



# 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](http://www.flagstaffmpo.org) ♦ [mpo@flagstaffaz.gov](mailto:mpo@flagstaffaz.gov)

## AGENDA FMPO Executive Board Meeting 10:00am to 12:00pm October 2, 2019

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Flagstaff City Council Chambers  
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 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).*

### EXECUTIVE BOARD MEMBERS

- Art Babbott, Coconino County Board of Supervisors, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

### FMPO STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, FMPO Manager
- Martin Ince, Multimodal Planner

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

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

**D. APPROVAL OF MINUTES (Pages 5-10)**

- Minutes of Regular Meeting: August 7, 2019
- Minutes of Executive Session: August 7, 2019

**II. CONSENT AGENDA**

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

**III. GENERAL BUSINESS**

**A. Executive Director Contract (Pages 11-12)**

FMPO Staff: Jeff Meilbeck

Recommendation: No recommendation is being made but the Board may take action to extend the Executive Director's contract for service beyond November 8, 2019

**B. Strategic Advance (Pages 13-16)**

FMPO Staff: Jeff Meilbeck

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

**C. Board and Committee Packet Practice (Pages 17-20)**

FMPO Staff: Jeff Meilbeck, Executive Director

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

**D. Transition to Metroplan Identity Update (Pages 21-25)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: None

**E. Technical Advisory Committee (TAC) Agenda and Structure (Pages 26-28)**

FMPO Staff: Jeff Meilbeck

Recommendation: No recommendation is being made.

**F. Fourth Street Widening (Pages 29-32)**

FMPO Staff: Jeff Meilbeck

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

**G. Letter of Support for Amtrak – Southwest Chief (Pages 33-34)**

FMPO Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board consider a letter of support for Amtrak

**H. NAIPTA on FMPO Executive Board (Pages 35-42)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends consideration of NAIPTA's request to be added to the FMPO Executive Board.

**I. Items from the Executive Director**

- a. Port Authority
- b. BNSF Discussions
- c. FMPO Office Space
- d. NAU/NAIPTA McConnell Project

**J. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Discuss items for future FMPO agendas.

**K. RECESS INTO EXECUTIVE SESSION – FMPO Executive Director Contract**

*(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, pursuant to A.R.S. Section 38-431.03(A)(1).)*

**IV. CLOSING BUSINESS**

**A. ITEMS FROM THE BOARD**

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

**B. 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 September 27, 2019 at 11:00 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 27th Day of September 2019.

\_\_\_\_\_  
FMPO Specialist



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PLANNING ORGANIZATION  
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## DRAFT Meeting Minutes

### FMPO Executive Board Meeting

10:00am to 12:00pm  
August 7, 2019

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Flagstaff City Council Chambers  
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#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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#### **EXECUTIVE BOARD MEMBERS**

- Art Babbott, Coconino County Board of Supervisors, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

#### **FMPO STAFF**

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

Others in attendance: Brendan Kavanaugh, Erika Mazza, Kevin Adam

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

Chairperson Art Babbott called the meeting to order at 10:02am

**B. ROLL CALL**

See above, page 1

**C. 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.)*

**D. ITEMS FROM THE EXECUTIVE DIRECTOR**

- FMPO Staffing Update

FMPO Executive Director, Jeff Meilbeck informed Board of recent turn-over in the Administrative Specialist position, currently held by Angela Robbins through Performance Staffing. Also reported that the FMPO Specialist position is now open with a broad search of candidates. In addition, the FMPO Multi-Modal Planner position, currently held by Martin Ince, will be transferred to and funded by the City of Flagstaff in FY2021.

**E. APPROVAL OF MINUTES**

- Minutes of Regular Meeting: June 5, 2019 (pg. 5-8)

MOTION: Vice-chairperson Coral Evans moved to approve the Executive Board meeting minutes without edits. Board member Charlie Odegaard seconded. The motion was passed unanimously.

- Minutes of Executive Session: April 3, 2019 (pg. 9)

MOTION: Board member Matt Ryan moved to approve the Executive Session Board meeting minutes without edits. Board member Jesse Thompson seconded. The motion was passed unanimously.

- Minutes of Executive Session: June 5, 2019 (pg. 10)

MOTION: Board member Matt Ryan moved to approve the Executive Session Board meeting minutes without edits. Board member Charlie Odegaard seconded. The motion was passed unanimously.

**II. CONSENT AGENDA- NONE**

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

**A. Adopt Title VI policy (pg. 11-58)**

FMPO Staff: David Wessel, FMPO Manager

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

MOTION: Board member Charlie Odegaard moved to adopt the Title VI Plan without edits. Board member Jesse Thompson seconded. The motion was passed unanimously.

