

## AGENDA

### Executive Board Meeting Beginning at 10:00 AM May 5, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>  
Meeting ID: 791 9911 5652  
Dial-in: +1 408 638 0968US

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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](mailto: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](mailto:rosie.wear@metroplanflg.org) prior to 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
- Patrice Horstman, Coconino County Board of Supervisors, Vice-Chair
- Jeronimo Vasquez, Coconino County Board of Supervisors
- Austin Aslan, Flagstaff City Council
- Steve Peru, 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**

- Jeff Meilbeck, Executive Director



# METROPLAN

GREATER † FLAGSTAFF

David Wessel, Manager

Rosie Wear, Business Manager

## I. PRELIMINARY GENERAL BUSINESS

### A. CALL TO ORDER

### B. ROLL CALL

### C. PUBLIC COMMENT

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

### D. APPROVAL OF MINUTES

[Minutes of Regular Meeting: March 3, 2021](#)

(Pages 5-9)

[Minutes of Special Meeting: March 29, 2021](#)

(Pages 10-12)

[Minutes of Special Meeting: April 13, 2021](#)

(Pages 13-15)

## 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. [FY2020 and FY2021 Unified Planning Work Program \(UPWP\)](#)

(Pages 16-17)

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board amend the FY2020 and FY2021 Unified Planning Work Program (UPWP).

## III. GENERAL BUSINESS

### A. [Financial Report through March 31, 2021](#)

(Pages 18-23)

MetroPlan Staff: Jeff Meilbeck



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Recommendation: None. This item is for discussion only.

B. [FY2022 Budget Discussion](#) (Pages 24-33)

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for discussion only, but the Board may provide direction to staff on an FY 2022 budget increment.

C. [FY2022 and FY2023 Unified Planning Work Program \(UPWP\)](#) (Pages 34-36)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board adopt the FY2022 and FY2023 Unified Planning Work Program (UPWP).

D. [2021-2022 Strategic Work Plan Review](#) (Pages 37-40)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board review and adopt a Strategic Workplan for July 1, 2021 through December 31, 2022.

E. [Regional Transportation Plan \(RTP\) Update](#) (Pages 41-43)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

F. [Transportation Improvement Plan \(TIP\) Update](#) (Pages 44-45)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board postpone adoption of a new TIP until 23-27.

G. **Executive Director Contract**

Presenter: Jim McCarthy

Recommendation: Discussion and possible action to approve new contract for Executive Director. 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

H. Items from the Executive Director

1. Federal funding update
2. State funding update

**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 MEETING**

1. Next Executive Board meeting – June 2<sup>nd</sup>, 2021

**C. ADJOURN**

*CERTIFICATION OF POSTING OF NOTICE*

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at [www.metroplanflg.org](http://www.metroplanflg.org) on May 3, 2021 at 10:00 am..

Dated this 3<sup>rd</sup> Day of May 2021.

*Rosie Wear*

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Rosie Wear, Business Manager

## MINUTES

### Executive Board Meeting 10:00 AM to Noon March 3, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>  
Meeting ID: 791 9911 5652  
Dial-in: +1 408 638 0968US

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#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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#### **EXECUTIVE BOARD MEMBERS**

- Jim McCarthy, Flagstaff City Council, Interim Chair
- Patrice Horstman, Coconino County Board of Supervisors, Vice-Chair (*may be late*)
- Jeronimo Vasquez, Coconino County Board of Supervisors (*Excused*)
- Austin Aslan, Flagstaff City Council
- Steve Peru, 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**

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Rosie Wear, Business Manager



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*OTHERS IN ATTENDANCE: Naomi Yazzie (District 4), Cheryl Barlow (District 4), Ed Stillings (FHWA), Paul Gabiou (ADOT), Josh Maher (NAU), Jason James (ADOT), Kevin Adam (RTAC)*

## I. PRELIMINARY GENERAL BUSINESS

### A. CALL TO ORDER

*Chair McCarthy called the meeting to order at 10:02 am*

### B. ROLL CALL – [See above](#)

### C. PUBLIC COMMENT

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

*There was no public comment.*

### D. APPROVAL OF MINUTES

Minutes of Regular Meeting: February 3, 2021

*Motion: Board member Steve Peru made a motion to approve the February 3, 2021 minutes. Board member Jim McCarthy seconded the motion. The motion passed unanimously.*

## 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. Financial Report through December 31, 2021

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

*Staff provided a financial report and there was no discussion or action taken by the Board.*

**B. FY2022 Budget**

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

*Staff presented a draft FY22 budget and there was no action taken by the Board.*

**C. Mountain Line IGA Amendment**

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Executive Board approve an amendment to an IGA with Mountain Line for grant management, public participation and procurement services.

*Board member Peru provided support of the IGA to memorialize the partnership between the two agencies.*

*Motion: Board member Steve Peru made a motion to approve an amendment to an IGA with Mountain Line. Board member Jesse Thompson seconded the motion. The motion passed unanimously.*

**D. Adoption of the Coordinated Plan**

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends adoption of the 2021 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan update.

