



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

Phone: (928) 213-2651

www.flagstaffmpo.org ♦ mpo@flagstaffaz.gov

AGENDA

FMPO Technical Advisory Committee Meeting

1:00pm to 3:00pm

September 25, 2019

City of Flagstaff Staff Conference Room
211 W. Aspen Avenue, Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the City of Flagstaff City Clerk's Office at 928-779-7607. The FMPO 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 by contacting the FMPO at 928-213-2651 as early as possible to allow time to arrange the accommodation. ***A quorum of the TAC may be present.***

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 FMPO TAC and to the general public that, at this regular meeting, the FMPO TAC may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the FMPO TAC's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).

TECHNICAL ADVISORY COMMITTEE MEMBERS

- Anne Dunno, Chair, NAIPTA Capital Program Manager
- Nate Reisner, Vice Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- John Wennes, ADOT Transportation Planner
- Rick Barrett, City of Flagstaff Engineer
- Jay Christelman, Coconino County Development Services Director
- Dan Folke, City of Flagstaff Community Development Director
- Christopher Tressler, Coconino County Engineer (for Lucinda Andreani, Public Works Director)
- Jeff Bauman, City of Flagstaff Transportation Manager
- Andrew Iacona, Northern Arizona University Project Manager II

FMPO STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

(At this time, any member of the public may address the committee on any subject within their jurisdiction that is not scheduled before the committee on that day. Due to Open Meeting Laws, the committee cannot discuss or act on items presented during this portion of the agenda. To address the committee 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.)

D. APPROVAL OF MINUTES (pg.)

- Minutes of Regular Meeting: August 28th, 2019

E. ANNOUNCEMENTS

(Reconsiderations, changes to the agenda and other preliminary announcements)

II. GENERAL BUSINESS

A. McConnell Multimodal Improvement Project

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being made. Staff from Mountain Line and NAU will present the project and may ask for support from the FMPO.

B. Strategic Advance

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the TAC discuss and approve an approach and timing for an annual FMPO Strategic Advance.

C. Transition to Metroplan Identity Update

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: None

D. NAIPTA on FMPO Executive Board

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends consideration of NAIPTA's request to be added to the FMPO Executive Board

E. Items from the Executive Director

- a. Review of Draft Executive Board Agenda (attached)

F. Future Agenda Items

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future FMPO agendas.

III. CLOSING BUSINESS

A. ITEMS FROM THE TECHNICAL ADVISORY COMMITTEE MEMEBERS

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

B. ADJOURN

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority 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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on September 23, 2019 at 11:00 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 23th Day of September 2019.

Angela Robbins, Administrative Specialist



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PLANNING ORGANIZATION
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DRAFT Minutes
FMPO Technical Advisory Committee Meeting
1:00pm to 3:00pm
August 28, 2019

City of Flagstaff Staff Conference Room
211 W. Aspen Avenue, Flagstaff, AZ 86001

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TECHNICAL ADVISORY COMMITTEE MEMBERS

- Anne Dunno, Chair, NAIPTA Capital Program Manager
- Nate Reisner, Vice Chair, ADOT North Central District Development Engineer
(for Audra Merrick, ADOT Flagstaff District Engineer)
- John Wennes, ADOT Transportation Planner
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FMPO STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner
- Angela Robbins, Administrative Specialist

Others in attendance:

Nick Hall, Coconino County Assistant County Engineer, left at 1:36pm

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chairperson Anne Dunno called the meeting to order at 1:02pm

B. ROLL CALL

See above, beginning on page 1

C. PUBLIC COMMENT - None

(At this time, any member of the public may address the committee on any subject within their jurisdiction that is not scheduled before the committee on that day. Due to Open Meeting Laws, the committee cannot discuss or act on items presented during this portion of the agenda. To address the committee 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.)

D. APPROVAL OF MINUTES (pg. 5-7)

- Minutes of Regular Meeting: July 24, 2019
MOTION: Board member Jeff Bauman moved to approve the Technical Advisory Committee minutes without edits. Board member John Wennes seconded. The motion passed unanimously.

E. ANNOUNCEMENTS

(Reconsiderations, changes to the agenda and other preliminary announcements)

II. GENERAL BUSINESS

A. Technical Advisory Committee (TAC) Agenda Structure (pg. 8-9)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the TAC agree to a structure for TAC meeting review and input on FMPO items.

MOTION: Chairperson Anne Dunno moved to recommend the Technical Advisory Committee Agenda Structure Alternative #4 as presented in the staff review presented by Jeff Meilbeck. Board member John Wennes seconded. The motion passed unanimously.

