



## Northern Arizona Intergovernmental Public Transportation Authority

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### NOTICE AND AGENDA OF PUBLIC MEETING AND POSSIBLE EXECUTIVE SESSION OF THE BOARD OF DIRECTORS (BOD) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Board of Directors of the Northern Arizona Intergovernmental Public Transportation Authority ("NAIPTA") and to the general public that the Board will hold a meeting on:

Thursday, June 18, 2015  
10:00am  
NAIPTA VERA Room  
3773 N. Kaspar Dr.  
Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

**The Board of Directors may vote to hold an executive session for the purpose of obtaining legal advice from NAIPTA's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.**

**Pursuant to the Americans with Disabilities Act, persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk of the Board of Directors at 928-679-8922 (TTY Service 800.367.8939). Requests should be made as early as possible to allow time to arrange the accommodation.**

The agenda for the meeting is as follows: -pages 1-4

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF JOINT MEETING MINUTES 5/21/2015 -pages 5-9

4. CALL TO THE PUBLIC  
The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA Board. The Board is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

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### DISCUSSION / ACTION ITEMS:

5. ADOPT THE FY2016 BUDGET -pages 10-26  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors adopt the FY2016 budget of \$18,669,478 as reviewed at joint meeting in May 2015. The budget supports operation of Mountain Line and Mountain Lift on behalf of City of Flagstaff, Mountain Link on behalf of City of Flagstaff/Northern Arizona University, and Mountain Lift Taxi Voucher Program and Vanpool Program on behalf of Coconino County.
6. BOD ELECTION OF OFFICERS -pages 27-28  
-Rhonda Cashman, Clerk of the Board  
Staff recommends the Board of Directors elect officers for FY2016.
7. MEETING CALENDAR REVIEW -pages 29-31  
-Rhonda Cashman, Clerk of the Board  
Staff recommends the Board of Directors review and provide direction regarding the FY2016 Meeting Calendar.
8. ADOPT UPDATED TITLE VI CIVIL RIGHTS PROGRAM -pages 32-36  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors adopt the updated Title VI Civil Rights Program Section 1: Title VI Notice to the Public to correct Exhibit 1 Notices and Locations.
9. APPROVE NAIPTA REPAIR AND SERVICE AGREEMENT -pages 37-42  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors approve a Repair and Service Agreement that NAIPTA can use with other government entities and non-profit agencies to provide repair and maintenance service of the vehicle Braun Lift (wheelchair lift).
10. NAIPTA DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND GOALS  
-Heather Dalmolin, Administrative Director -pages 43-44  
Staff recommends the Board of Directors approve a Disadvantaged Business Enterprise Program and Goals with an overall goal of X% and a race neutral goal of X%.
11. TRANSIT TAX DIRECTION FROM MAY 21, 2015 JOINT MEETING  
-Erika Mazza, Interim General Manager -pages 45-48  
Staff recommends the Board of Directors provide NAIPTA with direction on a Work Plan for the Transit Tax Initiative.



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12. DISPOSAL OF TWO SURPLUS PARATRANSIT VEHICLES -pages 49-51  
-James Wagner, Operations Director  
Staff recommends the Board of Directors approve the donation of two end of service life vehicles to Flagstaff Shelter Services, Inc.
13. APPROVE REVISED COMPENSATION AND CLASSIFICATION MANUAL  
-Heather Dalmolin, Administrative Director -pages 52-65  
Staff recommends the Board of Directors approve the revised Compensation and Classification Manual as an outcome of the Market Wage and Compensation plan review.

### CONSENT ITEMS:

All matters under Consent Agenda are considered by the Board of Directors to be routine and will be enacted by a single motion APPROVING THE RECOMMENDATION LISTED ON THE AGENDA. If discussion is desired on any particular consent item, that item will be removed from the consent agenda and will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

14. APPROVE RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2016  
-Heather Dalmolin, Administrative Director -pages 66-67  
Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$254,704.
15. ADOPT THE FY2016 EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM AND ADOPT EEO WORKFORCE GOALS  
-pages 68-82  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors adopt the Equal Employment Opportunity (EEO) Program and Workforce Goals as required for compliance with Federal Transit Administration (FTA) regulations.
16. SECOND AMENDMENT TO THE CARTER OIL BULK FUEL CONTRACT  
-James Wagner, Operations Director -pages 83-86  
Staff recommends the Board of Directors approve the Second Amendment to an existing contract with Carter Oil Company for bulk fuel purchase in the amount not to exceed \$480,000 with a contract end date of June 30, 2016.