*Motion: Board member Regina Salas made a motion to adopt the 2021 MetroPlan-Mountain Line Coordinated Public Transit Plan – Human Services Transportation Plan update. Board member Jesse Thompson seconded the motion. The motion passed unanimously.*

**E. Strategic Advance**

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Executive Board select April 7, 2021 from 10:00 AM to 1:00 PM for the MetroPlan Strategic Advance.

*The Board provided direction to hold the Strategic Advance at the scheduled April 7<sup>th</sup> Executive Board meeting.*

**F. Milton Corridor Update**

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

*Staff and ADOT provided information about the Milton Corridor and there was no action taken by the Board.*

**G. Regional Transportation Advocacy Council (RTAC) Alternate**

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board appoint an alternate representative to the RTAC.

*The Board provided direction to return to this item at the next meeting.*

**H. State Legislative and Funding Update**

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

*Staff provided information about state legislation and funding and there was no action taken by the Board.*

**I. RTP Update**

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

*Staff provided information about the Regional Transportation Plan and there was no action taken by the Board.*





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## J. Federal Funding Update

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

*Staff provided information about the federal funding and there was no action taken by the Board.*

## K. NAZ Manufacturing Partnership report

MetroPlan Staff: Dave Wessel

Recommendation: No recommendation. This report is for information only in response to a Board member inquiry.

*Staff provided information about the Northern Arizona Manufacturing Partnership and there was no action taken by the Board.*

## L. Items from the Executive Director

MetroPlan Staff: Jeff Meilbeck

1. Next Executive Board meeting – April 7<sup>th</sup>, 2021

## 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.)*

*Board member Steve Peru announced that he will be leaving Coconino Community College, and therefore the Mountain Line Board of Directors, to accept the position of Coconino County Manager effective April 5<sup>th</sup>, 2021. The Mountain Line Board will be discussing future MetroPlan Executive Board membership.*

### B. ADJOURN

*Chair McCarthy adjourned the meeting at 12:02pm.*

## MINUTES

### Special Executive Board Meeting 4:00 PM to 5:00 PM March 29, 2021

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>  
Meeting ID: 791 9911 5652  
Dial-in: +1 408 638 0968US

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#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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#### **EXECUTIVE BOARD MEMBERS**

- Jim McCarthy, Flagstaff City Council, Interim Chair
- Patrice Horstman, Coconino County Board of Supervisors, Vice-Chair
- Jeronimo Vasquez, Coconino County Board of Supervisors
- Austin Aslan, Flagstaff City Council
- Steve Peru, Mountain Line Board of Directors (**Absent**)
- Regina Salas, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member (**Arrived at 4:12pm**)
- Judy Begay, Coconino County Board of Supervisors (alternate)
- Becky Daggett, Flagstaff City Council (alternate)

#### **METROPLAN STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Rosie Wear, Business Manager

**OTHERS IN ATTENDANCE:** Stacey Brechler-Knaggs; Brandon Kavanagh, Jason James (ADOT), Bob Holmes (Nexus Consulting), Naomi Yazzie-Sloan (Coconino County), Rick Barrett (City of Flagstaff)



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## I. PRELIMINARY GENERAL BUSINESS

### A. CALL TO ORDER

*Chair McCarthy called the meeting to order at 4:06 pm*

### B. ROLL CALL – *See above.*

### C. PUBLIC COMMENT

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

*There was no public comment.*

## 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. Surface Transportation Project Authorization – Lone Tree Corridor

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Executive Board adopt a resolution requesting an Authorization of \$46.9 Million for the Lone Tree Corridor in the pending surface transportation bill.

*Motion: Board member Regina Salas made a motion to adopt the resolution requesting an Authorization of \$46.9 Million for the Lone Tree Corridor in the pending surface transportation bill. Board member Patrice Horstman seconded the motion. The motion passed unanimously.*

## IV: CLOSING BUSINESS

### A. ITEMS FROM THE BOARD



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*(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.)*

*There were no additional items from the Board.*

## **B. ADJOURN**

*Chair McCarthy adjourned the meeting at 4:31 pm.*

## MINUTES

### Special Executive Session Of the MetroPlan Executive Board 10:00 AM to 11:00 AM April 13, 2021

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#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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#### **EXECUTIVE BOARD MEMBERS**

- Jim McCarthy, Flagstaff City Council, Chair
- Patrice Horstman, Coconino County Board of Supervisors, Vice-Chair
- Jeronimo Vasquez, Coconino County Board of Supervisors (Arrived at 10:05am)
- Austin Aslan, Flagstaff City Council
- Steve Peru, 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**

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Rosie Wear, Business Manager
- Brandon Kavanagh, Legal Counsel

OTHERS IN ATTENDANCE: Cheryl Barlow (Coconino County), Jason James (ADOT)

#### **I. CALL TO ORDER**

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

#### **II. EXECUTIVE SESSION**

##### **A. Executive Director Contract**

Discussion and possible action regarding employment status and contract of Executive Director. The Board may vote to go into executive session pursuant to ARS



§38-431.03(A)(1) for discussion of employment matters and/or (A)(3) to obtain legal advice.

