

AGENDA

Executive Board Meeting

1:00 PM

May 5, 2022

Join Zoom Meeting:

<https://us02web.zoom.us/j/79199115652>

Meeting ID: 791 9911 5652

Dial-in: +1 408 638 0968US

In-Person Option available:

6 E Aspen Ave, Suite 200

Hopi Building – 2nd Floor

Flagstaff, AZ 86004

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.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of the Flagstaff City Council and/or the Coconino County Board of Supervisors present; however, no formal discussion/action will be taken by members in their role as the Flagstaff City Council and/or Coconino County Board of Supervisors.

Public Questions and Comments must be emailed to Rosie.Wear@metroplanflg.org prior to the meeting or presented in person at the start of 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, Chair
- ☐ Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair
- ☐ Patrice Horstman, Coconino County Board of Supervisors
- ☐ Austin Aslan, Flagstaff City Council
- ☐ Tony Williams, Mountain Line Board of Directors
- ☐ Regina Salas, Flagstaff City Council



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GREATER # FLAGSTAFF

- ☐ Jesse Thompson, Arizona State Transportation Board Member
- ☐ Judy Begay, Coconino County Board of Supervisors (alternate)
- ☐ Becky Daggett, Flagstaff City Council (alternate)

METROPLAN STAFF

- ☐ Jeff “Miles” Meilbeck, Executive Director
- ☐ David Wessel, Planning Manager
- ☐ Rosie Wear, Business Manager
- ☐ Mandia Gonzales, Transportation Planner

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

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

D. APPROVAL OF MINUTES

[Minutes of Regular Meeting: April 7, 2022](#)

(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. [Federal and State Funding Update](#)

(Pages 10-12)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: This item is for discussion only. No recommendation is being made.

B. [FY22 Q3 Report & FY23 Budget](#)

(Pages 13-23)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: This item is for discussion only, but the Board may provide direction to staff on a FY 2023 budget.

C. [2022-2023 Strategic Workplan Review](#)

(Pages 24-42)

MetroPlan Staff: Jeff “Miles” Meilbeck

Recommendation: Staff recommends the Board review and endorse a Strategic Workplan for July 1, 2022 through December 31, 2023.

D. [Stride Forward - Regional Transportation Plan \(RTP\) update](#)

(Pages 43-44)

MetroPlan Staff: David Wessel

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

E. [Downtown Mile Update](#)

(Pages 45-48)

MetroPlan Staff: Jeff “Miles” Meilbeck

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

F. [Safe Streets and Roads for All \(SS4A\) Grant Program](#)

(Pages 49-51)

MetroPlan Staff: David Wessel

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

G. **Items from MetroPlan Staff**

MetroPlan Staff: Jeff “Miles” Meilbeck

- Amtrak Update
- P2P Nominations

Recommendation: This item is for discussion only.

H. Executive Director Contract Discussion and Renewal

Councilmember Jim McCarthy

Recommendation: Discussion and possible action to approve new contract for Executive Director for FY2022-23

The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(3) for legal advice or (A)(4) for contract negotiations.

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. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. June 2, 2022 at 1:00 PM

C. ADJOURN

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanfig.org on April 29th, 2022 at 3:00 pm.

Dated this 29th Day of April 2022.

Rosie Wear

Rosie Wear, Business Manager

MINUTES

Executive Board Meeting

1:00 PM

April 7, 2022

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Public Questions and Comments must be emailed to Rosie.Wear@metroplanflg.org prior to the meeting or presented in person at the start of 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

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- ☒ Patrice Horstman, Coconino County Board of Supervisors
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METROPLAN STAFF

- ☒ Jeff "Miles" Meilbeck, Executive Director



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GREATER # FLAGSTAFF

- ☒ David Wessel, Planning Manager
- ☒ Rosie Wear, Business Manager
- ☒ Mandia Gonzales, Transportation Planner
- ☒ Jacob Moffo, Planning Intern

OTHERS IN ATTENDANCE: Kate Morley (Mountain Line), Greg Clifton (City-Management), Anne Dunno (Mountain Line), Dan Folke (City), Jeff Bauman (City), Jason James (ADOT), Rick Barrett (City), Josh Maher (NAU), Ed Stillings (FHWA), Michelle McNulty (City), Linda Curley (District 4 Judy Begay), Kevin Adam (RTAC – arrived at 1:33pm), Rhonda Cashman (arrived at 2:55pm), Brandon Kavanagh (arrived at 2:57 pm)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Jim McCarthy called the meeting to order at 1:00PM

B. ROLL CALL - See above

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.)

There was no public comment presented.

II. CONSENT AGENDA

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

Motion: Chair Jim McCarthy made a motion to approve all items on the consent agenda. Board member Patrice Horstman seconded the motion. Voted 7-0 to approve.

A. APPROVAL OF MINUTES

Minutes of Regular Meeting: March 2, 2022

(Pages 5-9)

B. Burgess & Niple Regional Transportation Plan Contract Change Order 2 (Pages 13-19)

MetroPlan Staff: David Wessel, Planning Manager

Recommendation: Staff recommends that the Board approve the Burgess & Niple Regional Transportation Plan contract change order #2 in the amount of \$100,000 for the Sustainable Transportation Toolbox.

III. GENERAL BUSINESS

A. Strategic Advance

MetroPlan Staff: Jeff “Miles” Meilbeck, Executive Director

Recommendation: While no recommendations are being made at this time, this discussion will encourage MetroPlan’s Board and Committee members to provide direction for future strategic workplan objectives.

[Discussion: Board and Committee members had a robust discussion that will be summarized in the Strategic Workplan presented at a future Executive Board meeting.](#)

B. Executive Director Contract Discussion and Renewal

Councilmember McCarthy

Recommendation: Discussion and possible action to approve new contract for Executive Director for FY2022-23

The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(3) for legal advice or (A)(4) for contract negotiations.

[Motion: Chair Jim McCarthy made a motion to move into an executive session, Board member Tony Williams seconded the motion. Voted 7-0 to approve. The executive session started at 2:55 PM.](#)

Rhonda Cashman joined the meeting to take minutes in the executive session at 2:55pm. Brandon Kavanaugh (Mangum, Wall, Stoops & Warden) joined the meeting at 2:57 to provide legal counsel.

Regular session resumed at 3:12 pm.

Discussion: Chair Jim McCarthy shared that he would like to meet with Jeff Meilbeck and the rest of the Ad hoc committee (Board member's Vasquez and Salas) to discuss the contract proposal.

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.)

Vice-Chair Jeronimo Vasquez asked for consideration of funding for roads in the Fernwood & Timberline areas outside City limits.

Board member Patrice Horstman supported what Vasquez requested. She also noted that the County Budget hearings were taking place process May 2 through 13th and she and Vasquez will likely miss the May board meeting.

Board member Austin Aslan expressed his thanks for great advance meeting

Board member Tony Williams expressed thanks for advance and commented that it was well done as a digital meeting.

Board member Regina Salas mentioned that HB2396 has been revived in the State legislature and includes \$2.6 million in funding for lone tree overpass.

Board member Jesse Thompson expressed his thanks for avance.

Chair Jim McCarthy requested consideration of resuming in-person meetings to a future agenda.

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. May 5, 2022 at 1:00 PM

C. ADJOURN



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Chair Jim McCarthy adjourned the meeting at 3:23 pm.

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.



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Flagstaff, AZ 86001
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STAFF REPORT

REPORT DATE: April 28, 2022
MEETING DATE: May 5, 2022
TO: Honorable Chair and Members of the Board
FROM: Jeff “Miles” Meilbeck, Executive Director
SUBJECT: Federal and State Funding Update

1. Recommendation:

i *This item is for discussion only. No recommendation is being made.*

2. Related Strategic Workplan Item

i *Secure \$2 Million in additional resources, including Signal Technology, by 12-31-2022.*

3. Background

i *There are many developing items related to state and federal funding.*

Highlights:

- After passing the House Transportation Committee, where Councilmember Salas provided testimony, HB2396 ran into an obstacle as the House Appropriations Committee Chairwoman indicated that she would not hear the bill in her committee as she was opposed to including local transportation projects in the state budget. 90% of the projects in HB2396 are local. In response, an alternative list of state highway projects from across Greater Arizona was developed to meet her criteria for consideration as part of the state budget negotiations. However, when updated on the bill's status, the Senate President indicated that she was opposed to that direction and supported the original list of local projects included in HB2396. She*



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indicated that she would be advocating for those local projects in the budget meetings occurring between House and Senate leadership. The House Appropriations Committee Chairwoman is another participant in those leadership meetings. Leadership in both chambers have expressed support for including Greater Arizona transportation projects in the state budget but as part of the negotiations, they will need to reach an agreement on whether local projects will be included.

