

Teams Virtual Meeting

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Meeting ID: 262 389 214 086
Passcode: acrPar

In-Person Location

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

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

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

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

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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

EXECUTIVE BOARD MEMBERS

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

METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner
- Kim Austin, Transportation Demand Manager
- Corey Cooper, Safe Routes to School Coordinator
- Ty Holliday, Montoya Fellow
- Aubree Flores, AmeriCorp Fellow

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

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

4. APPROVAL OF MINUTES (Pages 5-10)
Executive Board Regular Meeting Minutes of December 5, 2024

5. CONSENT AGENDA

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

B. GENERAL BUSINESS

1. TITLE VI TRAINING (Pages 11-12)

ADOT Staff: Marlene White Recommendation: None

2. PUBLIC PARTICIPATION PLAN ADOPTION (Pages 13-15)

MetroPlan Staff: Mandia Gonzales

Recommendation: Staff Recommends the Board adopt the MetroPlan 2024 Public Participation Plan as presented.

3. CALENDAR YEAR 2025 EXECUTIVE BOARD MEETING CALENDAR AMENDMENT (Pages 16-18)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board amend the Calendar Year 2025 (CY25) Executive Board Meeting calendar as presented.

4. SS4A INTERGOVERNMENTAL AGREEMENT | CITY OF FLAGSTAFF (Pages 19-27)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends that the Board authorize the Executive Director to execute the Safe Streets Master Plan Intergovernmental Agreement with the City of Flagstaff once it is finalized.

5. SUBRECIPIENT AGREEMENT FOUR WITH CITY OF FLAGSTAFF (Pages 28-37)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board approve the Fourth Amendment to the Master Subrecipient Agreement with the City of Flagstaff.

6. 5305e APPLICATION ON BEHALF OF AZTA (Pages 38-40)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board authorize MetroPlan to 1) apply for 5305e funds for the Arizona Transit Association (AzTA) Communications Plan and 2) execute grant agreement upon award.

7. LEGISLATIVE AGENDA UPDATE (Pages 41-47)

MetroPlan Staff: Sandra Tavel

Recommendation: None. For information and discussion only.

8. VULNERABLE ROAD USERS' SAFETY ACTION PLAN | DRAFT (Pages 48-51)

MetroPlan Staff: Mandia Gonzales & Ty Holliday Recommendation:

None. For information and discussion only.

9. SAFE ROUTES TO SCHOOL (SRTS) UPDATE (Pages 52-53)

MetroPlan Staff: Corey Cooper

Recommendation: None. For information and discussion only.

10. TRANSPORTATION DEMAND MANAGEMENT (TDM) UPDATE

(Pages 54-63)

MetroPlan Staff: Kim Austin

Recommendation: None. For information and discussion only.

11. METROPLAN HAPPENINGS

(Pages 64-65)

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

C. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

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

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

Annual Strategic Advance | February 13, 2025

3. ADJOURN

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Mountain Line Front Office on 1/6/2025 at 12:00 pm.



Mandia Gonzales, Transportation Planner

Dated this 1/6/2025
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01/03/2025



Teams Virtual Meeting

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Meeting ID: 265 860 975 242

Passcode: sNuaGv

In-Person Location

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EXECUTIVE BOARD MEMBERS

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

METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner – **Excused**
- Kim Austin, Transportation Demand Manager
- Corey Cooper, Safe Routes to School Coordinator
- Ty Holliday, Montoya Fellow – **Excused**
- Aubree Flores, AmeriCorp Fellow

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Vice-Chair Sweet called the meeting to order at 1:00 pm

2. ROLL CALL

See above

3. PUBLIC COMMENT

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

None provided.

4. APPROVAL OF MINUTES

Executive Board Regular Meeting Minutes of October 2024.

Paragraph	Current	Recommended Changes
6	Member McCarthy recommended that experiences from other areas <u>much</u> be incorporated.	Member McCarthy recommended that experiences from other areas <u>should</u> be incorporated.
7	Member Peshlakai stated there is an increase in the elderly population and micromobility devices are not safe for that population. She asked that be investigated in the study.	Member Peshlakai stated <u>that</u> there is an increase in the elderly population and micromobility devices are not safe for that population. She asked that <u>this issue</u> be investigated in the study.
8	Member Begay said that the research should include site visits for areas where such devices are in use and share safety concerns	Member Begay said that the research should include site visits for areas where such devices are in use and the research should share safety concerns.
10	Executive Director Morley explained that NAU recognizes these devices will be on campus as well as ADOT realizing that these devices will also be on ADOT roads, and the interagency impacts is one of the reasons MetroPlan is looking at this.	Executive Director Morley explained that NAU recognizes these devices will be on campus and she noted that ADOT realizes that these devices will also be on ADOT roads. She noted that the interagency impacts are one of the reasons that MetroPlan is looking at this.

Motion: Board member McCarthy made a motion to approve minutes with the recommended changes. Board member Williams sectioned the motion. None opposed. Motion passed.

5. 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.

B. GENERAL BUSINESS

1. RECOGNITION OF DEPARTURES

Kate Morley provided recognition for Member McCarthy service on the MetroPlan Executive Board. MetroPlan wishes Member McCarthy well.

Recognition of former MetroPlan staff member Karen Moeller for her 43 years of community service to the Flagstaff Region. MetroPlan wishes her a wonderful retirement.

2. CONSIDER ELECTION OF A CHAIR AND A VICE-CHAIR FOR METROPLAN EXECUTIVE BOARD

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Executive Board elect a new Chair and Vice-Chair for the term January 1, 2025, to December 31, 2025.

Executive Director Moley stated that Chair Vasquez would like to nominate Member Sweet as Executive Board Chair for 2025.

Motion: Board member McCarthy made a motion to approve member Sweet as the 2025 Executive Board Chair. Board member Williams seconded the motion. None opposed. Motion passed.

Executive Director Moley stated that Chair Vasquez would like to nominate Member Begay to Vice-Chair of the Executive Board.

Motion: Board member Williams made a motion to approve Member Begay to Vice-Chair of the Executive Board. Board Member McCarthy second the motion. None opposed. Motion passed.

3. CONSIDER RESTATED METROPLAN MOUNTAIN LINE INTERGOVERNMENTAL AGREEMENT

MetroPlan Staff: Kate Morley

Recommendation: Staff recommend that the Board delegate authority to finalize and approve the Restated MetroPlan Mountain Line Intergovernmental Agreement to the Executive Director.

Motion: Board Member McCarthy approved the Restated MetroPlan Mountain Line Intergovernmental Agreement to be signed by the Executive Board Chair. Board

Member Williams seconded the motion. None opposed. Motion passed.

4. CONSIDER SOCIAL MEDIA POLICY

MetroPlan Staff:

Recommendation: Consider Adoption of Social Media Policy

Aubree Flores provided a presentation on the needs of MetroPlan social media policy.

Motion: Board Member Williams approved adopting the new MetroPlan Social Media Policy. Board member McCarthy seconded the motion. None opposed. Motion passed.

5. SAFE STREETS MASTER PLAN (SSMP) UPDATE

Recommendation: None. For information and discussion only.

David Wessel presented an update on the partnership with regional partners and the scoping of the Safe Streets Master Plan (SSMP). The intent is for the scope to be finalized and approved in January 2025. Procurement is estimated in the spring of 2025. Kick-off of project estimated in May 2025.

6. WEST ROUTE 66 OPERATIONAL ASSESSMENT UPDATE

Recommendation: None. For information and discussion only.

Mandia Gonzales provided an update on the West Route 66 Operational Assessment. This update provided an overview of the tasks in progress by the Project Advisory Group (PAG).

Member McCarthy stated the need to be sensitive to neighborhood concerns when looking at connectivity.

Member Aslan submitted questions regarding the addition of bicycle and pedestrians' facilities as part of the assessment. Staff informed member Aslan that the solutions under review all include these facilities.

Member Aslan submitted a question regarding the Woody Mountain overpass and potential improvements under Prop 419. Staff will direct the question to city staff for follow-up after the meeting.

Member Aslan suggested any opportunities to defer widening be considered.

7. FY2025 QUARTER 1 FINANCIAL REPORT

Recommendation: None. For information and discussion only.

MetroPlan Staff: Kate Morley provided a presentation on the financial report for FY2025 Q1. This item was provided previously to the Executive Board in the form of a report.

8. UPDATE ON KEY PERFORMANCE INDICATORS

Recommendation: None. For information and discussion only.

Kate Morley provided a KPI update on Goal 1:

- 11 grants have been pursued; however, several are still pending award.
- The legislative agenda encourages ADOT to maintain ADOT's AZ Smart program, RTAC projects, and reauthorization of BIL/IIJA federal funding.

David Wessel provided a KPI update on Goal 2:

- Working to meet partners' needs at the SSMP meetings to inform future project scoping.
- New data sets related to Vulnerable Road Users will be provided in FY25 Q2.

Mandia Gonzales provided KPI updates on Goal 3:

- 3 community events attended in Q1 reaching over a hundred community members
- Social media followers continue to rise for each quarter. Growth is slow this quarter but is expected to rise as new project information and participation will be implemented in Q2.

Kim Austin provided an update on KPI Goal 4:

- TDM education activities have continued to grow.
- Mode shift information will be updated in January when 2023 census data is available, along with the results of the recently completed Trip Diary.

9. METROPLAN HAPPENINGS

MetroPlan Staff: Kate Morley

Recommendation: None. For information and discussion only.

Kate Morley provided a presentation on MetroPlan Happenings

C. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

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

Board Member Sweet provided an update that City Council members will review and pick board/ committee assignments on January 7, 2025.

Kate Morley provided an update on meeting invites. Member Aslan requested his calendar invites be directed to Shawn Johnson, City of Flagstaff Chief of Staff.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

January 9, 2025

3. ADJOURN

Member Sweet adjourned the meeting at 2:32 pm



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GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: December 20, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Title VI Training and Presentation

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.4: Ensure good standing with funders

BACKGROUND:

Marlene White, Civil Rights Specialist for the Arizona Department of Transportation (ADOT), will conduct Title VI Civil Rights training for MetroPlan. Civil Rights training is mandatory for MetroPlan Board and staff annually.

3. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC did not hear this item. The Management Committee made no comments.

4. FISCAL IMPACT:

None.

5. ALTERNATIVES:

None. This item is for information and discussion only.



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6. ATTACHMENTS:

None.



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GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: December 13, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Consider Adoption of the 2024 Public Participation Plan (PPP)

1) RECOMMENDATION:

Staff Recommends the Board consider adopting the 2024 Public Participation Plan for MetroPlan as presented.

2) RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.2: Expand the inclusion of transportation-disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.

3) BACKGROUND

The purpose of the Public Participation Plan (PPP) is to ensure a proactive process that allows the public to be involved in all phases of the multi-modal transportation planning process by providing complete information, timely public notice, sufficient periods for comment, full access to key decision points, and early and continuing engagement in developing transportation plans and programs. The PPP guides MetroPlan's public involvement activities.

The Public Participation Plan (PPP) is a federally required document and requires adoption by MetroPlan's Executive Board. While the plan will be adopted in 2025, the version of the PPP that is being proposed is the 2024 version.

