



# REGULAR MEETING AGENDA

Sierra Vista Metropolitan Planning Organization

**Regular Meeting**

Wednesday, May 20, 2015

3:30 PM

Web: [www.SVMPO.org](http://www.SVMPO.org)

Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)

City of Sierra Vista

City Hall

City Manager's Conference Room

1011 North Coronado Drive

Sierra Vista, AZ 85635

## SVMPO Board of Directors

(One or more members may participate via teleconference)

Chair

Rick Mueller, Mayor, City of Sierra Vista

Vice-Chair

Richard Searle, Supervisor, Cochise County

Designated Alternate: Pat Call, Supervisor, Cochise County

Member

Bob Blanchard, Mayor Pro Tem, City of Sierra Vista

Member

Hank Huisking, Councilmember, City of Sierra Vista

Member

Bill Harmon, Arizona Department of Transportation

SVMPO Administrator

Dan Coxworth, AICP

Although not required, please let the Chair know before the meeting begins if you wish to speak about an item that is ON the agenda.

1. **CALL TO ORDER AND ROLL CALL**

2. **ACCEPTANCE OF THE AGENDA**

3. **CALL TO THE PUBLIC**

Although not required, please let the Chair know before the meeting begins if you wish to speak during the Call to the Public about anything that is **NOT** on the agenda.

4. **APPROVAL OF MEETING MINUTES**

SVMPO Regular Meeting of April 15, 2015

5. **ANNOUNCEMENTS AND UPDATES**

Announcements and/or updates may be provided by Board Members, SVMPO Administrator or other invitees.

**PRESENTATION / DISCUSSION / POSSIBLE ACTION**

**6. POSSIBLE ACTION: Surface Transportation Program (STP) FY16/FY17 Funding**

*Dan Coxworth/Scott Dooley, Public Works Director*

*SUMMARY: The Board approved the placement of two projects the Transportation Improvement Program (TIP). The City of Sierra Vista has reconsidered the projects and source of funding. The City of Sierra Vista is requesting placement on the State TIP the following project:*

*Buffalo Soldier Trail resurfacing between Fry Blvd. and Highway 90 Bypass.*

*Estimated cost: Design - \$10K (FY16)*

*Construction - \$1,293,092 (FY17)*

**AVAILABLE FUNDS:**

<b>FY16</b>	<b>Apportionment</b>	<b>Match</b>	<b>Project Total</b>
FY16 Funds & Loan Repayment	\$614,408	\$37,138	\$651,546
FY17 Funds & Loan Repayment	\$614,408	\$37,138	\$651,546
<b>TOTAL</b>	<b>\$1,228,816</b>	<b>\$74,276</b>	<b>\$1,303,092</b>

**7. (Tab A) POSSIBLE ACTION: Fiscal Year (FY) 16 SVMPO Work Program & Budget**

*Dan Coxworth*

*SUMMARY: The Board reviewed the FY16 Work Program & Budget at their last regular meeting on April 15. To allow for review and comment by the public, the Board placed the Work Program & Budget in a 30-day review and comment period.*

**8. (Tab B) POSSIBLE ACTION: Revise Intergovernmental Agreement (IGA) between the Sierra Vista MPO and City of Sierra Vista**

*Dan Coxworth*

*SUMMARY: Annual review and amendment of current IGA between the Sierra Vista MPO and the City of Sierra providing support and resources.*

**9. DISCUSSION: FUTURE AGENDA ITEMS**

*SVMPO Board*

**10. UPCOMING SCHEDULED MEETINGS**

- SVMPO TAC: June 11, 3:00 p.m., Public Works
- SVMPO Board: July 22, 3:30 p.m., City Hall

**11. ADJOURNMENT**

SVMPO Board of Directors –**Regular Meeting**

May 20, 2015

Page 3 of 3

**For special needs and accommodations, please contact Daniel Coxworth prior to the meeting or activity. Mr. Coxworth can be reached at 520-439-2178 or email [Dan.Coxworth@SierraVistaAZ.GOV](mailto:Dan.Coxworth@SierraVistaAZ.GOV) or through Arizona Relay Service at 1-800-367-8939, or by dialing 7-1-1.**



# REGULAR MEETING MINUTES

Sierra Vista Metropolitan Planning Organization  
**Regular Meeting**  
Wednesday, April 15, 2015  
3:30 PM

Web: [www.SVMPO.org](http://www.SVMPO.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)

City of Sierra Vista  
City Hall  
City Manager's Conference Room  
1011 North Coronado Drive  
Sierra Vista, AZ 85635

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## SVMPO Board of Directors

Chair	Rick Mueller, Mayor, City of Sierra Vista
Vice-Chair	Richard Searle, Supervisor, Cochise County
Member	Bob Blanchard, Mayor Pro Tem, City of Sierra Vista
Member	Hank Huisking, Councilmember, City of Sierra Vista
Member	Bill Harmon*, Arizona Department of Transportation
SVMPO Administrator	Dan Coxworth, AICP

## Also Present:

Randy Heiss, Director, SEAGO  
Sharon Flissar, TAC Vice Chair, City Engineer  
Patsy Molinari, Citizen  
Tricia Gerodette, Citizen  
Kale Kiyabu, Citizen  
Derek Jordan, SV Herald  
Helen Lee, City of Sierra Vista

## 1. CALL TO ORDER AND ROLL CALL

Chair Mueller called the meeting to order at 3:33 p.m. MPO Administrator Dan Coxworth conducted the roll call.

*\*Member Bill Harmon appeared via teleconference.*

## 2. ACCEPTANCE OF THE AGENDA

Chair Mueller asked for a motion to accept the agenda of the April 15, 2015 Regular Meeting of the SVMPO Board as written. Member Huisking so moved and Member Blanchard seconded. The motion passed unanimously, 5/0.

## 3. CALL TO THE PUBLIC

Patsy Molinari, Citizen, asked the Board to review her letters as provided (see attached).

Tricia Gerodette, Citizen, asked to speak at the beginning of Item #7.

**4. APPROVAL OF MEETING MINUTES**

SVMPO Regular Meeting of January 29, 2015

**Chair Mueller asked for a motion to accept the Minutes of the January 29, 2015 Regular Meeting of the SVMPO Board as written. Vice Chair Searle so moved and Member Huisking seconded. The motion passed unanimously, 5/0.**

A Scribner's error was found by Ms. Gerrodette – State Route 82 was changed to say State Route 92.

**5. ANNOUNCEMENTS AND UPDATES**

- Mr. Coxworth announced that the 2<sup>nd</sup> Open House for BST Extension DCR (Design Concept Report) was last night. There were 70 people in attendance and Dibble Engineering provided a presentation. This was an opportunity for comments/questions to be made by the public. Dibble will incorporate those comments into their final draft, which will be available at the May meeting. All information is available on the SVMPO website.

**PRESENTATION / DISCUSSION / POSSIBLE ACTION**

**6. (Tab A) PRESENTATION/POSSIBLE ACTION: Acceleration of State Route (SR) 189 Project**

*Randy Heiss, Director, SEAGO*

*SUMMARY: Mr. Heiss made a presentation and request Board support for the acceleration of the SR189 project.*

Mr. Heiss explained how the project will improve the flux of traffic and goods at the Port of Nogales. State Route 189 links Port in Nogales to Interstate 19. Currently, the area gets heavy congestion and needs the addition of another left turn lane onto Interstate 19. The area handles international commerce flow, processing up to 4000 trucks with \$30 million in goods each day. Studies are ongoing to determine the preferred build alternate.

Mr. Heiss clarified that the Resolution does not reflect support of the 9 out of 12 COGs he has already obtained, adding that no other project in Arizona with such statewide support with such a strong return on investment. The spirit of the Resolution is for all parties to cooperate to raise above the line revenue in order hold harmless other projects scheduled for completion in 2018. The funding scenario for the project entails making bond payments with interest paid in the state account and working to organize partners to get project completed. Mr. Heiss referred to the back of the Resolution, suggesting a review of the fact sheet and statistics.

Chair Mueller asked how the SVMPO could support the action since they don't have excise tax capability. In response to Chair Mueller and Vice Chair Searle, Mr. Heiss clarified that he is not asking for a bond, rather, he is garnering support from communities for the project to put it on the 2018 schedule.

Vice Chair Searle commented that this was the first time seeing a Resolution like this. Mr. Heiss stated that there is not enough support being shown to the State Transportation Board to fund the project by ADOT and the resolution will show support.

Member Bill Harmon, ADOT, thanked Mr. Heiss for the presentation. He explained how this is a bad situation that's getting worse especially for truck traffic in the area and that any incremental relief on the border will help the whole state and impacts the general economy since this is port carries traffic throughout the U.S. so having it work well has effects on both the Arizona and national economies. The current revenue structure is not working and we need out of the box thinking for critical international infrastructure and focus on high priority projects. These kinds of non-traditional funding can be prototype and template for the MPO in the future as a way to fund projects.

Vice Chair Searle clarified that by agreeing to the Resolution, we are not agreeing to give any of the SEAGO or SVMPO funds.

**Vice Chair Searle moved to approve the Resolution of Support for Acceleration of State Route (SR) 189 Project; Member Huisking seconded. The motion passed unanimously, 5/0.**

Member Huisking asked where the project was in the queue currently. Mr. Heiss stated that the design portion is scheduled for 2016, but wasn't set for construction until 2021. This resolution would help bring construction to 2018.

**7. ACTION: Surface Transportation Program (STP) Call for Projects**

*Dan Coxworth*

*SUMMARY: The SVMPO TAC met on April 6 and is recommending to the Board two projects for placement on the State Transportation Improvement Program (STIP).*

*Project 1 – Environmental Assessment (EA) for the extension of Buffalo Soldier Trail (BST)  
Estimated cost: \$75K (FY16)*

*Project 2 – North Garden Avenue road reconstruction and streetscape improvements  
Estimated cost: \$75K (Design) (FY16)  
\$500,000 (Construction) (FY17)*

Tricia Gerodette, Citizen, suggested to the Board to consider scoping before starting future projects that a better alternative for the Buffalo Soldier Trail Extension DCR may not have been considered, and she will closely monitor the Environmental Assessment.

Mr. Coxworth outlined the Available funding under the STP Projects. The TAC recommended for two projects to be placed in the STIP. The Design project will be ready in June. The second project is very important to the City of Sierra Vista, for which the City applied for a PARA grant. SVMPO TAC Vice Chair Flissar stated it is expected to be funded, but no official notice of funding has been given yet.

