights to Inventions Made Under a Contract or Agreement. The funding provided for this Contract meets the definition of "funding agreement" under 37 CFR §401.2 (a) MetroPlan must comply with the requirements of

37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

- 17. Conflict of Interest:** Pursuant to 2 CFR 200.112 and 2 CFR 1201.112, the Contractor shall disclose in writing any potential conflict of interest to the federal funding agency, the contracting agency, or the Arizona Department of Transportation.
- 18. Employment of Federal Personnel:** Contractors will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the contracting agency, the Arizona Department of Transportation or the Federal funding agency shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when: The employee, officer or agent, any member of his immediate family, His or her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. Department officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
- 19. Equipment Use, Management, and Disposal:** Pursuant to 2 CFR 1201.313 the Contractor shall follow State of Arizona rules with respect to the use, management and disposal of equipment acquired under this contract.
- 20. Retainage:** Contractors are herein notified they are prohibited from holding retainage from Subcontractors, nor are Contractors subject to retainage withholding by MetroPlan for this Project pursuant to 49 CFR 26.29.b(1).
- 21. Travel:** All travel for the Contractor must comply with the State of Arizona (State) policies for Travel. Only actual expenses are reimbursable, within maximum reimbursement limits as described and established by the rates for travel: A.R.S. 38-621 through 38-627, Reimbursement for Expenses; State of Arizona Accounting Manual (SAAM), Section 50.65, Vendor Travel, Section 50.95 Reimbursement Rates available at <https://gao.az.gov/publications/saam>. In the event the MPO chooses to reimburse Contractors/Consultants at rates higher than those authorized in the State travel policies, when submitting travel reimbursement requests, each receipt must indicate the amount that exceeds the State rate. The Contractor shall also comply with the policies governing individually operated motor vehicles in Section 50.15 of the SAAM. Travel costs paid to Contractors/Consultants must always be supported by appropriate documentation.
- 22. Tribal Consultation:** In the event that this project is located within tribal land or includes tribal involvement as a stakeholder, the Contracting Agency and the Contractor must exercise tribal consultation and coordination protocol when providing related services. The purpose for this provision is to ensure compliance with "ADOT's Tribal Consultation Policy" and Arizona Revised Statute Section 41-2051, Subsection C - Responsibilities of State Agencies: <https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/02051.htm>.

An ADOT Tribal Transportation Consultation Online Training Course and Handbook are available to the Contractor and shall be reviewed upon selection. For an understanding of what that protocol entails, refer to Module 4 of the Course which is located on the Arizona Tribal Transportation website at: <http://www.aztribaltransportation.org>.

**23. Report Disclaimer:** Pursuant to 23 CFR 420.117(e), all reports and other project-related documents shall contain the following disclaimer statement:

“This report was funded in part through grant[s] from the Federal Highway Administration and/or Federal Transit Administration, U.S. Department of Transportation. The contents of this report reflect the views and opinions of the author(s) who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily state or reflect the official views or policies of the U.S. Department of Transportation, the Arizona Department of Transportation, or any other State or Federal Agency. This report does not constitute a standard, specification, or regulation”.

**24. Safe Operation of Motor Vehicles:** The contractor agrees to implement Executive Order No. 13043, “Increasing Seat Belt Use in the United States,” April 16, 1997, 23 U.S.C. § 402 note, (62 Fed. Reg. 19217), by:

- (1) Adopting and promoting on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles, and
- (2) Including a “Seat Belt Use” provision in each third-party agreement related to the Award. b. Distracted Driving, Including Text Messaging While Driving.

The Contractor agrees to comply with:

- (1) Executive Order No. 13513, “Federal Leadership on Reducing Text Messaging While Driving,” October 1, 2009, 23 U.S.C. § 402 note, (74 Fed. Reg. 51225);
- (2) U.S. DOT Order 3902.10, “Text Messaging While Driving,” December 30, 2009, and
- (3) The following U.S. DOT Special Provision pertaining to Distracted Driving:
  - (a) Safety. The Contractor agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while using an electronic device supplied by an employer, and driving a vehicle the driver owns or rents, a vehicle Recipient owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the Award, or when performing any work for or on behalf of the Award,
  - (b) Contractor Size. The Contractor agrees to conduct workplace safety initiatives in a manner commensurate with its size, such as establishing new rules and programs to prohibit text messaging while driving, re-evaluating the existing programs to prohibit text messaging while driving, and providing education, awareness, and other outreach to employees about the safety risks associated with texting while driving, and
  - (c) Extension of Provision. The Contractor agrees to include the preceding section in its third party agreements, and encourage its Third Party Participants to comply with this Special Provision, and include this Special Provision in each third party sub-agreement at each tier supported with federal assistance.

~~**25. Disadvantaged Business Enterprise:** The contracting Agency is receiving US DOT assisted transportation funds for this Contract through the Arizona Department of Transportation and has adopted and implemented ADOT’s DBE Program Plan, ADOT’s DBE policy, DBE contract specifications and forms as a condition of receiving federal funds. ADOT Subrecipients/Subgrantees of federal funds must comply with ADOT DBE Plan and may not have a plan independent from ADOT.~~

~~The ADOT DBE Program Plan and LPA/SUBRECIPIENT DBE Guidelines are located online at <https://azdot.gov/business/business-engagement-and-compliance/dbe-contract-compliance> and are herein incorporated by reference.~~

~~Non-Discrimination:~~

The contracting Agency, its Contractors and Subcontractors will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, age, or disability.

In compliance with the ADOT DBE Program Plan, the contracting Agency, its Contractors and Subcontractors shall not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program. The Contractor will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, age, or disability.

The Contractor shall take all necessary actions required under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

By executing this Agreement, the Contractor agrees to perform the following minimum DBE Program Compliance Required Activities and include the following assurance with each contract with a contractor or consultant and each subcontract a prime signs with a subcontractor:

The Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements represents a material breach of this contract, which may result in the termination of this contract or such other remedy as the contracting Agency, with ADOT's concurrence, deems appropriate, which may include, but is not limited to:

- Withholding payments;
- Assessing sanctions;
- Liquidated damages; and/or
- Disqualifying the contractor from future bidding on the grounds of being non-responsible.

The Contractor shall establish a program that will ensure nondiscrimination in the award and administration of contracts and subcontracts.

The Contractor shall designate a full-time employee who shall be responsible for the administration of the contractor's DBE program.

The Contractor shall prohibit agreements in which a DBE promises not to provide subcontracting quotations to other bidders.

**26. Subcontract Payment Reporting in the DBE System:** The Arizona Department of Transportation (ADOT) is required to collect data on DBE and non-DBE participation, including lower tier subcontracts, to report to funding agencies of the USDOT on Federal aid projects. The contractor is notified that such record keeping is required by the Department for tracking DBE participation on both race neutral and race conscious projects (i.e., projects with and without DBE goals).

The Contractor shall respond to payment audits reported each month electronically through ADOT's web-based payment tracking system (<https://arizonalpa.dbesystem.com>), reporting its payments to all DBEs and non-DBE subcontractors working on the project. In addition, the Contractor shall require that all DBE and non-

~~DBE subcontractors shall also respond to its audits and report lower tier subcontractor payments in the same manner.~~

~~If, by the DBE system audit deadline, the Contractor has not submitted the required report for work performed during the preceding month, or the submitted report failed to include all amounts earned by and paid to all DBEs and non-DBEs, including all lower tier DBE and non-DBE subcontractors, the contracting Agency will work with ADOT MPD Contracts Group Manager to determine if sanctions should be assessed. These liquidated damages shall be in addition to all other reductions or liquidated damages provided for elsewhere in the contract.~~

~~The Contractor shall include these provisions in all of its subcontracts and ensure that its subcontractors include these provisions in any lower tier subcontracts.~~

**27. Title VI/Non-Discrimination Assurances:** The CONTRACTOR HEREBY ACKNOWLEDGES that MetroPlan, as a condition to receiving any Federal financial assistance through the Arizona Department of Transportation and provided by the U.S. Department of Transportation, must GIVE ASSURANCE THAT it shall comply with Title VI of the Civil Rights Act of 1964, as amended, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), the Civil Rights Restoration Act of 1987 (Public Law 100.259) and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the U.S. Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a)(1) of the Regulations. The Contractor shall also incorporate and comply with the terms and conditions established in Exhibit D Appendices A through E.

Title VI/Non-Discrimination Assurances: This Contract is subject to the provisions of Title VI of the Civil Rights Act, and the Contractor is herein notified of such. Additionally, the Contractor shall include the following information in each of its subcontracts associated with the project:

*The Arizona Department of Transportation, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42 U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.*

**28. Non-Discrimination:** Pursuant to 49 CFR Part 26, The Contractor and its subcontractor/subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the Contractor to carry out these requirements represents a material breach of this contract, which may result in the termination of this contract or such other remedy as MetroPlan, with the funding agency's concurrence, deems appropriate, which may include, but is not limited to:

- Withholding payments;

- Assessing sanctions;
- Liquidated damages; and/or
- Disqualifying the contractor from future bidding on the grounds of being non-responsible.

The Contractor shall establish a program that will ensure nondiscrimination in the award and administration of contracts and subcontracts.

The Contractor shall designate a full-time employee who shall be responsible for the administration of the contractor's DBE program.

The Contractor shall prohibit agreements in which a DBE promises not to provide subcontracting quotations to other bidders.

**29. Excluded Parties:** The federal funding in this Agreement is considered a covered transaction under 2 CFR 1200.220 for purposes of debarment and suspension considerations. Thus, agreements for contractors/consultants and their subcontractors/consultants are subject to this requirement. The Contractor and its Subcontractors are prohibited from making any award or permitting any award at any tier to any party which has not established and maintained its entity registration on the federal System for Award Management or one that is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs pursuant to 2 CFR 200.212. The Contractor agrees to comply and assures the compliance of each third-party contractor at any tier, with Executive Orders Nos. 12549 and 12689, "Debarment and Suspension," 31 U.S.C. § 6101 note, and U.S. DOT regulations, "Government-wide Debarment and Suspension Non-procurement)," and 2 CFR 200.212. The Contractor agrees to and assures that its third-party contractors will review the Excluded Parties Listing System and assure that its subcontractors establish and maintain entity registration on the System for Award Management before entering into any contracts.

**31. Conflict of Interest:** The Contractor and their subcontractors shall not enter into any contract, subcontract, or arrangement in connection with the project, in which a member, officer, or employee, during tenure or for one year thereafter has any interest, direct or indirect. If any such present or former member, officer, or employee involuntarily acquired or had acquired prior to the beginning of his or her tenure any such interest, and if such interest is immediately disclosed to MetroPlan, who must further report this to its funding agency, and may waive the prohibition contained in this paragraph, provided, that any such present member, officer, or employee shall not participate in any action by the Contractor or the locality relating to such contract, subcontract, or arrangement. The Contractor must disclose any such interest to MetroPlan within five business days of receipt of disclosure.

The Contractor shall insert in all contracts entered into in connection with the project, and shall require its contractors to insert in each of their subcontracts the following provision:

"No member, officer, or employee of the firm either during tenure or for one year thereafter shall have any interests, direct or indirect, in this contract or the proceeds thereof."

Pursuant to 2 CFR 1201.112, the Contractor shall disclose in writing any potential conflict of interest to MetroPlan; this requirement is passed to the Contractor's subcontractors. MetroPlan shall inform the funding agency who shall inform the Federal awarding agency in accordance with the applicable Federal awarding agency policy.

**32. Indemnification:** The Contractor shall cause its contractor(s) and subcontractors, if any, to indemnify, defend, save and hold harmless the State of Arizona, any jurisdiction or agency issuing any permits for any work arising

out of this Agreement, and their respective directors, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the Contractor's contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable.

- 33. Copyright:** Pursuant to 23 CFR 420.121 (b), the State and their subrecipients may copyright any books, publications, or other copyrightable materials developed during a U.S. DOT funded project. The U.S. DOT funding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Government purposes.
- 34. Energy Conservation:** The Contractor is required to comply with mandatory standards and policies, as applicable relating to energy efficiency which are contained in the State Energy Conservation Plan issued by the State of Arizona in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
- 35. Drug Free Workplace:** The Contractor agrees to comply with the laws governing a drug and alcohol-free workplace in compliance with the Federal Drug-Free Workplace Act of 1988 and 23 CFR 630.112(c)(3) when and where relevant.
- 36. FTA Funding; Certifications and Assurances:** In the event there is FTA funding for work under this Contract, on an annual basis, the Contractor must agree to comply with all categories of the FTA Certifications and Assurances applicable to the Contract. The FTA Certifications and Assurances will be provided to the Contractor under separate packet as they are released by FTA. Continuation of this Agreement shall be contingent on completion and submission of that packet within the deadline expressed at time of distribution. The FTA Certifications and Assurances, as modified and accepted each year shall be considered incorporated into this Agreement by reference.

The Parties understand and agree that not every provision of the Certifications and Assurances will apply to every Project. The type of Project will determine which Certifications and Assurances apply.

The Contractor also understands and agrees that these Certifications and Assurances are pre-award requirements, generally required by Federal law or regulation, and do not include all Federal requirements that may apply.

The Contractor is ultimately responsible for compliance with the Certifications and Assurances that apply to itself or its Project, even if a Subcontractor or other Third-Party Participant may be involved in your Project, except as FTA determines otherwise in writing. For this reason, we require the Contractor to take the appropriate measures, including, but not limited to, obtaining sufficient documentation from each Subcontractor and other Third-Party Participant to assure the validity of applicable Certifications and Assurances.

Completion and Signing of an FTA Certification and Assurances document is a requirement and a condition to receive FTA funding for any project and does not relieve the contractor of any obligation of other certifications or assurances required in any contracting process, and should be treated as an addition to such certifications and assurances.

FTA Certification and Assurances are incorporated herein by reference. They may be obtained at <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/certifications-assurances>.

- 37. Incorporation of Federal Provisions:** All contractual provisions of 2 CFR 200 et seq and those required by the U.S. Department of Transportation are hereby incorporated by reference. All applicable clauses shown in the FTA Master Agreement between the State and FTA apply to each Project funded by the Arizona Department of Transportation using FTA funds. Any requirements of the Stewardship Agreement between the State and FHWA apply to each Project funded by the Arizona Department of Transportation using FHWA funds. This provision shall be incorporated in any sub-contractor/consultant, or lower-tier agreement for which funds from this contract shall be used for payment.
- 38. Immigration and E-Verify:** To the extent applicable under Arizona Revised Statutes Section 41-4401, each Party and its subcontractors/consultants warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-Verify requirements under Arizona Revised Statutes Section 23-214(A). A breach of the above-mentioned warranty by any Party or its subcontractors shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the non-breaching Parties. Each Party retains the legal right to randomly inspect the papers and records of the other Parties' or its subcontractors' employees who work on the Agreement to ensure that the Parties or its subcontractors are complying with the above-mentioned warranty.
- 39. Americans with Disabilities Act:** The Contractor assures that it will comply with applicable provisions of the Americans with Disabilities Act (ADA), (Public Law No. 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act including 28 CFR parts 35-36, and applicable provisions of 49 CFR Parts 27, 37 and 38: Transportation for Individuals with Disabilities; Final Rule. The parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated herein by reference regarding "Non-Discrimination".
- 40. Fly America:** The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.
- 41. Israel Boycott Not Permitted:** State Legislation has been enacted to prohibit a public entity from contracting with a value of \$100,000 or more with a company currently engaged in a boycott of Israel. To ensure compliance with A.R.S. §35-393.01, the Contractor warrants that it is not engaged in a boycott of Israel as defined in A.R.S. 35-393 et seq.

- 42. Forced Labor of Ethnic Uyghurs Ban:** Pursuant to Arizona Revised Statutes § 35-394, the Contractor warrants and by signing this Contract and so certifies that it does not currently, and agrees for the duration of the contract that it will not use the forced labor of ethnic Uyghurs in the People's Republic of China, any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China, or any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Contractor becomes aware during the term of this Agreement that the Contractor is not in compliance with this certification, the Contractor shall notify the Agency within five business days after becoming aware of the noncompliance, and within 180 calendar days after notice, provide written certification that the Contractor has remedied the noncompliance. This item does not apply to not-for-profit organizations or organizations with fewer than ten (10) full-time employees.
- 43. Prohibition on certain telecommunications and video surveillance services or equipment:** Pursuant to 2 CFR 200.216, the Contracting Agency and Contractors and Subcontractors are prohibited from procuring, obtaining, or renewing a contract to procure or obtain video surveillance and telecommunications equipment, equipment, services, or systems produced by Huawei Technologies Company or ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company or any subsidiary or affiliate of such entities; or from companies reasonably believed by the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.
- 44. Promoting Free Speech and Religious Liberty:** The Contractor shall ensure that all funds under awarded in this Project shall be expended in full accordance with the U.S. Constitution, Federal Law, and statutory and public policy requirements: including, but not limited to, those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination.
- 45. Mandatory Disclosures:** Pursuant to 2 CFR 200.113, The Contractor shall disclose, in a timely manner, in writing to the Department, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the contract. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339.
- 46. Contracts for construction, acquisition of goods, or rolling stock valued at more than \$150,000 - Buy America:** The contractor agrees to comply with 49 U.S.C. 5323(j) and 49 C.F.R. part 661, which provide that Federal funds may not be obligated unless all steel, iron, and manufactured products used in US DOT funded projects are produced in the United States, unless a waiver has been granted by the funding USDOT agency, or the product is subject to a general waiver. General waivers are listed in 49 C.F.R. § 661.7. Separate requirements for rolling stock are set out at 49 U.S.C. 5323(j)(2)(C) and 49 C.F.R. § 661.11.

Contractor shall comply with 49 USC 5323(j) and 49 CFR 661, stating that Federal funds may not be obligated unless steel, iron, and manufactured products used in USDOT-funded projects are produced in the United States, unless a waiver has been granted by the funding USDOT agency, or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7, and include software, microcomputer equipment and small purchases (currently less than \$150,000) made with capital, operating, or planning funds. Separate requirements for rolling stock are stated at 5323(j)(2)(C) and 49 CFR 661.11. Rolling stock must be manufactured in the US and have a minimum 65% domestic content for FY2019 and a minimum 70% domestic content for FY2020 and beyond. A bidder or offeror shall submit appropriate Buy America certification to the recipient with all bids on USDOT-funded contracts, except those subject to a general waiver. Proposals not accompanied by a completed Buy America certification shall be rejected as non-responsive. This requirement does not apply to lower tier subcontractors.

- 47. Construction Contracts - Equal Employment Opportunity:** Pursuant to 2 CFR 200 Appendix II (C) Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- 48. Construction Contracts - Davis-Bacon Act:** Pursuant to 2 CFR 200 Appendix II (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
- 49. Work Employing Mechanics or Laborers:** Pursuant to 2 CFR 200 Appendix II (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 50. Insurance:** In addition to the insurance requirements in Exhibit C, MetroPlan shall insert the insurance requirements from their Grant Agreement as the minimum requirements to be met by the Prime and any Subcontractors.
- 51. Deliverables / Disclaimer:** To meet the requirements of 23 CFR 420.117(e), the Contractor and its Subcontractors shall include the following disclaimer in each deliverable:

*This report was funded in part through grants from the Federal Highway or Federal Transit Administration, U.S.*

*Department of Transportation. The contents of this report reflect the views of the authors, who are responsible for the facts and the accuracy of the data, and for the use or adaptation of previously published material, presented herein. The contents do not necessarily reflect the official views or policies of the Arizona Department of Transportation or the Federal Highway or Federal Transit Administration, U.S. Department of Transportation. This report does not constitute a standard, specification, or regulation. Trade or manufacturers' names that may appear herein are cited only because they are considered essential to the objectives of the report. The U.S. government and the State of Arizona do not endorse products or manufacturers.*

- 52. Geographical Information Systems (GIS) Data:** GIS data used during the Study will be provided in the electronic Study close-out file via Compact Disc (CD) or thumb drive. An additional copy should also be submitted to the Local Public Agency (LPA) or Tribal Government representative as applicable.

Such data will be in the format of a geodatabase containing all spatial and related data used in the Study. The data will be in the coordinate system: NAD\_1983\_StatePlane\_Arizona\_Central\_FIPS\_0202\_Feet\_Intl for all geospatial data submitted. The GIS Attributes Table will use the exact format and field names as provided by the Arizona Department of Transportation, Multimodal Planning Division, GIS Team. Please do not alter the field names, order, or format at all so Department staff can easily consolidate all proposed projects derived from all planning studies completed. Please complete an attributes table for each state highway system proposed project recommended by the study. Each attributes table should be filled out according to the Attributes Table Guidance and follow ATIS Nomenclature Standards. This information may be found at: <https://azdot.gov/planning/transportation-studies>.

- 53. GIS Metadata Standards:** GIS metadata helps to incorporate all known characteristics of a dataset so that those that are not familiar with the data can gain from its knowledge. GIS metadata should be delivered as an XML file. The metadata should include information on, but is not limited to the following:

- Data summary
- Data description
- Data credits (if from existing data what modifications were made?)
- Data creation methods
- Purpose for creating the data
- Contact information for questions
- Updates schedule
- Data steward
- Data extent (i.e., statewide, county wide, etc.)
- Data type (i.e., point, line, or polygon, raster, etc.)
- Limitations of the data
- Scale range (if any)
- Include any associated domain values
- Tags (i.e., searchable words for this data)

**54. Contractor Responsibility:**

Any contract awarded to accomplish this project establishes a Contractor relationship, as defined by 2 CFR §200.331, with the Department, and shall not establish a Subrecipient relationship and the disbursement of Federal program funds casts the party receiving the funds in the role of a Contractor.

This project is funded under Assistance Listing Number 20.205 Highway Planning and Construction, FHWA 94.3%. All terms and conditions required for Contractors / Subcontractors of federal recipients under this

funding source and according to 2 CFR §200 et seq. shall apply.

**55. Federally funded Projects:** Pursuant to 23 CFR 420.121, the Arizona Department of Transportation and/or MetroPlan may copyright any books, publications, or other copyrightable materials developed in the course of the Project. The funding Federal agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

This contract does not establish a subrecipient relationship. Any awarded contract establishes a contractor relationship. A Contractor shall not be entitled to any copyright for anything created for, through, or as a result of this project.

The Contractor shall not release any material, report, or other document related to this project without the written approval of contracting agency. The Contractor shall not present information related to this project without the written approval of the contracting agency.

Pursuant to 23 CFR 420.121 (i), patents and inventions developed in the course of the Project are subject to federal standard patent rights at 37 CFR 401.14, incorporated herein by reference. The Contractor will retain all rights provided for the State in this clause, and the State will not, as part of the consideration for awarding the contract, obtain rights in the Contractor's subject inventions. However, the State shall be granted an immediate, irrevocable right to use, without royalty or fee, the subject invention for its purposes related to this project.

In the event a DBE goal is required, all Contractors and Subcontractors must be registered in the ADOT DBE (Disadvantaged Business Enterprise) System. For DBE Subcontractor/Contractor removals from an active Project, a Termination / Substitution / Reduction Request Form (Form 108C) is required, followed by approval from the ADOT Business Engagement and Compliance Office (BECO). If a replacement DBE subcontractor shall be added to the project and/or the same goal committed to on the approved DBE forms will be met, no additional forms are needed. If this is not the case, then the Good Faith Effort (GFE) is also required. All forms are available at <https://azdot.gov/business/procurement/federal-forms-and-provisions>.

If removal of a DBE Subcontractor/Contractor is requested, submit the required form for DBE removal to the ADOT Business Engagement and Compliance Office (BECO). The Contractor must copy on the form submission and make sure the response from BECO is forwarded to: the Procurement Officer, the project manager, and [MPDContracts@azdot.gov](mailto:MPDContracts@azdot.gov).

Modifying subcontractors will require submission of revised DBE forms and approval from BECO and Department's Procurement Office if the modifications alter the DBE commitment on the project.

**56. Prompt Payment:** The funding in this Contract includes reimbursement to MetroPlan of expenditures necessary to accomplish the Project. Payment by MetroPlan may not rely on receipt of funds from the Arizona Department of Transportation before paying Contractors. Pursuant to 49 CFR 26.29 prime Contractors must pay Subcontractors for satisfactory performance (i.e., all the tasks called for in the subcontract for the invoicing period have been accomplished and documented as required by the Agency and any deliverables are approved by the Agency) of their contracts no later than 7 days from receipt of each payment the Agency makes to the prime Contractor. The prompt payment provision applies to Subcontractors at all tiers. This applies to all Subcontractors, not just DBEs.

In the event the Prime fails to invoice according to its scheduled invoicing activities, and in any case where a

Prime's invoice has been rejected through no fault of the subcontractor's performance, the Prime shall pay each Subcontractor for satisfactory work completed in no more than 30 calendar days from receipt of invoice for that work.

In the event this project is federally funded, or if there is voluntary DBE participation in a State-funded project, the project will be entered as a contract or task order in the Arizona DBE & OJT System (DOORS for ADOT-Procured Projects, "LPA DBE System" for Subrecipient-Procured Projects). Payment audits are required. For training on completing payment audits, please see the video: <https://www.youtube.com/watch?v=QFZJlYmN1I>.

**57. Discovery or Admission into Evidence:** The Contractor is herein notified of 23 USC §409. The Contractor shall include the notice in each Subcontractor agreement wherein the scope includes relative completion or submission of reports, surveys, schedules, lists, or data compilation or collection.

Pursuant to 23 USC §409: Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential accident sites, hazardous roadway conditions, or rail-way-highway crossings, pursuant to sections 130, 144, and 148 [152] of this title or for the purpose of developing any highway safety construction improvement project which may be implemented utilizing Federal-aid highway funds shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.

**58. Bidder's / Proposer's List Confirmation:** All proposers/bidders must complete an on-line bidders/proposers list in the AZUTRACS web portal (<http://www.azutracs.com/>) and submit the corresponding Bidder's List email confirmation notice with their proposal/bid. The AZUTRACS Project Number: MPD11018-200.2 and Project Title: Fall 2026 Traffic Counts.

**59. Limited Contact:** No direct contact with agency staff is permitted during the solicitation period except when contact is initiated as part of the evaluation or negotiation processes. Direct contact with other agency staff shall be made only after award.

**60. Reaching Project Objectives:** Tasks in the scope are designed to accomplish project objectives. If, after the award, critical tasks or products must be changed or be added to the approved work plan in order to reach the stated objectives, a revised work plan and a budget that clearly demonstrates the original scope, the changes needed, and a justification for the changes shall be submitted. Such a modification must be requested by the agency's project manager, and appropriate budget approvals must be obtained, and a revised contract / amendment and/or purchase order must be issued prior to engaging in the work. The agency reserves the right to remove or reduce any tasks during the life of the project that are deemed unnecessary or no longer necessary to reach the project objectives. In the event the Contractor has already begun working on removed or reduced tasks that were scheduled or approved by the PM to already begin, the agency will reimburse that portion of the costs sufficient to make the Contractor whole, as required in federal regulations.

