



METROPLAN

GREATER † FLAGSTAFF

AGENDA

Executive Board Meeting

1:00 – 3:00 PM

June 6, 2024

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 278 344 575 57

Passcode: wRauVK

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

- Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- Miranda Sweet, Flagstaff City Council, Vice-Chair
- Judy Begay, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors
- Jim McCarthy, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Dagget, Mayor of Flagstaff (*alternate*)

METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner
- Kim Austin, Transportation Planner
- Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow
- Aubree Flores, AmeriCorp Fellow

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 6-11)

Executive Board Regular Meeting Minutes of May 2, 2024

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. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTIVE DIRECTOR'S (Pages 12-23)

REVIEW AND ANNUAL GOALS

Staff: Jeronimo Vasquez-Executive Board Chair, Codi Weaver-HR Manager Mountain Line

Recommendation: Staff recommends the Board conduct and approve the Executive

Director's Review 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.

2. DISCUSSION AND POSSIBLE ACTION REGARDING EXECUTIVE DIRECTOR No Staff Report
CONTRACT AMENDMENT

Staff: Jeronimo Vasquez-Executive Board Chair, Brandon Kavanagh-Legal Counsel

Recommendation: No recommendation is being made. The Board may choose to approve or not approve the Amendment.

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.

3. CONSIDER ADOPTION OF THE FY2025 BUDGET (Pages 24-29)

Staff: Kate Morley

Recommendation: Staff recommends the Board adopt the FY2025 Budget

4. CONSIDER ADOPTION OF FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Pages 30-31)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the FY2025-2029 Transportation Improvement Program (TIP)

5. CONSIDER ADOPTION OF THE FY2024 AND FY2025 UNIFIED PLANNING WORK PROGRAM (UPWP) (Pages 32-67)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board adopt the FY2024 and FY2025 Unified Planning Work Program

6. CONSIDER ADOPTION OF STRATEGIC GRANTS PROCESS (Pages 68-88)

MetroPlan Staff: Sandra Tavel

Recommendation: Staff recommends the Board adopt the Strategic Grants Plan for FY2025-2027.

7. CONSIDER ADOT PERFORMANCE MEASURES AND TARGETS (Pages 89-90)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt a policy authorizing MetroPlan Staff to accept on the Board's behalf all federally mandated performance targets adopted by ADOT, except for Transit.

8. TDM UPDATE (Pages 91-92)

MetroPlan Staff: Kim Austin

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

9. UPDATE ON KEY PERFORMANCE INDICATORS (KPIs) Pages 93-105)

MetroPlan Staff: All Staff

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

10. DISCUSSION ON ADOT LIGHTING STANDARDS (Pages 106-107)

MetroPlan Staff: David Wessel

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

11. METROPLAN HAPPENINGS (Pages 108-109)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is 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

September 5, 2024

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 on May 31, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 31st day of May, 2024.



METROPLAN

GREATER † FLAGSTAFF

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

May 2, 2024

Teams Virtual Meeting

Join on your computer, mobile app or room device.

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Meeting ID: 278 344 575 57

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City Hall

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NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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EXECUTIVE BOARD MEMBERS

- X Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- X Miranda Sweet, Flagstaff City Council, Vice-Chair
- X Judy Begay, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff **Absent**
- X Tony Williams, Mountain Line Board of Directors
- Jim McCarthy, Flagstaff City Council **Excused**
- Jesse Thompson, Arizona State Transportation Board Member **Absent**
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Dagget, Mayor of Flagstaff (*alternate*)

METROPLAN STAFF

- X Kate Morley, Executive Director
 - David Wessel, Planning Manager **Excused**
- X Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Kim Austin, Transportation Planner
- X Karen Moeller, Administrative Assistant & Clerk of the Board
 - Ty Holliday, Montoya Fellow **Excused**
 - Aubree Flores, AmeriCorp **Excused**

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Meeting was called to order at 1:00 by Chair Vasquez.

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.

No Public Comment

4. APPROVAL OF MINUTES

(Pages X-X)

Executive Board Regular Meeting Minutes of April 4, 2024

The motion to approve the minutes of the Executive Board Regular Meeting for April 4, 2024 was made by Member Begay. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

CONSENT AGENDA

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

There was no consent agenda.

B. GENERAL BUSINESS

1. DRAFT FY2025 BUDGET

(Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the Draft FY2025 Budget. The purpose of the discussion is to take any feedback from the Board and bring the Budget back to the Board for consideration for adoption at the June 6, 2024 meeting.

Chair Vasquez asked if the \$100,000 for Office Equipment was removed moving forward, leaving approximately \$250,000 in operating budget that anticipated and planned in for the 5 years. Executive Director

Morley said this is true.

Chair Vasquez also asked if the loan fund has a percentage of interest? Executive

Director Morley said the program is run through ADOT and asks if you will spend it this year or in future years. The program is a 1 for 1-dollar exchange which allows regions to save up for capital projects to be completed.

Further Chair Vasquez confirmed that consultants can fit in the Projects area of the Budget.

Member Begay asked that the percentage of the budget be placed on the pie graph for the next meeting. In addition, she requested that an FY2024 budget column be added to the chart.

Vice-Chair Sweet asked who was included in the \$4000 per person travel budget? Executive Director Morley stated the travel portion of the budget is an estimate of just staff but that it can support Board members do attend.

Chair Vasquez also requested that the graph include the 5-year plan.

2. CONSIDER AMENDMENT TO THE FY2024 AND FY2025 UNIFIED PLANNING WORK PROGRAM (UPWP) (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board amend the FY2024 and FY2025 Unified Planning Work Program (UPWP).

Executive Director Morley presented the Amendment to the FY2024 and FY 2025 UPWP.

Member Begay confirmed that the amendments are included in the packet. Executive Director Morley confirmed all changes are included in the packet.

Member Williams asked if action was necessary today if potential changes are anticipated? Executive Director Morley stated she knew there would be a change to the Transit Budget.

The Board came to a consensus table the item until June where there is a final budget.

3. CONSIDER ADOPTION OF FISCAL YEAR 2025 TITLE VI PLAN (Pages X-X)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the FY25 Title VI Plan.

Administrative Assistant and Clerk of the Board Moeller provided a presentation to the Executive Board regarding the adoption of the FY25 Title VI plan. Minor updates have been made that include committee and council members, staff members, and annual demographics and maps.

The motion to adopt the FY25 Title VI Plan was made by Member Begay. The motion was seconded by Member Sweet. The motion passed unanimously.

4. CONSIDER VULNERABLE ROAD USERS SAFETY PLAN SCOPE (Pages X-X)

MetroPlan Staff: Mandia Gonzales

Recommendation: Staff recommends the Board approve the Vulnerable Road Users Safety Action Plan Scope of Work and Purpose Statement.

Transportation Planner Gonzales presented the Vulnerable Road Users Safety Plan Scope.

Chair Vasquez asked if the Local Road Safety Plan was included in the County's

Comprehensive Plan. Executive Director Morley said the County just wrote a grant for this and is a pending effort not involved in what the County is currently doing.

Member Begay said the City of Flagstaff and Coconino County should get together on these plans and should work together. When this happens, more work can be accomplished, and requests could be submitted jointly. Transportation Planner Gonzales said there will be recommendations and findings shared with all agencies.

Vice-Chair Sweet said she is glad to have the partnership to consolidate plans and move forward.

The motion was made to approve the Vulnerable Road Users Safety Action Plan Scope of Work and Purpose Statement by Vice-Chair Sweet. The motion was seconded by Member Williams. The motion passed unanimously.

5. CONSIDER ADOPTING PROCUREMENT POLICY UPDATE

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the updated Procurement Policy.

Administrative Assistant and Clerk of the Board Moeller provided a presentation to the Executive Board regarding the adoption of the MetroPlan Procurement Policy to better respond to ADOT's policies and auditing procedures.

It was noted by Executive Director Morley that the report is incorrect and should state Micro Purchase is \$3,000 to \$10,000 rather than \$5,000 to \$10,000.

Motion was made to adopt the updated procurement policy with the correction by Vice-Chair Sweet. The motion was seconded by Member Williams. The motion passed unanimously.

6. DRAFT STRATEGIC GRANTS PLAN

(Pages X-X)

MetroPlan Staff: Sandra Tavel

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

Transportation Planner Tavel presented the Draft of the Strategic Grants Plan.

Chair Vasquez said he is very happy for the award of the PROTECT grant. Vice-Chair Sweet said she was pleased with the overview and what is working with partnerships. Member Williams said that he is pleased also and grateful for the planning and organization which has gone into the Strategic Grants Planning. Member Begay was pleased that the number of grants has been reduced to 18 so that appropriate funding can be sought. She is especially happy about the PROTECT grant.

Chair Vasquez wanted to know how these wins are marketed to the community. Executive Director Morley said our partners have been very generous in their recognition and MetroPlan is letting the partners take the lead in announcements. Further Executive Director Morley stated she and Transportation Planner Tavel would like to have a press release about IJJA and all IJJA has done.

Chair Vasquez said National Transportation Week is coming up soon and it would be

good to have a release for that week.

7. FY2024 ADOT AUDIT (Pages X-X)

MetroPlan Staff: Kate Morley

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

Executive Director Morley presented the ADOT Audit. She shared the observations which were noted, and the responses given to these observations.

8. FY2024 FINANCIAL REPORT – 3RD QUARTER (Pages X-X)

MetroPlan Staff: Karen Moeller

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

Administrative Assistant and Clerk of the Board Moeller presented the FY2024 Financial Report for Quarter 3, FY2024

9. TDM UPDATE

MetroPlan Staff: Kim Austin

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

Transportation Planner (TDM) Austin presented the TDM Update. She included the Bloomberg Cheshire Safe Streets Project, Bike Month, Safe Routes to School and Safer People Campaign.

Vice-Chair Sweet asked about the overall theme of comments regarding the Bloomberg Project. TDM Planner Austin said that many did not know about the project but are excited. She clarified that postcards were mailed to the entire neighborhood.¹ Vice-Chair Sweet also said she some of her staff said delineators were not being used.

TDM Planner Austin said they are being used and MetroPlan will be installing the delineators. Vice-Chair Sweet asked how to sign up to assist with this project. TDM Planner Austin shared how to sign up to assist.

Member Williams is interested to see how this Bloomberg Project will work at slowing traffic because he was almost in an accident on Butler which might benefit from traffic calming.

Chair Vasquez requested a flyer with dates and times for the Bike Month events.

10. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

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

Executive Director Morley shared the current happenings at MetroPlan.

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.

No items from the Executive Board

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

June 6, 2024

3. ADJOURN

The meeting was adjourned at 2:34 p.m. by Chair Vasquez.

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 www.metroplanflg.org on April 26, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 26th day of April, 2024.



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STAFF REPORT

REPORT DATE: May 24, 2024

MEETING DATE: June 6, 2024

TO: Honorable Chair and Members of the Executive Board

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

SUBJECT: ~~Consider Executive Director's Review and Annual Goals~~ Discussion and Possible Action regarding Executive Director's Review and Annual Goals

1. RECOMMENDATION:

~~No recommendation is being made. The Board may choose to approve or modify drafted Executive Director's annual goals. Staff recommends the Board conduct and approve the Executive Director's Review 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 the June 1, 2023 and Annual Goals were established at the September 7, 2024 meeting by the Board. Below are recommended redlines of the annual goals for the Executive Director so the Board may easily see changes from the previous year. The changes are based on goals in the strategic plan, shown in bold, 360 feedback, and personal reflections. Based on 360 feedback, a theme of the goals is to focus on what has been started, delivering quality products, over continued expansion of new tasks.

- ~~Establish~~ 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 and enhance MetroPlan's visibility in the community by engaging in events and public activities more deeply than in the past.
- ~~Develop and recommend a new mission and vision to the Board. Establish "Transportation Values" that will help rank and prioritize projects and designs.~~ **(Goal 3)** Developing a more specific mission



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and vision will enable the public and partners to better understand how MetroPlan serves them. Establishing transportation values will allow the ranking of projects and priorities based on Board approved policy-level goals of what a transportation system should do.

Commented [KAM1]: complete

- Create a Implement the Strategic Grant Seeking Process Plan to build upon the updated mission, vision, and values of the organization, which aligns partners to coordinate grant applications 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.

- Seek members to fill vacant seats on committees and Engage NAU to have a seat on the Executive Board to fully engage partner organizations. **(Goal 2)** Currently, ADOT is lacking Management Committee and Board membership, and NAU only has filled its Management Committee seat. Working with partners to fill these seats TAC and Board seats will create stronger partnerships and help us deliver plans on behalf of our community.

Commented [KAM2]: The ADOT components are completed. NAU is still interested by waiting until the hire a new VP of capital projects.

- Update financial policies and procedures to address audit suggestions. **(Goal 1)** Excellent audits and financial standing are key to receiving grants. While it should be anticipated the FY2023 will have similar comments to FY2022, the goals to implement process that led to no comments in FY2024 audit.

Commented [KAM3]: Complete

- Consider new partnerships with NAU to assist with transportation planning needs such as (GIS skills, transportation engineering skills, and the use of AmeriCorps positions). **(Goal 2 and 3)** NAU has many programs that tie to MetroPlan deliverables. Establishing new partnerships and relationships can allow MetroPlan to achieve more while helping develop the next generation of transportation planners.

Commented [KAM4]: Complete

- Lead and mentor staff to deliver Strategic Plan goals and objectives, as well as technical knowledge, developing resiliency in programmatic 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.

- Establish a process for monitoring and reporting on newly adopted key performance indicators (KPIs) **(Goals 1, 2, 3 and 4)**. A way to track progress on the goals and objectives of the organization is key to the Board's understanding of how well MetroPlan is functioning. No system currently exists but will be implemented in time for reporting in the first quarter of the fiscal year.

Commented [KAM5]: complete

- 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**



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2). Continuing to build relationships with the City will enable MetroPlan's planning efforts to be implemented.

- Consider opportunities to provide for staff growth and mentorship in 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.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee were not presented this item.

5. FISCAL IMPACT:

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

6. ALTERNATIVES:

- 1) Approve drafted Executive Director Annual Goals
- 2) Modify drafted Executive Director Annual Goals
- 3) Do no approve Executive Directors Annual Goals

7. ATTACHMENTS:

Current Executive Director Goals
Executive Director Job Description



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3773 N Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org

STAFF REPORT

REPORT DATE: August 25, 2023
MEETING DATE: September 7, 2023
TO: Honorable Chair and Members of the Executive Board
FROM: Kate Morley, Executive Director
SUBJECT: Consider Executive Director's Annual Goals

1. Recommendation:

i Approve Executive Director's annual goals.

2. Related Strategic Workplan Item

i This item is directly related to delivering the Mission, Vision, Guiding Principles, Goals and objectives of the Strategic Workplan.

3. Background

i The Executive Director was appointed at the June 1, 2023, meeting of the Executive Board. Since that time a new Strategic Plan has been put in place, see page XXX of this packet. The Chair and the Executive Director have met to discuss and review potentials goals that align with the Strategic Plan. Below are recommended annual goals for the Executive Director to be reviewed in May 2024, ahead of considering a contract renewal.

- Establish MetroPlan's Transportation Demand Management (TDM) program. **(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.
- Develop and recommend a new mission and vision to the Board. Establish "Transportation Values" that will help rank and prioritize projects and designs. **(Goal 3)** Developing a more specific mission and vision will enable the public and partners to better understand how MetroPlan serves them. Establishing transportation values will allow the ranking of projects and priorities based on Board approved policy level goals of what a transportation system should do.