Vice Chair Searle stated that for Project 1, the DCR will be completed in June, but the Board hasn't weighed in or agreed upon the route they're looking at. He asked what would happen if the Board didn't agree to their recommendation. Mr. Coxworth stated that if the Board agrees not to move forward on the recommended design, which has been largely guided by the TAC, the MPO still has to fulfill the full responsibility to Dibble Engineering.

Chair Mueller asked if the Board could request a modification within a reasonable amount of time, perhaps between May – July. Mr. Coxworth explained the initiation of the EA is currently a placeholder on STIP but could be removed and the monies placed elsewhere.

Chair Mueller clarified that the BST EA would go to SEAGO's TIP, and then the project would go to the City. Mr. Coxworth stated that the SVMPO won't have its own STIP until the completion of the LRTP (Long Range Transportation Plan) and the State is telling us to wait for that to happen.

Chair Mueller asked if Dibble could meet with the Board earlier, stating that they haven't formally briefed us and he has some questions I don't about details he doesn't think they're looking at.

Mr. Coxworth stated that there's a disconnect between the elected officials and the staff, moreso in the County than the City. R. Coxworth said he would talk to them about a meeting in May.

Chair Mueller stated that the current preferred route is Alternate D. If the Board decides they want to go with another route, then that modification needs to be put in place.

In response to Member Huisking, Mr. Coxworth stated the City has an overall concept plan on file.

Mr. Coxworth explained that we have to be careful because if we don't use this money for this, we will have to possibly loan it out to another COG, which doesn't always have the best repayment terms.

Chair Mueller stated that it takes the money out of the SEAGO TIP and into the state project list.

**Chair Mueller asked for a motion to place Project 1 - Environmental Assessment (EA) for the extension of Buffalo Soldier Trail (BST) for an estimated cost of \$75,000 for Fiscal Year 2015/2016; and Project 2 – North Garden Avenue road reconstruction and streetscape improvements for an estimated costs of \$75,000 for Design in the 2015/2015 Fiscal Year and \$500,000 for Construction in the 2016/2017 Fiscal Year on the State Transportation Improvement Program (STIP). Member Huisking so moved and Member Blanchard seconded. The motion passed unanimously, 5/0.**

**8. (Tab B) PRESENTATION / ACTION: Review Fiscal Year (FY) 16 SVMPO Work Program & Budget**

*Dan Coxworth*

*SUMMARY: A presentation by Mr. Coxworth outlined available funds and MPO planning projects for the next fiscal year. After review by the Board the draft Work Program and Budget will be available to the public for a 30 day review and comment period. Final review and approval of the Work Program is scheduled for the regular Board of Directors meeting on May 20, 2015.*

Mr. Coxworth went over the Administration of the MPO and Planning Projects. He clarified that the Work Program won't be approved, but the Board can make amendments as it undergoes a 30-day comment period. He then outlined the available funding under the Work Program.

In response to Vice Chair Searle, Mr. Coxworth said the City and the County are doing enough work for the SVMPO to meet their match requirements and that in kind matches do not carry forward.

Mr. Coxworth explained that PL and SPR have a large amount of carry forward into next year's budget and that Fiscal Year 2015 funds can be carried over for Fiscal Year 2016, but not into Fiscal Year 2017, citing a need to find projects for the TAC to make recommendations on.

Mr. Coxworth explained that one of the Main Projects addresses the West Fry Corridor, from 7<sup>th</sup> Street to the Main Gate, looking to see the potential that road has for a road diet and pedestrian amenities.

Another Project is an Origin-Destination Study looking at Mexican National Shopping. Mr. Coxworth is looking at ways to expand study with the City's Economic Development Manager to take a more regional approach including the Tucson and Phoenix Metro areas.

Vice Chair Searle suggested having the Origin-Destination study consider Canadian national spending as well.

Mr. Coxworth outlined the following additional budget items:

- Travel and Training
- GIS Enhancements (for City of Sierra Vista)
- Intern(s) – Mr. Coxworth currently has one volunteer who is conducting traffic counts. He currently has a larger workload than people to do the work and is budgeting for about 300 hours of employee time.
- Bus Pull- out Design
- Bicycle and Pedestrian Counter

Chair Mueller asked if the City will be expected to kick in money for the Bicycle / Pedestrian Count. Mr. Coxworth replied that it would be welcomed.

In response to Member Huisking, Mr. Coxworth explained that the purpose of the Bicycle /Pedestrian Count would be to see to see how people are using the multi-use paths so we can see how to program the paths in the future. For instance, it would look to see how many people are walking or biking their work commutes.

Mr. Coxworth stated that the end of the 30 day comment period will be May 20<sup>th</sup>. Chair Mueller asked when Board comments are needed. Mr. Coxworth replied that he would need them right away so that he could put it up for comment.

Vice Chair Searle questioned if the Board would want to spend money on counters. Mr. Coxworth replied that if you put it in the budget, which is tasked to him to plan it.

Member Huisking asked if money could be used to establish a bicycle renting program. Mr. Coxworth cautioned that planning funds could not be used on a program like that.

Vice Chair Searle asked where the money would go if it wasn't used for counters. Mr. Coxworth explained that it has to be accounted for but can be adjusted in the Work Program elsewhere.

**Chair Mueller asked for a motion to approve the Draft Work program and Budget, as written, and declaring a 30 day comment period, be approved. Member Huisking so moved and Member Blanchard seconded. The motion passed unanimously, 5/0.**

## **9. DISCUSSION: FUTURE AGENDA ITEMS**

*SVMPO Board*

- Rural Transit Advisory Committee Presentation on Non-Traditional Funding Options
- Updated IGA with City of Sierra Vista for In Kind Services

SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

401 Giulio Cesare Avenue, Sierra Vista, AZ 85635

520-439-2178

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Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)



- Presentation from Dibble Engineering on BST DCR

#### 10. UPCOMING SCHEDULED MEETINGS

- SVMPO Board: May 20, 3:30 p.m., City Hall
- SVMPO TAC: June 11, 3:00 p.m., Pete Castro Center

#### 11. ADJOURNMENT

**Chair Mueller adjourned the meeting of the SVMPO Board at 4:38 p.m.**

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*Chair Frederick W. Mueller*

*Minutes prepared by:*

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*Helen Lee, Administrative Secretary  
City of Sierra Vista*

# Sierra Vista Metropolitan Planning Organization



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FISCAL YEAR 2016

## UNIFIED PLANNING WORK PROGRAM & BUDGET

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Board of Directors Adoption: TBD, 2015

**Prepared By:**

Sierra Vista Metropolitan Planning Organization  
401 Giulio Cesare Avenue  
Sierra Vista, AZ 85635  
520-439-2178  
Web: [www.SVMPO.org](http://www.SVMPO.org)  
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JPA: 14-0004154

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## 2015 – 2016 BOARD OF DIRECTORS

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**Rick Mueller**

**Chair**

**Mayor**

**City of Sierra Vista**

**Richard Searle**

**Vice-Chair**

**Supervisor, District 3**

**Cochise County**

**Henrietta “Hank” Huiskings**

**Member**

**Councilmember**

**City of Sierra Vista**

**Bob Blanchard**

**Member**

**Mayor Pro Tem**

**City of Sierra Vista**

**Bill Harmon**

**Member**

**District Engineer, Safford**

**Arizona Department of Transportation**

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**2015 – 2016 TECHNICAL ADVISORY COMMITTEE (TAC)**

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**Karen Riggs**

**Chair**

**Highway & Floodplain Director**

**Cochise County**

**Don Brush**

**Member**

**Director, Department of Community  
Development**

**City of Sierra Vista**

**Sharon Flissar**

**Vice-Chair**

**City Engineer**

**City of Sierra Vista**

**Scott Dooley**

**Member**

**Public Works Director**

**City of Sierra Vista**

**Mark Hoffman**

**Planning Program Manager**

**Arizona Department of Transportation**

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**STAFF**

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**Daniel Coxworth, AICP**

**SVMPO Administrator**

## TABLE OF CONTENTS

<b>I</b>	<b>INTRODUCTION.....</b>	<b>5</b>
<b>II</b>	<b>ORGANIZATION AND MANAGEMENT.....</b>	<b>7</b>
<b>III</b>	<b>FUNDING SOURCES AND BUDGET SUMMARY.....</b>	<b>9</b>
<b>MPO WORK ELEMENTS</b>		
<b>1</b>	<b>ADMINISTRATION.....</b>	<b>12</b>
<b>2</b>	<b>DATA COLLECTION &amp; MAINTENANCE .....</b>	<b>14</b>
<b>3</b>	<b>TRANSPORTATION IMPROVEMENT PRGROAM .....</b>	<b>16</b>
<b>4</b>	<b>LONG RANGE TRANSPORTATION PLAN.....</b>	<b>17</b>
<b>5</b>	<b>PUBLIC PARTICIPATION PLAN.....</b>	<b>18</b>
<b>6</b>	<b>PUBLIC TRANSPORTATION PLANNING.....</b>	<b>19</b>
<b>7</b>	<b>REGIONAL PLANNING.....</b>	<b>20</b>
<b>8</b>	<b>CAPITAL EXPENDITURES.....</b>	<b>22</b>

## I INTRODUCTION

Established through federal legislation, Metropolitan Planning Organizations (MPOs) exist throughout the United States in all urbanized areas of more than 50,000 people and have the authority to prioritize, plan, and program transportation projects in urban/metropolitan areas for federal funding. In the State of Arizona there are currently eight MPOs.

The Sierra Vista Metropolitan Planning Organization (SVMPO) was established by the City of Sierra Vista City Council and designated by Governor Janice K. Brewer on May 6, 2013. Member agencies of SVMPO include the City of Sierra Vista, Cochise County, and Arizona Department of Transportation.

As a result of the 2010 United States Census, the City of Sierra Vista and surrounding unincorporated areas of Cochise County was designated as Urbanized with a population of over 50,000. The SVMPO was created in order to continue to receive federal transportation dollars for roads in the urbanized area. The SVMPO will lead in the development of the Sierra Vista area Long-Range Transportation Plan (LRTP) and the Transportation Improvement Program (TIP). The SVMPO activities are funded by grants from the United States Department of Transportation, the Arizona Department of Transportation, and by local governments through cash and in-kind services.

