



# Central Yavapai Metropolitan Planning Organization

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## **FISCAL YEAR 2017 UNIFIED PLANNING WORK PROGRAM and BUDGET**

For a Comprehensive, Cooperative, and Continuing  
Transportation Planning Process

**Endorsed and Approved on April 7, 2016, by the:  
CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION  
MULTIMODAL TECHNICAL ADVISORY COMMITTEE**

**Endorsed and Approved on April 20, 2016, by the:  
CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION  
EXECUTIVE BOARD**

**AMENDED on August 1, 2016**

This report was prepared in cooperation with Yavapai County, City of Prescott,  
Towns of Prescott Valley, Chino Valley, and Dewey-Humboldt, Arizona  
Department of Transportation, Federal Transit Administration, Federal Highway  
Administration, and USDA Forest Service



CFDA FHWA: 20.205  
CFDA FTA: 20.513  
CFDA FTA 5303: 20.505



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The Central Yavapai Metropolitan Planning Organization certifies that the 2017 Unified Planning Work Program for the Central Yavapai Region has been developed cooperatively and has provided opportunities for public participation.



## **SECTION I**

### **VISION AND MISSION STATEMENTS AND INTRODUCTION**

#### **VISION STATEMENT**

To promote and maintain a regional coordinated transportation system for the safe and efficient movement of people, goods and services.

#### **MISSION STATEMENT**

Use regional leadership in planning and promoting a comprehensive multi-modal transportation system.

#### **INTRODUCTION**

The Unified Planning Work Program (UPWP) is a narrative description of the annual technical Unified Planning Work Program for a continuing, cooperative and comprehensive (3-C) transportation planning process within the Central Yavapai Metropolitan Planning Organization's planning boundary. The Planning Boundary (Figure 1) includes the Arizona jurisdictions of: Yavapai County, the City of Prescott, Yavapai Prescott Indian Tribe and the Towns of Chino Valley, Prescott Valley and Dewey-Humboldt. As the lead transportation planning agency within the planning boundary, the Central Yavapai Metropolitan Planning Organization (CYMPO) is responsible for developing the UPWP in collaboration with other members of the Metropolitan Planning Organization (MPO) including the Arizona Department of Transportation (ADOT), City of Prescott, Towns of Prescott Valley, Chino Valley and Dewey-Humboldt, Yavapai County and United States Department of Agriculture (USDA) Forest Service; additionally, in cooperation with the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA).

Reflected in the UPWP are planning activities provided for in the agreements and contractual relationships among the Arizona Department of Transportation (ADOT), the U.S. Department of Transportation, and the Central Yavapai Metropolitan Planning Organization (CYMPO), which was officially designated by the Governor of Arizona in 2003 as the Metropolitan Planning Organization (MPO) for the Central Yavapai region.

The UPWP offers an indication of regional short and long range transportation planning objectives, the manner in which these objectives will be achieved, the budget necessary to sustain the overall planning effort, and the sources of funding for each specific program element. Due to the many regional transportation needs, CYMPO will rely upon external services for accomplishment of various tasks in a top quality, professional and timely manner. However, in all cases CYMPO personnel will provide project management and direction to study efforts.

CYMPO provides certain specific contractual services to ADOT in support of their State-wide planning and development responsibilities including acting as the Regional Planning Organization (RPO). As the MPO, CYMPO is charged with conducting the continuing, coordinated, and comprehensive (3-C) transportation planning process in accordance with Federal law and regulation. The multimodal, multi-jurisdictional nature of the activities in the UPWP necessitates just such a cooperative, coordinated approach to transportation planning for the region. The local elected officials, in collaboration with State and Federal agencies, accomplish this through collective decision making.



