

Teams Virtual Meeting

Join on your computer, mobile app or room device.

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Meeting ID: 269 719 623 380

Passcode: 4M9WD34u

In-Person Location

Downtown Connection Center
216 W Phoenix Ave, Flagstaff, AZ 86001

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

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

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

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

EXECUTIVE BOARD MEMBERS

- ☐ Miranda Sweet, Vice Mayor of Flagstaff, Chair
- ☐ Judy Begay, Chair Coconino County Board of Supervisors, Vice-Chair
- ☐ Austin Aslan, Flagstaff City Council
- ☐ Tony Williams, Mountain Line Board of Directors
- ☐ Becky Daggett, Mayor of Flagstaff
- ☐ Jamescita Peshlakai, Arizona State Transportation Board Member
- ☐ Jeronimo Vasquez, Coconino County Board of Supervisors
- ☐ Patrice Horstman, Coconino County Board of Supervisors (*alternate for Coconino County*)
- ☐ Anthony Garcia, Flagstaff City Council (*alternate for City of Flagstaff*)

METROPLAN STAFF

- ☐ Kate Morley, Executive Director
- ☐ David Wessel, Planning Manager
- ☐ Tami Suchowiejko, Business Manager
- ☐ Mandia Gonzales, Transportation Planner
- ☐ Kim Austin, Transportation Demand Management Planner
- ☐ Melanie Nagel, Montoya Fellow
- ☐ Hailey Bishop, Transportation Education AmeriCorps Member

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard. Individuals are limited to three (3) minutes for comment. Members of the public who wish to make a comment are asked to raise their hand to be recognized.

4. APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of November 6, 2025

(Pages 5-11)

B. CONSENT AGENDA

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

There are no items for the Consent Agenda.

C. ACTION ITEMS

1. CONSIDERATION AND POSSIBLE ACTION REGARDING THE VULNERABLE ROAD USERS SAFETY ACTION PLAN (Pages 12-13)

MetroPlan Staff: Mandia Gonzales, Transportation Planner

Recommendation: Staff recommend that the Board adopt the Vulnerable Road Users Safety Action Plan

2. CONSIDERATION AND POSSIBLE ACTION REGARDING SAFE STREETS MASTER PLAN CONTRACT #2026-03 TASK ORDER #2 WITH KITTLESON & ASSOCIATES (Pages 14-24)

MetroPlan Staff: Kate Morley, Executive Director

Recommendation: Staff recommend that the Board authorize the Executive Director to execute Safe Streets Master Plan Contract #2026-03 Task Order #2 in the amount of \$202,770.

D. DISCUSSION ITEMS

1. UPDATE ON LEGISLATIVE AGENDA (Pages 25-29)

MetroPlan Staff: Kate Morley, Executive Director

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

2. SAFE STREETS MASTER PLAN KICKOFF MEETING UPDATE (Pages 30-31)

MetroPlan Staff: David Wessel, Planning Manager

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

3. STRONG TOWNS PRESENTATION BRIEFING (Pages 32-34)

MetroPlan Staff: David Wessel, Planning Manager

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

4. METROPLAN HAPPENINGS (Pages 35-36)

MetroPlan Staff: Kate Morley, Executive Director

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

E. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

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

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

Thursday, January 8, 2026 – 1:00 p.m. – 3:00 p.m.

3. ADJOURN

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted in the lobby of the Downtown Connection Center, located at 216 W Phoenix Avenue and at www.metroplanflg.org on November 21, 2025, at 2:30p.m.

Dated this 21st day of November 2025.



Tami Suchowiejko
Business Manager

Meeting Minutes

Executive Board Meeting

1:15 – 3:00 PM
NOVEMBER 6, 2025

Teams Virtual Meeting

Join on your computer, mobile app, or room device.

[Click here join the meeting](#)

Meeting ID: 262 249 552 957 5

Passcode: Lr2f7ja2

In-Person Location

Downtown Connection Center

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- ☒ Mandia Gonzales, Transportation Planner
- ☒ Kim Austin, Transportation Demand Management Planner
- ☐ Melanie Nagel, Montoya Fellow

- ☐ Hailey Bishop, Safe Routes to School AmeriCorps Member

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Chair Sweet called the meeting to order at 1:18 p.m.

2. ROLL CALL

See above.

3. PUBLIC COMMENT

Chair Sweet made a call to the public for comment.

Andres "Dapper Dre" Adauto spoke: *"Since I'm here, I'll do public comment. Dapper Dre, most of you know me from at least several of them. I think it's really cool to get to be a part of the listening session. I think everybody could agree that when you get the ear of ADOT, you take it as best you can because we all know that it's mostly crickets from them a lot of the time. So, I would echo what you have given to them as a task or feedback is communication and general to your constituents, to the public, to your interest groups. I feel like one of our greatest assets, of course, is education, and that I feel it is often lacking in some of these plans when they get rolled out, how they get rolled out, or why they get rolled out. The general public just doesn't know. Right. They and they also don't know certain forces that not only are budgetary, but also like a simple we have these new roundabout videos, which I think are great. You know, again, education, education, education. But some of the underlying things that the public doesn't know, it's like the general public has no idea what induced demand is. Is there a way to educate people to say, hey, we can add that other lane, but in two years it's going to be worse than you started at. So just so you know where your investment is going. Oftentimes it's just adding rope to your own, you know, hanging noose. So clear communication, not only how, why, but also sticking to our guns in the sense that if we're going to say it's for safety, being OK with saying it's for safety, being decisive. And not always, that might not go in the favor of cars sometimes, which is I think oftentimes where we get a default vision is level of service for cars is above every single thing and dialing that back to community character and again, Education, education, education, because it's a lot. We of course put in awesome infrastructure that will make the baseline safer, but at the same time, if nobody's going to listen or care, then they're going to use it or abuse it however they default to. So clear lines of communication and education I think are also a paramount for MetroPlan or the city to just the general public because I feel like sometimes that doesn't happen and maybe that is a little bit more budget in the realm of commercials or programming that gets into schools, because I think that's a huge one. We have safe routes to school as a consideration, but do we have continuing education about why you could not pick a car, how easy it is to take transit, what is actually happening to our roads when they're overused, a certain amount of education outreach helps the general public understand a little bit more either why they could get something done or why it won't absolutely happen ever, just because of the constraints that we're all underneath. Thank you.*

4. APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of October 8, 2025

Motion: Member Williams made a motion to approve the Executive Board Meeting Minutes from October 8, 2025. Member Vasquez seconded the motion. The motion passed unanimously.

B. CONSENT AGENDA

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

There are no items on the consent agenda.

C. ACTION ITEMS

1. CONSIDERATION AND POSSIBLE ACTION REGARDING SAFE STREETS MASTER PLAN CONTRACT

MetroPlan Staff: David Wessel, Planning Manager, with Vamshi Yellisetty and Phyllis Davis from Kittleson & Associates, and Chris Phair Transportation Planner with City of Flagstaff

Recommendation: Staff recommends that the Board move to 1) approve Master Contract with Kittelson & Associates, Inc. for the Safe Streets Master Plan; and 2) authorize the Executive Director to execute Task Order #1 in the amount of \$2,038,847 inclusive of a 15% contingency; and 3) delegate authority to the Executive Director to shift funds between components and use the 15% contingency pool with approval from project partners as outline in the project IGA.