## EXHIBIT D, APPENDIX A

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

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

EXHIBIT D APPENDIX B: CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

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

(HABENDUM CLAUSE) TO HAVE AND TO HOLD said lands and interests therein unto MetroPlan and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the MetroPlan, its successors and assigns. MetroPlan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [.] [and]\* (2) that the MetroPlan will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended, [and (3) that in the event of breach of any of the above mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

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

EXHIBIT D APPENDIX C: CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the MetroPlan pursuant to the provisions of Assurance

7(a):

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

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

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

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

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

## EXHIBIT D, APPENDIX E

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

Pertinent Non-Discrimination Authorities:

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

**EXHIBIT E, RFP/RFQ ATTACHMENT A | LOBBYING CERTIFICATION FOR  
CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

**PURSUANT TO 49 CFR 20, SUBPART F, APPENDIX A**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. [SF-LLL 9707V01.pdf](#)

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

**Please indicate here if you are required to submit Standard Form LLL as required in item (2) above:**     Yes     No



## STAFF REPORT

**REPORT DATE:** May 19, 2026

**MEETING DATE:** June 4, 2026

**TO:** Honorable Chair and members of the MetroPlan Executive Board

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

**SUBJECT:** Consider Safer People Safety Campaign Contract Amendment

### 1. RECOMMENDATION:

Staff recommend the Executive Board approve the contract amendment in the amount of \$162,000 and give MetroPlan's Executive Director authority to execute the contract amendment with Mountain Mojo Group.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

**Objective: 4.3:** Educate the public about economic, health, congestion, climate, equity, and other benefits of multimodal transportation.

### 3. BACKGROUND:

One of MetroPlan's transportation values is zero deaths and serious injuries. Achieving this goal will require a holistic Safer Systems approach to make strides across the five categories: Safer People, Safer Vehicles, Safer Speeds, Safer Roads, and Post-Crash Care. Staff is proposing to spend \$162,000 from the Carbon Reduction Program (CRP) funding source to extend Mountain Mojo Group's contract to continue our branded educational campaign to address the Safer People category of the Safe Systems Approach. The campaign will also reflect MetroPlan's goal of reducing serious and fatal injuries for all modes of travel by 40% by 2045.

This campaign will include developing educational materials marketed to the community with the following purposes:



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- educate on common crash types and how to avoid them
- promote walking, biking, riding transit, and biking to school as a part of Safe Routes to School
- increase micromobility safety awareness for middle school through college students
- Website updates to create a safety landing page and a reorganization of the MetroPlan homepage and “Plans” page to improve the user experience and have a better intuitive flow of information. All updates will bring the website into compliance with WCAG 201 Level AA accessibility requirements.

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

This item was presented to the TAC. The TAC had no comments.

This item was not presented to the Management Committee.

#### 5. FISCAL IMPACT:

MetroPlan proposes spending approximately \$162,000 in its FY27 draft budget to extend Mountain Mojo Group’s contract to continue to create content for educational purposes. This would be funded through the Carbon Reduction Program grant program and is included in the draft FY2027 budget.

#### 6. ALTERNATIVES:

1. **Recommend:** The Executive Board approve the contract amendment in the amount of \$162,000 and gives MetroPlan’s Executive Director the authority to execute the contract amendment with Mountain Mojo Group for the Safer People Safety Campaign.
2. **Not recommended:** The Executive Board does not approve the contract amendment in the amount of \$162,000 and does not give authority to the Executive Director to execute the amendment. The Board may give staff more direction related to the contract.

#### 7. ATTACHMENTS:

Safer People Safety Campaign Contract Amendment



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June 4, 2026

Austin Leggett  
Mountain Mojo Group  
Via email: [austin@mountainmojogroup.com](mailto:austin@mountainmojogroup.com)

## Re: Letter Agreement as Amendment to contact 2025-02, Safer People Campaign

Dear Mr. Leggett,

This letter is intended to confirm that MetroPlan seeks to extend Contract 2025-02, Safer People Campaign (“Contract”), and include the following additional scope of work at a cost of \$162,515. Your signing below will then confirm such amendment in writing as required by the terms of the Contract.

This amendment (“Amendment”) is entered into by and between MetroPlan and Mountain Mojo Group LLC, parties to the Contract, to extend the term of the Contract to September 30, 2027, and expand the Scope of Work to be provided by Mountain Mojo Group LLC with additional compensation for such expanded scope.

### Scope of Work

This campaign will include developing materials marketed to the community. The goal of this campaign is to emphasize safety and safer people (i.e., that road safety is a shared responsibility), educate on common crash types and how to avoid them, and highlight active transportation. This campaign should also reflect MetroPlan’s goal of reducing serious and fatal injuries for all modes by 40% by 2045.

### Campaign #1 – Marketing

- Description: Common crash types - This campaign will educate the public about these and how to avoid them. Emphasis should be placed on reaching the 18-35 age group, which is most heavily involved in crashes. Materials should educate on common crashes and how to avoid them from the perspectives of vehicles, pedestrians, and bicyclists. In addition to the education, there will be an added entertainment value in an attempt to gain mainstream shares and followers. Key crash types to be included in the campaign, but not limited to:
  - Crossing the roadway - mid-block crossing; intersections (marked & unmarked)
  - Right hook – occurs at intersections or driveways
  - Wrong-way riding on the roadway or in the bike lane
  - Left cross – occurs at intersections
  - When to take the lane as a cyclist and shared lanes
  - Door zone avoidance
  - Right on Red at intersections



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- Project management and coordination
- Campaign planning
  - Working with existing and new stakeholders in planning and follow up stages
- Campaign creation
  - Graphic designed templates designed using preexisting brand standards usable for omnichannel distribution
  - Video production to include pre-production planning and scripting, postproduction editing, drone footage, and up to 2 primary actors
  - Filming at up to 4 locations
    - Complete professional edit and delivery of one 3:00 commercial, three :30-:60 second pieces, ten :15 social media promos
- Campaign distribution may include:
  - Digital media
    - Leveraging pre-existing assets including social media, website, email, etc.
  - Traditional advertising for Public Outreach
    - Print, radio, outdoor, etc.
  - Onsite activations
    - Live event collateral, messaging, t-shirts, handouts, etc.
  - Optimization of all campaign channels and tactics in real time
- Campaign monitoring
  - Benchmarking, forecasting, tracking, and reporting on all campaign and industry-related metrics

## Campaign #1 – Advertising for Public Outreach

- Campaign distribution may include
  - Digital media buys for
    - Meta, IG, Google, streaming, etc.
  - Traditional media buys for Print, radio, outdoor, etc.

## Campaign #2 – Marketing

- Safe Routes to School: This campaign will focus on promoting walking, busing, riding transit, and biking to school. The campaign should have a positive, joyous feel to promote activities and emphasize safety education, including safety, fun with friends, building neighborhood bonds, community spirit, physical activity, and better performance in school.
  - The primary audience is parents and school staff/administration as decision-makers. The goal is to promote the benefits, build trust, and recruit volunteers. Key strategies to be included in the campaign, but not limited to:
    - Promoting walking buses
    - Building Safety and Trust
    - Emphasize convenience and time savings
    - Demonstrate Joy and Community
  - The secondary audience is the students as participants. This goal is to promote excitement and teach pedestrian safety. Key strategies to be included in the campaign, but not limited to:



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- Fun and friendship
- General safety education tips: simple, memorable tips for common safety issues, including crossing with care and in appropriate locations, the side of the road you should walk on, with and without sidewalks, and driver behaviors
- Project management and coordination
- Campaign planning
  - Working with existing and new stakeholders in planning and follow up stages
- Campaign creation
  - Graphic designed templates designed using preexisting brand standards usable for omnichannel distribution
  - Video production to include pre-production planning and scripting, post production editing, drone footage, and volunteer actors (parents, students, teachers)
  - Filming at up to 2 locations
    - Complete professional edit and delivery of one 3:00 commercial, three :30-:60 second pieces, ten :15 social media promos
- Campaign distribution may include:
  - Digital media
    - Leveraging pre-existing assets including social media, website, email, etc.
  - Traditional advertising for Public Outreach
    - Print, radio, outdoor, etc.
  - Onsite activations
    - Live event collateral, messaging, t-shirts, handouts, etc.
  - Optimization of all campaign channels and tactics in real time
- Campaign monitoring
  - Benchmarking, forecasting, tracking, and reporting on all campaign and industry-related metrics

## Campaign #2 – Advertising for Public Outreach

- Campaign distribution may include
  - Digital media buys for
    - Meta, IG, Google, streaming, etc.
  - Traditional media buys for
    - Print, radio, outdoor, etc.

## Campaign #3 – Marketing

- Micromobility Safety Campaign: This campaign will focus on safety education for the riders of micromobility devices. The campaign should have an encouraging tone and recognize that these are viable multimodal transportation choices to reduce single-occupancy vehicles.
  - The campaign will aim to reach both the students and parents of 5th-12th grade and the NAU students at the Mountain Campus.
  - Key messages to be included in the campaign, but not limited to:
    - City of Flagstaff Ordinances regarding these devices
    - Who is allowed to ride them, and what is required



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- Where they should be ridden
- Safety measures, including demonstrating dynamic safety skills and the ABC Quick check
- The different types of devices
- Project management and coordination
- Campaign planning
  - Working with existing and new stakeholders in planning and follow up stages
- Campaign creation
  - Graphic designed templates designed using preexisting brand standards usable for omnichannel distribution
  - Video production to include pre-production planning and scripting, post production editing, drone footage, and volunteer actors (parents, students, teachers)
  - Filming at up to 2 locations
    - Complete professional edit and delivery of one 1:00 commercial, three :30-:60 second pieces, ten :15 social media promos
- Campaign distribution may include:
  - Digital media
    - Leveraging pre-existing assets including social media, website, email, etc.
  - Traditional advertising for Public Outreach
    - Print, radio, outdoor, etc.
  - Onsite activations
    - Live event collateral, messaging, t-shirts, handouts, etc.
  - Optimization of all campaign channels and tactics in real time
- Campaign monitoring
  - Benchmarking, forecasting, tracking, and reporting on all campaign and industry-related metrics

## Campaign #3 – Advertising for Public Outreach

- Campaign distribution may include
  - Digital media buys for
    - Meta, IG, Google, streaming, etc.
  - Traditional media buys for
    - Print, radio, outdoor, etc.

## Campaign #4 - Website Design and Development

- Redesign description: MetroPlan is seeking updates to its website aligned with the recent website audit. The focus of the update is on the intuitive flow of information for the public rather than rebranding. Emphasis should be placed on creating a Safety landing page and restructuring/organizing the home page and Plans page to improve the user experience. The Safety landing page includes pertinent information for the public, including easy access to safety videos and a new data page. The update should bring the entire website into compliance with WCAG 201 Level AA accessibility requirements. Ease of upkeep should be a primary consideration.
- Project management and coordination
- Website audit and plan



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- Make U/X improvements based on website audit and plan
- Website design and development campaign support
- Accessibility updates

### Estimated Deliverable and Payment Schedule

Deliverable and Billing Date	Deliverables	Total to Be Billed	Services to be Billed
July 2026	Campaign kickoff, website development and design	\$9,150	Non-recurring services
August 2026	Videography campaign #1, asset creation	\$24,095	Non-recurring services
September 2026	Videography campaign #2, asset creation	\$19,215	Non-recurring services
October 2026	Videography campaign #3, asset	\$14,030	Non-recurring services
November 2026	Campaign assets including all video	-	Non-recurring services
December 2026	Campaign assets including all video	-	Non-recurring services
January 2027	Campaign distribution, monitoring, reporting, includes ad purchases of \$8k	\$11,660	Non-recurring services
February 2027	Campaign distribution, monitoring, reporting, includes ad purchases of \$8k	\$11,660	Non-recurring services
March 2027	Campaign distribution, monitoring, reporting, includes ad purchases of \$8k	\$11,660	Non-recurring services
April 2027	Campaign distribution, monitoring, reporting, includes ad purchases of \$8k	\$11,660	Non-recurring services
May 2027	Campaign distribution, monitoring, reporting, includes ad purchases of \$8k	\$11,660	Non-recurring services
June 2027	Campaign distribution, monitoring, reporting, includes ad purchases of \$8k	\$11,660	Non-recurring services
July 2027	Campaign distribution, monitoring, reporting, includes ad purchases of \$8k	\$11,660	Non-recurring services
August 2027	Campaign distribution, monitoring, reporting, includes ad purchases of \$8k	\$11,660	Non-recurring services
September 2027	Campaign recap, reporting	\$2,745	Non-recurring services

This Amendment shall take effect on June 4, 2026.

Except as set forth in this Amendment, the Contract is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement or any earlier amendment, the terms of this Amendment shall prevail.

This Amendment and each party's obligations shall be binding on the respective party and its representatives, assigns, and successors. Each party has signed this Amendment through its authorized representative.

\_\_\_\_\_  
 Kate Morley, Executive Director  
 MetroPlan

\_\_\_\_\_  
 Rand Jenkins, Digital Marketing Statigist  
 Mountian Mojo



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## STAFF REPORT

**REPORT DATE:** May 12, 2026

**MEETING DATE:** May 27, 2026

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

**FROM:** Tami Suchowiejko, Business Manager/Title VI Coordinator

**SUBJECT:** Consider Fiscal Year 2027 Title VI Implementation Plan Update

### 1. RECOMMENDATION:

Staff recommend the Executive Board adopt the FY27 Title VI Implementation Plan.

### 2. RELATED STRATEGIC WORKPLAN ITEM:

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

**Objective 2.2:** Expand inclusion of transportation-disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.

### 3. BACKGROUND:

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

FY26 Updates included:

- Reordered content to align with requirements and simplify ADOT review
- Added Northern Arizona University as an agency partner
- Updated demographic statistics of the region
- Updated demographic maps of the region

### 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommends the Executive Board adopt the FY27 Title VI Implementation Plan. The plan was not presented to the Management Committee.



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## 5. FISCAL IMPACT:

The fiscal impact is nominal, including staff time for recording data, posting information, and communicating with relevant parties. Federally funded FHWA and FTA programs are required to have an annually updated Title VI plan.

## 6. ALTERNATIVES:

1. **Recommended.** Adopt the FY27 Title VI Implementation Plan as presented. The draft plan is compliant with ADOT and federal requirements and keeps compliant with the requirements of our funding.
2. **Not Recommended.** Do not adopt the FY27 Title VI Implementation Plan as presented. The Board may wish to include additional actions to support Title VI objectives. However, public participation in projects may always exceed these standards but not drop below.

## 7. ATTACHMENTS:

FY27 Title VI Implementation Plan (Draft)



# Title VI Implementation Plan

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FOR FEDERALLY FUNDED TRANSPORTATION  
PLANNING AND IMPROVEMENTS

Adopted by MetroPlan Executive Board  
June 4, 2026 (Pending)

## **MetroPlan Contact Information**

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[kim.austin@metroplanflg.org](mailto:kim.austin@metroplanflg.org)

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En español:

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

Kate Morley, Director Ejecutivo

Teléfono: 928-266-1293 [kate.morley@metroplanflg.org](mailto:kate.morley@metroplanflg.org)

# Table of Contents

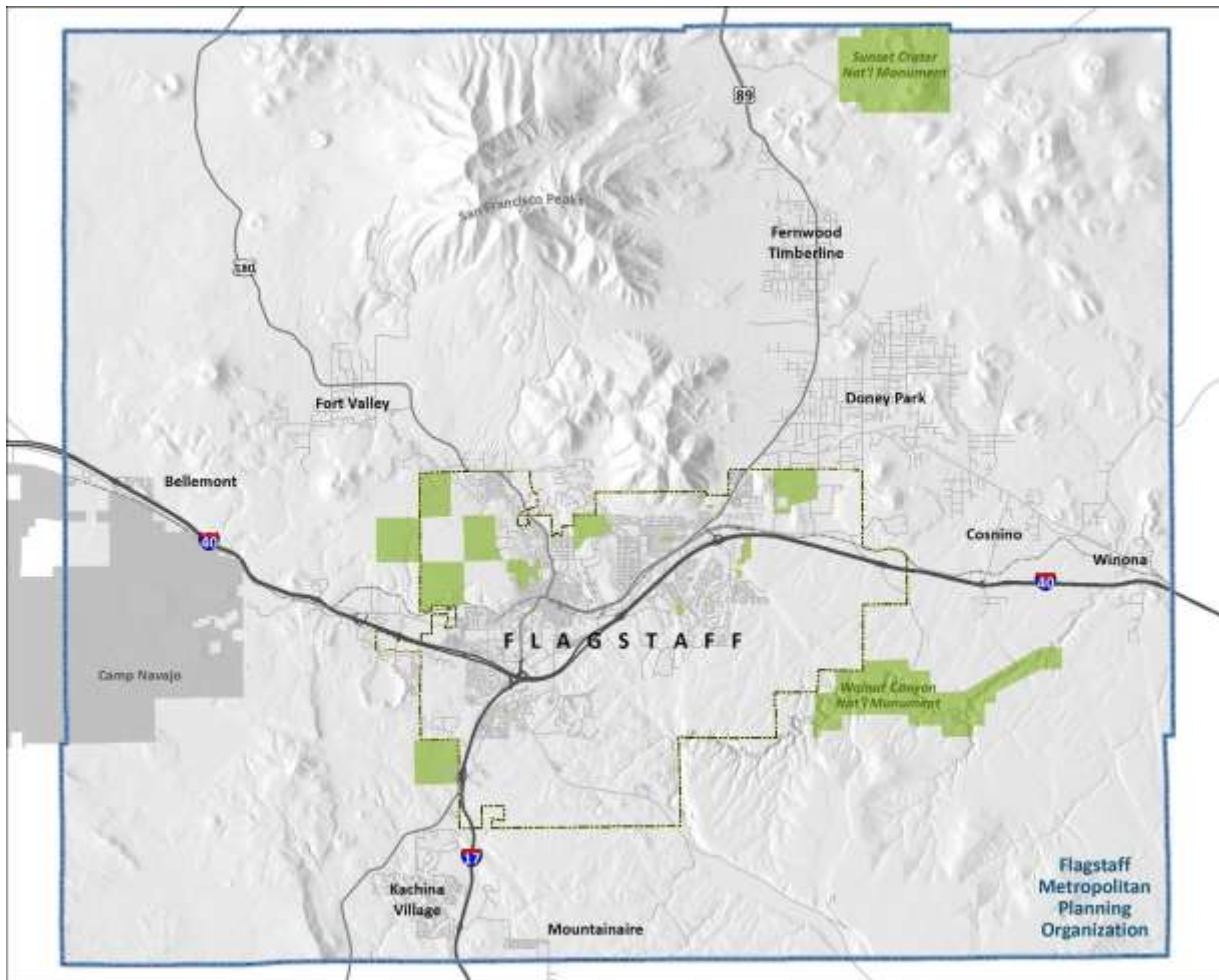
<b>Introduction .....</b>	<b>4</b>
<b>I. Policy Statement .....</b>	<b>5</b>
<b>II. Assurances .....</b>	<b>5</b>
<b>III. Notice to the Public .....</b>	<b>13</b>
<b>IV. Dissemination of Title VI Information .....</b>	<b>13</b>
<b>V. Demographic Profile .....</b>	<b>17</b>
<b>VI. Organization &amp; Staffing.....</b>	<b>17</b>
<b>VII. Executive Board Review &amp; Approval .....</b>	<b>18</b>
<b>VIII. Committee Membership .....</b>	<b>18</b>
<b>IX. FTA Demographic Maps .....</b>	<b>19</b>
<b>X. Data Collection, Analysis and Reporting.....</b>	<b>19</b>
<b>XI. Public Participation Plan and Virtual Public Involvement.....</b>	<b>22</b>
<b>XII. Title VI Complaint Form and Procedures .....</b>	<b>23</b>
<b>XIII. Title VI Training .....</b>	<b>25</b>
<b>XIV. Compliance and Enforcement Procedures .....</b>	<b>25</b>
<b>XV. Program Area Review Procedures.....</b>	<b>25</b>
<b>XVI. Subrecipient Review .....</b>	<b>26</b>
<b>Appendix A: Demographic Statistics of Flagstaff Metropolitan Area .....</b>	<b>27</b>
<b>Appendix B: Demographic Maps .....</b>	<b>Error! Bookmark not defined.</b>
<b>Appendix C: ADA/Title VI Complaint Forms &amp; Log.....</b>	<b>35</b>
<b>Appendix D: MetroPlan Title VI Nondiscrimination Notice to the Public .....</b>	<b>40</b>
<b>Appendix E: MetroPlan Executive Board Meeting Minutes June 4, 2026 – Adopt FY27 Title VI ImplementationPlan ....</b>	<b>42</b>

# Introduction

## What is MetroPlan?

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

Figure 1: MetroPlan Planning Boundary



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

## What is Title VI?

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities of any entity that receive federal assistance. The law provides that:

“[n]o person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal assistance.” 42 U.S.C. § 2000d.

Entities, whether public or private, that receive federal assistance (called recipients) from any federal agency, including the Federal Highway Administration (FHWA), must take concrete steps to ensure nondiscrimination in their programs and activities.

## I. Policy Statement

### TITLE VI NONDISCRIMINATION POLICY STATEMENT

The Flagstaff Metropolitan Planning Organization (MetroPlan) ensures nondiscrimination compliance on the grounds of race, color, national origin, age, sex/ gender, gender identity or expression, sexual orientation, ability, or low-income status as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Section 504 of the Rehabilitation Act of 1973, Code of Federal Regulations 49 part 21, Code of Federal Regulations 23 part 200, and Code of Federal Regulations 49 part 303.

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

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



Kate Morley Executive  
Director

Date: 4/30/2026

## II. Assurances

### Flagstaff Metropolitan Planning Organization, dba MetroPlan Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A

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

## Statutory/Regulatory Authorities

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

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

## General Assurances

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

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

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

## Specific Assurances

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

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

*"The Flagstaff Metropolitan Planning Organization, dba MetroPlan, in accordance with the provisions of*

*Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”*

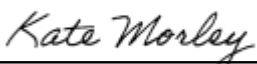
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting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

subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

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

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



Kate Morley Executive  
Director

Date: 4/30/2026

#### APPENDIX A

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

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *Federal Highway Administration* or the *Arizona Department of Transportation*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, the *Federal Highway Administration or Arizona Department of Transportation* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the *Federal Highway Administration, or Arizona Department of Transportation*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *Federal Highway Administration or Arizona Department of Transportation*, may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient, the *Federal Highway Administration, or Arizona Department of Transportation* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX B

### CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

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

**NOW, THEREFORE,** the U.S. Department of Transportation as authorized by law and upon the condition

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

**(HABENDUM CLAUSE)**

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

The Flagstaff Metropolitan Planning Organization, dba MetroPlan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the Flagstaff Metropolitan Planning Organization, dba MetroPlan will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

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

**APPENDIX C  
CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY,  
OR PROGRAM**

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

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Flagstaff Metropolitan Planning Organization, dba MetroPlan will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the Flagstaff Metropolitan Planning Organization, dba MetroPlan will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Flagstaff Metropolitan Planning Organization, dba MetroPlan and its assigns\*.

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

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

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

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that

in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Flagstaff Metropolitan Planning Organization, dba MetroPlan will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Flagstaff Metropolitan Planning Organization, dba MetroPlan will there upon revert to and vest in and become the absolute property of Flagstaff Metropolitan Planning Organization, dba MetroPlan and its assigns.\*

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

#### **APPENDIX E**

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

##### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of

disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

### III. Notice to the Public

MetroPlan has developed a bilingual notice to the public indicating the rights protected by Title VI. The notice is displayed at the entrance to all public meetings (wherever they are held), in the MetroPlan workplace, on every public agenda, and on MetroPlan's website. The notice contains the contact information for MetroPlan's Title VI Program Coordinator. The notice is posted in the lobby at the Mountain Line Offices, 216 W Phoenix Avenue, Flagstaff, AZ 86001, where MetroPlan offices are housed. The notice may be viewed in Appendix D.

At virtual meetings, the public agenda is displayed at the beginning of the meeting and always includes the following language:

*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) or by phone at 928-266-1293. 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 persons requiring language assistance). Requests should be made as early as possible to allow time to arrange the accommodation.*

### IV. Dissemination of Title VI Information

#### **Public Outreach**

The MetroPlan Executive Director and Title VI Coordinator are responsible for oversight of the Title VI Plan. This includes disseminating Title VI program information to MPO employees, sub-recipients, contractors, and beneficiaries. MetroPlan provides all Title VI information on our website, including the Title VI plan, language assistance information, and complaint process. Title VI information is posted at the entrance to every in-person public meeting and in the lobby of the Mountain Line Offices, 216 W Phoenix Avenue, Flagstaff, AZ 86001, where MetroPlan offices are housed. The Notice to the Public is included on every meeting agenda, which is displayed to the public and meeting attendees at the beginning of every meeting.

## Language Assistance Plan

MetroPlan has evaluated the language proficiency of residents within MetroPlan boundaries to determine whether language operates as an artificial barrier to full and meaningful participation in the transportation planning process. MetroPlan has used information from the 2020-2024 American Community Survey to determine the extent of the need for translation services of its materials. The results of the analysis showed that approximately 2% of households speak English less than “very well”.

### FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION LANGUAGE ASSISTANCE PLAN

- I. **PURPOSE:** Flagstaff Metropolitan Planning Organization (dba MetroPlan) recognizes the importance of effective and accurate communication between its personnel and the community that they serve. Language barriers can impede effective and accurate communication in a variety of ways. Language barriers can sometimes inhibit or even prohibit individuals who need language assistance from accessing and/or understanding important rights, obligations, and services, or from communicating accurately and effectively in difficult situations. Hampered communication can present the MetroPlan with technical and ethical challenges. Ensuring maximum communication between public planning professionals and all segments of the region serves the interests of both parties.
- II. **POLICY:** MetroPlan’s policy is to take reasonable steps to provide timely, meaningful language assistance for all services and benefits we provide in all MetroPlan-conducted programs or activities. All personnel shall provide free language assistance services to individuals whom they encounter or whenever an individual requests language assistance services. Personnel will inform members of the public that language assistance services are available free of charge and that MetroPlan personnel will provide these services to them.

The steps taken will consider Department of Transportation guidance including:

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

#### DEFINITIONS:

- A. **Language Assistance:** assistance offered to individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. Individuals may be competent in certain types of communication (e.g., speaking or understanding), but still require language assistance for other purposes (e.g., reading or writing). Similarly, language assistance is context-specific: an individual may possess sufficient English language skills to function in one setting, but these skills may be insufficient in other situations.
- B. **Primary Language:** an individual’s native tongue or the language in which an individual most effectively communicates. Personnel should avoid assumptions about an individual’s primary language. For example, not all individuals from Central America speak Spanish fluently. Instead, some Central Americans may claim an indigenous language as their native tongue. Personnel should make every effort to ascertain an individual’s primary

- language to ensure effective communication.
- C. Interpretation: the act of listening to communication in one language (source language) and orally converting it to another language (target language) while retaining the same meaning.
- D. Translation: the replacement of written text from one language (source language) into an equivalent written text in another language (target language).
- E. Bilingual: the ability to use two languages proficiently.
- F. MetroPlan Authorized Interpreter: (MetroPlan AI) is a bilingual MetroPlan employee or contact who has been authorized to interpret for others in certain situations.
- G. MetroPlan AI List: is an accounting of MetroPlan personnel or contacts who are bilingual and are authorized to act as volunteer interpreters. The MetroPlan Business Manager maintains the list.
- H. Four Factor Analysis: a method used by MetroPlan to ensure that meaningful access is provided to person requiring language assistance, including services for oral interpretation and written translation of vital documents.
- I. Safe Harbor Threshold: a group requiring language assistance that constitutes 5% of the population, or 1,000 individuals, whichever is less, of an area's populations are eligible to be served or likely to be affected and encountered.