- *BIL has established population thresholds to require the distribution of formula funds to communities of 50,000 to 200,000 people.*
- *COG and MPO Directors formed a Task Force to explore opportunities in BIL/IIJA. The goal is to arrive at a joint request to ADOT for how funding is distributed. It appears that MetroPlan may be eligible to receive additional formula funding. Staff will provide a brief overview of the numbers and approach for discussion.*
- *ADOT staff have been extremely accessible and responsive to requests for information and discussion. In the past several weeks ADOT has held 3 in depth meetings with COG's, MPO's and RTAC to share information and engage in discussion.*
- *Staff will provide an update on the ending Safe Streets for All (SS4A) program later in this meeting.*

4. TAC and Management Committee Discussion

- i** *The TAC and Management Committee were supportive of the approach. The PowerPoint presentation was revised based on feedback.*

5. Fiscal Impact

- i** *The fiscal impacts are still being studied, and distribution tables are being developed by Federal and State governments.*



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6. Alternatives

i None provided.

7. Attachments

i None



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STAFF REPORT

REPORT DATE: April 27, 2022

MEETING DATE: May 5, 2022

TO: Honorable Chair and Members of the Executive Board

FROM: Jeff Meilbeck, Executive Director

SUBJECT: FY23 Budget Discussion

1. Recommendation:

i This item is for discussion only, but the Board may provide direction to staff on a FY 2023 budget.

2. Related Strategic Workplan Item

i Strategically plans for political and financial realities and possibilities

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.

Fiscal Year 2022 3rd Quarter Report:

The overall administrative budget, which includes salary, operations and travel, was \$583,873.28. Actual expenses are projected to be \$ 533,376.42. As such we project to be \$ 50,496.86 or 8.6% underspent.

Looking more deeply into budget categories we see the following:

- **Salary and Benefits:** MetroPlan budgeted \$492,408.88 and is projected to spend \$454,060.48. As such, we will be underspent by \$38,348.40 or approximately 8%. This under- expenditure is due to the new transportation planner position being vacant for 4 months and benefits being less than budgeted.



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- *Operations: MetroPlan budgeted \$81,364.40 and is projected to spend \$69,215.94. As such, we anticipate being under spent by \$12,148.46 or approximately 15%. The primary reasons for this would be reduced general liability insurance costs (we saved around \$5000 by switching carriers) and reduced legal fees from prior years.*
- *Travel: MetroPlan is on target to fully expend the travel budget of \$10,100.*
- *Capital Projects: MetroPlan is on track with “Stride Forward” our Regional Transportation Plan (RTP) and Mountain Line 5305e projects. However, some of our other projects are behind schedule as follows:*
 - *The Streetlight Data contract has not been renewed.*
 - *Funds were moved from West Route 66 planning and the Lone Tree Traffic Interchange planning in recognition of the Downtown Mile project. Work is underway by the City of Flagstaff and we anticipate rolling all of this funding forward to FY 2023. It is important to point out that this project was reinforced as a priority during the strategic advance and has been captured in the draft strategic workplan.*
 - *Small local projects funding was reduced to \$100,000 and is being utilized for the “Sustainability Toolbox” project. Further, the City does not expect to use the \$50,000 awarded in FY21.*

Fiscal Year 2023 Budget

The Fiscal Year 2023 Budget continues current staffing levels and operating expenses.

- *The salary and ERE budget increases due to salary and benefit adjustments, but no additional staff are being hired.*
- *The operating budget decreases due to a savings in insurance and legal fees.*
- *The travel budget increases to recognize a return to travel, the addition of a staff person in 2022, and funding some of the travel expenses of the MetroPlan Board*
- *The capital budget apportions funds to accomplish the planning and capital projects in our draft Strategic Workplan including Stride Forward, the Downtown Mile, West Route 66 and others.*



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Considerations:

Staff have set a target of maintaining a \$100,000 fund balance which is approximately 3 months of operating expenses. The 5 year plan indicates that we will end the period at close to \$200,000 in fund balance which is close to a 6 month contingency. Given that all of MetroPlan's grants are on a reimbursement basis, a 6 month cash contingency seems more than adequate.

Staff are hopeful that discussions with ADOT will result in additional revenues being directed to MetroPlan in FY 2023. However, the budget being adopted is conservative and assumes status quo revenues.

Staff will bring a revised budget to the Board for adoption mid-year should our discussions with ADOT prove successful.

4. Fiscal Impact

- i** *The FY 2023 Budget provides a 5 Year Plan which demonstrates that MetroPlan is solvent and sustainable through FY 2027.*

5. Alternatives

- i**
 - 1) Adopt a FY 23 Budget and 5 Year Plan*
 - 2) Make other adjustments to the FY 23 Budget and 5 Year Plan. Based on the written staff report, verbal presentation and ensuing discussion, the Executive Board may want to make other adjustments to the budget.*
 - 3) Postpone budget adoption until June 2, 2022. This alternative would allow time for further consideration of the budget.*

6. Attachments

- i** *MetroPlan Q3 Financial Report*
FY23 Draft Budget and 5 Year Financial Plan.



Financial Report

Quarter 3 FY2022
Budget to Actuals Summary

Revenue

Formula Grants
Competitive Grants
Local Revenue
Transfer (to)/from Fund Balance

Total Revenue

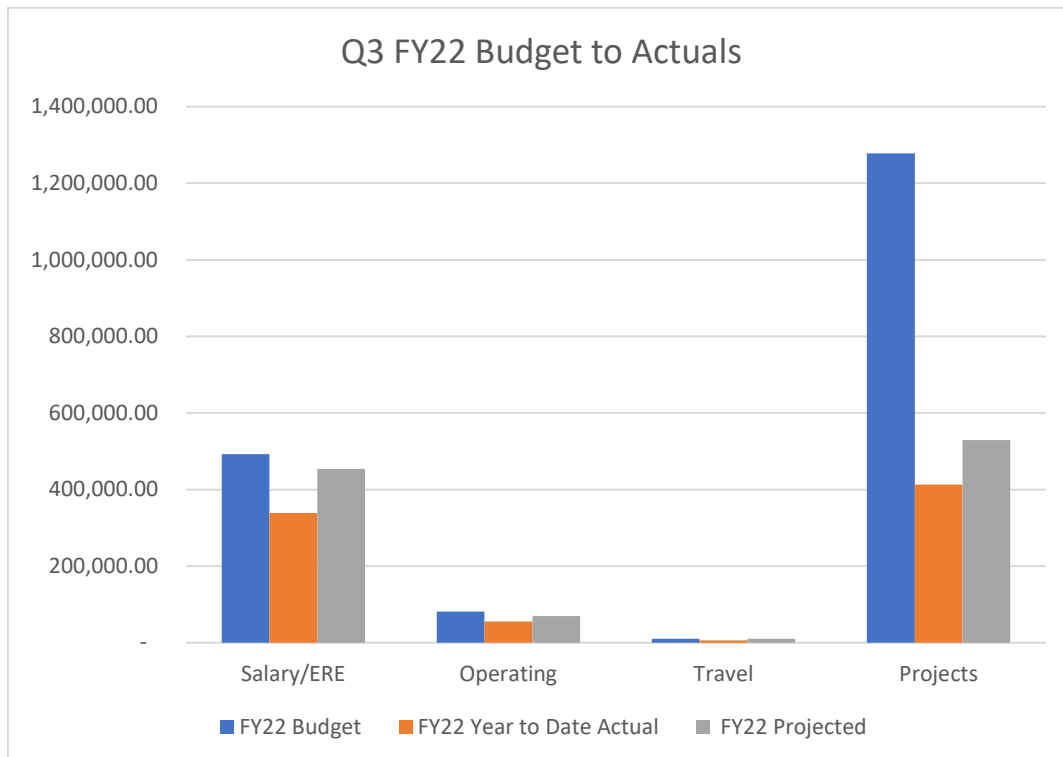
Expenses

Salary/ERE
Operating
Travel
Projects

Total Expenditures

Revenue less Expenses

FY2022		
Budget	Year to Date	Year End Estimates
1,719,197.68	722,936.63	945,055.71
	-	-
171,571.88	120,352.77	147,074.87
(28,876.04)		(29,759.16)
1,861,893.52	843,289.40	1,062,371.42
FY2022		
Budget	Year to Date Actual	Year End Projected
492,408.88	338,833.00	454,060.48
81,364.40	55,087.14	69,215.94
10,100.00	6,191.97	10,100.00
1,278,020.24	413,471.53	528,995.00
1,861,893.52	813,583.64	1,062,371.42
0.00		-