2024 Substantive Changes

The following language was added to the document regarding the adoption process. It adds a list of proposed administrative amendments that can be made by the Executive Director, and clarifies a timeline to review the plan every two years to ensure it remains current and relevant to MetroPlan and the Flagstaff Region



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“The PPP is reviewed and adopted every two years by the MetroPlan Board unless substantive changes are required before the two-year period. While care is taken in developing a robust PPP that reflects both MetroPlan and the communities’ values, it is often necessary to make minor adjustment to reflect new outreach methods and improved data. The following Administrative Amendments may be made by the Executive Director without further action by the Board:

- *Amendments that are federally required in order to be in compliance with updated or new standards*
- *Updates to outreach methods and tactics*
- *Updates to Key Performance Indicators*
- *Updates to Demographic data*
- *Non substantive updates such as to staffing, contacts, grammar, etc.”*

Minor Updates:

1. Changes to Limited English Proficiency (LEP) assessments
 - This is a new per project assessment required by ADOT Civil Rights. This assessment is to be completed for each project and/or plan to ensure LEP standards and being met for the community that may be impacted by the project or plan. Previously, LEP was applied region-wide only.
2. Updates to outreach activities
 - This includes new methods such as focus groups
3. (New) Appendices – these correspond to the adopted Key Performance Measures (KPI). Reporting allows for annual assessment along with organizations accountability.
 - Appendix B: Annual Strategic Work Plan Goals, Objectives, and Key Performance Measures
 - Appendix C: Annual Demographics Review

Public Feedback

The updated draft of the PPP was provided online for public review and comments, additionally, it was promoted via MetroPlan’s social media from October 10th - November 24, 2024. No public comments were received.



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4) TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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

5) FISCAL IMPACT:

The fiscal impact is nominal, including staff time for recording data, posting information, and communicating with relevant parties.

6) ALTERNATIVES:

1) **Recommended.** Adopt the 2024 Public Participation Plan. This action will keep MetroPlan compliant with state and federal requirements.

2) **Not Recommended.** Do not adopt the 2024 Public Participation Plan. The Board could provide staff with more direction for the PPP. This action could put MetroPlan out of compliance with state and federal requirements depending on the length of delay.

7) ATTACHMENTS:

[Draft Public Participation Plan](#)



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STAFF REPORT

REPORT DATE: December 27, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider Amending the Calendar Year 2025 (CY25) Executive Board Meeting Calendar

1. RECOMMENDATION:

Staff recommends the Board amend the Calendar Year 2025 (CY25) Executive Board meeting calendar as presented.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

In September 2024, the Executive Board adopted a calendar for 2025. The Executive Board meeting day and time is established as the first Thursday of each month from 1:00 p.m. to 3:00 p.m. with a recess in July and August. In the adopted calendar, March 5th was established as a meeting date when the regular date would occur on March 6th. This was unintentional.

Section 4.5 of the MetroPlan bylaws include the following requirement, Regular Meetings of the Executive Board, state that, "in no event shall there be less than four meetings of the Executive Board in one year." This schedule aligns with the requirements of the bylaws.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not presented to the TAC. This item was reviewed by the Management Committee.

5. FISCAL IMPACT:

There is no fiscal impact to adopting the Calendar Year 2025 Executive Board meeting calendar.



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6. ALTERNATIVES:

- 1) **Recommended:** Amend the Calendar Year 2025 Executive Board Meeting Calendar as presented. This action will allow Board members to reserve time on calendars to ensure quorum requirements can be met and allows the public to track meetings.
- 2) **Not Recommended:** Do not amend the Calendar Year 2025 Executive Board Meeting Calendar as presented. The March meeting could be held on a Wednesday as currently scheduled.

7. ATTACHMENTS:

Revised CY25 Executive Board Meeting Calendar

Amended CY25 Executive Board Meeting Calendar

January 9, 2025 – Regular Executive Board Meeting

February 13, 2025 – Annual Strategic Advance

March 6, 2025 - Regular Executive Board Meeting

April 3, 2025 - Regular Executive Board Meeting

May 1, 2025 – Regular Executive Board Meeting

June 5, 2025 - Regular Executive Board Meeting

July and August 2025 – Summer Recess

September 4, 2025 - Regular Executive Board Meeting

October 2, 2025 - Regular Executive Board Meeting

November 6, 2025 – Regular Executive Board Meeting

December 4, 2025 - Regular Executive Board Meeting



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GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: December 17, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Consider Authorizing Executive Director to execute Safe Streets Master Plan Intergovernmental Agreement (IGA) with City of Flagstaff, once finalized.

1. RECOMMENDATION:

Staff recommends that the Board authorize the Executive Director to execute the Safe Streets Master Plan Intergovernmental Agreement with the City of Flagstaff once it is finalized.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2. Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

Grant Award

MetroPlan was awarded a Safe Streets and Roads for All (SS4A) supplemental planning grant to produce a Safe Streets Master Plan. Numerous stakeholders view a master plan as critical to bridge the gap between high-level policy and detailed engineering standards. The City of Flagstaff will provide \$500,000 cash and in-kind match for the award of \$2,140,000. A cash match of \$35,000 is provided by Mountain Line and Coconino County. The project total is \$2,675,000.

The project scope in the grant application includes Complete Streets guidelines, a master plan, an interactive mapping tool, and revisions to codes and standards. The project will also identify projects and strategies with a particular emphasis on safety. The scope is proposed to take four years to complete.

IGA Highlights

The IGA is based on a previously approved Transportation Alternatives IGA. Separate IGAs are anticipated with Coconino County and as a sub-agreement to the master IGA with Mountain Line. As of



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GREATER † FLAGSTAFF

this writing, the IGA has been reviewed by MetroPlan legal counsel and is under review by the City Attorney's office. Notable provisions include:

- Term: 5 years from the date of the grant agreement. The SS4A grant agreement with FHWA was signed in early December 2024.
- Funding/Budgeting: 15% of the budget will be held as a contingency to better assure that high-priority items agreed to by the Parties can be completed.
- MetroPlan responsibilities: Grant administration and contracting, co-project management, invoicing and billing.
- City responsibilities: Co-project management including budget tracking, review and recommendation on contractor invoices, providing \$261,259 cash match and in-kind time value of \$238,750, responsibility for overruns (the 15% contingency is a safeguard against this).

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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

5. FISCAL IMPACT:

The IGA provides MetroPlan protection against having to meet match requirements. The SS4A grant will provide significant funding for MetroPlan staff over the next four years. No expenses are expected to occur in FY25 but will be included in the FY26 budget and 5-year forecast.

6. ALTERNATIVES:

1. **Recommended:** Authorize the Executive Director to execute the Safe Streets Master Plan Intergovernmental Agreement with the City of Flagstaff once finalized and with approval of legal counsel. In the event the City has not acted on the IGA but has completed its legal review, this action will expedite the approval process.
2. **Table the item to the February Strategic Advance:** There is relatively little threat to the project or process if IGA approval is postponed, but business items detract from the Advance.
3. **Not recommended:** Do not authorize the Executive Director to execute the IGA. The Board could provide staff with further directions on the contents of the IGA.

7. ATTACHMENTS:

Draft City of Flagstaff Safe Streets Master Plan Intergovernmental Agreement

After recording, return to:

City Clerk
Flagstaff City Hall
211 W. Aspen Avenue
Flagstaff, AZ 86001

INTERGOVERNMENTAL AGREEMENT
for Safe Streets and Roads for All Safe Streets Master Plan Award
by and between
City of Flagstaff
and
Flagstaff Metropolitan Planning Organization d/b/a MetroPlan

This Intergovernmental Agreement (hereafter "Agreement") is entered into this _____ day of _____, 2024 by and between the City of Flagstaff, an Arizona municipal corporation, with offices at 211 West Aspen Street, Flagstaff, Arizona 86001 (hereafter the "City"), and Flagstaff Metropolitan Planning Organization, a metropolitan planning organization formed as an Arizona nonprofit corporation with offices at 3773 North Kaspar Drive, Flagstaff, Arizona 86004, (hereafter "MetroPlan"). City and MetroPlan may be referred to individually as a Party or collectively as the Parties in this Agreement.

RECITALS

WHEREAS:

- A. MetroPlan has secured Federal Highway Administration ("FHWA") Safe Streets and Roads for All Supplemental Planning grant funding ("Grant") for up to eighty percent (80%) funding to Conduct a Safe Streets Master Plan including Complete Streets Guidelines, Layered Networks and Implementation Actions ("Project"). See Attachment A: Grant Agreement for more information;
- B. The City and MetroPlan both benefit from the use of these funds in service of the Project;
- C. City desires to coordinate with MetroPlan for the purposes of completing the Project utilizing the Safe Streets and Roads for All Supplemental Planning funding including providing match funds;
- D. City and MetroPlan now wish to enter into this Agreement to set out the roles and responsibilities of the Parties as related to the funding, design, construction, and completion of the Project; and
- E. The Parties are authorized to enter into this Agreement by the provisions of the Amended Master IGA, and by A.R.S. § 11-952 et seq.

NOW, THEREFORE, in consideration of the mutual covenants herein and other consideration, receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. **Purpose and Scope.** The Purpose of this Agreement is to set out the roles and responsibilities of the Parties as related to Safe Streets and Roads for All Supplemental Planning (“SS4A”) grant funds MetroPlan received for Safe Streets Master Plan.
2. **Funding.** The SS4A awarded Grant funds to be used for the Project total \$2,140,000.00 (80% of total Project cost), and the City’s match requirement totals \$261,250.00 (9.8% of Total Project cost) cash plus \$238,750.00 in-kind (8.9% of Total Project cost). Mountain Line and Coconino County have committed to contributing match separately at total value of \$35,000.00 for a total Project budget of \$2,675,000.00.

These budgeted figures are preliminary and may be subject to change. Any budget changes needed for the completion of the Project shall be agreed to by the Parties. In the event MetroPlan secures additional funding for the Project, an amendment to this Agreement documenting the additional funding and Project components shall be executed by both Parties. Parties shall reach agreement on Project priorities within and across tasks, identifying Project subtask priorities as essential, highly desirable, and desirable. A contingency of fifteen percent (15%) will be held in reserve for the highly desirable and desirable Project subtasks and will not be utilized until Parties agree that the essential Project subtasks have been or are reasonably expected to be completed.

3. **Term.** This Agreement shall be in effect from the date of the last signature below to the date of completion of the Project and closure of the Project budget in the Grant. SS4A Grant funds expire five (5) years from the date of the Grant Agreement.

4. **Project Roles and Responsibilities.**

- 4.1. **MetroPlan Roles and Responsibilities**

- 4.1.1. MetroPlan shall provide grant administration in accordance with the Grant Agreement.
- 4.1.2. MetroPlan shall designate a point of contact who will coordinate all aspects of the Project with a point of contact designated by City to manage, administer, and oversee completion of Project deliverables the Project.
- 4.1.3. MetroPlan shall be responsible for procurements in compliance with federal requirements following a mutually agreed upon procurement plan.
- 4.1.4. MetroPlan shall contract for services with third-party vendors required to complete the Project. MetroPlan shall be responsible for procurement and will coordinate with City on scoping and evaluating responses. MetroPlan shall provide contract oversight and MetroPlan will include all federal terms, requirements, and certifications in contracts in compliance with federal, state, or local requirements.
- 4.1.5. MetroPlan’s point of contact shall meet monthly with City’s point of contact to track progress on grant milestones and grant budget. MetroPlan shall submit monthly reports related to those topics to FHWA and meetings shall be timely to accommodate on-time reporting.

