



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

## AGENDA

### Executive Board Meeting

10:00 AM to Noon

June 2, 2021

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

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

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

**Public Questions and Comments must be emailed to [rosie.wear@metroplanflg.org](mailto:rosie.wear@metroplanflg.org) prior to the meeting.**

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

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

#### **EXECUTIVE BOARD MEMBERS**

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

#### **METROPLAN STAFF**

- Jeff Meilbeck, Executive Director



- David Wessel, Manager
- Rosie Wear, Business Manager

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PUBLIC COMMENT**

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

**D. APPROVAL OF MINUTES**

[Minutes of Regular Meeting: May 5, 2021](#)

(Pages 6-11)

**II. CONSENT AGENDA**

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

**A. [Executive Director Contract Revisions](#)**

Presenter: Jim McCarthy

Recommendation: Discussion and possible action to approve updated contract revised to clarify terms and meet Mountain Line policies.

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

**III. GENERAL BUSINESS**

**A. [FY2022 Budget Adoption](#)**

(Pages 12-20)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board adopt a Fiscal Year 2022 Budget for MetroPlan of \$1,861,893.52.

B. [Regional Transportation Advocacy Council \(RTAC\) Alternate](#) (Pages 21-22)

MetroPlan Staff: Jeff Meilbeck

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

C. [Title VI Plan and Accomplishments Report](#) (Pages 23-31)

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board adopt the FY22 Title VI Plan.

D. [Transportation Improvement Program \(TIP\) Amendment](#) (Pages 32-33)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board support a TIP amendment for anticipated grant projects placing the “Downtown Mile” RAISE grant, Lone Tree Authorization Request, Technology Deployment grant and Mountain Line support vehicles in the illustrative year.

E. [Project Priorities Matrix Update](#) (Pages 34-41)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board review and reaffirm the Project Prioritization Matrix for MetroPlan.

F. [Regional Transportation Plan – Contract Approval](#) (Pages 42-45)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board take two actions: 1) approve a final draft contract with Burgess and Niple for \$362,793 as the recommended selection under the RFP process and 2) authorize the Executive Director to sign the contract pending completion of contract negotiations with potential revisions of non-substantive terms as approved by MetroPlan legal counsel.

G. [Intelligent Transportation System \(ITS\) Strategy & Technology Grant](#) (Pages 46-49)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board support pursuing a federal technology deployment grant for Advanced Traffic Management Systems based on the ITS Strategy interim findings

H. [Historic Funding Levels and Anticipated Funding Levels](#) (Pages 50-55)

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

I. **Items from the Executive Director**

MetroPlan Staff: Jeff Meilbeck

1. State Funding Initiative
2. [Work Program Agreement](#)
3. RAISE Grant
4. Summer Schedule

**V: CLOSING BUSINESS**

**A. ITEMS FROM THE BOARD**

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

**B. NEXT SCHEDULED EXECUTIVE BOARD MEETING**

1. September 1<sup>st</sup>, 2021 at 10:00 am - Zoom

**C. ADJOURN**



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

### *CERTIFICATION OF POSTING OF NOTICE*

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at [www.metroplanflg.org](http://www.metroplanflg.org) on May 28, 2021 at 5:00 pm.

Dated this 28<sup>th</sup> Day of May 2021.

*Rosie Wear*

\_\_\_\_\_  
Rosie Wear, Business Manager



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

## MINUTES

### Executive Board Meeting

Begins at 10:00 AM  
May 5, 2021

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

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

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#### **EXECUTIVE BOARD MEMBERS**

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

#### **METROPLAN STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, Manager



Rosie Wear, Business Manager

*OTHERS IN ATTENDANCE: Jason James (ADOT), Ed Stilling (FHWA), Dan Okoli (NAU/Mountain Line Board of Directors), Brandon Kavanaugh (MWSW)*

**I. PRELIMINARY GENERAL BUSINESS**

**A. CALL TO ORDER**

*Chair Jim McCarthy called the meeting to order at 10:00.*

**B. ROLL CALL – See Above**

**C. PUBLIC COMMENT**

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

*There was no public comment.*

**D. APPROVAL OF MINUTES**

Minutes of Regular Meeting: March 3, 2021

Minutes of Special Meeting: March 29, 2021

Minutes of Special Meeting: April 13, 2021

*Motion: Board member Jesse Thompson made a motion to approve the March 3, 2021 Regular Meeting Minutes with a correction noting Patrice Horstman's absence, March 29, 2021 Special Meeting Minutes, and April 13, 2021 Special Meeting Minutes. Board member Austin Aslan seconded the motion. Voted 4-0 to approve.*

**II. CONSENT AGENDA**

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

**A. FY2020 and FY2021 Unified Planning Work Program (UPWP)**

MetroPlan Staff: Rosie Wear



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

*Motion: Board member Regina Salas made a motion to amend the FY2020 and FY2021 Unified Planning Work Program (UPWP). Board member Jim McCarthy seconded the motion. Voted 4-0 to approve.*

### III. GENERAL BUSINESS

#### A. Financial Report through March 31, 2021

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

*This item was taken out of order after Item D.*

*Staff provided a Financial Report through March 31, 2021 and no action was taken.*

#### B. FY2022 Budget Discussion

MetroPlan Staff: Jeff Meilbeck

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

*This item was taken out of order after Item C.*

*Direction: The Executive Board is supportive of adding a Transportation Planner to the FY22 budget.*

#### C. FY2022 and FY2023 Unified Planning Work Program (UPWP)

MetroPlan Staff: Jeff Meilbeck

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

*This item was taken out of order after Item G.*



*Motion: Board member Jesse Thompson made a motion to adopt the FY2022 and FY2023 Unified Planning Work Program (UPWP). Board member Regina Salas seconded the motion. Voted 4-0 to approve.*

**D. 2021-2022 Strategic Work Plan Review**

MetroPlan Staff: Jeff Meilbeck

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

*This item was taken out of order after Item B.*

*Motion: Board member Jesse Thompson made a motion to adopt a Strategic Workplan for July 1, 2021 through December 31, 2022. Board member Regina Salas seconded the motion. Voted 4-0 to approve.*

**E. Regional Transportation Plan (RTP) Update**

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

*Staff provided an update on the Regional Transportation Plan and no action was taken.*

**F. Transportation Improvement Plan (TIP) Update**

MetroPlan Staff: David Wessel

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

*Motion: Board member Jim McCarthy made a motion to postpone adoption of a new TIP until FY23-27. Board member Jesse Thompson seconded the motion. Voted 4-0 to approve.*

**G. Executive Director Contract**

Presenter: Jim McCarthy

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



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

*This item was taken out of order before item A.*

*Motion: Board member Jesse Thompson made a motion to adjourn to (A)(4) Executive Session. Board member Regina Salas seconded the motion. The motion passed unanimously.*

*The Executive Board resumed regular session at 10:59 am.*

*Other discussion: Salary discussion may be discussed further at the June Board meeting to give Board of Supervisor's representatives the opportunity to participate in the discussion.*

*Motion: Board member Jim McCarthy made a motion to approve the 4-30-21 draft of the Executive Director contract with changes as follows: 1) Annual Review will be done by June 7<sup>th</sup> of each year; 2) Delete requirement that Executive Director be in Flagstaff five days a month but keep language requiring appearances in Flagstaff for Executive Board meetings and when the Board Chair requests it; and 3) Add an item to goals & objectives asking Executive Director to provide a monthly report of days spent in Flagstaff and in MetroPlan-related travel. Board member Austin Aslan seconded the motion. Voted 4-0 to approve.*

**H. Items from the Executive Director**

1. Federal funding update
2. State funding update

*Staff provided an update on state funding and no action was taken.*

**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.)*

*There were no additional items from the Board.*

*Chair McCarthy requested that we nominate an alternate to the RTAC Council at the next Board meeting.*



**B. NEXT MEETING**

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

**C. ADJOURN**

*Chair McCarthy adjourned the meeting at 12:01 pm.*



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## STAFF REPORT

**REPORT DATE:** May 27, 2021

**MEETING DATE:** June 2, 2021

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** FY22 Budget Adoption

### 1. Recommendation:

**i** Staff recommends the Board adopt a Fiscal Year 2022 Budget for MetroPlan of \$1,861,893.52.

### 2. Related Strategic Workplan Item

**i** MetroPlan builds trust and credibility

Evaluate current staff capacity and determine the need for additional staff to achieve strategic goals by October 31, 2021

### 3. Background

**i** Adopting an annual budget and 5-year financial plan for MetroPlan provides the level of forethought and fiscal responsibility needed for MetroPlan to continue to thrive. By reviewing actual expenses and projecting trends, MetroPlan is better able to plan for the future, take corrective action, capitalize on opportunities, and ensure that financial resources are aligned with organization goals.

#### Fiscal Year 2021 Report:

The overall administrative budget, which includes salary, operations and travel, was \$500,479.46. Actual expenses are projected to be \$487,251.66. As such we project to be \$13,227.80 or 2.5% underspent.

