



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION

NOTICE OF PUBLIC MEETING TECHNICAL ADVISORY COMMITTEE

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the SVMPO and to the general public that the SVMPO will hold a meeting open to the public on Thursday, November 1, 2018 at 1:00 pm, at the Sierra Vista Public Works Building, Main Conference Room, located at 401 Giulio Cesare Ave., Sierra Vista, AZ

A copy of the agenda for the meeting will be available at www.svmppo.org at least twenty-four hours in advance of the meeting.

Dated this 22nd day of October, 2018

SVMPO

By Karen L. Lamberton
SVMPO Administrator

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities may request special accommodations or individuals with limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 48 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos cuarenta y ocho (48) hora antes de la conferencia.

Post by October 25, 2018



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE: REGULAR MEETING AGENDA: NOVEMBER 1, 2018

MEETING LOCATION:

City of Sierra Vista: Public Works Bld.
Main Conference Room
401 Giulio Cesare Ave.
Sierra Vista, AZ 85635

To attend the meeting by telephone:
Call 1-415-655-0001. Meeting # 807998048.
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

MEETING DATE AND TIME:

November 1, 2018
1:00 PM

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO TECHNICAL ADVISORY COMMITTEE (TAC)

One or more members may participate via teleconference

Chair:	Matt McLachlan, Dir. Community Development, City of Sierra Vista
Vice-Chair:	Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member:	Jackie Watkins, P.E., Cochise County Engineer Designated Alternate: Brad Simmons, P.E., Civil Engineer
Member:	Jing Luo, P.E., City of Sierra Vista Engineer
Member:	Jennifer Fuller, Town Clerk, Town of Huachuca City
Member:	Mark Hoffman, Arizona Department of Transportation
Member:	<i>Transit Member Pending</i>

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

Please let the Administrator know before the meeting 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

This is the time set aside for the public to comment. Speakers are limited to a three-minute presentation and may also submit written comments for the Board files. Members of the Board may not discuss

items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to responding to any criticism, directing staff to review the matter, or scheduling the matter for discussion at a later date.

4. APPROVAL OF MEETING MINUTES

Action: Approval of the TAC Regular Meeting Minutes of September 6, 2018.

OLD BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. WORK PROGRAM: FUTURE PROJECT IDENTIFICATION

Action: The TAC will review the Work Program, as amended at the last Board meeting, and discuss possible adjustments to the Work Program to fully assign available funding to projects. Minor adjustments may be administratively amended upon direction from the TAC to the Administrator: new projects would be scoped and brought back to the TAC and the Board in the January meeting.

6. SVMPO BY-LAWS REVISION

Action: The Executive Board approved the TAC's recommendation to include a Transit representative on the SVMPO TAC on Sept. 20th. This item is to bring forward a revision to the SVMPO By-Laws adding a Transit member to the TAC. The TAC will also discuss adding a Community Development/Planning Dept. County position to the TAC bringing the total TAC membership to eight: 3 Sierra Vista; 2 Cochise County; 1 Town of Huachuca City; 1 Transit; 1 ADOT.

7. SAFETY PERFORMANCE MEASURES

Action: The TAC will review and take possible action regarding ADOT's Safety Performance Measures for FY19.

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

8. TRANSPORTATION IMPROVEMENT PROGRAM (TIP): AMENDMENT ONE

Action: The TAC will discuss and take possible action regarding Amendment One to the SVMPO TIP. Four changes are being brought forward: to bring forward into FY19 the identified FY18 funding for the HURF Exchange North Garden/Fry Blvd Project in order to be consistent with the approved IGA and Project Initiation drawdown scheduled; adjust the North Garden project location description to match IGA and approved HURF scope; a FTA TIP adjustment to bring forward into FY19 a FY16 vehicle purchase; and an addition of ADA communication announcement system.

9. FY19 TITLE VI PLAN UPDATE

Action: The TAC will provide review comments and take possible action to forward the FY19 Title VI Plan, with any recommended revisions, to the Board for adoption. New direction from ADOT's Civil Rights Dept. requires an annual update of Title VI plans.

10. PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Action: The TAC will provide review comments on the FY19 update to the Public Participation Plan. TAC comments will be incorporated into the preliminary draft prior to Board review. The Public Participation Plan will be released for a 45 day public review comment period prior to approval.

Possible action may be taken to forward the preliminary draft Plan, with recommended revisions, to the Board for review.

11. 2019 TAC and BOARD MEETING SCHEDULE

Action: The TAC will review, possibly modify recommended 2019 meeting dates, and take possible action to approve a 2019 meeting schedule.

INFORMATIONAL ITEMS/DIRECTION TO SVMPO ADMINISTRATOR MAY BE GIVEN

12. BICYCLE-PEDESTRIAN ADVISORY COMMITTEE

The Bicycle-Pedestrian Committee is scheduled to meet on October 30th. A discussion will be held regarding the future of this Committee, filling vacancies, potential activities of interest to the members. This item will report on the outcome of this meeting.

This is an informational item.

13. EVERY DAY COUNTS STAKEHOLDERS MEETING REPORT

Attendees at the September 27, 2018 EDC stakeholders meeting will share information from the meeting. The TAC will discuss their jurisdiction issues and ideas related to the next EDC's meeting discussion topic (right-of-way acquisition). The TAC will be asked to identify potential SVMPO attendees for the next EDC Stakeholder's Meeting scheduled for December 13th.

This is an informational item.

14. SOUTHCENTRAL DISTRICT REPORT

ADOT and/or the Administrator will report on the status of current and potential ADOT projects within the region. This item is the time for the TAC to discuss issues or raise questions related to projects under the jurisdiction of ADOT.

This is an informational item.

15. UPCOMING SCHEDULED MEETINGS and ADMINISTRATOR'S REPORT

SVMPO Board Meeting set for November 15, 2018 at 3:30 p.m. Sierra Vista City Hall
SEAGO Meeting set for November 15, 2018 at 10:00 a.m. Cochise College, Benson, AZ
EDC Stakeholder Meeting set for December 13, 2018 at 10:00 a.m., MAG office, Phoenix. AZ
SVMPO Offices Closed: November 12; November 22, 23; December 24, 25; Jan. 1st.
SVMPO Administrator Out of Office: November 8-13th

- ❖ The Administrator attended the Rural Summit on October 24-26th in Lake Havasu. A report will be given on national and state legislative positions related to transportation.
- ❖ The Administrator will share information about in-kind forms and jurisdiction match requirements.

16. ANNOUNCEMENTS AND UPDATES

A status update on project activities will be given by each member jurisdiction: Pavement Condition Survey; Adaptive Signal Control; North Garden/Fry Blvd Design; pending Charleston Road HSIP Project. This is the time set aside for the TAC Member to share information about jurisdiction projects and current events.

17. FUTURE AGENDA ITEMS

18. ADJOURNMENT

The meeting room is accessible to those individuals with mobility impairments. Individuals with disabilities who require special accommodations or have limited English proficiency and are in need of an interpreter may contact Karen Lamberton at 520.515.8525 at least 72 hours before the meeting time to request accommodations.

Si necesita acomodaciones especiales o un interprete para esta conferencia, debe pnerse en contacto con Karen Lamberton al numero 520.515.8525 por lo menos setenta y dos (72) hora antes de la conferencia.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION TECHNICAL ADVISORY COMMITTEE (TAC) MEETING MINUTES: SEPTEMBER 6, 2018

DRAFT

MEETING LOCATION:

Public Works, Pete Castro Center
Main Conference Room
401 Giulio Cesare Avenue
Sierra Vista, AZ 85635

MEETING DATE AND TIME:

September 6, 2018
10:00 AM

FOR MORE INFORMATION OR TO REQUEST ACCOMMODATION FOR SPECIAL NEEDS:

To attend the meeting by telephone:
Call 1-415-655-0001. Meeting # 807998048.
Enter # for Attendee ID. For Arizona Relay
Service use 1-800-367-8939, or dial 7-1-1.

Website: www.svmmpo.org
Email: SVMPO@SierraVistaAZ.gov
Administrator Phone: 520-515-8525

SVMPO TAC MEMBERS IN ATTENDANCE:

Chair: Matt McLachlan, Director Community Development, City of Sierra Vista
Vice-Chair: Sharon Flissar, P.E., Director Public Works, City of Sierra Vista
Member: Jackie Watkins, P.E., Cochise County Engineer
Designated Alternate: Brad Simmons, P.E., Cochise County Civil Engineer
Member: Jing Luo, P.E., City Engineer, City of Sierra Vista
Member: Jennifer Fuller, Town Clerk, Town of Huachuca City
Member: Mark Hoffman, Arizona Department of Transportation

STAFF:

SVMPO Administrator: Karen L. Lamberton, AICP

OTHERS PRESENT:

Tricia Gerrodette – Member of the Public
Mike Normand – Vista Transit Transportation Administrator

1. CALL TO ORDER AND ROLL CALL

Chair McLachlan called the meeting to order at 10:04 a.m. Administrator Lamberton took roll call and confirmed that a quorum was in place. Chair McLachlan asked the new TAC members to introduce themselves. Jackie Watkins stated that she has worked for the City of Sierra Vista, and for Cochise County, then for ADOT and having retired from ADOT is now back working for Cochise County again. Brad Simmons stated that he has been a civil engineer for Cochise County for about eight years. Vice-Chair Flissar asked about who was going to be the primary and alternate for the County. Administrator Lamberton indicated that a formal letter had been sent from Cochise

County to the SVMPO Board appointing Jackie Watkins as the primary and Brad Simmons as the alternative TAC member.

2. ACCEPTANCE OF THE AGENDA

The TAC reviewed the Agenda and Chair McLachlan asked if we needed a motion to accept the agenda of March 6, 2018. Administrator Lamberton indicated a formal motion was not needed on the agenda. The TAC had no changes to the Agenda as presented.

3. CALL TO THE PUBLIC

This is the time set aside for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01 (H) action taken as a result of public comment is limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.

Tricia Gerrodette, a member of the public, stated she had two items to share with the SVMPO TAC. The first issue she brought up was related to the timing of traffic lights along State Highway 92. Specifically, there are issues at the SR 92 and St. Andrews intersections with longer wait times and turn lane signals occurring when no one is present to make turns. Other intersections are also tripping to green or an arrow when no traffic was queued up. Ms. Gerrodette stated that something must be off with the timing and it is really quite aggravating.

Administrator Lamberton indicated that no action could be taken at a call to the public but a response could be made. Member Watkins stated that the timing is off due to the construction underway. At this present time the signal loops are cut and are going to be replaced when the final friction course is placed. TAC members shared Ms. Gerrodette's concern regarding the construction impacts on the signal timing and hoped that the timing would be adjusted when the construction project is completed.

Ms. Gerrodette observed that when the SVMPO expanded their boundaries there is supposed to be coordination with federal land agencies, especially in looking in looking at potential transit routes. She mentioned looking at transit routes to locations such as the Coronado Memorial National Park, San Pedro House. She encourages the SVMPO to include the federal land agencies in MPO outreach and planning.

4. APPROVAL OF MEETING MINUTES (for August 1, 2018 TAC Meeting)

Member Luo indicated that she was not at the last meeting: City of Sierra Vista staff member Angela (Dixon-Maher) attended instead. With this noted change, Vice-Chair Flissar moved to accept the meeting minutes for the TAC Regular Meeting of August 1, 2018; Member Luo seconded. The motion passed, unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Luo

ACTION: PASSED UNANIMOUSLY 6/o

NEW BUSINESS: PRESENTATION/DISCUSSION/POSSIBLE ACTION

5. TIP: Current Status

Member Hoffman went over the currently adopted TIP with the TAC. The TAC discussed the need for developing future projects and planning to either lend funds in future years in order to build to a larger project later or to develop phased projects to use annual allocations. Administrator Lamberton asked the TAC for project updates. Member Watkins indicated that the FY19 HSIP project on Charleston Road has not been initiated yet. Members Flissar and Luo indicated that the FY18 project for the Adapted Signal project has just received authorization from FHWA. Irene Zuniga is the Project Manager. The FY 18 North Garden project has an IGA with ADOT, which set agreed upon timelines, that will be reviewed by City Council on Sept. 13th. Angela Dixon-Maher will be the active Project Manager but the contact for ADOT is Irene Zuniga. Administrator Lamberton stated that she would get with each jurisdiction on their projects and a more detailed status report could be provided at the next TAC meeting.

No action was needed/taken on this item.

6. WORK PROGRAM ADMENDMENT: MS2 Capability Upgrade and Budget Updates

The TAC reviewed the ongoing regional planning costs for consultant services. Administrator Lamberton indicated that three updates were needed in order to adjust funds; increase in-kind match amounts and adjust carry forward amounts. Adjustments will be made to carry-over funds not yet billed in FY18 into FY19 in order to fully complete approved projects.

Chair McLachlan asked about what the carry over amount was specifically designated for. Administrator Lamberton clarified that these were funds that had yet to be spent on the existing scope of work that includes both consultant services and software. A project update was requested for next meeting. Member Jing Luo stated that this project has been very helpful; Chair Flissar mentions that the software allows you to plug in budget numbers and then the program will reprogram priorities. The City of Sierra Vista plans to use this program to make decisions in their five-year plan and also plan to create a presentation that will demonstrate the software.

Vice-Chair Flissar moved to amend the work program as noted; Member Fuller seconded. The motion passed, unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Fuller

ACTION: PASSED UNANIMOUSLY 6/o

7. NATIONAL HIGHWAY SYSTEM PERFORMANCE MEASURES

Administrator Lamberton discussed with the TAC the fact that there are no National Highways outside the State System in the SVMPO region. All bridges in this area are also on the State system. The TAC confirmed that there are no areas that are in non-attainment in the SVMPO region. Administrator Lamberton recommends supporting the State targets given that all the systems are on the State system in our region. Member Hoffman adds that what happens with the information is that the State scores all potential projects, then discusses those projects with the Districts and the MPO's for final scoring and selections. These measures then influence the final

rankings. Administrator Lamberton advised that ADOT adopted performance targets effective May 20, 2018. The SVMPO is required to respond by mid-November 2018 with MPO targets for bridges, pavement condition, freight reliability, travel time and emissions reduction measures.

Vice-Chair Flissar stated that it made sense to support the State targets because they are all on the state system and made a motion to do so. Member Watkins seconded. The motion passed unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Watkins

ACTION: PASSED UNANIMOUSLY 6/o

8. TRANSPORTATION ASSET MANAGEMENT (TAM) Performance Measures Charter

Administrator Lamberton provided a background to the TAC on how the Charter came into being and stated that the primary purpose of this is to encourage the communication between the State DOT's with the local transit agencies. This Charter formalizes the data sharing informal agreements that have been in place. The TAC was provided with a draft memo for the Executive Board and revised Charter that came out of work with Mike Normand, Vista Transit's Transportation Administrator.

Administrator Lamberton then asked the TAC if 1) the TAC was okay with using the State targets as Vista Transit's target's and 2) what does the TAC think about adding a seat at the TAC for transit. Mike Normand, Vista Transit, shared with the TAC his perspective on the State targets. He stated that the outcome we want is that the percentage of our fleet always meets the targets. By using the more conservative targets identified by the State is that Vista Transit would meet those easily. Vista Transit typically replaces buses at 7 years rather than the 10-year target. Vice-Chair Flissar asked if these are targets only and Mike Normand confirmed that there are no specific penalties for missing identified targets but results would be reflected in prioritization of future projects. The TAC discussed the State targets and how these would be reflected in the Vista Transit's planning. Mike Normand noted that meeting targets doesn't get you any more money but paying attention to life cycle does save the City in the long run because the fleet is maintained in good condition.

