



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

Phone: (928) 213-2651

www.flagstaffmpo.org ♦ mpo@flagstaffaz.gov

AGENDA

FMPO Technical Advisory Committee Meeting

1:00pm to 3:00pm
August 28, 2019

City of Flagstaff Staff Conference Room
211 W. Aspen Avenue, Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the City of Flagstaff City Clerk's Office at 928-779-7607. The FMPO complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin and LEP – Limited English Proficiency.) Requests should be made by contacting the FMPO at 928-213-2651 as early as possible to allow time to arrange the accommodation. ***A quorum of the TAC may be present.***

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 FMPO TAC and to the general public that, at this regular meeting, the FMPO TAC may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the FMPO TAC's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).

TECHNICAL ADVISORY COMMITTEE MEMBERS

- Anne Dunno, Chair, NAIPTA Capital Program Manager
- Nate Reisner, Vice Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- John Wennes, ADOT Transportation Planner
- Rick Barrett, City of Flagstaff Engineer
- Jay Christelman, Coconino County Development Services Director
- Dan Folke, City of Flagstaff Development Services Director
- Christopher Tressler, Coconino County Engineer (for Lucinda Andreani, Public Works Director)
- Jeff Bauman, City of Flagstaff Transportation Manager
- Andrew Iacona, Northern Arizona University Project Manager II

FMPO STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner
- Angela Robbins, Administrative Specialist

I. PRELIMINARY GENERAL BUSINESS

A. CALL TO ORDER

B. ROLL CALL

C. PUBLIC COMMENT

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

D. APPROVAL OF MINUTES (pg. 5-7)

- Minutes of Regular Meeting: July 24, 2019

E. ANNOUNCEMENTS

(Reconsiderations, changes to the agenda and other preliminary announcements)

II. GENERAL BUSINESS

A. Technical Advisory Committee (TAC) Agenda Structure (pg. 8-9)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the TAC agree to a structure for TAC meeting review and input on FMPO items.

B. FMPO Board and Committee Packet Practice (pg. 10-13)

FMPO Staff: Angela Robbins, Administrative Specialist

Recommendation: Staff recommends the TAC adopt a packet distribution practice, so communication needs are met and expectations are clear.

C. Fourth Street Widening (pg. 14-17)

FMPO Staff: David Wessel, FMPO Manager

Recommendation: This item is for information only and no recommendation is being made at this time.

D. Strategic Advance (pg. 18-20)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the TAC discuss and approve an approach and timing for an annual FMPO Strategic Advance.

E. Reimbursement to FMPO of \$114,000 of STBG funds (pg. 21-22)

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: This item is for information only and no recommendation is being made at this time.

F. Items from the Executive Director

- a. Review of Draft Executive Board Agenda (attached)
- b. BNSF Discussion – Role of FMPO
- c. Lone Tree Corridor Update

G. Future Agenda Items

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future FMPO agendas.

III. CLOSING BUSINESS

A. ITEMS FROM THE TECHNICAL ADVISORY COMMITTEE MEMEBERS

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

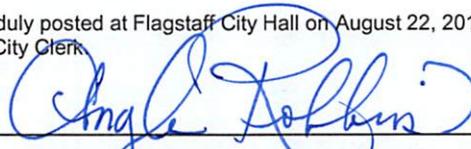
B. ADJOURN

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on August 22, 2019 at 4:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 22nd Day of August 2019.



Angela Robbins, Administrative Specialist



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PLANNING ORGANIZATION
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Minutes

FMPO Technical Advisory Committee Meeting

1:00pm to 3:00pm
July 24, 2019

City of Flagstaff Staff Conference Room
211 W. Aspen Avenue, Flagstaff, AZ 86001

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

I. CALL TO ORDER 1:02PM

II. ROLL CALL

TAC MEMBERS

- Anne Dunno, Chair, NAIPTA Capital Program Manager
- Nate Reisner, Vice Chair, ADOT North Central District Development Engineer (for Audra Merrick, ADOT Flagstaff District Engineer)
- John Wennes, ADOT Transportation Planner
- Rick Barrett, City of Flagstaff Engineer
- Jay Christelman, Coconino County Development Services Director
- Dan Folke, City of Flagstaff Development Services Director
- Christopher Tressler, Coconino County Engineer (for Lucinda Andreani, Public Works Director)
- Jeff Bauman, City of Flagstaff Transportation Manager