FY22 Detailed Budget to Actuals
Quarter 3 FY2022 Detailed Report

		FY2022 7/1/21-3/31/22			
		FY 2022 Budget 10/7/2020	Year to Date Actuals		FY22 Year End Estimates
Revenue:					
Federal Grants					
STBG	5.70%	870,843.17	256,761.00		333,315.88
PL	5.70%	217,348.03	81,346.86		111,936.60
SPR	20%	310,125.62	185,546.63		239,289.98
5305d	20%	102,480.86	31,167.12		42,113.25
5305e	20%	218,400.00	168,115.02		218,400.00
Federal Revenue:		1,719,197.68	722,936.63	42.05%	945,055.71
Member Dues		30,000.00	30,000.00		30,000.00
Interest Income		100.00	53.41		106.82
Mountain Line 5305e Local Match		54,600.00	42,028.79		54,600.00
Trsf From Transit Fund		86,871.88	48,270.57		62,368.05
Local Revenue:		171,571.88	120,352.77	70.15%	147,074.87
Total Revenue:		1,890,769.56	843,289.40	44.60%	1,092,130.58
Expenditures:					
Salaries		376,618.53	270,376.66		360,171.44
Benefits		115,790.35	68,456.34		93,889.04
Salary/ERE:		492,408.88	338,833.00	68.81%	454,060.48
Phone & Internet		6,428.77	3,578.70		6,428.79
Rental Expense		23,404.68	17,748.00		23,404.68
Postage and Freight		26.00	6.66		26.00
Memberships		1,224.00	444.69		1,224.00
Legal Services		12,000.00	1,960.00		4,000.00
Other Professional Services		1,500.00	472.28		1,500.00
Computer Equipment		4,035.29	4,405.17		4,405.17
Office Equipment Under \$5,000		429.24	504.42		-
Copying and Printing		504.41	132.27		504.41
Office Supplies		1,513.22	119.95		250.00
Computer Software		2,522.05	2,329.01		2,604.01
Subscriptions		-	59.65		26.00
Food		1,224.00	246.64		246.64
Payroll Processing		10,088.22	8,266.10		11,266.10
Insurance (Liability/Auto/Property)		9,890.41	9,884.80		6,959.12
Financial Services (CPA/Audit		1,529.99	605.25		1,530.00
IT Expense		5,044.11	4,222.54		4,740.01



FY22 Detailed Budget to Actuals
Quarter 3 FY2022 Detailed Report

		FY2022 7/1/21-3/31/22		
		FY 2022 Budget	Year to Date Actuals	FY22 Year End Estimates
Bank Fees			101.01	101.01
	Operations:	81,364.40	55,087.14	67.70% 69,215.94
Travel, Lodging and Meals		5,500.00	2,806.97	5,500.00
Registration		1,000.00	1,665.00	2,000.00
Education and Training		3,600.00	1,720.00	2,600.00
	Travel and Training:	10,100.00	6,191.97	61.31% 10,100.00
Consultant Fees		31,638.20	1,995.00	1,995.00
Advertising		5,200.00	134.97	2,000.00
Streetlight Data (NAIPTA)		36,182.04		-
Downtown Mile (Milton Underpass)		180,000.00		-
Small Local Projects		260,000.00		-
Lone Tree TI		100,000.00		-
W Route 66 CMP		100,000.00		-
Regional Transportation Plan (SPR)		292,000.00	201,197.75	68.90% 252,000.00
Mountain Line 5305e Projects		273,000.00	210,143.81	76.98% 273,000.00
	Projects:	1,278,020.24	413,471.53	32.35% 528,995.00
Total Expenditures:		1,861,893.52	813,583.64	43.70% 1,062,371.42

FY23 DRAFT Budget and Five Year Plan

Summary Report

FY2022		FY2023	FY2024	FY2025	FY2026	FY2027
Budget	Year End Estimates	DRAFT Budget	Estimate	Estimate	Estimate	Estimate
Revenue						
Formula Grants	1,719,197.68	945,055.71	1,764,389.85	810,693.00	810,693.00	810,693.00
Competitive Grants		-				
Local Revenue	171,571.88	147,074.87	240,935.74	41,900.73	30,100.00	30,100.00
Transfer (to)/from Fund Balance	(28,876.04)	(29,759.16)	(28,899.97)	(5,549.44)	6,251.26	6,251.22
Total Revenue	1,861,893.52	1,062,371.42	1,976,425.62	847,044.28	847,044.26	847,044.22
Expenses						
	FY2022	FY2023	FY2024	FY2025	FY2026	FY2026
	Budget	DRAFT Budget	Estimate	Estimate	Estimate	Estimate
Salary/ERE	492,408.88	454,060.48	545,219.49	556,108.88	567,225.60	578,564.65
Operating	81,364.40	69,215.94	70,852.00	71,212.00	71,212.00	71,212.00
Travel	10,100.00	10,100.00	15,000.00	15,000.00	15,000.00	15,000.00
Projects	1,278,020.24	528,995.00	1,345,354.12	204,723.40	193,606.66	182,267.60
Total Expenditures	1,861,893.52	1,062,371.42	1,976,425.62	847,044.28	847,044.26	847,044.22
Revenue less Expenses		0.00	0.00	0.00	0.00	0.00
Year End Fund Balance		175,707.89	204,607.86	210,157.30	203,906.05	197,654.79
						191,403.57

Chart 1: FY22 Budget to Projected

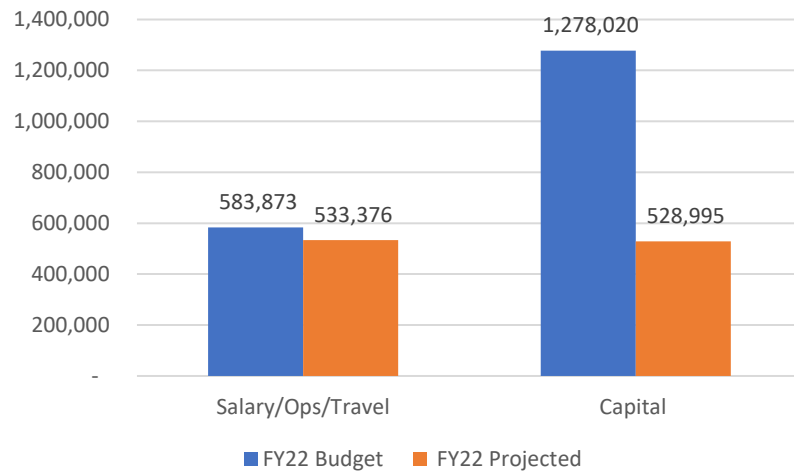


Chart 2: FY22 Projected

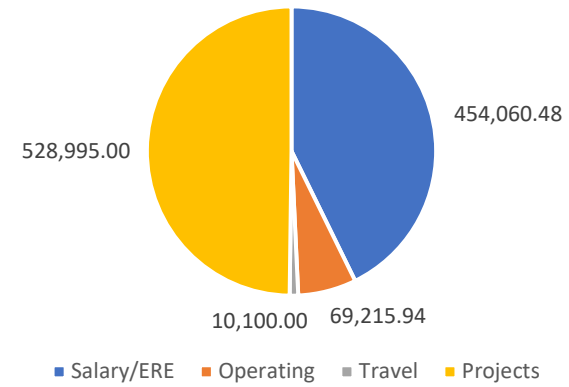
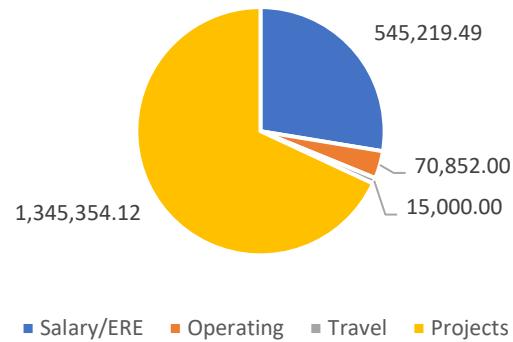