The Work Program guides the transportation planning activities and related tasks of SVMPO staff and allocates within a financially constrained budget financial resources of the MPO for the fiscal year (FY). The Work Program shall be prepared and approved annually by the SVMPO Board of Directors.

The Work Program identifies the planning priorities and activities to be carried out within a metropolitan planning area to include:

- A description of planning work and resulting products;
- Who will perform the work;
- Timeframes for completing the work;
- Cost of the work; and
- Source(s) of funds.

Federal legislation requires MPOs to include provisions in the planning process to ensure involvement of the public in the development of transportation plans and programs including a



## II ORGANIZATION AND MANAGEMENT

The SVMPO is comprised of a Board of Directors, Technical Advisory Committee and SVMPO Administrator. SVMPO bylaws were created and approved by the SVMPO Board of Directors on December 18, 2013.

The Board of Directors consists of five members: three elected officials of the City of Sierra Vista, one elected official from Cochise County and one appointed official from the Arizona Department of Transportation (ADOT) State Transportation Board. Elected officials are appointed by their respective jurisdiction to the SVMPO Board. It is the function of the Board of Directors to act as policy body coordinating and directing transportation planning, implementation thereof, and related activities.

Technical Advisory Committee (TAC) consists of five technical and/or managerial staff representatives from each of the participating agencies: Three members from the City of Sierra Vista, one member from Cochise County, and one member from the Arizona Department of Transportation. TAC members include:

- City of Sierra Vista
  - Director of Public Works
  - Director of Community Development
  - City Engineer
- Cochise County
  - Highway & Floodplain Director
- Arizona Department of Transportation
  - Planning Program Manager, ADOT for Systems Planning and Programming

In addition, one or more ex-officio, non-voting representative from Fort Huachuca may serve on the TAC.

The TAC has authority and primary responsibility to conduct technical reviews and analysis regarding all work activities of the Work Program, any related issues as specified by the SVMPO's Board of Directors, and to advise the Board of Directors on appropriate actions that may be taken.

Beyond roles of the Technical Advisory Committee, ADOT, city and county staff will coordinate the review of large development and transportation projects, coordinate public outreach, provide technical review of respective agency products, and coordinate data assemblage. Consultant services may be used for services as outlined in the Work Program. The TAC will review draft scopes of work and request for qualifications prepared by SVMPO, consultant proposals and recommend engagement of consulting firm(s).



SVMPO Administrator provides planning services, oversees day-to-day operations and ongoing administration of the SVMPO. The Administrator prepares policy and program materials for consideration by the Technical Advisory Committee. The Administrator is appointed by the SVMPO Board of Directors and reports directly to the Board. The Administrator is an employee of the City of Sierra Vista on assignment by contract to the SVMPO.

The City of Sierra Vista hosts the SVMPO and provides office space for the Administrator and meeting space for private and public meetings.

The City of Sierra Vista Finance Department serves as the fiscal agent for the SVMPO, providing payroll, invoice payments, bookkeeping records for reconciling SVMPO revenue and expense reports, and conducting an annual audit. The SVMPO maintains its own records on a daily basis to document eligible reimbursement of State and Federal funds.

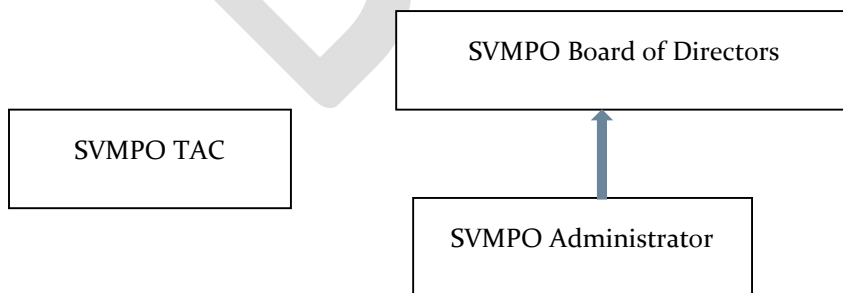
The City of Sierra Vista City Attorney serves as legal counsel for the SVMPO.

Additional administrative and technical support will be provided by the City of Sierra Vista Clerk's Office, Procurement Services Division, Human Resources Department, and Information Technology Division. All expenses are paid by the City of Sierra Vista and are reimbursed by ADOT.

**SVMPO Office Location:**

401 Giulio Cesare Avenue  
Sierra Vista, AZ 85635  
Phone: 520-439-2178  
Web Site: [www.SVMPO.org](http://www.SVMPO.org)  
Email: [SVMPO@SierraVistaAZ.gov](mailto:SVMPO@SierraVistaAZ.gov)

**Figure 2: SVMPO Organization Chart**



### III FUNDING SOURCES AND 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 under the Federal-aid Program by the sub recipients of these funds. ADOT's oversight responsibilities include but are not limited to overall Work Plan review, invoice billing review and approval, TIP certification, and quality control of traffic data. Work Programs are funded primarily with Planning Funds (PL) State Planning and Research (SPR) funds, and Federal Transit Administration funds; however, an MPO may use other eligible funds for their Work Program.

All work, including SVMPO staff time and consultant studies, listed in the Work Program are funded by one or more of the following funding sources:

- (1) **Metropolitan Planning (PL) Funds** – Federal metropolitan 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) **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.
- (3) **Federal Transit Administration Funding** – FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5303. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is typically provided by local governments in hard dollars or in-kind.
- (4) **Carry-forward** – Carry forward funds occur when an MPO does not expend all authorized funds in the current fiscal year. Carry-forward funds are combined with the annual allocation for the new fiscal year to determine the available fund balance for the upcoming year. All carry-forward funds must be identified in the Work Program.
- (5) **In-Kind Contribution** – In-kind contributions may be accepted as the match for federal funds (5.7% for PL Funds, 20% for SPR Funds and 5303 funds). The SVMPO will use in-kind contribution for match when utilizing any funding sources.
- (6) **Surface Transportation Program (STP) Funds** – STP provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and

performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure and transit capital projects.

- (7) **Highway Safety Improvement Program (HSIP) Funds** – HSIP is any strategy, activity or project on a public road that is consistent with the data-driven State Strategic Highway Safety Plan (SHSP) and correct or improves a hazardous road location or feature or addresses a highway safety program. Workforce development, training, and education activities that are directly related to and support HSIP implementation efforts.

**TABLE 1: Revenue Summary**

REVENUE SOURCE	APPORTIONMENT (Actual)	OA	IN-KIND MATCH	BUDGET
PL/ FY15 (Carry Forward) *	\$ 63,134.00	\$ 63,134.00	\$ 3,816.00	\$ 66,950.00
SPR / FY15 (Carry Forward) *	\$ 112,316.00	\$ 100,297.00	\$ 25,074.00	\$125,371.00
PL / FY16	\$ 110,675.00	\$ 110,675.00	\$ 6,690.00	\$117,365.00
SPR / FY16 **	\$ 125,000.00	\$ 112,981.00	\$ 28,245.00	\$141,226.00
FTA 5303 (Oct 1, 2013 - Sept 30, 2014) (Carry Forward) *	\$ 17,697.00	\$ 17,697.00	\$ 4,424.00	\$ 22,121.00
FTA 5303 (Oct 1, 2014 - Sept 30, 2015) (Carry Forward)	\$ 24,269.00	\$ 24,269.00	\$ 6,067.00	\$ 30,336.00
FTA 5303 (Oct 1, 2015 - Sept 30, 2016) (Carry Forward)	\$ 24,269.00	\$ 24,269.00	\$ 6,067.00	\$ 30,336.00
<b>TOTAL</b>		<b>\$ 453,322.00</b>	<b>\$ 80,383.00</b>	<b>\$533,705.00</b>

\* Estimate

\*\* The Obligation Authority (OA) amount for FY15 and FY16 SPR is reduced as a result of fully utilizing PL apportionment for OA.

**TABLE 2: Work Program Budget Summary**

TASK	WORK ELEMENT	EXPENSES			TOTAL COST
		Salaries & Benefits	Direct Expenses	Other	
1	ADMINISTRATION	\$ 125,000.00	\$ 15,907.00		\$140,907.00
2	DATA COLLECTION & MAINTENANCE	\$ -	\$ -	\$ 31,250.00	\$ 31,250.00
3	TRANSPORTATION IMPROVEMENT PROGRAM	\$ -	\$ 530.00		\$ 530.00
4	LONG RANGE TRANSPORTATION PLAN	\$ -	\$ 2,121.00	\$ 25,000.00	\$ 27,121.00
5	PUBLIC PARTICIPATION PLAN	\$ -	\$ 1,060.00		\$ 1,060.00
6	PUBLIC TRANSPORTATION PLANNING	\$ -	\$ 530.00	\$ 28,093.00	\$ 28,623.00
7	REGIONAL PLANNING	\$ -	\$ 4,242.00	\$ 268,159.00	\$272,401.00
8	CAPITAL EXPENDITURES	\$ -	\$ 31,813.00	\$ -	\$ 31,813.00
	<b>TOTAL</b>	<b>\$ 125,000.00</b>	<b>\$ 56,203.00</b>	<b>\$ 352,502.00</b>	<b>\$533,705.00</b>

**TABLE 3: Local Match Sources (Estimate)**

IN-KIND			
Agency	Salaries & Benefits	Office Lease/Support/Other	Value
City of Sierra Vista	\$ 35,000.00	\$ 25,000.00	\$ 60,000.00
Cochise County	\$ 20,383.00	\$ -	\$ 20,383.00
<b>TOTAL</b>			<b>\$ 80,383.00</b>

All local match sources are provided by either in-kind or cash contributions from the City of Sierra Vista and Cochise County.

Required in-kind match per expenditures = \$80,383

**Office Lease/Support** is for office space for SVMPO staff, software license, and City cell phone for the SVMPO Administrator located at the Public Works, Pete Castro Center and also includes IT support, limited admin support, custodial services, use of common areas, use of City car for transportation, etc.