This is a work in progress and the FMPO Executive Director will be fine-tuning over the next few months.

B. FMPO Board and Committee Packet Practice (pg. 10-13)

FMPO Staff: Angela Robbins, Administrative Specialist

Recommendation: Staff recommends the TAC adopt a packet distribution practice, so communication needs are met and expectations are clear.

MOTION: None at this time. TAC Committee members gave feedback regarding #4 of the "Board and Committee Packet Practice" to remove the verbiage "upon request".

Large attachments (10+ pages) will be made available via email as a separate attachment without committee member's request.

C. Fourth Street Widening (pg. 14-17)

FMPO Staff: David Wessel, FMPO Manager

Recommendation: This item is for information only and no recommendation is being made at this time.

MOTION: None at this time.

D. Strategic Advance (pg. 18-20)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the TAC discuss and approve an approach and timing for an annual FMPO Strategic Advance.

MOTION: None at this time. TAC Committee members provided feedback and discussion regarding the development of a focused strategic workplan and strategic advance.

Half day recommended

Facilitator may not be necessary

Teasing questions for invitees before event: "What do agencies need from the FMPO?"

December 2019 is a good time

Open to public including key stakeholders

E. Reimbursement to FMPO of \$114,000 of STBG funds (pg. 21-22)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: This item is for information only and no recommendation is being made at this time.

MOTION: None at this time.

F. Items from the Executive Director

- a. Review of Draft Executive Board Agenda (attached)
- b. BNSF Discussion – Role of FMPO
- c. Lone Tree Corridor Update

G. Future Agenda Items

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future FMPO agendas.

III. CLOSING BUSINESS

A. ITEMS FROM THE TECHNICAL ADVISORY COMMITTEE MEMEBERS

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

B. ADJOURN 2:32PM

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority 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.

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Angela Robbins, Administrative Specialist

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: September 16, 2019
MEETING DATE: September 25, 2019
TO: Honorable Chair and Members of the FMPO TAC and Management Committee
FROM: Jeff Meilbeck, FMPO Executive Director
SUBJECT: McConnell Improvement Project

1. Recommendation:

i No recommendation is being made. Staff from Mountain Line and NAU will present the project and may ask for support from the FMPO.

2. Related Strategic Workplan Item

i FMPO Guiding Principle: FMPO leverages resources:
• Strategically leverages project champions and other plans

3. Background

i Staff from NAU and Mountain Line may present a request for support from the FMPO.

4. Fiscal Impact

i To be determined

5. Alternatives

i To be determined

6. Attachments

 *Email from Anne Dunno about McConnell Project*

From: Anne Dunno

Sent: Friday, September 13, 2019 9:30 AM

To: Jeff Meilbeck (ICM) <jmeilbeck@flagstaffaz.gov>

Cc: 'Erika Mazza (emazza@naipta.az.gov)' <emazza@naipta.az.gov>; Kate Morley (kmorley@naipta.az.gov) <kmorley@naipta.az.gov>; Dan Okoli <daniel.okoli@nau.edu>; Andrew Thomas Iacona <Andrew.iacona@nau.edu>; Dave Wessel <dwessel@flagstaffaz.gov>

Subject: FMPO - McConnell Multimodal Improvement Project Partnership Request

Good Morning, Jeff,

In the spirit of FMPO's mission, "*to leverage cooperation to maximize financial and political resources for a premier transportation system*", NAIPTA and NAU are formally requesting consideration of the McConnell Multimodal Improvement Project as a FMPO partnership project. The FMPO governance structure is well positioned to lead and facilitate conversations with policy decision makers in order to move this project forward. As such, NAIPTA and NAU want to add this item to the next FMPO TAC agenda to discuss partner strategies to fully fund implementation.

Partner Project Justification and Goals:

The McConnell Multimodal Improvement Project is a good example of a partner project because (1) the improvements will benefit multiple agencies: City, ADOT, NAU and NAIPTA, for increased safety, multimodal connectivity and reducing congestion, and (2) the shared project footprint covers multiple agency jurisdictions.

As you know, McConnell Drive/I-17 ramp is a major gateway multimodal access to NAU for vehicles, including transit Mountain Line Route 10, pedestrians and bicycles. The area of McConnell Drive & I-17 have become more congested over time due to many factors: growth of NAU and City, including high-density development in Woodlands Village, daily commuters, and special community and NAU events drawing many visitors to Flagstaff.