### III. PROCEDURES FOR ACCESSING INTERPRETATION SERVICES:

- A. **MetroPlan Personnel Requesting Interpretation Services:**  
 MetroPlan personnel in the field should take necessary steps to anticipate the need for interpretation services (such as attempting to identify the potential for encountering individuals and identifying their primary language) and contact the Title VI Coordinator for assistance in requesting a MetroPlan AI.  
 Given an informal and non-controversial nature of a given outreach effort, MetroPlan personnel should first look to use family, friends, or bystanders for interpreting assistance. Barring exigent circumstances, MetroPlan personnel should not use minor children to provide interpreter services.  
 Given a controversial or more personal matter, MetroPlan staff should be aware that using family, friends, or bystanders to interpret could result in a breach of confidentiality, a conflict of interest, or an inadequate interpretation. In such cases, MetroPlan personnel are expected to follow the general procedures outlined in this Directive, however; exigent circumstances may require some deviations. In such situations, personnel are to use the most reliable, temporary interpreters available, such as bilingual MetroPlan personnel or citizens, including family, friends, and bystanders.  
 If no MetroPlan AI is available, MetroPlan personnel should utilize such services available to obtain the individual's contact information, and general point of concern and follow up when more appropriate services are available.
- B. **Contracted In-Person Interpretation Services:**  
 Contracted in-person interpretation services shall be available to all MetroPlan personnel when interacting with individuals requiring language assistance. The Title VI Coordinator will be the central conduit for connecting personnel in the field to an appropriate interpreter.  
**Accessing Contracted In-Person Interpreters:** MetroPlan personnel who believe they need this service will consult with the highest-ranking supervisor available. If the supervisor concurs, the MetroPlan personnel will contact the contracted in-person interpreter service, relay all information, and provide for appropriate scope of services and compensation.

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

- IV. PROCEDURES FOR ACCESSING DOCUMENT TRANSLATION SERVICES:  
Translation services for documents such as key public involvement products and outreach materials for translation shall be coordinated through the Title VI Coordinator or Planning Manager in the case of a consultant contract.
- V. TRAINING CONCERNING LANGUAGE ASSISTANCE POLICY AND INTERPRETER SKILLS:  
MetroPlan will provide periodic training to personnel about MetroPlan’s Language Assistance Plan, including how to access authorized, telephonic, and in-person interpreters. MetroPlan shall conduct such training for all employees and board members as part of the annual Title VI training for the Executive Board and Technical Advisory Committee.
- VI. MONITORING AND UPDATING LANGUAGE ASSISTANCE EFFORTS:
  - A. Community Review: MetroPlan shall assess demographic data, review contracted language access services utilization data, and consult with community-based organizations during the annual update of the Title VI report to determine if there are additional languages into which vital documents should be translated upon request.
  - B. Tracking and Analysis of Data: MetroPlan shall be responsible for assessing demographic data, reviewing contracted language access services utilization data, and consulting with community-based organizations to ensure that the MetroPlan is providing persons requiring language assistance with meaningful access to the services and benefits the MetroPlan provides in all MetroPlan-conducted programs or activities.

#### Four-Factor Analysis

MetroPlan has utilized the principles of four-factor analysis to come to the following conclusions. The four-factor analysis will be done on a project-by-project basis:

1. **The number or proportion of persons requiring language assistance who are eligible to be served or likely to be encountered by the program or grantee.** The population of the MetroPlan region is 90,032 people, according to the 2020-2024 American Community Survey (ACS) estimate. The number of people who reported speaking English “less than very well” is 2526, or 2.8% of all people. Of the people who reporting speaking English “less then very well” 1700, or 67%, identified as Spanish speaking. All other languages spoken reported less than 100 people.
2. **The frequency with which these individuals come in contact with the program.** Transportation planning touches the lives of all persons in the MetroPlan member area. MetroPlan will make every effort to provide those who speak English “less than very well” the opportunity to participate in the planning process. Public Meeting Notices provide information on obtaining interpreter services.
3. **The importance of the service provided by the program to people’s lives.** MetroPlan activities are related to identifying and planning to fund future projects, which will then be implemented by its member agencies. These activities are vital and affect all people living in communities under the jurisdiction of MetroPlan.
4. **The resources available and the overall cost to MetroPlan.** MetroPlan has limited staff and financial resources. We have determined that the translation of large plan documents and maps is not warranted currently, as the *Safe Harbor Law* triggers are barely attained. However, MetroPlan will provide translation services upon request with advance notice.

## V. Demographic Profile

MetroPlan has developed a baseline demographic profile (see Appendix A), which presents key demographic data describing MetroPlan and identified population groups and communities to be considered for subsequent adverse impact analyses and activities. Demographic data about key populations is obtained through the U.S. Census and the American Community Survey database. Each year, Title VI liaison and planning staff update this demographic profile with the most recent census or survey data. This data is analyzed by Title VI Liaison as part of each plan or project.

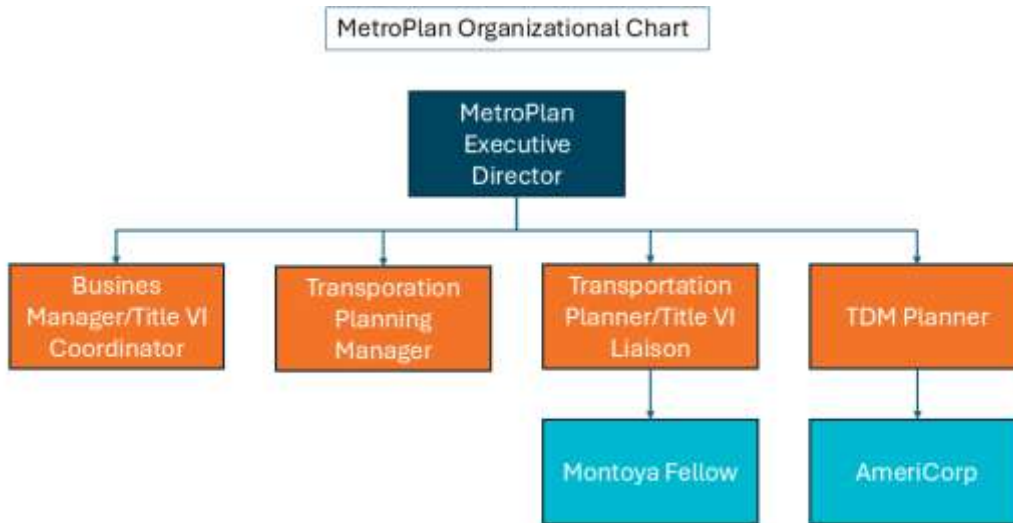
## VI. Organization & Staffing

The Title VI Coordinator for FY 2027 is Tami Suchowiejko. The coordinator acts on behalf of MetroPlan's Title VI program as an interface to the State and Federal agencies regarding Title VI complaints and is the direct contact for public complaint interaction. The Title VI Coordinator is under the supervision of the MetroPlan Executive Director, and the coordinator is responsible for the overall administration of the Title VI Program, including language access activities. This includes the following:

- Integrate data and feedback received from the liaison(s) into the Title VI Program.
- Aid in the development of procedures for processing discrimination complaints.
- Maintains a complaint log. Investigate complaints against subcontractors and consultants. Oversees responses to complaints to ensure issues are resolved.
- Review and update the Title VI program annually and update the program as needed.
- Communicate significant Title VI issues with the Executive Director.
- Provide annual training to MetroPlan Staff, Technical Advisory Committee, and Executive Board. These trainings include updates to relevant Title VI data, processes, procedures, and language assistance.
- Ensure nondiscrimination in the agency.
- Ensure the agency's contracts contain the appropriate Title VI contract provisions.
- Collect and analyze data to ensure nondiscrimination.
- Provide ADOT with the agency's Public Participation Plan, and Title VI reports and yearly updates.

The Title VI Liaison for FY 2026 is Mandia Gonzales. The liaison reports to both the Executive Director and Title VI Coordinator. The liaison is responsible for the following:

- Ensure planning complies with Title VI.
- Serve as the central point of contact for the public on Title VI concerns and respond to questions and concerns in a timely manner. The liaison notifies the Title VI Coordinator of any unresolved issues and complaints.
- Analyze the effects of MetroPlan planning activities on protected Title VI groups and determine if there will be burdens, or a disproportionately high and adverse impact, and/or benefits to the Title VI communities of concern.
- Report Title VI data analysis and community feedback through MetroPlan Committee(s) process and document the findings. Report any impacts to the relevant community of concern as needed.
- Support the Title VI Coordinator with annual analysis and reporting.



## VII. Executive Board Review & Approval

The Executive Board provides policy guidance and direction for the metropolitan transportation planning process. The Executive Board will review and approve MetroPlan’s Title VI Implementation Plan on June 4, 2026. Minutes from June 4, 2026, meeting indicating plan approval will be attached to the final version of this plan.

## VIII. Committee Membership

### MetroPlan Membership

MetroPlan is comprised of the City of Flagstaff, Coconino County, the Arizona Department of Transportation, the regional transit provider, Mountain Line, and Northern Arizona University (Figure 2). MetroPlan works cooperatively with Northern Arizona University (NAU), which has representation on the Technical Advisory Committee (TAC) and Management Committee.

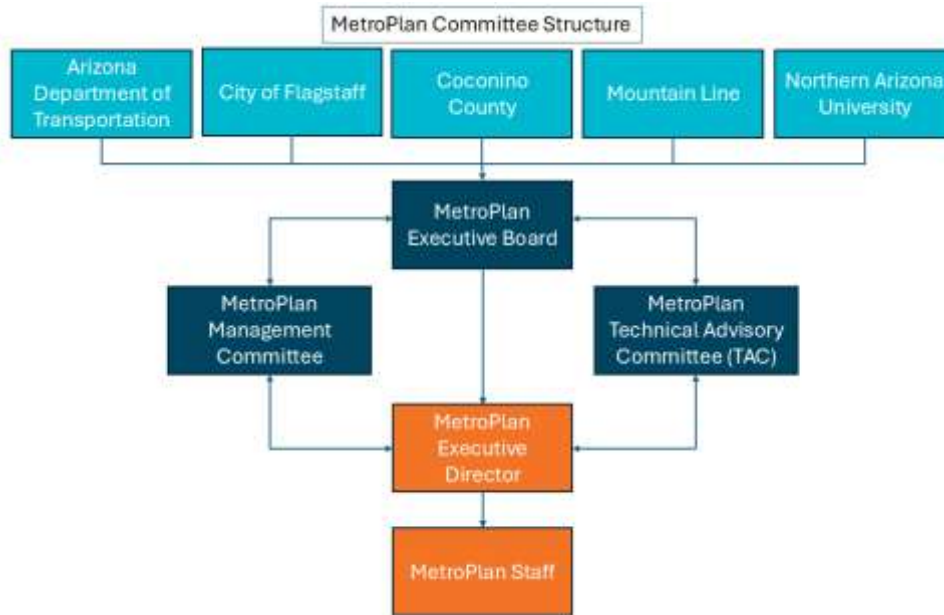
### Committee Selection

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

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

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

The Management Committee is made up of the Directors of Partner Organizations and is not a voting body.



**MetroPlan Executive Board**

The MetroPlan Executive Board is the forum for cooperative decision-making on transportation-related matters. This seven-member board is comprised of elected officials from local government and one representative each from the Arizona State Transportation Board and Mountain Line (aka NAIPTA) Board of Directors. Board membership is based on resolutions passed by the City and County at the formation of the MPO and recently amended with the addition of Mountain Line to the Board.

**MetroPlan Technical Advisory Committee**

The Technical Advisory Committee (TAC) is an advisory committee to the Executive Board. The ten-member committee is typically comprised of representatives of the County Engineer and Community Development Director from Coconino County; the City Engineer, Planning Director, and Transportation Services Manager from the City of Flagstaff; the District Engineer and Senior Transportation Planner from the Arizona Department of Transportation, the Mountain Line Deputy General Manager, and an appointees from Northern Arizona University and the Federal Highway Administration. Designees for these positions may attend and vote if appointed per the approved operating procedures.

**IX. FTA Demographic Maps**

See Appendix B for Demographic Maps.

**X. Data Collection, Analysis and Reporting**

**Data Collection**

Data collection is an important aspect of the MetroPlan Title VI Implementation plan. The collection of demographic information can assist in transportation planning to determine the impacts and benefits of potential projects.

Demographic information can assist in identifying communities of concern and distribution of benefits and burdens over time, space, and across various population groups. In addition, data collection can be

used to develop outreach strategies and to monitor the effectiveness of outreach processes. Finally, data collection can be used to assess the demographic characteristics of those involved in the planning and decision-making process, including agency staff and policy and advisory committees.

MetroPlan collects data in the following program areas:

1. MetroPlan will continue to update the summary of the staffing composition of those involved in MPO activities and plans. The report shall include job classification, race, and gender. The Title VI Coordinator updates this report annually.
2. MetroPlan will strive to collect demographic information on public participants. This shall be accomplished by summarizing results from comment/feedback forms that request demographic information from participants at public in-person meetings and workshops and public opinion polls. The submittal of demographic information will be voluntary.
3. MetroPlan will annually update a demographic profile of the MPO planning area using the most current and appropriate statistical information available on race, income, and other pertinent data. As new information becomes available, no less than annually, planning staff shall update the Demographic Profile of the MetroPlan planning area to provide an up-to-date baseline report documenting populations of concern for adverse impact analysis. The decennial census will be the primary basis of data.
4. All staff will routinely evaluate public participation to determine whether the outreach plan has been successful in recruiting participation among Title VI protected populations. Data is used to compare attendee demographics with the demography of the state or areas affected.
5. MetroPlan will collect data on the attendance of MetroPlan staff and relevant host-agency staff at Title VI training opportunities. Data is used to compare attendee demographics with the demography of the state or areas affected. Title VI data is reported annually in the Title VI Report and the updated Title VI Plan. Title VI data is also incorporated, where appropriate, into MetroPlan's ongoing projects. The proximity of Title VI populations to MetroPlan projects is analyzed on an ongoing basis. Training data will be collected by the Title VI Coordinator, and project-specific data will be collected by the planning staff responsible for the project.

## Analysis

MetroPlan is committed to ensuring that these programs and plans meet the needs of all people in the region and avoid disproportionately high or adverse human health or environmental effects, including social and economic effects, on Title VI-protected populations. Although it is recognized that much of the evaluation of adverse impacts will occur at the project planning level (which is the responsibility of the project proponent) rather than the overall transportation planning phase, MetroPlan can use a variety of techniques

to identify the risk of discrimination so that positive corrective action can be taken to serve as a building block in subsequent decision making and analysis. These measures include:

1. MetroPlan will document information used in identifying potential adverse impacts as part of the Regional Transportation Plan effort and all other projects. The Title VI Liaison will work with the Planning Project Manager to ensure that the appropriate data analysis and corrective measures will take place for each project. The analysis will include an evaluation and discussion of the following:

- Identification of those areas within the MetroPlan region that contain higher than average concentrations of low-income, minority, or other protected populations as stipulated by Title VI provisions. To aid this effort, MetroPlan has prepared a demographic profile of the metropolitan planning area using census data to identify demographic features of different neighborhoods throughout the planning area (see Appendix B).
- Analysis of any disproportionately high and adverse impacts on different socio-economic groups will be conducted by comparing the plan impacts on the minority, low-income, senior, disabled, and other populations with respect to the impacts on the overall population within the MetroPlan region. GIS mapping can be used to overlay the locations of the transportation projects upon the impacted neighborhood map so that comparisons can be made between the distributions of projects across the two community types (Title VI protected vs. general population).
- Evaluation of mitigation measures that could potentially address adverse impacts, including avoidance, minimization, and opportunities to enhance communities and neighborhoods.
- Overview of the public participation process and efforts made to ensure that all groups within MetroPlan are involved in the decision-making or project information process through an effective and thorough public participation effort.

2. MetroPlan will solicit and consider input from all groups and citizens concerned with, interested in, and/or affected by its transportation plans or programs. Special attention will be paid to the needs of those that may be underserved by existing transportation systems. The Public Participation Plan above describes in detail the steps that will be taken to solicit input.

3. MetroPlan shall document in the annual report what changes have occurred as a result of public involvement with special emphasis on the involvement of Title VI protected populations.

4. MetroPlan will include evaluation criteria that address issues of adverse impact when awarding funds to local agencies for projects to include in the Metropolitan Transportation Improvement Program (MTIP) and Regional Transportation Plan. Potential criteria could include impact on accessibility and/or travel times to jobs or other activities, transit service provision, and the distribution of transportation funding and activities.

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

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

6. MetroPlan will function in its role as a regional coordinator to work with other agencies, if requested, in addressing adverse impacts that may occur as part of MetroPlan-funded project development activities.

## Reporting

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

## XI. Public Participation Plan and Virtual Public Involvement

### Public Participation Plan

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

Various methods to ensure public participation are included below.

### Elements of MetroPlan Communications & Public Involvement

**Website**– MetroPlan maintains a website, [www.metroplanflg.org](http://www.metroplanflg.org), which is updated regularly. The site includes information on MetroPlan’s responsibilities, programs, key products, meeting calendars, agendas, and minutes; contact information for staff, the Title VI Implementation Plan, complaint procedures, complaint forms, and a sign-up form for e-mail notifications.

**Social Media** – MetroPlan maintains presence on Facebook and Instagram, which is updated regularly and used to educate, encourage behavior change, promote internal and external regional transportation projects, promote outreach events, surveys, and other activities where the public can meet us in person.

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

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

**Open Meeting Law** – MetroPlan Executive Board and Technical Advisory Committee meetings are open to the public. When meetings are held virtually, meetings are available both on the web and with a call-in-only option. Meetings are organized in ways to encourage opportunities for the public to participate. Time for citizen comments is reserved at the start of all meetings. Meeting dates and times are posted in advance on the MetroPlan website and the public meeting board in MetroPlan’s office at Mountain Line headquarters. In-person meeting locations are always near transit services and are wheelchair-accessible (WCA).

Interpretation services can be provided when requested or a need is anticipated.

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

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

**Mailings** – MetroPlan routinely uses e-mail to keep the public informed of the agency’s programs, public comment periods, meetings, and publications. MetroPlan maintains an e-mail list, including many points

of contact with the community and faith-based organizations, senior, youth, minority, low-income, and other groups. MetroPlan may also publish updates on the City of Flagstaff Community Forum website, which currently has over 3,000 registered participants.

Events – Events such as workshops, open houses, and forums are held as needed.

### Strategies for Engaging Title VI Protected Groups

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

1. MetroPlan will continue to maintain distribution lists that contain community organizations, leaders, and religious organizations that are engaged in issues affecting Title VI protected populations.

Community organizations and their leaders are invaluable in building communication between agencies and underrepresented groups. Community groups also provide access to individuals and can serve as forums for participation. Oftentimes these organizations reflect community-wide concerns and can advise an agency on useful strategies for interaction.

2. MetroPlan may send news releases to, and place advertisements in, minority newspapers and news outlets, as needed, as well as in free publications and other media outlets that may be accessed by Title VI protected populations when a call for public comment is needed. Alternatively, an advertisement for public comment may include a tagline in Spanish that translation services are available upon request. This would include the RTP, TIP, and other plans affecting vulnerable populations.

3. MetroPlan will evaluate its meeting times and locations to ensure opportunities for a broad audience to attend. This would include, but not be limited to, assuring that the locations of public meetings are close to transit lines, are accessible to the disabled, and are held at a variety of times to provide the widest opportunity for involvement. Additionally, virtual meetings are available via live Microsoft Teams and are posted on our website following each meeting.

4. MetroPlan will annually evaluate the effectiveness of all communications and public involvement efforts and make appropriate adjustments to its public involvement strategy. As part of this effort, MetroPlan will make efforts to contact different community groups to determine whether any revisions are advisable.

MetroPlan will provide key technical information in a manner that facilitates easy review by populations who may be traditionally underrepresented or underserved by existing transportation systems. This may include the provision of information to sight-impaired persons, non-English speakers, or persons without extensive formal schooling.

The MetroPlan Public Participation Plan can be viewed here [Public Participation Plan](#).

## XII. Title VI Complaint Form and Procedures

### Complaint Process

Complaints should be submitted in writing to MetroPlan and signed. To have a complaint transcribed, call (928) 266-1293. The complaint will be sent to the complainant for signature. Complaints will be investigated by the Title VI Coordinator, including an interview with the complainant and a review of the subject of the complaint. A report shall be submitted to the Executive Director for their review within

60 days. MetroPlan annually reviews the complaint log. So far, no complaints have been filed to the knowledge of MetroPlan, but if a complaint did arise, the organization would work in a timely manner to address the complaint as thoroughly as possible. Any person who believes that he or she, either individually, as a member of any specific class of persons, or in connection with any minority contractor, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 or related authorities may file a complaint. The basis of the complaint must be (a) because of race, color, national origin, disability or (b) noncompliance with Title VI rules or guidelines adopted thereunder. Complaints must be submitted within 180 days of harm.

Complaints based on *race, color, or national origin* and related to an **FHWA**-funded program area will be forwarded to ADOT External Civil Rights (ECR) within 72 hours and sent to FHWA for investigation.

Complaints based on *race, color, or national origin* and related to an **FTA**-funded program area will be reported to ADOT External Civil Rights (ECR) within 72 hours and investigated by MetroPlan within 60 days of receipt.

See Appendix C for respective complaint forms and complaint log. Complaints may also be filed with the agencies.

Si necesita información en español, comuníquese al 928-266-1293

The complainant may file a discrimination-related complaint on an FHWA program or activity directly with MetroPlan or ADOT or with the Federal Highway Administration by contacting the agencies at:

<p>MetroPlan 216 W Phoenix Avenue Flagstaff, AZ 86001 Email: <a href="mailto:planning@metroplanflg.org">planning@metroplanflg.org</a> Phone: 928-266-1293</p>	<p>ADOT External Civil Rights 1801 W. Jefferson St. Phoenix, AZ 85007 Email: <a href="mailto:civilrightsoffice@azdot.gov">civilrightsoffice@azdot.gov</a> Phone: 602-712-8946</p>	<p>Federal Highway Administration U.S. Department of Transportation Office of Civil Rights 1200 New Jersey Avenue, SE 8th Floor E81-105 Washington, DC 20590 Email: <a href="mailto:CivilRights.FHWA@dot.gov">CivilRights.FHWA@dot.gov</a> Phone: 202-366-0693 Fax: 202-366-1599</p>
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For FTA funded programs or activities, the complainant may file a discrimination-related complaint directly with MetroPlan or with ADOT or the Federal Transit Administration by contacting the agencies at:

<p>MetroPlan 216 W Phoenix Avenue Flagstaff, AZ 86001 Email: <a href="mailto:planning@metroplanflg.org">planning@metroplanflg.org</a> Phone: 928-266-1293</p>	<p>ADOT External Civil Rights 1801 W. Jefferson St. Phoenix, AZ 85007 Email: <a href="mailto:civilrightsoffice@azdot.gov">civilrightsoffice@azdot.gov</a> Phone: 602-712-8946</p>	<p>FTA Office of Civil Rights 1200 New Jersey Avenue SE Washington, DC 20590.</p>
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**There have been no investigations, complaints, or lawsuits against MetroPlan FY2026.**

### **XIII. Title VI Training**

The MetroPlan Title VI Program Coordinator will ensure training for MetroPlan employees, subrecipients, contractors, and consultants on Title VI and other Civil Rights statutes, either by developing and implementing its own training or by participating in training(s) provided by USDOT Agencies or FHWA. MetroPlan will continue to utilize ADOT (USDOT) opportunities to provide Title VI and Civil Rights training for its employees.

MetroPlan's Title VI Coordinator will ensure annual training to the Executive Board, Technical Advisory Committee, and MetroPlan staff. Training will include an overview of Title VI, and a review of MetroPlan's Title VI Implementation and Language Access plans with a special focus on Title VI community engagement, program area data collection, and complaint procedures.

Subrecipients, contractors, and consultants will be invited to participate in training and provided MetroPlan's Title VI Implementation Plan with each new fiscal year.

### **XIV. Compliance and Enforcement Procedures**

MetroPlan assures that it will comply with all federal mandates related to non-discrimination associated with the receipt of federal assistance. The program will be administered through the offices and procedures laid out in this section. The Title VI Liaison coordinates the Annual Title VI training for staff and the Executive Board and reviews the Title VI Implementation Plan annually to ensure compliance. The review helps to identify patterns or trends that may exist and provides reminders as to the Title VI requirements of the organization. Non-compliance will result in additional training and depending upon the severity of the incident, additional action may be taken at the discretion of the Executive Director.

MetroPlan will monitor shortcomings in the Title VI Implementation Plan in two primary ways. First, the annual Title VI report will provide insight into the daily operations and work program elements regarding how well and effectively strategies are being applied. Second, MetroPlan will hire a CPA firm to complete an annual single audit when federal expenditures exceed \$750,000 in a year. An annual audit is performed to evaluate compliance with all applicable local, state, and federal regulations controlling expenditures. Results of these audits will be incorporated into the annual report and its Title VI goals for the forthcoming year.

### **XV. Program Area Review Procedures**

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

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

As a result, MetroPlan is involved in three different phases of a program: (1) public involvement, (2) program

development & planning, and (3) reporting and compliance. These three areas, together with general administration, are applicable to Title VI regulations and are referred to as the Title VI Program Areas.

**Review schedule:** The program areas are reviewed on the following schedule by the Title VI Program Coordinator to ensure their understanding of and compliance with Title VI and related authorities.

- January – MetroPlan Title VI training for Executive Board, Technical Advisory Committee (TAC), and Staff
- February/April - review the draft Unified Planning Work Program for Title VI compliance.
  - Review proposed tasks and activities and recommend corrections to strengthen Title VI compliance and goal achievement.
  - Data collected includes demographic data that is updated each year based on the most current census data available and data available from optional surveys available at each public meeting.
- March/April – work with MetroPlan technical staff to assess the impact of draft TIP projects on Title VI communities.
  - Comparison of projects against the most recent regional transportation plan that plan’s Title VI analysis
  - Assessment of individual projects for opportunities to avoid or mitigate impacts.
- April – review current year activities for Title VI compliance.
  - Planning and procurement contracts for Title VI language and FHWA assurances
  - Draft Title VI Implementation Plan update and accomplishments report to meet checklist expectations. Outreach to MetroPlan member legal offices regarding complaints.
  - Public involvement in advertising and record keeping.
- May – submit the initial Title VI Implementation Plan to ADOT for review and feedback.
- June– Title VI Implementation Plan Adoption
  - Present Title VI training materials at the regular meetings of the Technical Advisory Committee and Executive Board where the Title VI Implementation Plan is respectively recommended and adopted.

MetroPlan will review and conduct an internal program area review of Title VI Strategy Compliance annually prior to developing a draft work program.