Chart 3: FY2023 Budgeted



FY23 DRAFT Budget and Five Year Plan
Detailed Report

	FY 2022 Budget <i>10/7/2020</i>	FY22 Year End Estimates <i>as of 3/31/2022</i>	FY 2023 Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected
Revenue:							
Federal Grants			-	-	-	-	-
STBG	870,843.17	333,315.88	1,023,843.17	466,761.00	466,761.00	466,761.00	466,761.00
PL	217,348.03	111,936.60	259,801.43	154,390.00	154,390.00	154,390.00	154,390.00
SPR	310,125.62	239,289.98	195,835.64	125,000.00	125,000.00	125,000.00	125,000.00
5305d	102,480.86	42,113.25	124,909.61	64,542.00	64,542.00	64,542.00	64,542.00
5305e	218,400.00	218,400.00	160,000.00				
Federal Revenue:	1,719,197.68	945,055.71	1,764,389.85	810,693.00	810,693.00	810,693.00	810,693.00
Member Dues	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Interest Income	100.00	106.82	100.00	100.00	100.00	100.00	100.00
Mountain Line 5305e Local Match	54,600.00	54,600.00	40,000.00				
Trsf From Transit Fund	86,871.88	62,368.05	170,835.74	11,800.73	-	-	-
Local Revenue:	171,571.88	147,074.87	240,935.74	41,900.73	30,100.00	30,100.00	30,100.00
Total Revenue:	1,890,769.56	1,092,130.58	2,005,325.59	852,593.72	840,793.00	840,793.00	840,793.00
Expenditures:							
Salaries	376,618.53	360,171.44	425,829.00	434,345.58	443,032.49	451,893.14	460,931.00
Benefits	115,790.35	93,889.04	119,390.49	121,763.30	124,193.11	126,671.51	128,484.51
Salary/ERE:	492,408.88	454,060.48	545,219.49	556,108.88	567,225.60	578,564.65	589,415.51
Payroll Processing Expense	10,088.22	11,266.10	14,400.00	14,400.00	14,400.00	14,400.00	14,400.00
Office Rent	23,404.68	23,404.68	24,024.00	24,384.00	24,384.00	24,384.00	24,384.00
Phone and Internet	6,428.77	6,428.79	4,920.00	4,920.00	4,920.00	4,920.00	4,920.00
Memberships	1,224.00	1,224.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00

FY23 DRAFT Budget and Five Year Plan
Detailed Report

	FY 2022 Budget	FY22 Year End Estimates	FY 2023 Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected
Copying and Printing	504.42	504.41	500.00	500.00	500.00	500.00	500.00
Office Supplies	1,513.23	250.00	500.00	500.00	500.00	500.00	500.00
Postage and Freight	26.00	26.00	121.00	121.00	121.00	121.00	121.00
Books and Subscriptions	-	26.00	144.00	144.00	144.00	144.00	144.00
Insurance	9,890.41	6,959.12	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Food	1,224.00	246.64	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Legal Services	12,000.00	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Financial Services (CPA/Audit)	1,530.00	1,530.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Other Services	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
IT Support	5,044.11	4,740.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Computer Equipment	4,035.29	4,405.17	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Office Equipment	429.24	-	400.00	400.00	400.00	400.00	400.00
Computer Software	2,522.06	2,604.01	2,693.00	2,693.00	2,693.00	2,693.00	2,693.00
Bank Fees	-	101.01	-	-	-	-	-
Operations:	81,364.43	69,215.94	70,852.00	71,212.00	71,212.00	71,212.00	71,212.00
Travel, Lodging and Meals	5,500.00	5,500.00	9,400.00	9,400.00	9,400.00	9,400.00	9,400.00
Registration	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Education and Training	3,600.00	2,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
Travel and Training:	10,100.00	10,100.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Consultant Fees	31,638.20	1,995.00	223,754.12	203,123.40	192,006.66	180,667.60	169,816.70
Advertising	5,200.00	2,000.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00
Streetlight Data (NAIPTA)	36,182.04	-	-	-	-	-	-
Downtown Mile (Milton Underpass)	180,000.00	-	490,000.00	-	-	-	-
Small Local Projects	260,000.00	-	-	-	-	-	-
Lone Tree TI	100,000.00	-	-	-	-	-	-
W Route 66 CMP	100,000.00	-	200,000.00	-	-	-	-
Regional Transportation Plan (SPR)	292,000.00	252,000.00	200,000.00	-	-	-	-

FY23 DRAFT Budget and Five Year Plan
Detailed Report

	FY 2022 Budget	FY22 Year End Estimates	FY 2023 Budget	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	FY 2027 Projected
McConnell Connector CMP	-	-	-	-	-	-	-
Lone Tree Cat Ex	-	-	30,000.00	-	-	-	-
Mountain Line 5305e Projects	273,000.00	273,000.00	200,000.00	-	-	-	-
Contingency	-	-	-	-	-	-	-
Projects:	1,278,020.24	528,995.00	1,345,354.12	204,723.40	193,606.66	182,267.60	171,416.70
Total Expenditures:	1,861,893.55	1,062,371.42	1,976,425.62	847,044.28	847,044.26	847,044.26	847,044.22



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: April 28, 2022

MEETING DATE: May 5, 2022

TO: Honorable Chair and Members of the Board

FROM: Jeff “Miles” Meilbeck, Executive Director

SUBJECT: Strategic Workplan Review

1. Recommendation:

i Staff recommends the Board review and endorse a Strategic Workplan for July 1, 2022 through December 31, 2023.

2. Background

i At the April 7, 2021 MetroPlan Strategic Advance, participants identified many projects and priorities for the coming years. Staff have attempted to distill this information into a concise Workplan. Ideally, this Workplan will be adopted by MetroPlan and provide guidance for the coming year. The Workplan will also serve as the basis for the Unified Planning Work Program, a federally required document.

Staff are seeking discussion with the TAC, Management Committee and Executive Board as we refine this document.

3. Fiscal Impact

i No immediate fiscal impact.

4. TAC and Management Committee Discussion

i The TAC and Management Committee were supportive of the approach. The TAC did not adopt the draft work plan pending more specificity on how to improve relationships with ADOT.

5. Alternatives

i None.

6. Attachments

i *Draft Strategic Workplan*

Exercise – Raw Material – SWOT

Exercise – Raw Material -- Workplan

Strategic Workplan

June 30, 2022 to December 31, 2023

Vision:

To create the finest transportation system in the country.

Mission:

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

Guiding Principles

- 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 - **DRAFT**

1. Complete MetroPlan's long range Regional Transportation Plan and have it adopted by the Board by 12-31-2022
2. Develop a plan to support electrification of public and private vehicle fleets by 12/31/2022
3. Develop a regional approach to maintaining vehicle miles at 2019 levels by 12/31/2022
4. Define what it means to be "the finest transportation system in the Country".
5. Investigate opportunities to promote multimodal transportation offerings and routes via mobile app by December 31, 2022.
6. Develop a plan to transform the transportation system and emphasize equity between modes by 12/31/22
7. Complete the West Route 66 planning process by 12/31/2023
8. Participate in City-led outreach and design efforts on the Lone Tree Corridor (JWP to Butler) and Lone Tree Railroad Overpass through 12-31-2023
9. Support Mountain Line efforts to collaborate with regional and tribal partners for shuttle service to Flagstaff and other communities.
10. Explore ways to share staff resources to be more efficient and effective by 12/31/23
11. Participate in, review, and take formal action on ADOT's Milton/Hwy 180 plan by 12-31-2022.
12. Explore possibility of Milton Road route transfer and document findings by 6/30/23.
13. Lead efforts to facilitate multi-modal shift by applying for a Safe Streets for All (SS4A) grant by December 31, 2022
14. Secure \$2.6 million special state budget appropriation by 9/30/22.
15. Pursue 100% increase in annual formula award funding through ADOT
16. Support Downtown Mile planning and grant writing efforts to secure funding by 12/31/23
17. Inventory Congressionally Directed Spending, BIL/IIJA and other grant opportunities and identify which grants MetroPlan will pursue.
- ~~18. Debrief MetroPlan grant applications with partners and funding agencies after awards are announced to document and apply lessons learned.~~
19. Strive to build a better relationship with ADOT by inviting the ADOT Director's office to serve on the MetroPlan Management Committee and measuring progress with a pre and post survey.