- 4.1.6. MetroPlan shall monitor and provide oversight of any requirements for the National Environmental Policy Act (“NEPA”).
 - 4.1.7. MetroPlan shall be responsible for overall contract management, administration, project controls, and coordination.
 - 4.1.8. MetroPlan shall provide monthly expense reports to City to communicate expenditures and balance details pertaining to the Grant funds.
 - 4.1.9. MetroPlan is responsible for payment of all invoices received within thirty (30) days of receipt and MetroPlan will pay 100% of invoice totals.
 - 4.1.10. MetroPlan is responsible for submitting reimbursement requests to FHWA for eighty percent (80.0%) of total Project cost no less than quarterly.
 - 4.1.11. MetroPlan will bill City for City’s match (9.8% up to \$261,250.00) as required for the total Project as reported to FHWA no later than thirty (30) days after receipt of all invoices for the billing period.
 - 4.1.12. MetroPlan will obtain in-kind billing for City staff time on Project in amount of \$238,750.00.
- 4.2. City Roles and Responsibilities
- 4.2.1. City shall designate a Project Manager responsible for coordinating and providing direction on behalf of City.
 - 4.2.2. City will assist MetroPlan with the procurement process by developing the Project scope, assisting with scoring criteria, and contributing scoring committee information to MetroPlan and shall recommend procurements to conduct.
 - 4.2.3. City will review invoices from any third party contractors and recommend to MetroPlan approval or denial of payment.
 - 4.2.4. City is responsible for paying invoices submitted by MetroPlan pursuant to section 4.1.11 within thirty (30) days of receipt of invoice.
 - 4.2.5. City is responsible for providing in-kind in section 4.1.12. If City is unable to provide \$238,750.00 of in-kind value of time on the Project, the City shall pay any remaining balance in cash.
 - 4.2.6. In the event the Project exceeds federal budget, City shall be responsible to cover 100% of the overruns and change orders.
- 4.3. Shared Roles and Responsibilities
- 4.3.1. Each Party shall have a representative to be the main point of contact and shall be responsible for coordinating all Project specific information with their individual teams.
 - 4.3.2. City and MetroPlan, along with consulting engineers, and other vendors as applicable, shall comply with NEPA regulations in accordance with the Grant requirements for the Project. Partners shall mutually agree upon projects to ensure compliance with NEPA.

- 4.3.3. Both Parties shall be responsible for developing and tracking Project budget to ensure Project does not exceed federal funding.
- 4.3.4. Both Parties shall direct the work of third party consultants.
5. **Indemnification.** To the extent permitted by Arizona law, each Party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person, including death, or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.
6. **ADA.** Each Party shall comply with applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 United States Code. 12101-12213) and all applicable federal regulations under the Act, including 28 Code of Federal Regulation Parts 35 and 36.
7. **Non-Discrimination.** The Parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration (Executive Order 13465 – Employment Eligibility Verification, E-Verify; 73 FR 67704), nondiscrimination (Executive Order 11246), and affirmative action. The Parties shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.
8. **Compliance with Laws.** Each Party shall comply with all federal and state laws, rules, regulations, standards and Executive Orders, as applicable, without limitation to those designated within this Agreement. Any changes in the governing laws, rules and regulations during the terms of this Compact shall apply but do not require an amendment.
9. **Modification.** This Agreement may be modified or amended only by written agreement signed by or for both Parties, and any such modification or amendment shall become effective on the date so specified.
10. **Agents, Employees, And Contractors.** Agents, employees and contractors hired by a Party to provide services under this Agreement shall be and remain the agents, employees, and contractors of the hiring Party solely, and shall not be considered agents, employees, or contractors of the other Party.
11. **Workers' Compensation.** Each Party herein shall comply with the provisions of A.R.S §23-1022(E) by posting the public notice required., Each Party shall maintain Workers'

Compensation insurance coverage on all of its own employees providing services pursuant to this Agreement.

12. **Insurance.** Each Party shall bear the risk of its own actions, as it does with all its operations, and shall determine for itself an appropriate level of insurance coverage and maintain such coverage. Nothing in this Agreement shall be construed as a waiver of any limitation on liability that may apply to a Party.
13. **Non-appropriation.** Every payment obligation of the Parties under this Agreement is conditioned upon the availability of funds appropriated and allocated for the payment of such obligation. If funds are not appropriated, allocated and available or if the appropriation is changed by the legislature resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated by the Parties at the end of the period for which funds are available. No liability shall accrue to the Parties in the event this provision is exercised, and the Parties shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
14. **No Third-Party Beneficiaries.** Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or affect the legal liability of any Party to the Agreement by imposing any standard of care different from the standard of care imposed by law.
15. **Severability.** In the event that a court of competent jurisdiction shall hold any part or provision of this Agreement void or of no effect, the remaining provisions of this Agreement shall remain in full force and effect.
16. **Jurisdiction.** Nothing in this Agreement shall be construed as otherwise limiting or extending the legal Jurisdiction of any Party. Nothing in this Agreement is intended to confer any rights or remedies to any person or entity that is not a Party.
17. **Conflict of Interest.** The requirements of A.R.S. §38-511 apply to this Agreement. The Parties may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of a Party is, at any time while this Agreement or any extension is in effect, an employee, agent or consultant of a Party with respect to the subject matter of this Agreement.
18. **Dispute Resolution.** The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. §12-1518 except as may be required by other applicable statutes.
19. **Construction.** This Agreement shall be construed and in accordance with its fair meaning and shall not be construed for or against either Party.
20. **Headings.** The headings used in this Agreement are for convenience only and are not intended to alter or affect the meaning of any provision of this Agreement.

21. Entire Agreement. This document constitutes the entire Agreement between the Parties pertaining to the subject matter hereof. This Agreement shall not be modified, amended, altered or extended except through a written amendment signed by the Parties.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date herein before indicated.

City of Flagstaff

**Flagstaff Metropolitan Planning Organization
d/b/a MetroPlan**

Becky Daggett

Name: _____

Mayor

Title: _____

Dated: _____

Dated: _____

Attest:

City Clerk

Dated: _____

REPRESENTING CITY OF FLAGSTAFF:

The undersigned counsel for the City of Flagstaff has reviewed the Agreement and determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this state to such public agency or public procurement unit.

Signature: _____

Name: Sterling Solomon

Title: City Attorney

Date: _____

REPRESENTING MetroPlan

The undersigned counsel for MetroPlan has reviewed the Agreement and determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this state to such public agency or public procurement unit.

Signature: _____

Name: Mangum Wall Stoops & Warden, PLLC

Title: General Counsel

Date: _____



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

STAFF REPORT

REPORT DATE: December 11, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider Fourth Amendment to Master Subrecipient Agreement with City of Flagstaff

1. Recommendation:

Staff recommends the Board approve the Fourth Amendment to the Master Subrecipient Agreement with the City of Flagstaff.

2. Related Strategic Workplan Item

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.2: Expand match and revenue-generating options.

3. Background

On November 16, 2022, MetroPlan entered into an Intergovernmental Agreement (IGA) with the City of Flagstaff known as the Master Subrecipient Agreement (MSA). This agreement outlines the requirements and expectations for entities to comply with and manage funds Metroplan chooses to pass through. Passed through funds must align with eligible uses from the funding source, and MetroPlan's Unified Planning Work Program (UPWP). Subrecipients must agree to follow all federal and ADOT requirements for the use of the funds. MetroPlan's Subrecipient Policy requires a risk assessment to be completed for each subrecipient relationship.

MetroPlan received a 5305(e) competitive grant as part of its agreement with Mountain Line to seek such funding opportunities on its behalf. The grant is for \$200,000 to conduct the Transit into Code Study (TCS) in which the proposed code that better integrates transit into the development process will be developed and brought to the City Council for their consideration. In November 2023, MetroPlan's Executive Board approved Addendum 1 to the MSA providing the City with \$35,000 in funds. The City, in collaboration with Mountain Line, is requesting MetroPlan to provide an additional \$18,814 in funds to expand the scope of work with their contractor.

Staff completed the attached risk assessment and found the city to be ineligible due to the lack of an adopted Title VI Plan. However, staff recommends the Board use their discretion, as set out in the



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Subrecipient Policy, to approve the agreement because the City has a corrective action plan for its Title VI Plan. See the attached email from the City. If the risk matrix removed the Title VI Plan non-compliance, the City scores as low risk for this project.

4. TAC and Management Committee Discussion

This item was not brought to the TAC. The Management Committee made no additional comments.

5. Fiscal Impact

MetroPlan received a \$200,000 5305(e) grant for the Transit into Code Study that requires \$18,550 in match funding that is paid for by Mountain Line. MetroPlan will reimburse the City for consultant fees related to this project up to \$18,814, in addition to \$35,000 previously approved under addendum 1. Additional grant funds cover project administration and are reserved for future phases of the Study.

6. Alternatives

- 1) **(Recommended)**. Approve the Fourth Amendment to the Master Subrecipient Agreement with the City of Flagstaff. Approval assures MetroPlan of its partners' responsibility to accept funds and provides for the efficient and effective delivery of the Transit into Code Study. This approach is supported by Mountain Line and City staff.
- 2) **(Not recommended)**. Do not approve the Fourth Amendment to the Master Subrecipient Agreement with the City of Flagstaff. The Board could provide directions on the delivery of the project so that staff may bring them an alternative to consider.

7. Attachments

- DRAFT Supplementation IGA/Addendum Master Subrecipient Agreement
- Subrecipient Risk Assessment Tool
- Title VI Letter City of Flagstaff

SCHEDULE 2.0 (January ____, 2025)

Addendum No. 4 to Budget and Project(s) Scope

Agreement Number	
Program/Phase/Federal Aid	5305e FTA AZ-2020-039
Unique Entity Identifier (UEI)	XMMUMPKTLVQ3
SAM.GOV CAGE Code	3KLU3
Description	Subrecipient agreement for Project Funding

The following additional work is to be included in the definition of the Project and is to be pursued under this Addendum No. 4 during FY 2025-2026. The estimated Project costs are as follows:

Planning and Design:

MetroPlan Federal-aid funds (CFDA 20.505)	\$ 15,051.20
Mountain Line Funds (Federally required local match)	\$ 3,762.80
Total	\$ 18,814.00

Scope of Work

The City shall accept this funding as Mountain Line’s financial contribution to the revised scope of the Land Availability and Sustainability Analysis and a Development Code and Process Analysis, Contract No. 2023.6 (the “DOWL Agreement”), dated October 10, 2024, which agreement is hereby incorporated by reference. As set forth in the DOWL Agreement, the City will be responsible for overall consultant contract management, administration, project controls, and coordination in collaboration with Mountain Line as set forth in that agreement.

MetroPlan Roles and Responsibilities

MetroPlan will be available to City as an advisor as needed for transit and multimodal questions that may arise during the DOWL Agreement.