FMPO STAFF

- ☒ Jeff Meilbeck, Executive Director (participated by phone)
- ☒ David Wessel, FMPO Manager
- ☒ Martin Ince, Multimodal Planner (joined at 1:07pm)
- ☒ Angela Robbins, Administration Specialist

Others in attendance:

Andrew Iacona, NAU Project Manager for Planning, Design and Construction
Kate Morley, NAIPTA
Romare Truely, FHWA Community Planner
Velyjha Southern, FHWA Community Planner Trainee

III. PRELIMINARY GENERAL BUSINESS

A. PUBLIC COMMENT- None

(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.)

B. ANNOUNCEMENTS- Mr. John Wennes from ADOT announced a \$90 Million INFRA Grant (Reconsiderations, changes to the agenda and other preliminary announcements)

C. APPROVAL OF MINUTES

Minutes of Meeting: May 22, 2019

MOTION: Board member John Wennes moved to approve the Technical Advisory Committee minutes without edits. Board member Jeff Bauman seconded. The motion was passed unanimously.

D. PROJECT UPDATES

- 1. TAC Member update of I-40 and Lone Tree Bridge Coordination- None**

E. ITEMS FROM THE TAC

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

IV. REVIEW OF THE DRAFT EXECUTIVE BOARD AGENDA -- Attached

(The TAC will review the draft board business agenda and discuss staff reports to provide recommendations to the Board.)

The Technical Advisory Committee reviewed the *Draft* Executive Board Agenda for August 7, 2019. Due to items not agendized on TAC Agenda the members did not take action on each item.

Instead, committee members heard presentations and staff reports and provided limited feedback, input and discussion.

Executive Board Agenda, Consent Agenda; Title VI Policy; MOTION: Board member Kate Morley moved to approve the Title VI Plan and present to Executive Board. Board member John Wennes seconded. The motion was passed unanimously.

Executive Board Agenda Item G: Tip Adoption; MOTION: Board member Rick Barrett moved to approve the TIP and present to Executive Board. Board member Kate Morley seconded. The motion was passed unanimously.

V. CLOSING BUSINESS

A. Adjourn 2:39PM

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on July 17, 2019 at 3:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 17th Day of July 2019.

Angela Robbins, Administrative Specialist

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: August 12, 2019
MEETING DATE: August 28, 2019
TO: Honorable Chair and Members of the FMPO TAC
FROM: Jeff Meilbeck, FMPO Executive Director
SUBJECT: Technical Advisory Committee (TAC) Agenda Structure

1. Recommendation:

i Staff recommends the TAC agree to a structure for TAC meeting review and input on FMPO items.

2. Related Strategic Workplan Item

i The TAC is integral to the success of the FMPO and this item applies to the entire Strategic Workplan

3. Background

i The FMPO Technical Advisory Committee (TAC) met on July 24th and expressed an interest in changing how TAC meetings are conducted. Staff agreed to bring back a proposal for how to better engage the TAC. Specifically, the TAC expressed interest in taking formal action on FMPO items and engaging technical issues. Further, based on the past few TAC meetings, it seems like a simple review of the Executive Board packet is inadequate and does not fully engage the power and capabilities of TAC members.

The following structure is proposed for TAC meetings and this structure is being applied on the August 28th meeting. The TAC will have opportunity to test the approach and provide feedback throughout the meeting:

- 1) *TAC specific items that do not need to go to the Executive Board or Management Committee will be placed on the TAC agenda for action as needed. These items may include contract approvals, technical details pertaining to the regional travel model, ongoing project delivery details, etc.*
- 2) *Items that are relevant to the TAC and Executive Board will be placed on the TAC agenda for action. These items include the Unified Planning Work Program (UPWP), the Transportation Improvement Plan (TIP), and project scope statements. The TAC will be asked to review and take action on these items before they are forwarded to the Executive Board.*
- 3) *Items that are of interest to the TAC but more relevant to the Executive Board will be shared with the TAC as information items. These items may include Executive Director recruitment, Intergovernmental Agreements for administrative and financial services, and contracts.*