Vice Chair Patrice Horstman made a motion to adjourn into Executive Session and clarified that it was pursuant to ARS 38-431.03(A)(1) for discussion of employment matters. Board member Regina Salas seconded. Vote 6-0 to approve.

Board members and legal counsel adjourned to a separate breakout session at 10:06am.

Board members and legal counsel resumed regular session at 11:02 am

Vice Chair Horstman made a motion to entertain contract negotiations with Jeff Meilbeck for potential of remote working as Executive Director and that the Board consider a subcommittee of the Board to meet with Meilbeck to negotiate the contract for Board consideration. Board member Vasquez seconded the motion. Vote 6-0 to approve.

Board member Horstman made a request for volunteers to serve on the subcommittee. Chair McCarthy, Regina Salas, and Jeronimo Vasquez agreed to serve on the subcommittee along with assistance from legal counsel for MetroPlan.

Vice Chair Horstman made a motion to authorize and appoint the volunteers of Chair McCarthy, Regina Salas, and Jeronimo Vasquez as a subcommittee to negotiate a contract with Jeff Meilbeck to bring back to the full Board for consideration. Board member Thompson seconded. Vote 6-0 to approve.

Chair McCarthy stated for the record that legal counsel was directed as discussed in executive session. Chair McCarthy asked if there was any further action. No motions being made, the next agenda item was called.

A motion was made by Board member Patrice Horstman to adjourn to Executive Session for 38-431.03 A(3) for advice of legal counsel. Board member Regina Salas seconded the motion. The motion passed unanimously.

Board members and legal counsel adjourned to a separate breakout session at 11:09am.

Board members and legal counsel resumed regular session at 11:32am.

#### **B. Executive Director Recruitment**

Discussion and possible action regarding process for potential recruitment for Executive Director position. The Board may vote to go into executive session pursuant to ARS §38-431.03(A)(3) to obtain legal advice.

Chair McCarthy stated that based upon the actions taken under the first agenda item, this agenda item was rendered moot for this meeting.



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## IV: ADJOURN

Chair McCarthy adjourned the meeting at 11:34 am



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

## STAFF REPORT

**REPORT DATE:** April 29, 2021  
**MEETING DATE:** May 5, 2021  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Rosie Wear, Business Manager  
**SUBJECT:** Amendment to Unified Planning Work Program (UPWP)

### 1. Recommendation:

**i** Staff recommends the Board amend the FY2020 and FY2021 Unified Planning Work Program (UPWP).

### 2. Related Strategic Workplan Item

**i** Review and revise mandated compliance documents including Title VI, DBE Policy, State Performance Targets

### 3. Background

**i** MetroPlan is required to maintain a current Unified Planning Work Program (UPWP) as a condition of receiving Federal funding through the State. The UPWP is used by all Metropolitan Planning Organizations nationally as a tool for monitoring and evaluating local performance. 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).

The current MetroPlan UPWP is for a two year period -- July 2019 through June 2021 -- and was originally adopted by the Board in August 2019. The UPWP does not always need to be amended. However, ADOT is requesting that MetroPlan amend the UPWP to reflect the reduced STBG obligation authority in FY2021 and document the amount to be carried forward to FY2022.





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*Additional changes include updating the Board, TAC, Management Committee and Staff members and documenting an administrative change to the matching funds and in-kind policy that would allow us to exceed the amount of in-kind match budgeted.*

## 4. Fiscal Impact

- i** *Amending the UPWP has no direct fiscal impact or expense. The UPWP is a management tool and maintaining it is an absorbed administrative cost within the existing budget.*

## 5. Alternatives

- i**
  - 1) Amend the UPWP. This alternative would properly document the changes to the FY2021 Obligation Authority and would meet one of MetroPlan's contractual commitments to the State. **Recommended.***
  - 2) Do not Amend the UPWP. This alternative is not recommended*

## 6. Attachments

- i**
  - 1. [Amended UPWP DRAFT \(Changes highlighted in yellow\)](#)*



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6 E Aspen Avenue, Suite 200  
Flagstaff, AZ 86001  
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www.metroplanflg.org

## STAFF REPORT

**REPORT DATE:** April 29, 2021

**MEETING DATE:** May 5, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Financial Report Through March 31, 2021

### 1. Recommendation:

**i** None. This item is for discussion only.

### 2. Related Strategic Workplan Item

**i** MetroPlan builds trust and credibility.

### 3. Background

**i** MetroPlan provides financial updates to the Executive Board approximately quarterly and more often as needed. The purpose of the financial report is to keep the Board apprised of MetroPlan's financial situation, particularly how revenue and expense budgets are tracking to actual activity. The financial report is also an opportunity for the Board to ask questions about the current budget and prepare for future budgets.

