



# SCMPO

## EXECUTIVE BOARD SCMPO MEETING AGENDA

DATE:	March 11, 2014	TIME:	1:30 PM
PLACE:	CAC Corporate Center, 540 N Camino Mercado, Casa Grande 520-366-6083 Sharon's Cell or 480-600-2091 Duane's Cell		

### Executive Board Members

Chairman	Bob Jackson, Casa Grande Mayor	Member	Joseph Nagy, Eloy Mayor
Vice Chairman	Steve Miller, Pinal County Supervisor	Member	Kelly Anderson, ADOT District 4 Representative
Secretary Treasurer	Tom Shope, Coolidge Mayor		

Shaded items are action items: *Action may be taken on any item on the agenda, or items brought up at the meeting.*

ITEM	AGENDA ITEM	PRESENTER	PAGE
1	Call to order, Pledge and Introductions	Mayor Jackson	
2	Approval of Minutes of November and January (Table)		
3	Call to the Public		
4	MPO Budget Report and MPO start-up Update	Sharon Mitchell	
5	Transportation Advisory Committee <ul style="list-style-type: none"><li>● Highway Performance Management System Data Entry (HPMS)</li><li>● Transit - Coordination of Programs &amp; Application process</li><li>● Planning Assistance for Rural Areas (PARA) Apps</li></ul>	Susanna Struble	
6	RTAC Update	Kevin Adam	
7	FHWA Update (if attending)	Ed Stillings	
8	TIP Amendment - Project Funding Update - Discussion and Action <ul style="list-style-type: none"><li>● <b>2014 STP funding</b> \$150K to be allocated to the 2013 Coolidge Main St. Design Project. \$3,000 (or less) to be allocated to Local Technical Assistance Program (LTAP) on the SCMPO TIP. Balance of \$432,339 in STP to be allocated toward the LRTP and Transit implementation study.</li><li>● <b>2014 HSIP funding</b> The balance of \$161,870 in HSIP funds will be used for a Regional Safety Study.</li></ul>	See Memo for detail	
9	Discussion and approval for SCMPO to request ADOT to allocate the 2014 Statewide Planning and Research (SPR) funds, and Planning (PL) funds in the amount of \$376,353.	Sharon	
10	Discussion and Approval to start the hiring process for the SCMPO Planner position	Sharon	

*Anyone needing accommodations, please contact Sharon Mitchell at 520-366-6038 48 hours prior to the meeting.*



**SCMPO**

**EXECUTIVE BOARD  
SCMPO MEETING AGENDA**

ITEM	AGENDA ITEM	PRESENTER	PAGE
11	Member Jurisdictions Reports and Comments		
12	Announcements and other items to discuss: • AzTA Conference - April 13-15 - Tucson • Roads and Street Conference - April 16-19 - Tucson • Comments		
13	Next Meeting Date and possible new location • Move meetings to every other month • Select new location to accommodate EB members and audience.		
14	Adjourn		



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **March 11, 2014**  
**SUBJECT:** **Agenda Item 8: STP & HSIP Project Funding and Allocation**

*SCMPO has two project funding allocations (Highway Safety Improvement Program (HSIP) and Surface Transportation Projects (STP) that has been recommended by the TAC to be programmed on the TIP. These actions, once approved, will require an amendment to the ADOT STIP and/or an amendment to the SCMPO work program:*

*On March 5, the SCMPO TAC recommended to the Executive Board for approval, the following:*

### **STP**

- *\$150,000 of 2014 STP funds will be allocated to Coolidge for their Main Street Design project. This is in addition to the 2012-13 funds, of \$150,000. (ADOT STIP Amendment)*
- *To show \$3,000 in the TIP, if needed, for the Local Technical Assistance Program*
- *To utilize the balance of 2014 STP funds in the amount of \$432,339 for the SCMPO LRTP and a Transit Implementation Study. (SCMPO Work Program Amendment)*

### **HSIP**

- *To approve the remaining 2014 HSIP funds in the amount of \$161,870 to be used for a safety plan. The City of Casa Grande has volunteered to take the lead, and write the grant, with the help of the SCMPO Director. (SCMPO Work Program Amendment)*

