

AGENDA (Revised)

Executive Board Meeting

1:00 – 3:00 PM

May 1, 2025

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Join the meeting now](#)

Meeting ID: 276 845 331 046

Passcode: 5K7Ue7Xt

In-Person Location

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

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

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

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

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

EXECUTIVE BOARD MEMBERS

- ☐ 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
- ☐ Mandia Gonzales, Transportation Planner
- ☐ Sandra Tavel, Transportation Planner
- ☐ Kim Austin, Transportation Demand Manager
- ☐ Corey Cooper, Safe Routes to School Coordinator
- ☐ Aubree Flores, TDM Fellow
- ☐ Montoya Fellow (Vacant)

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

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

4. APPROVAL OF MINUTES

(Pages 6-10)

Executive Board regular Meeting Minutes of April 3, 2025

5. CONSENT AGENDA

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

B. GENERAL BUSINESS

1. UPDATE ON MOUNTAIN LINE COMPENSATION STUDY

(Pages 11-12)

MetroPlan Staff: Sam Short, Mountain Line Workforce Director

Recommendation: None. For information and discussion only.

2. EXECUTIVE DIRECTOR'S ANNUAL REVIEW

(Pages 13-22)

MetroPlan Staff: Kate Morley, Executive Director and Codi Weaver, Mountain Line Human Resources Manager

Recommendation: Staff recommend the Board conduct and approve the Executive Director's Review, Contract and Annual Goals as per the existing contract requirements.

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.

The Board may go into executive session pursuant to A.R.S. Section 38-431.03(A)(1) regarding employment matters.

3. CONSIDER TRAVEL POLICY UPDATE EFFECTIVE JULY 1, 2025

(Pages 23-38)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve the travel policy update effective July 1, 2025.

4. DRAFT FY2026 AND FY2027 UNIFIED PLANNING WORK PROGRAM (UPWP) (Pages 39-76)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for discussion only.

5. DRAFT FY2026 BUDGET

(Pages 77-81)

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

6. W. ROUTE 66 OPERATIONAL ASSESSMENT (OA) UPDATE

(Pages 82-86)

MetroPlan Staff: Mandia Gonzales

Recommendation: None. For information and discussion only.

7. ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) PLANNING TO PROGRAMMING (P2P) FY27-31 PRIORITY PROJECTS DISCUSSION

(Pages 87-92)

MetroPlan Staff: Sandra Tavel

Recommendation: None. For information and discussion only.

8. FY2025 LEGISLATIVE UPDATE

(Pages 93-96)

MetroPlan Staff: Sandra Tavel

Recommendation: None. For information and discussion only.

9. FY2025 QUARTER 3 FINANCIAL REPORT

(Pages 97-99)

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

10. UPDATE ON KEY PERFORMANCE INDICATORS (KPI)

(Page 100)

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

11. METROPLAN HAPPENINGS

(Pages 101-102)

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

C. 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

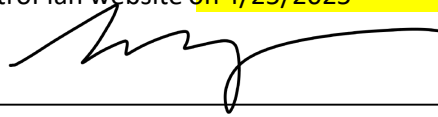
June 5, 2025

3. ADJOURN

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Mountain Line Front Office and MetroPlan website on 4/25/2025



Mandia Gonzales, Transportation

Planner Dated this Friday, April 25, 2025

MEETING MINUTES

Executive Board Meeting

1:00 – 3:00 PM

April 3, 2025

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Join the meeting now](#)

Meeting ID: 259 210 470 864

Passcode: pX9w5zH3

In-Person Location

City Hall

City Council Chambers

211 W. Aspen

Flagstaff, AZ 86001

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- ☒ 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 - *Excused*
- ☒ 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*)
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- ☒ Corey Cooper, Safe Routes to School Coordinator
- ☐ Aubree Flores, TDM Fellow
- ☐ Montoya Fellow (Vacant)

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Vice-chair Begay called the meeting to order at 1:00 pm

2. ROLL CALL

See above.

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.

No public comments received.

4. APPROVAL OF MINUTES

Executive Board regular Meeting Minutes of March 6, 2025

Motion: Member Williams made a motion to approve the Executive Board Meeting Minutes from March 6, 2025. Member Daggett second the motion. The motion passed unanimously.

5. CONSENT AGENDA

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

Approve Resolution # 2025-02: MetroPlan Vision Zero Commitment

Motion: Member Williams made a motion to approve the consent agenda. Member Aslan second the motion. The motion passed unanimously.

B. GENERAL BUSINESS

1. CONSIDER ADOPTING THE COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN UPDATE

MetroPlan Staff: Dave Wessel

Motion: Member Daggett made a motion to adopt the Coordinated Public Transit-Human Services Transportation Plan Update. Member Peshlakai second the motion. The motion passed unanimously.

2. CONSIDER APPROVAL OF SUPPORT LETTER FOR TRANSPORTATION ALTERNATIVES APPLICATION: MISSING SIDEWALKS ON FORT VALLEY ROAD/ US 180

MetroPlan Staff: Sandra Tavel

Motion: Member Daggett made a motion to approve the support letter for Transportation Alternatives Application: Missing Sidewalks on Fort Valley Road/ US 180. Member Aslan second the motion. The motion passed unanimously.

3. SAFE ROUTES TO SCHOOL PROGRAM ACTIVITIES UPDATE

MetroPlan Staff: Corey Cooper

Recommendation: None. For information and discussion only.

Safe Routes to School Coordinator Cooper provided a presentation on the status of program. The infrastructure project has kicked off with the consultant team. Staff have been compiling data through school observations. Data will help to set a baseline and inform future programs and planning projects.

4. CREATIVE LOCAL MATCH PLAN UPDATE

MetroPlan Staff: Sandra Tavel

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

Transportation Planner Tavel provided a presentation on the Creative Local Match white paper. Planner Tavel provided an overview of various funding options that focuses on transit. Planner Tavel sought feedback from the Executive Board on the various programs.

The Board felt public acceptance of lottery revenue redistribution and Local Transportation Assistance Fund reinstatement would be generally well-received by the public. Council and Board of Supervisors representatives were positive about developer impact fees; however, Member Williams expressed hesitation on behalf of

the Mountain Line Board due to creating an adversarial relationship with developers. The Board felt that transportation reinvestment zones and Highway User Revenue Fund reform were too heavy of a lift to be reasonable. Short-term rental fees and taxes were generally supported but had barriers in state legislation and many interested potential recipients if those barriers were removed.

5. TRANSPORTATION DEMAND MANAGEMENT (TDM) SPRING EVENTS UPDATE

MetroPlan Staff: Kim Austin

Recommendation: None. For information and discussion only.

Transportation Demand Management Planner Austin provided a presentation on the upcoming community events that MetroPlan will be attending this spring.

6. ARIZONA TRANSPORTATION POLICY SUMMIT UPDATE

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

Executive Director Morley provided a presentation on the 2026 Arizona Transportation Policy Summit (*formally known as the Rural Transportation Summit*). This event is hosted and coordinated by the local COG and MPO. MetroPlan and NACOG will be hosting the Oct. 2026 conference. Member Aslan asked if the preference was to move the event to a third party. Director Morley confirmed that she thought the event had grown to a size where that was the right long-term strategy.

7. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

Executive Director Morley provided a presentation and update on current, past, and future achievements and updates.

C. 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.

None.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

May 1, 2025

3. ADJOURN

Vice-Chair, Begay adjourned the meeting at 2:22 pm

DRAFT



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STAFF REPORT

REPORT DATE: March 13, 2025

MEETING DATE: April 3, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Update on Mountain Line Compensation Study

1) RECOMMENDATION:

None. This item is for information and discussion only.

2) RELATED STRATEGIC WORKPLAN ITEM:

Goal 3: Maximize Funding for Transportation Projects and Programs

Objective 3.3: Align Capital and Programmatic Needs with Priorities and Fund Sources

3) BACKGROUND

In 2020, MetroPlan entered into an agreement with Mountain Line for Mountain Line to provide employees on loan to MetroPlan, human resources services, and payroll services to MetroPlan. As a part of the agreement, MetroPlan agreed to follow Mountain Line human resources policies and pay plan. MetroPlan pays a fee to Mountain Line for these services.

Mountain Line is in the final stages of completing a Compensation Study. Such studies are done approximately every 3-5 years or as needed based on changing workforce conditions. The Study has included an examination of all Mountain Line positions, which include MetroPlan positions. Calculation of the cost of living in Flagstaff, identification of peer agencies by size and position, and comparison of our positions to other public and private agencies in our area.

Mountain Line will provide an overview of the results of the study as they pertain to MetroPlan positions at the meeting.

4) TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not presented to the TAC or Management Committee.



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5) FISCAL IMPACT:

The draft FY2026 budget accommodates the preliminary recommendations of the pay plan and is approximately a 4% increase over FY2025.

6) ALTERNATIVES:

None. This item is for information and discussion only.

7) ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: April 10, 2025

MEETING DATE: May 1, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director and Codi Weaver, Mountain Line HR Manager

SUBJECT: Discussion and Possible Action regarding Executive Director's Review, Contract, and Annual Goals

1. RECOMMENDATION:

Staff recommends the Board conduct and approve the Executive Director's Review, Contract and Annual Goals as per the existing contract requirements.

2. RELATED STRATEGIC WORKPLAN ITEM:

This item reports on the progress of all strategic work plan items.

3. BACKGROUND:

The Executive Director was appointed on June 1, 2023. The contract with the Executive Director calls for the establishment of an annual performance review at which time the Board will consider salary adjustments. Additionally, the Board and the Executive Director shall jointly define annual goals.

Annual goals were established on June 6th, 2024, meeting of the Board. A status update on the adopted goals is as follows with **bold goal numbers** indicating which Strategic Workplan Plan goal the Executive Director's goal supports. For reference, Strategic Workplan Goals are:

1. Maximize funding for transportation projects and programs in the region
2. Deliver plans that meet partner and community needs
3. Build MetroPlan's visibility in the community
4. Implement programs that encourage mode shift

Executive Director Goals, Adopted June 2024

Goal: Continue to develop MetroPlan's Transportation Demand Management (TDM) program, including Safe Routes to School Program. **(Goal 3 and 4)** This program will reduce single occupancy vehicle trips



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and enhance MetroPlan's visibility in the community by engaging in events and public activities more deeply than in the past.

Status: A Safe Routes to School Coordinator was onboarded and has been managing the development of a plan and gathering existing conditions data. Nelson Nygaard has been contracted to deliver infrastructure plans. A TDM Action Plan was developed to help prioritize actions for the TDM Planner. Major activities include studying the feasibility of micromobility, development of the Safer People Campaign, and bike and walking education and encouragement events.

Goal: Implement the Strategic Grant Plan by helping partners prepare for and apply for grants. **(Goal 1)** This process will set the stage for MetroPlan to proactively collaborate on grants well in advance of their release and will help partners avoid competing with each other.

Status: The Strategic Grants Plan has been in place for a year, and partners are continuing to apply for grants as outlined in the plan. The Plan was updated in January to drop FY24 and add a new third year.

Goal: Engage NAU to have a seat on the Executive Board. **(Goal 2)** Currently, NAU only has filled its Management Committee seat. Working to fill these TAC and Board seats will create stronger partnerships and help us deliver plans on behalf of our community.

Status: NAU was postponing a decision pending the hiring of a Vice President (VP) of Capital. An overview of MetroPlan and its benefits to NAU has been shared with the recently hired VP. NAU is actively considering the request.

Goal: Lead and mentor staff to deliver Strategic Plan goals and objectives, as well as technical knowledge, developing resiliency in knowledge. **(Goals 1, 2, 3, and 4)** A strong team that is motivated and has clear expectations is a key leadership skill of the Executive Director in order to achieve goals in a small organization.

Status: Quarterly Strategic Plan key performance indicator tracking is ongoing and continues to show trends in a positive direction. Staff have a monthly leadership meeting where they reflect on skills and apply tools for growth. The travel and training budget is strategically applied to develop both leadership and technical skills for the team.

Goal: Build relationship with City and garner trust through the development of the Safe Streets Master Plan, West Route 66 Operational Analysis, and Transportation Alternatives award. **(Goal 2).** Continuing to build relationships with the City will enable MetroPlan's planning efforts to be implemented.

Status: West 66 is wrapping up, and partners seem satisfied with the direction of the assessment thus far. Collaboration with partners on the Transportation Alternatives award for Safe Routes to School infrastructure is underway, and a new partnership with City Arts and Beautification has found cost savings to the City through that project. An intentionally slow start to the Safe Streets Master Plan is in place to ensure partners are united on a scope of work and direction of the project; an effort to go slow to ultimately go fast.



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Goal: Consider opportunities to provide for staff growth and mentorship in a constrained hierarchy for advancement. **(Goals 1,2,3,4)**. While budget and organizational structure provide limited opportunity for promotion, finding opportunities to maintain employee satisfaction and support professional growth are important to all aspects of the organization.

Status: This continues to be an area to focus on as represented through staff 360 survey results. The focus over the past year has been on providing travel and training opportunities of interest for staff. Succession planning for the Planning Manager may result in opportunities that do not currently exist.

Draft 2025-2026 Goals for the Executive Director

The following section includes draft goals for the upcoming year for the Board's consideration. The new goals were developed based on the Strategic Workplan, 360 feedback, and personal reflections. While many of the previous goals are ongoing, they are well-rooted in annual processes at this point, and there is capacity to look forward to new needs of the organization.

- Lead and mentor staff to deliver Strategic Plan goals and objectives. Find and encourage opportunities for staff growth despite the limitations of a small organization and re-engage on project management skill sets. **(Goals 1, 2, 3, and 4)**. A strong team that is motivated and has clear expectations is a key leadership skill of the Executive Director.
- Build the relationship with the City to garner trust through the development of the Safe Streets Master Plan, and the Transportation Alternatives award. **(Goal 2)**. Continuing to build relationships with the City will enable MetroPlan's planning efforts to be implemented.
- Establish more regular check ins with Board, Management Committee, and TAC members. **(Goals 1, 2, 3, and 4)**. This action will help ensure that MetroPlan and its plans are meeting partner needs and expectations as well as help to elevate the activities of the organization.
- Enhance strategic collaboration with ADOT to increase funding for priority projects on the ADOT system within or of direct benefit to the Region and move local policy priorities forward. **(Goal 1)**. ADOT owns many roads in the region, including high-crash locations. Working to increase overall state funding and collaborating with ADOT to fund priority projects is important to maximizing funding and commitment to Vision Zero goals.
- Engage with member agencies, advocacy groups, and congressional representatives on surface transportation funding reauthorization. **(Goal 1)**. Reauthorization of federal funding is critical to the region, which has received over \$100 million in competitive awards since 2022.



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- Create a succession plan for the retirement of Dave Wessel, Planning Manager. **(Goal 1)**. Dave has been instrumental to MetroPlan's planning, modeling, and data functions for over 28 years. Developing a clear plan for those activities is important to partners who rely on those activities.
- Continue to develop MetroPlan's Transportation Demand Management (TDM) program, including implementation of the Safe Routes to School Program and identify a sustainable long-term TDM program scope of work. **(Goal 3 and 4)**. This program will reduce single-occupancy vehicle trips and enhance MetroPlan's visibility in the community by engaging in events and public activities more deeply than in the past

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee were not presented at this item, however, they were included in the 360 survey.

5. FISCAL IMPACT:

None, however, a successful Executive Director will positively impact the finances of the organization and leverage resources for the region.

6. ALTERNATIVES:

- 1) Approve drafted Executive Director Annual Goals and contract amendment
- 2) Modify drafted Executive Director Annual Goals and/or contract amendment
- 3) Do not approve the Executive Director Annual Goals and contract amendment

7. ATTACHMENTS:

Executive Director Job Description



Executive Director

Position Description

Actively supports and upholds MetroPlan's stated mission, vision and values. The Executive Director is expected to exercise comprehensive independent judgment, initiative, and professional expertise for the long-term welfare and day-to-day administration, management, and supervision of MetroPlan. This position provides visionary, innovative leadership, which encourages and recognizes creativity, risk-taking, flexibility and facilitation of the highest level of service to the MetroPlan's customers; both internal and external. The Executive Director is accountable to the Executive Board that is comprised of elected and appointed officials from the City, County, State, and Regional organizations.

The Executive Director is responsible for providing inter-agency and multi-disciplinary leadership in land use and transportation planning among local, state and federal agencies including varied public and private sector partners. Defining aspects of this position are visionary leadership, persuasive advocacy, effective coalition building, strategic planning, tactical prioritization and savvy financial management. The Executive Director is expected to deftly leverage human and financial resources of many partner agencies towards the conception and completion of complex, long-range and highly impactful transportation and land-use plans and projects.

ADMINISTRATIVE DUTIES

- **Supervisory:** This job has full responsibility for direct or indirect supervision (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates other employees) for MetroPlan, including the MetroPlan Planning Manager, Business Manager, Consultants, , Transportation Planners, Multi-Modal Planners, Associate Planners, Volunteers and interns.
- **Budgetary:** The Executive Director has full responsibility for budgeting, including revenue development, expense projections, and short and long-term capital and operational budgets for MetroPlan.
- **Strategic Planning:** The Executive Director has full responsibility for leading strategic planning (develops, implements, interprets, and manages) for MetroPlan.
- **Policies/Procedures:** This job has full responsibility for policies and procedures, including developing, implementing, and interpreting policies and procedures for MetroPlan.
- **Compliance:** This job has full responsibility for seeing applications, projects and intergovernmental processes through to accurate and timely completion.
- **Communications:** This job has full responsibility for communication to the public and various governing bodies at all levels of government.
- **Reporting:** This job has full responsibility for reporting to Federal/State/Local agencies (ensures reporting requirements are met, trains others on reporting requirements and methods, and addresses discrepancies in reporting).

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)

- Provides excellent customer service to both internal and external customers.
- Makes recommendations and presentations, writes staff summaries, ensures performance measures are met, and balances needs with the MetroPlan Board's adopted priorities and direction.
- Builds the financial capacity of the MetroPlan and its ability to attract, secure and leverage multi-million-dollar capital construction projects for the benefit of member agencies and the region.
- Prepares and administers the MetroPlan budget and exercises control over expenditures.
- Leads research, evaluation and crafting of regional policy initiatives to the MetroPlan Executive Board and to member organizations, legislative bodies, and federal agencies.
- Leads research, evaluation and crafting of strategic funding initiatives to the MetroPlan Executive Board and to member organizations', legislative bodies, and federal agencies.
- Develops education and advocacy strategies, as appropriate to a public organization, towards advancing the legislative, funding, and policy needs of the MetroPlan.
- Serves on the NAIPTA Transit Advisory Committee and other standing and ad-hoc committees pertinent to advancing the mission and vision of the MetroPlan.
- Assesses demand for and recruits and hires appropriate legal, financial and strategic staff as needed to advance the mission of the MetroPlan.
- Makes decisions, recommendations, provides reports, and other information to the Executive Board.
- Recommends policies related to the transportation and land-use elements of the Regional Land Use and Transportation Plan to MetroPlan member agencies and the Executive Board
- Researches, facilitates development of, and recommends policy positions to the Executive Board on state and federal legislative issues.
- Coordinates the development of regional transportation planning goals with MetroPlan Member agencies, funding agencies and federal, state and local partners.
- Leads negotiations on large and/or complex funding and development proposals.
- Envisions, analyzes, communicates and implements changes to the MetroPlan.
- Monitors grant applications, funding processes, administrative requirements and tracks same to ensure timely and effective funding flow and project implementation.
- Establishes measures to improve methods, changes in operations, working conditions, quality of work, and any necessary changes to increase efficiency and effectiveness. Evaluates special needs, unusual problems, and assesses the general quality of strategic, funding or planning projects.
- Serves as liaison to the Arizona Department of Transportation for all planning issues.
- Ensures citizen and regulatory agency complaints and suggestions are acted upon and resolved.
- Keeps the Executive Board and member agencies advised of activities through written, oral, and statistical reports.
- Prepares written communication and reports regarding transportation and land use projects and activities.
- Represents MetroPlan matters and concerns before a variety of bodies including: Planning and Zoning Commissions, Staff Review Boards, and other member agency Boards and Commissions.
- Performs liaison duties regarding transportation issues between member agencies, councils of government, lobbyists to state and federal legislatures, and national transportation organizations.
- Attends regular MetroPlan Executive Board and Technical Advisory Committee meetings and attends

City Council, County Board of Supervisors, and Arizona State Transportation Board meetings as needed to represent regional transportation issues.

- Speaks before funding and regulatory agencies and civic and professional groups on the plans, objectives, policies and programs of the MetroPlan.
- Supervises the maintenance of time sheets, attendance, leave and other MetroPlan personnel and payroll records.
- Supervises MetroPlan financial management and accounting.
- Directs professional, sub professional, and other employees of the MetroPlan and provides inter-agency leadership in the investigation, development and implementation of a variety of transportation and land use projects.
- Establishes priorities of work within the MetroPlan.
- Supervises the preparation of reports, including the Unified Planning Work Program and the Transportation Improvement Program, and represents the MetroPlan at a wide variety of meetings.

- Develops the Five-Year Transportation Capital Plan within the Transportation Improvement Program and coordinates those projects and schedules with MetroPlan member and funding agencies.
- Attends conferences and conventions and other educational and professional meetings to keep updated on strategic, leadership, funding, transportation, land-use and planning activities.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's degree in Planning, Public Administration, Transportation or related field.
- Eight years of recent and responsible experience in managing and leading professional, technical and clerical personnel in urban planning, transportation, or a related field.
- Six years of progressively responsible supervisory experience including budget development and financial management.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

DESIRED EXPERIENCE AND TRAINING

- Master's Degree in Planning, Public Administration, Business Administration or related field.
- Experience in coordination of multi-agency programs and issues.
- Demonstrated Experience writing, securing and managing grant funding.
- Experience with urban design, environmental planning, and land use planning issues.
- Experience in public relations, administrative liaison, and public outreach.

OTHER REQUIREMENTS

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)

- Ability to provide effective inter-agency leadership towards articulating and accomplishing shared goals.
- Extensive knowledge of modern theories, principles and practices of leadership and transportation planning as applied to implementing change in a growing community.
- Extensive knowledge of the principles and practices of public administration.
- Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to perceive and interpret customer needs (internal and external) and translate them into effective solutions and operational policy.