### PROGRESS REPORTS:

17. AUGUST 2 SERVICE CHANGE UPDATE -page 87  
-Jacki Lenners, Marketing Manager

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### **18. GENERAL MANAGER'S PROGRESS REPORT**

-Erika Mazza, Interim General Manager

- Representative Ann Kirkpatrick's Visit on April 24<sup>th</sup>
- Community Transportation Association of America (CTAA) Conference, May 31-June 5, 2015
- Federal Funding Status Update
- Arizona Transit Association (AzTA) Executive Director: Becky Miller

### **ITEMS FROM COMMITTEE AND STAFF:**

### **19. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS**

The next Board meeting will be on July 16, 2015 and it will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. Members please plan to attend in person. Lunch will be served. A facility tour and trip through the bus wash will be offered at the end of the meeting. The July agenda items will include but not be limited to the Public Hearing for Closing the Public Comment Period, 5307 and 5339 Grant Applications, Personnel Policy Update, and possible New Performance Measures. The July agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the Board.

### **20. ADJOURNMENT**



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### Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Thursday, May 21, 2015

NAIPTA  
3773 N. Kaspar Dr.  
Flagstaff, AZ 86004

**NOTE:** IN ACCORDANCE WITH PROVISIONS OF THE ARIZONA REVISED STATUTES THE SUMMARIZED MINUTES OF NAIPTA BOARD MEETINGS ARE NOT VERBATIM TRANSCRIPTS. ONLY THE ACTIONS TAKEN AND DISCUSSION APPEARING WITHIN QUOTATION MARKS ARE VERBATIM.

The Board of Directors and the Transit Advisory Committee met in Regular Session on Thursday, May 21, 2015 at 10:10am in the Training Room, Shop 3 at NAIPTA, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

Members of the Board and the TAC attended in person. The public was invited to observe and participate in the meeting at the address above.

#### **PRESENT:**

##### *BOARD MEMBERS PRESENT:*

Art Babbott (Vice Chair), Board of Supervisors, Coconino County;  
Celia Barotz, City Council, City of Flagstaff;  
Scott Overton, City Council, City of Flagstaff;  
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate  
*\*Three of our five Board member seats must be present to constitute a quorum.*  
*\*\*The City of Flagstaff holds two seats.*

##### *TAC MEMBERS PRESENT:*

Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee;  
Andy Bertelsen, Public Works Director, Coconino County, designee, attended 10:18am-noon;  
Jeff Meilbeck, Interim City Manager, City of Flagstaff;  
Josh Copley, Deputy City Manager, City of Flagstaff, designee, left at 11:45am;  
Barbara Goodrich, Management Services Director, City of Flagstaff, alternate, left at 11:45am;  
Shari Miller, Citizen Representative, City of Flagstaff, arrived at 10:18am;  
Dave Wessel, Manager, FMPO;  
Tim Kinney, Business Representative, Flagstaff Forty  
*\*Five of our eight TAC member seats must be present to constitute a quorum.*

##### *BOARD MEMBERS EXCUSED:*

Rich Payne (Chair), Director of Residence Life, NAU;  
Dr. Leah Bornstein, President, CCC;  
Al White (Secretary), CCC, designee;

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Karla Brewster, City Council, City of Flagstaff, alternate;  
Matt Ryan, Board of Supervisors, Coconino County, alternate;

*TAC MEMBERS EXCUSED:*

Cynthia Seelhammer, County Manager, Coconino County;  
Gillian Thomas, Citizen Representative, Coconino County;  
Mark Easton, Executive Director of Facilities, CCC, designee;  
Martin Ince, Multi-Modal Planner, FMPO, alternate;

*NAIPTA STAFF IN ATTENDANCE:*

Erika Mazza, Interim General Manager;  
Heather Dalmolin, Compliance and Auditing Manager;  
Jacki Lenner, Marketing Manager;  
Wade Forrest, Facilities Manager;  
Adam Langford, Transit Planner;  
Nicole Ellman, Account Tech II;  
Rhonda Cashman, Clerk of the Board;  
Fredda Bisman, NAIPTA Attorney

*GUESTS PRESENT:*

Alan Maguire, Facilitator

CALL TO ORDER -Vice Chair Babbott called the meeting to order at 10:12am.

WELCOME, INTRODUCTIONS AND ROLL CALL

APPROVAL OF MINUTES 4/16/2015

Director Overton moved to approve the April 16<sup>th</sup> minutes. Director Barotz seconded. There was no discussion. All approved, none opposed. Motion carried.