Looking more deeply into budget categories we see the following:



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- *Salary and Benefits: MetroPlan budgeted \$426,207.47 and is projected to spend \$406,043.34. As such, we will be underspent by \$20,164.13 or approximately 5%.*
- *Operations: MetroPlan budgeted \$64,271.99 and is projected to spend \$80,208.32. As such, we anticipate being overspent by \$15,936.33 or approximately 25%. The main reasons for this overage are that payroll processing fees, telephone / internet service, a new laptop computer, liability insurance and creating the new MetroPlan video were higher than anticipated. For comparison sake, we spent \$127,188 on administrative expenses in FY 2020 because we incurred both City of Flagstaff and MetroPlan administrative expenses.*
- *Travel: MetroPlan is significantly underspent due to COVID travel restrictions.*
- *Capital Projects: MetroPlan is on track with our data management, mini-grant project for bicycle and pedestrian funding and transit pass through funding to Mountain Line. However, some of our other projects are behind schedule as follows:*
  - *The Regional Transportation Plan (RTP) contract was delayed to make time for formation of an Advisory Group and to refine the scope of work. At this time, we anticipate that the first expenditure will happen after July 1, 2021*
  - *Progress on a concept design of the Milton Railroad Underpass is waiting on additional information on the Rio De Flag project schedule and coordination with BNSF railroad. At this time, we anticipate rolling all of this funding forward to FY 2022. It is important to point out that this project was reinforced as a pr2iority during the strategic advance and has been captured in the draft strategic workplan.*

## **Fiscal Year 2022 Budget**

*Looking to Fiscal Year 2022, staff are recommending we create an entry level transportation planner position at a fully burdened (salary and benefits) cost of approximately \$84,000 per year. This position would be assigned a significant support role on 5 of the 20 projects in MetroPlan's strategic workplan. This position would also provide back-up and receive training from the transportation planning manager. Given the small size of MetroPlan staff, another benefit of this position would be the beginnings of a succession plan.*



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*Staff recommendation of hiring an entry level planner is based on an analysis of alternatives and a discussion with our Board and member agencies. The analysis has taken a number of levels including:*

- 1) A pros and cons comparison of contracting out work requirements versus bringing them in house. A PowerPoint presentation is attached which explores the relative merits of each approach.*
- 2) Discussion with the Management Committee on April 22<sup>nd</sup>. The management committee provided strong support for bringing the work in house. The management committee recognized the value of in-house staff for maintaining institutional knowledge, creating succession planning opportunities, and our ability to deliver on the many projects MetroPlan is seeking funding for.*
- 3) Discussion with the Executive Board on May 5, 2021. The Executive Board pointed out the value of a staff position to improving institutional memory, developing a more robust and responsive culture, and a recognition that MetroPlan is growing and needs to have more capacity without contracting all work out.*
- 4) Discussion with the Technical Advisory Committee (TAC) on May 26, 2021. The TAC was supportive of this approach, requested that the position be housed locally, and asked to be included in the interview process.*

*The FY 2022 Budget also apportions funds to accomplish all of the planning and capital projects in our recently adopted Strategic Workplan including the Regional Transportation Plan, Milton Railroad underpass, West Route 66 Plan, and others.*

## 4. Fiscal Impact

**i** *The FY 22 budget has capacity to fund all the measurable objectives the Board adopted including updating the Regional Transportation Plan, pursuing additional funding, relationship building and infrastructure planning.*

*Furthermore, the FY 2022 Budget provides a 5 Year Plan which demonstrates that MetroPlan is solvent and sustainable through FY 2026. However, it should be noted that the amount of funding for capital projects diminishes to \$198,377 by FY 2026. This trend requires MetroPlan to bring more work in house and to pursue more grant funding for projects. Since MetroPlan is pursuing grants and possibly hiring additional staff, this trend is consistent with our strategic direction.*



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## 5. Alternatives

- i** 1) *Adopt a FY 22 Budget and 5 Year Plan that includes the addition of an entry level transportation planner (**Recommended**). This alternative continues the strategic trajectory MetroPlan has established and adds staff capacity to do the work. One benefit of this approach is that MetroPlan will have more planning capacity and will be able to complete more work in house.*
- 2) *Adopt a status quo FY 22 budget that maintains existing staffing levels and hires planning consultants to complete project work. This alternative focuses on absorbing the workload with the existing MetroPlan staff team and completing additional planning work by hiring planning consultants. This is a common model and it has served MetroPlan and other small organizations well. One benefit of this approach is that we are able to contract for various technical skill sets as needed and are not limited to the expertise of any one staff member. However, since some of MetroPlan's work can be conducted with entry level staff, we believe it will be more efficient to hire a position than to incur the time and expense of contracting out for consultants. Finally, existing staff have considerable capacity, yet also have definite limits. As MetroPlan takes on more work while maintaining an emphasis on quality, the projects may either take longer to complete or cost more for consulting help.*
- 3) *Make other adjustments to the FY 22 Budget and 5 Year Plan. Based on the written staff report, verbal presentation and ensuing discussion, the Executive Board may want to make other adjustments to the budget.*
- 4) *Postpone budget adoption and hold a special meeting before July 1, 2021. This alternative would allow time for further consideration of the budget.*

## 6. Attachments

- i** *MetroPlan Financial Report and 5 Year Financial Plan.*



# FY22 DRAFT Budget and Five Year Plan

## Summary Report

	FY2021		FY2022 DRAFT Budget	FY2023 Estimate	FY2024 Estimate	FY2025 Estimate	FY2026 Estimate
	Amended Budget 10/7/20	Year End Estimate					
<b>Revenue</b>							
Formula Grants	1,181,732.44	605,050.68	1,719,197.68	805,699.61	800,002.54	766,076.76	799,226.18
Competitive Grants	-	-					
Local Revenue	91,974.63	47,052.40	171,571.88	168,887.49	66,349.06	37,699.91	30,100.00
Transfer (to)/from Fund Balance	(28,799.97)	(27,616.75)	(28,876.04)	(28,899.97)	(28,899.97)	(6,358.18)	1,200.03
<b>Total Revenue</b>	<b>1,244,907.09</b>	<b>624,486.32</b>	<b>1,861,893.52</b>	<b>945,687.14</b>	<b>837,451.63</b>	<b>797,418.49</b>	<b>830,526.21</b>
<b>Expenses</b>							
Salary/ERE	426,107.47	406,043.34	492,408.88	502,104.65	513,092.14	524,461.19	534,797.66
Operating	64,271.99	80,208.32	81,364.40	82,321.26	83,326.94	86,090.02	87,251.04
Travel	10,100.00	1,000.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00
Projects	744,427.63	137,234.66	1,278,020.24	351,161.22	230,932.56	176,767.28	198,377.52
<b>Total Expenditures</b>	<b>1,244,907.09</b>	<b>624,486.32</b>	<b>1,861,893.52</b>	<b>945,687.14</b>	<b>837,451.64</b>	<b>797,418.49</b>	<b>830,526.22</b>
<b>Revenue less Expenses</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>



Chart 1: FY21 Budget to Projected

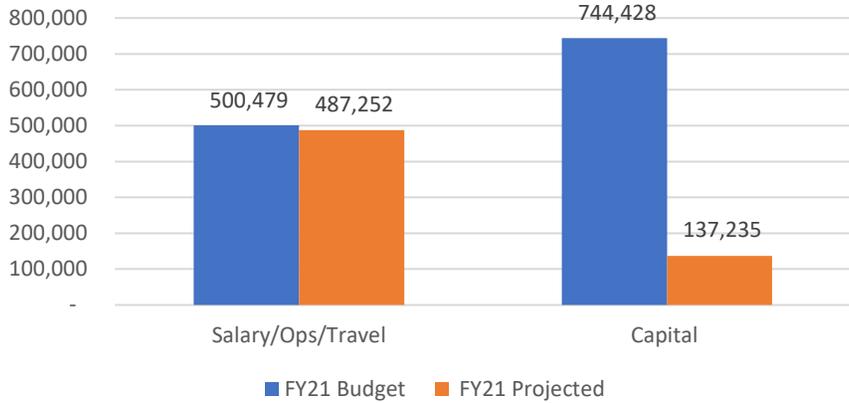


Chart 2: FY21 Projected

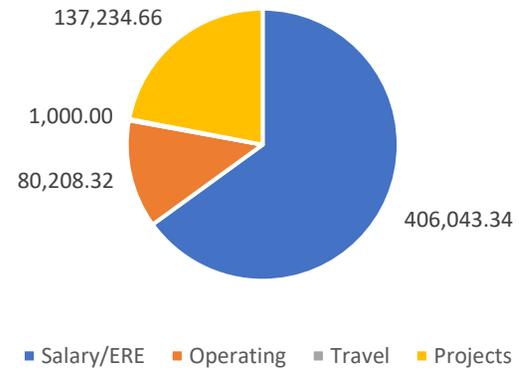
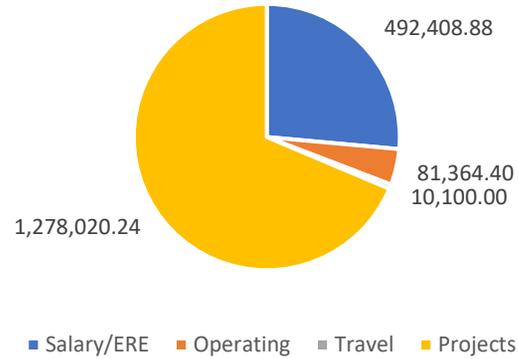
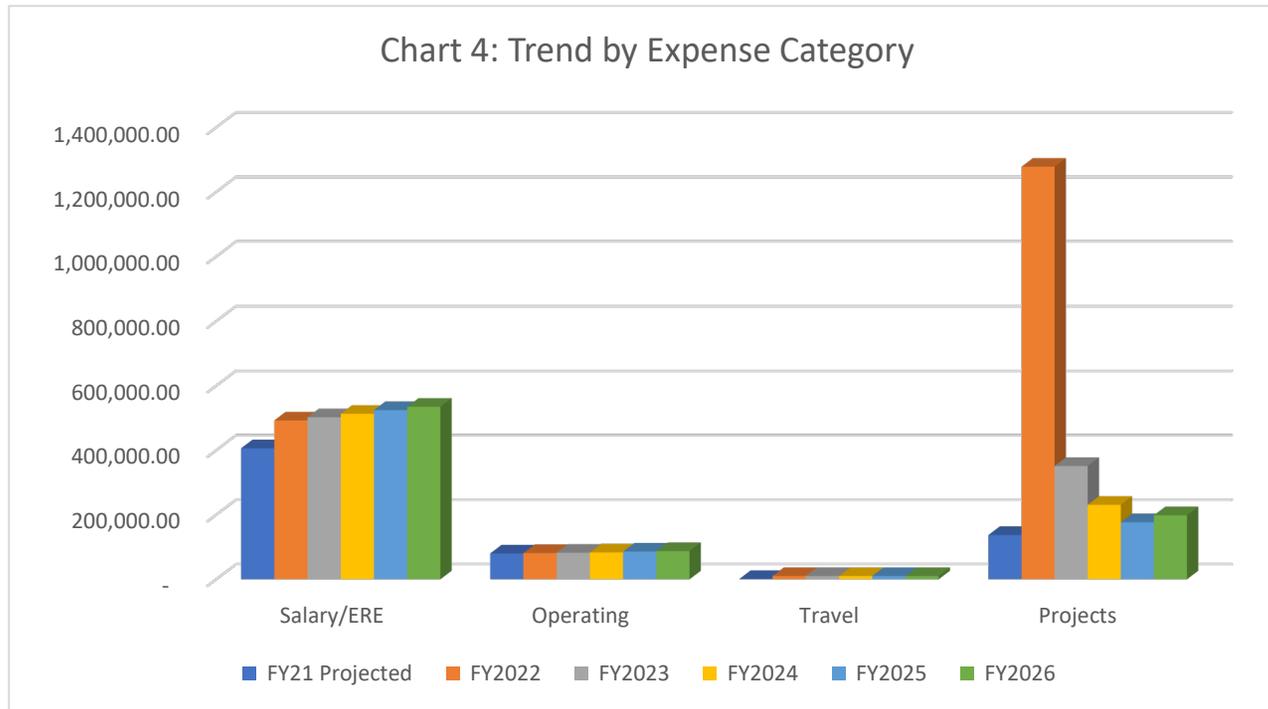