- Extensive knowledge of the principles and practices of revenue development and budget preparation as it relates to funding large transportation and land use projects.
- Demonstrated ability and previous experience in developing budgets, building programs and providing inter- agency leadership towards the accomplishment of regional goals including presentations to Councils, Boards and the public.
- Ability to coordinate and communicate with other member agencies, funding agencies, developers, contractors, consultants, and individuals involved in MetroPlan matters.
- Ability to direct and supervise professional staff of all levels.
- Ability to establish and maintain effective relationships with employees, officials, other agencies, the media, and the general public.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is frequently required to sit, use hands to finger/handle/feel, talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, taste or smell.
- The employee must occasionally lift and/or move up to 10 pounds.
- Vision requirements for this position include close vision.
- There are no special working conditions for this position.
- The noise level in the work environment is usually moderate.

CLASSIFICATION INFORMATION

Pay Range \$125,323.54-\$214,636.20 FLSA exempt
Grade 330



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STAFF REPORT

REPORT DATE: April 3, 2025

MEETING DATE: May 1, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider Travel Policy Update Effective July 1, 2025

1. RECOMMENDATION:

Staff recommends the Board approve the Travel Policy update effective July 1, 2025.

2. RELATED STRATEGIC WORKPLAN ITEM:

This item reports on the progress of all strategic work plan items.

3. BACKGROUND:

MetroPlan adopted a Travel Policy in February of 2020, during the time when it became an independent organization. Travel Policies are important for setting expectations about fair compensation so as not to burden staff with the expenses of work-related travel. They are also important tools for ensuring expenses are appropriately applied as part of audit processes.

MetroPlan has historically reimbursed staff at federal rates, which tend to be more generous than state rates. However, when MetroPlan gets reimbursed through its grants, the reimbursements tend to be at state rates, meaning every trip requires a small amount of local funds to cover the discrepancy between the two reimbursement rates. ADOT has recently issued a memo stating that if agencies have policies that comply with their requirements, the agency can be reimbursed at federal rates and reduce impacts to local cash.

Staff have drafted redlines to the existing policy, attached, for the Board's consideration for action. ADOT has confirmed the changes meet their requirements. Staff have added other substantive changes to clarify common questions about travel. Substantive changes, outside of changes simply intended to clarify existing policy, include:

- Advance ADOT and FHWA approval of elected official travel and trips over \$5,000.
- Approval of travel reimbursement for the Executive Director by the Business Manager, with variations from policy going to the Chair.



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- A new section clarifying reimbursements related to the care of dependents to align with federal rules.
- New clarification for travelers attending the same event that they do not have to share rooms.
- The encouragement of carpool and limitations on reimbursement for those who choose not to carpool.
- Setting expectations around flying out of Flagstaff versus Phoenix.
- Removing the use of “coach” tickets for airfare and clarifying that MetroPlan will reimburse for one checked bag but not for any choice of seats due to the wide variety of ticket types now available.
- A definition of what constitutes a meal to clarify what conference-provided items will not be reimbursed.
- Clarification on timekeeping for hourly employees.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC was not presented this item. The Management Committee had no comments.

5. FISCAL IMPACT:

The changes to the travel policy will allow for MetroPlan to be reimbursed for travel costs at the same rates that MetroPlan reimburses staff for, thereby saving local funds that are currently spent on the difference in state and federal reimbursement rates for meals and hotels.

6. ALTERNATIVES:

- 1) Recommended: Approve Travel Policy update effective July 1. This action provides additional clarity in the policy and aligns with ADOT requirements for reimbursement at federal rates.
- 2) Not Recommended: Do not approve Travel Policy update. The Board could provide staff with direction on additional changes.

7. ATTACHMENTS:

Draft Travel Policy Update Redlines



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Document: **Travel Policy**

Adopted: ~~February~~ ~~April~~ May 15, 2025

Effective: **July 1, 2025**

Introduction

MetroPlan travel policy is intended to be in full compliance with Arizona Revised Statutes and Internal Revenue Service (“IRS”) guidelines regarding travel. It is MetroPlan’s intent to avoid tax liability for MetroPlan and ~~the employees~~ travelers for any travel related reimbursements.

MetroPlan’s policy is to reimburse employees, member agency staff, or Board members (“referred to as “Travelers”); for necessary and reasonable travel expenses incurred for authorized and approved MetroPlan business. ~~The employees~~ travelers should be comfortable while traveling, understand all travel policies, and obtain reimbursement quickly.

This policy is intended to:

- Ensure compliance with state and federal regulations.
- Ensure fairness for both the traveler and MetroPlan.
- Establish guidelines for approval, control and accounting for employees.

A ~~Traveler~~ non-employee on MetroPlan business has the responsibility to act prudently and to only incur travel expenses, which are necessary, reasonable, and an appropriate use of public funds.

The MetroPlan Executive Board (“Board”) may revise the reimbursement schedule by amending this policy at any time.

Abuse or non-compliance with the policies and guidelines could result in disciplinary action and/or personal financial liability. It is of the utmost importance that all ~~employees~~ travelers understand and adhere to these policies and guidelines.

General Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by ~~employees~~ Travelers who are in travel status on official MetroPlan business. Such costs may be charged on an actual basis, a per diem basis, or mileage basis, or on a combination of the two thereof, dependent on the type of travel incurred and in accordance with MetroPlan’s travel policy.

Travel Authorization

The annual travel budget must be authorized by the ~~Executive~~ Board at budget time and approved by the Executive Director before any expense is incurred, subject to the following limitations:

1. Travel should be authorized only when it is determined that personal contact is the most economical and effective method for transacting MetroPlan business.
2. Authorization for attendance at conferences and meetings should be granted only to those persons professionally concerned with the topics to be discussed or the business to be transacted.
3. The most economical method of transportation should always be selected, taking into account both the transportation cost to MetroPlan and the value of the individual's time spent in travel status.
4. Excess expenses incurred when traveling by an indirect route for pleasure or convenience is not reimbursable. This may include, but is not limited to, food, gas, lodging, personal payment for rental car or MetroPlan car. A MetroPlan car must not be used overnight for personal reasons.
5. [A MetroPlan e](#)Employee can be required to charge time spent in traveling by an indirect route to annual leave.
6. [Travel by a member of the Executive Board will adhere to A.R.S. §11-215, and elected official travel charged to a federal grant must be approved in writing prior to travel by the federal agency or pass through entity through the Unified Planning Work Program or other means.-](#)
- 6.7. [Any travel by an individual or by event of Five Thousand Dollars \(\\$5,000\) or more must receive written approval from the ADOT Regional Planner and federal funding agency in advance if not already included in the approved WP.](#)

In-state travel:

In-state travel requires the approval of MetroPlan Executive Director.

In-state travel includes travel on official business:

1. Inside the Arizona border;
2. Into an adjoining state when, by the shortest practical routing, travel through an adjoining state is necessary to reach remote areas of this state; and
3. Into adjoining states not to exceed fifteen (15) miles from the Arizona border.

Out-of-state travel:

All other travel is defined as out-of-state travel. Out of state travel for the Executive Director must be approved by the [Executive Board Chair](#). Out of state travel for all other MetroPlan staff must be approved by the Executive Director.

~~Employee-Traveler~~ Responsibility

1. ~~Employees-Travelers~~ must request in writing all travel and the request must be approved by the Executive Director prior to travel.
2. In-state travel by the Executive Director may be approved solely at the Executive Director's discretion. The Business Manager will ~~approve-review~~ travel [for compliance with theas](#)

~~having met the~~ constraints of this travel policy and may prepare a summary of travel as requested by the Board Chair ~~of the Executive Board~~.

3. Out-of-state travel by the Executive Director requires approval of the ~~Executive~~ Board Chair. The Business Manager will ~~approve~~ review travel ~~as having met the~~ for compliance with the constraints of this travel policy and the Executive Director will obtain approval of the Board Chair before submitting any claim ~~against to~~ MetroPlan. The Business Manager may prepare a summary of travel as requested by the Board Chair ~~of the Executive Board~~.

- ~~3.4.~~ Travel by a member of the Executive Board shall be approved in advance by the Board Chair.

Executive Director Responsibility

When the Executive Director grants travel authority to an employee as a Traveler, ~~he/she the~~ Executive Director is validating that:

1. Adequate funds will be available;
2. The intent of the trip is for MetroPlan business; and
3. The employee has authorization.

When the Executive Director reviews and approves a travel reimbursement, he/she is validating that:

1. Travel expense was incurred and reimbursement is aligned with this policy;
2. The expenditure is charged to the proper account; and
3. The reimbursement reported is within the required timeframe.

Conferences and Trainings

Conferences:

Representation at a convention or meeting outside the state is to be held to a minimum and should be limited to those individuals directly involved with the subject of the conference.

1. A copy of the travel approval must accompany all payment request voucher for pre-registration at conferences.
2. If the registration form does not indicate whether or not meals are included, the employee Traveler must indicate which meals are included with registration fee or "No Meals" if no meals are included in the registration fee.
3. Registration fees that MetroPlan has paid in advance must be included on the Travel ~~claim~~.

Expenses incurred while attending conferences or meetings of associations or organizations must be supported by a program or literature showing the opening and closing dates. Receipts for any registration fees must be submitted with the claim. Expenses incurred in staying on after the close of a convention or meeting will not be allowed except when the most economical mode of transportation is not available until the following day.

Registration and meals that are a part of the conference package shall be paid and not be subject to the per diem limit. Any other meals will be reimbursed on the ~~regular-federal~~ per diem schedule. (See also Meals & Per Diem Reimbursement)

A ~~Traveler~~ ~~n-individual~~ attending a conference may stay at the hotel designated by the conference sponsors even though the lodging rate exceeds the maximum allowed. A copy of the conference announcement, registration, or schedule which includes the lodging rate must be attached to the claim along with the hotel receipts (See also Lodging Reimbursement).

Training:

~~Individuals~~ ~~Travelers~~ may be permitted to attend education or training seminars if:

1. Such education or training is not provided by MetroPlan.
2. Such education or training is directly job-related; ~~and~~
3. Funds have been appropriated in the department for such purpose.

A copy of attendance certificate, agenda or other proof of attendance must be provided when requesting reimbursement.

General Requirements

1. A ~~t~~Travel claim for attending meetings and performance of office errands that all occurred in-state must ~~be submitted at least quarterly and must~~ be submitted within ~~thirty (30)~~ days of the end of the ~~quartermonth in which travel occurred. Quarters are defined as July thru September, October thru December, January thru March, and April thru June.~~
2. All other travel claims, with a copy of the approved ~~t~~Travel ~~R~~request, must be submitted for all travel within ~~thirty (30)~~ days of the travel completion or the ~~employee~~ ~~T~~traveler's travel will be restricted.
3. All travel expenses are to be included on the ~~t~~Travel ~~c~~claim including meals on a per-diem basis, incidental expenses, airfare, rental car, registration, and miscellaneous expenses.
4. If a procurement card is used for meals, a detailed receipt must be attached to the ~~t~~Travel ~~c~~claim and the ~~employee~~ ~~Traveler~~ is responsible for reimbursing MetroPlan for any amounts that exceed allowed travel expenses. ~~If the amount is less than the per diem rate, the employeeTraveler is not eligible to receive the difference when the meal was charged to the procurement -card. NO ALCOHOL-o alcohol~~ can be charged to MetroPlan ~~p~~Procurement ~~c~~cards ~~and~~ violation of this policy can result in suspension of travel privileges and/or procurement card. ~~Meals charged to the procurement -card should be paid for on an individual basis and not lumped together when a group travels together.~~
5. If travel item was completed with a ~~p~~Procurement ~~c~~card, indicate total charged on the ~~t~~Travel ~~c~~claim.
6. The unused portion of any travel advances due to MetroPlan must be returned to the Business Manager within ~~thirty (30)~~ days ~~of the completion of travel.~~
7. A ~~t~~Travel ~~c~~claim must include only one ~~employee~~ ~~Traveler~~.
8. Executive Director signature is required ~~UNLESS-unless~~ written approval is attached to the travel claim.

9. Travel ~~c~~Claims for the Executive Director must be ~~approved~~reviewed by the Business Manager for compliance with the constraints of this travel policy and any variations from policy shall must be approved by the Board Chair~~approved by the Chair of the Executive Board.~~
10. Travel ~~c~~Claims for Board member travel must be ~~approved~~signed by the ~~Chair of the Executive Board and~~ Executive Director. Any variations from policy shall must be approved by the Board Chair.
11. ~~Employees~~Travelers will use Federal per diem food and incidental, hotel and ~~and~~ mileage rates found at <http://www.gsa.gov>. ~~On that web page, go to Travel Resources and choose Per Diem rates.~~
12. Dependent costs due to travels (defined as a qualifying child or a qualifying relative).
 - i. Temporary dependent care costs ("dependent" is defined in 26 U.S.C. 152) above and beyond regular dependent care are allowable provided that these costs:
 1. Are a direct result of the individual's/Traveler's travel to a conference for the Federal award;
 2. Are consistent with the recipient's or subrecipient's established written policy for all travel; and
 3. Are only temporary during the travel period.
 - ii. Travel costs for dependents are unallowable, except for travel of six (6) months or more with prior approval of the Federal agency. See § 200.432.

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Travel Advance

Procedures and forms for requesting a travel advance are maintained by the Business Manager.

A travel advance is only available to employees as Travelers.

1. Travel advances are available whenever out-of-pocket expenses are anticipated.
2. No travel advances are allowed through ~~p~~Petty ~~c~~Cash.
3. An ~~employee travel~~ advance can only be requested ~~ed~~ on an advance form.
4. A travel advance request should include the purpose and the dates of travel, and be submitted with a copy of the approved Travel Request ~~f~~Form.
5. Travel advances will be issued only in situations where the estimated expenditure exceeds Fifty Dollars (\$50.00).
6. A travel advance request should be made at least seven (7) business days prior to the day it is needed. Please state on the request the date the check will be needed.
7. Any employee with an outstanding travel advance must turn in their Travel Reimbursement form before another travel advance can be issued.
8. The employee is still responsible to reconcile and submit their travel reimbursement form.

Any ~~staff member~~employee who has received a ~~travel~~ advance and has not submitted their travel reconciliation within sixty (60) days of return from travel may have that travel advance deducted from their next paycheck and will be required to sign on the travel advance request that they consent to such deduction from their pay, if necessary.

Claim for Reimbursement

Procedures and forms for submitting a claim for reimbursement will be maintained by the Business Manager.

- ~~1.~~ All claims for reimbursement will be submitted to the Business Manager, along with receipts, agenda, and other supporting documentation.
- ~~2.~~ 1. All reimbursement paperwork must be submitted within thirty (30) days of the end of travel. At the end of the fiscal year, advances not cleared by July 7/31 that are made to a MetroPlan employee will be deducted from the employee's paycheck.

Lodging Reimbursement

MetroPlan takes employee-Traveler safety into consideration when making allowances for a choice of lodging. Employees-Travelers are entitled to accommodations that are suitably located and meet reasonable standards for safety, cleanliness and comfort.

1. When traveling to a conference, MetroPlan assumes Ttravelers will stay at the hosting hotel even if the rate exceeds a non-luxury hotel rate. If there is a choice of hosting hotels, employees-Travelers are expected to stay at the least expensive property. Evidence must be provided with tTravel cClaim that the hotel is the cConference hHotel.
2. If a relative occupies the same room, the employee-Traveler must obtain the rate for single occupancy, and will receive reimbursement at that rate.
3. As approved by the Executive Board, MetroPlan uses the State of Arizona, Travel Rate Index ~~federal reimbursement rate~~ plus tax for lodging. A Ttraveler is eligible for reimbursement at a rate higher than those listed if 1) ~~three quotes are provided~~ no hotels within reasonable distance have rooms at federal rates, 2) explanation is documented on choice rate, and 3) is it pre-approved by approving authority.
4. Lodging will be reimbursed on an actual basis upon presentation of lodging receipts with the tTravel cClaim.
 - Receipts shall be the original itemized receipt issued by the establishment showing their business name and address and must be attached to the claim for reimbursement. A ~~CREDIT CARD RECEIPT ONLY IS NOT ACCEPTABLE~~ credit card receipt only in not acceptable as it does not include the detail necessary to process the claim.
 - If the original lodging receipt is lost or destroyed, the employee-Traveler is responsible for obtaining a copy.
 - If the original receipt is lost and a photocopy is not available and a copy cannot be obtained from the lodging establishment, then a copy of the canceled check or credit card receipt is required showing the employee-Traveler paid for the lodging. A letter must be prepared with Ttraveler name, dates of the travel, the name, address, and telephone number of the establishment, cost per night and total cost of the lodging along with reason why an original or photocopy of receipt is not available.
5. Personal charges (movies, meals, etc.) that are on ~~your-a~~ Traveler's hotel bill must be paid for separately. Only allowable, reimbursable items are allowed to be charged on ~~your-a~~ procurement card.

Direct booking through a hotel is preferred over third-party sites. Discounted hotel accommodations can be made through one of the Internet travel services such as Priceline.com using ~~your a~~ Traveler's personal credit card. Submit the Internet receipt that shows the above information with ~~your the~~ reimbursement claim form. The hotel will normally not issue a receipt when the reservation is made through a service like Priceline.com.

MetroPlan will pay for individual hotel rooms even when multiple T~~ravelers~~ are traveling together. When two ~~individuals~~ Travelers in travel status do share a room or a rental property such as an Air-BnB, total reimbursement shall not be more than the receipt for each T~~raveler's~~ portion of the lodging cost. If the establishment is unable to issue a separate receipt for each T~~raveler~~, one T~~raveler~~ may submit the original lodging receipt and the other T~~raveler~~ may submit photocopies, marked "treat as original." Each receipt must be marked "Shared Lodging" and have the names of all T~~ravelers~~ sharing the room. Each ~~employee~~ Traveler will claim reimbursement for ~~his that person's~~ proportionate share only.

Lodging costs within fifty (50) miles of the individual's designated post of duty or residence other than for the purpose of business conferences will not be reimbursed unless an emergency condition exists.

Hotel Cancellations-Non-Emergency

1. Travelers should ask for the hotel's cancellation policy at the time of booking.
2. Travelers should request and record the reservation number for future reference such as billing disputes.
3. MetroPlan monitors ~~the~~ payment cancellations. Should MetroPlan have to pay for more than one cancellation for one ~~employee~~ Traveler, future travel may be restricted or the ~~employee~~ T~~raveler(s)~~ may have to reimburse MetroPlan for the cancellation fee.

Transportation

Transportation expenses are for common carrier fares, private car mileage allowances, and bridge and road tolls. A valid Arizona driver's license is required to be on file if a Traveler ~~an employee~~ is driving a private or rented motor vehicle on MetroPlan business. Reimbursement will be made only for the method of transportation that is in the best interest of MetroPlan considering the travel expense as well as the T~~raveler's~~ time.

1. Reimbursement will be made only for the method of transportation which is in the best interest of MetroPlan, considering direct expenses as well as the ~~official's or employee~~ Traveler's time.

~~1-2.~~ MetroPlan encourages carpooling and may only reimburse for one travel claim when a group is Travelers are traveling to the same event together.

~~2-3.~~ When more than one T~~raveler~~ uses the same vehicle, only one claim for reimbursement will be allowed.

~~3-4.~~ Travel expenses incurred between the residence and the designated post of duty are not allowed, with the exception that, if a trip starts or ends at a claimant's home the distance traveled shall be computed from the claimant's home.

4.5. In determining fares or mileage paid for transportation by airplane, the place of origin or return is the appropriate airport facility serving the area of the ~~employee's~~ Traveler's designated post of duty or residence, whichever is lesser in distance or amount. Travelers should review air travel both from Flagstaff Pulliam Airport (FLG) and Phoenix Sky Harbor (PHX) and choose the most reasonable option considering the full extent of travel to PHX, including additional meals, paid parking or shuttle needs, additional night stays, and timeliness.

Mileage and Rental Vehicles

Mileage allowances are established by IRS. MetroPlan rate matches the IRS rate.

1. A rental vehicle is the recommended mode of travel for official MetroPlan business whenever practical. ~~Employees-Travelers~~ should utilize ~~purchasing-procurement~~ cards when renting vehicles. Rental vehicle travel charged to a grant must be approved by ADOT in advance.
2. If spouses or ~~other~~ non-MetroPlan ~~employees-individuals~~ accompany the MetroPlan ~~official~~ or employee-Traveler in the rental car, for a non-MetroPlan purpose, the ~~employee-Traveler~~ will provide liability insurance from rental car agency or their own private insurance agency. Otherwise, liability insurance is not required as MetroPlan insurance will cover liability.
3. If a ~~Traveler~~ ~~non-employee~~ uses their personal vehicle for out of town travel, mileage will be reimbursed at IRS allowance. This mileage rate covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation and insurance. Traveler must have a valid Arizona driver's license and current vehicle insurance in compliance with A.R.S. §28-1251.
 - If a ~~T~~Traveler driving a privately-owned motor vehicle is involved in an accident and is found to be at fault, the individual's own liability insurance carrier is responsible to the limits of the policy. If a ~~T~~Traveler driving a personal motor vehicle on MetroPlan business is involved in an accident, regardless of fault, MetroPlan will not reimburse the ~~T~~Traveler for any physical damage to the motor vehicle.
4. Traveler ~~will need to use State of Arizona, Travel Rate Index Map Miles table unless will~~ provide a map detailing miles is printed and attached, i.e. Google Map showing origin to destination and route of travel.
5. Additional mileage at destination should be recorded separately for reimbursement, with an explanation, and must be reasonable.

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Air Travel

1. MetroPlan procurement cards can be used to purchase ~~each the basic least expensive~~ unrestrictive class airfare for the ~~employee-Traveler~~ prior to departure. Unrestricted airfare allows for cancellation or changes with a penalty value that is less than the cost of the ticket. Travelers should consider travel insurance as a cheaper alternative to refundable tickets.
2. Any fee paid to obtain a more desirable seat is considered to be the Traveler's personal choice and therefore is not allowable.
3. MetroPlan shall allow fees for one (1) checked bag and one (1) carry-on.

1.4. MetroPlan shall not pay for wi-fi on flights unless a Traveler can demonstrate work was completed during that time.

2.5. EmployeesTravelers who purchase their own airfare are entitled to reimbursement in the amount equal to the basic least expensive unrestrictive class ~~each~~ airfare. A copy of the detailed flight itinerary must be attached to Travel Reimbursement Form in order to verify departure/arrival times, meals and total fare.

3.6. In an effort to take advantage of lower airfares for travel that extends over a Saturday night, the MetroPlan will allow ~~employees-Travelers~~ to extend their trip over Saturday night and pay addition lodging and meal costs. Saturday night stay-over is encouraged when net savings exceed the cost of the hotel rate.