CALL TO THE PUBLIC

No one came forth to speak under the call to the public.

Advisor Miller and Advisor Bertelsen arrived at approximately 10:18am.

Ms. Mazza announced the National Transit Database (NTD) has decided to accept our amended data and NAIPTA will qualify for the fifth Small Transit Intensive Cities (STIC) measure and receive an additional \$192,000 for meeting the performance measure.

FY2016 BUDGET PRESENTATION AND DISCUSSION

-Heather Dalmolin, Compliance and Auditing Manager

Ms. Dalmolin gave a very detailed PowerPoint presentation regarding the proposed FY2016 Budget. There were some questions regarding the compensation plan. Director Babbott asked Ms. Dalmolin to incorporate performance measures from the Arizona Transit Association (AzTA) annual report which was handed out at a conference in January. Our costs figures were

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different than what he has seen in the past. Advisor Meilbeck stated he has asked AzTA not to report performance measures by combining all systems. Combining our fixed route and demand response in a rural area and comparing it to a metropolitan area, such as Phoenix, will provide less than favorable results for NAIPTA, even though our system is very successful. Director Babbott believes the Capital budget total in the presentation differs from what is in the staff report. Ms. Dalmolin plans to look into these items prior to next month's meeting. Director Babbott also suggested talking to Northern Arizona Public Employees Benefit Trust in the future about cost differentiating a family plan between a family with one child versus (say) a family with six children.

### REVIEW STRATEGIC WORK PLAN JANUARY 2014-JUNE 2015

-Erika Mazza, Interim General Manager

Ms. Mazza reviewed in detail the strategic plan accomplishments over the last 18 months.

### DISCUSSION: RELIEVE TRAFFIC CONGESTION THROUGHOUT FLAGSTAFF – WHAT IS NAIPTA'S ROLE?

-Erika Mazza, Interim General Manager and Jeff Meilbeck, Interim City Manager

There was a lengthy discussion regarding the future service scenarios for NAIPTA as presented by Ms. Mazza. Mr. Meilbeck noted Flagstaff City Council's Goal #6 regarding relief of traffic congestion. Many comments were shared about future development impacts and the culture of our community and how this problem is perceived by residents and visitors alike.

Advisor Goodrich and Advisor Copley left the meeting at approximately 11:45am.

Mr. Meilbeck showed a PowerPoint slide with a list of possible road construction solutions for the City with potential price tags. The expansion of infrastructure is expensive. Some benefits were discussed. Ms. Mazza showed her PowerPoint slide with the four potential transit service scenarios again. Each scenario included the estimated price tags for the cost of service and coinciding capital expenditures. The participants were asked to discuss how NAIPTA could be part of the congestion mitigation over their lunch break.

12:00 Lunch – a brief break was taken and brainstorming continued through lunch.

Advisor Bertelsen left the meeting at approximately 12:00pm.

ACTION:

### OVERVIEW OF CURRENT TAX STRUCTURE

-Ms. Erika Mazza, Interim General Manager

Ms. Mazza reviewed the current tax structure and how the different service scenarios are projected to affect NAIPTA's fund balance in the future. The Transit Tax is scheduled to sunset in 2020. The discussion led to consideration of three questions regarding the future tax initiative.

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### DEFINE NAIPTA'S FUTURE TAX INITIATIVE

-Alan Maguire, Facilitator

- When do we go to the voters?
- What is the rate we are seeking?
- What is the duration of the tax?

Mr. Maguire led the conversation regarding the tax initiative. He suggested it might be easier to choose when to go to the voters if we know what service scenario we are looking to achieve. The options for timing are: November 2015, November 2016, May 2017, November 2018 or May 2019. Ms. Mazza noted that NAIPTA, based on City Charter, is not able to go to the ballot alone and it would be quite costly. Many variables were discussed. A lengthy discussion ensued regarding voter turnout, the need to evaluate further what service scenario is best for our community, whether to secure the base tax amount as well as expansion questions together or separate, in the same year or different years. There was further discussion about piggybacking on the status of nice roads, sooner than later. Consensus was November 2015 is too soon. Most agreed more research is needed, but November 2016 could be doable. Should the base tax be permanent? More information is needed to make a final decision on the framework of the ballot initiative.

### CLOSING REMARKS

-Art Babbott, Vice Chair of NAIPTA Board of Directors

Vice Chair Babbott thanked NAIPTA staff for all their hard work and for the comprehensive data they provided. He recommended we build on our successes and efficiencies in FY2016. The discussion should continue in July on securing the base tax, whether to pursue an incremental increase for service expansion and the duration of the tax. He suggested the City officials and staff start bringing information about their future tax issues.