4. Fiscal Impact

- i** *There is no cost to run the TAC meetings differently.*

5. Alternatives

- i**
- 1) *Structure the TAC agenda so that the TAC can discuss items of relevance and take formal action where appropriate. This alternative is based on feedback from the TAC. It promises to be a better use of everyone's time and a way to engage the expertise of the TAC members.*
 - 2) *Structure the TAC agenda so that the TAC can review policy related Board items without requiring a TAC vote. This approach keeps TAC members apprised of Board activities that are policy related.*
 - 3) *Structure the TAC agenda as a review of the Board agenda (not recommended). This alternative is not recommended because we tried it for a few months and it does not seem satisfactory.*
 - 4) *Combine alternatives 1 and 2 above (recommended).*

6. Attachments

- i** *None*

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: August 20, 2019
MEETING DATE: August 28, 2019
TO: Honorable Chair and Members of the FMPO TAC
FROM: Angela Robbins, Administrative Specialist
SUBJECT: Board and Committee Packet Practice

1. Recommendation:

i Staff recommends the TAC and Board adopt a packet distribution practice to meet member needs and set clear expectations.

2. Related Strategic Workplan Item

i Develop efficient and effective communication with all Board and Committee members while meeting member preferences and setting clear expectations.

3. Background

i Purpose:

1. TAC and Management Committee ability to review significant items before items go to Executive Board
2. Feedback loop is created between TAC, Management Committee and Executive Board
3. Packets are of reasonable length and give Committee and Board members efficient access to important agenda items.

4. Fiscal Impact

i None

5. Alternatives

i 1) *FMPO Administrative Specialist will email packet link to Board and Committee members.*

6. Attachments

i *Board and Committee Packet Practice*



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Board and Committee Packet Practice

Proposed effective: September 2019

A. FOR TECHNICAL ADVISORY COMMITTEE:

1. TAC Agenda will be posted in accordance with Statement of Public Posting Locations and in accordance with Arizona Open Meeting Law Regulations.
2. FMPO website will be updated with the TAC Agenda no later than 24 hours prior to the meeting.
3. TAC Agenda Packets will be provided by email in PDF format approximately 3 business days prior to meeting. Packets will be distributed to identified member or designee for each member agency and administrative assistants. One hard copy of the agenda packet will be available for attendees at the meeting. As an alternative, a link will be provided to download the packet.
4. In the interest of sustainability practices, large attachments (more than 10 pages) like reports and contracts will be made available as a separate document upon request.

B. FOR MANAGEMENT COMMITTEE:

1. TAC Agenda Packets will be provided by email in PDF format approximately 3 business days prior to meeting. Packets will be distributed to identified member or designee for each member agency and administrative assistants. One hard copy of the agenda packet will be available for attendees at the meeting. As an alternative, a link will be provided to download the packet.
2. In the interest of sustainability practices, large attachments (more than 10 pages) like reports and contracts will be made available as a separate document upon request.
3. Management Committee will receive update from FMPO staff members regarding TAC actions and recommendations.

C. FOR EXECUTIVE BOARD:

1. EB Agenda will be posted in accordance with Statement of Public Posting Locations and in accordance with Arizona Open Meeting Law Regulations.
2. FMPO website will be updated with EB Agenda Packet including: minutes from previous meeting, staff reports and attachments approximately one week prior to the meeting, unless special circumstances arise. Executive Board members, delegates, and staff can access any staff report or attachment for review prior to meeting.
3. EB Agenda Packets will be provided by email in PDF format approximately one week prior to meeting. Packets will be distributed to identified member or designee for each member agency and administrative assistants. One hard copy of the agenda packet will be available for attendees at the meeting. As an alternative, a link will be provided to download the packet.
4. In the interest of sustainability practices, large attachments (more than 10 pages) like reports and contracts will be made available as a separate document or upon request.
5. Should the agenda change, an updated agenda shall be posted no later than 24 hours prior to the meeting.

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: August 22, 2019
MEETING DATE: August 28, 2019
TO: Honorable Chair and Members of the FMPO TAC
FROM: David Wessel, FMPO Manager
SUBJECT: Fourth Street Widening

1. Recommendation:

i This item is for information only and no recommendation is being made.

2. Related Strategic Workplan Item

i Identify top 3 capital projects

3. Background

i The Board made the Fourth Street Bridge a priority project.