**III. GENERAL BUSINESS**

**A. Transition to Independence – Scope Statement (pg. 59-64)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board approve a transition plan and timetable for the FMPO to move to independent, non-profit status.

MOTION: Board member Matt Ryan moved to adopt the Title VI Plan without edits. Vice-chair Coral Evans seconded. The motion was passed unanimously.

**B. Transition to Metroplan Identity – Scope Statement (pg. 65-69)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board approve a transition plan and timetable for adopting the Metroplan identity.

MOTION: Vice-chairperson Coral Evan moved to adopt the Metroplan Identity without edits. Board member Charlie Odegaard seconded. The motion was passed unanimously.

**C. Update on BUILD Grant and Fourth Street Widening (pg. 70-71)**

FMPO Staff: Jeff Meilbeck, Executive Director

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

MOTION: None at this time.

**D. Update on Lone Tree Traffic Interchange (LTTI) (pg. 72-73)**

FMPO Staff: Jeff Meilbeck, Executive Director

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

MOTION: None at this time.

**E. Operating Procedures regarding NAU and NAIPTA on the Executive Board (pg. 74-87)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board: 1) retain existing FMPO operating procedures regarding NAU membership and 2) continue to discuss the role of NAIPTA on the FMPO Executive Board.

MOTION: None at this time.

**F. Executive Director Contract (pg. 88-89)**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommendation: No recommendation is being made but the Board may take action on approving or modifying the Executive Director contract.

MOTION: None at this time.

**G. TIP ADOPTION (pg. 90-137)**

FMPO Staff: David Wessel, FMPO Manager

Recommendation: Staff recommends the Board adopt the FY 2020-2024 TIP.

MOTION: Board member Charlie Odegaard moved to adopt the TIP without edits. Board member Matt Ryan seconded. The motion was passed unanimously.

**H. Legislative Update**

FMPO Staff: Jeff Meilbeck, Executive Director

**I. Future Agenda Items**

FMPO Staff: Jeff Meilbeck, Executive Director

Recommended Action: Discuss items for future FMPO agendas including FY2021 Budget projections and staffing update.

**IV. RECESS INTO EXECUTIVE SESSION – FMPO Executive Director Contract**

*(Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body, except that, with the exception of salary discussions, an officer, appointee or employee may demand the discussion or consideration occur at a public meeting. The public body shall provide the officer, appointee or employee with written notice of the executive session as is appropriate but not less than twenty-four hours for the officer, appointee or employee to determine whether the discussion or consideration should occur at a public meeting, pursuant to A.R.S. Section 38-431.03(A)(1).)*

**V. CLOSING BUSINESS**

**A. ITEMS FROM THE BOARD**

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

**B. ADJOURN**

Chairperson Art Babbott adjourned the meeting at 11:47am

*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 31, 2019 at 11:00 am in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 31st Day of July 2019.

\_\_\_\_\_  
Angela Robbins, Administrative Specialist

Below are the FMPO Board Executive Session minutes from the August 7, 2019 meeting.

Shannon

Start at \_\_\_\_\_AM

Present: Art Babbott, Matt Ryan, Regina Salas, Jim McCarthy, Jesse Thompson, and Charlie Odegaard

FMPO Board members reviewed the draft agreement for services and request the following updates to the draft:

- 1) Effective date in contract should be changed from July 1, 2019 to August 12, 2019;
- 2) Total compensation approved as to form;
- 3) Performance evaluation section 9 include a “may” instead of “shall” and change January 14th each year to an evaluation date after the first Wednesday of the month (suggesting February 14th)
- 4) City HR shall remind FMPO Executive Director and FMPO Board Chair in November about evaluation due date in February; and
- 5) The FMPO Board may have an updated name for the organization for the next agreement for services;

The next FMPO Board meeting will be on September 4, 2019.

Adjourn 11:58 a.m.