4.7. Personal vehicles may be used for out-of-state travel when no other means of transportation is available or when such use is in the interest of MetroPlan. Such requests must be documented at the time the tTravel is approved. The ~~employee-Traveler~~ shall be entitled to reimbursement at the lesser of either rate set out per mile traveled based on the shortest route from origin to destination or the basic, least expensive, unrestrictive class ~~air- each~~ fare. Documentation of airfare rates is required to demonstrate that the fare chosen fits the above requirements as compared to other quoted fares not chosen.

5.8. Rental car requests must be documented at the time the tTravel ~~a~~Authorization is approved. MetroPlan will reimburse rental fee and actual gas receipts.

9. Employees-Travelers are encouraged to use public transit at their destination. Uber and Lyft may be used when transit is shown to not be available. Travelers who fly to their destination and obtain a rental car at MetroPlan's expense must obtain prior approval. The rental car receipt must be attached to the tTravel ~~c~~Claim.

10. Air travel by other than commercial carrier will only be allowed in very specific, pre-approved instances. Travel costs by recipient or subrecipient-owned, -leased, or -chartered aircraft include the cost of the lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of these costs that exceeds the cost of commercial carrier airfare, as provided for in paragraph (d), is allowable if approved in advance in writing.

6. _____

Booking directly through a carrier is encouraged. Discounted airline tickets may be purchased through one of the Internet travel services such as Priceline.com using your-a Traveler's personal credit card. Submit the receipt from the Internet company that shows the dollar amount charged as your-the Traveler's airline receipt with your-the reimbursement-travel claim seeking reimbursement. The airline may not issue a separate receipt in addition to the receipt from the Internet company.

Other Allowable Transportation Expenses

Miscellaneous expenses incidental to travel, as set forth below, may be claimed:

1. Local tTransportation such as taxicabs, airport or hotel businessshuttles, local buses, and streetcars are classed as local transportation. Receipts for transportation by these means

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shall not be required and such means of local transportation may be allowed and paid. Traveler must indicate the purpose of the travel and the start and end locations. Tips are limited to 15% of the bill to the nearest dollar.

2. Transportation to and from ~~a~~Air ~~t~~Terminals shall be by airport or hotel ~~limousine-shuttle~~ or airport bus, rather than taxi, when such service is available.
3. When a ~~Traveler~~ ~~n-employee~~ is in an official travel status, necessary parking charges may be claimed. Airport parking or storage charges will be allowed if the total cost is less than the cost of a taxicab to and from the airport. Receipts must be provided.

~~3.~~

Meals & Incidentals Per Diem Reimbursement

MetroPlan will pay per diem reimbursements to eliminate the need for ~~employees-Travelers~~ to substantiate meals or incidental expenses, other than to report the number of days spent traveling on a business trip. Per ~~d~~Diem plans do not require ~~employees-Travelers~~ to return any amounts advanced for days of business, even if the amounts are not actually spent on business; however MetroPlan still requires any travel advance to be reconciled within ~~thirty~~ (30) days of the ~~employees-Traveler's~~ return from travel. The ~~employee-Traveler~~ is responsible for reimbursing MetroPlan for any amounts that exceed allowed travel expenses.

The procurement card may be used for meals; however, ~~NO-ALCOHOL~~~~no aloholc can-is to~~ be charged to MetroPlan ~~p~~Procurement ~~c~~Cards. ~~— V~~violation of this policy can result in suspension of travel privileges and/or procurement card. Receipts are required for all procurement card charges and the receipt shall be the original itemized receipt issued by the establishment showing their business name and address and must be attached to the claim for reimbursement. A ~~CREDIT CARD RECEIPT ONLY IS NOT ACCEPTABLE~~~~credit card only receipt in not acceptable~~ as it does not include the detail necessary to process the claim.

MetroPlan is using an "M-&IE Allowance" Plan ("~~M&IE Allowance~~"). This is a per diem plan which pays allowances for meals and incidental expenses that do not exceed the per diem rate. Amounts paid to ~~the employee-T~~travelers for meals and incidentals during travel ~~is-are~~ not subject to ~~from~~ wage reporting or withholdings as long as the M-&IE Allowance as published by GSA is not exceeded.

~~Employees-Travelers~~ will use the rates by location as per the Regular Federal per diem method rates, which are generally effective October through September. IRS publication 1542 gives the maximum per diem rate than can be used without treating part of the per diem allowance as wages subject to tax ~~purposes~~.

Constituting a meal: A continental breakfast or similar repast served at a conference or other gathering or provided at a lodging establishment at no cost to the Ttraveler constitutes a meal, whether or not it contains protein, and no reimbursement for breakfast will be allowed when

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such meals have been provided. —To qualify as a continental breakfast or similar repast, a variety of components should be served so that a meal may be assembled from those components. For example, if the range of comestibles provided includes pastries, yogurt, toast, fruit, cereal and the like, a sufficient selection of edibles is available from which a meal can be constructed. A very light snack—consisting of no more than cookies, pastries, candies, coffee, tea, soft drinks, ice cream and/or similar refreshments—provided by the host of meetings or training events does not constitute a meal. A very light snack differs from a meal in that it does not contain a sufficient variety or quantity of edibles from which a meal may be assembled. For example, if only cookies and coffee are served, there is neither the variety nor the volume of comestibles from which a meal can be constructed.

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1. For any destination not specifically identified in the Regular Federal Per Diem table, the maximum per diem rate is Standard Rate as published on www.gsa.gov, which is updated annually.
2. When a ~~Traveler~~ ~~n employee~~ is entitled to reimbursement for three (3) consecutive meals on any one day, the amount expended for any particular meal is left to the ~~employee's~~ Traveler's discretion. The total for all meals claimed may be shown as a lump sum for each calendar date but may not exceed the amount allowed for a particular location.
3. The travel must extend beyond twenty five (25) miles one-way to be eligible for per diem. Travel is not eligible for ~~m~~ Meals and per diem when travel occurs in the course of a Traveler's n employee's normal daily duties. For example, meals may not be reimbursed if purchased by a ~~Traveler n employee~~ whose typical duties may involve day trips within MetroPlan region.
4. MetroPlan will pay the M&IE Allowance on a daily basis for trips that involve an overnight stay and first/last day of travel are subject to the per diem rates as published by GSA unless a ~~Traveler n employee~~ can document travel as per the following time of day requirements:
 - Breakfast: Travel is required prior to 6:00 a.m. ~~-or~~ two (2) hours before typical scheduled shift.
 - Lunch: — Travel is required prior to 11:00 a.m. and ~~employee-Traveler~~ does not return until after 1:00 p.m.
 - Dinner: Travel is required prior to 4:00 p.m. and/or travel prohibits a return before 7:00 p.m. or two (2) hours after typical scheduled shift.
 - Other than ~~d~~Day ~~s~~Shift ~~w~~Workers: The time or time periods specified above shall be modified to the extent necessary to provide equitable treatment to ~~individuals~~ Travelers whose work schedule requires shift work on other than a day shift basis. Meal reimbursement maximum limits shall normally be based on the type of meal appropriate to the time of the day.
5. When M&IE Allowance is calculated based on time of travel, the destination point for each leg of the trip will be used to determine M&IE Allowance for each meal.
6. Whenever meals are provided at no additional cost to the Traveler (including meals included as part of lodging, on planes, and meals included in conference registration fees), the Traveler shall not be entitled to any meal allowance for those particular meals.
- ~~7.—~~ Tips on meals are included in the maximum per diem allowance.

The Traveler must indicate the time and place travel commences and ends in order to be reimbursed. To claim meals, mileage must be shown on claim or map showing miles attached to claim. If work day is other than day shift, 8 am to 5 pm, normal work shift must be noted in comments of claim.

The employee-Traveler must verify the rate of reimbursement and attach the applicable page from the Maximum Federal Per Diem table if a rate of other than the Standard Rate is being claimed. Please see the per diem rates by location per the information found at <http://www.gsa.gov>. ~~On that web page, go to Travel Resources and choose Per Diem rates.~~

Meals at Conferences, Seminars and Symposiums

1. When attending a conference, seminar, or workshop, if a particular meal at the function is not included in the conference fees and is in excess of published rates, MetroPlan will pay the full amount of the meal upon providing receipt.
2. This is not to be interpreted to encompass expenditures on recreational or social activities that may be offered in connection with, but are not integral to, the conference.
3. For reimbursement of such expenditures, the employee-Traveler must submit copy of conference agenda or brochure showing the nature of the activity that was presented during the meal and amount charged for such meal.
4. The employee-Traveler cannot claim reimbursement under per diem for this same meal.
5. No reimbursements will be allowed for alcoholic beverages.

Business Meals

A business meal may occur when MetroPlan staff/officers conduct business with non-MetroPlan staff/officers while traveling. These meals must be approved in advance by the Executive Director. Reimbursement will be made upon submission of receipt.

Incidental Expenses

1. All incidental expenses are part of the “M-&IE Allowance” and no separate reimbursement will be made.
2. Incidental Expenses include: Fees and tips to porter, baggage carriers, bellhops, hotel maids, stewards or stewardesses on ships and hotel servants in countries outside the United States.

Travel advances may be requested for the Per Diem allowance for meals and incidental expenses.

Miscellaneous Reimbursements

1. All miscellaneous expenses must be itemized and receipts attached. (Except for incidentals included in the Per Diem Rate.)
2. Reimbursement for business phone calls and personal phone calls (allowance \$5.00 per day) should be noted on the Travel claim.

3. Communications charges including Internet, faxes and copies are reimbursable if documented with receipts or hotel receipt.

~~8.7.~~ Trade show/Presentation expenses including excess baggage charges, freight charges for shipping of presentation material, and tipping charges for valet services are reimbursable. These charges should be noted on the ~~t~~Travel ~~c~~Claim.

Non-Reimbursement Expenses

1. Fees and tips to porter, baggage carriers, bellhops, hotel maids, stewards or stewardesses on ships and hotel servants in countries outside the United States are not reimbursable as miscellaneous expenses as they are part of the per diem rate.
2. In-room movies and video rentals are non-reimbursable expenses.

Extending Business Trips with Vacation Time

1. When ~~an employee~~ ~~a~~ ~~T~~Traveler extends a business trip using vacation time, the ~~employee~~ ~~T~~Traveler will be reimbursed lodging and M&IE Allowance for the days doing business for MetroPlan, including the travel time.
2. Lodging will be reimbursed, at single room rate, for the days doing MetroPlan business. Airfare equivalent to round-trip travel to/from business destination will be borne by MetroPlan.
3. Expenses related to relatives or other non-MetroPlan individuals accompanying the ~~employee~~ ~~Traveler~~ will be disallowed as reimbursable expenses.
4. All additional costs will be borne by the ~~employee~~ ~~Traveler~~.

Compensation of Employees and Other Travelers

~~4-~~ Compensation of Traveler for time traveled shall follow the State of Arizona Accounting Manual Topic 50: Travel, Section 60: Travel Time and Compensation.

Contractors/Consultants performing work on ordered/contracted work. Non-Employee Travel

Travel expenses for non-MetroPlan employees, such as consultants, speakers, and candidates for positions are reimbursed in accordance with the contract for services and vendor payment procedures. Reimbursement shall not exceed federally allowable rates.

Insurance

1. In accordance with ARS §28-4009 and §28-3151, a ~~MetroPlan employee~~ ~~T~~Traveler driving a privately owned vehicle on MetroPlan business must have current vehicle insurance on that particular auto and a valid driver's license.
2. If ~~an employee~~ ~~a~~ ~~T~~Traveler allows their personal insurance to lapse and is involved in an accident while on MetroPlan business, MetroPlan may pursue further legal or employment action against the ~~employee~~ ~~Traveler~~ as a ~~Traveler~~ ~~n employee~~ should never use their personal vehicle for MetroPlan business in this circumstance.

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3. If a MetroPlan ~~T~~traveler~~employee~~ driving a privately owned vehicle is involved in an accident, his/her own liability insurance is primary. After the primary limits are exhausted, MetroPlan's policy may respond with excess coverage, but only if the individual-Traveler was acting within the course and scope of his/her employment or scope of authority as an officer/Board member at the time of the accident.
4. If ~~an employee~~a ~~T~~traveler driving his/her own vehicle on MetroPlan business is involved in an accident, regardless of fault, MetroPlan will not reimburse the individual-Traveler for any physical damage to the vehicle including any deductible.
5. Should an ~~employee traveling~~~~T~~traveler become involved in an accident that results in damage to MetroPlan property, damage to property of others, bodily injury or some other form of damage to an individual or organization, the accident should immediately be reported to local law enforcement and then the Executive Director. This must be followed up in writing using the Accident Report Form and should include the following information: police report number, location of accident, and names of parties involved with their phone numbers and insurance information.
6. In addition, it is very important that the employee-Traveler as an individual directly or indirectly involved in an accident, not talk about the accident to anyone other than appropriate individual(s) within MetroPlan, their division, the Executive Director, or an adjuster or attorney representing MetroPlan. No discussion should take place concerning the accident nor should any reports be given to any other individual.
7. MetroPlan insurance coverage that is provided to MetroPlan employees while on duty, may be jeopardized when a MetroPlan employee-Traveler deviates from his/her predetermined travel authorization. These coverages include worker's compensation and liability insurance.



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STAFF REPORT

REPORT DATE: April 7, 2025

MEETING DATE: May 1, 2025

TO: Honorable Chair and Members of Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Draft FY2026 and FY2027 Unified Planning Work Program (UPWP)

1. RECOMMENDATION:

None. This item is for discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

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

3. BACKGROUND:

The Unified Planning Work Program (UPWP) is a two-year program that provides details for how MetroPlan will spend its funding and meet its responsibilities. The UPWP identifies MetroPlan's major activities and closely ties to the budget. The federal and state governments require the UPWP document as a core product of Metropolitan Planning Organizations and is a condition to receive federal funding. This document covers the period from July 1, 2025, to June 30, 2027, which is two fiscal years. The draft, attached, is provided as a redline of the FY2024-FY2025 UPWP to make changes easy to identify.

A summary of major changes to the draft FY2026-FY2027 UPWP includes the following:

- Update Board, TAC, Management Committee, and Staff lists,
- Update budget tables and summaries,
- Remove Lone Tree Corridor, Downtown Mile, and Bus Rapid Transit because MetroPlan funding and time is no longer prioritized to these projects,
- Add new projects, including Vulnerable Roadway Users Study, Safe Streets Master Plan, Safe Routes to School programs and infrastructure, and 5305e transit plans: Transit Access Study, Operational Assessment, and AzTA Communications Plan,
- Research funding for NAU's CRANC Tool has been added,



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- Identify Flagstaff Unified School District and Coconino National Forest as additional entities we coordinate closely with,
- Add new administrative activities, including conducting a single audit, oversight of subgrantees, and hosting Arizona Transportation Policy Summit, and potential training and education activities,
- Add new data reporting related to key performance indicators, and
- Confirm there are no planned capital or environmental tasks at this time.

The document also contains two new items where the UPWP can be administratively amended without Board approval:

- Update a Board-approved budget,
- Update Board, TAC and Management membership or staffing roles

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee had no comments.

5. FISCAL IMPACT:

The UPWP is required to expend federal funds. The cost to create or amend the UPWP is nominal and consists of staff time.

6. ALTERNATIVES:

None. This item is for discussion only.

7. ATTACHMENTS:

Draft FY25-FY26 UPWP Amendment Redlines



**FLAGSTAFF METROPOLITAN
PLANNING ORGANIZATION (METROPLAN)**
CITY OF FLAGSTAFF • COCONINO COUNTY • ADOT • MOUNTAIN LINE • ~~NAU~~
3773 N Kaspar Dr • Flagstaff, Arizona 86004
Phone: (928) 266-1293
www.metroplanflg.org

FISCAL YEAR 202~~6~~⁴ and 202~~7~~⁵ UNIFIED PLANNING WORK PROGRAM AND BUDGET ~~REVISION~~

Prepared by

Flagstaff Metropolitan Planning Organization (MetroPlan)
3773 Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

Executive Board Adoption

June ~~5~~⁴, 202~~5~~³

June ~~6~~, 2024

Administrative Amendment

June ~~16~~, 2024

Funding Provided by:

**Federal Highway Administration / Federal Transit Administration
Arizona Department of Transportation
City of Flagstaff / Coconino County / Mountain Line**

CFDA* – FHWA:
20.205 CFDA - FTA:
5310/5311/5316/5317 – 20.513
5303 – 20.505

Commented [KM1]: confirm

This Unified Work Program and Annual Budget was funded in part through grants[s] from the Federal Highway Administration and/or Federal Transit Administration, U.S. Dept. of Transportation; the Arizona Department of Transportation and the FMPO Member Jurisdictions. The contents of this document reflect the policy position of the FMPO who are responsible for the facts and accuracy of the data presented herein.

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* Catalog of Federal Domestic Assistance (CFDA) Number – This is a database of all federal programs available through State and Local government. If necessary, ADOT can provide this number.

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION
(MetroPlan)**

~~2023-2024~~2025 EXECUTIVE BOARD

~~Jeronimo-
Vasquez~~Miranda Sweet
Chair
Council Member
City of Flagstaff

Austin Aslan
Council Member
City of Flagstaff

~~Miranda Sweet~~Judy Begay
Vice-Chair
Supervisor
Coconino County

~~Judy-
Begay~~Jeronimo Vasquez
Supervisor
Coconino County

~~Jesse-
Thompson~~Jamescita Peshlakai
State Transportation
Board

~~Jim Mearthy-
Becky Daggett
Council Member
City of Flagstaff~~

Tony Williams
Mountain Line
Board of Directors

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2023-2024 MANAGEMENT COMMITTEE

Greg Clifton
City of Flagstaff
Manager

Andy Bertelsen
Coconino County ~~Assistant~~
Manager

Heather Dalmolin
CEO and GM
Mountain Line

Josh Maher
Northern Arizona University
Vice President – Community
Relations

2023-2024 TECHNICAL ADVISORY COMMITTEE

Michelle McNulty
City of Flagstaff
Planning Director
Chair

Nate Reisner Coconino
County Assistant
Engineer Vice-chair

~~Estella Hollander~~Anne Dunno
Mountain Line
Planning-Capital
Projects Manager

Brenden Foley
ADOT North Central
District Administrator

Jess McNeely, Coconino
County Community
Development Assistant
Director

Ruth Garcia, ADOT
Regional Planner

Jeff Bauman

City of Flagstaff,
Transportation Manager

Romare Truely
Federal Highway
Administration (FHWA)

Paul Mood, City of
Flagstaff Engineer

~~VACANT
Northern Arizona University~~

METROPLAN STAFF

Kate Morley
Interim Executive Director

David Wessel
Planning Manager

Sandra Tavel
Transportation Planner

Mandia Gonzales
Transportation Planner

Kim Austin
Transportation Planner

~~Karen Moeller~~ Corey Cooper
Safe Routes to School
Coordinator

Vacant
Business Manager

Vacant
Montova Fellow

~~Administrative Assistant~~
~~and Clerk of Board~~

FEDERAL CERTIFICATIONS
METROPOLITAN TRANSPORTATION PLANNING PROCESS
SELF-CERTIFICATION

This document was prepared in cooperation with the U.S. Department of Transportation, the Federal Highway Administration, and the Arizona Department of Transportation.

The Flagstaff Metropolitan Planning Organization (MetroPlan) and the Arizona Department of Transportation hereby certify that the transportation planning process addresses the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

1. 23 USC 134 and 135 , 49 USC 5303 and 5304 and 23 CFR Part 450;
2. 23 CFR Part 230, regarding the implementation of an equal opportunity program on Federal and Federal-aid highway construction contracts;
3. Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506(c) and (d)) and 40 CFR Part 93;
4. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR Part 21.
5. 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
6. Section 1101(b) of the FAST Act (Publ. L. 114-94) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in U.S. DOT-funded projects;
7. The provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving financial assistance;
9. Section 324 of title 23 USC regarding the prohibition of discrimination based on gender;
10. Section 504 of the Rehabilitation Act of 1973 (20 USC 794) and 49 CFR Part 27 regarding discrimination against individuals with disabilities;
11. Anti-lobbying restrictions found in 49 USC Part 20. No appropriated funds may be expended by a recipient to influence or attempt to influence an officer or employee of any agency, or a member of Congress, in connection with the awarding of any federal contract.

Jeronimo VasquezMiranda Date
Sweet, Chair
Flagstaff Metropolitan
Planning Organization

Paul PataneIqbal Hossain, Director Date
Multimodal Planning Division
Arizona Department of Transportation

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Chapter I INTRODUCTION TO THE UNIFIED PLANNING WORK PROGRAM AND BUDGET (UPWP)

Executive Summary

The MetroPlan FY-2024~~6~~ program is ~~\$1,924,856-2,395,022~~ including ~~\$1,785,881-2,372,310~~ in federal funds and ~~\$138,976-160,959~~ in local funds. The MetroPlan FY 202~~5~~7 program is ~~\$1,462,923-\$1,749,939~~ including ~~\$1,337,212-1,720,410~~ in federal funds and ~~\$125,711-233,570~~ in local and match funds. The majority of local funds are from ~~exchanges of federal funds for local funds~~ in-kind contributions, member fees and the City of Flagstaff Transit tax. The major activities for FY 2024~~6~~ and 202~~5~~7 are:

- Adopt 2 Year UPWP for FY 24~~6~~ and 25~~7~~
- Maintain the MetroPlan website, build social media presence
- Review the effectiveness of the procedures and strategies contained in the Public Participation Plan and Title VI Plan and update accordingly
- Review the UPWP processes and documents and update as needed to improve communications and documentation
- Review the TIP processes and documents and update as needed to improve communications and documentation
- Regional Model Update
- Grant-writing: Staff time
 - Special State Appropriations
 - 5307 and 5339 Transit ~~Access by Bicycle and Pedestrian Funding grants~~
 - Surface Transportation Reauthorization
 - IIJA Grants including but not limited to: Safe Streets for All, PROTECT, RAISE and INFRA Grants or as renamed under new authorization.
 - AZ SMART Fund Activities
 - Other competitive applications supporting regional needs
- Transportation Plans: Staff time
 - ~~City of Flagstaff: Lone Tree Corridor~~
 - ~~Mountain Line: Bus Rapid Transit plan and Bicycle and Pedestrian Funding~~
 - Support and Update Coordinated Public Transit- Human Services Transportation Plan
 - Regional Safety Plan
 - Safe Streets for All Planning grants including Vulnerable Roadway Users and Safe Streets Master Plan.
 - Support Mountain Line's transit planning and 5305 grant funded projects including Creative Local Match ~~and~~ Transit into Code Study, Transit Access Study, Operational Assessment and AzTA Communications Plan
 - Finalize West Route 66 Corridor Master Plan Operational Assessment
 - ~~Streets Master Plan~~ Develop TDM Plan
 - Develop Safe Routes to School Plan
- Carbon Reduction Program:
 - Public Outreach
 - Multimodal data collection and modeling
 - ~~Downtown Mile capital project~~

- Transportation Alternatives: Staff time and capital planning
 - Delivery of 6 E's Safe Route to School program
 - Planning and preliminary engineering up to 30% design for missing infrastructure associated with schools.
- Safe Systems Approach: staff time
 - Vulnerable Users Study and supplemental safety planning efforts
- Research: Advancement of NAU's CRANC Tool to estimate economic access by bicyclist comfort level.
- Travel to support educational events and learn best practices, including the travel of staff, Board members who may be elected officials, TAC, and Management committee members. Travel may exceed \$5,000 per trip or event. Events include the Arizona Policy Summit, Association of Metropolitan Planning Organizations Conference, Safe Routes to School Conference, and National Association of Transportation Officials.

