



6 E Aspen Avenue, Suite 200
Flagstaff, AZ 86001
928-266-1293
www.metroplanflg.org

Agenda

MetroPlan Technical Advisory Committee Meeting

1:30 pm to 3:30 pm

February 24, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/74739184308>

Meeting ID: 747 3918 4308

Dial-in: +1 408 638 0968 US

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the MetroPlan Office at 928-266-1293. 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 by contacting MetroPlan at 928-266-1293 as early as possible to allow time to arrange the accommodation.

Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting.

TECHNICAL ADVISORY COMMITTEE MEMBERS

- ☐ Nick Hall, Coconino County Assistant Engineer, Chair
- ☐ Jason James, ADOT Transportation Planner, Vice-Chair
- ☐ Anne Dunno, NAIPTA Capital Program Manager
- ☐ Rick Barrett, City of Flagstaff Engineer
- ☐ Nate Reisner, ADOT North Central District Development Engineer
- ☐ Jess McNeely, Coconino County Community Development Assistant Director
- ☐ Dan Folke, City of Flagstaff Community Development Director
- ☐ Jeff Bauman, City of Flagstaff Transportation Manager
- ☐ Greg Mace, Northern Arizona University
- ☐ Ed Stillings, FHWA

METROPLAN STAFF

- ☐ Jeff Meilbeck, Executive Director
- ☐ David Wessel, Planning Manager
- ☐ Rosie Wear, Business Manager
- ☐ Brianna Fimbres, Intern

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: January 27, 2020

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. Adoption of the Coordinated Plan

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends adoption of the 2021 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan.

B. Review the Draft Executive Board Agenda

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

C. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck, Executive Director

D. Future Agenda Items

MetroPlan Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future MetroPlan agendas.

IV. 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. NEXT SCHEDULED TAC MEETING

1. March 24th, 2021 at 1:30 pm - Zoom

C. ADJOURN

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on January 25, 2021 at __:__ in accordance with this statement.

Dated this 25th Day of January 2021.



6 E Aspen Avenue, Suite 200
Flagstaff, AZ 86001
928-266-1293
www.metroplanflg.org

MINUTES

MetroPlan Technical Advisory Committee Meeting

1:30 pm to 3:30 pm

January 27, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/74739184308>

Meeting ID: 747 3918 4308

Dial-in: +1 408 638 0968 US

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Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting.

TECHNICAL ADVISORY COMMITTEE MEMBERS

- ☒ Nate Reisner, Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- ☒ Nick Hall, Vice-Chair, Coconino County Assistant Engineer (for Christopher Tressler, Coconino County)
- ☒ Jason James, ADOT Transportation Planner
- ☒ Anne Dunno, NAIPTA Capital Program Manager
- ☒ Rick Barrett, City of Flagstaff Engineer
- ☐ Jess McNeely, Coconino County Community Development Assistant Director
- ☒ Dan Folke, City of Flagstaff Community Development Director
- ☒ Jeff Bauman, City of Flagstaff Transportation Manager
- ☒ Greg Mace, Northern Arizona University
- ☒ Ed Stillings, FHWA

METROPLAN STAFF

- ☒ Jeff Meilbeck, Executive Director
- ☐ David Wessel, Planning Manager
- ☒ Rosie Wear, Business Manager
- ☒ Brianna Fimbres, Intern

Others in attendance: None

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Nate Reisner called the meeting to order at 1:31pm.

B. ROLL CALL - See above

C. PUBLIC COMMENT - None

(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: November 18, 2020

Motion: TAC member Nick Hall made a motion to approve the November 18, 2020 meeting minutes without edits. TAC member Anne Dunno seconded the motion. The motion was passed unanimously.

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. Election of Officers

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board elect a Chair and Vice-Chair for the 2021 Technical Advisory Committee.

Discussion: Nick Hall offered to assume the role of Chair for 2021. Jason James offered to assume the role of Vice-Chair for 2021. Jason James introduced himself as the new ADOT MPD planner.

Motion: TAC member Dan Folke nominated Nick Hall to be Chair for calendar year 2021. TAC member Anne Dunno seconded the motion. The motion was passed unanimously.

TAC member Rick Barrett nominated Jason James to be Vice-chair for calendar year 2021. TAC member Anne Dunno seconded the motion. The motion was passed unanimously.

B. TAC Annual Orientation and Conflict of Interest Statement

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for discussion only.

C. Grant Funding Update

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for discussion only.

D. Regional Transportation Plan Advisory Group and Procurement Update

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the TAC support the release of the draft Request for Proposals (RFP) for the Regional Transportation Plan (RTP)

Motion: TAC member Anne Dunno made a motion to endorse the release of the RFP for the RTP with the qualifier that if the scope changes significantly that staff will bring it back to the TAC for consideration. TAC member Jeff Bauman seconded the motion. The motion was passed unanimously.

E. TIP amendment

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for discussion only.

Motion: TAC member Dan Folke made a motion to adopt the TIP amendment. TAC member Jason James seconded the motion. The motion was passed unanimously.

F. Milton/180 CMP Update

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

G. Traffic Patterns During COVID-19

MetroPlan Staff: David Wessel/Brianna Fimbres

Recommendation: None. This item is for discussion only.

H. Review the Draft Executive Board Agenda

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

I. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck, Executive Director

J. Future Agenda Items

MetroPlan Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future MetroPlan agendas.

IV. 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.)

Dan Folke shared that Engineering will be it's own division at the City of Flagstaff. No current changes to the TAC membership.

B. NEXT SCHEDULED TAC MEETING

1. February 24th, 2021 at 1:30 pm - Zoom

C. ADJOURN

Chair Nate Reisner adjourned the meeting at 3:29 pm.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on January 25, 2021 at __:__ in accordance with this statement.

Dated this 25th Day of January 2021.



METROPLAN

GREATER * FLAGSTAFF

STAFF REPORT

REPORT DATE: February 17, 2021

MEETING DATE: February 24, 2021

TO: Honorable Chair and Technical Advisory Committee Members

FROM: David Wessel, Transportation Planning Manager

SUBJECT: Coordinated Public Transit-Human Services Transportation Plan

1. Recommendation:

- i** Staff recommends adoption of the 2021 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan update

2. Related Strategic Workplan Item

- i** FMPO (MetroPlan) leverages resources
- Guiding Principle:*
5. FMPO is fair and equally representative

3. Background

- i** Since 2007, all MPO's and COG's in Arizona are required to adopt and annually update a Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan), which includes the following elements:
 - ☐ An inventory of current transportation providers and available transportation services
 - ☐ An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes
 - ☐ A list of strategies and activities to address identified gaps and achieve efficiencies in service delivery
 - ☐ Implementation priorities for strategies and activities based on resources, time, and feasibility.



METROPLAN

GREATER † FLAGSTAFF

Every year, all COGs and MPOs must adopt an update to their Coordinated Plan that incorporates a series of minor amendments. Every four years, MetroPlan is required to conduct a major revision to the plan.

In 2021, Mountain Line and MetroPlan worked to make several minor revisions to the Coordinated Plan, as described below. Discussion regarding the revisions were facilitated through the quarterly meetings of the Coordinated Mobility Council (CMC), which is a regional group convened by Mountain Line and comprised of MetroPlan, Mountain Line, NACOG, and City staff, as well as local transportation providers, local human service agencies, and concerned citizens. The CMC is scheduled to take action on the plan on February 19, 2021. This update represents a minor revision to the plan:

- ☐ *Regional demographics*
- ☐ *Required information in the plan has been updated, including the list of Section 5310 grant applications for the region for this grant cycle, the regional vehicle inventory, and agendas and minutes from last year's CMC meetings*

The Coordinated Plan will be reviewed by the Mountain Line TAC and Board in April.

4. Fiscal Impact

i *There is no fiscal impact at this time.*

5. Alternatives

i *None*

6. Attachments

i [DRAFT Coordinated Plan](#)

AGENDA

Executive Board Meeting

10:00 AM to Noon

March 3, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>
Meeting ID: 791 9911 5652
Dial-in: +1 408 638 0968US

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 rosie.wear@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 by contacting the MetroPlan at 928-266-1293 as early as possible to allow time to arrange the accommodation. ***A quorum of the TAC may be present.***

Public Questions and Comments must be emailed to rosie.wear@metroplanflg.org prior to the meeting.

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).

EXECUTIVE BOARD MEMBERS

- ☐ Jim McCarthy, Flagstaff City Council, Interim Chair
- ☐ Patrice Horstman, Coconino County Board of Supervisors, Vice-Chair
- ☐ VACANT, Coconino County Board of Supervisors
- ☐ Austin Aslan, Flagstaff City Council
- ☐ Steve Peru, Mountain Line Board of Directors
- ☐ Regina Salas, Flagstaff City Council
- ☐ Jesse Thompson, Arizona State Transportation Board Member
- ☐ Judy Begay, Coconino County Board of Supervisors (alternate)
- ☐ Becky Daggett, Flagstaff City Council (alternate)

METROPLAN STAFF

- ☐ Jeff Meilbeck, Executive Director
- ☐ David Wessel, Manager
- ☐ Rosie Wear, Business Manager

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: February 3, 2020

(Pages 5-9)

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. Financial Report through December 31, 2021

(Pages 10-15)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

B. FY2022 Budget

(Pages 16-21)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

C. Mountain Line IGA Amendment

(Pages 22-37)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Executive Board approve an amendment to an IGA with Mountain Line for grant management, public participation and procurement services..

D. Adoption of the Coordinated Plan (Pages N/A)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board adopt the Coordinated Plan.

E. Strategic Advance (Pages 38-40)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board hold a Strategic Advance on June 2, 2021 from 10:00 AM to 1:00 PM

F. Milton Corridor Update (Pages 41-42)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

G. Regional Transportation Advocacy Council (RTAC) Alternate (Pages 43-45)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board appoint an alternate representative to the RTAC.

H. State Legislative and Funding Update (Pages 46-53)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

I. RTP Update (Pages 54-74)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

J. Federal Funding Update

(Pages 75-76)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

K. NAZ Manufacturing Partnership report

(Pages 77-78)

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for discussion only.

L. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck

1. Next Executive Board meeting – April 7th, 2021

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on xx xx, 2021 at xx:00 pm..

Dated this ^{xx} Day of xx 2021.

Rosie Wear, Business Manager

MINUTES

Executive Board Meeting

10:00 AM to Noon

February 3, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>

Meeting ID: 791 9911 5652

Dial-in: +1 408 638 0968US

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EXECUTIVE BOARD MEMBERS

- ☒ Jim McCarthy, Flagstaff City Council, Interim Chair
- ☐ Liz Archuleta, Coconino County Board of Supervisors
- ☒ Austin Aslan, Flagstaff City Council (*Left at 11:45am*)
- ☒ Patrice Horstman, Coconino County Board of Supervisors
- ☒ Steve Peru, Mountain Line Board of Directors (*Joined the meeting at 10:29am*)
- ☒ Regina Salas, Flagstaff City Council
- ☒ Jesse Thompson, Arizona State Transportation Board Member
- ☒ Judy Begay, Coconino County Board of Supervisors (alternate)
- ☐ Becky Daggett, Flagstaff City Council (alternate)

METROPLAN STAFF

- ☒ Jeff Meilbeck, Executive Director
- ☒ David Wessel, Manager
- ☒ Rosie Wear, Business Manager

OTHERS IN ATTENDANCE: Naomi Yazzie (Supervisor Begay's Community Liaison); Jess McNeely (Coconino County); Ed Stillings (FHWA), Jason James (ADOT), Cheryl Barlow (Coconino County), Kevin Adam (RTAC – Joined the meeting at 10:29am), Brandon Kavanaugh (MWSW – MetroPlan Legal Counsel)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair McCarthy called the meeting to order at 10:02 am

B. ROLL CALL – See above

C. PUBLIC COMMENT

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D. APPROVAL OF MINUTES

Minutes of Regular Meeting: December 2, 2020

(Pages 5-9)

Motion: Board member Jesse Thompson made a motion to approve the December 2, 2020 minutes. Board member Regina Salas seconded the motion. The motion passed unanimously.

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. Welcome New Board Members

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

B. Election of Officers

(Pages 10-11)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board appoint a Chair and Vice Chair as officers for the Board.

Motion: Board member Jesse Thompson made a motion to nominate Jim McCarthy to be Chair for one year. Board member Austin Aslan seconded the motion. The motion passed unanimously.

Board member Regina Salas made a motion to nominate Patrice Horstman to be Vice-Chair for one year. Board member Judy Begay seconded the motion. The motion passed unanimously.

C. Annual Board Orientation and Conflict of Interest Statement (Pages 12-17)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. Staff will provide an orientation on MetroPlan and request individual members to sign conflict of interest statements.

D. Strategic Advance (Pages 18-20)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommend the Executive Board selects March 3, 2021 or another date for the 2021 Strategic Advance.

Direction: The Board provided direction to hold the meeting later in the fiscal year, preferably May or June and to complete it in one day. Chair McCarthy asked that the Strategic Plan date be finalized at the next Executive Board meeting.

E. FY21 Draft Public Calendar (Pages 21-23)

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Executive Board adopt the 2021 Meeting Calendar for the 2021 Executive Board and TAC meetings.

Discussion: The Board discussed and provided direction to support the calendar as written.

F. Federal Grant Funding Update (Pages 24-27)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. Staff will provide an update on the status of pending grant requests and opportunities.

G. State Legislative and Funding Update

(Pages 28-32)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff request that the Executive Board: 1) consider appointing a member to serve on the Rural Transportation Advocacy Council (RTAC), and 2) consider requesting a special budget appropriation from the State.

Motion Item 1: Board member Austin Aslan made a motion to nominate Regina Salas to serve on the RTAC board. Board member Judy Begay seconded the motion. The motion passed unanimously.

Further Direction Item 1: Chair McCarthy requested that an alternate be nominated at the next meeting once the County has filled the vacant seat of departing Supervisor Liz Archuleta.

Discussion Item 2: The Board declined to make a motion regarding requests for a State appropriation, supported the Director in his work with RTAC and deferred to the Director's judgement for any request to be made.

H. Regional Transportation Plan Advisory Group and Procurement Update (Pages 33-53)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board support release of the draft Request for Proposals (RFP) for the Regional Transportation Plan (RTP).

Motion: Board member Patrice Horstman made a motion to approve release of the Request for Proposal for the RTP. Board member Austin Aslan seconded the motion. The motion passed unanimously.

I. Milton/180 Update

(Pages 54-55)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

J. TIP Amendment

(Pages 56-65)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends that the Executive Board support an amendment to the Transportation Improvement Program (TIP) to adjust City, County and State programs to reflect program changes induced by COVID-related budget reductions.

Motion: Board member Steve Peru made a motion to amend the TIP. Board member Jesse Thompson seconded the motion. The motion passed unanimously.

K. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck

1. Next Executive Board meeting – March 3rd, 2021

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.)

Discussion: Board members requested the following items be considered for future meetings: Update on national transportation changes at Department of Transportation; Update on NAZ Manufacturing partnership with FMPO from 2014/2015.

B. ADJOURN

Chair McCarthy adjourned meeting at 12:04 pm.

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 29, 2021 at xx:00 pm..

Dated this 29th Day of January 2021.

Rosie Wear, Business Manager

STAFF REPORT

REPORT DATE: February 18, 2021
MEETING DATE: March 3, 2021
TO: Honorable Chair and Members of the Board
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Financial Report Through December 31, 2020

1. Recommendation:

i None. This item is for discussion only.

2. Related Strategic Workplan Item

i MetroPlan builds trust and credibility.

3. Background

i MetroPlan provides financial updates to the Executive Board approximately quarterly and more often as needed. The purpose of the financial report is to keep the Board apprised of MetroPlan's financial situation, particularly how revenue and expense budgets are tracking to actual activity. The financial report is also an opportunity for the Board to ask questions about the current budget and prepare for future budgets.

For Fiscal Year 2021 MetroPlan's financial performance in main budget categories is as follows:

- *Salary and Benefits: MetroPlan is tracking to budget and we anticipate being underspent by \$16,808.95 or approximately 4%.*
- *Operations: MetroPlan is tracking to budget and we anticipate being underspent by \$940.32 or 1.5%.*

- *Travel: MetroPlan is significantly underspent due to COVID travel restrictions.*
- *Capital Projects: MetroPlan is on track with our data management, mini-grant project for bicycle and pedestrian funding and transit pass through funding to Mountain Line. However, some of our other projects are behind schedule as follows:*
 - *The Regional Transportation Plan (RTP) contract was delayed to make time for formation of an Advisory Group and to refine the scope of work. At this time, we anticipate spending \$40,000 of the \$150,000 budgeted.*
 - *Progress on a concept design of the Milton Railroad Underpass is waiting on additional information on the Rio De Flag project schedule and coordination with BNSF railroad. At this time, we anticipate rolling all of this funding forward to FY 2022.*
 - *The Lone Tree Traffic Interchange has not been started. Staff continue to look for management handles for putting together a design. Staff want to ensure that any funding that is spent on this project stands a reasonable chance of being considered by the State. At this time, we anticipate rolling all of this funding forward to FY 2022.*

4. TAC and Management Committee Discussion



5. Fiscal Impact



MetroPlan is either significantly tracking to budget or underspent. Grant funding not spent in FY2021 will be carried forward to FY 2022

6. Alternatives



No recommendation is being made, so no alternatives are being provided.

7. Attachments

i *Financial Report Through December 31, 2020*

DRAFT



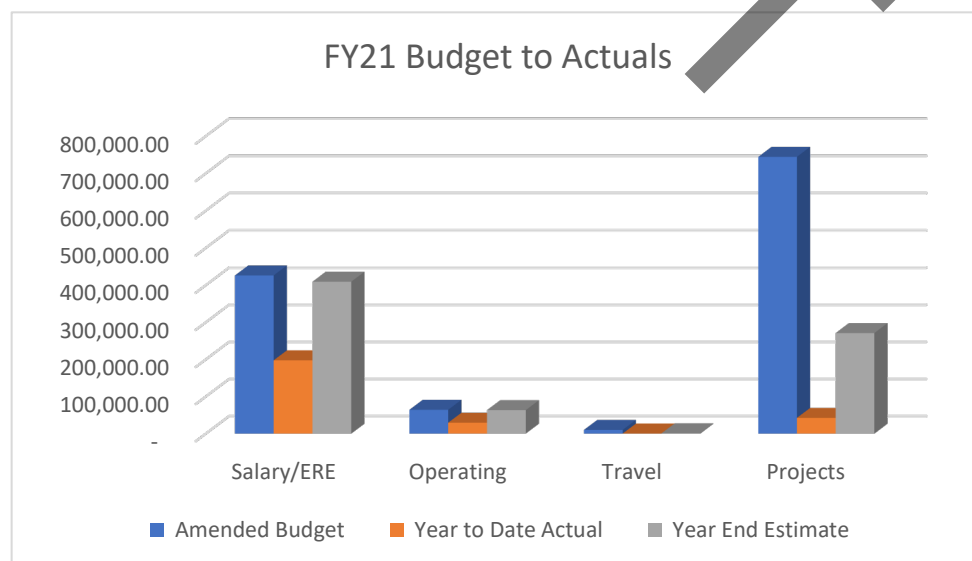
Financial Report

FY2021 Budget to Actuals Summary

Year to date through

12/31/2020

		FY2021		
		Amended Budget 10/7/20	Year to Date Actuals	Year End Estimate
Revenue				
	Formula Grants	1,181,732.44	259,148.81	697,261.21
	Competitive Grants	-	-	-
	Local Revenue	91,974.63	31,331.60	74,930.83
Total Revenue		1,273,707.06	290,480.41	772,192.04
Expenses				
		Amended Budget	Year to Date Actual	Year End Estimate
	Salary/ERE	426,107.47	197,542.03	409,298.52
	Operating	64,271.99	29,528.24	63,331.68
	Travel	10,100.00	380.00	1,000.00
	Projects	744,427.63	42,578.70	270,983.06
Total Expenditures		1,244,907.09	270,028.97	744,613.26
Revenue less Expenses		28,799.97	20,451.44	27,578.78
Increase in Fund Balance		28,799.97		27,578.78





		FY2021		
		Amended Budget	Year to Date Actuals	FY21 Year End Estimates
		10/7/2020		
Revenue:				
Federal Grants				
STBG	5.70%	602,987.27	150,792.54	372,912.11
PL	5.70%	113,386.76	27,148.87	108,102.67
SPR	20%	198,730.67	29,752.85	64,864.91
5305d	20%	99,167.85	16,548.42	30,143.63
5305e	20%	167,459.89	34,906.13	121,237.89
Federal Revenue:		1,181,732.44	259,148.81	697,261.21
Member Dues		30,000.00	27,500.00	27,500.00
Interest Income		-	39.39	78.78
Mountain Line 5305e Local Match		-	-	25,944.00
Trsf From Transit Fund		61,974.63	3,792.21	21,408.06
Local Revenue:		91,974.63	31,331.60	74,930.83
Total Revenue:		1,273,707.06	290,480.41	772,192.04
Expenditures:				
Salaries		308,005.00	161,494.06	329,814.00
Benefits		118,102.47	36,047.97	79,484.52
Salary/ERE:		426,107.47	197,542.03	409,298.52
Phone & Internet		2,519.99	2,760.30	6,324.68
Rental Expense		23,322.00	13,405.00	23,322.00
Postage and Freight		25.00	-	25.00
Memberships		1,200.00	-	1,200.00
Legal Services		12,000.00	420.00	3,000.00
Other Professional Services		1,500.00	1,000.00	4,000.00
Computer Equipment		2,100.00	557.81	4,000.00
Office Equipment Under \$5,000		425.00	224.77	224.99
Copying and Printing		2,440.00	-	0.01
Office Supplies		2,000.00	155.18	1,200.00
Computer Software		2,500.00	2,207.40	2,500.00
Food		1,200.00	-	-
Payroll Processing		3,300.00	4,595.35	10,000.00
Insurance (Liability/Auto/Property)		5,000.00	336.18	700.00
Financial Services (CPA/Audit)		-	211.25	810.00
IT Expense		4,740.00	3,655.00	6,025.00



METROPLAN
GREATER * FLAGSTAFF

MetroPlan
Flagstaff Metropolitan Planning Organization
FY21 Budget to Actuals
7/1/20-12/31/20

		FY2021		
		Amended Budget	Year to Date Actuals	FY21 Year End Estimates
Operations:		64,271.99	29,528.24	63,331.68
Travel, Lodging and Meals		5,500.00	-	-
Registration		1,000.00	380.00	1,000.00
Education and Training		3,600.00	-	-
Travel and Training:		10,100.00	380.00	1,000.00
Consultant Fees		13,000.00	-	60,000.00
Advertising		2,600.00	-	2,600.00
Burgess and Niple Inc		17,459.89	7,640.78	21,824.86
Streetlight Data (NAIPTA)		50,000.00	26,836.20	26,836.20
Milton Underpass (15% planning)		99,393.11		-
Small Local Projects		50,000.00		50,000.00
Lone Tree TI		150,000.00		-
W Route 66 CMP		61,974.63		-
Regional Transportation Plan (SPR)		150,000.00		40,000.00
Mountain Line 5305e Projects		150,000.00	8,101.72	69,722.00
Projects:		744,427.63	42,578.70	270,983.06
Total Expenditures:		1,244,907.09	270,028.97	744,613.26

STAFF REPORT

REPORT DATE: February 18, 2021

MEETING DATE: March 3, 2021

TO: Honorable Chair and Members of the Executive Board

FROM: Jeff Meilbeck, Executive Director

SUBJECT: FY22 Budget

1. Recommendation:

i None. This item is for discussion only.

2. Related Strategic Workplan Item

i MetroPlan is focused.

3. Background

i Adopting an annual budget and 5 year financial plan for MetroPlan provides the level of forethought and fiscal responsibility needed for MetroPlan to continue to thrive. By reviewing actual expenses and projecting trends, MetroPlan is better able to plan for the future, take corrective action, capitalize on opportunities, and ensure that financial resources are aligned with organization goals.

The draft Fiscal Year 2022 Budget and Five Year Plan reveals the following items and trends:

1. Staffing is projected to stay constant without the need for additional staff positions. MetroPlan has been independent for less than a year and staffing levels are adequate for the need. Although staff did not hit 100% of our performance measure and project targets as reported in the FY 2021 Budget report, the delays were less about staffing levels and more about ambitious schedules and coordinating and responding to the efforts of many interconnected organizations. Further, since MetroPlan is establishing itself as an organization that pursues funding for other organizations, additional staff are not needed for project build-out. Rather, MetroPlan passes the funds to other organizations who engineer, build and maintain the projects.

2. *Operating expenses are projected to remain constant with 3% adjustments for inflation. It is possible that MetroPlan may be able to reduce office expenses when our lease is up and thereby reduce our budget by about \$20,000 per year. While this possibility needs more consideration, MetroPlan is currently 1 year into a 3 year lease and the change will not happen soon.*
3. *Travel expenses are budgeted to remain constant, however, it is certainly possible that changes in travel behavior as experienced from COVID 19 will reduce travel in the future. It is too soon to tell, so the travel budget has been left flat for the time being.*
4. *Projects are still being finalized and will likely continue to be adjusted until the Board is asked to adopt the FY2022 budget at their May 5, 2022 Board meeting. At this time, MetroPlan expects to have \$1,124,000 for projects with budget highlights as follows:*
 - *RTP: We anticipate spending \$280,000 on the RTP and completing the project in FY 2022.*
 - *Milton Underpass. We anticipate spending \$200,000 on design in a manner that supports the shared goals of the City of Flagstaff, ADOT and Mountain Line.*
 - *West Route 66: We anticipate spending \$100,000 on this project in FY 22.*
 - *MetroPlan Mini-Grant. We anticipate increasing this grant to \$250,000 in FY 2022 so that a member agency is provided additional funds to complete a project.*
 - *Mountain Line: We anticipate passing \$138,400 through to Mountain Line for Transit planning.*
 - *Lone Tree Traffic Interchange: Staff will continue to look for management handles and strategic opportunities to advance this project.*

Please note that throughout most of its history, the FMPO (MetroPlan) budgeted a \$500,000 contingency for special projects. This approach was used because the City budget process is more complex and the City has to consider legal requirements related to expenditure limitations. Given MetroPlan's relative agility and flexibility as an independent non-profit, staff can come back to the Board with a budget amendment if an additional grant is secured.

4. Fiscal Impact

- i** *Adopting an FY 22 budget is designed to bring MetroPlan's funding priorities into alignment with its measurable objectives. The budget is fiscally constrained and there is high probability that the funds will be received.*

5. Alternatives

- i**
 - 1) *Direct staff to bring a final FY 2022 budget to the Board for consideration in May 2021.*
 - 2) *Adjust the FY 22 budget and 5 Year Plan. The Executive Board may want to reprioritize funding and modify the budget.*
 - 3) *Adopt the budget today. The Board may wish to adopt the FY 2022 budget today and direct staff to bring back changes and amendments as needed.*

6. Attachments

- i** *MetroPlan Financial Report and 5 Year Financial Plan.*

FY22 DRAFT Budget and Five Year Plan

Summary Report

	FY2021 Year End Estimate	FY2022 DRAFT Budget	FY2023 Estimate	FY2024 Estimate	FY2025 Estimate	FY2026 Estimate
Revenue						
Formula Grants	697,261.21	1,537,077.31	747,515.58	873,346.42	756,634.00	756,634.00
Competitive Grants	-					
Local Revenue	74,930.83	112,863.21	156,075.31	82,953.43	30,100.00	30,100.00
Total Revenue	772,192.04	1,649,940.52	903,590.89	956,299.85	786,734.00	786,734.00
Expenses						
	Year End Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Salary/ERE	409,298.52	426,460.51	417,850.46	425,928.35	434,167.79	442,572.02
Operating	63,331.67	60,479.97	61,180.51	61,819.99	63,230.03	63,934.01
Travel	1,000.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00
Projects	270,983.06	1,124,000.00	385,559.95	431,154.95	250,336.21	241,228.00
Total Expenditures	744,613.25	1,621,040.48	874,690.92	929,003.29	757,834.03	757,834.03
Revenue less Expenses	27,578.79	28,900.04	28,899.97	27,296.56	28,899.97	28,899.97