Strengths (Internal)

+

De

desire to succeed

expertise

Dedicated transit tax creates ability to leverage funds

419 is a huge source of local funds to leverage

good relations w outside organizations

Significant experience managing federal funds for all member agencies

competent MP staff

partnerships

Support for partners' grant applications

METROPLAN projects are supported by regional economic development stakeholders

Federal and State 'inner workings' expertise

Determination and resilience

METROLAN Projects are fully vetted and approved by voters.

MetroPlan is the local agency designated to receive federal highway funds.

We know what project we need - example Great City ATP (alternative transpo multimodal plan)

Mountain Line's knowledge/ ability to get FTA grants

Skills

collaboration between agencies'

Collaborative approach among agencies

Collaboration

extensive partnerships on local, state and federal level

shared vision

Great team

Weaknesses (Internal)

+

staff capacity to deliver projects, not just get grants

understanding, quantifying and communicating synergy or relationships between priorities (e.g., housing & transportation, transportation & economy)

Is transit tax large enough to match all available funds for needed projects?

so many issues facing community lately

Evolving local priorities

running in too many directions

need specific grant writing staff

Determining grant go-no go; confusion between agencies

Lack of good data on key metrics: economic impact

limited resources

lack of adequate resource

too broad of a vision

Rapidly changing landscape

Capacity

Staff capacity- so many grants it constant.

staffing - recruitment challenges. Retention.

Staff resources.

need more staff

too much turnover on exec board

Not enough staff to write grants - lack of time

lack adequate resource

Staff familiarity with benefit cost analysis

competition with other priorities.

Opportunities (External)

20220505 Executive Board Packet

Threats (External)

+	+
Lead regional and tribal partnerships to provide frequent transit/shuttle services to the Navajo and Hopi reservations with multiple stops to and from Flagstaff.	Cost of living in Flagstaff is making it more and more difficult to retain and recruit staff
Strengthen value proposition that transportation is directly linked to economic development, workforce development, and housing	overwhelming vehicle congestion hurts the economy and quality of life
support the creation of bike/ped/transit only routes	climate change will pull lots of people here
many projects align very well administration goals	forging consensus amidst divergent viewpoints
growth can be good if done well - new people, fresh ideas and perspective	rural vs urban culture clash in our region
Learning more about bringing market forces to bear on regional priorities and issues	inflation
the new reality of work, can work from home or just about anywhere	last minute changes that are costly
Leadership on RTAC and statewide coordination of MPOs and COGs	Making Flagstaff so great that everyone wants to move here 👍 1
Learning from the success of others (what makes a good application)	practice is moving faster than policy
Bringing in consulting experts	perfection
Create clear list of priorities/ projects to apply for in each federal grant program for next 5 years.	people with very narrow agendas
Numerous funding opportunities	ignoring vehicle traffic
focus on infrastructure	TIA policies - prioritize vehicles -
federal funding	very rapid growth
New funding	cost of living in the region
ARPA funds	economic downturn
Infrastructure bill 👍 1	changing priorities
seek funding for mode shift	Complexities
New one-time state funding opportunity: Governor's SMART 50M - 40% to Counties, 40% to Cities, 20% to ADOT	ADOT jurisdiction on Milton/Hwy 180 is barrier - need a turnback for community vision
Availability of funding opportunities	ADOT
cooperation with BNSF	state legislature
Shared resources	stae legislature
focus the MPO vision	Mismatch between funding availability and local/regional priorities
	Perception that Feds are handing out money
	Evolving federal funding priorities
	State management of infrastructure funding
20220505 Executive Board Packet	Page 29/55

	high local match requirement for federal grants
	Too many partners to coordinate
	competition for new funds from outside MetroPlan
	competition
	Competing agency goals, at times
	Competition from outside agencies
	Competing priorities and direction.



Exercise 3: Workplan Goals Brainstorming Activity

Each scribe will capture the group's 18 month Workplan goals. Add ideas to the list which we will be prioritize by rating our favorite ideas.

NOTE: Please denote your group's color by adding "R", "B", or "G", (Red, Blue, Green) before your text. For example, "R. Secure \$2 million in funding by Dec. 2022".

CREATED BY MANDIA GONZALES 11 DAYS AGO

Process

SMART (Moderator)

18 Month Workplan SMART Goals

Everyone can add Brainstorming individually You will only see your ideas in this step

Group

Only facilitators can group

Rate the Workplan Goals

Please rate the goals by sliding the scale. The scale is from 1 -10 with 10 being the highest.

Rate on 1 dimension Low ← Rating → High You must rate all to continue

Results

Here is our list of prioritized goals sorted by ratings.

Sorted by *Rating (Rating)*

Participants

	NAME	EMAIL	ROLE	JOINED
A	Adunno	adunno@mountainline.az.gov	contributor	04/07/2022
DW	David Wessel	david.wessel@metroplanflg.org	contributor	04/01/2022
D	Dfolke	dfolke@flagstaffaz.gov	contributor	04/07/2022
ES	Ed Stillings	ed.stillings@dot.gov	contributor	04/07/2022
GC	Greg Clifton	greg.clifton@flagstaffaz.gov	contributor	04/07/2022
J	Jbauman	jbauman@flagstaffaz.gov	contributor	04/07/2022
JM	Jeff Meilbeck	jeff.meilbeck@metroplanflg.org	contributor	04/04/2022
J	Jjames	jjames6@azdot.gov	contributor	04/07/2022
J	Jmccarthy	jmccarthy@flagstaffaz.gov	contributor	04/07/2022
J	Jmoffo	jmoffo@mountainline.az.gov	contributor	04/07/2022
J	Jmoffo	jmoffo@naipta.az.gov	contributor	04/04/2022
JM	Joshua Maher	joshua.maher@nau.edu	contributor	04/07/2022
J	Jvasquez	jvasquez@coconino.az.gov	contributor	04/07/2022
K	Kmorley	kmorley@naipta.az.gov	contributor	04/07/2022
MG	Mandia Gonzales	mandia.gonzales@metroplanflg.org	owner	03/31/2022
MM	Michelle McNulty	michelle.mculty@flagstaffaz.gov	contributor	04/07/2022
P	Phorstman	phorstman@coconino.az.gov	contributor	04/07/2022
R	Rbarrett	rbarrett@flagstaaffaz.gov	contributor	04/07/2022
R	Rbarrett	rbarrett@flagstaffaz.gov	contributor	04/07/2022
RS	Regina Salas	regina.salas@flagstaffaz.gov	contributor	04/07/2022
RW	Rosie Wear	rosie.wear@metroplanflg.org	contributor	04/04/2022
TW	Tony Williams	tony.williams@coconino.edu	contributor	04/07/2022

	NAME	LAST ACTIVITY	# LIKE	# DISLIKES	# COMMENTS	# CHAT MESSAGES	# IDEAS CREATED	# GROUPS CREATED	# RATED IDEAS
J	Jvasquez	04/07/2022	2						28
A	Adunno	04/07/2022							28
DW	David Wessel	04/07/2022					15		28
D	Dfolke	04/07/2022							28
ES	Ed Stillings	04/07/2022							3
GC	Greg Clifton	04/07/2022							28
J	Jbauman	04/07/2022							28
JM	Jeff Meilbeck	04/04/2022							
J	Jjames	04/07/2022							28
J	Jmccarthy	04/07/2022							28
J	Jmoffo	04/07/2022					7		28
J	Jmoffo	04/04/2022							
JM	Joshua Maher	04/07/2022							28
K	Kmorley	04/07/2022					6		28
MG	Mandia Gonzales	04/07/2022							
MM	Michelle McNulty	04/07/2022							28
P	Phorstman	04/07/2022							27
R	Rbarrett	04/07/2022							
R	Rbarrett	04/07/2022							28
RS	Regina Salas	04/07/2022							28
RW	Rosie Wear	04/04/2022							
TW	Tony Williams	04/07/2022							28

