



METROPLAN

GREATER † FLAGSTAFF

MEETING PACKET

Executive Board Meeting

1:00 – 3:00 PM

March 7, 2024

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 278 344 575 57

Passcode: wRauVK

In-Person Location

City Hall

City Council Chambers

211 W. Aspen

Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at planning@metroplanflg.org. The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of MetroPlan's Technical Advisory Committee present; however, no formal discussion/action will be taken by members in their role as MetroPlan Technical Advisory Committee.

Public Questions and Comments must be emailed to planning@metroplanflg.org prior to the meeting or presented during the public call for comment.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

EXECUTIVE BOARD MEMBERS

- Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- Miranda Sweet, Flagstaff City Council, Vice-Chair
- Judy Begay, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors
- Jim McCarthy, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)

METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner
- Kim Austin, Transportation Planner
- Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow
- Aubree Flores, AmeriCorp

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

4. APPROVAL OF MINUTES

(Pages 6-13)

Executive Board Regular Meeting Minutes of January 4, 2024

B. CONSENT AGENDA

Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.

C. GENERAL BUSINESS

1. FY2023 SINGLE AUDIT

(Pages 14-59)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

2. CONSIDER APPLICATION FOR SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT

(Pages 60-67)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grants and 2) authorize the Executive Director execute a grant agreement upon reward.

3. [CONSIDER ROUTE TRANSFER STUDY UPDATE](#) (Pages 68-71)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board accept the *2024 Route Transfer Study Update*.

4. [FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM](#) (Pages 72-74)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board release of the FY2025-2029 Transportation Improvement Program for a Public Comment Period.

5. [CONSIDER REGIONAL TRANSPORTATION SAFETY PLAN](#) (Pages 75-79)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the Regional Transportation Safety Plan.

6. [CONSIDER REGIONAL TRANSPORTATION PLAN AMENDMENT](#) (Pages 80-82)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040*.

7. [CONSIDER APPLICATION FOR AARP \(AMERICAN ASSOCIATION OF RETIRED PERSONS\) COMMUNITY CHALLENGE GRANT](#) (Pages 83-84)

MetroPlan Staff: Sandra Tavel

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for an AARP (American Association of Retired Persons) Community Challenge Grant and 2) authorize MetroPlan to execute a grant agreement upon award.

8. [METROPLAN HAPPENINGS](#) (Pages 85-89)

MetroPlan Staff: Kate Morley/Mandia Gonzales

Recommendation: None. This item is for information and discussion only.

D. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

Board members may make general announcements, raise items of concern, or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited, and action not allowed.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

April 4, 2024

3. ADJOURN

The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on March 4, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 4th day of March, 2024.



METROPLAN

GREATER † FLAGSTAFF

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

January 4, 2024

Teams Virtual Meeting

Join on your computer, mobile app or room device.

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Meeting ID: 278 344 575 57

Passcode: wRauVK

In-Person Location

City Hall
City Council Chambers
211 W. Aspen
Flagstaff, AZ 86001

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EXECUTIVE BOARD MEMBERS

- X Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- X Miranda Sweet, Flagstaff City Council, Vice-Chair [Left at 1:57 p.m.](#)
- X Judy Begay, Coconino County Board of Supervisors
- X Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors [Excused ill](#)
- X Jim McCarthy, Flagstaff City Council
- X Jesse Thompson, Arizona State Transportation Board Member
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*) [No Alternates present at meeting](#)

METROPLAN STAFF

- X Kate Morley, Executive Director
- X David Wessel, Planning Manager
- X Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow [Excused](#)

Guests Present: Joanna Lucero, ADOT left at 1:28 p.m., Keith Brekhus, MetroPlan TAC Member; Karen Kruse, Contract Lobbyist; Michael Penca, FUSD Superintendent, Sandra Ayme Huaman Rivera-ADOT-left at 1:28 p.m.; Wendy Milazzo-ADOT 1:28 p.m.; Andrew Iocona – Northern Arizona University; Stephanie Bauer – Northern Arizona University

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Chair Vasquez called the meeting to order at 1:03 p.m.

2. ROLL CALL

3. PUBLIC COMMENT

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

There was no public comment.

4. APPROVAL OF MINUTES

(Pages X-X)

Executive Board Regular Meeting Minutes of December 7, were presented with the following changes:

Section B-state there was no consent agenda.

Section C, Item 3-Both motions passed unanimously.

The motion was made by Member McCarthy to accept the minutes as corrected. The motion was seconded by Member Sweet. The motion passed unanimously.

B. CONSENT AGENDA

Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.

There was no consent agenda.

C. GENERAL BUSINESS

1. TITLE VI TRAINING AND PRESENTATION

(Pages X-X)

MetroPlan Staff: Karen Moeller

Guest Presenter: Joanna Lucero, ADOT

Recommendation: None. This item is for information and discussion only.

The Annual Title VI Training was presented by Joanna Lucero, ADOT Civil Rights Office

Member Thompson asked how MetroPlan figures out who is low-income. Executive Director stated that we look at Census Data to be sure the demographics match of those serviced.

**2. FLAGSTAFF UNIFIED SCHOOL DISTRICT (FUSD) BUS SERVICE REDUCTION (Pages X-X)
UPDATE**

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Flagstaff Unified School District Superintendent Michael Penca presented the update of the factors that are affecting the recent reduction and changes implemented to FUSD transportation services provided to students in the school district.

Chair Vasquez asked how the Safe Routes to School grant that has been received by MetroPlan could possibly benefit transportation in the FUSD area. Executive Director Morley shared the elements and requirements of the Safe Routes to School grant in response to Chair Vasquez' question.

3. LEGISLATIVE AGENDA UPDATE (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive

Contract Lobbyist Karen Kruse presented state priorities including the Arizona SMART Fund. She stated there are efforts to clarify, clean up, and strengthen the Arizona SMART Fund. In addition, Lobbyist Kruse presented the RTAC Bill budget and need for protection of current funds. She stated the budget is having challenges with a deficit now.

Member Thompson wanted to make the presenter aware that in the rural and Native American communities the focus is on getting more monies for the rural transportation system. He asked who is currently providing monies and asked if the monetary provision was currently being looked at for the rural communities.

Lobbyist Kruse said that in the Arizona SMART Fund there is a provision that the rural communities and tribal partners can apply for these SMART funds as needed. Also, as Coconino County is meeting with their partners, there has been advocacy for funding for rural transportation.

Executive Director Morley presented how long-term funding will be addressed as well as how State Highway Projects within the MetroPlan area will be addressed. She also

presented how the reauthorization of federal funding bill and code/standards priorities will be addressed on the Federal level.

Member Aslan presented facts and prioritizations for Dark Sky lighting for the MetroPlan region.

Chair Vasquez stated the County has adjusted the Dark Sky ordinance for unincorporated areas of Coconino County.

Related to truck stops, Executive Director Morley shared the contracts which are out to get the work done to reopen the Parks and Christensen rest stops.

4. METROPLAN CASH FLOW DISCUSSION (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive Director Morley shared information on how MetroPlan can access the reimbursement based funds which are allocated to MetroPlan. She stated conversations have been initiated with the MetroPlan Management Committee about how to increase the cash on hand.

Member McCarthy stated that MetroPlan is on top of the short-term solution but asked how the long-term solution would be addressed. Executive Director Morley shared possible short- and long-term solutions. Further she stated that the Management of the City of Flagstaff is on board with some of the options to move forward.

5. TRANSPORTATION IMPROVEMENT PROGRAM CALL FOR PROJECTS (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board Issue the Call for Projects for the FY 2025-2028 Transportation Improvement Program.

Transportation Manager Wessel stated we are updating the 2025-2028 Transportation Improvement Program and ask for a motion to approve the call for projects.

The motion to open the call for projects was made by Member McCarthy. This motion was seconded by Member Begay. This motion passed unanimously.

6. NORTHERN ARIZONA UNIVERSITY MASTER PLAN (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: None. This item is for information and discussion only.

Transportation Manager Wessel brought the opportunities for future collaboration with Northern Arizona University Campus Master Plan.

Northern Arizona University representative Stephanie Bauer stated NAU is excited to continue to partner and collaborate in the future.

7. CREATIVE LOCAL MATCH OPTION-SHORT-TERM RENTAL FEE TAX (Pages X-X)

MetroPlan Staff: Sandra Tavel

Recommendation: Non. This item is for information and discussion only.

Transportation Planner Tavel presented information and implementation about Short-Term Rental Fee Taxes which are collected in the MetroPlan region.

Member McCarthy stated that the City of Flagstaff Council talked short-term rental fees in regards to the Bed, Board and Beverage (BBB) at a recent retreat and there is support for keeping the BBB tax as is. Mr. McCarthy believes this will be put before the voters before 2028. He also stated there might be some pushback if they tried changing the tax.

Sandra Tavel will provide more information about the details of how the taxes are used for tourism, economic development, arts and sciences, administration, beautification, and parks and recreation.

8. METROPLAN HAPPENINGS (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive Director Morley shared the current happenings for MetroPlan including the hiring of a Transportation Demand Manager (TDM) planner.

D. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

Board members may make general announcements, raise items of concern, or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited, and action not allowed.

Member McCarthy shared that Member Sweet, Member Aslan, and Member McCarthy were at a meeting where Member Sweet asked which a more efficient way is to handle making decisions for planning projects for MetroPlan. How is it decided who does what for the City of Flagstaff and MetroPlan? Member Sweet thought a discussion would be appropriate for further understanding for all Board members and staff.

Executive Director Morley stated this workplan is typically developed through the Strategic Advance and this could be a good topic for the Advance.

Chair Vasquez shared he was assigned to NACO (National Association of Counties) and he will be going to a conference in February before the Strategic Advance and will be happy to take items to the meeting in Washington DC.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

February 15, 2024 – Annual Strategic Advance at the ADOT offices.

3. ADJOURN

Chair Vasquez adjourned the meeting at 2:58 p.m.

The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on January 2, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 2nd day of January, 2024.



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: February 15, 2024

MEETING DATE: March 7, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: FY2023 Single Audit

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs.

Objective 1.4: Ensure good standing with funders.

3. BACKGROUND:

Article 10 Section 2 of the MetroPlan bylaws states that an annual audit will be conducted in alignment with federal requirements. A competitive procurement for a qualified firm was conducted in July 2022 resulting in an award to Heinfeld Meech.

Heinfeld Meech performed the following as required by Government Auditing Standards (GAS) and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards (Uniform Guidance):

- Considering MetroPlan's internal control over financial reporting,
- Tested internal controls over major Federal programs, and
- Tested compliance with certain provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on MetroPlan's financial statements and major federal programs.