Program funds passed through the Arizona Department of Transportation. Contact:

Ruth Garcia
 Regional Planner
 ADOT Multimodal Planning Division
 1611 W Jackson Street
 Phoenix, AZ 85007
rgarcia5@azdot.gov
 602-712-8672

At completion of the Project, the City shall provide MetroPlan a notice in writing that the Project is complete and demonstrates deliverables are met.

Flagstaff Metropolitan Planning Organization
d/b/a MetroPlan

City of Flagstaff

Miranda Sweet, Chair MetroPlan

Rick Tadder, Management Services Director

Date

Date

Subrecipient Pre-Award Risk Assessment Tool

Version 1 - August 2023

Risk Rating
Ineligible

Complete this tool as part of the pre-award risk assessment process to determine the eligibility and compliance risk of potential subrecipients of federal funding. Those that are deemed **ineligible** based on the eligibility criteria below may not receive an award from MetroPlan Greater Flagstaff until eligibility has been restored. For subrecipients deemed **eligible**, the tool produces a recommended monitoring cadence based on the risk of noncompliance.

Please enter a value or select from the options in the dropdown list for each highlighted cell.

Entity Name	City of Flagstaff
Entity Type	Public Agency
Grant Number	
Grant Title/Description	5305e Transit into Code

Eligibility		
Question	Answer	Result
A. Is the organization eligible to receive the grant funds per the NOFO?	NO	Ineligible
1. Has the organization been suspended or debarred by the Federal government?	No	Eligible
2. Is the organization currently delinquent in submission of the Subrecipient Annual Report for any of the past three years?	No	Eligible
3. Is the organization currently delinquent in submission of the Single Audit Report for any of the past three years?	No	Eligible
4. Does the organization have Title VI pertaining to transportation or ability to implement prior to spending?	No	Ineligible
5. Does the organization have a UEI ?	Yes	Eligible

Note: The Board may choose to adjust eligibility outcomes above with sufficient justification in writing.

Risk Assessment		
Program and Award	Answer	Points Awarded
5. Rate the size of the award.	Small	0
6. Rate the complexity of the program.	Not Complex	0
7. Will the subrecipient purchase real property, equipment, or supplies for this program?	No	0
Subrecipient Experience		
Question	Answer	Points Awarded
8. Is the subrecipient receiving a federal award for the first time?	No	0
8a. Did the organization adhere to all terms and conditions of prior federal awards?	No	15
8b. How significant were the organization's violations of previous awards?	Minor	0
9. Does the subrecipient have experience administering similar programs?	Yes	0
9a. Does the subrecipient have experience administering or complying with ADOT programs?	No	5
10. Does the subrecipient have adequate and qualified staff to comply with the terms of the agreement and a documented training or hiring policy and process to assure qualification?	Yes	0
11. How much has the subrecipient's key staff changed in the past year?	No Changes	0
Single Audit Findings		
Question	Answer	Points Awarded
12. Has the organization had a single audit?	Yes	
12a. Did the subrecipient have one or more audit findings in any of their last three last single audits regarding program non-compliance?	No	0
12b. Did the organization have one or more audit findings in any of their last three single audits regarding significant internal control deficiency?	No	0
Accounting		
Question	Answer	Points Awarded

13. Does the subrecipient have a financial management system in place that can track and record program expenditures?	Yes	0
13a. Is the financial management system able to identify the receipts and expenditures of program funds separately for each award?	Yes	0
13b. Does your entity have an indirect cost rate that is approved and current? If "Yes", enter approving agency and date of approval Agency: _____ Date: _____	No	
14. If staff will be required to track their time associated with the award, does the subrecipient have a system in place that will account for 100% of each employee's time?	Not Applicable	0
15. Has your organization returned lapsed federal funds? Funds lapse when excessive time has passed and they are no longer available for obligation.	No	0
Policies and Procedures*	Answer	Points Awarded
16. Does the subrecipient have written procedures to implement federal payment requirements and determine cost allowability?	Yes	0
17. Does the subrecipient have a documented procurement policy that is compliant with state and federal regulations including processes to avoid purchase of unnecessary or duplicative items,	Yes	0
18. Does the subrecipient have a conflict of interest policy and code of conduct with disciplinary action policy for non-governmental parent or subsidiary organization?	Yes	0
19. Does the subrecipient have a record retention procedure that complies with all applicable state and federal guidelines?	Yes	0
20. Does the subrecipient have standard operating procedures and/or administrative manuals that indicate strong internal controls?	Yes	0
21. Does your entity have a written process or a certification statement approved by your governing board assuring a contractor's work will be completed in conformance with approved plans and specifications, including provisions for materials testing and project inspections?	Yes	0
22. Does your entity have a policy requiring compliance with the Uniform Act?	Yes	0
Project-based Risk Assessment	Answer	Points Awarded
23. Does your entity have direct experience with the project scope as described?	Yes	0
24. Do you have sufficient staff, including contingency plans, to complete the scope on schedule?	Yes	0
25. Do you anticipate the need to hire outside expertise to complete the scope?	Yes	10

Risk Rating	Risk Score
Ineligible	30

Check-In Frequency	Monitoring Requirements Additional Requirements

--	--

Missing Policies and Procedures

Follow up with the subrecipient to ensure they implement the following written policies to comply with the terms of the federal award.

Policy

Title VI Plan not adopted as of this date. Action to adopt scheduled for May 1, 2025.
 While NOFO doesn't specifically allow cities as eligible entities, Title 49 states "may award grants to States, authorities of the States, metropolitan planning organizations, and local governmental authorities, and make agreements with other departments, agencies, or instrumentalities of the Government to— (A) develop transportation plans and programs; (B) plan, engineer, design, and evaluate a public transportation project; and (C) conduct technical studies relating to public transportation.

Uniform Guidance Citation for Requirements



Note: All additional requirements imposed by the pass-through entity, including reporting frequency, check-in frequency, and other requirements listed above, must be specified in the grant award document. These monitoring levels will remain in effect until the granting agency feels it may be modified.

Pre-award risk assessment completed by

Kate Morley, 12-11-2024		
Assessor 1: Name, Date	Assessor 2: Name, Date	Assessor 3: Name, Date

Justification for issuing award to high-risk subrecipient

Organization Name	City of Flagstaff
Grant Number	
Grant Title/Description	5305e Transit into Code

Please provide a written justification for why it is in the State's best interest to award a grant to an organization that is considered high-risk.

The City's draft Title VI Plan is not adopted as of this date. The City has drafted a plan is set to have the plan approved no later than May 1, 2025.

Kate A. Morley

From: Stacey Brechler-Knaggs <sknaggs@flagstaffaz.gov>
Sent: Wednesday, December 11, 2024 11:51 AM
To: Kate A. Morley
Cc: Christina Rubalcava; Kevin Fincel; Megan R. Dales
Subject: [External] RE: [External] City of Flagstaff - ADOT Title VI Plan

Caution: This email is from outside of Mountain Line. Please take care when clicking links or opening attachments. If in doubt, contact [IT Support](#).

Oops my bad, yes **May 1, 2025**

From: Kate A. Morley <kate.morley@metroplanflg.org>
Sent: Wednesday, December 11, 2024 10:38 AM
To: Stacey Brechler-Knaggs <sknaggs@flagstaffaz.gov>
Cc: Christina Rubalcava <CRubalcava@flagstaffaz.gov>; Kevin Fincel <KFincel@flagstaffaz.gov>; Megan R. Dales <megan.dales@flagstaffaz.gov>
Subject: RE: [External] City of Flagstaff - ADOT Title VI Plan

Hi Stacey,
Can you confirm the expected date is May 1, 2025 not 2024?

Kate Morley, AICP
Executive Director
metroplanflg.org
Office: 928-266-1293



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Visioning a transportation system that prioritizes the wellbeing of people and the environment.

From: Stacey Brechler-Knaggs <sknaggs@flagstaffaz.gov>
Sent: Wednesday, December 11, 2024 10:17 AM
To: Kate A. Morley <kate.morley@metroplanflg.org>
Cc: Christina Rubalcava <CRubalcava@flagstaffaz.gov>; Kevin Fincel <KFincel@flagstaffaz.gov>; Megan R. Dales <megan.dales@flagstaffaz.gov>
Subject: [External] City of Flagstaff - ADOT Title VI Plan

Caution: This email is from outside of Mountain Line. Please take care when clicking links or opening attachments. If in doubt, contact [IT Support](#).

The City is in the process of developing and adopting a Title VI Plan for its surface transportation programs. A semi-final draft is complete, has been reviewed by HR, and is pending Legal review. The City anticipates the Title VI Plan will be approved by the City Manager no later than May 1, 2024.

Stacey Brechler-Knaggs

Director of Emergency Management | Grants & Contracts

City of Flagstaff, 211 W. Aspen, Flagstaff, AZ 86001

sknaggs@flagstaffaz.gov

928.213.2227 – work

928.699.5585 – mobile



Note: Mountain Line's email addresses are changing from @naipta.az.gov to @mountainline.az.gov. Please update your address book accordingly.

Attention: This message is intended only for the individual to whom it is addressed and may contain information that is confidential or privileged. If you are not the intended recipient, or the employee or person responsible for delivering it to the intended recipient, you are hereby notified that any dissemination, distribution, copying or use is strictly prohibited. If you have received this communication in error, please notify the sender and destroy or delete this communication immediately.



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STAFF REPORT

REPORT DATE: December 20, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider 5305e Transit Planning Funds for AzTA Communications Plan

1. RECOMMENDATION:

Staff recommends the Board authorize/ratify MetroPlan to 1) apply for 5305e funds for the Arizona Transit Association (AzTA) Communications Plan and 2) execute grant agreement upon award.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs.

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

3. BACKGROUND:

5305e transit planning grants are FTA (Federal Transit Administration) pass-through funds competitively available through the Arizona Department of Transportation (ADOT). Councils of Governments (COGs) and Metropolitan Planning Organizations (MPOs) are the only eligible applicants. Mountain Line has requested MetroPlan consider an application on behalf of the Arizona Transit Association (AzTA). Typically, staff do not seek Board approval for 5305e applications because the Intergovernmental Agreement (IGA) with Mountain Line allows for such applications. Staff are bringing this request to the Board because the partner organization would be AzTA and not Mountain Line.

The proposed AzTA Communications Plan aims to educate the public about the value of public transportation, address the challenges it faces, and highlight its positive impact on communities across greater Arizona. By leveraging this funding, AzTA intends to develop a guiding document that will increase public awareness, build strong community support, and educate key stakeholders on the need to improve and expand transit services throughout the region. The Plan has the following goals:

- 1. Increased Public Awareness:** The Communications Plan will significantly enhance public understanding of the benefits of public transportation, including economic, environmental, and social impacts. This increased awareness is essential for building community support and securing necessary funding.



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2. **Addressing Transit Challenges:** By educating the public about the specific challenges faced by transit systems in Arizona, such as funding, infrastructure, and service limitations, the plan will foster a more informed and supportive community. This understanding is vital for the growth of the State's Transit network.

3. **Promoting Community Impact:** The plan will highlight success stories and the positive effects of transit on local communities, showcasing how public transportation improves access to jobs, education, and healthcare. This promotion will help demonstrate the value of transit in Greater Arizona.