The City and ADOT each identify the bridge replacement and widening in their respective capital improvement programs. ADOT originally had plans to rehabilitate the bridge when the parties saw mutual advantage in a partnership for full replacement. The advantage was made clear in a project assessment (PA) performed by ADOT and paid for by the City. The PA identified cost of \$1,000,000 for design and \$10,200,000 for construction.

The City has two active intergovernmental agreements in place with ADOT through the Arizona State Transportation Board for this project: design and construction. The parties generally agreed to a 50/50 split for both phases. Since then, the City requested and agreed to pay for additional work for bicycle safety and aesthetics, fiber optic conduit, and a retaining wall to avoid additional right-of-way.

On Friday, August 16, 2019 the Arizona State Transportation Board approved a design project increase that was already anticipated and permitted under the original IGA as follows:

- ADOT: \$77,000 (50% design for bridge slide work to expedite delivery)

- City: \$77,000 (50% design for bridge slide work)
- City: \$94,000 for aesthetic work on the bridge
- City: \$13,000 for project assessment (PA) work in excess of the original \$60,000

On September 17, 2019 the City Council will consider a construction IGA amendment as follows:

- Increase the cost from \$10,200,000 (PA estimate) to \$11,936,000. This includes \$360,000 for City requested improvements (i.e., aesthetics, bike safety, conduit, retaining wall)
- Adjust City share to \$6.16 million to include \$5.8 million for the 50/50 split and \$360,000 for the improvements.

ADOT and City staff are meeting regularly and the is on track for its scheduled construction in FY 2020

FMPO supported the City's submittal of a BUILD grant and ADOT's submittal of a bridge bundling grant that each included the bridge replacement and is tracking this project for the FMPO Board.

Question of TAC: Is there a role for FMPO in advocacy for funding for this project?

4. Fiscal Impact

- i** The project construction will cost \$11,936,000 which is \$1,760,000 more than the project assessment estimate. The City is responsible for \$6,160,000 which is \$960,000 above the project assessment estimate. The City is examining implications and adjustments for their capital program.

5. Alternatives

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

6. Attachments

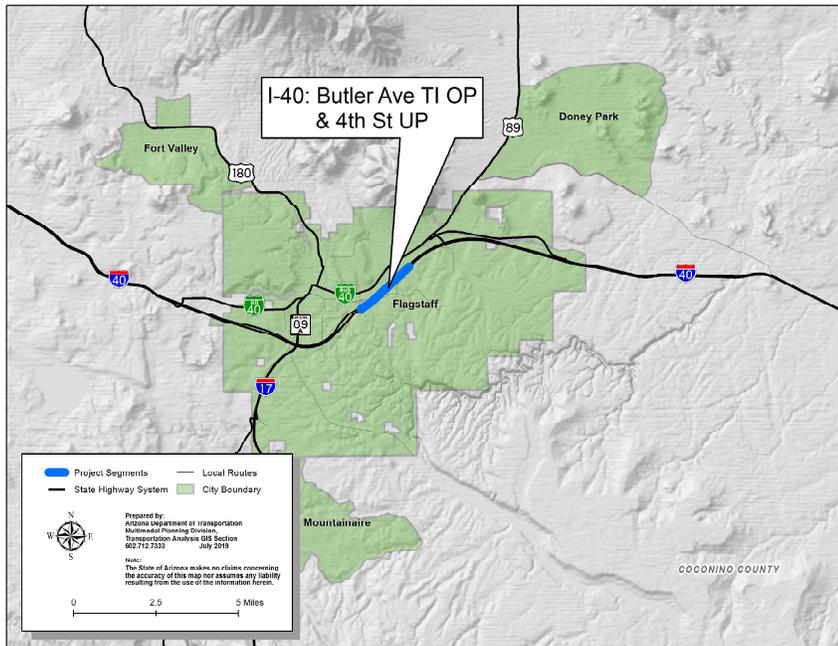
- i** Planning Priority Advisory Committee (PPAC) report to ADOT Board 8-16-19

*ITEM 2: Priority Planning Advisory Committee (PPAC)

Staff will present recommended PPAC actions to the Board including consideration of changes to the FY2020-2024 Statewide Transportation Facilities Construction Program.
(For discussion and possible action -- Greg Byres, Division Director, Multimodal Planning)

PPAC - PROJECT MODIFICATIONS - DISCUSSION AND POSSIBLE ACTION

*ITEM 2a:	Route & MP:	I-40 @ MP 197.8
	Project Name:	BUTLER AVE TI OP & 4TH ST UP
	Type of Work:	BRIDGE REHABILITATION AND REPLACEMENT
	County:	Coconino
	District:	Northcentral
	Schedule:	
	Project:	H881501D TIP#: 19816
	Project Manager:	Rashidul Haque
	Program Amount:	\$1,275,000
	New Program Amount:	\$1,536,000
	Requested Action:	Increase budget.