Based on the draft report and feedback from the auditors, the following conclusions were reached:



METROPLAN

GREATER † FLAGSTAFF

- Financial statements fairly present the position of MetroPlan and governmental activities and have been prepared in conformity with accepted accounting principles in the United States,
- MetroPlan complied with all requirements that could have a direct and material effect on each of its major federal programs,
- There was a finding of Significant Deficiency.
 - MetroPlan did not have adequate internal controls over review of year-end balances to prevent material misstatements. The cause identified was MetroPlan experienced turnover of key personnel during the fiscal year and as a result outsourced bookkeeping duties. Miscommunication regarding the nature of the transactions led to recording errors. Specifically:
 - Expense transactions were posted as of the bank cleared date rather than the bill pay date. As a result, cash, and accounts payable were overstated by \$174,390.
 - Leave contribution of \$23,798 was originally recorded as a reduction to accounts receivable rather than a revenue.
 - Accounts receivable and federal revenue is understated by \$3,430.
 - There is no process for Metroplan personnel to review bank reconciliations completed by the financial consultant.

While not material to the audit report, Heinfeld Meech did identify opportunities for strengthening internal controls and several instances of noncompliance that did not meet reporting criteria. Specific areas were related to:

- Assistance listing numbers were not updated on reimbursement requests. This is now included in our Accounting Procedures.
- Ensuring supporting documentation of approval of purchases by authorized person is maintained. New procedures have already been instated to remedy this issue.
- Updating subrecipient procedures to include a risk assessment and all required information. This item was identified in last year's audit and in the fall, the Board adopted a new policy and risk tool to address this issue.

Staff have developed a corrective action including the following commitments by April 4, 2024. All items are already in progress:

- MetroPlan will update its Accounting Procedures to outline steps including the following more clearly:
 - The Administrative Assistant and Clerk of the Board will now enter transactions into QuickBooks at the time of payment, rather than submitting bulk receipts to Financial Consultant. Financial Consultant will confirm payment dates.



METROPLAN

GREATER † FLAGSTAFF

- The Executive Director will review and sign off on monthly Journal Entries.
- The Executive Director will review and approve monthly Budget to Actual reports.
- The Administrative Assistant and Clerk of the Board will reconcile ADOT Monthly Statements with QuickBooks.
- MetroPlan will review and update its Financial Management Policy.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not brought to the TAC. Management Committee had no concerns and found the findings non-consequential with the corrective actions in place.

5. FISCAL IMPACT:

The annual audit costs \$18,000 and is included in the budget.

6. ALTERNATIVES:

None. This item is for discussion only.

7. ATTACHMENTS:

Management Letter

FY2023 Single Audit Report



Flagstaff Metropolitan Planning Organization
Db a MetroPlan
Management Letter
Year Ended June 30, 2023

Executive Board
Flagstaff Metropolitan Planning Organization dba MetroPlan

Members of the Executive Board:

In planning and conducting our single audit of the Flagstaff Metropolitan Planning Organization dba MetroPlan (MetroPlan), for the year ended June 30, 2023, we performed the following as required by *Government Auditing Standards (GAS)* and Title 2 U.S. *Code of Federal Regulations (CFR)* Part 200, *Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards (Uniform Guidance)*:

- Considered the MetroPlan’s internal control over financial reporting,
- Tested internal controls over major Federal programs, and
- Tested compliance with certain provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the MetroPlan’s financial statements and major federal programs.

Any audit findings that are required to be reported by GAS and Uniform Guidance have been included in the MetroPlan’s Single Audit Reporting Package for the year ended June 30, 2023. However, during our audit we noted certain immaterial matters that are opportunities for strengthening internal controls and instances of noncompliance with laws and regulations that did not meet that reporting criteria. Management should address these items to ensure that it fulfills its responsibility to establish and maintain adequate internal controls and comply with laws, regulations, contracts, and grant agreements. Those items and our related recommendations are briefly described in the accompanying summary. The items discussed in the accompanying summary are only a result of audit procedures performed based on risk assessment procedures and not all deficiencies or weaknesses in controls may have been identified.

This information is intended for the MetroPlan’s Executive Board and Management and is not intended to be and should not be used by anyone other than the specified party. However, this information is a matter of public record, and its distribution is not limited.

We have already discussed these items and suggestions with MetroPlan personnel and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

Sincerely,

Heinfeld, Meech & Co., P.C.
Flagstaff, Arizona
February 13, 2024

**Flagstaff Metropolitan Planning Organization
dba Metroplan
Management Letter
Year Ended June 30, 2023**

Review Procedures

MetroPlan does not have a process to document journal entry approvals for entries made by the financial consultant.

MetroPlan should implement procedures to review and approve journal entries performed by the financial consultant.

Disbursements

The following items were noted during our review of disbursement transactions:

- For one of 43 disbursements reviewed, evidence of approval by an authorized person was not maintained.


MetroPlan should ensure supporting documentation, including purchase approval are maintained for all purchases.

Highway Planning and Construction Cluster

The following items were noted during our review over the Highway Planning and Construction Cluster:

- The assistance listing number on reimbursement requests was not updated depending on the type of funding requested. All reimbursement requests were made under 20.205.
- The subrecipient risk assessment for City of Flagstaff was not performed prior to the approval of the subrecipient. In addition, documentation of who completed the assessment and who reviewed it was not maintained.
- The subrecipient agreement for the City of Flagstaff did not contain all of the detailed information as outlined in 2 CFR §200.331.

MetroPlan should ensure internal controls over management of the Highway Planning and Construction Cluster are operating effectively. Reimbursement requests should be reported under the proper assistance listing number. In addition, risk assessments procedures for subrecipients should be completed timely and be well documented. Finally, subrecipient agreements should contain detailed information surrounding the nature and criteria of the grant as outlined in uniform guidance.



Flagstaff Metropolitan Planning Organization
Db a MetroPlan
Single Audit Reporting Package
Year Ended June 30, 2023

Flagstaff Metropolitan Planning Organization
dba MetroPlan

Single Audit Reporting Package
Year Ended June 30, 2023

Issued by:
Business and Finance Department

**Flagstaff Metropolitan Planning Organization
dba Metroplan**

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Independent Auditor's Report

Executive Board
Flagstaff Metropolitan Planning Organization dba MetroPlan

Report on Audit of Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Flagstaff Metropolitan Planning Organization dba MetroPlan (MetroPlan), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise MetroPlan's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and the major fund of the Flagstaff Metropolitan Planning Organization dba MetroPlan, as of June 30, 2023, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of Flagstaff Metropolitan Planning Organization dba MetroPlan and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Change in Accounting Principle

As described in Note 1, the District implemented the provisions of GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*, for the year ended June 30, 2023, which represents a change in accounting principle. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about MetroPlan's ability to continue as a going concern for one year beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of MetroPlan's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about MetroPlan's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 13, 2024, on our consideration of Flagstaff Metropolitan Planning Organization dba MetroPlan's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Flagstaff Metropolitan Planning Organization dba MetroPlan's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Flagstaff Metropolitan Planning Organization dba MetroPlan's internal control over financial reporting and compliance.

Heinfeld Meech & Co. PC

Heinfeld, Meech & Co., P.C.
Flagstaff, Arizona
February 13, 2024

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Basic Financial Statements

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Government-Wide Financial Statements

**Flagstaff Metropolitan Planning Organization
 Dba MetroPlan
 Statement of Net Position
 June 30, 2023**

	Governmental Activities
Assets	
Current assets:	
Cash and equivalents	\$ 58,507
Due from governmental entities	218,146
Total current assets	276,653
Total assets	276,653
 Liabilities	
Current liabilities:	
Accounts payable	98,480
Accrued payroll and employee benefits	10,190
Compensated absences payable	50,000
Total current liabilities	158,670
Noncurrent liabilities:	
Non-current portion of long-term obligations	47,331
Total noncurrent liabilities	47,331
Total liabilities	206,001
 Net position	
Unrestricted	70,652
Total net position	\$ 70,652

**Flagstaff Metropolitan Planning Organization
 Dba MetroPlan
 Statement of Activities
 For the Year Ended June 30, 2023**

Functions/Programs	Expenses	Program Revenue			Net (Expense)
		Charges for	Operating Grants	Capital Grants	Revenue and
		Services	and	and	Changes in Net
			Contributions	Contributions	Position
					Governmental
					Activities
Governmental activities					
Program administration	\$ 769,664	\$	\$ 650,332	\$	\$ (119,332)
Data collection	1,618		1,441		(177)
Regional transportation	146,300		130,322		(15,978)
Special project planning	1,282		1,142		(140)
Environmental services	33,161		29,539		(3,622)
Interest on long term debt	138				(138)
Total governmental activities	<u>\$ 952,163</u>	<u>\$</u>	<u>\$ 812,776</u>	<u>\$</u>	<u>\$ (139,387)</u>
General revenues					
Investment income					405
Other local					112,142
Total general revenues					<u>112,547</u>
Change in net position					(26,840)
Net position, beginning of year					<u>97,492</u>
Net position, end of year					<u>\$ 70,652</u>

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Fund Financial Statements

Flagstaff Metropolitan Planning Organization
DbA MetroPlan
Balance Sheet
Governmental Funds
June 30, 2023

	General
Assets	
Cash and equivalents	\$ 58,507
Due from governmental entities	<u>218,146</u>
Total assets	<u><u>276,653</u></u>
Liabilities	
Accounts payable	98,480
Accrued payroll and employee benefits	<u>10,190</u>
Total liabilities	<u>108,670</u>
Fund balances	
Unassigned	<u>167,983</u>
Total fund balances	<u>167,983</u>
Total liabilities, deferred inflows of resources and fund balances	<u><u>\$ 276,653</u></u>

Flagstaff Metropolitan Planning Organization
Db a MetroPlan
Reconciliation of the Balance Sheet of Governmental Funds to the Statement of Net Position
June 30, 2023

Total fund balances - governmental funds	\$	167,983
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Amounts reported for governmental activities in the Statement of Net Position are different because:

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

Compensated absences payable	(97,331)	
		(97,331)

Net position of governmental activities	\$	<u>70,652</u>
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**Flagstaff Metropolitan Planning Organization
 Dba MetroPlan
 Statement of Revenues, Expenditures and Changes in Fund Balances
 Governmental Funds
 For the Year Ended June 30, 2023**

	General
Revenues	
Other local	\$ 112,547
Federal aid, grants and reimbursements	<u>812,776</u>
Total revenues	<u><u>925,323</u></u>
 Expenditures	
Current:	
Program administration	730,067
Data collection	1,618
Regional transportation	146,300
Special project planning	1,282
Environmental services	33,161
Debt service:	
Principal retirement	13,726
Interest and fiscal charges	<u>138</u>
Total expenditures	<u><u>926,292</u></u>
 Changes in fund balances	 (969)
 Fund balances, beginning of year	 <u>168,952</u>
 Fund balances, end of year	 <u><u>\$ 167,983</u></u>

**Flagstaff Metropolitan Planning Organization
 Dba MetroPlan
 Reconciliation of the Statement of Revenues, Expenditures and
 Changes in Fund Balances of Governmental Funds to the Statement of Activities
 For the Year Ended June 30, 2023**

Changes in fund balances - total governmental funds	\$	(969)
<p>Amounts reported for governmental activities in the Statement of Activities are different because:</p>		
<p>Governmental funds report the portion of capital outlay for capitalized assets as expenditures. However, in the Statement of Activities, the costs of those assets are allocated over their estimated useful lives and reported as depreciation/amortization expense.</p>		
Current year depreciation/amortization	(13,726)	(13,726)
<p>Repayments of long-term lease principal are expenditures in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.</p>		
Lease principal retirement	13,726	13,726
<p>Compensated absences expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.</p>		
Compensated absences	(25,871)	(25,871)
Changes in net position in governmental activities	\$	<u>(26,840)</u>

**Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023**

Note 1 – Summary of Significant Accounting Policies

The financial statements of the Flagstaff Metropolitan Planning Organization dba MetroPlan (MetroPlan) have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

During the year ended June 30, 2023, MetroPlan implemented the provisions of GASB Statement No. 96, *Subscription-Based Information Technology Arrangements (SBITAs)*. This Statement increases the usefulness of the financial statements by requiring the recognition of certain assets and liabilities for SBITAs. This Statement also requires a government to disclose essential information about the arrangement. MetroPlan's analysis of SBITAs in effect at the beginning of the year resulted in no changes to beginning balances reported in the financial statements due to the implementation of this standard.