Planning Manager Wessel presented information regarding the Safe Streets Master Plan project. The project is a partnership with the City of Flagstaff, who will contribute most of the match required for the grant. Coconino County and Mountain Line are also contributing to the project. The project includes four major components: complete street guidelines, engineering standards and codes, online mapping tool, and project planning. There are two deliverables that will result from this project: 1) an update to the MetroPlan Regional Transportation Plan, and 2) a City master plan. Extensive scoping was completed before the request for proposal process was released. This included over thirty interviews with stakeholders. MetroPlan received six proposals from highly qualified firms. The multi-disciplinary review team interviewed two firms. Kittelson and Associates were unanimously selected. Chris Phair expressed thanks to MetroPlan for the work they have put into development of this important City topic. He is excited to move this project forward.

Board Discussion:

Chair Sweet commented that Flagstaff is unique because our community wants to be involved in these discussions. How are we planning to make sure we are bringing our community along with us as we go through this process. Phyllis Huegel with Kittelson & Associates described that Kittelson is developing a robust community engagement plan. We want this to be a plan that is representative of the variety of voice within the Flagstaff region. We are creating a community advisory group, as well as a stakeholder advisory group. There will be a lot of touch points with the public. Chair Sweet pointed out that there are many commissions and community organizations, like the FBO, that will want to be a part of this. In addition to reaching out the broad community and the focused groups as well. She expressed appreciation to Planner Wessel for his thorough presentation.

Vice Chair Begay commented that the open house format has been successful for the County in reaching out to the community. She also said that a newsletter to share updates about the project would be useful.

Motion: Member Vasquez made a motion to 1) approve Master Contract with Kittelson & Associates, Inc. for the Safe Streets Master Plan; and 2) authorize the Executive Director to execute Task Order #1 in the amount of \$2,038,847 inclusive of a 15% contingency; and 3) delegate authority to the Executive Director to shift funds between components and use the 15% contingency pool with approval from project partners as outline in the project IGA.

2. CONSIDERATION AND POSSIBLE ACTION REGARDING ELECTION OF CHAIR AND VICE-CHAIR FOR METROPLAN EXECUTIVE BOARD

MetroPlan Staff: Tami Suchowiejko, Business Manager

Recommendation: Staff recommend the Board elect a Chair and Vice-Chair for the term January 1, 2026, to December 31, 2026.

Business Manager Suchowiejko informed the Board of the need to elect a Chair and Vice Chair for the next calendar year. Per the bylaws, the current Chair and Vice Chair are eligible to serve another term if nominated. Executive Director Morely informed the Board that current Chair and Vice Chair have expressed interest in continuing to serve in their roles.

Board Discussion:

Chair Sweet stated that it has been an honor to be Chair and would like to continue.

Vice Chair Begay stated that she would also like to continue and expressed the importance of having both the City and County represented in the Chair and Vice Chair positions.

Motion: Member Peshlakai made a motion to nominate Chair Sweet to continue to serve as Chair for another year. Member Vasquez seconded the motion. The motion passed unanimously.

Motion: Member Peshlakai made a motion to nominate Vice Chair Begay to continue to serve as Vice Chair for another year. Member Williams seconded the motion. The motion passed unanimously.

D. DISCUSSION ITEMS

1. UPDATE ON KEY PERFORMANCE INDICATORS

MetroPlan Staff: Kate Morley, Executive Director; Transportation Manager David Wessel; Transportation Planner Mandia Gonzales; Transportation Demand Management Planner Kim Austin

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

MetroPlan Staff provided an update on key performance indicators for the first quarter of fiscal year 2026, July through September.

Board Discussion:

Chair Sweet commented regarding public outreach that the city will close Aspen Street frequently for First Friday Artwalk and other events. This is a good opportunity to show the community that we do not always have to drive to our destination. There are also opportunities to reach out to the neighborhood organizations. There is a lot of good community input there, and the opportunity to educate them about MetroPlan.

Member Begay asked for elaboration about website traffic. Transportation Planner Gonzales explained that our social media posts direct people to our website for more information. Traffic was down because we did not have any major projects where we were gathering public input. Business Manager Suchowiejko shared that the website was down for a week during this measurement period and we could not capture website visits.

Public Comment:

Dre asked how and where the pedestrian bicycle data was collected. Planning Manager explained that it was a video capture. They review all the videos to capture counts. The data was collected for the Vulnerable Road Users and Safe Routes to Schools programs. We focused in and around schools on a variety of facility types, both local roads, as well. arterials, and a handful of trails.

2. STRATEGIC PLAN UPDATE

MetroPlan Staff: Kate Morley, Executive Director

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

Executive Director Morley presented information to the Board about the Strategic Plan. The plan was created in June 2023 and was intended to serve a 1–3-year timeline. The plan sets goals and objectives with measurements for the MetroPlan team. We will send out to the Executive Board, and to the Technical Advisory and Management Committees. The feedback received from the survey will be the subject of the Strategic Advance in February.

Board Discussion: There was no discussion by the Board on this item.

3. TRANSPORTATION DEMAND MANAGEMENT UPDATE

MetroPlan Staff: Kim Austin, TDM Planner

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

Transportation Demand Management (TDM) Planner Austin provided updates on the Safe Routes to School Program (SRTS), Micromobility, and the Safer Peoples Campaign. The SRTS infrastructure component is currently conducting a survey of 4th Street neighborhood schools. The survey is open until November 20th. The SRTS programming component is working on roundabout education. We are producing videos for students and community education some of which were presented.

Board Discussion:

Chair Sweet asked how the survey is being distributed. TDM Planner Austin described Nelson Nygaard's engagement plan to get the information and survey out to the

community. Chair Sweet complimented the videos and asked if we can share them with Sarah Langley at the City so we can continue to share them with the community.

Member Vasquez shared positive feedback about the roundabout. The flow is much better than expected. He shared one criticism, that the center of the roundabout is cement. TDM Planner Austin shared that city beautification has a plan for that space.

Member Begay also shared comments that the roundabout was easy to navigate. She noticed that speeds through the roundabout seemed to be too fast. The roundabout is a benefit to the community.

Member Peshlakai shared observations about traveling on Lockett Road. She shared an example of the safe and unsafe activities she observed. She asked how it was decided to use an English accent for the voice over and commented that it takes away from the identity and culture of Flagstaff. TDM Planner explained that the accent was used to capture attention. It is an accent we do not hear often and is meant to grab audience attention.

Public Comment:

Dre asked if incidents and collisions are being tracked? This could be an important part of public education. TDM Planner shared that we are tracking and will share the information. He asked why pedestrians must press the button again in the middle of the road, on the island. Planner Wessel explained that this is intentional, that pedestrians should pause on the island to ensure that traffic has stopped and it is safe to cross.