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- Create a Strategic Grant Seeking Process to build upon the updated mission, vision, and values of the organization, which aligns partners to coordinate grant applications. **(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.
- Seek members to fill vacant seats on committees and Board to fully engage partner organizations. **(Goal 2)** Currently, ADOT is lacking Management Committee and Board membership, and NAU only has filled its Management Committee seat. Working with partners to fill these seats will create stronger partnerships and help us deliver plans on behalf of our community.
- Update financial policies and procedures to address audit suggestions. **(Goal 1)** Excellent audits and financial standing are key to receiving grants. While it should be anticipated the FY2023 will have similar comments to FY2022, the goals to implement process that led to no comments in FY2024 audit.
- Consider new partnerships with NAU to assist with transportation planning needs such as GIS skills, transportation engineering skills, and the use of AmeriCorps positions. **(Goal 2 and 3)** NAU has many programs that tie to MetroPlan deliverables. Establishing new partnerships and relationships can allow MetroPlan to achieve more while helping develop the next generation of transportation planners.
- Lead and mentor staff to deliver Strategic Plan goals and objectives, developing resiliency in programmatic 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.
- Establish a process for monitoring and reporting on newly adopted key performance indicators (KPIs). **(Goals 1, 2, 3 and 4)**. A way to track progress on the goals and objectives of the organization is key to the Board’s understanding of how well MetroPlan is functioning. No system currently exists but will be implemented in time for reporting in the first quarter of the fiscal year.

4. Fiscal Impact

i None.

5. TAC and Management Committee Discussion

i This item did not go before the TAC and Management Committees.



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6. Alternatives

- i** 1) **(Recommended)**. Approve Executive Director annual goals. The Chair and Executive Director have met to review proposed goals and believe they align well with the Strategic Plan and speak to priorities for the year.
- 2) **(Alternate Recommendation)**. The Board could modify the goals at the meeting and then approve the goals.
- 3) **(Not Recommended)**. Do not approve Executive Director annual goals. The Board could provide direction to the Chair and Executive director on additional considerations they would like brought forward at a future meeting.

7. Attachments

- i** None.



METROPLAN

GREATER † FLAGSTAFF

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: May 29, 2024

MEETING DATE: June 6, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider FY2025 Budget

1. RECOMMENDATION:

Staff recommends the Board adopt the FY2025 Budget.

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.

Fiscal Year 2025 Draft Budget

Revenues:

The draft FY2025 budget projected revenue is \$3,729,572, a projected decrease in revenues from FY2024. This is due to closing out the \$283,000 fund swap with Mountain Line and assuming no new competitive awards. The draft budget does not include the recent award of a \$2.65M Safe Streets and Roads For All (SS4A) grant. It would be added at the time of grant agreement and is anticipated to be spent over four fiscal years.

Expenses:



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Expenses in the budget include the following:

Salaries and Employee Related Expenses (ERE)

- The salary and ERE budget increased by 13%. This includes a 3% annual increase for staff, aligned with Mountain Line's pay plan for FY2025. The remaining increase is attributed to budget a full year of a Safe Routes to School Coordinator where the FY2024 budget only included the position being filled 50% of year.

Operating

- The Operating budget is \$356,262. This is approximately \$100,000 more than FY2024 and is directly attributed to including \$100,000 for office equipment and signage related to moving into the Downtown Connection Center when it opens in 2025. This one-time expense fits within the 5-year budget.
- Legal services have approximately tripled, from \$4,200 to \$15,000 as the number of agreements we are entering into has increased and requires additional review. The new number is based on FY2024 budget to actuals.
- These expenses have been offset by a reduction in public outreach funds from \$130,891 to \$116,500 as we have not spent as much in this category as anticipated.

Travel and Training

- Is proposed to increase from \$18,000 to \$30,200, a 68% increase. MetroPlan had difficulty staying in budget with the goal of getting each staff member to one professional development conference as well as instate travel such as to the capitol, local conferences like the Rural Transportation Advocacy Council or Arizona State Transit Association events. The addition of the TDM (Transportation Demand Management) Planner and Safe Routes to School Coordinator will make the budget even tighter and so has been adjusted. The travel budget per full-time staff member would be \$4,000 with this change.

Projects

- The project budget increased 26%. It includes:
 - Carry over for West Route 66 Operational Analysis
 - \$90,000 in data collection for trip diaries and traffic counts
 - \$650,000 in awarded funds for Safe Routes to School missing infrastructure and feasibility studies
 - \$250,000 in awarded 5305e funds for transit planning for missing transit infrastructure
 - Carry over for the Vulnerable Roadway Users (VRU) Plan



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- This section of the budget no longer includes “planning contingency” which was previously used to provide flexibility in the budget. The intent is that we have thought through needs for the year more thoroughly, thereby eliminating the need for contingency in this area.

Surplus

The FY2025 Federal Surplus is estimated at \$1,055,221. 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 FY2030, the Federal Surplus is minimized, with only \$63,697 in planned surplus.

Assumptions:

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

- Revenue projections are assumed to remain flat.
- The Carbon Reduction Program is not renewed at the expiration of the 5-Year IJJA (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 believes these assumptions are conservative and that the proposed budget provides for the long-term health of the organization.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommended the Board approve the Fy2025 budget. Management Committee had no further comments.

5. FISCAL IMPACT:

The FY2025 Draft Budget is developed alongside the Five-Year Budget which demonstrates that MetroPlan is solvent and sustainable through FY2030.

6. ALTERNATIVES:

- 1) **Recommended:** Adopt the FY2025 budget. This will ensure MetroPlan is able to continue to draw down and spend available revenue to achieve the goals and objectives of the Strategic Work Plan.



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- 2) **Not Recommended:** Do not adopt the FY2025 budget. The Board could provide staff additional direction on the budget. Postponing a vote may require a special meeting of the Board to approve a budget prior to the end of the fiscal year.

7. ATTACHMENTS:

FY2025 Draft Budget

FY2025 Draft Five-Year Budget

	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- FTA 5305e transit	SS4A	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 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	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
Modelling			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 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- transit	SS4A	TA	Members	Transit Tax	Totals
Total Expenditures:	517,755	59,087	184,100	78,721	199,416	309,087	3,937	350,000	159,750	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

FY25 Budget and Five Year Plan
Detailed Report

	FY 2024 Amended	FY2025 Proposed	FY 2026 Projected	FY 2027 Projected	FY2028 Projected	FY2029 Projected	FY2030 Projected
Revenue:							
Federal Grants							
STBG	1,053,341	1,037,710	988,420	737,089	507,443	511,031	469,138
PL	330,093	156,611	251,065	212,005	253,913	252,102	207,996
CRP	481,379	268,268	252,436	262,704	129,704	96,704	61,704
SPR	111,172	79,808	79,207	157,327	94,134	80,580	96,585
5305d	173,537	203,559	81,233	105,987	102,045	79,169	95,718
5305e	200,000	312,000	80,913	0	0	0	0
PL- SATO	3,937	8,016	8,016	7,990	3,937	3,937	3,937
Consolidated Planning Grants	141,450	335,750	-	-	-	-	-
SS4A	201,360	142,000	0	0	0	0	0
Transportation Alternatives	1,037,300	1,037,300	263,350	137,983	13,880	-	-
Federal Revenue:	3,733,569	3,581,022	2,004,641	1,621,085	1,105,056	1,023,524	935,078
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	28,500						
County Cash							
Mountain Line Cash	129,448	118,550	20,228	0	0	0	0
Local Revenue:	188,048	148,650	50,328	30,100	30,100	30,100	30,100
Total Revenue:	3,921,617	3,729,672	2,054,969	1,651,185	1,135,156	1,053,624	965,178
Expenditures:							
Salaries	564,441	656,192	675,877	766,104	502,515	517,591	501,825
Benefits	177,107	182,631	195,339	213,795	149,346	152,678	148,532
Salary/ERE:	741,547	838,823	871,216	979,898	651,861	670,269	650,357
Payroll Processing Expense	18,639	18,421	18,901	19,542	20,129	20,732	21,354
Phone and Internet	5,551	5,415	5,577	5,744	5,917	6,094	6,277
Memberships	10,000	10,300	10,609	10,927	11,255	11,593	11,941
Copying and Printing	500	1,650	530	546	563	580	597
Office Supplies	500	515	530	546	563	580	597
Postage and Freight	121	125	128	132	136	140	144
Books and Subscriptions	-	-	-	-	-	-	-
Insurance	1,200	1,236	1,273	1,311	1,351	1,391	1,433
Food	1,200	1,236	1,273	1,311	1,351	1,391	1,433
Legal Services	4,200	15,000	15,450	15,914	16,391	16,883	17,389
Financial Services (CPA/Audit)	29,200	35,000	36,050	37,132	38,245	39,393	40,575
Other Services	400	-	-	-	-	-	-
IT Support	15,000	15,450	15,914	16,391	16,883	17,389	17,911
Computer Equipment	11,750	8,200	8,446	8,699	8,960	9,229	9,506
Office Equipment	400	100,865	3,891	4,008	4,128	4,252	4,379
Public Outreach	130,891	116,500	54,000	20,000	10,000	40,000	8,000
Legislative Services	20,400	21,000	-	-	-	-	-
Computer Software	5,193	5,349	5,509	5,675	5,845	6,020	6,201
Operations:	255,145	356,261	178,081	147,879	141,715	175,667	147,737
Travel, Lodging and Meals	11,000	20,000	18,450	15,914	16,391	16,883	16,883
Conference Registration	3,000	5,200	4,920	424	4,371	4,502	4,502
Staff Education and Training	4,000	5,000	5,150	530	5,464	5,628	5,628
Travel and Training:	18,000	30,200	28,520	16,868	26,225	27,012	27,012
Special Project Consultant	419,003	1,350,000	101,142	-	-	-	-
Data Collection- Consultant	600,000	90,000	33,000	33,000	33,000	35,000	55,000
Modeling	-	7,600	-	-	-	-	-
RTP Consultant	-	-	149,000	100,000	-	-	-
Planning Contingency	125,464	-	-	-	-	-	-
Projects:	1,144,467	1,447,600	283,142	133,000	33,000	35,000	55,000
Total Expenditures:	2,159,159	2,672,883	1,360,959	1,277,646	852,802	907,948	880,106
% change	3%	24%	-49%	-6%	-33%	6%	-3%
Federal Surplus:	1,704,902	1,055,221	671,665	327,813	242,669	154,114	63,697
Total Expenditure Plus Surplus	3,214,380	3,728,104	2,032,624	1,605,459	1,095,471	1,062,062	943,803
Local Fund Balance	153,452	155,018	214,508	274,879	336,158	398,373	155,018

Notes
Assume 3% annual increase unless cost otherwise known.
Assume no renewal of CRP after BIL.
Mountain Line cash for 5303e, consolidated planning, transfer from transit fund
Assume no competitive grants



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STAFF REPORT

REPORT DATE: May 28, 2024

MEETING DATE: June 6, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Consider FY2025-2029 Transportation Improvement Program

1. RECOMMENDATION:

Staff recommends the Board adopt the FY2025-2029 Transportation Improvement Program (TIP)

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs.

Objective 2.1: Maintain trust through reliable and transparent project management.

3. BACKGROUND:

The Transportation Improvement Program (TIP) is a federally mandated program of projects for which reasonably anticipated revenue is expected to be obligated to transportation projects within a four-to-five-year period. Projects must be compliant with the adopted regional transportation plan, *Stride Forward*. MetroPlan elected to conduct major updates of the TIP every two years with amendments intervening. This is a major update. Regionally significant projects, regardless of funding, must be included in the TIP. Projects received from partner agencies are reflected in the attached Unified TIP tables.

Call for Projects: The public submitted one project in response to this call, a bus shelter on northbound route 5 at the Adult Center on Thorpe. This has been added to the Mountain Line unfunded list.

Public Comment Period: This closed on April 15. One comment was received related to fare free transit. This is not relevant to the TIP. Partner agency draft capital improvement programs were considered at this time.

Partner highlights:

ADOT: Projects in the draft TIP reflect ADOT tentative 5-year program. These are primarily I-40 bridge and pavement rehabilitation, I-40 intelligent transportation system components, and I-40 and B40 LED lighting upgrades.



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Coconino County: Pavement preservation in Kachina Village and Doney Park; traffic signal at Burris & 89
Mountain Line: Downtown Connection Center, Kaspar Maintenance Facility, rolling stock replacement
City of Flagstaff: Lone Tree Railroad Overpass, Butler-Fourth Improvements, Beulah Extension, Dark Sky lighting, numerous pedestrian, and bicycle improvements

Note that the maps will be updated and final corrections or confirmation of items highlighted in yellow will be complete prior to the TAC meeting. Amendments to the TIP will be made, if necessary, on final adoption of our partners' capital improvement programs.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommends adoption. The Management Committee made no additional comments.

5. FISCAL IMPACT:

There are no direct fiscal impacts. However, the TIP is a critical document in the seeking of grant funds.

6. ALTERNATIVES:

- 1) **Recommended.** Staff recommends the Board adopt the FY2025-2029 Transportation Improvement Program (TIP). This meets ADOT's expected schedule, accommodates summer break by the Board, and keeps obligation of funds on schedule.
- 2) **Not recommended.** Defer and do not adopt the FY2025-2029 TIP. Delay can put some projects at risk if funds are not obligated in a timely manner.

7. ATTACHMENTS:

(Link) [Draft 2025-2029 Transportation Improvement Program and TIP Unified Table](#)

Or visit www.metroplanflg.org/tip



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STAFF REPORT

REPORT DATE: April 19, 2024

MEETING DATE: June 6, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider Amendment to the FY2024 and FY2025 Unified Planning Work Program (UPWP)

1. RECOMMENDATION:

Staff recommends the Board amend the FY2024 and FY2025 Unified Planning Work Program (UPWP).

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 on how MetroPlan will spend its funding and meet its responsibilities. The UPWP identifies the major activities of MetroPlan. The UPWP document is required by federal and state governments and is a condition of receiving federal funding. This document covers the period from July 1, 2023, to June 30, 2025, which is two fiscal years. Several changes to grants require an update to the UPWP.

At its May 2024 meeting, the Board decided to postpone making amendments until better financial data that would require future amendments was available. That data is still not finalized however in speaking with peers across the state, all suggested we include a process to make such amendments administratively. The draft UPWP amendment now includes such a section.

A summary of proposed amendments to the UPWP includes the following:



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- Update the budget to show MetroPlan’s contribution to the Downtown Mile is funded from Carbon Reduction Program (CRP) instead of Surface Transportation Block Grant (STBG). This change in fund source was previously approved by the TAC and Board.
- Update the budget and narrative to include the awarded Transportation Alternative Program fun for MetroPlan’s Safe Routes to School programs and planning efforts.
- Update the FY2025 budget tables to reflect the latest draft of the FY2025 budgets.
- Include an Adoption and Amendment section on page 9 that allows for administrative amendments by the Executive Director. This is consistent with practices at other COG and MPOs around the state to allow for routine changes that occur yearly in the UPWP for the following items:
 - 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,
 - Correct grant revenue estimates to reflect better information if the result is an increase or if a decrease is less than \$5,000.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee were presented versions without the new amendment section and 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:

- 1) **Recommended:** Amend the FY2024 and FY2025 Unified Planning Work Program (UPWP). This action is required to expend awarded Transportation Alternatives funds and update the UPWP to be aligned with most current budgets.
- 2) **Not Recommended:** Do not amend the FY2024 and FY2025 Unified Planning Work Program (UPWP). The Board could provide staff will additional direction.

7. ATTACHMENTS:

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 2024 and 2025 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 1, 2023
Amended XXX*

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

* 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)

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McCarthy
Jeroni
mo Vasquez
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Council Member
City of Flagstaff

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Vasquez
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Coconino County

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Thompson
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Mountain Line
Board of Directors

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City of Flagstaff
Manager

Steve-Peru
Andy
Bertelsen Coconino
County Assistant Manager

Heather Dalmolin
CEO and GM
Mountain Line

Josh Maher
Northern Arizona University
Vice President – Community
Relations

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City of Flagstaff
Planning Director
Chair

Brenden Foley
ADOT North Central
District Administrator

City of Flagstaff,
Transportation Manager

Nate Reisner Coconino
County Assistant
Engineer Vice-chair

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County Community
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Director

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Truely
Federal Highway
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Anne-Dunno
Estella
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Line Capital-
Program
Planning
Manager

Myrna-Bondoe
Ruth
Garcia, ADOT Regional
Planner

Paul Mood, City of
Flagstaff Engineer

VACANT
Northern Arizona University

Jeff Bauman

METROPLAN STAFF

Kate Morley

Interim Executive Director

Mandia Gonzales
Transportation Planner

David Wessel
Planning Manager
~~**Kim Austin**~~
Transportation Planner

Sandra Tavel
Transportation Planner
Karen Moeller
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 esq.) 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.