The more significant of MetroPlan's accounting policies are described below.

A. Financial Reporting Entity

MetroPlan, an Arizona non-profit corporation, is the metropolitan planning organization for the greater Flagstaff region. Its mission is to create the finest transportation system in the county. MetroPlan is responsible for ensuring that transportation projects like roads, bridges, trails, bike paths, and bus routes are thoughtfully planned and coordinated in ways that meet the needs of the community. MetroPlan coordinates with its partner agencies to enhance their ability to deliver transportation improvements. Partner agencies include Mountain Line (NAIPTA), Northern Arizona University (NAU), City of Flagstaff, Coconino County of Arizona, and Arizona Department of Transportation (ADOT). By working across jurisdictional boundaries, MetroPlan facilitates collaboration amongst governmental agencies to leverage resources and advance projects with one consolidated regional voice.

The membership of MetroPlan's Executive Board consists of seven members representing various partner agencies.

**Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023**

Note 1 – Summary of Significant Accounting Policies

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) present financial information about MetroPlan as a whole. For the most part, the effect of internal activity has been removed from these statements. These statements are to distinguish between the governmental and business-type activities of MetroPlan. Governmental activities normally are supported by taxes and intergovernmental revenues, and are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. MetroPlan does not have any business-type activities or fiduciary activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. MetroPlan does not allocate indirect expenses to programs of functions. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Investment income and other items not included among program revenues are reported instead as general revenues.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements – The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the grantor or provider have been met. As a general rule, the effect of internal activity has been eliminated from the government-wide financial statements; however, the effects of interfund services provided and used between functions are reported as expenses and program revenues at amounts approximating their external exchange value.

Fund Financial Statements – Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, MetroPlan considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

**Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023**

Note 1 – Summary of Significant Accounting Policies

Charges for services associated with the current fiscal period are all considered to be susceptible to accrual and have been recognized as revenues of the current fiscal period. Miscellaneous revenues are not susceptible to accrual because generally they are not measurable until received in cash. Grants and similar awards are recognized as revenue as soon as all eligibility requirements imposed by the grantor or provider have been met. Unearned revenues arise when resources are received by MetroPlan before it has legal claim to them, as when grant monies are received prior to meeting all eligibility requirements imposed by the provider. Capital asset acquisitions are reported as expenditures in governmental funds. Issuances of long-term debt and acquisitions under lease contracts and subscription-based information technology arrangements are reported as other financing sources.

The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major fund is presented in a separate column.

MetroPlan reports the following major governmental funds:

General Fund – The General Fund is MetroPlan’s primary operating fund. It accounts for all financial resources of MetroPlan, except those required to be accounted for in another fund.

D. Budgetary Basis of Accounting

MetroPlan does not adopt an annual appropriated budget, but instead adopts a budget for management purposes. This budget is subject to constant change based upon grants received by MetroPlan. The grant budgets have fiscal years that vary from MetroPlan’s and may extend beyond one year. Consequently, no budgetary comparison schedules have been presented.

E. Investment Income

Investment income is composed of interest, dividends, and net changes in the fair value of applicable investments. Investment income is separately disclosed in the governmental fund financial statements.

F. Receivables

All receivables are shown net of an allowance for uncollectibles.

Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023

Note 1 – Summary of Significant Accounting Policies

G. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. Prepaid items are recorded as expenses when consumed in the government-wide financial statements and fund financial statements.

H. Capital Assets

Capital assets, which include intangible right-to-use assets, are reported in the government-wide financial statements.

Capital assets are defined by MetroPlan as assets with an initial, individual cost in excess of \$5,000 and an estimated useful life of more than one year. Capital assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized.

Intangible right-to use assets are amortized over the shorter of the lease term or the underlying asset's useful life. The estimated useful lives and amortization periods are as follows:

Intangible right-to-use assets	3 years
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I. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position may report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position may report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

**Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023**

Note 1 – Summary of Significant Accounting Policies

J. Compensated Absences

MetroPlan’s employee vacation and sick leave policies generally provide for granting vacation and sick leave with pay in varying amounts. Only benefits considered vested are recognized in the financial statements. The liability for vacation leave is reported in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee leave, resignations and retirements. Generally, resources from the General Fund are used to pay for compensated absences.

K. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities on the statement of net position.

L. Net Position Flow Assumption

In the government-wide financial statements MetroPlan applies restricted resources first when outlays are incurred for purposes for which either restricted or unrestricted amounts are available.

M. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported of the financial statements and accompanying notes. Actual results may differ from those estimates.

Note 2 – Fund Balance Classifications

Fund balances of the governmental funds are reported separately within classifications based on a hierarchy of the constraints placed on the use of those resources. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, and unrestricted, which includes committed, assigned, and unassigned fund balance classifications.

Nonspendable. The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

**Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023**

Note 2 – Fund Balance Classifications

Restricted. Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or is imposed by law through constitutional provisions or enabling legislation.

Committed. The committed fund balance classification includes amounts that can be used only for the specific purposes imposed by formal action of the Executive Board. Those committed amounts cannot be used for any other purpose unless the Executive Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. MetroPlan does not have a formal policy or procedures for the utilization of committed fund balance. Accordingly, no committed fund balance amounts are reported.

Assigned. Amounts in the assigned fund balance classification are intended to be used by MetroPlan for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the General Fund, assigned fund balance represents the remaining amount that is not restricted or committed. In the General Fund, assigned amounts represent intended uses established by the Executive Board or a management official delegated that authority by the formal Executive Board action. MetroPlan does not have a formal policy or procedures for the utilization of assigned fund balance. Accordingly, no assigned fund balance amounts are reported.

Unassigned. Unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not contained in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

MetroPlan applies restricted resources first when outlays are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

The table below provides detail of the major components of MetroPlan’s fund balance classifications at year end.

	General Fund
Fund Balances:	
Unassigned	\$ 167,983
Total fund balances	\$ 167,983

**Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023**

Note 3 – Cash and Investments

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of bank failure MetroPlan’s deposits may not be returned to MetroPlan. MetroPlan does not have a deposit policy for custodial credit risk. At year end, the carrying amount of MetroPlan’s deposits was \$24,859 and the bank balance was \$232,897. At year end, \$232,897 was covered by FDIC insurance.

Note 4 – Receivables

Receivable balances, net of allowance for uncollectibles, have been disaggregated by type and presented separately in the financial statements with the exception of due from governmental entities. Due from governmental entities, net of allowance for uncollectibles, as of year end for MetroPlan’s major fund were:

	<u>General Fund</u>
Due from other governmental entities:	
Due from Arizona Department of Transportation	\$ 178,438
Due from Mountain Line	39,708
Net due from governmental entities:	<u>\$ 218,146</u>

Note 5 – Capital Assets

A summary of capital asset activity for the current fiscal year follows:

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending Balance</u>
Intangible right-to-use assets:				
Leased buildings and improvements	\$ 69,162	\$	\$ 69,162	\$
Less accumulated amortization	(55,436)	(13,726)	(69,162)	
Total intangible right-to-use assets, net	13,726	(13,726)		
Governmental activities capital assets, net	<u>\$ 13,726</u>	<u>\$ (13,726)</u>	<u>\$</u>	<u>\$</u>

Amortization expense was charged to governmental functions as follows:

Program administration	\$ 13,726
Total depreciation expense – governmental activities	<u>\$ 13,726</u>

**Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023**

Note 6 – Changes in Long-Term Liabilities

Long-term liability activity for the current fiscal year was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities:					
Leases payable	\$ 13,726	\$	\$ 13,726	\$	\$
Compensated absences payable	71,460	92,306	66,435	97,331	50,000
Total governmental activities long-term liabilities	<u>\$ 85,186</u>	<u>\$ 92,306</u>	<u>\$ 80,161</u>	<u>\$ 97,331</u>	<u>\$ 50,000</u>

Note 7 – Contingent Liabilities

Compliance – Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures/expenses that may be disallowed by the grantor cannot be determined at this time, although MetroPlan expects such amounts, if any, to be immaterial.

Note 8 – Risk Management

MetroPlan is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. MetroPlan carries commercial insurance for all risks of loss, including property and liability. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Note 9 – Concentrations

MetroPlan depended on one contract from the Arizona Department of Transportation (ADOT) for approximately 88 percent of its total revenue. Decreases in funding or discontinuance of any or all of this contract would severely impact the ability of MetroPlan to continue as presently constituted.

Flagstaff Metropolitan Planning Organization
dba Metroplan
Notes to Financial Statements
June 30, 2023

Note 10 – Related Party Transactions

Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) provides administrative functions to MetroPlan per an intergovernmental agreement. MetroPlan personnel are employed by Mountain Line but on assignment to MetroPlan. Salaries and related expenditures for the year were \$594,430. MetroPlan also passed federal funds totaling \$68,638 to Mountain Line for planning services. Mountain Line contributed \$58,088 of transportation tax revenue and \$257 of planning services to MetroPlan to meet federal match requirements.

In addition, Mountain Line pays membership dues to MetroPlan as established by the intergovernmental agreement. Mountain Line's contributions for the year were \$5,000. Other partner agencies, including City of Flagstaff and Coconino County of Arizona, also contribute \$5,000 annually per voting member of the Executive Board. The State Transportation Board (ADOT) is excluded from this requirement.