Chart 3: FY22 Budgeted







**FY22 DRAFT Budget and Five Year Plan**  
Detailed Report

		FY2021 7/1/20-4/30/21			FY 2022 DRAFT Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
	Updated 10/7/2020	Amended Budget	Year to Date Actuals	FY21 Year End Estimates					
<b>Revenue:</b>									
Federal Grants					-	-	-	-	-
STBG	5.70%	602,987.27	250,375.70	358,340.25	870,843.17	490,076.61	484,379.54	468,714.27	467,307.73
PL	5.70%	113,386.76	60,767.14	107,192.00	217,348.03	126,081.00	126,081.00	126,748.68	125,413.32
SPR	20%	198,730.67	68,506.70	67,858.25	310,125.62	125,000.00	125,000.00	108,036.87	141,963.13
5305d	20%	99,167.85	26,099.98	30,422.29	102,480.86	64,542.00	64,542.00	62,576.94	64,542.00
5305e	20%	167,459.89	39,471.33	41,237.89	218,400.00	-	-	-	-
<b>Federal Revenue:</b>		<b>1,181,732.44</b>	<b>445,220.85</b>	<b>605,050.68</b>	<b>1,719,197.68</b>	<b>805,699.61</b>	<b>800,002.54</b>	<b>766,076.76</b>	<b>799,226.18</b>
Member Dues		30,000.00	27,500.00	27,500.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Interest Income		-	58.37	116.74	100.00	100.00	100.00	100.00	100.00
Mountain Line 5305e Local Match		-	-	5,944.00	54,600.00				
Trsf From Transit Fund		61,974.63	-	13,491.66	86,871.88	138,787.49	36,249.06	7,599.91	-
Transfer from Road Repair & Street Safety					-	-	-	-	-
<b>Local Revenue:</b>		<b>91,974.63</b>	<b>27,558.37</b>	<b>47,052.40</b>	<b>171,571.88</b>	<b>168,887.49</b>	<b>66,349.06</b>	<b>37,699.91</b>	<b>30,100.00</b>
<b>Total Revenue:</b>		<b>1,273,707.06</b>	<b>472,779.22</b>	<b>652,103.07</b>	<b>1,890,769.56</b>	<b>974,587.11</b>	<b>866,351.60</b>	<b>803,776.67</b>	<b>829,326.18</b>
<b>Expenditures:</b>									
Salaries		308,005.00	261,840.86	329,814.00	376,618.53	384,150.90	391,833.92	401,615.23	409,647.53
Benefits		118,102.47	59,042.53	76,229.34	115,790.35	117,953.75	121,258.22	122,845.96	125,150.12
<b>Salary/ERE:</b>		<b>426,107.47</b>	<b>320,883.39</b>	<b>406,043.34</b>	<b>492,408.88</b>	<b>502,104.65</b>	<b>513,092.14</b>	<b>524,461.19</b>	<b>534,797.66</b>
Phone & Internet		2,519.99	4,064.89	6,324.68	6,428.77	6,557.35	6,686.86	6,899.01	7,036.99
Rental Expense		23,322.00	19,378.00	23,322.00	23,404.68	23,404.70	23,397.58	24,384.00	24,384.01
Postage and Freight		25.00	11.00	25.00	26.00	25.00	25.00	25.00	25.00
Advertising		-	-	-	-	-	-	-	-
Memberships		1,200.00	120.00	1,200.00	1,224.00	1,200.00	1,200.00	1,200.00	1,200.00
Legal Services		12,000.00	3,900.00	11,999.99	12,000.00	12,105.88	12,344.43	12,735.00	12,990.00
Other Professional Services		1,500.00	1,000.00	4,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
Computer Equipment		2,100.00	3,777.75	4,000.00	4,035.29	4,116.38	4,198.20	4,331.00	4,418.00



**FY22 DRAFT Budget and Five Year Plan**  
Detailed Report

	FY2021 7/1/20-4/30/21			FY 2022 DRAFT Budget	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
	Amended Budget	Year to Date Actuals	FY21 Year End Estimates					
Office Equipment Under \$5,000	425.00	224.77	224.99	429.24	438.15	446.91	461.99	472.00
Copying and Printing	2,440.00	-	-	504.41	515.30	526.02	543.00	554.01
Office Supplies	2,000.00	1,302.84	1,500.01	1,513.22	1,543.91	1,575.09	1,625.01	1,658.00
Computer Software	2,500.00	2,207.40	2,500.00	2,522.05	2,572.51	2,624.11	2,707.99	2,763.00
Non Library Books and Subscription	-	576.65	576.65	-	-	-	-	-
Food	1,200.00	-	-	1,224.00	1,200.00	1,200.00	1,200.00	1,200.00
Payroll Processing	3,300.00	7,145.71	10,000.00	10,088.22	10,290.01	10,493.53	10,826.00	11,043.01
Insurance (Liability/Auto/Property)	5,000.00	560.30	7,700.00	9,890.41	10,088.22	10,286.88	10,613.00	10,826.01
Financial Services (CPA/Audit)	-	812.50	810.00	1,529.99	1,618.85	1,575.08	1,625.00	1,657.99
IT Expense	4,740.00	5,235.00	6,025.00	5,044.11	5,145.00	5,247.25	5,414.01	5,523.01
<b>Operations:</b>	<b>64,271.99</b>	<b>50,316.81</b>	<b>80,208.32</b>	<b>81,364.40</b>	<b>82,321.26</b>	<b>83,326.94</b>	<b>86,090.02</b>	<b>87,251.04</b>
Travel, Lodging and Meals	5,500.00	-	-	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
Registration	1,000.00	602.35	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Education and Training	3,600.00	-	-	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
<b>Travel and Training:</b>	<b>10,100.00</b>	<b>602.35</b>	<b>1,000.00</b>	<b>10,100.00</b>	<b>10,100.00</b>	<b>10,100.00</b>	<b>10,100.00</b>	<b>10,100.00</b>
Consultant Fees	13,000.00	3,200.00	3,200.00	31,638.20	37,599.03	-	-	-
Advertising	2,600.00	714.00	714.00	5,200.00	2,600.00	2,600.00	2,600.00	3,250.00
Burgess and Niple Inc	17,459.89	13,347.28	21,824.86	-	-	-	-	-
Streetlight Data (NAIPTA)	50,000.00	61,773.80	61,773.80	36,182.04	36,962.19	-	-	-
Milton Underpass (15% planning)	99,393.11	-	20,000.00	180,000.00	-	-	-	-
Small Local Projects	50,000.00	-	-	260,000.00	-	-	-	-
Lone Tree TI	150,000.00	-	-	100,000.00	-	-	-	-
W Route 66 CMP	61,974.63	-	-	100,000.00	-	-	-	-
Regional Transportation Plan (SPR)	150,000.00	-	-	292,000.00	74,000.00	-	-	-
McConnell Connector CMP	-	-	-	-	200,000.00	-	-	-
Projects	-	-	-	-	-	228,332.56	174,167.28	195,127.52
Mountain Line 5305e Projects	150,000.00	8,101.72	29,722.00	273,000.00	-	-	-	-
<b>Projects:</b>	<b>744,427.63</b>	<b>87,136.80</b>	<b>137,234.66</b>	<b>1,278,020.24</b>	<b>351,161.22</b>	<b>230,932.56</b>	<b>176,767.28</b>	<b>198,377.52</b>
<b>Total Expenditures:</b>	<b>1,244,907.09</b>	<b>458,939.35</b>	<b>624,486.32</b>	<b>1,861,893.52</b>	<b>945,687.14</b>	<b>837,451.64</b>	<b>797,418.49</b>	<b>830,526.22</b>



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## STAFF REPORT

**REPORT DATE:** May 26, 2021

**MEETING DATE:** June 2, 2021

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** RTAC Appointment of Alternate

### 1. Recommendation:

**i** Staff recommends that the Board consider appointing an alternate to the Rural Transportation Advocacy Council (RTAC).

### 2. Related Strategic Workplan Item

**i** MetroPlan leads regional partners

### 3. Background

**i** At the February 3, 2021 Executive Board meeting, Councilmember Regina Salas was appointed as a Board member to the Rural Transportation Advocacy Council (RTAC). Councilmember Salas will represent MetroPlan at RTAC Board meetings. RTAC meetings will largely focus on transportation policy and funding discussions at the state and federal level.

The mission of the RTAC is to “protect and promote rural and small metropolitan transportation interests, as well as creating a stronger and more effective rural transportation advocacy network in Arizona”. This mission gives RTAC standing and responsibility to advocate for the transportation needs of areas like Greater Flagstaff. The participation of a MetroPlan Board member at the RTAC Board meetings helps us stay connected and relevant to statewide issues and initiatives.