McConnell corridor, from Beulah Boulevard to Knoles Drive, has a higher than average mode share for transit, bike and pedestrians but the existing infrastructure to accommodate these modes is insufficient. The proposed improvements would address the needs of all modes and increase safety by better separating alternate modes from vehicles.

Project Background and Funding Status:

In 2018, NAU and NAIPTA partnered via an MOU on a feasibility study which identified multimodal improvements, including a roundabout. Attached is the concept plan. I will send feasibility report in separate email which identifies a preliminary scope and cost estimate for the project. The report also includes a technical streetlight memo regarding traffic circulation and transit mode share.

In early 2019, NAU and NAIPTA solidified the partnership with an IGA and NAIPTA committed \$400K FTA grant funds towards design phase. Subsequently NAU procured an engineering consultant and design scoping is currently underway. Concurrent to NAU/NAIPTA's project development effort, ADOT will construct a northside McConnell sidewalk in summer 2020 as part of the ADOT McConnell Bridge Project. This new sidewalk will connect from the existing City sidewalk to the NAU property line boundary. This is a valuable ADOT contribution to the community for pedestrian infrastructure, but the overall lack of connectivity and congestion issue is not resolved with this singular element and a more comprehensive solution is needed.

We appreciate your consideration of this request.

Anne Dunno
Capital Project Manager
Mountain Line
3773 N. Kaspar Dr., Flagstaff, AZ 86004
W: 928.679.8942
C: 928.814.9561
www.mountainline.az.gov



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: September 18, 2019
MEETING DATE: September 25, 2019
TO: Honorable Chair and Members of the FMPO TAC and Management Committee
FROM: Jeff Meilbeck, FMPO Executive Director
SUBJECT: Strategic Advance

1. Recommendation:

i Staff recommends the TAC discuss and approve an approach and timing for an annual FMPO Strategic Advance.

2. Related Strategic Workplan Item

i FMPO Guiding Principle: FMPO is focused:

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

3. Background

i The FMPO has a tradition of developing a focused strategic workplan with measurable objectives. The purpose of the workplan is to establish a clear direction for the FMPO so that staff, Board, TAC and the Management Committee are all in alignment.

Over the past year, the focus of the FMPO has been to continue existing planning activities, while working to become more independent. Although the transition to independence will not be completed in calendar year 2019, it is appropriate for the FMPO to begin looking at priorities for calendar year 2020 and beyond.

Staff discussed the Strategic Advance with members of the TAC on August 28th, 2019 and the Management Committee on August 29th, 2019. Based on those discussions an agenda was compiled and is attached.

4. Fiscal Impact

i *If the advance is facilitated by staff, costs for refreshments and facility will be less than \$1,000. If the advance is facilitated by a consultant, costs are estimates to range from \$5,000 to \$12,000. If the advance is facilitated by staff with minimal input from a vendor, the cost will be less than \$2,500.*

5. Alternatives

- i**
- 1) *Conduct a strategic advance within the next 6 months. This alternative is consistent with FMPO Guiding principles and helps keep the organization on track as we evolve.*
 - 2) *Conduct a strategic advance after the FMPO transition to independence is complete. This alternative allows the FMPO to focus on the existing workplan and may save time of staff, Board, TAC and Management Committee in the short term. However, this alternative may risk the FMPO being less focused in its actions long term.*
 - 3) *Discuss and update Strategic Plan in regular meetings over the next few months rather than taking the time and expense of a formal Strategic Advance. This alternative would allow staff to bring material to the TAC, Management Committee and Board for discussion over time. However, this alternative would not provide for the same kind of open exchange of ideas that bringing the TAC, Management Committee and Board together all at once would provide.*

6. Attachments

i *Draft agenda and approach*

Metroplan* Strategic Advance

Date: TBD (Wednesday December 4, 2019 or Wednesday February 5, 2020)

Time: 10:00 AM to 2:00 PM

Location: TBD (Preferably Aquaplex)

Goal: To evaluate the success of our 2019 strategic workplan and apply those lessons to crafting a 2020 workplan.

Approach:

- 1) Stakeholder Interviews. TAC, Management Committee and Board Members will be interviewed verbally and/or in writing prior to the event.
- 2) Half Day Event. A 4-hour strategic advance with TAC, Management Committee and Board members for review, discussion and capturing core themes and direction.
- 3) Adoption: A 2020 workplan will be brought back to the TAC, Board and Management Committee for adoption.
- 4) Facilitation: The Advance will be facilitated by staff with limited vendor support.