FY22 DRAFT Budget and Five Year Plan
Detailed Report

		FY2021 7/1/20-12/31/21			FY 2022 DRAFT Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
		Amended Budget	Year to Date Actuals	FY21 Year End Estimates					
		10/7/2020							
Updated									
Revenue:									
Federal Grants					-	-	-	-	-
STBG	5.70%	602,987.27	150,792.54	372,912.11	893,120.42	431,765.57	508,341.47	466,761.00	466,761.00
PL	5.70%	113,386.76	27,148.87	108,102.67	209,504.07	111,888.82	147,206.47	126,081.00	126,081.00
SPR	20%	198,730.67	29,752.85	64,864.91	265,508.80	172,610.16	125,000.00	125,000.00	125,000.00
5305d	20%	99,167.85	16,548.42	30,143.63	30,544.02	31,251.03	92,798.48	38,792.00	38,792.00
5305e	20%	167,459.89	34,906.13	121,237.89	138,400.00	-	-	-	-
Federal Revenue:		1,181,732.44	259,148.81	697,261.21	1,537,077.31	747,515.58	873,346.42	756,634.00	756,634.00
Member Dues		30,000.00	27,500.00	27,500.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Interest Income		-	39.39	78.78	100.00	100.00	100.00	100.00	100.00
Mountain Line 5305e Local Match		-	-	25,944.00					
Trsf From Transit Fund		61,974.63	3,792.21	21,408.06	82,763.21	125,975.31	52,853.43	-	-
Transfer from Road Repair & Street Safety					-	-	-	-	-
Local Revenue:		91,974.63	31,331.60	74,930.83	112,863.21	156,075.31	82,953.43	30,100.00	30,100.00
Total Revenue:		1,273,707.06	290,480.41	772,192.04	1,649,940.52	903,590.89	956,299.85	786,734.00	786,734.00
Expenditures:									
Salaries		308,005.00	161,494.06	329,814.00	329,814.00	336,410.28	343,138.49	350,001.26	357,001.28
Benefits		118,102.47	36,047.97	79,484.52	96,646.51	81,440.18	82,789.86	84,166.53	85,570.74
Salary/ERE:		426,107.47	197,542.03	409,298.52	426,460.51	417,850.46	425,928.35	434,167.79	442,572.02
Phone & Internet		2,519.99	2,760.30	6,324.68	2,877.00	2,935.00	2,994.00	3,054.00	3,115.99
Rental Expense		23,322.00	13,405.00	23,322.00	23,663.99	23,664.00	23,663.99	24,384.00	24,384.00
Postage and Freight		25.00	-	25.00	25.00	25.00	25.00	25.00	25.00
Memberships		1,200.00	-	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Legal Services		12,000.00	420.00	3,000.00	3,060.01	3,121.99	3,185.01	3,249.00	3,314.00
Other Professional Services		1,500.00	1,000.00	4,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Computer Equipment		2,100.00	557.81	4,000.00	4,079.99	4,161.99	4,246.00	4,331.00	4,417.99
Office Equipment Under \$5,000		425.00	224.77	224.99	434.01	443.00	451.99	462.00	472.00

Updated

FY22 DRAFT Budget and Five Year Plan
Detailed Report

	FY2021 7/1/20-12/31/21			FY 2022 DRAFT Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
	Amended Budget	Year to Date Actuals	FY21 Year End Estimates					
Copying and Printing	2,440.00	-	-	509.99	521.02	532.00	543.01	554.00
Office Supplies	2,000.00	155.18	1,200.00	1,529.99	1,561.01	1,593.00	1,625.01	1,658.01
Computer Software	2,500.00	2,207.40	2,500.00	2,549.99	2,601.00	2,654.00	2,708.00	2,763.00
Food	1,200.00	-	-	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Payroll Processing	3,300.00	4,595.35	10,000.00	10,200.00	10,404.01	10,613.01	10,826.01	11,043.02
Insurance (Liability/Auto/Property)	5,000.00	336.18	700.00	1,020.01	1,041.00	1,062.00	1,084.00	1,106.00
Financial Services (CPA/Audit)	-	211.25	810.00	1,529.99	1,599.48	1,592.99	1,625.00	1,658.00
IT Expense	4,740.00	3,655.00	6,025.00	5,100.00	5,202.01	5,307.00	5,414.00	5,523.00
Operations:	64,271.99	29,528.24	63,331.67	60,479.97	61,180.51	61,819.99	63,230.03	63,934.01
Travel, Lodging and Meals	5,500.00	-	-	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
Registration	1,000.00	380.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Education and Training	3,600.00	-	-	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
Travel and Training:	10,100.00	380.00	1,000.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00
Consultant Fees	13,000.00	-	-	13,000.00	42,959.95	-	-	-
Advertising	2,600.00	-	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00
Burgess and Niple Inc	17,459.89	7,640.78	21,824.86	-	-	-	-	-
Streetlight Data (NAIPTA)	50,000.00	26,836.20	26,836.20	40,000.00	40,000.00	-	-	-
Milton Underpass (15% planning)	99,393.11	-	-	200,000.00	-	-	-	-
Small Local Projects	50,000.00	-	50,000.00	250,000.00	-	-	-	-
Lone Tree TI	150,000.00	-	-	100,000.00	100,000.00	-	-	-
W Route 66 CMP	61,974.63	-	-	100,000.00	-	-	-	-
Regional Transportation Plan (SPR)	150,000.00	-	40,000.00	280,000.00	-	-	-	-
McConnell Connector CMP	-	-	-	-	200,000.00	-	-	-
Projects	-	-	-	-	-	428,554.95	247,736.21	238,628.00
Mountain Line 5305e Projects	150,000.00	8,101.72	129,722.00	138,400.00	-	-	-	-
Projects:	744,427.63	42,578.70	270,983.06	1,124,000.00	385,559.95	431,154.95	250,336.21	241,228.00
Total Expenditures:	1,244,907.09	270,028.97	744,613.25	1,621,040.48	874,690.92	929,003.29	757,834.03	757,834.03

STAFF REPORT

REPORT DATE: February 16, 2021
MEETING DATE: March 3, 2021
TO: Honorable Chair and Members of the Executive Board
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Mountain Line IGA Amendment

1. Recommendation:

- i** Staff recommends the Executive Board approve an amendment to an IGA with Mountain Line for grant management, public participation and procurement services.

2. Related Strategic Workplan Item

- i** Complete MetroPlan's transition to independence so that MetroPlan is fully self-sufficient by June 30, 2020.
- Clarify MetroPlan's role and how it will support member agencies in the region.*
- Work with member agencies to identify which grants MetroPlan should pursue so that MetroPlan's role is complimentary to and is not competing with member agencies for the same funding sources.*

3. Background

- i** The Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) and the Flagstaff Metropolitan Planning Organization (MetroPlan) have much in common:
- We are both regional organizations focused on transportation
 - We both serve the City of Flagstaff, Coconino County and NAU
 - We both receive significant federal funding
 - We both have close working relationships with grant managers at ADOT
 - We are both accountable to an intergovernmental Board of Directors

- We are both relatively new, small organizations compared to the City, County, ADOT or NAU.

In April 2020, the Executive Board approved an IGA with Mountain Line to provide grant management, public participation and personnel services as follows:

1. **Program of Projects:** MetroPlan is obligated to perform public outreach services and meet regulatory requirements for public notifications related to use of federal transportation funds. Although Mountain Line is capable of doing similar work and has a history of comprehensive public participation efforts, MetroPlan is positioned to systematically provide outreach that is required by federal regulation. For example, we include notifications on MetroPlan agendas and provide public notice on the Transportation Improvement Program (TIP). MetroPlan's willingness and ability to provide this federally mandated outreach is an efficient way to ensure that our region is meeting its regulatory responsibilities. Although Mountain Line will continue to do its own outreach as it deems appropriate, MetroPlan will meet the core need and ensure that eligibility for federal funds continues and regulatory requirements for public outreach are met.
2. **Mobility Management Section 5310 Funding.** Section 5310 funding is designed to meet the needs of people who are elderly or who have disabilities. The State is the direct recipient of 5310 funds and either MetroPlan or Mountain Line can be a sub-recipient. MetroPlan would be the default sub-recipient, so changing the sub-recipient to Mountain Line requires documentation. This IGA will provide that documentation. Historically, Mountain Line has played a lead role in applying for and receiving section 5310 funds for mobility management, and the role of MetroPlan has been supportive of Mountain Line efforts. Delegating authority for 5310 mobility management funds to Mountain Line will allow both organizations to save time. The language in this IGA makes clear that Mountain Line can apply directly to ADOT for funding without having to add a step of working through MetroPlan. By reducing a layer of bureaucracy, funds flow more smoothly and administrative costs are reduced.
3. **Personnel Services.** In order for MetroPlan to retain eligibility for Arizona State Retirement System (ASRS) and Social Security Insurance (SSI) after June 30, 2020, MetroPlan needed to enter into an "employee on loan" relationship with another agency. This relationship provides benefits for MetroPlan employees while reimbursing Mountain Line for its costs.

The proposed amendment to the IGA makes the following changes:

1. Grant Management. The amendment makes clear that MetroPlan will be responsible for managing transit funding that is distributed by formula and Mountain Line will manage funding that is distributed competitively. This change recognizes the different transit funding sources that are available and divides the responsibility for fund management in a manner that makes sense to both organizations. This change also allows MetroPlan to charge up to 10% for the costs of passing through competitive 5305 transit grants to Mountain Line.
2. Public Participation. The amendment makes clear that MetroPlan will be responsible for the development of demographics for non-English speaking Title VI requirements. This change accommodates additional requirements of the federal government that MetroPlan is willing and able to carry out.
3. The amendment allows Mountain Line to support MetroPlan's procurement efforts for procurement's that are under \$14,999.99. This change provides some efficiency since Mountain Line has staffing expertise in procurement.
4. This amendment allows MetroPlan to bill Mountain Line for \$283,000 of transit funds for transit related MetroPlan projects.

4. TAC and Management Committee Discussion



5. Fiscal Impact

- i** *If this IGA amendment is approved, MetroPlan will be able to invoice Mountain Line for up to \$283,000 for transit related activities and will also be able to charge up to 10% for the costs of managing federal transit grants.*

6. Alternatives

- i**
- 1) *Approve the IGA amendment with Mountain Line (Recommended). This alternative is recommended because the IGA provides clarity in how MetroPlan and Mountain Line will work together to accomplish individual and shared objectives.*
 - 2) *Do not approve the IGA amendment with Mountain Line. This alternative is not recommended because Mountain Line and MetroPlan have established*

a partnership that efficiently and effectively meets the needs of both organizations.

7. Attachments



- 1) *Original IGA Dated April 16, 2020*
- 2) *First Amendment to IGA*

DRAFT

INTERGOVERNMENTAL AGREEMENT

Between
Flagstaff Metropolitan Planning Organization, DBA MetroPlan
and

Northern Arizona Intergovernmental Public Transportation Authority, DBA Mountain Line

This Intergovernmental Agreement ("Agreement") is entered into this 16 day of April, 2020 (the "Effective Date"), among the Flagstaff Metropolitan Planning Organization ("FMPO" or "MetroPlan"), an Arizona nonprofit corporation, with a legal address of 112 N Elden Street, Flagstaff, Arizona, and Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line"), a political subdivision of the State of Arizona with offices at 3773 N Kaspar Lane, Flagstaff, Arizona. Mountain Line and MetroPlan may each be referred to in this Agreement individually as a Party, and collectively as the Parties.

RECITALS

- A. The Parties have authority to enter into this intergovernmental agreement pursuant to A.R.S. § 11-952 for joint exercise of authority and cooperative action.
- B. MetroPlan wishes to procure payroll and personnel management services from Mountain Line and Mountain Line wishes to provide these services.
- C. Mountain Line requires MetroPlan to conduct public participation services and processes as part of federal requirements for public transportation funding and MetroPlan wishes to provide these services.
- D. MetroPlan and Mountain Line mutually desire to establish grant management processes with the State of Arizona that are efficient and effective.
- E. MetroPlan and Mountain Line mutually desire to have Mountain Line manage section 5310 funds for the region.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. Purpose of the Agreement

The purpose of this Agreement is to identify responsibilities and commitments between the parties.

2. Duration and Termination of Agreement

This Agreement will remain effective from the date it is executed by both Parties through June 30, 2025. A Party may terminate this Agreement upon at least sixty (60) days prior written notice to the other Party to the Agreement. Terminating the Agreement shall not relieve a Party from those liabilities or obligations already incurred under this Agreement. The Agreement will renew automatically, subject to the appropriation of funds by MetroPlan or the federal or state government for FMPO purposes, for two (2) additional terms of five (5) years each, unless this Agreement is cancelled as described above.

3. Public Participation

MetroPlan will provide public participation notices and processes for Mountain Line as required to meet federal and state requirements for public participation and open meetings. These

responsibilities include appropriate notification on MetroPlan meeting agendas, advertisement of public opportunity for participation, publication of the Transportation Improvement Program (TIP) and related documents.

4. Employment of Personnel

Mountain Line will establish within its personnel system positions to be occupied exclusively by employees to be assigned to MetroPlan, ("Assigned Employees").

4.1 Assigned Employees. All Assigned Employees, including temporary, interns and part-time employees are subject to Mountain Line personnel policies and procedures with the following considerations, exceptions and contingencies.

4.1.1 Terms of employment including but not limited to Paid Time Off (PTO), medical and dental insurance, Arizona State Retirement System (ASRS), Social Security Insurance (SSI), life insurance, deferred compensation, and accrual rates will follow Mountain Line benefits except where MetroPlan employment letters for current employees specifically differ from Mountain Line benefits. In the event that MetroPlan employment letters related to terms of employment or benefits differ from Mountain Line, the terms of the MetroPlan employment letters shall prevail. (See sample appendix A)

4.1.2 The MetroPlan Executive Director is responsible for and authorized to make personnel management decisions in accordance with adopted Mountain Line policies for Assigned Employees, including but not limited to compensation levels, scheduling, travel approvals, classification, job titles, promotions and disciplinary action.

4.1.3 The Mountain Line CEO and General Manager is responsible and authorized to approve or deny personnel management decisions for Assigned Employees that include compensation adjustments, or disciplinary actions under Mountain Line policies and as per MetroPlan's annual adopted budget.

4.1.4 Hiring and termination of Assigned Employees shall be conducted in accordance with adopted Mountain Line Policies.

4.2 MetroPlan Executive Director. The MetroPlan Executive Director, as a contract employee, is also an Assigned Employee and is subject to the adopted Mountain Line Policies, except as set forth in the MetroPlan Executive Director contract and as follows:

4.2.1 MetroPlan Executive Director reports to the MetroPlan Executive Board and serves at the pleasure of the MetroPlan Executive Board.

4.2.2 Pay, benefits and position details for the MetroPlan Executive Director will be established by the MetroPlan Executive Board and a copy of the Executive Director's contract signed by the MetroPlan Executive Board Chair and MetroPlan Executive Director will be provided to Mountain Line. The MetroPlan Executive Director's contract with Mountain Line will include the same terms as his contract with MetroPlan.

4.2.3 All personnel decisions related to the MetroPlan Executive Director including compensation, benefits and disciplinary action are to be determined by and detailed within the contract as agreed up and approved by the MetroPlan Executive Director and Executive Board and not subject to approval of the Mountain Line CEO or Mountain Line Board of Directors.

4.3 Payroll Services.

4.3.1 Mountain Line will issue payroll checks, W-2 forms and other payroll services for Assigned Employees.

4.3.2 MetroPlan will reimburse Mountain Line by the 15th of each month for the prior month's payroll expenses plus the related ratio of direct shared cost for staff actually performing payroll and human resource services for MetroPlan as per Section 4 of Mountain Line's Financial Management Plan.