Jim McCarthyJeronimo _____ Date
Vasquez, Chair
Flagstaff Metropolitan
Planning Organization

Paul Patane, 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 program is \$1,924,856 including \$1,785,881 in federal funds and \$138,976 in local funds. The MetroPlan FY 2025 program is \$1,462,923 including \$1,337,212 in federal funds and \$125,711 in local and match funds. The majority of local funds are from exchanges of federal funds for local funds. The major activities for FY 2024 and 2025 are:

- Adopt 2 Year UPWP for FY 24 and 25
- 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
- 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
 - Surface Transportation Reauthorization
 - IJJA Grants including but not limited to: Safe Streets for All, PROTECT, RAISE and INFRA ~~Grants~~ Grants
 - 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
 - Support Mountain Line's transit planning and 5305 grant funded projects including Creative Local Match and Transit into Code Study
 - West Route 66 Corridor Master Plan
 - Streets Master Plan
- Carbon Reduction Program: ~~Staff time and supplies~~
 - ~~Safe routes to school activities~~Public Outreach
 - ~~Multimodal data collection and modeling~~
 - ~~Demonstration and pilot projects~~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

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- [Vulnerable Users Study and supplemental safety planning efforts](#)
-

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.
- 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.

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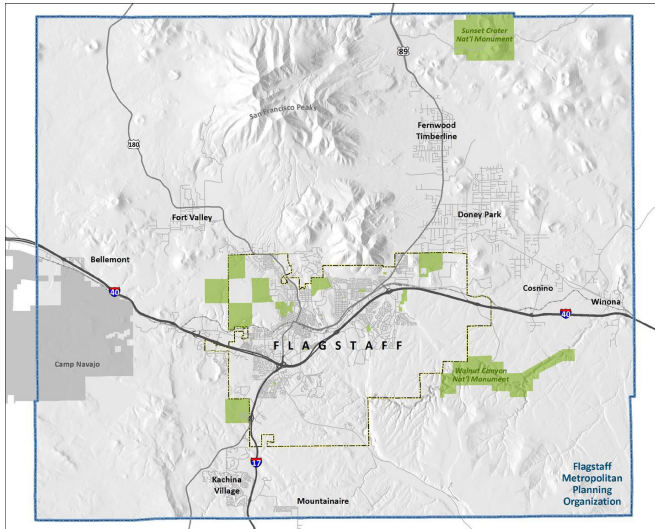


Figure 1. MetroPlan Planning Boundary

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 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. 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: 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 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 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.

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.

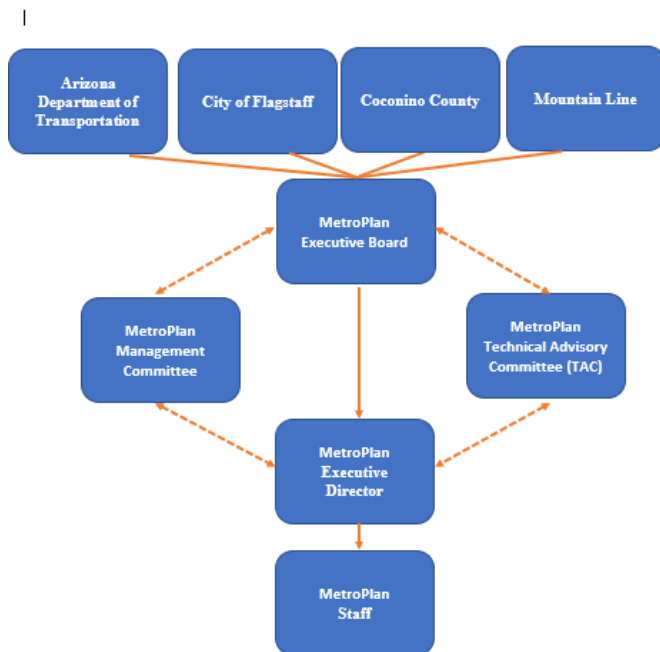
- **The MetroPlan Technical Advisory Committee (TAC)** is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more ex-officio non-voting representatives from the FHWA and FTA. Additional organizations may be added in 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

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (MetroPlan)



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, April 2020.

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 & 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.

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 and FY 2025.

FY2024 Budget

	STBG	PL	CRP	SPR	CPO FTA 5305D	FTA 5305E	PL- SATO	Consolidated Planning Grants- 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	-	-	2,696,269
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	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	11,087	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	11,087	29,426	-	9,037	-	30,000	-	184,378
Total Cash Revenue	1,053,341	350,045	481,379	138,966	184,027	229,426	3,937	150,487	201,360	30,000	-	2,822,967
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	-	-	-
Payroll Processing Expense	1,129	5,137	3,374	3,053	-	2,536	-	-	1,770	-	-	17,000
Phone and Internet	327	1,487	976	804	-	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	-	-	100,000	-	-	-	-	-	5,891	17,000	3,400	105,891
Legislative Services	-	-	-	-	-	-	-	-	-	-	-	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
Total Expenditures:	552,855	350,045	283,445	138,966	184,027	122,697	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												2,822,967

FY2025 Budget

	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL- SATO	Planning Grants- FTA 5305e transit	SS4A	Members	Transit Tax	Totals
REVENUE												
FY25 Revenue	468,465	153,540	168,268	78,120	77,090	200,000	3,937	-	-	30,000	56,000	1,235,420
FY23 Carryforward Estimated			197,934									197,934
Total Authorized Federal	468,465	153,540	366,202	78,120	77,090	200,000	3,937	-	-	30,000	56,000	1,433,354
Match Rate	0.057	0.057	0.057	0.200	0.057	0.200	-	0.057	-	-	-	-
Required Match	28,317	9,281	22,135	19,530	4,660	50,000	-	-	-	-	-	133,922
MATCH Breakdown	28,069	9,251	22,063	23,436	-	60,000	-	-	-	-	-	142,819
In-kind	28,069	9,251	22,063	-	-	-	-	-	-	-	-	59,383
MSP Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Mountain Line Cash Match	-	-	-	23,436	-	60,000	-	-	-	-	-	83,436
Other Cash Match	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Match	-	-	-	23,436	-	60,000	-	-	-	-	-	83,436
Match Total	28,069	9,251	22,063	23,436	-	60,000	-	-	-	-	-	142,819
	-	-	-	-	-	-	-	-	-	-	-	-
Total cash revenue	491,901	153,540	366,202	101,556	77,090	260,000	3,937	-	-	30,000	56,000	1,540,226
EXPENDITURES												
Salaries	232,575	86,199	205,660	58,916	-	-	-	-	-	-	-	583,350
Benefits	74,873	26,687	56,418	15,548	-	-	-	-	-	-	-	173,526
Salary/ERE:	307,448	112,886	262,078	74,464	-	-	-	-	-	-	-	756,976
Allocation:	0	0	0	0	-	-	-	-	-	-	-	162
								Consolidated Planning Grants-transit	SS4A	Members	Transit Tax	Totals
Payroll Processing Expense	7,113	2,612	6,063	1,378	-	-	-	-	-	-	-	17,165
Phone and internet	1,058	756	1,715	399	-	-	-	-	-	-	-	4,968
Memberships	47	-	10,253	-	-	-	-	-	-	-	-	10,300
Copying and Printing	-	-	-	-	-	-	515	-	-	-	-	515
Office Supplies	-	-	-	-	-	-	515	-	-	-	-	515
Postage and Freight	-	-	-	-	-	-	124	-	-	-	-	124
Books and Subscriptions	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	1,236	-	-	-	-	-	-	-	-	-	1,236
Food	-	-	-	-	-	-	-	-	-	1,030	206	1,236
Legal Services	4,326	-	-	-	-	-	-	-	-	-	-	4,326
Financial Services (CPA/Audit)	30,076	-	-	-	-	-	-	-	-	-	-	30,076
Other Services	-	318	-	-	-	-	206	-	-	-	-	524
IT Support	6,276	2,304	5,350	1,520	-	-	-	-	-	-	-	15,450
Computer Equipment	-	-	3,123	-	-	-	2,577	-	-	-	-	5,700
Office Equipment	-	-	462	359	-	-	-	-	-	-	-	821
Public Outreach	-	-	50,000	-	-	-	-	-	-	-	-	50,000
Legislative Services	-	-	-	-	-	-	-	-	-	-	-	-
Computer Software	-	-	5,349	-	-	-	-	-	-	-	-	5,349
Operations:	49,096	7,226	82,354	3,656	-	-	3,937	-	-	1,030	206	148,305
Travel, Lodging and Meals	11,330	-	-	-	-	-	-	-	-	-	-	11,330
Conference Registration	3,090	-	-	-	-	-	-	-	-	-	-	3,090
Staff Education and Training	4,120	-	-	-	-	-	-	-	-	-	-	4,120
Travel and Training:	18,540	-	-	-	-	-	-	-	-	-	-	18,540
Professional services	-	-	-	-	-	250,000	-	-	-	-	-	250,000
Downtown Mile	90,000	33,428	21,770	19,530	-	-	-	-	-	-	-	164,728
Planning Contingency	90,000	33,428	21,770	19,530	-	250,000	-	-	-	-	-	414,728
Projects:	90,000	33,428	21,770	19,530	-	250,000	-	-	-	-	-	414,728
								Consolidated Planning Grants-transit	SS4A	Members	Transit Tax	Totals
Total Expenditures:	465,884	153,540	366,202	97,650	-	250,000	3,937	-	-	1,030	206	1,338,449
Surplus (Available future years)	28,018	(0)	(0)	3,906	77,090	10,000	-	-	-	28,970	55,794	201,777
												Total
												1,540,226

	STBG	PL	CRP	SPR	CPG FTA 5305D	FTA 5305E	PL-SATO	Consolidated Planning Grants-FTA 5305e transit	SSAA	TA	Members	Transit Tax	Totals
REVENUE													
FY25 Revenue	468,465	156,611	168,268	79,808	77,000	250,000	4,016	235,750	142,000		30,000		1,470,008
FY24 Carryforward Estimated	569,345	100,000	100,000		125,650	63,000	4,000	100,000	142,000	1,037,300			2,140,195
Total Authorized Federal	1,037,710	156,611	268,268	79,808	202,740	312,000	8,016	335,750	142,000	1,037,300	30,000	-	3,610,203
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	12,255	78,000	-	14,250	35,500	59,126			307,490
MATCH Breakdown	31,296	3,560	10,700	19,530	12,015	78,000	-	14,250	35,500	47,145	-	-	251,995
In-Kind	31,296	3,560	10,700	19,530	12,015				25,170	20,085			112,365
MetroPlan Cash Match													
City Cash Match										28,500			
County Cash Match													
Mountain Line Cash Match						78,000		14,250	25,170	8,550			125,970
Other Cash Match													
Total Cash Match	-	-	-	-	-	78,000	-	14,250	25,170	37,050	-	-	154,470
Match Total	31,296	3,560	10,700	19,530	12,015	78,000	-	14,250	50,340	47,145	-	-	238,335
check									(14,340)				13,660
Total Cash Revenue	1,037,710	156,611	268,268	79,808	202,740	390,000	8,016	350,000	167,170	1,045,850	30,000	-	3,736,173
EXPENDITURES													
Salaries	207,255	43,100	-	55,970	150,113	43,100	-	-	80,868	72,842	2,946	-	656,192
Benefits	60,365	13,244	-	14,770	42,362	13,244	-	-	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
check													162
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%	
Payroll Processing Expense	18,421	5,877	1,239	-	1,553	4,183	1,239	-	2,278	1,968	82	-	18,421
Phone and Internet	5,415	1,728	364	-	457	1,230	364	-	670	578	24	-	5,415
Memberships	10,300	30,300											40,300
Copying and Printing	515						515		1,500				2,015
Office Supplies	515						515						515
Postage and Freight	125						125						125
Books and Subscriptions	-												-
Insurance	1,236			1,236									1,236
Food	1,236										1,236		1,236
Legal Services	15,000	15,000											15,000
Financial Services (CPA/Audit)	35,000	35,000											35,000
Other Services	-	-	-	-	-	-	-	-	-	-	-	-	-
IT Support	15,450	4,929	1,040	-	1,303	3,509	1,040	-	1,911	1,650	69	-	15,450
Computer Equipment	8,200	5,701								2,500			8,201
Office Equipment	100,865	100,000					865						100,865
Public Outreach	130,891			80,000					6,500	30,000			116,500
Legislative Services	21,000										21,000		21,000
Computer Software	5,349				3,432		1,917						5,349
Operations:	369,537	178,535	2,643	80,000	7,980	8,922	2,643	3,957	-	12,859	36,696	22,410	366,626
Travel, Lodging and Meals	15,000	13,500								5,000	1,500		20,000
Conference Registration	4,000	3,600								1,200	400		5,200
Staff Education and Training	5,000	4,500								500			5,000
Travel and Training:	24,000	21,600								6,300	2,400		30,200
Special Project Consultant	1,350,000	50,000					250,000	350,000	50,000	650,000			1,350,000
Data Collection- Consultant	90,000			90,000									90,000
Modeling	7,600			7,600									7,600
RTP Consultant	-												-
Planning Contingency	-												-
Projects:	1,447,600	50,000	-	97,600	-	-	250,000	-	350,000	50,000	650,000	-	1,447,600
Total Expenditures:	2,679,939	\$17,795	89,087	177,600	78,721	199,416	309,087	3,957	350,000	166,616	782,600	28,534	2,673,256
Surplus (Available future years)	519,955	97,525	90,668	1,087	3,324	80,913	4,079	-	555	263,350	1,466	-	1,062,923
Total													3,736,173

FY2024 Funding by Source

	STBG	STBG Match	PL	PL Match	CRP	CRP Match	SPR	SPR Match	FTA 5305D	FTA 5305D Match	FTA 5305E	FTA 5305 E 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	-	-	-	-	65,969	-	-	-	-	-	-	-	-	46,644	46,644	-
400 RTP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	61,901	65,969	15,033
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

FY2025 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	116,479	7,018	7,228	824	144,050	8,679	40,888	9,813	-	-	-	-	-	3,937	-	-	338,913	312,579	23,440
200 Data Collection	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-	-	0	-	-
300 TIP	78,799	4,748	-	0	-	-	-	-	-	-	-	-	-	-	-	-	83,547	78,799	4,748
400 RTP	-	-	-	0	-	-	56,762	13,623	-	-	-	-	-	-	-	-	70,385	56,762	13,623
500 Special Project Planning	270,606	16,304	146,314	16,680	222,153	13,384	-	-	-	-	200,000	50,000	-	-	-	-	935,441	839,073	96,368
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
total	465,884	28,069	153,540	17,504	366,202	22,063	97,650	23,436	-	-	200,000	50,000	3,937	-	-	-	1,428,285	1,287,213	138,178

	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	280,442	300,135	6,033	2,643	301	-	43,351	30,404	104,168	6,297	2,643	528	3,937	-	-	-	-	-	285,442	256,878	23,440
200 Data Collection	127,236	-	-	0	90,000	-	5,422	-	-	-	-	-	-	-	-	-	30,000	1,813	127,236	120,000	7,236
300 TIP	70,936	66,905	4,031	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70,936	66,905	7,236
400 RTP	114,795	66,905	4,031	0	-	-	35,370	8,489	-	-	-	-	-	-	-	-	-	-	114,795	103,375	8,489
500 Special Project Planning	1,930,785	183,810	11,074	56,443	6,435	87,600	5,278	-	95,247	5,757	250,000	50,000	-	-	350,000	21,156	752,500	45,485	3,420,785	1,775,600	89,700
600 Environmental Review	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
700 Capital Expenditures	336,025	300,000	6,025	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	336,025	300,000	6,025
total	2,620,218	517,735	31,154	59,087	6,736	177,600	10,700	78,721	199,416	12,054	252,643	50,528	3,937	-	350,000	21,156	782,500	47,298	2,620,218	2,423,658	152,125

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 2024 and 2025 Goals and Objectives

- Manage the implementation of tasks within the FY 2022 and FY 2023 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 2024 and FY 2025 Work Program by May 2023
- 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.
- Disseminate relevant disadvantaged business enterprise and other information to targeted

parties as required.