Ideas

Ideas (28)

TITLE ▲	DESCRIPTION	CREATED BY	CREATED DATE
B- Debrief application with partners and funding agencies after successful and unsuccessful applications so we are more successful next time		Kmorley	04/07/2022
B- Study possibility of route transfer (turnback) in coordination with roadway improvements this summer		Kmorley	04/07/2022
B- Update modeling criteria in coordination with MetroPlan		Kmorley	04/07/2022
Create a clear plan for future applications, needed partnership and who is responsible well ahead of NOFO	blue	Kmorley	04/07/2022
Establish grant partnerships XX months prior to grants being opened		Kmorley	04/07/2022
G continue to facilitate multimodal shift (MetroPlan needs to take leadership)		Jmoffo	04/07/2022
G Coordinate with other agencies to achieve similar goals		Jmoffo	04/07/2022
G Evaluate impacts of multimodal shift		Jmoffo	04/07/2022
G Get funding for downtown mile by end of year		Jmoffo	04/07/2022
G Refine vision to have defined goals (ex. reduce vehicles miles traveled)		Jmoffo	04/07/2022
G share staff resources to encouraging leveraging of resources		Jmoffo	04/07/2022
G Understand how land use policies affect transportation		Jmoffo	04/07/2022
R - Assist City with finalizing JWP corridor plans by December 2022		David Wessel	04/07/2022
R - Assist City with JWP coordination of private properties by ??		David Wessel	04/07/2022
R - Assist in design of new Milton Bridge by 09, 2023		David Wessel	04/07/2022
R - Bring \$2 million to MP projects NOW		David Wessel	04/07/2022
R - Coordinate / maximize use of earmark requests for various transportation projects		David Wessel	04/07/2022
R - Develop collaborative approach to grant writing to improve member agency success by XX		David Wessel	04/07/2022
R - Expand electrification of private vehicle fleets		David Wessel	04/07/2022
R - Expand electrification of public vehicle fleets		David Wessel	04/07/2022
R - Improve N_S transportation through Flagstaff including Milton / 180		David Wessel	04/07/2022
R - Initiate collaboration and partnership with reigonal and tribal leaders for shuttle services between Flagstaff and Nations by December 2023		David Wessel	04/07/2022
R - Invest more in bike trails and lanes by 2024		David Wessel	04/07/2022
R - MP develop a plan for Milton and US180 route transfer and assist City wi/ approvals by June 2024		David Wessel	04/07/2022
R - Strengthen shuttles services between the reservations and communities across the County		David Wessel	04/07/2022
R - Transform the transportation system to emphasize equity between modes by July 2023		David Wessel	04/07/2022
R - W66 CMP (continuation)		David Wessel	04/07/2022
Reconcile agency policies before grants open	discrepancy between, align policies early	Kmorley	04/07/2022

Comments

Comments by idea

PARTICIPANT NAME	IDEA	COMMENT	DATE
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Nothing to show

Chat

Chat messages

PARTICIPANT NAME	MESSAGE	DATE
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Nothing to show

Likes

Ideas 2

TITLE	# LIKES	# DISLIKES
R - Expand electrification of public vehicle fleets	1	
R - Bring \$2 million to MP projects NOW	1	

SMART (Moderator)

18 Month Workplan SMART Goals

Ideas

TITLE	CREATED BY	LIST (SMART (MODERATOR))
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Nothing to show














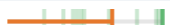













Group

TITLE	▲ GROUPED IDEAS	GROUP CREATED BY
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Nothing to show

Rate the Workplan Goals

Please rate the goals by sliding the scale. The scale is from 1 -10 with 10 being the highest.


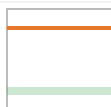

TITLE	RATING ← LOW HIGH →	# RATERS ▼
B- Update modeling criteria in coordination with MetroPlan		17
B- Study possibility of route transfer (turnback) in coordination with roadway improvements this summer		17
G Understand how land use policies affect transportation		17
G Refine vision to have defined goals (ex. reduce vehicles miles traveled)		16
G Coordinate with other agencies to achieve similar goals		16
R - Develop collaborative approach to grant writing to improve member agency success by XX		16
Establish grant partnerships XX months prior to grants being opened		16
G share staff resources to encouraging leveraging of resources		16
Reconcile agency policies before grants open		16
R - Coordinate / maximize use of earmark requests for various transportation projects		16
B- Debrief application with partners and funding agencies after successful and unsuccessful applications so we are more successful next time		16
G Get funding for downtown mile by end of year		16
Create a clear plan for future applications, needed partnership and who is responsible well ahead of NOFO		16
R - Improve N_S transportation through Flagstaff including Milton / 180		16
R - MP develop a plan for Milton and US180 route transfer and assist City w/ approvals by June 2024		16
R - W66 CMP (continuation)		16
R - Assist in design of new Milton Bridge by 09, 2023		16
R - Assist City with finalizing JWP corridor plans by December 2022		16
R - Assist City with JWP coordination of private properties by ??		16
R - Bring \$2 million to MP projects NOW		16
R - Transform the transportation system to emphasize equity between modes by July 2023		16
R - Initiate collaboration and partnership with regional and tribal leaders for shuttle services between Flagstaff and Nations by December 2023		16
R - Strengthen shuttles services between the reservations and communities across the County		16
G continue to facilitate multimodal shift (MetroPlan needs to take leadership)		16
G Evaluate impacts of multimodal shift		16
R - Invest more in bike trails and lanes by 2024		16
R - Expand electrification of private vehicle fleets		16
R - Expand electrification of public vehicle fleets		15

Results

Here is our list of prioritized goals sorted by ratings.

TITLE	DESCRIPTION	CREATED BY	CREATED DATE	# LIKES	# DISLIKES	COMMENTS	# COMMENTS		LIST (SMART (MODERATOR))	RANK		LIST (GROUP)	RANK	GROUP ED IDEAS	# GROUP ED IDEAS	RATING < LOW HIGH >	# RATERS
B- Update modeling criteria in coordination with MetroPlan		Kmorley	04/07/2022						Our list of Workplan Goals	2		Our list of Workplan Goals	1				17
B- Study possibility of route transfer (turnback) in coordination with roadway improvements this summer		Kmorley	04/07/2022						Our list of Workplan Goals	10		Our list of Workplan Goals	2				17
G Understand how land use policies affect transportation		Jmoffo	04/07/2022						Our list of Workplan Goals	12		Our list of Workplan Goals	3				17
G Refine vision to have defined goals (ex. reduce vehicles miles traveled)		Jmoffo	04/07/2022						Our list of Workplan Goals	14		Our list of Workplan Goals	4				16
G Coordinate with other agencies to achieve similar goals		Jmoffo	04/07/2022						Our list of Workplan Goals	23		Our list of Workplan Goals	5				16
R - Develop collaborative approach to grant writing to improve member agency success by XX		David Wessel	04/07/2022						Our list of Workplan Goals	15		Our list of Workplan Goals	6				16
Establish grant partnerships XX months prior to grants being opened		Kmorley	04/07/2022						Our list of Workplan Goals	26		Our list of Workplan Goals	7				16
G share staff resources to encouraging leveraging of resources		Jmoffo	04/07/2022						Our list of Workplan Goals	20		Our list of Workplan Goals	8				16
Reconcile agency policies before grants open	discrepancy between, align policies early	Kmorley	04/07/2022						Our list of Workplan Goals	22		Our list of Workplan Goals	9				16
R - Coordinate /		David	04/07/2022						Our list	1		Our	10				16

