

**Fairbanks North Star Borough,
City of Fairbanks,
City of North Pole,
and
State of Alaska**

**FAIRBANKS METROPOLITAN AREA
TRANSPORTATION SYSTEM**

**MEMORANDUM OF UNDERSTANDING
for
THE IMPLEMENTATION
of a
FAIRBANKS METROPOLITAN AREA
TRANSPORTATION SYSTEM
COORDINATOR'S OFFICE**

**In The
Metropolitan Area
Of the
Fairbanks Metropolitan Planning Organization**

**Fairbanks North Star Borough,
City of Fairbanks,
City of North Pole,
and
State of Alaska**

**MEMORANDUM OF UNDERSTANDING
FOR
THE IMPLEMENTATION OF A
FAIRBANKS METROPOLITAN AREA TRANSPORTATION SYSTEM
COORDINATOR'S OFFICE**

SECTION 1 – Parties to this agreement

The parties to this Agreement are the Fairbanks North Star Borough (hereinafter called the “FNSB”), City of Fairbanks, City of North Pole and the State of Alaska.

SECTION 2 – Purpose

This agreement is entered into to provide the structure to each entity as to their responsibilities and or duties as pertaining to the FMATS Coordinator’s Office and of the United Planning Work Program (UPWP) fund integration. This agreement will establish an office and the requirements of the Coordinator’s Office functions and the duties of each entity being individual or shared in nature.

SECTION 3 – Duties

3.1 Coordinator’s Office

The Coordinator’s Office activities include, but are not limited to:

3.1.1 Meetings

- Chair the Technical Committee Meetings (voting member only when required to resolve a tie vote);
- Schedule all FMATS committee and public meetings;
- Arrange for meeting facilities;
- Prepare meeting agendas and agenda packages;
- Prepare and distribute notices and public announcements;
- Attend all regular and special meetings;
- Process Title VI Civil Rights reports and sign-in sheets;
- Prepare minutes of all FMATS regular and special meetings.

3.1.2 Correspondence

- Draft and edit FMATS letters and memos.

3.1.3 Filing

- Maintain FMATS files and documents;
- Respond to public records requests.

3.1.4 Organization

- Coordinator will report to the Policy Committee;
- Coordinate Technical & Policy Committee members' replacements, substitutions, and correspondence;
- Maintain current roster of all members of FMATS committees;
- Coordinate approvals needed by FMATS committees.

3.1.5 Identify New Project Needs and Develop Project Scopes

3.1.6 Public Outreach

- Coordinate with local media for notices and to inform the public regarding issues of importance;
- Provide website updates;
- Receive and respond to comments and questions;
- Distribute documents and information to the public and stakeholders.

3.1.7 Intra-Agency Relationships

- Provide Policy and Technical Committee members with information and guidance with respect to duties, responsibilities, and requirements of law and procedures;
- Update members on critical issues to be considered;
- Coordinate between FMATS Policy and Technical Committees.

3.1.8 Inter-Agency Relationships

- Coordinate and act as liaison between and among various FMATS jurisdictions and between FMATS and various state and federal agencies.

3.1.9 Strategic Planning

- Work with Policy and Technical Committees to develop clear mission, vision, values and goals to guide FMATS;
- Implement strategic plan.

3.1.10 Communication

- Prepare and implement the Public Involvement Plan (PIP) to involve the general public and all significantly affected groups, especially historically disenfranchised groups, in the planning process.

3.1.11 Short-Range Planning

- Develop and manage the Transportation Improvement Program (TIP) and amendments, including recommendations for redistribution of funds to ensure fiscal constraint;
- Coordinate local review process and notifications for transportation projects (transition item).

3.1.12 Funding

- Secure discretionary, earmarked, and grant funding for the FMATS area by educating legislative and agency staff on transportation needs in the Fairbanks area and by developing grant and discretionary funding applications for relevant programs.

3.1.13 Shared Duties with the State of Alaska, Department of Transportation & Public Facilities (ADOT&PF)

3.1.13.1 Tactical Planning

- Develop *Unified Planning Work Program* annually and submit accurate, timely quarterly and annual reports.

3.1.13.2 Project Control

- Develop scopes of work for new projects; Negotiate and administer any contracts with consultants performing work for FMATS;
- Monitor and manage FMATS projects.

3.1.13.3 Legislation

- Review and analyze legislation at local, state, and federal levels affecting FMATS and make recommendation to FMATS' Technical and Policy Committees regarding impact;
- Serve as an advocate for the FMATS' area to various legislative and funding bodies.

3.1.13.4 Governance

- Draft local match and maintenance agreements, monitor status, and facilitate finalization;
- Prepare and submit required reports in a timely manner.

3.1.13.5 Finance

- Prepare Annual Budget, including all projected sources of funding and expected allocation of such funds;
- Review timesheets, invoices, and contracts and process payments;
- Monitor budget and recommend corrective action if needed;
- Prepare and present monthly, quarterly, and annual reports.