**TABLE 4: Direct Expenses Summary**

TASK	WORK ELEMENT	DIRECT EXPENSES					In-Kind	TOTAL COST
		Travel & Training	Supplies & Printings	Postage, Notices & Postals	Technology	Memberships		
1	ADMINISTRATION	\$ 10,000.00	\$ 1,000.00	\$ -	\$ -	\$ 4,000.00	\$ 907.00	\$ 15,907.00
2	DATA COLLECTION & MAINTENANCE						\$ -	\$ -
3	TRANSPORTATION IMPROVEMENT PROGRAM			\$ 500.00			\$ 30.00	\$ 530.00
4	LONG RANGE TRANSPORTATION PLAN			\$ 2,000.00			\$ 121.00	\$ 2,121.00
5	PUBLIC PARTICIPATION PLAN		\$ 1,000.00	\$ -			\$ 60.00	\$ 1,060.00
6	PUBLIC TRANSPORTATION PLANNING			\$ 500.00			\$ 30.00	\$ 530.00
7	REGIONAL PLANNING			\$ 4,000.00			\$ 242.00	\$ 4,242.00
8	CAPITAL EXPENDITURES				\$ 30,000.00		\$ 1,813.00	\$ 31,813.00
	<b>TOTAL</b>	<b>\$ 10,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ 3,203.00</b>	<b>\$ 56,203.00</b>

**Memberships** include the City of Sierra Vista membership to the Rural Transportation Advisory Council (RTAC). RTAC dues (\$4,600) are based on the population of the SVMPO Planning Boundary (56,098) at 8.2 cents per capita then using PL funds reduced 70% (\$3,220). The City of Sierra Vista and Cochise County will pay the remaining 30%, \$1,080 and \$300 respectively.

**Travel & Training** includes conferences and training for SVMPO Staff, Board, and TAC. The MPO will reimburse 80% of the cost of registration and hotel expenses for Board and TAC members.

In-State Conferences for SVMPO staff, SVMPO Board, and TAC:

- Arizona APA Conference, Tucson, Arizona (Nov., 2015)
- Roads & Streets Conference, Tucson, Arizona (April, 2016)
- National APA Conference, Phoenix, Arizona (April, 2016)
- American Public Works Congress & Exposition, Phoenix, Arizona (Aug – Sept., 2015)

Out of State travel for SVMPO staff to:

- AMPO Annual Conference, Las Vegas, Nevada (Oct, 2015)

## MPO WORK ELEMENTS

### 1 ADMINISTRATION

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

- Maintains the region's eligibility to receive federal transportation capital and operating assistance; and
- Provides a continuous, cooperative, and comprehensive transportation planning process throughout the Sierra Vista Metropolitan Planning Organization area.

#### FY 2015 ACCOMPLISHMENTS

- Administered the SVMPO to ensure no loss of federal financial aid;
- Created and managed MPO web site to provide a landing page for SVMPO news, meetings, and other information as needed;
- Developed Quarterly Newsletter;
- Developed SVMPO presentation for public presentations;
- Developed and managed the FY 2015 Work Program and Budget.

#### FY 2016 ACTIVITIES

- Manage the implementation of tasks within the FY 2016 Work Program and adjust allocation upon financial or task fluctuation, as needed;
- Prepare invoices respective to funding source and maintain record of revenues and expenditures for submission to ADOT;
- Provide support to the Board of Directors, Technical Advisory Committee, which includes preparation of meeting agendas, request for action, notification of public meetings, and meeting minutes. The Open Meeting Law is adhered to for public meetings and email distribution;
- Participate in meetings, workshops and conferences, in-state and out of state, in order to stay current on innovative transportation and land use planning techniques;
- Establish administrative and technical procedures, prepare contractual agreements as required;
- Manage and continue to update the MPO web site to provide a landing page for SVMPO news, meetings, and other information as needed;
- Print/reprint maps or other associated materials for public distribution;
- Write Quarterly Newsletter;
- Give presentations to local service groups and organizations concerning activities of the SVMPO as needed;

- Coordinate with Board of Directors annual audit and report to Board of Directors;
- Prepare the FY 2017 Work Program.

**END PRODUCTS (SCHEDULE)**

- An ongoing transportation planning program through the execution of tasks outlined in the Work Program (ongoing);
- Purchase technology equipment and software to assist in programming administration (as needed);
- Regular Technical Advisory Committee and Board of Directors meetings (monthly or as needed);
- Quarterly newsletter;
- Quarterly invoices and progress reports (Monthly or October, January, March, July);
- FY 2017 Work Program (Draft – March / Adoption – April/May).

**BUDGET**

TASK 1: ADMINISTRATION							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303 (44.21.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ -	\$ -	\$ 75,000.00	\$ 18,750.00	\$25,000.00	\$ 6,250.00	\$ 125,000.00
Direct Expense	\$ 15,000.00	\$ 907.00		\$ -		\$ -	\$ 15,907.00
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 15,000.00	\$ 907.00	\$ 75,000.00	\$ 18,750.00	\$25,000.00	\$ 6,250.00	\$ 140,907.00

## 2 DATA COLLECTION AND MAINTENANCE

Collect, analyze and report on data that meets Federal and State mandates and supports the approved Work Program. Maintain a current inventory of data to support transportation planning and facility/system design.

### FY 2015 ACCOMPLISHMENTS

- Requested to ADOT and FHWA to change the Functional Classification of Buffalo Soldier Trail;
- Updated and managed GIS land records, transportation, and other data applicable to transportation infrastructure and planning;
- Develop and maintain android application for field inventory of data in coordination with City of Sierra Vista;
  - Street sign inventory;
  - Sidewalk and ADA ramp inventory;
  - Bike rack (public and private) inventory;

### FY 2016 ACTIVITIES

- Collect and report the required data for all road and street section records in the HPMS database that are functionally classified above local;
- Coordinate with local jurisdictions to collect performance data, selecting and reporting performance targets, and reporting system performance related to those targets;
- Update and manage GIS land records, transportation, and other data applicable to transportation infrastructure and planning;
  - Develop and maintain application for field inventory of data in coordination with City of Sierra Vista;
  - Street sign inventory;
  - Sidewalk and ADA ramp inventory;
  - Bike rack (public and private) inventory;
  - Maintain bike route and multi-use path data and duplication of related printed materials as needed;
  - Address update as needed for populations analyses and census;
  - Commercial driveway entrance inventory.
- Bicycle and Pedestrian count;
- Annual update of demographic data.

**END PRODUCTS (SCHEDULE)**

- HPMS Data Entry (April);
- Functional Classification reports (as needed);
- Annual demographics report (June);
- GIS data inventory, input, data updates, and system maintenance (ongoing).

**BUDGET**

TASK 2: DATA COLLECTION AND MAINTENANCE							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303 (44.22.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO				\$ -	\$ -	\$ -	\$ -
Direct Expense	\$ -	\$ -		\$ -		\$ -	
Other Agency		\$ -	\$ 25,000.00	\$ 6,250.00		\$ -	\$ 31,250.00
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ -	\$ -	\$ 25,000.00	\$ 6,250.00	\$ -	\$ -	\$ 31,250.00

\$25,000 to further develop Geographic Information Systems (GIS) related technologies, in coordination with City of Sierra Vista and Cochise County, to include Sierra Vista mobile android application Recon for data collection, updating the City's InfraCat to support pavement condition survey and cost projections, and Google fusion web automation mapping to display GIS data for public consumption.



### 3 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

In cooperation with the State, local jurisdictions of the SVMPO, and local transit operator, prepare and update a TIP no less than once every four years. The TIP will provide a reasonable opportunity for public comment, supports policies of the SVMPO Long Range Transportation Plan, and coordinated local capital programs. The TIP shall include all projects requiring FHWA and FTA approval; include a list of projects to be carried out in the first four (4) years; identify each project or phase; identifying funding source(s); and be financially constrained.

#### FY 2015 ACCOMPLISHMENTS

- Developed the SVMPO Transportation Improvement Program (TIP)

#### FY 2016 ACTIVITIES

- Release call for projects;
- Draft and Final TIP;
- Amend TIP as necessary.

#### END PRODUCTS (SCHEDULE)

- Draft TIP (May);
- TIP adoption by Board of Directors (June);
- Approved Regional TIP (July 1).

#### BUDGET

TASK 3: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303 (44.25.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO			\$ -		\$ -	\$ -	\$ -
Direct Expense	\$ 500.00	\$ 30.00		\$ -		\$ -	\$ 530.00
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 500.00	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ 530.00

## 4 LONG RANGE TRANSPORTATION PLAN

Complete the development of SVMPO Long Range Transportation Plan (LRTP) to provide a long-term vision and direction for short and mid-term actions and capital investments. The Plan will cover at least a 20-year planning horizon and updated every 5 years.

### FY 2015 ACCOMPLISHMENTS

- Began the development of the Long Range Transportation Plan;
- Created web page landing page LRTP.

### FY 2016 ACTIVITIES

- Develop the LRTP for adoption.

### END PRODUCTS (SCHEDULE)

- LRTP Plan drafts (June - December 2015);
- LRTP adoption by Board of Directors (March 2016).

### BUDGET

TASK 4: LONG RANGE TRANSPORTATION PLAN (LRTP)							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303 (44.23.02)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expense	\$ 2,000.00	\$ 121.00		\$ -		\$ -	\$ 2,121.00
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant	\$ -	\$ -	\$ 20,000.00	\$ 5,000.00	\$ -	\$ -	\$ 25,000.00
TOTAL	\$ 2,000.00	\$ 121.00	\$ 20,000.00	\$ 5,000.00	\$ -	\$ -	\$ 27,121.00

\$20,000 in City employee/intern services for data collection, assist in the development of the Long Range Transportation Plan, complete the sidewalk inventory, and assist in the development of the Sidewalk and ADA Transition Plan.

## 5 PUBLIC PARTICIPATION PLAN

The Public Participation Plan (PPP) fulfills Federal legislation and requires the MPO to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the Long Range Transportation Plan (LRTP), Transportation Improvement Program (TIP), and the annual Work Program.

### FY 2015 ACCOMPLISHMENTS

- Created the SVMPO Public Participation Plan.
- Included the public in decisions, activities, and projects of the MPO.
- Created Title VI Plan

### FY 2016 ACTIVITIES

- Include the public in decisions, activities, and projects of the MPO, per the approved PPP;

### END PRODUCTS (SCHEDULE)

- On-going public participation in the activities of the SVMPO (as needed).