Mike Normand, Vista Transit, provided the TAC with additional background on how all these transit asset management requirements came into place. In larger urban areas capital expansion with light rail and other capital expansion funds were being funneled into new facilities, often serving a different demographic than the older bus fleets, which were not being maintained. Lawsuits did occur and in response FTA developed these performance measure requirements. The TAC indicated that a summary of this information would be good to include on the Board memo.

After clarifying that Vista Transit was okay with the State targets, Vice-Chair Flissar made a motion to adopt the State targets as listed in the handout. Member Fuller seconded. The motion passed unanimously.

MOTION: Vice-Chair Flissar

SECOND: Member Fuller

ACTION: PASSED UNANIMOUSLY 6/o

The TAC discussed the concept of placing a seat on the TAC for transit. Huachuca City is thinking of making changes to their transit services as well. Administrator Lamberton stated that often for smaller TAC's there would be one seat at the table for transit; the largest transit agency would be the representative and an alternative would be one of the smaller transit agencies or the mobility manager. The transit organizations work together but would then have one voting representative at the MPO. Member Hoffman encourages adding the transit representative, stating he doesn't see any negatives to doing so. The TAC indicates consensus on bringing this topic up with the Executive Board.

The TAC discussed with Member Hoffman what certain things meant in the Charter. It was determined that the lines about linkages is just a restating of using the measures as a factor in prioritizing projects for the TIP as described in other lines. It was agreed that those lines could be cut. The section stating a Performance System Report in the Long-Range Plan is specifically called out in the MPO requirements; it is new language. Administrator Lamberton stated she didn't know what this report was but would figure it out and the SVMPO would do one.

9. PRESENTATION/DISCUSSION Federal Functional Classification (FFC) Rebalancing

Both Cochise County and the City of Sierra Vista indicated that they have communicated with Works Consulting and feel that they have finalized their requested adjustments to the functional classifications on their roadway systems. Huachuca City has not yet made any comments on their roads yet. Member Fuller asked a few questions about federal functional classifications and the TAC discussed the purpose and process for classifying roadways. Administrator Lamberton stated that she would get with the Town of Huachuca City, drive the recommended roadways and then work with the Town to make any recommendations to Works Consulting.

Chair McLachlan asked if the jurisdiction has the final say. Administrator Lamberton stated that her understanding is that after re-consideration by the jurisdictions of the Works Consulting responses, the jurisdiction would have the final say. Vice-Chair Flissar made the observation that the professionals working on this task have to ensure that they have sound rationale and justification for the final decisions made.

No action was needed/taken on this item.

10. LONG-RANGE TRANSPORTATION PLAN UPDATE

The TAC discussed the need for an upcoming long-range transportation plan update. The last one was adopted in March of 2016. The next one is due by March 2021. It must have a 20-year horizon so the update has to bounce out to the year 2045 or 2050. Funds are available in FY19 for starting this process. Two documents should be completed first: the Public Participation Plan and the Title VI plan.

Administrator Lamberton asked about the modeling capability of the City of Sierra Vista. Vice-Chair Flissar noted it had been a couple of years, City staff Jeff Peglar works on the model with updates. The last effort was supported by ADOT's planning. There is a balance needed between the costs of hiring consultant services vs leaning on City of Sierra Vista staff. It is also an issue that this update is due during the Census 2020 effort – before updated demographic data is available.

Chair McLachlan asked that the topic come back to the TAC with what kinds of changes might be desired for this update. The TAC noted that the BST extension was not included in the previous long-range plan and that this outreach effort might be a time to bring that topic up again. It was also noted that most of the TAC was not involved in the last effort and would need some information about what was required. Tentatively, it may look like we need to start this effort in summer of 2019. A brief discussion was had about what may need to be added; a stronger recommendation section was suggested.

No action was needed/taken on this item.

11. BICYCLE & PEDESTRIAN ADVISORY COMMITTEE ACTIVITIES

The TAC agreed that this advisory committee should be re-engaged. It is desired that a directive outreach effort be made to bring in organized groups, especially in pedestrian areas, like Hiking Clubs or the Mountain Biking group. The TAC reviewed a proposed, very conceptual draft, east-west bicycle route in the City of Sierra Vista. Member Luo indicated that there are still a few things to work out to finalize this idea. Member Watkins also mentioned there is a desire by the County to extend the Ramsey bicycle path down to Highway 92. Administrator Lamberton stated that she will reach out to the members of this subcommittee and see where they are and if they are still interested in serving on this group.

No action was needed/taken on this item.

12. UPCOMING SCHEDULED MEETINGS

The TAC was advised that the next SVMPO Board Meeting is scheduled for September 20, 2018, 3:30 p.m., City Hall. The TAC discussed setting a formal set meeting dates for the TAC. Very tentatively, the possibly of the first Tuesday of every other month was considered. Administrator Lamberton stated that she would calendar that out for 2019 and see if any known conflicts exist. The next TAC meeting was set for November 1, 2018 at 1 p.m.

13. ANNOUNCEMENTS AND UPDATES

Administrator Lamberton shared that the Final Safety Plan should be available any day now and she will transmit to the TAC when it shows up.

Administrator Lamberton shared the purpose of the quarterly Every Day Counts ADOT/FHWA Stakeholder Group. The next two meetings are September 27, 2018 and December 12, 2018. She asked for the member jurisdictions to consider sending a representative, either themselves or lead Project Managers, that can help to inform FHWA and ADOT on process improvements. Member Luo asked for a request by e-mail and she would see if there was anyone that could be sent.

No other announcements were made.

14. ADJOURNMENT

Chair McLachlan adjourned the meeting at 11:41 p.m.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO TAC

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 1, 2018

Subject: FY19 SVMPO Work Program & Budget Amendments

The SVMPO Board of Directors adopted the Sierra Vista MPO, FY19 Work Program & Budget at their regular Board meeting on May 17, 2018. Amendment One was approved by the Executive Board on September 20, 2018. FHWA approved the amended Work Program on October 22, 2018. After adjustments to the budget were made to reflect known apportionments, carry-over amounts and expenses the FY 19 Budget has available revenues of \$510,940.00 and identified expenses of \$400,701.00.

ADOT has advised that the TAC may balance the revenues with expenditures or may choose to hold funds undesignated as shown in the current Work Program. The SVMPO currently has \$110,239 of anticipated revenues for SVMPO operations and planning that has not been assigned to a Work Program line item.

The Administrator would recommend an administrative Amendment to increase the line-items for the following:

- ❖ Direct Expenses for supplies and printing increased by \$1,000 in both the TIP and Regional Planning lines; for ads, notices and postage by \$1,000 in both Administration and Public Participation Plan lines, by \$2,000 in the TIP line; for technology by \$1,239 in Administration (website); for memberships by \$3,000 in the Administration line. Total increase of \$10,239 in Direct Expenses.
- ❖ Consulting Services for Administration add \$5,000 (website/GIS); Public Participation Plan add \$5,000 (outreach). Total increase of \$10,000.
- ❖ The remaining \$100,000 the Administrator would suggest splitting between the Long-Range Transportation Plan (for implementation of LRTP projects) and Regional Planning activities.

Attachments: Amended FY19 Work Program and Budget

Action Requested: Direction to the Administrator regarding what items the TAC feels should be added to the Work Program budget. A motion may be made if a specific project is recommended by the TAC that is not already stated within the existing Work Program.



Sierra Vista Metropolitan Planning Organization

FISCAL YEAR 2019

UNIFIED PLANNING WORK PROGRAM & BUDGET

Board of Directors Adoption: May 17, 2018

Amendment One: September 20, 2018

FHWA Approval: October 22, 2018

Prepared By:

Sierra Vista Metropolitan Planning Organization

401 Giulio Cesare Avenue

Sierra Vista, AZ 85635

520-515-8525

Web: www.SVMPO.org

Email: SVMPO@SierraVistaAZ.gov

JPA: 14-0004154 GRT-17-0006567-T Amendment One

BOARD OF DIRECTORS

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Chair

Mayor

City of Sierra Vista

Pat Call

Vice-Chair

Supervisor, District 1

Cochise County

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City of Sierra Vista

Rod Lane

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**District Engineer, South Central
District**

Arizona Department of Transportation

Joy Banks

Member

Councilmember

Town of Huachuca City

TECHNICAL ADVISORY COMMITTEE (TAC)

Jackie Watkins, P.E.
Member
Highway & Floodplain Director
Cochise County

Matt McLachlan, AICP
Chair
Director, Department of Community
Development
City of Sierra Vista

Jing Luo, P.E.
Member
City Engineer
City of Sierra Vista

Sharon Flissar, P.E.
Vice-Chair
Public Works Director
City of Sierra Vista

Mark Hoffman
Planning Program Manager
Arizona Department of Transportation

Jennifer Fuller
Town Clerk
Huachuca City

STAFF

Karen L. Lamberton, AICP,
SVMPO Administrator

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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 included 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 were designated as Urbanized with a population of over 50,000. The SVMPO was created to continue to receive federal transportation dollars for roads in the urbanized area. The SVMPO has developed for the Sierra Vista region the 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.

At the January 18, 2018 SVMPO Board Meeting the SVMPO planning area was expanded to approximately 614 square miles, and now includes the Town of Huachuca City, the City of Sierra Vista incorporated limits, which also includes the U.S. Military installation Fort Huachuca, and unincorporated areas of Cochise County as depicted in Figure 1: Planning Area Boundary.

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 is 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;
- 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 Long-Range Transportation Plan (LRTP) that includes at least a 20-year horizon, a short-term Transportation Improvement Program (TIP), and an annual Work Program (WP).

Work Program Amendment Process

The Work Program is prepared using the best information available at the time of development. The financial plan in the Work Program is based on estimates of available funding sources. While great care is taken in developing as accurate a funding estimate as possible, it is often necessary to adjust the financial tables and reflect actuals versus estimates. Additionally, during the Work Program year, costs for capital purchases, consultant services or regional priorities may change. Therefore, for SVMPO to address those changes in funding and priorities, it may become necessary to amend the Work Program with approval by the SVMPO Executive Board.

Federal Planning Emphasis Areas

The Federal Highway Administration (FHWA) established eight “Planning Emphasis Areas” in 1998 as part of the Transportation Equity Act for the 21st Century (TEA-21). These emphasis areas were largely left intact under SAFETEA-LU, the transportation authorization bill which succeeded TEA-21 in 2005. MAP-21 and the most recent bill known as the FAST Act continued the eight themes. Additionally, in late April 2014, the Federal Highway Administration and Federal Transit Administration issued three additional joint planning emphasis areas for metropolitan planning organizations and state DOTs to include in Work Programs. These planning emphasis areas include:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation.

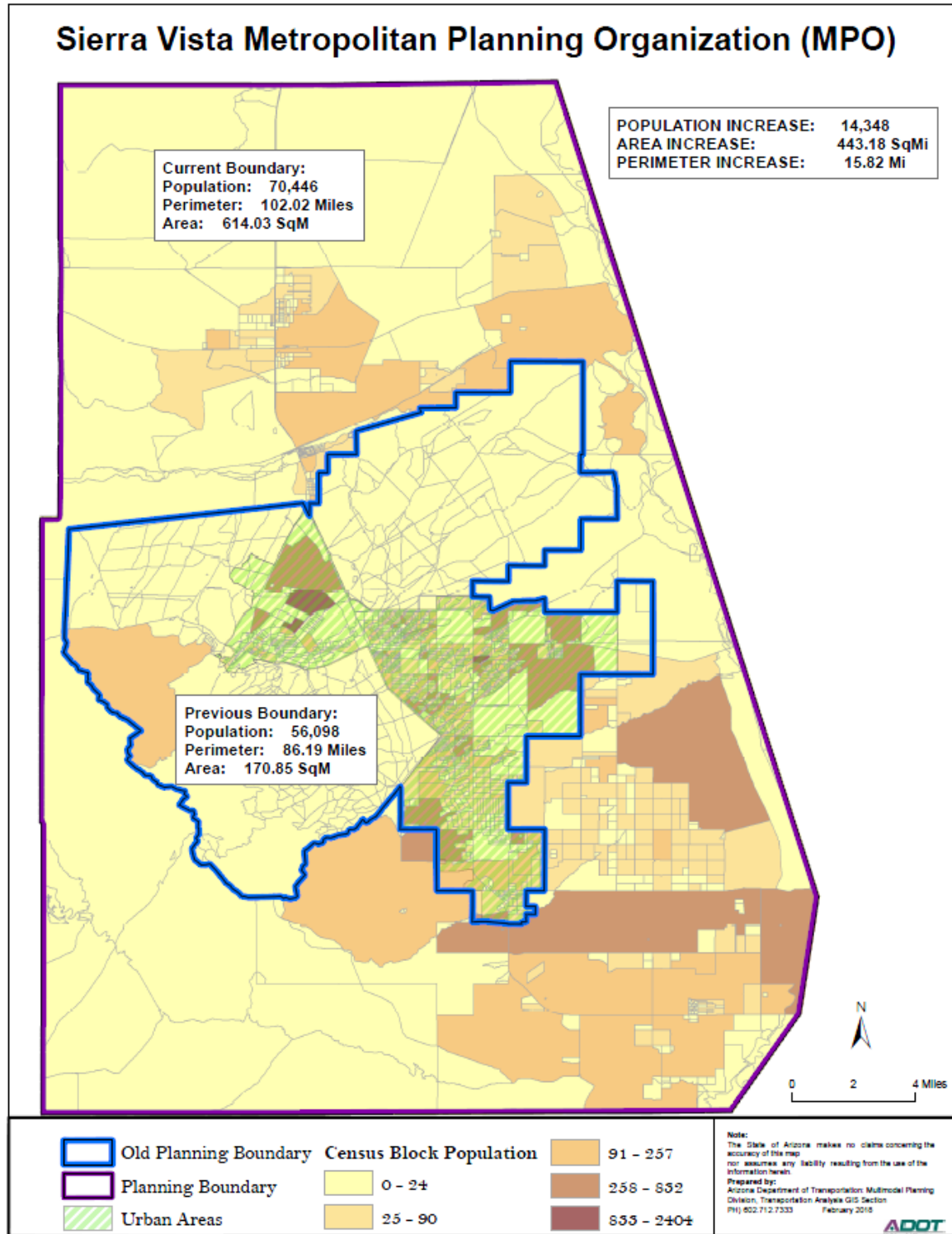
10. Enhance travel and tourism.

11. Transition to Performance-Based Planning and Programming. The development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes.

12. Models of Regional Cooperation: Promote cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning. This is particularly important where more than one MPO or state serves an urbanized area of adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and across state boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPOs, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools and performance-based planning.

13. Ladders of Opportunity: Access to essential services – as part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, school/education and recreation. This emphasis area could include MPO and state identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps.

Figure 1



II ORGANIZATION AND MANAGEMENT

BOARD OF DIRECTORS

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 and amended January 18, 2018.

The Board of Directors consists of six members: three elected officials of the City of Sierra Vista, one elected official from Cochise County, one elected official from the Town of Huachuca City, and one (non-voting) appointed official from the Arizona Department of Transportation (ADOT) State Transportation Board. Their respective jurisdiction appoints elected officials to the SVMPO Board. It is the function of the Board of Directors to act as policy body coordinating and directing transportation planning, the implementation thereof, and related activities.