## XVI. Subrecipient Review

MetroPlan will ensure that any sub-recipients implement policies and procedures to comply with Title VI and related nondiscrimination authorities through sub-recipient. At the beginning of each fiscal year, MetroPlan shall require subrecipients to provide their Title VI Implementation Plan and complaint log and list of completed trainings to MetroPlan. FY26, MetroPlan had one subrecipient: Mountain Line, FTA funds. In FY27, we anticipate the same subrecipient.

At contract award, subrecipients will be provided with an updated Title VI Implementation Plan and training by the Title VI Coordinator. Training is updated annually at the beginning of the calendar year.

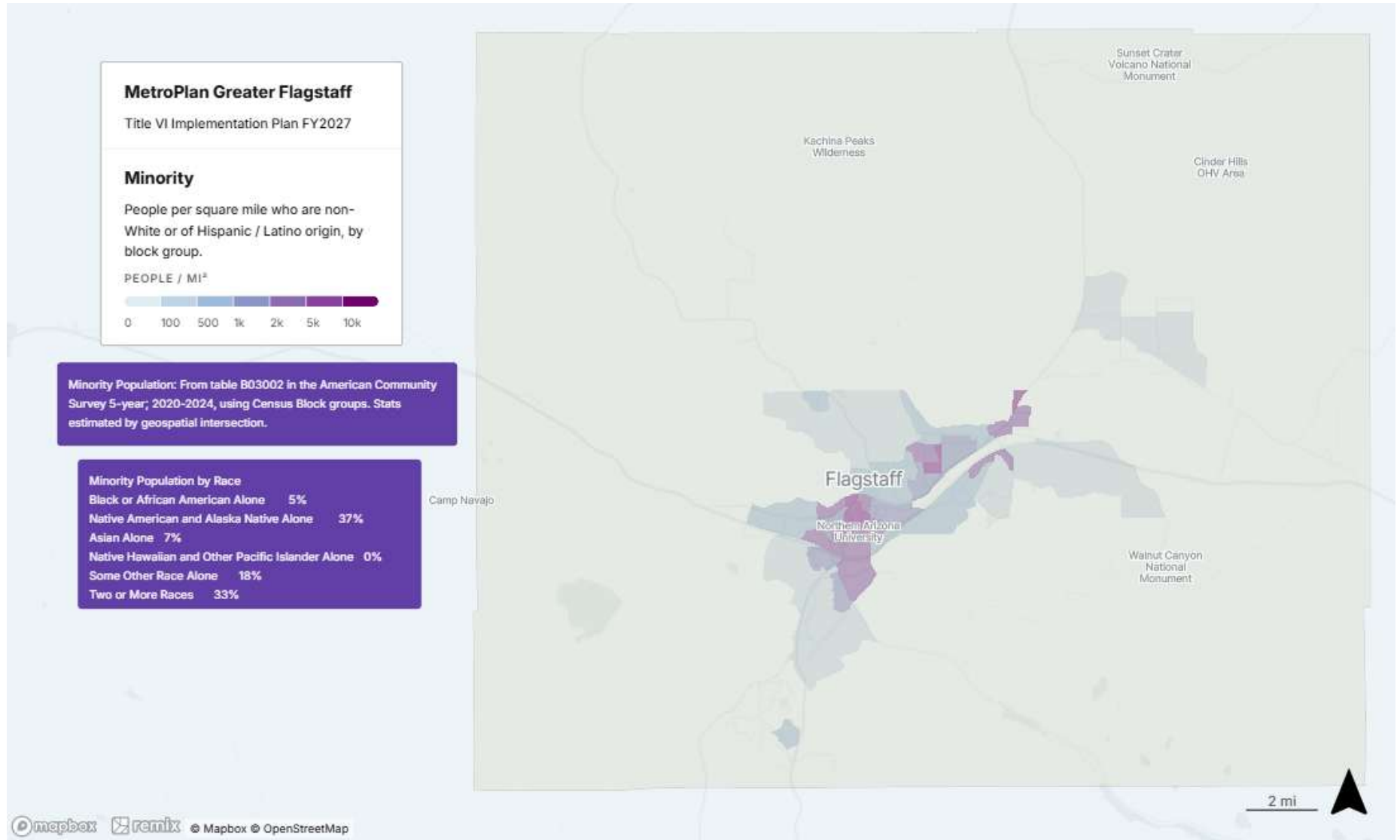
## Appendix A: Demographic Statistics for MetroPlan Greater Flagstaff Region

MetroPlan Greater Flagstaff Region Demographic Report		
Population	Estimate	Percent
<b>Age</b>		
Total Population	87,979	
Under 18 years old	15,639	17.8%
18-29 years old	31,214	35.5%
30-64 years old	31,734	36.1%
65+ years old	9,392	10.7%
<b>Race and Ethnicity</b>		
Total Population	93,045	
Hispanic/Latinx Origin	17,023	18.3%
White Alone	56,091	60.3%
Black Alone	1,574	1.7%
Native American Alone	11,129	12.0%
Asian Alone	1,933	2.1%
Pacific Islander Alone	120	0.1%
Some Other Race Alone	508	0.5%
Two or More Races, Non-Hispanic	4,667	5.0%
<b>Ability to Speak English</b>		
Total Population	84,038	
English only	70,561	84.0%
Another language (English spoken very well)	11,027	13.1%
Another language (English not spoken well)	2,450	2.9%
<b>Poverty Status in the Past 12 Months</b>		
Total Population	81,199	
Under 50% poverty threshold	6,778	8.3%
50% to 99% poverty threshold	5,820	7.2%
100% to 124% poverty threshold	3,594	4.4%
125% to 149% poverty threshold	3,071	3.8%
150% to 184% poverty threshold	4,353	5.4%
185% to 199% poverty threshold	2,162	2.7%
At or above 200% poverty threshold	55,421	68.3%
<b>With a Disability</b>		
Total Population	87,342	
With a disability	9,596	11.0%
No disability	77,746	89.0%
<b>Households - Vehicles Available</b>		
Total Population	33,306	
0 Vehicles	1,891	5.7%
1 Vehicle	10,246	30.8%
2 Vehicles	12,457	37.4%
3 Vehicles	6,061	18.2%
4 Vehicles	2,651	8.0%

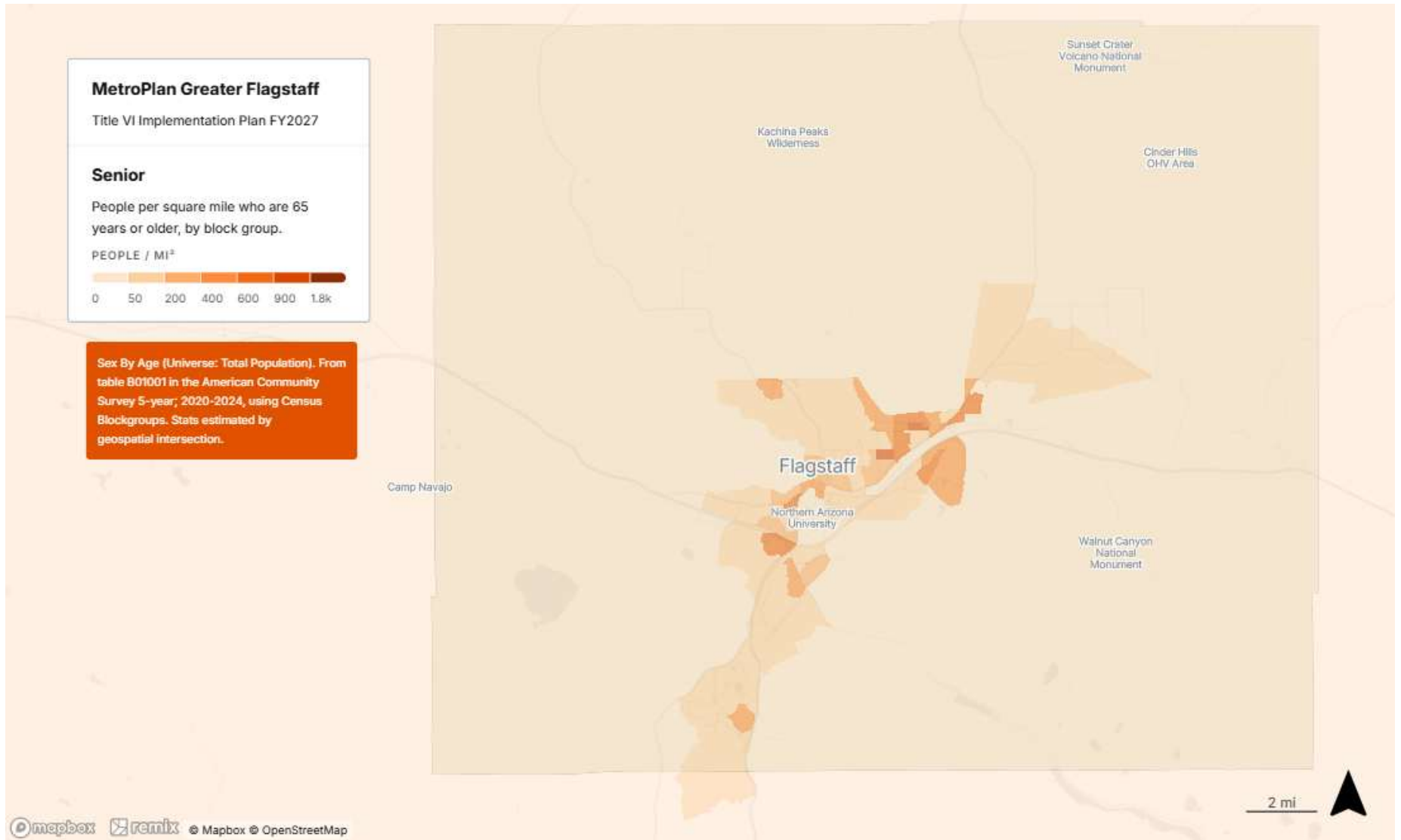
Source: United States Census Bureau, American Community Survey 5-year, 2020-2024, using census block groups and tracts.  
Stats estimated by geospatial intersection.

# Appendix B: Demographic Maps

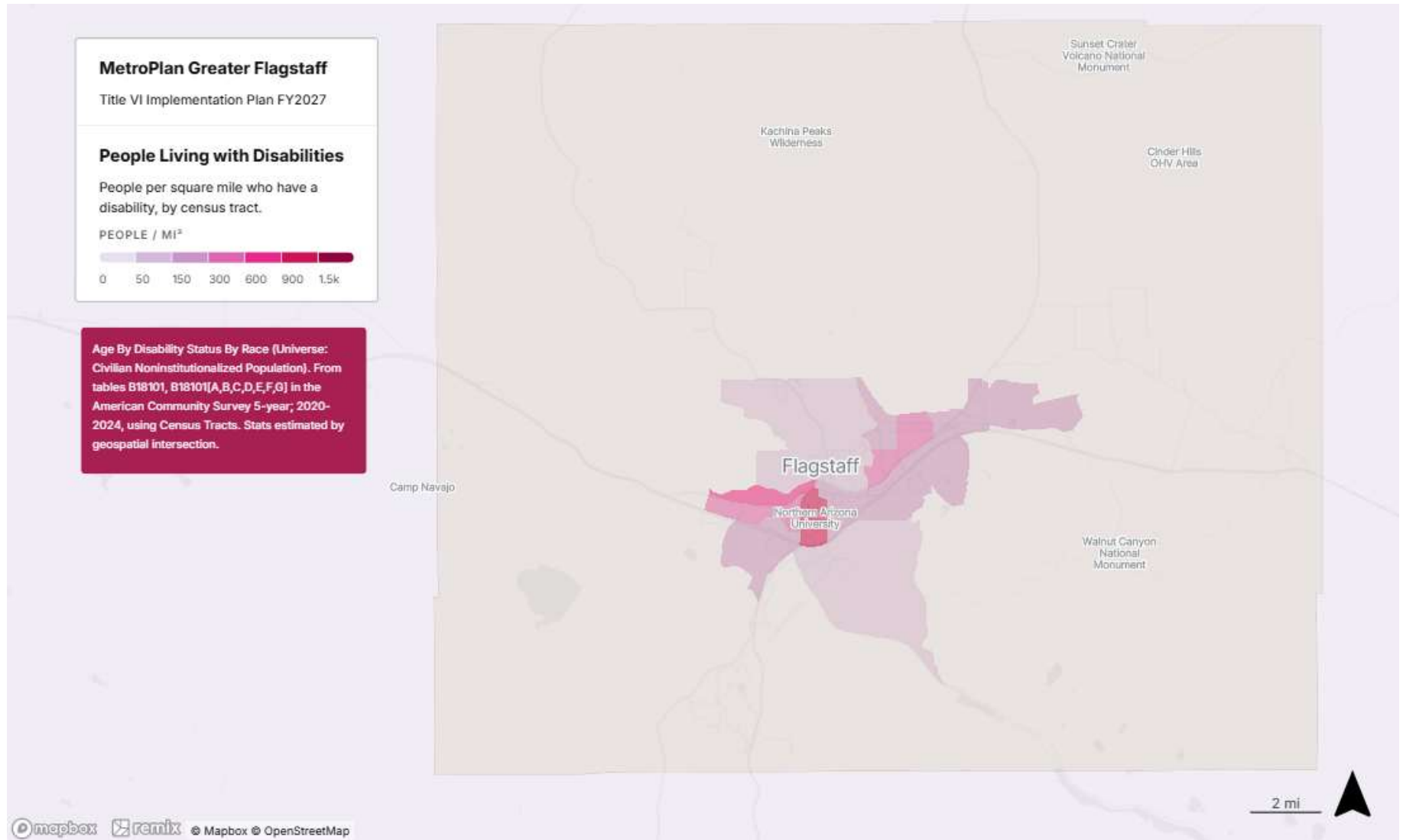
## Minority Population



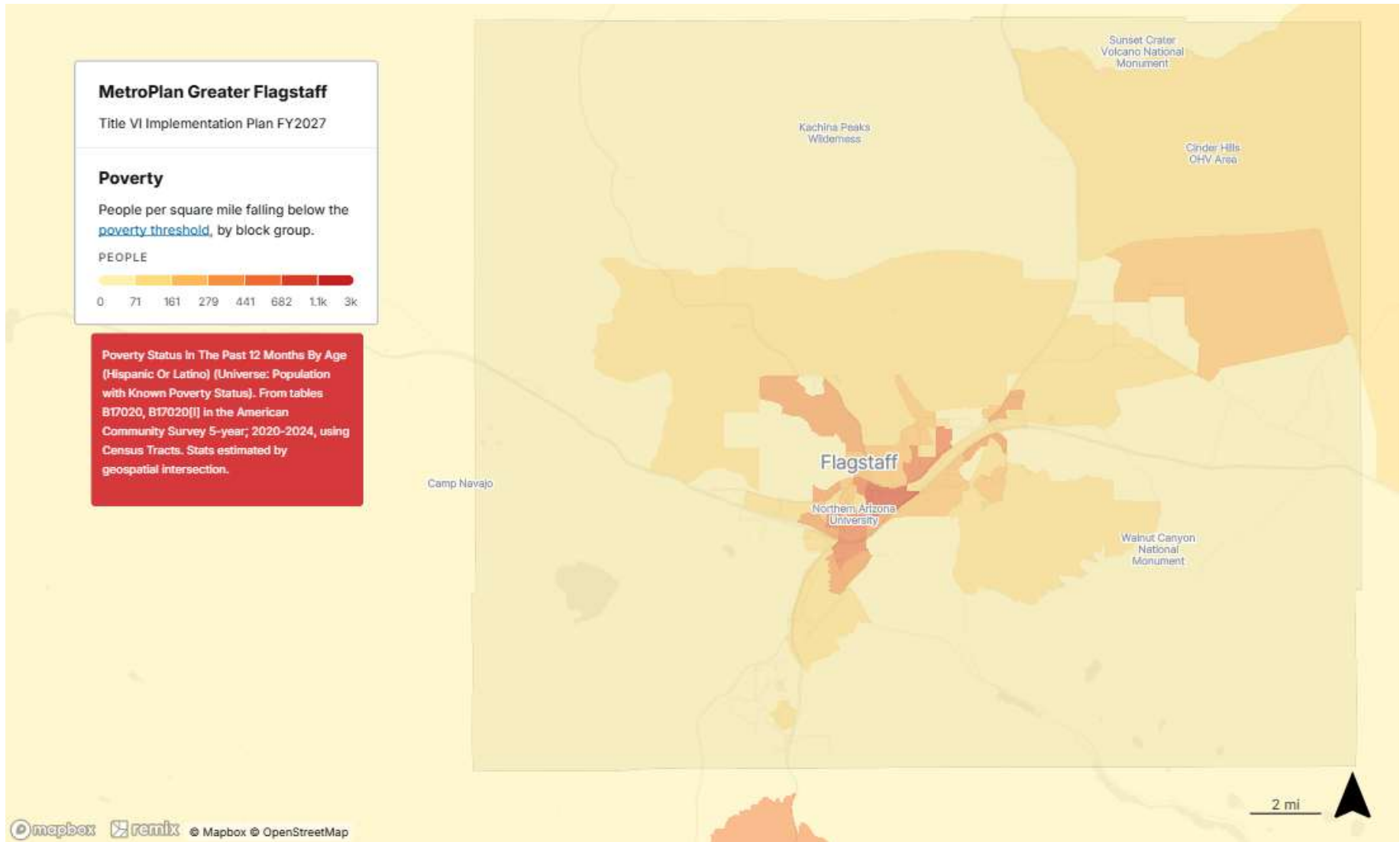
# Senior Population



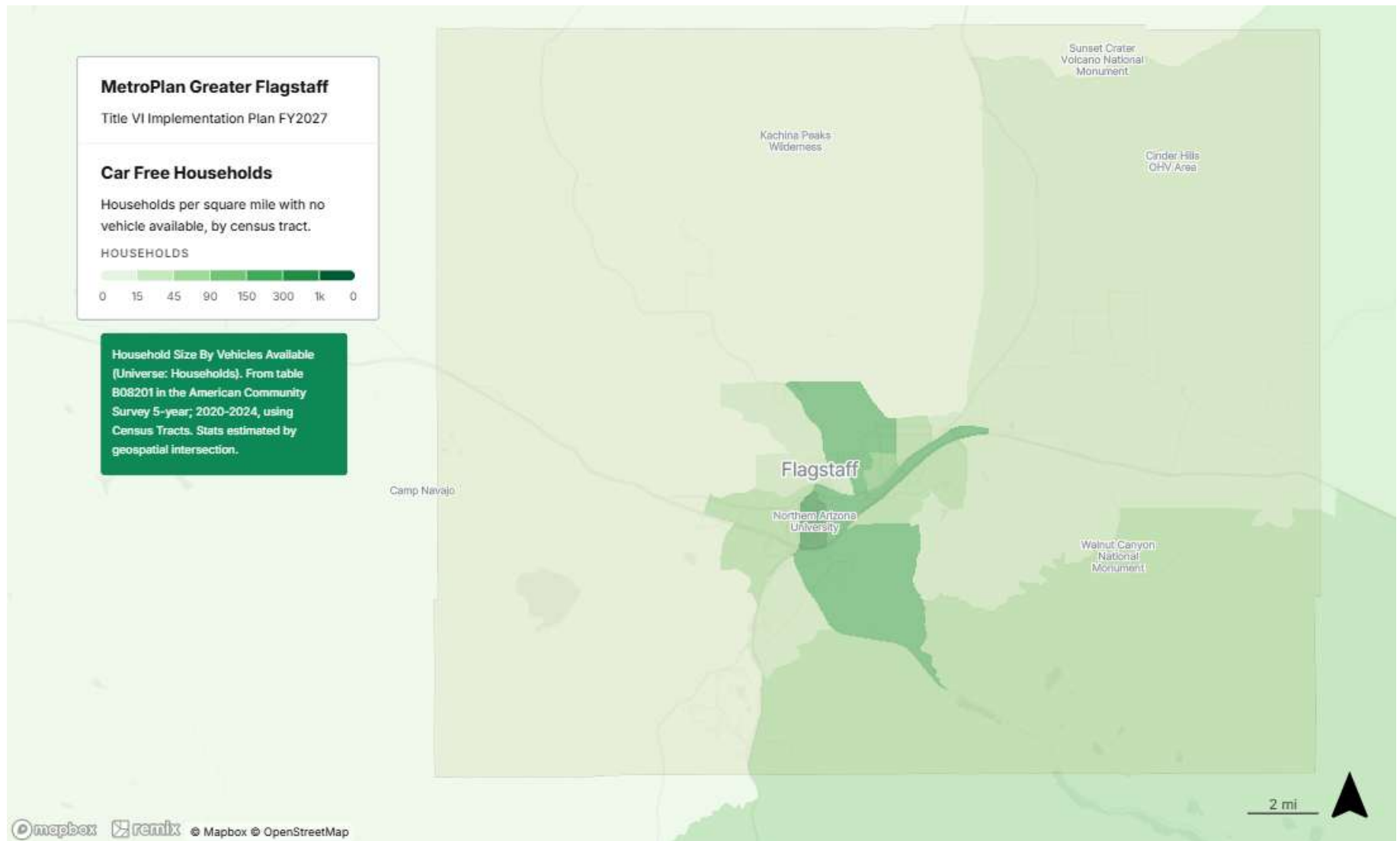
# Disability Status



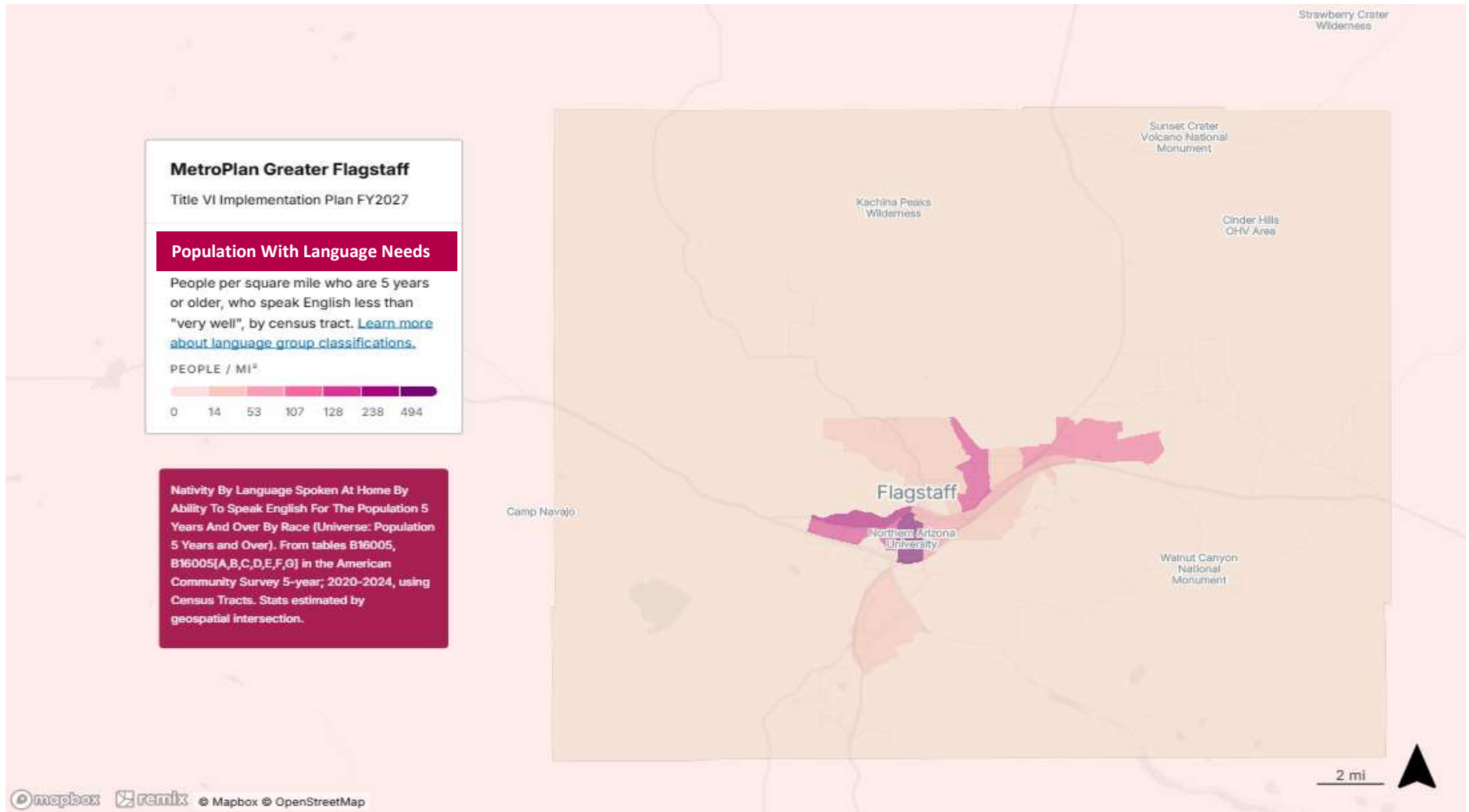
# Poverty Status



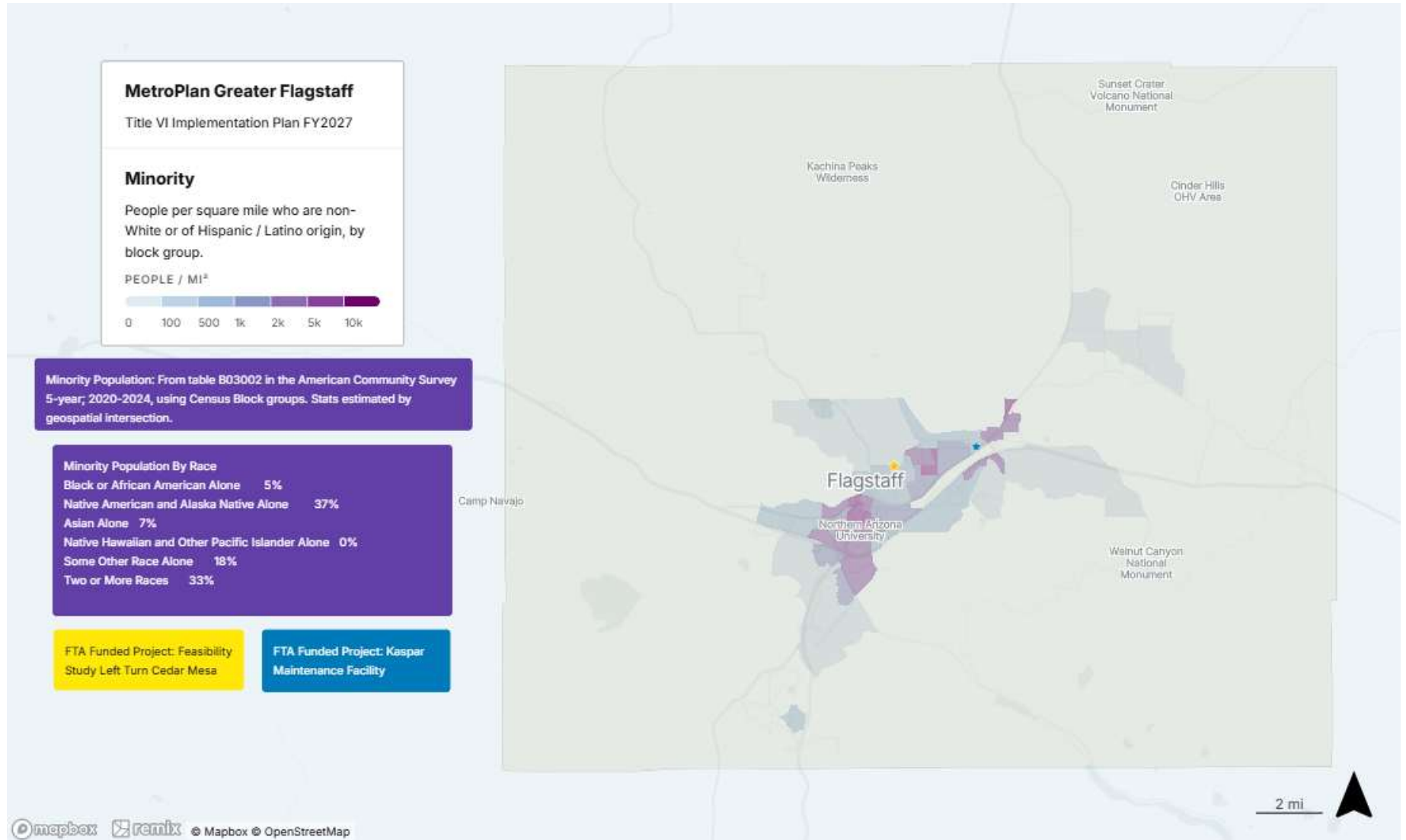
## Car-Free Households



# Population with Language Needs



# FTA Projects and Minority Population



**Appendix C: ADA/Title VI Complaint Forms & Log**

**ADA/Title VI Discrimination Complaint Form**

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

Complainant's Information:

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

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

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

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

Person discriminated against (someone other than the complainant): \_\_\_\_\_

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

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

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

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

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

Race  Color  National Origin \_\_\_\_\_

ADA/ Disability  \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Formulario de queja por discriminación ADA/Título VI

*Nota: La siguiente información es necesaria para ayudar a procesar su queja*

Información del denunciante:

Nombre: \_\_\_\_\_  
Dirección: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_ Número de teléfono de casa: \_\_\_\_\_  
Número de teléfono alternativo: \_\_\_\_\_

Persona discriminada (alguien que no sea el denunciante):

Nombre: \_\_\_\_\_  
Dirección: \_\_\_\_\_  
Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_  
Número de teléfono de casa: \_\_\_\_\_ Número de teléfono alternativo: \_\_\_\_\_

¿Cual de las siguientes opciones describe mejor la razón por la que crees que ocurrió la discriminación?