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A brief definition of the UPWP

The purpose of the Unified Planning Work Program (UPWP) is to outline multimodal transportation planning activities within a financially constrained budget to be conducted in the MetroPlan planning area for a one- or two-year period. Federal definition of a Unified Planning Work Program (UPWP) is *“a statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds”* (23CFR450.104).

Adoption and Amendment of the UPWP

The UPWP is adopted every two years by the MetroPlan Board. The financial plan in the UPWP is based on estimates of available funding sources. While care is taken in developing as accurate a funding estimate as possible, it is often necessary to adjust the financial tables to reflect actual available funding as new information becomes available. The following Administrative Amendments may be made by the Executive Director without further action by the Board:

- Work elements or grants already approved by the Board may be added,
- Correct scrivener’s errors,
- Change fund source, providing that fiscal constraint is maintained,
- To update a Board approved budget,
- Update Board, TAC and Management membership or staffing roles
- Correct grant revenue estimates to reflect better information if the result is an increase or if a decrease is less than \$5,000.

A description of the metropolitan area

The area covered by MetroPlan approximates 525 square miles from Bellemont on the west, Kachina Village and Mountaineer on the south, Winona on the east, and the San Francisco Peaks on the north (see Figure 1). Jurisdictions include the City of Flagstaff, Coconino County, the Arizona Department of Transportation, and the Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line). Cooperation with Northern Arizona University is embedded in the governance structure of MetroPlan.

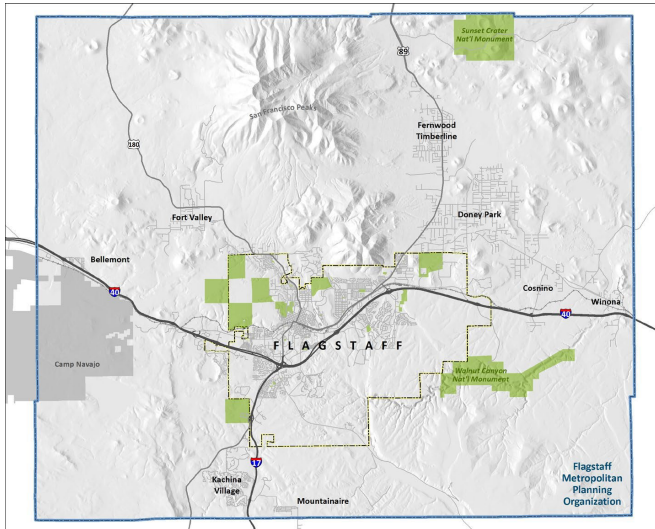


Figure 1. MetroPlan Planning Boundary

A current overview of the status of comprehensive transportation planning activities

Comprehensive transportation planning is embodied primarily in the regional transportation plan, a mandated federal document. The *MetroPlan Blue Print 2040 Regional Transportation Plan* was adopted in May 2017 and its update, *Stride Forward* ~~is scheduled for adoption~~ was adopted June 1, 2023. The City of Flagstaff and Coconino County update to the regional comprehensive plan, *Flagstaff Regional Plan 2030*, was adopted by the City and County governing bodies in State Fiscal Year 2014 and was approved by voters in May 2014. Its update is in development and anticipated to be approved by the voters in November of 2026. MetroPlan played a coordinating and cooperative role.

The role of MetroPlan for planning priorities in the metropolitan area

The role and responsibilities of MetroPlan are outlined in 23 CFR 450.

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility options available to people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life and promote consistency between transportation improvements and state and local planned development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- Enhance travel and tourism

Additional Roles and Responsibilities

- FAST Act Implementation: Transition to Performance-based Planning and Programming *Blueprint 2040* is a regional transportation plan supported by more than a dozen performance measures. These are employed at the scenario level, the system monitoring level and the add project prioritization and selection level. MetroPlan has adopted ADOT targets for performance, safety and road and bridge condition. Similarly, MetroPlan has adopted Mountain Line's Transit Asset Management goals and will adopt its recently completed Mountain Line Safety Plan.
- Regional Models of Cooperation: MetroPlan will again work cooperatively with the Northern Arizona Council of Government and the Central Yavapai MPO to update the regional strategic transportation safety plan. MetroPlan, the City of Flagstaff and Mountain Line jointly purchased regional transportation data ~~and are working with all the northern COGs and MPOs exploring a similar collaborative purchase~~. MetroPlan is collaborating with Northern Arizona University in the Pacific Region Southwest University Transportation Center.

Air Quality and Attainment

MetroPlan is currently in attainment for all regulated pollutants. The Environmental Protection Agency (EPA) released new ozone emissions standards lowering the acceptable level from 75 parts per billion (ppb) to 70 ppb. The MetroPlan region is on the fringe of non-attainment and is not being recommended to the EPA by ADOT for non-attainment status this year. An Air Quality Maintenance plan was developed by ADOT for Coconino County, in part due to haze at the Grand Canyon. MetroPlan will track developments with ozone regulations and will comply, if and when, they apply to the region.

Chapter II ORGANIZATION AND MANAGEMENT

The Organization and Management section provides a narrative that discusses staffing roles and responsibilities of the MPO, employees of member agencies that assist the MPO, and the MPO's fiscal agent and legal counsel. It also identifies the cognizant agency (for audit purposes this means the Federal awarding agency that provides the predominant amount of direct funding to a recipient).

MetroPlan Staffing

- Executive Director: Oversees day-to-day operations, supervises staff, prepares policy and program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board. Coordinates strategic direction with Executive Board.
- Planning Manager: Oversees technical and planning operations, prepares technical reports and capital program materials for consideration by the Technical Advisory Committee, Management Committee and the Executive Board.
- ~~Administrative Assistant and Clerk of the Board~~Business Manager: ~~C~~Oversees communications, financial reporting and tabulation, documentation and coordination, administrative and financial policy, Title VI, DBE and Open Meeting Law compliance, public outreach, website management, meeting logistics.
- Transportation Planners: Technical positions supporting Planning. Transportation Planners carry out the development of planning documents and support the planning of regional partners, seek funding to implement regional priorities, carry out grant activities and ensure compliance with grant requirements.
- Montoya Fellowship and Intern(s): The Montoya Fellowship is a paid internship established over 10 years ago as a partnership between MetroPlan and Mountain Line to advance transportation planning as a profession. The Fellow will be given a high degree of responsibility in initiating, carrying out, and completing transportation plans and projects for each agency for the duration of the fellowship. MetroPlan may from time to time partner with NAU on additional paid internships.
- Other City of Flagstaff, Coconino County, ADOT, Mountain Line and NAU staff as necessary: Beyond roles on the Technical Advisory and Management committees, ADOT, City, County and Mountain Line staff frequently collaborate with MetroPlan staff to review large development projects, work out details for multimodal aspects of projects, coordinate on public outreach, and provide technical review of respective agency products. Staff most frequently involved from each agency include:
 - City of Flagstaff: Traffic Engineer, Capital Improvements Engineer, Comprehensive Planning Manager, Multi-Modal Planner, Transportation Planners, Planning Manager, Community Development Director, and City Engineer
 - Coconino County: Public Works Director, County Engineer, Transportation Planner, Community Development staff
 - ADOT
 - Northcentral District: District Engineer, Traffic Engineer,

- Development Engineer
 - Multimodal Planning Division: Division Director, Program Planning Manager
 - Mountain Line: ~~Mobility~~ ~~Transit Planner~~ ~~Planner~~, Capital Project Manager, Management Services Director, Strategic Performance Planner
 - NAU: Parking and Shuttle Director, Facilities Planner

Employees of member agencies will participate on MetroPlan working technical committees, subcommittees or task forces for data assemblage, summary, evaluation, and formulation of recommendations to be presented to the TAC, Management Committee and the Executive Board.

In addition to member agencies, MetroPlan coordinated closely with Flagstaff Unified School District and charter schools as well as the Coconino National Forest.

MetroPlan is established as a non-profit and is responsible for its own financial management including providing payroll, invoice payments, procurement and bookkeeping records for reconciling MetroPlan revenue and expense reports. MetroPlan maintains its own records on a daily basis to permit up-to-date billing and to document eligible reimbursements of state and federal funds. MetroPlan has contracted with Mountain Line for payroll and personnel services.

MetroPlan provides its own legal counsel and has a legal firm on contract to represent us.

FHWA, through ADOT, is the cognizant agency providing the predominant amount of funds. Mountain Line, the local public transit provider, is a designated recipient for FTA 5307 funds. MetroPlan does not have an Indirect Cost Allocation Plan (ICAP).

Identification of committee structure, including an Organization Chart:

- **The MetroPlan Executive Board** consists of seven elected or appointed officials, three from the Flagstaff City Council, two from the Coconino County Board of Supervisors, one member from the ADOT State Transportation Board (who is appointed to the State Transportation Board by the Governor of the State of Arizona) and one member of the Mountain Line Board of Directors. It is the function of the Executive Board to act as a policy body coordinating and directing transportation planning, implementation thereof (as authorized by the Executive Board), and related activities within the overall regional comprehensive planning process.
- **The MetroPlan Management Committee** consists of Managers or their designees from the City of Flagstaff, Coconino County, Mountain Line, NAU and the ADOT Director of the Multimodal Planning Division. This group meets on an as-needed basis.

The Management Committee has authority and responsibility to review the MetroPlan Board packet and provide input to the MetroPlan Board and MetroPlan Staff.

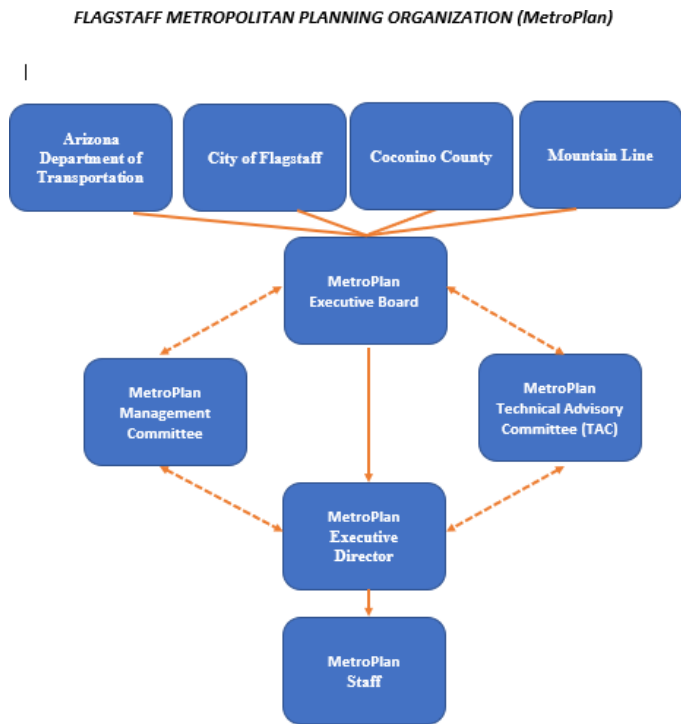
- **The MetroPlan Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies. In

addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in the future by Executive Board directive for voting or ex-officio non-voting status. Each ex-officio non-voting member must be approved by her/his respective agency.

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding work activities of the UPWP, and related issues as specified by the MetroPlan’s Executive Board, and to so advise the Executive Board on appropriate actions to be taken.

The TAC works closely with the MetroPlan staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

MetroPlan Organizational Chart



Operating procedures

The MetroPlan Operating Procedures identify the roles and responsibilities of the Executive Board, Management Committee and Technical Advisory Committee. They further define

officers, voting members, and quorum requirements.

Other Agreements

MetroPlan is formed under the authority of the Governor of the State of Arizona and structured as an independent legal entity through an intergovernmental agreement between the City and County. MetroPlan has entered into the following agreements in order to satisfy federal requirements and clearly define operational relationships:

- a) JPA GRT-(21-0008177-T) with the Arizona Department of Transportation
- b) Intergovernmental Agreement with Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) for planning, such as the Coordinated Public Transit- Human Services Transportation Plan, and payroll and personnel services, grant opportunities, use of facilities and IT services April 2020 restated in December 2024.

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Forms, certifications, and assurances

MetroPlan will comply with all federal, state and local laws. MetroPlan has an adopted Title VI and Environmental Justice Plan (that includes the Limited English Proficiency Plan), Public Participation Plan, Coordinated Public Transit- Human Services Transportation Plan, and adopted ADOT's Disadvantaged Business Enterprise Policy. MetroPlan uses these documents to meet certifications and assurances required by federal law.

Chapter III

FUNDING DESCRIPTION

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BUDGET SUMMARY

The Arizona Department of Transportation (ADOT) is the designated recipient of the Federal-aid Highway funds used for planning and research purposes. As the designated recipient of the planning funds ADOT has the responsibility and the authority under **49 CFR Part 18** (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) to oversee all activities funded under the Federal-aid Program by the subrecipients of these funds. ADOT's oversight responsibilities include but are not limited to overall work plan reviews, invoice billing review and approval, TIP certification, air quality reviews, and quality assurance and quality control of traffic data. WPs are funded primarily with PL funds; however, an MPO may use other eligible funds for their WP. This section describes the types of funding sources used for planning.

- (1) **Metropolitan Planning (PL) Funds:** Federal planning funds can be used for up to 94.3% of a project, with a required 5.7% match typically provided by local governments. The distribution of the PL Funds is accomplished through a formula developed by ADOT in consultation with the MPOs and must be approved by the FHWA.
- (2) **Planning (PL) Funding Set-aside for Increasing Safe and Accessible Transportation Options -** The BIL requires each MPO to use at least 2.5% of its PL funds (and each State to use 2.5% of its State Planning and Research funding under 23 U.S.C. 505) on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. [§ 11206(b).]
- (3) **Statewide Planning and Research (SPR) Funds:** SPR funds are federal dollars from the State Planning and Research Program administered by the Arizona Department of Transportation. Some SPR funds may be allocated to the MPO to help plan for the non-urbanized portion of the MPO. A 20% match is required and must be provided by the local jurisdiction, depending on the project.
- (4) **Surface Transportation Block Grant (STBG) Funds:** STBG is a federal-aid highway flexible funding program that funds a broad range of surface transportation capital needs including roads, transit, airport access, vanpool, and bicycle and pedestrian facilities. Transit related planning, research, and development activities are also eligible uses of STP funds. STP apportionment may be shared by ADOT with other Council of Governments (COG) and all MPOs with less than 200,000 population, though this action is discretionary and not required by current Transportation legislation. A 5.7% match is required.
- (5) **Carbon Reduction Program (CRP) Funding:** The Carbon Reduction Program (CRP) is a federal-aid highway funding program implemented in FFY2022 for projects designed to reduce transportation emissions, defined as carbon dioxide (CO₂) emissions from on-road highway sources. This program requires States and MPOs to develop a carbon reduction strategy within two years and then update that strategy at least every four years. A 5.7% match is required.

- (6) **Federal Transit Administration Funding:** FTA funds are secured annually through the FTA Metropolitan Planning Program Section 5305. FTA funds are designated for transit planning and research activities. 5305(e) funds require a 20% local match and 5305(d) funds require 5.7% local match which is typically provided by the local governments. In addition, other federal or state funding that is not specifically designed for planning activities can be allocated for planning purposes. In those cases, funds such as FTA Section 5307 need to be shown in the budget tables.
- (7) **Consolidated Planning Grant (CPG) Program** - The Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) offer States the option of participating in the CPG program. The CPG program allows the States and Metropolitan Planning Organizations (MPOs) to merge funds from the FTA Metropolitan Planning Program (MPP) and State Planning and Research Program (SPRP) with FHWA Planning (PL) and SPR 5305(d) funds into a single consolidated planning grant. States or MPOs have the option to transfer planning funds to either FTA or FHWA to be awarded and administered for metropolitan or metropolitan and statewide planning purposes. This CPG program fosters a cooperative effort between the Federal agencies and the participating States and MPOs to streamline the delivery of their planning programs to provide flexibility in the use of planning funds. These funds will have a 5.7% match. Obligation Authority does not apply to the FTA CPG funding.
- (8) **Highway Safety Improvement Program (HSIP) Funds** - HSIP funds are a federal funding source dedicated to safety improvement projects and planning activities distributed within the State on a competitive basis. The main purpose of the HSIP funding is to achieve a reduction in fatalities and serious injuries on all public roads, including non-State-owned roads and roads on tribal land. HSIP funds may be used for planning purposes provided such activities are identified in the work program and transportation improvement program. These funds require a 5.7% match; however, some projects are 100% funded.
- (9) **Transportation Alternative (TA) Funds** - Metropolitan Planning Organization for small, urbanized areas (under 200,000) are eligible for TA funds. The TA funding is available through a competitive application process through ADOT. The funds require a 20% local match, with some flexibility depending on the type of project.
- (10) **Matching Funds (Local Cash Contribution):** In order to secure federal funds, the state and/or local government must place matching funds on a project. To provide local cash, each member agency contributes member dues to MetroPlan.
- (11) **In-kind (Soft Money) Contribution with Description:** The value of third party in-kind contributions may be accepted as the match for federal funds in accordance with the provisions of 49 CFR 18.24(a)(2) and may be applied on either a total planning work program basis or for specific line items. When at all possible, MetroPlan will use in-kind contributions for match. On a monthly basis, staff tracks the time spent by local partner organizations: City of Flagstaff, Coconino County, Mountain Line and Northern Arizona University on MPO projects and meetings. The time reported is specific to the UPWP task and date. The time reported is accumulated over a 24-month period and is used as an applicable match for all funding received.

(12) **Carry-forward;** Carry-forward funds occur when an MPO does not obligate all available eligible funds in the current and/or prior fiscal years or if it has de-obligated funds that have been obligated previously.

(12)(13) Safe Streets and Roads for All (SS4A): Metropolitan Planning Organizations are eligible for Safe Streets and Roads for all planning activities. Funds are available competitively through FHWA and require 20% local match.

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BUDGET SUMMARY TABLES

The following budget tables identify agency participation and funding sources. The Flagstaff Metropolitan Planning Organization incurs only direct costs. MetroPlan defines direct costs as those costs which can be specifically and readily identified with a specific cost objective or program.

Revenue Summary: The table below provides a summary of all funding sources and revenues, including carry forward, anticipated by the Flagstaff MPO for FY 2024~~6~~ and FY 2027~~5~~.

FY2024~~6~~ Budget

	STBG	PL	CRP	SPR	FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
REVENUE													
FY26 Revenue	535,755.00	159,743.00	184,066.00	75,601.00	77,090.00	-	4,096.00	-	657,000.00	-	30,000.00	-	1,723,351.00
FY25 Carryforward Estimated	166,819.00	159,909.00	77,040.00	-	-	228,076.00	5,568.00	-	79,000.00	718,078.63	1,475.28	-	1,435,965.91
Total Authorized Federal	702,574.00	319,652.00	261,106.00	75,601.00	77,090.00	228,076.00	9,664.00	-	736,000.00	718,078.63	31,475.28	-	3,159,316.91
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	-	0.057	-	-	-
Required Match	42,467.36	19,321.49	15,782.65	18,900.25	4,659.73	57,019.00	-	-	-	40,930.48	-	-	199,080.97
MATCH Breakdown	20,470.49	18,461.60	4,518.68	13,757.96	816.99	68,412.00	-	-	-	34,522.06	-	-	160,959.78
In-Kind	20,470.49	18,461.60	4,518.68	13,757.96	816.99	11,393.00	-	-	-	34,522.06	-	-	103,940.78
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	-	-	57,019.00	-	-	-	-	-	-	57,019.00
Other Cash Match	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Match	-	-	-	-	-	57,019.00	-	-	-	-	-	-	57,019.00
Match Total	20,470.49	18,461.60	4,518.68	13,757.96	816.99	68,412.00	-	-	-	34,522.06	-	-	160,959.78
Total Cash Revenue	702,574.00	319,652.00	261,106.00	75,601.00	77,090.00	285,095.00	9,664.00	-	736,000.00	718,078.63	31,475.28	-	3,216,335.91
Expenditures:													
Salaries	200,465.01	224,738.25	-	43,400.00	6,951.02	-	-	-	154,225.02	65,424.28	7,585.44	-	702,789.01
Benefits	57,195.39	70,426.22	-	11,989.99	6,111.09	-	-	-	46,425.22	22,800.67	1,985.09	-	216,933.69
Salary/ERE	257,660.40	295,164.47	-	55,389.99	13,062.11	-	-	-	200,650.24	88,224.96	9,570.53	-	919,722.70
Allocation:	28.02%	32.09%	0.00%	6.02%	1.42%	0.00%	0.00%	0.00%	21.82%	9.59%	1.04%	0.00%	
Remaining federal after Salary/ ERE	(444,913.60)	(24,487.53)	(261,106.00)	(20,211.01)	(64,027.89)	(228,076.00)	(9,664.00)	-	(535,349.76)	-	(21,904.75)	-	
Task 100	STBG	PL	CRP	SPR	FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
Payroll Processing Expense	4,132.21	4,733.68	-	710.65	209.48	-	-	-	3,217.92	1,414.90	153.49	-	14,572.00
Phone and Internet	1,562.44	1,789.86	-	335.88	79.21	-	-	-	1,216.73	534.99	58.04	-	5,577.00
Memberships	3,500.00	-	-	-	-	-	-	-	-	-	-	-	3,500.00
Copying and Printing	-	-	-	-	-	-	1,500.00	-	-	-	-	-	1,500.00
Office Supplies	-	-	-	-	-	-	550.00	-	-	-	-	-	550.00
Postage and Freight	-	-	-	-	-	-	550.00	-	-	-	-	-	550.00
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	2,050.00	-	-	-	-	-	-	-	-	3,600.00	-	-	5,650.00
Food	-	-	-	-	-	-	-	-	-	-	1,273.08	-	1,273.00
Legal Services	12,000.00	-	-	-	-	-	-	-	-	-	-	-	12,000.00
Financial Services (CPA/Audit)	24,000.00	-	-	-	-	-	-	-	-	-	-	-	24,000.00
Other Services	-	-	-	-	-	-	-	-	-	-	-	-	-
IT Support	4,132.21	4,733.68	-	888.31	209.48	-	-	-	3,217.92	1,414.90	153.49	-	14,750.00
Computer Equipment	5,000.00	-	-	-	-	-	-	-	-	-	-	-	5,000.00
Office Equipment	1,000.00	-	-	-	-	-	-	-	-	-	-	-	1,000.00
Public Outreach	-	-	32,000.00	-	-	-	-	-	-	25,000.00	-	-	57,000.00
Legislative Services	-	-	-	-	-	-	-	-	-	-	19,992.00	-	19,992.00
Computer Software	2,807.50	-	-	-	-	-	2,807.50	-	-	-	-	-	5,615.00
Operations:	60,184.37	11,257.23	32,000.00	1,934.84	498.17	-	5,407.50	-	7,652.57	31,964.80	21,630.09	-	172,529.00
Travel, Lodging and Meals	13,450.00	-	-	-	-	-	-	-	-	2,000.00	-	-	15,450.00
Conference Registration	3,320.00	-	-	-	-	-	-	-	-	800.00	-	-	4,120.00
Staff Education and Training	5,150.00	-	-	-	-	-	-	-	-	-	-	-	5,150.00
Travel and Training:	21,920.00	-	-	-	-	-	-	-	-	2,800.00	-	-	24,720.00
Special Project Consultant	-	-	-	-	-	235,750.00	-	-	-	450,000.00	-	-	685,750.00
Special Project Administration	-	-	-	-	-	49,300.00	-	-	-	-	-	-	49,300.00
Data Collection- Consultant	-	-	35,500.00	-	-	-	-	-	-	-	-	-	35,500.00
Modeling	-	-	7,500.00	-	-	-	-	-	-	-	-	-	7,500.00
RTP Consultant	-	-	-	-	-	-	-	-	500,000.00	-	-	-	500,000.00
Planning Contingency	-	-	-	-	-	-	-	-	-	-	-	-	-
Projects:	-	-	43,000.00	-	-	285,050.00	-	-	500,000.00	450,000.00	-	-	1,278,050.00
Total Expenditures:	338,764.77	306,421.70	75,000.00	57,324.84	13,860.29	285,050.00	5,407.50	-	708,302.81	572,889.75	31,200.62	-	2,395,022.27
Check	362,809.23	13,230.30	186,106.00	18,276.16	63,529.71	45.00	4,256.50	-	27,697.19	145,088.88	274.66	-	821,313.64
Surplus (Available future years)	362,809.23	13,230.30	186,106.00	18,276.16	63,529.71	45.00	4,256.50	-	27,697.19	145,088.88	274.66	-	821,313.64
Total													3,216,335.91