For Fiscal Year 2021 MetroPlan's financial performance in main budget categories is as follows:

- **Salary and Benefits:** MetroPlan budgeted \$426,207.47 and is projected to spend \$409,298.52. As such, we will be underspent by \$16,808.95 or approximately 4%.
- **Operations:** MetroPlan budgeted \$64,271.99 and is projected to spend \$70,801.69. As such, we anticipate being overspent by \$6,529.70 or approximately 10%. The main reasons for this overage are that payroll processing fees, telephone and internet service were higher than



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*anticipated. For comparison sake, we spent \$127,188 on administrative expenses in FY 2020 because we incurred both City of Flagstaff and MetroPlan administrative expenses.*

- *Travel: MetroPlan is significantly underspent due to COVID travel restrictions.*
- *Capital Projects: MetroPlan is on track with our data management, mini-grant project for bicycle and pedestrian funding and transit pass through funding to Mountain Line. However, some of our other projects are behind schedule as follows:*
  - *The Regional Transportation Plan (RTP) contract was delayed to make time for formation of an Advisory Group and to refine the scope of work. At this time, we anticipate that the first expenditure will happen after July 1, 2021*
  - *Progress on a concept design of the Milton Railroad Underpass is waiting on additional information on the Rio De Flag project schedule and coordination with BNSF railroad. At this time, we anticipate rolling all of this funding forward to FY 2022. It is important to point out that this project was reinforced as a priority during the strategic advance and has been captured in the draft strategic workplan.*
  - *The Lone Tree Traffic Interchange has not been started. Staff continue to look for management handles for putting together a design. Staff want to ensure that any funding that is spent on this project stands a reasonable chance of being considered by the State. At this time, we anticipate rolling all of this funding forward to FY 2022.*

#### 4. TAC and Management Committee Discussion

**i** *The Management Committee had no input on this item and this item was not discussed with the TAC.*



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## 5. Fiscal Impact

**i** Overall, MetroPlan is projected to be underspent. Grant funding not spent in FY2021 will be carried forward to FY 2022.

## 6. Alternatives

**i** No recommendation is being made, so no alternatives are being provided.

## 7. Attachments

**i** Financial Report Through March 31, 2021

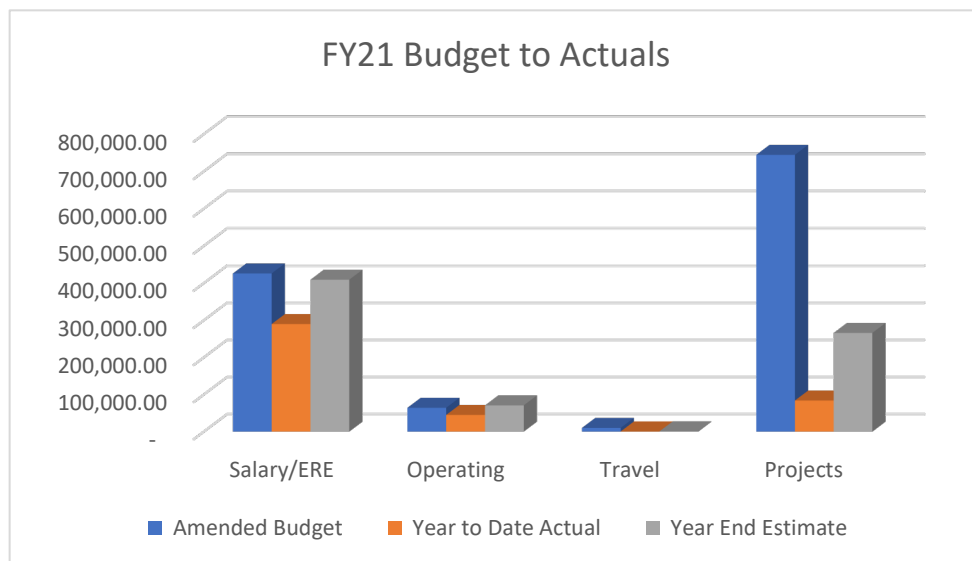
# Financial Report

## FY2021 Budget to Actuals Summary

Year to date through

3/31/2021

		FY2021		
		Amended Budget 10/7/20	Year to Date Actuals	Year End Estimate
<b>Revenue</b>				
	Formula Grants	1,181,732.44	405,829.87	707,540.76
	Competitive Grants	-	-	-
	Local Revenue	91,974.63	35,015.88	67,083.31
	<b>Total Revenue</b>	<b>1,273,707.06</b>	<b>440,845.75</b>	<b>774,624.07</b>
<b>Expenses</b>				
		Amended Budget	Year to Date Actual	Year End Estimate
	Salary/ERE	426,107.47	289,961.42	409,298.52
	Operating	64,271.99	45,159.32	70,801.69
	Travel	10,100.00	602.35	1,000.00
	Projects	744,427.63	83,936.80	265,920.66
	<b>Total Expenditures</b>	<b>1,244,907.09</b>	<b>419,659.89</b>	<b>747,020.87</b>
	Revenue less Expenses	28,799.97	21,185.86	27,603.20
	Increase in Fund Balance	28,799.97		27,603.20