TECHNICAL ADVISORY COMMITTEE

The Technical Advisory Committee (TAC) consists of six technical and managerial staff representatives from each of the participating agencies: Three members from the City of Sierra Vista, one member from Cochise County, one member from the Town of Huachuca City, and one member from the Arizona Department of Transportation. The City Manager or County Administrator appoints TAC members from their respective jurisdiction. The Executive Board voted on September 20, 2018 to add a Transit representative to the TAC to facilitate direct communication and coordination between the SVMPO and Sierra Vista Transit.

One or more ex-officio non-voting representative(s) from Fort Huachuca may also serve on the TAC.

The TAC has the 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 coordinate the review of extensive development and transportation projects, coordinate public outreach, provide technical analysis of agency products, and coordinate data assemblage. Consultant services may be used for services as outlined in the Work Program. The TAC reviews draft scopes of work and request for qualifications prepared by SVMPO, consultant proposals, and recommend engagement of consulting firm(s).

BICYCLE-PEDESTRIAN ADVISORY COMMITTEE

The Bicycle Pedestrian Advisory Committee (BPAC) is a standing, special committee of the SVMPO and consists of 5 –7 volunteer members of the community who advise the SVMPO Board of Directors and Technical Advisory Committee on bicycling & pedestrian related issues, including the Safe Routes to School Plan.

SVMPO ADMINISTRATION

SVMPO Administrator provides planning services, oversees day-to-day operations and ongoing management of the SVMPO. The Administrator prepares policy and program materials for consideration by the Technical Advisory Committee. The Administrator is a contract employee of the City of Sierra Vista reporting directly to the SVMPO Board.

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 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.

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

SVMPO Office Location:

401 Giulio Cesare Avenue

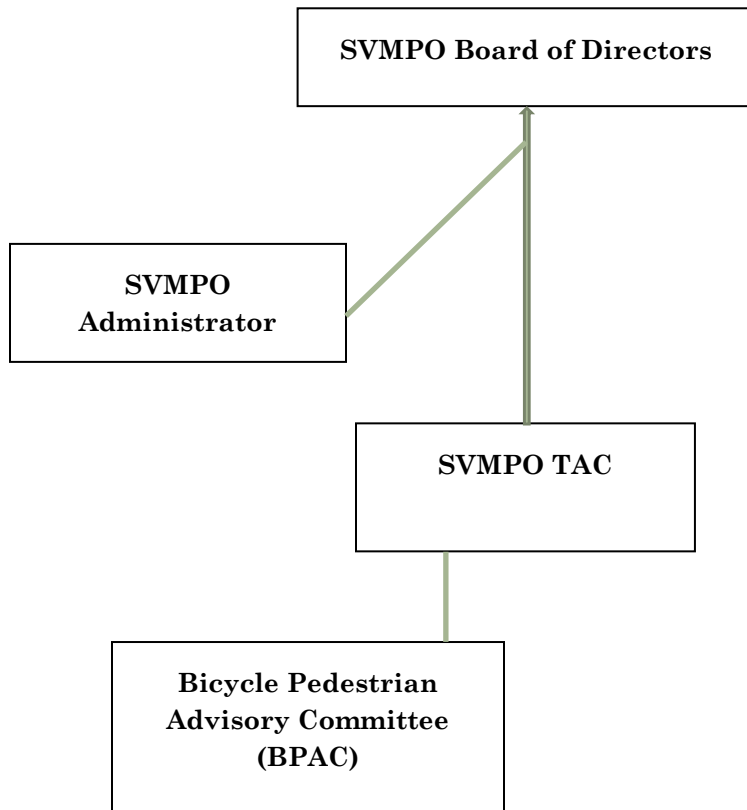
Sierra Vista, AZ 85635

Phone: 520-515-8525

Web Site: www.SVMPO.org

Email: SVMPO@SierraVistaAZ.gov

SVMPO ORGANIZATION CHART



III SVMPO ACCOMPLISHMENTS IN THE FISCAL YEAR 2018

In fiscal year 2018, the Sierra Vista MPO was successfully involved in numerous projects that benefited the transportation system of the Sierra Vista region. Significant achievements included:

VISTA TRANSIT EFFICIENCY STUDY AND FARE STRUCTURE STUDY

The purpose of this project is to conduct an evaluation of the current Vista Transit fare policy and structure, develop cost/benefit analysis of modifying the paratransit service area, evaluate cost/benefit of expanding fixed-route transit service to Fort Huachuca and propose additional options that could increase efficiency and improve service levels. Estimated completion: Summer 2018.

TRANSPORTATION IMPROVEMENT PROGRAM

The Transportation Improvement Program is a 5-year financial plan that describes the schedule for obligating federal funds to local projects.

PAVEMENT CONDITION SURVEY

The purpose of the Pavement Condition Survey is to collect pavement distress information on all streets within the City limits. The data collected will be used to objectively compare conditions across the City, and the information converted to ratings or indices to allow comparisons for pavement conditions. The pavement conditions indices will provide objective data from which appropriate treatments and maintenance rehabilitation and/or reconstruction strategies can be recommended.

MS2 SOFTWARE TRAFFIC COUNTS

The SVMPO currently uploads vehicle count data to an online Transportation Data Management System operated by MS2.

REGIONAL HIGHWAY SAFETY PLAN (RHSP)

The MPO coordinated efforts with SEAGO to develop an RHSP for the region. The RHSP will identify roads in the area with high accident rates to determine emphasis areas and identify safety strategies. Safety strategies include infrastructure and non-infrastructure projects. Estimated completion: Spring 2018.

IV 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 is 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 5305. 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. The Work Program identifies all carry-forward funds.
- (5) **In-Kind Contribution** – In-kind contributions allowed as the match for federal funds (5.7% for PL Funds, 20% for SPR Funds and 5305 funds). The SVMPO will use the in-kind contribution for the match when utilizing any funding sources.

- (6) **Surface Transportation Block Grant (STBG) Funds** – STBG 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** –The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads with a focus on performance.

TABLE 1: Revenue Summary

REVENUE SOURCE	APPORTIONMENT	OA	IN-KIND MATCH	BUDGET
PL/ FY18 (Carry Forward)	\$ 110,723.00	\$ 110,723.00	\$ 6,693.00	\$117,416.00
SPR / FY18 (Carry Forward)	\$ 54,167.00	\$ 54,467.00	\$ 13,617.00	\$ 68,084.00
PL / FY19	\$ 123,213.00	\$ 123,213.00	\$ 7,448.00	\$130,661.00
SPR / FY19	\$ 125,000.00	\$ 112,500.00	\$ 28,125.00	\$140,625.00
FTA 5305 FY17 (Carry Forward)	\$ 20,230.00	\$ 20,230.00	\$ 5,058.00	\$ 25,288.00
FTA 5305 FY18	\$ 23,093.00	\$ 23,093.00	\$ 5,773.00	\$ 28,866.00
TOTAL		\$ 444,226.00	\$ 66,714.00	\$510,940.00

The Obligation Authority (OA) amount is reduced for SPR/FY19 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	Consulting Services	
1	ADMINISTRATION	\$ 150,000.00	\$ 27,572.00		\$ 177,572.00
2	DATA COLLECTION & MAINTENANCE		\$ -	\$ 26,511.00	\$ 26,511.00
3	TRANSPORTATION IMPROVEMENT PROGRAM	\$ 5,302.00	\$ -		\$ 5,302.00
4	LONG RANGE TRANSPORTATION PLAN	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00
5	PUBLIC PARTICIPATION PLAN	\$ 5,302.00	\$ -		\$ 5,302.00
6	PUBLIC TRANSPORTATION PLANNING		\$ -	\$ 57,382.00	\$ 57,382.00
7	REGIONAL PLANNING		\$ 2,121.00	\$ 26,511.00	\$ 28,632.00
8	CAPITAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 160,604.00	\$ 29,693.00	\$ 210,404.00	\$ 400,701.00

TABLE 3: Local Match Sources (Estimate)

In-Kind/Cash			
Agency	Salaries & Benefits	Office Lease/Support/Other	Value
City of Sierra Vista	\$ 26,000.00	\$ 30,000.00	\$ 56,000.00
Cochise County	\$ 10,789.00	\$ -	\$ 10,789.00
Huachuca City	\$ 10,789.00	\$ -	\$ 10,789.00
TOTAL			\$ 77,578.00

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

Required in-kind match based on available revenue = \$66,714

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, and use of City vehicle for transportation to meetings.

TABLE 4: Direct Expenses Summary

TASK	WORK ELEMENT	DIRECT EXPENSES						TOTAL COST
		Travel & Training	Supplies & Printing	Ads, Notices & Postage	Technology	Memberships	Match	
1	ADMINISTRATION	\$ 10,000.00	\$ 8,000.00		\$ 1,000.00	\$ 7,000.00	\$ 1,572.00	\$ 27,572.00
2	DATA COLLECTION & MAINTENANCE						\$ -	\$ -
3	TRANSPORTATION IMPROVEMENT PROGRAM						\$ -	\$ -
4	LONG RANGE TRANSPORTATION PLAN						\$ -	\$ -
5	PUBLIC PARTICIPATION PLAN						\$ -	\$ -
6	PUBLIC TRANSPORTATION PLANNING						\$ -	\$ -
7	REGIONAL PLANNING			\$ 2,000.00	\$ -		\$ 121.00	\$ 2,121.00
8	CAPITAL EXPENDITURES						\$ -	\$ -
	TOTAL	\$ 10,000.00	\$ 8,000.00	\$ 2,000.00	\$ 1,000.00	\$ 7,000.00	\$ 1,693.00	\$ 29,693.00

Memberships

Rural Transportation Advisory Council (RTAC). RTAC dues is estimated to be \$7,000 in FY19 based on the population of the SVMPO Planning Boundary (70,446).

Arizona Transit Association (AzTA). AzTA dues (\$1,300). The MPO will pay 80% (\$1040) and City (\$208).

Association of Pedestrian and Bicycle Professionals membership dues for members of the SVMPO Bicycle Pedestrian Advisory Committee (BPAC) (\$462).

Association of Pedestrian and Bicycle Professionals membership dues for SVMPO staff member (\$110)

Technology

Technology includes expenses for SVMPO web site development and maintenance or other technology related costs in support of the SVMPO activities and programs.

Travel & Training

Travel & Training includes meetings and overnight stays in Phoenix or other parts of the State and conferences and training for SVMPO Staff, Board, and TAC. The MPO may pay the cost of registration expenses for Board and TAC members for in-state conferences/meetings.

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

- Arizona Rural Transportation Summit, Lake Havasu (October 2018)
- Roads & Streets Conference, Tucson (April 2019)
- AZ Transit Conference, Tucson (April 2019)

Out of State travel for SVMPO staff:

- National APA Conference, San Francisco, CA (April 2019)

Office Supplies and Printing

Office supplies and printing include office materials, SVMPO web site expenses, and printing of materials such as maps, brochures, etc. in support of transportation related activities.

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 2019 ACTIVITIES

- Manage the implementation of tasks within the FY 2019 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. Adhere to the Open Meeting Law for public meetings and email distribution;
- Participate in meetings, workshops, and conferences, in-state and out of state, to stay current on innovative transportation and land use planning techniques;
- Establish administrative and technical procedures, prepare contractual agreements as required;
- Attend Sierra Vista MPO Bicycle and Pedestrian Advisory Committee meetings;
- Manage and continue to update the MPO website to provide a landing page for SVMPO news, meetings, and other information as needed;
- Print/Reprint maps and 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;
- Develop a Standard Operating Procedures (SOP) book for the administration of the MPO;
- Prepare the FY 2020 Work Program.

END PRODUCTS (SCHEDULE)

- An ongoing transportation planning program through the execution of tasks outlined in the Work Program or Regional Transportation Plan (RTP) (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 2020 Work Program (Draft – March 2019 / Adoption – May 2019).

BUDGET

TASK 1: ADMINISTRATION							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305 (44.21.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO		\$ -	\$ 120,000.00	\$ 30,000.00		\$ -	\$ 150,000.00
Direct Expense	\$ 26,000.00	\$ 1,572.00		\$ -		\$ -	\$ 27,572.00
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 26,000.00	\$ 1,572.00	\$ 120,000.00	\$ 30,000.00	\$ -	\$ -	\$ 177,572.00

\$20,000 in City employee or contract services to assist in the development of transportation planning studies or individual projects identified in this Work Program & Budget, Long Range Transportation Plan, or other studies previously developed for the SVMPO.

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 2019 ACTIVITIES

- Using the Traffic Count Database System (TCDS) web application, upload the raw traffic data onto the MS2 website. Raw traffic count data will be processed on the TCDS application to derive and/or apply seasonal factors to compute annualized ADTs, vehicle class, and other traffic statistics. If permanent/continuous count station data is available on non-state system roadways within the MPO, ADOT will work with the local agency to connect the permanent/continuous count station data to the TCDS module to assist in developing additional seasonal factors. Collected traffic data shall be reported irrespective of the functional classification of the roadway segment.
- Using the tools in the TCDS application to perform the following tasks related to the reporting of a member agency's traffic count data.
 - Update and maintain the locations of the blue squares that reflect traffic count stations employed by the agency.
 - Upload the member agency's raw traffic volumes and classification counts using the Multi-file Upload tool of the TCDS module. Use the Count Group Assign List interface for quality control, review, processing, display to the public through the internet, and annual inclusion to the HPMS database.
 - To satisfy HPMS requirements, short-term traffic counts must be at least 48-hour duration and will be automatically calculated to annualized ADT volumes by the TCDS application at year-end processing time;
 - If needed, provide ADOT staff, or its contractors, with metadata about the collected traffic counts
- 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 and Cochise County;
 - Maintain bike route and multi-use path data and duplication of related printed materials as needed;
 - Address update as needed for populations analyses;
 - Commercial driveway entrance inventory.

- Bicycle and Pedestrian Count;
- Annual update of demographic data.
- Begin process of preparing local data in preparation for Census 2020
- Develop three-year vehicle count plan for use by local jurisdictions.

END PRODUCTS (SCHEDULE)

- HPMS Traffic Count Data Entry (February/March);
- Functional classification reports (as needed);
- Annual demographics report (as required);
- GIS data inventory, input, data updates, and system maintenance (ongoing);
- GIS web mapping development and services.

BUDGET

TASK 2: DATA COLLECTION AND MAINTENANCE							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305 (44.22.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 25,000.00	\$ 1,511.00		\$ -		\$ -	\$ 26,511.00
Direct Expense	\$ -	\$ -		\$ -		\$ -	
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 25,000.00	\$ 1,511.00	\$ -	\$ -	\$ -	\$ -	\$ 26,511.00

\$5,000 for software in support of Pavement Condition Survey results.

\$15,000 in City employee or contract services to assist in developing and gathering data in support of Geographic Information System (GIS) and preparation of U.S. Census 2020.

3 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

In cooperation with the State, local jurisdictions of the SVMPO, and local transit operator prepare and update a TIP annually. 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 2019 ACTIVITIES

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

END PRODUCTS (SCHEDULE)

- Draft TIP (March);
- TIP adoption by Board of Directors (May).
- Program HSIP funding projects on TIP (May);
- Program STBG funding on TIP (May).

BUDGET

TASK 3: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305 (44.25.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 5,000.00	\$ 302.00				\$ -	\$ 5,302.00
Direct Expense		\$ -		\$ -		\$ -	\$ -
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 5,000.00	\$ 302.00	\$ -	\$ -	\$ -	\$ -	\$ 5,302.00

4 LONG RANGE TRANSPORTATION PLAN

Implement the priorities of the SVMPO 2015-2040 Long Range Transportation Plan (LRTP) to provide a long-term vision and direction for short and mid-term actions and capital investments.