Single Audit Section

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**Independent Auditor's Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of
Financial Statements Performed in Accordance with
Government Auditing Standards**

Executive Board
Flagstaff Metropolitan Planning Organization dba MetroPlan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Flagstaff Metropolitan Planning Organization dba MetroPlan, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Flagstaff Metropolitan Planning Organization dba MetroPlan's basic financial statements, and have issued our report thereon dated February 13, 2024. Our report included an emphasis of matter paragraph as to comparability because of the implementation of Governmental Accounting Standards Board Statement No. 96, *Subscription-Based Information Technology Arrangements*.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Flagstaff Metropolitan Planning Organization dba MetroPlan's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Flagstaff Metropolitan Planning Organization dba MetroPlan's internal control. Accordingly, we do not express an opinion on the effectiveness of Flagstaff Metropolitan Planning Organization dba MetroPlan's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item FS-2023-001 that we consider to be a significant deficiency.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Flagstaff Metropolitan Planning Organization dba MetroPlan's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Flagstaff Metropolitan Planning Organization dba MetroPlan's Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on the Flagstaff Metropolitan Planning Organization dba MetroPlan's response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. Flagstaff Metropolitan Planning Organization dba MetroPlan's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Heinfeld Meech & Co. PC

Heinfeld, Meech & Co., P.C.
Flagstaff, Arizona
February 13, 2024

**Independent Auditor’s Report on Compliance for Each Major Federal Program;
Report on Internal Control Over Compliance; and
Report on the Schedule of Expenditures of Federal Awards
Required by the Uniform Guidance**

Executive Board
Flagstaff Metropolitan Planning Organization dba MetroPlan

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Flagstaff Metropolitan Planning Organization dba MetroPlan’s compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Flagstaff Metropolitan Planning Organization dba MetroPlan’s major federal programs for the year ended June 30, 2023. Flagstaff Metropolitan Planning Organization dba MetroPlan’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, Flagstaff Metropolitan Planning Organization dba MetroPlan complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Flagstaff Metropolitan Planning Organization dba MetroPlan and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Flagstaff Metropolitan Planning Organization dba MetroPlan’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Flagstaff Metropolitan Planning Organization dba MetroPlan’s federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Flagstaff Metropolitan Planning Organization dba MetroPlan's compliance based on our audit.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate it would influence the judgment made by a reasonable user of the report on compliance about Flagstaff Metropolitan Planning Organization dba MetroPlan's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Flagstaff Metropolitan Planning Organization dba MetroPlan's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Flagstaff Metropolitan Planning Organization dba MetroPlan's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Flagstaff Metropolitan Planning Organization dba MetroPlan's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities and the major fund of Flagstaff Metropolitan Planning Organization dba MetroPlan as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise Flagstaff Metropolitan Planning Organization dba MetroPlan's basic financial statements. We issued our report thereon dated February 13, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Heinfeld Meech & Co. PC

Heinfeld, Meech & Co., P.C.
Flagstaff, Arizona
February 13, 2024

Flagstaff Metropolitan Planning Organization
DbA MetroPlan
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2023

<u>Federal/Pass-Through/Agency</u>	<u>AL Number</u>	<u>Federal Award Number</u>	<u>Expenditures and Transfers</u>	<u>Total Amount Provided to Sub-Recipients</u>
<u>U.S. Department of Transportation</u>				
Passed through Arizona Department of Transportation:				
Highway Planning and Construction Cluster:				
Highway Planning and Construction	20.205	GRT-21-0008177-T	623,160	57,687
Total Highway Planning and Construction Cluster			623,160	57,687
Metropolitan Transportation Planning and State and Non- Metropolitan Planning and Research	20.505	GRT-21-0008177-T	189,616	68,638
Total U.S. Department of Transportation			812,776	126,325
Total Expenditures of Federal Awards			\$ 812,776	\$ 126,325

Flagstaff Metropolitan Planning Organization dba MetroPlan
Notes to the Schedule of Expenditures of Federal Awards
Year Ended June 30, 2023

Significant Accounting Policies Used in Preparing the SEFA

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal grant activity of Flagstaff Metropolitan Planning Organization dba MetroPlan under programs of the federal government for the year ended June 30, 2023. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of MetroPlan, it is not intended to and does not present the financial position, changes in net position or cash flows of MetroPlan. Expenditures reported on the Schedule are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Any negative amounts shown on the Schedule represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through entity identifying numbers are presented where available.

10% De Minimis Indirect Cost Rate

The auditee did not use the de minimis indirect cost rate.

Assistance Listing Numbers

The program titles and Assistance Listing numbers were obtained from the federal or pass-through grantor or through sam.gov. If the three-digit Assistance Listing extension is unknown, there is a U followed by a two-digit number in the Assistance Listing extension to identify one or more Federal award lines from that program. The first Federal program with an unknown three-digit extension is indicated with U01 for all award lines associated with that program, the second is U02, etc.

**Flagstaff Metropolitan Planning Organization dba MetroPlan
Schedule of Findings and Questioned Costs
Year Ended June 30, 2023**

Summary of Auditor's Results:

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Significant deficiency(ies) identified: Yes
- Material weakness(es) identified: No

Noncompliance material to financial statements noted: No

Federal Awards

Internal control over major programs:

- Significant deficiency(ies) identified: No
- Material weakness(es) identified: No

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with §200.516 of Uniform Guidance: No

Identification of major programs:

Assistance Listing Number

20.205

Name of Federal Program or Cluster

Highway Planning and Construction Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee: No

Findings Related to Financial Statements Reported in Accordance with *Government Auditing Standards*: Yes

Findings and Questioned Costs Related to Federal Awards: No

Summary Schedule of Prior Audit Findings required to be reported: No

Flagstaff Metropolitan Planning Organization dba MetroPlan
Schedule of Findings and Questioned Costs
Year Ended June 30, 2023

**Findings Related to Financial Statements Reported in Accordance with
*Government Auditing Standards***

Finding Number: FS-2023-001

Repeat Finding: No

Type of Finding: Significant Deficiency

Description: Financial Reporting

Criteria

Management is responsible for establishing and maintaining internal controls to ensure MetroPlan's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). Controls should include review of year-end balances to ensure amounts are properly stated.

Condition

MetroPlan did not have adequate internal controls over review of year-end balances to prevent material misstatements.

Cause

MetroPlan experienced turnover of key personnel during the fiscal year and as a result outsourced bookkeeping duties. Miscommunication regarding the nature of the transactions led to recording errors.

Effect

Adjustments were necessary to properly state MetroPlan's financial statements.

Context

The following items were noted during review of MetroPlan's accounting records.

- Expense transactions were posted as of the bank cleared date rather than the bill pay date. As a result, cash and accounts payable were overstated by \$174,390.
- Leave contribution of \$23,798 was originally recorded as a reduction to accounts receivable rather than a revenue.
- Accounts receivable and federal revenue is understated by \$3,430.
- There is no process for Metroplan personnel to review bank reconciliations completed by the financial consultant.

Recommendation

MetroPlan should design and implement effective internal controls and procedures to review year-end balances to ensure amounts are properly stated.

Views Of Responsible Officials

See Corrective Action Plan.



ADOT
CITY OF FLAGSTAFF
COCONINO COUNTY
MOUNTAIN LINE
NAU

February 13, 2024

To Whom It May Concern:

EXECUTIVE BOARD

Chair

Jeronimo Vasquez
Supervisor District 2
Coconino County

Vice-Chair

Miranda Sweet
Councilmember
City of Flagstaff
Judy Begay
Supervisor District 3
Coconino County

Austin Aslan
Vice-Mayor
City of Flagstaff

Jim McCarthy
Councilmember
City of Flagstaff

Tony Williams
*Mountain Line Board of
Directors*
Jesse Thompson
*Arizona State
Transportation Board*

The accompanying Corrective Action Plan has been prepared as required by U.S. Office of Management and Budget Uniform Guidance. The names of the contact person responsible for corrective action, the planned corrective action, and the anticipated completion date for each finding included in the current year's Schedule of Findings and Questioned Costs have been provided.

Sincerely,

Kate Morley
Executive Director

**Flagstaff Metropolitan Planning Organization dba MetroPlan
Corrective Action Plan
Year Ended June 30, 2023**

**Findings Related to Financial Statements Reported in Accordance with
*Government Auditing Standards***

Finding Number: FS-2023-001

Contact Person: Kate Morley

Anticipated Completion Date: April 4, 2024

Planned Corrective Action: The following task will be completed:

- MetroPlan will update its Accounting Procedures to more clearly outline steps including the following:
 - The Administrative Assistant and Clerk of the Board will now enter transactions into QuickBooks at the time of payment, rather than submitting bulk receipts to Financial Consultant. Financial Consultant will confirm payment dates.
 - The Executive Director will review and sign off on monthly Journal Entries.
 - The Executive Director will review and approve monthly Budget to Actual reports.
 - The Administrative Assistant and Clerk of the Board will reconcile ADOT Monthly Statements with QuickBooks.
- MetroPlan will review and update its Financial Management Policy.



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STAFF REPORT

REPORT DATE: February 15, 2024

MEETING DATE: March 7, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider Application for Safe Streets and Roads for All (SS4A) Grant

1. RECOMMENDATION:

Staff recommends the Board 1) authorize MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grant and 2) authorize the Executive Director execute a grant agreement upon award.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs.

Objective 1.1: Align capital and programmatic needs with priorities and fund sources.

3. BACKGROUND:

The purpose of SS4A grants is to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development, refinement, and implementation. The program provides funding to develop tools to help strengthen a community's approach to roadway safety and saving lives. SS4A planning and demonstration activities have over \$656 million available in funding, an unprecedented amount for planning activities. Recently the Department of Transportation reached out to MetroPlan to encourage us to apply these undersubscribed SS4A funds.

One of MetroPlan's Transportation Values is safety. MetroPlan has completed its Regional Transportation Safety Plan which provides a high-level look at crashes across Northern Arizona with a special report for the MetroPlan region. In FY2023, MetroPlan received an SS4A planning award for the Vulnerable Roadway User Safety Plan (VRU) which is underway and will focus on multimodal users within the region. The VRU will be a qualifying SS4A Safety Action Plan that makes MetroPlan eligible to apply for the SS4A supplemental planning funding category that allows for a broad array of planning activities so long as they tie to safety.



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Staff brainstormed internally and with member agency staff. Staff are proposing applying for a Safe Streets Master Plan, see attached scope. It is drawn from existing workplans and approved Capital Improvement Plans with identified match from the City of Flagstaff valued at \$500,000 though in-kind and cash and a commitment from Mountain Line in the amount of \$25,000. Staff have planned meetings with Coconino County and ADOT to discuss their participation.