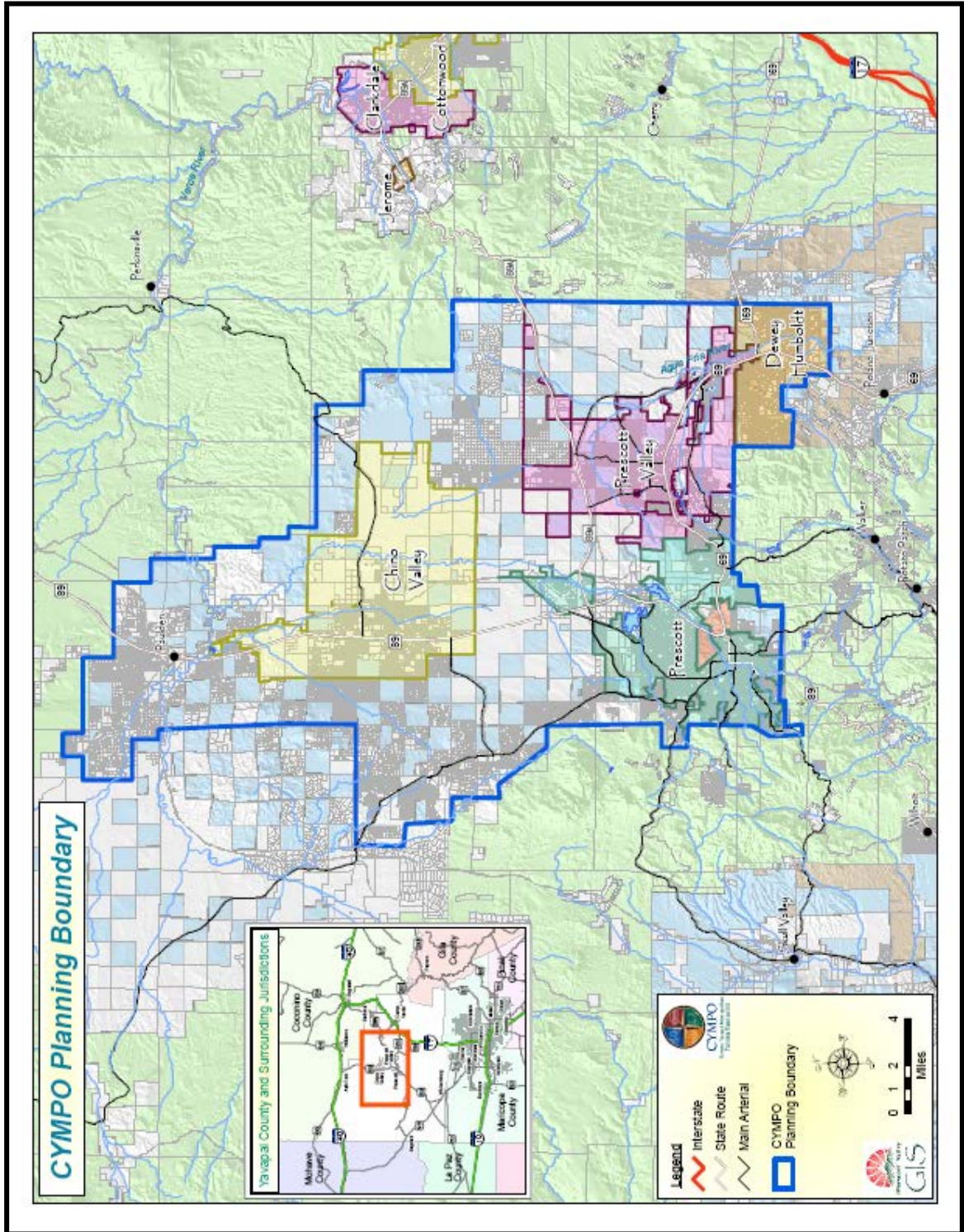
It is anticipated that the planning process will include the use of a Technical Advisory standing committee or other subgroups to advise and guide CYMPO planning products. When consultant services are to be used, a draft scope of work will be prepared by CYMPO and presented to the appropriate committee for review, refinement and endorsement. The committee will review consultant proposals and recommend engagement of consulting firm(s). The consultant's work scope will typically be grouped into work elements/phases containing similar work tasks. The culmination of work elements/phases will be working papers submitted to the committee for review and refinement. In addition, typically technical data will be submitted to the committee for review and refinement. It is anticipated that the working papers will become chapters in the draft document.

All draft and final draft documents will be submitted to the appropriate committees for review, refinement and endorsement. Final documents will be submitted for approval. At major milestones, planning activities requiring public input will be submitted to the committees for endorsement prior to formal public invitations – announcement. CYMPO, working in collaborative effort with consultant services, will implement the work scope. CYMPO will direct consultant study efforts and provide project management. CYMPO will meet with the appropriate committees to discuss, at a minimum, the project status, time schedule, work tasks, focus areas, growth scenarios, and alternatives for the project.





Figure 1



## SECTION II ORGANIZATION AND MANAGEMENT

### Staffing Roles and Responsibilities

CYMPO staff consists of an Administrator, a Transportation Planner, and a Program Assistant. The Administrator is appointed by the CYMPO Executive Board and reports directly to them. Additionally, the Transportation Planner and Program Assistant are supervised by the Administrator. Although each employee has an assigned job description; employees work as a team and share responsibilities of the organization to ensure that all assignments are completed.

CYMPO staff members are Yavapai County employees on loan to CYMPO. Yavapai County is the fiduciary arm of CYMPO and provides: staffing; purchasing services; accounting services; human resource/payroll services; and, policies and procedures. All expenses are paid by Yavapai County as incurred and are reimbursed by ADOT, Yavapai County the City of Prescott and the Towns of Prescott Valley, Chino Valley and Dewey-Humboldt.

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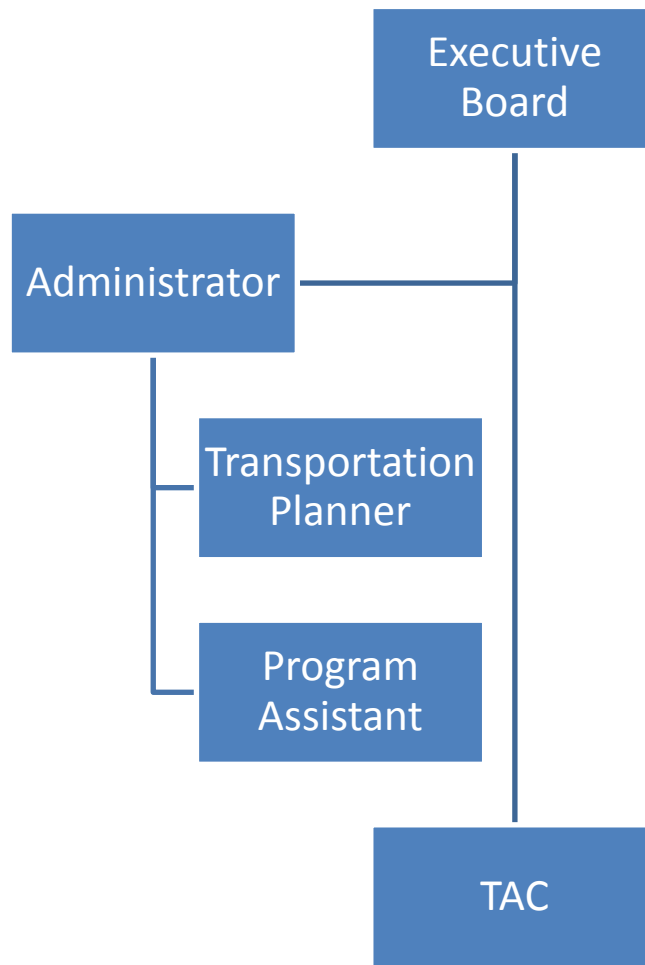
#### FY 2017 CYMPO STAFF

- **Christopher Bridges, Administrator**
- **Vincent Gallegos, Transportation Planner**
- **Deborah Hernandez, Program Assistant**



Central Yavapai Metropolitan Planning Organization Organizational Chart

Figure 2





## Committee Structures

**The CYMPO Executive Board** consists of six elected or appointed officials from the City of Prescott, the Towns of Chino Valley, Dewey-Humboldt and Prescott Valley, Yavapai County and ADOT. It is the function of the Executive Board to act as a policy body coordinating transportation planning and related implementation activities within the metropolitan area. The Board must approve all agreements and contracts and the Chair, or designee, must sign all appropriate documents related to contracts and agreements of the CYMPO. On an annual basis, the positions of Chair, Vice-Chair, and Secretary-Treasurer are rotated between Chino Valley, City of Prescott, Dewey-Humboldt, Prescott Valley, and Yavapai County.

**The CYMPO Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives of the Towns of Chino Valley, Prescott Valley, Dewey-Humboldt, the City of Prescott and Yavapai County. In addition to the five jurisdictions, ADOT Prescott District Office and Multi-modal Planning Division are voting members of the TAC, as is the U.S.D.A. Forest Service. The positions of Chair and Vice-Chair are rotated between Chino Valley, Prescott, Prescott Valley, Dewey-Humboldt and Yavapai County on an annual basis.

The TAC works in an advisory role to the Executive Board and their primary responsibility is to conduct technical reviews and analysis regarding project related activity of the Metropolitan Transportation Improvement Program (MTIP) and the Unified Planning Work Program (UPWP), as well as any related issues directed by CYMPO's Executive Board.

Both committees adhere to the Arizona Open Meeting Law and abide by the CYMPO By-laws.



**CENTRAL YAVAPAI METROPOLITAN PLANNING ORGANIZATION (CYMPO)**

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**FY 2017 EXECUTIVE BOARD**

**Craig L. Brown**  
CYMPO Chair  
Yavapai County Board of Supervisors

**Mary Mallory**  
CYMPO Vice-Chair  
Councilmember, Town of Prescott Valley

**Arlene Alen**  
CYMPO Secretary/Treasurer  
Councilmember, Town of Dewey-Humboldt

**Jack Miller**  
CYMPO Board Member  
Councilmember, Town of Chino Valley

**Alvin Stump**  
CYMPO Board Member  
Arizona Department of Transportation

**Billie Orr**  
CYMPO Board Member  
Councilmember, City of Prescott

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**FY 2017 TECHNICAL ADVISORY COMMITTEE (TAC)**

**Ed Hanks**  
CYMPO Chair  
Public Works Supervisor  
Town of Dewey-Humboldt

**Michael Lopez**  
CYMPO Vice-Chair  
Public Works Director  
Town of Chino Valley

**Byron Jaspers**  
County Public Works Director  
Yavapai County

**Ian Mattingly**  
Public Works  
City of Prescott

**Norm Davis**  
Public Works Director  
Town of Prescott Valley

**Daniel Gabiou**  
Transportation Planner  
ADOT Multimodal Division

**Andy Roth**  
District Construction Engineer  
ADOT Northwest District

**Dan Salcido**  
Engineering & Administrative Officer  
Prescott National Forest  
U. S. Forest Service



**Operational Procedures and By-Laws/ Agreements, Forms, Certifications and Assurances**

The operational policies and procedures set forth are primarily done so by Yavapai County, as the fiduciary agent for CYMPO. CYMPO has established an office policy/procedural manual, which is updated on a regular basis as procedures change. The procedures followed are those that have been set forth by Arizona Department of Transportation (ADOT), Federal Highways Administration (FHWA) and Federal Transit Administration (FTA).

CYMPO also works under the By-Laws established in 2003 and amended in 2009, 2011 and 2012. An Intergovernmental Agreement (IGA) between CYMPO and The City of Prescott, Yavapai County and the Towns of Chino Valley, and Prescott Valley was established in 2003 and amended in 2009 to add the Town of Dewey-Humboldt. There is also an established Intergovernmental Agreement with Yavapai County as well as a Lease Agreement.

CYMPO has an established Procurement Policy that meets all federal requirements, as well as adhering to the Yavapai County Procurement Code. The Yavapai County Employee Manual has been provided to the staff that is assigned to CYMPO, which includes, but is not limited to Drug Free Work Environment, Sexual Harassment and Equal Opportunity.

CYMPO has an adopted Title VI Policy, Limited English Proficiency Plan, Coordinated Public Transit/Human Services Transportation Plan, Public Involvement Plan, and the Disadvantaged Business Enterprise Policy. CYMPO uses the above referenced documents in order to meet the certifications and assurances contained as part of this document and in the daily operation of the MPO.



### SECTION III FUNDING DESCRIPTION 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 funded under the Federal-aid Program by the sub-recipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan review, invoice billing review and approval, MTIP certification, air quality reviews, and quality assurance and quality control of traffic data. Unified Planning Work Programs are funded primarily with Planning funds (PL); however, an MPO may use other eligible funds for their Unified Planning Work Program. This section describes the types of funding sources used for planning.

#### **Metropolitan Planning Funds (PL) - Statewide Planning & Research Funds (SPR)**

**PL** funds have a required 5.7% match 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.

**SPR** funds are federal dollars from the State Planning and Research Program administered by ADOT. 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.

The table below indicates the estimated funding the MPO anticipates to receive from these sources in the FY 2017.

Total Estimated PL Funding for FY 2017	<b>\$ 116,548</b>
Total Estimated SPR Funding for FY 2017	<b>\$ 125,000</b>



**Federal Transit Administration Planning Funding (Section 5303)**

FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5303. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is provided by the local governments in hard dollars or In-kind.

It is anticipated that Section 5303 transit funds will be used for transit planning purposes in the Central Yavapai region. Use of Section 5303 funds is for planning, technical studies, and coordinated mobility management.

Total Estimated 5303 Funding for FY 2017	<b>\$ 51,597</b>
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**Federal Transit Administration Planning Funding (Section 5304)**

These funds are secured through a one-time grant application through ADOT for FTA Metropolitan Planning Program Section 5304 funding. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is provided by the local governments in hard dollars or In-kind.

The CYMPO Board previously approved for the CYMPO staff to pursue a small amount of these funds to evaluate a public private partnership (P3) financial plan for a potential 5307 transit service in the urbanized area. It is anticipated that Section 5304 transit funds will be used for transit planning purposes to consider pursuing a P3 option for a section 5307 transit system in the Central Yavapai region.

Total Estimated 5304 Funding for FY 2017	<b>\$ 20,000</b>
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**Federal Transit Administration Mobility Management Funding (Section 5310)**

FTA section 5310 funds are secured bi-annually through an ADOT Administered Grant for mobility management activities. These funds have not been used in the past and do come with specific contractually required mobility management related duties, scope of work and reporting to ADOT. These funds require a 20% local match, which is provided by the local governments in hard dollars or In-kind.

It is anticipated that Section 5310 mobility management funds will be used for fully funding all mobility management planning and implementation of regional mobility projects in the Central Yavapai region and in partnership with NACOG in the balance of Yavapai County.

Total Estimated 5310 Funding for FY 2017	<b>\$ 190,000</b>
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**Surface Transportation Program Funds (STP)**

STP is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. Transit and other related planning, research, and development activities are also eligible uses of STP funds. CYMPO programs STP funds for primarily construction projects and has delivered every project that has been programmed with this type of funding since the inception of CYMPO.

Total Estimated STP Funding Annually	\$ 650,000
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**Highway Safety Improvement Program (HSIP)**

The specific purpose of the HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on public roads. This is to be accomplished through the development and implementation of a Strategic Highway Safety Plan (SHSP) which is a statewide-coordinated safety plan that provides a comprehensive framework for reducing highway fatalities and serious injuries on all public roads.

The CYMPO region has established a plan to utilize a portion of these funds for a regional safety plan in Partnership with the Northern Arizona Council of Governments (NACOG).

Total Estimated HSIP Funding for FY17	\$ 457,000
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Matching Funds

When at all possible, CYMPO will use In-kind contributions for match. On a monthly basis, the MPO staff tracks the time spent by local governments: City of Prescott; the Towns of Chino Valley, Dewey-Humboldt and Prescott Valley; and, Yavapai County on MPO projects and meetings. The time reported is specific to the UPWP task and date. The time reported is accumulated over a 12 month period and is used as applicable match for all funding received.



Carry-Forward Balances

Carry-forward funds occur when CYMPO does not expend authorized and/or allocated funds in the current and/or prior fiscal years. Carry-forward funds are combined with the annual Unified Planning Work Program budget for the new fiscal year to determine CYMPO’s available fund balance for the upcoming year.

At the end of the fiscal year 2016, it is anticipated the Section 5303 funds, PL and SPR funds will have carry-forward balances as indicated in the table below.

PL Carry-Forward Balance for FY2017	\$ 0
SPR Carry-Forward Balance for FY 2017	\$ 0
5303 Carry-Forward Balance for FY 2017	\$ 8,750

**BUDGET SUMMARY TABLE  
TABLE 1: FY2017 MPO EXPENSES BY TASK**

TASK	WORK ELEMENT	OPERATING EXPENDITURES		PLANS	TOTAL COSTS*
		Personnel	Operating	Set Aside	
100	ADMINISTRATION	\$125,414	\$41,805	\$0	\$167,219
200	MTIP	\$12,225	\$4,075	\$0	\$16,300
300	RTP	\$6,338	\$2,113	\$8,750	\$17,200
400	REGIONAL PLANNING	\$30,797	\$10,266	\$140,000	\$181,062
500	PUBLIC INVOLVEMENT PLAN	\$13,421	\$4,474	\$0	\$17,894
600	MOBILITY PLANNING	\$45,960	\$15,320	\$124,000	\$185,280
700	ENVIRONMENTAL	\$5,659	\$1,886	\$0	\$7,545
800	CAPITAL EXPENDITURES	\$0	\$0	\$0	\$0
<b>TOTAL</b>		<b>\$238,000</b>	<b>\$81,750</b>	<b>\$272,750</b>	<b>\$592,500</b>

**\*NOTE:** TOTAL COSTS SHOWN REFLECT FUNDS RECEIVED AND DO NOT INCLUDE THE MATCH REQUIREMENT. ALL MATCHING FUNDS ARE PROVIDED FOR BY THE USE OF EITHER IN-KIND TIME OR CASH CONTRIBUTIONS FROM CYMPO MEMBER AGENCIES





## SECTION IV MPO WORK ELEMENTS

### Work Element 100 Administration

#### 101 Unified Planning Work Program (UPWP)

Prepare and continually maintain a Unified Planning Work Program (UPWP) that describes all anticipated transportation and transportation-related planning activities within the CYMPO planning region for the fiscal year.

#### **FY 2017 Proposed Activities**

- Review and amend relevant sections of CYMPO's UPWP in order to meet new planning requirements, as well as changing needs and circumstances pertinent to the region's transportation system
- Develop a new 2018 UPWP for the CYMPO planning region covering the next program year developed in cooperation with the Executive Board, TAC and ADOT, within guidelines established by FHWA and FTA
- Maintain financial elements for the UPWP; adjust allocations as needed

#### **FY 2016 Accomplishments**

- Developed and maintained the 2017 UPWP

#### **Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 7,025	\$ 426	\$ 8,000	\$ 2,000	\$ 1,910	\$ 478	\$ -	\$ -	\$ 19,839
Other Agency									
Pass thru to Consultant									
<b>Total</b>	<b>\$ 7,025</b>	<b>\$ 426</b>	<b>\$ 8,000</b>	<b>\$ 2,000</b>	<b>\$ 1,910</b>	<b>\$ 478</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,839</b>

#### **Capital Expenditures**

None are anticipated

#### **Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

#### 102 Administration, Management and Program Support

This work task encompasses the administration, management and support for the ongoing planning activities and operation of the Central Yavapai Metropolitan Planning Organization.



## **FY 2017 Proposed Activities**

- Prepare invoices respective to funding source and maintain record of revenues and expenditures for submission to ADOT. Prepare CYMPO monthly progress of tasks indicated in the UPWP and submit to ADOT. Prepare invoices to all entities providing a copy of ADOT invoice as well as attachment of expenditures; and, maintain a record of revenues and expenditures
- Provide support to the Executive Board and the Technical Advisory Committee, including but not limited to meeting agendas and minutes, distributing appropriate documents for review and approval, prepare an annual calendar of meetings and location for each committee
- Work with Yavapai County as CYMPO's fiscal and human resources agent
- Provide CYMPO legal counsel with Intergovernmental Agreements, Memorandums of Understanding and other legal documents for review, input and approval
- Provide support to CYMPO member agencies, FHWA, FTA, and ADOT
- Maintain liability insurance coverage and documentation of certificates of insurance from member entities acknowledging Errors and Omission Insurance coverage for their elected officials and staff who participate on the Board and TAC Committee
- Prepare the annual operating budget for Executive Board and forward to Yavapai County
- Distribute information to the public, such as: training opportunities, applicable information received at the MPO, grant availability, and respond to public requests and other public services pertaining to CYMPO activities as needed
- Participate in or provide the following:
  - CYMPO Executive Board and TAC meetings
  - County, City, and Town Board or Council meetings
  - State Transportation Board meetings
  - Priority Planning Advisory Committee meetings
  - Rural Transportation Advocacy Council (RTAC)
  - Joint Planning Advisory Council (JPAC)
  - COG/MPO/ADOT Directors, Planner, and Mobility Manager meetings
  - Participate in National and Regional Planning Dialogues, Conferences and events
  - Provide coordination for annual events and meetings
  - Other Regional Planning
    - Attend public and planning meetings related to the following:
      - SR 89 Deep Well Ranch Road to SR89A
      - SR 89 Corridor Study
      - SR 89A Corridor Study
      - Regional HSIP Projects
      - Regional Safety Plan
      - 5304 Public Private Partnership Transit Financial Plan
      - Regional Mobility Management Implementation Plan
      - ADOT Long Range Transportation Plan

## **FY 2016 Accomplishments**

- Regional Projects and Planning Activities:
  - SR 89 Deep Well Ranch Road to South Chino Valley
  - Willow Creek Road realignment (CYMPO, Prescott and Yavapai County)
  - SR 89 Perkinsville Road Alignment/Roundabout



- Dewey Humboldt Traffic Signal
- Regional HSIP Sign Replacement Project Phase 3

**Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 38,634	\$ 2,345	\$44,000	\$11,000	\$ 7,650	\$ 1,913	\$ 60,000	\$ 15,000	\$ 105,542
Other Agency									
Pass thru to Consultant									
<b>Total</b>	\$ 38,634	\$ 2,345	\$44,000	\$11,000	\$ 7,650	\$ 1,913	\$ 60,000	\$ 15,000	\$ 105,542

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 200 Metropolitan Transportation Improvement Program (MTIP)**

The MTIP is a multi-year, financially constrained, program of transportation improvement projects requiring FHWA, FTA and ADOT approval.

**FY 2017 Proposed Activities**

- Solicit from local governments and ADOT, transportation improvement projects which reflect investment in both the state and local systems
- Conduct annual review and prepare amendments as required to the FY 16 - 25 MTIP
- Maintain financial element for all years of the FY 16-FY 25 MTIP
- Present draft document to the Executive Board and the TAC committees for review and input.
- Follow the process and practices outlined in the Public Involvement Plan
- Produce and distribute MTIP documents to federal, state and local agencies
- Partner with ADOT on inputting MTIP data into the Electronic STIP

**FY 2016 Accomplishments**

- Developed FY 16 – FY 25 Metropolitan Transportation Improvement Program
- FY 16 – FY 25 MTIP Amendments and adjustments as needed

**Budget**



AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 4,390	\$ 266	\$ 5,000	\$ 1,250	\$ 1,910	\$ 478	\$ 5,000	\$ 1,250	\$ 13,294
Other Agency									
Pass thru to Consultant									
<b>Total</b>	<b>\$ 4,390</b>	<b>\$ 266</b>	<b>\$ 5,000</b>	<b>\$ 1,250</b>	<b>\$ 1,910</b>	<b>\$ 478</b>	<b>\$ 5,000</b>	<b>\$ 1,250</b>	<b>\$ 13,294</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 300 Regional Transportation Plan**

The original Regional Transportation Plan (RTP) was adopted by the CYMPO Executive Board in 2006 and a population update of the RTP was adopted by the CYMPO Executive Board in June 2012. The CYMPO began the production of the latest RTP in FY 2014. The RTP was completed and approved by the CYMPO Executive Board in May 2015 and the next update will be federally required in 2020.

**FY 2017 Proposed Activities:**

- Utilize updated traffic model and recommendations to collaboratively develop short, mid and long range planning priorities for the CYMPO region and incorporate those priorities into the CYMPO planning processes
- Reserve funding for the 2020 RTP

**FY 2016 Accomplishments**

- Utilized the recommendations of the 2040 Regional Transportation Plan in regional planning activities

**Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,850	\$ 112	\$ 2,000	\$ 500	\$ -	\$ -	\$ 1,000	\$ 250	\$ 4,462
Other Agency									
Set aside for RTP	\$ 3,600				\$ 8,750				
<b>Total</b>	<b>\$ 5,450</b>	<b>\$ 112</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 8,750</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 250</b>	<b>\$ 4,462</b>

**Capital Expenditures**

None are anticipated



**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 400 Regional Planning**

**401 - SR 89 Corridor Plan**

The SR 89 corridor stretching from Road 3 North in Chino Valley northward through the unincorporated community of Paulden to the Northern CYMPO planning boundary, located at the Prescott National Forest Boundary, has safety, capacity, and access control issues.

**FY 2017 Proposed Activities:**

- Complete the evaluation of the SR 89 corridor from Road 3 North to the Prescott National Forest Boundary to identify future access control, safety and capacity improvements in partnership with ADOT and local agencies

**FY 2016 Accomplishments:**

- Started the planning process for the SR 89 corridor from Road 3 North to the Prescott National Forest Boundary to identify future access control, safety and capacity improvements in partnership with ADOT and local agencies

**Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 5,268	\$ 320	\$ 6,000	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 13,088
Other Agency									
Pass thru to Consultant									
<b>Total</b>	<b>\$ 5,268</b>	<b>\$ 320</b>	<b>\$ 6,000</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,088</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**402 – SR 89A Corridor Study**

In the recently adopted CYMPO 2040 Regional Transportation Plan (RTP), the SR 89A corridor is projected to have a significant increase in traffic volume based on identified current and future land use development. As a result, the 2040 RTP recommended evaluating both the mainline and intersections of SR 89A from SR 89 to Robert Road to identify potential improvements that could be planned and implemented in addition to and prior to the 2040 RTP recommended widening of SR 89A from 4 lanes to 6 lanes.



ADOT will conduct the study in partnership with CYMPO and Yavapai County and the purpose of this study is to develop scope and 15% plans to obtain accurate project costs. A separate cost estimate for each segment will allow the pooling of resources with contributions from various local entities for design and construction of State Route 89A between Prescott and Prescott Valley..

**FY 2017 Proposed Activities:**

- Contribute PL, SPR, and STP funding towards a study of the SR 89A corridor from SR89 to Robert Road in partnership with ADOT and local agencies

**Budget**

AGENCY	FHWA								TOTAL
	PL		SPR		STP		Local Contribution		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 5,268	\$ 320	\$ 6,000	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ 13,088
Yavapai County							\$100,000		\$ 100,000
Set aside	\$ 25,000	\$ 1,511	\$25,000	\$ 6,250	\$70,000	\$ 4,231			\$ 131,992
<b>Total</b>	\$ 30,268	\$ 1,831	\$31,000	\$ 7,750	\$70,000	\$ 4,231	\$ -	\$100,000	\$ 245,080

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**403 – 5304 P3 Financial Plan for 5307 Transit Services**

ADOT 5304 funds are secured by a one-time grant application through ADOT for FTA Metropolitan Planning Program Section 5304 funding. FTA funds are designated for transit planning and research activities. The funds require a 20% local match, which is provided by the local governments in hard dollars or In-kind time.

The CYMPO Board previously approved for the CYMPO staff to pursue a small amount of these funds to evaluate a public private partnership (P3) financial plan for a potential 5307 transit service in the urbanized area.

**FY 2017 Proposed Activities:**

- It is anticipated that Section 5304 transit funds will be used for transit planning purposes to develop a P3 financial plan to consider pursuing an urbanized FTA section 5307 funded transit system in the Central Yavapai region.



**Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5304		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,756	\$ 107	\$ 2,000	\$ 500	\$ 5,000	\$ 1,250	\$ -	\$ -	\$ 10,613
Other Agency									
Pass thru to Consultant							\$ 20,000		
<b>Total</b>	<b>\$ 1,756</b>	<b>\$ 107</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 5,000</b>	<b>\$ 1,250</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 10,613</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**404 – HSIP Regional Safety Plan**

CYMPO is partnering with NACOG for a regional safety plan. The plan will identify safety related projects and provide cost benefit analysis of mitigation measures. NACOG is fully funding the study and administering the project. CYMPO is a stakeholder and an active participant in the plan, resulting in staff time as the only financial impact to CYMPO.

**FY 2017 Proposed Activities**

- Partner with ADOT, FHWA, NACOG and Local Public Agencies on development and completion of a regional safety plan.

**FY 2016 Accomplishments**

- Partnered with NACOG on development of the Request for Proposals (RFP) for the regional safety plan

**Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 2,634	\$ 160	\$ 3,000	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ 6,544
Other Agency									
Pass thru to Consultant									
<b>Total</b>	<b>\$ 2,634</b>	<b>\$ 160</b>	<b>\$ 3,000</b>	<b>\$ 750</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,544</b>

**Capital Expenditures**

None are anticipated





**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**405 Performance Measures**

The current transportation authorization bill, Fixing America’s Surface Transportation Act (FAST Act), has required that performance measures be incorporated into transportation planning. Once ADOT has developed performance measure criteria for the State of Arizona, CYMPO will then be required to establish performance measures in alignment with those that the State has identified.