FY 2019 ACTIVITIES

- Implement recommendations of the MPO's 2015- 2040 LRTP;
- Reserve approximately \$100,000 from the FY19 Work Program Budget for the 2020-2045 LRTP update to be completed by March 2020.

END PRODUCTS (SCHEDULE)

- Transportation studies and activities recommended by the MPO's 2015 – 2040 LRTP.

BUDGET

TASK 4: LONG RANGE TRANSPORTATION PLAN (LRTP)							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305 (44.23.02)		
	Federal	Local	Federal	Local	Federal	Local	
MPO		\$ -		\$ -		\$ -	\$ -
Direct Expense	\$ -	\$ -		\$ -		\$ -	\$ -
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant	\$ 100,000.00				\$ -	\$ -	\$ 100,000.00
TOTAL	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00

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 2019 ACTIVITIES

- Include the public in decisions, activities, and projects of the MPO, per the approved PPP;
- Review and update the PPP prior to starting the next LRTP
- Update Title VI Plan report of Title VI activities.

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 5305 (44.21.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 5,000.00	\$ 302.00				\$ -	\$ 5,302.00
Direct Expense		\$ -		\$ -		\$ -	\$ -
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 5,000.00	\$ 302.00	\$ -	\$ -	\$ -	\$ -	\$ 5,302.00

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 network.

FY 2019 ACTIVITIES

- Coordinate an approach to promote cooperation across transit agencies in the region;
- Collaborate with FTA and ADOT regarding funding and eligibility requirement for grants and financial management (44.26.13);
- Coordinate with the City of Sierra Vista/Vista Transit, SEAGO and human service transportation providers to implement goals and objectives of the Transit element in the 2015 – 20140 Long Range Transportation (44.26.15);

END PRODUCTS (SCHEDULE)

- Efficient operation of the public transportation system (ongoing);

BUDGET

TASK 6: PUBLIC TRANSPORTATION PLANNING							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305 (44.22.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 27,000.00	\$ 1,632.00		\$ -	\$23,000.00	\$ 5,750.00	\$ 57,382.00
Direct Expense		\$ -		\$ -		\$ -	\$ -
Other Agency		\$ -		\$ -	\$ -	\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 27,000.00	\$ 1,632.00	\$ -	\$ -	\$23,000.00	\$ 5,750.00	\$ 57,382.00

- Estimated \$50,000 for a feasibility study to connect transportation services between Sierra Vista and Huachuca City.

7 REGIONAL PLANNING

Integrate land use planning with the MPO's transportation planning process to ensure the successful implementation of the MPO's 2015 -2040 Long Range Transportation Plan.

FY 2019 ACTIVITIES

- Coordinate and assist MPO jurisdictions with submitting applications for state-wide HSIP funds;
- Prioritize and program regional projects in the FY19-FY23 TIP
- Support bicycle/pedestrian activities;
- Assist participant agencies with local 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 about transportation, public transit, and transportation systems management;
- Coordinate with ADOT on 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 deficiencies in the connectivity of the transportation system and develop infrastructure and operational solutions that provide to essential public services;
- Continue to develop Safe Routes to School Plan and program implementation.

END PRODUCTS (SCHEDULE)

- Implement recommendations from 2015-2040 LRTP

BUDGET

AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305 (44.22.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 25,000.00	\$ 1,511.00		\$ -		\$ -	\$ 26,511.00
Direct Expense	\$ 2,000.00	\$ 121.00		\$ -		\$ -	\$ 2,121.00
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ 27,000.00	\$ 1,632.00	\$ -	\$ -	\$ -	\$ -	\$ 28,632.00

- \$25,000 carry-over from FY 18 for the final deliverables from the Street Condition analysis (Increased from \$15,000 estimated Amendment One)

8 CAPITAL EXPENDITURES

Purchase of capital equipment (exceeding \$5,000) to assure the SVMPO is equipped to fulfill its mission and service.

FY 2019 ACTIVITIES

- None planned at this time

END PRODUCTS (SCHEDULE)

- Analysis for planning activities and studies.

BUDGET

TASK 8: CAPITAL EXPENDITURES							
AGENCY	FHWA				FTA		TOTAL
	PL		SPR		Section 5305 (44.22.00)		
	Federal	Local	Federal	Local	Federal	Local	
MPO		\$ -		\$ -		\$ -	\$ -
Direct Expense		\$ -		\$ -		\$ -	\$ -
Other Agency		\$ -		\$ -		\$ -	\$ -
Consultant		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO TAC

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 1, 2018

Subject: SVMPO By-Laws Revision

On September 20, 2018, the SVMPO Board of Directors directed the Administrator to bring forward a revision to the SVMPO By-Laws to add a transit representative to the TAC. FTA strongly urges MPO's to include Transit representation on standing committees and, in keeping with the adopted Transportation Performance Measures and Data Sharing Charter, the SVMPO Executive Board agreed that a transit representative would facilitate coordination between FHWA, FTA, ADOT, SVMPO and the SVMPO member local jurisdictions.

The Administrator would also recommend to the TAC that a second County representative from the Cochise County Community Development Dept./Planning Dept. be added to the TAC and seeks direction from the TAC on this proposed addition. Both the TAC and the Executive Board discussed the balance of representation given the expansion of the MPO boundaries. The City of Sierra Vista is represented both by their Engineering/Highway Dept. and their Community Development/Planning Dept. It is logical to mirror this same balance with Cochise County given that 458 square miles of the SVMPO's 614 square miles is now within unincorporated County. This suggestion has been discussed with both the Chair of the SVMPO Board and with Cochise County's Planning Director and the Administrator was asked to bring this recommendation to the TAC for consideration.

Attachments: Revised SVMPO By-Laws: DRAFT

Action Requested: A motion to approve revising the SVMPO By-Laws to include additional members representing Transit and Cochise County's Community Development Dept. on the Technical Advisory Committee.

SECTION I: OBJECTIVE

DRAFT

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 the SVMPO, carry out other related specific tasks including implementation thereof. The SVMPO will exercise leadership and initiative in transportation planning and assist 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, the Town of Huachuca City incorporated limits, 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, the Town of Huachuca City, 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 makes up a Technical Advisory Committee (TAC). In addition, there may be other special committees such as technical subcommittees and 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 a 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 suitably 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:

Jurisdiction	Number of Members
City of Sierra Vista	3
Town of Huachuca City	1
Cochise County	1
State Transportation Board (Non-Voting)	1
Total	6

- (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 the appropriate governmental unit shall appoint another member.

(e) Representatives of the following units of government are voting members of the SVMPO: City of Sierra Vista, Town of Huachuca City, and Cochise County.

(f) Representatives of the following unit of government is a non-voting member of the SVMPO: Arizona State Transportation Board representative.

2. Voting.

(a) Each voting member of the Board of Directors is entitled to one (1) vote. Upon the absence of a Primary voting 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 two years.

(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 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 closeout 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 the 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) voting 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 the 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 the 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)

City staff positions appointed by the City Manager.

The persons appointed to the TAC shall be staff members of the City of Sierra Vista with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Town of Huachuca City – One (1) position

Town staff positions appointed by the Town Manager

The person appointed to the TAC shall be a staff member of the Town of

Huachuca City with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Cochise County – **Two (2) positions**

County staff **positions** appointed by the County Administrator.

The person appointed to the TAC shall be a staff member of Cochise County with technical knowledge of transportation planning to advise and provide recommendations to the SVMPO Board of Directors.

Transit Representative – One (1) position

The transit staff position will be selected by the largest transit agency in the SVMPO region and shall be a person with specific knowledge of transit planning to advise and provide recommendations to the SVMPO Board of Directions.

Arizona Department of Transportation - One (1) position:

Planning Program Manager, ADOT for Systems Planning and Programming

The persons appointed to the TAC 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 subjects of particular technical expertise.

2. Voting

Each member of the Technical Advisory Committee 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., **five**) TAC members of the SVMPO shall constitute a quorum for the transaction of business.
- (c) The SVMPO TAC shall meet as determined 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.

SECTION 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.

SECTION 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, **advisory** 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.

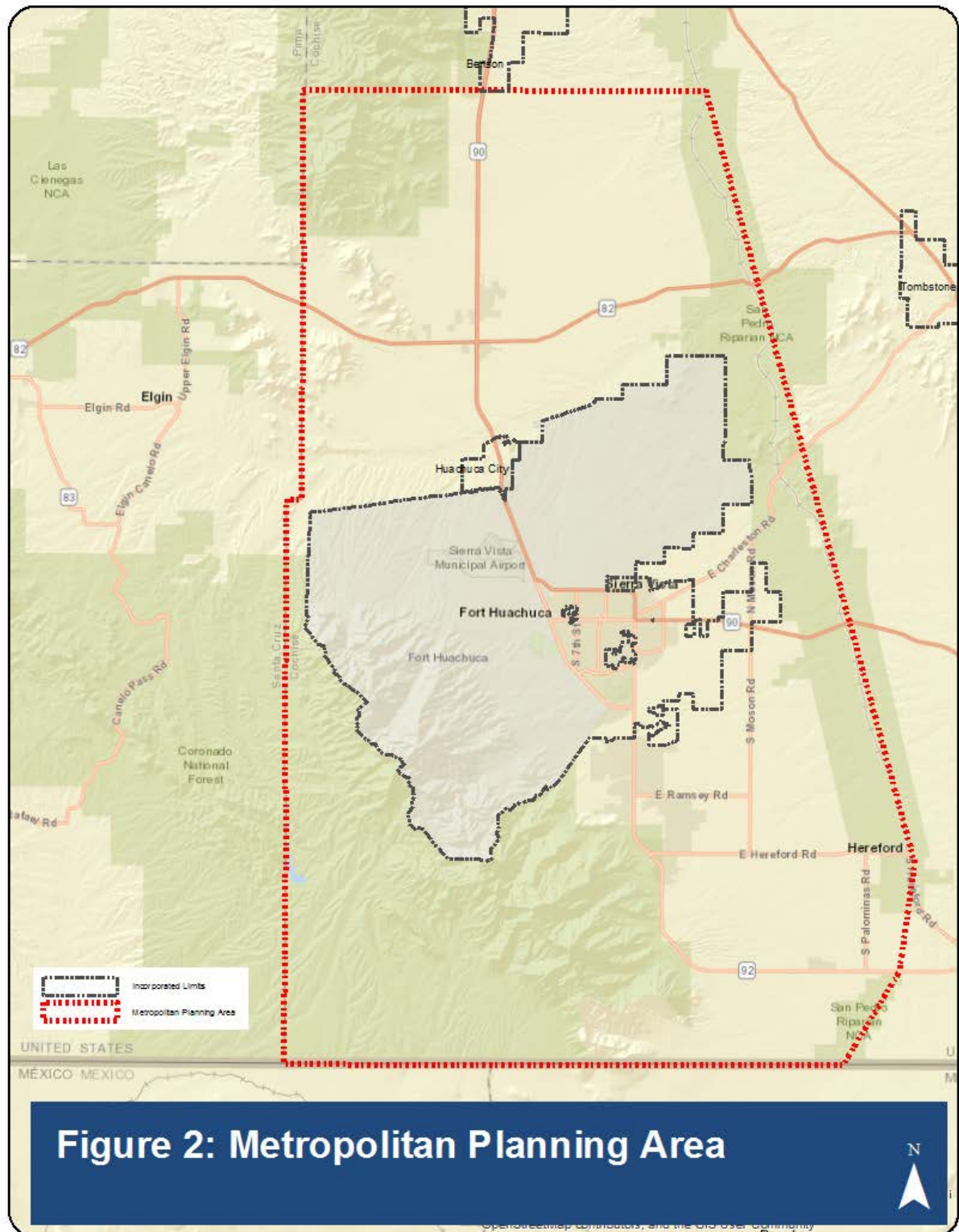
C. *Membership.* Membership on a special committee shall be determined by the SVMPO Board of Directors and/or the Technical Advisory Committee. The SVMPO Board of Directors and/or the Technical Advisory Committee may appoint, at its discretion, any individual it deems qualified to serve on a special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

SECTION 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.

SECTION VII: SVMPO STAFF

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





Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 1, 2018
Subject: FY19 Safety Targets

Arizona Department of Transportation (ADOT) adopted safety targets on July 31, 2018 for Fiscal Year 2019.

ADOT's Selected FY 19 Targets are as follows:

- ❖ Number of Fatalities – 5% Increase
- ❖ Rate of Fatalities – 2% Increase
- ❖ Number of Serious Injuries – 1% Increase
- ❖ Rate of Serious Injuries – 4% Decrease
- ❖ Number of non-motorized Fatalities and Serious Injuries – 3% Increase

SVMPO has not formally received a formal request from ADOT requesting support of these FY19 targets (ADOT is discussing with FHWA how frequently MPO's need to adopt new targets). However, other MPO's have begun the process to adopt these Safety targets or to modify them for their own regions in keeping with their adopted Highway Safety Plans.

The joint SEAGO/SVMPO Highway Safety Plan was adopted by the SEAGO Executive Board on August 17, 2018 (SVMPO jurisdictions also have representation on the SEAGO Board). The SVMPO has the option to establish their own targets or may adopt the ADOT targets. Several MPO's have begun to add language to their FY19 support letters advising ADOT that they have adopted the State targets "in perpetuity, or until the MPO should deem it necessary to establish and adopt their own targets".

The safety targets set by ADOT are data-driven and realistic and are intended to keep the State focused on improving safety while still striving to reduce the number of fatalities and serious injury crashes in the Sierra Vista MPO region and the State of Arizona. For FY19 it would be reasonable, and in keeping with the adopted Highway Safety Plan, to adopt the ADOT FY19 established safety targets.

Attachments: *Adopted Highway Safety Plan available on the svmpo.org website*

Action Requested: A motion to support the ADOT identified Safety Targets.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 1, 2018
Subject: TIP Amendment One

The SVMPO adopted their FY19 Transportation Improvement Plan (TIP) on July 19, 2018. Four Amendments are requested: two from the City of Sierra Vista and two from Vista Transit.

- ❖ Bring forward from FY 18 into the FY 19 TIP the SVMPO 18-01 project in the amount of \$264,042 (HURF Exchange) for the North Garden/Fry Blvd/Phase 1 Project for Design. This project was authorized by FHWA on August 30, 2018; City Council approved the IGA with ADOT on September 13, 2018; the IGA was fully executed on September 26, 2018. However, no funding draws were made prior to the end of FY18 (Sept 30th) and this transfer is to move these funds into the current fiscal year. This TIP Amendment is requested by the City of Sierra Vista at the request of ADOT Finance Dept.
- ❖ Change the SVMPO 18-01 project location from North Garden Ave. Fry Blvd between North Garden and Fab Ave. to Fry Blvd between North Garden Ave. and 7th Street; North Garden Ave. between Fry Blvd. and Buffalo Soldier Trail in order to be consistent with the approved IGA that the City of Sierra Vista has with ADOT and the approved HURF exchange Project Scoping Form. This TIP Amendment is requested by the City of Sierra Vista engineer at the recommendation of ADOT Multimodal Planning.
- ❖ Adjust the FTA TIP for a purchase in FY19 for two replacement buses in the amount of \$226,000. Federal share would be \$180,800. The identified buses were approved in a prior TIP but Vista Transit deferred purchase until this year. This TIP Amendment is requested by Vista Transit.
- ❖ Adjust the FTA TIP to add an ADA compliant audio/visual bus stop announcement system in the amount of \$41,000. The federal share would be \$32,800. This TIP Amendment is requested by Vista Transit.