Por favor se específico.

Raza  Color  Origen nacional \_\_\_\_\_  
ADA/Discapacidad  \_\_\_\_\_

¿En qué fecha(s) tuvo lugar la supuesta discriminación? \_\_\_\_\_

¿Dónde tuvo lugar la supuesta discriminación? \_\_\_\_\_

¿Cuál es el nombre y título de la(s) persona(s) que usted creía que lo discriminaron (si los conoce)?

\_\_\_\_\_  
\_\_\_\_\_

Describa la supuesta discriminación. Explique qué sucedió y quién cree que fue el responsable (si necesita espacio adicional, agregue una hoja de papel).

\_\_\_\_\_

Enumere los nombres y la información de contacto de las personas que puedan tener conocimiento de la supuesta discriminación.

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Si ha presentado esta queja ante cualquier otra agencia federal, estatal o local, o ante cualquier tribunal federal o estatal, marque todo lo que corresponda.

Agencia Federal  Tribunal Federal  Agencia Estatal  Tribunal Estatal  Agencia Local

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_

Código Postal : \_\_\_\_\_

Número de teléfono: \_\_\_\_\_ Número de teléfono alternativo: \_\_\_\_\_

Por favor firme a continuación. Puede adjuntar cualquier material escrito u otra información que considere relevante para su queja.

\_\_\_\_\_  
Firma del denunciante

\_\_\_\_\_  
Número de archivos adjuntos

\_\_\_\_\_  
Fecha

Envíe el formulario y cualquier información adicional a:

MetroPlan  
Director Ejecutivo &  
Coordinador del Título VI  
216 W Phoenix Avenue  
Flagstaff, AZ 86001  
Teléfono: 928-266-1293

- Las quejas basadas en raza, color u origen nacional y relacionadas con un área de programa financiada por la FHWA serán enviadas a los Derechos Civiles Externo de ADOT (ECR) dentro de las 72 horas y enviadas a FHWA para su investigación.
- Las quejas relacionadas con todas las demás clases protegidas o relacionadas con un área de programa financiada por la FTA se informarán a los Derechos Civiles Externo de ADOT (ECR) dentro de las 72 horas y serán investigado por MetroPlan.





**MetroPlan**  
Flagstaff Metropolitan  
Planning Organization

## METROPLAN TITLE VI NONDISCRIMINATION NOTICE TO THE PUBLIC

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

MetroPlan's Title VI Program requires that no person shall, on the grounds of race, color, national origin, age, sex/ gender, gender identity or expression, sexual orientation, disability, or low-income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

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

## AVISO PÚBLICO DE LA LEY DE NO-DISCRIMACIÓN DE METROPLAN (TÍTULO VI)

MetroPlan (Organización de Planificación Metropolitana de Flagstaff) informa al público que esta agencia tiene como regla asegurar el cumplimiento total del Título VI de la Ley de los Derechos Civiles de 1964, y otras normas relacionadas con todos los programas y actividades.

El programa del Título VI de MetroPlan exige que a ninguna persona se le excluya de participar, se le nieguen beneficios o de ninguna otra manera sea sujeta a discriminación en ningún programa o actividad de MetroPlan por motivo de raza, color, país de origen, edad, sexo, género, identidad o expresión sobre el género, orientación sexual, discapacidad, o bajos recursos económicos.

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

**Tami Suchowiejko**  
TITLE VI COORDINATOR /  
BUSINESS MANAGER

**MetroPlan Civil Rights Office**  
216 W Phoenix Avenue  
Flagstaff, AZ 86001  
(928) 266-1293  
[planning@metroplanflg.org](mailto:planning@metroplanflg.org)

**Appendix E: MetroPlan Executive Board Meeting Minutes June 4, 2026 – Adoption of  
FY27 Title VI Implementation Plan**

**(Pending approval by the Executive Board)**



# METROPLAN

GREATER † FLAGSTAFF

## STAFF REPORT

REPORT DATE: May 19, 2026

MEETING DATE: June 4, 2026

TO: Honorable Chair and Members of the Executive Board

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: 2026 Crash Data Report

### 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 2.2:** Expand the inclusion of transportation-disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.

### 3. BACKGROUND:

#### Annual Crash Report

The MetroPlan annual crash report is an accountability tool – enforcing our adopted vision zero policies and strategies. It communicates the reality of road safety to the public and our local decision makers. By identifying hotspots and crash trends, the region can work together to identify budget allocations for safety projects and programs.

The 2026 Regional Crash Report is just one of the adopted strategies as identified in the Metro Plan Vulnerable Road Users Safety Action Plan. This report is coming just 5 months after the adoption of the VRU to include the 2024 ADOT Crash Data. Negative and positive trend updates are minimal from previous safety plans. It is intended to maintain an annual reporting schedule to coincide with the Transportation Safety Group in May of the coming years.

#### Safety Performance Trends (2020–2024)



# METROPLAN

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Over the five-year study period, the MetroPlan Region experienced a total of 9,831 crashes, resulting in 63 fatalities and 191 serious injuries.

## Key Data Insights:

- **Severity Distribution:** 74% of crashes resulted in no injury, while 3% resulted in fatality or serious injury.
- **Pandemic Impact:** A noticeable decline in crashes occurred in 2020 due to COVID-19 travel restrictions, followed by a steady incline as traffic volumes rebounded and risky driving behaviors increased.
- **Recent Progress (2023–2024):** The region saw a 43% decline in fatalities between 2023 and 2024. However, serious injuries increased by 15% during the same period.

Vulnerable Road Users—including pedestrians, bicyclists, and those using mobility devices—account for only 4% of all regional crashes but are disproportionately represented in fatal and serious injury data.

- **Pedestrians:** 205 pedestrian-related crashes occurred over five years. 30% of these crashes resulted in a fatality or serious injury, significantly higher than the overall crash trend of 3% resulting in serious injury or fatality. Pedestrian crashes increased by 34% between 2023 and 2024.
- **Bicyclists:** 159 bicycle crashes were reported, with 9% leading to serious injury or death.
- **High-Risk Locations:** VRU crashes are most frequent in the urban center of Flagstaff and along major ADOT arterials, including Milton Road, E. Route 66, and SR 89.

## Primary Crash Factors:

- **Human Behavior:** Behavioral factors such as speeding, impairment, and distracted driving are the primary causes of over 90% of vehicle crashes. These behaviors accounted for 47 fatalities and 140 serious injuries in the region.
- **Crash Types:** Rear-end collisions are the most common crash type (28%), followed by single-vehicle crashes (23%).
- **Infrastructure Conflict Points:** 53% of crashes occur on roadway segments ("Not an Intersection"), while 42% occur at intersections. Signalized intersections account for the majority of serious intersection crashes.
- **Environmental Conditions:** Most crashes (73%) occur during clear weather, suggesting that driver behavior often outweighs environmental hazards.



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## Vision Zero Performance Monitoring (2023-2024)

MetroPlan is committed to Vision Zero, which aims to eliminate fatalities and life-changing injuries while using the transportation system. The organization’s primary goal is to achieve a 40% reduction in fatalities and life-changing injuries by 2045.

The table below illustrates MetroPlan’s annual target and 20-year target to reduce fatal and serious injuries by 2045.

Table 1: Adopted Vision Zero Targets

Targets of a 40% reduction in crashes by 2045				
		Baseline (Annual avg. from 2019-2023) <sup>1</sup>	Annual Reduction Target	20-Year Reduction Target
VRU	Fatal	5	2	40
	Serious	11	4	80
All Modes	Fatal	11	5	100
	Serious	43	17	340

The following Table 2 summarizes changes in crashes from 2023 to 2024. While the Flagstaff Region achieved Vision Zero goals by reducing fatalities and overall crashes declined, serious injuries increased, and VRU crashes rose.

Table 2: 2023-2024 Target Evaluation

Severity		2023 Total Crashes	2024 Total Crashes	Difference
VRU	Fatal	3	1	-2
	Serious	10	19	9
All Modes	Fatal	14	9	-5
	Serious	42	49	7

## 4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC, acting as the Transportation Safety Group, discussed future coordination of the annual crash report.

This item was not presented to the Management Committee.



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## 5. FISCAL IMPACT:

The fiscal impact is nominal, including staff time for ensuring federal compliance, coordination of projects, posting information, and communicating with relevant parties.

## 6. ALTERNATIVES:

None. This item is for information and discussion only.

## 7. ATTACHMENTS:

2026 Annual Regional Crash Report

Adopted Vision Zero policies and strategies



# 2026 FLAGSTAFF REGIONAL CRASH REPORT



**METROPLAN**

GREATER + FLAGSTAFF

Mandia Gonzales, 2026

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## Table of Contents

<b>Introduction.....</b>	<b>3</b>
<b>Data-Driven Safety: The Annual Traffic Crash Report.....</b>	<b>3</b>
<b>Data Limitations .....</b>	<b>4</b>
<b>Executive Summary: 2026 Annual Traffic Crash Report .....</b>	<b>5</b>
<b>Overview and Purpose .....</b>	<b>5</b>
<b>Safety Performance Trends (2020–2024) .....</b>	<b>5</b>
<b>Vulnerable Road Users (VRU) .....</b>	<b>5</b>
<b>Contributing Factors and Roadway Characteristics .....</b>	<b>6</b>
<b>Vision Zero Policies and Strategic Actions.....</b>	<b>6</b>
<b>Overview of Transportation Safety Performance .....</b>	<b>7</b>
<b>Vision Zero Goal .....</b>	<b>7</b>
<b>Annual Target Evaluation .....</b>	<b>8</b>
<b>Transportation Safety Trends (2020-2024) .....</b>	<b>9</b>
<b>Fatality Rate Per 100,000.....</b>	<b>11</b>
<b>Severity of Crashes .....</b>	<b>12</b>
<b>Crash Types &amp; Primary Factors.....</b>	<b>23</b>
<b>All Transportation Modes.....</b>	<b>23</b>
<b>Vulnerable Road Users .....</b>	<b>27</b>
<b>Human Behavior.....</b>	<b>28</b>
<b>High Injury Network (HIN).....</b>	<b>29</b>
<b>High Crash Intersections.....</b>	<b>29</b>
<b>Vision Zero Policies and Strategies .....</b>	<b>30</b>



# Introduction

## Data-Driven Safety: The Annual Traffic Crash Report

Traffic crashes are preventable, yet their impact on Flagstaff’s health and wellbeing remains profound. To move toward **Vision Zero**, we must transition from reactive maintenance to proactive, systemic safety planning.

The **Annual Traffic Crash Data Report** summarizes reported traffic crashes in the Flagstaff Region from 2020–2024. It examines trends over time and key factors such as severity, location, roadway characteristics, and the involvement of vulnerable road users (VRU), including pedestrians and bicyclists. By presenting clear and accessible data, the report supports decision-making by planners, engineers, policymakers, and the public.

This report serves as a regional baseline. By analyzing trends in crash severity, location, and roadway characteristics, MetroPlan and partner agencies can:

- **Identify High-Risk Locations:** Pinpoint where the system is failing.
- **Prioritize Investments:** Guide funding toward the most effective engineering, education, and enforcement strategies.
- **Evaluate Performance:** Measure the success of infrastructure improvements and safety policies.

While the City of Flagstaff produces local data through their Annual Crash Report, MetroPlan’s report provides the essential **regional perspective**, covering both the City and surrounding Coconino County. This comprehensive view ensures that every safety investment is backed by

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evidence and aimed at protecting everyone—whether they are traveling by car, transit, bicycle, or on foot.

### **Data Limitations**

The crash data used in this report are derived from traffic collision reports submitted by law enforcement agencies and compiled by the Arizona Department of Transportation (ADOT). As with all administrative crash datasets, these data have inherent limitations. Only crashes reported to law enforcement are included, and therefore minor crashes, bicycle-only incidents, pedestrian falls, and other non-motor vehicle events are likely underreported. Data accuracy depends on field observations, reporting practices, and the completeness of officer reports, which may vary by jurisdiction and over time. Certain variables—such as contributing factors, crash circumstances, and impairment indicators—may be subject to interpretation and may not fully capture underlying behavioral or environmental conditions. Additionally, delays in reporting, geocoding errors, and periodic updates to crash records may result in discrepancies between datasets or affect year-to-year comparisons. Despite these limitations, Arizona crash data remains the most comprehensive and consistent source available for evaluating traffic safety trends and identifying areas of concern.

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# Executive Summary: 2026 Annual Traffic Crash Report

## Overview and Purpose

The **2026 Annual Traffic Crash Report** summarizes reported traffic crashes across the Flagstaff Region and analyzes trends from **2020 to 2024** to identify high-risk locations and inform safety investment priorities. While the City of Flagstaff publishes its own annual report, this MetroPlan document provides a broader regional view, including portions of Coconino County.

MetroPlan is committed to **Vision Zero**, the principle that no one should be killed or experience life-changing injuries while using the transportation system. The organization’s primary goal is to achieve a **40% reduction in fatalities and life-changing injuries by 2045**.

## Safety Performance Trends (2020–2024)

Over the five-year study period, the MetroPlan Region experienced a total of **9,831 crashes**, resulting in **63 fatalities** and **191 serious injuries**.

### Key Data Insights:

- **Severity Distribution:** 74% of crashes resulted in no injury, while 3% resulted in fatality or serious injury.
- **Pandemic Impact:** A noticeable decline in crashes occurred in 2020 due to COVID-19 travel restrictions, followed by a steady incline as traffic volumes rebounded and risky driving behaviors increased.
- **Recent Progress (2023–2024):** The region saw a **43% decline in fatalities** between 2023 and 2024. However, **serious injuries increased by 15%** during the same period.

## Vulnerable Road Users (VRU)

Vulnerable road users (VRU)—including people walking, bicycling, and using mobility devices—make up a small share of total crashes, but they face a higher risk of severe outcomes when a crash occurs.

- **Pedestrians:** 205 pedestrian-related crashes occurred over five years; about **30%** resulted in a fatality or serious injury.
- **Bicyclists:** 159 bicycle crashes were reported; about **9%** resulted in a fatality or serious injury.

- 
- **Where crashes cluster:** VRU crashes are most frequent in Flagstaff's urban core and along major arterials (including Milton Road, E. Route 66, and SR 89).

### Contributing Factors and Roadway Characteristics

Understanding the "how" and "where" of crashes is essential for implementing effective countermeasures.

#### Primary Crash Factors

- **Human Behavior:** Behavioral factors such as speeding, impairment, and distracted driving are the primary causes of over **90% of vehicle crashes**. These behaviors accounted for 47 fatalities and 140 serious injuries in the region.
- **Crash Types: Rear-end collisions** are the most common crash type (28%), followed by **single-vehicle crashes** (23%).
- **Infrastructure Conflict Points:** 53% of crashes occur on roadway segments ("Not an Intersection"), while 42% occur at intersections. Signalized intersections account for the majority of serious intersection crashes.
- **Environmental Conditions:** Most crashes (73%) occur during **clear weather**, suggesting that driver behavior often outweighs environmental hazards.

### Vision Zero Policies and Strategic Actions

MetroPlan has established **ten core policies (VZ-1 through VZ-10)** to guide regional safety strategies. These strategies focus on:

- **Safe System Principles:** Integrating safety into all planning and engineering decisions.
- **Speed Management:** Recognizing that vehicle speed directly influences crash likelihood and survival.
- **Safe Routes to School:** Prioritizing the safety of students through infrastructure and education.
- **Data-Driven Decisions:** Using the **High Injury Network (HIN)** to target resources where they will be most impactful.
- **Collaboration:** Working with partners to align safety goals and secure funding.

# Overview of Transportation Safety Performance

The historic crash data was obtained through ADOT’s Arizona Crash Information System (ACIS) for the most recent 5-year period (2020-2024). Trends amongst all modes (bicyclists, pedestrians, and drivers), particularly serious injury and fatal crashes, were analyzed to inform our regional local jurisdictions of safety issues, prioritization of projects, and trends tracking to meet MetroPlan’s Vision Zero goals.

**MetroPlan’s goal is to reach a 40% reduction in fatalities and life-changing injuries by 2045.**

To measure progress, MetroPlan will monitor fatalities and serious injuries on the regional transportation system and align policies and strategies to prioritize effective safety projects.

Vision Zero reflects the principle that people should not be killed or experience life-changing injuries as a consequence of using the transportation system. MetroPlan recognizes that people make mistakes and that streets should be designed to reduce the likelihood of crashes and lessen the severity of outcomes when crashes occur.

## Vision Zero Goal

The table below illustrates MetroPlan’s annual target and 20-year target to reduce fatal and serious injuries by 2045. **This target was adopted by the Executive Board in December 2025.** Given that Vulnerable Roadway Users (VRU) are disproportionately impacted by traffic fatalities and serious injuries, MetroPlan will analyze trends for this group as well as those who drive. The targets listed below are the number of crashes we aim to reduce to meet our goals.

**Targets of a 40% reduction in crashes by 2045**

		Baseline (Annual avg. from 2019-2023) <sup>1</sup>	Annual Reduction Target	20-Year Reduction Target
VRU	Fatal	5	2	40
	Serious	11	4	80
All Modes	Fatal	11	5	100
	Serious	43	17	340

<sup>1</sup> Baseline data was established as part of the Vulnerable Road Users Safety Action Plan. Adopted in December 2025.

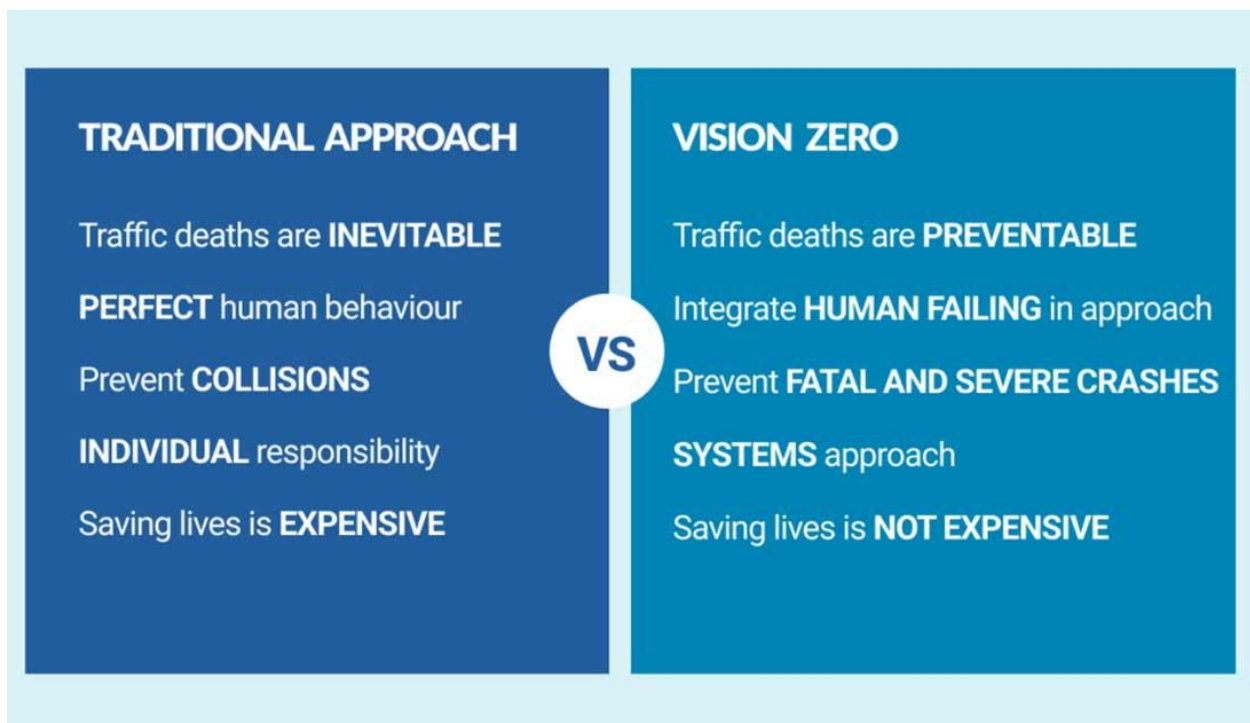
## Annual Target Evaluation

**Table 1** summarizes changes in crashes from 2023 to 2024. While the Flagstaff Region reduced fatalities and overall crashes declined, serious injuries increased, and VRU crashes rose.

*Table 1: 2023-2024 Target Evaluation*

Severity		2023 Total Crashes	2024 Total Crashes	Difference
VRU	Fatal	3	1	-2
	Serious	10	19	9
All Modes	Fatal	14	9	-5
	Serious	42	49	7

*Figure 1: A New Vision for Safety*



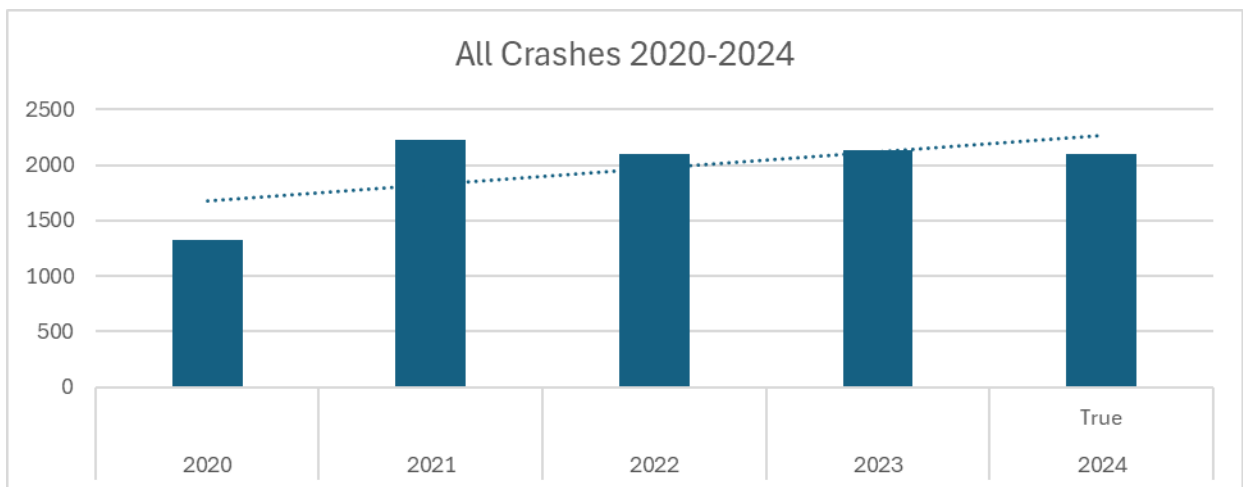
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# Transportation Safety Trends (2020-2024)

Over the five-year period (2020–2024), the MetroPlan Region experienced a total of **9,831 crashes** across all modes, resulting in **63 fatalities** and **191 serious injuries**. Because travel patterns changed dramatically in 2020, several charts also highlight post-pandemic trends (2021–2024) to support clearer year-to-year comparisons.

**Figure 2** shows year-to-year fluctuations in total crashes from 2020 through 2024. Although the pattern is uneven, the trendline indicates that crashes increased overall across the five-year period.

*Figure 2: Regional Crashes (2020-2024)*



## Data Trends

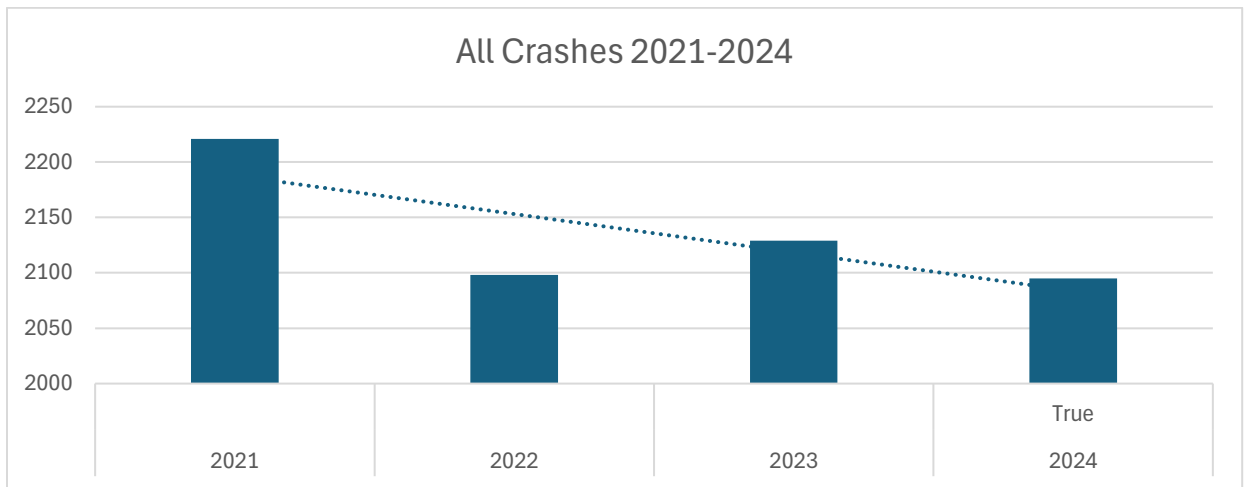
- **2020 baseline anomaly:** Crash totals were unusually low during COVID-19 travel restrictions, when vehicle miles traveled (VMT) dropped sharply.
- **Return to higher volumes (2021):** Crashes increased substantially as traffic returned and risky driving behaviors became more common in many regions.
- **More stable pattern (2022–2024):** After 2021, crash totals remained consistently high with modest year-to-year changes.
  - 2022: minor decrease
  - 2023: slight uptick
  - 2024: small decrease

**Impact of COVID-19 on Traffic Injuries** When COVID-19 restrictions were implemented in 2020, travel demand dropped sharply due to stay-at-home orders, remote work, and reduced social activities. This led to fewer vehicles on the road and a noticeable decline in overall traffic crashes and fatalities.