MetroPlan would be the applicant and project management on behalf of partners with their direction, input, guidance, and buy-in. This approach has some risk to MetroPlan who is responsible for the match, however staff believe the risk can be managed. A funding letter of commitment can assure MetroPlan that partners will contribute agreed upon funding. The additional award may also exacerbate cash flow issues, however with funds being spent over a four-year period, the impact is minimal.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not brought to the TAC. The Management Committee supported applying despite some risk to MetroPlan.

5. FISCAL IMPACT:

A draft budget is attached though this budget is being finalized with partners. Due to the timing of application, formal IGA's will not be in place, providing some risk if a partner organization were to back out of their commitment. Staff will require a letter of commitment from partner agencies to document the intent to help limit risk. This large application could exacerbate MetroPlan cash flow challenges; however, partner agencies understand the cash flow challenge and are committed to resolving it with MetroPlan. The ability to leverage 80/20 funds has value to partners that is greater than temporary cash flow loans.

6. ALTERNATIVES:

- 1) **Recommended:** Authorize MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grant and authorize the Executive Director to submit the application. MetroPlan would require letters of commitment for funds leveraged. This action will allow MetroPlan to seek to leverage local dollars to complete needed planning work.
- 2) **Not Recommended:** Do not authorize MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grant and for the Executive Director to submit the application. The Board could provide additional direction for staff.



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7. ATTACHMENTS:

Link- SS4A Website <https://www.transportation.gov/grants/SS4A>

Draft SS4ABudget

Draft scope

SS4A Planning and Demonstration Grant Application - Supplemental Estimated Budget

This budget template should be submitted with a Planning and Demonstration Grant application. This template is structured based on Table 3 of the FY24 NOFO and illustrates the appropriate level of detail for project-level budget estimation. Please note that this form is set up to calculate project costs from any sub-activities and to calculate subtotals and totals. If you add or remove rows to meet your project needs, check that your math is correct before submitting.

Supplemental Estimated Budget						
Itemized Estimated Costs of New or Update Action Plan Activities (if applicable)						
	SS4A Federal Request	SS4A Non-Federal Match	Other Federal Funds (if applicable)	Other Non-Federal Match (if applicable)	Total Project Cost	
New or Updated Action Plan	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Creating Amendment Documents</i>			\$ -	\$ -		
	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Budget for New or Updated Action Plan	\$ -	\$ -	\$ -	\$ -	\$ -	
Itemized Estimated Costs of Supplemental Planning Activities						
	SS4A Federal Request	SS4A Non-Federal Match	Other Federal Funds (if applicable)	Other Non-Federal Match (if applicable) (In Kind City)	Total Project Cost	
Supplemental Planning Activity #1: Safe and Complete Streets Guidelines	\$ 553,000.00	\$ 53,500.00	\$ -	\$ 103,500.00	\$ 785,000.00	\$ 681,500.00
<i>Existing Conditions, Plans and Best Practices</i>	\$ 24,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 30,000.00	\$ 27,000.00
<i>Identifying Placetypes and Roadway Classifications</i>	\$ 36,000.00	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 45,000.00	\$ 40,500.00
<i>Development of Guidelines</i>	\$ 192,000.00	\$ 24,000.00	\$ -	\$ 24,000.00	\$ 240,000.00	\$ 216,000.00
<i>Data Collection</i>	\$ 96,000.00	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 120,000.00	\$ 108,000.00
<i>Public Outreach</i>	\$ 80,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 100,000.00	\$ 90,000.00
<i>Project Management</i>	\$ 125,000.00		\$ -	\$ 50,000.00	\$ 250,000.00	\$ 200,000.00
						\$ -
Supplemental Planning Activity #2: Safe Streets Master Plan	\$ 1,125,000.00	\$ 125,000.00	\$ -	\$ 175,000.00	\$ 1,500,000.00	\$ 1,325,000.00
<i>Regional Modeling</i>	\$ 120,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 150,000.00	\$ 135,000.00
<i>Development of Modal Networks</i>	\$ 320,000.00	\$ 40,000.00		\$ 40,000.00	\$ 400,000.00	\$ 360,000.00
<i>Development of mapping tool and images</i>	\$ 480,000.00	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 600,000.00	\$ 540,000.00
<i>Public Outreach</i>	\$ 80,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 100,000.00	\$ 90,000.00
<i>Project Management</i>	\$ 125,000.00			\$ 50,000.00	\$ 250,000.00	\$ 200,000.00
						\$ -
Supplemental Planning Activity #3: Implementation Plan	\$ 75,000.00	\$ -	\$ -	\$ 30,000.00	\$ 150,000.00	\$ 120,000.00
<i>Implementation Plan</i>	\$ 75,000.00			\$ 30,000.00	\$ 150,000.00	\$ 120,000.00
Subtotal Budget for Supplemental Planning Activities	\$ 1,753,000.00	\$ 178,500.00	\$ -	\$ 308,500.00	\$ 2,435,000.00	\$ 2,126,500.00
Itemized Estimated Costs of Demonstration and Pilot Activities						
	SS4A Federal Request	SS4A Non-Federal Match	Federal Funds (if applicable)	Other Non-Federal Match (if applicable)	Total Project Cost	
Demonstration/Pilot Activity #1	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
Demonstration/Pilot Activity #2	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal Budget for Demonstration and Pilot Activities	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Budget for Planning and Demonstration Activities	\$ 1,753,000.00	\$ 178,500.00	\$ -	\$ 308,500.00	\$ 2,435,000.00	

72.0%

7.3%

12.7%

PROJECT SCOPE STATEMENT

Project Name: Safe Streets Master Plan

Projected start: October 2024

Completed by: Kate

Projected end: October 2028

PROJECT PURPOSE

To develop a Safe Streets Master Plan (Plan) rooted in Vision Zero and Complete Streets principles that guides the design of right of way using land use types and roadway classification, creates an online mapping system of a safe and complete network, provides developers' reliability, and ensures safe and comfortable mode choice.

DESCRIPTION

The Plan is a SS4A supplemental planning effort to MetroPlan's Vulnerable Roadway Users (VRU) Plan that will result in an amendment to the plan. Planning efforts will build off the VRU safety data and recommendations for capital improvements to enhance safety as well as its Vision Zero policies for adoption by MetroPlan and its partners. The project will be delivered in multiple phases.

Phase 1: Safe and Complete Streets Design Guidelines (February 2025- October 2026)

The Plan will build upon the land use types in the Regional Plan cooperatively developed by the City of Flagstaff and Coconino County to develop a Safe and Complete Streets Design Guidelines for each roadway classification by land use type and jurisdictional owner, similar to: [Montgomery-County-CSDG Approved-2021.pdf \(montgomeryplanning.org\)](https://www.montgomeryplanning.org/wp-content/uploads/2021/05/Montgomery-County-CSDG-Approved-2021.pdf). The guidelines will consider elements such as:

- Design of multimodal facilities
- Lanes and lane widths
- Stormwater/ landscaping
- Intersection design
- Speeds
- Center islands
- Crossing distances
- Signals and timing
- Curb design including radii
- Transit stop placement
- Freight and delivery needs
- Access management

Phase 2: Master Plan (October 2026- May 2028)

After Safe and Complete Streets Guidelines are developed, the effort will focus on mapping regional roadways built upon the Guidelines. The Plan will emphasize a complete and comfortable network approach, ensuring a complete system for each mode type that is layered to make the entire transportation system. Similar to digital version of maps in

<https://www.phoenix.gov/streetssite/Documents/Phoenix%20Key%20Corridors%20Master%20Plan%20Draft.pdf>

The effort will take into account:

- Findings from the City of Flagstaff Land Availability and Suitability Study to ensure that designs still accommodate economic development.
- Safety needs identified in the Regional Safety Plan and the Vulnerable Roadway Users Plan.
- Transportation projects and needs identified in the Active Transportation Master Plan, neighborhood plans, Milton and US180 Corridor Studies and other adopted planning efforts.
- Goals of the Carbon Neutrality Plan.
- Mountain Line 5-Year and Long-Range Plan.
- Incorporation of Safe Systems Approach and FHWA proven safety countermeasures.

Phase 3: Implementation Plan (May 2028- October 2028)

The implementation plan will be adopted by partners to make it enforceable, recommend updates to codes and standards required to implement the Plan and identify a planning and implementation process to be used by partners in public and private capital projects. The effort will also incorporate and update the MetroPlan Strategic Grants Process by identifying key opportunities for grants to fulfill the masterplan.

Public outreach

- Formation of a citizens review committee
- Formation of a technical project advisory group
- 2 surveys each, phase 1 and 2
- 2 open houses each, phase 1 and 2
- BAC/ PAC/ Transportation Commission/Council hearings
- County commission and Board hearings as needed
- Formal process for Plan adoption by partners

Timeline:

- Notice of Award: May 2024.

- Grant agreement: October 2024.
- Regional Plan adoption: November 2024
- Procurement Opening: Phase 1: December 2024.
- Procurement Award Phase 1: February 2025.
- Data Collection: February 2025- May 2025.
- VRU adoption: February 2025.
- Complete Streets Guidelines: February 2025
- Procurement Opening: Phase 2: May 2026.
- Procurement Award Phase 2: July 2026.
- Complete Streets Guidelines Complete: October 2026
- Phase 2 Master Plan development: October 2026- May 2028
- Implementation Plan May 2028-September 2028
- Grant Closeout- October 2028.

DESIRED RESULTS

- A measurable reduction in serious injuries and death on roadways.
- Increase clarity and assurances for private property owners.
- Reduce review time for transportation improvements associated with development.
- A GIS mapping tool available to the public on a customer-friendly website.
- Highly visual before images and after visualizations of roadways in the region.
- Identify funding needs and potential funding sources.
- Incorporate results into next Regional Transportation Plan.
- Plug and play engineering standard updates.

EXCLUSIONS

Redoing existing work related to regional planning, ATMP or other adopted planning efforts.

COMMUNICATION NEEDS

Development of a PAG with key stakeholders to develop plan. PAG members may change at different phases of the plan as needed/ identified by member agencies. Identification of both a MetroPlan and City project manager to ensure close coordination.

Kick off presentations to MetroPlan Board, City Council and County Board of Supervisors to make them aware and seek feedback at beginning.

Regular updates at MetroPlan TAC meetings.

A project director, or two, assigned by City and County.

ACCEPTANCE CRITERIA

Adoption by MetroPlan and City to make enforceable. Other MetroPlan partners as possible.

CONSTRAINTS

Exceeding available cash budget

Quality is more important than timeliness with 5 year limit on funds.

APPROVALS

KEY STAKEHOLDERS	INTERVIEW DATE	APPROVAL



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STAFF REPORT

REPORT DATE: February 20, 2024

MEETING DATE: March 7, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Consider Route Transfer Study Update

1. RECOMMENDATION:

Staff recommends the Board accept the *2024 Route Transfer Study Update*

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs.