Agenda:

- 10:00: Welcome and Introductions
- 10:15: Review findings from Stakeholder Interviews
- 10:30: Review progress on existing workplan. Where did we succeed, where did we fall short, and why?
- 11:00: Review Mission, Vision and Guiding Principles: Affirm the relevance of these items or make needed adjustments.
- 11:30: Develop a 5 year horizon for the FMPO. Answer the question: Where do we want to be in 5 years and what constitutes success?
- 12:00 Working lunch
- 12:30: Develop measurable objectives for the next 18 months that move us toward our vision, mission and 5 year horizon.
- 1:45: Recap and adjournment

Tentative Stakeholder Interview Questions:

What do member agencies need from the FMPO? (Open)

What can the FMPO do to better serve its member agencies? (Open)

Other?

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: September 18, 2019
MEETING DATE: September 25, 2019
TO: Honorable Chair and Members of the FMPO TAC and Management Committee
FROM: Jeff Meilbeck, FMPO Executive Director
SUBJECT: Transition to Metroplan Identity

1. Recommendation:

i None. Staff will provide an update on the transition to the Metroplan Identity

2. Related Strategic Workplan Item

i Create and deliver a communication plan by rebranding the FMPO to reflect transportation planning and programming.

3. Background

i On June 5, 2019 the Executive Board took definitive steps to adopt an enhanced public image and clarified sense of purpose for our organization by adopting a new name and logo.



On August 7, 2019 the Board adopted a Scope Statement and Timeframe for the transition with the goal of having the transition complete by December 31, 2019.

The Transition is on schedule and staff will provide an update on the following elements:

- *Metroplan web-page creation*
- *Introductory video,*
- *Annual report format*
- *Letterhead*
- *PowerPoint template*
- *Business cards*
- *Legal documentation*

4. TAC and Management Committee Discussion

i *This section will be completed following the TAC and Management Committee Meetings*

5. Fiscal Impact

i *The City budgeted \$50,000 in FY 2019 for the overall communication plan. Thanks to the generosity of staff at the CVB, the engagement of the TAC, Management Committee and the Executive Board, we were able to adopt the new name and logo without cost. This \$50,000 has been rolled forward in FY 20 for the remaining components of the project and we still believe we can come in under budget.*

6. Alternatives

i *None Provided*

7. Attachments

i 1) *Scope statement for transition to Metroplan identity*

2) *Timeframe for transition*

PROJECT SCOPE STATEMENT

PROJECT NAME: Transition to Metroplan Identity

PROJECTED START: June 5, 2019

COMPLETED BY: Jeff Meilbeck

PROJECTED END: December 31, 2019

PROJECT PURPOSE:

Implement the Board's June 5, 2019 direction to rebrand the FMPO as Metroplan so that our organizational identity and mission are clear and refreshed.

PROJECT DESCRIPTION:

Rebrand the FMPO as Metroplan in all aspects of our identity: Webpage, email domain, PowerPoint, Letterhead, Business Cards, DBA Status, etc.

DESIRED RESULTS:

1. Member agencies and funding partners understand the change
2. Legal documents are modified as needed in a manner that maintains contractual integrity
3. Confusion is minimized and clarity maximized
4. Improve ability to attract and win grant funding

EXCLUSIONS:

Changing legal status will not be pursued

COMMUNICATION NEEDS:

Communication will flow through the TAC, Management Committee and Executive Board

ACCEPTANCE CRITERIA:

1. Management Committee Support
2. Technical Advisory Committee Support
3. Executive Board Adoption

CONSTRAINTS:

1. Quality. The December 31, 2019 launch is desired but can be extended to June 30, 2020 if needed to maintain quality.
2. Cost: Staff resources may need to be prioritized to keep the project on schedule and maintain quality.
3. Time: This project needs to happen before June 30, 2020 to maintain momentum.

APPROVALS

KEY STAKEHOLDERS	REVIEW DATE	APPROVAL
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Flagstaff Metropolitan Planning Organization Transition to Metroplan Identity

Due Date	Description	Status
March 2019	Review Names and Logos	Done
June 2019	Adopt Name and Logo	Done
August 2019	Adopt Scope Statement and Timeframe	Done
September 2019	Confirm required grant and contract language for doing business as Metroplan (DBA)	In progress
October 2019	Draft a Style Guide and Collateral Material (Web-Page, PowerPoint, Letterhead, Business Cards, Other)	
November 2019	Finalize Style Guide and Collateral Material	
December 2019	Run Duplicate Web Page for 2 weeks	
January 1, 2020	Go Live with New Web Page	
January 2020	Present to Elected Bodies and Community Groups (Tell the Story)	
Winter 2020	Use Written and Verbal Cues	
Forever	Be Consistent	

Notes/Additional Items

Written and verbal presentation cue for transition:
 “Metroplan, the Flagstaff Metropolitan Planning Organization ...”