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*RTAC, like MetroPlan, has a tradition of appointing alternates to the Board. The purpose of an alternate would be to attend RTAC meetings if Councilmember Salas were unable to attend. RTAC meetings are generally held the fourth Thursday of each month at 1:00 PM.*

## 4. TAC and Management Committee Discussion

**i** *The TAC and Management Committee had no input on this item.*

## 5. Fiscal Impact

**i** *There is no fiscal impact at this time. If RTAC meetings return to in-person meetings and travel is required, MetroPlan will pay for appropriate travel expenses for the RTAC Board member and/or alternate.*

## 6. Alternatives

- i**
- 1) Appoint an alternate Board Member to the RTAC Board. This alternative provides a connection to a Statewide group that works collaboratively to advance funding and policy needs of rural and small urban areas.*
  - 2) Defer making an appointment of an alternate to the RTAC Board until a later date. This alternative allows the Board more time to consider the issues, schedules and relative interests of each Board member.*
  - 3) Do not appoint an alternate to the RTAC Board. This alternative would leave responsibility for RTAC meetings with the primary member.*

## 7. Attachments

**i** *None*



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## STAFF REPORT

**REPORT DATE:** May 27, 2021  
**MEETING DATE:** June 2, 2021  
**TO:** Honorable Chair and Members of the Executive Board  
**FROM:** Rosie Wear  
**SUBJECT:** FY22 Title VI Plan Approval

### 1. Recommendation:

**i** Staff recommends the Executive Board adopt the FY22 Title VI Plan.

### 2. Related Strategic Workplan Item

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

### 3. Background

**i** MetroPlan operates primarily on federal funds. Compliance with the Title VI of the Civil Rights Act to assure non-discrimination in the use of those funds is a requirement to receive those funds. The Title VI Plan documents steps taken by the FMPO to comply with Title VI and future actions to improve or maintain performance.

The FY21 Accomplishments and FY22 Goals report is due to ADOT in August and may change slightly after review.

The FY22 Title VI Plan is pending changes to the demographic maps.



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## 4. Fiscal Impact

**i** *The fiscal impact is nominal including staff time for recording data, posting information and communicating with relevant parties. Federally funded FHWA and FTA programs are required to have an annually updated Title VI plan.*

## 5. Alternatives

- i**
- 1) *Adopt the Title VI Plan as presented pending updated maps. **Recommended.***
  - 2) *Modify the Plan. The Board may wish to include additional actions to support Title VI objectives.*
  - 3) *Do not adopt the plan. This puts federal funding at risk.*

## 6. Attachments

- i**
- [Draft FY22 Title VI plan \(Link only\)](#)
  - Draft FY21 Accomplishments and FY22 Goals report*

**Flagstaff Metropolitan Planning Organization (MetroPlan)  
FY 2021 Annual Title VI Report  
FY 2021 Accomplishments and Goals for FY 2022**



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**July 1, 2021**

*This report produced with financial assistance from the Arizona Department of Transportation, the Federal Highway Administration and the Federal Transit Administration.*

## INTRODUCTION & TITLE VI PLAN OVERVIEW

The Flagstaff Metropolitan Planning Organization (dba MetroPlan) is primarily funded with federal transportation taxes passed through the Arizona Department of Transportation. As such, MetroPlan is responsible for assuring non-discrimination per Title VI of the Civil Rights Act of 1964 in its activities.

MetroPlan is responsible for conducting technical modeling of the transportation system, facilitating the interaction of federal, state, and local agencies dealing with transportation issues, preparation of financial analysis and project programming, and providing opportunities for public involvement.

All persons living, working, conducting business and visiting the region are beneficiaries of the planning, coordination, and construction activities of the MPO. MetroPlan does not construct projects: this activity is accorded to member agencies. The safe movement of goods and people is supported by providing and maintaining a transportation network and facilities.

MetroPlan assures that no person shall, on the grounds of race, color, national origin, age, sex, disability, limited English proficiency, or low-income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any MetroPlan transportation planning sponsored program or activity. MetroPlan assures that every reasonable effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations within its region.

This report addresses MetroPlan activities in providing Title VI non-discrimination policies for all Federally Assisted transportation planning activities and programs administered during 2021 and the goals set for 2022.

### MetroPlan BOARD AND COMMITTEE MEMBER MAKE-UP

Table of MetroPlan Committees by Race and Sex

MetroPlan Committee	Race	Gender	
		Male	Female
Executive Board	3 Caucasian 1 Asian 1 Native American 1 Hispanic	4	2
Technical Advisory Committee	9 Caucasian	8	1
<i>* Includes some designees</i>			

Table of MetroPlan Staff by Race and Sex

MetroPlan Staff/City Staff	Race	Gender	
		Male	Female
Executive Director	Caucasian	x	
Planning Manager	Caucasian	x	

Business Manager/Title VI Coordinator	Caucasian		X
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**I. Accomplishments – Program Area Review**

Program Area	Action or Deliverables
<ul style="list-style-type: none"> <li>▪ <b>Public Outreach - Contact Lists</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ A mobility-related contact list is maintained.</li> <li>▪ A master contact list, including transportation and planning partner agencies, is maintained.</li> <li>▪ A database of interpretive and translation services providers is maintained.</li> <li>▪ A master list for Title VI related agencies and organizations is maintained.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Public Outreach Meetings</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>Meetings open to the public</u> – Time for citizen comments is reserved at the start of all meetings. Meeting dates and times are posted well in advance on the agency’s website and on City Hall’s meeting board (when City Hall is open to the public). The meeting location is in close proximity to transit service, is wheelchair accessible (WCA) and interpretation services can be provided when requested or anticipated. Since March 2020, meetings have been electronic only to accommodate COVID 19 public health response.</li> <li>▪ The Flagstaff Metropolitan Planning Organization (MetroPlan) held regularly scheduled public meetings in facilities with reasonable accessibility and accommodation to persons with disabilities as follows: <ul style="list-style-type: none"> <li>○ <u>MetroPlan Executive Board (9 meetings)</u> Meets monthly; first Wednesday 10:00-12:00pm. Agendas, action summaries, meeting minutes, and recordings of the meetings can be found on the MetroPlan website.</li> <li>○ <u>MetroPlan Technical Advisory Committee-TAC (10 meetings)</u> Meets monthly; Fourth Wednesday 1:30-3:30pm. Agendas, action summaries, meeting minutes, and recordings of the meetings can be found on the MetroPlan website.</li> <li>○ Members of the public attended Executive Board and TAC, but no arrangements for translators or special accommodations were requested and no such services were provided.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Organization Contacts and Inter-Agency Coordination</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain a database of individuals and organizations related to affected populations.</li> <li>▪ MetroPlan works closely with Mountain Line and ADOT to recruit applications for the combined 5310 Program. The</li> </ul>

	<p>Coordinated Human Services Transportation Plan updates are produced in partnership with Mountain Line.</p> <ul style="list-style-type: none"> <li>▪ Provide technical assistance and regional policy oversight to City, County and State area planning processes within the MetroPlan region. Examples of these for Fiscal Year 2021 <ul style="list-style-type: none"> <li>○ Serve on Association of Metropolitan Planning Organizations Board of Directors</li> <li>○ Serve on Northern Arizona Intergovernmental Public Transportation Authority Transit Advisory Committee</li> <li>○ Participate in Arizona MPO-COG Directors and MPO-COG Planners meetings</li> <li>○ Participate in ADOT Milton and US 180 Corridor Master Plans</li> <li>○ Participate in Coconino County Doney Park Area Plan process</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Public Outreach</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>Websites</u>- The MetroPlan website is maintained and kept current regarding approved documents.</li> <li>▪ <u>Press releases</u> – Press releases are occasionally sent to several local media outlets – daily and weekly newspapers, TV stations, and radio stations, including the local Spanish language newspaper. There was one press release issued in FY20. <ul style="list-style-type: none"> <li>○ 1/3/20 “FMPO to become MetroPlan”</li> </ul> </li> <li>▪ <u>Public Surveys</u> – MetroPlan conducted no public surveys in FY20</li> <li>▪ <u>Mailings</u> – MetroPlan routinely uses e-mail to keep the public informed of the agency’s programs, public comment periods, meetings, and publications. MetroPlan maintains an e-mail list, including many community and religious organizations, senior, youth minority, low-income and other groups. Subscription to e-mail lists is embedded within MetroPlan’s website and is open to all members of the public.</li> <li>▪ <u>Staff is accessible</u> – Contact information for staff is provided on the agency’s website and on project fact sheets, as well as on meeting agendas. Staff attends public meetings and is available to answer questions and take comments.</li> <li>▪ <u>Events</u> – Events such as workshops, open houses, and forums are held regularly as needed. A bilingual Title VI Nondiscrimination Notice to the Public poster is displayed at these events.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Public Notice</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ All MetroPlan Executive Board Meetings, Transportation Advisory Committee (TAC) meetings, are announced by posting to MetroPlan’s website under guidelines set forth by the Arizona open meeting laws. Agendas and recorded minutes were appropriately disseminated to the public via the website and also on the City Hall lobby meeting posting board when City Hall is open to the public.</li> </ul>

	<p>Each meeting provided an opportunity for public comment at the start of each meeting with the following language:</p> <p><i>“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.”</i></p> <ul style="list-style-type: none"> <li>▪ Civil Rights posters have been developed, including bilingual posters, and these have been posted in appropriate locations and on the website.</li> <li>▪ Title VI language is included on all agendas, sign-in sheets, and non-disclosure forms</li> <li>▪ <u>Opportunities for public comment</u> – MetroPlan provides opportunities for comment on adoption of amendments to transportation plans or programs. Comments are accepted by phone, e-mail, US mail, and in person at any of the meetings. Public comment periods are advertised through e-mail notices, web and newspaper advertisements.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Data Collection</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Cooperative purchase with Mountain Line of Streetlight Incorporated data provides simultaneous access to demographic and transportation data related to Title VI populations</li> <li>▪ Title VI population data and analyses were updated using 2019 census numbers as available on the American Community Survey Data website</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Planning Projects – Short Range Title VI and EJ</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ MetroPlan plays a supporting role in ADOT Milton Road and US 180 studies and Mountain Line Bus Rapid Transit and US 180 studies, all of which have a Title VI component</li> <li>▪ The 2019-2021 Unified Planning Work Program was completed and is compliant with Title VI</li> <li>▪ The updated Title VI plan includes tables and maps illustrating Title VI populations, their general locations, and the proximity of TIP projects to them.</li> <li>▪ TIP Project Assessment- In a general review of TIP projects no finding of disproportionately high and adverse impact is found. The majority of projects are either safety projects, pavement preservation, studies or enhancement projects more or less distributed evenly across the region.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Planning Projects- Long Range Title VI &amp; EJ</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ No long-range planning activity occurred in FY2021.</li> </ul>

## II. **Accomplishments: Subrecipient Reviews**

No new contracts were issued in 2021.