3.1.13.6 Accounting Services

- Accounts payable, receivable, financial reporting, Annual Financial Audit.

3.1.14 Shared Duties with the City of Fairbanks

3.1.14.1 Information Technology

- Website updates and;
- Administration.

3.1.15 Shared Duties with the Coordinator's Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.1.15.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.2 City of Fairbanks Duties

The City of Fairbanks will coordinate and fund the support activity. Those activities include, but are not limited to:

3.2.1 Identify New Project Needs and Develop Project Scopes

3.2.2 Human Resources

- Serve as the Human Resources Department for the FMATS staff;
- Employment law issues;
- Including benefits packages, hiring, and payroll.

3.2.3 Risk Management

- Employment related coverage such as workers' compensation and liability insurance excluding auto coverage.

3.2.4 Office Space

- Provide two (2) offices with separate entrances, each office has exterior windows, and one of the offices has a separate attached storage space with exterior window. The office with the attached storage space provides 645 square feet and the remaining office provides 383 square feet for a total of 1,028 square feet.

3.2.5 Vehicle

- Provide a vehicle for FMATS (either City leased or other lease) use during working hours, along with a dedicated parking space at City Hall.

3.2.6 Copy & Facsimile Machine & Annual Maintenance

- Provide a combination copier/facsimile machine with annual maintenance services as part of their overall City of Fairbanks service contract for City Hall.

3.2.7 Office Maintenance and Janitorial Services

- Provide routine maintenance such as new light bulbs, seasonal installation of window-mounted air conditioners, etc., and janitorial cleaning service including vacuuming of floors, cleaning/dusting of office space, and emptying of trash cans.

3.2.8 Telephone Services

- FMATS will be responsible for obtaining desk and cell phone service.

3.2.9 Computers and IT Support

- Provide three (3) computers with Microsoft® Office software which includes; laptop PCs for the FMATS Coordinator and FMATS Planner; and a desk top PC for the FMATS Administrative Assistant.;
- Provide the City IT Department with technical support on an “as-needed” basis.

3.2.10 Shared Duties with the Coordinator’s Office

3.2.10.1 Information Technology

- Website updates and;
- Administration.

3.2.11 Shared Duties with the Coordinator’s Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.2.11.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.3 FNSB Duties

The FNSB will coordinate and fund the support activity. Those activities include, but are not limited to:

3.3.1 Identify New Project Needs and Develop Project Scopes

3.3.2 Tactical Planning

- Participate in pre-UPWP planning activities development.

3.3.3 Filing

- Where FNSB is the lead agency, maintain FMATS files and documents.

3.3.4 Project Notifications and Meeting Preparation

- Compile address lists for project notifications and for other MPO related public meetings (including MPO projects, plans, etc.).

3.3.5 Transit and Intermodal Planning

- Determine the area's current and future needs for public and alternative transportation and match between the needs with the available resources (non-UPWP funded).

3.3.6 Geographic Information System (GIS) Services

- Provide the GIS information for projects as needed (non-UPWP funded).

3.3.7 Land Use/Local Review of MPO Projects

3.3.8 Shared Duties with the Coordinator’s Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.3.8.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.4 City of North Pole Duties

The City of North Pole will coordinate and fund the support activity. Those activities include, but are not limited to:

3.4.1 Identify New Project Needs and Develop Project Scopes

3.4.2 Monetary contribution

- To contribute \$7,500.00 towards the operation of the Coordinator’s Office on a yearly basis. This amount can be renegotiated on a yearly basis.

3.4.3 Shared Duties with the Coordinator’s Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.4.3.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.5 State of Alaska, Department of Transportation & Public Facilities Duties (ADOT&PF)

The State of Alaska will coordinate and fund the support activity. Those activities include, but are not limited to:

3.5.1 Identify New Project Needs and Develop Project Scopes

3.5.2 Long-Range Planning

- Develop or update Long Range Transportation Plan (LRTP) as required.

3.5.3 Contract Administration

- Provide contract administration services for FMATS planning projects.

3.5.4 Filing

- Maintain FMATS files and documents for the UPWP where ADOT is the lead agency.

3.5.5 Compliance

- Ensure compliance with federal and state mandates.

3.5.6 Shared Duties with the Coordinator's Office, FNSB, City of Fairbanks, City of North Pole, and ADOT&PF

3.5.6.1 Other Planning Activities

- Conduct technical studies, including travel surveys, demographics, and travel demand/traffic modeling;
- Coordinate transportation requirements and needs with new development.

3.5.7 Shared duties with the Coordinator's Office

3.5.7.1 Tactical Planning

- Develop *Unified Planning Work Program* annually and submit accurate, timely quarterly and annual reports.

3.5.7.2 Project Control

- Develop scopes of work for new projects; Negotiate and administer any contracts with consultants performing work for FMATS;
- Monitor and manage FMATS projects.

3.5.7.3 Legislation

- Review and analyze legislation at local, state, and federal levels affecting FMATS and make recommendation to FMATS' Technical and Policy Committees regarding impact;
- Serve as an advocate for the FMATS' area to various legislative and funding bodies.