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** September 26, 2019  
**MEETING DATE:** October 2, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Executive Director Contract

### 1. Recommendation:

**i** *No recommendation is being made, but the Board may take action on the Executive Director's contract.*

### 2. Background

**i** *On December 13, 2018, the Board approved a half-time contract with the Executive Director (19.75 hour per week).*

*On August 7, 2019, the Board approved a full-time contract with the Executive Director for a 13 week duration, from August 12, 2019 to November 8, 2019.*

*The Board is now being presented with the opportunity to extend the full-time contract starting November 9, 2019. As per the terms of the contract, it will automatically renew annually unless terminated by either party.*

*There are no other material changes to the terms of contract. Pay and benefits remain the same.*

### 3. TAC and Management Committee Discussion

**i** *This item was not reviewed by the TAC or Management Committee*

#### 4. Fiscal Impact

**i** *The Executive Director Salary is budgeted as a full-time position in FY 20 and in the FMPO 5 year plan. Other than extending the duration of the contract, there are no other financial impacts. Pay and benefits remain the same.*

#### 5. Alternatives

**i** *No action is being recommended and no alternatives are being provided.*

#### 6. Attachments

**i** *Executive Director Contract (Pending)*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** September 26, 2019  
**MEETING DATE:** October 2, 2019  
**TO:** Honorable Chair and Members of the FMPO Board  
**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 discussed the Strategic Advance with members of the TAC on August 28<sup>th</sup>, 2019 and the Management Committee on August 29<sup>th</sup>, 2019. Based on those discussions an agenda was compiled and is attached.*

#### **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 estimated to range from \$5,000 to \$12,000. If the advance is facilitated by staff with minimal input from a vendor, the cost will be less than \$4,000.*

#### **5. Transit Advisory Committee (TAC) and Management Committee Discussion**

- i** *The TAC and Management Committee discussed the Strategic Advance in August. The TAC favored a half day, was supportive of a staff lead event and suggested doing stakeholder interviews with TAC and Board members before the Advance. The TAC suggested that questions such as “what do agencies need from the FMPO” and “what can the FMPO do to better serve its member agencies” would be good questions. The TAC also suggested that we consider inviting the Chair of the Sustainability Commission and Transportation Commission to the Advance.*

*The Management Committee favored doing a Strategic Advance within the next 6 months and did not favor waiting. They observed that it has been a long time since FMPO had an advance and there are many new players who need to be brought up to speed and engaged as the FMPO continues to evolve. The Management Committee supported a staff lead retreat.*

*The TAC and Management Committee also discussed the Advance in September. Both groups were supportive of the Strategic Advance agenda although some concern was raised if 4 hours was adequate time. The Management Committee supported January 8<sup>th</sup> from 10:00 AM to 2:00 PM as a date for the event.*

#### **6. 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.*

## **7. Attachments**

**i** *Draft agenda and approach*

## Metroplan\* Strategic Advance

Date: TBD (Wednesday January 8<sup>th</sup> or Wednesday February 5, 2020)

Time: 10:00 AM to 2:00 PM

Location: TBD (Preferably Aquaplex)

Goal: To evaluate the success of our 2019 strategic workplan and apply those lessons to crafting a 2020 workplan.

### Approach:

- 1) Stakeholder Interviews. TAC, Management Committee and Board Members will be interviewed verbally and/or in writing prior to the event.
- 2) Half Day Event. A 4-hour strategic advance with TAC, Management Committee and Board members for review, discussion and capturing core themes and direction.
- 3) Adoption: A 2020 workplan will be brought back to the TAC, Board and Management Committee for adoption.
- 4) Facilitation: The Advance will be facilitated by staff with limited vendor support.

### Agenda:

- 10:00: Welcome and Introductions
- 10:15: Review findings from Stakeholder Interviews
- 10:30: Review progress on existing workplan. Where did we succeed, where did we fall short, and why?
- 10:45: Review Mission, Vision and Guiding Principles: Affirm the relevance of these items or make needed adjustments.
- 11:00: Develop a 5 year horizon for the FMPO. Answer the question: Where do we want to be in 5 years and what constitutes success?
- 12:00 Working lunch
- 12:30: Develop measurable objectives for the next 18 months that move us toward our vision, mission and 5 year horizon.
- 1:45: Recap and adjournment

### Tentative Stakeholder Interview Questions:

FMPO is moving in the right direction (Strongly D to Strongly A)

The FMPO has made positive progress over the past 12 months (Strongly D to Strongly A)

I'm confident the new direction of the FMPO will add value to the partners (Strongly D to Strongly A)

What do member agencies need from the FMPO? (Open)

What can the FMPO do to better serve its member agencies? (Open)

Other?