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: September 18, 2019
MEETING DATE: September 25, 2019
TO: Honorable Chair and Members of the FMPO TAC and Management Committee
FROM: Jeff Meilbeck, FMPO Executive Director
SUBJECT: NAIPTA on Executive Board

1. Recommendation:

i Staff recommends consideration of NAIPTA's request to be added to the FMPO Executive Board.

2. Related Strategic Workplan Item

i FMPO Guiding Principle: FMPO is fair and equally representative

3. Background

i On June 5, 2019, the FMPO Board adopted operating procedures to provide clarity on how the FMPO will be governed. These procedures were based, in part, on responses to a letter sent to NAU and NAIPTA by the FMPO Board Chair. That letter provided NAIPTA and NAU with an invitation and 3 options:

- 1) Serve on the Executive Board as a voting member with the understanding there would be \$5,000 annual dues.
- 2) Serve on the Management Committee and Technical Advisory Committee (TAC) as voting members with the understanding there would be no dues.
- 3) Invite NAU and NAIPTA to provide other options or requests for participation that the FMPO may not have considered.

NAU replied that they wished to serve on the Transit Advisory Committee and Management Committee as voting members. NAIPTA replied that they wished to serve on the Executive Board, Transit Advisory Committee and Management

Committee as voting members. Specifically, NAIPTA asked to appoint Board Member Steve Peru as a voting member to the FMPO Executive Board.

Adding NAIPTA to the Executive Board is a recognition of NAIPTA's support for and critical partnership with NAIPTA and is appreciated by FMPO staff.

Adding NAIPTA as a voting member to the Executive Board creates a few items that need to be considered:

- 1) Adding NAIPTA to the Executive Board would increase the Board to 7 voting members and would retain a quorum at 4 voting members.*
- 2) The FMPO foundation document as signed and authorized by the Governor in 1997 states that the Executive Board consists 2 members of Coconino County, 3 members of the City of Flagstaff and 1 Member of ADOT. We may need a legal opinion to determine if this document needs to be changed and possible implications of requesting a change.*
- 3) The FMPO Master IGA signed by the City and County in 2018 may need to be modified to identify NAIPTA as a voting Board member.*
- 4) The FMPO operating procedures would need to be modified to include NAIPTA on the Executive Board. The operating procedures may need to address who from the NAIPTA Board is eligible to serve on the FMPO Executive Board in answer to the following questions:*
 - a. Is it appropriate for a City Councilmember or County Supervisor who serves on the NAIPTA Board -- **but not** the FMPO Board -- to represent NAIPTA on the FMPO Board? The implication is that 4 City Council members or 3 County Supervisors would be serving on the FMPO Board.*
 - b. Is it appropriate for a City Councilmember or County Supervisor who serves on the NAIPTA Board -- **and** the FMPO Board -- to represent NAIPTA on the FMPO Board? The implication is that there would only be 6 voting seats instead of 7 and a voting quorum would remain at 4.*

4. TAC and Management Committee Discussion

i *To be completed following the TAC and Management Committee meetings*

5. Fiscal Impact

- i** *If NAIPTA is added to the Executive Board NAIPTA would pay \$5,000 per year membership dues.*

6. Alternatives

- i** *None provided.*

7. Attachments

- i**
 - 1) Letter to NAIPTA from FMPO Board Chair*
 - 2) Letter from NAIPTA Board Chair to FMPO*
 - 3) Letter from Governor 1997*



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EXECUTIVE BOARD

Art Babbott, Chair
Supervisor District 1
Coconino County

Coral Evans, Vice Chair
Mayor
City of Flagstaff

Jesse Thompson
Arizona State
Transportation Board
District 5

Matt Ryan
Supervisor District 3
Coconino County

Jim McCarthy
Councilmember
City of Flagstaff

Charlie Odegaard
Councilmember
City of Flagstaff

STAFF

Jeff Meilbeck
Executive Director

David Wessel
FMPO Manager

Martin Ince
Multi-Modal Planner

May 15th, 2019

Jamie Whelan
Vice-Chair, NAIPTA Board
NAIPTA
3773 N Kaspar Drive
Flagstaff, AZ 86004

Dear Councilmember Whelan:

I am writing to invite NAIPTA to join the Flagstaff Metropolitan Planning Organization (FMPO). The FMPO is becoming a more robust organization and we are reviewing our governance structure to make sure it meets the needs of our partners and this community.