Attachments: FTA TIP Amendment Request from Vista Transit dated October 18, 2018.

Action Requested: A motion to amend the adopted TIP to make the identified changes requested by the City of Sierra Vista and Vista Transit.

From: Michael Normand
To: Karen Lamberton
Cc: Yolanda Velasquez; Richard Cayer
Subject: RE: FTA TIP Amendment
Date: Thursday, October 18, 2018 2:33:01 PM
Attachments: image001.png

Karen,

Vista Transit is requesting approval of a TIP Amendment to purchase the following capital items in the current fiscal year (FY 2019):

- 1.) Two replacement buses: The City has submitted a grant amendment to purchase two 12-passenger, Arboc Spirit of Independence buses at a total cost of \$226,000. The 80% federal share would be \$180,800. These buses will be used on Vista Transit's paratransit service. Our goal in moving to the smaller bus for the paratransit service is to achieve better fuel economy and lower operating costs, better maneuverability at the locations served by paratransit, and provide a more comfortable ride for the passengers. These buses would replace two older 18-passenger, Arboc Spirit of Mobility buses that would be moved to the fixed-route service.
- 2.) Visual Bus Stop Announcement System: Vista Transit is proposing to retrofit computer/electronic equipment on five existing fixed-route buses to provide an ADA compliant, audio and visual bus stop announcement system. The proposed system would use equipment developed by the vendor that currently supplies Vista Transit buses with head-sign display technology and equipment. The vendor has developed and tested an electronic component module that can be installed and work in conjunction with existing GPS, audio and video systems installed on the buses. The estimated cost to install this system on five buses is approximately \$41,000, including installation and training. The 80% federal share would be \$32,800. This is being proposed as a sole source procurement due to the proprietary nature of the equipment being retrofitted with the existing equipment onboard the buses. The ALI# for this is 114-00, 44.42.20.

Please let me know if you need any additional information to process this amendment request.

Thank you,

Mike Normand
City of Sierra Vista
Public Works Transportation Administrator
520-417-4888



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 1, 2018
Subject: FY19 Title VI Plan Update

The SVMPO Title VI Plan was last updated on July 21, 2016. Since that time the SVMPO has expanded its boundaries, added the Town of Huachuca City as a member, and new FHWA guidance regarding Title VI complaints was issued on June 13, 2018. Title VI plans are due to ADOT's Civil Rights Division by August 1st of each year: SVMPO received an extension pending filling the vacant Administrator position.

The draft Title VI Plan was transmitted on October 8th for review and the TAC will be advised of any review comments from the Civil Rights Division. SVMPO transmitted the SVMPO FY18 annual report on October 18, 2018 after consultation with the ADOT Civil Rights Division. The TAC is advised to review the FY19 goals developed after review of updated Title VI guidance, best practices and previous Civil Rights Division recommendations to the SVMPO. Additional data, maps and attachments will be added to this draft prior to submittal to the SVMPO Board.

The TAC is advised that the MAG demographic viewers have been updated with the current SVMPO boundaries and is an available tool to the member jurisdictions for reviewing Title VI data for their jurisdiction boundaries at: <https://maps.azmag.gov/>

Attachments: FY18 Title VI annual report to ADOT's Civil Rights Division; Final Draft FY19 Title VI Plan

Action Requested: A motion to approve the FY19 Title VI Plan and forward to the Executive Board for adoption.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION FY 2018 TITLE VI/EJ ANNUAL REPORT

October 15, 2018

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For More Information about SVMPO Title VI and Environmental Justice activities, please contact the SVMPO Title VI Coordinator/SVMPO Administrator, Karen L. Lamberton, AICP. She can be reached at 520-515-8525 or Karen.Lamberton@SierraVistaAZ.gov

The current SVMPO Title VI Plan is available on the SVMPO website at www.svmppo.org

INTRODUCTION

The Sierra Vista Metropolitan Planning Organization, known as the SVMPO, is located in southeastern Arizona and is the Federal and State designated Regional Transportation Planning Organization for the southwestern portion of Cochise County, located in southeast Arizona. The SVMPO receives both Federal Highway Administration and Federal Transit Administration funds through agreements with Arizona Department of Transportation (ADOT).

The SVMPO is committed to ensuring the full participation in regional planning activities by all area residents. This agency has a nondiscrimination policy that addresses Title VI, Environmental Justice and other relevant federal and state statutes. No person, on the grounds of race, color, national origin, gender, age, disability, income status or limited English Proficiency, shall be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination under any SVMPO sponsored program of activity. Public outreach and data analysis are two tools used to provide equal opportunity to participate and ensure that equal benefits and disproportionate burdens are assessed during project development.

This report sets out the SVMPO activities for Fiscal Year 2018 and goals for Fiscal Year 2019 to ensure that policies and projects are in compliance with Title VI of the Civil Rights Act of 1964 and the 1994 Presidential Executive Order 12898 in accordance with 23 CFR § 200.9(b)(7)(11) and FTA C 4702.1B.

ACCOMPLISHMENTS: Program Areas

Since the last annual report SVMPO has completed the following FY18 accomplishments:

- ✚ Maintained a website presence that provided information regarding any public meetings and provided access to information about Title VI and the Rights of the Public under Title VI, Environmental Justice and Americans with Disabilities Act.
- ✚ Provided access to Title VI Complaint Forms along with contacts for submitting complaints to the SVMPO, Arizona Department of Transportation (ADOT; Federal Highway Administration (FHWA and the Federal Transit Administration (FTA).
- ✚ Held nine Board and Committee meetings and ensured that meetings rooms were accessible and the opportunity made available for translation or other accommodations, if needed.
- ✚ Posted the official Title VI Notice to the Public at every scheduled meeting.
- ✚ The completed update to Cochise County's Road Design & Construction Standards & Specifications for Public Improvements included new Design Standards for recreational pathways compliant with best practices for access for this with disabilities (adopted in August 2017 by the Cochise County Board of Supervisors).
- ✚ The FY19 Transportation Improvement Plan was released for public comment during the 4th quarter. Comments were reviewed and responded too, as appropriate, throughout this process. Public comments were provided to the Executive Board during their decision making process.
- ✚ Conducted outreach and surveys with several elementary schools regarding transportation options for alternative modes, like bicycling and walking, for lower income students.

SUB-RECIPIENT REVIEWS

Each program area and sub-recipient is reviewed by the City of Sierra Vista's (SVMPO's fiscal agent) staff, the SVMPO Administrator and the SVMPO contract attorney as contracts and planning agreements are developed. This includes a review of Title VI provision to ensure strict adherence. There are no known deficiencies in compliance during this timeframe.

TITLE VI TRAINING

The Title VI Liaisons notify SVMPO of various Title VI training opportunities as they become available. These opportunities are then made known to staff of the member jurisdictions and, when appropriate, to members of the public. The interim SVMPO Administrator attended a webinar held on May 15, 2018 that was conducted by ADOT's Civil Rights Office and led by Joanna Lucero for MPO's related to the update to FHWA and FTA Title VI/ADA Non-Discrimination Complaint Procedures.

No information is available regarding Board, committees or other staff attendees at trainings; however, it is believed that Vista Transit staff (the largest transit provided in the region) participated in available Title VI and ADA trainings during this timeframe. In addition, the interim Administrator attended a Healthy Communities meeting during the third quarter, which discusses the implications of transportation infrastructure on those with mobility impairments and the aging.

COMPLAINT PROCEDURES/FY18 Complaints

During Fiscal Year 2017-2018, no formal Title VI or Environmental Justice complaints were filed, per discussions on October 2nd, and 3rd, 2018, with the formal SVMPO Administrator (July 2017 to December 2017) and the interim SVMPO Administrator, Andrea Castanon (January 2018 through September 2018). A review of quarterly reports found no record of any complaints filed with this agency. One complaint against the SVMPO was investigated related to open meeting law issues which have been resolved and the case is now closed (this matter did not reach to any Title VI, EJ or ADA issues).

Title VI Complaints, Investigations and Lawsuits: FY 18 Log					
Description/Name	Date Month, Day & Year	Funding Source (FHWA or FTA)	Summary (Basis of Complaint)*	Status	Actions / Final Findings
Complaints					
1)					
2)					
Investigations					
1)					
2)					
Lawsuits					
1)					
2)					

*Specific category, i.e. Race, Color or National Origin

Report to be Submitted Annually to ADOT Title VI Department; a NIL Report is Required

GOALS FOR FY 2019

The SVMPO has identified the following goals to ensure full compliance with Title VI, Environmental Justice and related authorities. These goals were developed by the Title VI Coordinator/SVMPO Administrator and reviewed by ADOT's Civil Rights Office.

- ✚ Document and address any submitted complaints received and promptly notify ADOT, and as appropriate, FHWA and FTA Civil Rights Offices of the received complaint and any resolution reached.
- ✚ Fully and effectively respond to any requests for Limited English Proficiency services, translation requests, and special accommodations needed to engage communities of concern in the SVMPO's regional planning area.
- ✚ Update the Title VI process, Complaint Forms and Notice to the Public on the SVMPO website to be in compliance with the June 13, 2018 FHWA guidance memo and August 17, 2018 ADOT directive.
- ✚ Provide Spanish language materials related to Title VI Rights and provide Spanish language Complaint Forms on the SVMPO website.
- ✚ Provide language translator option on the website.
- ✚ Identify meeting spaces fully accessible to those with mobility impairments.
- ✚ Obtain demographic data and maps for the recently expanded SVMPO boundaries, approved by the SVMPO Executive Board on January 2018.
- ✚ Conduct outreach, such as surveys and formal and informal focus groups, to identify issues of concern for Title VI vulnerable population groups and include these observations in the deliberations of SVMPO committee deliberations and decisions regarding funding investments.
- ✚ Engage the Title VI liaisons with ADOT and FHWA to review and approve an updated Title VI and Public Participation Plan for the expanded SVMPO boundaries.
- ✚ The SVMPO Administrator will attend Title VI, Environmental Justice and ADA subject matter trainings and share those opportunities with member jurisdiction staff and committee members.



SIERRA VISTA METROPOLITAN PLANNING ORGANIZATION
TITLE VI PLAN: FY2019

DRAFT

FY 2019 TITLE VI and ENVIRONMENTAL JUSTICE PLAN

Transportation Planning & Transportation Improvements

Sierra Vista Metropolitan Planning Region

Adopted on _____

by the Sierra Vista MPO Executive Board

Prepared by the Sierra Vista MPO
401 Giulio Cesare Ave
Sierra Vista, AZ 85635
www.svmmpo.org

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INTRODUCTION

The Sierra Vista Metropolitan Planning Organization, known as SVMPO, was formed in 2013, after the area reached a Census designated urban population of 50,000. It is the Federal and State designated Regional Transportation Planning Organization for the southwestern portion of Cochise County, located in southeast Arizona.

The SVMPO is governed by a five member elected Board of Supervisors and exercise the powers invested in them under 23 U.S.C. 104 (f) and 49 U.S.C. 5305 to carry out the provisions of 23 U.S.C. 134/49 U.S.C. 5303 which includes the power to enter into agreements with other governmental entities for accomplishing necessary duties and responsibilities described under law. In addition, SVMPO is guided by a Joint Project Agreement with the Arizona Department of Transportation and an annual Work Program that describes responsibilities and planned activities to providing continuing, coordinated and comprehensive regional transportation planning.

The SVMPO is committed to ensuring the full participation in regional planning activities by all area residents. This agency has a nondiscrimination policy that addresses Title VI, Environmental Justice and other relevant federal and state statutes. No person, on the grounds of race, color, national origin, gender, age, disability, income status or limited English Proficiency, shall be excluded from participation in, be denied the benefits or, or be otherwise subjected to discrimination under any SVMPO sponsored program of activity. Public outreach and data analysis are two tools used to provide equal opportunity to participate and ensure that equal benefits and disproportionate burdens are assessed during project development. This Title VI Plan sets out the SVMPO policies and assurances in compliance with Title VI of the Civil Rights Act of 1964 and the 1994 Presidential Executive Order 12898.

Title VI of the Civil Rights Act of 1964

"No 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 financial assistance."

Federal Funding for SVMPO Planning and Programming

The SVMPO currently receives the following federal funding for planning and programming in the SVMPO region:

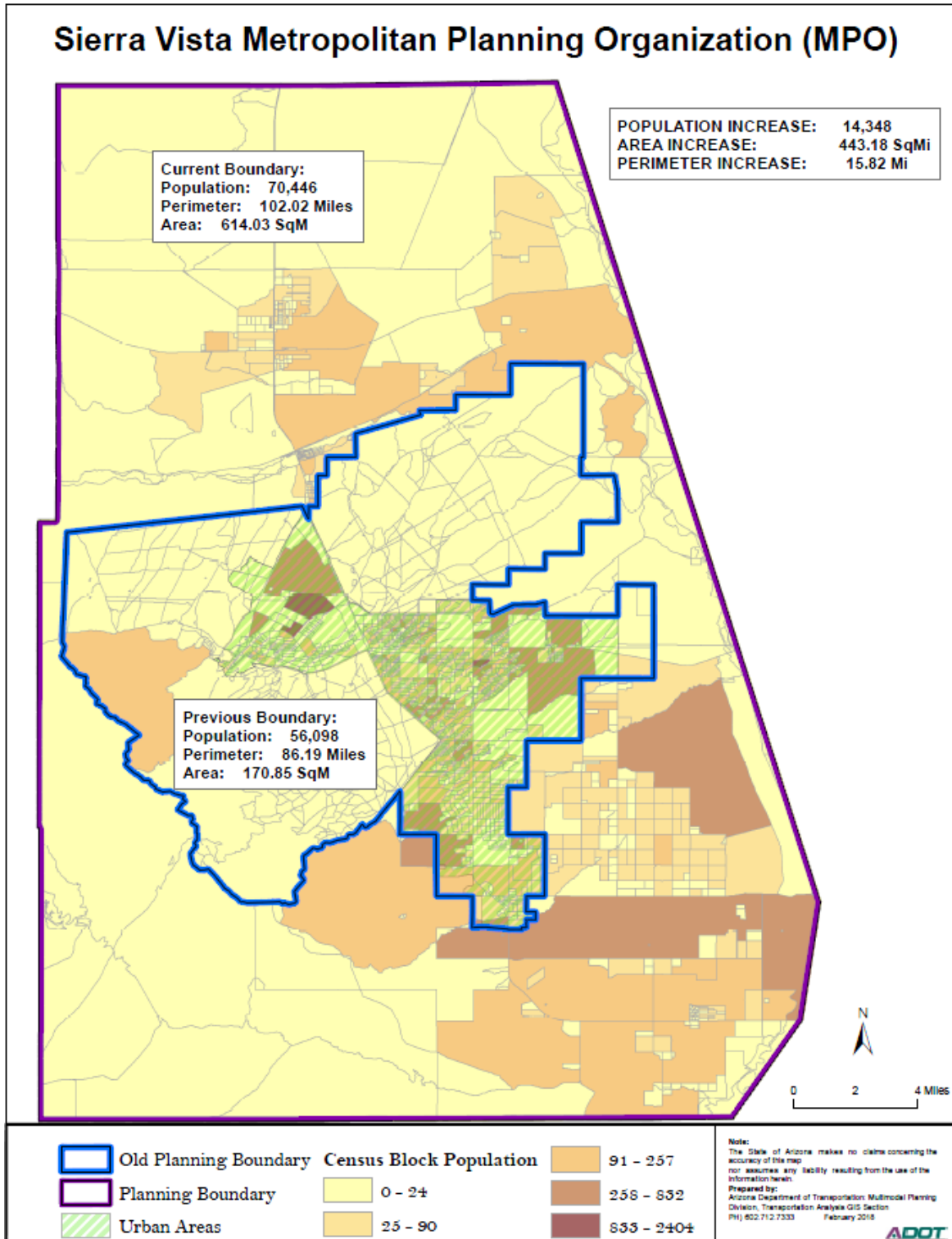
- ❖ Statewide Planning and Research Funds (SPR)
- ❖ Planning Funds (PL)
- ❖ 5303 Transit Planning Funds.