**MetroPlan**  
 Flagstaff Metropolitan Planning Organization  
 FY21 Budget to Actuals  
 7/1/20-3/31/21

		FY2021		
		Amended Budget	Year to Date Actuals	FY21 Year End Estimates
	<i>Updated</i>	<i>10/7/2020</i>		
<b>Revenue:</b>				
Federal Grants				
STBG	5.70%	602,987.27	223,053.87	378,247.83
PL	5.70%	113,386.76	52,971.82	109,596.67
SPR	20%	198,730.67	66,442.33	67,887.89
5305d	20%	99,167.85	23,890.52	30,570.48
5305e	20%	167,459.89	39,471.33	121,237.89
<b>Federal Revenue:</b>		1,181,732.44	405,829.87	707,540.76
Member Dues		30,000.00	27,500.00	27,500.00
Interest Income		-	51.60	103.20
Mountain Line 5305e Local Match		-	-	25,944.00
Trsf From Transit Fund		61,974.63	7,464.28	13,536.12
<b>Local Revenue:</b>		91,974.63	35,015.88	67,083.31
<b>Total Revenue:</b>		1,273,707.06	440,845.75	774,624.07
<b>Expenditures:</b>				
Salaries		308,005.00	236,682.06	329,814.00
Benefits		118,102.47	53,279.36	79,484.52
<b>Salary/ERE:</b>		426,107.47	289,961.42	409,298.52
Phone & Internet		2,519.99	3,760.09	6,324.68
Rental Expense		23,322.00	17,406.00	23,322.00
Postage and Freight		25.00	11.00	25.00
Memberships		1,200.00	120.00	1,200.00
Legal Services		12,000.00	2,620.00	8,399.99
Other Professional Services		1,500.00	1,000.00	4,000.00
Computer Equipment		2,100.00	3,777.75	4,000.00
Office Equipment Under \$5,000		425.00	224.77	224.99
Copying and Printing		2,440.00	-	0.01
Office Supplies		2,000.00	1,302.84	1,500.01
Computer Software		2,500.00	2,207.40	2,210.01
Drafting and Survey Supplies		-	-	-



**MetroPlan**  
 Flagstaff Metropolitan Planning Organization  
 FY21 Budget to Actuals  
 7/1/20-3/31/21

		<b>FY2021</b>		
		<b>Amended Budget</b>	<b>Year to Date Actuals</b>	<b>FY21 Year End Estimates</b>
Non Library Books and Subscription		-	110.09	560.00
Food		1,200.00	-	-
Trophies and Awards		-	-	-
Indirect Grant Charges-Debit		-	-	-
Payroll Processing		3,300.00	6,527.61	10,000.00
Insurance (Liability/Auto/Property)		5,000.00	504.27	2,200.00
Financial Services (CPA/Audit)		-	747.50	810.00
IT Expense		4,740.00	4,840.00	6,025.00
	<b>Operations:</b>	<b>64,271.99</b>	<b>45,159.32</b>	<b>70,801.69</b>
Travel, Lodging and Meals		5,500.00	-	-
Registration		1,000.00	602.35	1,000.00
Education and Training		3,600.00	-	-
	<b>Travel and Training:</b>	<b>10,100.00</b>	<b>602.35</b>	<b>1,000.00</b>
Consultant Fees		13,000.00	-	100,000.00
Advertising		2,600.00	714.00	2,600.00
Burgess and Niple Inc		17,459.89	13,347.28	21,824.86
Streetlight Data (NAIPTA)		50,000.00	61,773.80	61,773.80
Milton Underpass (15% planning)		99,393.11	-	-
Small Local Projects		50,000.00	-	50,000.00
Lone Tree TI		150,000.00	-	-
W Route 66 CMP		61,974.63	-	-
Regional Transportation Plan (SPR)		150,000.00	-	-
Mountain Line 5305e Projects		150,000.00	8,101.72	29,722.00
	<b>Projects:</b>	<b>744,427.63</b>	<b>83,936.80</b>	<b>265,920.66</b>
<b>Total Expenditures:</b>		<b>1,244,907.09</b>	<b>419,659.89</b>	<b>747,020.87</b>



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## STAFF REPORT

**REPORT DATE:** April 29, 2021

**MEETING DATE:** May 5, 2021

**TO:** Honorable Chair and Members of the Executive Board

**FROM:** Jeff Meilbeck and David Wessel

**SUBJECT:** FY22 Budget Discussion

### 1. Recommendation:

**i** None. This item is for discussion only, but the Board may provide direction to staff on an FY 2022 budget increment.

### 2. Related Strategic Workplan Item

**i** Evaluate current staff capacity and determine the need for additional staff to achieve strategic goals by October 31, 2021 (Pending)

### 3. Background

**i** Staff have been asked to evaluate current staff capacity and determine if MetroPlan has need for additional staff at this time. Historically, MetroPlan has completed its work through a combination of in-house staff and consulting contracts. For example, in FY 2021, MetroPlan budgeted \$426,107 for staffing and \$744,427 for projects and consulting. The purpose of this report is to lay out the advantages, disadvantages and characteristics of each option and engage in a discussion with the Board.