The FMPO is a local government collaborative responsible for transportation planning in the greater Flagstaff region. Core functions of the FMPO are to create a 20 year transportation plan and to work with local partners to apply for and prioritize federal and state transportation funds. The FMPO operates under a specific governance structure and we are considering modifying that structure to better accommodate a partnership with NAIPTA.

The current structure of the FMPO is as follows:

1) Executive Board. This is the policy body made up of three members of Flagstaff City Council, one member of the Coconino County Board of Supervisors and one member of the State Transportation Board. This Board meets monthly to review policy and strategy for planning and funding transportation projects.

2) Management Committee: This is an oversight committee made up of the Flagstaff City Manager, Coconino County Manager, State District Engineer, and NAIPTA CEO. This committee is established to recognize the importance of these management positions to the FMPO, but the committee meets only when needed and there is no set schedule.

3) Technical Advisory Committee (TAC): This committee is made up of technical staff of the City of Flagstaff, Coconino County, the State of Arizona and NAIPTA. This committee meets monthly and reviews transportation projects and FMPO priorities in detail. The TAC serves in an advisory role to the FMPO Executive Board.



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EXECUTIVE BOARD

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Supervisor District 1
Coconino County

Coral Evans, Vice Chair
Mayor
City of Flagstaff

Jesse Thompson
Arizona State
Transportation Board
District 5

Matt Ryan
Supervisor District 3
Coconino County

Jim McCarthy
Councilmember
City of Flagstaff

Charlie Odgaard
Councilmember
City of Flagstaff

STAFF

Jeff Meilbeck
Executive Director

David Wessel
FMPO Manager

Martin Ince
Multi-Modal Planner

The FMPO Board would like to know how NAIPTA prefers to participate in the FMPO. Options for participation include:

- 1) Serve as a voting member on the FMPO Executive Board: This option would give NAIPTA voting privileges on the Executive Board. A representative of the NAIPTA Board or CEO's office would need to attend monthly Board meetings and annual membership dues would be \$5,000. This membership would also include voting seats on the FMPO Management Committee and TAC.
- 2) Serve as a voting member on the Management Committee and TAC: This option would give NAIPTA a voting seat on the Management Committee and TAC and there would be no annual membership dues.
- 3) Serve in another capacity that best meets the needs of NAIPTA. The FMPO Executive Board is open to ideas that meet the needs of NAIPTA and we welcome an exploration of options.

If you have further questions or care to discuss, please contact me. You may also contact Jeff Meilbeck, FMPO Executive Director, for more information or to discuss. A copy of the draft FMPO operating procedures are attached as reference in case you would like a better understanding of how the FMPO functions.

Thank you for your consideration and I look forward to hearing from you.

Art Babbott
Coconino County Supervisor



Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

August 28, 2019

Art Babbott
Chair, FMPO Executive Board
FMPO
211 West Aspen Avenue
Flagstaff, AZ 86001

Supervisor Babbott,

This letter is in response to your request, dated May 15, 2019, seeking direction from the NAIPTA Board of Directors on their desired participation within the FMPO governance structure. As the regional public transportation authority, NAIPTA has a distinct role developing a robust regional transportation system. Our mission fits within the updated FMPO governance and we look forward to participating in transportation planning efforts.

With an eye to strengthening partnerships and developing regional strategies for planning and funding transportation projects, the NAIPTA Board of Director's reviewed the options presented in your May 15th letter. On August 21, the NAIPTA Board voted to support the structure of the FMPO with Executive Board, Management Committee, and Technical Advisory Committee membership. Specifically, the NAIPTA Board recommends participation as a voting FMPO Executive Board member and maintaining membership on the Management and Technical Committees.

The NAIPTA Board also recommended NAIPTA's Vice Chair, Steve Peru to serve on the FMPO Executive Board.

The NAIPTA Board of Directors are supportive of the FMPO's new direction to become a more robust transportation planning agency within the greater Flagstaff region. I welcome the opportunity to discuss this matter with you or Jeff Meilbeck further. If I or Erika Mazza, NAIPTA CEO and General Manager can be of assistance during this development or transition, please do not hesitate to reach out. The NAIPTA Board of Directors looks forward to hearing from the FMPO Executive Board confirming support for this approach.