As of the writing of this report, AzTA, Mountain Line, Northern Arizona Council of Governments, and the Yuma Metropolitan Planning Association have all expressed interest in MetroPlan's application. MetroPlan expects additional Council of Governments and Metropolitan Planning Organizations to support the request.

The application was due January 7, 2025, two days prior to this meeting. Our awareness of the opportunity did not arise in time for action prior to submittal. If the Board does not ratify/approve, Staff can withdraw the application.

TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not brought to the TAC. The Management Committee made no concerns.

FISCAL IMPACT:

The grant request will be \$250,000. Match in the amount of \$62,500 is required and it is proposed to be provided by AzTA as in kind. In the event sufficient in-kind cannot be obtained, cash will be provided. There will be some administrative tasks associated with invoicing and reporting that will impact MetroPlan staff time but can be accommodated within existing budgets.

ALTERNATIVES:

- 1) **Recommended:** Authorize/ratify MetroPlan to 1) apply for 5305e funds for the Arizona Transit Association (AzTA) Communications Plan and 2) execute grant agreement upon award.
- 2) **Not Recommended:** Withdraw the application. The Board could provide additional direction to staff to fund program support.



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ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: December 23, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Sandra Tavel, Transportation Planner

SUBJECT: Legislative Agenda Update

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

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

3. BACKGROUND:

In October 2024, the MetroPlan Executive Board adopted a legislative agenda to identify strategic objectives aimed at improving transportation in the region. Below are the priorities and a brief update on each item.

State Priorities:

- Educate on the benefits of the Greater Arizona Funding Initiative (RTAC Bill) collectively and for individual projects. All projects benefit the region:

Jurisdiction	Project	RTAC Request
City	Lone Tree Overpass Improvements	18,268,353
County	US89 and Burris Roundabout	5,650,000
Mountain Line	Bus Maintenance Facility - match	2,044,750
Mountain Line	Fixed route electric buses - match	958,613
Total RTAC request		26,921,716

- Chair Sweet, Karen Kruse and MetroPlan staff attended the October 2024 Rural Transportation Summit in Prescott where RTAC projects were presented.
 - Karen Kruse and MetroPlan staff met with Legislative staff from the Arizona House of Representatives to educate on the region's RTAC projects.
- Continue to seek long term funding solutions for insufficient state transportation revenues for all modes.



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- *MetroPlan is staying apprised of conversations on the RTAC level as well as attending State Board meetings where ADOT presents a financial component.*
- Educate on the benefits of maintaining and fully funding the AZ SMART fund at \$35 million (with possible increase in future years) with partners.
 - *MetroPlan created a one-page educational handout and circulated it at the October 2024 Rural Transportation Summit in addition to discussing the one-pager with ADOT leadership and State Transportation Board Members Ted Maxwell and Jenn Daniels.*
 - *Karen Kruse and MetroPlan staff met with Arizona House of Representatives staff members to educate on the impacts and benefits of maintaining and recapitalizing the AZ SMART fund.*
- Work with ADOT to prioritize projects in the region for inclusion in their 5-year construction program through the Planning to Programming (P2P) Process.
 - *MetroPlan staff created a project scoring rubric (for projects located on ADOT owned roadways) and have scored 65 projects in the FMPO region, as an initial step.*
 - *MetroPlan is in the process of collaborating with ADOT on the scoring rubric and the initial prioritization of projects.*
 - *MetroPlan will take the rubric and the list to its TAC and Strategic Advance to develop a list of priority projects to nominate in the FY27-31 ADOT P2P Process.*
- Develop LTAF2 (Local Transportation Assistance Fund) strategy to reinstate funds.
 - *AZTA (AZ Transit Association) is leading the discussion.*
 - *MetroPlan and Mountain Line will coordinate along with AZTA to develop a strategy.*
- Continue developing research on Creative Local Match opportunities that include TIF (Tax Increment Financing) and DIF (Developer Impact Fees).
 - *MetroPlan staff spoke with the Deputy Director of the League of Arizona Cities and Towns to discuss steps taken to identify a potential TIF area in Camp Verde along I-17 and to employ those steps in a Creative Local Match whitepaper that will be complete in early 2025 and shared with stakeholders.*
 - *Developer Impact Fee: MetroPlan staff will plan for a refined stakeholder meeting with City staff to develop steps for a municipality to implement DIF around a specific project.*
- Make the case for the State of Arizona to make reoccurring funding available that can be used by transit across the state to draw down and keep federal funding in Arizona.
 - *MetroPlan proposes to submit a 5305e application to the State of Arizona on behalf of AZTA to bolster their messaging on the impacts of transit.*
- Advocate for the setting of public agency or non-profit electric rates that will facilitate and support the transition to electric fleets.
 - Reduce or remove peak/demand rates for public agencies
 - *MetroPlan supports Mountain Line's priority and stands ready to write letters of support or attend events that educate on the benefits of this strategy.*
- Collaborate with others to request the Arizona Department of Transportation distribute transit infrastructure funds in a timely fashion with a fair and transparent process.



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- *MetroPlan reviewed the draft State Management Plan and the competitive grant program guidebooks to ensure that Mountain Line proposed language on this issue was included in the new documents.*

Federal Priorities:

- Support reauthorization of and sustained funding levels in the Infrastructure Investment and Jobs Act (IIJA), including discretionary grant programs.
 - *MetroPlan created an educational one-page handout to illustrate the benefits of the BIL/IIJA in the region and shared with relevant partners and member agencies.*
- Support funding for regional project applications submitted for federal grants and congressionally directed spending.
 - *MetroPlan is following its Strategic Grants Plan to best support its member agencies in fund-seeking.*
 - *MetroPlan staff are currently assisting the City of Flagstaff with collecting support letters for their PROTECT grant application for Big Fill Lake in partnership with BNSF.*
 - *MetroPlan is currently working with member agencies to update its Strategic Grants Plan for FY26-28.*
- Support the effort to modernize car safety ratings to consider Vulnerable Users.
 - *MetroPlan is currently developing its Vulnerable Users Safety Plan amendment to the Regional Transportation Safety Plan.*
 - *MetroPlan has been following developments at the national level and awaits opportunities to comment.*
- Support funding for long-distance Amtrak routes.
 - *MetroPlan has been following developments at the state level and awaits opportunities to comment.*
- Ensure annual transit appropriations match authorized levels.
 - The 5-year funding levels authorized in the Infrastructure Investment & Jobs Act (IIJA)/Bipartisan Infrastructure Law (BIL) sets the stage for substantial support and improvement of transportation systems of all sizes across the country. Congress needs to honor these levels each year in the appropriations process.
 - *MetroPlan supports Mountain Line in their strategy and awaits an opportunity to educate relevant stakeholders when appropriate.*

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not go to TAC. The Management Committee made no comments.



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5. FISCAL IMPACT:

There is no direct fiscal impact from adopting a legislative agenda. However, a clear and coordinated legislative agenda can result in more funding to the region.

6. ALTERNATIVES:

None. This item is for discussion only.

7. ATTACHMENTS:

Educational materials:

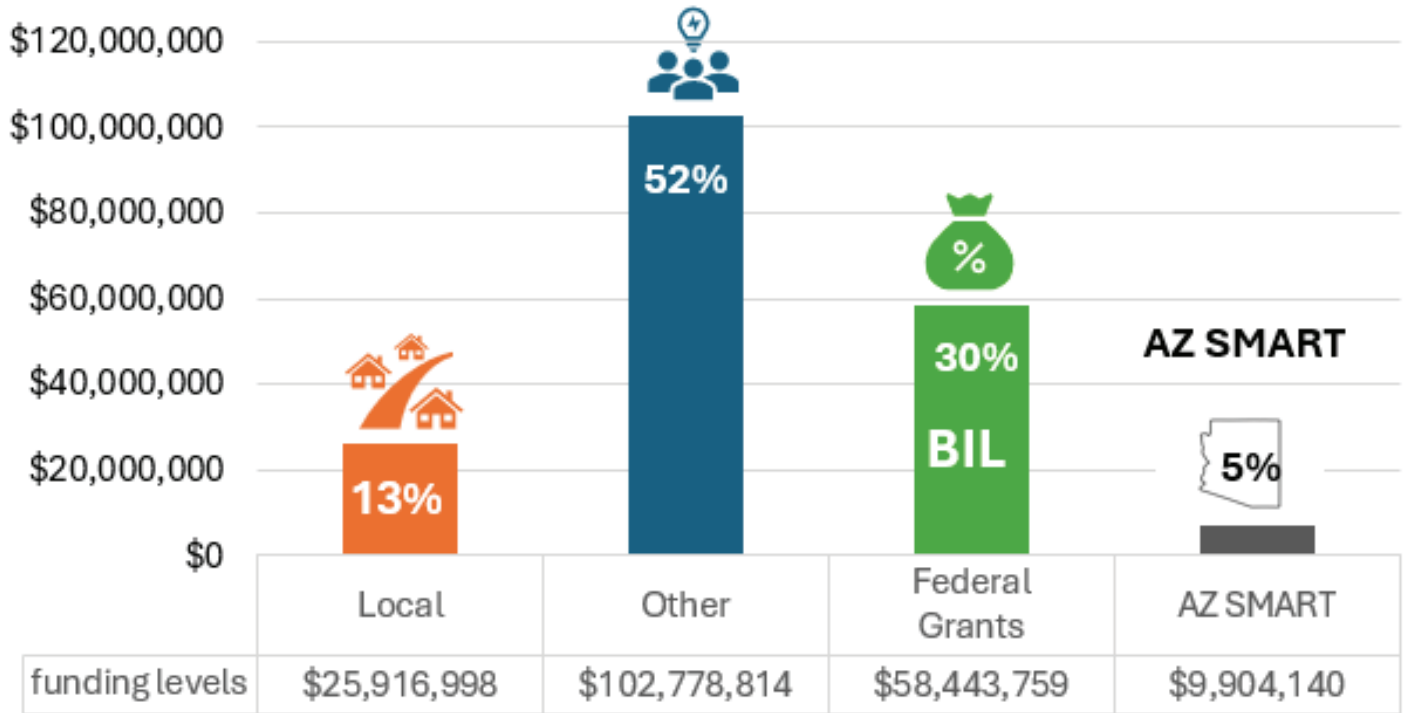
- AZ SMART one-pager
- BIL/IIJA one-pager



AZ SMART Fund:

State match assistance for federal transportation grants.

