

MEMORANDUM OF UNDERSTANDING
FOR THE OPERATION OF THE
FAIRBANKS AREA SURFACE TRANSPORTATION PLANNING OFFICE

- 1. PARTIES.** The parties to this Memorandum of Understanding (MOU) are the Alaska Department of Transportation & Public Facilities (DOT&PF), Alaska Department of Environmental Conservation (DEC), Fairbanks North Star Borough (FNSB), City of Fairbanks, and City of North Pole.
- 2. PURPOSE.** The purpose of this MOU is to outline the responsibilities of each of the aforementioned parties for the operation of the Fairbanks Area Surface Transportation Planning (FAST Planning) Office.
- 3. BACKGROUND.** The FAST Planning Policy Board, consisting of representatives of DOT&PF, DEC, FNSB, City of Fairbanks, and City of North Pole, passed a motion on September 27, 2017, to organize FAST Planning as an independent organization and seek funding from the State of Alaska, FNSB, City of Fairbanks, and City of North Pole. This MOU formalizes the Policy Board's action by outlining the responsibilities of each party to successfully operate the FAST Planning Office, including payment of a one-time Membership Fee and Annual Dues to cover operating and other costs associated with the FAST Planning Office.
- 4. RESPONSIBILITIES.**
 - A. State of Alaska**
 - i. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Legislature, the DOT&PF shall make payment of the one-time Membership Fee (\$348,300) and Annual Dues (\$17,956 starting in 2020) to FAST Planning in accordance with the "MPO [Metropolitan Planning Organization] Membership Fee & Dues Structure" approved by the Policy Board on October 18, 2017.
 - ii. DOT&PF.** As outlined in the Unified Planning Work Program (UPWP), provide the following services:
 - 1. Project Planning & Programming.** Participate in the development and implementation of the short range Transportation Improvement Program (TIP), long range Metropolitan Transportation Plan (MTP), Public Participation Plan (PPP), and UPWP in accordance with the requirements of 23 CFR 420, 23 CFR 450, and 23 USC 134.
 - 2. Project Development.** Develop scopes of work, schedules, and estimates for all FAST Planning projects, and manage and monitor the design and construction of the projects as outlined in the current version of Federal Highway Administration (FHWA) and DOT&PF's Stewardship and Oversight Agreement.

3. **Staff.** Provide staff support to FAST Planning for daily operations of the MPO as outlined in the UPWP.
4. **Contract Administration.** Prepare all procurement documents and negotiate and administer contracts for professional services and contractor work on FAST Planning plans and projects.
5. **Match & Maintenance Agreements.** Prepare and execute Agreements (Match / Maintenance) as appropriate for FAST Planning projects.
6. **State & Federal Compliance.** Review and analyze FAST Planning’s planning activities for conformance to state and federal laws, regulations, and guidance.
7. **Office Budget, Financial Reporting, & Audits.** Participate in the development of the UPWP Annual Budget for FAST Planning and conduct a compliance audit of FAST Planning revenues and expenditures as required.
8. **Reimbursements.** Provide reimbursement for Quarterly Expense Reports from the **FAST Planning** office within 60 days of receipt.

iii. **DEC**

1. **Air Quality Conformity.** Review and analyze all FAST Planning transportation-related activities for conformance to local, state, and federal air quality requirements, including the Transportation Conformity Rule, regional air quality plans, and other applicable laws and regulations.
2. **Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

B. FNSB

- i. **Membership Fee & Annual Dues.** Subject to a specific appropriation by the Assembly, the FNSB shall make payment of the one-time Membership Fee (\$178,800) and Annual Dues (\$9,210 starting in 2020) to FAST Planning in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on October 18, 2017.
- ii. **Geographic Information System (GIS).** Provide FAST Planning with GIS services on an as-needed basis for plans and projects, including mapping support.
- iii. **Land Use Planning.** Provide FAST Planning with existing, planned, and projected land use information on an as-needed basis for plans and projects.
- iv. **Transportation Planning.** Provide FAST Planning with transportation planning expertise on projects and plans for the Metropolitan Planning Area (MPA), including travel demand modeling support as needed.
- v. **Local Planning Authority.** Provide coordination of FAST Planning plans with the Comprehensive Plan, ensuring that transportation and land use planning are consistent.
- vi. **Staff.** Provide staff support to FAST Planning for daily operations of the MPO as outlined in the UPWP.
- vii. **Transit.** Coordinate with FAST Planning on an as-needed basis for shared responsibilities with the TIP, MTP, and Performance Measures target setting and reporting.

viii. Project Planning & Programming. Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

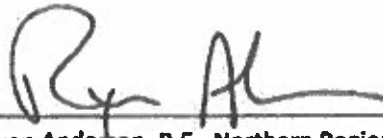
C. City of Fairbanks

- i. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the City of Fairbanks shall make payment of the one-time Membership Fee (\$158,800) and Annual Dues (\$8,188 starting in 2020) to FAST Planning in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on October 18, 2017.
- ii. Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

D. City of North Pole

- i. Membership Fee & Annual Dues.** Subject to a specific appropriation by the Council, the City of North Pole shall make payment of the one-time Membership Fee (\$10,800) and Annual Dues (\$558 starting in 2020) to FAST Planning in accordance with the “MPO Membership Fee & Dues Structure” approved by the Policy Board on October 18, 2017.
- ii. Project Planning & Programming.** Participate in the development and implementation of the TIP, MTP, PPP, and UPWP.

- 5. EFFECTIVE DATE.** This MOU shall be effective when (1) all parties have signed the MOU, and (2) the Governor has provided approval for FAST Planning to operate as the MPO.
- 6. MODIFICATION.** Any amendments to this MOU must be done through action of the Policy Board. Any party may, upon written notice, request an amendment to the MOU by giving 30 days written notice to each of the other parties.
- 7. TERMINATION.** This MOU may be terminated at any time by action of the Policy Board given 30 days written notice to each party prior to the action. This MOU will remain in effect until terminated as provided in this clause, or until amended or replaced by a new MOU. In the case of dissolution of FAST Planning, Membership Fees will be reimbursed to each party within 60 days of the MOU termination date established by the Policy Board.



Ryan Anderson, P.E., Northern Region Director
Alaska Department of Transportation & Public Facilities

1/17/2019

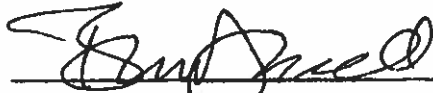
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Alice Edwards, Director, Division of Air Quality
Alaska Department of Environmental Conservation

3/5/2019

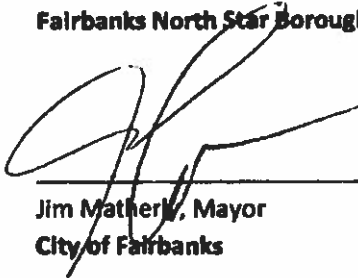
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Bryce Ward, Mayor
Fairbanks North Star Borough

2-25-19

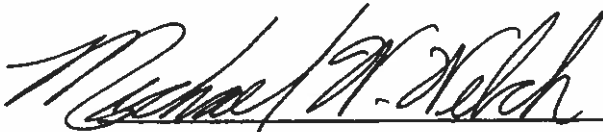
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Jim Matherly, Mayor
City of Fairbanks

27 Feb 19

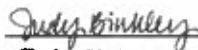
Date



Michael Welch, Mayor
City of North Pole

March 4, 2019

Date



Judy Binkley, City Clerk - City of North Pole

03-05-2019

Date