### BUDGET

TASK 5: PUBLIC PARTICIPATION PLAN							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303 (44.21.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ -		\$ -		\$ -	\$ -	\$ -
Direct Expense	\$ 1,000.00	\$ 60.00		\$ -		\$ -	\$ 1,060.00
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 1,000.00	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 1,060.00

## 6 PUBLIC TRANSPORTATION PLANNING

Undertake and coordinate transit planning activities, collaborate with FTA and ADOT regarding funding and eligibility requirements for grant and financial management. Public transportation planning will increase accessibility and mobility, promote efficient system management and operation, enhance the integration and connectivity of the transportation system, and preserve the existing transportation system.

### FY 2015 ACCOMPLISHMENTS

- Collaborated with FTA and ADOT regarding funding and eligibility requirement for grants and financial management (44.26.13);
- Coordinated with the City of Sierra Vista/Vista Transit and human service transportation providers to develop the public transportation element in the LRTP (44.26.15);

### FY 2016 ACTIVITIES

- Plan and Design (5303) two bus pull-outs on Highway 90 (44.27.00);
- Coordinate an approach to promote cooperation across transit agencies in the region.

### END PRODUCTS (SCHEDULE)

- Efficient operation of the public transportation system (ongoing); and
- Complete design for two bus pull-outs on Highway 90 (May).

### BUDGET

TASK 6: PUBLIC TRANSPORTATION PLANNING							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303 (44.22.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expense	\$ 500.00	\$ 30.00		\$ -		\$ -	\$ 530.00
Other Agency		\$ -		\$ -	\$22,474.00	\$ 5,619.00	\$ 28,093.00
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 500.00	\$ 30.00	\$ -	\$ -	\$22,474.00	\$ 5,619.00	\$ 28,623.00

\$22,474 to either contract services or reimburse the City of Sierra Vista for planning and design services for bus pull-outs on E. Highway 90 and other locations as funding permits.

## 7 REGIONAL PLANNING

Integrate land use planning with the MPO's transportation planning process to ensure the successful implementation of the MPO's Long Range Transportation Plan.

### FY 2015 ACCOMPLISHMENTS

- Loaned HSIP and STP funds;
- Supported bicycle/pedestrian activities;
- Assisted participant agencies with regional trail and multi-use path planning;
- Worked on transit planning activities that deliver a range of mobility options;
- Coordinated FTA programs in Arizona and assist the MPO with matters pertaining to transportation, public transit, and transportation systems management;
- Coordinated with ADOT on various statewide and regional traffic, transportation and PARA program studies;
- Began data collection for the development of a sidewalk and ADA Transition Plan;
- Buffalo Soldier Trail (BST) Alignment (SR92-Moson Road) Concept Analysis & Report;
- North Garden Avenue streetscape planning and coordination.

### FY 2016 ACTIVITIES

- Program HSIP funds for annual projects for fiscal year;
- Prioritize and program regional projects for STP funding for FY16;
- Support bicycle/pedestrian activities;
- Assist participant agencies with regional trail and multi-use path planning;
- Work on transit planning activities that deliver a range of mobility options;
- Coordinate FTA programs in Arizona and assist the MPO with matters pertaining to transportation, public transit, and transportation systems management;
- Coordinate with ADOT on various statewide and regional traffic, transportation and PARA program studies;
- Identify transportation gaps in accessing essential services to include employment, health care, schools/education, and recreation;
- Identify gaps in the connectivity of the transportation system and developing infrastructure and operational solutions that provide the public essential services;
- North Garden Avenue streetscape planning and coordination;
- Develop, in coordination with SouthEastern Arizona Government Association (SEAGO), a Strategic Highway Safety Plan.

**END PRODUCTS (SCHEDULE)**

- Program HSIP funding projects on TIP (May);
- Program STP funding on TIP (May);
- Sidewalk and ADA Transition Plan (December 2015);
- Strategic Highway Safety Plan (June 2016).

**BUDGET**

TASK 7: REGIONAL PLANNING							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303 (44.22.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Direct Expense	\$ 4,000.00	\$ 242.00		\$ -		\$ -	\$ 4,242.00
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant	\$ 120,808.00	\$ 7,302.00	\$ 93,278.00	\$ 23,320.00	\$18,761.00	\$ 4,690.00	\$ 268,159.00
TOTAL	\$ 124,808.00	\$ 7,544.00	\$ 93,278.00	\$ 23,320.00	\$18,761.00	\$ 4,690.00	\$ 272,401.00

West Fry Blvd. Corridor Study and related data and analysis

- \$132,847 in consultant services develop the West Fry Blvd. Corridor Study and related data and analysis.
- \$100,000 in consultant services to develop an Origin/Destination Study.

## 8 CAPITAL EXPENDITURES

Purchase of capital equipment in excess of \$5,000 or more per unit to assure the SVMPO is equipped to fulfill its mission and service.

### FY 2014 ACCOMPLISHMENTS

- Purchased necessary equipment to start-up the MPO to include furniture, PC, laptop, printer, and supplies.

### FY 2015 ACTIVITIES

- Research and purchase Bicycle and Pedestrian Counters;
- Purchase ArcGIS Spatial Analyst for use in development of the Long Range Transportation Plan.

### END PRODUCTS (SCHEDULE)

- Annual update of bicycle and pedestrian counts (June 2016)

### BUDGET

TASK 8: CAPITAL EXPENDITURES							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5303		
	Federal	Local	Federal	Local	Federal	Local	
MPO		\$ -		\$ -		\$ -	\$ -
Direct Expense	\$ 30,000.00	\$ 1,813.00		\$ -		\$ -	\$ 31,813.00
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 30,000.00	\$ 1,813.00	\$ -	\$ -	\$ -	\$ -	\$ 31,813.00

\$27,500 to purchase Bicycle and Pedestrian Counters.

### Technology Purchases

\$2,500 to purchase ArcGIS Spatial Analyst.



## Memorandum

**To:** Sierra Vista Metropolitan Planning Organization Board of Directors

**From:** Daniel Coxworth, Administrator

**Date:** May 20, 2015

**Subject:** Resolution 2015-01 – Intergovernmental Agreement between the Sierra Vista MPO and City of Sierra Vista

### BACKGROUND:

The City and the Sierra Vista MPO (SVMPO) entered in to an Intergovernmental Agreement (IGA) on June 26, 2014 to host the SVMPO providing support and resources to allow the organization to function and ensure no loss of federal transportation funding to the City or county areas that were designated urbanized, per the 2010 U.S. Census.

The attached amended IGA increases the amount the SVMPO agrees to pay for office and site services to the City. The current amount of \$2,000 per month (\$24,000 per year) is increased to \$2,500 per month (\$30,000 per year). The increase is due to the SVMPO hiring a part-time staff member that will require office space and support, per the IGA.

Federal transportation funds to pay for SVMPO administration, staff, and transportation planning require a match, either cash or in-kind. All resources provided by the City and county to the MPO will count toward the match requirement as **in-kind** and applied accordingly.

The Resolution and IGA signature page list the SVMPO vice-chair to avoid having Mayor Mueller and SVMPO Board Chair sign the IGA on behalf of the MPO and City.

### ATTACHMENTS:

The IGA is attached as Exhibit A to include amended Attachment D "Cost of Office and Site Services".



A RESOLUTION OF THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION (SVMPO), SIERRA VISTA, COCHISE COUNTY, ARIZONA; APPROVING THE AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION, AND THE CITY OF SIERRA VISTA TO HOST THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION.

**WHEREAS**, the Sierra Vista Metropolitan Planning Organization (SVMPO) is the Organization designated by the Governor of Arizona as the Metropolitan Planning Organization (MPO), for the Sierra Vista Urbanized Area; and

**WHEREAS**, the Sierra Vista Metropolitan Planning Organization is authorized to enter into intergovernmental agreements with other agencies pursuant to Arizona Revised Statutes; and

**WHEREAS**, the Sierra Vista Metropolitan Planning Organization agrees that the City as Host of the Sierra Vista Metropolitan Planning Organization is in the best interest of the public.

**NOW, THEREFORE, BE IT RESOLVED:**

That the Sierra Vista Metropolitan Planning Organization approves the amendment of Attachment D: Cost of Office and Site Service, of the Sierra Vista Metropolitan Planning Organization Intergovernmental Agreement with the City of Sierra Vista, which is attached hereto.

PASSED AND ADOPTED BY THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION OF SIERRA VISTA, ARIZONA, THIS 20TH DAY OF MAY, 2015.

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RICHARD SEARLE  
Vice Chairperson of the SVMPO  
Board and Cochise County  
Supervisor

APPROVED AS TO FORM:

ATTEST:

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NATHAN WILLIAMS  
City Attorney

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DANIEL COXWORTH  
SVMPO Administrator

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
THE CITY OF SIERRA VISTA  
AND  
THE SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION**

THIS INTERGOVERNMENTAL AGREEMENT (Agreement), is made and entered into by and between the **City of Sierra Vista (City)**, a municipal corporation duly organized and existing under the laws of the State of Arizona, located at 1011 N. Coronado Drive, Sierra Vista, Arizona, and the **Sierra Vista Metropolitan Planning Organization**, a statutory legal entity established pursuant to the laws of the State of Arizona, hereinafter called "SVMPO." The entities are referred to jointly herein as Parties. This Agreement constitutes the entire understanding and agreement of the Parties.

**RECITALS**

**WHEREAS**, Arizona Revised Statutes (A.R.S.) §11-951 through §11-954, provide that public agencies may enter into intergovernmental agreements for the provisions of services or for joint or cooperative action; and

**WHEREAS**, The City authorized the establishment of a Metropolitan Planning Organization by Resolution No. 2013-010, adopted on February 14, 2013; and

**WHEREAS**, The Governor designated the SVMPO on May 6, 2013; and

**WHEREAS**, SVMPO is administered by a Board of Directors, composed of designees from member agencies, which is responsible for planning, program implementation and control, budgeting, and SVMPO staff; and

**WHEREAS**, in order to carry out its functions the SVMPO requires certain support services including, but not limited to, employment/human resources, finance/accounting, purchasing, and information technology; and

**WHEREAS**, both the City and SVMPO are in favor of maximizing the public benefit that can be derived from such cooperative efforts; and

**WHEREAS**, the parties wish to enter into an Agreement whereby the City host the SVMPO and provides support services to the SVMPO.