4. FY2026 QUARTER 1 FINANCIAL REPORT

MetroPlan Staff: Tami Suchowiejko, Business Manager

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

Business Manager Suchowiejko provided a presentation on fiscal year quarter one financials for MetroPlan reporting all was tracking appropriately. There was no discussion by the Executive Board.

Board Discussion: There was no discussion by the Board about this item.

5. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morely, Executive Director

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

The Board did not address this item.

E. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

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

Member Peshlakai advised the board that she will run for election to the state legislature. She has also informed the Arizona State Transportation Board (ASTB) and ADOT Director Toth. She has not yet been notified when she will need to step down from the ASTB. She will continue to serve on the ASTB until she is asked to step down.

Chair Sweet expressed her appreciation to Member Peshlakai for her service on the Board.

Member Vasquez gave a shout out to the MetroPlan team. Two weeks ago, he attended the AZ Transportation Policy Summit in Sierra Vista. It was well done. He expressed appreciation to the MetroPlan Team for the work that went into preparation for the Summit. He reminded the Board that we are co-hosting the conference in Flagstaff next year.

Member Begay announced that the County is accepting food donations at the Stuff the bus event on Saturday, November 9th and Sunday, November 10th.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

December 4, 2025

3. ADJOURN

Chair Sweet adjourned the meeting at 3:01 p.m.

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



METROPLAN

GREATER FLAGSTAFF

STAFF REPORT

REPORT DATE: November 10, 2025

MEETING DATE: December 4, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Consideration and Possible Action Regarding the Vulnerable Road Users Safety Action Plan

1. RECOMMENDATION:

Staff recommend that the Board adopt the Vulnerable Road Users Safety Action Plan.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

To formalize MetroPlan's commitment to traffic safety, MetroPlan adopted a Vision Zero Resolution that sets a clear, measurable goal: ***reduce serious injuries and fatalities on the regional transportation system by 40% by the year 2045***. This resolution reinforces the region's dedication to eliminating traffic crashes through data-driven, equitable, and system-level approaches that prioritize the safety of all road users, especially those walking, biking, and using transit.

Staff will provide background information, an overview of the steps that have created the Safety Action Plan, and the next steps towards implementation. Topics will include:

- History and Purpose of the Action Plan
- Data Analysis Findings
- Public Outreach Overview
- Moving Towards Action (Policies and Strategies)
- Infrastructure Project Priorities
- New Resources for Partner Agencies
- Next Steps

The VRU Safety Plan is specific to MetroPlan. No recommendations limit or require actions by partner agencies. However, MetroPlan does support the use of the data and new resources to prioritize capital



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improvement projects with VRU safety in mind, which can further Vision Zero goals as adopted by the City of Flagstaff and the Arizona Department of Transportation.

4. MANAGEMENT COMMITTEE AND TAC COMMENT:

The TAC recommends the Board adopt the Vulnerable Road Users Safety Action Plan.

5. FISCAL IMPACT:

The VRU Safety Action Plan is funded through a Safe Streets for All (SS4A) planning grant awarded to MetroPlan. The grant value is \$201,360 federal and \$50,360 in local match, split between in-kind and cash. The grant agreement was executed on August 9, 2023.

6. ALTERNATIVES:

- 1) **RECOMMENDED:** Staff recommend that the Board adopt the Vulnerable Road Users Safety Action Plan.
- 2) **NOT RECOMMENDED:** The Board does not adopt the Vulnerable Road Users Safety Action Plan. This action would require a request for a contract extension with FHWA, which is not guaranteed and could significantly impact both the FY 2026 work program and MetroPlan's ability to secure future federal funding.

7. ATTACHMENTS:

[Vulnerable Road Users Safety Action Plan \(Draft\)](#)



METROPLAN

GREATER FLAGSTAFF

STAFF REPORT

REPORT DATE: November 4, 2025

MEETING DATE: December 4 2025

TO: Honorable Chair and Members of the MetroPlan Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Considerations and Possible Action Regarding Safe Streets Master Plan Contract #2026-03 Task Order #2 with Kittelson and Associates

1. RECOMMENDATION:

Staff recommend that the Board move to authorize the Executive Director to execute Safe Streets Master Plan Contract #2026-03 Task Order #2 with Kittelson & Associates in the amount of \$202,770.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

At its November 6, 2025 meeting, the Board awarded a master contract for the Safe Streets Master Plan, including development of a new regional transportation plan and GIS platform, to Kittelson and Associates based on a review panel unanimously selecting Kittelson and Associates as the best value for the project. The Master Contract allows for the issuance of task orders for jobs associated with the scope of work in the request for proposals.

Staff asked Kittelson and Associates to develop a scope of work to further refine efforts in the Safe Streets Master as they related to project prioritization. Major deliverables of the Task Order #2 scope include the consolidation of projects from over 15 separate transportation plans in the region, digitization of those projects into a GIS platform, scope refinement for projects with conflicting or unclear recommendations, cost estimate refinement, development of prioritization criteria, and development of a grant filter which would allow a quick glance at eligible projects for a variety of federal grants such as RAISE/ BUILD.

Kittelson has provided a fair cost estimate and will integrate the platform with the SSMP so that one tool exists at the end of both projects and there are not two platforms for upkeep.



METROPLAN

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4. MANAGEMENT COMMITTEE AND TAC COMMENT:

The TAC discussed the Project Prioritization Process at its September meeting. The TAC was supportive of moving the project forward. The Management Committee has not discussed the project.

5. FISCAL IMPACT:

The FY2026 budget includes \$223,000 for a special project eligible under the Carbon Reduction Program. Because the vast majority of regional projects are bike and pedestrian related, the prioritization process is eligible for these funds. Creating this platform is anticipated to save hundreds of hours of staff time identifying and manually scoring projects each year.

6. ALTERNATIVES:

1. **Recommended:** Authorize the Executive Director to execute Safe Streets Master Plan Contract #2026-03 Task Order #2 with Kittelson & Associates in the amount of \$202,770.

This action allows MetroPlan to proceed with creating a single database of regional projects and a way of prioritizing projects based on adopted transportation values. Prioritizing projects is a key activity of a metropolitan planning organization.

2. **Not recommended:** Do not authorize the Executive Director to execute Task Order #2 in the amount of \$202,770.

The Board could provide staff with further direction on how they would like to proceed.

7. ATTACHMENTS:

SSMP Contract #2026-03 Task Order #2



PROFESSIONAL PROJECT TASK ORDER

Project Task Order No. 2

Contract No. 2026-03

THIS PROJECT TASK ORDER is made and entered into effective December 5, 2025, by and between MetroPlan and the Contractor designated below. This Project Task Order is entered into pursuant to and incorporates herein the terms and provisions of the Professional Contract No. 2026-03, dated November 10, 2025, between MetroPlan and Contractor. Upon full execution of this Project Task Order, the Project Task Order, together with the Project Task Order Contract (including all of the Contract Documents as defined therein), shall be the Contract between the Parties for the professional services specified herein ("Services").