Ms. Mazza noted she would offer a memo next month to recap what she understands to be the next steps.

### **ITEMS FROM COMMITTEE AND STAFF:**

#### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next TAC meeting will be June 4, 2015 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to Budget Adoption, Election of Officers, Meeting Calendar Review, Section 5339 Grant Application, Title VI Updates, Van Donation, Wheelchair Agreement, Personnel Policy Update, Transit Tax Preparation, Disadvantaged Business Enterprise (DBE) Report and Goals, General Liability Insurance Renewals, Fuel Contract Renewal, Review Equal Employment Opportunity (EEO) Program and Procurement Policy Update. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the TAC.



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2:00 ADJOURNMENT -Vice Chair Babbott adjourned the meeting at 1:48pm.

Optional: Tour of Shop 3 and Bus Wash



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**DATE PREPARED:** June 10, 2015

**MEETING DATE:** June 18, 2015

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Adopt the FY2016 Budget

### **RECOMMENDATION:**

**Staff recommends the Board of Directors** adopt the FY2016 budget of \$18,669,478 as reviewed at joint meeting in May 2015. The budget supports operation of Mountain Line and Mountain Lift on behalf of City of Flagstaff, Mountain Link on behalf of City of Flagstaff/Northern Arizona University, and Mountain Lift Taxi Voucher Program and Vanpool Program on behalf of Coconino County.

### **RELATED STRATEGIC WORKPLAN OBJECTIVE**

Guiding Principles:

- ❖ Show initiative, imagination and creativity
- ❖ Collaborate to enhance service delivery
- ❖ Strive for continuous improvement in all we do
- ❖ Be trustworthy and dependable

5 Year Horizon:

- ❖ Plan with attention to “green” opportunities and long-term sustainability
- ❖ Apply imagination, creativity and innovation to improve the service we deliver
- ❖ Build cooperative relationships regionally to expand NAIPTA’s positive impact.
- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.

### **BACKGROUND:**

As per the Master IGA signed by member agencies, NAIPTA is responsible for managing specific transit operations within the NAIPTA region and all future transit operations that NAIPTA members may choose to establish. Specifically, Section 9.3 of the Master IGA identifies provisions for the establishment of a Public Transportation Authority Fund. NAIPTA has financial responsibility for managing various transit funding sources including member agency appropriations to NAIPTA, fare box return, state grants, federal grants and other miscellaneous sources.

NAIPTA, as an entity has no taxing ability and budgets are adopted annually by each member agency. As such, no later than June 30<sup>th</sup> of each year, NAIPTA is required under Master IGA Section 9.4 to hold a public hearing and adopt and submit an annual budget to the governing bodies of each of the NAIPTA member agencies. NAIPTA staff has been working with the financial managers of member agencies for several months and budgets have been submitted through member agency’s individual budget



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processes. Nevertheless, NAIPTA must formally adopt and submit these budgets by action of the Board of Directors.

### Revenues:

- Fares and service generated fees are budgeted to be \$1,102,139 for operating Mountain Line and Mountain Lift programs.
- City of Flagstaff has indicated approval of a budget of \$4,894,741 for the Mountain Line and Mountain Lift programs as well as the City Taxi Voucher program. \$3,688,416 will be used for operating and \$1,206,325 will be used to match federal funds for the capital programs. This capital budget includes Facility Expansion carryover from FY2015 of \$168,643.
- Coconino County has indicated approval of a budget of \$41,000 for the Coconino County Taxi Voucher and Vanpool programs. The funding will be used to match Section 5310 and Section 5311 federal funds applied for but not yet awarded by Arizona Department of Transportation for the operation of these programs.
- Northern Arizona University has been asked to approve a budget of \$494,244 for the Mountain Link program. The funding is requested in lieu of fares from NAU students and will be used for operation services.
- Federal Transit Administration Section 5307 funding of \$3,420,680 is budgeted with \$1,999,151 for operating and \$1,421,529 for capital programs.
- Arizona Department of Transportation Section 5310 funding of \$578,800 is budgeted with \$166,000 for operating and \$412,800 for capital programs. Note: These funds are budgeted conservatively based on prior year awards but have applied for an additional \$85,573 in operating assistance.
- Arizona Department of Transportation Section 5311 funding of \$24,000 is budgeted for operating of vanpools. Note: These funds are budgeted conservatively based on prior year awards but have applied for an additional \$14,400 in operating assistance.
- Arizona Department of Transportation Section 5339 funding of \$7,359,032 is budgeted for capital programs.
- Additional capital revenues of \$1,270,000 are budgeted but not yet secured from other local sources. This funding is to match the anticipated federal funding for the sidewalk connectivity project, if funded by ADOT Section 5339.