Sincerely,

A handwritten signature in black ink that reads "Jamie Whelan".

Jamie Whelan
Chair, NAIPTA Board of Directors
Councilmember City of Flagstaff



Getting you where you want to go





STATE OF ARIZONA
EXECUTIVE OFFICE

FIFE SYMINGTON
Governor

May 29, 1996

Mr. Robert E. Hollis
Administrator
Arizona Division
Federal Highway Administration
234 N. Central Ave., Suite 330
Phoenix, Arizona 85004

Dear Mr. Hollis:

According to the 1995 mid-decennial census, the City of Flagstaff, including portions outside the city limits in Coconino County, has been designated an urbanized area. It is my understanding that based on this designation, the development of a Metropolitan Planning Organization (MPO) must occur to continue to receive federal transportation funds for the area.

On May 20 and 21, 1996, respectively, the Coconino County Board of Supervisors and City Council of the City of Flagstaff passed and adopted resolutions designating 525 square miles as the MPO, including the Flagstaff Urbanized Area and a surrounding twenty year planning horizon.

The area pertaining to the Flagstaff MPO is delineated on the enclosed map.

The participants comprising the MPO have agreed upon the following seating/voting structure:

<u>Governments</u>	<u>Seats/Votes</u>
City of Flagstaff	3
Coconino County	2
ADOT	1

Resolutions adopted by the local officials are enclosed.

Page Two
Flagstaff MPO

I trust that these arrangements are satisfactory, and I respectfully request that the Flagstaff MPO as agreed to by the local governments be approved as the fourth metropolitan planning organization in Arizona.

Sincerely,

A handwritten signature in black ink, appearing to read "Fife Symington". The signature is fluid and cursive, with a large initial "F" and a long horizontal stroke extending to the right.

Fife Symington
GOVERNOR

FS/jj

Enclosures

cc: Louis F. Mraz, Jr., Region Eight Administrator, FTA
Christopher J. Bavasi, Mayor, City of Flagstaff
Thomas E. Chabin, Chairman, Coconino County
Jack Husted, ADOT Board Member
Larry S. Bonine, ADOT Director
Thomas G. Schmitt, State Engineer
Wayne Collins, Deputy State Engineer, Planning/Engineering Group
Ervin Boren, Flagstaff District Engineer
Jay Klagge, Director, Transportation Planning Group



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

Phone:(928) 213-2651

www.flagstaffmpo.org ♦ mpo@flagstaffaz.gov

AGENDA

FMPO Executive Board Meeting

10:00am to 12:00pm
October 2, 2019

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

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the City of Flagstaff City Clerk's Office at 928-779-7607. The FMPO 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 by contacting the FMPO at 928-213-2651 as early as possible to allow time to arrange the accommodation. **A quorum of the TAC may be present.**

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

EXECUTIVE BOARD MEMBERS

- Art Babbott, Coconino County Board of Supervisors, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

FMPO STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. 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.)

D. APPROVAL OF MINUTES

- Minutes of Regular Meeting: August 7, 2019
- Minutes of Executive Session: August 7, 2019

II. CONSENT AGENDA

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

III. GENERAL BUSINESS

A. Strategic Advance

FMPO Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board discuss and approve an approach and timing for an annual FMPO Strategic Advance.

B. Board and Committee Packet Practice

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board adopt a packet distribution practice to meet member needs and set clear expectations.

C. Technical Advisory Committee (TAC) Agenda and Structure

FMPO Staff: Jeff Meilbeck

Recommendation: No recommendation is being made.

D. Reimbursement to FMPO of \$114,000 of STBG funds

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: This item is for information only and no recommendation is being made.

E. Fourth Street Widening

FMPO Staff: Jeff Meilbeck

Recommendation: This item is for information only and no recommendation is being made.

F. Executive Director Contract

FMPO Staff: Jeff Meilbeck

Recommendation: No recommendation is being made but the Board may take action on the Executive Director’s contract.

G. Items from the Executive Director

- NAIPTA Role on the FMPO Executive Board
- Port Authority
- BNSF Discussions
- FMPO Office Space

H. Future Agenda Items

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future FMPO agendas.

IV. RECESS INTO EXECUTIVE SESSION – FMPO Executive Director Contract

(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, pursuant to A.R.S. Section 38-431.03(A)(1).)

V. CLOSING BUSINESS

A. 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.)

B. ADJOURN

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority 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.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on August 28, 2019 at 11:00 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 28th Day of August 2019.