The SVMPO also coordinates with member jurisdictions grant funding from public and private sources.

SVMPO Location

SVMPO is located in the southeast corner of Arizona. There are currently two incorporated areas within the SVMPO; the City of Sierra Vista and the Town of Huachuca City. Portions of southwest unincorporated Cochise County are included within the SVMPO boundaries. Other jurisdictions within Cochise County and key areas outside of Cochise County are frequently included in planning processes in order to help evaluate connectivity and outside impacts.

On January 18, 2018, the SVMPO Executive Board approved an expansion of the MPO Boundaries. This expansion increased the MPO area to 614.03 square miles, reaching to the international border with Mexico to the south, the Pima County boundary to the west, to the City of Benson jurisdiction boundary to the north and the San Pedro river corridor to the east. The MPO now includes federal and state owned lands, including the Coronado National Forest.



SVMPO SIGNED POLICY STATEMENT

The SVMPO Title VI Policies have not been changed and are supported by the following policy statement:

The Sierra Vista Metropolitan Planning Organization (SVMPO) is committed to ensuring that no person is discriminated against on the grounds of color, race, or national origin as provided by Title VI of the Civil Rights Act of 1964 and related authorities. Specifically, Title VI asserts 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 subjected to discrimination under any program or activity receiving federal financial assistance." Additional protections are provided in other federal and state authorities for individuals with limited English proficiency, income status, sex, disability, and age.

SVMPO strives to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not. As a sub-recipient of federal funding, SVMPO is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities. The U.S. Department of Transportation Title VI implementing regulations can be found at 49 CFR part 21.

Karen L. Lamberton, AICP, SVMPO Administrator

Date

ASSURANCES

The SVMPO has signed the following assurances in compliance with federal civil rights requirements:

General Assurances: Federal Aid Highway Program

Sierra Vista Metropolitan Planning Organization Title VI Assurances: FHWA

The Sierra Vista Metropolitan Planning Organization (SVMPO) HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the Arizona Department of Transportation that it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Office of the Secretary, Part 21.9(b), Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, that no person in the United States shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, and HEREBY 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, a copy of which is attached.

Specific Assurances

More specifically and without limiting the above general assurance, the Sierra Vista Metropolitan Planning Organization hereby gives the following specific assurances with its

Federal-aid Highway Program.

1. That agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Sierra Vista Metropolitan Planning Organization shall insert the following notifications in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal-aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

The Sierra Vista Metropolitan Planning Organization, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, gender, age, or disability in consideration for an award.

3. That Sierra Vista MPO shall insert the clauses of Appendix B of this assurance in every contract subject to this Act and the Regulations.
4. That Sierra Vista MPO shall insert the clauses of Appendix C of this assurance, as a covenant running with the land, in any deed from the United States affecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Sierra Vista Metropolitan Planning Organization receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection within.
6. That where the Sierra Vista Metropolitan Planning Organization receives Federal financial assistance in form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
7. That Sierra Vista MPO shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements enter into by Sierra Vista MPO with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over, or under real property acquired, or improved under Federal Aid Highway Program.
8. That this assurance obligates the Sierra Vista Metropolitan Planning Organization 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 Sierra Vista Metropolitan Planning Organization 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 Sierra

Vista Metropolitan Planning Organization retains ownership or possession of the property.

9. The Sierra Vista Metropolitan Planning Organization shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Sierra Vista Metropolitan Planning Organization agrees that the United States has right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to Sierra Vista MPO under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of Sierra Vista MPO.

Karen L. Lamberton, AICP, SVMPO Administrator

Date

General Assurances: Federal Transit Administration

Sierra Vista Metropolitan Planning Organization Title VI Assurances: FTA

The Sierra Vista Metropolitan Planning Organization HEREBY CERTIFIES THAT, as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The Sierra Vista Metropolitan Planning Organization will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 47021B and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9(b).
3. The Sierra Vista Metropolitan Planning Organization will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transportation Administration and/or the U.S. Department of Transportation.

Certification

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Sierra Vista Metropolitan Planning Organization by the Department of Transportation under the Federal-aid Highway Program/Federal Transit Grant Program and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in the interest and other participants in these same Federal-aid programs. The person whose signature appears below is authorized to sign this assurance on behalf of the Sierra Vista Metropolitan Planning Organization.

Karen L. Lamberton, AICP, SVMPO Administrator

Date

INSERT APPENDICES A, B, C, D AND E

NOTICE TO THE PUBLIC

Continuing compliance with Title VI and EJ policies are an ongoing effort performed with every program and project activity. Information about Non-Discrimination policies and the rights of the public are posted at every meeting location and on the SVMPO website.

Public Meeting Notices are posted at the SVMPO Office lobby, located at 401 Giulio Cesare Ave, Sierra Vista, 85603 and disseminated for additional courtesy posting to all member jurisdictions. These postings include:

- ❖ Cochise County Offices at 1415 Melody Lane, Bisbee, Arizona 85603
- ❖ City of Sierra Vista City Hall at 1011 N. Coronado Drive, Sierra Vista, AZ 85635
- ❖ Town of Huachuca City Town Hall at 500 N. Gonzales Blvd., Huachuca City, AZ 85616

The Notice to the Public is provided in the attachments to this Plan.

PUBLIC EDUCATION OF TITLE VI INFORMATION

Public education regarding Title VI, EJ and LEP programs and strategies is on-going. Inclusive public outreach strategies are identified in the SVMPO Public Participation Plan, last adopted October 22, 2014 and include:

- ❖ Use of local media through press releases, paid advertisements and legal notices;
- ❖ Maintaining a website to disseminate information and provide data, plans and studies to the public;
- ❖ Providing information about rights under Title VI, EJ and LEP along with opportunities for discussion at formal and information meetings with the public about issues of concern to these population groups;
- ❖ Posters regarding Title VI rights and processes to file complaints are posted at all member jurisdiction's offices

The SVMPO is committed to incorporating an effective public process into future planning efforts, project development and program activities.

SVMPO ORGANIZATION & STAFFING

The regional planning activities of the SVMPO is supported by multiple partners and under the direction of the SVMPO Administrator. At the time of this Plan, SVMPO has one Full-Time-Equivalent (FTE) staff person supported with in-kind staff support from all three member jurisdictions.

Responsibilities of SVMPO Partners

Title VI and Environmental Justice (EJ) activities are undertaken by partners working closely together to ensure that all people in the region have a voice in, and benefit from, investments made in transportation. These agencies include:

- ❖ The SVMPO member jurisdictions have primary responsibility for Title VI and EJ analysis under the National Environmental Policy Act (NEPA) for local construction projects, funded through the SVMPO.
- ❖ The Arizona Department of Transportation has primary responsibility for providing guidance and oversight on regional construction projects as well as conducting Title VI and EJ analysis for highway projects within the SVMPO region.
- ❖ Vista Transit, as the designated recipient for Federal Transit Administration (FTA) funds, transit operators and sub-recipient of FTA funds have the primary responsibility for Title VI and EJ analysis for transit service and transit projects subject to the National Environmental Policy Act (NEPA).

The SVMPO Long-Range Transportation Plan, and subsequent updates, assesses the impacts of proposed transportation benefits and impacts on vulnerable population groups. As projects are planned and implemented agreements and contracts are reviewed by the SVMPO fiscal agent to ensure compliance with Title VI requirements.

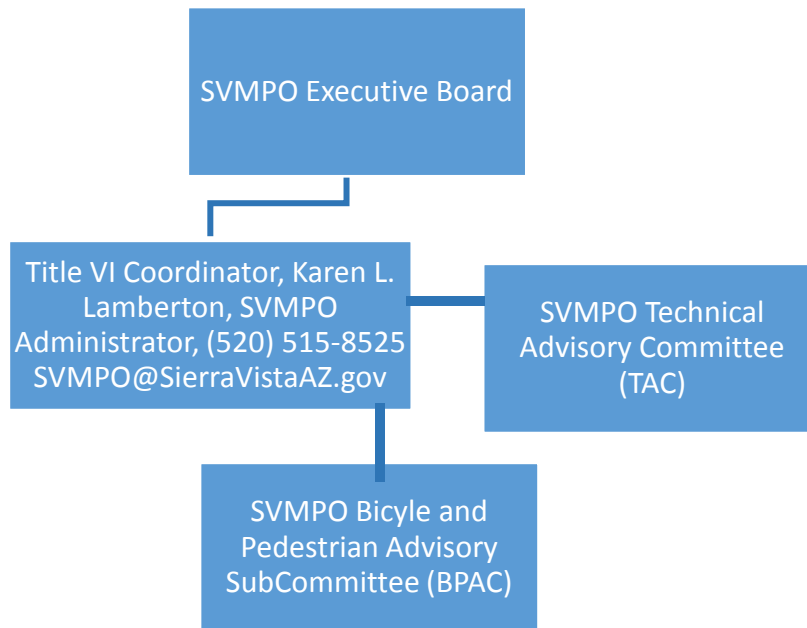
Title VI Coordinator

The SVMPO Title VI Coordinator is Karen L. Lamberton, SVMPO Administrator located at 401 Giulio Cesare Ave., Sierra Vista, Arizona 85635. Office Phone: 520-515-8525 E-Mail: sympo@SierraVistaAz.gov

Executive Board and Committees

It is the function of the Executive Board to act as a policy body, coordinating all county departments and related functions within the county. The Board must approve all agreements and contracts, and authorizes the SVMPO Administrator or other designated staff to sign all appropriate documents related to contracts and agreements. **The Board must also review and approve the Title VI Plan and Public Participation Plan.**

The Executive Board consists of elected officials from all the member jurisdictions and a non-voting member from Arizona Department of Transportation, SouthCentral District. A member of the State Transportation Board may sit as a voting member; currently this seat is vacant.



The 2018 Executive Board membership is shown in the table below:

REPRESENTS	Executive Board Member	RACE	GENDER
Cochise County	Patrick Call, Supervisor	White	Male
Sierra Vista	Rick Mueller, Mayor	White	Male
Sierra Vista	Rachel Grey, Council Member	White	Female
Sierra Vista	Craig Mount, Council Member	White	Male
Huachuca City	Joy Banks, Council Member	White	Female
ADOT	Rod Lane, District Engineer	White	Male

The 2018 Technical Advisory Committee membership is shown in the table below:


REPRESENTS	TAC Member	RACE	GENDER
Cochise County	Jackie Watkins, County Engineer	White	Female
Sierra Vista	Jing Luo, City Engineer	Asian	Female
Sierra Vista	Sharon Flissar, Public Works Director	White	Female
Sierra Vista	Matt McLachlan, Community Development	White	Male
Huachuca City	Jennifer Fuller, Town Clerk	White	Female
ADOT	Mark Hoffman, ADOT	White	Male
Transit	<i>Pending</i>		

The 2018 Bicycle & Pedestrian Subcommittee membership is shown in the table below:

REPRESENTS	BPAC Member	RACE	GENDER
Cochise County	Vacant		
Cochise County	Vacant		
Sierra Vista	Bud Dragoo	White	Male
Sierra Vista	John Healy	White	Male
Sierra Vista	Jacob Jones-Martinez	White	Male
Huachuca City	Vacant		
ADOT	Vacant		

Ethnicity and Gender Statistics for SVMPO Region, Board and Committees

	RACE/ETHNICITY						GENDER	
SVMPO	White Non-Hispanic	Hispanic	Black Non-Hispanic	Asian Hawaiian Non-Hispanic	Native American Non-Hispanic	Multi-Racial	Male	Female
SVMPO	63.0%	24.4%	4.8%	2.6%	0.8%	3.7%	47.7%	52.2%
Executive Board	100%	0	0	0	0	0	66.5%	33.5%
SVMPO Committees	84%	0	0	16%	0	0	33.5%	66.5%

 0.2% non-Hispanic/Some Other Race

It is acknowledged that there is an over-representation of white, non-Hispanic on the SVMPO Executive Board and committees. However, it is also acknowledged that the Executive Board is made of elected officials, the committee members are appointed by virtue of their position or expertise (e.g. City or County engineers) and that those positions are recruited by the member jurisdictions through non-discriminative and open processes. Given the limited number of committees and membership on those committees', changes in even one member's ethnicity, race or national origin significantly adjusts the demographic percentages. For example, the recent hiring of Ms. Jing Luo as the Sierra Vista City Engineer, adjusted the percent of representation by Asian's to 16 percent of committee representation in contrast to the 2.6 percent within the region. Nevertheless, proactive recruitment of Hispanic or non-white representatives to subcommittees is desired to more equally represent the SVMPO population as a whole.

DEMOGRAPHIC PROFILE FOR SVMPO REGION

The SVMPO region is characterized by a larger population group of white, elderly females than the State as a whole. The number of elderly also is reflected in the 16% percent of the region that reports a disability.

Communities of concern are defined as those Census Tracts where the identified groups represent a percentage of the population equal to or greater than that of the county average. The threshold for the population of Limited English Proficiency (LEP) population follows federal guidance at five percent or 1,000 people within a census tract, whichever is less. Based on the 2012-2016 American Community Survey five-year estimates, the threshold for each mandated community of concern for census tracts within the SVMPO are as follows:

- ❖ Limited English Proficiency: Five percent or higher
- ❖ Minority Population: 37 percent or higher
- ❖ Population in poverty: 15 percent or higher
- ❖ Disability: 16 percent or higher

Ethnicity & Race

According to the 2010 Census, Hispanics constituted 32.4 percent of the County's total population compared to 29.6 percent for the State and 16.3 percent for the nation. Native Americans accounted for 0.8 percent of the County's population, African Americans for 3.8 percent, Asian/Pacific Islanders for 1.8 percent and Native Hawaiian/Pacific Islander for 0.3 percent. Multi-racial, that is persons indicating two or more races, were indicated by 4 percent of the population.

The dominate European ethnicity identifies with either a German or Irish ancestry. It is also notable that a dramatic shift in ethnicity is seen among the young of Cochise County: almost half (47.37%) of all those under the age of 18 are Hispanic. This mirrors the demographic profile in Arizona which has the largest age gap between race/ethnicity in the Nation.

The majority of the County speaks and writes in English with 25.2% of the population also speaking Spanish. Of those 9.2% indicate an English speaking language barrier. A small percentage of County residents report a preference for speaking in other indo-European languages, 0.5% or in Asian/Pacific Islander languages; 0.7% (about 1,300 people in 2010).

Age, Gender & Disability

The median age of the SVMPO population was 39.7 years – several years higher than the national median age of 37.2. . 15.9 percent of the population is over the age of 65 and 6.5 percent over the age of 75. The gender split in 2012-2016 ACS data was 52.2 percent female and 47.7 percent male.

Over 15.7 % of the population indicated a disability that interferes with normal life function which may include a sensory, physical, and mental or self-care disability in the 2012-2016 American Community Survey results. This percentage goes up sharply to 39.1% for those over the age of 65.

Maps illustrating the SVMPO areas with communities of concern are provided in the attachments of this Title VI Plan. *PENDING*

The SVMPO will actively work with member jurisdictions to encourage full participation in the upcoming Census 2020 population count, provided support to the state-wide population technical advisory committees, and continue to collect, review, analyze and update socio-economic data of the purposes of having up to date data on vulnerable population groups and communities of concern during program and project development and implementation.