### Operating:

The FY2016 operating budget includes an overall increase of \$583,910 or 8% for a total operating budget of \$7,497,166. The increase is related to the following changes:

- Continuation of the FY2015 Mountain Line service changes introduced in January 2015 (Route 10a and 14 weekends).
- Additional Mountain Line service to be launched in August 2015. Per the GM Budget Message, this increase will include: 20 minute frequency on Route 2, deviations on Routes 2 and 3 to serve nearby charter schools, and supplemental service as needed for crowding on Routes 5 and 10.
- Additional Coconino County Taxi Voucher program. Per the GM Budget Message, the taxi voucher program for Coconino County is budgeted to double, if funding is granted by Coconino County and Arizona Department of Transportation.



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- Maintaining the existing Mountain Line Paratransit Program, City Taxi Voucher Program, and the Coconino County Vanpool Program.

### Capital:

The FY2016 capital budget is \$11,687,470 and includes the following items:

- Feasibility study for permanent location of Downtown Connection Center, to be funded thru Section 5339 funds that are not yet applied for or awarded, with matching funds from the City of Flagstaff.
- Mobility Improvements at existing Mountain Line stops and along routes, to be funded thru Section 5310 funds that have been applied for but are not yet awarded, with matching funds from the City of Flagstaff.
- Sidewalk Connectivity project that is throughout the City in areas served by Mountain Line services, to be funded thru Section 5339 funds that are not yet applied for or awarded, with matching funds by local source(s) not yet identified.
- Route 66/Kaspar Dr Intersection Feasibility Study to evaluate creating fourth leg at the intersection of Route 66 – Kaspar Dr, to be funded with previously awarded ADOT Section 5304 funds, with matching funds by the City of Flagstaff.
- Main Office Remodel project to maximize use of space and add office space, to be funded thru Section 5339 funds that are not yet applied for or awarded, with matching funds by the City of Flagstaff.
- Two additional buses for future service expansion, to be funded with previously awarded Section 5309, Bus Livability funds, with matching funds from the City of Flagstaff.
- Replacement Maintenance Truck for performance of road calls, to be funded by City of Flagstaff.
- Update and replace existing Transit Technologies (cameras, real time arrival, scheduling and dispatch systems, asset management, maintenance systems, etc.) to improve tracking and reporting abilities, to be funded thru Section 5339 funds that are not yet applied for or awarded, with matching funds from the City of Flagstaff.
- Refurbishment of Mountain Line Passenger Shelters that are in fair to poor condition, to be funded partially through annual apportionment of Section 5307 STP funds with majority of funding from the City of Flagstaff.
- Maintenance funds for information technology (computers, servers), facilities, and fleet to be funded by the City of Flagstaff.
- Facility Expansion project is being carried over from FY2015, to be funded by awarded Section 5307 funds with matching funds from City of Flagstaff.
- Route Expansion project is being carried over from FY2015, to be funded by awarded Section 5307 funds with matching funds from City of Flagstaff.

### People:

The FY2016 salary and employee related expenses budget are included in the FY2016 Operating budget increase, previously discussed and assume the following:

- Market Wage increase to address wages that continue to be below market. The Market Study completed by UMGHR in spring of 2015 identified median wage for operators is 10% below market, where the market is City of Flagstaff and Coconino County CDL Operators. The study evaluated other positions with average change of about 5% per position. As a result, NAIPTA



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will 1) increase medians as identified, 2) adjust minimum wage by position based on increase to median, and 3) provide all employees with an increase of either an amount equivalent to new minimum or an increase of 5%, whichever is greater. This increase is appropriate based on the recommendation of the wage study. The increase is within the proposed budget, and does not create disparity within job classifications or the organization.