Across the Nation, after restrictions eased, traffic volumes rebounded, but driving behaviors changed. Many regions experienced an increase in risky behaviors such as speeding, impaired driving, and distracted driving.

By removing the anomalous 2020 data point (**Figure 3**), this updated graph reveals a clear downward trajectory in transportation crashes from 2021 through 2024. While there is minor year-to-year fluctuation, the overall trend suggests a gradual improvement in safety metrics over this four-year period.

**Figure 3: 2021-2024 Crash Trends**



#### Data Observations

- **The 2021 High:** The series begins at its peak in 2021 with approximately **2,220 crashes**. This serves as the "ceiling" for the data set.
- **The 2022 Correction:** There was a sharp decrease in 2022, with crashes dropping to roughly **2,100**. This represents a significant year-over-year improvement of about 5%.
- **The 2023 Rebound:** 2023 saw a slight reversal of the downward trend, with crashes ticking up to approximately **2,130**. However, this remained well below the 2021 peak.
- **The 2024 Record Low:** The data concludes with its lowest point in 2024, at approximately **2,095 crashes**.

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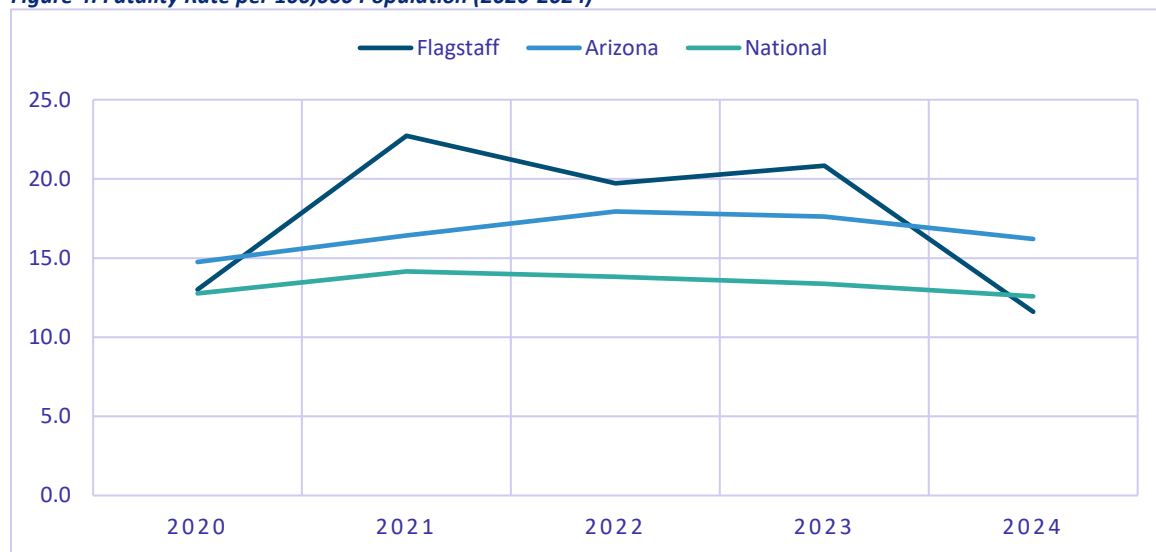
The linear trendline (dotted) confirms that the system is experiencing a net reduction in crashes. By isolating these years, the data highlights that the post-pandemic "spike" of 2021 was not a permanent shift, but rather a starting point for a steady decline toward safer outcomes by 2024.

### Fatality Rate Per 100,000

Calculating the traffic fatality rate per 100,000 population is a critical metric for traffic safety because it normalizes data to account for population size, allowing for fair comparisons across different regions and time periods. Unlike raw fatality counts, which tend to be higher in more populated areas, the population-based rate reveals the individual risk of being killed in a motor vehicle crash regardless of population size.

**Figure 4** illustrates the fatality rate trends per 100,000 population for Flagstaff, Arizona, and the national average between 2020 and 2024.

**Figure 4: Fatality Rate per 100,000 Population (2020-2024)**



**Flagstaff (Dark Blue):** Shows the largest year-to-year swings. After starting at approximately 13.0 in 2020, it spiked sharply to a peak of nearly 23.0 in 2021. Following a slight decline and another small uptick in 2023, the rate plummeted to roughly 11.5 in 2024, the lowest point for any category on the graph.

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**Arizona (Medium Blue):** Exhibits a gradual upward trend for the first three years, peaking at around 18.0 in 2022. It has since entered a steady decline, ending 2024 at approximately 16.0. Notably, Arizona's rate remains consistently above the national average throughout the entire period.

**National (Green):** Represents the most stable metric. It peaked early in 2021 at about 14.0 and has maintained a very gradual downward trajectory since, ending 2024 at approximately 12.5.

### Key Observations

- Flagstaff's dramatic drop between 2023 and 2024 (moving from ~21.0 to ~11.5) represents the most significant positive shift in the data set.
- Regional vs. National: For most of the five-year period (2021–2023), Flagstaff significantly exceeded both state and national fatality rates before its recent sharp decline.
- State Trend: Arizona consistently tracks higher than the national average, though it is currently mirroring the national downward trend.

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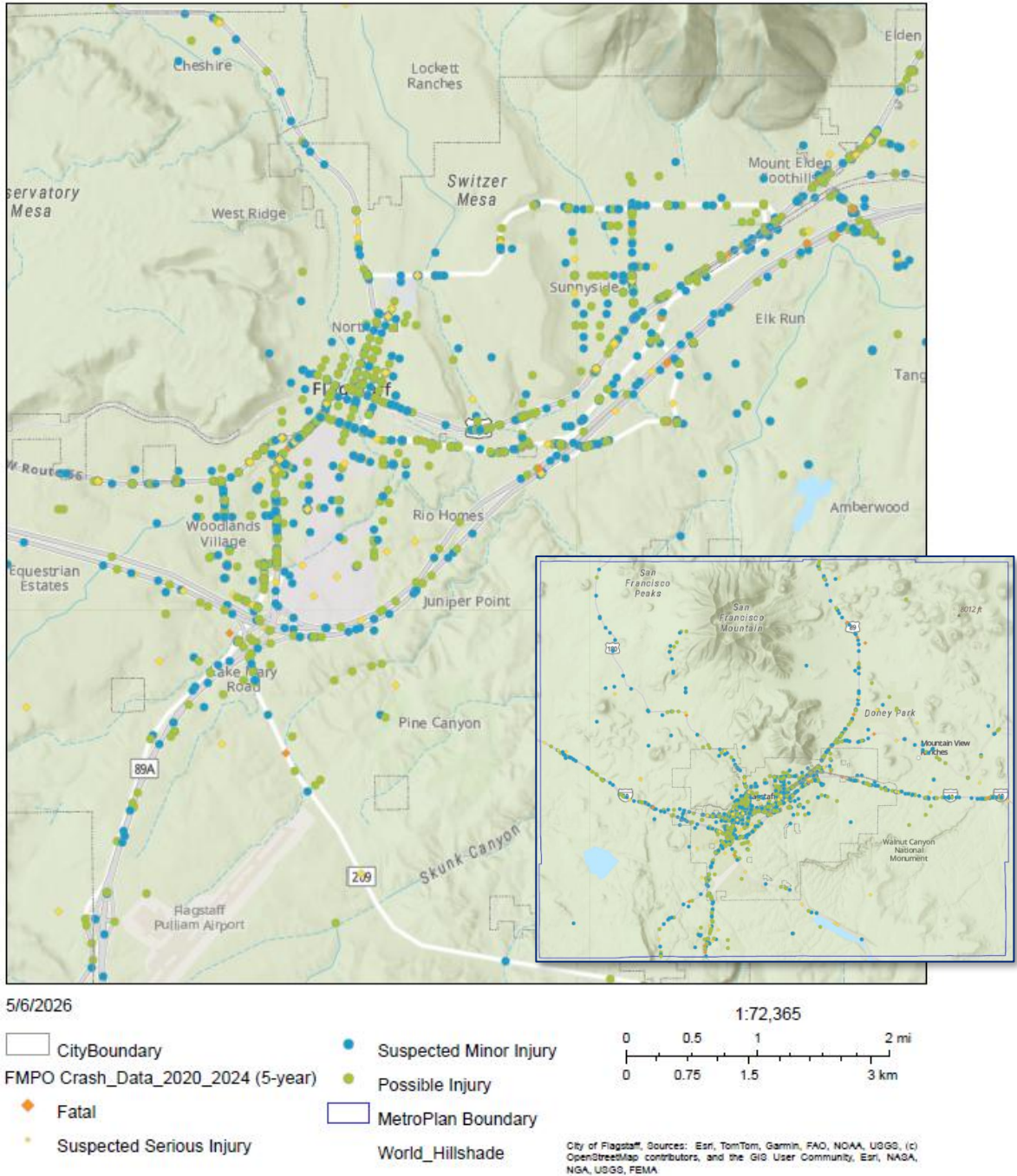
### Severity of Crashes

Crash severity plays an important role in survivability. **Figure 4** illustrates five-year trends by injury severity, from no injury to fatality. Crashes resulting in no injury account for 74% of crashes; possible or minor injuries account for 23%; and 3% of crashes result in a fatality or serious injury.



Figure 5: Crashes by Severity

### 2020-2025 Crashes by Severity



*The inset map in the bottom right highlights the regional spread. While the urban core of Flagstaff is the primary focus, the data demonstrates that safety issues extend significantly along the interstate system and toward outlying communities like Doney Park area.*

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## Severity Distribution

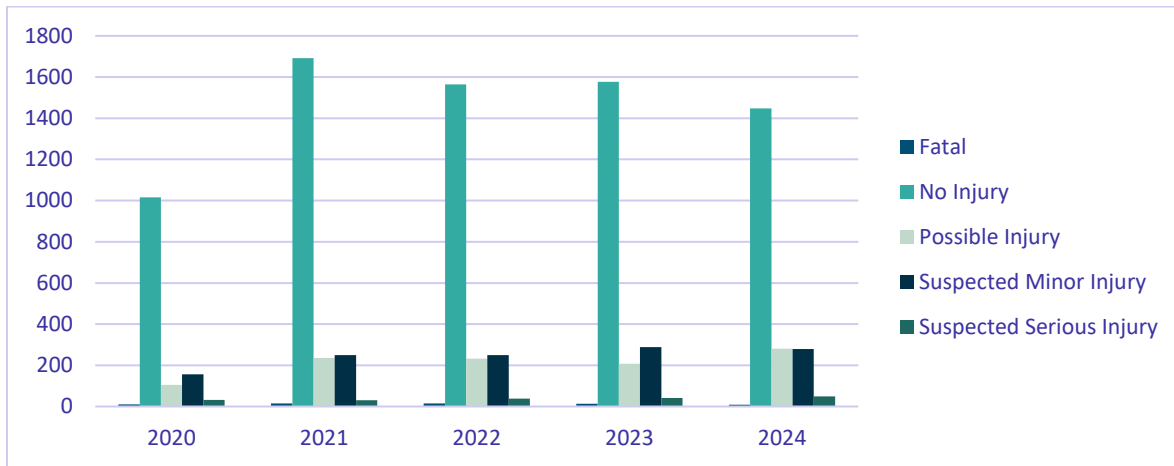
- **Fatalities** (Orange Diamonds): These are relatively rare but appear in high-speed areas like the I-40 corridor, Highway 89, and occasionally on major arterials like Route 66.
- **Serious Injuries** (Yellow Diamonds): These are scattered throughout the city but show a slight concentration near major intersections where turning movements often lead to high-impact collisions.
- **Minor & Possible Injuries** (Blue/Green Dots): These make up the vast majority of the data points. They are most prevalent in the dense commercial districts (Milton Rd, Route 66) where frequent stop-and-go traffic and lower speeds likely lead to higher frequencies of rear-end or "fender-bender" style incidents.

## Key Geographic Clusters & High-Density Corridors

The data shows a heavy concentration of crashes along the city's primary arterial. The most prominent hotspots include:

- **Milton Road & the I-17/I-40 Interchange:** This area shows the highest density of points, reflecting the high traffic volumes where interstate traffic enters the city and interacts with local commercial access.
- **Route 66 / Santa Fe Avenue Corridor:** A consistent line of crashes runs through the heart of the city, particularly dense near the downtown and Southside areas.
- **Butler Avenue:** Notable clusters appear at the intersections of Butler Ave and Sawmill Road, extending east toward the I-40 interchange.
- **North Fourth Street:** A significant concentration of injury crashes is visible heading north into the Sunnyside neighborhood and toward the Greenlaw area.
- **Highway 89 North:** The map shows a "string" of crashes extending north toward Doney Park, highlighting the high-speed nature of this commuter corridor.

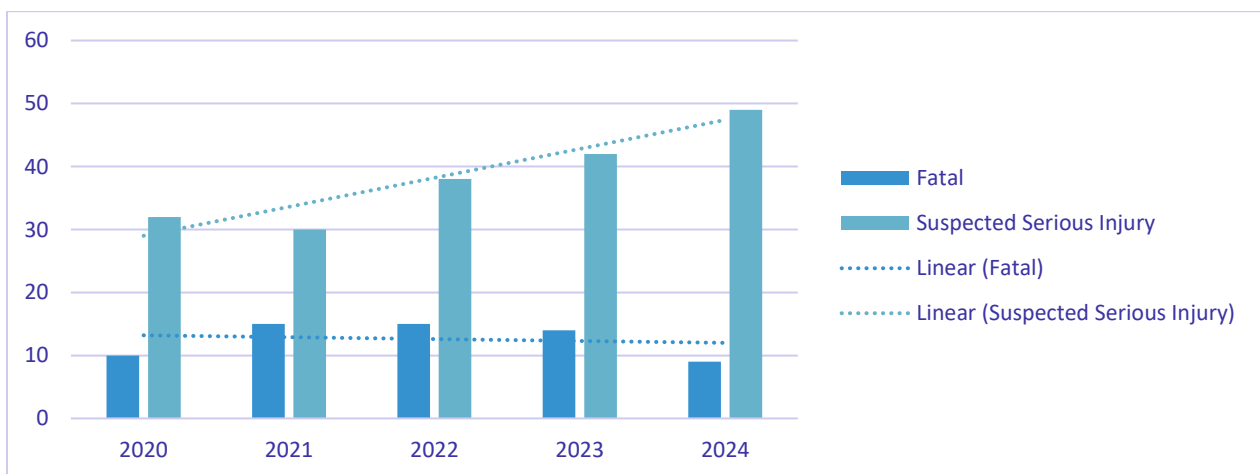
**Figure 6: Crash Severity (2020-2024)**



Year	Fatal	No Injury	Possible Injury	Suspected Minor Injury	Suspected Serious Injury	Total
<b>2020</b>	10	1015	105	157	32	1319
<b>2021</b>	15	1691	236	249	30	2221
<b>2022</b>	15	1564	232	249	38	2098
<b>2023</b>	14	1576	208	289	42	2129
<b>2024</b>	9	1447	280	279	49	2064
<b>Total</b>	<b>63</b>	<b>7293</b>	<b>1061</b>	<b>1223</b>	<b>191</b>	<b>9831</b>
<b>% total crashes</b>	<b>1%</b>	<b>74%</b>	<b>11%</b>	<b>12%</b>	<b>2%</b>	

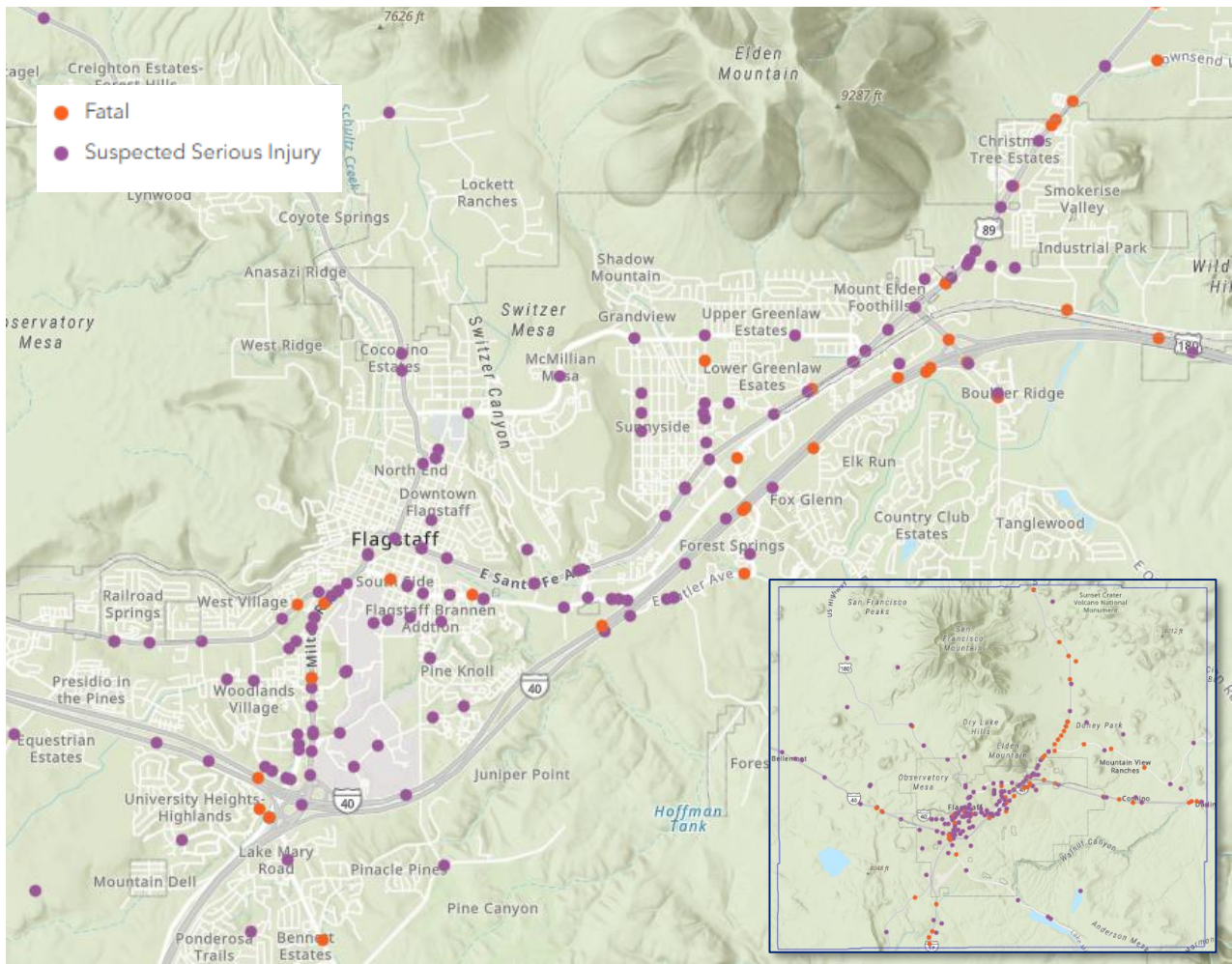
Fatalities peaked in 2021 but declined by 2024. Between 2023 and 2024, the region saw a **43% decline in fatalities**. However, serious injuries continued to rise over the five-year period, including a **15% increase** from 2023 to 2024. While fatal crashes may be decreasing, the severity of non-fatal crashes remains a concern (**Figure 7**).

**Figure 7: Fatal and Serious Crashes (2020-2024)**



Year	Fatal	Serious Injury	F/SI Total	Percent of total crashes (n=9831)
2020	10	32	42	0.4%
2021	15	30	45	0.5%
2022	15	38	53	0.5%
2023	14	42	56	0.6%
2024	9	49	58	0.6%
<b>Total</b>	<b>63</b>	<b>191</b>	<b>254</b>	<b>2.6%</b>

**Figure 8: Serious Injuries and Fatalities**



**Figure 8** provides a spatial analysis of where serious injuries and fatalities occur within the region. Spatial analysis helps identify high-risk hotspots and supports targeted infrastructure improvements and proactive, data-driven policy decisions.

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## Primary Crash Areas

The map identifies several critical zones where the concentration of incidents is highest:

- **The Milton Road Corridor:** There is a significant, continuous heat signature along Milton Road, particularly near the **I-17/I-40 interchange** and the Northern Arizona University (NAU) entrance. This is the busiest entry point into the city, characterized by heavy merging and commercial turning movements.
- **Route 66 & Fourth Street:** A major area is visible at the intersection of **Route 66 (E. Santa Fe Ave) and N. Fourth Street**, and heading north of Fourth St. This area is a high-volume crossroads for local traffic and commuters heading into the Sunnyside and Greenlaw neighborhoods.
- **Highway 89 (Northeast):** Several distinct crashes appear along Highway 89, especially near the **Mobile Haven** and **Christmas Tree Estates** areas. These represent high-speed transition zones where rural highway conditions meet developing residential/commercial areas.
- **Butler Avenue & I-40:** A localized hotspot is visible at the Butler Avenue interchange with I-40, another major commercial and transit node.



## Vulnerable Road Users

Vulnerable Road Users are identified as people who walk, bicycle, scooter, or use mobility devices (such as wheelchairs) and are defined as vulnerable with regard to their degree of protection in traffic or their degree of mobility, such as the young, the elderly, and people with disabilities or special needs.

Vulnerable road users are disproportionately represented in fatal and serious injury crashes, which is why the report tracks pedestrian and bicyclist trends separately from overall crash totals.



**Pedestrians:** 205 pedestrian-related crashes occurred over five years. Alarming, **30% of these crashes** resulted in a fatality or serious injury. Pedestrian crashes increased by **34% between 2023 and 2024**.



**Bicyclists:** 159 bicycle crashes were reported, with **9% leading to serious injury or death**. Bicyclist crashes increased by **3.5% between 2023 and 2024**.

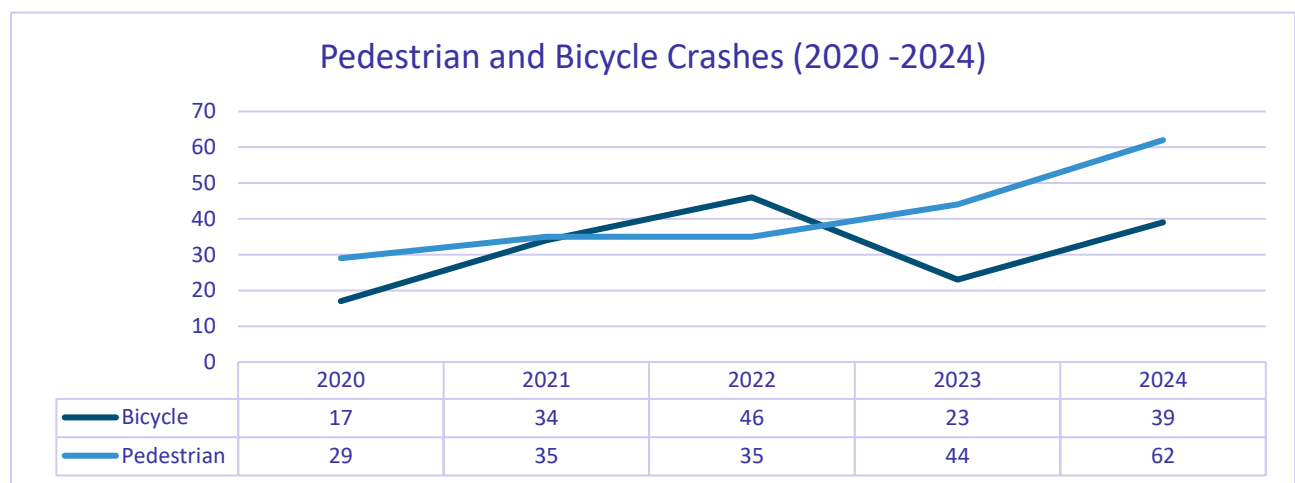
### VRU Key Characteristics

**Lack of Protection:** Unlike car occupants, VRUs lack a steel cage, seatbelts, or airbags, leaving them exposed to, or directly involved in, the force of a crash.

**Physical Vulnerability:** The human body cannot withstand the direct force of a vehicle, leading to catastrophic injuries.

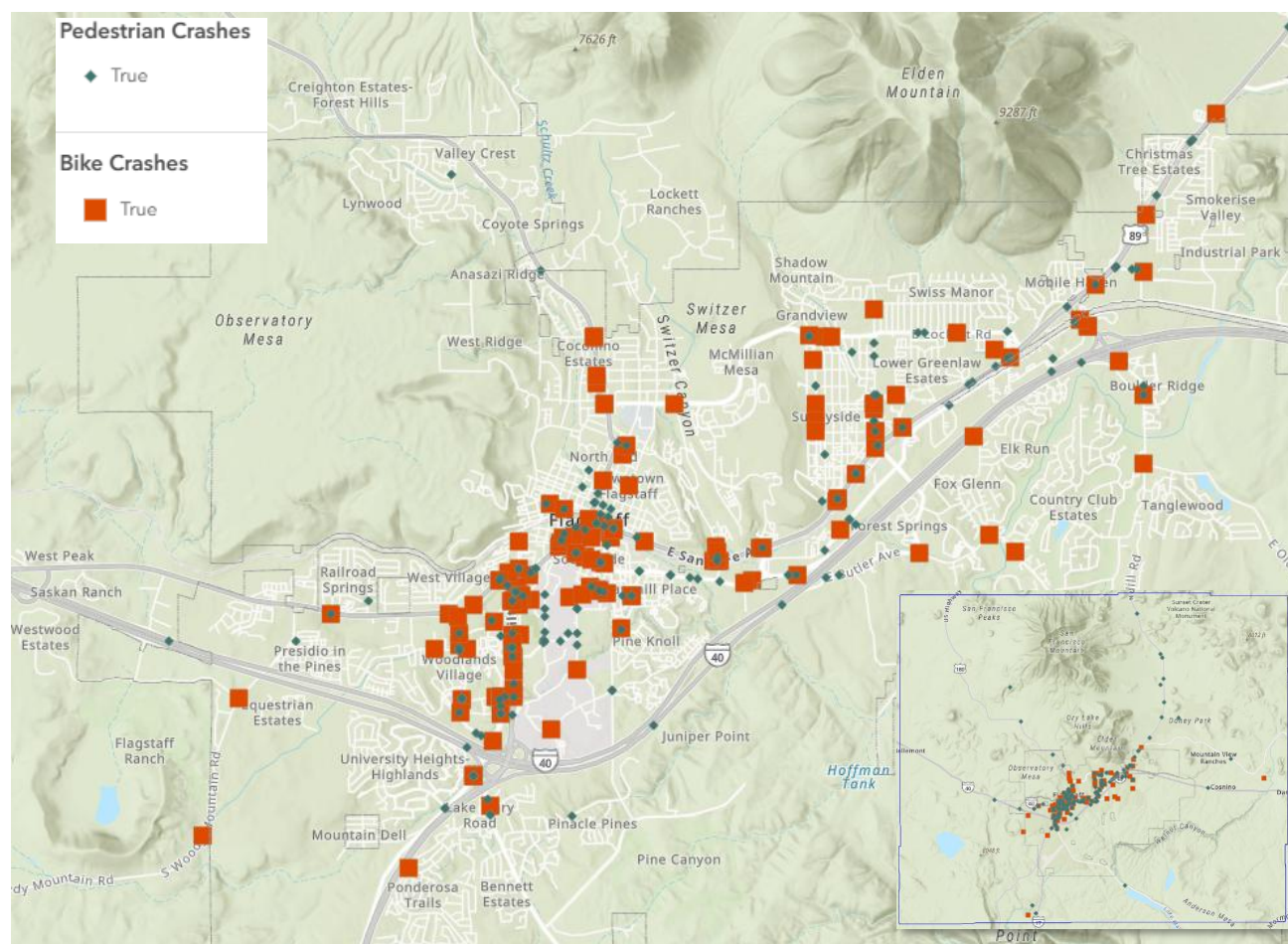
**Increased Risk:** They are disproportionately represented in traffic fatalities and serious injuries.