Angela Robbins, Administrative Specialist

FMPO Funding Sources & Eligible Uses Matrix

Prepared May 18, 2017

Annual Funding									
Eligible Uses									
Source	Program	Abbreviation	Amount	Staff	Overhead	Planning / Data	Construction	Match	Non-eligible Activity
Federal Highway Administration	Metropolitan Planning	PL	\$110,000	★	★	★			
FHWA-ADOT	State Planning & Research	SPR	\$125,000	★	★	★			
FHWA	Surface Transportation	STBG	\$463,000	★	★	★	★		
Federal Transit Administration	Metropolitan & Statewide Planning	5305	\$36,000	★	★	★			
Local	General Funds	Local	\$27,500	★	★	★	★	★	★
In-State Competitive Grants									
Eligible Uses									
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Highway Safety Improvement	HSIP	\$5,000,000				★		
FHWA	Transportation Alternative Program	TAP	\$1,000,000				★		
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000			★			
National Competitive Grants									
Eligible Uses									
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
USDOT	Transportation Investments Generating Economic Recovery	TIGER	\$5,000,000-\$200,000,000				★		
FHWA	Fostering Advancements in Shipping & Transportation for the Long-term Achievement of National Efficiencies	FASTLANE	\$5,000,000 - \$100,000,000			★	★		
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000			★	★		
FHWA	Advanced Transportation and Congestion Management Technologies Deployment		\$60,000,000 nationwide			★	★		
FHWA	Railway Highway Crossings Program						★		



FMPO STRATEGIC WORK PLAN

January 2019

(All items to be completed by December 31, 2019)

FMPO Mission Statement: Leverage cooperation to maximize financial and political resources for a premier transportation system.

FMPO Vision Statement: To create the finest transportation system in the country.

Guiding Principles

1. FMPO is focused:
 - a. Adopts clearly delineated objectives
 - b. Provides ambitious and credible solutions
 - c. Strategically plans for political and financial realities and possibilities
2. FMPO leads regional partners:
 - a. Provides targeted, effective and prolific communication to “speak with one voice”
 - b. Advocates for implementation, coordination and commitment
 - c. Provides collaborative leadership among and through its partners
 - d. Accountable for leveraging plans that lead to successful construction and services
3. FMPO leverages resources:
 - a. Strategically leverages project champions and other plans
 - b. Writes and secures competitive grants
4. FMPO plans for resiliency:
 - a. Invests time and resources to expand mode choice
5. FMPO is fair and equally representative
6. FMPO builds trust and credibility
 - a. Exhibits integrity in its work products
 - b. Exercises openness and transparency
 - c. Delivers on its promises

FMPO Measurable Objectives

1. Move the FMPO towards becoming more independent by...
 - a. Modifying the governing documents to grant the FMPO Executive Board greater authority to govern itself.
 - b. Amend and restate the governing Intergovernmental agreement.
 - c. Determine how the FMPO can best secure needed administrative and financial services.
 - d. Adopt financial, personnel and procurement policies for the FMPO.
2. Strengthen FMPO Board Leadership by...
 - a. Consider inviting NAU President’s office to serve on the FMPO Executive Board.
 - b. Evaluate and revise as needed FMPO governing documents to establish Executive Board’s authority for adopting policies related to personnel and financial decisions.
 - c. Developing a routine process for equipping the Board with the financial information they need.

3. Strengthen FMPO Staff by...
 - a. Identify leadership and staff training opportunities
4. Identify top 3 capital projects by...
 - a. Getting Board adoption
 - b. Creating clear messaging and talking points
 - c. Creating collateral material for all members
5. Create and deliver a communication plan by...
 - a. Rebranding the FMPO to reflect transportation planning and programming.
 - b. Defining standards for written and oral presentations.
 - c. Documenting roles and responsibilities for staff, TAC and Board members
 - d. Clarifying triggers and expectations for when communication will be provided.
 - e. Having communication plan adopted by Board.
6. Create a plan to fund top projects by...
 - a. Researching available funding sources and classifying those sources as high, medium and low confidence.
 - b. Adopting a 20 year fiscally constrained regional transportation plan, i.e. high confidence, capital plan.
 - c. Adopting a 5 to 10 year “aspirational” capital plan that identifies more ambitious projects and strategies for securing competitive funding.
7. Document for Board understanding FMPO role for regulatory and technical compliance
 - a. Translating RTP key concepts into understandable terms that clearly defines funding needs and project impacts.
 - b. Reinforce and build momentum for RTP key concepts by concisely updating the Board monthly and member agency governing bodies at least semi-annually.