MetroPlan and Contractor agree as follows:

MetroPlan

216 W. Phoenix Avenue

Flagstaff, AZ 86001

Project Manager: David Wessel

Telephone: 928-699-3053

E-mail: David.wessel@metroplanflg.org

Contractor

Kittelson & Associates, Inc

101 N. First Ave, Suite 1950

Phoenix, AZ 85003

Professional Representative: Vamshi Yellisetty

Telephone: 480-561-6796

E-mail: vyellisetty@kittelson.com

PROJECT DESCRIPTION: This Project Task Order #2 is for the MetroPlan Connect Project Prioritization Tool.

The Project is scheduled to commence on December 5, 2025. The Contractor will complete all tasks by September 30, 2026, with on-going implementation support through September 2027.

PROJECT SITE ADDRESS/LOCATION: This Project Task Order # 1 is located in Flagstaff, Arizona.

ESTIMATED PROJECT TASK ORDER PRICE (Time and Materials Not to Exceed): \$202,770

1. **Fee:** The Project Order Task Fee is in the amount of \$202,770 to be paid in installments based upon monthly progress reports and detailed invoices submitted by Contractor in such form as approved by MetroPlan, to be paid subject to the following limitations:

a. Documentation of Monthly Progress

- i. Prior to approval of the final documentation deliverable, the billed amount shall not exceed 90% of the total Contract Amount.

b. Reimbursable Costs:

- i. The Project Task Order Reimbursable Cost is in the amount of \$630.00 to be paid based upon monthly progress reports and detailed invoices submitted by the Contractor in such form as approved by MetroPlan. Reimbursable costs for travel are at Federal General Services Administration (GSA) per diem rates and guidance for all travel, lodging, and incidentals.

c. Other:

- i. Subcontractor Mark Up will be paid in the following manner: N/A.
- ii. Unique Insurance and/or Bond Requirements: N/A.
- iii. Unique Compliance with Government Provisions: N/A.

SCOPE OF SERVICES, DELIVERABLES, AND PROJECT SCHEDULE/DURATION:

Attachment 1 – Scope of Work

UNIQUE INSURANCE AND/OR BOND REQUIREMENTS (IF ANY) :

Attachment 2. N/A

PROJECT SPECIFIC CONDITIONS (IF ANY):

Attachment 3. N/A

IN WITNESS, WHEREOF, the parties hereto have executed this Project Order through their duly authorized representatives and bind their respective entities as of the effective date.

“MetroPlan”

Signature _____ Date _____

Kate Morley, Executive Director

“Contractor”

Signature _____ Date _____

Vamshi Yellisetty, Senior Principal Planner

ATTACHMENT 1 – SCOPE OF WORK AND PROJECT SCHEDULE

PROJECT DESCRIPTION:

The purpose of this project is to develop the MetroPlan Connect Project Prioritization Tool - a GIS-based platform that consolidates all identified and planned transportation projects across the region. The platform will serve as a centralized clearinghouse that integrates with partner GIS systems to enhance regional coordination, data transparency, and funding readiness.

This project will also establish a prioritization framework and scoring process grounded in MetroPlan's Vision Zero goal and adopted transportation values, enabling MetroPlan and its partners to identify shared priorities for programs such as the Strategic Grants Plan, ADOT's P2P process, and Safe Streets and Roads for All (SS4A) funding. The resulting tool will create a scalable foundation for future integration with capital programs, safety initiatives, and will ultimately integrate with planned efforts of the Safe Streets Master Plan (SSMP).

PROJECT SCHEDULE:

The CONSULTANT will complete all tasks by September 30, 2026, with ongoing implementation support through September 2027. Milestone deliverables and review cycles will be finalized in the Project Management Plan following the Kick-off Meeting. A detailed, task-level project schedule will be developed and submitted upon receipt of the notice-to-proceed.

PROJECT DELIVERABLES:

1. Project Management

Meetings & Deliverables: Kick-off Meeting; Monthly PMT Meetings; Monthly Progress Reports; Project Management Plan, and QA/QC Plan

Project Management. Vamshi Yellisetty (CONSULTANT Project Manager) and Chris Romano (Planning Lead) will serve as the primary point-of-contacts for MetroPlan and the City of Flagstaff. The CONSULTANT's project management approach will include:

- Project Management Plan (PMP). The CONSULTANT will develop a detailed PMP that includes:
 - Updated scope, schedule, budget, staffing plan, and QA/QC procedures
 - Project Schedule. Milestones for deliverables and meetings
 - Roles & Responsibilities. Defined roles across consultant and agency staff
 - Meeting Documentation. Process for tracking meetings, meeting summaries, and decisions
 - Budget Tracking. Protocols for budget management and invoicing
- QA/QC Management Plan. The CONSULTANT Project Manager will ensure that all submittals go through a comprehensive quality control review and compliance check. The QA/QC Plan will outline a strict three-tier QA/QC process that includes internal peer reviews and checks to ensure data accuracy. Appropriate technical staff will check data accuracy in Level 1 reviews; Chris Romano will check for technical completeness and soundness of the analysis in Level 2 reviews; and Vamshi Yellisetty will check for overall quality and contractual compliance in his Level 3 review.

- **Project Kickoff Meeting.** Following NTP, the CONSULTANT will conduct a Kick-off Meeting to confirm expectations, finalize the schedule, data collection plan, and QA/QC framework. Feedback will be incorporated into the final PMP and distributed for approval.

Project Meetings. To ensure regular coordination between groups, the CONSULTANT will hold formal and informal meetings as follows:

- **Project Management Team (PMT)** will include Kate Morley, Dave Wessel, Mandia Gonzales, Vamshi Yellisetty, and Chris Romano. PMT could be expanded to include partner staff if directed by MetroPlan. The purpose of the PMT is to review project progress, provide guidance, and assist with coordination and outreach efforts. The PMT will meet monthly for the project duration and will be a combination of virtual and in-person meetings. Vamshi Yellisetty will personally monitor work progress, schedule, and budget to confirm that the project is progressing and provide monthly progress reports to the PMT.
- **Technical Working Group (TWG)** will include technical/management staff from MetroPlan and its partners. The TWG will meet at key milestones in the project and as defined in the final project schedule. The TWG will provide technical guidance, oversight, and champion the goals and objectives of the study.

Data Management Plan and Shared Data Folder. The CONSULTANT will develop a Data Management Plan and a cloud-based Shared Data Portal (e.g., SharePoint) to store and track datasets, reports, and project materials throughout the project lifecycle.