4.3.3 Benefit enrollment shall be conducted by Mountain Line in accordance with adopted Mountain Line Policies.

4.4 Procurement. MetroPlan will be responsible for its own procurement. Mountain Line procurement policies and practices will not apply to MetroPlan activities. Further, Mountain Line will bear no responsibility for MetroPlan procurement practices.

4.5 Travel. MetroPlan will be responsible for its own travel claims and policies. Mountain Line travel policies and practices will not apply to MetroPlan employees. Further, Mountain Line will bear no responsibility for management of MetroPlan.

4.6 Unemployment Claims. Unemployment claim costs incurred by Mountain Line for Assigned Employees will be reimbursed by MetroPlan.

4.7 Workers' Compensation. Actual workers' compensation costs incurred by Mountain Line for Assigned Employees will be reimbursed by MetroPlan.

4.8 Employment Practice Liability. The portion of Mountain Line's employment practice liability insurance incurred by Mountain Line in relation to Assigned Employees will be reimbursed by MetroPlan.

4.9 Other Expenses. Any other expenses incurred by Mountain Line in relation to the Assigned Employees will be reimbursed by MetroPlan.

5. **Section 5310 Funds**

MetroPlan designates Mountain Line as the region's responsible agent for mobility management coordination activities and management of 5310 funds. Mountain Line accepts responsibility for management of 5310 funding.

6. **Liability and Indemnification**

6.1 Force Majeure. A Party shall not be liable for failure to comply with any of the terms and conditions of this Agreement where any failure to comply is caused by an act of God, court order, government regulation or requirement, other than those imposed by the Party that fails to perform, strike or labor difficulty, fire, flood, windstorm, breakdown or other damage to equipment, power failure or any other cause beyond the reasonable control of said Party.

6.2 Indemnification. To the fullest extent permitted by law, each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's

fees) (collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

6.3 Indemnification Related to Employment. To the fullest extent allowed by law, MetroPlan agrees to indemnify, defend, and hold harmless Mountain Line from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively referred to as "Employment Claims") arising out of or relating to Mountain Line's employment of the Assigned Employees.

7. Dispute Resolution

7.1 Mediation. If a dispute arises out of or relates to this Agreement, and if the dispute cannot be settled through negotiation, the Parties agree first to try in good faith to resolve the dispute by mediation before resorting to litigation or some other dispute resolution procedure. Mediation will take place in Flagstaff, Arizona, be self-administered and be conducted under the CPR Mediation Procedures established by the CPR Institute for Dispute Resolution, 366 Madison Avenue, New York, New York 10017, (212) 949-6490, www.cpradr.org, with the exception of the mediator selection provisions, unless other procedures are agreed upon by the Parties. Unless the Parties agree otherwise, the mediator(s) shall be selected from panels of mediators trained under the auspices of the Alternative Dispute Resolution Program of the Coconino County Superior Court. Each agrees to bear its own costs in mediation. The Parties will not be obligated to mediate if an indispensable Party is unwilling to join the mediation.

7.2 Legal Action. This mediation provision is not intended to constitute a waiver of a Party's right to initiate legal action if a dispute is not resolved through good faith negotiation or mediation, or if a Party seeks provisional relief under the Arizona Rules of Civil Procedure. Nothing in this Agreement shall be considered a waiver of the requirements of A.R.S. §12-821 or 12-821.01 by either Party.

7.3 Litigation and Attorney's Fees. In the event any action at law or in equity is instituted between the Parties in connection with this Agreement, the prevailing Party in the action will be entitled to its costs including reasonable attorneys' fees, expenses (including expert witness fees) and court costs from the non-prevailing Party.

8. Notices

Unless otherwise specified in this Agreement, any notice or other communication required or permitted to be given shall be in writing and sent to the address given below for the Party to be notified, or to such other address notice of which is given:

If to Mountain Line:
CEO and General Manager
Mountain Line
3773 N. Kaspar Drive
Flagstaff, Arizona 86004

If to MetroPlan:
Executive Director
MetroPlan
6 East Aspen Ave., Suite 200
Flagstaff, Arizona 86001

9. General Provisions

9.1 Authorization to Contract. Each Party represents and warrants that it has full power and

authority to enter into this Agreement and perform its obligations under this Agreement and has taken all required acts or actions necessary to authorize the same.

9.2 Integration; Modification. Each Party acknowledges and agrees that it has not relied upon any statements, representations, agreements or warranties, except as expressed in this Agreement, and that this Agreement constitutes the Parties' entire agreement with respect to the matters addressed in this document. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matters are superseded and merged in this Agreement. This Agreement may be modified or amended only by written agreement signed by or for both Parties and recorded by the County Recorder, and any modification or amendment will become effective on the date so specified, but no earlier than the date of the recording by the County Recorder.

9.3 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, either party may cancel this Agreement without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of a Party is, at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of another Party of the Agreement in any capacity or as a consultant to the other Party of the Agreement with respect to the subject matter of this Agreement.

9.4 Waiver. No failure to enforce any condition or covenant of this Agreement will imply or constitute a waiver of the right of a Party to insist upon performance of the condition or covenant, or of any other provision of this Agreement, nor will any waiver by either Party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach under this Agreement.

9.5 Compliance with Immigration Laws and Regulations. Pursuant to the provisions of A.R.S. § 41-4401, each Party warrants to the other Parties that the warranting Party and its subconsultants, if any, are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. § 23-214(A). The Parties acknowledge that a breach of this warranty by a Party or any of its subconsultants is a material breach of this IGA subject to penalties up to and including termination of this IGA or any subcontract. Each Party retains the legal right to inspect the papers of any employee of the other or any subconsultant who works on this IGA to ensure compliance with this warranty.

9.5.1 A Party may conduct random verification of the employment records of the other Parties, and any of its subconsultants, to ensure compliance with this warranty.

9.5.2 A Party will not consider the other Parties or any of their subconsultants in material breach of the foregoing warranty if the other Party and its subconsultants establish that they have complied with the employment verification provisions prescribed by 8 USC § 1324(a) and (b) of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

9.5.3 The provisions of this Article must be included in any contract a Party enters into with any and all of its subconsultants who provide services under this IGA or any subcontract. As used in this Section 10.5, "services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility, or improvement to real property.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as of the day and year first written above.

Mountain Line/NAIPTA



Heather Dalmolin,
CEO and General Manager

Attest:


Clerk of the Board
Tamara Pithon, on behalf
of the Clerk of the Board

MetroPlan/FMPO

Jeff Meilbeck Digitally signed by Jeff Meilbeck
Date: 2020.04.07 09:17:39 -0700

Jeff Meilbeck,
Executive Director

Attest:

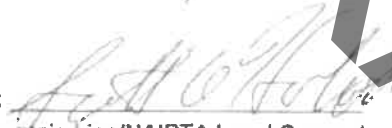
Rosie Wear Digitally signed by Rosie Wear
Date: 2020.04.08 14:10:41 -0700
Clerk of the Board


PROPER FORM AND AUTHORITY:

This IGA has, prior to its execution, been submitted to the attorney for each Party, who has determined that the agreement is in the proper form and is within the powers of and authority granted under the laws of this state to such Party.

Dated this 16th of April, 2020.

Dated this 8th of April, 2020.

By: 
Mountain Line/NAIPTA Legal Counsel
Dickinson Wright PLLC

By: 
MetroPlan/FMPO Legal Counsel
Mangum, Wall, Stoops & Warden, PLLC

4820-1905-7063 v1 [53963-10]

Appendix A - SAMPLE

(Date)

(Employee Name)
(Employee Address)

Pursuant to the Intergovernmental Agreement (IGA) between Mountain Line and MetroPlan recorded on (date), this letter serves two purposes:

- 1) As a letter of offer for employment with the Northern Arizona Intergovernmental Public Transportation Authority ("Mountain Line") on assignment to Flagstaff Metropolitan Planning Organization ("MetroPlan"), and
- 2) As a letter of resignation from employment with the City of Flagstaff.

By signing this letter, it is agreed that employment with Mountain Line is contingent on the following terms and conditions:

1. I resign my position as (title) with the City of Flagstaff effective June 30, 2020 at 11:59 PM.
2. I accept a position as (title) with Mountain Line on assignment to MetroPlan effective July 1, 2020 at 12:00 AM.
3. I accept that effective on July 1, 2020 at 12:00 AM, the employment and personnel policies of the Mountain Line shall prevail with the following details and specific exceptions:
 - a. Pay Rate is (\$x.xx) per (hour or year), i.e. \$20 per hour or \$40,000 per year
 - b. Pay Range and grade is (x to x); i.e. \$15,000 to \$50,000, grade 15
 - c. Job Description is as attached
 - d. Hire Date (Indicate hire date with MetroPlan, i.e. 4/1/1997)
 - e. Vacation accrual bank as of July 1, 2020 = ____, as recorded and updated by the final payroll issued by the City of Flagstaff, will be carried forward to Mountain Line (indicate projection of vacation hours and commit to it on both sides, i.e. x hours)
 - f. Sick leave accrual bank as of July 1, 2020 = ____, as recorded and updated by the final payroll issued by the City of Flagstaff, will be carried forward to Mountain

Line (indicate a projection of sick leave hours and commit to it on both sides, i.e. x hours)

- g. Vacation accrual rate at x days per year and accrual cap of x hours, per current Vacation Policy (Policy x) of the City of Flagstaff
- h. Sick leave accrual rate at x days per year and accrual cap of x hours, , per current Vacation Policy (Policy x) of the City of Flagstaff
- i.
- j. Sick leave buy back of 50% of sick leave bank upon retirement from MetroPlan, , per current Vacation Policy (Policy x) of the City of Flagstaff
- k.
- l.

Signed

EMPLOYEE:

METROPLAN:

[Employee Name]

Date

Jeff Meilbeck, Executive Director

Date

**FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT
Between Flagstaff Metropolitan Planning Organization, DBA MetroPlan
and Northern Arizona Intergovernmental Public Transportation Authority,
DBA Mountain Line**

THIS FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT (“First Amendment”) is made and entered into effective as of the 1ST day of November, 2020 (the “Effective Date”), by and between the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona (“Mountain Line”), and Flagstaff Metropolitan Planning Organization, DBA MetroPlan, an Arizona non-profit corporation (“MetroPlan”). Mountain Line and the MetroPlan are sometimes referred to in this First Amendment collectively as the “Parties” and each individually as a “Party.”

RECITALS:

A. The Parties entered into an Intergovernmental Agreement dated August 16, 2020, (the “Original Agreement”). All capitalized terms used without definition in this First Amendment shall have the definitions ascribed to them in the Original Agreement, as modified by this First Amendment.

B. The Parties now desire to amend the Original Agreement upon the terms and conditions contained in this First Amendment.

C. Recitals A through D in the original Agreement are incorporated by this reference as if fully set forth herein.

AGREEMENTS:

NOW, THEREFORE, for and in consideration of the foregoing Recitals and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby amend the Original Agreement, as applicable, as follows:

1. Recitals E is amended and restated to read: “MetroPlan and Mountain Line mutually desire to have Mountain Line manage all Section 5310 funds. MetroPlan and Mountain Line mutually desire to have MetroPlan manage Section 5305 transit funds that are awarded to the region by formula and Mountain Line to manage Section 5305 funds that are awarded to the region competitively.”

2. Section 3, Public Participation, is amended and restated to read: “MetroPlan will provide public participation notices and processes for Mountain Line as required to meet federal and state requirements for public participation and open meetings. These responsibilities include, without limitation, appropriate notification of MetroPlan meeting agendas, advertisement of public opportunity for participation, publication of the Transportation Improvement Program (“TIP”), related documents, and development of demographics for non-English speaking Title VI requirements.”

3. Section 4.4, Procurement, is amended to add the following at the end of Section 4.4: “MetroPlan may request Mountain Line to conduct purchases on behalf of MetroPlan under

the Mountain Line Purchasing Policy micro-purchase threshold of up to \$14,999.99. MetroPlan will submit such micro-purchase purchasing requests to Mountain Line's Purchasing department for approval by Mountain Line prior to any purchase being made. Mountain Line shall submit an invoice for reimbursement to MetroPlan and MetroPlan will reimburse Mountain Line for all costs incurred by Mountain Line for such micro-purchases within 15 days of receipt of the reimbursement request. Mountain Line shall not have any responsibility or liability for any purchase requests or purchases under this Section."

4. Section 5, Section 5310 Funds, is deleted in its entirety and replaced with the following

"5. Funds

"5.1 Section 5310 Funds. Mountain Line accepts responsibility for: (i) acting as the mobility manager on behalf of MetroPlan for the region; (ii) applying for funding under and executing Section 5310 according to the requirements of FTA and ADOT; (iii) management of the Coordinated Mobility Council including posting agendas, taking minutes, and assisting the Chair; and (iv) managing required updates of the Plan. MetroPlan accepts responsibility for: (i) supporting Mountain Line's application for 5310 funds for the region; (ii) adopting the Coordinated Plan; and (iii) attending the Coordinated Mobility Council.

5.2 Section 5305 Funds, Mountain Line agrees to: (i) pay MetroPlan up to 10% of total grant award for administration; (ii) provide all grant application materials 7 days prior to the grant submittal deadline; (iii) prepare billing and submit to MetroPlan for all grant awards; (iv) maintain all records in accordance within requirements of the grant; and (v) provide both project management and grant management services for the life of the consultant contract and grant award, until final plan is complete, and all funds are expended. MetroPlan agrees to: (i) apply for Section 5305 Transit Planning funds on behalf of Mountain Line; (ii) respond to request for assistance with application in a timely matter; (iii) submit the application to ADOT according to requirements of the grant; (iv) be responsible for submitted grant billing to ADOT and reimbursing Mountain Line in five (5) business days after receipt of funds from ADOT; and (v) maintain the right to audit Mountain Line for compliance with the grant. Mountain Line agrees to provide MetroPlan with its annual audit and compliance and management letter, letter on internal controls and single audit report as soon as they become available. Any additional reports, including but not limited to granting agencies' reviews, shall be forwarded to MetroPlan for review. MetroPlan shall have the right to audit, during normal business hours, Mountain Line's books and records relating to the Section 5305 funds upon reasonable written notice to Mountain Line.

5.3 Swapped Funds. Mountain Line agrees: (i) to compensate MetroPlan for up to \$283,000 from the transit tax for transit related projects and work approved in writing by Mountain Line with a cap of \$56,000 in FY2021; (ii) compensation for such work is allowable as of July 1, 2020; and (iii) to offer MetroPlan the opportunity to track staff time on transit related projects through its payroll agreement. MetroPlan agrees to: (i) submit an invoice to Mountain Line for reimbursement with such documentation as

Mountain Line may require establishing that the work completed and for which reimbursement is being sought is related to transit purposes including any third-party invoices; and (ii) submit a request to Mountain Line for the amount of any funding request in future fiscal years no later than January 15 of the prior fiscal year for inclusion in the budget. Mountain Line shall have the right to audit, upon reasonable written notice to Mountain Line, during normal business hours, MetroPlan's books and records relating to the transit related projects and work for which reimbursement has been sought.