Standardized DBE language is incorporated in all existing contracts

## III. **Accomplishments – Title VI Training**

MetroPlan staff attended Title VI peer discussion on September 17, 2021 and Title VI review on November 17, 2021 conducted by ADOT. MetroPlan conducted annual training including a Title VI overview to the Executive Board on February 3, 2021 and to the TAC on January 27, 2021. MetroPlan also presented the FY2022 Title VI plan and trained the Executive Board on September 2, 2020 and the TAC on August 26, 2020.

## IV. **Accomplishments: Complaint Procedures**

Per the City and County attorneys' offices, there were no lawsuits alleging discrimination in fiscal year 2021 filed against MetroPlan, the City of Flagstaff or Coconino County regarding sub recipient related activities associated with the MetroPlan work program or transportation improvement program.

See the Title VI Plan for a description of the MetroPlan complaint process. The complaint form and process is posted to the MetroPlan website.

## V. **Goals – Program Area Reviews**

MetroPlan completed a program area review with ADOT's Title VI Coordinator in March 2021. The review revealed three deficiencies in MetroPlan's current implementation plan and corrective feedback has been implemented in the FY2022 Title VI Plan.

MetroPlan does expect to have at least one sub-recipient in the coming fiscal year, and a program review will be conducted to ensure all contracts are in compliance with Title VI provisions.

## VI. **Goals - Training**

Schedule a Title VI training session with the MetroPlan Title VI Liaison and TAC and Executive Board for review compliance requirements. Train subrecipients in Title VI at the inception of the contract period.

## VII. **Other Title VI Goals for FY2022**

### ***Unified Planning Work Program***

- Regularly update the Title VI Population data and analysis based on available American Community Survey Data
- Make the UPWP available to the LEP population upon request. Note: Posted on the website under Plans.

***Metropolitan Transportation Improvement Program***

- Include a finding of impact, if any, to Title VI populations, based on comparison of the MTIP projects to the most current Title VI population maps.
- The periodic update to the MTIP is compliant with the Regional Transportation Plan. In FY2021, there was no call for projects or public review.

***Regional Transportation Plan*** (long-range).

- No activity

***Statewide Transportation Improvement Program*** (STIP).

- No local activity

***Short Range Planning***

***Transit Planning Coordination***

- Continue to work closely with Mountain Line and ADOT to recruit applications for the combined 5310 Program. The Coordinated Human Services Transportation Plan updates take place on time in partnership with Mountain Line.

***Local Transportation Planning Coordination***

- Provide technical assistance and regional policy oversight to City, County and State area planning processes within the MetroPlan region.

***Title VI Training***

- Schedule a meeting to go through ADOT's online CA Training with all members of MetroPlan staff before end of FY2022 to ensure thorough understanding of Title VI requirements.

***Demographic Composition of MetroPlan Planning Region***

- Maintain Title VI related demographic data. See Appendix A of the FY2022 Title VI Plan for the most up-to-date demographic data relating to the MetroPlan Planning Region.

***Maintain Appropriate Levels of Access and Communication***

- Title VI Notice to Public - MetroPlan Title VI notice was revised in July 2020 and is available on the MetroPlan's website.

***Limited English Proficiency Plan (LEP)***

- The LEP plan was reviewed closely and only minor changes were deemed necessary. The LEP Plan is included in the updated FY2022 Title VI Plan.



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## STAFF REPORT

**REPORT DATE:** May 26, 2021  
**MEETING DATE:** June 2, 2021  
**TO:** Honorable Chair and Members of the Executive Board  
**FROM:** David Wessel, Planning Manager  
**SUBJECT:** Transportation Improvement Program (TIP) Amendment for Anticipated Grant Projects

### 1. Recommendation:

**i** Staff recommends the Board support a TIP amendment for anticipated grant projects placing the “Downtown Mile” RAISE grant, Lone Tree Authorization Request, Technology Deployment grant and Mountain Line support vehicles in the illustrative year.

### 2. Related Strategic Workplan Item

**i** Secure \$2 Million in additional resources, including Signal Technology, by 12-31-2022.

Evaluate how MetroPlan can best support the Milton Railroad underpass through design, funding, environmental work or other approaches by 12-31-2021. Scope will include consideration of the Downtown Connection Center, Rio De Flag project and other “Downtown Mile” projects.

### 3. Background

**i** MetroPlan, in coordination with member agencies, is actively pursuing funding for these projects:

- “Downtown Mile” RAISE grant - \$1,000,000, minimum 20% match, Surface Transportation Program Block Grant



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- *Lone Tree Authorization Request - \$8,000,000, match 5.7% to 20% anticipated, Surface Transportation Program Block Grant*
- *Technology Deployment grant - \$3,000,000, minimum 50%, Surface Transportation Program Block Grant*
- *Mountain Line support vehicles, \$300,000, FTA 5307/5339*

*Inclusion in the TIP is a requirement for grant eligibility. The funding is speculative, so the projects will be placed in the illustrative year.*

## 4. TAC and Management Committee Discussion

- i** *The TAC moved to support the amendment. The management committee is also supportive.*

## 5. Fiscal Impact

- i** *Staff time will support grant application preparation.*

## 6. Alternatives

- i**
  - 1) *Amend the TIP as presented. **Recommended.** This provides eligibility and facilitates moving the project(s) into the active year when grants are awarded.*
  - 2) *Adjust the recommended funding levels. **No recommendation.** Partners may have more accurate funding need information.*
  - 3) *Do not recommend amending the TIP. **Not recommended.** Failing to amend the TIP puts lowers the potential for grant awards. There is no risk in amending the TIP.*

## 7. Attachments

- i** *None.*



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## STAFF REPORT

REPORT DATE: May 26, 2021

MEETING DATE: June 2, 2021

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Project Priorities Matrix and Filter

### 1. Recommendation:

**i** Staff recommends the Board review and reaffirm the Project Prioritization Matrix for MetroPlan.

### 2. Related Strategic Workplan Item

**i** 7. Update the project prioritization matrix by June 2021, run all projects through the matrix by October 2021 including the possibility of three (3) I-40 pedestrian underpass locations.

### 3. Background

**i** At the January 8, 2020 MetroPlan Strategic Advance, participants identified many projects and suggested that MetroPlan develop a process for prioritization. Staff went through a 3-month process with the Board and TAC in early 2020 and both a project prioritization matrix and project priorities were adopted. At the April 7, 2021 Strategic Advance, staff were asked to update the matrix and revisit the priorities.

MetroPlan decision-making was made clearer because we identified what could happen, what should happen, who should do it, and how it should be done. In other words: we clarified which projects were priorities for the region, which projects were priorities for Metroplan involvement, and the appropriate role for MetroPlan to play. An overview of how these are developed in the matrix is provided here:

**What could happen:** Project types for consideration. The vision and mission are not definitive on activities in which MetroPlan should engage. Clearly, a wide range of actions are necessary to achieve the finest, premier system. Though MetroPlan is allowed to engage in all activities, MetroPlan may not be the best agency to carry them out at any given time.



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*Types of activities or projects that MetroPlan will consider for prioritization include:*

- *Planning. System planning to evaluate and define land use and transportation relationships, optimize system performance, and set expectations for corridor functions. This may address multiple or single modes. Corridor planning to set parameters for design and system compliance. Project planning for larger projects with regional or sub-regional implications.*
- *Technical Support: Support above and beyond regional transportation modeling that may require use of the model for completion. Data gathering and analysis on transportation-related topics such as population, employment, land use, facility condition, construction costs, etc.*
- *Target Setting/Performance Monitoring: benchmarking, peer city review, trend analysis*
- *Training/Capacity Building: This may include management system studies like the Operations & Maintenance Efficiency Study, traffic management systems, peer exchanges, local technical assistance program (LTAP), Assessments (i.e., maturity models), Best Practice/Regulatory Guidance – literature review, technology transfer, drafting model language*

***What should happen:*** *The following criteria help determine projects or activities of Regional Importance.*

- *Urgency: The degree to which the area surrounding or served by the project is experiencing extraordinary pressure and failure to address that pressure poses considerable risk to achieving community goals. Greater pressure suggests greater need for action. Factors could include development or growth pressure, economic development goals, technological obsolescence, extreme congestion, and safety.*
- *Importance: Factors would be the same as for Urgency, but address magnitude or scale of impact as opposed to rate of change or immediacy of demands.*
- *Multimodalism: The degree to which the project addresses gaps in one or more modal systems.*
- *Plan Status: The level and currency (or adequacy) of planning that is completed or ongoing for the project. A lack of plans or plans deemed obsolete suggest greater action. Types of plans range from the Regional*



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*Plan and Regional Transportation Plan at the high end to adopted specific plans and more detailed design concept reports (15-30% design).*

- *Regional Impact: Whether the project is or is located on a “Road of Regional Significance.” This includes major collectors and above. Another factor might include the number of MetroPlan member agencies who have prioritized the project. For example, major roads involving multiple jurisdictions would be better candidates for MetroPlan involvement. This begs the question of MetroPlan’s potential role in pedestrian and bicycle system plans and projects that are not on roads of regional significance and that do not involve a wide range of road classifications.*
- *Funding Need: MetroPlan may be most valuable to the member agencies if it pursues funding for projects that are currently unfunded or funds are being spent ineffectively. For example, if the Lone Tree Corridor already has funding, the priority for MetroPlan may be lower. Similarly, MetroPlan may prioritize a project in which MetroPlan can write grants that reduce costs to local governments. For example, although the Lone Tree Railroad Overpass is 100% funded by the City of Flagstaff, MetroPlan may be able to bring additional money to the table to reduce local government costs.*