3.5.7.4 Governance

- Draft local match and maintenance agreements, monitor status, and facilitate finalization;
- Prepare and submit required reports in a timely manner.

3.5.7.5 Finance

- Prepare Annual Budget, including all projected sources of funding and expected allocation of such funds;
- Review timesheets, invoices, and contracts and process payments;
- Monitor budget and recommend corrective action if needed;
- Prepare and present monthly, quarterly, and annual reports.

3.5.7.6 Accounting Services

- Accounts payable, receivable, financial reporting, Annual Financial Audit.

3.5.8 Shared Duties with the ADEC

3.5.8.1 Air Quality Conformity Analysis

- Ensure that transportation activities conform to, and are supportive of, the goals of regional air quality plans to attain the National Ambient Air Quality Standards (NAAQS);
- Coordinate with various air quality and transportation stakeholders in the Fairbanks area to ensure compliance with the federal and state air quality requirements, including the Transportation Conformity Rule and other applicable federal, state, and air district laws and regulations.

3.6 State of Alaska, Department of Environmental Conservation (ADEC)

The State of Alaska will coordinate and fund the support activity. Those activities include, but are not limited to:

3.6.1 Shared duties with the ADOT&PF

3.6.1.1 Air Quality Conformity Analysis

- Ensure that transportation activities conform to, and are supportive of, the goals of regional air quality plans to attain the National Ambient Air Quality Standards (NAAQS);
- Coordinates with various air quality and transportation stakeholders in the Fairbanks area to ensure compliance with the federal and state air quality requirements, including the Transportation Conformity Rule and other applicable federal, state, and air district laws and regulations.

GENERAL TERMS

The parties may agree in writing to terminate this agreement at any time; either party may terminate the contract if another party fails to perform in the manner called for in the contract; a party may terminate the contract for its own convenience on 30 days written notice; and the agreement will terminate if any party’s governing body fails to appropriate necessary funds or repeals all or substantially all of the appropriations which fund this agreement.

No party may assign any duties under this agreement without the prior written consent of the other parties. This agreement binds the successors, heirs, personal representatives, and any assigns of the parties.

A party does not waive its rights under this agreement if it fails to object when the other party fails to perform. The laws of the State of Alaska will govern the interpretation of this agreement. Any action arising from this contract will be filed in Fairbanks, Fourth Judicial District, State of Alaska.

This agreement may be amended only in writing.

The contract documents constitute the entire agreement between the parties, and supersede all prior agreements, representations, and negotiations.

Any terms of this Agreement, by their nature, extend beyond the expiration or termination of this contract shall remain in effect until fulfilled.

The Term of this Agreement will be from the date of acceptance until revised by the FMATS Policy Committee. The FNSB, City of Fairbanks, City of North Pole, ADOT, and ADEC hereby enter into this agreement effective the first day after this agreement is signed by all parties.

REPRESENTATIVES. Each party may deliver notices under this agreement to the representatives and addresses listed below:

Chief, Northern Region Planning and Support Services

Representative of the ADOT&PF

North Pole Mayor or Designee

Representative of the City of North Pole

FNSB Mayor’s Office Representative

Representative of the FNSB

Fairbanks City Mayor or Designee

Representative of the City of Fairbanks

Director, DEC Air Quality Division

Representative of the ADEC

IN WITNESS WHEREOF, the FMATS Policy Members have executed this agreement.

Signatures:

Steve Titus
Northern Region Director, Steve Titus P.E.
Alaska Department of Transportation and Public Facilities
Date 11/2/07

[Signature]
Mayor, Doug Isaacson
City of North Pole
Date 10/17/07

[Signature]
Mayor, Jim Whitaker
Fairbanks North Star Borough
Date 11/02/07

Steve M. Thompson
Mayor, Steve Thompson
City of Fairbanks
Date 10/17/07

[Signature]
Director, Air Quality, Tom Chapple
Alaska Department of Environmental Conservation
Date 10/17/2007

[Signature]
For: Don Seeliger
Fairbanks City Council
Date 10/17/2007

[Signature] for FVSB Assembly
Luke Hopkins
Fairbanks North Star Borough Assembly
Date 10/17/07

Reviewed by Legal Department
Date: 10-25-07
By: [Signature]

Appendix A - DOCUMENT ABBREVIATIONS

ADEC	Alaska, Department of Environmental Conservation
ADOT&PF	Alaska, Department of Transportation & Public Facilities
CFR	Code of Federal Regulations
DOT	(United States) Department of Transportation
FMATS	Fairbanks Metropolitan Area Transportation System
FMPO	Fairbanks Metropolitan Planning Organization
FNSB	Fairbanks North Star Borough
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
LRTP	Long Range Transportation Plan
MPO	Metropolitan Planning Organization
NAAQS	National Ambient Air Quality Standards
PIP	Public Involvement Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
STIP	State Transportation Improvements Program
TEA-21	Transportation Efficiency Act for the 21 st Century
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program
USC	United States Code