Limited English Proficiency

Limited English Proficient (LEP) persons refer to people who are age 5 years or older for whom English is not their primarily language and have a limited ability read, write, speak or understand English. It includes those people that have reported to the Census that they speak English less than very well, not well or not at all.

Persons with Limited English Proficiency (LEP) in SVMPO Region	Estimate	Percent of Persons 5 yrs or over	Percent of Persons 5 yrs and over with LEP
Total Persons 5 years and over	52,166	100%	
English Speaking Only		80.2%	
Limited English Proficiency	4,302	6.7%	100%
Spanish with LEP	2,375	4.6%	69.1%
Other Indo-European with LEP	326	0.6%	9.5%
Asian and Pacific Island Languages with LEP	735	1.4%	21.4%
Other languages with LEP	-	0.0%	0.0%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5 year Estimates. ACS Data are based on a sample and are subject to sample variability.

An area is identified as having a community of concern related to limited English proficiency when five person or more the population, or 1,000 people within a neighborhood/census tract, fit this definition.

For public outreach efforts, availability of materials in Spanish or ensuring that a bi-lingual staff member is available during meeting is a good strategy.

Environmental Justice (EJ)

Median income per household in 2010 was \$44,876 with 29.5% of household reporting retirement income and 12.5% of households reporting earnings with Food Stamp/SNAP benefits. Poverty rates for individuals was 15.7% at the time of the Census in 2010 but for families with young children the rates go up to 19.5% and for single women with children under 5 the poverty rates were 59.3%.

Following the Office of Management and Budget's (OMB) Statistical Policy Directive 14, the Census Bureau uses a set of money income thresholds that vary by family size and composition to determine who is in poverty. If a family's total income is less than the family's threshold, then that family and every individual in it is considered in poverty. The official poverty thresholds do not vary geographically, but they are updated for inflation using Consumer Price Index (CPI-U). The official poverty definition uses money income before taxes and does not include capital gains or noncash benefits (such as public housing, Medicaid, and food stamps).

For example, for a four-person family unit with two children, the 2010 poverty threshold is \$22,113. For one- or two-person family units, the poverty thresholds differ by age; the 2010 threshold for one individual under age 65 is \$11,344, whereas for an individual 65 or over it is \$10,458. Median rent in Cochise County is about \$713 dollars. For a family of four at the poverty threshold paying the median rent amount over 38% of their income is dedicated to housing costs.

Environmental Justice Provisions of 1994

“Identify and address disproportionately high and adverse human health or environmental effects of federal policies, programs, and activities on minority and low income populations”.

Although other aspects of Title VI reach to the ethnicity, race and national origin, the Environmental Justice (EJ) provisions specifically require consideration on those in defined as those in poverty. In the SVMPO, poverty among those with young children are a matter of concern. Typically, single parent households or grand-parent caregiver households with young children are not easily reached by typical open houses or public meetings held during daytime hours. Transportation options that include transit vouchers, safe routes to schools and information transmitted through preschools/daycares or churches are example strategies for addressing EJ population groups.

Disadvantaged Business Enterprises (DBE)

A Disadvantaged Business Enterprise (DBE), are for-profit small businesses which meet both of the following requirements:

1. Is at least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publically owned business, at least 51 percent of the stock is owned by one or more such individuals; and,
2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

An individual may be found to be socially and economically disadvantaged on a case-by-case basis or have been designated as such by the Small Business Administration. Individuals in Title VI protected groups are presumed to be socially and economically disadvantaged.

Contractors, subrecipients or subcontractors are required to carry out all applicable requirements to not discriminate on the basis of race, color, sex or national origin. These policies extend to the solicitation and participation in contracts; in particular those contacts through the U.S. Department of Transportation and/or the Arizona Department of Transportation in accordance with 49 CFR Part 26. In order to ensure that DBE's have an equal opportunity to receive and participate in federally assisted contracts the following policies should govern procurement activities of regional governments and their member jurisdictions (local public agencies).

- ❖ Ensure nondiscrimination in the award and administration of federal assisted contracts;
- ❖ Create a level playing field on which DBE's can compete fairly for federal assisted contracts;
- ❖ Ensure that the DBE program is tailored in accordance with applicable law;
- ❖ Ensure that DBE eligibility standards are adhered to;
- ❖ Remove barriers to the participation of DBE's in federal assisted contracts; and
- ❖ Assist in the development of firms that can compete successfully in the market place outside the DBE program.

SVMPO makes every effort to solicit contracts using state approved DBE lists and to include requirements, when applicable, upon contractors to comply with all applicable laws and regulations, including those related to Title VI and Environmental Justice.

PUBLIC PARTICIPATION AND OUTREACH

The SVMPO Public Participation Plan, last adopted October 22, 2014, is in the process of being revised. The draft of this plan will be provided to the public for review and comment for at least 45 days prior to adoption in early 2019. The currently adopted plan is available on the SVMPO website at www.svmppo.org. The revision of this public participation plan will commit to:

- ❖ Inclusive and meaningful public involvement;
- ❖ Open and honest communication with individuals and entities;
- ❖ Timely public notifications of meetings and pending plans, studies and projects;
- ❖ Easily accessible access to information and opportunity to comment on key decisions;
- ❖ Forming partnerships between member entities, public and private sectors and state and federal agencies to plan and implement transportation programs and projects.

Welcoming public participation and providing opportunities to comment are the foundation of good public outreach. Strategies that can be deployed include:

Activity	Description	Comments
Brochures	Written material to distribute generally contains more information than a flyer. It is often folded to create a small piece for distribution.	
Charrettes	An intensive brainstorming session using visual methods to define alternatives.	These can last anywhere from a few hours to a few days.
Contact lists	Create contact lists for interested parties.	May have issues with lists remaining current: a high volume of returned mail or bounced e-mails.
Displays	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them.	These are typically held at malls, city halls, banks, etc.
E-mails	Using the Internet to contact people that have shared electronic mail addresses.	This is very inexpensive and a quick way to contact people. It is, however, important to find other ways to communicate with people who do not have access to computers.
Flyers	A written communication piece that provides basic information. Could be mailed, inserted into other communications e.g. utility bills, schools handouts.	Multiple flyers can be produced for one event, plan or project with each flyer designed to communicate with different groups. These can be produced in various languages when appropriate to do so.
Focus Groups	A small carefully selected group of individuals who meet together, either formally or informally, to give feedback to the organizer on a specific topic.	Because this is a selected group, people who are not selected may be suspicious of the information gathered. May leave out alternative points of view by those too shy to assert themselves into a selected group or have time constraints.
Forums	A public meeting that is designed to help attendants better understand a subject by hearing different points of view. Usually several people with differing opinions, each make a short presentation and then answer questions. It is not designed for decision making.	It is most helpful if a disinterested party moderates. It also might be helpful, especially in some communities, if some of the "experts" were local and trusted by the community. If a forum is used, it may need to be in Spanish for Spanish speaking community members (or other language formats depending upon the community group).

Activity	Description	Comments
Meetings or Presentations	These are opportunities for larger groups of people to get together for a multitude of purposes. The general intent is to allow people to interact on a person-to-person basis. Meetings can be held for a wide variety of reasons from working on an issue to making a presentation and allows for interactive Questions and Answers.	To be most effective, a meeting should inform the participant prior to coming: what type of meeting it will be, what their role will be, and the expected outcome of the meeting. Weakness is that the meeting format typically focuses solely on the presenter's point of view.
Newspaper Advertisements	Information that a newspaper prints in their paper that is not part of the news. The person/group placing the advertisement has control of the content.	These are generally purchased, and are used to announce meetings, events, etc.
Newsletters	A regular communication for a predetermined, or self-selected, group of individuals/groups.	These can be mailed or sent electronically. This is a standard way to keep interested individuals and entities informed on a regular basis.
Open Houses	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them. Informed people are typically available to answer questions and take comments and suggestions.	This is a commonly used tool which has now been expanded to locations such as the local mall, in addition to places such as meeting rooms at the City or Town Hall, or County lobby.
Press Releases	This official release tells the press there is news they might be interested in reporting. It generally follows a specific format and includes who, what when, where and a contact for more information.	Information that is reported in an article format and reframed by local reporters typically receives more attention and credibility than paid advertising.
Public Hearings	This is a legal meeting that is often required to make sure there is some opportunity for public comment. It is normally conducted with elected officials sitting at the front and allowing community members very specific conditions, and limited timeframes, to speak to the issue at hand.	These are often the last opportunity for getting input as they generally occur late in the process. The primary intent of a public hearing is to provide decision makers with input prior to making their final decision. It can result in contentious and emotional presentations that have little basis in fact.
Radio Talk Shows	A longer discussion, on the radio, of a particular subject. Usually involves a talk show host and one or more additional people. Sometimes there is an opportunity for people to call in questions.	This is an opportunity for providing more in-depth information on a certain topic.

COMPLAINT PROCEDURES

SVMPO provides a complaint process for anyone that believes they have been discriminated against or feel that they have not been adequately accommodated. The information about this process is provided at every public meeting and is posted on the SVMPO website. The complaint form is available in both English and Spanish: translation into other language available via google translator on the web or by request to the SVMPO offices.

The SVMPO Complaint Process and Complaint Form(s) are attached to this Title VI Plan. A complaint log, sample shown on the next page, will be used to track any submitted complaints, investigations or lawsuits.

Title VI Complaints, Investigations and Lawsuits: FY 19 Log					
Description/Name	Date Month, Day & Year	Funding Source (FHWA or FTA)	Summary (Basis of Complaint)*	Status	Actions / Final Findings
Complaints					
1)					
2)					
Investigations					
1)					
2)					
Lawsuits					
1)					
2)					

*Specific category, i.e. Race, Color or National Origin

Report to be Submitted Annually to ADOT Title VI Department; a NIL Report is Required

TITLE VI TRAINING

The ADOT Title VI Liaisons notify SVMPO of various Title VI training opportunities as they become available. These opportunities are then made known to staff of the member jurisdictions and, when appropriate, to members of the public. In addition, the SVMPO subscribes to a number of professional organizations and journals that provide information regarding best practices throughout the nation on public outreach and non-discrimination practices for transportation programming and projects.

COMPLIANCE AND ENFORCEMENT PROCEDURES

Compliance is an on-going effort to go beyond the regulatory requirements to ensure that fair and equitable engagement with all the users of the transportation system are included in decisions regarding investment of available funds. Data will be collected and reported throughout the year regarding SVMPO outreach activities, will develop and implement an approved Public Participation Plan and the SVMPO will report annually on targeted Title VI/EJ/LEP efforts.

Any complaints filed will be given the highest priority for timely resolution with the applicable state and federal agencies. Data will be kept on these complaints, any lawsuits that might be filed and report on the status and outcomes of those actions.

PROGRAM AND SUB-RECIPIENT REVIEWS

Each program area and sub-recipient is reviewed by the City of Sierra Vista's (SVMPO's fiscal agent) staff, the SVMPO Administrator and the SVMPO contract attorney as contracts and planning agreements are developed. This includes a review of Title VI provision to ensure strict adherence.

PLAN TIMEFRAME AND UPDATE SCHEDULE

This Title VI plan updates the July 21, 2016 adopted Title VI Plan and covers the time-period of August 1, 2018 through July 31, 2019. An update to this Plan will be undertaken in early summer of 2019.

ATTACHMENTS

Referenced Documents within this Title VI Plan

Title VI Posting Notice to the Public **ON-LINE**

Complaint Process **ON-LINE**

Complaint Form English & Spanish **ON-LINE/SPANISH PENDING**

Demographic Maps of SVMPO Region **PENDING**

Executive Board Meeting Minutes of Nov 15, 2018 **PENDING**



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board

From: Karen L. Lamberton, AICP, SVMPO Administrator

Date: November 1, 2018

Subject: Public Participation Plan: Preliminary Draft

The SVMPO Public Participation Plan was adopted on October 22, 2014. Since that time the SVMPO has expanded its boundaries, added the Town of Huachuca City as a member, and is preparing to update their Long-Range Transportation Plan. Public Participation Plans are typically updated at least every five years.

Public Participation Plans are released to the public for a 45 day comment period prior to adoption. Review and suggestions has been requested from all member jurisdiction's Public Information Officers (PIO) and from Fort Huachuca. A preliminary draft will be revised with feedback from the TAC and the Executive Board with a tentative release to the public for comment by the end of November. A final draft would be then come back to the TAC and the Executive Board in January 2019 for possible adoption.

The Public Participation Plan sets out policy statements and a recommended set of strategies for involving the public in plans, programs and projects. The Administrator seeks suggestions from the TAC as to strategies that each member jurisdictions finds effective and/or is prepared to coordinate with the SVMPO in implementing.

Attachments: Preliminary revisions for the Public Participation Process and Strategies.
The current Public Participation Plan is available on the svmpo.org website.

Action Requested: Direction regarding possible revisions to the preliminary draft and recommendation to forward to the Executive Board for review.

PUBLIC PARTICIPATION PLAN

Background

A critical element in developing short and long-range regional plans is involving the public in the development and implement of those plans. Involving interested parties generally results in a more effective project overall. Taking time at the beginning to communicate with potentially affected parties, carefully explaining the proposal, and gathering input, can enhance the project and potentially reduce the time and effort for implementation.

The goals of public involvement are to ensure that:

- Residents are given the opportunity to participate in the transportation planning process.
- The issues and concerns of residents are given consideration in the selection of transportation investments.
- Transportation investments do not disproportionately burden any population with adverse impacts.

This plan outlines the importance of, and specific guidelines for, involving community members, organizations, governments, transportation professionals and others in ongoing and future regional projects, plans, and programs. Included is information about the value of public participation, how it will be accomplished, and what will be done with the results.

It is important to note that a Public Participation Plan needs to incorporate a broad array of interested parties. These include agencies responsible for land use management, natural resources, environmental protection, conservation and historical preservation. Involving all the potentially affected interests, including the traditionally underserved populations, can significantly increase a plan or project's efficiency and effectiveness. By following the process outlined in this plan, the SVMPO will be able to better ensure inclusive and meaningful public involvement.

Public Involvement Process

Public participation implies an open process. This means that anyone who is potentially affected, or is just interested in the process, is welcome to participate. Some of the reasons for encouraging this openness are:

- Project leaders may gain new information.
- Participants, who want a project to be completed, can provide additional resources in the form of assistance, goods, or services.
- Public participation can be a forum for dispute resolution.
- Progress can be made and implementation occurs because the project itself will be better designed with public input.
- The community better understands what the project is about.
- Input can provide a warning mechanism for potential problems.

Participant comments help the project leaders understand areas where residents and other stakeholders may have concerns or misunderstandings. This can be used to provide better information to others who are not actively participating in meetings or providing input.

PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Just opening the process to the public is not enough. There are numerous populations that are not likely to get involved unless a special effort is made to reach out to them. In this Plan, groups that need a more focused effort to get involved are referred to as “underserved populations”. These include, but are not limited to:

- Minority (Hispanic and/or non-white) community members.
- Low-Income community members.
- Physically and mentally challenged community members.
- People who may rely on alternative transportation.
- People with limited English proficiency.
- Aging individuals.

By making a reasonable extra effort to include these populations, SVMPO hopes to ensure that the interests and input of all residents are given equal consideration.