- Adopt a revised and updated Public Participation Plan by December 2023
- Hire an Administrative Assistant and Clerk of the Board.
- Consider contract for financial services.
- Update Internal Controls.
- Proactively develop transportation legislative agenda for the region.

FY 2022 and FY 2023 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.

Consultant Activities:

Accounting and audit services

Work Element 200: Data Collection

Description

Maintain a current inventory of data to support transportation planning and facility/system design. Monitor congestion 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 2024 and 2025 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.
- Further refine safety and crash data associated with SS4A grant.

FY 2024 and FY 2025 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.
- Provide an annual Mobility Report Card in June of each year.

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 and 2025 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 federal grant applications.
- Adopt TIP every two years.
- Amend TIP as needed to support grant applications.

FY 2022 and FY 2023 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 2024 and 2025 Goals and Objectives

- Submit MetroPlan RTP amendments as needed.
- Support Statewide Rail Plan as needed.
- Work on implementation of Stride Forward concepts.

FY 2024 and FY 2025 Outcomes and End Products

- Budget appropriate funds to remain prepared for RTP update and RTP amendments in April of each year.
- Submit RTP amendments as needed.
- Number of projects from Stride Forward Implemented.

Consultant Activities:

None

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 2024 and 2025 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.
- 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* by 2024.
- 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.
- Apply for and initiate bike and ped grants that support transit connectivity.
- Cooperate with the City and County on the update to the Regional Plan.
- Support the Downtown Mile design and construction.
- Develop West 66 Corridor Master Plan.
- 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.

FY 2024 and FY 2025 Outcomes and End Products

- Complete a West Route 66 Corridor Master Plan.
- Adopt a Creative Local Match Plan.
- Modify City code to better include and incentive multimodal transportation options through Transit into Code Study.
- Complete SS4A Planning grant activities and submit for implementation project.
- Implement a Safe Routes to School program and apply for construction of priority projects.

Consultant Activities:

- STBG-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.
- GIS Support.

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 2024 and FY 2025 Goals and Objectives

- No major activities expected.

FY 2024 and FY 2025 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 2024 and 2025 Goals and Objectives

~~No major activities expected.~~ Office Equipment to outfit new location at the Downtown Connection Center

FY 2024 and FY 2025 Performance Measures and End Products

~~No major activities expected.~~ 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: May 24, 2024

MEETING DATE: June 6, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Sandra Tavel, Transportation Planner

SUBJECT: Consider Adoption of the Strategic Grants Plan

1. RECOMMENDATION:

Staff recommends the Executive Board adopt the Strategic Grants Plan for FY25-27.

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:

MetroPlan created a Strategic Grants Plan for FY25-27 to apply for federal discretionary (competitive) grants in a proactive and strategic manner. The Plan seeks to maximize member and MetroPlan resources to develop and submit high quality grant applications and leverage funds for other regional projects which do not best fit discretionary grant programs.

MetroPlan collected 130 regional projects, compared, and scored them across 20 potential federal discretionary grant programs. Through stakeholder meetings, MetroPlan's Strategic Advance, TAC, and ad-hoc meetings, MetroPlan distilled the data into 14 regional projects that scored as best fit for 7 discretionary grant programs. All member projects are embedded into the plan. Mountain Line's projects are added into the Strategic Grants Plan and follow Mountain Line's own project prioritization process, which differs from MetroPlan's process, yet is still connected to regional, strategic grant-seeking. MetroPlan will always ask member agencies to consider which of their projects impacts and/or includes a transit component.

Key components of the Plan aside from project prioritization and timelines to apply for discretionary grants are the annual re-ranking process at the start of each calendar year for new projects or failed



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grant submissions and Plan deviations. In an effort to encourage members to follow the Plan rather than deviate from it, the Plan says that MetroPlan will seek a letter of support from the Executive Board for such projects while projects in the Plan will have support letters written automatically. The reason for this is resources will already be dedicated to projects and grants in the plan.

Further details and processes can be found in the Plan, which is included as an attachment.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

TAC recommended the Board adoption of the Strategic Grants Plan during their May 22, 2024, meeting. The Management Committee expressed support for the process.

5. FISCAL IMPACT:

There is no direct budget impact outside of staff time. However, implementing this Plan will help the region be more competitive in discretionary grants.

6. ALTERNATIVES:

- 1) **Recommended:** The Board Adoption of the Strategic Grants Plan. This action will help the region to pursue grants proactively, increase collaboration, decrease competition among partners and write better grant applications so funds can be leveraged for projects that do not make good grant applications.
- 2) **Not Recommended:** Do not adopt the Strategic Grants Plan. This action would maintain the status quo. The Board may provide additional direction.

7. ATTACHMENTS:

Strategic Grants Plan

Strategic Grants Plan

FY 25-27



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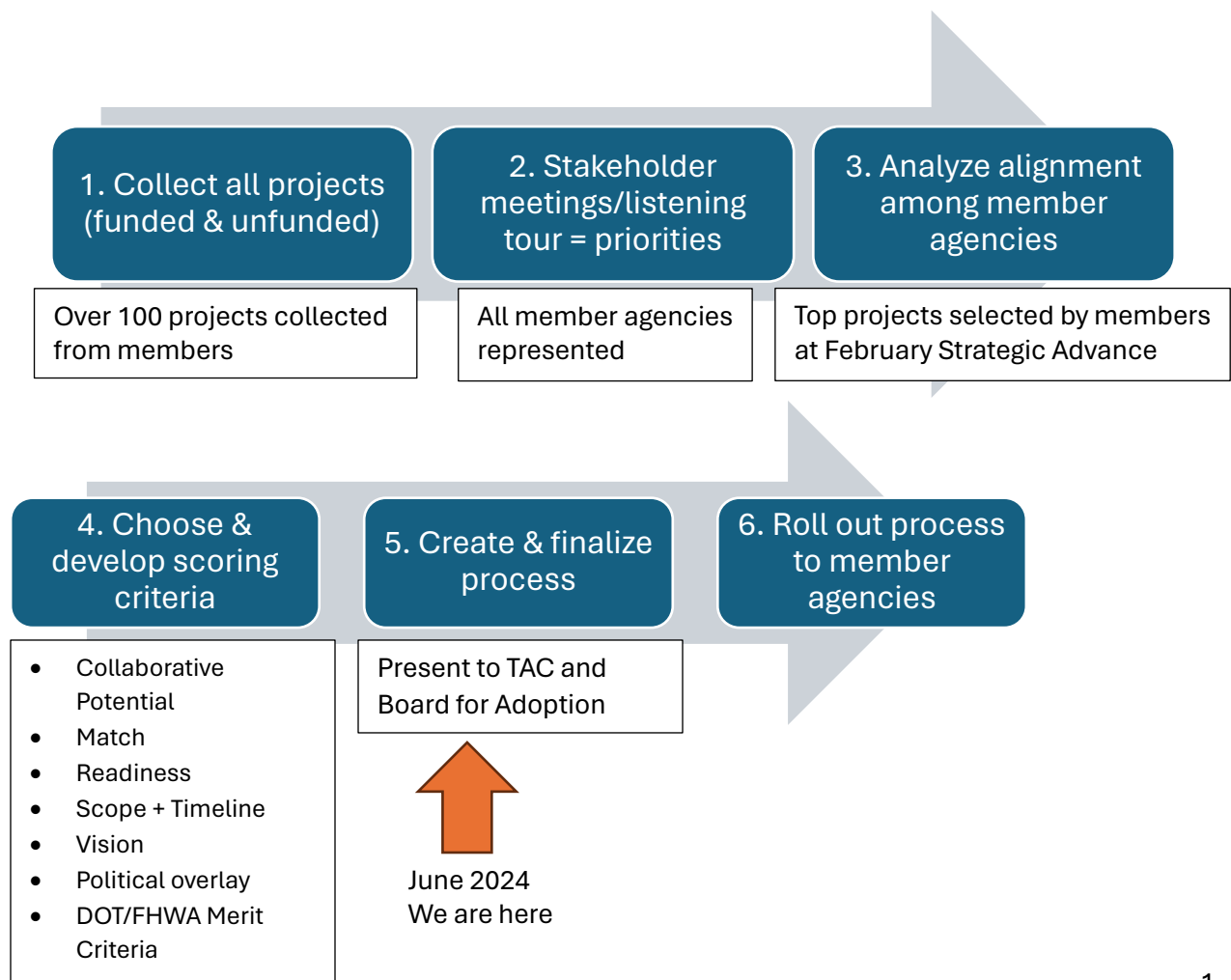
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Introduction

The Bipartisan Infrastructure Law (BIL) / Infrastructure Investment and Jobs Act (IIJA) that took effect in 2021, increased the availability of discretionary federal (competitive grant) dollars by 40%. The law is in effect through 2026. MetroPlan Flagstaff and its member agencies – City of Flagstaff, Coconino County, Mountain Line Transit, Arizona Department of Transportation (ADOT) and Northern Arizona University (NAU) have been able to apply for and win more transportation dollars than ever before. To this end, MetroPlan sought to create a proactive, rather than reactive fund seeking strategy. This strategy seeks to analyze regional projects for best fit for grant programs, increase collaboration and decrease or eliminate competition amongst members and allow more lead time to develop complex and time-consuming components of federal grant applications such as the Benefit Cost Analysis (BCA), environmental review (NEPA – National Environmental Policy Act) and Right-of-Way (ROW) acquisition.

The Strategic Grants Plan aligns with MetroPlan’s mission to *facilitate improvements and programs for all transportation modes through collaborative priority setting, planning and the strategic pursuit of funding.*

Steps taken to create Strategic Grants Plan



Foreword:

MetroPlan Flagstaff created its Strategic Grants Plan in response to the [Bipartisan Infrastructure Law](#) that enabled historic investment in transportation infrastructure in the amount of \$350 billion over five years from 2021 – 2026. MetroPlan saw a need to create a roadmap of regional projects scored against best fit for grants that resulted in this plan after experiencing successes in supporting its member organizations in pursuing and obtaining federal discretionary grants. One of MetroPlan’s strategic goals is to maximize transportation funds and MetroPlan’s mission includes partner collaboration in the pursuit of funds. It is MetroPlan’s aim to maximize internal and regional resources toward projects that make the **best fit** for federal grants; and that this plan supports the increase of collaboration, decrease of competition and results in submitting better grant applications that if awarded, enable the leveraging of funds to pay for other projects that do not fit discretionary grants.

Internal process:

MetroPlan collected 130 regional projects and scored them across 20 potential federal grant programs using the merit criteria and theme of federal discretionary grants’ Notice of Funding Opportunity (NOFO) through dedicated stakeholder meetings, its Strategic Advance and ad-hoc meetings across member agencies.

Common merit criteria across grant programs are:

- Safety
- Climate Change and Sustainability
- Equity
- Workforce Development, Job Quality and Wealth Creation
 - Includes economic competitiveness and opportunity
- Quality of Life
- Mobility and Community Connectivity
- State of Good Repair
- Partnership and Collaboration
- Innovation

This process resulted in identifying 14 projects as best fits across 7 discretionary grant programs for fiscal years 2025 through 2027.

The plan and process enable advanced knowledge on what grants regional partners are going to apply for in order to focus on grant components that take the most time.

Examples of time-consuming grant application components are: Benefit Cost Analysis, Right-of-Way and land acquisition, Environmental Review and obtaining non-federal matching funds between 5.7% and 20%, depending on the application requirements.

MetroPlan’s role:

In addition to its role as a traditional Metropolitan Planning Organization, MetroPlan is a thought and strategy partner for seeking funds. In pursuit of grant funds, we have the capacity to support with application narratives, both composition and/or editing; political advocacy via support letters, speaking at the Arizona State Transportation Board and using our lobbyist to support project funding advocacy, as well as connect member agencies to resources such as the [NAU Economic Policy Institute](#) for Benefit Cost Analysis functions.

Member Agencies:

City of Flagstaff	Coconino County	Mountain Line Transit	AZ Department of Transportation (ADOT)	Northern AZ University
City jurisdiction for most transportation projects in the MetroPlan Region	County jurisdiction for MetroPlan region	<ul style="list-style-type: none"> Transit agency whose discretionary grants come from the Federal Transit Administration Has own, already established project selection process for grants 	<ul style="list-style-type: none"> Jurisdiction for state-owned facilities the MetroPlan region Provides pass through funds for both formula and discretionary funds Programming and Policy partner 	Jurisdiction for university infrastructure projects in the MetroPlan region

Rank/score:

MetroPlan ranked each project against federal grants using the following scores:

- 3 = best fit
- 2 = medium fit
- 1 = poor fit

Projects were compared against Merit Criteria elements mentioned in the Internal Process section earlier in this document. Though we did not use formal weighting of each criterion, we focused on Safety - whether the project is located in a High Injury Network (HIN) and Equity – whether the project is located in or directly affects a transportation disadvantaged area using the federal Council on Environmental Quality’s Climate and Economic Justice Screening tool, [CEJST](#). Lastly, we also considered whether the project fit the overarching theme of the discretionary grant program, such as resiliency against future climate-driven natural disasters like in the [PROTECT](#) grant. Most projects in this plan scored a 3 = best fit. The ones that scored a 2 = medium fit are marked in the pages below and made it into the plan as agreed-upon projects/grants among partners before this plan was created.

Note: Mountain Line transit has their own project selection process that is separate and distinct from MetroPlan’s; their content is still included in this plan via information on transit-related, discretionary grants. MetroPlan encourages all partners to consider transit in their projects.

How to use the plan:

This plan will be used by MetroPlan and its member agencies to guide future grant applications for the fiscal years 2025-2027. In subsequent pages of the plan, there are summaries of each grant program, and which regional projects are best suited for each application, how they ranked, as well as a timeline.



Resource dedication:

MetroPlan has a small staff and one dedicated grant writer. This means that MetroPlan staff cannot always provide a full suite of grant writing services, such as writing the entire application narrative and facilitating subsequent components from strategy to submission. Given this resource limitation, MetroPlan will select 2-3 projects annually to focus on the entirety of the application and will recommend consultancy or members' in-house expertise for other projects.

Deviations from the Plan:

Should member agencies decide to apply for a grant with a project that has not been identified in the Strategic Grants Plan, MetroPlan will request a support letter from its Executive Board.

The reason for this is that when sudden and new projects that are not listed in the plan are proposed by members, MetroPlan may not have the capacity to connect resources to a whole new grant/project and our level of effort would likely decrease since we would already be working on grants that have been identified in the plan. If member agencies follow the plan, proactive resource dedication is possible, and the gathering of support letters can be almost immediate. The purpose of the plan is to look ahead to provide significant support, versus nominal support.

As mentioned, Mountain Line has its own project selection and grant seeking strategy that is separate from this plan.

Frequency | Plan Update and Ranking:

The Strategic Grants Plan will be updated once annually in January based on when the bulk of grant application NOFOs are released, which is from May to August. Updating the plan each January allows for time to prepare for the next round of applications.

We will also consider ad-hoc updates if there are material changes to partners' Capital Improvement Plans (CIPs), scope changes or emergencies such as post wildfire flooding. MetroPlan will not re-rank all projects, but rather rank new projects or projects that have had significant scope changes enough to warrant re-ranking. Not everything is on the table every year.

New projects will be ranked 1-3 using the above criteria. MetroPlan will then bring newly ranked projects to the TAC (Technical Advisory Committee) to refine.