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

## **AGREEMENT**

1. Purpose. The purpose of this Agreement is to carry out metropolitan transportation planning for the SVMPO planning area as described in Attachment A. The SVMPO Board of Directors ("Board") will serve as the policy body for cooperative decision-making that will be implemented by the members of the SVMPO, and will follow the SVMPO By-Laws attached as Attachment B.
2. Host Agency's Services. The parties agree that the City will serve as a host organization ("Host Agency") for the SVMPO. The Host Agency provides employees, office space and office equipment for SVMPO transportation planning activities. The Host Agency pays employee salaries before federal reimbursement. While the Host Agency does not direct or influence employees working for the SVMPO purposes in policy matters, it is responsible administratively for staff. The SVMPO Board provides policy direction to Staff.
  - 2.1 Employment of Personnel. The City shall establish within its personnel system positions to be occupied by employees assigned to the SVMPO (hereinafter "SVMPO Staff"), said positions and terms and conditions of employment as described in Attachment C.
  - 2.2 Financial Services. The City shall provide financial, grant administration, and accounting services to the SVMPO in the same manner as provided by the City to its own departments. The City shall be responsible for audit of the SVMPO in compliance with federal requirements and shall forward the annual single audit report to the SVMPO Board. In order to ensure auditability and to facilitate integration with the City's financial and accounting systems, SVMPO agrees to adhere to the City's financial and accounting procedures. The funding shall be accounted for separately.
  - 2.3 Procurement Services. The City shall provide assistance to SVMPO as required for SVMPO's procurement of goods and services for its operations and planning. The SVMPO agrees to comply with the City's purchasing policies and procedures.
  - 2.4 Legal Services. The City will provide legal services for the SVMPO unless the City Attorney's Office or Board determines that the City has a conflict of interest with the SVMPO that cannot be waived with regard to a particular issue. In the event that the City Attorney's Office has a conflict of interest, the parties will select other legal counsel at the expense of the SVMPO to address that item.
  - 2.5 Office and Site Services. Through SVMPO funding, the City will provide office space, conference meeting space, telecommunications equipment, internet services, mail, transportation to conduct SVMPO business (local and out of town), and mapping facilities or services, as well as all associated furnishings, equipment, and supplies. The City will provide for the hosting of a website for the SVMPO. The City will provide a telephone line with a listing as the telephone number for the SVMPO. The City and SVMPO agree that the cost of Office and Site Services shall be as described in attachment D.
  - 2.6 Legal Notices. The Host Agency will arrange for postings of legal and other notices required by law or otherwise for SVMPO Staff.

3. Compliance with State and Federal Requirements. The Parties agree that, notwithstanding provisions 2.2 (Financial Services) and 2.3 (Procurement Services) of the Agreement, each shall comply with Federal and State Statutes, rules, or regulations governing accounting and/or procurement as necessary to satisfy conditions for the receipt of federal or state funding.
4. Consideration for City Services. During the annual budget formulation by each of the parties, the SVMPO Board will determine personnel, facilities and other services needed for the upcoming fiscal year. The City will provide to the SVMPO Board the cost of providing services as described in this Agreement for inclusion in the SVMPO Budget. The City will also include these costs in its own budget as necessary to provide the personnel, facilities and other services as described in this Agreement.
5. Reimbursement. The SVMPO will reimburse the City for personnel, facilities, and other services provided for SVMPO purposes. With the exception of the cost for personnel, the Parties understand and agree that the amount payable for facilities and other services shall be credited to the City's in-kind match and applied accordingly.
6. Indemnification. The parties understand and agree that notwithstanding the technical status of SVMPO Staff as City employees, the work activities of SVMPO Staff will be solely subject to direction by the SVMPO and will be carried out on behalf of the SVMPO rather than the City. Accordingly, it is further agreed that, to the maximum extent permitted by law, SVMPO shall defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from and against all claims, damages, losses and expenses, related to, arising out of, the acts or omissions of the SVMPO Staff pursuant to this Agreement or otherwise on behalf of SVMPO.
7. Terms of the Agreement
  - 7.1. This Agreement shall become effective following its approval by each Party and upon its recording in the Office of the Cochise County Recorder.
  - 7.2. The Agreement shall expire each June 30 at 11:59 p.m. and will automatically renew each July 1 at 12:00 a.m. (midnight Arizona time) unless the Agreement is terminated as provided for in this Agreement.
8. Termination of Agreement. This Agreement may be terminated, with or without cause, by either Party, upon written notification not less than 60 days prior to the effective date of termination.
9. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. The exclusive venue for any litigation, arbitration, administrative hearing or the like regarding this Agreement, or any matter arising from this Agreement, shall be in Cochise County, Arizona.
10. Inspection and Audit. The City and SVMPO shall make all books, accounts, reports, files, and other records relating to this Agreement subject to inspection and audit. Inspections and audits will be performed at reasonable times and in such offices to which the Parties may mutually agree.

11. Severability. If any provision of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall not be affected and shall remain in effect and be valid and enforceable to the fullest extent permitted by law.
12. Amendment. This Agreement shall not be amended except by written instrument mutually agreed upon and executed by the Parties.
13. Notices. Any notice, consent, or other communication required or permitted under this Agreement shall be in writing and shall be deemed received at the time it is personally delivered, on the second day after it is deposited with any commercial air courier or express service, or if mailed, three days after the Notice is deposited in the United States mail addressed as follows:

City of Sierra Vista  
Attn: City Manager  
1011 N. Coronado Drive  
Sierra Vista, Arizona 85635-9610

Sierra Vista Metropolitan Planning  
Organization (SVMPO)  
Attn: SVMPO Administrator  
401 Giulio Cesare Ave  
Sierra Vista, Arizona

14. Authority. The City and the SVMPO each represent, warrant, and covenant to the other that they have the right to enter into and make this Agreement.
15. Entire Agreement. This Agreement and Attachments constitutes the entire Agreement between the Parties and includes all prior oral and written agreements of the Parties.

IN WITNESS WHEREOF, the parties have executed this Intergovernmental Agreement on the dates indicated below.

CITY OF SIERRA VISTA

A municipal corporation

By:

  
Frederick Mueller, Mayor

Date:

6-26-14

Attested to:

By:

  
Jill Adams, City Clerk

Sierra Vista Metropolitan Planning Organization

By:

  
Richard Searle, Vice-Chair, SVMPO Board of Directors

Date:

7.2.14

Attested to:

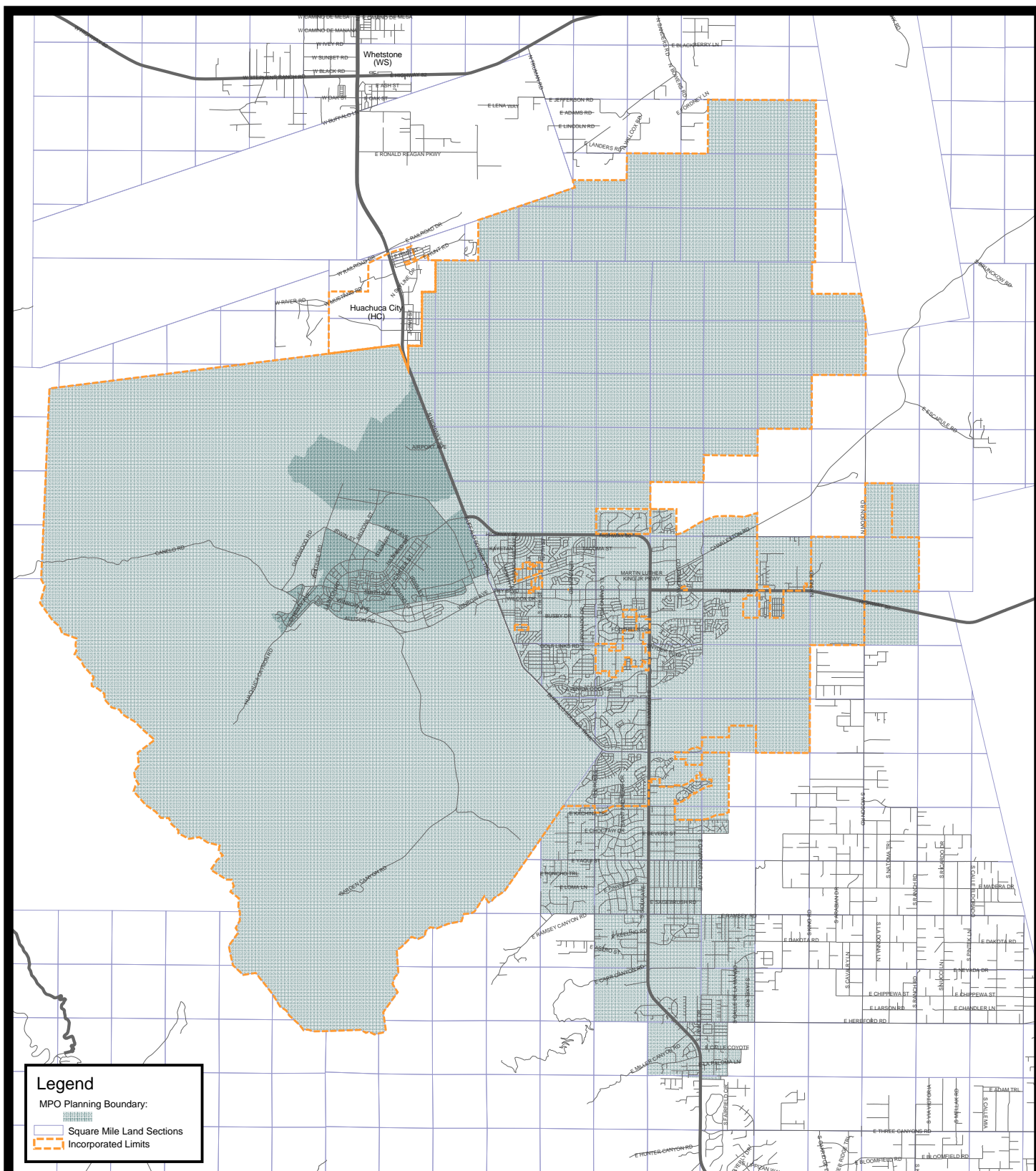
By:

  
Daniel Coxworth, SVMPO Administrator

Approved as to form:

By:

  
Nathan Williams, City Attorney



## MPO Planning Boundary

This map is a product of the  
City of Sierra Vista GIS



0' 1" = 13475'





# Sierra Vista Metropolitan Planning Organization

*December 18, 2013*

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## **SECTION I. OBJECTIVE**

The objective of the Sierra Vista Metropolitan Planning Organization (SVMPO) is to carry out planning, coordination, and integration of activities necessary to maintain a comprehensive, cooperative, and continuing multi-agency transportation planning program; and further, as specified by the Board of Directors of SVMPO, carry out other related specific tasks including implementation thereof. The SVMPO will exercise leadership and initiative in transportation planning and assisting development of the greater Sierra Vista community.