Board Action Requested:	<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Action Requested Below
<b>A motion to approve:</b>		
<ul style="list-style-type: none"><li>• <b>\$150,000 of STP funds to Coolidge for their Main Street design project;</b></li><li>• <b>Show LTAP fees on the TIP;</b></li><li>• <b>Approve the remaining STP funds in the amount of \$432,339 to do the LRTP and Transit Implementation Study;</b></li><li>• <b>AND, approval to utilize the HSIP funds for a Safety Study.</b></li></ul>		



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **March 11, 2014**  
**SUBJECT:** **Agenda Item 9: SPR and PL Funding Request**

*The SCMPO has the following funds available, and is seeking approval to request that the funds be authorized by ADOT:*

- *\$117,103 in Planning Funds (PL)*
- *\$57,000 left over from 2012*
- *\$156,250 in Statewide Planning and Research Funds (SPR)*
- *\$46,000 in 5303 Transit planning funds*

*Total amount requested to be authorized is: \$330,353*

*The funds will be used for the following:*

- *Startup costs for the MPO; furniture, supplies, computers, etc.*
- *Hire full time Transportation Planner*
- *Pay staff salary*
- *Possible hiring of a consultant or temporary staff for planning studies*
- *Other MPO needs*

Board Action Requested:	<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Action Requested Below
<b>A motion to direct the SCMPO director to request the available SPR, PL and 5303 funds be authorized by ADOT.</b>		



## EXECUTIVE BOARD MEETING MEMO

**MEMO TO:** **SCMPO EXECUTIVE BOARD**  
**FROM:** **SHARON MITCHELL, SCMPO Director**  
**DATE:** **March 11, 2014**  
**SUBJECT:** **Agenda Item 10: Hiring of Transportation Planner**

*ADOT will allocate the below funding amounts each year to the SCMPO. There may be some minor changes in amounts, depending on the availability of federal funds:*

- *\$125,000 in Statewide Planning and Research funds (SPR)*
- *\$117,000 in Planning Funds (PL)*
- *\$46,000 in 5303 Transit Planning funds*

*Total amount of operating funds for the SCMPO will be approximately: \$288,000*

*It is recommended by SCMPO staff that a full time Transportation Planner be hired as soon as possible. Attached is a draft job description.*

*This chosen candidate will be required to have transportation planning experience, and understand the ADOT/FHWA processes.*

Board Action Requested:	<input type="checkbox"/> Information Only	<input checked="" type="checkbox"/> Action Requested Below
<b>A motion to direct the SCMPO Director to work with the City of Casa Grande HR department to start the process of advertising and hiring a SCMPO Transportation Planner.</b>		

## DRAFT TRANSPORTATION PLANNER POSITION DUTIES (General description)

### **SUMMARY:**

This is an exempt professional position with the Sun Corridor MPO, reporting to the Executive Director. As a senior level planning position, the responsibilities include managing a variety of projects related to the development of regional transportation plans and programs, major transportation investment studies, development of management systems, and transit service planning for the SCMPPO region. This position requires utilizing technology and a high degree of independence, and regularly requires discretion and independent judgment in determining approaches to be used for most areas of responsibilities and evaluating results.

### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing agency practices. These specifications are intended to present a descriptive list of the range of duties performed by employees in the class and are not intended to reflect all duties performed within the job.*

1. Work on the yearly transportation work program as negotiated with the Arizona Department of Transportation, including but not limited to: data collection, regional planning, and consultation with elected officials, state system improvements, local system improvements, population data, and transit.
2. Respond to requests for technical assistance from member governments
3. Perform quantitative analyses and author transportation technical and policy reports
4. Facilitate public involvement in various planning processes
5. Manage/follow contracts for transportation programs
6. Participate on regional and state tasks forces
7. Research, interpret, and respond to federal and state regulations
8. Make recommendations and provide assistance in department budget and program reporting requirements
9. Requires the use of technology in providing relevant transportation and population forecasting.
10. Coordinate and work with federal, state, and local transportation agencies
11. Carry out other duties as assigned by the Executive Director

**SUPERVISORY RESPONSIBILITIES:**

No staff supervisory duties, at this time

**QUALIFICATIONS:**

To perform this job, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, demands and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**EDUCATION AND/OR EXPERIENCE REQUIREMENTS:**

1. Bachelor's Degree in transportation planning, urban and regional planning, or a related field, plus a minimum of five (5) years of progressively responsible experience. Master's Degree preferred. An equivalent combination of education and experience which addresses the position qualifications may be considered.
2. Experience and the ability to work with groups and community organizations.