*The core question is as follows: when existing staff capacity is reached, does it make sense to continue contracting out for planning services or should some of these services be brought in house?*

#### Entry Level Planner:

*Description: MetroPlan will have a consulting budget of approximately \$1,500,000 in FY 2022. While much of this work including design and engineering will continue to be contracted out, it is possible that some of the work can be brought in house to be completed by an entry level staff person including vehicle miles travelled*





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*reduction strategies, smart grid electrification/car charging programs, data collection and analysis, and intelligent transportation systems (ITS) design among other projects. Creating an entry level staff position can serve to increase the amount and depth of work that MetroPlan completes and also has the following characteristics as compared to completing work with a consultant.*

#### *Advantages:*

- *Cost*
- *Quality Control*
- *Ownership*
- *Retained knowledge*
- *Relationship building*
- *Succession planning*
- *Ease of assignments*

#### *Disadvantages*

- *Turnover*
- *Variety of skill sets*
- *Ongoing costs*

#### *Contracting Out for Planning Work*

*Describe: MetroPlan will continue to have contracts for high level planning work like the Regional Transportation Plan, design and engineering. MetroPlan can also continue to contract out for entry level work that is beyond MetroPlan's current staff capacity. This work includes vehicle miles travelled reduction strategies, smart grid electrification/car charging programs, data collection and analysis, and intelligent transportation systems (ITS) design, among other projects. Contracting out entry level planning work can serve to increase the amount and depth of work that MetroPlan completes and also has the following characteristics as compared to hiring an entry level staff person.*

#### *Advantages*

- *Specialized skill sets and expertise*



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- *One-time costs, not automatically recurring*

## *Disadvantages*

- *Length of procurement process*
- *Expense*
- *No institutional knowledge*
- *Less relationship building*
- *Less Flexibility*

## 4. TAC and Management Committee Discussion

**i** *The Management Committee unanimously supported this request, recognizing the benefits of creating an entry level position. The Management Committee also observed that recent increased opportunities for federal funding mean we need to be prepared to pursue and implement various planning projects. While the TAC did not review this staff report specifically, one TAC member observed that the City has been trying to hire a transportation planner for 3 years and that MetroPlan's position, if created, should be designed with the input of the TAC.*

## 5. Fiscal Impact

**i** *A position would cost approximately \$84,000 each year which would be taken from a reduction in consulting fees.*

## 6. Alternatives

**i** *This item is for discussion only*

## 7. Attachments

**i** *Transportation Planner Talking Points (PowerPoint Slides)*



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# Transportation Planner Tasks & Projects

# In-House Planner Advantages & Disadvantages

## Advantages In-House

- Responsiveness
  - Close to “home”
  - Nimble to emerging situations
  - Invested in community
  - Relationship building
- Accountability
- Regional credibility
- Moves to capacity building
- Optimizes time for other staff

## Disadvantages In-House

- Degree of expertise
  - Learning curves and training
- Perception
  - “Really” experts?
- Opportunity cost to Larger Projects
  - Annual staff funding precludes or delays funding for large projects as we need to save year-over-year to fund them

# Consultants Advantages & Disadvantages

## Advantages Consultancy

- Perception
  - Viewed by some as “real” experts
- Perspective
  - Bring experiences from other places
- Adaptability
  - The expert you need when you need it

## Disadvantages Consultancy

- Responsiveness
  - Availability fluctuates
  - Personnel fluctuate
- Temporary expertise
- Product / data ownership
- Quality assurance

# Transportation Planner Example Tasks

## Routine Operations

- Transportation Improvement Program oversight
- Development review (as needed)
- Meeting scheduling / note taking

## Continuous Project Support

- Data collection & analysis
- GIS mapping & analysis
- Graphics and infographics development
- Literature review/Research/Best practices
- Corridor Plan / Area Plan / Neighborhood Plan liaison
- State Transportation Plans liaison

# Transportation Planner Short Term Projects

- Vehicle Miles Travel (VMT) reduction strategies
- Mobile app for Trip Planning/Trip Pay
- Coordination on Smart Grid Electrification/Car charging
- Funding research
- Support role
  - W. Route 66 corridor master plan
  - McConnell corridor



# Transportation Planner Long Term Projects

- Lone Tree Traffic Interchange
- Switzer Canyon Connection
- Camp Navajo and Freight Planning
- ITS Expansion
- Travel Demand Management



# Management Committee Comments

- Federal funding is ramping up. Staffing will be needed to respond.
- “Shovel Ready” is a key component of federal grants. Lack of staffing can not be a “pinch point”.
- Grants should be expected. Staff will be needed to assure project delivery.
- Succession planning and the building of longevity and knowledge are valuable benefits of adding this position.



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## STAFF REPORT

**REPORT DATE:** April 29, 2021  
**MEETING DATE:** May 5, 2021  
**TO:** Honorable Chair and Members of the Board and TAC  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Adoption of FY2022 and FY2023 to Unified Planning Work Program (UPWP)

### 1. Recommendation:

**i** Staff recommends the Board adopt the FY2022 and FY2023 Unified Planning Work Program (UPWP).

### 2. Related Strategic Workplan Item

**i** Review and revise mandated compliance documents including Title VI, DBE Policy, State Performance Targets, etc.

### 3. Background

**i** The Unified Planning Work Program (UPWP) is created every two years and provides detail on how MetroPlan will spend its funding and meet its responsibilities. 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, 2021 to June 30, 2023, which is two fiscal years.