FY23 -25 Regional Funding Levels



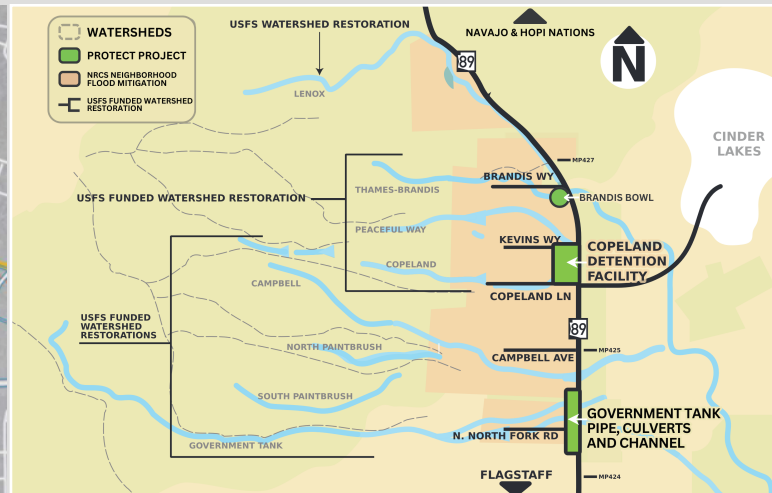
Downtown Mile Safety & Connectivity Improvements

1. Burlington Northern Santa Fe (BNSF) Rail Alignment
2. Florence-Walnut Pedestrian Underpass
3. Milton Roadway Improvements
4. Milton Bridge Reconstruction/ Underpass
5. Flagstaff Urban Trail System (FUTS) Underpass
6. Burlington Northern Santa Fe (BNSF)/Rio de Flag Drainage Crossing
7. Amtrak Platform Improvements*



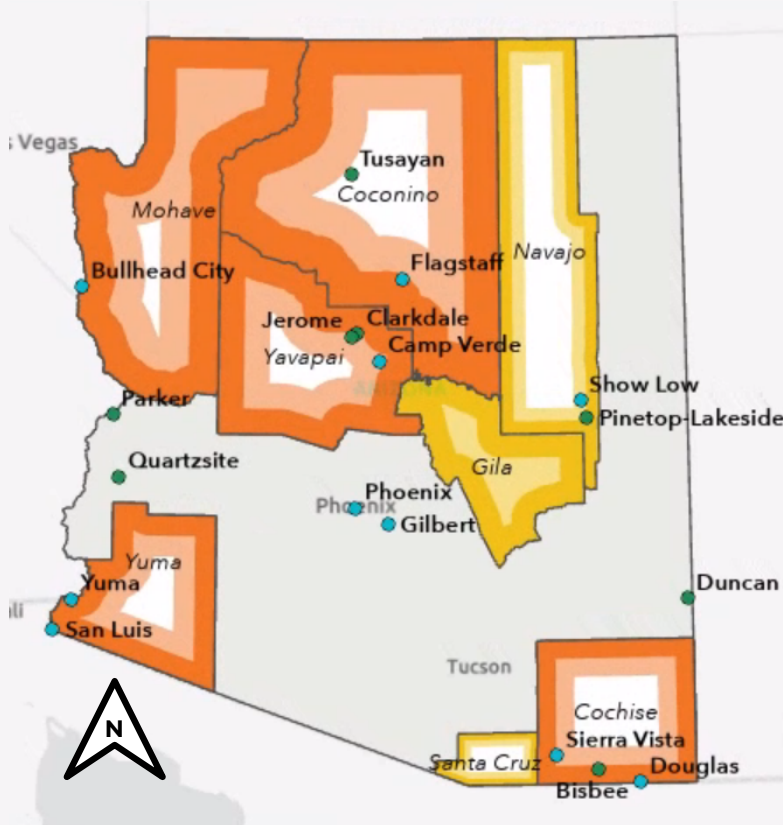
Infrastructure for Rebuilding America (INFRA)

US89 Post Wildfire Flooding Resilience



Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation Program (PROTECT)

AZ Smart Fund Awards



Jurisdiction	# of awards	Category	Funding
ADOT	5	DOT	5,684,667
Gila County	1	County <100k	1,041,199
Navajo County	3	County <100k	1,089,000
Santa Cruz County	3	County <100k	6,555,000
Cochise County	1	County 100k+	4,400,000
Coconino County	3	County 100k+	4,501,142
Mohave County	1	County 100k+	250,000
Yavapai County	1	County 100k+	62,500
Yuma County	1	County 100k+	610,000
Bisbee	1	Muni <10k	208,500
Clarkdale	2	Muni <10k	1,087,500
Duncan	1	Muni <10k	595,000
Jerome	2	Muni <10k	222,133
Parker	1	Muni <10k	208,264
Pinetop - Lakeside	2	Muni <10k	384,200
Town of Pima	1	Muni <10k	367,760
Town of Quartzsite	1	Muni <10k	3,400,000
Tusayan	2	Muni <10k	2,391,500
Bullhead City	2	Muni 10k+	6,000,000
Camp Verde	1	Muni 10k+	896,500
City of Douglas	1	Muni 10k+	214,000
City of Yuma	2	Muni 10k+	3,627,057
Flagstaff	2	Muni 10k+	5,402,998
Gilbert	1	Muni 10k+	277,008
Phoenix	1	Muni 10k+	437,407
San Luis	1	Muni 10k+	2,787,435
Show Low	1	Muni 10k+	2,408,000
Sierra Vista	1	Muni 10k+	219,772
Total			55,323,542

Data as of 7/19/24

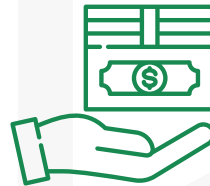


BENEFITS OF THE BIPARTISAN INFRASTRUCTURE LAW (BIL)

Arizona still needs infrastructure funding

The Bipartisan Infrastructure Law (BIL) has brought > \$100M to the Flagstaff Metropolitan Planning Organization (FMPO) Region:

- Five (5) major construction and two (2) major planning projects
- Facilitate economic development in a crucial freight and tourism hub in Northern Arizona
- Create new public/private partnerships



BENEFITS OF DISCRETIONARY GRANT DOLLARS IN RURAL COMMUNITIES:

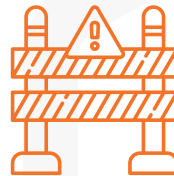
Fund large scale projects that would not be possible with formula funding. Rural jurisdictions lack the population size to draw down meaningful formula funds to execute major projects.



Connectivity Improvements

\$32,460,000

New downtown connections to enhance economic vitality, tourism, flood mitigation, and safety of bicyclists and pedestrians.



Building Resiliency

\$15,590,568

Reduce highway closures and maintenance needs due to post wildfire floods on US180, a major freight, tribal, and rural corridor.



Transportation Safety Improvements

\$36,734,551

Safety action plans and safety projects that benefit all modes of travel and reduce serious and fatal injuries in Northern Arizona.



Wildlife Corridor Improvements

\$24,000,000

Reduce wildlife crashes and serious injuries to motorists on I-17, the major corridor between Phoenix and Northern AZ.



Transit Facility Improvements - State of Good Repair

\$17,650,118

Maintain quality of buses to continue excellent and consistent transit service.

PROJECTS MADE POSSIBLE BY:

- Safe Streets and Roads for All (SS4A)
- Wildlife Crossing Pilot Program
- PROTECT
- INFRA



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STAFF REPORT

REPORT DATE: December 10, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Board

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Update on the Vulnerable Road Users (VRU) Safety Plan

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

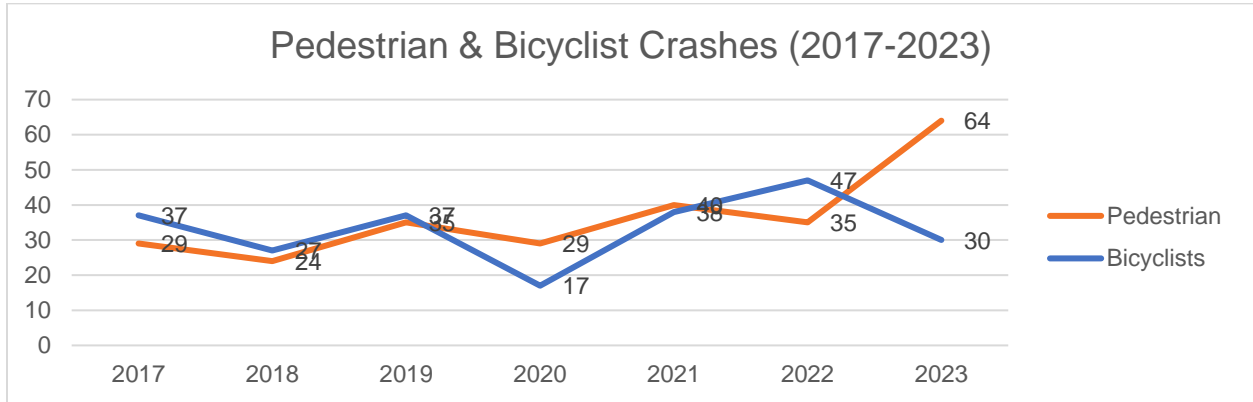
3. BACKGROUND:

MetroPlan has completed data analysis for the Vulnerable Road Users (VRU) Safety Action Plan. MetroPlan analyzed data for the region over a 7-year period from 2017 -2023. Trends among people involved in VRU crashes, particularly serious injury and fatal crashes, were analyzed to inform local jurisdictions of safety issues and trends related to VRUs and to encourage prioritizing Transportation Safety in our roadway network and project selection. Historical trends across the nation, state, and local jurisdictions have seen an upward trend in pedestrian-related crashes and fatalities. The Flagstaff Region is on the same path. Pedestrian crashes in the region account for 52% and bicyclists for 48% of all VRU crashes.




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Fatalities:

VRU Safety Snapshot, 2017-2023



489 Pedestrian and Bicycle Crashes in the Flagstaff Region

27 Pedestrian Fatalities

8 Bicyclist Fatalities

28% Pedestrian crashes resulted in a serious injury or fatality

18% Bicyclist crashes resulting in a fatality

Where crashes happen:

BICYCLISTS

47% of Bicyclists involved in a serious or fatal crash were often ***struck in a bike lane.***

Followed by 27% at intersections where a crosswalk was *not* present.

PEDESTRIANS

60% of Pedestrians involved in serious injury and fatal crashes were most often struck when crossing the road – ***not in a crosswalk or at an intersection.***

Followed by 21% at an intersection without a crosswalk.

Data analysis found that roadways that contribute to the most VRU crashes are:

- Milton Rd.
- E. Route 66
- Woodlands Village
- Butler Ave.



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Staff identified the following areas of emphasis to guide strategies and actions to reduce or eliminate serious injuries and fatalities through the analysis process:

- Reduce potential for conflict between users
- Slow vehicle speeds
- Encourage safer practices among people driving, walking, and bicycling
- Improve data collection and analysis
- Support an institutional commitment to Vision Zero

MetroPlan continues to evaluate and provide recommendations on the following as part of the overall VRU planning process. Many of these documents have been drafted and further conversations will take place with the Technical Advisory Committee and Executive Board:

- Leadership Commitment: The VRU will establish MetroPlan’s commitment to Vision Zero.
- Policy: Policy review and recommendations of MetroPlan’s federally mandated planning and policy documents.
- Public Engagement: Efforts will focus on reaching disparate communities, people, or organizations that support folks with disabilities, unsheltered, and people who rely on non-vehicle modes for daily travel.
- Project Identification: Project recommendations will be provided to each agency within the region with a focus on 2-5 years of implementation efforts while folding in the findings and recommendations provided in the Regional Transportation Safety Plan (RTSP) and Active Transportation Master Plan (ATMP). Additionally, this effort will identify safety-related strategies that MetroPlan can deliver, with an anticipated focus on programmatic and educational efforts.