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** September 26, 2019  
**MEETING DATE:** October 2, 2019  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Board and Committee Packet Practice

### 1. Recommendation:

**i** Staff recommends the 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** The Board agenda packet contains all the information the Board needs prior to a Board meeting including the agenda, staff reports and attachments. The purpose of adopting a specific agenda packet practice is to ensure that:

1. TAC and Management Committee have ability to review significant items before items go to the Executive Board
2. A feedback loop is created between the 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. Transit Advisory Committee (TAC) and Management Committee Discussion

**i** *The TAC supported the approach and asked that all major documents be provided as attachments. This change was made. The Management Committee asked for the packet and attachments to be sent as a Drop Box link. This change was made.*

#### 5. Fiscal Impact

**i** *There are no additional costs to operate the organization more efficiently and establish clear standards and expectations for communication. In fact, it arguably saves time and money by keeping the Board, TAC, Management Committee and Staff in alignment.*

#### 6. Alternatives

- i**
- 1) *Use E-mail links only: The FMPO Administrative Specialist would email a packet link to Board and Committee members. This link would need to be followed, downloaded and/or printed.*
  - 2) *Do not adopt an established practice. The approach would allow us to do packets differently each month.*

#### 7. Attachments

**i** *Board and Committee Packet Practice*



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## Board and Committee Packet Practice

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*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) will be made available as separate attachments. This will allow members to print documents as needed.

### B. FOR MANAGEMENT COMMITTEE:

1. TAC Agenda Packets and attachments will be provided by e-mail link 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.
2. In the interest of sustainability practices, large attachments (more than 10 pages) will be made available as separate attachments. This will allow members to print documents as needed.
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 5 days 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 5 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) will be made available as separate attachments. This will allow members to print documents as needed.
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:** September 26, 2019  
**MEETING DATE:** October 2, 2019  
**TO:** Honorable Chair and Members of the FMPO Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Transition to Metroplan Identity

### 1. Recommendation:

**i** None. Staff will provide an update on the transition to the Metroplan Identity

### 2. Related Strategic Workplan Item

**i** Create and deliver a communication plan by rebranding the FMPO to reflect transportation planning and programming.

### 3. Background

**i** On June 5, 2019 the Executive Board took definitive steps to adopt an enhanced public image and clarified sense of purpose for our organization by adopting a new name and logo.



On August 7, 2019 the Board adopted a Scope Statement and Timeframe for the transition with the goal of having the transition complete by December 31, 2019. The Transition is on schedule and staff will provide an update on the following elements:

- *Metroplan web-page creation*
- *Introductory video,*
- *Annual report format*
- *Letterhead*
- *PowerPoint template*
- *Business cards*
- *Legal documentation*

#### **4. TAC and Management Committee Discussion**

**i** *This section will be completed following the TAC and Management Committee Meetings*

#### **5. Fiscal Impact**

**i** *The FMPO budgeted \$50,000 for the overall communication plan. Thanks to the generosity of staff at the CVB, the engagement of the TAC, Management Committee and the Executive Board, we were able to adopt the new name and logo without cost. There ongoing costs for purchasing the web-page and creating collateral material is estimated to be \$4,000.*

#### **6. Alternatives**

**i** *None Provided*

#### **7. Attachments**

- i** *1) Scope statement for transition to Metroplan identity*
- 2) Timeframe for transition*

# PROJECT SCOPE STATEMENT

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PROJECT NAME: Transition to Metroplan Identity

PROJECTED START: June 5, 2019

COMPLETED BY: Jeff Meilbeck

PROJECTED END: December 31, 2019

## PROJECT PURPOSE:

Implement the Board's June 5, 2019 direction to rebrand the FMPO as Metroplan so that our organizational identity and mission are clear and refreshed.

## PROJECT DESCRIPTION:

Rebrand the FMPO as Metroplan in all aspects of our identity: Webpage, email domain, PowerPoint, Letterhead, Business Cards, DBA Status, etc.

## DESIRED RESULTS:

1. Member agencies and funding partners understand the change
2. Legal documents are modified as needed in a manner that maintains contractual integrity
3. Confusion is minimized and clarity maximized
4. Improve ability to attract and win grant funding

## EXCLUSIONS:

Changing legal status will not be pursued

## COMMUNICATION NEEDS:

Communication will flow through the TAC, Management Committee and Executive Board

## ACCEPTANCE CRITERIA:

1. Management Committee Support
2. Technical Advisory Committee Support
3. Executive Board Adoption

## CONSTRAINTS:

1. Quality. The December 31, 2019 launch is desired but can be extended to June 30, 2020 if needed to maintain quality.
2. Cost: Staff resources may need to be prioritized to keep the project on schedule and maintain quality.
3. Time: This project needs to happen before June 30, 2020 to maintain momentum.