Beyond being a requirement, this document is important because MetroPlan's ability to clearly communicate who we are and what we do helps us attract and manage funding. The more consistent MetroPlan documentation, the better MetroPlan's ability to lead collaborative efforts. For example, identifying MetroPlan's top project priorities in all our documents increases clarity and builds momentum. When project partners and funding agencies can easily see our priorities and approach, it makes it easier for them to



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*understand and work with us. Simply put, the UPWP is another opportunity to communicate our projects and priorities in a clear manner.*

*The UPWP is consistent with two other documents:*

- 1) MetroPlan's Strategic WorkPlan. MetroPlan creates a concise 2-page Strategic WorkPlan each year at our annual Strategic Advance. The Strategic Workplan is attached as the last page of each Board packet. The projects in the Strategic WorkPlan are consistent with the projects in the UPWP.*
- 2) MetroPlan's Annual Budget. MetroPlan adopts a budget each year in June. The revenue, expenses and projects in the MetroPlan Annual Budget are consistent with the revenue, expenses and projects in the UPWP.*

*As part of our transparent public process, the UPWP needs to be adopted by the Board.*

## 4. TAC and Management Committee Discussion

- i** *The Management Committee had no input on this item. The TAC provided edits and passed a motion in support of the UPWP on the condition that requested edits be made.*

## 5. Fiscal Impact

- i** *All items on the UPWP are fiscally constrained which means we have strong reason to expect that funds will be received as budgeted.*

## 6. Alternatives

- i**
  - 1) Approve the UPWP. This alternative meets a federal and state requirement and documents the work the FMPO will do over the next 2 years.*
  - 2) Approve the UPWP with changes. This alternative allows the Board to make changes prior to adopting the UPWP*
  - 3) Do not approve the UPWP. This alternative would fail to meet one of our documentation responsibilities as an MPO.*



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## 7. Attachments

**i** [Draft FY 2022 and 2023 Unified Planning Work Program \(UPWP\) \(link only\)](#)



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## STAFF REPORT

**REPORT DATE:** April 29, 2021

**MEETING DATE:** May 5, 2021

**TO:** Honorable Chair and Members of the Board

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Strategic Workplan Review

### 1. Recommendation:

**i** Staff recommends the Board review and adopt a Strategic Workplan for July 1, 2021 through December 31, 2022.

### 2. Background

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

Adopting an annual Strategic Workplan allows MetroPlan to define and measure our success. This document captures large, measurable pieces of work that MetroPlan needs to deliver in order to stay relevant and connected to our mission and vision. By “operationalizing” the realization of our mission and vision in measurable ways, we can evaluate our performance and make ongoing adjustments year to year. The Workplan also serves as an excellent communication tool for our member agencies and the general public who want to understand who we are and what we do.

### 3. Fiscal Impact

**i** No immediate fiscal impact.

### 4. TAC and Management Committee Discussion

**i** The Management Committee and the TAC both provided edits on the document and then provided their support. Their edits have been captured.

## 5. Alternatives

**i** *None.*

## 6. Attachments

**i** *Draft Strategic Workplan*

## 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





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## STAFF REPORT

**REPORT DATE:** April 29, 2021  
**MEETING DATE:** May 5, 2021  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Regional Transportation Plan (RTP) Update

### 1. Recommendation:

**i** None. This item is for discussion only.

### 2. Related Strategic Workplan Item

**i** Initiate 20-year Regional Transportation Plan (RTP) process and have scope completed and team assembled by December 31, 2020

### 3. Background

**i** MetroPlan is mandated to produce a long-range regional transportation plan every 5 years. The last plan, Blueprint 2040, was adopted in May 2017. A typical plan can take up to 2 years to produce. To meet federal expectations, the plan must comply with 49 USC 5303(i). and “accomplish the objectives outlined by the MPO, the state, and the public transportation providers with respect to the development of the metropolitan area’s transportation network. This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) to meet the region’s economic, transportation, development and sustainability goals – among others – for a 20+-year planning horizon, while remaining fiscally constrained.”

One component of the RTP process is the creation of an advisory group. This advisory group met on January 27<sup>th</sup> and February 24<sup>th</sup> and has continued to work through e-mail and telephone communication. The group came to consensus on a core approach to the RTP effort and the following bullets summarize the work that will be done:



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- a. **Scenario 1: Current Land Use and Current Planning.** *This scenario will forecast the projects as envisioned and funded in the 2018 Voter approved initiatives. These projects will be fiscally constrained meaning they will use reasonably available resources. However, these projects can be updated to reflect new information including recent planning activity and shifts in community interest. For example, the Milton Corridor Master Plan is being completed by ADOT and we want to include those findings in our planning. Similarly, there is renewed interest in sustainability and making the current projects as sustainable as possible within existing constraints. The existing constraints are the language and funding levels approved by voters. In other words, there is some room to fine tune the projects, and there are distinct limits.*
  
- b. **Scenario 2: Enhanced Sustainability Scenario:** *This scenario will look at modifications to projects to reduce emphasis on single occupant vehicles. This scenario will not be fiscally constrained, but it will be an exercise in envisioning a new way of doing business. This scenario will present options which the community could pursue for funding if the community desired to do so. As such, this scenario will identify possibilities for major modifications to approved projects and new projects. However, and significantly, such scenarios will not be in the fiscally constrained plan and will not dictate policy or approach to member agencies. They will be a starting point for additional legal, funding, and design work if the community wishes to pursue them further.*