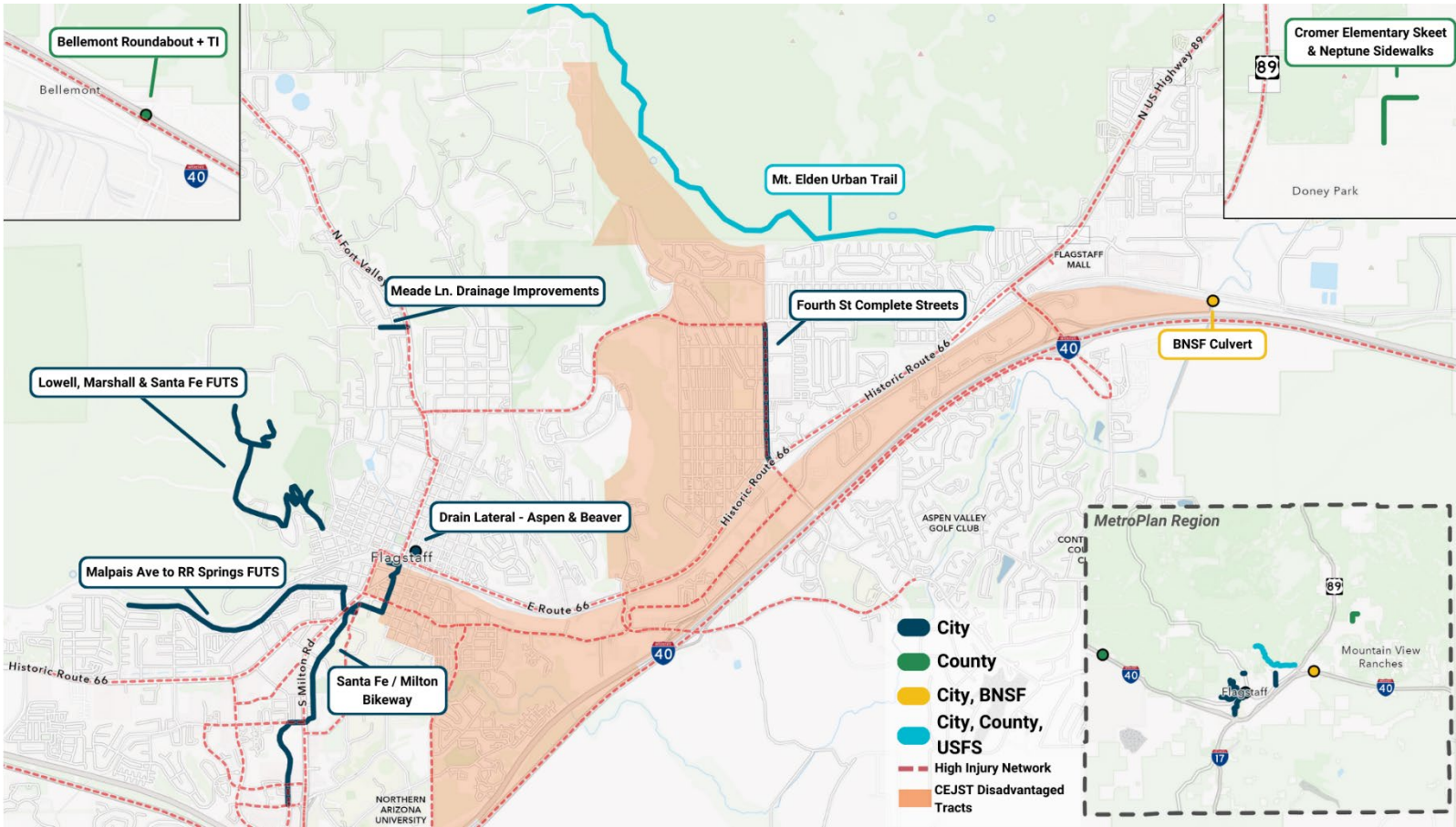
We will revisit the projects that ranked 2s (medium fit) in our annual re-ranking process, as well as projects connected to failed grants. We will also re-rank projects in FY28 because one year will drop away.



List of Appendices:

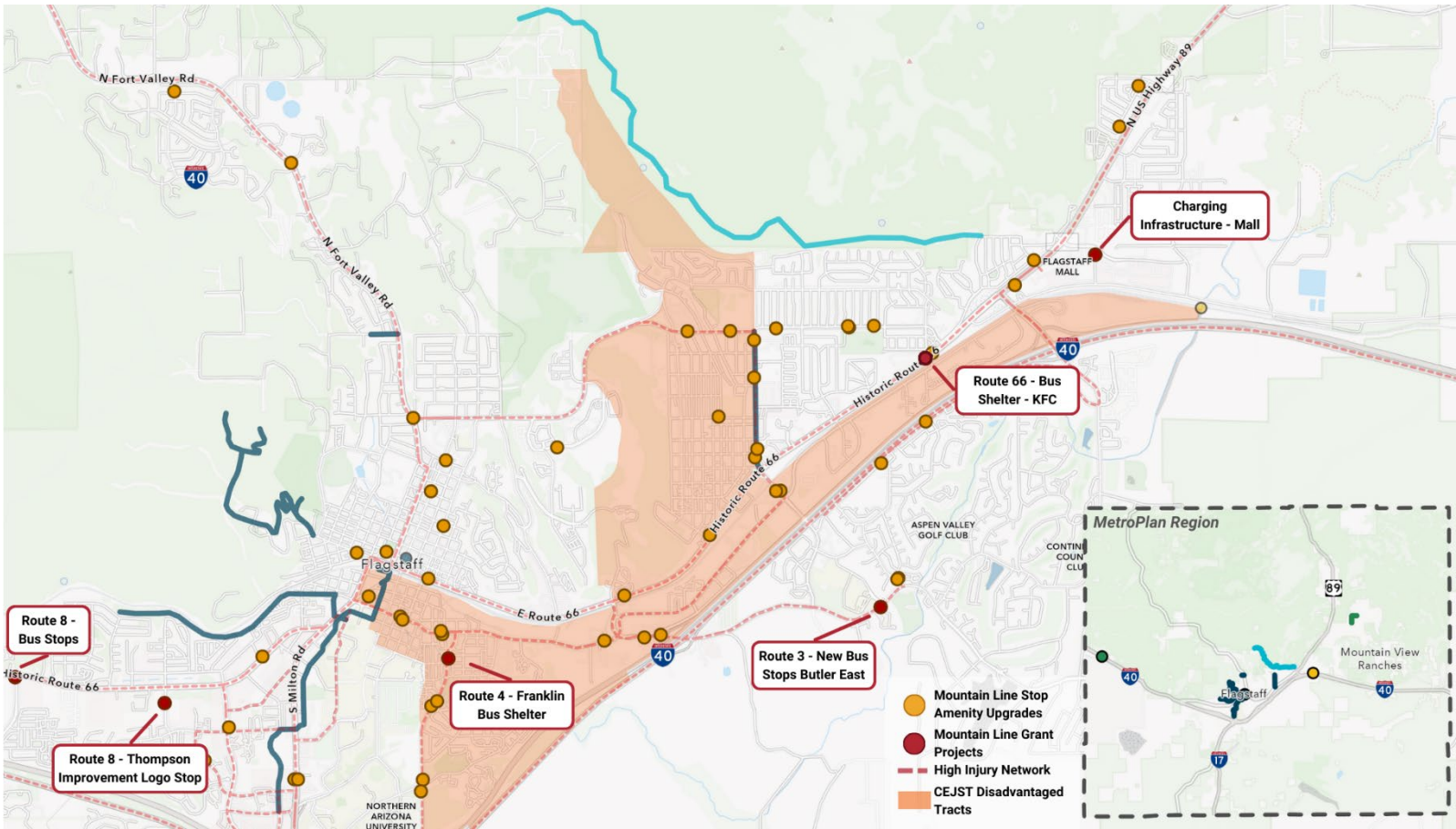
- Master List:
 - Regional matrix of all projects and discretionary fund sources

Regional Project Map*



*Excludes Mountain Line Transit

Mountain Line Transit Projects



Funder: State – AZ Dept of Transportation

Next Application Release Date: May/June 2024

Required match: 5.7%

Background:

Smaller-scale transportation projects: pedestrian and bicycle facilities; construction of turnouts, overlooks, and viewing areas; community improvements - historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity; recreational trails; safe routes to school projects; and vulnerable road user safety assessments.

Eligible project costs:

- Eligible non-infrastructure activities (e.g., educational programming)
- Planning/Scoping
- Design
- Construction
- Other items unavoidably required for the primary purpose of the project
- ADOT administrative fees

Ineligible project costs:

- Right-of-Way acquisition
- Routine maintenance and operations
- General recreation and park facilities
- Utility relocation not directly caused by the TA Program project
- Promotional activities except as permitted under the Safe Routes To School

PRIORITY PROJECTS

Project	Rank	Jurisdiction	FY24	FY25	FY26	FY27
Planning & Design Mt Elden Urban Trail 5.5 miles from Elden Lookout Rd, terminus at Sandy Seep Trailhead at US89 \$432,373	3	USFS, City, County				
Construction Cromer Elementary missing sidewalks – Neptune Dr (Skeet Dr to Lunar Dr) Skeet Dr (Silver Saddle Rd to Neptune Dr) \$1,300,000	3	County				
Planning and Design Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$463,100	3	City				
Construction FUTS Sinclair Ridge (\$80,000), Sawmill (\$105,000), Marshall (\$905,000) total: \$1,090,000	3	City				
Safe Routes Phase 2 \$650,300	3	MetroPlan				
Safe Routes to School capital projects \$1,900,000	3	MetroPlan				

Grant Info: [SS4A](#) (Safe Streets and Roads for All)

Funder: federal, US DOT (Department of Transportation)

Required nonfederal match: 20%, ok to use in-kind

Next Application Release Date: Open - Implementation: May 16,2024
Planning and Demonstration: April 4, 2024 | May 16, 2024 | August 29, 2024

Background:

- **Improve** roadway **safety** for all users by **reducing and eliminating serious injury and fatal crashes through comprehensive safety Action Plans** and their implementation.

Planning and Demonstration Grants:

- Develop, complete, or supplement a comprehensive safety action plan
- Demonstration activities | **temporary** safety improvements that inform Action Plans by testing them first

Implementation Grants:

- Implement projects and strategies identified in an Action Plan
 - Projects and strategies can be infrastructure, behavioral, and/or operational activities
 - May include demonstration activities, supplemental planning, and project-level planning, design, and development
 - Applicants **must have an eligible Action Plan** to apply for Implementation Grants
 - Project location must be on High Injury Crash Network

Note: Not just bike/ped money | Safety money = must be tied to a safety problem

PRIORITY PROJECTS

Project	Rank	Jurisdiction	FY24	FY25	FY26	FY27
Planning Safe Routes to School and Bus Stops \$700,000	3	County				
Construction Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$30,000,000	3	City				
Construction Complete Streets Conversion Fourth St - Route 66 to Cedar Ave \$30,000,000	3	City				

Grant Info: [ATIIP](#) (Active Transportation Infrastructure Improvement Program)

Funder: FHWA (federal highway administration)

Required match: 20%

Next Application Release Date: **Open, applications due June 17, 2024** | Appropriations through 2026 in line with BIL

Background:

Supports planning and **active transportation implementation** (mobility options powered primarily by human energy, including bicycling and walking) **at the network scale, rather than on a project-by-project basis.**

The ATIIP awards competitive grants to **plan, design, and construct networks of safe and connected active transportation facilities that connect between destinations within a community or metropolitan region.** Additionally, grants may fund projects to plan, design, and construct an active transportation spine, a facility that connects communities, metropolitan regions, or States.

PRIORITY PROJECTS

Project	Rank	Jurisdiction	FY24	FY25	FY26	FY27
Planning and Design Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$463,100	3	City				
Planning Unincorporated County connectivity to activity and economic centers \$ 1,000,000 *some of this project is outside the MetroPlan region	3	County				

Grant Info: [PROTECT](#) (Promoting Resilient Operations for Transformative, Efficient and Cost-Saving Transportation)

Funder: federal, US DOT (Department of Transportation), FHWA (Federal Highway Administration)

Required nonfederal match: 20%*

Next Application Due Date: TBD, estimated April or May 2024 | Appropriations through 2026

Background:

Help make surface transportation more resilient to natural hazards, including climate change, sea level rise, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes. Funds planning, resilience improvement. ***Match gets reduced by 7 to 3 percentage points if the project is prioritized in a Resilience Improvement Plan.** No match for planning grants!

PRIORITY PROJECTS

Project	Rank	Jurisdiction	FY24	FY25	FY26	FY27
Design and Construction reduce the tailwater condition at BNSF culvert 338.9 and US 66 \$18,000,000 - \$25,000,000	3	City, BNSF				
Resilience planning – Post Wildfire Flooding \$500,000	3	MetroPlan				
Construction Drainage bundle: Meade Lane drainage between Highway 180 and the Rio de Flag; Fanning Wash, Downtown Drain lateral - Aspen and Beaver \$11,000,000	3	City				

Grant Info: [RAISE](#) (Rebuilding American Infrastructure with Sustainability and Equity)

Funder: federal, US DOT (Department of Transportation)

Required nonfederal match: 20%

Next Application Due Dates: FY25: Jan 13 2025| FY26: Jan 13 2026

Background:

Planning or constructing surface transportation infrastructure projects that improve safety, environmental sustainability, quality of life, mobility & community connectivity, economic competitiveness & opportunity, including tourism, state of good repair, partnership & collaboration, and innovation

PRIORITY PROJECTS

Project	Rank	Jurisdiction	FY24	FY25	FY26	FY27
Construction Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$30,000,000	3	City				
Engineering Bellemont Roundabout and TI modernization and expansion \$4,000,000	2	County				
Construction Complete Streets Conversion Fourth St - Route 66 to Cedar Ave \$30,000,000	3	City				

Grant Info: [FLAP](#) (Federal Lands Access Program)

Funder: federal, US DOT (Department of Transportation), FHWA (Federal Highway Administration)

Required nonfederal match: 20%

Next Application Due Date: 2026, tentative

Background:

Improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. Supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators.

PRIORITY PROJECTS

Project	Rank	Jurisdiction	FY24	FY25	FY26	FY27
Design to 30% Lake Mary widening between N & S Mormon Loop Lake Access. Planning and construction Lake Mary Bike Lanes cost TBD	3	County				

Grant Info: [INFRA](#) | [MEGA](#) | [Rural](#)

Funder: federal, US DOT (Department of Transportation)

Required nonfederal match: 20%

Next Application Due Date: May 6, 2024 | Appropriations through FY2026

Background:

Eligible Project Costs		
Mega	INFRA	Rural
Development-phase activities and costs, including planning, feasibility analysis, revenue forecasting, alternatives analysis, data collection and analysis, environmental review and activities to support environmental review, preliminary engineering and design work, and other preconstruction activities, including the preparation of a data collection and post-construction analysis plan; and, Construction, reconstruction, rehabilitation, acquisition of real property (including land relating to the project and improvements to that land), environmental mitigation (including projects to replace or rehabilitate culverts or reduce stormwater runoff for the purpose of improving habitat for aquatic species), construction contingencies, acquisition of equipment, protection, and	Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering, design, and other preconstruction activities, provided the project meets statutory requirements. Construction, reconstruction, rehabilitation, or acquisition of property (including land related to the project and improvements to the land), environmental mitigation (including a project to replace or rehabilitate a culvert, or to reduce stormwater runoff for the purpose of improving habitat for aquatic species), construction contingencies, equipment acquisition, and operational improvements directly related to system performance.	Development phase activities, including planning, feasibility analysis, revenue forecasting, environmental review, preliminary engineering and design work, and other preconstruction activities; and, Construction, reconstruction, rehabilitation, acquisition of real property (including land related to the project and improvements to the land), environmental mitigation, construction contingencies, acquisition of equipment, and operational

MEGA: supports large, complex projects that are difficult to fund by other means and likely to generate national or regional economic, mobility, or safety benefits.

INFRA: multimodal freight and highway projects of national or regional significance to improve the safety, efficiency, and reliability of the movement of freight and people in and across rural and urban areas.

Rural: supports projects that improve and expand the surface transportation infrastructure in rural areas to increase connectivity, improve the safety and reliability of the movement of people and freight, and generate regional economic growth and improve quality of life.

PRIORITY PROJECTS

Project	Rank	Jurisdiction	FY24	FY25	FY26	FY27
RURAL						
Construction Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$30,000,000	3	City				
Construction Complete Streets Conversion Fourth St - Route 66 to Cedar Ave est total project cost \$30,000,000	3	City				

Grant Info: [Bus and Bus Facilities](#) | 5339(b)

Funder: Federal | Federal Transit Administration

Required nonfederal match: 20%

Next Application Due Date: April 25, 2025

Background: Replace, rehabilitate and purchase buses and related equipment. Construct bus-related facilities. Includes tech or innovations to modify low or no emission vehicles or facilities. Some funds for workforce and training.