## APPROVALS

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KEY STAKEHOLDERS	REVIEW DATE	APPROVAL
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# Flagstaff Metropolitan Planning Organization Transition to Metroplan Identity

Due Date	Description	Status
March 2019	Review Names and Logos	Done
June 2019	Adopt Name and Logo	Done
August 2019	Adopt Scope Statement and Timeframe	Done
September 2019	Confirm required grant and contract language for doing business as Metroplan (DBA)	In progress
October 2019	Draft a Style Guide and Collateral Material (Web-Page, PowerPoint, Letterhead, Business Cards, Other)	
November 2019	Finalize Style Guide and Collateral Material	
December 2019	Run Duplicate Web Page for 2 weeks	
January 1, 2020	Go Live with New Web Page	
January 2020	Present to Elected Bodies and Community Groups (Tell the Story)	
Winter 2020	Use Written and Verbal Cues	
Forever	Be Consistent	

## Notes/Additional Items

Written and verbal presentation cue for transition:  
 “Metroplan, the Flagstaff Metropolitan Planning Organization ...”

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** September 26, 2019  
**MEETING DATE:** October 2, 2019  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** Technical Advisory Committee (TAC) Agenda Structure

### 1. Recommendation:

**i** *This item is for information only.*

### 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 24<sup>th</sup> 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. TAC and Management Committee Discussion**

**i** *The TAC supported this approach and took a formal motion adopting it.*

#### **5. Fiscal Impact**

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

#### **6. 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).*

## 7. Attachments

 *None*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** September 26, 2019  
**MEETING DATE:** October 2, 2019  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Fourth Street Widening update

### 1. Recommendation:

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

### 2. Related Strategic Workplan Item

**i** The Board identified Fourth Street Widening as their top priority in the current workplan.

### 3. Background

**i** Widening Fourth Street is included in ADOT's 5 Year Plan and funded in the City of Flagstaff budget. The project is slated for construction in FY 20.

Efforts have been made to enhance and bring additional funding to this project. The goal is to deliver the best project possible and leverage more funds. For example, the City requested additional work for bicycle safety, aesthetics and fiber optic conduit. The ADOT Transportation Board approved these changes and how they would be paid for at their August 16, 2019 meeting. Similarly, the City of Flagstaff approved a construction IGA amendment at their September 17<sup>th</sup> Council meeting to consider these changes.

Furthermore, competitive grants have been pursued to bring additional funds to the project. These grants were designed to leverage state and local funds to get more done. For example, ADOT submitted a "Bridge Bundling" grant and the City of Flagstaff submitted a "BUILD" grant. We learned recently that the Bridge Bundling grant was not awarded, but that the BUILD grant is still under review. Specifically,

*the City was asked to provide additional information to the review team which indicates the project is still a contender.*

#### **4. TAC and Management Committee Discussion**

**i** *The TAC and Management Committee reviewed this item and had little discussion.*

#### **5. Fiscal Impact**

**i** *The project enhancements approved by the ADOT Board will cost \$261,000. According to the 8-16-19 report to the ADOT Board, the City of Flagstaff will pay \$184,000 and ADOT will pay \$77,000. The impact of the BUILD grant will not be known until grants are announced in November 2019.*

#### **6. Alternatives**

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

#### **7. Attachments**

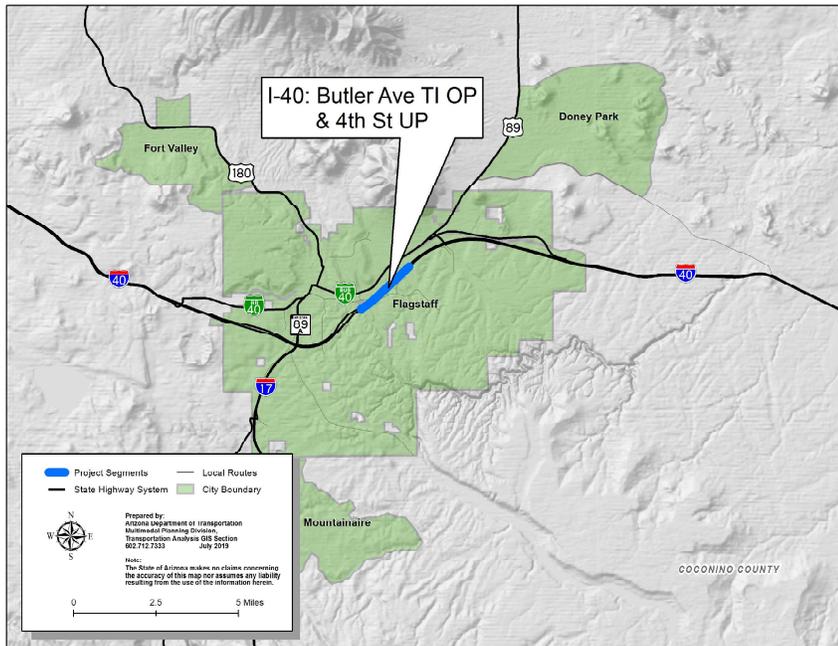
**i** *Planning Priority Advisory Committee (PPAC) report to ADOT Board 8-16-19*