2. Data Collection and Consolidation

Meetings & Deliverables: Draft and Final Project Database; Data Inventory Memo

2.1. Data Compilation and Review. The CONSULTANT will review relevant regional and local planning documents to identify planned transportation projects and extract key project attributes (project description, mode, scope, limits, cost estimate, proposed implementation timeline, funding sources, responsible agency, and plan reference). Project data will be captured for the following plans:

- City of Flagstaff Active Transportation Master Plan
- MetroPlan Stride Forward (Blueprint 2040)
- Regional Transportation Safety Plan
- MetroPlan Vulnerable Road Users Plan
- US 180 and Milton Corridor Master Plans
- Milton Road RSA
- West Route 66 Opportunity Area Plan
- City and County CIPs / 419 Tax Projects
- Mountain Line Transit Plan and Route 66 Assessments
- Mountain Line Pedestrian Crossing Study
- NAU Campus Master Plan and McConnell Drive Concepts
- ADOT P2P Modernization List for the Region
- Partner agency striping, pavement preservation, and maintenance plans and Capital Improvement Programs (CIP)
- Partner agency development agreements that could include signal improvements

- MetroPlan relevant ADOT plans

2.2. GIS Coordination Meetings. The CONSULTANT will host GIS coordination meetings with MetroPlan, the City of Flagstaff, and other agency partners to obtain readily available project layers (in GIS format), as well as any additional spatial data or supporting reports needed to develop the consolidated project database. During these meetings, the CONSULTANT will work with agency GIS staff to confirm data sources, attributes, and known data gaps, and identify any maps or plan graphics that will require digitization where GIS files are unavailable. The CONSULTANT will also discuss each agency's preferred output formats and data standards to ensure that the final deliverables from this effort can be seamlessly integrated into their respective GIS systems for future use.

2.3. Digitization, Data Standardization, and Database Development. Many projects identified in regional and local plans are not currently available in digital or GIS format. The CONSULTANT will digitize these projects and address data gaps where GIS layers are unavailable (e.g., from maps or PDFs). Project definitions and attributes will be standardized using a consistent schema and data structure for facility type and plan source (e.g., distinguishing "on-street striped bike lane" from "separated bike facility"). Where project attributes are incomplete, the CONSULTANT will coordinate with MetroPlan and partner agency staff to compile the missing information. All projects will be integrated into a unified geospatial database with standardized fields and metadata, and data validation checks will be performed to ensure accuracy and readiness for prioritization. A preliminary review of relevant regional and local plans indicates that there may be more than 600 projects in total, with several appearing to be duplicates or exhibiting some degree of overlap in location or scope.

2.4. QA/QC. The CONSULTANT will coordinate with MetroPlan's member jurisdictions (City of Flagstaff, Coconino County, Mountain Line, ADOT, and NAU) to confirm project data accuracy, clarify plan discrepancies, and ensure consistent project representation across jurisdictions.

3. Conflict Identification and Resolution

Meetings & Deliverables: Conflict Log; Resolution Workshop Summary; Updated Database

3.1. Conflict Identification. Different plans may reference the same project but with variations in description, scope, or project limits. The CONSULTANT will conduct a spatial and attribute-based comparison of all compiled projects to identify overlapping or inconsistent recommendations, such as differences in project limits, modes, cost estimates, or responsible agencies.

3.2. Partner Coordination and Workshops. The Consultant will facilitate Conflict Resolution Workshops with MetroPlan and partner agencies to review identified discrepancies, evaluate alternatives, and determine a single preferred project definition or scope for each corridor/project or improvement area. These workshops will also identify overlapping or complementary projects across multiple plans that may benefit from further refinement or bundling into coordinated improvement packages to support implementation and funding alignment.

3.3. Cost Estimate Review. Project cost estimates documented in various plans may reflect different implementation years or be based on outdated assumptions. The CONSULTANT will conduct a planning-level assessment to evaluate whether existing costs remain reasonable or require adjustment. Where costs are found to be outdated or missing, updated planning-level estimates will be developed using standardized per-unit assumptions (e.g., cost per lane-mile, per signal, or per intersection improvement)

and informed by recent construction and inflation trends. All costs will be standardized, to the extent possible, to ensure consistency across projects and readiness for prioritization.

3.4. Database Refinement. Incorporate all resolutions into the consolidated project database and clearly document outcomes in a Conflict Log referencing the original source plans. The updated database will serve as the reconciled foundation for subsequent prioritization tasks.

4. Development of Prioritization Criteria and Methodology

Meetings & Deliverables: Draft and Final Prioritization Framework; Scoring Matrix; Data Inventory Matrix

4.1. Universe of Potential Grant and Funding Opportunities. The CONSULTANT will develop a universe of potential grant and funding opportunities at the federal, state, regional, and local levels. Each opportunity will be mapped to eligible project types and criteria to help MetroPlan and its partners quickly identify funding alignment within the GIS tool. Funding information will include:

- Program name and funding source (e.g., RAISE, HSIP, SS4A, FTA programs)
- Eligible project types and required readiness levels
- Match requirements and funding cycles
- Links to guidance or application materials
- Key data elements or evaluation criteria used in project selection, which will be incorporated into the prioritization framework where relevant

4.2. Establish Master Prioritization Framework. The CONSULTANT will develop a transparent, defensible, and maintainable master prioritization framework aligned with MetroPlan's transportation values and Vision Zero goals. The master framework will be designed for long-term compatibility with MetroPlan's Strategic Transportation Safety Plan, Regional Transportation Plan, and future long-range planning initiatives. It will define clear criteria and a scoring methodology for evaluating and comparing projects consistently across programs. The criteria will encompass factors relevant to multiple funding sources and processes-including HSIP, SS4A, MEGA, ADOT's P2P process, and partner agency CIP prioritization systems - to ensure broad applicability and funding readiness.

4.3. Two-Tiered Prioritization Framework. The CONSULTANT will develop a two-tiered prioritization framework to guide project evaluation and funding alignment. Tier 1 will establish a regionwide prioritization framework that assesses the overall regional importance of projects. This framework will include criteria aligned with MetroPlan's Vision Zero goals and transportation values to ensure consistency with regional safety, equity, and multimodal objectives. Tier 2 will apply a more targeted prioritization process to identify projects that meet the specialized requirements of specific funding programs and scoring systems, such as ADOT's P2P process, federal discretionary grant programs (e.g., RAISE, SS4A, MEGA), and other competitive funding sources. Together, the two tiers will enable MetroPlan to clearly communicate regional priorities while also identifying projects that are well-positioned for specific grant and funding opportunities. This tiered approach will provide flexibility for MetroPlan to adapt the prioritization framework as new funding programs or policy initiatives emerge.

4.4. Define Data Inputs and Scoring Logic. The CONSULTANT will identify, compile, and organize all available datasets needed to support project scoring and evaluation. Datasets will include, but are not limited to, the following:

- Crash and safety data (e.g., AZ Crash Data Portal, MetroPlan safety studies)
- Traffic volume and congestion data (e.g., ADOT, StreetLight, INRIX, Replica)
- Multimodal and equity layers (e.g., Title VI, EJSCREEN, Census, Strava Metro)
- Environmental and land use data (e.g., floodplains, habitat, zoning)
- System condition and performance data (e.g., pavement condition, bridge inventory)

The CONSULTANT will establish clear scoring logic for both tiers of the prioritization framework, including point scales, weighting factors, thresholds, and data sources, to ensure consistency and repeatability in evaluations.

4.5. **Weighting and Testing.** The CONSULTANT will work collaboratively with MetroPlan staff to test weighting scenarios and evaluate scoring sensitivity. Adjust the frameworks as needed to balance local priorities and technical soundness. Document the final methodology and results in a Prioritization Framework Memorandum for MetroPlan review and approval.