Figure 9: Pedestrian and Bicycle Crashes Over 5-Year Period – All Severities



The geography of VRU crashes spans the region; however, because the City of Flagstaff is the urban center, crashes are more frequent within city limits. **Figure 10** shows the distribution of pedestrian and bicyclist crashes (all severities).

**Figure 10: Geography of Pedestrian and Bicyclist Crashes (2020-2024)**



### Primary Hotspots for Bike/Ped Incidents

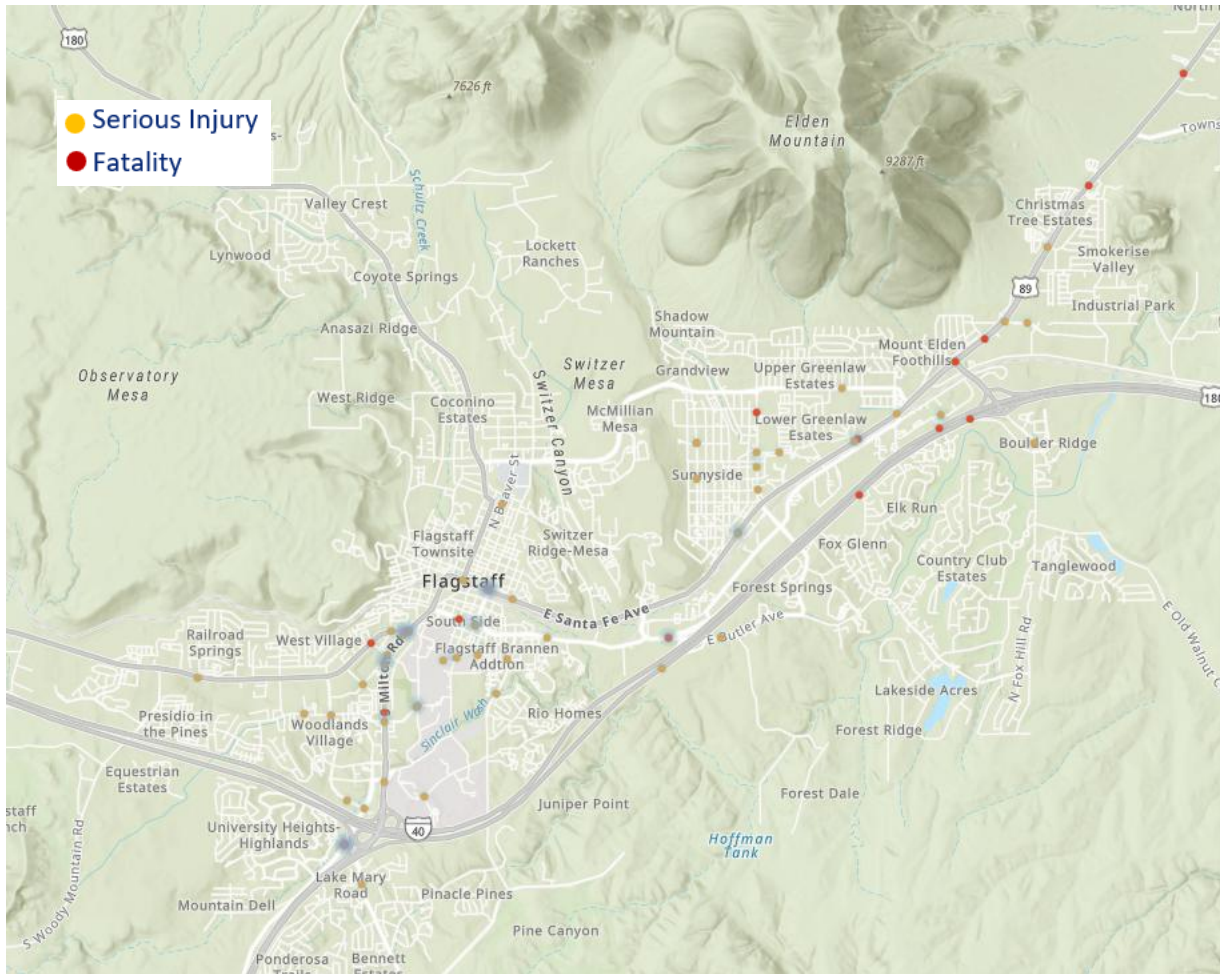
- **The Downtown & Southside Core:** The highest density of green diamonds (pedestrians) is found in the Flagstaff Townsite and Southside areas. This is expected given the high volume of foot traffic, the proximity to Northern Arizona University (NAU), and the tight street grid where multi-modal movements frequently overlap.
- **The Sunnyside & Fourth Street Corridor:** A significant concentration of incidents appears along North Fourth Street and throughout the Sunnyside neighborhood. This

highlights a critical safety concern in a residential and local-commercial area that serves as a primary route for school children and local commuters.

- **The Milton Road Arterial:** While dominated by bicycle related crashes (large orange squares), Milton Road also shows a steady "string" of bike/ped incidents, particularly at major signalized intersections like **Milton & Butler** and **Milton & University**. These represent high-stress conflict points where pedestrians must cross wide, high-volume corridors.

This map (**Figure 11**) is a focused visualization for bicyclists and pedestrians, specifically highlighting incidents that resulted in **serious injuries** or **fatalities** over the five-year period ending in 2024. Unlike the "All Severities" map, which shows a broad scatter of minor incidents, this map isolates the locations where the transportation system is failing its most vulnerable users.

**Figure 11: VRU Fatal and Serious Injuries**



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## Symbology & Intensity

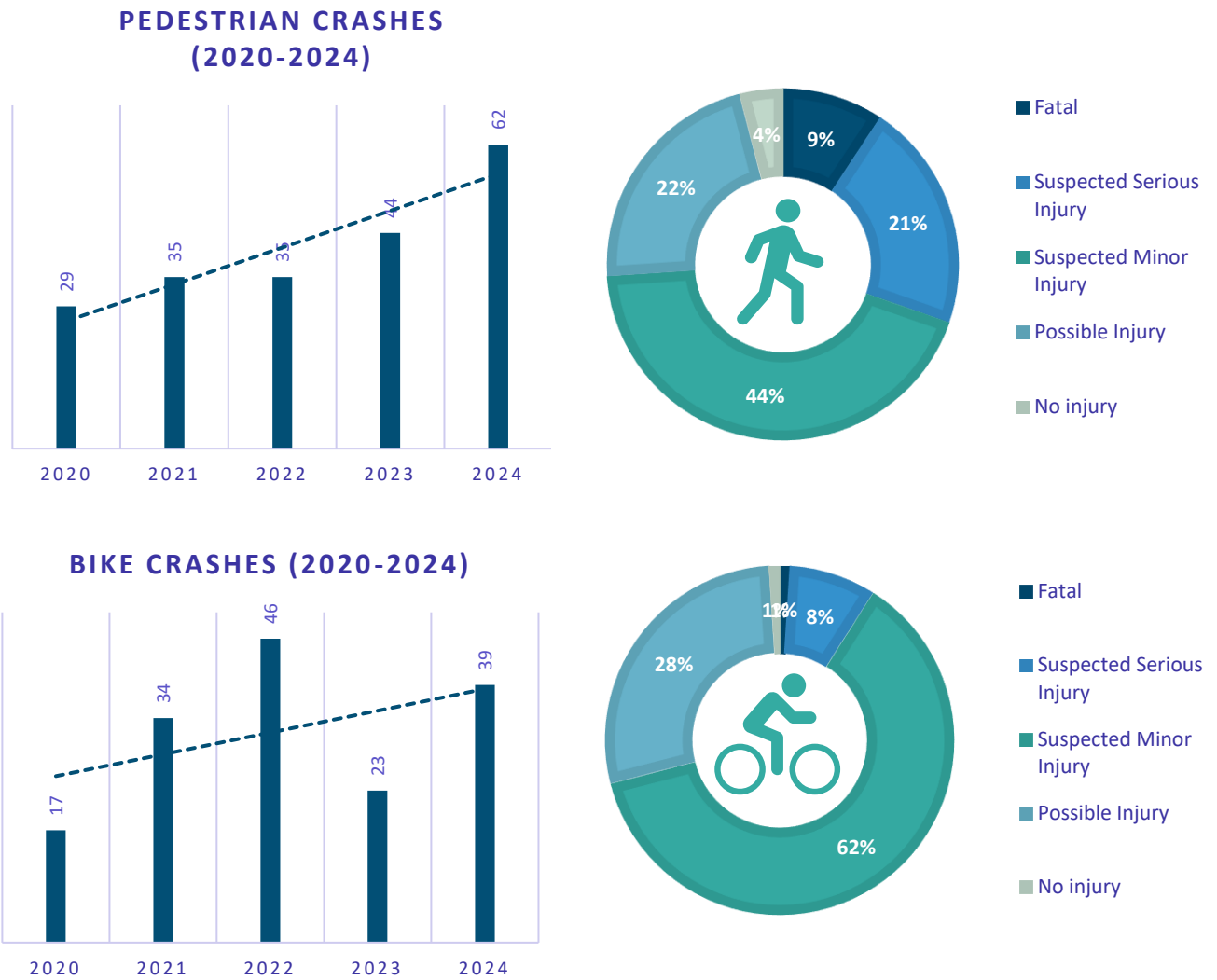
- **Red Dots:** Represent **traffic fatalities** (the most critical safety failures).
- **Orange Dots:** Represent **suspected serious injuries** (life-altering events).
- **Blue/Purple Heat Glow:** Indicates the **statistical density** of these severe outcomes. Areas with a strong glow are priority zones for immediate engineering and systemic safety interventions.

## VRU Critical Areas of Concern

1. **The Sunnyside / 4th Street Cluster:** The concentration of serious injuries and fatalities along 4th Street is a major regional concern.
2. **The Highway 89 (Northeast) Corridor:** A distinct "string" of fatal and serious incidents is visible from the Flagstaff Mall area extending north toward Christmas Tree Estates. These incidents are less clustered than downtown but are more likely to be fatal due to the high speeds and high-volume nature of the highway.
3. **The Milton Road & Downtown Core:** There is a consistent line of severe incidents following Milton Road from the I-17/I-40 interchange into the Southside and Downtown areas. These often correlate with "right-turn" conflict points where high-volume vehicle movements cross paths with heavy pedestrian and NAU student traffic.
4. **Route 66 / 4th Street Intersection:** This intersection shows a significant severe injury signature, serving as a primary conflict point between high-speed arterial traffic and neighborhood transportation.

From 2020-2024, there were **205 pedestrian related crashes**. Only 4% walked away without an injury. **Fatal and serious injuries make up 30% of the results from a pedestrian related crash.** A total of **159 bicyclists were involved in a crash** over the 5 years of which **fatal and serious injuries make up 9% of the results.** While both groups are impacted by crashes that result in life-changing circumstances, as identified in the *2025 Vulnerable Road Users Safety Action Plan* and state and national trends, pedestrians - and the resulting effects impacts - continue to be disproportionately impacted by traffic collisions.

Figure 12: Annual VRU Crashes and Severity



The data reflected here underscores a stark reality for the region: approximately one-third of all roadway deaths in Flagstaff are pedestrians or cyclists. While these incidents only make up a tiny fraction of total crashes (about 3%), they represent the vast majority of fatal outcomes.

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# Crash Types & Primary Factors

## All Transportation Modes

The following analysis takes a deeper dive into crashes by location, infrastructure types, and the primary factors that contribute to a crash or its severity. **Table 2** summarizes the conflict points where crashes occur in the region. “Not an Intersection” accounts for 53% of crashes, meaning the crash occurred on a roadway segment. This is followed by 42% of crashes occurring at intersections, which are often key conflict points for all modes and can have disproportionate impacts on pedestrians.

*Table 2: Crash Conflict Points*

Incident Area	Total Crashes	% Crashes
Not an Intersection	5220	53%
Intersections (All types)	4137	42%
Driveway or Alley	212	2%
Entrance/Exit Ramp	200	2%
Other/Unknowns	86	1%
Railroad Crossing	7	0%
<i>Total</i>	<i>9862</i>	<i>100%</i>

**Table 3** shows crash types for all modes. Rear-end crashes make up 28% of all crash types, followed by single-vehicle crashes (23%). A single-vehicle crash is defined as a collision involving only one motor vehicle in transport<sup>[2]</sup>. Some examples include:

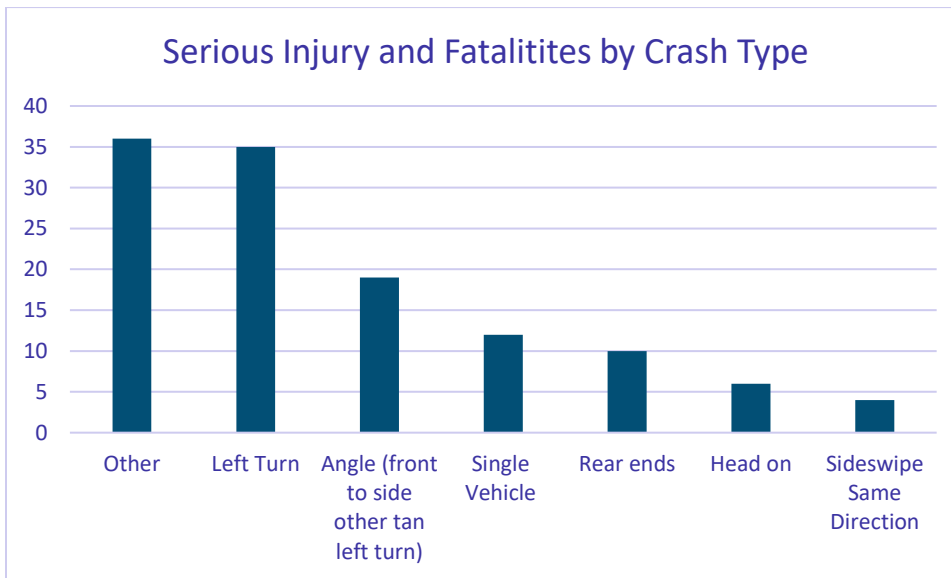
- **Run-Off-Road (ROR) Crashes:** The vehicle leaves the travel lane and hits an obstacle, such as a tree, guardrail, pole, sign, or ditch.
- **Rollover:** The vehicle loses control and rolls over without colliding with another vehicle.
- **Object Collision:** The vehicle strikes a fixed object, such as a building, fence, or debris on the road.
- **Animal Collision:** A collision with an animal on the roadway is typically classified as a single-vehicle crash, as the animal is not considered a "vehicle".

**Table 3: Crashes by Type**

Crash Types	Total Crashes	% Crashes
Rear End	2746	28%
Single Vehicle*	2246	23%
Angle (Front to Side) (Other Than Left Turn)	1401	14%
Sideswipe Same Direction	1316	13%
Left Turn	1065	11%
Other	637	6%
Sideswipe Opposite Direction	193	2%
Head On	190	2%
Unknown	47	0%
U Turn	21	0%
<i>Total</i>	9862	100%

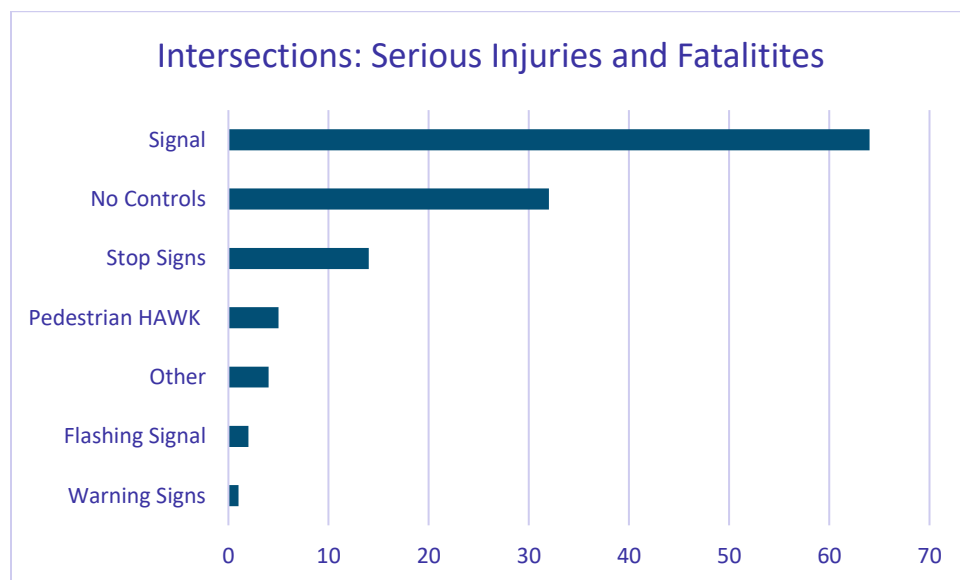
While rear-end crashes make up the majority of crash types, they are not typically the most harmful to vehicle occupants or people outside a vehicle. **Figure 13** shows serious injuries and fatalities by crash type for all modes, with left turns resulting in 34 serious injuries or fatalities.

**Figure 13: Serious Injury and Fatalities by Crash Type | All Modes**



Intersection control type is shown in **Figure 14**, displaying only serious injuries and fatalities. A total of 18 fatalities and 104 serious injuries occurred at intersections, with signalized intersections accounting for the majority of these serious crashes.

**Figure 14: Intersection Controls**



**Table 4** describes the first harmful event in a crash—what initially caused the injury or damage. This is important for analyzing the initial cause of harm rather than subsequent collisions that may occur during the same incident. Listed below are only the events that resulted in 2% or more crashes. While motor vehicles in transport account for most crashes (67%), the region’s landscape also contributes to wildlife activity near highways and roads; animal-related crashes account for 6% of crashes.

**Table 4: First Harmful Event**

First Harmful Event	Total Crashes	% Crashes
Motor Vehicle in Transport	6621	67%
Animal	617	6%
Parked Motor Vehicle	565	6%
Other Fixed Object	339	3%
Overturn Rollover	272	3%
Curb	238	2%
Other Non-Fixed Object	213	2%
Pedestrian	196	2%
Bicyclists	159	2%

Roadway functional class is critical in a crash report for identifying safety patterns, determining risk by location type (e.g., rural arterial vs. urban local), and targeting infrastructure improvements. It allows planners to analyze crash rates based on traffic volumes and road design—such as speed limits, access points, and lane numbers—to implement effective countermeasures. **Table 4** summarizes crashes by roadway classification. Major and minor arterials account for 20% of crashes in the region.

**Table 4: Crashes by Roadway Classification**

Roadway Functional Class	Total #	% Crashes
Unknown	6056	61%
Major Arterial	1019	10%
Minor Arterial	978	10%
Major Collector	483	5%
Interstate	420	4%
Residential Local	307	3%
Minor Collector	295	3%
Commercial Local	178	2%
Interstate Ramp	85	1%

Weather conditions help assess whether drivers adjusted to hazards and whether a crash was foreseeable. **Table 5** summarizes crashes by weather conditions (categories with 1% or more of crashes). Although the Flagstaff Region experiences seasonal rain and snow, most crashes (73%) occur in clear conditions.

**Table 5: Crashes by Weather Condition**

Weather Conditions	Total Crashes	% Crashes
Clear	7241	73%
Cloudy	1291	13%
Snow Or Blowing Snow	837	8%
Rain	273	3%
Sleet Hail Freezing Rain or Drizzle	100	1%

## Vulnerable Road Users

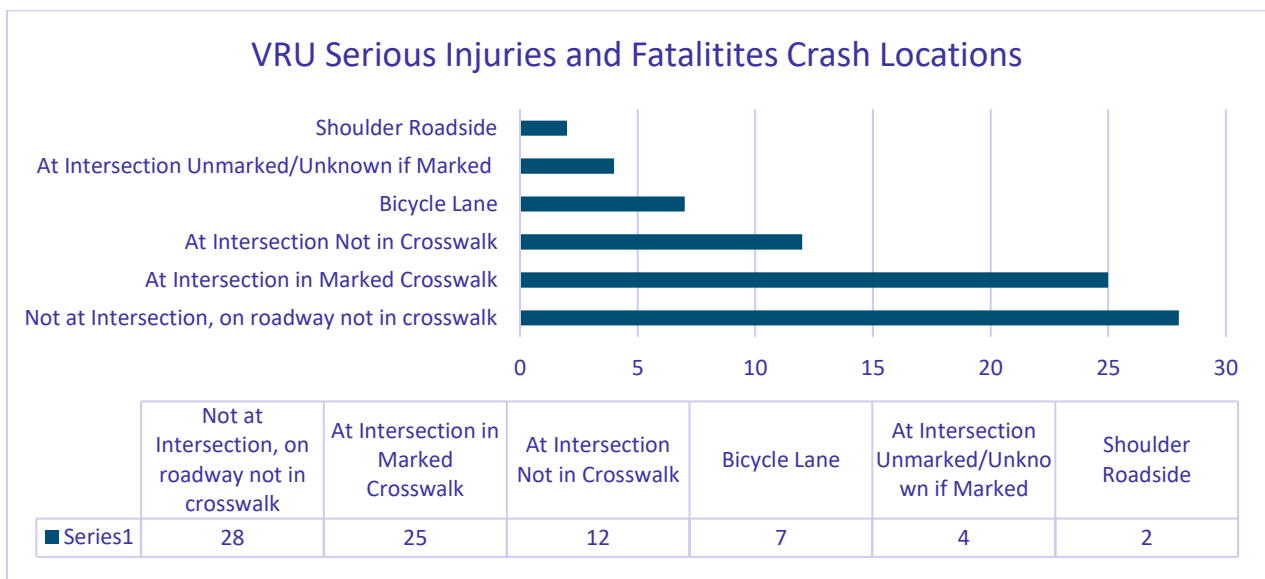
VRU crashes occur for various reasons. **Table 6** summarizes incident types (i.e., the situation leading up to the crash). Outside of the “other” category, 37% of bicycle crashes and 13% of pedestrian crashes are classified as “Angle (Front to Side) (Other Than Left Turn).” This category is a geometric description and does not translate exclusively to specific maneuvers such as right hooks.

**Table 6: Bike/Ped Crashes - All Severities**

Incident Type	Bicyclists	% Crash type	Pedestrians	% Crash Type	Total B/P	% Crashes
Angle (Front to Side)(Other Than Left Turn)	59	37%	26	13%	85	24%
Head On	6	4%	13	7%	19	5%
Left Turn	16	10%	23	12%	39	11%
Other	70	44%	129	66%	199	56%
Rear End	1	1%		0%	1	0%
Sideswipe Opposite Direction	1	1%	2	1%	3	1%
Sideswipe Same Direction	6	4%	3	2%	9	3%

Crash locations by infrastructure type are shown in **Figure 15**. VRUs continue to be impacted while crossing the region’s roads and streets.

**Figure 15: VRU Infrastructure and Crashes**



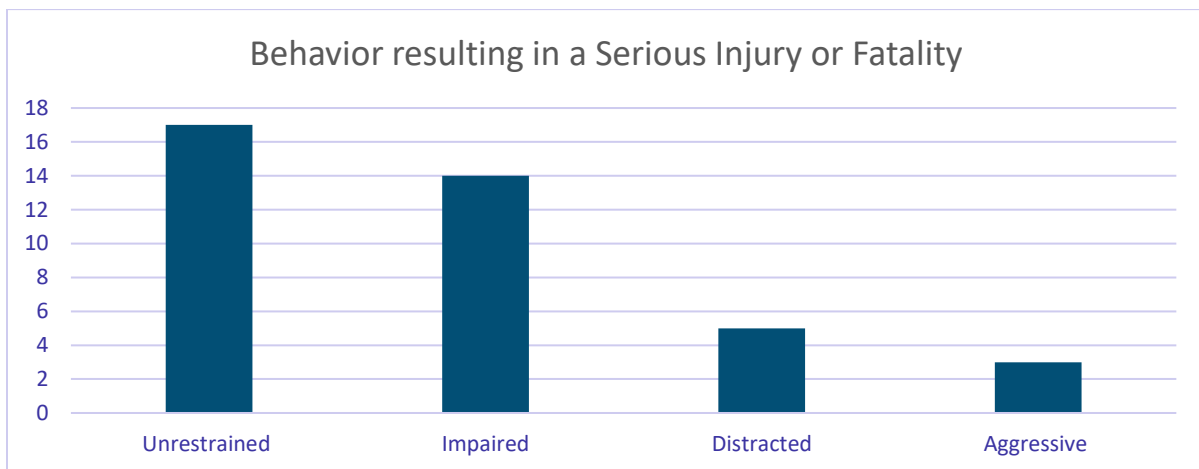
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## Human Behavior

Human behavior is identified in crash reports because it is the primary cause of over 90% of vehicle crashes<sup>2</sup>, including distracted driving, speeding, and impairment. Analyzing human factors—such as perception time, decision-making, and emotional state—helps determine faults, reconstruct the event, and create targeted safety measures to prevent future crashes.

Human behaviors were accounted for in 47 fatalities and 140 serious injuries in the Flagstaff Region. Unrestrained drivers and/or passengers resulted in 17 serious injuries or fatalities, followed by impairment.

*Figure 16: Human Behavior: Serious and Fatal Crashes*



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<sup>2</sup> <https://driverresearchinstitute.com/human-factors-expert-who-what-why/#:~:text=Human%20factors%20experts%20analyze%20not,vehicles%20for%20better%20nighttime%20visibility.>

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# High Injury Network (HIN)

The primary goal of the HIN is to guide city planners and transportation officials in focusing limited resources—such as funding for infrastructure improvements, educational campaigns, and enforcement—on the areas where safety interventions will be most impactful. This approach is a core component of the Vision Zero strategy.

This representation displays the count of crashes that resulted in a fatality or serious injury on a given roadway segment. This representation looks beyond the occurrence of crash incidents, during which multiple people may suffer serious injuries or fatalities.