PRIORITY PROJECTS

Note: *bus stops included as one project

Project	Jurisdiction	FY25	FY26	FY27
Fixed Route Bus Replacements (BEB) \$4,432,034	Mountain Line			
Paratransit Cutway Van \$888,808	Mountain Line			
Charging Infrastructure – Offsite (Mall) \$2,200,000	Mountain Line			
*Bus Stop Upgrade - Route 4 Mohawk \$33,169	Mountain Line			
*Route 4 and 14 - Zuni and Masonic Stops (2 logo) \$40,000	Mountain Line			
*Route 8 - Thompson Improvement logo stop \$30,000	Mountain Line			
*New Bus Stop - Route 3, Butler East, 25 \$159,848	Mountain Line			
*Bus Stop Upgrade - Route 4 Franklin \$33,169	Mountain Line			

Grant Info: [Lo and No Emission Bus Grants](#) | 5339(c)

Funder: Federal | Federal Transit Administration

Required nonfederal match: 20%

Next Application Due Date: April 25, 2025

Background: Purchase or lease zero-emission (battery electric and hydrogen fuel cell) and low-emission (hybrid electric/gas, hybrid electric/diesel, compressed natural gas, liquified natural gas, ethanol, propane) transit buses. Acquisition, construction, and leasing of required supporting facilities.

PRIORITY PROJECTS

Project	Jurisdiction	FY25	FY26	FY27
Fixed Route Bus Replacements (BEB) \$4,432,034	Mountain Line			
Charging Infrastructure – Offsite (Mall) \$2,200,000	Mountain Line			

Grant Info: [Urbanized Area Formula Grants](#) | 5307 and 5339, competitive

Funder: ADOT through Federal | Federal Transit Administration

Required nonfederal match: 20%

Next Application Due Date: August 2024

Background: Construction projects and capital purchases of vehicles.

PRIORITY PROJECTS

Note: *bus stops included as one project

Project	Jurisdiction	FY25	FY26	FY27
Fixed Route Bus Replacements (BEB) \$4,432,034	Mountain Line			
Paratransit Cutway Van \$888,808	Mountain Line			
Charging Infrastructure – Offsite (Mall) \$2,200,000	Mountain Line			
Operation Support Vehicle Replacement \$60,000	Mountain Line			
Shelter Rehabilitations \$495,000	Mountain Line			
*Bus Stop Upgrade - Route 4 Mohawk \$33,169	Mountain Line			
Route 66 Bus Shelter – KFC \$33,169	Mountain Line			
*Route 4 and 14 - Zuni and Masonic Stops (2 logo) \$40,000	Mountain Line			
*Route 8 - Thompson Improvement logo stop \$30,000	Mountain Line			
Bus Stop Amenity Upgrades \$383,000	Mountain Line			
*New Bus Stop - Route 3, Butler East, 25 \$159,848	Mountain Line			
*Bus Stop Upgrade - Route 4 Franklin \$33,169	Mountain Line			

Grant Info: [Metropolitan Transportation Planning](#) | 5305

Funder: Federal | Federal Transit Administration

Required nonfederal match: 20%

Next Application Due Date: April 25, 2025

Background: Multimodal transportation planning activities that support economic vitality, increase safety, increase access, protects the environment, improves connectivity and quality of life.

PRIORITY PROJECTS

Project	Jurisdiction	FY25	FY26	FY27
Capital Planning Studies FY25, 26: \$200,000 FY27: \$250,000	Mountain Line			

		Federal Transit Oriented Development Planning			Federal MEGA			Federal HFRPA Nationally Significant Multimodal Freight & Highway Projects Program			Federal Reconnecting Communities and Neighborhoods RCN
			Member	Project	Score	Member	Project	Score	Member	Project	Score
ML	Bus Shelter 2 Beulah		ML	Bus Shelter 2 Beulah		ML	Bus Shelter 2 Beulah		ML	Bus Shelter 2 Beulah	
ML	Bus Shelter Route 4 Franklin		ML	Bus Shelter Route 4 Franklin		ML	Bus Shelter Route 4 Franklin		ML	Bus Shelter Route 4 Franklin	
ML	Bus Shelter Route 66 KFC		ML	Bus Shelter Route 66 KFC		ML	Bus Shelter Route 66 KFC		ML	Bus Shelter Route 66 KFC	
ML	Bus Stop Amenity Upgrades		ML	Bus Stop Amenity Upgrades		ML	Bus Stop Amenity Upgrades		ML	Bus Stop Amenity Upgrades	
ML	Bus Stop Upgrade - Route 4 Mohawk		ML	Bus Stop Upgrade - Route 4 Mohawk		ML	Bus Stop Upgrade - Route 4 Mohawk		ML	Bus Stop Upgrade - Route 4 Mohawk	
City	Construction Complete Streets Conversion Fourth St - Route 66 to Cedar Ave \$30,000,000		City	Construction Complete Streets Conversion Fourth St - Route 66 to Cedar Ave \$30,000,000		City	Construction Complete Streets Conversion Fourth St - Route 66 to Cedar Ave \$30,000,000		City	Construction Complete Streets Conversion Fourth St - Route 66 to Cedar Ave \$30,000,000	
County	Construction Cromer Elementary missing sidewalks - Neptune Dr (Skeet Dr to Lunar Dr) Skeet Dr (Silver Saddle Rd to Neptune Dr) \$1,300,000		County	Construction Cromer Elementary missing sidewalks - Neptune Dr (Skeet Dr to Lunar Dr) Skeet Dr (Silver Saddle Rd to Neptune Dr) \$1,300,000		County	Construction Cromer Elementary missing sidewalks - Neptune Dr (Skeet Dr to Lunar Dr) Skeet Dr (Silver Saddle Rd to Neptune Dr) \$1,300,000		County	Construction Cromer Elementary missing sidewalks - Neptune Dr (Skeet Dr to Lunar Dr) Skeet Dr (Silver Saddle Rd to Neptune Dr) \$1,300,000	
City	Construction Drainage bundle: Meade Lane drainage between Highway 180 and the Rio de Flag; Fanning Wash, Downtown Drain lateral - Aspen and Beaver \$11,000,000		City	Construction Drainage bundle: Meade Lane drainage between Highway 180 and the Rio de Flag; Fanning Wash, Downtown Drain lateral - Aspen and Beaver \$11,000,000		City	Construction Drainage bundle: Meade Lane drainage between Highway 180 and the Rio de Flag; Fanning Wash, Downtown Drain lateral - Aspen and Beaver \$11,000,000		City	Construction Drainage bundle: Meade Lane drainage between Highway 180 and the Rio de Flag; Fanning Wash, Downtown Drain lateral - Aspen and Beaver \$11,000,000	
City	Construction FUTS Sinclair Ridge (\$80,000), Sawmill (\$105,000), Marshall (\$905,000) total: \$1,090,000		City	Construction FUTS Sinclair Ridge (\$80,000), Sawmill (\$105,000), Marshall (\$905,000) total: \$1,090,000		City	Construction FUTS Sinclair Ridge (\$80,000), Sawmill (\$105,000), Marshall (\$905,000) total: \$1,090,000		City	Construction FUTS Sinclair Ridge (\$80,000), Sawmill (\$105,000), Marshall (\$905,000) total: \$1,090,000	
City	Construction Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$30,000,000		City	Construction Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$30,000,000		City	Construction Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$30,000,000		City	Construction Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$30,000,000	
BNSF, City	Design and Construction reduce the tailwater condition at BNSF culvert 338.9 and US 66 \$18,000,000 - \$25,000,000		BNSF, City	Design and Construction reduce the tailwater condition at BNSF culvert 338.9 and US 66 \$18,000,000 - \$25,000,000		BNSF, City	Design and Construction reduce the tailwater condition at BNSF culvert 338.9 and US 66 \$18,000,000 - \$25,000,000		BNSF, City	Design and Construction reduce the tailwater condition at BNSF culvert 338.9 and US 66 \$18,000,000 - \$25,000,000	
County	Engineering Bellemont Roundabout and TI modernization and expansion \$4,000,000		County	Engineering Bellemont Roundabout and TI modernization and expansion \$4,000,000		County	Engineering Bellemont Roundabout and TI modernization and expansion \$4,000,000		County	Engineering Bellemont Roundabout and TI modernization and expansion \$4,000,000	
ML	EV Charging Infrastructure* will request Congressionally Directed Spending		ML	EV Charging Infrastructure* will request Congressionally Directed Spending		ML	EV Charging Infrastructure* will request Congressionally Directed Spending		ML	EV Charging Infrastructure* will request Congressionally Directed Spending	
ML	Fixed Route - Bus Expansion		ML	Fixed Route - Bus Expansion		ML	Fixed Route - Bus Expansion		ML	Fixed Route - Bus Expansion	
ML	Fixed Route - Bus Replacement (LoNo)		ML	Fixed Route - Bus Replacement (LoNo)		ML	Fixed Route - Bus Replacement (LoNo)		ML	Fixed Route - Bus Replacement (LoNo)	
ML	Fleet - Support Vehicle		ML	Fleet - Support Vehicle		ML	Fleet - Support Vehicle		ML	Fleet - Support Vehicle	
ML	Improvement logo stop - Route 8 Thompson		ML	Improvement logo stop - Route 8 Thompson		ML	Improvement logo stop - Route 8 Thompson		ML	Improvement logo stop - Route 8 Thompson	
ADOT, City	LED Dark Sky Lighting FY26 construction		ADOT, City	LED Dark Sky Lighting FY26 construction		ADOT, City	LED Dark Sky Lighting FY26 construction		ADOT, City	LED Dark Sky Lighting FY26 construction	
ML	New Bus Stop - Route 66 Crown		ML	New Bus Stop - Route 66 Crown		ML	New Bus Stop - Route 66 Crown		ML	New Bus Stop - Route 66 Crown	
ML	New Bus Stops - Route 3 Butler East		ML	New Bus Stops - Route 3 Butler East		ML	New Bus Stops - Route 3 Butler East		ML	New Bus Stops - Route 3 Butler East	
ML	Operations - Cutaway Vans LoNo (Revenue)		ML	Operations - Cutaway Vans LoNo (Revenue)		ML	Operations - Cutaway Vans LoNo (Revenue)		ML	Operations - Cutaway Vans LoNo (Revenue)	
ML	Operations - Support Vehicles Replacements (LoNo)		ML	Operations - Support Vehicles Replacements (LoNo)		ML	Operations - Support Vehicles Replacements (LoNo)		ML	Operations - Support Vehicles Replacements (LoNo)	
ML	Phase 2 - Kaspar Bus Storage		ML	Phase 2 - Kaspar Bus Storage		ML	Phase 2 - Kaspar Bus Storage		ML	Phase 2 - Kaspar Bus Storage	
ML	Phase 2 - Kaspar Curb Mod		ML	Phase 2 - Kaspar Curb Mod		ML	Phase 2 - Kaspar Curb Mod		ML	Phase 2 - Kaspar Curb Mod	
County	Planning Safe Routes to School and Bus Stops \$700,000		County	Planning Safe Routes to School and Bus Stops \$700,000		County	Planning Safe Routes to School and Bus Stops \$700,000		County	Planning Safe Routes to School and Bus Stops \$700,000	
County	Planning Unincorporated county connectivity to activity and economic centers \$1,000,000		County	Planning Unincorporated county connectivity to activity and economic centers \$1,000,000		County	Planning Unincorporated county connectivity to activity and economic centers \$1,000,000		County	Planning Unincorporated county connectivity to activity and economic centers \$1,000,000	
City, County, USFS	Planning & Design Mt Elden Urban Trail 5.5 miles from Elden Lookout Rd, terminus at Sandy Seep Trailhead at US89 \$432,373		City, County, USFS	Planning & Design Mt Elden Urban Trail 5.5 miles from Elden Lookout Rd, terminus at Sandy Seep Trailhead at US89 \$432,373		City, County, USFS	Planning & Design Mt Elden Urban Trail 5.5 miles from Elden Lookout Rd, terminus at Sandy Seep Trailhead at US89 \$432,373		City, County, USFS	Planning & Design Mt Elden Urban Trail 5.5 miles from Elden Lookout Rd, terminus at Sandy Seep Trailhead at US89 \$432,373	
City	Planning and Design Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$463,100		City	Planning and Design Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$463,100		City	Planning and Design Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$463,100		City	Planning and Design Santa Fe / Milton Bikeway Santa Fe Trail: Malpais Ave to Railroad Springs Milton Skybridge from east Santa Fe FUTS to NAU Milton Bikeway from the Downtown Connection Center to Lake Mary Rd \$463,100	
ML	Planning studies (varies by year)		ML	Planning studies (varies by year)		ML	Planning studies (varies by year)		ML	Planning studies (varies by year)	
City	Quiet Zone Modifications		City	Quiet Zone Modifications		City	Quiet Zone Modifications		City	Quiet Zone Modifications	
ML	Relocation and upgrade - Bus Stop Whataburger		ML	Relocation and upgrade - Bus Stop Whataburger		ML	Relocation and upgrade - Bus Stop Whataburger		ML	Relocation and upgrade - Bus Stop Whataburger	
MetroPlan	Resiliency Plan - Flooding		MetroPlan	Resiliency Plan - Flooding		MetroPlan	Resiliency Plan - Flooding		MetroPlan	Resiliency Plan - Flooding	
ML	Route 3 - New Bus Stops Butler East		ML	Route 3 - New Bus Stops Butler East		ML	Route 3 - New Bus Stops Butler East		ML	Route 3 - New Bus Stops Butler East	
ML	Route 4 and 14 - Zuni and Masonic Stops (2 logo)		ML	Route 4 and 14 - Zuni and Masonic Stops (2 logo)		ML	Route 4 and 14 - Zuni and Masonic Stops (2 logo)		ML	Route 4 and 14 - Zuni and Masonic Stops (2 logo)	
ML	Route 8 - Bus Stops		ML	Route 8 - Bus Stops		ML	Route 8 - Bus Stops		ML	Route 8 - Bus Stops	
ML	RTA Display - Various Locations (Shared Stops)		ML	RTA Display - Various Locations (Shared Stops)		ML	RTA Display - Various Locations (Shared Stops)		ML	RTA Display - Various Locations (Shared Stops)	
County	Rumble strips, Lake Mary Road		County	Rumble strips, Lake Mary Road		County	Rumble strips, Lake Mary Road		County	Rumble strips, Lake Mary Road	
MetroPlan	Safe Routes Phase 2 \$650,300		MetroPlan	Safe Routes Phase 2 \$650,300		MetroPlan	Safe Routes Phase 2 \$650,300		MetroPlan	Safe Routes Phase 2 \$650,300	
MetroPlan	Safe Routes to School capital projects \$1,900,000		MetroPlan	Safe Routes to School capital projects \$1,900,000		MetroPlan	Safe Routes to School capital projects \$1,900,000		MetroPlan	Safe Routes to School capital projects \$1,900,000	
City	Southside Curbs and sidewalk replacement; has ADA component		City	Southside Curbs and sidewalk replacement; has ADA component		City	Southside Curbs and sidewalk replacement; has ADA component		City	Southside Curbs and sidewalk replacement; has ADA component	
City	Spruce Wash - Flood mitigation		City	Spruce Wash - Flood mitigation		City	Spruce Wash - Flood mitigation		City	Spruce Wash - Flood mitigation	
County	Traffic Signal Burris and 89 Possible bundle w. other 89 projects + missing sidewalks to Townsend Winona		County	Traffic Signal Burris and 89 Possible bundle w. other 89 projects + missing sidewalks to Townsend Winona		County	Traffic Signal Burris and 89 Possible bundle w. other 89 projects + missing sidewalks to Townsend Winona		County	Traffic Signal Burris and 89 Possible bundle w. other 89 projects + missing sidewalks to Townsend Winona	
ML	TSP Butler East		ML	TSP Butler East		ML	TSP Butler East		ML	TSP Butler East	
ML	TSP Butler West		ML	TSP Butler West		ML	TSP Butler West		ML	TSP Butler West	
City	Utility Replacements/Overlay West Flagstaff Improvements		City	Utility Replacements/Overlay West Flagstaff Improvements		City	Utility Replacements/Overlay West Flagstaff Improvements		City	Utility Replacements/Overlay West Flagstaff Improvements	



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STAFF REPORT

REPORT DATE: May 28, 2024

MEETING DATE: June 6, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Consider ADOT Performance Measures and Targets

1. RECOMMENDATION:

Staff recommends the Board adopt a policy authorizing MetroPlan staff to accept on the Board's behalf all federally mandated performance targets adopted by ADOT, except for transit.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.4: Ensure good standing with funders

3. BACKGROUND:

The Infrastructure Investment and Jobs Act (IIJA) carries forward requirements for performance-based planning and target setting from the Fixing America's Surface Transportation (FAST) Act. Such planning is intended to guide investments toward improving performance in expected ways. Mandatory measures include Safety, Infrastructure (pavement condition, bridge condition), System Performance (congestion, reliability), Transit assets, and Transit safety. Metropolitan Planning Organizations have the authority to set their own targets for these measures or to adopt those of the state and must take this action within 180-days of the state issuing its targets. These targets are reviewed annually as data is gathered and trends evaluated.