5. Project Scoring and Prioritized Lists

Meetings & Deliverables: Draft and Final Prioritized Project Lists; Validation Workshop Summary

5.1. **Apply Scoring Methodology.** Apply the approved scoring methodology to all projects using available datasets and documented assumptions. Each project will be evaluated based on the agreed-upon criteria, ensuring a consistent, data-driven, and transparent prioritization process.

5.2. **Develop Tier-1 Prioritized List.** Compile all scored projects into a comprehensive, region-wide prioritized list. This list represents the regionally important projects irrespective of funding source and availability. The CONSULTANT will also develop summary outputs and visualizations for presentations and reporting.

5.3. **Develop Tier-2 Prioritized Lists.** The list will include dynamic filtering options by jurisdiction, mode, roadway classification, and funding program (e.g., HSIP, SS4A, ADOT P2P). The CONSULTANT will also develop summary outputs and visualizations for presentations and reporting.

5.4. **Validation and Refinement.** Facilitate a Validation Workshop with MetroPlan and partner agencies to review the draft results, confirm data accuracy, and ensure the prioritization outcomes reflect project goals. Based on feedback, the CONSULTANT will refine the scores, document revisions, and produce the final master prioritized list for integration into the GIS platform.

6. GIS-Based Prioritization Tool Development

Meetings & Deliverables: Final GIS Tool and Framework; User Documentation

6.1. **Tool Design and Workflow Structure.** The CONSULTANT will design the structure and workflow of the MetroPlan Connect Project Prioritization Tool as a semi-automated, user-managed process and not a fully automated system. The design will emphasize transparency and simplicity over automation, allowing MetroPlan staff to modify logic and datasets without custom programming or vendor dependency. The tool will streamline project evaluation and reporting using ArcGIS Pro or ArcGIS Online in combination with Microsoft Excel or similar spreadsheet/database software. The workflow will enable MetroPlan staff to easily run prioritization steps, update data, and generate outputs without specialized

programming. The functionality will include displaying map layers, attribute tables, filtering options, and summary reporting functions, designed to align with MetroPlan's visual identity for clarity and usability.

6.2. Workflow Development and Integration. The CONSULTANT will develop the prioritization workflow within ArcGIS Pro (or an equivalent GIS platform) and connect it to supporting datasets in Microsoft Excel or compatible formats. The workflow will allow for efficient updates and transparent scoring while maintaining flexibility for future refinements. Integration with MetroPlan's existing GIS databases and partner agency systems will support periodic data updates and consistency across jurisdictions without requiring continuous automation or custom application maintenance.

6.3. Testing and Refinement. The CONSULTANT will conduct testing sessions with MetroPlan staff and select partner agencies to verify functionality, data accuracy, and ease of use. Feedback from these sessions will be used to refine the workflow and ensure that the final tool is reliable, intuitive, and practical for ongoing MetroPlan use and maintenance.

7. Integration with Safe Streets Master Plan

Meetings & Deliverables: Integration Coordination Meetings; Unified GIS Platform; Maintenance Procedures Guide

7.1. Coordination and Data Alignment. The CONSULTANT will coordinate closely with the Safe Streets Master Plan team to align datasets, map layers, and data schemas, and to ensure consistency across both efforts. Project, safety, and network data will be structured using compatible formats and classification systems to enable seamless integration within a unified platform. This coordination will also help avoid duplication of efforts and promote efficient data sharing and maintenance.

7.2. Integration with SSMP's Dashboard and Interactive Online Map. The CONSULTANT will ensure that the MetroPlan Connect tool complements, rather than duplicates, the SSMP dashboard and mapping tasks. The framework will be developed to serve as a foundational data and prioritization resource that supports and integrates with the SSMP platform. Close coordination with the SSMP team will be maintained throughout development to ensure alignment and seamless compatibility between both efforts.

7.3. Documentation and Maintenance. The CONSULTANT will develop clear, step-by-step procedures and protocols for MetroPlan staff to use, update, and maintain the prioritization tool. Guidance will include adding or modifying project data, updating scoring criteria, incorporating future plan updates, and coordinating changes with partner agencies. These procedures will be documented in a concise Maintenance and User Guide to ensure MetroPlan can independently sustain and evolve the system over time.

8. Training and Implementation Support

Meetings & Deliverables: Training Workshops; User Guide; Implementation Support Summary

8.1. Training Material Development. The CONSULTANT will prepare customized training materials including presentations, step-by-step user guides, and quick-reference sheets covering tool functionality, scoring procedures, and data update workflows.

8.2. Training. Hands-on training will be provided for MetroPlan and partner agency staff to build proficiency in using the prioritization tool, applying the scoring framework, and managing data updates. Sessions will be conducted in person and virtually, with follow-up Q&A opportunities and recorded modules available for future reference.

8.3. Implementation Support. Following deployment, the CONSULTANT will provide up to one year of implementation support to assist MetroPlan during the transition to full ownership of the tool. Support may include troubleshooting, minor refinements, and technical assistance to ensure smooth operation and long-term maintainability.

PROJECT COST:

The CONSULTANT will complete all tasks for a cost not to exceed \$202,770.

Staff	Role	Rate	Task 1: Project Management	Task 2: Data Collection and Consolidation	Task 3: Conflict Identification and Resolution	Task 4: Development of Prioritization Criteria and Methodology	Task 5: Project Scoring and Prioritized Lists	Task 6: GIS-Based Prioritization Tool Development	Task 7: Integration with Safe Streets Master Plan	Task 8: Training and Implementation Support	Total Hours	Total Cost
Vamshi Yellisetty, AICP, PTP	Project Manager	\$320	48	16	16	2	12	8	8	8	118	\$37,743
Chris Romano, AICP, LEED	Sr. Planner	\$243	32	24	40	8	32	24	4	48	212	\$51,544
Phyllis Huegel, AICP	Sr. Planner	\$273		6			8	8	4		26	\$7,096
Peyton Ratto	Planner	\$162	8	40	40	16	8		4		116	\$18,792
Kyle Benne	GIS Technician	\$162		120	16		60	8			204	\$33,003
Helen Regan	Senior Technician	\$162						24	12		36	\$5,832
Alex Reasbeck	Planner	\$200				8	64	12		24	108	\$21,600
Samantha Liu	Planner/Programmer	\$162				2		40	12	16	70	\$11,340
Elliot Cobb	Data Analyst/Developer	\$155		4		2	4	80	8		98	\$15,190
Kittelson Total Labor			88	210	112	38	188	204	52	96	988	\$202,140
Kittelson Travel Expenses (3 trips to Flagstaff)											\$630	\$630
Kittelson Total											\$202,770	

STAFF REPORT

REPORT DATE: November 4, 2025

MEETING DATE: December 4, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Update on Legislative Agenda

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.3: Coordinate partners' legislative priorities related to transportation.

3. BACKGROUND:

The Board often conveys positions of support for federal and state legislation that addresses funding, planning, policy, and safety initiatives. Activities include issuing letters, adopting resolutions, coordinating with similar organizations, and direct communication with legislative delegates and leadership. The MetroPlan Executive Board adopted a legislative agenda in October 2025 to identify strategic objectives aimed at improving transportation in the region. This item will provide a status update on the adopted agenda below.