## Section Pending Maps for Analysis

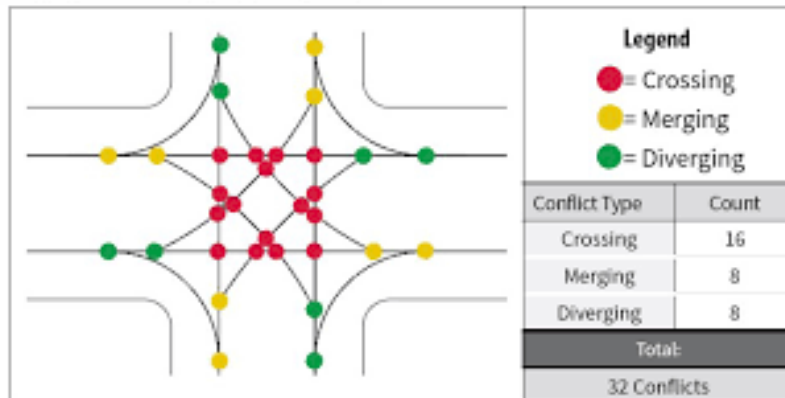
### High Crash Intersections

A high crash intersection is a specific road junction identified as having a statistically higher frequency or severity of traffic accidents compared to others in a region. These intersections are a key focus for safety improvement efforts. Intersections become high-risk for several reasons, often a combination of infrastructure and driver behavior:

- **High traffic volume:** More vehicles and pedestrians increase the potential for conflict.
- **Confusing design:** Poorly timed signals, complex merging lanes, or limited visibility can lead to driver confusion.
- **High speeds:** Intersections involving high-speed roads (like state or U.S. highways) are more likely to have severe or fatal crashes.
- **Driver error:** Leading causes of intersection accidents include failure to yield the right-of-way, distracted driving, and speeding.
- 

*Figure 15: Conflict Points Diagram (Minnesota DOT)*

Conventional Intersection: Conflict Points



## VISION ZERO POLICIES AND STRATEGIES

The following section reviews the policies and strategies implemented at the time of this report to advance MetroPlan’s Vision Zero commitment. Annual reporting of these actions ensures transparency, accountability, and continuous improvement.

As a regional planning organization and non-roadway owner, MetroPlan plays a critical role in transportation safety not through direct construction or enforcement, but by shaping the policies, programs, and partnerships that influence how safety investments are prioritized and how people interact with the transportation system.

Transportation safety is influenced not only by physical infrastructure, but by human behavior, institutional practices, and public understanding. Education, encouragement, and coordination initiatives directly address these factors by increasing awareness of risk, improving compliance with traffic laws, and supporting safer choices among all road users. While the impacts of these strategies are not always readily quantifiable in the same manner as engineering interventions, they are widely recognized as essential components of a Safe System approach. Without consistent programs that reinforce safe behaviors and align regional partners around shared goals, the effectiveness of infrastructure and enforcement strategies is significantly diminished.

MetroPlan’s programmatic and encouragement-based strategies leverage regional influence to align jurisdictions, elevate safety as a core planning priority, and ensure that limited resources are directed toward the areas of greatest need. These efforts establish the policy framework that enables jurisdictions to implement Vision Zero principles, secure competitive safety

funding, and apply proven countermeasures in a coordinated and equitable manner. Just as importantly, they foster a culture of safety—one in which serious injuries and fatalities are treated as unacceptable and preventable rather than inevitable.

The following, **Table 7**, provides an overview of the Vision Zero Strategies, as adopted by MetroPlan, that have been implemented to date. **They are signified by a red checkmark to indicate ongoing and current strategies.**

*Table 7: MetroPlan Vision Zero Strategies*

<b>VZ-1</b>	<b>Apply Safe System principles across all planning, engineering, and policy decisions.</b>
<b>Purpose</b>	To integrate Safe System principles into every stage of planning, engineering, and policymaking, ensuring transportation systems are proactively designed to anticipate human error, minimize crash severity, and protect all road users—especially the most vulnerable.
<b>Strategies</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> • MetroPlan adopts a Vision Zero Resolution that sets forth a goal of reducing serious and fatal crashes by 40% by the year 2045.</li> <li><input checked="" type="checkbox"/> • Ensure that all long-range planning and project prioritization efforts include safety performance outcomes aligned with the Vision Zero resolution.</li> <li><input checked="" type="checkbox"/> • Work with partners to strategically prioritize projects with a focus on complete streets, vision zero, and transportation safety.</li> <li><input checked="" type="checkbox"/> • Annually review Capital Improvement Plans, maintenance, and preservation projects to identify opportunities for safety improvements with all users in mind.</li> <li><input checked="" type="checkbox"/> • Have the MetroPlan Technical Advisory Committee (TAC) serve as the Safety Committee. <ul style="list-style-type: none"> <li>• Embed the 40% reduction target into the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Safety Action Plan, and other MetroPlan regional planning documents.</li> </ul> </li> </ul>
<b>VZ-2</b>	<b>Maintain public awareness of the magnitude and cause of regional traffic injuries and fatalities.</b>
<b>Purpose</b>	To institutionalize a consistent and transparent process for evaluating transportation safety outcomes and adjusting strategies accordingly. The policy ensures that Vision Zero implementation remains accountable, data-informed, and responsive to community needs and changing conditions.

Strategies	<ul style="list-style-type: none"> <li>☑ Establish, maintain, and report annually a review of Vision Zero targets, goals, and performance as a means of accountability.</li> <li>☑ Share findings with partners to support consistent safety messaging, funding prioritization, and policy alignment. <ul style="list-style-type: none"> <li>• Incorporate the Regional Transportation Safety Action Plan into the Regional Transportation Plan (RTP) and integrate safety analysis into its development.</li> </ul> </li> </ul>
<b>VZ-3</b>	<b>Support and advance the implementation of transportation demonstration projects as a low-cost, short-term approach to test and evaluate potential long-term transportation improvements.</b>
Purpose	To provide a structured yet flexible framework for piloting innovative street designs, temporary infrastructure, and mobility enhancements that align with the region’s goals for Vision Zero.
Strategies	<ul style="list-style-type: none"> <li>• Identify potential demonstration projects with support from the City and County Engineering and Planning staff.</li> <li>• Develop a process for before and after studies of demonstration projects, resident engagement, and site prioritization.</li> <li>• Develop a toolkit to be used by partners for repeatable interventions across the region</li> </ul>
<b>VZ-4</b>	<b>Integrate Speed Management into planning, programming, and policy decisions</b>
Purpose	Speed management is a core component of a Safe System approach, recognizing that vehicle speed directly influences both the likelihood and severity of crashes. This policy promotes setting and managing vehicle speeds that align with safety and the surrounding street context.
Strategies	<ul style="list-style-type: none"> <li>• Support speed management training for MetroPlan staff and partners on behalf of the region.</li> <li>• Recommend countermeasures and speed management strategies explicitly in MetroPlan transportation plans and priorities.</li> <li>• Coordinate Road Safety Assessments (RSA)<sup>3</sup> on behalf of partners through the ADOT process.</li> </ul>

<sup>3</sup> <https://azdot.gov/planning/traffic-safety/road-safety-assessments>

<b>VZ-5</b>	<b>Collaborate with schools, partners, and community organizations to coordinate planning and implementation of Safe Routes to School programming.</b>
<b>Purpose</b>	This policy supports the development of safe, convenient, and accessible walking, biking, and transit routes for students traveling to and from school. It prioritizes traffic safety measures and education programs that reduce barriers, encourage active transportation, and protect children from traffic-related risks.
<b>Strategies</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Collaborate with schools, local governments, law enforcement, and community organizations to coordinate Safe Routes to School planning and implementation.</li> <li><input checked="" type="checkbox"/> Seek funding through state and federal Safe Routes to School programs.</li> <li><input checked="" type="checkbox"/> Collect and analyze data around schools to identify travel modes, speeds, and crashes.</li> <li><input checked="" type="checkbox"/> Organize “Walk to School” and “Bike to School” days to encourage active transportation.</li> <li><input checked="" type="checkbox"/> Work with partners and FUSD to ensure site planning for schools incorporates traffic safety review prior to siting/opening new, reconstructed, or relocated school(s).</li> <li><input checked="" type="checkbox"/> Provide pedestrian and bicycle safety education in school curricula. <ul style="list-style-type: none"> <li>• Work with local colleges/universities to create and implement a new walking, biking, driving, and transit riding safety campaign for students.</li> <li>• Conduct safety reviews of the transportation network in school zones.</li> </ul> </li> </ul>
<b>VZ-6</b>	<b>MetroPlan is committed to advancing a culture of safety through inclusive transportation education and encouragement campaigns.</b>
<b>Purpose</b>	These campaigns aim to inform, engage, and influence behavior among all road users—drivers, pedestrians, bicyclists, and transit riders—to reduce serious injuries and fatalities and support the region’s Vision Zero and Safe System goals. To ensure that transportation safety education is a core component of regional safety planning, complementing engineering and enforcement efforts.
<b>Strategies</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Deploy pop-up education at community events, farmer’s markets, schools, and transit hubs.</li> <li><input checked="" type="checkbox"/> Develop and provide Vision Zero messaging on an ongoing basis to be delivered to the public, neighborhood groups, and stakeholder group meetings.</li> <li><input checked="" type="checkbox"/> Provide targeted outreach and training when adding new infrastructure to teach street users how to navigate a newly constructed facility.</li> </ul>

	<ul style="list-style-type: none"> <li>Develop and implement a marketing campaign centered on people crossing and drivers yielding – a primary safety issue in the region.</li> <li><input checked="" type="checkbox"/> Build upon and distribute educational materials related to intersection and crossing safety for all road users.</li> </ul>
<b>VZ-7</b>	<b>MetroPlan will recognize the importance of proven transportation safety technologies</b>
<b>Purpose</b>	MetroPlan recognizes the critical role of proven safety technology in advancing regional transportation safety and achieving Vision Zero goals. Technologies such as automated speed enforcement, intelligent speed assistance, signal timing improvements, and real-time data monitoring have been shown to reduce traffic-related fatalities and serious injuries. <sup>4</sup>
<b>Strategies</b>	<ul style="list-style-type: none"> <li>Include proven technology projects in MetroPlan’s funding strategies and grant applications (e.g., Safe Streets and Roads for All, HSIP).</li> <li>Encourage the installation of automated enforcement cameras<sup>5</sup> for red light violations on the High Injury Network using crash data and analysis from the Vulnerable Road Users Safety Action Plan and the Regional Transportation Safety Plan while.</li> <li>Encourage the direction of revenue generated by traffic citations go directly to support prioritized transportation safety projects.</li> <li><input checked="" type="checkbox"/> Encourage the use of safety technologies in locations and situations where data shows they can have the greatest impact in preventing crashes and saving lives.</li> </ul>
<b>VZ-8</b>	<b>Support data-driven decision-making and access to technical assistance.</b>
<b>Purpose</b>	Through this policy, MetroPlan will coordinate with partners to obtain timely, accurate crash and safety data, analytical tools, and planning support for the region to advance Vision Zero goals. To ensure that the region has the data, tools, and guidance needed to

<sup>4</sup> Red light running cameras should only trigger when some other device depicts a probable violation, the data is stored locally with limited ability to share – both legal and technical, processed quickly, and destroyed upon adjudication. An independent auditor reviews the process annually. Strong policies would need to be put in place and legal protections against firms that deploy the equipment – including independent audits of their systems.

<sup>5</sup> <https://www.azleg.gov/Briefs/Senate/PHOTO%20TRAFFIC%20ENFORCEMENT%202022.PDF>

	identify safety issues, prioritize projects, and evaluate the impact of interventions in alignment with a Safe System approach.
<b>Strategies</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Provide technical resources and assistance, data analysis, and planning support to partners by providing crash prediction models, traffic count programs, bicycle and pedestrian count programs.</li> <li>• Maintain a database of information on street design features to enable systemic safety analysis. Perform systemic safety analysis to determine street factors associated with crash types for each mode, for the development of a Risk Exposure Assessment Tool.</li> <li>• Host an annual Transportation Safety Summit.</li> </ul>
<b>VZ-9</b>	<b>MetroPlan will collaborate with partners to meet local, regional, and state Vision Zero goals</b>
<b>Purpose</b>	To create a unified, regional approach to traffic safety that builds on shared data, coordinated strategies, and equitable investment. Through regional leadership and interagency partnerships, MetroPlan aims to help all member agencies and stakeholders make measurable progress toward Vision Zero, while ensuring that strategies reflect local needs and community priorities.
<b>Strategies</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Facilitate information sharing between jurisdictions to align safety goals and deployment strategies. Incorporate best practices.</li> <li><input checked="" type="checkbox"/> Support partners in using data to prioritize projects, apply for funding, and evaluate safety interventions. <ul style="list-style-type: none"> <li>• Share success stories and lessons learned from partner agencies to promote innovation and continuous improvement.</li> </ul> </li> <li><input checked="" type="checkbox"/> Support statewide policies and strategies that support Vision Zero.</li> <li><input checked="" type="checkbox"/> Encourage the state to prioritize safety in project programming. <ul style="list-style-type: none"> <li>• Collaborate with ADOT, FHWA, and other regional partners to ensure consistent performance metrics.</li> </ul> </li> </ul>
<b>Z-10</b>	<b>Prioritize funding and grant-seeking projects that reduce serious injuries and fatalities for all road users, in alignment with Vision Zero goals.</b>
<b>Purpose</b>	To guide MetroPlan’s funding strategies and grant applications toward projects that advance safer, more equitable multimodal transportation networks and to

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	accelerate progress toward Vision Zero’s target of eliminating traffic fatalities and serious injuries.
<b>Strategies</b>	<ul style="list-style-type: none"><li>• Develop a process that prioritizes regional projects around safety.</li><li>• Identify a sustainable funding source for staffing, education efforts, and program management.</li></ul>



# Chapter 5: Implementation

# INTRODUCTION

Implementation of the Vulnerable Road Users Safety Action Plan will be integrated into MetroPlan’s [Unified Planning Work Program \(UPWP\)](#). The UPWP is a required annual document developed by MetroPlan that outlines transportation planning priorities, tasks, budgets, timelines, responsible parties, and funding sources for federal and state planning funds. It details all planned work for a given fiscal year, including long-term regional transportation plans, continuous planning activities (like safety and data), and special projects, to ensure comprehensive and cooperative transportation planning and to qualify for federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA).

The integration of the VRU polices and supporting strategies in [Chapter 2](#) has been divided into implementation years 1 through 5 to ensure resources are allocated appropriately per year in the UPWP.

## Current and Ongoing Strategy Implementation

POLICY	STRATEGIES AND ACTIONS
<b>VZ-1</b>	<ul style="list-style-type: none"> <li>• MetroPlan adopts a Vision Zero Resolution that sets forth a goal of reducing serious and fatal crashes by 40% by the year 2045.</li> <li>• Work with partners to strategically prioritize projects with a focus on complete streets, vision zero, and transportation safety.</li> </ul>
<b>VZ-2</b>	<ul style="list-style-type: none"> <li>• Share findings with partners to support consistent safety messaging, funding prioritization, and policy alignment.</li> </ul>
<b>VZ-5</b>	<ul style="list-style-type: none"> <li>• Collaborate with schools, local governments, law enforcement, and community organizations to coordinate Safe Routes to School planning and implementation.</li> <li>• Seek funding through state and federal Safe Routes to School programs.</li> <li>• Collect and analyze data around schools to identify travel modes, speeds, and crashes.</li> <li>• Support “Walk to School” and “Bike to School” days to encourage active transportation.</li> <li>• Work with partners and FUSD to ensure site planning for schools incorporates traffic safety review prior to siting/opening new, reconstructed, or relocated school (s).</li> <li>• Conduct safety reviews of the transportation network in school zones.</li> </ul>

VZ-6	<ul style="list-style-type: none"> <li>Deploy pop-up education at community events, farmer’s markets, schools, and transit hubs.</li> </ul>
VZ-7	<ul style="list-style-type: none"> <li>Encourage the use of safety technologies in locations and situations where data shows they can have the greatest impact in preventing crashes and saving lives.</li> </ul>
VZ-8	<ul style="list-style-type: none"> <li>Provide technical resources and assistance, data analysis, and planning support to partners by providing crash prediction models, traffic count programs, and bicycle and pedestrian count programs.</li> </ul>
VZ-10	<ul style="list-style-type: none"> <li>Identify a sustainable funding source for staffing, education efforts, and program management.</li> </ul>

### Implementation Year 1

POLICY STRATEGIES AND ACTIONS	
VZ-1	<ul style="list-style-type: none"> <li>Have the MetroPlan Technical Advisory Committee (TAC) serve as the Safety Committee.</li> <li>Embed the 40% reduction target into the Regional Transportation Plan (RTP), Transportation Improvement Program (TIP), Safety Action Plan, and other MetroPlan regional planning documents.</li> </ul>
VZ-2	<ul style="list-style-type: none"> <li>Incorporate the Regional Transportation Safety Action Plan into the Regional Transportation Plan (RTP) and integrate safety analysis into its development.</li> </ul>
VZ-3	<ul style="list-style-type: none"> <li>Develop a process for before and after studies of demonstration projects, resident engagement, and site prioritization.</li> </ul>
VZ-4	<ul style="list-style-type: none"> <li>Recommend countermeasures and speed management strategies explicitly in MetroPlan transportation plans and priorities.</li> <li>Coordinate Road Safety Assessments (RSA)<sup>4</sup> on behalf of partners through the ADOT process.</li> </ul>

<sup>4</sup> <https://azdot.gov/planning/traffic-safety/road-safety-assessments>

<b>VZ-6</b>	<ul style="list-style-type: none"> <li>• Develop and provide Vision Zero messaging on an ongoing basis to be delivered to the public, neighborhood groups, and stakeholder group meetings.</li> <li>• Provide targeted outreach and training when adding new infrastructure to teach street users how to navigate a newly constructed facility.</li> </ul>
<b>VZ-8</b>	<ul style="list-style-type: none"> <li>• Maintain a database of information on street design features to enable systemic safety analysis. Perform systemic safety analysis to determine street factors associated with crash types for each mode, for the continued use of a Risk Exposure Assessment Tool.</li> </ul>
<b>VZ-9</b>	<ul style="list-style-type: none"> <li>• Facilitate information sharing between jurisdictions to align safety goals and deployment strategies. Incorporate best practices.</li> <li>• Support partners in using data to prioritize projects, apply for funding, and evaluate safety interventions.</li> <li>• Support statewide policies and strategies that support Vision Zero.</li> </ul>
<b>VZ-10</b>	<ul style="list-style-type: none"> <li>• Develop a process that prioritizes regional projects around safety.</li> <li>• Identify a sustainable funding source for staffing, education efforts and program management.</li> </ul>

## Implementation Year 2

POLICY	STRATEGIES AND ACTIONS
<b>VZ-1</b>	<ul style="list-style-type: none"> <li>• Ensure that all long-range planning and project prioritization efforts include safety performance outcomes aligned with the Vision Zero resolution.</li> <li>• Annually review Capital Improvement Plans, maintenance, and preservation projects to identify opportunities for safety improvements with all users in mind.</li> </ul>
<b>VZ-2</b>	<ul style="list-style-type: none"> <li>• Establish, maintain, and report annually a review of Vision Zero targets, goals, and performance as a means of accountability.</li> </ul>
<b>VZ-3</b>	<ul style="list-style-type: none"> <li>• Identify potential demonstration projects with support from the City and County Engineering and Planning staff.</li> </ul>

<b>VZ-4</b>	<ul style="list-style-type: none"> <li>Support speed management training for MetroPlan staff and partners on behalf of the region.</li> </ul>
<b>VZ-5</b>	<ul style="list-style-type: none"> <li>Work with schools to encourage pedestrian and bicycle safety education in school curricula.</li> </ul>
<b>VZ-6</b>	<ul style="list-style-type: none"> <li>Develop and implement a marketing campaign centered on people crossing and drivers yielding – a primary safety issue in the region.</li> </ul>
<b>VZ-7</b>	<ul style="list-style-type: none"> <li>Include proven technology projects in MetroPlan’s funding strategies and grant applications (e.g., Safe Streets and Roads for All, HSIP).</li> </ul>
<b>VZ-9</b>	<ul style="list-style-type: none"> <li>Share success stories and lessons learned from partner agencies to promote innovation and continuous improvement.</li> <li>Encourage the state to prioritize safety in project programming.</li> </ul>

### Implementation Year 3

#### POLICY STRATEGIES AND ACTIONS

<b>VZ-3</b>	<ul style="list-style-type: none"> <li>Develop a toolkit to be used by partners for repeatable interventions across the region</li> </ul>
<b>VZ-6</b>	<ul style="list-style-type: none"> <li>Build upon and distribute educational materials related to intersection and crossing safety for all road users.</li> </ul>
<b>VZ-7</b>	<ul style="list-style-type: none"> <li>Encourage the installation of automated enforcement cameras<sup>5</sup> for red light violations on the High Injury Network using crash data and analysis from the Vulnerable Road Users Safety Action Plan and the Regional Transportation Safety Plan.</li> <li>Encourage the direction of revenue generated by traffic citations to go directly to support prioritized transportation safety projects.</li> </ul>

<sup>5</sup> <https://www.azleg.gov/Briefs/Senate/PHOTO%20TRAFFIC%20ENFORCEMENT%202022.PDF>

**NOTE:** Red light cameras are triggered by an induction loop sensor embedded in the asphalt. They do not record continuously. FHWA states that red light cameras are effective in reducing the most severe right-angle (t-bone) crashes at intersections. They decrease the overall number of fatal crashes by 14-21%, improve driver behavior, which benefits all modes but particularly pedestrians at intersections.

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| <b>VZ-9</b> | <ul style="list-style-type: none"> <li>Collaborate with ADOT, FHWA, and other regional partners to ensure consistent performance metrics.</li> </ul> |
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### Implementation Year 4

POLICY	STRATEGIES AND ACTIONS
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| <b>VZ-5</b> | <ul style="list-style-type: none"> <li>Work with local colleges/universities to create and implement a new walking, biking, driving, and transit riding safety campaign for students.</li> </ul> |
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### Implementation Year 5

POLICY	STRATEGIES AND ACTIONS
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| <b>VZ-8</b> | <ul style="list-style-type: none"> <li>Host an annual Transportation Safety Summit.</li> </ul> |
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## CAPITAL IMPROVEMENT PROJECTS

MetroPlan has no authority to implement infrastructure projects. However, based on the results from the [project recommendations chapter](#), MetroPlan will advocate and encourage our partner agencies to prioritize these projects with Vulnerable Road Users in mind. As per our strategies, MetroPlan is creating an online screening and prioritization tool for our partners, which will include safety as a key component of scoring.



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## STAFF REPORT

**REPORT DATE:** May 21, 2026

**MEETING DATE:** June 4, 2026

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

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

**SUBJECT:** MetroPlan Connect Project Prioritization Project Update

### **1. STAFF RECOMMENDATION:**

None. This item is for discussion only.

### **2. RELATED STRATEGIC WORKPLAN ITEM:**

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

**Objective 1.3:** Align capital and programmatic needs with priorities and fund sources

### **3. BACKGROUND:**

Kittelson presented an early phase of the project prioritization GIS tool and initial concepts for prioritization criteria and weighting based on the MetroPlan transportation values. The scheme is similar to past MetroPlan efforts with several measures associated with each value. Kittelson will seek input from the Board regarding the functionality and criteria scoring.

The input will be incorporated into the products over the summer with the intent of presenting a finished product in September. MetroPlan's adopted Transportation Values are represented in this graphic which lists the values of public support, health, and social connections, zero deaths and serious injuries, stewardship of the natural and built environment, community character, efficient and effective use of funds, and economic vitality.



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Kittelson reviewed all MetroPlan partners' relevant plans and capital programs to assemble more than 1600 projects for evaluation. Many will be bundled into a smaller set of projects, and duplicates will be removed. Part of the input Kittelson will seek from respective partners is to resolve contradictory projects where they do not align between plans. Much of this work will be done by the Project Identification Team comprised of agency partners. All projects have been mapped in GIS with a robust set of attributes that will aid searching, sorting, and prioritization. The criteria and cost will be added in over the summer.

The goal of the project is to assist with efforts such as the Strategic Grant Plan, ADOT Planning to Programming (P2P) Process, and other processes to identify and pursue the region's highest priorities. The prioritization tool and data behind will also benefit the Safe Streets Master Plan. MetroPlan elected to use Carbon Reduction Program funds to develop a project prioritization process and comprehensive list of projects and their priorities.

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

The TAC will be receiving drafts of the scoring criteria and images of the GIS tool for their review and comment. This item was not discussed with the Management Committee.

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

The awarded contract budget is \$202,770 paid with Carbon Reduction Program funds. It is a separately funded Task Order under the Safe Streets Master Plan contract.

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

None. This item is for discussion and action only.

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

None



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## STAFF REPORT

REPORT DATE: May 19, 2026

MEETING DATE: June 4, 2026

TO: Honorable Chair and Members of the Executive Board

FROM: Kim Austin, Transportation Demand Management Planner

SUBJECT: Safe Routes to School Consultant Nelson Nygaard Contract Extension

### 1. RECOMMENDATION:

None. This item is for information and 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:

Consultant Nelson Nygaard was hired in February of 2024 to complete the Safe Routes to School (SRTS) Infrastructure Study. The Master Agreement with the consultant gives the Executive Director authority to extend the contract. The three Project Task Order Contracts specify completion dates of August 15, 2026. To avoid a lapse in service, Executive Director Morley has extended the completion date for all three Project Task Order Contracts to August 15, 2027 however, all work is anticipated to be complete around October of 2026. Here is an update on 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



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area in front of Sinagua Middle School. A meeting with the Flagstaff Unified School District Administration is scheduled to discuss the suggested designs.

- TO3: Work is still in progress. An interagency staff workshop on March 24<sup>th</sup> discussed specific alternatives for the identified areas: Izabel, 6th Street, Cedar, and Fourth St. Further discussions are underway to explore more specific design options for the Cedar/West intersection and for Fourth Street.

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

None. This item was not brought to the TAC or the Management Committees.

#### **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 grant funding is included in the FY27 budget and the 5-year budget.

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

None. This item is for updates only.

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

None.



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## STAFF REPORT

REPORT DATE: May 11, 2026

MEETING DATE: June 4, 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:

Ava Elia has joined the team as our new Montoya Fellow.

The public comment period for ADOT's 5-Year Construction program has ended. MetroPlan staff and Board members continued to advocate that the US 180 projects be included in the final program.

The state continues to work on the FY2027 budget. We continue to educate about the need for the AZ SMART Fund to be recapitalized and for West Route 66 funding.

The Rural Transportation Advocacy Council Board continues to work on next steps for the organization after longtime Director Kevin Adam left in March. The Board is looking at separating from NACOG to become fully independent and is working on the recruitment of new Executive Director.

Mandia Gonzales joined City staff Carlton Johnson and Mountain Line staff Bizzy Collins at the National Association of City Transportation Officials in Minneapolis for their annual conference.

### 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:

None. This item is for updates only.

## 6. ALTERNATIVES:

None. This item is for information and discussion only.

## 7. ATTACHMENTS:

None.