	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Grants- P LTA 5305e transit	SS4A	Members	Transit Tax	Totals
REVENUE												
FY24 Revenue	468,465	153,540	168,268	78,120	77,090	200,000	3,937	141,450	201,360			1,492,230
FY23 Carryforward Estimated	584,876	176,553	313,111	33,052	96,447	-	-	-	-	-	-	1,204,039
Total Authorized Federal	1,053,341	330,093	481,379	111,172	173,537	200,000	3,937	141,450	201,360	-	-	2,656,269
Match Rate	0.057	0.057	0.057	0.300	0.057	0.300	-	0.057	-	-	-	-
Required Match	63,670	19,953	29,097	27,793	10,490	50,000	-	8,550	50,340	-	-	259,892
MATCH Breakdown	33,309	21,090	17,077	33,352	11,067	29,426	-	9,037	-	-	-	154,378
In-kind	33,309	1,138	17,077	5,558	597	-	-	-	-	-	-	57,679
MP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	19,952	-	27,794	10,490	29,426	-	9,037	-	-	-	96,699
Other Cash Match	-	-	-	-	-	-	-	-	30,000	-	-	30,000
Total Cash Match	-	19,952	-	27,794	10,490	29,426	-	9,037	-	30,000	-	126,699
Match Total	33,309	21,090	17,077	33,352	11,067	29,426	-	9,037	-	30,000	-	184,378
												[30,000]
Total Cash Revenue	1,053,341	350,045	481,379	138,966	184,027	229,426	3,937	150,487	201,360	30,000	-	2,822,968
EXPENDITURES												
Salaries	38,610	165,861	113,869	104,390	-	83,689	-	-	59,941	-	-	566,359
Benefits	10,189	56,129	31,928	27,548	-	25,910	-	-	16,563	-	-	168,267
Salary/ERE	48,799	221,990	145,798	131,938	-	109,599	-	-	76,504	-	-	734,626
Allocation:	0	0	0	0	-	0	-	-	0	-	-	-
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	Totals
Payroll Processing Expense	1,129	5,137	3,374	3,053	-	2,536	-	-	1,770	-	-	17,000
Phone and Internet	327	1,487	976	884	-	734	-	-	512	-	-	4,920
Memberships	2,500	-	-	-	-	7,500	-	-	-	-	-	10,000
Copying and Printing	-	-	-	-	-	-	500	-	-	-	-	500
Office Supplies	-	-	-	-	-	-	500	-	-	-	-	500
Postage and Freight	-	-	-	-	-	-	121	-	-	-	-	121
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	1,200	-	-	-	-	-	-	-	-	-	-	1,200
Food	-	-	-	-	-	-	-	-	-	1,000	200	1,200
Legal Services	4,200	-	-	-	-	-	-	-	-	-	-	4,200
Financial Services (CPA/Audit)	29,200	-	-	-	-	-	-	-	-	-	-	29,200
Other Services	200	-	-	-	-	-	200	-	-	-	-	400
IT Support	996	4,533	2,977	2,694	-	2,238	-	-	1,562	-	-	15,000
Computer Equipment	7,353	-	-	397	-	-	-	-	-	-	-	7,750
Office Equipment	400	-	-	-	-	-	-	-	-	-	-	400
Public Outreach	-	-	-	-	-	-	-	-	5,891	-	-	105,891
Legislative Services	-	-	100,000	-	-	-	-	-	-	17,000	3,400	20,400
Computer Software	2,578	-	-	-	-	-	2,616	-	-	-	-	5,193
Operations:	50,083	11,157	107,327	7,028	-	13,008	3,937	-	9,736	18,000	3,600	223,875
Travel, Lodging and Meals	11,000	-	-	-	-	-	-	-	-	-	-	11,000
Conference Registration	3,000	-	-	-	-	-	-	-	-	-	-	3,000
Staff Education and Training	4,000	-	-	-	-	-	-	-	-	-	-	4,000
Travel and Training:	18,000	-	-	-	-	-	-	-	-	-	-	18,000
Professional services	50,000	51,483	-	-	-	-	-	150,000	115,120	-	52,400	419,003
Downtown Mile	305,973	-	-	-	184,027	-	-	-	-	-	-	490,000
Planning Contingency	80,000	65,416	30,320	-	-	-	-	-	-	-	-	175,736
Projects:	435,973	116,899	30,320	-	184,027	-	-	150,000	115,120	-	52,400	1,084,739
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	Members	Transit Tax	Totals
Total Expenditures:	562,855	350,045	283,445	138,966	184,027	122,607	3,937	150,000	201,360	18,000	56,000	2,061,240
Surplus (Available future years)	500,486	(0)	197,934	0	0	106,819	-	487	0	12,000	(56,000)	761,727
Total Expenditures+ Surplus										Total		2,822,967

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FY20275 Budget

	STBG	PL	CRP	SPR	CPG FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- FTA \$305e transit	\$S4A	TA	Members	Transit Tax	Totals
REVENUE													
FY25 Revenue	468,465	156,611	168,268	79,808	77,909	250,000	4,016	235,750			30,000		1,470,827
FY24 Carryforward Estimated	569,245		100,000		125,650	62,000	4,000	100,000	142,000	1,037,300			2,140,195
Total Authorized Federal	1,037,710	156,611	268,268	79,808	203,559	312,000	8,016	335,750	142,000	1,037,300	30,000	-	3,611,022
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200		0.057	0.200	0.057			
Required Match	62,725	9,466	16,216	19,952	12,304	78,000	-	14,250	35,500	59,126			307,539
MATCH Breakdown	31,296	3,560	11,092	19,530	12,015	78,000	-	14,250	35,500	47,145	-	-	252,387
In-Kind	31,296	3,560	11,092	19,530	12,015	-	-	-	17,750	10,095	-	-	105,337
MetroPlan Cash Match										28,500			28,500
City Cash Match													
County Cash Match													
Mountain Line Cash Match						78,000		14,250	17,750	8,550			118,550
Other Cash Match													
Total Cash Match	-	-	-	-	-	78,000	-	14,250	17,750	37,050	-	-	147,050
Match Total	31,296	3,560	11,092	19,530	12,015	78,000	-	14,250	35,500	47,145	-	-	252,387
	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Revenue	1,037,710	156,611	268,268	79,808	203,559	390,000	8,016	350,000	159,750	1,045,850	30,000	-	3,729,572
EXPENDITURES													
Salaries	207,255	43,100	-	55,970	150,113	43,100	-	-	80,868	72,842	2,946	-	656,192
Benefits	60,365	13,344	-	14,770	40,382	13,344	-	-	22,888	16,761	777	-	182,631
Salary/ERE	267,620	56,443	-	70,740	190,494	56,443	-	-	103,756	89,603	3,723	-	838,823
Allocation:	31.9%	6.7%	0.0%	8.4%	22.7%	6.7%	0.0%	0.0%	12.4%	10.7%	0.4%	0.0%	162
	STBG	PL	CRP	SPR	FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- transit	\$S4A	TA	Members	Transit Tax	Totals
Payroll Processing Expense	5,877	1,239	-	1,553	4,183	1,239	-	-	2,278	1,968	82	-	18,421
Phone and Internet	1,728	364	-	457	1,230	364	-	-	670	578	24	-	5,415
Memberships	10,300												10,300
Copying and Printing							515		1,135				1,650
Office Supplies							515						515
Postage and Freight							125						125
Books and Subscriptions													-
Insurance				1,236									1,236
Food											1,236		1,236
Legal Services	15,000												15,000
Financial Services (CPA/Audit)	35,000												35,000
Other Services	-												-
IT Support	4,929	1,040	-	1,303	3,509	1,040	-	-	1,911	1,650	69	-	15,450
Computer Equipment	5,701									2,500			8,201
Office Equipment	100,000						865						100,865
Public Outreach			86,500							30,000			116,500
Legislative Services											21,000		21,000
Computer Software				3,432			1,917						5,349
Operations:	178,535	2,643	86,500	7,981	8,922	2,643	3,937	-	5,994	36,696	22,410	-	356,262
Travel, Lodging and Meals	13,500									5,000	1,500		20,000
Conference Registration	3,600									1,200	400		5,200
Staff Education and Training	4,500										500		5,000
Travel and Training:	21,600	-	-	-	-	-	-	-	-	6,200	2,400	-	30,200
Special Project Consultant	50,000					250,000		350,000	50,000	650,000			1,350,000
Data Collection- Consultant			90,000										90,000
Modeling			7,600										7,600
RTP Consultant													-
Planning Contingency													-
Projects:	50,000	-	97,600	-	-	250,000	-	350,000	50,000	650,000	-	-	1,447,600
	STBG	PL	CRP	SPR	FTA \$305D	FTA \$305E	PL- SATO	Consolidated Planning Grants- transit	\$S4A	TA	Members	Transit Tax	Totals
Total Expenditures:	817,755	59,087	184,100	78,721	199,416	309,087	3,937	350,000	189,750	782,500	28,534	-	2,672,885
Surplus (Available future years)	519,955	97,525	84,168	1,087	4,143	80,913	4,079	-	0	263,350	1,466	-	1,056,687
												Total	3,729,572

	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
REVENUE													
FY27 Revenue	468,465.00	153,540.00	168,268.00	78,120.00	77,090.00		4,096.00		637,000.00		30,000.00		1,616,579.00
FY26 Carryforward Estimated	362,809.23	13,230.30	186,106.00	18,276.16	63,529.71	45.00	4,256.50		27,697.19	145,088.88		274.66	821,313.64
Total Authorized Federal	831,274.23	166,770.30	354,374.00	96,396.16	140,619.71	45.00	8,352.50	-	664,697.19	145,088.88	30,274.66	-	2,437,892.64
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	0.20	0.057			
Required Match	50,246.69	10,080.50	21,420.27	24,099.04	8,499.81	11.25	-						114,357.57
MATCH Breakdown	34,091.28	9,075.92	3,524.57	20,215.47	6,631.02	-	-	-	153,697.10	6,334.94	-	-	233,570.30
In-Kind	34,091.28	9,075.92	3,524.57	20,215.47	6,631.02	(11.25)	-	-	153,697.10	6,334.94	-	-	233,559.05
MP Cash Match							11.25						11.25
Mountain Line Cash Match	-				-								-
Other Cash Match													-
Total Cash Match	-	-	-	-	-	-	11.25	-	-	-	-	-	11.25
Match Total	34,091.28	9,075.92	3,524.57	20,215.47	6,631.02	-	-	-	153,697.10	6,334.94	-	-	233,570.30
Total Cash Revenue	831,274.23	166,770.30	354,374.00	96,396.16	140,619.71	56.25	8,352.50	-	664,697.19	145,088.88	30,274.66	-	2,437,903.89
Expenditures:													
Salaries	403,603.96	73,735.79	-	61,726.67	75,731.67	-	-	-	106,466.58	67,387.01	7,813.00	-	796,464.68
Benefits	111,330.17	21,615.45	-	19,661.03	30,613.27	-	-	-	29,198.29	23,194.37	2,059.56	-	237,672.13
Salary/ERE:	514,934.13	95,351.24	-	81,387.70	106,344.94	-	-	-	135,664.86	90,581.38	9,872.56	-	1,034,136.82
Allocation:	49.79%	9.22%	0.00%	7.87%	10.28%	0.00%	0.00%	0.00%	13.12%	8.76%	0.95%	0.00%	-
Remaining federal after Salary/ ERE	(316,340.10)	(71,419.06)	(354,374.00)	(15,008.46)	(34,274.77)	(45.00)	(8,352.50)	-	(529,032.33)	-	(20,402.11)	-	-
Task 100	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
Payroll Processing Expense	7,564.90	1,400.80	-	1,195.67	1,562.31	-	-	-	1,993.05	1,330.73	145.04	-	15,193.00
Phone and Internet	2,860.38	529.66	-	452.10	590.73	-	-	-	753.60	503.17	54.84	-	5,744.00
Memberships		3,605.00											3,605.00
Copying and Printing							1,545.00						1,545.00
Office Supplies							566.50						567.00
Postage and Freight							566.50						567.00
Books and Subscriptions													-
Insurance		2,220.00								3,600.00			5,820.00
Food											1,311.27		1,311.00
Legal Services		12,360.00											12,360.00
Financial Services (CPA/Audit)		24,720.00											24,720.00
Other Services													-
IT Support	7,564.90	1,400.80	-	1,195.67	1,562.31	-	-	-	1,993.05	1,330.73	145.04	-	15,193.00
Computer Equipment		5,150.00											5,150.00
Office Equipment		1,030.00											1,030.00
Public Outreach	10,000.00		10,000.00							5,000.00			25,000.00
Legislative Services							2,010.73				18,000.00		18,000.00
Computer Software		2,872.73											5,783.00
Operations:	27,990.17	95,289.00	10,000.00	2,843.43	3,715.36	-	5,588.73	-	4,739.70	11,764.63	19,656.19	-	141,588.00
Travel, Lodging and Meals	14,322.15									2,000.00			16,322.15
Conference Registration	3,819.24									800.00			4,619.24
Staff Education and Training	4,774.05												4,774.05
Travel and Training:	22,915.44	-	-	-	-	-	-	-	-	2,800.00	-	-	25,715.44
Special Project Consultant													-
Special Project Administration													-
Data Collection- Consultant			40,500.00										40,500.00
Modeling			8,000.00										8,000.00
RTP Consultant									500,000.00				500,000.00
Planning Contingency													-
Projects:	-	-	48,500.00	-	-	-	-	-	500,000.00	-	-	-	548,500.00
Total Expenditures:	565,839.74	150,640.23	58,500.00	84,231.13	110,060.30	-	5,588.73	-	640,404.57	105,146.01	29,528.74	-	1,749,939.45
Check	265,434.50	16,130.07	295,874.00	12,165.03	30,559.42	56.25	2,763.78	-	24,292.63	39,942.87	745.92	-	687,964.45
Surplus (Available future years)	265,434.50	16,130.07	295,874.00	12,165.03	30,559.42	56.25	2,763.78	-	24,292.63	39,942.87	745.92	-	687,964.45
Total													2,437,903.89

FY20264 Funding by Source

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL- SATO Match	Consolidated Planning Grants-transit	Planning Grants Match	Total	Total Federal	Total Local
100 Administration	116,882	7,042	11,157	672	7,327	441	72,997	17,519	-	-	13,008	3,122	3,937	-	-	-	254,104	225,307	28,797
200 Data Collection	-	-	51,483	3,102	-	-	-	-	-	-	-	-	-	-	-	-	54,585	51,483	3,102
300 TIP	-	-	46,644	-	-	-	-	-	-	-	-	-	-	-	-	-	46,644	46,644	-
400 RTP	-	-	-	-	-	-	65,969	15,833	-	-	-	-	-	-	-	-	81,801	65,969	15,833
500 Special Project Planning	435,973	26,267	240,762	14,506	276,118	16,636	-	-	184,027	11,087	109,599	26,304	-	-	150,000	8,550	1,499,828	1,396,478	103,349
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
total	552,855	33,309	350,045	18,280	283,445	17,077	138,966	33,352	184,027	11,087	122,607	29,426	3,937	-	150,000	8,550	1,936,961	1,785,881	151,081

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL- SATO Match	SS4A	SS4A Match	TA	TA Match	Total	Total Federal	Total Local
100 Administration	294,765	17,817	306,422	18,522	-	-	57,325	14,331	13,560	820	-	-	5,408	-	7,653	1,913	-	-	738,535	685,132	53,403
200 Data Collection	-	-	-	-	43,000	2,599	-	-	-	-	-	-	-	-	50,000	12,500	-	-	108,099	93,000	15,099
300 TIP	45,000	2,720	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,720	45,000	2,720
400 RTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450,000	112,500	-	-	562,500	450,000	112,500
500 Special Project Planning	-	-	-	-	32,000	1,934	-	-	-	-	285,050	71,263	-	-	200,650	50,163	572,990	143,247	1,357,297	1,090,680	266,607
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
total	339,765	20,537	306,422	18,522	75,000	4,533	57,325	14,331	13,560	820	285,050	71,263	5,408	-	708,303	177,076	572,990	143,247	2,814,151	2,363,822	450,329

FY20257 Funding by Source

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL- SATO Match	Consolidated Planning Grants-transit	Planning Grants Match	TA	TA Match	Total	Total Federal	Total Local
100 Administration	100,135	6,033	2,643	301	-	-	43,351	10,404	104,169	6,297	2,643	529	3,937	-	-	-	-	-	280,442	256,878	23,440
200 Data Collection	-	-	-	0	90,000	5,422	-	-	-	-	-	-	-	-	-	-	30,000	1,813	127,236	120,000	7,236
300 TIP	66,905	4,031	-	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70,936	66,905	7,236
400 RTP	66,905	4,031	-	0	-	-	35,370	8,489	-	-	-	-	-	-	-	-	-	-	114,795	102,275	8,489
500 Special Project Planning	183,810	11,074	56,443	6,435	94,100	5,669	-	-	95,247	5,757	250,000	50,000	-	-	350,000	21,156	752,500	45,485	1,927,676	1,782,100	100,091
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	100,000	6,025	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	106,025	100,000	6,025
total	517,755	31,194	59,087	6,736	184,100	11,092	78,721	18,893	199,416	12,054	252,643	50,529	3,937	-	350,000	21,156	782,500	47,298	2,627,110	2,428,158	152,516

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305E Match	PL- SATO	PL- SATO Match	SS4A	SS4A Match	TA	TA Match	Total	Total Federal	Total Local
100 Administration	520,840	31,482	150,640	9,106	-	-	84,231	21,058	-	-	-	-	5,589	-	4,740	1,185	-	-	828,870	766,040	62,831
200 Data Collection	-	-	-	-	48,500	2,932	-	-	-	-	-	-	-	-	50,000	12,500	-	-	113,932	98,500	15,432
300 TIP	45,000	2,720	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,720	45,000	2,720
400 RTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	450,000	112,500	-	-	562,500	450,000	112,500
500 Special Project Planning	-	-	-	-	10,000	604	-	-	110,060	6,653	-	-	-	-	135,665	33,916	105,146	26,287	428,331	360,871	67,460
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
total	565,840	34,202	150,640	9,106	58,500	3,536	84,231	21,058	110,060	6,653	-	-	5,589	-	640,405	160,101	105,146	26,287	1,981,353	1,720,411	260,942

Chapter IV MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the MetroPlan proposes to undertake.

Work Element 100: Administration

Description

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB 2 CFR 200**.