State Priorities:

- Continue to seek long-term funding solutions for insufficient state transportation revenues for all modes, specifically identifying total statewide needs and potential revenue options.
- Educate on the benefits of maintaining and fully funding the AZ SMART fund at \$35 million.
- Seek funding for two key regional projects, US180 and W. Route 66, through the Greater Arizona Funding Initiative (RTAC Bill) collectively and other avenues.
 - Work with ADOT to prioritize US180 improvements in their 5-year construction program through the Planning to Programming (P2P) Process.
- Educate on the need for funding ADOT to ensure project delivery and local needs can be met.



Federal Priorities:

- Support reauthorization of and sustained funding levels in the Infrastructure Investment and Jobs Act (IIJA), including discretionary grant programs. See detailed reauthorization agenda attached.
- Support funding for regional project applications submitted for federal grants and congressionally directed spending.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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

5. FISCAL IMPACT:

There is no direct fiscal impact from adopting a legislative agenda; however, a clear and coordinated legislative agenda can result in more funding to the region. MetroPlan has a contracted state lobbyist and budgeted from local funds in the amount of \$21,000 annually.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

Federal Reauthorization Priorities

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Jamescita Peshlakai
Arizona State
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Regional Priorities

Below are the region's top priorities for the bill.

Maintain Funding Levels and Flexibility for its Use

The Infrastructure Investment and Jobs Act has brought our region more than \$100 million in federal transportation funding, working to improve safety, reduce congestion, support working families, and economic development. The IJIA has been an amazing tool for our communities with a variety of programs to fit our needs and historic investment, maintaining existing federal funding levels, and ensuring adequate flexibility for its use are the region's top priorities.

Based on the most recent long-range transportation plan from the Arizona Department of Transportation, the revenue-to-needs gap on the state highway system through 2050 is \$111.6B, which averages out to roughly \$4.5B a year every year in under-investment. Other areas where ADOT has some stewardship responsibilities, such as public airports and transit, bring the unfunded needs total to \$162.3B. Comparable shortfalls also exist on local road networks, which comprise roughly 95% of Arizona's roadway lane miles. With the drastic level of unmet needs, we cannot afford to scale back any our federal funding.

A transportation system needs to be built to meet unique community needs, development, geography, etc. It's hard to say what works in one community should work in another. Continue to provide flexibility for funds to be used to meet local needs, and don't eliminate access to funding for any mode.

Ensure Equitable Distribution of Funding

The bulk of federal transportation funding is supposed to be distributed through statutory formula-based allocations to the states based on factors such as population. After 2009, rather than utilizing updated formula data, Congress started to allocate funding, including any increases, based on the proportion of funding that each state received the previous year. This has severely limited the increases of funding for high population growth states such as Arizona despite a surging demand for infrastructure. The Maricopa Association of Governments (MAG), estimates that Arizona lost out on an additional \$198M in federal transportation funding in 2023 due to the lack of appropriate formulaic updating.

Preserve Discretionary Grant Funding

To complement the certainty and impact of formula grant programs, Congress

should continue to provide discretionary funding opportunities that prioritize the needs of regions and local communities. Population-based formulas don't help rural areas build new roads or bridges because the formulas don't provide necessary funding levels. The IJA has had a great mix of formula and discretionary, and we would like to see the existing mix maintained. Additionally, it can take years to set up programs and write new rules. Every change made adds new administration and takes extra time to get projects delivered. We suggest you renew much of the IJA as is, so that funds can keep flowing smoothly.

Congress should also maximize the value of these programs by focusing on efficiencies and simplifying grant requirements that will expedite project delivery. The SS4A application is a great example of an application that can be done without the help of consultants or extensive hours. The region won a \$12M project writing the grant in-house.

Increase Small Transit Intensive Cities Set-aside from 3% to 4%

Increase the Small Transit Intensive Communities (STIC) set aside for cities with populations under 200,000 from 3 percent to 4 percent. The STIC program rewards transit systems that achieve high benchmarks set by medium-sized urban communities between 200,000 to 1 million. Increasing the set-aside does not require additional funding and ensures that authorized funding is distributed to high-performing transit systems that prioritize performance.

Support for Other Requests

Below are other requests being proposed that we support, but our not our main priorities.

Direct More Focus on Rural Safety

43% of roadway fatalities and a disproportionate level of serious accidents occur on rural roads despite being home to only 20% of the population. The importance of transportation safety and the pursuit of zero roadway fatalities cannot be overstated. Although the volume of serious accidents and fatalities remains disproportionately high in rural America, the safety funding directed toward rural communities remains disproportionately low. Providing adequate resources to protect the traveling public's safety in all regions, both rural and urban, should be a top priority. To address this critical area of public safety, more targeted resources should be directed to rural and small metro communities.

Promote Metropolitan and Non-Metropolitan Transportation Planning

To maximize the ability to make the best investment choices with our federal transportation dollars, regional transportation planning organizations should have a

more prominent role in determining how they are best used with more authority over how funding is used.

To improve their capacity, Metropolitan Planning (PL) funding should be increased and a minimum guaranteed funding level of \$300,000 should be provided to each MPO annually. Despite their 50-year plus existence as regional transportation planning organizations, Councils of Government (COGs) have no formal federal status and limited opportunity to receive federal funding. A new federal funding source should be created to also provide regional transportation planning organizations with a minimum annual \$300,000 for planning, comparable to the MPOs.

Create a CDL Category for Transit

The Commercial Driver's License (CDL) requirements were developed for the over-the-road trucking environment, and the requirements are not entirely applicable to the transit operator environment. Public transit agencies do not expect their drivers to perform maintenance duties, and find that completion of the under-the-hood testing requirement does not help document the ability of an individual to safely operate a transit vehicle. The Federal Motor Carrier Safety Administration (FMCSA) should make permanent its existing waiver of "under the hood" CDL testing for school bus drivers and should extend this same waiver to include public transit bus drivers.

Allow Carryover of Funds

Many of our members' projects, such as the Downtown Mile, require extensive coordination and span multiple fiscal years. Oftentimes, these critical efforts do not align neatly with the federal fiscal calendar. Allowing the carryover of federal funds from one fiscal year to the next ensures uninterrupted progress on essential long-term projects, promoting consistent infrastructure improvements that enhance safety, mobility, and economic vitality for residents.



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STAFF REPORT

REPORT DATE: November 17, 2025

MEETING DATE: December 4, 2025

TO: Honorable Chair and Members of the MetroPlan Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Safe Streets Master Plan (SSMP) Kickoff Meeting Update

1. RECOMMENDATION:

None. This item is for information purposes only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

The SSMP is funded through a federal Safe Streets and Roads for All (SS4A) grant. The major components of the project are Complete Streets Guidelines, a Transportation Master Plan, related regulatory revisions, and a supporting web-based interactive map tool. The Board awarded the contract to Kittelson & Associates last month.

The SSMP Project Management team will meet with the Kittelson project managers on December 3 after which they will provide a brief update on matters of relevance to the Board.