maximize use of earmark requests for various transportation projects		Wessel							of Workpl an Goals		list of Workpl an Goals					
B- Debrief application with partners and funding agencies after successful and unsuccessful applications so we are more successful next time		Kmorley	04/07/2022						Our list of Workpl an Goals	18	Our list of Workpl an Goals	11				16
G Get funding for downtown mile by end of year		Jmoffo	04/07/2022						Our list of Workpl an Goals	27	Our list of Workpl an Goals	12				16
Create a clear plan for future applications, needed partnership and who is responsible well ahead of NOFO	blue	Kmorley	04/07/2022						Our list of Workpl an Goals	28	Our list of Workpl an Goals	13				16
R - Improve N_S transportation through Flagstaff including Milton / 180		David Wessel	04/07/2022						Our list of Workpl an Goals	9	Our list of Workpl an Goals	14				16
R - MP develop a plan for Milton and US180 route transfer and assist City w/ approvals by June 2024		David Wessel	04/07/2022						Our list of Workpl an Goals	24	Our list of Workpl an Goals	15				16
R - W66 CMP (continuation)		David Wessel	04/07/2022						Our list of Workpl an Goals	11	Our list of Workpl an Goals	16				16
R - Assist in design of new Milton Bridge by 09, 2023		David Wessel	04/07/2022						Our list of Workpl an Goals	25	Our list of Workpl an Goals	17				16
R - Assist City with finalizing JWP corridor plans by December 2022		David Wessel	04/07/2022						Our list of Workpl an Goals	4	Our list of Workpl an Goals	18				16
R - Assist City with JWP coordination of private properties by ??		David Wessel	04/07/2022						Our list of Workpl an Goals	6	Our list of Workpl an Goals	19				16
R - Bring \$2 million to		David	04/07/2022	1					Our list	16	Our	20				16

MP projects NOW		Wessel							of Workpl an Goals			list of Workpl an Goals					
R - Transform the transportation system to emphasize equity between modes by July 2023		David Wessel	04/07/2022						Our list of Workpl an Goals	19		Our list of Workpl an Goals	21				16
R - Initiate collaboration and partnership with reigonal and tribal leaders for shuttle services between Flagstaff and Nations by December 2023		David Wessel	04/07/2022						Our list of Workpl an Goals	7		Our list of Workpl an Goals	22				16
R - Strengthen shuttles services between the reservations and communities across the County		David Wessel	04/07/2022						Our list of Workpl an Goals	8		Our list of Workpl an Goals	23				16
G continue to facilitate multimodal shift (MetroPlan needs to take leadership)		Jmoffo	04/07/2022						Our list of Workpl an Goals	21		Our list of Workpl an Goals	24				16
G Evaluate impacts of multimodal shift		Jmoffo	04/07/2022						Our list of Workpl an Goals	17		Our list of Workpl an Goals	25				16
R - Invest more in bike trails and lanes by 2024		David Wessel	04/07/2022						Our list of Workpl an Goals	5		Our list of Workpl an Goals	26				16
R - Expand electrification of private vehicle fleets		David Wessel	04/07/2022						Our list of Workpl an Goals	3		Our list of Workpl an Goals	27				16
R - Expand electrification of public vehicle fleets		David Wessel	04/07/2022	1					Our list of Workpl an Goals	13		Our list of Workpl an Goals	28				15



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STAFF REPORT

REPORT DATE: April 28, 2022
MEETING DATE: May 5, 2022
TO: Honorable Chair and Executive Board
FROM: David Wessel, Transportation Planning Manager
SUBJECT: *Stride Forward: 2045 Onward Scenario Projection and Updates*

1. Recommendation:

i This item is for information purposes only. No staff recommendation is being made.

2. Related Strategic Workplan Item

i Complete MetroPlan's long-range Regional Transportation Plan and have it adopted by the Board by 12-31-2022

3. Background

i Overall, *Stride Forward* is on schedule (completion in October), task, and budget. This period's primary work products are Task 4, Future Scenarios, and Task 5, Public Involvement.

Task 2. Literature Review/Trend Analysis: **Complete.** Literature Review and Socioeconomic papers available at www.metroplanflg.org/Strideforward

Task 3. Regional Model Update: **Complete.**

Task 4. Scenario Development: The development of the Onward (stay the course) Scenario is underway and will be complete in May. Staff will briefly present the geographic distribution of the population and employment control totals approved in February.

Population: City of Flagstaff: 94,845 / Coconino County: 24,976 / Region: 119,821

Employment: 64,768



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Task 5. Public Involvement: In addition to the Random Sample Survey, MetroPlan completed two online surveys w/ 640 and 579 responses, respectively. Round 1 stakeholder input is completed. Reports are available on line.

Task 6. Policy Development: Policy on electric vehicles and charging are being developed.

Task 7. Equity Analysis: Points of interest (i.e., Pharmacies, Groceries, Jobs, etc.) are under review. The methodology is largely complete.

Sustainable Transportation Toolbox: The change order with Burgess & Niple is executed. A workshop is schedule for 5/3 and 5/4 to kick-off the event.

4. TAC and Management Committee Discussion

i This item was presented to the TAC and Management Committee for information only. Satisfaction was expressed by both committees.

5. Fiscal Impact

i The RTP is a major FY2022 work program product and all of the activities described above have either been budgeted or absorbed by staff within existing budgets.

6. Alternatives

i This item is for information purposes only. No alternatives are provided.

7. Attachments

i Website: <https://www.metroplanflg.org/strideforward>

Facebook: <https://www.facebook.com/StrideForwardFlg/>

Twitter: <https://twitter.com/stridewdflg>

Instagram: <https://www.instagram.com/strideforwardflg/>



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STAFF REPORT

REPORT DATE: April 28, 2022
MEETING DATE: May 5, 2022
TO: Honorable Chair and Members of the Board
FROM: Jeff “Miles” Meilbeck, Executive Director
SUBJECT: Downtown Mile (DTM) Update

1. Recommendation:

i This item is for information only. No recommendation is being made.

2. Related Strategic Workplan Item (s)

i Measurable Objective 16:
Evaluate how MetroPlan can best support the Milton Railroad underpass through design, funding, environmental work, or other approaches by 12-31-2021. The scope will include consideration of the Downtown Connection Center, Rio De Flag project and other “Downtown Mile” projects.

3. Background

i MetroPlan develops a strategic workplan and budget each year to ensure that we stay on track with meeting the transportation needs of our region. In FY 2022 we reallocated funds to the DTM plan for several reasons:

- *Important: The DTM plan will integrate the design of the Milton Railroad underpass, the Downtown Connection Center (DCC), bicycle and pedestrian projects, and safer railroad crossings. Further, all of these transportation projects are stacked up behind the completion of the Rio De Flag flood control project (Rio project). In other words, before the Rio project can be constructed, the DTM plan indicating how all the projects will integrate needs to be completed.*
- *Urgent. The City of Flagstaff’s Rio Project has a federal appropriation of \$52 Million which cannot be expended until the DTM planning/design effort is*



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complete. The Rio project funding is time-limited and needs to be spent so it does not lapse. Further, the risk of catastrophic flooding and the resultant impact on the transportation network in the community is high. Although flooding mitigation is not a direct mission of MetroPlan, it is a community imperative.

- *Highly Leveraged. Design and construction of infrastructure projects in the area total over \$150 Million. The DTM Plan is a precursor to design and construction. The following table summarizes the funds that will be leveraged through the completion of the DTM plan:*
 - *Army Corps of Engineers: \$79.3 Million*
 - *Federal Transit Administration: \$22 Million*
 - *Burlington Northern Santa Fe Railroad: \$200,000*
 - *Mountain Line: \$12 Million*
 - *City of Flagstaff: \$42.7 Million*
- *The DTM Plan will create a more competitive application for funds through the Bipartisan Infrastructure Law (BIL). The City of Flagstaff is working on a MEGA grant at this time and preparing a submittal. If successful, these additional funds may reduce the amount of local funds required for project construction and/or address increasing costs.*

4. TAC and Management Committee Discussion

- i** *This presentation was provided to the TAC and Management Committee and support for the effort was expressed.*

5. Fiscal Impact

- i** *Total cost to MetroPlan is \$490,000 in the FY 22 Budget*

6. Alternatives

- i** *None provided*

7. Attachments

- i** *Downtown Mile “Glossy”*

City of Flagstaff Downtown Mile Master Plan



The City of Flagstaff and project partners including BNSF Railway, Mountain Line, Amtrak, and Army Corps of Engineers are investing over \$150,000,000 in transit and flood control improvement projects in downtown Flagstaff (see map on back). A RAISE Planning Grant will provide funds to develop integrated design, NEPA clearance, and a construction phasing plan to optimize efficiency and funding in delivering these critical projects for our community.