MetroPlan’s Annual Strategic Advance

Staff will engage partners at the annual Strategic Advance on February 13, 2025. During the Advance, Metroplan will establish its commitment to Vision Zero to better inform future policies, standards, and project selection that emphasize VRU safety in the region.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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



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5. FISCAL IMPACT:

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

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: December 12, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Corey Cooper, Safe Routes to School Coordinator

SUBJECT: Update: Safe Routes to School Program Activities

1. RECOMMENDATION:

None. This is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 4: Implement Programs that Encourage Mode Shift

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

3. BACKGROUND:

In 2024, MetroPlan was awarded a grant for Safe Routes to School (SRTS) activities through the Transportation Alternatives Program, an FHWA grant program that is administered by the Arizona Department of Transportation. This grant funds MetroPlan's SRTS Coordinator. The SRTS Coordinator has begun school observations to collect data on the following:

- Number of students who walk and bicycle
- Car drop-off and pickup
- Infrastructure
- Behaviors

The SRTS Coordinator has conducted interviews with school administrators to gather input on each school's transportation challenges and how they could benefit from the SRTS Program. The SRTS Coordinator has investigated the possibility of piloting a carpool service for Flagstaff families with congestion as a key concern. The STRS Coordinator discovered a need for crossing guard training for FUSD schools and has met with FUSD Superintendent Penca to discuss training options.

The SRTS Coordinator has also been serving as the Procurement Project Manager for the SRTS Infrastructure Project on behalf of MetroPlan partners. That project is currently in the negotiation stage with the intended awardee.



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4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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

5. FISCAL IMPACT:

These activities are funded by the Transportation Alternatives grant with a project total of \$1,096,426. \$650,000 is to assist partners in delivering preliminary engineering of priority safe routes to school infrastructure projects. The remaining \$446,426 is available for programmatic activities including the SRTS Coordinator position. The grant is included in the current FY25 budget and the 5-year budget.

6. ALTERNATIVES:

This item is for information and discussion only.

7. ATTACHMENTS:

No attachments



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STAFF REPORT

REPORT DATE: December 17, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kim Austin, TDM Planner

SUBJECT: Transportation Demand Management (TDM) Program Update

1. RECOMMENDATION:

None. This item is for discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 4: Implement Programs that Encourage Mode Shift.

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

3. BACKGROUND:

Safer People Campaign: One of MetroPlan's transportation values is zero deaths and serious injuries. Achieving this goal will require a holistic Safer Systems approach that includes making strides in five categories: Safer People, Safer Vehicles, Safer Speeds, Safer Roads, and Post Crash Care. The Safer People campaign is funded through the Carbon Reduction Program, which are federal formula funds that are passed through and administered by the Arizona Department of Transportation (ADOT). A Safer People campaign will also make the region more competitive for future federal funds.

MetroPlan awarded a procurement contract to Mountain Mojo Group to develop Safer People campaign materials. This educational campaign will include videos for YouTube and social media, as well as print materials. Video filming was conducted on December 10th at various locations in Flagstaff, including the Switzer Canyon roundabout; the signalized pedestrian hybrid beacon crossing at Blackbird Roost; and the Lone Tree/Butler intersection. MetroPlan partnered with Flagstaff Police Department, City of Flagstaff Planning, and community members during the video shoot. Video footage will educate the community on various topics:

- Share the roadway and yield to each other (i.e. bicycles, pedestrians and vehicles)
- Navigation and use of existing and upcoming infrastructure (i.e. bike boxes at protected intersections and various signalized crossings)



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- Hand signals
- Take care when riding near the door zone
- Allow enough room when passing bicyclists
- Appropriate timing for when vehicles can proceed through a crosswalk when pedestrians are present
- Aggressive driving

The educational messaging will be very positive and lighthearted in nature with the main goal to arrive home safely. MetroPlan anticipates the rollout of this campaign in January 2025.

TDM Action Plan: Staff are developing a TDM Action Plan using national, state, and local data to prioritize potential MetroPlan actions that are predicted to be the most effective and efficient at engaging, encouraging, and educating people about mode shift. This Action Plan focuses on positive community programs MetroPlan can enact to support regional sustainability goals and MetroPlan's Transportation Value of Stewardship for the Natural and Built Environment. The actions in the plan were evaluated on the following items:

- Reduction in parent pick up/ drop off
- Education on health, congestion, economics and other benefits of multimodal
- The demonstration or pilot are community-oriented
- Increase in MetroPlan's visibility in the community
- Anticipated to have a measurable impact on VMT (Vehicle Miles Traveled)
- Increased Safety for all road users

Priority actions will be shared with the Board at the meeting.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not presented to MetroPlan TAC. The Management Committee made no comment.

5. FISCAL IMPACT:

Safer People Campaign: MetroPlan Executive Board approved the FY25 budget with \$80,000 from the Carbon Reduction Program grant to hire an independent consultant firm to create a branded educational campaign.

TDM: The TDM program is largely a staff time budgetary impact. The TDM planner's salary and employee-related expenses are within the MetroPlan 5-year budget projection.



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6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

Draft MetroPlan TDM Program Action Plan

MetroPlan TDM Program Action Plan

Two-year TDM Strategy for MetroPlan

Effective Jan 10, 2025

PROJECT PURPOSE:

This Transportation Demand Management (TDM) Program Action Plan will use national, state, and local data to prioritize MetroPlan actions most effective at engaging, encouraging, and educating people on mode shifts to guide TDM Planner activities. The project excludes revisiting existing programs such as Mountain Line’s vanpool program, transit passes etc. and is focused on building new TDM capacity in the region as identified through existing and adopted plans and policies within the region. It also excludes multimodal planning, design and delivery of infrastructure, an important component of encouraging mode shift, but is outside the scope of this TDM Action Plan.

Transportation Demand Management (TDM) strategies aim to reduce demand for single-occupancy vehicle (SOV) trips and promote sustainable transportation options. This Action Plan focuses on encouraging multimodal transportation options (e.g., walking, biking, scooter, transit) and to support regional sustainability goals and MetroPlan’s Transportation Value of Stewardship for the Natural and Built Environment.

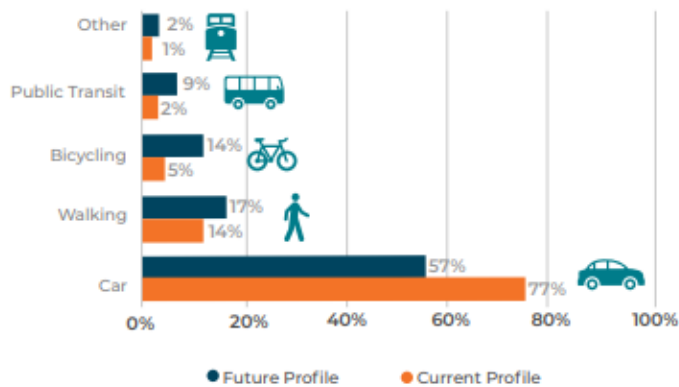


A well-designed TDM program and policies supporting TDM practices and programs, can cause significant travel changes and provide many benefits to communities. TDM is a very cost-effective way to impact transportation, providing for efficiency within transportation systems and improved transportation options, reduced traffic congestion and vehicle emissions, improved climate, health and safety, and provide access to jobs and support to economic activity.

Current Versus Future Travel Behaviors and Preferences

The MetroPlan Region is car-dependent, with cars considered necessary by about 89% of respondents to MetroPlan’s *Stride Forward* Regional Transportation Plan survey. A majority (77%) of respondents indicated automobiles as their primary mode of transportation. However, 62% of the respondents expressed a willingness to switch modes, with the bicycle being the preferred shift. The following illustrates current mode choice and future preference.

CURRENT VS. FUTURE MODE SHIFT



MOTIVATION TO SWITCH MODES:

- Safer and more convenient bike lanes
- Living closer to destinations
- Access to transit

GREATEST BARRIERS TO SHIFT MODES:

1. Safety (fear of bicycle crash 41%)
2. Weather (35%)
3. Distance (trip too far)

Existing Policy Support:

The implementation of a TDM program is well supported by existing policies at MetroPlan and its partner agencies, and are referenced in many documents within the Greater Flagstaff region:

MetroPlan's STRIDE FORWARD

*The largest effects of TDM strategies on VMT are from policies related to land use, location efficiency, and infrastructure investments that support sustainable mobility, including taking transit, walking, and bicycling.

Transformative Transportation

- City to focus transportation investments on maintaining or improving the operations and comfort of pedestrian, bicycle and transit modes
- City invests in transportation projects that maintain or enhance safety for all users, with a primary focus on improving safety for non-auto modes.
 - City and county will invest in accommodations and regulations for scooters, skateboards, bicycles, and similar small or micromobility devices and their use
- City and county fund and aggressively implement pilot programs and demonstration projects to encourage bicycling, walking and transit use to attract new users including creative repurposing of public right-of-way to benefit these modes.
- MetroPlan to develop a TDM program with adopted performance measures and targets supportive of VMT reduction and report to regional partners annually.
- City and county to plan and provide for and promote recreational travel using modes other than single occupancy vehicles

NAU MULTIMODAL TRANSPORTATION STUDY (2018)

- Actions identified, that may be considered by NAU, are aimed at impacting traveler behavior by reducing the number of single-occupant vehicle trips.

City of FLAGSTAFF ACTIVE TRANSPORTATION MASTER PLAN

- Policy goal 3: Support and Encouragement

- 3.2. Promote events and activities to support walking and biking
- 3.3. Work towards equity and inclusion in pedestrian and bicycle programs
- 3.5. Pursue other programs and facilities supportive of walking and bicycling programs
- Develop beneficial relationships with our community partners to promote bicycling and walking
- Policy goal 4: Safety
 - 4.1. Establish comprehensive education and safety programs for pedestrians, bicyclists, and motorists
 - 4.3. Re-establish a community-wide Safe Routes to School Program (SRTS)
 - 4.5. Verify that walking and biking facilities allow and encourage safe behavior for all users.
- Policy goal 5: Transportation and Land Use Planning
 - 5.1. Use Travel Demand Management (TDM) as a guiding principle for transportation and land use planning. (pg. 35)
 - Develop a plan for TDM that includes a broad list of potential strategies and an assessment of how they may be implemented.
 - Work with Mountain Line, NAU, Downtown Business Alliance (DBA) and other community partners to develop and implement TDM strategies
 - REGIONAL PLAN 2030

Transportation:

- Policy T.1.1: Integrate a balanced, multi-modal, regional transportation system
- Policy T.1.5: Manage the operation and interaction of all modal systems for efficiency, effectiveness, safety and to best mitigate traffic congestion
- 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

COCONINO COUNTY COMPREHENSIVE PLAN

- Large areas of the county are rural, natural, open, and disconnected from urban life; conserving these areas supports the goals of this Comprehensive Plan. Conversely, the goals for higher-density areas include principles of compact and complete communities, where people can live, work, shop and play with minimal transportation and connect to alternative transportation options and the Flagstaff Urban Trail System (FUTS). (p.17)
- Promoting a mixed-use approach not only helps create a range of employee opportunities and a stable economy, but it also provides opportunities for a variety of housing choices and a multimodal transportation system rather than one dependent on automobiles. (p.57)

FLAGSTAFF REGIONAL PLAN 2045 (proposed)

Transportation System (TS)

- Goal TS: Create an inclusive, safe, comprehensive, and continuous transportation system that provides access, mobility, and efficient transportation options.
 - Policy TS.1: Prioritize the safety and protection of vulnerable road users to the primary consideration in planning for our streets and transportation systems.
 - Policy TS.2: Work to achieve zero serious and fatal injuries on roads and streets in the Region.
 - Policy TS.6: Reduce the demand for driving which will in turn reduce the cost of the transportation system, increase transportation equity and achieve carbon neutrality (city)

Multimodal Transportation (MT)

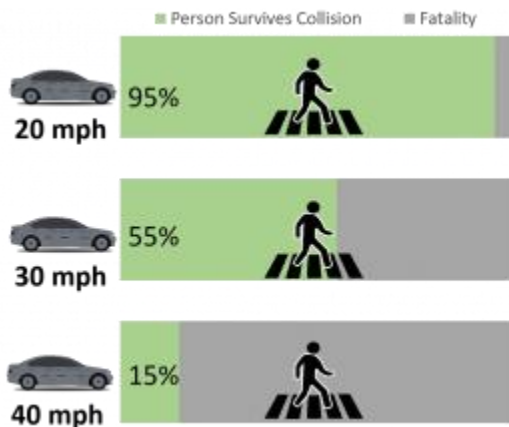
Goal MT: Promote a variety of transportation modes to reduce reliance on single-occupancy vehicles, reduce transportation costs for residents, and provide safe and convenient transportation options.