Objective 2.1: Maintain trust through reliable and transparent project management.

3. BACKGROUND:

MetroPlan collaborated with member agencies to update values and conditions for route transfers first created in 2008. Impetus for this update is the Milton Corridor Master Plan that highlighted differences in policies and standards between ADOT and the City of Flagstaff. Compliance with one set of standards prevented or frustrated policy objectives of the other. Transferring the route from ADOT to the City was discussed as one means of resolving the conflict. Transfer is also an implementation option likely to be offered under the W. Route 66 Operational Assessment. The updated transfer study seeks to establish the implications for both parties for administration, maintenance and future capital costs should a transfer(s) occur but does not make a recommendation on transfers occurring. Coconino County is generally not considered for transfers as state highways under consideration either require operations capabilities like signals the County does not have or the highways serve larger state policies usually about connecting regions.

The Update is an “order of magnitude” reference showing relative costs of maintenance for different ADOT highway segments, changes in future capital needs based on projects delivered since the original study, and changes in projected traffic volumes.

Prospects

Transfers have financial conditions for both agencies. State law requires ADOT to address 5-years of maintenance needs for any transferred facility. Past transfers across the state often include negotiated



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capital improvements. Funds available to ADOT to do so are limited and planning for such funds takes time. City Public Works is currently understaffed and challenged to maintain its own roads to standards. The addition of lane miles will worsen this situation.

These fiscal realities are balanced against achieving policy objectives. In broad terms, ADOT's operational objectives are not aligned with City policies related to carbon neutrality or non-auto mobility.

Administration

In 2012, perhaps resulting from the original study, ADOT adopted a Route Transfer Guidebook that is still in effect. Any transfer requires a detailed study and intergovernmental agreement, this Update does not conduct a detailed study and further review would be needed to pursue any transfers.

Under a transfer, administration of the highways themselves becomes unified under one jurisdiction. This is true for the policy objectives mentioned earlier and simplifies the review process for staff and developers alike.

Maintenance Costs

The receiving agency will assume maintenance responsibilities. Costs for maintaining arterials and collectors are comparable between the two agencies at about \$16,000 per lane mile annually. Notably, ADOT's highways are all arterials and major collectors where the City has many miles of local roads the costs of which have been factored out. The cost to the City will depend on the number of lane miles transferred.

ADOT added street sweeping and expanded its drainage maintenance since the original study. Also, the original assumptions about ADOT administrative costs were not clear, so costs were added for this, sweeping and drainage. The numerous wildfires and resulting flooding since 2008 dramatically changed the drainage assumptions made then. Many drainage structures on ADOT highways are now undersized requiring additional maintenance.

Capital Costs

The receiving agency will assume responsibility for future capital improvements. Transfer negotiations may include improvements or funding for improvements but may not include all projected needs. Numerous capital projects have been completed since 2008 including improvements at E. Route 66/Fourth Street, W. Route 66/Woodlands Village, W. Route 66/Rio de Flag, Milton/Plaza, and others. In a correction to an earlier staff report, volumes projected from 2008 and interpolated to 2019 are actually *higher* than actual counts. Therefore, to be conservative, capital costs were inflated using ADOT construction cost indices as an approximation of the future capital needs that would be transferred.

Administration Alternatives

The Updates include alternatives to achieving policy goals under ADOT ownership short of a full route transfer. Maintenance and operations agreements are a partial solution. Additional items could be



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added to existing sidewalk maintenance agreements that could include traffic signal operations and bike lane maintenance, for instance. Also noteworthy, only targeted routes or segments might be transferred. The City accepted US89 from Fanning to Trails End and Old Route 66 behind the mall in exchange for ADOT's acceleration of the E. Flagstaff Traffic Interchange, the intersection of US89 and Country Club. ADOT has concerns over the transfer of Milton Road due to operational implication for Interstate 17, that would have to be resolved prior to the consideration of a transfer.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommended the Board acceptance of the Study update. Management Committee had no comments.

5. FISCAL IMPACT:

MetroPlan fiscal impacts were for staff time only.

Fiscal impacts for agencies participating in a transfer vary case by case. These might be mitigated by maintenance and operations agreements mentioned earlier or negotiations for ADOT to provide maintenance dollars phased out over time, or capital dollars that avoid a future City expense. ADOT will face the expenses of any mandated maintenance and any negotiated capital improvements.

6. ALTERNATIVES:

1. **Recommended.** Accept of the *2024 Route Transfer Study Update*. This concludes the study and provides a reference guide for member agencies to use when considering transfers.
2. **Not recommended.** Do not accept the *Update*. The TAC does not find the reference useful. The study concludes and the document is relegated to a staff reference.
3. **Not recommended.** Recommends additional work on the study. Because any transfer requires a detailed study staff does not consider additional work productive.

7. ATTACHMENTS:

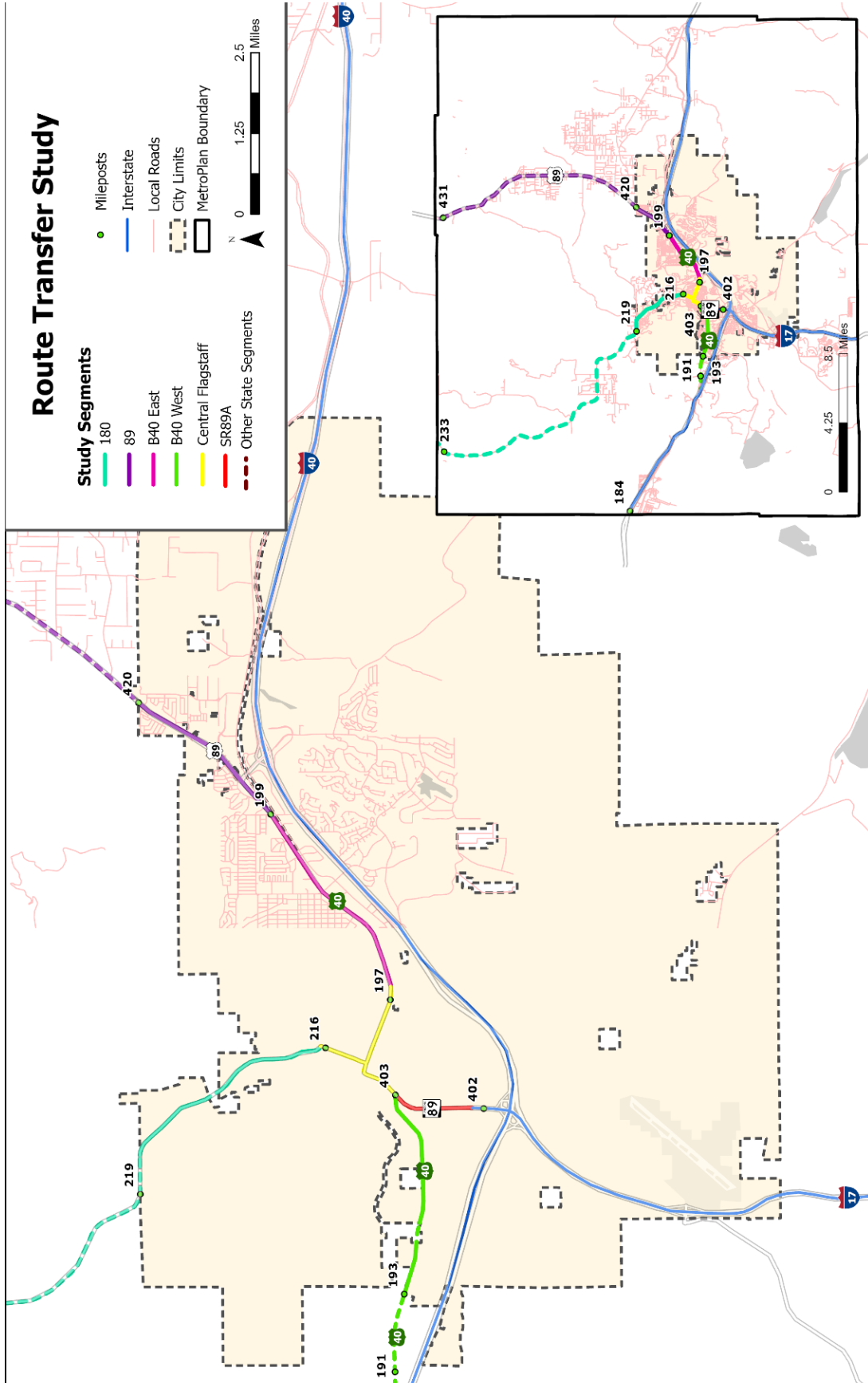
See Map below from the original study

(Link) [Route Transfer Study 2023](#)



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STAFF REPORT

REPORT DATE: February 20, 2024

MEETING DATE: March 7, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: FY2025-2029 Transportation Improvement Program

1. RECOMMENDATION:

Staff recommends the Board release of the FY2025-2029 Transportation Improvement Program for a Public Comment Period.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs.

Objective 2.1: Maintain trust through reliable and transparent project management.

3. BACKGROUND:

The Transportation Improvement Program (TIP) is a federally mandated program of projects for which reasonably anticipated revenue is expected to be obligated to transportation projects within a four-to-five-year period. Projects must be compliant with the adopted regional transportation plan, *Stride Forward*. MetroPlan elected to conduct major updates of the TIP every two years with amendments intervening. This is a major update. Regional significant projects, regardless of funding, must be included in the TIP.

Other TIP requirements include:

- **Financial Plan:** A description of funds available and how fiscal constraint will be maintained.
- **Project naming and description:** This should permit the state and FHWA to determine the project limits, functional classification, and type of work to be done.
- **Funding source:** This identifies all fund sources applied to the project including the amount of local matching funds. This year all planning funds will be included, not just portions of Surface Transportation Block Grant funds used for planning.
- **Year of obligation:** This is the state fiscal year in which the funds have been cleared for use, meaning that an appropriate level of scoping and design and clearances for utilities, right-of-way, and environmental have been reached. Important exceptions are noted: Some grants will



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fund all phases of delivery; projects with 100% local funding may not have phases broken out; illustrative projects will be in the final year of the TIP and may have all phases combined.

- Compliance with the Regional Transportation Plan: A description of how the projects comply and contribute to the plan.
- Performance Based Planning and Programming: A description of how the projects contribute to meeting adopted targets and measures. Note that MetroPlan adopts ADOT federally required measures with the exception of transit measures produced by Mountain Line.