**Who should do it:** *The following criteria determine **MetroPlan Involvement**.*

- *MetroPlan Mandate: MetroPlan is mandated to deliver a regional transportation plan. Any project that falls under federal or state mandates, MetroPlan will conduct.*
- *Multi-Jurisdictional Nature: The degree to which multiple member agencies have a priority interest in the project or otherwise have authority or influence. The more multijurisdictional in nature, the more MetroPlan should be involved.*
- *Staff Capacity: The degree to which a member agency or MetroPlan has the capacity and/or expertise available to lead the project in a timely manner. Projects that do not already have a lead from a member agency would score more highly for a MetroPlan role.*
- *Funding Opportunity: A project that has local funding but for which there is opportunity to reduce local costs by supplementing with private or federal funds or financing is an appropriate MetroPlan candidate.*
- *Near Term or Long Term: The degree to which the project is of immediate, near, mid or long-term concern. Member agencies would be favored to address immediate and near-term projects. MetroPlan would be favored to address mid and long-term projects.*



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*How should MetroPlan be Involved: MetroPlan might play one or more roles in any given project. These include: project leadership, technical support, funding/grant writing, public outreach and education, and monitoring and reporting.*

## 4. TAC and Management Committee Discussion

- i** *TAC and Management Committee both support this process. TAC members asked for increased opportunity to review projects from all members and to consider inclusion of Title VI impacts in the matrix. Staff agreed to provide a status report on the projects in the matrix.*

## 5. Fiscal Impact

- i** *Setting priorities has no direct fiscal impact. Choices made and the type of work to be done such as pursuit of funding versus master planning will impact work program budgets.*

## 6. Alternatives

- i**
  - Staff recommends the matrix structure be retained and the process, including survey and interviews, be replicated to update and re-prioritize the list.*
  - Remove projects from the list that are substantially complete or underway and move the remaining projects up in priority*

## 7. Attachments

- i** *2020 Project Survey*  
*2020 Priority Matrix Results*



## **MetroPlan Project Prioritization: Partner Survey 2020**

**Introduction:** Per the adopted Strategic Workplan, MetroPlan is gathering information on partner priorities in order to establish clear priorities for its own work program for the next 2-3 years. MetroPlan will use the survey below in conjunction with the Project Prioritization Matrix and the committee and Board dialogue process to establish these priorities. An intended side benefit of this effort is that all partners gain a working knowledge of regional priorities and capture opportunities of bi-lateral and multi-lateral cooperation and coordination beyond those which MetroPlan adopts. MetroPlan will also take this opportunity to identify projects of a more routine nature for which partner agencies need support. There are budgetary and resource assignment benefits associated with capturing these in the work program.

Please prepare your responses to this survey in advance of an interview with MetroPlan staff. Interviews are anticipated to take 60-90 minutes and are preferably attended by all relevant staff (i.e., representatives from engineering, public works and/or planning).

***In recognition of COVID-19 concerns, means for teleconferencing will be arranged.***

1. What are your top 5 (or more) capital projects (and/or supporting corridor project plans needed for implementation) for the next 5 years? List the projects on the appropriate tab in the associated spreadsheet. For each criterion, score the project on a 1-5. These are fairly subjective and may be adjusted during the interview.
  - a. Describe each by the criteria in the matrix
    - i. Are those relative to all projects by all partners in the region or relative to your agency's projects?
    - ii. Can you send or provide a description of those projects including general scope, total project cost and delivery schedule?
2. What are your top 5 (or more) organizational capability needs for the next 5 years? ? List the projects on the appropriate tab in the associated spreadsheet. For each criterion, score the project on a 1-5. For example:
  - a. Training
  - b. Process or policy development such as best practices, target setting, performance monitoring
  - c. Software support
3. What are your top 5 (or more) operational needs for the next 5 years? List the projects on the appropriate tab in the associated spreadsheet. For each criterion, score the project on a 1-5. These may include "minor" capital projects:
  - a. Signing updates or replacements
  - b. Signal equipment upgrades or expansion

- c. Data management or inventories
- 4. For the next 2-years, what type of planning or design efforts do you foresee needing MetroPlan technical support? List the projects on the appropriate tab in the associated spreadsheet. Scoring is not essential for these projects. This could include, but not be limited to:
  - a. Transportation Impact Analysis
  - b. Regional or subregional plans benefiting from transportation model outputs
  - c. Documents or plans benefiting from MetroPlan review
  - d. Grant applications or other efforts for which MetroPlan letters of support may be needed
  - e. Traffic count or big data needs

Thank you for your participation!

The MetroPlan Team

Priority Matrix	MetroPlan Regional Project Assessment - 2020												Agency	Total	
	Regional Importance				Action Need				MetroPlan Involvement						
	Urgency	Magnitude	Multi-modalism	Regional Impact	a	Plan Need	Funding Need	b	Multi-Agency	Staff Need	Funding Opportunity	Long Term Need			c
All Projects															
Regional Transportation Plan RTP	5	4	5	5	19	5	3	8	5	4	3	5	17	COF-P&D	44
Pedestrian Bike/Ped projects	5	4	5	4	18	3	5	8	4	4	5	5	18	COF-P&D	44
Milton / E. Route 66 Downtown Mile	5	5	5	3	18	4	3	7	5	3	4	5	17	Mtn Line	42
McConnell connector CMP	3	3	3	5	14	5	5	10	3	5	5	5	18	COF-Eng	42
Regional Plan update	4	4	5	5	18	4	4	8	5	2	3	5	15	COF-P&D	41
Transportation Modelling	3	3	5	5	16	3	3	6	5	4	5	5	19	COF-Eng	41
w/ Route 66 CMP	4	4	4	5	17	5	3	8	4	4	5	3	16	COF-Eng	41
ATMP	5	5	4	4	18	3	3	6	4	3	4	5	16	Mtn Line	40
TSMO sweeping/stripping/streetscape funding & programming	3	5	5	4	17	4	4	8	3	4	3	5	15	COF-Eng	40
Routes - BRT	5	4	4	4	17	2	4	6	5	3	5	4	17	Mtn Line	40
Routes - Rte 8 (66)	4	4	4	4	16	4	5	9	4	4	4	3	15	Mtn Line	40
ATMS TSP/ATMS Capacity	3	4	3	5	15	4	5	9	5	3	4	4	16	Mtn Line	40
Milton CMP	3	5	4	5	17	2	5	7	4	3	5	4	16	COF-Eng	40
J.W. Powell/4th Street	3	4	5	5	17	5	4	9	3	3	3	4	13	Coco	39
Safety Develop Emergency Roadway Network Routing	5	5	2	5	17	3	3	6	5	2	4	5	16	Coco	39
Lone Tree I-40 - Lone Tree TI	3	4	4	5	16	3	5	8	3	4	3	5	15	ADOT	39
McConnell Multimodal Improvements	4	5	4	4	17	2	5	7	4	2	3	5	14	NAU	38
Programming Comprehensive Programming Decision Matrix	3	4	4	4	15	4	5	9	3	4	3	4	14	COF-Eng	38
Transportation Planner - Joint \$	4	4	4	4	16	1	5	6	4	4	2	5	15	Mtn Line	37
US 180 - Humphreys	5	1	3	5	14	5	5	10	2	3	5	3	13	COF-Eng	37
Transportation Planning streets master plan	4	3	5	4	16	4	3	7	4	3	3	4	14	COF-P&D	37
Lone Tree overpass	5	5	5	5	20	3	2	5	3	2	3	3	11	COF-P&D	36

Figure 1: MetroPlan 2020 Project Priorities by Total Score

Priority Matrix	MetroPlan Regional Project Assessment - 2020												Agency	
	Regional Importance				Action Need				MetroPlan Involvement					
	Urgency	Magnitude	Multi-modalism	Regional Impact	a	Plan Need	Funding Need	b	Multi-Agency	Staff Need	Funding Opportunity	Long Term Need		c
All Projects														
Pedestrian Bike/Ped projects	5	4	5	4	18	3	5	8	4	4	5	5	18	COF-P&D
Transportation Modelling	3	3	5	5	16	1	3	4	5	3	5	5	18	COF-Eng
McConnell connector CMP	3	3	3	5	14	5	5	10	3	5	5	5	18	COF-Eng
Data Regional Counting Program	4	1	3	3	11	1	1	2	5	3	5	5	18	COF-Eng
Regional Transportation Plan RTP	5	4	5	5	19	5	3	8	5	4	3	5	17	COF-P&D
Milton / E. Route 66 Downtown Mile	5	5	5	3	18	4	3	7	5	3	4	5	17	Mtn Line
Routes - BRT	5	4	4	4	17	2	4	6	5	3	5	4	17	Mtn Line
ATMP	5	5	4	4	18	3	3	6	4	3	4	5	16	Mtn Line
Safety Develop Emergency Roadway Network Routing	5	5	2	5	17	3	3	6	5	2	4	5	16	Coco
On-Call consultant services	3	3	5	5	16	2	1	3	5	1	5	5	16	COF-Eng
ATMS TSP/ATMS Capacity	3	4	3	5	15	4	5	9	5	3	4	4	16	Mtn Line
W Route 66 CMP	3	3	3	5	14	5	3	8	4	4	5	3	16	COF-Eng
Regional Plan update	4	4	5	5	18	4	4	8	5	2	3	5	15	COF-P&D
J.W. Powell/4th Street	3	4	5	5	17	5	5	10	5	3	3	4	15	Coco
TSMO sweeping/stripping/streetscape funding & programming	3	5	5	4	17	4	4	8	3	4	3	5	15	COF-Eng
Routes - Rte 8 (66)	4	4	4	4	16	4	5	9	4	4	4	3	15	Mtn Line
Transportation Planner - Joint \$	4	4	4	4	16	1	5	6	4	4	2	5	15	Mtn Line
ATMP Crossing Warrants	3	3	3	3	12	4	4	8	4	3	4	4	15	Mtn Line
Routes - Airport	2	2	3	4	11	3	5	8	3	4	4	4	15	Mtn Line
Transportation Planning	4	4	5	5	18	3	3	6	3	4	3	4	14	COF-P&D
McConnell Multimodal Improvements	4	5	4	4	17	2	5	7	4	2	3	5	14	NAU
Milton CMP	3	5	3	5	16	1	5	6	3	3	5	3	14	COF-Eng
Programming Comprehensive Programming Decision Matrix	3	4	4	4	15	4	5	9	3	4	3	4	14	COF-Eng
Transportation Planning streets master plan	3	3	5	4	15	4	3	7	4	3	3	4	14	COF-P&D

Figure 2: 2021 MetroPlan Project Priorities by Involvement



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## STAFF REPORT

**REPORT DATE:** May 27, 2021

**MEETING DATE:** June 2, 2021

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

**FROM:** Jeff Meilbeck

**SUBJECT:** RTP Contract Award – Burgess and Niple

### 1. Recommendation:

**i** Staff recommends the Board take two actions: 1) approve a final draft contract with Burgess and Niple for \$362,793 as the recommended selection under the RFP process and 2) authorize the Executive Director to sign the contract pending completion of contract negotiations with potential revisions of non-substantive terms as approved by MetroPlan legal counsel.