## **SECTION II: AREA**

The area that permitted SVMPO to be designated as a Metropolitan Planning Organization (MPO) under federal and state law is the Sierra Vista Urbanized Area, shown in Figure 1. The Planning Area Boundary of the SVMPO includes the City of Sierra Vista incorporated limits including Fort Huachuca, and unincorporated areas of Cochise County, as depicted in Figure 2.

## **SECTION III: ORGANIZATION**

Jurisdictions that make up the SVMPO include the City of Sierra Vista, Cochise County, and the Arizona Department of Transportation (ADOT). Elected officials (except for ADOT's representative, who is appointed by the Governor of the State of Arizona) from each of those agencies make up a Board of Directors; an MPO Administrator; and technical staff make up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and/or citizen tasks forces. Each group is defined below:

- A. ***Board of Directors.*** The SVMPO Board of Directors consists of elected officials from the City of Sierra Vista, Cochise County, and one member from the Arizona Department of Transportation's State Transportation Board who is appointed to the State Transportation Board by the Governor, or his/her designee, who must be an employee of

the Arizona Department of Transportation. It is the function of the Board of Directors to act as a policy making body, coordinating and directing transportation planning, implementation thereof and related activities within the overall regional comprehensive planning process.

1. Membership.

(a) To be an eligible member of the Board of Directors, that person must be a duly elected member of a governing body of a unit of local government located in the SVMPO planning area, excepting the member of the Arizona State Transportation Board. Each unit of local government and the State Transportation Board shall designate the person or persons among its duly elected governing body or, appointed to the State Transportation Board by the Governor that shall serve as primary member of the SVMPO Board of Directors. At its discretion, each government entity may select alternates who are duly elected members of the governing body or a duly qualified employee designated by the State Transportation Board's SVMPO representative, when the primary member(s) is not available. The alternate(s) will have the same voting power and duties in the absence of the primary member(s).

(b) Designation of Primary and Alternate members shall be in accordance with statute, ordinance or regulation governing each agency, and written verification shall be provided in a timely manner at least annually to the SVMPO Administrator.

(c) The number of eligible members on the Executive Board shall be as follows:

<b>Jurisdiction</b>	<b>Number of Members</b>
City of Sierra Vista	3
Cochise County	1
State Transportation Board	1
<b>Total</b>	<b>5</b>

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

- (e) Representatives of the following units of government are voting members of the SVMPO: City of Sierra Vista, Cochise County, and the Arizona State Transportation Board.

## 2. Voting.

- (a) Each member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.
- (b) Any declaration of abstention or conflict of interest must be stated prior to discussion of that particular agenda item.

## 3. Officers.

- (a) The members of the SVMPO shall elect the following officers: Chair and Vice Chair. Election of officers will occur at the first meeting of the calendar year. In the absence of the Chair, or upon his/her inability to act or serve, the Vice Chair shall have the powers of the Chair. The Chair and Vice Chair will serve without compensation, and shall serve for a period of one year.
- (b) The Chair shall be able to vote on all matters before the SVMPO. He/she shall sign on behalf of the SVMPO all documents requiring signatures and shall perform all other duties required of the Chair. The Chair develops the Agenda for all board meetings, subject to approval by the Board. The SVMPO Board of Directors may delegate to the MPO Administrator such signatures it deems appropriate and/or necessary.
- (c) The SVMPO Chair shall have the custody and control of the funds, and shall report the state of the finances of the SVMPO at the close out of the fiscal year. He/she shall have the responsibility for keeping the minutes and such books, resolutions, or other services that may be required by the SVMPO. The SVMPO Board of Directors may delegate to an employee, or employees, of the SVMPO any or all of the duties and powers described in this section (3)(c).

- (d) If required by the SVMPO Board, any employee, or retained consultant so delegated any or all of his/her functions, shall give the SVMPO a bond in such, and with such surety or sureties as shall be satisfactory to the SVMPO, for the faithful performance of the duties of this office.

4. Responsibilities.

- (a) The SVMPO Board of Directors is responsible for all actions, agreements and functions to be carried out by the Sierra Vista Metropolitan Planning Organization.
- (b) The SVMPO is responsible for development of the following essential products:
1. Long Range Regional Transportation Plan;
  2. Transportation Improvement Program (TIP);
  3. Public Participation Plan; and
  4. Unified Planning Work Program and Budget;
- (c) Other products deemed essential may be authorized by the Board of Directors, and specified in the Unified Planning Work Program.

5. Meetings.

- (a) The Board of Directors of the SVMPO shall follow the Open Meeting Laws of Arizona.
- (b) The guideline for the parliamentary procedures used at meetings shall be Robert Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (c) A quorum shall be required for the conduct of any business. Majority (i.e., three) members of the SVMPO Board shall constitute a quorum for the transaction of business.
- (d) The SVMPO Board of Directors shall meet regularly, at least once a quarter. Additional meetings may be called by the Chair as required. The time, date, and location of meetings will be posted at least twenty-four (24) hours in advance. The

notices of the meetings shall conform to the open meeting laws of Arizona. Members will be notified of all meetings.

- (e) Remote participation by members or alternates for all Board meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote SVMPO Board member participant(s) are considered present for purposes of a quorum.

**B. *Technical Advisory Committee (TAC).*** The SVMPO's Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies (including ADOT). In addition, there may be one or more ex-officio, non-voting representatives from Fort Huachuca. Each ex-officio, non-voting member, must be approved by his/her respective agency. The MPO Administrator is a non-voting member of the TAC and will provide the required administrative support.

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

#### 1. Membership.

- (a) Voting membership on the SVMPO Technical Advisory Committee shall be as follows:

City of Sierra Vista - Three (3) positions:  
Director of Public Works  
Director of Community Development  
City Engineer

Cochise County - One (1) position:  
Director of Public Works

Arizona Department of Transportation - One (1) position:  
Planning Program Manager, ADOT for Systems Planning and Programming

The person in each of the above named positions may, by a written statement to the Chairman of the Board of Directors and the Technical Advisory Committee, designate a regular alternate. Non-regular alternates (i.e., for a particular meeting) must be declared when the meeting is called to order.

- (b) In addition to the voting members listed above, one or more ex-officio non-voting representatives from Fort Huachuca may participate on issues of concern and/or subjects of particular technical expertise.

## 2. Voting

Each member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary member at any particular meeting, his/her vote may be cast by an alternate member from the same jurisdiction.

Elected officers of the TAC shall be elected on an annual basis at the first meeting of the calendar year.

## 3. Responsibilities.

The SVMPO Technical Advisory Committee shall be responsible for reviewing, studying, analyzing, and as appropriate, making recommendations to the SVMPO Board of Directors on issues germane to the Sierra Vista Metropolitan Planning Organization.

## 4. Meetings.

- (a) The guideline for parliamentary procedures at meetings shall be Roberts Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority vote of all voting members.
- (b) A quorum shall be required for the conduct of any business. Majority (i.e., three) TAC members of the SVMPO shall constitute a quorum for the transaction of business.
- (c) The SVMPO TAC shall meet regularly at least once a quarter, unless determined otherwise by the Chair of the TAC or by a majority vote of the TAC. Members will

be notified of all meetings.

- (d) Remote participation by TAC members or alternates for all TAC meetings is allowed by telephone or video conference provided that the participant and all in attendance can hear each other. Remote TAC member participant(s) are considered present for purposes of a quorum.

## **IV. FINANCES**

- A. ***Fiscal Year.*** The Sierra Vista Metropolitan Planning Organization's fiscal year shall commence on July 1 of each year.
- B. ***Funding.*** The SVMPO shall have the power to receive funds from any public or private source including, but not limited to, the federal, state and local governments; voluntary associations; non-profit corporations, firms, partnerships, or person or any combination thereof; bequests, donations, devices, grants, and gifts of all kinds of property.
- C. ***Audit.*** The Chair shall call for an annual audit of the financial affairs of the SVMPO to be made by the municipal entity performing financial services. The audit report shall be made available to all SVMPO members.

## **V. SPECIAL COMMITTEES**

### ***A. Formation.***

- 1. Special SVMPO committees may be created by the SVMPO Board of Directors as deemed necessary. A special committee may be either an ad hoc committee for a specific work task, or a standing committee for one or more work tasks. Any such special committee will be responsible to the SVMPO Board of Directors.
- 2. At the direction of the Chair of the Board of Directors and the Technical Advisory Committee, respectively, subcommittees may be formed to investigate some particular work task/issue germane to the Sierra Vista Metropolitan Planning Organization.

B. ***Powers and Duties.*** The SVMPO Board of Directors shall define the duties, and authorize the power of all special committees. Special committees shall follow parliamentary procedures as defined in these Bylaws for the Board of Directors and Technical Advisory Committee. Special committees, unless membership consists exclusively of employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

C. ***Membership.*** Membership on a special committee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special committee.