Performance measures are important and give a perspective on how performance is influenced by current funding levels. Implications for the safety targets, for instance, are that if the State fails to meet four out of five target components the State is required to direct more funding to highway safety projects and conduct more planning.

Except for transit asset measures, MetroPlan has traditionally adopted the State measures. This avoids costly data gathering, analysis, and reporting and permits a uniform approach to planning, programming, and reporting across the state. ADOT targets for different categories come at different times of the year.



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Authorizing staff to accept ADOT targets administratively avoids time-sensitive submittal issues, multiple staff reports, and Board time. Once all targets from the state have been received, staff will present the results to the Board. Based on the trends observed, the Board may wish to advocate for changes to funding, performance measures or other actions.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC recommends adoption of this policy. The Management Committee had no additional comments.

5. FISCAL IMPACT:

There are no direct fiscal impacts.

6. ALTERNATIVES:

1) Recommended. Staff recommends the TAC recommend the Board adopts a policy authorizing MetroPlan staff to accept on the Board's behalf all federally mandated performance targets adopted by ADOT, except for transit. This provides additional administrative benefits and presents little or no risks to MetroPlan.

2) Not recommended. Maintain the status quo. This results in multiple reports to the Board and Board actions throughout the year.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: May 24, 2024

MEETING DATE: June 6, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kim Austin, TDM Planner

SUBJECT: TDM update

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 4: Implement Programs that Encourage Mode Shift.

Objective 4.1: Conduct community-oriented multimodal demonstration and pilot project.

3. BACKGROUND:

The Travel Demand Management (TDM) Planner encourages active transportation such as walking, biking, transit, carpools and ridesharing. This is an update of the upcoming programs and events.

Bloomberg Cheshire Slow Streets Project: The Bloomberg Cheshire Slow Streets Project has been implemented. MetroPlan staff, along with the artists and local community members, gathered at the Cheshire Park Thursday, May 16th through Saturday, May 18th, to install the roadway art.

Bike Month: MetroPlan continues to encourage active transportation and mode shift by having a larger presence in bike month activities. We have one final event this month which is the Savvy Cyclist class on Tuesday, May 28th from 5:30-7pm at the City of Flagstaff Public Library. This class is an abbreviated class from the League of American Bicyclists Smart Cycling curriculum. It is designed to teach community members, bicycle commuters, recreational riders and novice riders bicycle safety and sharing the roadway with vehicles.

Safe Routes to School: MetroPlan received a Transportation Alternatives (TA) grant from the Arizona Department of Transportation (ADOT) to hire a Safe Routes to School (SRTS) Coordinator. This position is



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an educational position focusing on 4 of the 6 E's: Education, Encouragement, Equity, Evaluation (Engagement and Engineering are the other two). This job description is currently being reviewed by Human Resources. MetroPlan has completed the self-administration process, which is being reviewed by the Federal Highway Administration (FHWA). This job position is currently open to applicants.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION

This information was presented to TAC. Management Committee also saw the presentation and had no comments.

5. FISCAL IMPACT:

- MetroPlan continues to focus on active transportation and mode shift by partnering with Flagstaff Biking Organization during bike month. There is no fiscal impact with this event outside of staff time.
- MetroPlan and Creative Flagstaff were awarded the \$25,000 grant for the Bloomberg Cheshire slow street asphalt art project. Creative Flagstaff is the fiscal agent for this grant.
- MetroPlan has included \$95,000 in draft FY2025 budget support the Safe Routes to School Coordinator (SRTS) position. It is sustainable as a 3-year grant-funded position as part of the Transportation Alternatives grant award. The SRTS will support vision zero, complete streets, active transportation, and Safer People Campaign.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: May 24, 2024

MEETING DATE: June 6, 2024

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 new Strategic Workplan. The Workplan included newly formed key performance indicators (KPIs) to help measure progress on the goals and objectives that would be shared with the Board quarterly. This report provides KPIs for the third quarter (*January to March*).

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee had no comments.

5. FISCAL IMPACT:

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



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6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

KPI PowerPoint

1

Maximize Funding for Transportation Projects and Programs

OBJECTIVES

- Objective 1.1:* Align capital and programmatic needs with priorities and fund sources.
- Objective 1.2:* Expand match and revenue generating options.
- Objective 1.3:* Coordinate partners' legislative priorities related to transportation.
- Objective 1.4:* Ensure good standing with funders.



KEY PERFORMANCE INDICATORS

1. Number funding opportunities sought
2. Amount of funding obtained
3. Develop annual legislative agenda and workplan
4. Clean audits and reviews



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GOAL 1: MAXIMIZE FUNDING FOR TRANSPORTATION PROJECTS AND PROGRAMS

Trend

FY 2024 SNAPSHOT

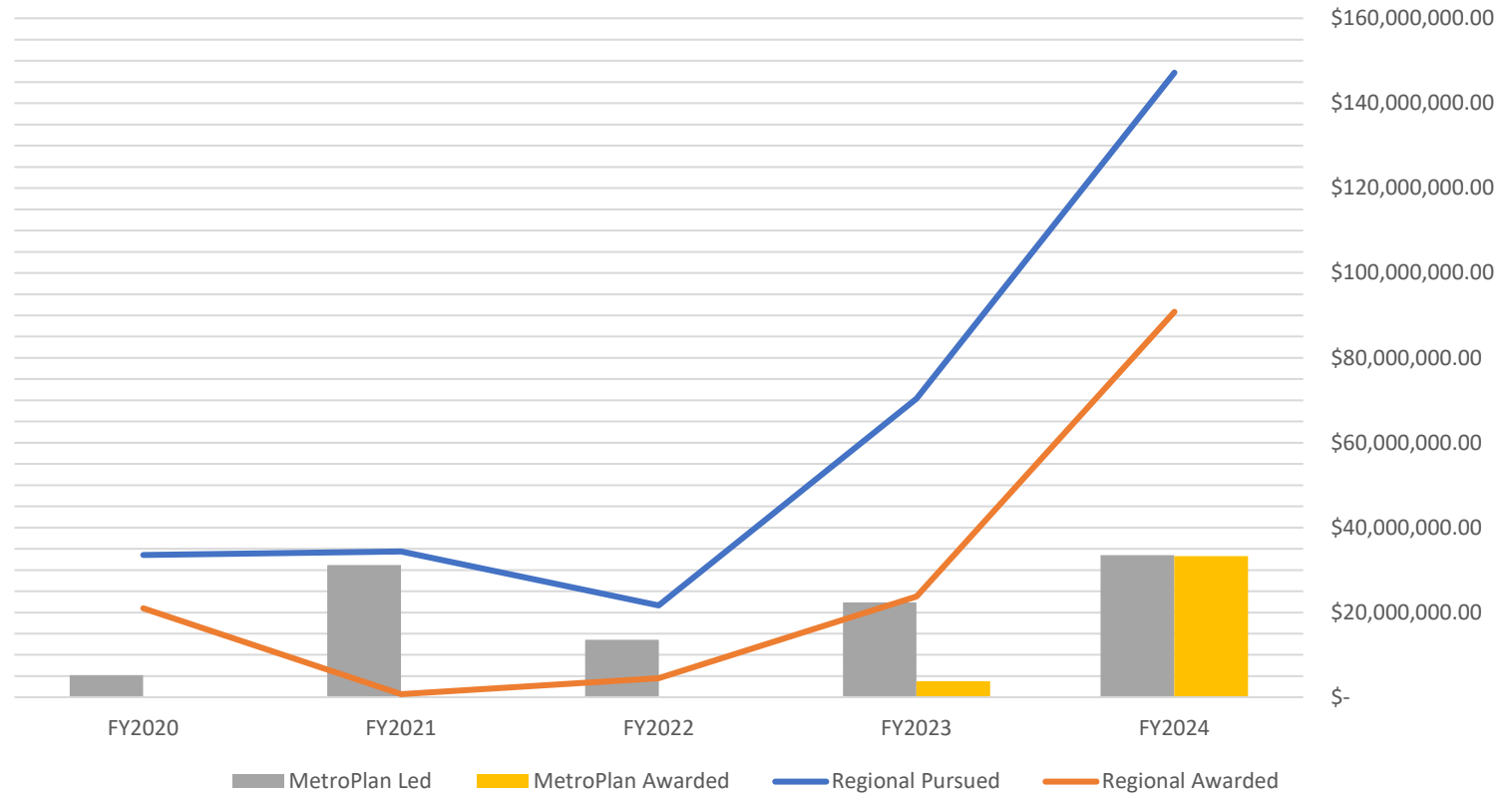
Regional Total Awarded
\$90,858,236

Regional Total Pursued
\$147,191,550

Grants Pursued 17

Grants Awarded 10

Pursued, Led vs Awarded | MetroPlan & Region



2

Deliver Plans that Meet Partner and Community Needs

OBJECTIVES

- Objective 2.1:* Maintain trust through reliable and transparent project management.
- Objective 2.2:* Expand inclusion of transportation disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.
- Objective 2.3:* Fill gaps in transportation data and make data accessible.
- Objective 2.4:* Position partners for successful implementation of plans.










KEY PERFORMANCE INDICATORS

1. Involvement of stakeholders in scoping through final recommendations
2. Participant demographics reflect community demographics
3. Number of new data sets collected and available on the website
4. Number of policy, project or other recommendations implemented

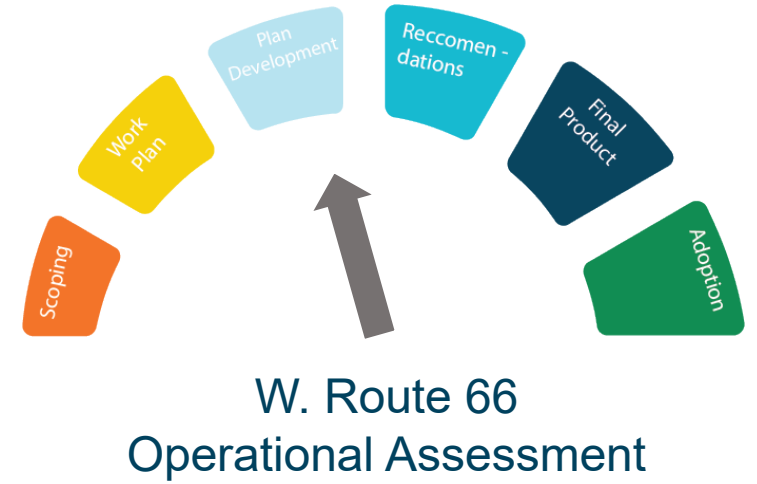


GOAL 2: DELIVER PLANS THAT MEET PARTNER AND COMMUNITY NEEDS

	Q1	Q2	Q3
 1. Involvement of stakeholders in scoping through final recommendations (Plans / Engagements)			
 2. Participant demographics reflect community demographics	N/A	N/A	N/A
 3. Number of new data sets collected and available on the website (year to date)	4 YTD	4 YTD	4 YTD
 4. Number of policies, project, or other recommendations implemented	0	0	0



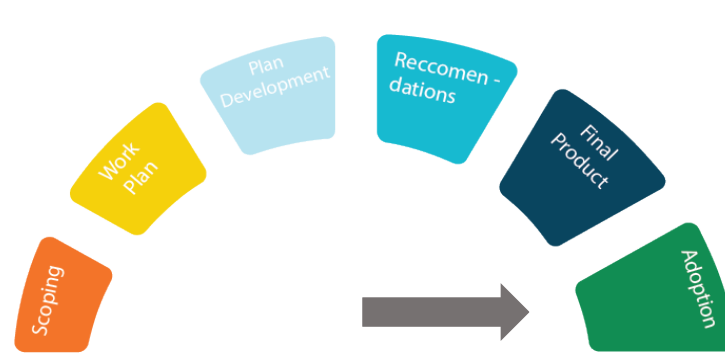
Planning Dashboard



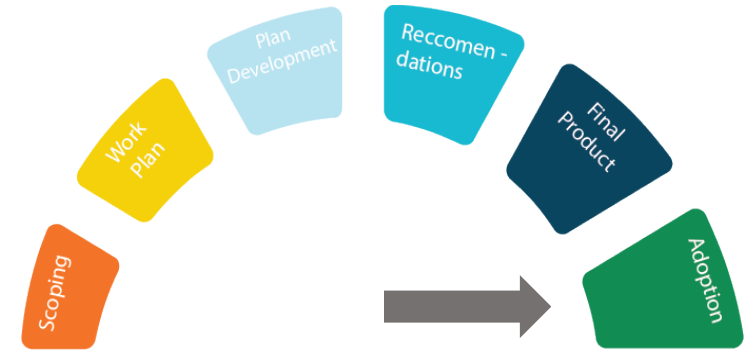


Planning Dashboard

Complete!



Route Transfer Study



Regional Transportation Safety Plan

Coming

Soon:

➤ Traffic Counts

3

Build MetroPlan's Visibility in the Community

OBJECTIVES

Objective 3.1: Educate, inspire, and empower individuals in the planning process through creative education opportunities, public events, and demonstrations.

Objective 3.2: Expand MetroPlan's visibility through branding and marketing - social media, print, and digital materials.

Objective 3.3: Promote the value MetroPlan brings to the community.