- Compensation plan, including performance increase consideration, is in effect and employees will be able to receive between 1% and 4% depending on performance meeting or exceeding standards. The compensation plan is being considered for update, moving from existing 10-step plan to a grade structure with related ranges; more information will be available at the June meeting.
- The existing Quarterly Bonus program designed to provide incentive for above and beyond performance is being frozen in light of several factors including the market study, the change in compensation plan, and to evaluate the effectiveness of the Bonus program. Staff will consider ways to update before the FY2017 budget process.
- Employee related expenses vary depending on the employees elected coverages and plans but the table below summarizes NAIPTA's maximum cost. With the adoption of this budget, NAIPTA will set a maximum contribution rate available to employees for dependent coverage. (See attached memo to staff.) NAIPTA's cost are as follows:

	FY2015	FY2016
ASRS, includes ADD	11.60%	11.47%
Health - EE Only	\$ 458.24	\$ 458.24
Health - EE + 1	\$ 714.98	\$ 714.98
Health - EE + Family	\$ 941.73	\$ 941.73
Dental	\$ 32.51	\$ 30.88
Vision	\$ 0.78	\$ 0.78
Life	\$ 7.40	\$ 7.40

- ASRS: All employees that are full time or that are scheduled to work more than 20 hours a week are enrolled in ASRS and ASRS Accidental Death and Long Term Disability plans. NAIPTA and employees contribute matching amounts into the employees account.
- Health: Employees are offered option of 3 plans with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). All regular employees in full time positions, at 30 hours or more, must enroll in health insurance unless they can provide proof of other coverage. All employees are offered a Wellness Program to increase their savings on insurance cost.
- The 3 plans are: Base plan with \$750 deductible, Buy Up plan with \$500 deductible, and High Deductible Health Plan (HDHP) with \$1,500 Deductible. The HDHP plan is accompanied by a Health Savings Account (HSA).
- The employees can also choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.
- For all Wellness Program participants, NAIPTA pays 100% of employee only coverage for Base plan and 100% of HDHP with a deposit to the HSA. An employee electing the Buy Up plan will pay the difference in cost between Base and Buy Up plans. Employees



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not participating in Wellness Programs experience additional cost for the Buy Up, Base Plan or less contribution to HSA for the HDHP.

- NAIPTA shares in additional cost for family plans. NAIPTA pays between 40% and 67% of family cost depending on plan elected by employee. The rates above are fixed no matter plan choice.
- Dental: Employees are offered 1 plan option with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). Employees can waive dental coverage.
- The employees can choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.
- NAIPTA pays 100% of employee only coverage and employees are responsible for additional cost of family plans, if elected.
- Vision: Employees are offered 2 plan options with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). Employees can waive vision coverage.
- The 2 plans are: Base Plan (exams only) and Buy Up (comprehensive) coverage.
- The employees can also choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.
- NAIPTA pays 100% of employee only coverage for the Base plan and employees are responsible for 100% of additional cost of family coverage or Buy Up plans.
- Life: Employees receive a \$40,000 life insurance policy that is 100% paid for by NAIPTA. Employees can buy additional coverage for self, spouse, and children at 100% cost to the employee. Life Insurance plans are portable if employees wish to continue the plan after leaving their role at NAIPTA.
- There are additional elected benefits NAIPTA employees can select. The employee is responsible for 100% of the cost: Flexible Spending Account (FSA), Deferred Compensation, Short Term Disability Insurance, Accidental Insurance, and Cancer Insurance.

### Fund Balance and Financial Projections:

The proposed budget is in line with NAIPTA's overall financial projections for the City of Flagstaff. The financial plan, with this proposed budget and ongoing cost associated with implementation of programs, as discussed, maintains a fund balance of greater than 10%, as set in NAIPTA's financial management policy and as required by the City of Flagstaff. Per the trend line graph attached, at the end of 2025, NAIPTA will have a fund balance of \$4.8 million. This financial projection does assume:

- No service increases after FY2016;
- Capital replacement of vehicles will continue to receive 80% federal funds; and,
- The Transit Tax will be renewed before the 2020 sunset at a flat rate.

City of Flagstaff and Coconino County have indicated approval of our budget requests at the respective management levels and the next steps are for respective Boards and Councils to review and adopt. If any agency does not adopt the proposed budget or federal funds are not awarded as budgeted, staff are prepared to scale back service increases and delay capital projects for future years when funding is available.



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**TAC RECOMMENDATION:**

The Transit Advisory Committee indicated approval of proposed budget and had no follow up questions.

**FISCAL IMPACT:**

There is no fiscal impact in adoption of the budget however adoption of the budget does set limits on expenditures for the coming fiscal year.

**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

**ATTACHMENTS:**

- |    |   |              |
|----|---|--------------|
| 1. | NAIPTA FY2016 Draft Budget                        | -pages 16-20 |
| 2. | Setting Employee Health Plan Maximum Contribution | -page 21     |
| 3. | