

AGENDA

Executive Board Meeting

1:00 PM

April 7, 2022

Join Zoom Meeting:

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

Meeting ID: 791 9911 5652

Dial-in: +1 408 638 0968US

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at rosie.wear@metroplanflg.org. The MetroPlan complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made by contacting the MetroPlan at 928-266-1293 as early as possible to allow time to arrange the accommodation.

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

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

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

EXECUTIVE BOARD MEMBERS

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

METROPLAN STAFF



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GREATER † FLAGSTAFF

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

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

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

II. CONSENT AGENDA

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

A. APPROVAL OF MINUTES

[Minutes of Regular Meeting: March 2, 2022](#)

(Pages 4-9)

[Minutes of Executive Session: March 28, 2022](#)

(Pages 10-12)

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

MetroPlan Staff: David Wessel, Planning Manager

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

III. GENERAL BUSINESS

A. Strategic Advance

MetroPlan Staff: Jeff “Miles” Meilbeck, Executive Director

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

B. Executive Director Contract Discussion and Renewal

Councilmember McCarthy

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

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

V: CLOSING BUSINESS

A. ITEMS FROM THE BOARD

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

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. May 5, 2022 at 1:00 PM

C. ADJOURN

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on April 1st, 2022 at 3:00 pm.

Dated this 1st Day of April 2022.

Rosie Wear

Rosie Wear, Business Manager

Meeting Minutes

Executive Board Meeting

10:00 AM
March 2, 2022

Join Zoom Meeting:

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

Meeting ID: 791 9911 5652

Dial-in: +1 408 638 0968US

In-Person Option available:

6 E Aspen Ave, Suite 200
Hopi Building – 2nd Floor
Flagstaff, AZ 86004

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

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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EXECUTIVE BOARD MEMBERS

- Jim McCarthy, Flagstaff City Council, Chair
- Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair
- Patrice Horstman, Coconino County Board of Supervisors – Arrived at 10:54
- Austin Aslan, Flagstaff City Council – Arrived at 10:04
- Tony Williams, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council



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

METROPLAN STAFF

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

OTHERS IN ATTENDANCE:

Myrna Bondoc (Arizona Department of Transportation), Ed Stillings (Federal Highway Administration), Vincent Gallegos (Central Yavapai Metropolitan Planning Organization), Kevin Adam (Rural Transportation Advocacy Council) – joined at 10:21.

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

Chair Jim McCarthy called the meeting to order at 10:01 am

B. ROLL CALL – See Above

C. PUBLIC COMMENT – None Received

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

D. APPROVAL OF MINUTES

Minutes of Regular Meeting: February 2, 2022

Motion: Chair Jim McCarthy made a motion to approve the February 2nd, 2022, Regular Meeting Minutes. Board Member Regina Salas seconded the motion. Voted 6-0 to approve.



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II. CONSENT AGENDA

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

There were no items on the consent agenda.

III. GENERAL BUSINESS

A. Stride Forward: 2045 *Onward* Scenario Projection and Updates

MetroPlan Staff: David Wessel, Planning Manager

Recommendation: This item is for discussion only.

Planning Manager, David Wessel, presented a PowerPoint presentation on Stride Forward (Regional Transportation Plan 2045). No action was taken.

B. Coordinated Public Transit – Human Services Transportation Plan

MetroPlan Staff: David Wessel, Planning Manager

Recommendation: Staff recommends the adoption of the 2022 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan update.

Motion: Board member Tony Williams made a motion to adopt the 2022 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan, Vice-Chair Jeronimo Vasquez seconded the motion. Voted 6- 0 to approve.

C. Federal and State Funding Update

MetroPlan Staff: Jeff “Miles” Meilbeck, Executive Director

Recommendation: This item is for discussion only.

Executive Director, Jeff “Miles” Meilbeck presented a Federal and State Funding update. This included updates on House Bill 2396. No action was taken.

D. Bipartisan Infrastructure Law (BIL) Task Force Appointment

MetroPlan Staff: Jeff “Miles” Meilbeck, Executive Director

Recommendation: Staff recommends the Board appoint Jeff “Miles” Meilbeck to the BIL Inter-Agency Task Force.

Motion: Chair Jim McCarthy made a motion to appoint Jeff “Miles” Meilbeck to the BIL Inter-Agency Task Force, board member Regina Salas seconded the motion. Voted 7*- 0 to approve.

**Board member Patrice Horstman arrived after the start of the meeting.*

E. Items from MetroPlan Staff

MetroPlan Staff: Jeff “Miles” Meilbeck, Executive Director

- Amtrak Update
- Sunshine Transport Solutions Corporation (STSC) Update
- RAISE Grant Opportunity
- Lone Tree Environmental Review

Recommendation: This item is for discussion only.

Executive Director Jeff “Miles” Meilbeck presented an update on Amtrak, Sunshine Transport Solutions Corporation (STSC), RAISE Grant, and the Lone Tree Environmental Review. No action was taken.

F. Review of Executive Board Meeting Regularly Scheduled Day and Time

MetroPlan Staff: Jeff “Miles” Meilbeck, Executive Director

Recommendation: Staff recommends the Board discuss and consider the regularly scheduled Executive Board meeting day and time.

Executive Director Jeff “Miles” Meilbeck facilitated a discussion on the Executive Board meeting dates and times.

The Executive Board had opted to change the regularly scheduled meeting date and time to the first Thursday of the month from 1:00 – 3:00 pm (*Effective starting April 2022*)

G. Executive Director Contract Discussion and Renewal

Councilmember McCarthy

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

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

Motion: Chair McCarthy made a motion to move into an executive session, board member Patrice Horstman seconded the motion. Voted 7-0 to approve. The executive session started at 11:38 AM.

V: CLOSING BUSINESS

A. ITEMS FROM THE BOARD

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Jesse Thompson – Thanks MetroPlan staff, the Executive Board, and City Council Members for their continued support to improve transportation in the region and for hosting the ADOT Transportation Board.

Regina Salas – Thanks MetroPlan staff for their support at the ADOT Transportation Board Meeting. Additionally, the City of Flagstaff is starting a visioning process for the Thorp Park annex.

Patrice Horstman – Thanks the City of Flagstaff for hosting the ADOT Transportation Board and MetroPlan for their support.

Jeronimo Vasquez – Thanks the City and MetroPlan staff for hosting the ADOT Transportation Board. Additionally, the County is hosting a Redistricting Meeting today (March 2, 2022) at 1:00 pm. This meeting will be open to the public for viewing. Future meetings will allow for public comments.

B. NEXT SCHEDULED EXECUTIVE BOARD MEETING

1. April 6, 2022 (updated to April 7th, 1:00 – 3:00 PM)



C. ADJOURN

Chair McCarthy adjourned the meeting at 12:36 PM

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

MINUTES

Executive Board Meeting

3:00 PM

March 28, 2022

Join Zoom Meeting:

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

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EXECUTIVE BOARD MEMBERS

- Jim McCarthy, Flagstaff City Council, Chair
- Jeronimo Vasquez, Coconino County Board of Supervisors, Vice-Chair **joined at 3:09pm**
- Patrice Horstman, Coconino County Board of Supervisors
- Austin Aslan, Flagstaff City Council
- Tony Williams, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member
- Judy Begay, Coconino County Board of Supervisors (alternate)
- Becky Daggett, Flagstaff City Council (alternate)



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

OTHERS IN ATTENDANCE: [Rhonda Cashman \(Mountain Line\)](#)

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

[Chair Jim McCarthy called the meeting to order at 3:05pm](#)

B. ROLL CALL – [See above](#)

C. PUBLIC COMMENT - [None](#)

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II. CONSENT AGENDA

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

[There were no items on the consent agenda.](#)

III. GENERAL BUSINESS

A. Executive Director Contract Discussion and Renewal

Councilmember McCarthy

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

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



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Motion: Chair McCarthy made a motion to move into an executive session, board member Patrice Horstman seconded the motion. Voted 5-0 to approve. The executive session started at 3:08 PM.

Regular session resumed at 4:06 pm.

V: CLOSING BUSINESS

A. ITEMS FROM THE BOARD

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B. NEXT SCHEDULED EXECUTIVE BOARD MEETINGS

1. April 7, 2022 at 1:00 PM ~ Strategic Advance
2. May 5, 2022 at 1:00 PM

C. ADJOURN

Chair Jim McCarthy adjourned the meeting at 4:07 pm.

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

STAFF REPORT

REPORT DATE: March 30, 2022

MEETING DATE: April 7, 2022

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Burgess & Niple Regional Transportation Plan Contract
Change Order 2

1. Recommendation:

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

2. Related Strategic Workplan Item

- i** 1. Complete MetroPlan's long range Regional Transportation Plan and have it adopted by the Board by 12-31-2022
- 4. Develop a regional approach to maintaining vehicle miles at 2019 levels by 12/31/2022

3. Background

- i** In December 2021, the Executive Board supported MetroPlan administering the \$100,000 mini-grant awarded to the City of Flagstaff Sustainability department for development of a Vehicle Miles Travelled Calculator. Cooperating with Sustainability in preparation of the scope of work, it was mutually agreed that the scope fit within the larger purposes of the regional transportation plan and that the Burgess & Niple team is well-qualified to conduct the work. Therefore, a change order to the existing contract is deemed appropriate and presented to the Board for consideration.

The scope of work is three-fold:



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1. *A workshop presented by the Burgess & Niple team national experts to area practitioners. Best practices in vehicle miles of travel (VMT) reduction and program implementation will be shared. This two half-day event will set the stage for what is possible and how to do it.*
2. *VMT Calculator Development/Regional Transportation Model review. The calculator will be tailored to local conditions and focus on three of the most influential VMT reduction strategies. It may be used for evaluating private developments. The regional transportation model, managed by MetroPlan, has practical application for VMT project and program evaluation and will be assessed for best use in transportation impact analyses to advance carbon neutrality goals at the private and public project level.*
3. *Performance Measures and Targets. Measures and targets for a variety of development practices and transportation systems are necessary to assure gains in VMT reduction, and associated emissions reduction, are taking place. These do not presently exist and. Much discussion among staff and management is expected during the process to anticipate effective regulatory tools and policies required to achieve the measures and targets. Measures and targets will be formatted for eventual adoption by the City but based on results from Stride Forward. It is expected that City adoption will require further review and may be associated with adoption of the regional plan.*

The work is expected to be completed by December 2022. A letter of intent has been signed by Director Meilbeck and Sustainability Director Antonopoulos to jointly manage this change order.

A separate City-funded and administered contract is necessary to address amendments to development regulations such as the zoning code, subdivision code, and engineering standards needed to reach the proposed targets. Discussions are taking place within the City budget process.

4. TAC and Management Committee Discussion

- i** *This item was not discussed with the Management Committee or TAC. However, the TAC reviewed and approved the mini-grant application and both Committees are aware of the intent for MetroPlan to manage that work product. Sustainability staff also discussed the scope with the City Engineering and Planning Departments.*



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5. Fiscal Impact

- i** *Scope and Fee: Burgess & Niple Regional Transportation Plan contract change order #2 in the amount of \$100,000 for the Sustainable Transportation Toolbox.*

6. Alternatives

- i**
 - 1. Approve the change order. **Recommended.** This action advances a strategic objective and strengthens cooperation and coordination between MetroPlan and a member agency.*
 - 2. Amend the change order. No recommendation. The Executive Board has the authority to amend the recommended scope of work and budget.*
 - 3. Do not approve the change order. Not recommended. The action leaves uncertainty in the path forward to carbon neutrality by failing to set clear targets for development and transportation investments.*

7. Attachments

- i** *Sustainable Transportation Toolbox*

MetroPlan mini-grant SCOPE - Amendment to MetroPlan RTP

Introduction

This scope of work can be integrated into the current RTP. Transportation represents a rich opportunity as the region's leading contributor to greenhouse gasses. This work will challenge the status quo and expand the thinking around best practices and evaluation processes of transportation system planning and project planning and design. The work consists of two phases with separate contracts and funding sources; this scope represents Phase I. For reference, Phase I will build off the significant policy foundation that exists and develop performance targets for existing and new development that will achieve carbon neutrality goals. Phase II will develop infrastructure standards and related regulatory language, including an improved development review and transportation impact analysis process to achieve the quality of infrastructure and networks needed to meet carbon neutrality goals.

For reference: performance standards define IF, WHEN, and sometimes HOW MUCH and WHICH infrastructure to build. Development standards define the technical specifications for types of infrastructure (WHAT to build).

MetroPlan and the City of Flagstaff have policy positions supportive of and requiring the management of transportation demand, the encouragement of multi-modal transportation choices, and the reduction of transportation emissions in order to address climate change. The City's and MetroPlan's policy documents supporting these positions include:

- The **Blueprint 2040 Regional Transportation Plan (2017)** calls for a renewed commitment to multi-modalism, protecting the environment, and greater investments in managing transportation demand. It is important to note that MetroPlan: Stride Forward, the next iteration of the regional transportation plan, is underway and climate action is central to this effort.
- The **Flagstaff Carbon Neutrality Plan (CNP, 2021)** calls for a Big Shift in transportation and land use planning, to prioritize walking, biking and transit and reduce automobile dependency. CNP success depends on vehicle miles traveled being reduced to 2019 levels and maintaining that level of vehicle travel over the coming decades. This will require a transformation in the way we plan development and transportation systems, and the way Flagstaff residents and visitors get around town.
- The **Active Transportation Master Plan** (pending adoption) sets a policy framework and guidance for developing regulations and standards that better support bike and pedestrian transportation and provides guidance on key infrastructure investments.
- The **Flagstaff Regional Plan 2030 (2014)** sets a vision for a sustainable, resilient community that encourages efficient transportation modes, better connectivity, and active stewardship. Policies relevant to a more balanced transportation system include, but are not limited to:
 - o The Policy E 1.5. Promote and encourage the expansion and use of energy-efficient modes of transportation: Public transportation, bicycles, pedestrians.
 - o Policy CC 4.1. Design streetscapes to be context sensitive and transportation systems to reflect the desired land use while balancing the needs of all modes for traffic safety and construction and maintenance costs.
 - o Policy T 1.1. Integrate a balanced, multimodal, regional transportation system.
 - o Policy T 1.2. Apply Complete Street Guidelines to accommodate all appropriate modes of travel in transportation improvement projects.
 - o Policy T 1.6. Provide and promote strategies that increase alternate modes of travel and demand for vehicular travel to reduce peak period traffic.
 - o Policy T 3.1. Design and assess transportation improvement plans, projects, and

strategies to minimize negative impacts on air quality and maintain the region's current air quality.

- Policy T 3.2. Promote transportation systems that reduce the use of fossil fuels and eventually replace them with carbon neutral alternatives.
- Policy T 3.8. Promote transportation options such as increased public transit and more bike lanes to reduce congestion, fuel consumption, and overall carbon emissions and promote walkable community design
- Goal E&C 2: Achieve carbon neutrality for the Flagstaff community by 2030.
- Policy E&C 2.2. Promote investments that create a more connected and efficient community, decrease emissions from transportation and building energy, and strengthen climate resiliency.
- Policy E&C 2.3. Review and revise existing regulations, standards, and plans (codes, ordinances, etc.) to reduce community greenhouse gas emissions.