**FY 2017 Proposed Activities:**

- Develop draft performance measures for CYMPO in partnership with ADOT and in alignment with the overall State of Arizona performance measures.

**FY 2016 Activities:**

- Communicated on a regular basis with ADOT on the development status of federal and state performance measures

**Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,756	\$ 107	\$ 2,000	\$ 500	\$ 380	\$ 95	\$ -	\$ -	\$ 4,838
Other Agency									
Pass thru to Consultant									
<b>Total</b>	<b>\$ 1,756</b>	<b>\$ 107</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 380</b>	<b>\$ 95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,838</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 500 Public Involvement**

**501 Public Involvement Plans**

**FY 2017 Proposed Activities**

- Update and adopt
  - FY17 CYMPO Public Involvement Plan (PIP)
  - FY17 Title VI
  - FY17 Limited English Proficiency Plan (LEP)



- **Consultation with Elected Officials**

ADOT will, at a minimum, hold at least one consultation meeting within the CYMPO region regarding current planning studies underway such as the Regional Transportation Plan, Five Year Construction Program, and State Transportation Improvement Program. The objective of the meetings is to present information and gather input from elected and appointed officials.

**FY 2016 Accomplishments**

- A review of the CYMPO Public Involvement Plan was performed and an update adopted in 2016
- CYMPO and ADOT partnered to conduct the consultation with elected officials meeting

**Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,757	\$ 107	\$ 2,000	\$ 500	\$ 380	\$ 95	\$ -	\$ -	\$ 4,839
Other Agency									
Pass thru to Consultant									
<b>Total</b>	<b>\$ 1,757</b>	<b>\$ 107</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$ 380</b>	<b>\$ 95</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,839</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**502 Public Service Announcements**

**FY 2017 Proposed Activities**

- Establish a distracted and impaired driving public service announcement in partnership with local law enforcement agencies through a targeted campaign utilizing web based and television methods

**Budget**

AGENCY	FHWA								TOTAL
	PL		SPR		STP		FTA 5303/5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 1,757	\$ 107	\$ 2,000	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 4,364
Other Agency									
Pass thru to Consultant					\$10,000				
<b>Total</b>	<b>\$ 1,757</b>	<b>\$ 107</b>	<b>\$ 2,000</b>	<b>\$ 500</b>	<b>\$10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,364</b>

**Capital Expenditures**



None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 600 Coordinated Mobility Planning**

The objective of coordinated mobility planning is to develop and provide program and/or project support for mobility planning efforts, including the development of a Coordinated Public Transit/Human Services Transportation Plan.

A Transit Coordinating Committee (AKA Local Coordinating Council) has been formed and continues to address topics of mutual interest and benefit. This Council includes the region’s transportation providers, interested citizens, and CYMPO staff.

**FY 2017 Proposed Activities:**

- Monitor federal, state, and local legislation and policy activities
- Restructure and provide on-going staff and technical support to the Local Coordinating Council
- Coordinate training/workshops for transit and human services agency staff
- Act as the regional mobility planning liaison for ADOT, assisting with outreach, coordination, and application review
- Provide technical assistance to public and private transportation programs
- Collaborate with FTA and ADOT regarding funding and eligibility requirements for grant and financial management
- A Regional Mobility Management Implementation Plan (RMMIP) was developed for a 3 year plan related to transportation services and coordination opportunities with existing for profit and non-profit providers. This document also serves as CYMPO’s Coordinated Human Services and Public Transit Plan. CYMPO will utilize the RMMIP to implement coordination and mobility management projects as identified in the final study
- Evaluate the reclassification of the CYMPO Transportation Planner (Program Coordinator II) to a Transportation and Mobility Planner and fund the position primarily through the 5310 grant offered by ADOT
- Purchase license for mobility and transit planning software through a consultant utilizing 5303
- In partnership with Council of Governments and Metropolitan Planning Organizations in Arizona initiate a statewide mobility management plan under the 5310 grant with financial participation by each to cover the matching funds requirement

**FY 2016 Accomplishments**

- Reviewed, processed, and monitored Section 5310 grants
- Facilitated the Local Coordinating Council activities including, but not limited, to areas such as insurance, bulk fuel purchases, dispatch and scheduling software, and training opportunities
- Assisted Yavapai Regional Transit with their planning and programming activities
- Completed RMMIP and Prescott Valley Taxing District plans

**Budget**



AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 13,170	\$ 799	\$15,000	\$ 3,750	\$33,110	\$ 8,278	\$ 49,000	\$ 12,250	\$ 74,107
Other Agency									
Pass thru to Consultant					\$14,000		\$ 75,000		
<b>Total</b>	\$ 13,170	\$ 799	\$15,000	\$ 3,750	\$47,110	\$ 8,278	\$ 124,000	\$ 12,250	\$ 74,107

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by The Local Coordinating Council, Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions



## **Work Element: 700 Environmental**

### Arizona Department of Environmental Quality (ADEQ) O-Zone Non-Attainment Boundary Determination

CYMPO has been identified as the primary contact for development of an updated Non-attainment boundary, which may include the CYMPO region. The Governor of Arizona is required to submit a proposed Non-attainment boundary to the Environmental Protection Agency by October of 2016. Based on this proposed boundary the EPA will then make a final determination and formalize the boundary. This determination could have a significant impact on the region's projects. CYMPO Staff will be involved in the development of this boundary and the changes that may result in the requirements for project development moving forward.

### Livability and Sustainability

Livability in transportation is about using the quality, location, and type of transportation facilities and services available to help achieve broader community goals such as access to good jobs, affordable housing, quality schools and safe streets.