3. Form Date / 5. Form By:

7/31/2019

Rashidul Haque

4. Project Manager / Presenter:

Rashidul Haque @ (602) 712-7352

205 S 17th Ave, 295, 614E - 4983 PROJECT MANAGEMENT

6. Project Name:

BUTLER AVE TI OP & 4TH ST UP

7. Type of Work:

BRIDGE REHABILITATION AND REPLACEMENT

8. CPSID:	9. District:	10. Route:	11. County:	12. Beg MP:	13. TRACS #:	14. Len (Mi.):	15. Fed Id #:
FU1N	Northcentral	40	Coconino	197.8	H881501D	2.0	NHPP040-D(234)T

16. Program Budget:	\$1,275	17. Program Item #:	19816
18. Current Approved Program Budget:	\$1,275	18a. (+/-) Program Budget Request:	\$261
		18b Total Program Budget After Request:	\$1,536

CURRENTLY APPROVED:

19. BUDGET ITEMS:

Item #	Amount	Description	Comments
19816.	\$500	.	.
OTHR18	\$500	.	City of Flagstaff
OTHR18	\$60	.	City of Flagstaff (Re-scope)
76219	\$215	.	.

CHANGE / REQUEST:

19A. BUDGET ITEMS:

Item #	Amount	Description	Comments
72320	\$77	CONTINGENCY	.
OTHR20	\$184	.	City of Flagstaff.

CURRENT SCHEDULE:

21. CURRENT FISCAL YEAR:

22. CURRENT BID READY:

23. CURRENT ADV DATE:

CHANGE REQUEST NEW SCHEDULE:

21A. REQUEST FISCAL YEAR:

22A. REQUEST BID READY:

23A. REQUEST ADV DATE:

20. JPA #'s: 16-6251, 17-6701, 18-7206 SIGNED: YES ADV: YES

PROJECT FUNDING VERIFIED BY PM

CHANGE IN: 24a. PROJECT NAME: NO 24b. TYPE OF WORK: NO 24c. SCOPE: NO 24d. CURRENT STAGE: STAGE III

24e. ENVIRONMENTAL CLEARANCE:	NO	24f. MATERIALS MEMO COMP:	NO
24g. U&RR CLEARANCE:	NO	24h. C&S CLEARANCE:	NO
24i. R/W CLEARANCE:	NO	24j. CUSTOMIZED SCHEDULE:	YES
24k. SCOPING DOCUMENT:	YES		

25. DESCRIPTION OF REQUEST

Increase budget.

26. JUSTIFICATION OF REQUEST

ADOT and the City of Flagstaff (CoF) evaluated alternatives for construction methods of the 4th St Bridge. Accelerated Bridge Construction method of Bridge Slide was recommended to be the most beneficial for the public. It will reduce overall construction duration by two months and will reduce vehicular closure on 4th street by three months to make it a one season project. Additional design efforts are needed to incorporate this change. This work is estimated to be \$154K and is equally split between ADOT and CoF (\$77K Each). CoF has requested aesthetics and paid for design work on the 4th St Bridge.

This is the breakdown of the increase:

- 1: ADOT \$77K as part of 50pct design for bridge slide work
 2. COF \$77 as part of 50pct design for bridge slide work
 3. Aesthetics -fully funded from COF = \$94K
 4. COF paid \$13K for the PA work excess of \$60K paid before for PA work
- Total = \$184k from COF and \$77K from ADOT. This equals the \$261K increase needed.

\$219k Consultant
\$19k Staff
\$23k ICAP

PRB APPROVED

27. CONCERNS OF REQUEST

28. OTHER ALTERNATIVES CONSIDERED

APPROVED / RECOMMENDED ACTIONS:

REQUEST APPROVED
SUBJECT TO PPAAC APPROVAL - 7/31/2019

REQUESTED ACTIONS:

CHANGE IN BUDGET
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FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: August 19, 2019
MEETING DATE: August 28, 2019
TO: Honorable Chair and Members of the FMPO TAC
FROM: Jeff Meilbeck, FMPO Executive Director
SUBJECT: Strategic Advance

1. Recommendation:

i Staff recommends the TAC discuss and approve an approach and timing for an annual FMPO Strategic Advance.

2. Related Strategic Workplan Item

i FMPO Guiding Principle: FMPO is focused:

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

3. Background

i The FMPO has a tradition of developing a focused strategic workplan with measurable objectives. The purpose of the workplan is to establish a clear direction for the FMPO so that staff, Board, TAC and the Management Committee are all in alignment.

Over the past year, the focus of the FMPO has been to continue existing planning activities, while working to become more independent. Although the transition to independence will not be completed in calendar year 2019, it is appropriate for the FMPO to begin looking at priorities for calendar year 2020 and beyond.

Staff is seeking input from the TAC, Board and Management Committee regarding their ideas about what makes for a successful strategic advance. Staff will then

come back with a specific proposal for a strategic advance format including date, time and location.

Preliminary recommendations:

- 1) *Review progress on existing workplan. Where did we succeed, where did we fall short, and why?*
- 2) *Review Mission, Vision and Guiding Principles: Affirm the relevance of these items or make needed adjustments.*
- 3) *Develop a 5 year horizon for the FMPO. Answer the question: Where do we want to be in 5 years and what constitutes success?*
- 4) *Develop measurable objectives for the next 18 months that move us toward our vision, mission and 5 year horizon.*

Questions for discussion include:

- 1) *Should the advance last a half day or a full day?*
- 2) *Is there a preference for professional facilitation or staff facilitation?*
- 3) *Is there a preferred venue for the event?*
- 4) *Should the event happen in December 2019 or after the first of the year?*
- 5) *Are there other needs or outcomes for the advance staff should consider?*

4. Fiscal Impact

i *If the advance is facilitated by staff, costs for refreshments and facility will be less than \$1,000. If the advance is facilitated by a consultant, costs are estimates to range from \$5,000 to \$12,000.*

5. Alternatives

- i**
- 1) *Conduct a strategic advance within the next 6 months. This alternative is consistent with FMPO Guiding principles and helps keep the organization on track as we evolve.*
 - 2) *Conduct a strategic advance after the FMPO transition to independence is complete. This alternative allows the FMPO to focus on the existing workplan and may save time of staff, Board, TAC and Management*

Committee in the short term. However, this alternative may risk the FMPO being less focused in its actions long term.

- 3) *Discuss and update Strategic Plan in regular meetings over the next few months rather than taking the time and expense of a formal Strategic Advance. This alternative would allow staff to bring material to the TAC, Management Committee and Board for discussion over time. However, this alternative would not provide for the same kind of open exchange of ideas that bringing the TAC, Management Committee and Board together all at once would provide.*

6. Attachments

i None

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

STAFF REPORT

REPORT DATE: August 13, 2019
MEETING DATE: August 28, 2019
TO: Honorable Chair and Members of the FMPO TAC
FROM: Jeff Meilbeck, FMPO Executive Director
SUBJECT: Loan and Repayment of FMPO Funds

1. Recommendation:

i This item is for information only and no recommendation is being made.

2. Related Strategic Workplan Item

i Move the FMPO towards becoming more independent by adopting financial, personnel and procurement policies for the FMPO.

3. Background

i On May 25, 2017 the FMPO Executive Board approved the transfer of \$114,000 of FMPO funds to the ADOT Plaza Way Southbound Right Turn Lane Project with the contingency that the FMPO be reimbursed by the City of Flagstaff within 24 months.

In recent months the City of Flagstaff has reviewed this request and is in the process of completing the transfer.

This item is highly relevant to the FMPO since the \$114,000 represents about 25% of the FMPO's annual allocation of Surface Transportation Block Grant (STBG) funds. Specifically, STBG funds to the FMPO are allocated at \$466,761 in FY 2020. STBG funds are used to perform the core mission of the FMPO which pays for staff, legal support, administrative and financial functions.