### 2. Related Strategic Workplan Item

**i** Complete MetroPlan's long range Regional Transportation Plan and have it adopted by the Board by 12-31-2022

### 3. Background

**i** The Regional Transportation Plan (RTP) is a core piece of work that MetroPlan is responsible for creating every 5 years. The RTP looks out 25 years and includes the needs and considerations of all member agencies: City, County, State, University, Transit Authority. This level of planning is one of the fundamental reasons for the existence of Metropolitan Planning Organizations like MetroPlan: We take a broad view and work to synthesize the needs of all.

This synthesis is completed by doing a national search for a qualified firm of planning professionals who have a base and depth of expertise in transportation and land use planning and then hiring them. While it is theoretically possible for this level of planning to be done in house, it is unrealistic for a team of 2 or 3 people with local government planning experience in one community to do the level of work,



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exploration of ideas, and engagement of the public that a planning effort of this caliber demands. If there is ever a place to hire consultants, the RTP is it.

The RTP process began in earnest 6 months ago and much has been done already. A Review Committee of technical staff from the City, County, ADOT, NAU, MetroPlan and Mountain Line was formed. The Request for Proposals (RFP) was released on March 22nd and we received three qualified proposals. In the interest of thoroughness the Review Committee interviewed all three consulting teams. The findings and recommendations of the Review Committee were then presented to the Technical Advisory Committee, Management Committee and newly formed Advisory Group.

The Advisory Group was formed specifically for the RTP process and consists of policy experts and community leaders. The advisory group mission and members are as follows:

- *Mission: To advise the MetroPlan Executive Director on how to balance the requirements of voter approved propositions with the current and projected needs of the community by identifying and prioritizing relevant performance metrics and reflecting these solutions in the Transpo 2045 Plan.*
- *Members:*

<b>Name</b>	<b>Affiliation/Topic Area</b>
Nicole Antonopoulos	City of Flagstaff/Sustainability
Art Babbott	Citizen at Large/Transportation
Joe Galli	Chamber of Commerce/Business
Heidi Hanson	City of Flagstaff/Economic Development
Joshua Maher	NAU/Transportation
Kate Morley	Mountain Line/Transit
Charlie Odegaard	Citizen at Large/Transportation
Scott Overton	City of Flagstaff/Street Maintenance
Brian Petersen	Citizen at Large/Sustainability

The Advisory Group reviewed the scope of work in the Request for Proposals (RFP) and provided input before it was released. Additionally, the Advisory Group will be asked to engage heavily with the consulting team and staff to be involved in creation of the final planning product. The adopted Advisory Group charter and meeting list is attached.

**Findings and Recommendations:**

The Review Committee scored the consulting teams as follows:

Burgess & Niple	563
AECOM	538
IBI Group	484



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*Based on this evaluation, the Executive Director entered into negotiations with Burgess and Niple and developed a contract which was reviewed by MetroPlan legal counsel. The final draft of that contract is attached and staff are asking for Board approval to sign the contract and issue a notice to proceed to Burgess and Niple.*

## 4. TAC and Management Committee Discussion

**i** *In addition to the TAC and Management Committee support, the RTP Advisory Group also provided consensus support for this recommendation.*

## 5. Fiscal Impact

**i** *The RTP is budgeted to cost \$362,793 and MetroPlan has allocated funding for this project in the FY 21 and FY 22 budgets.*

## 6. Alternatives

- i**
- *1) Approve a final draft contract with Burgess and Niple for \$362,793 as the recommended selection under the RFP process and 2) authorize the Executive Director to sign the contract pending completion of contract negotiations with potential revisions of non-substantive terms as approved by MetroPlan legal counsel (Recommended). This alternative will allow the project to move forward while still allowing staff and the legal team to make final edits.*
  - *Defer a decision until the contract is 100% completed and no more edits are needed. This alternative will allow the Board to see every detail and will require a special meeting of the Board in order to stay on schedule with the project.*
  - *Do not approve the contract. (Not Recommended). The approach of recruiting and hiring a consulting team and releasing a scope of work was initially reviewed by the Board in September 2020. Taking another approach now would delay the project by at least 6 months and would put MetroPlan significantly behind schedule. Further, the process followed has been complete and the recommendation of the Burgess and Niple consulting team is clear from the Review Committee's efforts.*



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## 7. Attachments

**i** [Contract for Services – Burgess and Niple – Final Draft](#)



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## STAFF REPORT

**REPORT DATE:** May 26, 2021

**MEETING DATE:** June 2, 2021

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

**FROM:** David Wessel, Planning Manager

**SUBJECT:** Intelligent Transportation System (ITS) Strategy and Technology Grant

### 1. Recommendation:

**i** Staff recommends the Board support pursuing a federal technology deployment grant for Advanced Traffic Management Systems based on the ITS Strategy interim findings

### 2. Related Strategic Workplan Item

**i** Secure \$2 Million in additional resources, including Signal Technology, by 12-31-2022.

### 3. Background

**i** MetroPlan staff are preparing the Regional ITS Strategy in anticipation of an Advanced Transportation and Congestion Management Technology Deployment grant in August 2021. The grant request is anticipated to be between \$1.5 Million and \$3 Million ultimately determined by City match funds available after staffing and maintenance costs are considered and any partnering funds that may be identified.

The Strategy is partially complete with work to date focusing on Advanced Traffic Management Systems (ATMS) or smart signals. This focus is justified by the availability of local match funds dedicated to the purpose through Proposition 419. The Strategy analyzes years 2015-2019, ignoring 2020 due to COVID and general lack of data. It will be completed in early fall.



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*Staff find the Strategy sufficiently complete and the findings in support of ATMS strong enough to shift efforts to finalizing project selection and preparing the grant. Strategy findings in support of an ATMS grant include:*

- *Population and tourism are on an upward trend increasing demand on the network.*
- *Construction of arterial and collector lane miles continues to lag development and is projected to do so in the RTP increasing the value of any efficiency gained by ITS.*
- *Transit ridership is trending upward and takes place on some of the more congested streets.*
- *Intersection crashes are trending upward, contributing to congestion. Fatalities and serious injuries associated with intersections are relatively flat.*
- *Fiber optic cabling remains a priority for the community and is a necessity for higher end ITS deployment. Communications are expanding on both the ADOT and City systems and more are needed.*
- *Traffic signal equipment, particularly detection, is near obsolescence and does not provide data collection needed for timing plan development or enhanced safety applications.*
- *Traffic control software is responsive on only the Butler corridor and this does not have a full range of plans prepared for numerous conditions.*
- *Governance discussions on a general JPA framework provide a sound beginning for a project specific IGA. If needed, the grant application will tailor this framework to the project, setting the stage for a formal agreement if the grant is awarded.*

*A ranking of key corridors against several criteria indicate priorities from which a grant project may be selected.*



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MetroPlan Priority Corridors for ITS Deployment							
Corridor	Limits	Delay -Rank	Crash - Rank	Transit - Rank	Fiber - Rank	Priority Score	Priority Rank
Butler Ave Downtown	Milton to Sawmill	1	2	2	1	6	1
Beulah Blvd	U.Heights N to Forest Meadows	1	4	1	5	11	2
Milton Road	Forest Meadows to Phoenix	1	3	5	5	14	3
US 89	Fanning/E.66 to Smokerise	8	1	4	5	18	4
Butler Ave East	Sawmill to I-40 EB	4	7	6	3	20	5
E. Route 66 Downtown	Santa Fe to Verde	5	8	3	11	27	6
W. Route 66	Milton to Woody Mtn	7	11	8	5	31	7
E Route 66 East	Switzer to Steves	9	5	7	11	32	8
N. Beaver St	E.66 to Forest	11	10	11	1	33	9
Fourth Street	Butler to Cedar	12	5	13	3	33	9
Humphreys Street	E.66 to Columbus	6	11	10	10	37	11
Country Club	Soliers to E.66	9	8	12	9	38	12
N. San Francisco St.	E.66 to Forest	13	11	9	11	44	13

Staff further recommend a primary and contingency grant approach. The primary approach will define a partnership with the City, ADOT and Mountain Line. The advantages of this approach are:

- Grants with financial and operational partnerships are typically more competitive.
- A project including parts of Milton and E.66, relatively high priorities – especially if Butler is considered largely complete, could achieve synergy with the City’s Butler corridor investment and serve an important percentage of the traveling public.
- It presents an opportunity to address on-time performance issues for Route 14, the only route experiencing such problems.

The disadvantages include:

- Resolving administrative and technical interagency issues takes time, so meeting deadlines is at risk.
- Capital costs off the City system may exceed those on the City system. This is an equity issue and an accountability issue given the City will provide almost all the match from voter-approved funds.
- Implementation will be more complex.