Purpose

Administer the MPO and its work program in a manner that:

1. Maintains the region's eligibility to receive federal transportation capital and operating assistance, and
2. Provides a continuous, cooperative, and comprehensive transportation planning process throughout the region.
3. Delivers on the MetroPlan Mission, Vision and Strategic Plan

FY 202~~6~~⁴ and 202~~5~~⁷ Goals and Objectives

- Manage the implementation of tasks within the FY 202~~6~~⁴ and FY 202~~7~~³ UPWP and submit quarterly reports
- Prepare and review requests for proposals, contracts, quarterly progress reports and invoices, maintain membership lists, prepare meeting agendas, maintain and update a website, and record meeting minutes of Technical Advisory Committee, Management Committee (as needed) and Executive Board meetings (monthly)
- Monitor best practices for transportation planning through industry associations such as TRB, AMPO, APTA, AASHTO, etc.
- Participate in meetings, workshops, and conferences in order to stay current on innovative planning and leadership techniques.
- Host or co-host/ sponsor symposiums or summits on current regional issues for outreach and/or education purposes.
- Assist member jurisdictions with MPO related activities, including orientation sessions.
- Make changes in the planning process as a result of changes to transportation legislation that may occur during the fiscal year.
- Prepare the Fiscal Year 202~~6~~⁴ and FY 202~~5~~⁷ Work Program by May 202~~3~~³
- Monitor and revise as needed, administrative, contractual, technical and review procedures and agreements to fulfill the UPWP.
- Prepare annual Title VI Report for submission to ADOT by August of each year.
- Conduct annual Title VI training

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- Disseminate relevant disadvantaged business enterprise and other information to targeted parties as required.
- Adopt a revised and updated Public Participation Plan ~~by biannually December 2023~~
- ~~Hire an Administrative Assistant and Clerk of the Board.~~
- ~~Consider contract for financial services.~~
- ~~Update Internal Controls.~~ Conduct and respond to annual single audit.
- ~~Provide oversight of subgrantees~~
- Proactively develop a transportation legislative agenda for the region.
- ~~Education of policy makers on Arizona transportation needs and those in the MetroPlan region including hosting of the Arizona Transportation Policy Summit, including travel of Board members who may be elected.~~
- ~~Travel to support educational events and learn best practices, including the travel of staff, Board members who may be elected officials, TAC, and Management committee members. Travel may exceed \$5,000 per trip or event. Events include the Arizona Policy Summit, Association of Metropolitan Planning Organizations Conference, Safe Routes to School Conference, and National Association of Transportation Officials.~~
- ~~Oversight of subrecipient activities~~

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FY 202~~62~~ and FY 202~~73~~ Outcomes and End Products

- Timely submission of quarterly progress reports.
- Timely submission of quarterly invoices.
- Properly noticed and documented public meetings .
- Submit annual Title VI Report in August of each year.
- Complete UPWP amendments as needed and update annually.
- Maintain compliance with all grant requirements.
- Support ~~Mountain Line's 5305e Transit Projects~~subgrantees.

Consultant Activities:

Accounting and audit services

Legal Services

Work Element 200: Data Collection

Description

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion, safety and changes in travel patterns in the region.

Purpose

Collect, analyze and report on data that:

- 1) Meets federal and state mandates; and
- 2) Supports the approved work program

FY 202~~64~~ and 202~~75~~ Goals and Objectives

- Collect the required data for all universe road and street section records in the Highway Performance Monitoring System (HPMS) database that are functionally classified above local, respecting ADOT's preferred collection schedule.
- Maintain a current inventory of the MetroPlan's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.
- Update the transportation model and determine how MetroPlan will collaborate with its partners on data collection ~~partnership, i.e. Streetlight or another vendor~~
- Consider creation of web-based performance dashboard including associated data management for federal mandates and other needs.
- Adopt and monitor performance measures, including ADOT performance measures, Mountain Line performance measures and new items those related to greenhouse gases and other emissions.
- Update demographic data annually.
- ~~Work with partners to establish practices associated with VMT Calculator Tool.~~ Develop data need to create and maintain Safe Streets Master Plan.
- Further refine safety and crash data associated with SS4A grant.
- Develop and report on key performance indicators for the organization.

FY 202~~64~~ and FY 202~~75~~ Outcomes and End Products

- General data collection (variable).
- Document completion of HPMS Data Entry, meeting ADOT's schedule.
- Provide a functional classification report as needed.
- Quarterly key performance indicators report
- ~~Provide an annual Mobility Report Card in June of each year.~~

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Consultant Activities:

Multimodal Traffic Counts
Modeling Support

Work Element 300: Transportation Improvement Program (TIP)

Description

In cooperation with the State and regional public transit operators prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained.

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority (Mountain Line) final program of projects for section 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.

Purpose

To create a TIP that:

- 1) Provides a reasonable opportunity for public comment.
- 2) Supports the policies of the MetroPlan Regional Transportation Plan.
- 3) Coordinates local capital programs.

FY 2024~~6~~ and 202~~5~~⁷ Goals and Objectives

- Use of the E-STIP for annual submittal and for amendments.
- Develop redundancy in TIP/ STIP process knowledge within the organization.
- Develop list of all capital project needs in region, prioritize for a variety of funding sources including federal grant applications, state highway funds, and local funds.
- Adopt TIP every two years. Maintain amendments on website.
- Amend TIP as needed to support grant applications.

FY 202~~6~~² and FY 202~~3~~⁷ Outcomes and End Products

- Timely ability to apply for and obligate grants.
- Use of E-STIP for each step.
- Documentation within the TIP of compliance with ADOT and Mountain Line performance targets.

Consultant Activities:

None

Work Element 400: Regional Transportation Plan (RTP)

Description

Update the Regional Transportation Plan (RTP) every 5 years in air quality attainment areas covering at least a 20-year planning horizon and include long-range and short-range strategies that lead to an integrated intermodal plan; a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation. Participate in relevant Statewide long range planning efforts such as transit, freight, etc. Document within the RTP for compliance with ADOT and Mountain Line performance targets.

Purpose

To provide the long-term vision and direction for short and mid-term actions and capital investments.

FY 202~~46~~⁶⁴ and 202~~57~~⁵⁷ Goals and Objectives

- Submit MetroPlan RTP amendments as needed.
- ~~Support Statewide Rail Plan as needed.~~
- Work on implementation of Stride Forward concepts.
- Begin Safe Streets Master Plan planning effort which will serve as the next RTP including lists of prioritized projects. .

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FY 202~~64~~⁶⁴ and FY 202~~57~~⁵⁷ Outcomes and End Products

- Conduct scoping, procurement, background and data collection.
- Develop Complete Streets Guidelines and layer network
- ~~Budget appropriate funds to remain prepared for RTP update and RTP amendments in April of each year.~~
- Submit RTP amendments as needed.
- Record nNumber of projects from Stride Forward Implemented.

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Consultant Activities:

~~None~~Delivery of Safe Streets Master Plan

Work Element 500: Special Project Planning

Description

Produce various regional, corridor, and sub-area planning studies and special projects within the region in consultation with the state, local, and transit operators.

Purpose To integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan and to provide or develop unique analysis or tools that will assist the MetroPlan and their member agencies in the resolution of existing transportation challenges or to advance regional planning. To move the region toward achievement of ADOT and Mountain Line performance targets adopted by MetroPlan.

FY 202~~64~~ and 202~~75~~ Goals and Objectives

- Provide input on and support Transit plans and studies.
- Provide input on and support 5310 Program Coordination.
- Deliver 5305(e) Transit Projects, including Creative Local Match, ~~and~~ Transit into Code, Transit Access Study, Operational Assessment and AzTA Communications Plan.
- Provide input on Neighborhood Planning efforts in region.
- ~~Provide input on J.W. Powell Boulevard Corridor Master Plan.~~
- ~~Provide support on Lone Tree Corridor Coordination.~~
- Provide leadership and support in submitting grants and obtaining funding for priority projects in region.
- ~~Complete the Regional Strategic Transportation Safety Plan/Vulnerable Roadway Users Plan by 2024.~~
- Update the Regional Transportation Safety Plan in collaboration with NACOG and CYMPO.
- Provide input and plan review of Transportation Impact Analysis.
- Provide input on regional freight planning and economic development activities related to freight as needed.
- Participate in and support NAU transportation planning efforts including update of CRANC tool.
- Apply for and initiate ~~bike and ped~~ grants that support transit-multimodal connectivity.
- Cooperate with the City and County on the update to the Regional Plan.
- ~~Support the Downtown Mile design and construction.~~
- ~~Develop-Finalize~~ West 66 Corridor ~~Master Plan~~Operational Assessment.
- ~~Develop Regional Safety Plan and Vulnerable Users Plan.~~
- Develop a Safe Routes to School program
- Identify missing Safe Routes to School infrastructure and conduct preliminary engineering on priority projects.

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FY 202~~64~~ and FY 202~~57~~ Outcomes and End Products

- Complete ~~a~~ West Route 66 Corridor ~~Master Plan~~Operational Assessment.
- Adopt a Creative Local Match Plan,
-
- Modify City code to better include and incentive multimodal transportation options though Transit into Code Study.
- Complete SS4A Planning grant activities under the Vulnerable Roadway Users Plan and submit for demonstration~~implementation~~ project.

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- Support Mountain Line in implementation of tax increase through Transit Access Study and Operational Assessment.
- Implement a Safe Routes to School program and apply for construction of priority projects.

Consultant Activities:

- ~~CRP funds in the amount of \$490,000 will be provided to the City of Flagstaff via an intergovernmental agreement for planning of the Downtown Mile.~~
- CRP funds will be used to support TDM Program education and encouragement activities.
- Transit Access Study
- Safe Routes to School Infrastructure planning and design
-
- ~~GIS Support.~~

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Work Element 600: Environmental

Description

Conducting environmental process comply with guidelines set forth by the U.S. Department of Transportation (DOT).

Purpose

To assist the region and its partner agencies in achieving and maintaining compliance with rules and regulations and to achieve higher states of readiness for delivery of federal projects.

FY 202~~4~~⁶ and FY 202~~5~~⁷ Goals and Objectives

- No major activities expected.

FY 202~~4~~⁶ and FY 202~~5~~⁷ Outcomes and End Products

- No major activities expected.

Consultant Activities:

None

Work Element 700: Capital Expenditures

Description

Purchase capital equipment and provide construction as needed to meet the responsibilities of the MetroPlan.

Purpose

Support the operations of the organization with capital needs.

FY 202~~6~~⁴ and 202~~7~~⁵ Goals and Objectives

~~Office Equipment to outfit new location at the Downtown Connection Center~~
~~No capital expenditures are anticipated.~~

FY 202~~6~~⁴ and FY 202~~7~~⁵ Performance Measures and End Products

~~No capital expenditures are anticipated.~~
~~Ergonomic workstations, IT equipment and Signage for public.~~

Consultant Activities:

None

APPENDICES & REFERENCES

MPO WORK ELEMENTS

The MPO Work Elements Section consists of descriptions of the major work products and tasks the MetroPlan proposes to undertake.

100. Administration

The administration section describes task functions required to manage the transportation planning process on a continual basis including program administration, development, review and reporting, anticipated staff development and an annual audit as required by **23 CFR 420.121(c)**. The annual audit shall be performed in accordance with **49 CFR 18.26, and OMB Circular 2 CFR 200**.

Administration also includes MetroPlan responsibilities for public participation processes. Federal legislation requires MPOs to include provisions in the planning process to ensure the involvement of the public in the development of transportation plans and programs including the 25-year Long-Range Transportation Plan, and the 4-year Transportation Improvement Program. Following that review period, at least one Public Hearing will be held prior to the adoption of the work program. The MPO will use local and regional newspapers to notify the public of the seven-day review period and date, times, and location of the public hearing.

200. Data Collection

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion and changes in travel patterns in the region. The following information should be part of the Task Sheet for Data Collection:

Highway Performance Monitoring System (HPMS) Data

Collect the following data for all universe road and street section records in the HPMS database that are functionally classified above local;

Name of road and beginning and ending termini;

Jurisdiction responsible for ownership;

Jurisdiction responsible for maintenance;

Facility type (one-way/two-way road or street);

Section length (mileage);

Number of through lanes;

Type of surface;

Raw 24-hour traffic counts, factored average annual daily traffic (AADT) volumes, or AADT volume estimates. Traffic counts should be collected on every section in a three-year cycle. If reporting raw traffic figures the month and date should be reported.

For each member agency, update the following data for all roads and street records in the HPMS database that are functionally classified as Local.

Aggregate length in miles;

AADT Volume Range;

Type of surface, Paved or Unpaved.

Collect supplementary data items to update all sample section records in the HPMS database annually, as specified by the ADOT Data Management and Analysis Section.

Ensure all HPMS data is input into the HPMS Internet System for ADOT review:
The HPMS Internet System is a web-based application that provides a venue for which statewide member agencies will update and submit their HPMS data to ADOT through each respective COG office.

Coordinate with the ADOT Data Management and Analysis Section to receive and present training on data collection for local jurisdictions, by January of each year.

Notify ADOT GIS Section when modifications are suggested or needed to universe or sample section records as a result of project completions or other capital improvements.

Submit all required data listed above to the ADOT Data Management and Analysis Section by March 15. Adhere to other data element deadlines as specified by the ADOT Data Management and Analysis.

Maintain the computer hardware and software necessary to carry out this Work Element, as approved by ADOT and FHWA.

Functional Classification:

Maintain a current inventory of the MPO region's functional classification of roadways and urban boundaries, according to federal regulations and state procedures.

Create and/or maintain an inventory of basic centerline data for federally functionally classified roads (collector and above classifications) over a three-year cycle and update the inventory annually. Submit all data to the ADOT Data Management and Analysis/GIS Section.

Process proposed changes in classification through the ADOT Regional Planner and ADOT Data Management and Analysis/GIS Section. Based on roadway classification, verify that projects identified for the TIP are eligible for federal funding.

Air Quality Standards:

Coordinate with ADOT Data Management and Analysis/Air Quality staff to comply with requirements regarding nonattainment areas that do not meet the National Ambient Air Quality Standards. All regionally significant projects with a classification of minor arterial and above and some transit projects may require an air quality conformity analysis.

ADOT staff will provide guidance on the appropriate methodology and processes.

Data for Population Projections and Estimates:

Ensure that population data from the MPO region is collected according to requirements of the Arizona Department of Commerce.

Actively participate in the Department of Commerce Council for Technical Solutions and Arizona Futures Commission.

Work with local jurisdictions to ensure that data required for the preparation of population estimates and projections are collected and submitted to the Department of Commerce by the prescribed due date.

300. Transportation Improvement Program (TIP)

Each MPO, in cooperation with the State and its public transit operators will prepare and update a TIP no less than once every four years. The TIP shall include all projects requiring FHWA and FTA approval; include a priority list of projects to be carried out in the first four (4) years; identify each project or phase; identify carry-forward funding, identifying funding source(s), and be financially constrained. The TIP development process must provide a reasonable opportunity for public comment. Highway and transit projects must be selected in accordance with the specific funding programs.

400. Regional Transportation Plan

Title 23 CFR 450, Subpart C, addresses metropolitan planning requirements. Each MPO must update the Long-range Transportation Plan (LRTP) every 4 years in air quality non-attainment or maintenance areas, or every 5 years in air quality attainment areas. The LRTP must: cover at least a 20-year planning horizon, include long-range and short-range strategies that lead to an integrated intermodal plan; include a financial plan that compares estimated revenues with costs of construction, maintenance, capital purchases and operations; consider the planning factors, and provide an opportunity for public participation.

500. Special Project Planning

MPOs should undertake various regional, corridor, and sub-area planning studies within the region in consultation with the state, local, and transit operators in an effort to integrate land use planning with MPO's transportation planning process to ensure the successful implementation of the MPO's Long-Range Transportation Plan. This Work Element will cover all projects that do not fit into other elements including road, bike, pedestrian and transit planning.

The MPO will develop a transportation plan for its metropolitan planning area every 4 years (see work element 400) and will take into consideration projects and strategies that will:

- Support economic vitality;
- Increase the safety of the transportation system;
- Increase accessibility and mobility;
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote local planned growth;
- Enhance the integration and connectivity of the transportation system;
- Promote efficient system management and operation;
- Emphasize the preservation of the exiting transportation system.

The MPO will provide increased emphasis on issues related to alternative modes and regional inter-modal connectivity including but not limited to:

- Local bus, express bus, and regional transit services;

- Pedestrian and bicyclist facilities/network;
- Commercial freight movers (truck, rail, and air);
- Connections between modes of travel;
- Maintaining the system in a state of good repair.

600. Environmental Overview

On June 16, 2009, EPA joined with the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. Through a set of guiding livability principles and a partnering agreement that will guide the agencies efforts, this partnership will coordinate federal housing, transportation, and other infrastructure investments to protect the environment, promote equitable development, and help to address the challenges of climate change.

Livability Principles:

- Provide more transportation choices.
- Promote equitable, affordable housing.
- Enhance economic competitiveness.
- Support existing communities.
- Coordinate and leverage federal policies and investment.
- Value communities and neighborhoods.

700. Capital Expenditures

FHWA will, on a case-by-case basis, allow MPOs to purchase equipment as a direct expense with PL funds. Equipment is defined as any tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of greater than \$5,000 or more per unit. Approval by the FHWA and ADOT is not required for equipment costs under \$5,000. However, these items should be programmed and itemized in the applicable WP tasks along with the associated local match. All proposed equipment purchases must comply with **2 CFR Part 200**, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and ADOT policy **FIN-11.08** Federal Property Management Standards.



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STAFF REPORT

REPORT DATE: April 7, 2025

MEETING DATE: May 1, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Draft FY2026 Budget

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

3. BACKGROUND:

Adopting an annual budget, while considering a 5-Year Draft Budget 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 organizational goals.

The budget drafted is based on revenues as projected by ADOT at this time. The Board was provided with two budget scenarios at their March meeting, which may be considered in the event of changing revenue forecasts. These forecasts are largely driven by federal funding which makes up 99% of MetroPlan revenues.

Fiscal Year 2026 Draft Budget

Revenues:

The draft FY2026 budget has a projected decrease of 14% in revenues from FY2025. This is because MetroPlan's expenditures are also decreasing by 14% and federal funds are on a reimbursement basis. We cannot use more than we spend. Federal funding is shown in the federal surplus line of the budget which indicates we will have \$821,039 in surplus funds for future years.



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Expenses:

Expenses in the budget include the following:

Salaries and Employee Related Expenses (ERE)

- The salary and ERE budget increased by 4%. This includes a 3% annual increase for staff, aligned with Mountain Line's pay plan for FY2025 and salary adjustment as recommended in the Compensation Study.

Operating

- The Operating budget is proposed at \$172,529, a 52% decrease. This is largely due to a one-time FY2025 tenant improvement fee for moving into the DCC (Downtown Connection Center) and a reduced public outreach budget more in line with our actual spending in this category.

Travel and Training

- Travel and training is proposed to decrease from \$30,200 to \$24,720 or 18%. While we currently fully utilize our travel budget, some of those expenses were paid for out of a one-time grant that will be fully spent.

Projects

- The project budget decreases 15% and includes contractual costs for:
 - Carry over for West Route 66 Operational Analysis
 - \$43,000 in data collection for trip diaries and traffic counts
 - \$450,000 in awarded funds for Safe Routes to School missing infrastructure funding
 - \$500,000 in delivery for Safe Streets and Roads for All grants, with the remainder delivered over the next four years.
 - \$285,050 in awarded 5305e funds for transit planning for missing transit infrastructure

Surplus

The FY2025 Federal Surplus is estimated at \$821,313. ADOT allows agencies to loan surplus to future years. The 5-Year Financial Plan reallocates these funds to future years to ensure staffing is maintained despite conservative revenue estimates. By FY2031, the Federal Surplus is minimized, with only \$163,444 in planned surplus.



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Assumptions:

The 5-Year Financial Plan has been developed with the following assumptions:

- Revenue projects are assumed to remain flat.
- The Carbon Reduction Program is not renewed at the expiration of the 5-Year IJA (Infrastructure Investment and Jobs Act).
- A 3% annual increase in operational costs unless an expense is otherwise known.
- A 3% annual increase in salaries and benefits.
- No additional competitive funds are received.

Staff believe these assumptions are conservative and that the proposed budget provides for the long-term health of the organization.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not presented to the TAC. The Management Committee had no comments.

5. FISCAL IMPACT:

The FY2026 Draft Budget is developed alongside the Five-Year Budget which demonstrates that MetroPlan is solvent and sustainable through FY2031.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

FY2026 Draft Budget

FY2026 Draft Five-Year Budget

	Consolidated Planning												Totals
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Grants- transit	SS4A	TA	Members	Transit Tax	
REVENUE													
FY26 Revenue	535,755.00	159,743.00	184,066.00	75,601.00	77,090.00	-	4,096.00		657,000.00		30,000.00		1,723,351.00
FY25 Carryforward Estimated	166,819.00	159,909.00	77,040.00	-		228,076.00	5,568.00		79,000.00	718,078.63	1,475.28		1,435,965.91
Total Authorized Federal	702,574.00	319,652.00	261,106.00	75,601.00	77,090.00	228,076.00	9,664.00	-	736,000.00	718,078.63	31,475.28	-	3,159,316.91
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200		0.057		0.057			
Required Match	42,467.36	19,321.49	15,782.65	18,900.25	4,659.73	57,019.00	-			40,930.48			199,080.97
MATCH Breakdown	20,470.49	18,461.60	4,518.68	13,757.96	816.99	68,412.00	-	-	-	34,522.06	-	-	160,959.78
In-Kind	20,470.49	18,461.60	4,518.68	13,757.96	816.99	11,393.00	-	-	-	34,522.06	-	-	103,940.78
MP Cash Match													-
Mountain Line Cash Match	-				-	57,019.00							57,019.00
Other Cash Match											-		-
Total Cash Match	-	-	-	-	-	57,019.00	-	-	-	-	-	-	57,019.00
Match Total	20,470.49	18,461.60	4,518.68	13,757.96	816.99	68,412.00	-	-	-	34,522.06	-	-	160,959.78
	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Revenue	702,574.00	319,652.00	261,106.00	75,601.00	77,090.00	285,095.00	9,664.00	-	736,000.00	718,078.63	31,475.28	-	3,216,335.91
Expenditures:													
Salaries	200,465.01	224,738.25	-	43,400.00	6,951.02	-	-	-	154,225.02	65,424.28	7,585.44	-	702,789.01
Benefits	57,195.39	70,426.22	-	11,989.99	6,111.09	-	-	-	46,425.22	22,800.67	1,985.09	-	216,933.69
Salary/ERE:	257,660.40	295,164.47	-	55,389.99	13,062.11	-	-	-	200,650.24	88,224.96	9,570.53	-	919,722.70
Allocation:	28.02%	32.09%	0.00%	6.02%	1.42%	0.00%	0.00%	0.00%	21.82%	9.59%	1.04%	0.00%	
Remaining federal after Salary/ ERE	(444,913.60)	(24,487.53)	(261,106.00)	(20,211.01)	(64,027.89)	(228,076.00)	(9,664.00)	-	(535,349.76)		(21,904.75)	-	
Task 100	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Grants- transit	SS4A	TA	Members	Transit Tax	Totals
Payroll Processing Expense	4,132.21	4,733.68	-	710.65	209.48	-	-	-	3,217.92	1,414.90	153.49	-	14,572.00
Phone and Internet	1,562.44	1,789.86	-	335.88	79.21	-	-	-	1,216.73	534.99	58.04	-	5,577.00
Memberships	3,500.00											-	3,500.00
Copying and Printing							1,500.00					-	1,500.00
Office Supplies							550.00					-	550.00
Postage and Freight							550.00					-	550.00
Books and Subscriptions												-	-
Insurance	2,050.00									3,600.00		-	5,650.00
Food											1,273.08	-	1,273.00
Legal Services	12,000.00											-	12,000.00
Financial Services (CPA/Audit)	24,000.00											-	24,000.00
Other Services											-	-	-
IT Support	4,132.21	4,733.68	-	888.31	209.48	-	-	-	3,217.92	1,414.90	153.49	-	14,750.00
Computer Equipment	5,000.00											-	5,000.00
Office Equipment	1,000.00											-	1,000.00
Public Outreach			32,000.00							25,000.00		-	57,000.00
Legislative Services											19,992.00	-	19,992.00
Computer Software	2,807.50						2,807.50					-	5,615.00
Operations:	60,184.37	11,257.23	32,000.00	1,934.84	498.17	-	5,407.50	-	7,652.57	31,964.80	21,630.09	-	172,529.00
Travel, Lodging and Meals	13,450.00									2,000.00		-	15,450.00
Conference Registration	3,320.00									800.00		-	4,120.00
Staff Education and Training	5,150.00											-	5,150.00
Travel and Training:	21,920.00	-	-	-	-	-	-	-	-	2,800.00	-	-	24,720.00
Special Project Consultant						235,750.00				450,000.00		-	685,750.00
Special Project Administration						49,300.00						-	49,300.00
Data Collection- Consultant			35,500.00									-	35,500.00
Modeling			7,500.00									-	7,500.00
RTP Consultant									500,000.00			-	500,000.00
Planning Contingency				-	-	-						-	-
Projects:	-	-	43,000.00	-	-	285,050.00	-	-	500,000.00	450,000.00	-	-	1,278,050.00
	STBG	PL	CRP	SPR	FTA 5305D	FTA 5305E	PL- SATO	Grants- transit	SS4A	TA	Members	Transit Tax	
Total Expenditures:	339,764.77	306,421.70	75,000.00	57,324.84	13,560.29	285,050.00	5,407.50	-	708,302.81	572,989.75	31,200.62	-	2,395,022.27
Check	362,809.23	13,230.30	186,106.00	18,276.16	63,529.71	45.00	4,256.50	-	27,697.19	145,088.88	274.66	-	821,313.64
Surplus (Available future years)	362,809.23	13,230.30	186,106.00	18,276.16	63,529.71	45.00	4,256.50	-	27,697.19	145,088.88	274.66	-	821,313.64