The concept of livable communities should be considered in transportation decisions. Livable communities seek to create an environment that reduces dependence on the automobile for a community's mobility needs.

Sustainability emphasizes the integrated nature of human activities and therefore the need for coordinated planning among different sectors, groups and jurisdictions. It expands the objectives, impacts and options considered in a planning process. Sustainable transportation planning recognizes that transportation decisions affect people in many ways, so a variety of objectives and impacts should be considered in the planning process.

The local governments have set goals in their General Plans to:

- Encourage programs to maintain and improve air quality standards
- Support of green development
- Encourage member agencies to promote and pursue industries and businesses that are environmentally friendly

### **FY 2017 Proposed Activities:**

- Continue to support bicycle/pedestrian activities by assisting CYMPO members and community agencies with alternative programs
- Work on multi-modal activities and seek grant opportunities that deliver a range of mobility options
- Work closely with the local governments within the MPO and other surrounding areas to support their environmental planning
- Work with The Governor of Arizona, ADEQ, ADOT, FHWA, and Local Public Agencies on determination of the O-Zone Non-Attainment Boundary and implementation of mitigation measures as may be required or recommended



**FY 2016 Accomplishments:**

- Monitored and helped facilitate Safe Routes to School grant projects and Transportation Enhancement projects being implemented throughout the region for pedestrian and bicycle projects

**Budget**

AGENCY	FHWA				FTA				TOTAL
	PL		SPR		Section 5303		Section 5310		
	Federal	Local	Federal	Local	Federal	Local	Federal	Local	
MPO	\$ 2,635	\$ 160	\$ 3,000	\$ 750	\$ 1,910	\$ 478	\$ -	\$ -	\$ 8,932
Other Agency									
Pass thru to Consultant									
<b>Total</b>	<b>\$ 2,635</b>	<b>\$ 160</b>	<b>\$ 3,000</b>	<b>\$ 750</b>	<b>\$ 1,910</b>	<b>\$ 478</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,932</b>

**Capital Expenditures**

None are anticipated

**Local Match Sources**

Provided by Yavapai County, City of Prescott and Towns of Prescott Valley, Dewey-Humboldt and Chino Valley through cash or in-kind contributions

**Work Element: 800 Capital Expenditures**

There are not anticipated Capital Expenditures for FY15 in excess of \$5,000



Table 2: Operational Planning Activity Budget

**CYMPO PROJECTED TOTAL BUDGET FISCAL YEAR 2017**

<b>CYMPO</b>			
<b>Fiscal Year 2017 Budget With 5310 Grant</b>			
<b>Fund 695/696/697</b>		<b>Department Division 46 00 430</b>	
<b>Revenues</b>	<b>Anticipated Revenues</b>		
	Fund Source	Obligation Authority	Local Match Requirement
	SPR and PL - FY16 Roll Over	\$ -	5.70%
	PL - FY17	\$ 116,500.00	5.70%
	5304 FY17	\$ 20,000.00	20%
	SPR FY17	\$ 125,000.00	20%
	5303 Roll Over from FY-16	\$ 9,000.00	20%
	5303 FY17	\$ 52,000.00	20%
	5310 FY17	\$ 190,000.00	20%
	STP from FY 16	\$ 80,000.00	20%
<b>TOTAL</b>	<b>\$ 592,500.00</b>	Match to be met with cash and/or in-kind time	
<b>Operating Expenditures</b>	<b>Anticipated Expenditures</b>		
	GL#	Category	Budget Amount
	<b>Personnel Services</b>		
	1001	Salaries - Regular	\$ 177,000.00
	1002	Salaries - Temporary	\$ 1,000.00
	1003	Overtime	\$ 1,000.00
	1501	FICA	\$ 14,600.00
	1505	Retirement	\$ 20,000.00
	1803	Health Insurance	\$ 24,000.00
	1808	Workers Comp	\$ 400.00
		<b>SUBTOTAL</b>	<b>\$ 238,000.00</b>
	<b>Other Services</b>		
	52003	Legal Services	\$ 20,000.00
	52301	Wireless Data Service	\$ 1,000.00
	52404	Outside Services	\$ 7,000.00
	52410	Liability Insurance	\$ 1,600.00
	52703	Office Equipment Maintenance	\$ 2,500.00
	52801	Mileage	\$ 5,000.00
	52805	Lodging	\$ 8,450.00
	52806	Registration	\$ 10,000.00
	52807	Meals	\$ 800.00
	52808	Incidentals	\$ 100.00
	52902	Publishing/Legal Notices	\$ 600.00
	52903	Printing/Binding/Copies	\$ 400.00
	52907	Subscriptions/Memberships/Dues	\$ 5,000.00
	52909	Tuition/Training	\$ 1,000.00
	63001	Office Supplies	\$ 1,200.00
	63005	Postage	\$ 100.00
	63101	Other Supplies and Equipment	\$ 2,000.00
	86002	County Vehicle Use Fee	\$ 15,000.00
		<b>SUBTOTAL</b>	<b>\$ 81,750.00</b>
	<b>Planning Studies</b>		
	52404	Future Reserve for RTP	\$ 8,750.00
52404	RMMIP Implementation of Projects	\$ 25,000.00	
52404	5304 P3 Transit Financial Plan	\$ 20,000.00	
52404	Distracted/Impaired Driving PSAs	\$ 10,000.00	
52404	Remix License	\$ 14,000.00	
52404	Statewide Mobility Plan	\$ 75,000.00	
52404	SR89A Corridor Study	\$ 120,000.00	
	<b>SUBTOTAL</b>	<b>\$ 272,750</b>	
	<b>GRAND TOTAL</b>	<b>\$ 592,500.00</b>	