January 3, 2025

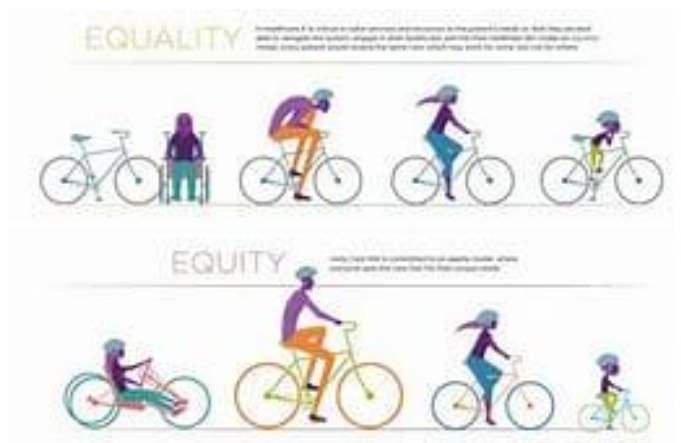
BARRIERS TO MULTIMODAL TRANSPORTATION

Nationally:

- **Health.** Transportation and health are interrelated in ways that can facilitate or discourage healthy behaviors and affect overall health. The transportation system influences a person's ability to participate in physical activity, access open spaces/green spaces, and meet daily needs. It can also have varying effects on public safety, air quality, noise levels, and quality of life (8 out of 10 diseases linked to physical activity).
- **Safety.** While there are many benefits to walking and biking, pedestrians and bicyclists are at risk when they share the roadway with vehicles, (i.e. Sidewalk infrastructure/bicycling facilities, complete streets; pilot/demonstration projects; vulnerable road users safety education).



- **Equity.** A transportation system that is equitable benefits everyone.
- **Behavior.** Unsafe driver behavior or traffic characteristics, unsafe bicycle and pedestrian facilities, behavior change to make multimodal transportation the norm, and parental uncertainty, are all behavior concerns.
- **Sustainability.** A sustainable transportation system supports current and future mobility needs while inflicting as little damage on the natural and built environment as possible
- **Livability and Placemaking.** Providing more transportation choices for people as they live, work, and play makes places more livable, creates connected communities and enhances sense of place.
- **Technology.** A well-planned transportation system is one that can take advantage of the benefits of technology and encourage multi-modal transportation through micromobility share programs (geo-fencing, app) and transit apps
- **Funding.** Funding is needed to build better infrastructure to support walking, biking and transit use.



Locally:

Flagstaff has a number of circumstances and conditions that make it difficult to walk and bike: (ATMP)

- Streets that are difficult or uncomfortable for walking and biking. On many arterial and collector streets, the speed, volume, and lanes of traffic, in combination with inadequate facilities for walking and biking, discourage pedestrian and bicycle use.
- Barriers dividing the community. Linear features, including the BNSF tracks, both interstates, and busy streets like Milton Road and Route 66, create barriers that make pedestrian and bicycle travel more challenging. There are few dedicated crossings for pedestrians and bicyclists along the railroad tracks and interstates, and few formal crossings on many streets.
- Challenging and difficult intersections. A number of intersections are characterized by multiple turn lanes, long crossing distances, high-speed turning movements, and less than adequate accommodation for walking and biking.
- Isolated neighborhoods. Flagstaff's geography has created numerous locations with limited access, and often less-than-ideal facilities for walking and biking along main corridors serving neighborhoods.
- Gaps and inconsistencies in the bicycle network. Although bike lanes are included along many arterial and collector streets, there are still significant missing segments, and bike lanes disappear at many intersections. While many communities have embraced separated bike lanes to appeal to a wider audience, Flagstaff is just beginning to explore and implement.
- Maintenance challenges. Maintenance of pedestrian and bicycle facilities remains a concern, especially in winter months. Bike lanes are not always cleared of snow, and the use of cinders in winter months creates challenges on both sidewalks and bike lanes. Frequent freeze-thaw cycles are especially destructive to sidewalks, bike lanes, and FUTS trails.
- Pedestrian and bicycle accommodation during closures. Accommodation is not always adequately addressed during closures of sidewalks, bike lanes, and FUTS trails due to construction, repairs, or utility work, and facilities appear to be closed unnecessarily at times. Public notification is inconsistent.
- Few initiatives for education, enforcement, and encouragement. Communities with robust pedestrian and bicycle environments typically support walking and biking with a variety of programs that go beyond infrastructure and facilities. In comparison to its peers, Flagstaff has few formal programs for education, enforcement, or encouragement.

KEY ELEMENTS OF SUCCESSFUL TDM PROGRAMS:

- TDM goals, objectives and targets need to be clearly defined and communicated, usually around 1 or 2 indicators (sustainability or VMT reduction)
- TDM principles should be integrated into policies and planning activities for maximum effectiveness
- Successful behavior change had infrastructure to complement and support the requested behavior change
- Trial TDM strategies during disruptions (roadwork, etc.) of normal travel options have led to long-term behavior change
- Data shifts:
 - A 10% increase in per capita bikeway-miles increases bicycle commute mode share 2.5% and 4% if protected bicycle lanes
 - Office buildings with TDM programs generate 1/3 fewer trips and require 20% less parking spaces (less parking needed, less congestion/crash/pollution)
 - Bicycling trips increase in areas with expanded bikeway networks

Goals:

- Reducing vehicle emissions from SOV trips
 - KPI: Goal 4: Implement Programs Encouraging Mode Shift
 - Objective 4.2: Implement Programs at K-12 schools to reduce parent drop/off pick up (SRTS)
 - Objective 4.3: Educate the public on health, congestion, economic, climate, equity and other benefits of multimodal transportation
- Increase safety for all road users
 - KPI: Goal 4: Implement Programs encouraging Mode Shift
 - Objective 4.1: Conduct Community-oriented multimodal demonstration and pilot programs
- Encouraging multimodal transportation options
 - KPI Goal 4: Implement Programs Encouraging Mode Shift
- Increase MP visibility within the community
 - KPI Goal 3: Build MetroPlan’s Visibility within the community

RECOMMENDED 1-2 YEAR TDM ACTIVITIES:

- Implement a Safe Routes to School program including separate action plan.
- Coordinate and Promote Bike to Work/School Week activities
- Promote Walk to School Day/Walking Wednesdays during the month of October
- Promote National Week without Driving
- Promote and educate on active/multimodal transportation/safety and benefits
- Promote behavior-change through the recognition that transportation safety is a shared responsibility.
- Promote safety for all road users through traffic calming, demonstration and pilot programs
- Promote transportation safety through incentive programs that aim at reducing bicycle and pedestrian crashes
- Educate community members on proper infrastructure use and transportation/roadway behaviors to make multimodal options more comfortable.

Activity	Reduces Parent pickup/drop off	Educates on health, congestion, economic and other benefits of multimodal	Is a community-oriented demonstration or pilot	Increase MetroPlan’s visibility in Community	Anticipated to have a measurable impact on VMT	Increased Safety for all road users	Total score
Bike to Work Week	1	3	5	3	1	5	18
Bike to School Day promotion and education	3	3	5	3	1	5	20
Walk to School Day promotion and education	3	3	5	3	1	5	20
Open Streets Events	1	3	5	5	3	3	20
“Opening” new infrastructure events	1	3	5	5	3	5	22

Neighborhood Asphalt art	1	3	5	5	1	3	18
Snow Hero	1	1	3	1	1	3	10
Parking Fees	1	1	1	1	5	1	10
Carpool program	5	3	1	1	3	1	14
Safer People Campaign/education	1	1	3	5	1	5	16
Support micromobility share	3	1	3	1	5	5	18
Support/encourage rideshare and/or carpool program	1	1	1	1	3	1	8
Earth Day Community Ride	1	3	3	3	1	1	12
Bike Events K-8/PE LCI education	3	5	3	1	1	3	22
Neighborhood traffic calming-support/liaison?	3	5	5	5	1	3	22
Safety Review in school zones	1	1	1	1	1	3	8
Support VRU	1	1	1	1	3	5	12

Focused Activities:

Based on the above scoring matrix, MetroPlan will focus on the below activities which have scored **16** points or above.

- Bike to Work/School Week-promotion, events and education
- Bike to School Day-promotion and education
- Walk to School Day-promotion and education
- Open streets events
- “opening” new infrastructure events
- Neighborhood asphalt art
- Safer People Campaign and education
- Support micromobility share program
- Bike events K-8 PE LCI education
- Neighborhood traffic-calming support/liaison



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STAFF REPORT

REPORT DATE: December 9, 2024

MEETING DATE: January 9, 2025

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: MetroPlan Happenings

1) RECOMMENDATION:

None. This item is for information and discussion only.

2) RELATED STRATEGIC WORKPLAN ITEM:

Goal 3: Build MetroPlan's Visibility in the Community

Objective 3.3: Promote the value MetroPlan brings to the Community

3) BACKGROUND

- Aubree Flores, MetroPlan TDM Fellow, graduated with her Bachelor's degree in December! Congratulations to Aubree. We look forward to working with her through her AmeriCorp term ending in May.
- MetroPlan's FY2024 Audit was conducted in early December. We will bring the full report to the Board in March.
- Sandra attended a two-day workshop hosted by ADOT to support education and collaboration among Council of Government and Metropolitan Planning Organization staff.
- Kim has been working on micromobility share feasibility in the region. A presentation to the Council is scheduled for the end of January.
- Staff conducted interviews for the Business Manager position and hope to have a candidate on board in January.

4) TAC AND MANAGEMENT COMMITTEE DISCUSSION:

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



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5) **FISCAL IMPACT:**

None. These items are updates only.

6) **ALTERNATIVES:**

None. This item is for information and discussion only.

7) **ATTACHMENTS:**

None.