The contingency approach is for a City-only application. Advantages here are:



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- *It is a much simpler application.*
- *Implementation will also be simpler.*
- *A project on Beulah or 89 addresses priority corridors and can be presented as a steppingstone to future interagency collaboration*

*The disadvantages are:*

- *Demonstrating partnership will be difficult.*
- *It may defer valuable collaboration in the ITS arena.*

*Staff will develop both approaches and make a recommendation on which grant to pursue by the end of June. Data gathering, analysis and discussions on governance for both will contribute to completion of the Strategy.*

## 4. TAC and Management Committee Discussion

- i** *TAC and Management Committees are supportive. TAC member Bauman emphasized the need for the City to see an equitable investment in City systems when considering the partnership alternative. Management Committee member Merrick stressed that ADOT is not able to financially contribute to the grant. Staff infers that in-kind participation is still possible.*

## 5. Fiscal Impact

- i** *There is no fiscal impact to MetroPlan beyond staff time*

## 6. Alternatives

- i**
  1. *Advise Staff to scope the primary and contingency grants as indicated. **Recommended.** This allows for a more objective selection of the most competitive and implementable grant scope.*
  2. *Advise Staff to scope a City-only grant. **No recommendation.***

## 7. Attachments

- i** *None*



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## STAFF REPORT

**REPORT DATE:** May 31, 2021

**MEETING DATE:** June 2, 2021

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Historic Funding Levels

### 1. Recommendation:

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

### 2. Related Strategic Workplan Item

**i** 14. Secure \$2 Million in additional resources, including Signal Technology, by 12-31-2022.

### 3. Background

**i** There were many reasons for reforming the Flagstaff Metropolitan Planning Organization (FMPO) as a non-profit, reinventing its identity and expanding its governance structure. These reasons included making the FMPO more inclusive, increasing its collective clout, bringing more equity to agency representation and increasing funding. Many of the reformation goals have been achieved. For example, since 2019 NAU has been added to the Management Committee; NAIPTA (Mountain Line) has been added to the Executive Board; we rebranded as MetroPlan; we formed a non-profit; and we began pursuing additional and new funding sources.

Looking back to efforts of the MetroPlan Board in 2017, funding was one of the main drivers for reinventing MetroPlan as an independent organization. The idea was that MetroPlan could coordinate efforts between agencies, work to remove barriers to pursuing federal funding within agencies, and initiate its own funding pursuits. The idea was to follow the NAIPTA model in which NAIPTA



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*began pursuing federal funding in approximately 2002 with the first significant grants being received in 2007. Over subsequent years, virtually 80% of all capital projects were paid for with federal grants. And that pattern continues with seemingly greater momentum and success as the years go on and under current leadership. For example, between 2006 and 2018, NAIPTA secured approximately \$50,000,000 of federal funding. Since 2019, NAIPTA has received approximately \$25,000,000 more. This model of success and pattern of momentum is what MetroPlan would like to replicate with all modes of transportation and with all agencies.”*

*MetroPlan is different than Mountain Line. Although we are both independent, regional organizations that report to an inter-agency Board of elected officials, there are significant if nuanced differences between us:*

- *Mountain Line is focused on Public Transportation, whereas MetroPlan is focused on all modes.*
- *Mountain Line is eligible to directly apply for funding, and MetroPlan often works on behalf of member agencies who then receive funding. For example, MetroPlan is not eligible to apply for Intelligent Transportation Systems (ITS) Funding so we are writing the grant on behalf of the City and State. The City will submit and receive the funds directly.*
- *Mountain Line operates direct services and manages construction projects, and MetroPlan does not.*

*In essence, MetroPlan’s leadership role is more facilitative and based on synergy and collaboration. For example, MetroPlan facilitated a connection between Mountain Line and the City of Flagstaff on pursuing the \$5.5 Million that was awarded to Mountain Line for use by the City of Flagstaff in 2021. MetroPlan will continue to pursue all funding opportunities and partnerships that make sense for our federal agencies.*

## 4. TAC and Management Committee Discussion

**i** *The TAC and Management Committee did not review this item.*



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## 5. Fiscal Impact

**i** *Each grant MetroPlan pursue or receives has a unique fiscal impact. There is no fiscal impact of this report since it is a summary of activity to date.*

## 6. Alternatives

**i** *None provided.*

## 7. Attachments

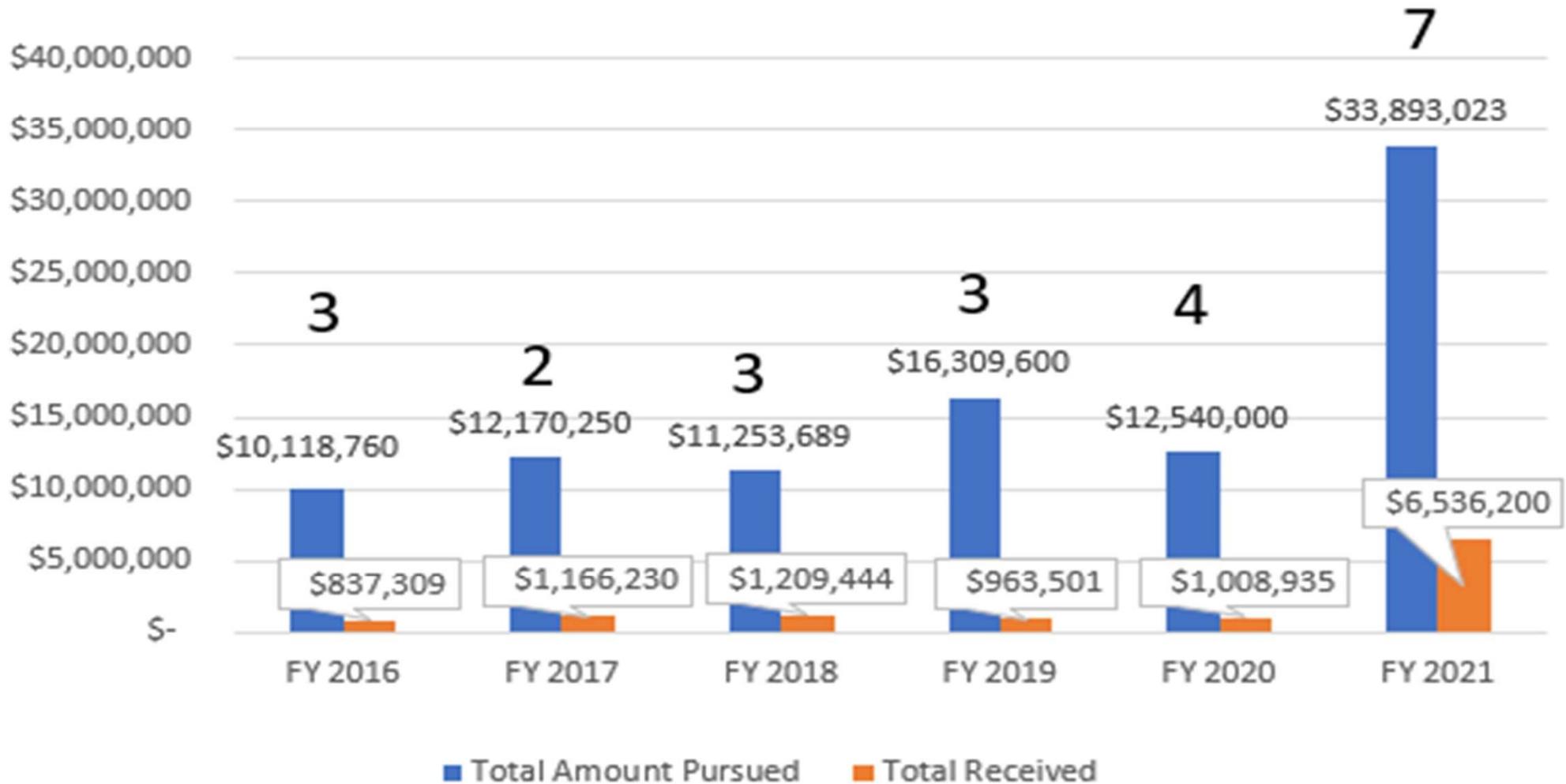
**i** *Funding History PowerPoint*



# Funding History

<b>FORMULA GRANTS</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
PL	\$ 110,675	\$ 118,141	\$ 120,002	\$ 123,213	\$ 125,442	\$ 125,422
SPR	\$ 124,030	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
STBG	\$ 466,761	\$ 466,761	\$ 466,761	\$ 466,761	\$ 466,761	\$ 466,761
'5305	\$ 36,733	\$ 36,078	\$ 37,431	\$ 38,927	\$ 41,732	\$ 64,542
<b>Total Formula Received</b>	<b>\$ 738,199</b>	<b>\$ 745,980</b>	<b>\$ 749,194</b>	<b>\$ 753,901</b>	<b>\$ 758,935</b>	<b>\$ 781,725</b>
<b>COMPETITIVE GRANTS</b>						
BUILD/RAISE	\$ 10,000,000	\$ 11,750,000	\$ 9,500,000	\$ 15,800,000	\$ 7,100,000	\$ 2,500,000
State Appropriation				\$ 300,000	\$ 5,000,000	\$ 5,000,000
RTAC						\$ 2,601,548
Bike and Ped	\$ 19,650					\$ 15,373,075
Congressionally Directed Authorization						\$ 200,000
FHWA			\$ 1,293,439		\$ 190,000	
Transit	\$ 99,110	\$ 420,250	\$ 460,250	\$ 209,600	\$ 250,000	\$ 218,400
<b>Total Amount Pursued</b>	<b>\$ 10,118,760</b>	<b>\$ 12,170,250</b>	<b>\$ 11,253,689</b>	<b>\$ 16,309,600</b>	<b>\$ 12,540,000</b>	<b>\$ 33,893,023</b>
<b>FUNDING RECEIVED</b>						
Received (Formula)	\$ 738,199	\$ 745,980	\$ 749,194	\$ 753,901	\$ 758,935	\$ 781,725
Received (Competitive)	\$ 99,110	\$ 420,250	\$ 460,250	\$ 209,600	\$ 250,000	\$ 5,754,475
<b>Total Received</b>	<b>\$ 837,309</b>	<b>\$ 1,166,230</b>	<b>\$ 1,209,444</b>	<b>\$ 963,501</b>	<b>\$ 1,008,935</b>	<b>\$ 6,536,200</b>

## Historic FMPO (MetroPlan) Funding Pursuit



## FMPO Funding Sources & Eligible Applicants Matrix

Prepared February 2020

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

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

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

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

## FMPO Funding Sources & Eligible Uses Matrix

Prepared February 2020

Confidence or Probability Level High Medium Low

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

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

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

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

## **Strategic Workplan**

**June 30, 2021 to December 31, 2022**

**Vision:**

To create the finest transportation system in the country.

**Mission:**

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

**Guiding Principles**

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

**5 Year Horizon:**

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

## **Measurable Objectives**

### **Technical**

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

### **Relational**

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

### **Financial and Funding**

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