**REASONING ABILITY:**

1. Ability to define problems, collects data, establish facts, and draw valid conclusions.
2. Ability to interpret a wide variety of technical instructions.
3. Must be able to handle all situations with tact and remain impartial.

**KNOWLEDGE OF:**

1. Knowledge and application of fiscal management, basic budgetary practices and terminology.
2. Codes and regulations related to the work.
3. Standard office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices.
4. Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in public and over the telephone.
5. Principles and techniques of making effective oral presentations.
6. Computer applications related to the work.
7. ADOT/FHWA Regulations and procedures
8. Local Government Manual put out by ADOT

**SKILLS AND ABILITIES IN:**

1. Understanding, developing and administering a budget.
2. Maintaining accurate records of a program and/or community projects.
3. Preparing clear and concise reports, correspondence and other written materials.
4. Using initiative and independent judgment within established procedural guidelines.
5. Organizing workload, setting priorities and meeting critical deadlines.
6. Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

7. Establishing and maintaining effective working relationships with those contacted in the course of the work.
8. Making effective oral presentations to large and small groups.
9. Demonstrated ability to communicate effectively verbally and in writing, using correct business English, including spelling, grammar and punctuation.
10. Strong organizational skills, and proficient in Micro Soft Office programs
11. Ability to work as a team member in a very fast pace work environment.

**PHYSICAL DEMANDS:**

The duties of this position require frequent sitting, standing, bending, reaching, and frequently driving a motor vehicle for extended periods of time. May require lifting or moving objects up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment. Requires normal range of hearing and vision.

**MENTAL DEMANDS:**

The mental characteristics necessary to competently perform the duties of this position involve the frequent need to be creative and imaginative; ability to give, receive and analyze information; formulate work plans; prepare written reports; articulate goals and action plans; the frequent need to instruct, persuade and negotiate; and the continuous need to be resourceful in solving problems.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee works in an air-conditioned, non-smoking office environment. The employee is required to make frequent trips off site by motor vehicle, at times for extended periods. The noise level varies but is generally quiet. In addition, local, County, State or national travel may be required, including overnight stays. Often required to attend meetings outside of normal working hours.

## **TRANSPORTATION ACRONYMS**

<b>Acronym</b>	<b>Name</b>	<b>Description</b>
ADOT	Arizona Department of Transportation	State Transportation Agency
ADT	Average Daily Traffic Count	Traffic counts made every three years on all streets. FHWA requirement.
AASHTO	American Association of State Highway Transportation Officials	Association
AzTA	Arizona Transit Association	Transit Association – COG's are members through ADOT. MPO's pay membership
AP	Apportionment	The amount of Federal funds that are allocated to each COG/MPO
BMS	Bridge Management System	ADOT's inventory/condition of AZ's bridges
BR	Bridge	ID when doing Bridge Projects
BQAZ	Building a Quality AZ	ADOT Study
C & S	Contracts and Specifications	ADOT Contracts division
CAG	Central Arizona Governments	COG – Covering Pinal and Gila Counties
COG	Council of Government	There are four COG's in Arizona
CYMOP	Central Yavapai Metro Planning Org	COG – Covering Central Yavapai County
DCR	Design Concept Report	Required for all federal aid projects
EA	Environmental Assessment	Made on all federal aid projects
EIS	Environmental Impact Statement	Findings of environmental assessment
FC	Functional Classification	Classification of roads
FHWA	Federal Highway Administration	Provides funding for planning
FMPO	Flagstaff Metro Planning Org	MPO- Covering Flagstaff
FTA	Federal Transit Administration	Provides funding for Transit
HES	Hazard Elimination/Roadside Obstacle Removal	Funding for mostly state projects
HPMS	Highway Performance Monitoring System	Yearly road information system for FC roads
HRRRP	High Risk Rural Road Program (sub program funds no longer available)	Funding for any road that can be determined a high safety risk
HSIP	Highway Safety Improvement Program	Local and State Funding for safety projects
HURF	Highway User Revenue Fund	State shared revenue funding
IGA	Intergovernmental Agreement	Contract between recipients and ADOT
JPA	Joint Project Agreement	IGA and JPA are interchangeable - contract
LH MPO	Lake Havasu Metro Planning Org	MPO – Covering Lake Havasu City
LTAP	Local Technical Assistance Program	Training program for local agencies
LRTP	Long Range Transportation Plan	Required planning doc for MPO's
LPA	Local Public Agency	ADOT's division for local agencies
MAP-21	Moving Ahead for Progress in the 21 Century	2012-2014 Transportation Bill
MPO	Metropolitan Planning Organization	Agency formed to provide transportation planning in a region or area that reaches 50K in population