FY25 Budget and Five Year Plan
Detailed Report

	FY2025 Adopted	FY 2026 Proposed	FY 2027 Projected	FY2028 Projected	FY2029 Projected	FY2030 Projected	FY2031 Projected
Revenue:							
Federal Grants	-	-	-	-	-	-	-
STBG	1,037,710	702,574	831,274	733,899	789,716	784,087	676,927
PL	156,611	319,652	166,770	169,670	171,067	178,305	208,705
CRP	268,268	261,106	354,374	295,874	233,874	95,574	30,774
SPR	79,808	75,601	96,396	90,285	95,541	96,421	92,350
5305d	203,559	77,090	140,620	107,649	85,624	90,762	93,820
5305e	312,000	228,076	45	56	70	88	110
PL- SATO	8,016	9,664	8,353	6,860	7,058	6,860	4,119
Consolidated Planning Grants	335,750	-	-	-	-	-	-
SS4A	142,000	736,000	664,697	609,293	586,765	5,324	5,324
Transportation Alternatives	1,037,300	718,079	145,089	39,943	32,143	-	-
Federal Revenue:	3,581,022	3,127,842	2,407,618	2,053,530	2,001,860	1,257,420	1,112,129
Member Dues	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Interest Income	100	100	100	100	100	100	100
City Cash							
County Cash							
Mountain Line Cash	118,550	57,019	11	14	18	22	27
Local Revenue:	148,650	87,119	30,111	30,114	30,118	30,122	30,127
Total Revenue:	3,729,672	3,214,961	2,437,729	2,083,644	2,031,977	1,287,542	1,142,257
Expenditures:							
Salaries	700,932	702,789	796,465	528,079	556,914	560,239	577,046
Benefits	182,631	216,934	237,672	165,556	172,948	172,244	175,738
Salary/ERE:	883,563	919,723	1,034,137	693,635	729,863	732,483	752,784
Payroll Processing Expense	18,421	14,572	15,193	15,648	16,118	16,601	17,099
Phone and Internet	5,415	5,577	5,744	5,917	6,094	6,277	6,465
Memberships	10,300	3,500	3,605	3,713	3,825	3,939	4,057
Copying and Printing	1,650	1,500	1,545	1,591	1,639	1,688	1,400
Office Supplies	515	550	567	583	601	619	-
Postage and Freight	125	550	567	583	601	619	638
Books and Subscriptions	-	-	-	-	-	-	-
Insurance	1,236	5,650	5,820	5,994	6,174	6,359	6,550
Food	1,236	1,273	1,311	1,351	1,391	1,433	1,476
Legal Services	15,000	12,000	12,360	12,731	13,113	13,506	13,911
Financial Services (CPA/Audit)	35,000	24,000	24,720	25,462	26,225	27,012	27,823
Other Services	-	-	-	-	-	-	-
IT Support	15,450	14,750	15,193	15,648	16,118	16,601	17,099
Computer Equipment	8,200	5,000	5,150	5,305	5,464	5,628	5,796
Office Equipment	100,865	1,000	1,030	1,061	1,093	1,126	1,159
Public Outreach	116,500	57,000	20,000	10,000	40,000	18,000	18,000
Legislative Services	21,000	19,992	18,000	18,540	19,096	-	-
Computer Software	5,349	5,615	5,783	5,957	6,136	6,320	6,509
Operations:	356,261	172,529	136,587	130,084	163,687	125,728	127,982
Travel, Lodging and Meals	20,000	15,450	16,322	16,752	15,194	17,389	17,911
Conference Registration	5,200	4,120	4,619	4,734	4,052	4,637	4,776
Staff Education and Training	5,000	5,150	4,774	4,917	5,065	5,796	5,970
Travel and Training:	30,200	24,720	25,715	26,403	24,311	27,823	28,657
Special Project Consultant	1,350,000	685,750	-	-	-	-	-
Data Collection- Consultant	90,000	35,500	40,500	43,500	119,800	45,800	-
Modeling	7,600	7,500	8,000	8,500	8,500	9,000	45,800
RTP Consultant	-	500,000	500,000	500,000	8,500	-	9,500
Planning Contingency	-	-	-	-	-	-	-
Projects:	1,447,600	1,228,750	548,500	552,000	136,800	54,800	55,300
Total Expenditures:	2,717,624	2,345,722	1,744,939	1,402,122	1,054,660	940,833	964,723
% change	26%	-14%	-26%	-20%	-25%	-11%	3%
Federal Surplus:	1,010,472	821,039	687,219	663,299	507,219	330,977	163,446
Total Expenditure Plus Surplus	3,728,096	3,166,761	2,432,157	2,065,421	1,561,880	1,271,810	1,128,169
Local Fund Balance	155,027	153,926	152,826	153,397	171,427	189,121	203,660
Notes							
Assume 3% annual increase unless cost otherwise known.							
Assume no renewal of CRP after BIL.							
Mountain Line cash for 5303e, consolidated planning							
Assume no competitive grants							



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STAFF REPORT

REPORT DATE: April 23, 2024

MEETING DATE: May 1, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: W. Route 66 Operational Assessment (OA) Update

1. RECOMMENDATION:

None. This item is for discussion 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:

WORKSHOP PT. 1 (APRIL)

MetroPlan convened the Project Advisory Group met on April 3rd to identify potential project recommendations through a workshop style meeting. Two groups of PAG members created “packages” for the corridor that are fiscally constrained. For the Workshop, the PAG focused on the following high-level criteria to make recommendations:

- Transportation Safety
- Level of Service (all modes)
- Multimodal Accommodations

The PAG split into two groups to consider options. The results of the two groups are identified in the chart below. Both groups identified many of the same needs and opportunities.

Projects: Recommended facilities were focused on improvements for the corridor that will not only support future growth but also attend to current community needs.

Timeline: The PAG considers the following a priority to be pursued sooner rather than later.



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Phasing/Implementation: Further discussions will be had at the May PAG meeting to refine recommendations and look beyond existing needs.

Cost/Grants: The PAG will further discuss future federal and state grants, developer opportunities, and timelines to support both design and construction.

Segment	Type	Location	Consensus	Cost	Notes
2	Signal	Woody Mt.	x	\$ 1,950,000	Existing infrastructure (Reduced cost?)
2	Bus Pullout	Woody Mt.		\$ 140,000	Pending ADOT Review
3	Asphalt FUTS	Woody Mt. to	x	\$ 330,000	
3	Asphalt FUTS	Northwestern to RR	x	\$ 320,000	
3	Asphalt FUTS	RR Springs to	x	\$ 380,000	
3	Asphalt FUTS	Thompson to	x	\$ 390,000	
3	Bus Pullout	RR Springs (west)		\$ 160,000	Pending ADOT Review
3	Signal	RR Springs	x	\$ 1,960,000	
3	Signal	Thompson	x	\$ 2,610,000	
3	Widening/Taper	RR Springs to Thompson	x	\$ 2,510,000	
3	RRFB	Between Northwestern/RR	x	\$ 70,000	Pending ADOT Review
4	Concrete FUTS	Woodlands to Yale		\$ 360,000	
				\$ 11,180,000	Total

WHAT WE'VE LEARNED THROUGH THIS PROCESS THAT LED TO THE PAG'S ABOVE CONSIDERATIONS.

- During modeling, all scenarios and hybrids (with the exception of the “connectivity” analysis) performed very similar to each other.
- The PAG agreed to use the Regional Plan Scenario E (+ 35%) for all modeling and to account for the uncertainty in development/growth along the corridor.
- All model outputs inevitably show grid lock along W. Route 66 regardless of widening of the roadway.
- It is evident in the modeling and in the responses of some PAG members that the conditions on Milton Road between Butler Avenue and Riordan Road (which are not considered under this study) have more effect on vehicular traffic than improvements to W. Route 66 itself.
- Public input from this assessment and community engagement from the Regional Transportation Safety Plan have identified a clear need and desire better bike/ped infrastructure, intersection improvements, specifically at Thompson, and that currently, the population doesn't consider the corridor as needing improvements such as widening.



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WORKSHOP PT. 2. (MAY)

Phase II of the workshop will take place in May with the goal of coming to consensus on final recommendations and solidifying the partnerships, grants, and phasing landscape. Discussion of the following topics raised at the April meeting will also be documented for preliminary recommendations and the next steps:

- **FUTS:** Consider bike/ped path to be proposed on north or south side of corridor
 - South side - desired for connectivity and access to bus stops. No current access for south side residents if FUTS is located on the north side.
 - North side – treat as "infill" for missing sidewalks, reduces costs, already has some edge improvements, but this area is already served (more so) than the south.
- **Crossings: Location of RRFB** to serve existing residents' recommendation subject to ADOT warrants.
- **Intersections:**
 - Consider phasing intersection investments to align with potential revenue streams.
 - Consider if transitioning from a signal to a roundabout is doable and supported.
 - Determine if signals can be designed with foundations set for widening and turning lanes that become through lanes.
 - Make recommendations on phasing and funding considerations between signalized intersections versus roundabouts. Considerations on "tear out" costs/impacts if "temporary" solution.
- **Widening:**
 - Determine opportunities through the ADOT pavement preservation project (FY27).
 - Assess partnerships for widening beyond RR Springs.
- **Transit:**
 - Recommend location and type of bus stop, in lane versus pull out.

SCHEDULE UPDATES

Having to reschedule the workshop due to the weather, pushed the overall planning process out, which was further impacted by the TAC and Board summer break. Below is an updated schedule. It is our intent to provide the final recommendations to the TAC on September 24th and the Executive Board on October 2nd. It is anticipated that the report and recommendations will be provided to the City prior to Metroplan's approval process.

The PAG will begin reviewing the draft documents from April - June. As the documents are completed and approved by the PAG, Staff will provide them to the TAC for additional review prior to the September meeting in order to keep within the updated schedule.



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W.Route 66 Corridor OA													
			CY 2023		CY 2025						CY26		
			FY 2023		FY 2025								
Task	Task Title	A	M	J	F	M	A	M	J	J	A	S	O
1	Project Initiation												
2	Stakeholder and Public Outreach												
3	Existing & Future Conditions												
4	Conduct Baseline Performance Assessment												
5	Alternative Development & Assessment												
6	Identify Potential Projects and Strategies												
7	Select and Prioritize Solutions												
8	Develop Draft Reports												
9	Develop Final Reports												
10	Board Review and Approval												

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

TAC Discussion:

- The south side FUTS recommendation is not included in the Active Transportation Master Plan. Current recommendations from ATMP are for separated bike lanes, which are not priority projects and have no identified funding. The PAG believes FUTS is a low-cost and actionable alternative project that can be funded with 419 funds as it is a component of Complete Street.
- The City representatives on the PAG are supportive of signals as proposed by the PAG. ADOT prefers roundabouts for this corridor, but did not oppose the use of signals.
- Concerns over Right of Way acquisition were expressed. Currently, all preliminary recommendations are within ROW or have very minimal ROW needs that can be further assessed with design and engineering. If roundabouts are pursued by the PAG, additional acquisition would be necessary and would substantially increase the costs, limiting the corridor recommendations substantially.

Management Committee Discussion:

- ADOT expressed concerns about the “pinch point” just west of Woodlands Village, where the lanes merge and the overall roadway has not been widened (see image below). Staff are seeking feedback from City staff on how best to consider this if development and their edge improvements are not implemented in a timely manner.

Note: ADOT has scheduled a pavement preservation project for FY26/27. That may be an ideal time to partner with ADOT to expand that segment as needed.



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5. FISCAL IMPACT:

The FY2025 budget included staff time and subrecipient funds for modeling for NAU. FY2026 MetroPlan budget only includes staff time. There is no cost to the members.

6. ALTERNATIVES:

None.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: April 17, 2025

MEETING DATE: May 1, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Sandra Tavel, Transportation Planner

SUBJECT: Arizona Department of Transportation (ADOT) Planning to Programming (P2P) FY27-31
Priority Projects Discussion

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

3. BACKGROUND:

On February 11, 2025, Strategic Advance members (MetroPlan Executive Board, TAC and Management Committee) selected and adopted seven (7) regional priority projects on the state system, in order of importance, for nomination into ADOT's P2P process for FY27-31.

The seven priority projects are:

1	US 180 Corridor Improvements
2	Milton & Route 66 Enhanced Crossing
3	Route 66 & Ponderosa Pkwy Crosswalk Enhancement
4	Milton separate crossings Phoenix, Malpais, Starbucks
5	Route 66 Corridor Improvements Milton to Elden
6	W Route 66 Corridor Improvements
7	US 89 & Burris Traffic Signal



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ADOT's P2P process prioritizes projects on the state highway system to be scored, ranked, and potentially placed into the ADOT 5-year construction program for subsequent funding. ADOT has an active call for projects for FY27-31 through the P2P process; nominations are due May 1, 2025.

Advance members chose US180 Corridor Improvements as the #1 priority project for P2P nomination.

The US180 Corridor Improvements project is cited in the following studies and plans:

- US180 Corridor Master Plan
- Northern Arizona Regional Transportation Safety Plan
- Arizona Active Transportation Safety Action Plan
- City of Flagstaff Active Transportation Master Plan
- Flagstaff in Motion: A Community Transit Plan

Reasons for the importance of the project:

- The project scored maximum points on MetroPlan's internal scoring rubric that emphasizes safety, plan citation and bundling opportunities
- Strategic Advance members selected it as the top project during a facilitated activity
- ADOT had selected this project to be funded by Carbon Reduction Program (CRP) funds in the FY25-29 P2P process, but other priorities took precedence at the ADOT leadership level, and the project was no longer a funding priority. However, ADOT staff from the Multimodal Planning Division recommended to continue nominating the project in subsequent P2P rounds and advised that perhaps aspects of the project can be funded through other programs

An additional consideration to illustrate the importance of this project is the City of Flagstaff intends to apply for ADOT's Transportation Alternatives program to fund planning and design for mobility enhancements that include missing sidewalks on the 180 Corridor.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

During the April 23rd TAC meeting, MetroPlan staff presented a map of the US180 Corridor Wide Improvements and the proposed scope of work, so TAC members could weigh in on scope refinement. TAC members decided to submit the US180 Corridor Wide Improvements as listed on the P2P nomination list and scope map with one change: remove traffic signal at Forest Ave and keep the pedestrian hybrid beacon.

Management Committee had no comment.

5. FISCAL IMPACT:

There are no direct fiscal impacts to MetroPlan. However, having projects included in the P2P is a crucial step to getting them funded in ADOT's construction program.



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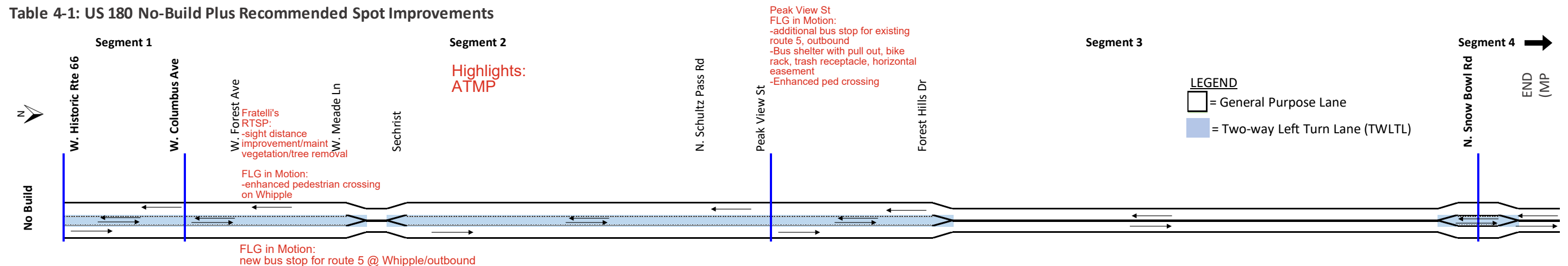
6. ALTERNATIVES:

None. This item is for discussion only.

7. ATTACHMENTS:

1. US180 Corridor Master Plan No-Build Plus Recommended Spot Improvements Scope
2. FY27-31 P2P Project Nomination Form

Table 4-1: US 180 No-Build Plus Recommended Spot Improvements



Spot Improvements					
Humphreys Street	Columbus Street	Forest Avenue	Sechrist Elementary School	Schultz Pass Drive	Snow Bowl Road
• Restrict U-Turns • Ladder/High-VisibilityCross walks • ADA-compliant curb ramps • Pedestrian crossingimprovements • Transit signal prioritization[#] • Add NB dual left turn lanes at Humphreys Street and Route 66 and additional NB receivinglane to Cherry Avenue as ROW becomes available** RTSP: -Install enhanced pedestrian crosswalk @ Elm -Refresh pavement markings @ Elm	• Ladder/High-VisibilityCross walks • ADA-compliant curb ramps • Bicycle signal detection and actuation • Transit signal prioritization[#] • increase pedestrian staging area	• Two raised medians in existing south leg turn lane. Keep the raised medians for the pedestrian refuge and for the center running lane alts, the center lane will have to merge into the other lane at these segments • Pedestrian crossinghybrid beacon* • ADA-compliant curb ramps • Sidewalk widening • Combined Bike Lane/Right Turn Lane for WB Forest Ave. to NB US 180 with bicycle shared-lane markings	• NB right turn lane extension • Pedestrian crossinghybrid beacon* • ADA-compliant curb ramps • Advanced pedestrian warning signage • Existing bus stop on the NB side (east side) • Enhanced lightingat pedestrian crossing ATMP 1st priority beacon	• ADA-compliant curb ramps • Bicycle signal detection and actuation • Transit signal prioritization[#] RTSP: -Install reflective signal head tape -Refresh pavement and markings -Install flashing yellow left turn phase	• Additional left turn lane (SB Snow Bowl Rd) • Enhance pavement striping of existing pavement section to create an additional NB receivinglane on Snow Bowl Road • Ladder/High-VisibilityCross walks • Pedestrian crossinghybrid beacon* • Roundabout (pending further consideration)
Additional Spot Improvements					
• DMS Signage • Rumble strips in non-residential areas • Safety edges • Delineators • Guard rails • Turn lane extensions • Speed feedback signage (temporary applications only) • Wildlife crossing at MP 224.8, MP 228.8, and MP 218 • Add sidewalk where not present within City of Flagstaff limits		Forest Ave RTSP: -Refresh pavement & markings -Sight distance Improvement: -Vegetation/tree removal ATMP: 1st priority -Beacon -Median island ATMP 3rd priority beacon Blue Willow	• Shoulder widening between Magdalena Rd (MP 219.16) and Hidden Hollow Rd (MP 219.65) • Restrict U-Turns • Right turn restrictions • Enhanced crosswalks • Pedestrian scale lighting (FUTS) • Pedestrian warning signage • Pedestrian hybrid beacon crossing at Humphreys St and Fine St. and on US 180 at Meade St, Anderson St, near the Museum, and Blue Willow St* Bicycle signage • Enhanced Transit Shelters • Planned bus stop on the NB side of Anderson Road (east side) ATMP 1st priority beacon ATMP: Meade 1st priority beacon ATMP Anderson 2nd priority beacon ATSAP Anderson: Pedestrian Refuge Island		
<i>*ADOT requires ped crossing and new signals to meet ADOT warrants prior to installing them on Milton and US 180. The project partners would like for monitored test crossings to be allowed, where appropriate. ADOT has warranting criteria for these features and believes the warrants should meet prior installing the features.</i> <i>[#]Proposed transit signal priority is for future consideration only, and will be considered for implementation upon meeting ADOT warrant and/or TIA that concludes no negative impacts to vehicular operations.</i> <i>**The NB dual left turn lane at Humphreys Street and Route 66 and receiving lane to Birch Street are intended to be implemented as part of redevelopment. The location of where the NB receiving lane drops (Birch St) should be reevaluated during design.</i>					