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



1. PRB Meeting Date: 7/23/2019

2. Teleconference: No

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 #:
<a href="#">FU1N</a>	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**

**APPROVED / RECOMMENDED ACTIONS:**

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

**REQUESTED ACTIONS:**

CHANGE IN BUDGET <sup>32</sup>  
Page 8 of 41

**27. CONCERNS OF REQUEST**

**28. OTHER ALTERNATIVES CONSIDERED**

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** September 26, 2019  
**MEETING DATE:** October 2, 2019  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Letter of Support for Amtrak

### 1. Recommendation:

**i** *No recommendation is being made, but the Board may approve a letter of support for Amtrak.*

### 2. Background

**i** *On September 26, 2019 minutes before the Board packet deadline a request was made by Councilmember McCarthy to bring a letter of support to the FMPO Board for consideration.*

### 3. TAC and Management Committee Discussion

**i** *This item was not reviewed by the TAC or Management Committee*

### 4. Fiscal Impact

**i** *There are no costs to the FMPO related to this action.*

### 5. Alternatives

**i** *No action is being recommended and no alternatives are being provided.*

## 6. Attachments

**i** *Letter of support (Pending)*

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

## STAFF REPORT

**REPORT DATE:** September 26, 2019  
**MEETING DATE:** October 2, 2019  
**TO:** Honorable Chair and Members of the FMPO Board  
**FROM:** Jeff Meilbeck, FMPO Executive Director  
**SUBJECT:** NAIPTA on Executive Board

### 1. Recommendation:

**i** Staff recommends consideration of NAIPTA's request to be added to the FMPO Executive Board.

### 2. Related Strategic Workplan Item

**i** FMPO Guiding Principle: FMPO is fair and equally representative

### 3. Background

**i** On June 5, 2019, the FMPO Board adopted operating procedures to provide clarity on how the FMPO will be governed. These procedures were based, in part, on responses to a letter sent to NAU and NAIPTA by the FMPO Board Chair. That letter provided NAIPTA and NAU with an invitation and 3 options:

- 1) Serve on the Executive Board as a voting member with the understanding there would be \$5,000 annual dues.
- 2) Serve on the Management Committee and Technical Advisory Committee (TAC) as voting members with the understanding there would be no dues.
- 3) Invite NAU and NAIPTA to provide other options or requests for participation that the FMPO may not have considered.

NAU replied that they wished to serve on the Transit Advisory Committee and Management Committee as voting members. NAIPTA replied that they wished to serve on the Executive Board, Transit Advisory Committee and Management Committee as voting members. Specifically, NAIPTA asked to appoint Board Member Steve Peru as a voting member to the FMPO Executive Board.

*Adding NAIPTA to the Executive Board is a recognition of NAIPTA's support for and critical partnership with NAIPTA and is appreciated by FMPO staff.*

*Adding NAIPTA as a voting member to the Executive Board creates a few items that need to be considered:*

- 1) Adding NAIPTA to the Executive Board would increase the Board to 7 voting members and would retain a quorum at 4 voting members.*
- 2) The FMPO foundation document as signed and authorized by the Governor in 1996 states that the Executive Board consists 2 members of Coconino County, 3 members of the City of Flagstaff and 1 Member of ADOT. FMPO staff are obtaining legal opinion to determine if this document needs to be changed and possible implications of requesting a change.*
- 3) The FMPO Master IGA signed by the City and County in 2018 may need to be modified to identify NAIPTA as a voting Board member.*
- 4) The FMPO operating procedures would need to be modified to include NAIPTA on the Executive Board. The operating procedures would need to address who from the NAIPTA Board is eligible to serve on the FMPO Executive Board in answer to the following questions:*
  - a. If the appointment is tied to a specific person as named in the NAIPTA letter, what happens when that person is no longer available to serve? In other words, how should the operating procedures be crafted in a way that provides clear direction without being too constraining?*
  - b. If a City Councilmember from the NAIPTA Board is appointed, what are the implications of having four members of City Council with voting seats on the FMPO Board? Four City Council seats would constitute a quorum of the FMPO Board and a Quorum of City Council.*
  - c. If a Coconino County Supervisor from the NAIPTA Board is appointed, what are the implications of having three members of City Council with voting seats on the FMPO Board? Three Coconino County Supervisor seats would constitute a quorum of the Coconino County Board.*
  - d. Is it appropriate for a single City Councilmember or County Supervisor to serve on both the NAIPTA Board and FMPO Board? The implication is that there would only be 6 voting seats instead of 7 and a voting quorum would remain at 4.*