Changes to the MetroPlan process and format:

- The Board issued a call for projects at its January 4th meeting. At this TAC meeting, the request is for the TAC to concur with releasing a draft TIP table for public comment. Staff have populated the draft TIP with projects drawn from existing capital improvement programs, known and anticipated changes to those programs, awarded grants, and anticipated grant applications. The TAC may still submit additional projects while the call for projects is open.
- Unfunded projects: These are projects for which grant awards are pending or grant applications are intended to be submitted. They will be placed in the illustrative or the final year of the TIP. These projects may be referenced as being in the TIP for the purposes of grant applications. However, they will only be included in the Statewide Transportation Improvement Program through the eSTIP when a grant is awarded.
- Unified Table: ADOT requests that the TIP be delivered to them in a single table and not in separate tabs as historically submitted. The Unified Table will be formatted to allow presentation by chapter in the TIP document.
- Project identification numbers: MetroPlan will continue the recently implemented practice of applying local TIP project identification numbers (PIN) with a slight addition – the phase will be indicated by a letter appended to the end of the PIN. Projects with multiple phases will now have several lines in the TIP. However, these will be combined in the eSTIP under a single ADOT PIN.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommended the Board release the TIP for public comment. Management Committee had no comments.

5. FISCAL IMPACT:

There are no direct fiscal impacts. However, the TIP is a critical document in the seeking of grant funds.



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6. ALTERNATIVES:

- 1) **Recommended.** Release of the draft TIP for public comment and permit staff to make project additions, deletions, and changes submitted by agencies prior to the March Board action. This keeps TIP adoption on schedule for delivery to ADOT ahead of the Board's summer break and allows the release of the most accurate document possible.
- 2) **Not Recommended.** Do not release the draft TIP for public comment as presented. This keeps TIP adoption on schedule for delivery to ADOT ahead of the Board's summer break but excludes the possibility of local and state agency capital programs under development to be included.

7. ATTACHMENTS:

(Link) [Draft 2025-2029 Transportation Improvement Program for Public Comment](#)

(Link) [TIP Unified Table](#)



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STAFF REPORT

REPORT DATE: February 20, 2024

MEETING DATE: March 7, 2024

TO: Honorable Chair and Members of the Board of Directors

FROM: David Wessel, Planning Manager

SUBJECT: Consider Regional Transportation Safety Plan

1. RECOMMENDATION:

Staff recommends the Board adopt the Regional Transportation Safety Plan.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs.

Objective 2.1: Maintain trust through reliable and transparent project management.

3. BACKGROUND:



The purpose of the Regional Transportation Safety Plan (RTSP) is to address safety from a holistic, regional perspective to reduce the risk of death and serious injury to all transportation users.

The RTSP is an update to the 2018 Regional Strategic Transportation Safety Plan. This update provides a MetroPlan- focused, data-driven framework for increasing traffic safety on roadways in the greater Flagstaff region. The Plan focuses on strategies and actions drawn from best practices proven to reduce traffic-related deaths and serious injuries, identifies funding sources, and identifies and prioritizes projects that will qualify for Highway Safety Improvement Program (HSIP) and Safe Streets and Roads for All (SS4A) funding.

This is a summary of the plan contents:

- EXECUTIVE SUMMARY
 - An overview of the document.



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- INTRODUCTION
 - Background on the genesis of the plan and its purpose and need.
- PROMOTING A CULTURE OF SAFETY
 - A description of community engagement and federal approaches to safety planning that will engender and enable safe behavior.
- REGIONAL SAFETY PERFORMANCE
 - An overview of crash trends in the MetroPlan region by crash type.
- VISION AND EMPHASIS AREAS
 - Based on crash trends, areas such as distracted driving and speeding warrant more attention.
- NETWORK SCREENING AND AREAS OF OPPORTUNITY
 - A geographically refined analysis prioritizing intersections and road segments based on frequency of fatal and serious injury crashes, public input, and agency stakeholder interviews.
- SAFETY STRATEGIES
 - A set of strategies categorized by emphasis area that may be used to improve safety. These are based on federal and state best practices augmented by review team input.
- IMPLEMENTATION PLAN
 - A detailed description with examples of how safety can be incorporated into planning, programming, and design processes. Examples of Vision Zero and Complete Streets policies that might be adopted in the future to support safety implementation efforts. An overview of funding opportunities that could be pursued.

The Plan received considerable public input through two online surveys and numerous events in the field. A public comment period advertised on the MetroPlan website and promoted on social media garnered no additional comments. The Plan was also reviewed and supported by a project review team consisting of representatives from the City Transportation Engineering staff, County Public Works, City Police Department, City Sustainability Division, and County Public Health Services District. The following emphasis areas were identified for the MetroPlan region:

BEHAVIORAL

- Speeding/Aggressive Driving
- Impaired Driving
- Distracted Driving
- Bicycle
- Pedestrian
- Nighttime

OPERATIONAL

- Bicycle
- Pedestrian
- Intersection
- Lane Departure
- Nighttime
- Speeding/Aggressive Driving

Areas listed in both columns present opportunities for both behavioral and operational solutions.



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The two tables below identify the top intersections and roadway segments by crash severity score – a calculation based on the number of fatal and serious injury crashes with fatal crashes receiving the most weight.

Table 6. Priority Intersections by Crash Severity Score

ID	Intersection Name	Annualized Crash Severity Score
1	MARKETPLACE DR & US 89	486.34
2	US 89 & SNOWFLAKE DR/TRAILS END DR	376.67
3	COUNTRY CLUB DR & US 89	280.83
4	ROUTE 66 & MILTON RD	263.51
5	CUMMINGS ST & US 89	263.50
6	COUNTRY CLUB DR & EB I-40 EXIT 201	213.81
7	CORTLAND BLVD/SOLIERE AVE & COUNTRY CLUB DR	211.60
8	DORTHA AVE & FOURTH ST	199.69
9	BEAVER ST & BUTLER AVE	192.51
10	BURRIS LN & US 89	186.25



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Table 7. Priority Roadway Segments by Crash Severity Score

ID	Roadway Segment	Segment Length (mi)	Annualized Crash Severity Score	Normalized Crash Severity Score
1	I-40 WB/I-17 NB Connector Between I-40 WB and I-17 NB	0.5	200.41	430.79
2	I-40 EB Between 0.6 mi east of Country Club Dr and East of 4th St	2.0	546.97	273.48
3	I-40 WB Between 1.5 mi East of Beulah Blvd and 2.2 mi East of Beulah Blvd	0.7	182.38	268.93
4	Milton Rd Between Route 66 and Forest Meadows St	1.0	210.74	210.74
5	I-17 NB Between North of Old Munds Hwy and 0.8 mi South of Mountaineer Rd	3.1	612.58	199.71
6	US-180 Between Rain Valley Rd and El Paso Flagstaff Rd	0.9	178.59	198.39
7	SR-89A Between Pine del Dr and 1 mi south of Pine del Dr	1.0	180.99	184.15
8	Cedar Ave Between 4th St and Gemini Rd	1.2	206.73	167.95
9	Soleire Ave Between Country Club Dr and Elk Run St	1.2	196.62	167.84
10	US-89 3.5 mi north of Kaitlin Way and Kaitlin Way	3.5	573.29	161.49

The Plan is supported by numerous tables, charts, and graphics and on-line maps permitting users to find and examine crash location data more closely.

The Plan will be amended to include the conclusions of the Vulnerable Road Users Safety Action Plan when it is completed later this year.

The Northern Arizona Council of Governments (NACOG) received HSIP funding for this Northern Arizona Safety Plan in partnership with the Central Yavapai Metropolitan Planning Organization (CYMPO) and MetroPlan. Through a competitive process, Greenlight Engineering was awarded the contract to conduct an update to each COG and MPO's Transportation Safety Plan.



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4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommended the Board adopt the Regional Transportation Safety Plan. Management Committee has no additional comments.

5. FISCAL IMPACT:

There are no fiscal impacts.

6. ALTERNATIVES:

Recommended. Adopt the MetroPlan Regional Transportation Safety Plan. The Plan will serve as MetroPlan's federally recognized safety action plan and support eligibility of future Highway Safety Improvement Program (HSIP) grant applications and Safe Streets and Roads for All (SS4A) implementation grant applications by MetroPlan and its member agencies.

Not recommended. Do not adopt the MetroPlan Regional Transportation Safety Plan. Without the plan, MetroPlan, Coconino County, and NAU will remain ineligible for SS4A grant applications. The City's Active Transportation Master Plan, amended after the RTSP update commenced, meets federal requirements.

7. ATTACHMENTS:

(Link) [MetroPlan Regional Transportation Safety Plan.](#)



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STAFF REPORT

REPORT DATE: February 20, 2024

MEETING DATE: March 7, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Consider Regional Transportation Plan Amendment

1. RECOMMENDATION:

Staff recommends the Board amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040*.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs.

Objective 2.1: Maintain trust through reliable and transparent project management.

3. BACKGROUND:

In June 2023, MetroPlan adopted a regional transportation plan, *Stride Forward*, meeting its federal mandate. The Plan integrates land use, transportation, and other community values. It projects anticipated revenues for 20-25 years and identifies cost-feasible transportation projects to make them eligible for federal funding. MetroPlan evaluated two 2045 scenarios: the Onward Plan and the Upward Concept. Due in part to a federal requirement for a plan to be fiscally constrained, MetroPlan staff developed the Onward Plan, a minor modification of the current policy and voter-approved investment path. The Upward Concept illustrates the policies and investments required to meet 2030 carbon neutrality goals per *Stride Forward* analysis.

Stride Forward, through the Onward Plan, recognizes and adopts current land use policies, voter-approved transportation projects and services (Propositions 419 and 420), and federally awarded grants. Policies are a summary of those in the Flagstaff Regional Plan – including amendments addressing carbon neutrality and active transportation and the MetroPlan *Blueprint 2040*, a regional transportation plan.

The regional transportation plan is presented in an executive summary with numerous supporting appendices. This abridged presentation is not sufficiently clear describing fiscally constrained projects



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and almost silent on unconstrained projects that might be developer-funded or guide future development.

Consequently, staff recommends the following language changes to *Stride Forward*:

- Amendment to *Stride Forward*, page 10, at the end of the “Onward” description and before “Upward.”
 - Beyond 2045 and Fiscal Constraint

“Fiscal constraint, prescribed projects, and a 20-year horizon ignore the probability that public and private projects will occur that differ from those forecasted. Because Onward is largely a continuation of *Blueprint 2040* the system plans in *Blueprint 2040* chapters 7 through 10 describing roads and streets, transit, bicycle and pedestrian systems are included by reference in *Stride Forward*. *Blueprint 2040* chapter 13 about the 20-year Plan and Program provides project descriptions useful to understanding Proposition 419 projects is also included.”

- Technical Corrections
 - Correct the Executive Board adoption date to read June 1, 2023 and Technical Advisory Committee to past tense.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommended the Board amend the Regional Transportation Plan. Management Committee had no comments.

5. FISCAL IMPACT:

There are no fiscal impacts.

6. ALTERNATIVES:

Recommended. Amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040*. This provides more complete guidance and with it greater flexibility to address a broad range of development possibilities.