Guidelines

Techniques: There are numerous and varied techniques/activities to provide the opportunity for public involvement. Any combination and number of these may be used depending on the scope of the specific plan, program, or project. These techniques/activities are defined in detail in Table 1. As funding permits, SVMPO will select from the various activities to provide the most effective public participation in each particular situation.

Welcoming Attitude: Public participation is welcomed and encouraged by the SVMPO. All questions and statements are valuable and will be treated as such. Participants will be treated with respect. Meetings will be conducted with basic ground rules that enforce civil discussion. Anyone who feels that these rules have not been followed should contact the SVMPO staff at (520) 515-8525.

Meeting Schedules and Locations: Meetings and hearings, which are open for public participation, will be scheduled to allow the best opportunity for attendance by the general public and other entities whenever possible. The meeting locations should be convenient and ADA accessible. In addition to general meetings, events and activities, reasonable efforts should be made to reach those who are particularly affected, the underserved or others who request that the SVMPO come to them. These options are open to any group or individual and it is the policy of the SVMPO to go where people are whenever possible. Locations and meeting times for these activities should be designed according to the specific needs.

Notification: Notices will follow the general Open Meeting Laws of the State of Arizona. Information about meetings, events and other opportunities for participation will be made in a timely manner. This is especially important for the physically and mentally challenged as extra time may be needed to arrange for accommodations to meet their needs. This notification should be easy to understand and provide adequate information or explain where the information can be obtained.

Presentation of Information: In order to help citizens better understand Transportation Planning, efforts will be made to show how presented information specifically relates to the public in both the near future as well as long-term. Visualization enhancements such as color, animation, physical props, pictures, 3-D models, etc. should be incorporated, as appropriate, and as budgets allow.

PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Written and Personal Communications from SVMPO: Technical and policy information from SVMPO should be written so that it is clear and understandable to the public. All relevant information should be open for public consideration. Staff should be available to answer questions at meetings and respond to phone questions in a timely manner.

Ongoing Communications: SVMPO will use mailings, media, and electronic technology such as e-mail and web sites to have ongoing communication with the public and other entities. Members of the staff are also available via the phone for questions, concerns, and suggestions.

Other Entities: The needs and interests of other public and governmental entities will be solicited as appropriate. Coordination, cooperation, and teamwork among all the agencies are vital to the success of any plan, program, or project.

Transportation Interests: The SVMPO will solicit input from transportation-related groups such as professional organizations, freight interests, and private providers of transportation, chambers of commerce, and others.

Opportunities for Input: Opportunities for input will vary depending on the project, program, or plan. For larger projects, such as a regional transportation plan, several rounds of public participation may be appropriate. Opportunity for initial comments on what projects citizens would like their transportation system to include, prior to the start of any work may be desired. Comments on the first draft would be collected and incorporated as appropriate in the final draft. Finally, if there were significant changes to the final draft, there could possibly be another call for input. In each of these stages a variety of techniques would be used to involve all the stakeholders. Techniques would be determined by the extent and nature of the project as well as available funds to do so.

Use of Public Comments: A complete record of public comments will be retained for public review. In specific cases, identified by federal regulations, public comments would be a part of the final document. Additionally, individual questions will receive a response in a timely manner.

Decision Making: All final decisions (other than those requiring a vote of the people) are made by one or more groups of elected or appointed officials. Public meetings allow comments to be collected and may identify a consensus. The final decision, however, will be up to the elected and/or appointed officials based on a consideration of all related information. Prior to each key decision point, ample opportunity will be offered for input and that input will be shared with the decision-makers.

Evaluating Public Involvement Activities

A continuing focus on evaluation and enhancement of the public participation process should help to improve the outcome of each new SVMPO plan, project, or program. Evaluating public participation is a multi-dimensional task. First, there is the quantitative aspect which uses measurements such as the number of activities held, the number of notices sent, and/or the number of people who participated. While valid and important, these factors may not show the complete picture.

Second, it is important to evaluate the qualitative aspects relating to perceptions, attitudes, and effectiveness. Did the people who participated feel they were heard? Were all the potentially affected interests (including the underserved) actually represented? Were the materials provided easy to understand? Were announcements received in a timely manner?

Third, is the question of how the public input was used. This information needs to be recorded and made available. It also needs to be considered in the decision-making process. Fourth, is the need to evaluate the reason something happened. Understanding why there was good (or poor) participation is important to assessing effectiveness.

The ultimate point to consider in an evaluation is the existence of respect and trust. It is not possible to please everyone, but it should be possible to proceed forward with an atmosphere of respect and trust and the SVMPO intends to earn this by being fair and open with everyone at all times.

Development, Adoption, and Revision of the Public Participation Plan

This Public Participation Plan and the associated Title VI Implementation Plan has gone through several stages during its development:

- Preparation of a preliminary draft plan.
- Evaluation of this plan to ensure compliance with all federal regulations.
- Review of the plan by SVMPO's Legal Counsel and Staff.
- Circulation of the draft plan for at least 45 calendar days. This includes notice to all potentially affected interests that this final draft plan is available for review, including placement on the SVMPO's website.
- Review of the plan by stakeholders including the general public, governmental entities, and transportation professionals/businesses.
- Review and evaluation of any recommended revisions.
- Adoption/Acceptance of the final plan on _____
- Ongoing implementation of the plan by SVMPO.
- Availability of alternative formats i.e. large prints, Braille, audio/video cassettes (as appropriate) upon request for individuals who are blind or individuals with hearing/vision impairments. Due to the time and expense required to develop such materials, this will only be done upon request and a minimum of two weeks' notice must be provided to ensure timely preparation of such materials.

This plan will be updated at least every 5 years. (The first review would be in 2023.) Public input would be solicited for future revisions and a minimum 45 calendar day review period prior to adopting any changes. Efforts to involve the public and other organizations will follow the steps outlined in the adopted plan.

Other periodic revisions may occur, as new and better approaches are determined. Each time any significant content revisions are made (other than technical or grammatical revisions) the public will be given a 45-calendar day review and comment period prior to implementing the changes. SVMPO will review the plan annually and submit an annual accomplishment summary to ADOT Civil Rights Division and other state or federal agencies, upon request.

SVMPO Commitment

This plan contains background material, guidelines, and commitments that SVMPO is undertaking to incorporate an effective public process into future plans, projects, and programs.

PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Specifically SVMPO is committed to:

- Inclusive and meaningful public involvement.
- Open and honest communications with all individuals and entities.
- Timely public notice.
- Full public access to information and key decisions.
- Creating a sense of shared responsibility and ownership for regional transportation/congestion problems and a shared sense of pride in the development of solutions to those problems.
- Helping form partnerships between member entities, and the private and public sectors to plan and implement transportation/congestion solutions.
- Establishing policies and prioritizing needs based on valid data and using objective, fair, and consistent processes.
- Providing information and gathering input so that decision makers will be able to make informed decisions.

Table 1 – Public Participation Toolbox

Activity	Description	Comments
Brochure	Written material to distribute generally contains more information than a flyer. It is often folded to create a small piece for distribution.	
Charrette	An intensive brainstorming session using visual methods to define alternatives.	These can last anywhere from a few hours to a few days.
Conference	A meeting with two or more people where the participants confer and discuss. (This can also be a series of meetings and/or events focused on a unifying subject.)	
Contact lists	Create contact lists for interested parties.	
Display	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them.	These are typically held at malls, city halls, banks, etc.
E-mail	Using the Internet to contact people with electronic mail addresses.	This is very inexpensive and a quick way to contact people. It is, however, important to find other ways to communicate with people who do not have access to computers.
Flyer	A written communication piece that provides the most basic information.	Multiple flyers can be produced for one event, plan or project with each flyer designed to communicate with different groups. These can be produced in various languages when appropriate to do so.

PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Activity	Description	Comments
Focus Group	A small carefully selected group of individuals who meet together to give feedback to the organizer on a specific topic.	Because this is a selected group, people who are not selected may be suspicious of the information gathered.
Forum	A public meeting that is designed to help attendants better understand a subject by hearing different points of view. Usually several people with differing opinions, each make a short presentation and then answer questions. It is not designed for decision making.	It is most helpful if a disinterested party moderates. It also might be helpful, especially in some communities, if some of the "experts" were local and trusted by the community. If a forum is used, it may need to be in Spanish for Spanish speaking community members (or other language formats depending upon the community group).
Games and Contests	These include a wide variety of activities including such things as board games, role playing, computer simulations, etc.	Use of these is an unusual and creative way to actively involve people.
Grocery Store	Contacting people at the grocery store, either by printing information on a grocery bag, dropping information into a grocery bag, staffed information tables, or by displaying flyers or posters in the store.	This is a way to reach a larger and possibly diverse group of people, but it will also require availability of the necessary level of resources.
Information Booths	Place an information exhibit at fair-type events.	
Key Person Interview	This question and answer session is with a specifically targeted person who has been identified as someone with whom it would be particularly important or useful to speak.	This may be useful as a first step in reaching minority or other interest groups.
Meetings	These are opportunities for larger groups of people to get together for a multitude of purposes. The general intent is to allow people to interact on a person-to-person basis. Meetings can be held for a wide variety of reasons from working on an issue to making a presentation	To be most effective, a meeting should inform the participant prior to coming: what type of meeting it will be, what their role will be, and the expected outcome of the meeting.
Modeling	Computer and/or physical modeling can be used to help people better visualize or better understand a particular concept or project.	
Newspaper Advertisement	Information that a newspaper prints in their paper that is not part of the news. The person/group placing the advertisement has control of the content.	These are generally purchased, and are used to announce meetings, events, etc.

PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Activity	Description	Comments
Newsletter	A regular communication for a predetermined group of individuals/groups.	These can be mailed or sent electronically. This is a standard way to keep interested individuals and entities informed on a regular basis.
Open House	Information and materials are displayed in an informal setting where people are free to move about and consider whatever is of interest to them. Informed people are available to answer questions and take comments and suggestions.	This is a commonly used tool which has now been expanded to locations such as the local mall, in addition to places such as the main lobby of the county complex.
Organization Contact	Contact with an organization could take the form of a presentation, question & answer session, brainstorming, etc.	
Postcard Notices	A postcard mailed to a predetermined mailing list to announce an event or activity or provide other specific information.	
Posters	A large written announcement posted in a public place.	These can be placed at numerous locations and designed to appeal to different groups or underserved populations. Posters must be displayed in conspicuous and accessible locations.
Presentation Meetings	These meetings allow the organizer to provide information and answer questions for a large group at once.	The presenter generally does not present any side of the issue other than their own. (The style of the meeting should be adapted to the audience.)
Press Releases	This official release tells the press there is news they might be interested in reporting. It generally follows a specific format and includes who, what when, where and a contact for more information.	Information that is reported as "news" gets more attention and credibility than paid advertising.
Public Hearings	This is a legal meeting that is often required to make sure there is some opportunity for public comment. It is normally done with elected officials sitting at the front and allowing community members very specific conditions to speak under.	These are often the last opportunity for getting input as they generally occur late in the process. The primary intent of a public hearing is to provide decision makers with input prior to making their final decision. It can result in contentious and emotional presentations that have little basis in fact.

PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Activity	Description	Comments
Public Notice	These are official notices posted prior to meetings.	These are required for meetings where a quorum of elected officials from the same governing body will be present.
Public Service Announcements	These are short announcements usually on radio or television, for which there is no charge and announce something important for the public to know.	
Radio Talk Show	A longer discussion, on the radio, of a particular subject. It usually involves a talk show host and one or more additional people. Sometimes there is an opportunity for people to call in questions.	This is an opportunity for providing more in-depth information on a certain topic.
School Presentations	In order to reach the youth, presentations can be made at the schools, including presentations to clubs, student council, and specific classes.	Suggested classes would be: civics, economics (or other senior level classes), and transportation classes. (Presentations to the students needs to be short and to the point with a source of additional information such as a web site.)
School TV/News Stations	Some schools have a local school TV station for sharing information with the students. This could be used to reach a larger spectrum of youth.	Presentations to the students needs to be short and to the point with a source of additional information such as a web site.
Speakers' Bureau	This is an organized effort to provide speakers to various groups and events on one or more specific subjects. This generally consists of several speakers who are used as needed.	This allows more flexibility and a broader outreach.
Survey – General	This type of survey is open to anyone who wants to participate. (This can be in traditional or electronic formats).	While the information is useful and important, it cannot be stated as representing a larger group. To be representative the survey must be statistically valid and reach to non-English speaking populations.
Survey - Statistically Valid	This is a survey that collects information from specific people who have been chosen on a random basis according to a specific formula. With this type of survey the results can be stated as representing the group from which the random sample was taken.	These are very expensive but can be useful in certain circumstances and typically include non-English speaking populations. In Cochise County, providing Spanish language surveys is often desired.

PUBLIC PARTICIPATION PLAN: PRELIMINARY DRAFT

Activity	Description	Comments
Town Meeting	This is usually a semi-formal meeting designed to be open to everyone in a community. It often includes both the public and elected officials with an opportunity for comments back and forth.	
TV Advertisements	These are usually 30 or 60 second spots on TV during breaks in a regular show.	These would only be utilized if sufficient resources were available to do so.
Web Site	A series of "pages" on the Internet that relate to a specific subject. They can be reached by anyone who has access to the Internet by typing a particular address or by doing a search.	This is an easy and inexpensive place to keep the most recently updated information and it is becoming an increasingly popular way to communicate.
Working Meetings	Generally these are meetings designed to work through issues when there can be give and take among all the participants.	
Workshop	Meetings to inform and solicit input on specific issues, plans, or projects.	These usually allow a smaller group of people to participate more intensively.

People need to understand that Transportation Planning is relevant to them. Maintaining public interest as decisions are made is critical to gathering effective public input. Therefore:

- With each contact, efforts will be made to present information that is relevant and show how this information relates to the public in both the near future as well as long-term.
- As any of the above tools are used, SVMPO will keep in mind the importance of making whatever the subject matter is as interesting as possible. Color, animation, physical props, pictures, visualization, 3-D models, etc. will be incorporated, as budget allows, to enhance the experience for the public.
- Public notices must include reasonable accommodations for individuals with disabilities with special needs, e.g. sign language interpreters. SVMPO will include point of contact person, telephone number, e-mail address, and timeframe for response from those with special needs.
- When the scope of a proposed project or plan has the potential to significantly impact individuals with special needs, pertinent materials will be available in alternative formats, i.e. large print, Braille, audio/video.



Sierra Vista Metropolitan Planning Organization Memorandum

To: SVMPO Executive Board
From: Karen L. Lamberton, AICP, SVMPO Administrator
Date: November 1, 2018
Subject: 2019 TAC and Board Meeting Schedule

After reviewing deliverables for the SVMPO for next calendar year the following meeting dates are suggested:

BPAC	TAC	Executive Board
	Jan. 3 rd	Jan. 17 th
Feb. 25 th	March 5 th	March 21 st
April 29 th	May 7 th	May 16 th
	June 4 th	June 20 th
Aug. 26 th	Sept. 3 rd	Sept. 19 th
Oct. 28 th	Nov. 5 th	Nov. 21 st

The TAC suggested that Tuesday appeared to be a good day and time for regular meetings. Tuesday mornings may conflict with Cochise County Board meetings; however, if the same pattern is followed in 2019 as 2018 there would be no conflict with a 10:00 to 12 noon meeting timeframe. Alternatively, a 1:00 to 3:00 timeframe is suggested. The Administrator seeks guidance if these dates conflict with any known conferences that a majority of the TAC membership needs to attend.

The Executive Board meetings would continue to be set from 3:30 to 5:00 p.m.

Attachments:

Action Requested: A motion to approve the TAC meeting schedule for 2019.