Merit Criteria Justification

• Safety

Two new grade-separated pedestrian crossings that provide safe passage for vulnerable users and reduce the likelihood of trespassing across active railway. Additional bicycle facilities that complete a major link along the City's "main street" (Milton Road) and support alternate mode users.

• Environmental Sustainability

The Downtown Connection Center increases public transit options and supports reduction in private vehicle use particularly for short trips. Entire "Downtown Mile" effort provides critical infrastructure to allow denser urban growth rather than urban sprawl.

• Quality of Life

Flood control efforts eliminate recurring floods from the historic Southside community. Enhanced transit and pedestrian facilities increase mobility options for downtown residents and workers.

• Economic Competitiveness

Planning for the railway operations reduces impact to rail operations and allows for future growth of regional and national freight movement. Supporting downtown assists existing and future businesses to attract and retain 4,500+ workers.

• State of Good Repair

The widening and replacement of the Milton Road Underpass/BNSF Railway Bridge eliminates a 1930's structure that is substandard in vertical clearance for a more resilient structure. Removing the 100-year floodplain from historic areas improves overall maintenance and repair costs.

• Area of Persistent Poverty (APP)

The project area is in a census tract that meets the APP definition.





Florence to Walnut Pedestrian Underpass
\$2,300,000 Programmed (City of Flagstaff)
Design Complete



Milton Road Underpass/BNSF Railway Bridge
\$200,000 Programmed (City of Flagstaff)
Planning Underway



Downtown Flagstaff

Rio de Flag (RDF) Flood Control and Pedestrian Underpass
\$122,000,000 Programmed
(City of Flagstaff, Army Corp of Engineers)
Design Complete



Lone Tree Overpass

Overpass of BNSF and RDF (and lowering track)
\$73,000,000 Programmed (City of Flagstaff)
Design Underway



Downtown Connection Center and Amtrak Station
\$34,000,000 Programmed (Mountain Line)
Design Underway



Southside Flagstaff

Milton Rd

Beaver St

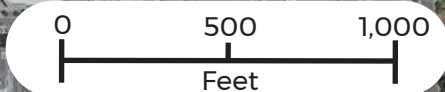
Route 66

San Francisco St

BNSF Railway

Butler Ave

Lone Tree Rd





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STAFF REPORT

REPORT DATE: April 28, 2022
MEETING DATE: May 5, 2022
TO: Honorable Chair and Members of the Board
FROM: Mandia Gonzales, Transportation Planner
SUBJECT: Safe Streets and Roads for All (SS4A) Grant Program

1. Recommendation:

i This item is for information only. No recommendation is being made.

2. Related Strategic Workplan Item

i 14. Secure \$2 Million in additional resources, including Signal Technology, by 12-31-2022

3. Background

i The Bipartisan Infrastructure Law (BIL) establishes the new Safe Streets and Roads for All (SS4A) discretionary program that will provide \$5-6 billion in grants over the next 5 years. This competitive program supports local “vision zero” plans and other improvements to reduce crashes and fatalities not only for drivers, but also for cyclists, pedestrians, and all other roadway users.

It is important to note that the Notice of Funding Opportunity (NOFO) is anticipated to be released in May 2022. Therefore, there are many unknowns regarding this new grant program. The information provided below comes from a variety of sources through FHWA and organizations such as ASHTO and AMPO. MetroPlan will review the NOFO once released and make any adjustments to the information provided below.



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Highlights:

- **Who's Eligible:** MPOs, counties, cities/towns, special districts that are a subdivision of the State, federally recognized Tribes, and partnerships comprised of the entities listed.
- **Award Amount:** According to The Eno Center for Transportation, "There is no maximum or minimum grant size, and the only restrictions are that no more than 15 percent of any year's grants can go towards grants in any one state."
- **Cost Share and Matching Funds:** It is anticipated that the Federal share will not exceed 80%.
- **Eligible Projects:**
 - Develop or update a "Comprehensive Safety Action Plan" or Action Plan (e.g., Vision Zero plans).
 - Conduct planning, design, and development activities in support of an Action Plan.
 - Carry out projects and strategies identified in an Action Plan.
Illustrative examples of projects and strategies could include but are not limited to:
 - Implementing improvements along an expanded multimodal network of reconfigured roads with separated bicycle lanes and improved safety features for pedestrian crossings.
 - Applying low-cost safety treatments such as rumble strips, wider edge lines, flashing beacons, and better signage along high-crash rural corridors.
 - Conducting speed management projects such as implementing traffic calming road design changes and setting appropriate speed limits for all road users.
 - Installing safety enhancements such as safer pedestrian crossings, sidewalks, and additional lighting for people walking, rolling, or using mobility assistive devices.
 - Addressing alcohol-impaired driving along key corridors through education, outreach, and publicized sobriety checkpoints on weekends and holidays.
 - Making street design changes informed by culturally competent education and community outreach.
 - Creating safe routes to school and public transit services through multiple activities that lead to people safely walking, biking, and rolling in underserved communities.



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Getting Ready

MetroPlan Staff is conducting an assessment of the 2018 Regional Strategic Transportation Safety Plan, the City's Active Transportation Plan, and the Residential Traffic Management Program to determine what projects may be eligible.

This is an initial screening of potential projects. As more information on the grant becomes available, staff will present qualifying projects for discussion that will consider the extent to which additional planning and/or design is needed, and assess the applicability of laws such as the National Environmental Protection Act, the National Historic Preservation Act, and the American with Disabilities Act.

Starting in May, the USDOT will be hosting a series of webinars related to SS4A. To learn more and to register please visit:

<https://www.transportation.gov/grants/SS4A/webinars>

4. TAC and Management Committee Discussion

i *This item was not presented to the TAC due to a loss of quorum. It was presented to the Management Committee who expressed support.*

5. Fiscal Impact

i *None at this time.*

6. Alternatives

i *None provided.*

7. Attachments

i (LINK): [SS4A Grant Program](#)

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

June 30, 2021 to December 31, 2022

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

Technical

1. Complete MetroPlan's long range Regional Transportation Plan and have it adopted by the Board by 12-31-2022
2. Initiate the West Route 66 planning process by 12/31/2021
3. Develop a plan to support electrification of public and private vehicle fleets by 12/31/2022
4. Develop a regional approach to maintaining vehicle miles at 2019 levels by 12/31/2022
5. Define what it means to be "the finest transportation system in the Country".
6. Investigate opportunities to promote multimodal transportation offerings and routes via mobile app by December 31, 2022.
7. Update the project prioritization matrix by June 2021, run all projects through the matrix by October 2021 including the possibility of three (3) I-40 pedestrian underpass locations.

Relational

8. Develop a feedback loop to keep the Board, TAC and Management Committee apprised of changes to priorities and the reasons for those changes and have adopted by 10-31-2021.
9. Develop a structured, transparent process to bring issues to the table in a timely way to enhance communication and understanding between member agencies by June 30, 2021

Financial and Funding

10. Continue mini grant program and award a project that has multi-agency benefit by 12-31-21.
11. Explore traditional and creative funding mechanisms and provide a report on how to establish a diverse and stable funding strategy for transportation construction and maintenance by 6-30-2022.
12. Educate State Leadership about the value of indexing the gas tax for inflation with goal of State action by June 30, 2022.
13. Identify and scope projects for federal and state earmarks by 12-31-2021
14. Secure \$2 Million in additional resources, including Signal Technology, by 12-31-2022.
15. Evaluate and determine need for additional staff to achieve strategic goals by 10-31-2021.
16. Evaluate how MetroPlan can best support the Milton Railroad underpass through design, funding, environmental work or other approaches by 12-31-2021. Scope will include consideration of the Downtown Connection Center, Rio De Flag project and other "Downtown Mile" projects.
17. Participate in, review, and take formal action in support of -- or recommending adjustments to -- ADOT's Milton/Hwy 180 plan by 12-31-2021.
18. Support member agency broadband efforts by writing letters of support and including broadband funding in grant requests and planning documents by 12-31-2022.
19. Participate in City-led outreach and design efforts on the Lone Tree Corridor (JWP to Butler) and Lone Tree Railroad Overpass through 12-31-2022
20. Consider pursuing an additional \$300,000 for the Lone Tree TI design by 12-31-2022