4. MANAGEMENT COMMITTEE AND TAC COMMENT:

This item was not discussed with these committees.



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5. FISCAL IMPACT:

The total amount of grant award is \$2,675,000. The federal portion is \$2,140,000. Match is provided by the City (\$261,000), Mountain Line (\$25,000), and County (\$10,000). Approximately \$238,750 of the City's match will be in-kind contributions. Approximately \$400,000 of the grant funds are programmed for MetroPlan staff salary and benefits. A 15% contingency will be held back within the total contract price. The Project Management Team will strive to preserve the contingency for value-added scope items such as grant applications.

6. ALTERNATIVES:

This item is for information purposes only.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: November 17, 2025

MEETING DATE: December 4, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Strong Towns Presentation Briefing

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 3: Build MetroPlan's Visibility in the Community

Objective 3.3: Promote the Value MetroPlan Brings to the Community

3. BACKGROUND:

MetroPlan partnered with Mountain Line, Friends of Flagstaff's Future and others to host speaker Edward Erfurt, Chief Technical Advisor for Strong Towns, a group committed to promoting municipal fiscal health through quality urban design (www.strongtowns.org). Mr. Erfurt spoke Thursday evening, November 13, to approximately 70 members of the public at Trinity United Methodist Church and another 40 staff and elected officials at the Downtown Connection Center on Friday morning, November 14. Mr. Erfurt is an architect by education specializing in urban design with a background in the public and private sector.

On Thursday, Mr. Erfurt provided a historical context of urban development. Pre-World War II development was largely incremental with small players making "small bets." As activity increased and risk decreased, ever larger investments were made moving from tents to shacks to more permanent structures, and private value eventually created revenue sufficient to pay for public investments like streetlights, sidewalks, then pavement. This occurred broadly in the form of an urban grid that allowed for "adaptive complexity." WWII brought war-time industrialization followed by post war financial instruments where large scale housing production was encouraged and systems became monolithic (or monocultural like a cornfield): complicated and rigid. He cited examples from several communities where the feet or miles of public goods (i.e., water and sewer lines, roads) per housing unit grew 10 to 20 times in that transition greatly weakening public financial positions. Strong Towns encourages the



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return to this idea of “small bets” by removing regulatory and financial barriers, demonstrating low cost/low risk projects, and leveraging small, repeatable investments both public and private.

Pertinent to the Safe Streets Master Plan, Mr. Erfurt recommended that traffic modeling not be done. He said models are always wrong, over project traffic and influence the building of wider roads and intersections which are unsafe and the public cannot afford to maintain. He asserted, “Flagstaff can’t afford to build another road.” He did say that models serve a purpose as a requirement or necessity in grant applications. Mr. Erfurt described traffic as “dynamic” and thereby not readily or accurately reflected by models. People find different destinations, travel at different times, work from home, find different routes, or relocate.

COMMENT: *Staff recommends modeling still be done and is prepared to address this at the meeting. Staff generally agrees with Mr. Erfurt’s comments and also believes many of his generalizations do not apply to modeling at the Flagstaff Metropolitan Planning Organization or how it has been used in transportation decision making.*

He described “stroads” – failed hybrids that unsuccessfully combine roads - which in Strong Towns’ perspective should support through traffic with limited or no ped and bike facilities - with streets – which should provide high landside access with expected ped and bike facilities and other amenities. Stroads send the wrong message to all users: cars can go fast and pedestrians and bikes are welcome there. He noted that many of Flagstaff’s facilities are stroads and was critical of the many four-lane arterials.

Over the course of Friday’s discussion, Mr. Erfert delivered several principles which Staff believe can be addressed or used in the SSMP:

- Identify and focus those “sensitivities” that are most important to the community (i.e., housing vs. transportation)
- Put transportation at the beginning of the planning process
- Safety will always trump level of service, speed, cost and other criteria in the minds of professionals and the public alike, so make it that priority
- Roads with limited access create no revenue, so build them cheap (i.e., no landscaping or expensive ped/bike facilities)
- Align road types with transects (see Florida Department of Transportation) and as an organizing concept, separate streets from roads. Conceptually – there should be no “roads” in town, only streets
- Cities have a long-term risk and stability that can be used to help amortize and mitigate a developer’s short-term risk. This may include delaying payments and some improvements from developers until first certificates of occupancy are issued.

He discussed many impacts to the cost of housing and noted efforts he deemed successful in other communities that eliminated parking requirements and minimum lot sizes. He discouraged “chasing



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density” noting that it does not necessarily or by itself lead to quality development. He described enforcement efforts on parking, innovative financial programs including micro-grants and the use of tax increment financing to improve or advance housing. As an architect in the public sector, Mr. Erfurt practiced and still encourages graphic representation of what is possible and desirable on any given site, thereby “untangling” the regulations. He provided the graphics, often unsolicited, to property owners, realtors, and prospective developers. This may have application within the graphical components of the SSMP Complete Street Guidelines.

These are very large subjects that Mr. Erfurt addressed in a short period of time. Of the many questions unanswered:

- How can/should Flagstaff respond to the limits of terrain, historic development patterns, railroad, interstate and terrain?
- How can the unproductive suburban landscape be transformed given the extent of public and private capital?
- How can a stroad be transformed? (There were hints and examples related to this!)
- How effective are mixed-use developments on the periphery of a region at creating internal capture of trips and opportunities for switching modes?

He generously encouraged participants to reach out to him and to work with the new Flagstaff chapter of Strong Towns (Instagram @StrongTownsFlagstaff, email Flagstaff.Strongtowns@gmail.com). This local chapter has already conducted parking studies and tax return by parcel studies recommended by Strong Towns.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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

5. FISCAL IMPACT:

None. This speaking engagement was paid in part with funds from the 5305e grant funds for the Transit Into Code effort.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None.

STAFF REPORT

REPORT DATE: November 4, 2025

MEETING DATE: December 4, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: MetroPlan Happenings

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 3: Build MetroPlan's Visibility in the Community

Objective 3.3: Promote the Value MetroPlan Brings to the Community

3. BACKGROUND:

Council Member Sweet spoke at the State Transportation Board meeting on November 21 to inform the Board of the need to fund improvements on US180.

Also on the State Transportation Board's November 21, 2025 agenda was a contract award for lighting fixture replacement with dark skies compliant lighting on ADOT facilities in the region. Note that the price came in at 64% over the engineer's estimate, and that ADOT staff still recommended approval.

Staff have begun discussions with City partners on succession planning for the regional transportation model. The model is used not only in MetroPlan's long-range plan but also as the basis for traffic impact analysis at the City. As Dave looks towards retirement, having a strong plan in place to continue to meet modeling needs will be an important consideration for the Board.

Planning for the 2026 Arizona Transportation Policy Summit is underway. The theme will be centered around the 100th anniversary of Route 66. High Country Conference Center will host the event with an expected attendance of around 400.



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ADOT spent two days in the region speaking to stakeholders about what a statewide vision for transportation looks like. The tour is seeking input on everything from specific projects to big picture wishes.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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

5. FISCAL IMPACT:

None. This item is for updates only.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None.