5. Reaffirmation of Original Agreement and First Amendment. Except as amended by this First Amendment, all other terms and conditions of the Original Agreement remain in full force and effect. In the event of any conflict between this First Amendment and the Original Agreement, the terms of this First Amendment shall prevail.

6. Counterparts. This First Amendment may be executed by facsimile or in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, binding on all of the Parties. Facsimile signatures shall have the same force and effect as original signatures and shall be binding upon the Parties.

IN WITNESS WHEREOF, the Parties have executed this First Amendment effective as of the Effective Date set forth above.

Mountain Line:

Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona

Date: 01/25/2021

By: Heather Dalmolin
Heather Dalmolin
Its: CEO and General Manager

MetroPlan:

Flagstaff Metropolitan Planning Organization, an Arizona non-profit corporation

Date: _____

By: _____

Its: _____

PROPER FORM AND AUTHORITY:

This IGA has, prior to its execution, been submitted to the attorney for each Party, who has determined that the agreement is in the proper form and is within the powers of and authority granted under the laws of this state to such Party.

By: Scott A. Holcomb
Mountain Line/NAIPTA Legal Counsel
Dickinson Wright PLLC
4811-6434-1459 v1 [53963-1]

By: _____
MetroPlan/FMPO Legal Counsel
Mangum, Wall, Stoops & Warden, PLLC

DRAFT

STAFF REPORT

REPORT DATE: February 18, 2021
MEETING DATE: March 3, 2021
TO: Honorable Chair and Members of the Executive Board
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Strategic Advance Schedule

1. Recommendation:

- i** Staff recommend the Executive Board selects June 2, 2021 from 10:00 AM to 1:00 PM for the MetroPlan Strategic Advance.

2. Related Strategic Workplan Item

- i** This discussion relates to the entire Strategic Workplan because we will be creating a new Strategic Workplan.

3. Background

- i** MetroPlan has a tradition of developing a focused Strategic Workplan with measurable objectives. The purpose of the Workplan is to establish a clear direction for MetroPlan so that staff, Board, Technical Advisory Committee and the Management Committee are all in alignment.

On February 3, 2021, the Board decided to hold the Strategic Advance on either May 5, 2021 or June 2, 2021. Staff have determined that Coconino County has a conflict on May 5, 2021 and therefore suggest the Strategic Advance be scheduled for June 2, 2021. Staff also suggest that the Board apportion an extra hour for the Strategic Advance, scheduling it from 10:00 AM to 1:00 PM. This extra hour will allow us to complete the advance in one session.

4. TAC and Management Committee Discussion



5. Fiscal Impact

- i** *The Advance will be facilitated by staff and there will be no costs.*

6. Alternatives

- i**
 - 1) *Conduct a Strategic Advance on June 2, 2021. This alternative works for all member agencies and keeps the organization moving forward. Further, this alternative uses the first Wednesday of the month at 10:00 AM, a time slot that has traditionally been used by the MetroPlan Board.*
 - 2) *Conduct a Strategic Advance on another date, either specific or tentative.*

7. Attachments

- i** *Draft Agenda*

Metroplan Strategic Advance

Date: TBD

Time: 10:00 AM to 1:00 PM

Location: Zoom Meeting

Goal:

To evaluate the success of our 2020 strategic workplan and apply those lessons to crafting a 2021 - 2022 workplan.

Approach:

Discussion and Survey: TAC, Management Committee and Board Members will develop an agenda for the Advance at regular meetings. A brief survey identifying issues and opportunities will be sent to Board, Management Committee and TAC Members.

3 Hour Zoom Event: A 3-hour Strategic Advance with TAC, Management Committee and Board members for review, discussion and capturing core themes and direction.

Adoption: A 2021 - 2022 workplan will be brought back to the TAC, Board and Management Committee for adoption.

Facilitation: The Advance will be facilitated by staff with limited vendor support.

Agenda:

- 10:00: Welcome and Introductions
- 10:15: Review progress on existing workplan. Where did we succeed, where did we fall short, and why?
- 11:00: Review main issues and opportunities identified in meetings and in surveys
- 12:00: Develop measurable objectives for the next 18 months
- 12:45: Recap
- 1:00: Adjournment

STAFF REPORT

REPORT DATE: February 18, 2021
MEETING DATE: March 3, 2021
TO: Honorable Chair and Members of the Board
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Milton Corridor Master Plan Update

1. Recommendation:

i None. This item is for discussion only.

2. Related Strategic Workplan Item

i Participate in, review, and take formal action in support of -- or recommending adjustments to -- ADOT's Milton/Hwy 180 plan by June 30, 2021.

3. Background

i ADOT staff will present their preliminary findings and recommendation for the Milton/180 Corridor Master Plan project.

4. TAC and Management Committee Discussion

i Pending

5. Fiscal Impact

i None at this time.

6. Alternatives

i *None at this time.*

7. Attachments

i *Pending*

DRAFT

STAFF REPORT

REPORT DATE: February 18, 2021
MEETING DATE: March 3, 2021
TO: Honorable Chair and Members of the Board
FROM: Jeff Meilbeck, Executive Director
SUBJECT: RTAC Appointment of Alternate

1. Recommendation:

- i** Staff recommend that the Board consider appointing an alternate to the Rural Transportation Advocacy Council (RTAC).

2. Related Strategic Workplan Item

- i** MetroPlan leads regional partners

3. Background

- i** At the February 3, 2021 Executive Board meeting, Councilmember Regina Salas was appointed as a Board member to the Rural Transportation Advocacy Council (RTAC). Councilmember Salas will represent MetroPlan at RTAC Board meetings. RTAC meetings will largely focus on transportation policy and funding discussions at the state and federal level.

RTAC, like MetroPlan, has a tradition of appointing alternates to the Board. The purpose of an alternate would be to attend RTAC meetings if Councilmember Salas were unable to attend. RTAC meetings are generally held the fourth Thursday of each month at 1:00 PM.

4. TAC and Management Committee Discussion



5. Fiscal Impact



There is no fiscal impact at this time. If RTAC meetings return to in-person meetings and travel is required, MetroPlan will pay for appropriate travel expenses for the RTAC Board member and/or alternate.

6. Alternatives



- 1) *Appoint an alternate Board Member to the RTAC Board. This alternative provides a connection to a Statewide group that works collaboratively to advance funding and policy needs of rural and small urban areas.*
- 2) *Defer making an appointment of an alternate to the RTAC Board until a later date. This alternative allows the Board more time to consider the issues, schedules and relative interests of each Board member.*
- 3) *Do not appoint an alternate to the RTAC Board. This alternative would leave responsibility for RTAC meetings with the primary member.*

7. Attachments



2021 RTAC Board Meeting Schedule

2021 RTAC BOARD SCHEDULE

January 25	– 10:30 virtual followed by virtual meeting with legislators at 11:30
February 22	– 1:00 virtual
March 22	– 1:00 in person
April 26	– 1:00 virtual
May 24	– 1:00 in person – budget & liaison annual review
June 28	– 1:00 virtual
July 26	– 1:00 in person – possible strategic planning session, earlier start
August 23	– 1:00 virtual
September 27	– 1:00 virtual
October 13	– Wednesday in PM, in person at Maricopa, (first day of Rural Transportation Summit)
November 22	– 1:00 virtual
December 13	– 2:00 virtual

STAFF REPORT

REPORT DATE: February 18, 2021
MEETING DATE: March 3, 2021
TO: Honorable Chair and Members of the Board
FROM: Jeff Meilbeck, Executive Director
SUBJECT: State Legislative and Funding Update

1. Recommendation:

i None. This item is for discussion only and no recommendation is being made at this time.

2. Related Strategic Workplan Item

i Secure at least \$2.1 Million in resources over the next 5 years in a manner that directly benefits member agencies (at least \$750,000 by June 30, 2021)

3. Background

i At the February 3, 2021 Executive Board meeting, staff described how MetroPlan has a tradition of being involved in the development of legislative and funding policy at the State level. We pointed out that while MetroPlan is not an advocacy organization, MetroPlan is responsible for planning major transportation projects in a coordinated way. Since planning and projects cost money, MetroPlan carefully monitors and engages in the formation of funding policy. Furthermore, MetroPlan has a role in competing for funding and working to bring additional funding to our region.

MetroPlan traditionally works through the Rural Transportation Advocacy Council (RTAC). The mission of the RTAC is to “protect and promote rural and small metropolitan transportation interests, as well as creating a stronger and more effective rural transportation advocacy network in Arizona”. This mission

gives RTAC standing and responsibility to advocate for the transportation needs of areas like Greater Flagstaff.

At the February 3, 2021 Executive Board meeting, staff were directed to pursue a special budget appropriation through Councilmember Regina Salas. A letter from Councilmember Salas to Senator Rogers is attached.

Staff were also directed to continue working with RTAC on a statewide distribution of the projected budget surplus for small urban transportation projects for greater Arizona. Over the past 4 weeks the following agreements have tentatively been reached:

- The RTAC advisory committee has tentatively agreed to request a Statewide appropriation of approximately \$30M. This funding would be distributed per capita to the small urban and rural areas through Metropolitan Planning Organizations like MetroPlan and rural Councils of Government like the Northern Arizona Council of Governments (NACOG).*
- RTAC will compile a list of small urban and rural projects annually and make a request for funds during each legislative cycle.*
- It will be up to the local areas, like MetroPlan, to prioritize our projects and inform RTAC of the projects for which funding is sought.*
- Local areas will continue to pursue individual special budget appropriations as they see fit. The letter of request from Councilmember Salas is an example of the types of request local areas may continue to pursue.*

Other Considerations:

- State funding has the benefit of being “local” money in that it does not trigger the requirements that come with federal money.*
- MetroPlan has had longstanding interest in efforts to increase the gas tax, index the gas tax for inflation, and establish tax parity between electric and gasoline powered vehicles. These initiatives continue to be pursued by RTAC.*

4. TAC and Management Committee Discussion



5. Fiscal Impact

 *There is no fiscal impact at this time.*

6. Alternatives

 *No recommendation is being made so no alternatives are being provided.*

7. Attachments

-  1) *Letter from Councilmember Salas to Senator Rogers*
2) *Press Release \$230 Million In New Transportation Investments Statewide*
3) *Proposed Relief Fund Uses Feb 18 2021*

February 10, 2021

**ADOT
CITY OF FLAGSTAFF
COCONINO COUNTY
MOUNTAIN LINE
NAU**

EXECUTIVE BOARD

Chair

Jim McCarthy
Councilmember
City of Flagstaff

Vice-Chair

Patrice Horstman
Supervisor District 1
Coconino County

Becky Daggett
Councilmember
City of Flagstaff

Steve Peru
Mountain Line Board of
Directors

Regina Salas
Councilmember
City of Flagstaff

Jesse Thompson
Arizona State
Transportation Board

VACANT
Supervisor District 2
Coconino County

Dear Senator Rogers,

The City of Flagstaff respectfully requests that you introduce an appropriation of \$5,000,000 from the State budget surplus to be used for the improvement of the Butler and Fourth Street intersection and adjoining approaches.

Fourth Street and Butler Avenues are critical arterials in Flagstaff's network and essential to future growth south of Butler Avenue, including housing supply to address important affordability issues. These state funds will be leveraged against over \$2,500,000 of private investment in the immediate corridor and the City of Flagstaff will invest another \$2,500,000 to complete the project. ADOT and the City are already partnering to build the Fourth Street bridges over I-40 and this appropriation will expand that partnership and complete the corridor.

These improvements are well-studied and supported by City voters. The City is prepared to initiate final design and most of the private investment is ready to go. Roadway reconstruction and the issues it addresses include:

- Expanding the existing roadway from a two to a four-lane minor arterial with bicycle lanes in each direction, ADA compliant sidewalks, and traffic control upgrades to address increased vehicular congestion on Fourth Street. The intersection currently has unsafe conditions for users.
- Reconfiguration of the Fourth Street and Butler Avenue Intersection to address existing and anticipated safety and capacity issues for cars, pedestrians and bicyclists and to correct dangerous flooding conditions and address increased delays at the intersection.

This appropriation creates another opportunity. The City can present it together with the private and City dollars as match against a pending federal grant to extend Fourth Street south and west to J.W. Powell Boulevard.

Please don't hesitate to contact me or MetroPlan Executive Director Jeff Meilbeck (928-220-2272) if you or your team have any questions.

Best regards,



Regina Salas
Flagstaff City Councilmember
MetroPlan Board Member
Rural Transportation Advocacy Council (RTAC) Board Member

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

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Governor Ducey, ADOT Advance \$230 Million In New Transportation Investments Statewide

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ADOT

SHARE

Governor Ducey, ADOT Advance \$230 Million In New Transportation Investments Statewide

Funding To Support I-10 Gila River Bridge Construction, Road Repaving Projects

Governor Doug Ducey today announced \$230 million in new transportation infrastructure investments that will enhance highway safety and meet the demand of new residents moving to Arizona.

"Despite the pandemic, Arizona's economy is strong and families and businesses continue to relocate here in record numbers," said Governor Ducey. "Now is the right time to use our state and federal dollars to make investments that create jobs, modernize our infrastructure, and improve highway safety."

The funding comes from transportation dollars, including higher than anticipated revenue amid Arizona's strong economic recovery, and federal COVID-relief funds.

The projects include:

- **\$33 million** to rebuild and widen the Gila River Bridge on Interstate 10 between Phoenix and Tucson, paving the way for a full expansion of I-10 between the two cities;
- **\$41 million** to widen U.S. Route 93 north of Wickenburg;
- **\$40 million** to add capacity to Interstate 17 north of metro Phoenix; and
- **\$117 million** to improve more than 600 highway lane-miles across the state.



The funding plan is in partnership with the Arizona Department of Transportation (ADOT) and follows formal action last week by ADOT's Priority Planning Advisory Committee. The proposal now will go before the State Transportation Board for consideration at its Feb. 19 meeting.

The I-10 Gila River Bridge is the first step in completing the widening of a key commerce corridor between Phoenix and Tucson. The project will rebuild and widen the I-10 bridge to three lanes in each direction over the Gila River and open opportunities to further widen I-10 in both directions. That project will start construction in 2022.

Road improvements will address rough conditions on more than 600 lane-miles of highways around the state, with nearly 400 of those lane-miles located in rural counties. These 19 projects are expected to be complete in 2022 and will reduce long-term maintenance costs and enhance safety.