#### 4. TAC and Management Committee Discussion

**i** *The TAC reviewed this topic and was made aware of the issues. The Management Committee discussed the issues in detail and explored the following points:*

- *If a City Council member or County Supervisor is appointed to the NAIPTA Board, a majority of those governing bodies would be created.*
- *NAIPTA named a specific person to serve on the FMPO Board to avoid potential conflicts. However, crafting the operating procedures to reflect that approach results in either a specific person being named in the operating procedures or a default position of a CCC or NAU appointment to the FMPO Board.*

#### 5. Fiscal Impact

**i** *If NAIPTA is added to the Executive Board NAIPTA would pay \$5,000 per year membership dues. Legal fees to determine the impacts and or risks of adding a 7<sup>th</sup> seat to the FMPO Executive Board are estimated to be \$2,000.*

#### 6. Alternatives

**i** *None Provided.*

#### 7. Attachments

- i**
- 1) *Letter to NAIPTA from FMPO Board Chair*
  - 2) *Letter from NAIPTA Board Chair to FMPO*
  - 3) *Letter from Governor 1997*



**FLAGSTAFF  
METROPOLITAN  
PLANNING  
ORGANIZATION**

**CITY OF FLAGSTAFF  
COCONINO COUNTY  
ARIZONA DOT**

Office: 211 West Aspen Avenue  
Flagstaff, Arizona 86001

[www.flagstaffmpo.org](http://www.flagstaffmpo.org)

Phone: (928) 213-2651

**EXECUTIVE BOARD**

Art Babbott, Chair  
Supervisor District 1  
Coconino County

Coral Evans, Vice Chair  
Mayor  
City of Flagstaff

Jesse Thompson  
Arizona State  
Transportation Board  
District 5

Matt Ryan  
Supervisor District 3  
Coconino County

Jim McCarthy  
Councilmember  
City of Flagstaff

Charlie Odegaard  
Councilmember  
City of Flagstaff

**STAFF**

Jeff Meilbeck  
Executive Director

David Wessel  
FMPO Manager

Martin Ince  
Multi-Modal Planner

May 15th, 2019

Jamie Whelan  
Vice-Chair, NAIPTA Board  
NAIPTA  
3773 N Kaspar Drive  
Flagstaff, AZ 86004

Dear Councilmember Whelan:

I am writing to invite NAIPTA to join the Flagstaff Metropolitan Planning Organization (FMPO). The FMPO is becoming a more robust organization and we are reviewing our governance structure to make sure it meets the needs of our partners and this community.

The FMPO is a local government collaborative responsible for transportation planning in the greater Flagstaff region. Core functions of the FMPO are to create a 20 year transportation plan and to work with local partners to apply for and prioritize federal and state transportation funds. The FMPO operates under a specific governance structure and we are considering modifying that structure to better accommodate a partnership with NAIPTA.

The current structure of the FMPO is as follows:

1) Executive Board. This is the policy body made up of three members of Flagstaff City Council, one member of the Coconino County Board of Supervisors and one member of the State Transportation Board. This Board meets monthly to review policy and strategy for planning and funding transportation projects.

2) Management Committee: This is an oversight committee made up of the Flagstaff City Manager, Coconino County Manager, State District Engineer, and NAIPTA CEO. This committee is established to recognize the importance of these management positions to the FMPO, but the committee meets only when needed and there is no set schedule.

3) Technical Advisory Committee (TAC): This committee is made up of technical staff of the City of Flagstaff, Coconino County, the State of Arizona and NAIPTA. This committee meets monthly and reviews transportation projects and FMPO priorities in detail. The TAC serves in an advisory role to the FMPO Executive Board.



**FLAGSTAFF  
METROPOLITAN  
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Councilmember  
City of Flagstaff

**STAFF**

Jeff Meilbeck  
Executive Director

David Wessel  
FMPO Manager

Martin Ince  
Multi-Modal Planner

The FMPO Board would like to know how NAIPTA prefers to participate in the FMPO. Options for participation include:

- 1) Serve as a voting member on the FMPO Executive Board: This option would give NAIPTA voting privileges on the Executive Board. A representative of the NAIPTA Board or CEO's office would need to attend monthly Board meetings and annual membership dues would be \$5,000. This membership would also include voting seats on the FMPO Management Committee and TAC.
- 2) Serve as a voting member on the Management Committee and TAC: This option would give NAIPTA a voting seat on the Management Committee and TAC and there would be no annual membership dues.
- 3) Serve in another capacity that best meets the needs of NAIPTA. The FMPO Executive Board is open to ideas that meet the needs of NAIPTA and we welcome an exploration of options.