## **Procurement Process**

*The Request for Proposals was approved for release and is on the following schedule:*

February 3, 2021	MetroPlan Executive Board approval to release RFP
March 22, 2021	RFP Posted
March 26, 2021	Preproposal Meeting 11:00 AM
May 3, 2021	Responses to RFPs due by 12:00 pm
May 2021	Responses to RFPs reviewed and ranked
May 12, 2021 9:00 to Noon	Interviews <b><u>may</u></b> be conducted by selection committee



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May 2021	Contract negotiations
May 26, 2021	MetroPlan Technical Advisory Committee final contract review (optional)
May 27, 2021	MetroPlan Management Committee final contract review (optional)
June 2, 2021	Consideration by MetroPlan Executive Board

## 4. TAC and Management Committee Discussion

**i** *This information was shared with the TAC and Management Committee and there was no discussion.*

## 5. Fiscal Impact

**i** *MetroPlan budgeted \$300,000 for this project.*

## 6. Alternatives

**i** *None provided.*

## 7. Attachments

**i** *None*



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## STAFF REPORT

**REPORT DATE:** April 29, 2021  
**MEETING DATE:** May 5, 2021  
**TO:** Honorable Chair and Members of the Board  
**FROM:** David Wessel, Transportation Planning Manager  
**SUBJECT:** Transportation Improvement Plan (TIP) Discussion

### 1. Recommendation:

**i** Staff recommends the Board postpone adoption of a new TIP until the years 2023 to 2027.

### 2. Related Strategic Workplan Item

**i** MetroPlan is focused:

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

### 3. Background

**i** MetroPlan adopted its mandated, 5-year program of projects, or TIP, in June, 2020 with major amendments adopted in February 2020. Traditionally, the TIP is updated annually in concert with partner agencies' capital improvement programs, including ADOT's 5-year construction program. Federal regulation requires an update every 2-years, not annually.

MetroPlan staff recommends this deferment for the following reasons:

- The recency of the major amendments



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- *New – and yet unprogrammed - federal funding through the American Rescue Plan*
- *Potential for more federal funding through a major infrastructure bill*

## 4. TAC and Management Committee Discussion

- i** *The Management Committee did not consider this item, however, the TAC passed a motion supporting this change.*

## 5. Fiscal Impact

- i** *There is no direct fiscal impact. A supported Milton CMP can guide future partner investments and MetroPlan grant pursuit and planning activities.*

## 6. Alternatives

- i**
  1. *Support deferred action. With Board concurrence, Staff will post a notice in the paper and to the MetroPlan website.*
  2. *Recommend traditional action. With Board concurrence, Staff will proceed with an adoption schedule including a call for projects*

## 7. Attachments

- i** *None*

## 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						



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## Strategic Workplan January 1, 2020 to June 30 2021

### 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**

1. Complete MetroPlan’s transition to independence so that MetroPlan is fully self-sufficient by June 30, 2020.
2. Increase name recognition and understanding of MetroPlan’s role by conducting at least 10 outreach presentations to local and State groups and committees by June 30, 2021.
3. Clarify MetroPlan’s role and how it will support member agencies in the region by inventorying regional priorities, evaluating projects through a relevant prioritization matrix, choosing 3 top projects for MetroPlan and identifying the role MetroPlan will play in each project.
4. Work with member agencies to identify which grants MetroPlan should pursue so that MetroPlan’s role is complimentary to and is not competing with member agencies for the same funding sources by September 30, 2021 by...
  - Inventorying available funding sources for transportation projects and present opportunities including what funds are available and which agencies are eligible
  - Identifying which grants MetroPlan will pursue and what role MetroPlan will play such as writing grants, providing technical assistance, or providing letters of support.
5. Participate in, review, and take formal action in support of -- or recommending adjustments to -- ADOT’s Milton/Hwy 180 plan by June 30, 2021.
6. Consider restoring funding in the TIP to small-scale improvements around key multimodal safety projects by providing at least \$50,000 per year of MetroPlan funds to member agency projects as match.
7. Secure at least \$2.1 Million in resources over the next 5 years in a manner that directly benefits member agencies (at least \$750,000 by June 30, 2021)
8. Consider pursuing an additional \$300,000 for the Lone Tree TI design by June 30, 2020
9. Support member agency efforts to secure a low interest loan to reduce local taxpayer interest expense by at least \$10,000,000 from budgeted amounts by June 30, 2021
10. Complete an update to the Regional Transportation Model by December 31, 2020.
11. Initiate 20 year Regional Transportation Plan (RTP) process and have scope completed and team assembled by December 31, 2020
12. Participate in City-led outreach and design efforts on the Lone Tree Corridor (JWP to Butler) and Lone Tree Railroad Overpass through June 30, 2021
13. Educate State Leadership about the value of indexing the gas tax for inflation with goal of State action by June 30, 2020.
14. Review and revise mandated compliance documents including Title VI, DBE Policy, State Performance Targets
15. Define what it means to be “the finest transportation system in the Country”.