"This funding plan outlined by Governor Ducey and ADOT prioritizes Arizona's most immediate transportation needs and opens opportunities for future expansion," said State Transportation Board Chairman Steve Stratton, who represents Pinal, Gila, and Graham counties. "I look forward to working with my fellow board members to put this plan to work."

The projects will be funded with \$150.3 million of COVID-19 relief monies allocated to the state and \$80 million in state transportation funds, including revenue that exceeded earlier revenue projections. As part of the plan, Maricopa County and Pima County regions will receive \$31.3 million for transportation investments through the COVID-19 Emergency Relief Act.

"ADOT is an agency focused on getting everyone Safely Home. That's not just something we say;

it's our true north as a department," said ADOT Director John Halikowski. "These projects—enhancing mobility on I-10 and creating lasting improvements to some of our highways statewide—underscore that commitment to the public and meeting their needs. These projects will support continued economic growth and are designed to address some of our most pressing transportation needs."

Arizona's population [grew](#) by nearly 120,700 people from July 2018 to July 2019, according to U.S. Census Bureau estimates released in December 2019.

Funding from the COVID-19 Emergency Relief Act is part of a \$900 billion stimulus plan approved by Congress in 2020.

To plan your trip, get travel times or see ADOT cameras, download the [AZ 511 app](#).

Download the free [ADOT Alerts app](#) and know when unplanned, major events are impacting traffic near you.

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DRAFT



Rural Transportation Advocacy Council

Linking Arizona to the Global Economy

Central Arizona Governments
Central Yavapai Metro. Planning Org.
Lake Havasu Metro. Planning Org.
MetroPlan Greater Flagstaff
Northern Arizona Council of Gov'ts.
Sierra Vista Metro. Planning Org.
Southeastern AZ Governments Org.
Sun Corridor Metro. Planning Org.
Western Arizona Council of Gov'ts.
Yuma Metropolitan Planning Org.

February 18, 2021

BREAKDOWN OF FEDERAL RELIEF FUNDING AND ADDED HURF REVENUES:

TOTAL NEW AVAILABLE FUNDING:

Federal Relief Funding: \$181.6M \$31.3M mandated MAG/PAG sub-allocation
\$150.3M remaining ADOT balance
HURF adjusted forecast: \$81M
Total new revenue: \$262.6M (\$231.3M available to ADOT)

PROPOSED USES:

\$31.3M MAG/PAG suballocation
\$61.1M Greater AZ maintenance projects
\$40M MAG maintenance projects
\$15.3M PAG maintenance projects
\$41M US93 project north of Wickenburg
\$40M I-17 project from Cordes Junction to Anthem
\$33M I-10 Gila River Bridge

Proposed uses total \$261.7M (\$230.4M total for ADOT)

* These numbers came from several ADOT documents, I assume some were rounded and others were not, creating a \$.9M discrepancy between revenue and proposed use totals.

Here is a breakdown of the proposed maintenance project activity:

CARES Act - Pavement Life Extension							
Highway Name	Begin MP	End MP	District	County Name	Lane Miles	Total Project Cost (\$)	County Totals (\$)
S 264	465	476.1	NE	Apache	42.43	\$7,319,838	\$7,319,838
S 092	325.2	328.24	SC	Cochise	12.13	\$1,394,950	\$6,527,950
S 090	289.7	298.09	SC	Cochise	35.4	\$5,133,000	
U 089	545.78	556.99	NC	Coconino	22.42	\$3,943,787	\$3,943,787
S 260	272.2	282.5	NC	Gila	40.53	\$7,230,127	\$7,230,127
S 095	144.5	148.3	SW	La Paz	15.2	\$1,748,000	\$1,748,000
S 068	0	14.67	NW	Mohave	59.37	\$8,258,791	\$8,258,791
I 040	259	267.5	NC	Navajo	34	\$7,252,900	\$7,252,900
S 287	134.58	142.96	SC	Pinal	17.67	\$2,032,050	\$8,477,800
S 077	82.1	95.05	SC	Pinal	56.05	\$6,445,750	
S A089	322.43	324.85	NW	Yavapai	7.59	\$1,396,100	\$7,719,250
S 069	271.56	279.1	NW	Yavapai	30.16	\$6,323,150	
U 095	33.7	44.3	SW	Yuma	22.77	\$2,618,550	\$2,618,550
			Total		395.72		\$61,096,993
Highway Name	Begin MP	End MP	District	County Name	Lane Miles	Total Project Cost (\$)	County Totals (\$)
I 010	242	252.42	SC	Pima	62.52	\$8,894,891	\$15,252,491
I 019	50.3	58.5	SC	Pima	32.8	\$3,772,000	
S 086	166.5	171.62	SC	Pima	20.48	\$2,585,600	
			Total		115.8		\$15,252,491
Highway Name	Begin MP	End MP	District	County Name	Lane Miles	Total Project Cost (\$)	County Totals (\$)
I 010	100	105.9	C	Maricopa	5.9	\$3,068,000	\$39,966,050
I 017	207	217	C	Maricopa	10	\$35,000,000	
S 087	201.11	204.3	C	Maricopa	12.76	\$1,898,050	
			Total		28.66		\$39,966,050
Grand Total							\$116,315,534

ADOT STB Agenda Amendment 2/16/21

STAFF REPORT

REPORT DATE: February 18, 2021
MEETING DATE: March 3, 2021
TO: Honorable Chair and Members of the Board
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Regional Transportation Plan (RTP) Update

1. Recommendation:

i None. This item is for discussion only.

2. Related Strategic Workplan Item

i Initiate 20 year Regional Transportation Plan (RTP) process and have scope completed and team assembled by December 31, 2020

3. Background

i MetroPlan is mandated to produce a long-range regional transportation plan every 5 years. The last plan, Blueprint 2040, was adopted in May 2017. A typical plan can take up to 2 years to produce. To meet federal expectations, the plan must comply with 49 USC 5303(i). and “accomplish the objectives outlined by the MPO, the state, and the public transportation providers with respect to the development of the metropolitan area’s transportation network. This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) to meet the region’s economic, transportation, development and sustainability goals – among others – for a 20+-year planning horizon, while remaining fiscally constrained.”

One component of the RTP process is the creation of an advisory group. This advisory group met on January 27th and has continued to work through e-mail and telephone communication. The group came to consensus on a core approach to the RTP effort and the following bullets summarize the work that will be done:

- a. **Scenario 1: Current Land Use and Current Planning.** This scenario will forecast the projects as envisioned and funded in the 2018 Voter approved initiatives. These projects will be fiscally constrained meaning they will use reasonably available resources. However, these projects can be updated to reflect new information including recent planning activity and shifts in community interest. For example, the Milton Corridor Master Plan is being completed by ADOT and we want to include those findings in our planning. Similarly, there is renewed interest in sustainability and making the current projects as sustainable as possible within existing constraints. The existing constraints are the language and funding levels approved by voters. In other words, there is some room to fine tune the projects, and there are distinct limits.
- b. **Scenario 2: Enhanced Sustainability Scenario:** This scenario will look at modifications to projects to reduce emphasis on single occupant vehicles. This scenario will not be fiscally constrained, but it will be an exercise in envisioning a new way of doing business. This scenario will present options which the community could pursue for funding if the community desired to do so. As such, this scenario will identify possibilities for major modifications to approved projects and new projects. However, and significantly, such scenarios will not be in the fiscally constrained plan and will not dictate policy or approach to member agencies. They will be a starting point for additional legal, funding, and design work if the community wishes to pursue them further.

Procurement Process

The Request for Proposals was approved for release and is on the following schedule:

February 3, 2021	MetroPlan Executive Board approval to release RFP
February 22, 2021	RFP Posted
March 1, 2021	Preproposal Meeting 11::00 AM
April 5, 2021	Responses to RFPs due by 12:00 pm
April 2021	Responses to RFPs reviewed and ranked
April 20, 2021 9:00 to Noon	Interviews <u>may</u> be conducted by selection committee

April 21, 2021 1:00 to 4:00 PM Interviews may be conducted by selection committee

April 2021 Contract negotiations

April 2021 MetroPlan Technical Advisory Committee final contract review (optional)

April 2021 MetroPlan Management Committee final contract review (optional)

May 5, 2021 Consideration by MetroPlan Executive Board

June 2, 2021 Continued consideration by MetroPlan Executive Board (Optional)

4. TAC and Management Committee Discussion



5. Fiscal Impact

MetroPlan budgeted \$300,000 for this project.

6. Alternatives

None provided.

7. Attachments

Advisory Group Charter and Meeting List - Final
Regional Transportation Plan (RTP) Request for Proposals (RFP)

Regional Transportation Plan (RTP)
Executive Director Advisory Group
Charter

Vision:

The region will adopt a 25 year transportation plan (Transpo 2045) that meets community needs, including economic development and environmental objectives¹.

Mission:

To advise the MetroPlan Executive Director on how to balance the requirements of voter approved propositions with the current and projected needs of the community by identifying and prioritizing relevant performance metrics and reflecting these solutions in the Transpo 2045 Plan.

Approach:

Establish a small group of economic development, environmental, government and business leaders² who will:

- Commit mental energy towards achieving our vision and mission.
- Advocate for their own perspectives while listening carefully to other perspectives.
- Ensure that priority projects are included in the Transpo 2045 plan.
- Develop key performance metrics as measurements, i.e. vehicle miles travelled, emission reduction, travel delay
- Make recommendations that meet both environmental and economic development needs.

Author a Transpo 2045 Introductory Letter that summarizes the findings and recommendations of the Advisory Group.

Time-Commitment

- 7 meetings of 90-minute duration between January 2021 and January 2022
- Commitment may be extended for 3 additional meetings in 2022 with approval of group; however, group will be dissolved on or before June 30, 2022.
- Reading between meetings
- Act as a communication liaison with other groups or organizations on which you serve.

Authority

The Advisory Group is advisory to the MetroPlan Executive Director

¹ Definitions to be determined at April 28, 2021 meeting

² May include ADOT, Chamber of Commerce, COF, County, ECoNA, Flag 40, Citizen Representatives, NAIPTA (Mountain Line), and NAU

Advisory Group Meetings and Tentative Agendas

Kick-Off Meeting – January 27, 2021: 90 minutes

- Introductions and reason for serving (Roundtable)
- Review findings of stakeholder interviews (Meilbeck)
- Overview of Regional Transportation Plan and Timeline – What is it? (Meilbeck)
- Review, modify and agree to charter, calendar and tentative agenda (Meilbeck)
- Review draft scope of work for RFP (if time allows).

February 24, 2021 Meeting: 90 minutes

- Modal Overview (Modal Minute?)
- Review draft scope of work and provide feedback before Request for Proposals (RFP) to hire a planning consultant is formally released. (Note: 2-2-2021: This item was discussed at 1-27-2021 meeting and attempt is being made to complete this item through e-mail and telephone meetings before 2-24-2021).

April 28, 2021 Meeting: 90 minutes

- Review short list of proposals from top scoring consultant(s) and provide feedback
- Define economic development and environmental objectives

June 23, 2021 Meeting: 90 Minutes

- Receive update from executive director and consulting team and provide feedback on proposed consulting team timeframe and approach.

August 25, 2021: 90 Minutes

- Receive update from executive director and consulting team and provide feedback on the proposed public participation process.

October 27, 2021: 90 Minutes

- Review draft of Transpo 2050 Plan and provide feedback on document
- Review draft of Transpo 2050 Introductory letter and provide feedback

January 26, 2022: 90 Minutes

- Review final draft of Transpo 2050 Plan and provide feedback
- Finalize Transpo 2050 Introductory letter and approve for publishing
- Determine if additional meetings are needed through June 2022.



NOTICE OF REQUEST FOR PROPOSALS

**For
Flagstaff Metropolitan Planning Organization (MetroPlan)**

2045 REGIONAL TRANSPORTATION PLAN

Issued: 2/22/21

Submittals Due: 4/5/21 12:00 Noon Local Time

REQUEST FOR PROPOSALS
MetroPlan
2045 REGIONAL TRANSPORTATION PLAN

The Flagstaff Metropolitan Planning Organization (herein referred to as MetroPlan) invites qualified consultants to respond to the Request for Proposals (RFP) to provide professional services for the 2045 Regional Transportation Plan (herein referred to as the Plan).

Response to Request for Proposals will be received until April 5, 2021, at the MetroPlan office, 6 East Aspen Suite 200, Flagstaff Arizona 86001

Any proposal received after 12:00 pm local time on the above stated date will be returned unopened. Submittals must conform to the prepared Scope of Work within the RFP available at www.metroplanflg.org or by request made to the MetroPlan office at rosie.wear@metroplanflg.org

The proposal envelope shall indicate the name and address of respondent, and shall be addressed to MetroPlan, 6 East Aspen Suite 200, Flagstaff, AZ 86001. Please include on the outside of the envelope: **Request for Proposals: MetroPlan 2045 Regional Transportation Plan Update.**

Rosie Wear, Business Manager

INTRODUCTION

MetroPlan, the Flagstaff metropolitan planning organization, is seeking consulting services to produce a mandated update to the Regional Transportation Plan (RTP). The consultant will assist the MPO in preparing background data and analysis, crafting performance metrics, developing and evaluating alternatives, engaging the public and producing the policies and programs for the new RTP. The last update was adopted in 2017.

The primary deliverable products for the RTP Update shall include the following:

- Project Administration
- Public Engagement
- Plan Preparation
- Final Plan

Success on the RTP will be measured as followed:

- Excellent Project Administration
- Documentation of Current Socioeconomic and Transportation Conditions
- Validation and Update of Regional Travel Demand Model using 2019 Data
- Completing Equity and Accessibility Analysis
- Project 2045 Metrics based on two different design models:
 - Current land use plan assumptions.
 - Sustainable model emphasizing Transportation Demand Management (TDM) land use and transportation facility and system design including bike, pedestrian and transit modes and a focus on trip reduction.
- Providing a robust public engagement experience that is compelling, well-attended, educational, delivers actionable information, and “reports out”.

BACKGROUND

The 2017 Update to the RTP identified \$250 Million in projects and resulted in 3 ballot initiatives being sent to voters: Prop 419 for general transportation, Prop 420 for a Lone Tree railroad overpass, and Prop 421 for transit service improvements. Two of those initiatives passed, but the transit funding was not approved by voters. As a result of these 2018 ballot box decisions, the 2022 RTP update may be more about “how” than “what”. In other words, the region is clear on the projects that need to be completed and has a commitment to voters to deliver. However, the design, relative modal emphasis of the projects, and program schedule need further exploration in light of recent policy developments

In addition to the passage of funding propositions in 2018, the City of Flagstaff recently declared a climate emergency and seeks to achieve carbon neutrality by 2030. MetroPlan is positioned to support this effort through our RTP. One way MetroPlan can provide support is to clearly communicate to decision makers and the public the effectiveness of various transportation design strategies in meeting mobility, accessibility and climate action goals.