If you have further questions or care to discuss, please contact me. You may also contact Jeff Meilbeck, FMPO Executive Director, for more information or to discuss. A copy of the draft FMPO operating procedures are attached as reference in case you would like a better understanding of how the FMPO functions.

Thank you for your consideration and I look forward to hearing from you.

Art Babbott  
Coconino County Supervisor



## Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

August 28, 2019

Art Babbott  
Chair, FMPO Executive Board  
FMPO  
211 West Aspen Avenue  
Flagstaff, AZ 86001

Supervisor Babbott,

This letter is in response to your request, dated May 15, 2019, seeking direction from the NAIPTA Board of Directors on their desired participation within the FMPO governance structure. As the regional public transportation authority, NAIPTA has a distinct role developing a robust regional transportation system. Our mission fits within the updated FMPO governance and we look forward to participating in transportation planning efforts.

With an eye to strengthening partnerships and developing regional strategies for planning and funding transportation projects, the NAIPTA Board of Director's reviewed the options presented in your May 15<sup>th</sup> letter. On August 21, the NAIPTA Board voted to support the structure of the FMPO with Executive Board, Management Committee, and Technical Advisory Committee membership. Specifically, the NAIPTA Board recommends participation as a voting FMPO Executive Board member and maintaining membership on the Management and Technical Committees.

The NAIPTA Board also recommended NAIPTA's Vice Chair, Steve Peru to serve on the FMPO Executive Board.

The NAIPTA Board of Directors are supportive of the FMPO's new direction to become a more robust transportation planning agency within the greater Flagstaff region. I welcome the opportunity to discuss this matter with you or Jeff Meilbeck further. If I or Erika Mazza, NAIPTA CEO and General Manager can be of assistance during this development or transition, please do not hesitate to reach out. The NAIPTA Board of Directors looks forward to hearing from the FMPO Executive Board confirming support for this approach.

Sincerely,

A handwritten signature in black ink that reads "Jamie Whelan".

Jamie Whelan  
Chair, NAIPTA Board of Directors  
Councilmember City of Flagstaff



*Getting you where you want to go*





STATE OF ARIZONA  
EXECUTIVE OFFICE

FIFE SYMINGTON  
Governor

May 29, 1996

Mr. Robert E. Hollis  
Administrator  
Arizona Division  
Federal Highway Administration  
234 N. Central Ave., Suite 330  
Phoenix, Arizona 85004

Dear Mr. Hollis:

According to the 1995 mid-decennial census, the City of Flagstaff, including portions outside the city limits in Coconino County, has been designated an urbanized area. It is my understanding that based on this designation, the development of a Metropolitan Planning Organization (MPO) must occur to continue to receive federal transportation funds for the area.

On May 20 and 21, 1996, respectively, the Coconino County Board of Supervisors and City Council of the City of Flagstaff passed and adopted resolutions designating 525 square miles as the MPO, including the Flagstaff Urbanized Area and a surrounding twenty year planning horizon.

The area pertaining to the Flagstaff MPO is delineated on the enclosed map.

The participants comprising the MPO have agreed upon the following seating/voting structure:

<u>Governments</u>	<u>Seats/Votes</u>
City of Flagstaff	3
Coconino County	2
ADOT	1

Resolutions adopted by the local officials are enclosed.

Page Two  
Flagstaff MPO

I trust that these arrangements are satisfactory, and I respectfully request that the Flagstaff MPO as agreed to by the local governments be approved as the fourth metropolitan planning organization in Arizona.

Sincerely,

A handwritten signature in black ink, appearing to read "Fife Symington". The signature is fluid and cursive, with a large initial "F" and a stylized "S" at the end.

Fife Symington  
GOVERNOR

FS/jj

Enclosures

cc: Louis F. Mraz, Jr., Region Eight Administrator, FTA  
Christopher J. Bavasi, Mayor, City of Flagstaff  
Thomas E. Chabin, Chairman, Coconino County  
Jack Husted, ADOT Board Member  
Larry S. Bonine, ADOT Director  
Thomas G. Schmitt, State Engineer  
Wayne Collins, Deputy State Engineer, Planning/Engineering Group  
Ervin Boren, Flagstaff District Engineer  
Jay Klagge, Director, Transportation Planning Group

## 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**

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