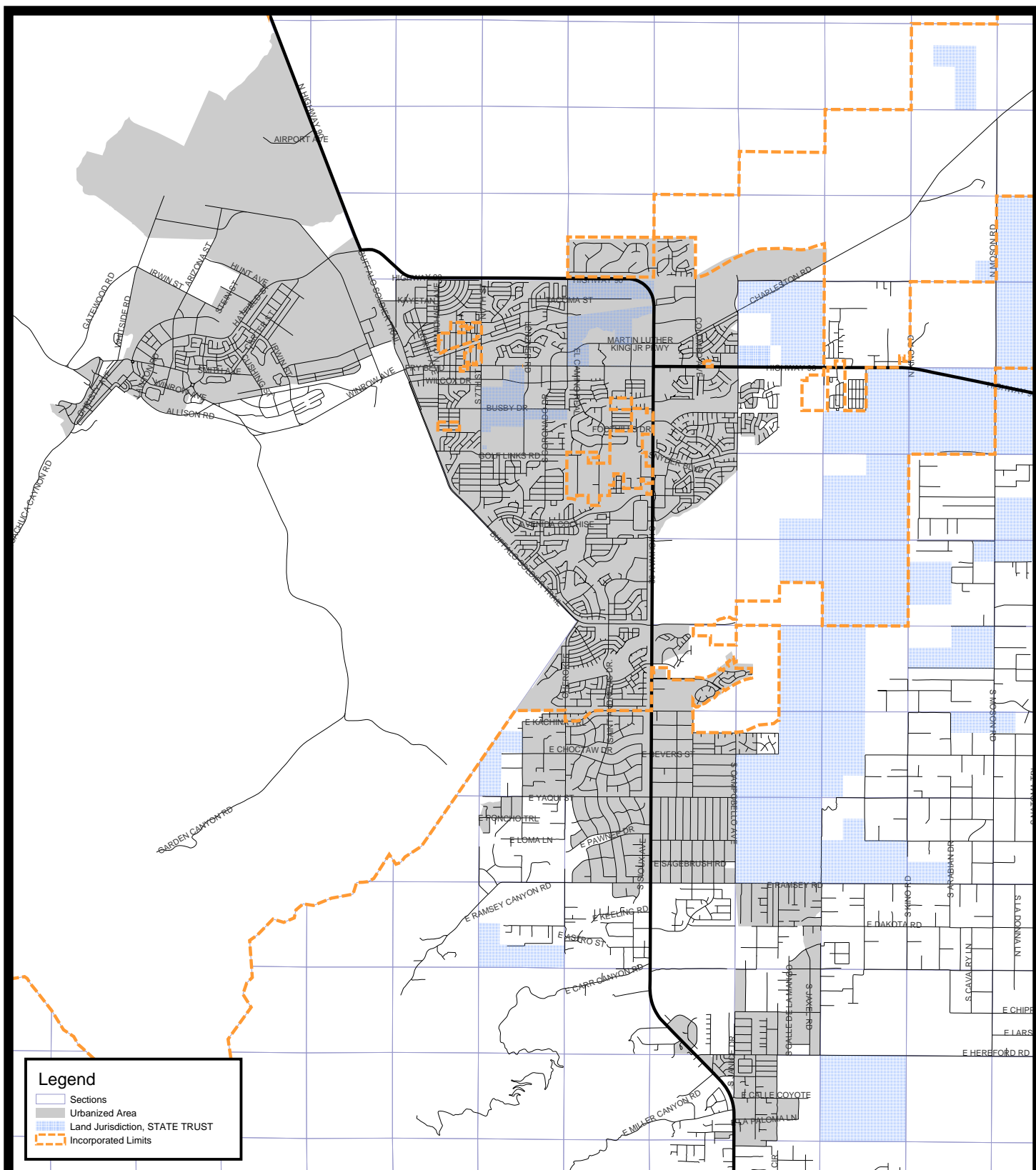
## **VI. AMENDMENT OF BYLAWS**

These Bylaws can be amended by a majority vote of the Sierra Vista Metropolitan Planning Organization's Board of Directors at any scheduled meeting.

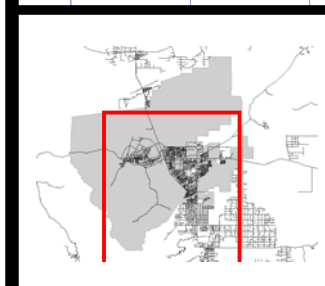
## **VII. SVMPO STAFF**

The SVMPO staff consists of an MPO Administrator and supporting staff personnel as designated by the Board.





- Legend**
- Sections
  - Urbanized Area
  - Land Jurisdiction, STATE TRUST
  - Incorporated Limits

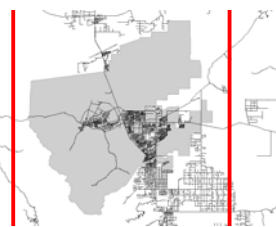
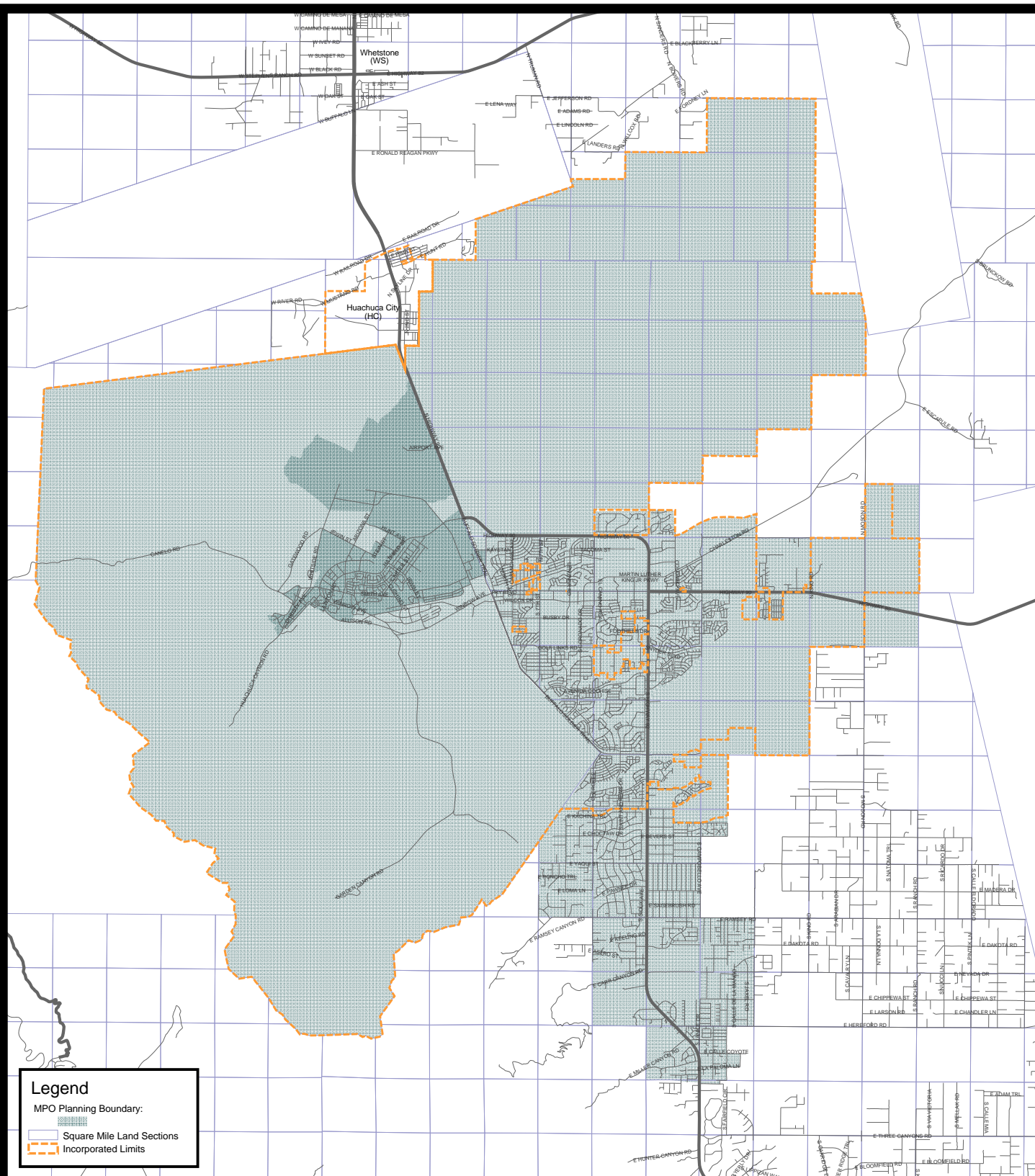


## Sierra Vista MPO Urbanized Area (UZA)

This map is a product of the  
City of Sierra Vista GIS



0' 1" = 8440'



MPO  
Planning Boundary



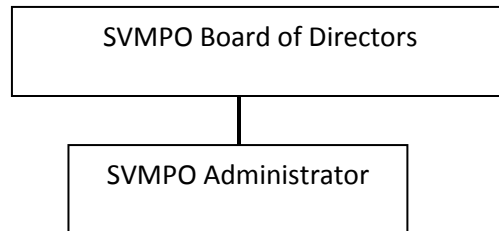
This map is a product of the  
City of Sierra Vista GIS

## ATTACHMENT C

### Employment of SVMPO Personnel by Host Agency City of Sierra Vista

The City of Sierra shall integrate SVMPO staff into its personnel system in the manner set forth in this attachment.

- 1. Employee Status:** For the Purpose of this Agreement, unless otherwise expressly provided herein, SVMPO Staff shall be considered employees of the City of Sierra Vista on assignment to SVMPO and shall be subject to applicable City Employment Policies and Procedures and entitled City employee benefits, including, but not limited to health and other insurance, leave accrual, Workers' Compensation Insurance and participation in the Arizona State Retirement System.
- 2. Form of Organization:** For the purposes of organization, the SVMPO Staff shall be deemed to comprise a separate operating unit as follows:



- 3. Administration:** All decisions with respect to operations, employment/retention, annual performance evaluation, employee compensation and work assignments shall be reserved to the discretion of the SVMPO Board.
- 4. Employees:** In the event of a vacancy in a SVMPO position, the City of Sierra Vista, Human Resource Division and SVMPO Technical Advisory Committee will screen and interview applicants. The SVMPO Board will approve the successful candidate for employment. Upon acceptance by the candidate, the City shall process the person selected as a new City employee with benefits commensurate with new employee status. Unless otherwise agreed to by the Parties, termination and/or replacement of a current employee may be handled by City administrative staff upon receipt of a request by the SVMPO Board.

**COST OF OFFICE AND SITE SERVICES**

The City of Sierra shall provide Office and Site Services to SVMPO Staff in the manner set forth in this attachment.

- 1. Office Space and Site Services:** The City shall provide SVMPO Staff with office and site services as described in Section 2.5 of the Intergovernmental Agreement between the City of Sierra Vista and the Sierra Vista Metropolitan Planning Organizational (SVMPO). The office for the SVMPO Administrator shall be located at 401 Guilio Cesare Avenue, Sierra Vista, AZ 85635.
- 2. Cost:** The SVMPO agrees to pay an all-inclusive monthly fee for office and site services to the City in the amount of \$30,000 per year. The Parties agree that payments as set forth in this attachment shall be deemed to be an in-kind match and applied accordingly.