The \$114,000 loan in 2017 was a good and appropriate use of funds. The loan supported an important project at a critical time and solved a cash flow issue for one of the FMPO's partners. Such an approach is a valuable role for the FMPO to play as we meet our vision of "creating the finest transportation system in the country"

and our mission of “leveraging cooperation to maximize financial and political resources for a premier transportation system”.

Towards meeting our mission and vision, the FMPO also needs to adopt financial management policies. With such limited resources it is important that the FMPO use each dollar wisely to maximum advantage. For example, based on our mission, it can be inferred that the FMPO generally defines maximum value as leverage. However, developing financial management policies will allow the FMPO to be clear on intent and prescriptive on management.

4. Fiscal Impact

i *The \$114,000 is budgeted in FY 2020 for the FMPO*

5. Alternatives

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

6. Attachments

i *City staff report requesting transfer of funds (pending)*

FMPO Funding Sources & Eligible Uses Matrix

Prepared May 18, 2017

Annual Funding									
				Eligible Uses					
Source	Program	Abbreviation	Amount	Staff	Overhead	Planning / Data	Construction	Match	Non-eligible Activity
Federal Highway Administration	Metropolitan Planning	PL	\$110,000	★	★	★			
FHWA-ADOT	State Planning & Research	SPR	\$125,000	★	★	★			
FHWA	Surface Transportation	STBG	\$463,000	★	★	★	★		
Federal Transit Administration	Metropolitan & Statewide Planning	5305	\$36,000	★	★	★			
Local	General Funds	Local	\$27,500	★	★	★	★	★	★
In-State Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Highway Safety Improvement	HSIP	\$5,000,000				★		
FHWA	Transportation Alternative Program	TAP	\$1,000,000				★		
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000			★			
National Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
USDOT	Transportation Investments Generating Economic Recovery	TIGER	\$5,000,000-\$200,000,000				★		
FHWA	Fostering Advancements in Shipping & Transportation for the Long-term Achievement of National Efficiencies	FASTLANE	\$5,000,000 - \$100,000,000			★	★		
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000			★	★		
FHWA	Advanced Transportation and Congestion Management Technologies Deployment		\$60,000,000 nationwide			★	★		
FHWA	Railway Highway Crossings Program						★		



FMPO STRATEGIC WORK PLAN

January 2019

(All items to be completed by December 31, 2019)

FMPO Mission Statement: Leverage cooperation to maximize financial and political resources for a premier transportation system.

FMPO Vision Statement: To create the finest transportation system in the country.

Guiding Principles

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

FMPO Measurable Objectives

1. Move the FMPO towards becoming more independent by...
 - a. Modifying the governing documents to grant the FMPO Executive Board greater authority to govern itself.
 - b. Amend and restate the governing Intergovernmental agreement.
 - c. Determine how the FMPO can best secure needed administrative and financial services.
 - d. Adopt financial, personnel and procurement policies for the FMPO.
2. Strengthen FMPO Board Leadership by...
 - a. Consider inviting NAU President’s office to serve on the FMPO Executive Board.
 - b. Evaluate and revise as needed FMPO governing documents to establish Executive Board’s authority for adopting policies related to personnel and financial decisions.
 - c. Developing a routine process for equipping the Board with the financial information they need.

3. Strengthen FMPO Staff by...
 - a. Identify leadership and staff training opportunities
4. Identify top 3 capital projects by...
 - a. Getting Board adoption
 - b. Creating clear messaging and talking points
 - c. Creating collateral material for all members
5. Create and deliver a communication plan by...
 - a. Rebranding the FMPO to reflect transportation planning and programming.
 - b. Defining standards for written and oral presentations.
 - c. Documenting roles and responsibilities for staff, TAC and Board members
 - d. Clarifying triggers and expectations for when communication will be provided.
 - e. Having communication plan adopted by Board.
6. Create a plan to fund top projects by...
 - a. Researching available funding sources and classifying those sources as high, medium and low confidence.
 - b. Adopting a 20 year fiscally constrained regional transportation plan, i.e. high confidence, capital plan.
 - c. Adopting a 5 to 10 year “aspirational” capital plan that identifies more ambitious projects and strategies for securing competitive funding.
7. Document for Board understanding FMPO role for regulatory and technical compliance
 - a. Translating RTP key concepts into understandable terms that clearly defines funding needs and project impacts.
 - b. Reinforce and build momentum for RTP key concepts by concisely updating the Board monthly and member agency governing bodies at least semi-annually.