TASKS:

Task 1. Project Administration

1.1 Kick-off Meeting

Conduct a kick-off meeting to review the scope, project schedule, public involvement plan, and deliverables.

1.2 Ongoing Project Management

Consultant will provide a Project Management Plan that specifies and commits to maintaining regular communication with the MetroPlan project manager, takes ownership of keeping follow-up items rolling forward, and provides a written status report and invoice on a monthly basis.

1.3 MetroPlan Committee Involvement

Schedule and conduct weekly project meetings with the MetroPlan project manager, and monthly meetings with the Advisory Group, Technical Advisory Committee and Management Committee. MetroPlan staff will engage the Executive Board regarding the RTP,

1.4 Public Engagement and Communication Plan (Defined further in Task 5)

Develop a robust public engagement and communication plan and schedule of public meetings. Provide leadership in developing content for, promoting attendance at, and synthesizing information from each public engagement effort. Consultant will use IAP2 standards to recommend engagement levels for various groups, document direction provided from staff, advisory group, TAC and Executive Board, and manage process in a manner consistent with direction provided (see Task 5).

Task 2. Document Current Socioeconomic and Transportation Conditions

2.1 Collect and Analyze Socioeconomic Data

The consultant will utilize and evaluate any US Census, State, Local or other socioeconomic and land use data as applicable.

2.2 Research and develop trip generation rates in response to COVID 19.

Develop 1 to 3 credible methodologies for trip generation rates and make a recommendation with justification on which methodology to use in model forecasting. Review with staff, steering committee and TAC and get consensus to move forward with a specific methodology prior to moving on to other tasks.

Task 3: Validation and Update of Traffic Forecast Model using 2019 Data

3.1 Update as needed

The consultant will review the MetroPlan 2017 base year model which is being calibrated and finalized in Winter 2020 and discuss with MetroPlan staff where updates and additional work is needed. MetroPlan staff are expected to begin the process of updating the model with 2019 data and will require some level of assistance, to be determined, from the RTP consultant.

- Maintain a TransCAD license (agency or consultant) or other capability to edit MetroPlan travel demand model inputs and run the regional transportation demand model
- Modify the base data files to represent the various desired planning scenarios (e.g., network, demographic, etc.)

Task 4: Project 2045 Costs and Performance Metrics based on two different scenarios:

- Current land use plan assumptions that include TDM
- Sustainable model emphasizing Transportation Demand Management (TDM) land use and transportation facility and system design including bike, pedestrian and transit modes and a focus on trip reduction.

4.1 Project 2045 Costs (Construction and Operating) and Performance Metrics based on the current land use plan

- The consultant will review current land use plans and approved projects and funding sources and will work with MetroPlan staff to develop a 2045 scenario using the regional transportation demand model.
- This scenario will incorporate recent changes in community policy and interests including the results of the Milton/180 Corridor Master Plan and sustainability initiatives.
- The consultant will develop a programming sequence for the current land use plan scenario for roads, pedestrians, bikes and transit. This work will include a conceptual budget on how the complete program of projects would be funded and implemented. This scenario will be fiscally constrained using existing and reasonably forecasted local, state and federal revenues.
- This work will be consistent with the voter approved program of projects from 2018.
- As part of this work, the consultant will validate costs of construction and ongoing operating and maintenance costs to confirm adequacy of funding levels and identify discrepancies, if any.
- Since some local funds sunset in 2041, the consultant will work with stakeholders to identify reasonably available revenues for the period 2041 to 2045 for streets, highways, pedestrians, bicycles and transit. This work will include:
 - Developing and recommending a methodology for local revenue assumptions 2021 through 2045.
 - Reviewing with staff, advisory group, Executive Board and TAC and get consensus to move forward with a specific methodology prior to moving on to other tasks. Questions to be answered include:
 - Will we assume ongoing extensions of existing local revenue

- sources at flat levels as currently approved by voters?
 - Will we assume that all local revenue sources are not renewed on their pending sunset dates?
 - Will we use a combination of the above methods?
- The consultant will develop metrics of system performance including, but not limited to, Vehicle Miles Traveled (VMT), greenhouse gas emissions, travel times in key corridors, economic impacts and other metrics informed by the expertise of the consultant and the input of the steering committee and TAC.

4.2 Project 2045 Costs (Construction and Operating) and Performance Metrics based on enhanced sustainability elements

- The consultant will develop adaptations of Proposition 419 and 420 projects to include elements like dedicated bus lanes, protected bike lanes and a range of travel demand management measures such as tele-commuting policies to change mode-share.
- The consultant will work with MetroPlan staff to adequately represent the impacts of these mode shift strategies in the regional transportation model.
- The consultant will develop a programming sequence for the sustainability scenario for roads, pedestrians, bikes and transit. This work will include a conceptual budget on how the complete program of projects would be funded and implemented. This scenario will NOT be fiscally constrained using existing and reasonably forecasted local, state and federal revenues.
- As part of this work, the consultant will validate costs of construction and ongoing operating and maintenance costs to confirm adequacy of funding levels and identify discrepancies, if any.
- Since some local funds sunset in 2041, the consultant will work with stakeholders to identify reasonably available revenues for the period 2041 to 2045 for streets, highways, pedestrians, bicycles and transit. This work will include:
 - Developing and recommending a methodology for local revenue assumptions 2021 through 2045.
 - Reviewing with staff, advisory group, Executive Board and TAC and get consensus to move forward with a specific methodology prior to moving on to other tasks. Questions to be answered include:
 - Will we assume ongoing extensions of existing local revenue sources at flat levels as currently approved by voters?
 - Will we assume that all local revenue sources are not renewed on their pending sunset dates?
 - Will we use a combination of the above methods?
- The consultant will develop metrics of system performance including, but not limited to, Vehicle Miles Traveled (VMT), greenhouse gas emissions, travel times in key corridors, economic impacts and other metrics informed by the expertise of the consultant and the input of the steering committee and TAC.

NOTE: Assumption is that existing fiscally constrained local revenues and historic federal funding revenues are utilized for both scenarios. Additional conceptual projects

based on conservatively attainable additional federal funds will be discussed through the process.

Task 5: Provide a robust public engagement experience that is compelling, well-attended, educational, delivers actionable information, and “reports out”.

- 5.1 Develop a communication “brand” so that the purpose, vision and approach for the RTP is conveyed in a way that community members can easily understand.**
 - We want the community to understand what we are doing, why we are doing it, how they can engage and why it matters. For example, the program might be branded as “Transpo 2045 – Creating the Finest Transportation System in the Country”. In other words, we need a clean, concise, consistent way to communicate to the public our goals, vision, approach, how they can be involved, and the significance of the project.
- 5.2 Consider tools and options for a robust public engagement experience and get approval for approach from the MetroPlan project manager.**
 - Share recommendations with the advisory group as requested by the project manager and refine the tools and approach so that there is buy-in from the steering committee.
- 5.3 Apply the results of work completed in Tasks 1 through 5 and create a public engagement tool which demonstrates choices and the metric impacts of those choices.**
 - For example, as a public participant chooses wider roads and reduced automobile travel times, emissions may increase. Conversely, as a public participant chooses grade separated bike lanes and policy disincentives to automobile traffic, economic performance may be reduced. Create a graphically engaging and educational system which shows transportation and policy choices and the impacts and trade-offs of these choices.
- 5.4 Create a public engagement tool that helps define what it means to have “The finest transportation system in the country”.**
 - (Note: MetroPlan’s vision is “To create the finest transportation system in the Country” and we need more insight into what that description means to the community.)
- 5.5 Provide disclaimer that the Sustainability Plan is a technical and not a legal analysis.**
 - The local propositions were approved for specific projects and the ability to modify those projects needs to be considered separately by the community and is beyond the scope of the RTP.
- 5.6 Provide a mechanism for aggregating and synthesizing public participation inputs so the results can be reported out in meaningful ways.**

- There are least two and probably additional ways to share this data:
 - 1) Explain the rigorous nature of transportation planning analysis and why various choices result in various outcomes. For example, explain how planners calculate with credibility the impacts of bike lanes on VMT reduction and the subsequent impacts on economic activity. In other words, explain why conclusions being drawn are credible and defensible.
 - 2) Synthesize the range of responses of public input in a manner that policy makers and the general public can understand. For example, provide an aggregate response of all answers, a focus on weighted outliers, and an expert analysis of reading “between the data points” to arrive at what seems to be a consensus or majority perspective of the public.

5.7 Provide program, schedule and communication tools for reporting out the final RTP and what was learned from the technical planning and public engagement effort.

- The purpose is to ensure that the information gleaned from the planning effort is widely available and strategically shared with critical groups including elected bodies, appointed commissions, media contacts, stakeholders and advisory group. This work will include drafting a press release, a published final plan, developing a PowerPoint presentation, and conducting outreach in partnership with MetroPlan staff.

Task 6: Policy Development, Recommendation and Alternatives (Policy Plan)

The consultant will synthesize the results of the planning, financial, performance and public engagement inputs and develop a policy recommendation for the RTP. This policy recommendation (Policy Plan) will address the inherent conflict between the “current land use” and “sustainability” scenarios and recommend a policy framework for moving forward. This Policy Plan will make a case for why a particular policy approach is being recommended and provide alternative policy scenarios with pros and cons of each. For example, if the Policy Plan recommends maximizing opportunities for a sustainable transportation system, the resulting economic development, environmental impact, and impacts on the transportation system, would need to be identified. Further, the Policy Plan would need to tie to other policies it is attempting to support, i.e., climate emergency.

The Policy Plan would also have to provide at least one other viable alternative for implementing the RTP. For example, if the sustainability approach is recommended, the viable alternative might be a modified traditional land use plan. This alternative would also need the economic development, environmental impact, and impacts on the transportation system identified and would need to be based in other local policy such as economic development, voter approval of ballot initiatives, etc.

Please note that MetroPlan has no expectation for what the Policy Plan recommends, i.e, current land-use, sustainability or a hybrid. However, MetroPlan staff do expect that the Policy Plan captures and synthesizes the universe of inputs gleaned throughout the

planning process and makes a cogent case for whatever Policy Plan is put forth for consideration by the MetroPlan Executive Board.

Task 7: Completing Equity and Accessibility Analysis

The consultant will analyze Title VI and Environmental Justice population segments and document in the final Plan. Develop and apply an accessibility analysis for all surface transportation modes in each scenario using the MetroPlan regional transportation model and filter those results against Title VI communities and 2nd home communities.

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WRITTEN QUESTIONS

Questions regarding this RFP must be received **in writing** no later than 5:00 PM local time on the date that is **10 business days** after the issuance date of the RFP. Questions of significance to all respondents may require an amendment to this RFP, which may also require adjustments to the schedule. Verbal statements or instructions shall not constitute an amendment to the RFP.

Inquiries may be made to:

Jeff Meilbeck, MetroPlan Executive Director, 928-220-2272

Or via Email: jeff.meilbeck@metroplanflg.org

PRE-PROPOSAL MEETING:

A virtual Pre-Proposal meeting to answer questions about this RFP will be held on March 1, 2021 at 11:00 AM via ZOOM.

Zoom meeting ID: 701 835 016

Password: 162229.

PREPARATION

Proposals shall consist of no more than ten (10) double-sided 8 ½ x 11 pages including the front and back cover, using not less than type size 11 font. Proposals should provide a concise description of the consultant's qualifications, team members, project approach, project schedule, and a detailed cost proposal, by task, to deliver the proposed work under the RFP.

All costs incurred for proposal preparation, presentation, or contract negotiations are the responsibility of the consultant. MetroPlan will not pay for any information solicited or received.

SUBMITTALS

One (1) electronic copy (flash drive) and twelve (12) bound printed copies of the complete response to RFP to be received no later than 12:00 pm local time on **April 5, 2021**. The response to the RFP should be addressed to:

**MetroPlan
6 East Aspen Suite 200
Flagstaff, AZ 86001**

Submitted proposals become the property of MetroPlan and will not be returned.

LATE PROPOSALS

Any proposal received after 12:00 PM local time on April 5, 2022 will not be considered.

REVIEW PROCESS

A review committee comprised of MetroPlan staff, RTP Steering Committee and/or MetroPlan TAC members will evaluate responses to the RFP for this project. The following evaluation criteria will be used by MetroPlan's evaluation committee:

EVALUATION CRITERIA

100 POINTS

1. Specific experience of the consultant in a project of this type – 20
2. Experience of the proposed project team and availability within current and anticipated work load for this project – 20
3. Proposed project approach, particularly for tasks 4, 5 and 6. -- 30
4. Proposed schedule – 5
5. Overall quality of the response to RFP evidencing interest in the project – 10
6. Cost proposal – 15

After evaluation of the responses to the RFP, a shortlist of up to three (3) consultants will be determined based upon the ranking of the Review Committee members. A presentation/interview session with the shortlisted consultants *may* comprise the second half of the evaluation/selection process.

If presentations/interviews are conducted, candidates will be required to demonstrate their understanding and familiarity with the scope, location, and other aspects of this project. Criteria upon which the presentation/interview of each firm will be evaluated, with weighting for each criterion, are as follows:

1. Understanding of existing conditions and project information – 25%
2. Identification of key issues – 25%
3. Appropriate approaches for the project – 25%
4. Demonstrated Experience and capabilities in development of similar studies – 25%

The evaluation committee members will individually evaluate the presentation/interview of each of the candidate firms and rank them according to the aforementioned criteria. The evaluation committee will formulate a consensus ranking and generate a recommendation to the MetroPlan Executive Director. The MetroPlan Executive Director will consider the Committee's recommendation and approve initiation of contract negotiations. The MetroPlan Executive Director will meet with the top ranked consultant for the purposes of negotiating a contract. If negotiations are successful, the MetroPlan Executive Director will present a draft contract to the MetroPlan Board of Directors for consideration of approval, rejection or modification. Any such contract may be reviewed with input requested from the RTP Advisory Group, the Technical Advisory Committee and the Management Committee before it goes to the MetroPlan Executive Board. If negotiations are unsuccessful, the MetroPlan Executive Director will terminate negotiation efforts with the top ranked consultant and open negotiations with the next highest ranked consultant, and so on. This process will continue until negotiations are successful, or until this RFP is terminated.

The MetroPlan Executive Board reserves the right to reject any and all proposals, or any part thereof; to accept any proposal or any part thereof; or to waive any informalities when it is deemed to be in MetroPlan's best interest.

RESPONSIBILITIES/COMPLIANCE

The consultant shall comply with the Title VI Civil Rights Act of 1964, and Title 49, Code of Federal Regulations, Part 21.

The consultant shall comply with MAP-21, FAST Act, and applicable federal requirements (see appendices A & B).