The Regional Plan is also starting its update cycle with considerable foundation work ongoing now.

Additionally, other MetroPlan agency partners have or are working on their own climate goals all of which will benefit from a more balanced transportation system and a more resilient Flagstaff.

- NAU's Climate Action Plan is expected to specify a goal for carbon neutrality by 2030 or 2035, and is strongly supported by NAU President Cruz Rivera.
- Mountain Line's 5-year plan notes the importance of reducing emissions through reduced driving and greater transit ridership. Mountain Line also adopted a Zero Emissions Bus plan calling for the conversion of its fleet to zero emission vehicles.
- On October 26, 2021, the Coconino County Board of Supervisors directed staff to develop the County's first climate goals.

Scope of Work

Note: all timelines/schedules are heavily reliant upon MetroPlan/Flagstaff participation. A schedule will be developed with tasks for both parties to ensure timely completion of work and to set expectations.

1. Conduct a workshop on best practices and emerging trends:

A workshop will be designed for transportation and planning staff from all MetroPlan partner agencies. The workshop will provide a space for learning, brainstorming, and collaboration, to accomplish the following goals:

- a. Increase understanding of best practices and emerging trends to build transportation systems that better serve multiple community goals and reduce transportation emissions. Review how these best practices have been implemented in peer/aspirational communities.
- b. Increase understanding of the available tools for incorporating climate impacts and other community goals into development review, transportation planning, engineering and implementation. Discuss how the City and other partners can incorporate these tools into existing processes.
- c. Review the existing transportation network within MetroPlan's region, discussing the network's strengths, weaknesses, and opportunities to further analyze and strengthen effectiveness.
- d. Excite staff and the development community about this process and their abilities to achieve regional policy objectives.

Assumptions:

- Assume two back-to-back days for sessions, four hours each. MetroPlan will identify and

coordinate/pay for venue (if a cost). Up to three consultant staff members will attend in-person; additional staff will participate remotely. MetroPlan/Flagstaff will review the existing transportation network. Consultants and agency staff will serve as facilitators.

- Previously developed goals will be presented by agency staff and/or consultant.
- MetroPlan will identify participants and provide contact information
- A group discussion will be facilitated to establish strengths, weaknesses, and opportunities.
- Climate impacts will refer to VMT. The tools in Task 2 will estimate VMT only. Other performance measures, such as travel mode split for example, can be extracted from the regional travel demand model.
- Part b ties closely to Task 2: Develop/evaluate tools. Each tool can be applied & incorporated differently, based on the scale/type of project
- Develop graphical bifold to summarize take-aways, in addition to traditional summary. Bifold would be public facing, should go on website, individual graphical elements could be reused for social media.

2. Develop and evaluate tools for assessing transportation related VMT:

- a. Evaluate the Regional Transportation Model for how it can best evaluate VMT impacts of private developments and infrastructure investments.
- b. Recommend and develop complementary tool needed to evaluate VMT for development projects, infrastructure projects and mitigation actions.

Assumptions:

- One tool will be developed: a VMT Calculator spreadsheet based on the RTP model outputs, and will include mitigation options (as potential TDM strategies for reducing VMT)
- Tool should leverage “how” recommendations from workshop (VMT reduction)
- Develop a VMT Calculator Spreadsheet, including one round of iteration after the first Beta version is sent to MetroPlan
- Include up to three TDM strategies in the Calculator
- Total VMT is the only performance measure calculated - along with VMT/Capita
- Assume bi-weekly meetings over six months to develop calculator
- VMT Calculator will use ITE 11th Ed. for trip gen, and will include model documentation report
- Not a regulatory tool; intended use as an educational tool
- Present findings to partners.