## **TRANSPORTATION ACRONYMS**

<b>Acronym</b>	<b>Name</b>	<b>Description</b>
MOU	Memorandum of Understanding	Agreement between two or more agencies
NACOG	Northern Arizona Council of Govs	COG - Covering Apache, Navajo, Coconino, Yavapai counties
OA	Obligation Authority	The amount of federal funds we can spend from our apportionment (a %)
PMS	Pavement Management Systems	ADOT's system for pavement preservation
PM 10	Particulate Matter of 10 microns or less	Environmental gage for clean air
PL	Planning Funds	Funds allocated to Rural MPO's
PS & E	Plans Specifications and Estimate	All plans go through PS&E at ADOT
RPO	Regional Planning Organization	Agency designated as the planning org
ROW	Right of Way	Right of Way Access – purchase, etc.
RTP	Regional Transportation Plan	TMA's and MPO's must have plans
SEAGO	SouthEastern Arizona Gov Org	COG – Covering Santa Cruz, Cochise, Graham and Greenlee Counties
SHPO	State Historic Preservation Organization	All COG projects must go through SHPO to determine eligibility
SHSP	State Highway Safety Plan	ADOT's Safety Plan
SPR	State Wide Planning and Research	ADOT Planning Funds
SRTS	Safe Routes to School	Funding program – Now rolled into TAP
STIP	State Transportation Improvement Program	Statewide TIP. A 5 year program of all construction projects (to include the TIP).
STP	Surface Transportation Program	Funds that go through the COG/MPO's for projects
SVMPO	Sierra Vista MPO	MPO- Covering Sierra Vista and parts of Cochise County
TAC	Transportation Advisory Committee	COG TAC meetings to determine projects
TAP	Transportation Alternative Projects	Five sub-programs moved into TAP by MAP-21; Enhancement, SRTS, By-ways, recreational-trails, historic, etc.
TAZ	Traffic Analysis Zone	ADOT does this for us
TEA	Transportation Enhancement Application (no longer available)	Grants offered to communities for enhancing their roadways
TERC	Transportation Enhancement Review Committee (disbanded)	Committee that ranks the TEA applications at the state level
TDMS	Transportation Data Management System	Software application available to all local governments to upload traffic data
THPO	Tribal Historic Preservation Organization	All Tribal projects must go through the THPO eligibility process.
TIP	Transportation Improvement Program	Projects that are funded must be on the TIP in order to be programmed for construction and reimbursement.

## **TRANSPORTATION ACRONYMS**

<b>Acronym</b>	<b>Name</b>	<b>Description</b>
TMA	Transportation Management Area	MAG and PAG are TMA's (Large metro)
UZA	Urbanized Areas	Defined areas by ADOT/FHWA based on population census. Reviewed every 10 years.
UPWP	United Planning Work Program	MPO's Work Program
WACOG	Western Arizona Council of Govs	COG – Covering La Paz and Mohave Co.
WP	Work Program	ADOT-COG Contract and Planner duties outlined
YMPO	Yuma Metro Planning Org	MPO Covering all of YUMA County

### **TRANSIT ACRONYMS**

5303	Transit Planning Funds	Available to MPO's
5304	FTA Rural Planning and Research funds	Available to MPO's to provide planning, trainings, etc.
5310	Elderly and Disable Transit Program	Non profits and Cities/Towns
5307	Small Urban Transit Program	Public Transit Systems
5311	Rural Public Transit Program	Small Rural public transit systems
5316	Job Access Reverse Commute <i>No longer available as a sub-program</i>	Funding for operations and capital for Jobs programs
5317	New Freedoms Transit Program <i>No longer available as a sub program</i>	Operations for programs that go beyond the 5310 ADA compliance