PROPOSAL REFERENCES

Proposal shall include contact information and references for the lead staff and firm submitting the RFP.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice received at any time prior to the award.

FUNDING

MetroPlan is a designated Metropolitan Planning Organization (MPO) for the Flagstaff, AZ Urbanized Area, and has available FTA Section 5305(d), FHWA Planning (PL), Statewide Planning Research (SPR), and Surface Transportation Program Block Grant (STPBG) funds in accordance with federal and state allocations. In support of the Plan, MetroPlan has budgeted these funds for planning activities as identified in accordance with the MetroPlan Unified Planning Work Program.

RFP SCHEDULE

February 3, 2021	MetroPlan Executive Board approval to release RFP
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April 2021	Contract negotiations
April 2021	MetroPlan Technical Advisory Committee final contract review (optional)
April 2021	MetroPlan Management Committee final contract review (optional)
May 5, 2021	Consideration by MetroPlan Executive Board
June 2, 2021	Continued consideration by MetroPlan Executive Board (Optional)

Appendix A

General Assurances

Each respondent to this RFP agrees that it shall abide by the following General Assurances that are binding on MetroPlan as a recipient of Federal funds. In addition, if awarded the Project, the successful party will also require all of its subcontractors, of any tier, to abide by these General Assurances as well. In the General Assurances, the obligations for MetroPlan refer to it either by its name or as "Recipient".

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda and/or guidance, the Recipient hereby gives assurances that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its *Federal Aid Highway Program*.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all *Federal Aid Highway Program* and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"MetroPlan, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252.42

U.S.C. §§ 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to a construct a facility or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.

The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

9. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, MetroPlan also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing *Federal Highway Administration or Arizona Department of Transportation* access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the *Federal Highway Administration or Arizona Department of Transportation*. You must keep records, reports, and submit the material for review upon request to *Federal Highway Administration, Arizona Department of Transportation*, or its designee in timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

MetroPlan gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the *Federal Highway Administration and Arizona Department of Transportation*. This ASSURANCE is binding on Arizona, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the *Federal Aid Highway Program* the person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

STAFF REPORT

REPORT DATE: February 18, 2021
MEETING DATE: March 3, 2021
TO: Honorable Chair and Members of the Board
FROM: Jeff Meilbeck, Executive Director
SUBJECT: Federal Funding Update

1. Recommendation:

i None. This item is for discussion only.

2. Related Strategic Workplan Item

i Secure at least \$2.1 Million in resources over the next 5 years in a manner that directly benefits member agencies (at least \$750,000 by June 30, 2021)

3. Background

i At the February 3, 2021 Board meeting, staff were asked to provide an update on policy and funding changes at the federal level. The situation is fluid and staff will provide up to the minute information at the March 3, 2021 Executive Board meeting.

4. TAC and Management Committee Discussion

i Pending


5. Fiscal Impact

i Pending

6. Alternatives

 Pending

7. Attachments

 Pending

DRAFT

STAFF REPORT

REPORT DATE: February 17, 2021

MEETING DATE: February 24, 2021

TO: Honorable Chair and Executive Board Members

FROM: David Wessel, Transportation Planning Manager

SUBJECT: Freight Advisory Board Memorandum of Understanding with Chamber of Commerce

1. Recommendation:

i No recommendation. This report is for information only in response to a Board member inquiry.

2. Related Strategic Workplan Item

i Provides collaborative leadership among and through its partners

NOTE: Freight planning is not a measurable objective in the Strategic Workplan.

3. Background

i In September 2015 the Flagstaff Metropolitan Planning Organization entered a memorandum of understanding with the Greater Flagstaff Chamber of Commerce to have the Chamber's Northern Arizona Manufacturing Partnership (NAMP) serve as a Freight Advisory Board (FAB). Formation of a FAB is recommended in the FMPO Regional Freight Strategy of 2004 and update in 2014. The 2004 study evaluated regional freight at the micro and macro level and determined based on volumes and type of freight that an intermodal yard was feasible and should be located at Camp Navajo in Bellemont. The study also recommended institutional developments including a FAB and Shipper Association.

In 2006, Camp Navajo entered the US Army Corps Enhanced Use Lease program to develop several thousand acres for industrial use including the recommended intermodal yard. In 2008, the recession hit, developers either failed or withdrew and Camp Navajo was removed from the program. In 2014, FMPO cooperated with EcoNA to update the strategy and in 2015 the MPO enter the MOU with the Chamber. The MPO met with NAMP on a couple of occasions and attempted to recruit three to four members to participate in a pilot effort to explore cooperative

shipping for lower rates. That effort was time consuming and unsuccessful. Since then, a major update to the regional transportation plan, a successful transportation tax campaign, and the transition to independence pushed freight to a lower priority for available staff resources and engagement with NAMP ceased.

Three facts are noteworthy should the Board wish to consider freight planning at the upcoming Strategic Advance:

- 1. The 2014 review of freight activity indicated it had returned to pre-Great Recession levels.*
- 2. Shipping in the time of COVID increased in response to online shopping.*
- 3. 3000 acres at Camp Navajo were transferred to the Arizona Army National Guard for industrial development.*

4. Fiscal Impact

i *There is no fiscal impact at this time.*

5. Alternatives

i *None*

6. Attachments

i *Memorandum of Understanding between FMPO and the Greater Flagstaff Chamber of Commerce regarding Freight Advisory Board*



Memorandum Of Understanding



This memorandum of understanding is by and between the Greater Flagstaff Chamber of Commerce (GFCC) and the Flagstaff Metropolitan Planning Organization (FMPO) and pertains to the cooperative functions of the GFCC Northern Arizona Manufacturers Partnership (NAMP) as the Flagstaff Freight Advisory Board.

Whereas, the FMPO completed the *Flagstaff Regional Freight Strategy* and it recommends the formation of a freight advisory board (FAB); and

Whereas, the manufacturers of NAMPO represent a large percentage of the freight shipping in and out of the Flagstaff region by truck and rail; and

Whereas, the NAMP members are located throughout the FMPO region including locations within the County so as to reasonably represent the FMPO region; and

Whereas, NAMP and the FMPO Executive Board have each agreed that it is appropriate for NAMP to serve in the capacity as the FAB;

Now therefore, the CEO and President of GFCC and Manager of the FMPO mutually agree to the following:

GFCC will

- Schedule and notice FMPO of NAMP quarterly meetings
- Provide FMPO the majority of at least one meeting per year available for FAB business
 - Provide adequate notice of this meeting so that FMPO may provide NAMP/FAB members with materials at least one week in advance of the meeting
- Respect the right of FMPO staff to provide the FMPO Executive Board and FMPO Technical Advisory Committee with recommendations contrary to those of the FAB.
- Inform NAMP members of forthcoming FMPO meetings where freight is on the agenda

FMPO will

- Provide notice to the GFCC when freight issues are to be discussed before the FMPO Executive Board and the FMPO Technical Advisory Committee
- Provide the FMPO Executive Board and Technical Advisory Committee unfiltered recommendations from the FAB.
- Provide the GFCC with minutes from FMPO proceedings where FAB discussion are involved
- Prepare agendas for the FAB
- Prepare materials for the FAB
- Provide agendas and materials to GFCC in advance for review and approval

FAB Operating Procedures

- FMPO will staff the meetings. Staff will present recommendations, seek input, modify recommendations based on feedback as necessary and present them for FAB consensus.
- As there is no formal NAMP Chair and no formal voting mechanism all actions will be based on consensus. For the purposes of these meetings, "consensus" means that there is general



Memorandum Of Understanding



agreement among members present with the position offered by staff and that there is no dissent offered by members present.

- In situations where dissent is offered, staff may make attempts at the meeting to revise recommendations, seek to return to a later meeting with revisions, or seek FAB consensus on eliminating the recommendation from further consideration.
- Staff will draft the final recommendation and circulate to the full NAMP membership for a brief review period prior to presenting to the FMPO Executive Board or Technical Advisory Committee.


Julie Pastrick, CEO & President, Greater Flagstaff Chamber of Commerce

9/17/15
Date


David Wessel, Manager, Flagstaff Metropolitan Planning Organization

9/17/2015
Date

DRAFT

FMPO Funding Sources & Eligible Applicants Matrix

Prepared February 2020

Annual Funding									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
Federal Highway Administration	Metropolitan Planning	PL	\$122,000	✓					
FHWA-ADOT	State Planning & Research	SPR	\$125,000	✓					
FHWA	Surface Transportation Block Grant	STBG	\$466,000	✓	✓	✓	✓	✓	✓
Federal Transit Administration	Metropolitan & Statewide Planning	5305d	\$38,000	✓					

In-State Competitive Grants									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA	Highway Safety Improvement Program	HSIP	\$5,000,000	✓	✓	✓		✓	✓
FHWA	Transportation Alternative Program	TAP	\$1,000,000		✓	✓	✓	✓	✓
FTA-ADOT	Metropolitan & Statewide Planning	5305e	\$300,000	✓			✓		✓
FHWA	Railway Highway Crossings Program				✓	✓		✓	
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000		✓	✓		✓	
State of Arizona	Special Appropriation		\$3,000,000 - \$20,000,000	✓	✓	✓	✓	✓	✓














In-State Partnership Opportunity									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA	Surface Transportation Block Grant	STBG, etc.	Varies	✓	✓	✓	✓	✓	✓









National Competitive Grants									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
USDOT	Better Utilizing Investments to Leverage Development	BUILD	\$5,000,000-\$200,000,000	✓	✓	✓	✓	✓	✓
FHWA	Infrastructure for Rebuilding America	INFRA	\$5,000,000 - \$100,000,000		✓	✓	✓	✓	✓
FHWA	Advanced Transportation and Congestion Management Technologies Deployment	ATCMTD	\$60,000,000 nationwide		✓	✓	✓	✓	✓
FRA	Consolidated Rail Infrastructure and Safety Improvements	CRISI	\$250,000,000 nationwide		✓	✓		✓	
U.S. Congress	Special Appropriation		varies	✓	✓	✓	✓	✓	✓


FMPO Funding Sources & Eligible Uses Matrix










Prepared February 2020

Confidence or Probability Level  High  Medium  Low

Annual Funding									
				Eligible Uses					
Source	Program	Abbreviation	Amount	Staff	Overhead	Planning / Data	Construction	Match	Non-eligible Activity
Federal Highway Administration	Metropolitan Planning	PL	\$122,000						
FHWA-ADOT	State Planning & Research	SPR	\$125,000						
FHWA	Surface Transportation Block Grant	STBG	\$466,000						
Federal Transit Administration	Metropolitan & Statewide Planning	5305	\$38,000						

In-State Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Highway Safety Improvement Program	HSIP	\$5,000,000						
FHWA	Transportation Alternative Program	TAP	\$1,000,000						
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000						
FHWA	Railway Highway Crossings Program								
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000						
State of Arizona	Special Appropriation		\$3,000,000 - \$20,000,000						

In-State Partnership Opportunity									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Surface Transportation Block Grant	STBG, etc.	Varies						

National Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
USDOT	Better Utilizing Investments to Leverage Development	BUILD	\$5,000,000-\$200,000,000						
FHWA	Infrastructure for Rebuilding America	INFRA	\$5,000,000 - \$100,000,000						
FHWA	Advanced Transportation and Congestion Management Technologies Deployment	ACTMTD	\$60,000,000 nationwide						
FRA	Consolidated Rail Infrastructure and Safety Improvements	CRISI	\$250,000,000 nationwide						
U.S. Congress	Special Appropriation		varies						

Strategic Workplan

January 1, 2020 to June 30 2021

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

- MetroPlan is focused:
 - Adopts clearly delineated objectives
 - Provides ambitious and credible solutions
 - Strategically plans for political and financial realities and possibilities
- MetroPlan 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
- MetroPlan leverages resources:
 - Strategically leverages project champions and other plans
 - Writes and secures competitive grants
- MetroPlan plans for resiliency:
 - Invests time and resources to expand mode choice
- MetroPlan is fair and equally representative
- MetroPlan builds trust and credibility
 - Exhibits integrity in its work products
 - Exercises openness and transparency
 - Delivers on its promises

5 Year Horizon:

- Convenes local, state and federal policy discussions to influence policy makers for transportation funding purposes.
- Facilitates communication and planning between member agencies to identify shared priorities, align goals and advance projects with one consolidated regional voice.

- Creates a climate of synergy and collaboration and maximizes resources by leading planning efforts on multijurisdictional projects that are shared member agency priorities or that member agencies and community partners cannot complete on their own.
- Informs outside and surrounding regional communities of what resources Metro Plan offers.
- Shares innovative practices that enhance member agencies ability to deliver transportation improvements.

Measurable Objectives

1. Complete MetroPlan's transition to independence so that MetroPlan is fully self-sufficient by June 30, 2020.
2. Increase name recognition and understanding of MetroPlan's role by conducting at least 10 outreach presentations to local and State groups and committees by June 30, 2021.
3. Clarify MetroPlan's role and how it will support member agencies in the region by inventorying regional priorities, evaluating projects through a relevant prioritization matrix, choosing 3 top projects for MetroPlan and identifying the role MetroPlan will play in each project.
4. Work with member agencies to identify which grants MetroPlan should pursue so that MetroPlan's role is complimentary to and is not competing with member agencies for the same funding sources by September 30, 2021 by...
 - Inventorying available funding sources for transportation projects and present opportunities including what funds are available and which agencies are eligible
 - Identifying which grants MetroPlan will pursue and what role MetroPlan will play such as writing grants, providing technical assistance, or providing letters of support.
5. Participate in, review, and take formal action in support of -- or recommending adjustments to -- ADOT's Milton/Hwy 180 plan by June 30, 2021.
6. Consider restoring funding in the TIP to small-scale improvements around key multimodal safety projects by providing at least \$50,000 per year of MetroPlan funds to member agency projects as match.
7. Secure at least \$2.1 Million in resources over the next 5 years in a manner that directly benefits member agencies (at least \$750,000 by June 30, 2021)
8. Consider pursuing an additional \$300,000 for the Lone Tree TI design by June 30, 2020
9. Support member agency efforts to secure a low interest loan to reduce local taxpayer interest expense by at least \$10,000,000 from budgeted amounts by June 30, 2021
10. Complete an update to the Regional Transportation Model by December 31, 2020.
11. Initiate 20 year Regional Transportation Plan (RTP) process and have scope completed and team assembled by December 31, 2020
12. Participate in City-led outreach and design efforts on the Lone Tree Corridor (JWP to Butler) and Lone Tree Railroad Overpass through June 30, 2021
13. Educate State Leadership about the value of indexing the gas tax for inflation with goal of State action by June 30, 2020.
14. Review and revise mandated compliance documents including Title VI, DBE Policy, State Performance Targets
15. Define what it means to be "the finest transportation system in the Country".