Required Fields	Priority Project Order	Route Name	Route#	Atl/ Temp	² Functional Classification	Direction	Begin MP	End MP	Length	³ County	⁴ ADOT District	COG/MPO	Tribe	Nomination Source (Agency Name, Study Name, ADOT Section)	Project Name	Scope of Work	Scoping Cost Estimate	Design Cost Estimate	Construction Cost Estimate	⁵ Total Estimated Cost (\$)	Investment Category	Comments	
EXAMPLE		SR	89	A	Non-Interstate - NHS	Both Directions	317.42	322.70	5.28	Yavapai	Northwest	CYMPO	Not Applicable	Northwest District	SR 89A - MP 322 (NB 322.43, SB 322.7)	Pavement Rehab/Preservation. RR (4"TL, 3"PL) + FR	\$60,000	\$260,000	\$8,248,500	\$8,568,500	Pavement Preservation		
	1	US	180		Major Collector	Both Directions	215.44	233.25	17.81	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	US180 Corridor Master Plan ADOT	US180 Corridor Improvements	Spot Improvements on US180 from W. Route 66 to N. Snowbowl Rd. Three (3) signalized intersections, (6) pedestrian hybrid beacons at Forest, Sechrist, Snow Bowl Rd, Humphreys & Fine, Meade and Anderson. See attached scope of work.		\$176,508	\$2,647,492	\$2,824,000	Modernization	Detailed scope included as attachment.	
	1	US	180		Major Collector	Both Directions	215.449	223	7.551	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Regional Transportation Safety Plan MetroPlan	US180 Corridor Improvements	US180 at Fratelli's and Forest Ave: sight distance improvements (vegetation removal) Forest Ave: refresh pavement and markings. Schultz Pass Rd: install reflective signal head tape, refresh pavement and markings, install yellow left turn phase. US180 (Humphreys) and Elm: refresh/enhance pavement markings and install enhanced pedestrian crosswalk.		\$78,222	\$410,666	\$488,888	Modernization		
	1	US	180		Major Collector	Both Directions	215.449	223	7.551	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Active Transportation Master Plan City of Flagstaff	US180 Corridor Improvements	Seven (7) Beacon crossings: US180 (Humphreys) and Fine, Anderson, Meade, Sechrist, Blue Willow, Navajo. Two (2) enhanced crossings at Beal and Fremont. FUTS bikeway enhancements: bike boulevard between Beal and Meade. Between Humphreys (US180) and Kendrik to Navajo until just after Magdalena and before Failte Rd: convert shoulders to bike lane.		\$467,281	\$2,453,225	\$2,920,506	Modernization	Local funds may be available. Duplicate Beacon Crossings from US180 CMP have been removed from this Cost Estimate.	
	1	US	180		Major Collector	Both Directions	215.449	223	7.551	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Flagstaff in Motion Mountain Line	US180 Corridor Improvements	2 bus stops and shelters: US180 at Whipple and US180 at N. Peak View St: enhanced pedestrian crossing, add bus stop and shelter for existing routes (outbound): pullout, bike rack, trash receptacle, horizontal, easement.		\$65,672	\$410,450	\$476,122	Modernization	Local funds may be available.	
	1	US	180		Major Collector	Both Directions	215.44	217	1.56	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Active Transportation Safety Action Plan ADOT	US180 Corridor Improvements	Install highway lighting along corridor (MP 216-217), US180 at Anderson: install pedestrian refuge island. Three (3) high visibility crosswalk upgrades to existing crosswalks.		\$155,520	\$816,480	\$972,000	Modernization	Removed pedestrian refuge island at Forest Ave from this cost estimate since US180 Corridor Master Plan already recommends this. See attached, detailed scope from US180 CMP.	
																	Priority Project #1 TOTAL COSTS	\$943,203	\$6,738,313	\$7,681,516			
	2	SR	89		Major Arterial	Both Directions	403.18	403.18	0	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Milton Road Corridor Master Plan	Milton & Route 66 Enhanced Crossing	Spot Improvements: Pedestrian refuge, R/L turn phases, High Visibility Crosswalk, Adaptive Transit Signal Prioritization, Bicycle Detection Loops, Bus Stop Improvements, Restrict U-Turns, 4' Median Island.		\$167,911	\$2,567,418	\$2,735,329	Modernization	Segment P in Milton Rd CMP; used CCI index to inflate costs.	
	2	SR	89		Major Arterial	Both Directions	403.18	403.18	0	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Regional Transportation Safety Plan	Milton & Route 66 Enhanced Crossing	Refresh pavement markings, maintain turning sight distance (vegetation/tree removal), install enhanced pedestrian crosswalk, bicycle lanes to intersection and green bicycle lane crossing markings.		\$36,960	\$194,040	\$231,000	Modernization		
																		Priority Project #2 TOTAL COSTS	\$204,871	\$2,761,458	\$2,966,329		
	3	SR	40		Major Arterial	Both Directions	197.5	197.5	0.00	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Regional Transportation Safety Plan	Route 66 & Ponderosa Parkway Crosswalk Enhancement	Install high visibility crosswalk, speed feedback signs.		\$34,080	\$178,920	\$213,000	Modernization		
	4	SR	40		Major Arterial	Both Directions	403	403	0.00	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	City of Flagstaff Active Transportation Master Plan	Milton (3) Separate Crossings: Phoenix, Malpais, Starbucks	Beacon Crossings at each intersection		\$666,342	\$1,312,371	\$1,978,713	Modernization	Inflated Cost Estimate per CCI.	
	5	SR	40B		Major Arterial	Both Directions	195.48	196.5	1.02	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Pedestrian Safety Action Plan ADOT	Route 66 Corridor Safety Improvements: Milton to Elden	RSA, construct raised median from SR40B to north of Phoenix Ave, enhance signalized intersections		\$186,403	\$978,619	\$1,165,022	Modernization	Inflated Cost Estimate per CCI.	
	5	SR	40B		Major Arterial	Both Directions	195.5	199.91	4.41	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Active Transportation Safety Action Plan ADOT	Route 66 Corridor Safety Improvements: Milton to Elden	Reduce curb radii to 30' at signalized intersections, install highway lighting at 195.5 - 199.91, install high visibility crosswalk at midblock locations		\$588,160	\$3,087,840	\$3,676,000	Modernization		
																		Priority Project #5 TOTAL COSTS	\$774,563	\$4,066,459	\$4,841,022		

6	SR	40B		Major Arterial	Both Directions	193.25	195.5	2.25	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Active Transportation Safety Action Plan ADOT	W Route 66 Corridor Improvements	Reduce curb radii to 30' at signalized intersections (3), enhance signal operations with Leading Pedestrian Intervals (LPIs) at 2 intersections	\$28,640	\$150,360	\$179,000	Modernization	
6	SR	40B		Major Arterial	Both Directions	193.25	195.5	2.25	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Active Transportation Master Plan City of Flagstaff	W Route 66 Corridor Improvements	Missing sidewalks, FUTS	\$292,700	\$1,536,677	\$1,829,377	Modernization	Local funds may be available.
6	SR	40B		Major Arterial	Both Directions	193.25	195.5	2.25	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	Flagstaff in Motion Mountain Line	W Route 66 Corridor Improvements	Five (5) bus shelters with pullout, bike rack, trash receptacles, horizontal easement, 1 bus shelter with bike rack, trash receptacle in partnership with Sky Cottages development	\$164,180	\$861,945	\$1,026,125	Modernization	Local funds may be available.
															Priority Project #6 TOTAL COSTS	\$485,520	\$2,548,982	\$3,034,502		
7	US	89		Minor Arterial	Both Directions	421.6	421.6	0.00	Coconino	Northcentral	MetroPlan (Flagstaff)	Not Applicable	RTSP	US89 & Burris Traffic Signal	RSA, Install traffic signal	\$1,244,000	\$1,360,000	\$2,604,000	Modernization	Alternative is a 2-lane roundabout: \$6,415,000

Notes:

- ¹Required Fields are highlighted in yellow.
- (If you are able to fill in other fields it is appreciated.)
- ²Functional Classification can be found using the following link: <https://azgeo.maps.arcgis.com/apps/dashboards/89549d7a3c074fcf851bb418ee83de0c>
- Key concepts regarding the federal functional classification system can be found using the following link: <https://experience.arcgis.com/experience/004a3b98c8c04c48a38184929977c360>
- ³County: If the project overlaps two counties, only select the county which has the majority of the project.
- ⁴ADOT District: If the project overlaps two ADOT District boundaries, only select the District which has the majority of the project. <https://www.azdot.gov/business/District-Contacts>
- ⁵Total Estimated Cost: Pavement Preservation projects may be submitted without a cost estimate if unavailable. All other project types require a cost estimate to be considered.

Questions: Contact Jason James at 602-712-6166 or jjames6@azdot.gov



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STAFF REPORT

REPORT DATE: April 17, 2025

MEETING DATE: May 1, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Sandra Tavel, Transportation Planner

SUBJECT: FY2025 Legislative Update

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 MetroPlan Executive Board routinely adopts a legislative agenda to identify strategic objectives aimed at improving transportation in the region. 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.

This serves as an update on specific state and federal legislative items that are currently relevant.

State update:

Arizona SMART fund – While the AZ SMART Fund bill never received a hearing, the Governor's office has included AZ SMART fund re-capitalization in the executive budget. MetroPlan's state lobbyist is working with the Rural Transportation Advocacy Council (RTAC) on an outreach strategy to continue educating legislators on the importance of the AZ SMART fund because it is possible that an appropriation may still be included in the final budget

The City of Flagstaff is applying for matching funds through AZ SMART for a RAISE federal discretionary grant won in January 2025 for the Butler/4th Safety Improvements project.

Related to the goal of seeking **long-term funding solutions** for insufficient state transportation revenues, staff are working with the Rural Transportation Advocacy Council to request ADOT conduct a



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statewide needs assessment as part of its upcoming Long Range Transportation Plan. Having a complete picture of statewide needs is an important first step in resolving this issue.

ADOT FY27-31 Planning to Programming (P2P) process strategy – MetroPlan developed an internal scoring rubric and led partners in a project prioritization on the state roadway system during its February Advance. Partners chose seven (7) projects in order of importance for nomination into ADOT’s P2P process for FY27-31. Projects then get scored and ranked by ADOT leadership for potential inclusion into the ADOT 5-year construction program. Nominations are due to ADOT on May 1st. MetroPlan looks forward to educating stakeholders, State Board members and legislators on the importance of its #1 project: US180 Corridor Improvements. The US180 corridor is the primary thoroughfare for nearby rural residents and visitors that seek access to the Grand Canyon, Arizona Snowbowl, and other recreational sites within Coconino National Forest.

Dark Skies Lighting – MetroPlan is partnering with ADOT, the U.S. Naval and Lowell Observatories to further the conversation on implementing Dark Skies standards in Coconino County. This has significant national security impacts, as Flagstaff is home to one of three U.S. Naval Observatories in the nation. ADOT is looking to study the impacts of installing amber-LED lighting (Dark Skies lighting) in the Flagstaff area prior to creating and formalizing standards. MetroPlan seeks to encourage funding the study and making progress on lighting standards implementation in Coconino County.

LTAf funding reinstatement research – MetroPlan staff have conducted research on the reinstatement of the Local Transportation Assistance Fund (LTAf) which used to fund transit systems in Arizona based on population size using lottery revenues and state appropriations from 1981 until 2010. In 2010, the governor swept the fund due to a state budget shortfall. Maricopa County sued and won to keep their LTAf funds under the Clean Air Act since their area has high air pollution and decreasing transit services would exacerbate their poor air quality. Restoring LTAf funds to their previous state as they were in 2010 is a viable mechanism for transit systems, municipalities and counties to explore with an emphasis on lottery revenue beneficiary re-distribution that comes from the state general fund category rather than from any existing beneficiary category to quell competition and preserve the necessary public services provided by existing beneficiaries (public health, education, game and fish, among many others). Another viable exploration is to re-write bill language that amends current statute to restore LTAf funding without state appropriations, which would leave lottery revenue to be re-distributed to transit systems based on population size. However, this means less funding than if appropriations were also reinstated. All approaches require a long-term strategy that results in amending state statute through a bill and a subsequent vote.

Federal update:

The **Department of Transportation** is currently reviewing all **discretionary grants** that have been paused (awarded but not obligated) and is expected to slowly release them for obligation in the coming months. Currently, some members’ federal discretionary grants have not yet been obligated because they are working on completing NEPA. MetroPlan is closely monitoring messaging that comes from DOT to best support its members.



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For future discretionary grant applications, the guidance is to frame project narratives to illustrate their Return on Investment (ROI) and contribution to economic development.

Staff are actively working with national associations on the **reauthorization of the IIJA**. It is expected that the House Transportation and Infrastructure Committee will open a portal for public comment on the new bill later this spring. MetroPlan would like to see funding levels remain flat and believes the continuation of discretionary grants is a key component of the IIJA because formula funding programs tend not to be large enough to benefit rural areas.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Neither TAC nor Management Committee made comments.

5. FISCAL IMPACT:

There is no direct fiscal impact connected to this update.

6. ALTERNATIVES:

None.

7. ATTACHMENTS:

FY2025 Legislative Agenda, Adopted



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FY25 Legislative Agenda, Board Adopted | October 2, 2024

State Priorities:

- Educate on the benefits of maintaining and fully funding the AZ SMART fund at \$35 million (possible increase in future years) with partners.
- Educate on the benefits of the Greater Arizona Funding Initiative (RTAC Bill) collectively and for individual projects:
 - Mountain Line | Match for Maintenance Facility Improvements and new electric buses: \$3,003,363
 - Coconino County | US89 and Burris Roundabout: \$6,500,000
 - City of FLG | Lone Tree Overpass Improvements: \$17,418,353
- Continue to seek long term funding solutions for insufficient state transportation revenues for all modes.
- Work with partners and ADOT to design a more strategic, internal project prioritization process for nomination into the P2P system with the goal of getting Modernization projects in the region funded through ADOT's 5-year Construction Budget.
- Continue to partner with ADOT to collaborate on Dark Skies lighting standards and goals for the region.
- Continue to identify and support funding for wildlife crossings projects.
- Develop LTAF2 (Local Transportation Assistance Fund) strategy to reinstate funds.
- Make the case for the State of Arizona to make available reoccurring funding that can be used by transit across the state to drawdown and keep federal funding in Arizona.
- Advocate for the setting of public agency or non-profit electric rates that will facilitate and support the transition to electric fleets; develop regulations that require electric rates or partnerships to advance transition of transit to electric vehicles.
- Collaborate with other transit agencies across the state to request the Arizona Department of Transportation distributes transit infrastructure funds in a timely fashion with a fair and transparent process.

Federal Priorities:

- Support the reauthorization and sustained funding levels in the Infrastructure Investment and Jobs Act.
- Support the award of funding for regional projects submitted for federal grants.
- Support the effort to modernize car safety ratings to consider vulnerable users.
- Support congressionally directed spending for regional transportation projects.
- Support funding for long-distance Amtrak routes.



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STAFF REPORT

REPORT DATE: April 21, 2025

MEETING DATE: May 1, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: FY2025 Quarter 3 Financial Report

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.4: Clean audits and reviews

3. BACKGROUND:

This report provides a second quarter (Q3) update for the FY2025 budget. The total expenses for FY2025 as of March 31, 2025, were \$865,163. This is about 33% of the annual budget. As we look more deeply into budget categories we see the following:

- Salary and Benefits: MetroPlan's annual budget is \$838,823 and in Q3 expended \$370,074 about 45% of budget. This is primarily due to savings in the Business Manager position.
- Operations: MetroPlan's annual budget is \$356,262 and as of Q3 spent \$216,712 about 60% of the annual budget. The savings are due to operational expenses such as the annual audit and the move into the Downtown Connection Center (DCC) that will occur in future quarters.
- Travel: MetroPlan budgeted \$30,200 in FY25 and as of Q3 expended \$19,823. We expect quarter four to have significant expenses for this item.
- Projects: MetroPlan budgeted \$1,447,600 for projects including \$650,000 for Safe Routes Infrastructure, \$50,000 for West Route 66, \$90,000 for data collection including but not limited to the Trip Diary and traffic counts, and \$600,000 for a variety of transit planning activities. MetroPlan spent \$258,553 as of Q3. Safe Routes to School infrastructure spending is anticipated to begin in the 3rd quarter and transit activities have been slower than anticipated.



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4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

No comments were made by the TAC or Management Committee.

5. FISCAL IMPACT:

MetroPlan has a sustainable 5-year budget.

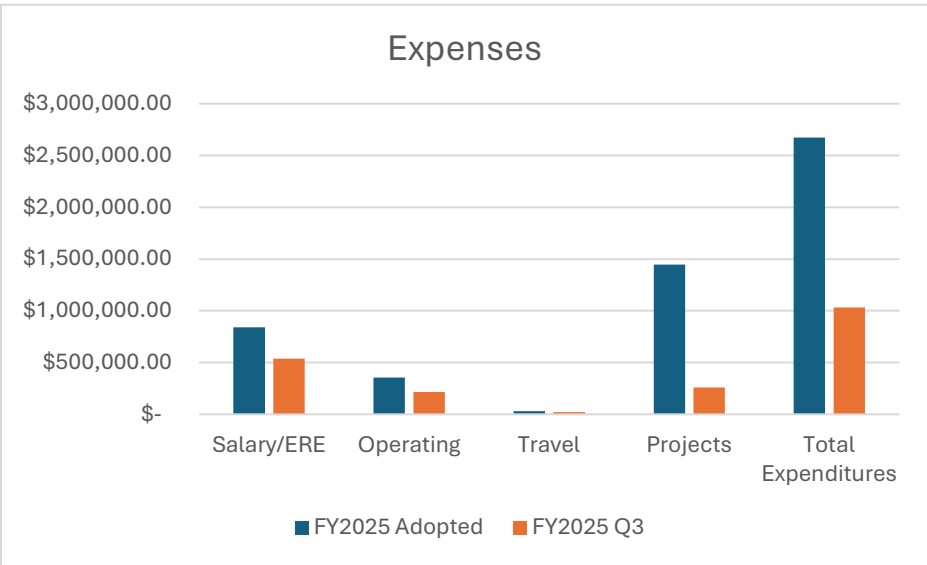
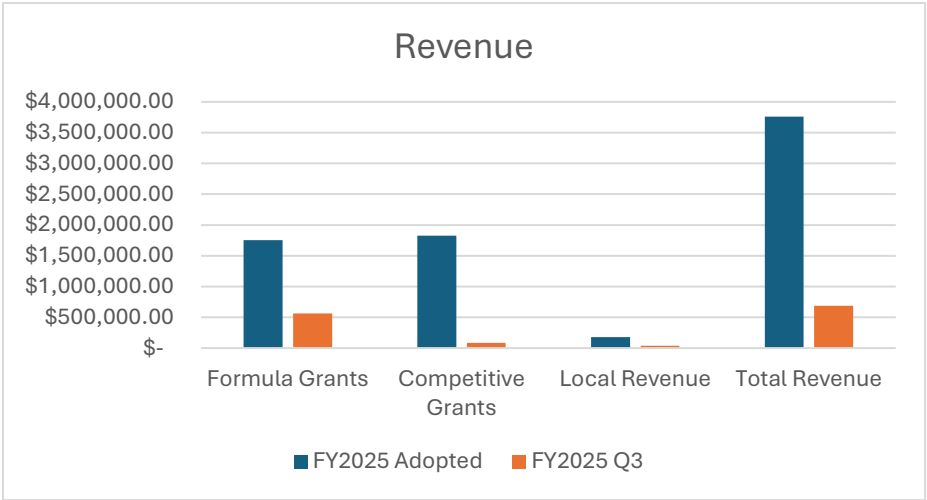
6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

FY2025 Q3 Financial Report

Revenue	FY2025	FY2025
	Adopted	Q3
Formula Grants	\$ 1,753,972.01	\$ 565,412.02
Competitive Grants	\$ 1,827,050.00	\$ 83,977.95
Local Revenue	\$ 177,050.00	\$ 39,620.78
Total Revenue	\$ 3,758,072.01	\$ 689,010.75
Expenses	FY2025	FY2025
	Adopted	Q3
Salary/ERE	\$ 838,823.00	\$ 536,002.35
Operating	\$ 356,261.86	\$ 216,712.48
Travel	\$ 30,200.00	\$ 19,822.60
Projects	\$ 1,447,600.00	\$ 258,553.11
Total Expenses	\$ 2,672,884.86	\$ 1,031,090.54





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STAFF REPORT

REPORT DATE: April 3, 2025

MEETING DATE: May 1, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Update on Key Performance Indicators (KPIs)

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

This item reports on the progress of all strategic work plan items.

3. BACKGROUND:

At its June 1, 2023, Board meeting, the Board adopted a Strategic Workplan that included key performance indicators (KPIs) to help measure progress on the goals and objectives that are shared with the Board quarterly. This report provides KPIs for the second quarter (Q3) of FY2025 (*January- March 2025*).

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not presented to the TAC. The Management Committee had no comment.

5. FISCAL IMPACT:

None. However key performance indicators can provide useful information on the effectiveness of programs and budget resources.

6. ALTERNATIVES:

None. This item is for information and discussion only.



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STAFF REPORT

REPORT DATE: April 8, 2025

MEETING DATE: April 23, 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

Staff received a tour of the DCC. MetroPlan has a shared office space with three desks and one office in the building. Staff are most excited about the natural light and the outdoor work area.

Dave was recognized by the Association of Metropolitan Planning Organizations (AMPO) for his work on their policy committee. They stated, "Dave's expertise and dedication have been instrumental in reauthorization preparation, developing issue papers and policy briefs, collaborating, and advancing transportation partnerships, and facilitating peer-to-peer learning to advance the practice. His efforts have strengthened AMPO's ability to support MPOs nationwide."

The Technical Advisory Committee discussed the ADOT response to the MetroPlan request to modify lighting standards. ADOT has said they won't make changes to the code until they can study the new lights. Staff have requested more information on what a study entails.

Micromobility Share Feasibility continues to be explored. Staff have presented to City Committees and Commissions including: Bicycle Advisory Committee, Pedestrian Advisory Committee, Transportation Commission, Community Engagement Commission, Diversity Awareness Committee, Committee on Inclusion and Adaptive Living, Diversity Awareness Committee, and Tourism Committee. In addition, presentations were also given to the Downtown Business Alliance and MetroPlan TAC. The feedback is



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favorable with suggestions to be very thoughtful in addressing parking issues and equity. The micromobility committee plans to meet with the different vendors in May.

Ride Your Bike Week is coming! Please join us for the kickoff ride 7am, May 12 at City Hall.

Brenden Foley, ADOT's Northcentral District Administrator, is leaving ADOT. Brenden has served on our TAC and Management Committees over the years, and we are grateful for his time and his collaboration.

4) TAC AND MANAGEMENT COMMITTEE DISCUSSION:

Micromobility Share Feasibility was presented to TAC as an independent item. The TAC expressed concern over impacts on staff time and wanted that to be thoroughly explored. The Management Committee had no comment.

5) FISCAL IMPACT:

None. These items are updates only.

6) ALTERNATIVES:

None. This item is for information and discussion only.

7) ATTACHMENTS:

None.