KEY PERFORMANCE INDICATORS

1. Number of public outreach events attended or organized
2. Number of people/organizations interacted with annually
3. Number of follower/ subscribers to social media and e-news sign-ups
4. Number of people reached through other media such as direct mailers, poster

GOAL 3: BUILD METROPLAN'S VISIBILITY IN THE COMMUNITY

Trend



	Q1	Q2	Q3
 1. Number of public outreach events attended or organized	0	0	0
 2. Number of people/organizations interacted with quarterly	0	3	88
 3. Number of <u>new</u> followers/ subscribers to social media and e-news sign-ups	44	40	38
 4. Number of people reached through other media such as direct mailers, poster distribution, etc.	152	0	



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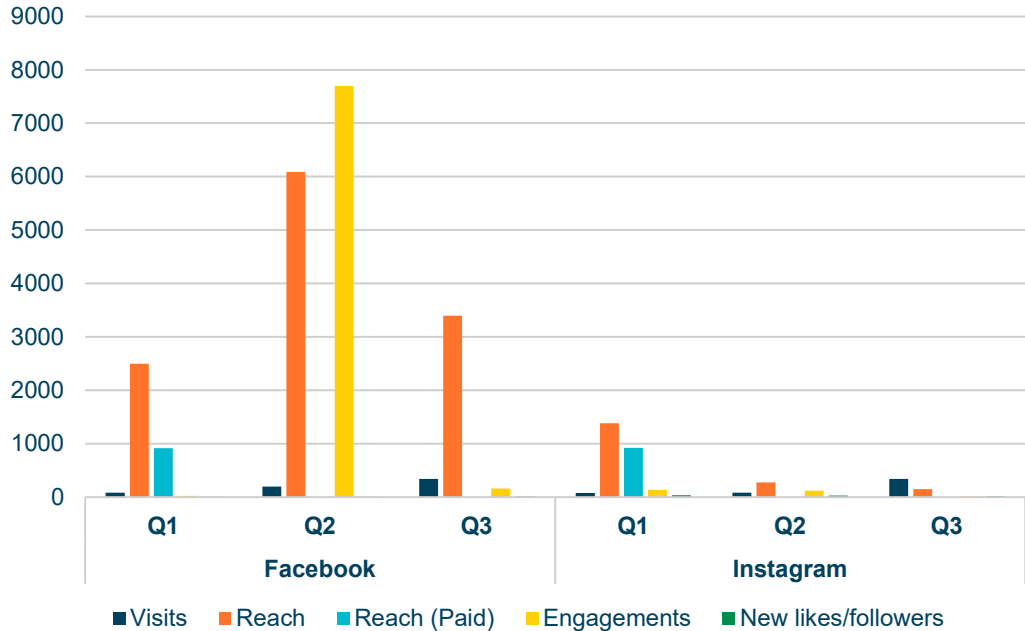
GOAL 3: BUILD METROPLAN'S VISIBILITY IN THE COMMUNITY



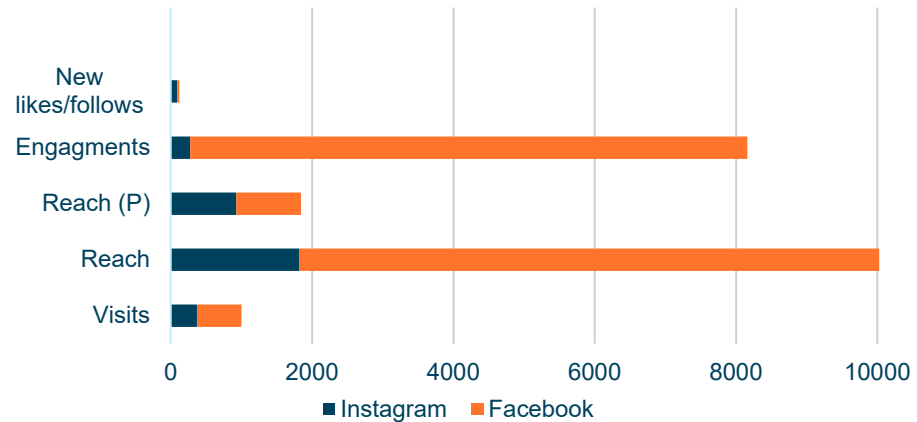
Total of social media followers:

- ▶ Facebook 111
- ▶ Instagram 228

Comparison by Quarter



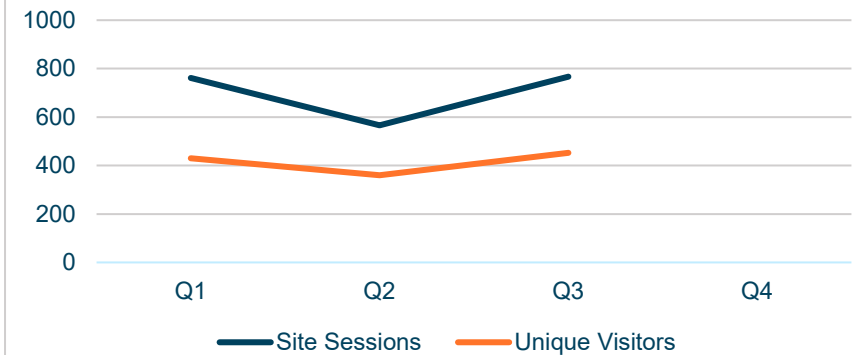
Cumulative Total



Site Sessions: Is a visit to your site. A unique visitor can have more than one site session

Unique visitors: The number of people that visited your website.

Website Visits



4

Implement Programs that Encourage Mode Shift

OBJECTIVES

Objective 4.1: Conduct community-oriented multimodal demonstration and pilot projects.

Objective 4.2: Implement programs at K-12 schools to reduce parent pick up and drop off.

Objective 4.3: Educate the public about economic, health, congestion, climate, equity and other benefits of multimodal transportation.



KEY PERFORMANCE INDICATORS

1. Increase % of trips made by walking, cycling, micro-mobility and public transit
2. Reduction in K-12 school traffic
3. Number of programs, pilots and demonstrations conducted

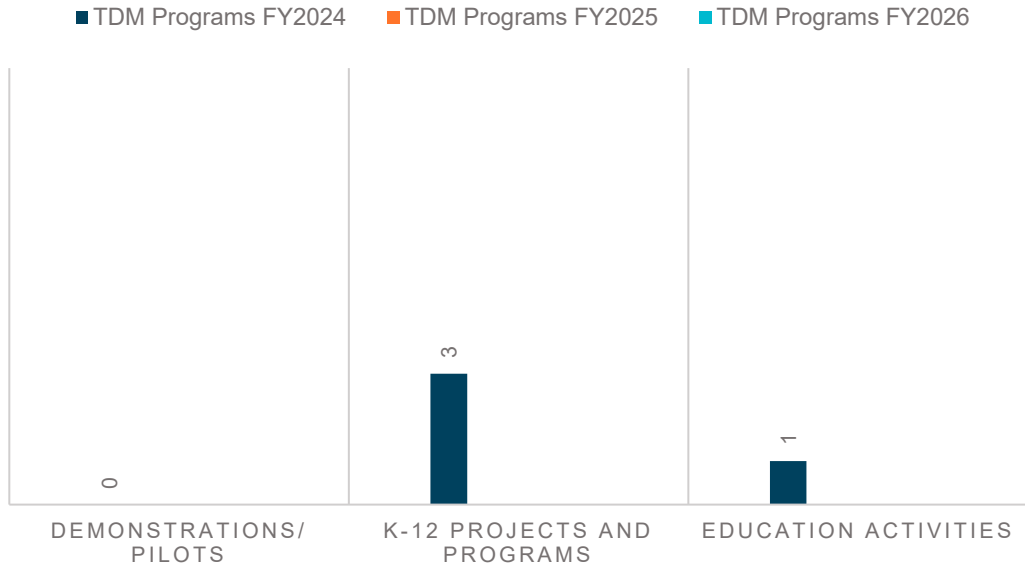


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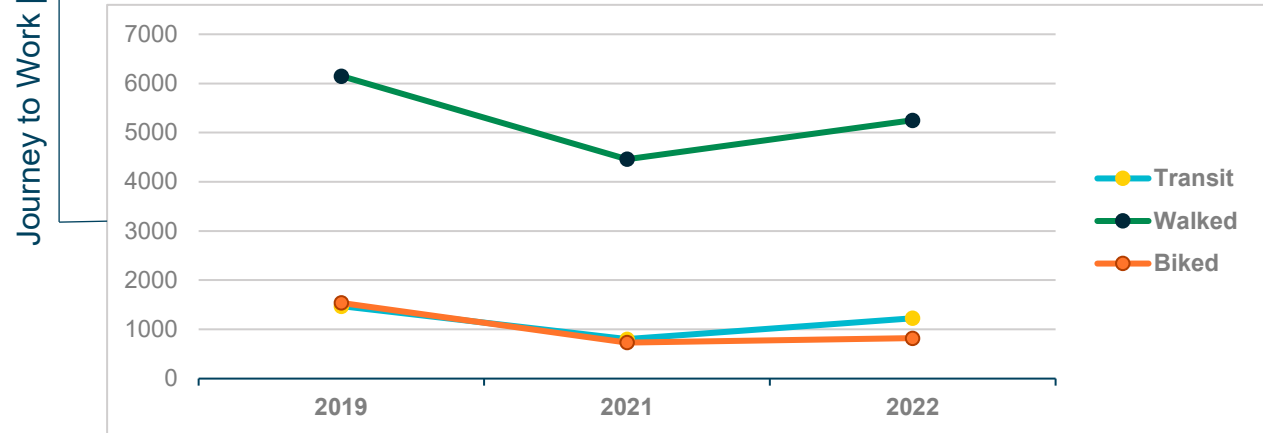
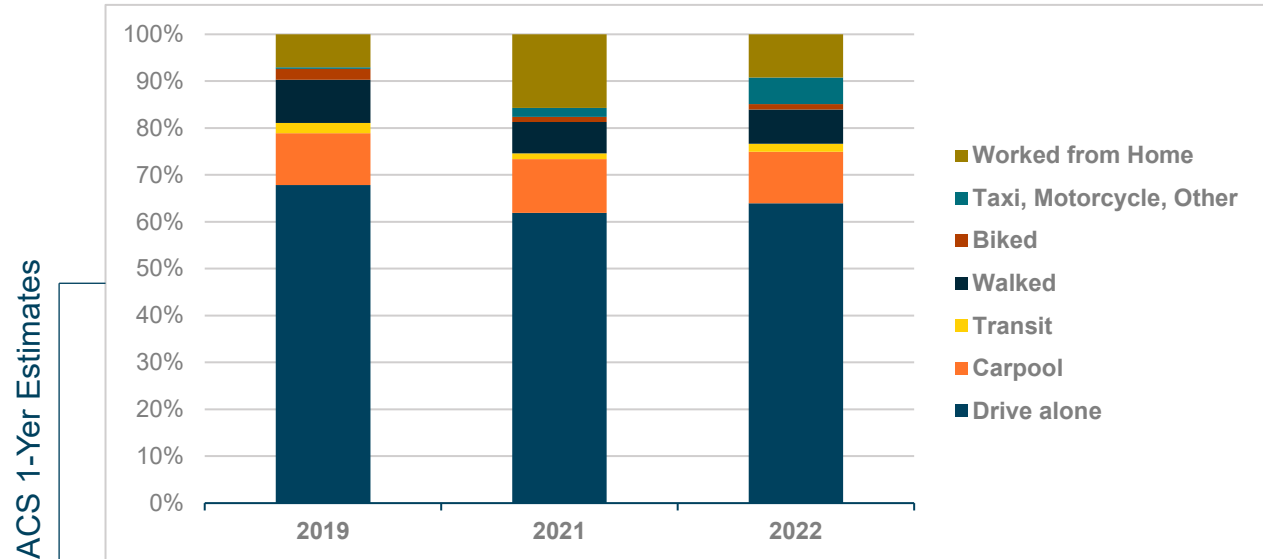
GOAL 4: IMPLEMENT PROGRAMS THAT ENCOURAGE MODE SHIFT

TDM PROGRAMS



Reduction in K-12 school traffic

➤ *MetroPlan received a Transportation Alternatives program to support*





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STAFF REPORT

REPORT DATE: May 28, 2024

MEETING DATE: June 6, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Dave Wessel, Planning Manager

SUBJECT: Discussion on ADOT Lighting Standards

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal: Deliver Plans that Meet Partner and Community Needs

Objective 2.4 Position partners for successful implementation of plans

3. BACKGROUND:

The MetroPlan region has numerous plans that support dark skies for the benefit of important observatories, health and wellbeing, preservation of natural environment and to support the economy. Both the City and the County have dark sky ordinances. The City of Flagstaff has dark sky street light standards while the County does not own street lights.

A consortium of dark sky experts in the region has requested MetroPlan consider asking ADOT to create a dark sky standard in the region. Specifically, the request is:

- **Type: Phosphor-Converted Amber (PCA) LED**
- **Spectral Standard: S/P ratio of 0.50 or less**

The scotopic (nighttime)/photopic (daytime) ratio, or S/P ratio, is a multiplier that measures how much emitted light is useful to the human eye. These useful lumens are known as visually effective lumens (VELs).

Reference: City of Flagstaff Title 13 Engineering Design Standards and Specifications for New Infrastructure 13-12-003-0002.3; 13-12-005-0001



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They are not requesting that ADOT modify their usual standards beyond these spectral characteristics, such as for spacing, lumen output, pole heights etc. County leadership is supportive of exploring such a standard beyond the MetroPlan region to include all of Coconino County.

ADOT has a process by which a request to update standards can be made. This will be a discussion amongst Board members on submitting such a request.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC was generally supportive submitting a policy change request to ADOT. Brenden Foley, ADOT Northcentral District administrator and member of the Management Committee suggested reaching out to other dark skies communities in the state and seeking application of such a policy change to dark skies communities across the state. Jeff Bauman, City Traffic Engineer and TAC member, later spoke with ADOT and reports that pending the results of ADOT's local tests ADOT will essentially follow City standards for spectrum and national standards for light levels.

5. FISCAL IMPACT:

None.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None



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STAFF REPORT

REPORT DATE: May 3, 2024

MEETING DATE: June 6, 2024

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:

Grant Updates

MetroPlan was awarded \$2,140,000 for its Safe Streets for All (SS4A) application for a Safe Streets Masterplan. This is a collaborative project with match provided by the City, County and Mountain Line. Coconino County also received \$781,200 for its Local Road Safety Plan.

Conferences

Staff attended the Association of Metropolitan Planning Organizations (AMPO) and National Association of Transportation Official conferences and will highlight lessons learned.

Project Updates



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The West Route 66 Operational Assessment has wrapped up the Future and Current Conditions Reports. These reports were approved by both the Project Advisory Group and the Technical Advisory Committee for public release. You can view these documents and more at www.metroplanflg.org/wr66.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

TAC and Management Committee had no comments.

5. FISCAL IMPACT:

None. These items are updates only.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None.

1-3 Year Strategic Workplan

Adopted: June 1, 2023



VISION:

To create the finest transportation system in the country.

MISSION:

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

GUIDING PRINCIPLES

Focused

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

Leverages Resources

- Strategically leverages project champions and other plans
- Writes and secures competitive grants

Leads Regional Partners

- Provides targeted, effective and prolific communication to "speak with one voice"
- Advocates for implementation, coordination and commitment
- Provides collaborative leadership among and through its partners
- Accountable for leveraging plans that lead to successful construction and services

Builds Trust and Credibility

- Exhibits integrity in its work products
- Exercises openness and transparency
- Delivers on its promises

Plans for Resiliency

- Invests time and resources to expand mode choice

Fair and Equal Representativ

1

Maximize Funding for Transportation Projects and Programs

OBJECTIVES

- Objective 1.1: Align capital and programmatic needs with priorities and fund sources.
- Objective 1.2: Expand match and revenue generating options.
- Objective 1.3: Coordinate partners' legislative priorities related to transportation.
- Objective 1.4: Ensure good standing with funders.



KEY PERFORMANCE INDICATORS

1. Number funding opportunities sought
2. Amount of funding obtained
3. Develop annual legislative agenda and workplan
4. Clean audits and reviews

2

Deliver Plans that Meet Partner and Community Needs

OBJECTIVES

- Objective 2.1: Maintain trust through reliable and transparent project management.
- Objective 2.2: Expand inclusion of transportation disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.
- Objective 2.3: Fill gaps in transportation data and make data accessible.
- Objective 2.4: Position partners for successful implementation of plans.



KEY PERFORMANCE INDICATORS

1. Involvement of stakeholders in scoping through final recommendations
2. Participant demographics reflect community demographics
3. Number of new data sets collected and available on the website
4. Number of policy, project or other recommendations implemented

3

Build MetroPlan's Visibility in the Community

OBJECTIVES

Objective 3.1: Educate, inspire, and empower individuals in the planning process through creative education opportunities, public events, and demonstrations.

Objective 3.2: Expand MetroPlan's visibility through branding and marketing - social media, print, and digital materials.

Objective 3.3: Promote the value MetroPlan brings to the community.



KEY PERFORMANCE INDICATORS

1. Number of public outreach events attended or organized
2. Number of people/organizations interacted with annually
3. Number of follower/ subscribers to social media and e-news sign-ups
4. Number of people reached through other media such as direct mailers, poster

4

Implement Programs that Encourage Mode Shift

OBJECTIVES

Objective 4.1: Conduct community-oriented multimodal demonstration and pilot projects.

Objective 4.2: Implement programs at K-12 schools to reduce parent pick up and drop off.

Objective 4.3: Educate the public about economic, health, congestion, climate, equity and other benefits of multimodal transportation.



KEY PERFORMANCE INDICATORS

1. Increase % of trips made by walking, cycling, micro-mobility and public transit
2. Reduction in K-12 school traffic
3. Number of programs, pilots and demonstrations conducted