3. Develop performance standards (guidance targets) for existing developments, new developments, and public infrastructure. The development of the performance standards should strongly align with or rely on the results from the MetroPlan Stride Forward Regional Transportation Plan (RTP) process. The City has historically been strong in policy statements and infrastructure standards and weak in the middle ground between them. In this task the Team will help bridge that gap with performance measures and targets in the context of area types (i.e., urban, suburban, activity centers). For example:

- a. The standards will incorporate measurements for VMT production, and strategies to reduce VMT and incorporate TDM.
- b. Bicycle and Pedestrian level of service standards including considerations of system density or frequency, comfort and convenience
- c. The standards will address multimodal intersection level of service standards and peer review warrant processes
- d. The standards may address housing and employment density thresholds.

Assumptions:

- Stand-alone, concise, guideline-style document is deliverable as a draft document submitted December 2022
- Performance standards related to VMT for existing and new development. MetroPlan will inform redevelopment/development area assumptions
- Standards for regional and site-specific results (leverage model and calculator). Recommendations will leverage model districts to develop guidance targets which may be generalized averages for infrastructure elements to achieve goals.
- Document outputs from Upward to generalize connectivity to achieve goals. Goals are more hypothetical
- Part 3a will include up to five TDM strategies.
- Research-driven approach for b and c and will be derived from up to four peer-agency practices and nationally recognized sources (e.g. FHWA)
- Document is non-graphical
- Standards will rely on tools developed
- Document will leverage tables to summarize information
- Task 3 will leverage Upward scenario; no new strategies will be investigated
- The guidance targets are intended to serve as proof of concept.

Budget

Anticipated Timeline	Task	Hours	Cost
TASK 1 - WORKSHOP			
April	Workshop and documentation	131	\$24,557
April	Expenses	-	\$579
TASK 2 – VMT Calculator			
May 2022	2a. Evaluate RTP Model for project applicability	24	\$4,800
Dec 2022	2b. Develop VMT Calculator Spreadsheet w/ minimal Mitigation (includes IP cost)	160	\$38,800
	Project Management / bi-weekly meetings	30	\$5,940
TASK 3 – Guidance Targets			
Dec 2022	Develop guidance targets for VMT & TDM	64	\$11,000
Dec 2022	Develop bicycle/pedestrian LOS standard considerations, including intersection considerations	120	\$14,324
Total		529	\$100,000

FMPO Funding Sources & Eligible Applicants Matrix

Prepared February 2020

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

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

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

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

FMPO Funding Sources & Eligible Uses Matrix

Prepared February 2020

Confidence or Probability Level ★ High ★ Medium ★ Low

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

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

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

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

Strategic Workplan June 30, 2021 to December 31, 2022

Vision:

To create the finest transportation system in the country.

Mission:

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

Guiding Principles

- MetroPlan is focused:
 - Adopts clearly delineated objectives
 - Provides ambitious and credible solutions
 - Strategically plans for political and financial realities and possibilities
- MetroPlan leads regional partners:
 - Provides targeted, effective and prolific communication to “speak with one voice”
 - Advocates for implementation, coordination and commitment
 - Provides collaborative leadership among and through its partners
 - Accountable for leveraging plans that lead to successful construction and services
- MetroPlan leverages resources:
 - Strategically leverages project champions and other plans
 - Writes and secures competitive grants
- MetroPlan plans for resiliency:
 - Invests time and resources to expand mode choice
- MetroPlan is fair and equally representative
- MetroPlan builds trust and credibility
 - Exhibits integrity in its work products
 - Exercises openness and transparency
 - Delivers on its promises

5 Year Horizon:

- Convenes local, state and federal policy discussions to influence policy makers for transportation funding purposes.
- Facilitates communication and planning between member agencies to identify shared priorities, align goals and advance projects with one consolidated regional voice.
- Creates a climate of synergy and collaboration and maximizes resources by leading planning efforts on multijurisdictional projects that are shared member agency priorities or that member agencies and community partners cannot complete on their own.
- Informs outside and surrounding regional communities of what resources Metro Plan offers.
- Shares innovative practices that enhance member agencies ability to deliver transportation improvements.

Measurable Objectives

Technical

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

Relational

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

Financial and Funding

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