Not recommended. Do not amend *Stride Forward*. This retains current language that can be limiting if development is different than that forecasted.

7. ATTACHMENTS:

Link - <https://www.metroplanflg.org/strideforward>



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Link - <https://www.metroplanflg.org/rtp-blueprint2040>



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STAFF REPORT

REPORT DATE: February 23, 2024

MEETING DATE: March 7, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Sandra Tavel, Transportation Planner

SUBJECT: Consider application for AARP (American Association of Retired Persons) Community Challenge Grant

1. RECOMMENDATION:

Staff recommends the Board 1) authorize MetroPlan to apply for an AARP (American Association of Retired Persons) Community Challenge Grant and 2) authorize MetroPlan to execute a grant agreement upon award.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs.

Objective 1.1: Align capital and programmatic needs with priorities and fund sources.

3. BACKGROUND:

The AARP Community Challenge grant funds, “quick-action projects that can help communities become more livable for people of all ages”. MetroPlan is planning to lead a Flagstaff Walks event in October, which used to be an annual event that has gone dormant. MetroPlan seeks to revive this event to promote walking for all ages in Flagstaff, as it aligns with strategic plan goals of developing TDM programs and building our reputation. Staff vetted the application against support needs for this event and will apply for funds to purchase marketing materials and develop branding to set a foundation for annual event support for Flagstaff Walks. The application was due March 6, 2024, the day prior to this meeting. Our awareness of the opportunity did not arise in time for action prior to submittal. If the Board does not approve, Staff can withdraw the application.



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TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not brought to the TAC nor the Management Committee.

FISCAL IMPACT:

The grant request will be \$12,000. No match is required.

ALTERNATIVES:

- 1) **Recommended:** Authorize MetroPlan to apply for an AARP (American Association of Retired Persons) Community Challenge Grant and to execute a grant agreement upon award. This action will allow MetroPlan to expand capacity for TDM programs.
- 2) **Not Recommended:** Withdraw the application. The Board could provide additional direction to staff to fund program support.

ATTACHMENTS:

Link- <https://www.aarp.org/livable-communities/community-challenge/info-2024/2024-challenge.html>



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STAFF REPORT

REPORT DATE: February 14, 2024

MEETING DATE: March 7, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: MetroPlan Happenings

RECOMMENDATION:

None. This item is for information and discussion only.

RELATED STRATEGIC WORKPLAN ITEM:

Goal 3: Build MetroPlan's Visibility in the Community

Objective 3.3: Promote the value MetroPlan brings to the Community

BACKGROUND:

Welcome Aubree Flores

MetroPlan welcomes Aubree Flores as our Transportation Demand Management (TDM) Fellow. Aubree is a member of the ClimateCorp, an AmeriCorp program offered by NAU that is free this year. Aubree is a Junior studying planning at NAU and has jumped right in helping with the Cheshire Slow Street Asphalt Art project and Bike Month.

West Route 66 Operational Assessment

MetroPlan in collaboration with the City of Flagstaff, Mountain Line, Coconino County, and the Arizona Department of Transportation (ADOT) is assessing W. Route 66 operations as future development and growth continues along the corridor.

The purpose of the W. Route 66 Operation Assessment (OA) is to identify and prioritize multimodal transportation project(s) for the corridor as a whole. However, a special emphasis will be placed on identifying projects and funding partnerships for voter-approved 419 tax initiative funds that have been



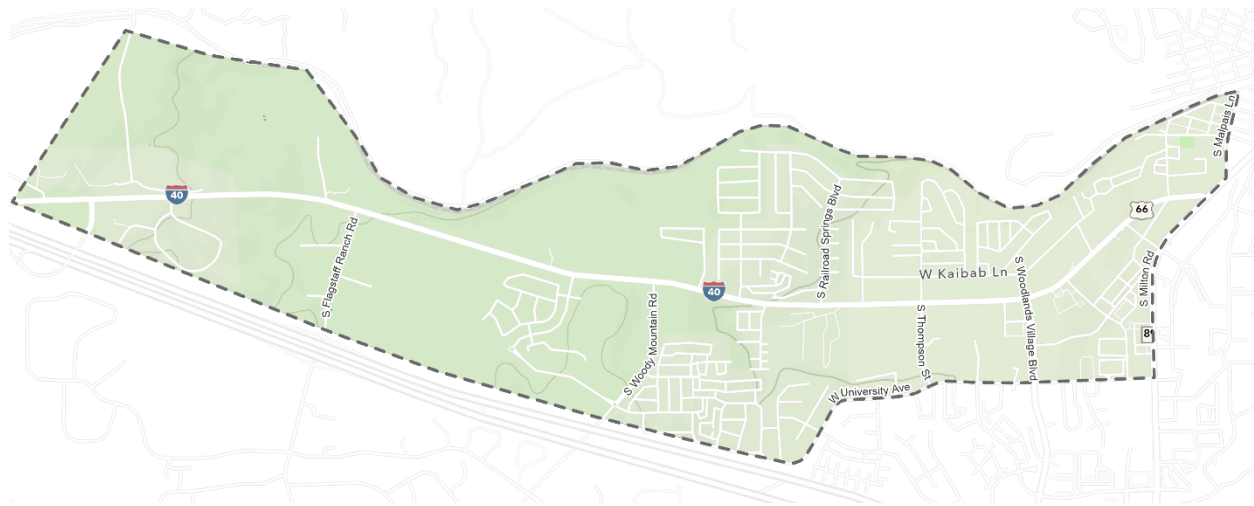
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specifically allocated to W. Route 66 from Milton Road to Flagstaff Ranch Road. In addition, this plan will also support Mountain Line's planned extension of Route 8 along W. Route 66 as identified in the Flagstaff in Motion 5-Year Plan by providing guidance on future bus stop location(s), potential bus stop design options, and route design.

In November 2023, MetroPlan staff kicked off the Operational Assessment of W. Route 66. Leading up to this kick-off, staff worked diligently with the Technical Advisory Committee (TAC) to create the scope of work, deliverables, and schedule, and to identify and assign agency staff to serve on the Project Advisory Group (PAG) to help guide this planning process to ensure an implementable plan is achieved.

Study Area:



The operational assessment is seeking to address the following:

- Identify multimodal and transportation for the corridor with additional emphasis on projects specific to 419 funding by prioritizing projects that meet the funding timeline and reach a 15% design level.
- Identify bus stop locations for future route 8 extension along the corridor that allow for good pedestrian access from both sides of the corridor and are supported by all jurisdictions.
- Address future transportation needs through baseline and future performance analysis of the transit network, complete streets/active transportation, arterial network, and intersection assessments.
- Design with best practices set forth in an outcome-oriented evaluation criteria that will be created with jurisdictional partners to achieve corridor goals.



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- Prioritize potential projects through an evaluation process that eliminates any alternatives early that do not meet state, city, or regional policies, standards, and design guidelines. Prioritized projects may be evaluated further for conceptual design(s).
- Create a plan that is implementable by local jurisdictions and provides solutions aligned with policies and standards.
- Identify projects in existing plans that may be eligible for future federal funding.

Current Project Status:

Since November 2023, the PAG and MetroPlan staff have created and drafted the following items:

- Current Conditions Report
- Environmental Scan
- Current Plans & Policy Analysis
- Public Involvement Plan
- Corridor Goals and Objectives

Staff is drafting the following and will be seeking PAG feedback in weeks to come:

- Future Conditions Report
- Baseline Operational Assessment
- Basis of Design document

We anticipate this planning process to conclude in June 2024.

Learn more at: <https://www.metroplanflg.org/oa>

TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee did not hear this item.

FISCAL IMPACT:

None.

ALTERNATIVES:

None. This item is for information and discussion only.



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ATTACHMENTS:

None.

1-3 Year Strategic Workplan

Adopted: June 1, 2023



VISION:

To create the finest transportation system in the country.

MISSION:

Leverage cooperation to maximize financial and political resources for a premier transportation system.

GUIDING PRINCIPLES

Focused

- Adopts clearly delineated objectives
- Provides ambitious and credible solutions
- Strategically plans for political and financial realities and possibilities

Leverages Resources

- Strategically leverages project champions and other plans
- Writes and secures competitive grants

Leads Regional Partners

- Provides targeted, effective and prolific communication to "speak with one voice"
- Advocates for implementation, coordination and commitment
- Provides collaborative leadership among and through its partners
- Accountable for leveraging plans that lead to successful construction and services

Builds Trust and Credibility

- Exhibits integrity in its work products
- Exercises openness and transparency
- Delivers on its promises

Plans for Resiliency

- Invests time and resources to expand mode choice

Fair and Equal Representativ

1

Maximize Funding for Transportation Projects and Programs

OBJECTIVES

- Objective 1.1: Align capital and programmatic needs with priorities and fund sources.
- Objective 1.2: Expand match and revenue generating options.
- Objective 1.3: Coordinate partners' legislative priorities related to transportation.
- Objective 1.4: Ensure good standing with funders.



KEY PERFORMANCE INDICATORS

1. Number funding opportunities sought
2. Amount of funding obtained
3. Develop annual legislative agenda and workplan
4. Clean audits and reviews

2

Deliver Plans that Meet Partner and Community Needs

OBJECTIVES

- Objective 2.1: Maintain trust through reliable and transparent project management.
- Objective 2.2: Expand inclusion of transportation disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.
- Objective 2.3: Fill gaps in transportation data and make data accessible.
- Objective 2.4: Position partners for successful implementation of plans.



KEY PERFORMANCE INDICATORS

1. Involvement of stakeholders in scoping through final recommendations
2. Participant demographics reflect community demographics
3. Number of new data sets collected and available on the website
4. Number of policy, project or other recommendations implemented

3

Build MetroPlan's Visibility in the Community

OBJECTIVES

Objective 3.1: Educate, inspire, and empower individuals in the planning process through creative education opportunities, public events, and demonstrations.

Objective 3.2: Expand MetroPlan's visibility through branding and marketing - social media, print, and digital materials.

Objective 3.3: Promote the value MetroPlan brings to the community.



KEY PERFORMANCE INDICATORS

1. Number of public outreach events attended or organized
2. Number of people/organizations interacted with annually
3. Number of follower/ subscribers to social media and e-news sign-ups
4. Number of people reached through other media such as direct mailers, poster

4

Implement Programs that Encourage Mode Shift

OBJECTIVES

Objective 4.1: Conduct community-oriented multimodal demonstration and pilot projects.

Objective 4.2: Implement programs at K-12 schools to reduce parent pick up and drop off.

Objective 4.3: Educate the public about economic, health, congestion, climate, equity and other benefits of multimodal transportation.



KEY PERFORMANCE INDICATORS

1. Increase % of trips made by walking, cycling, micro-mobility and public transit
2. Reduction in K-12 school traffic
3. Number of programs, pilots and demonstrations conducted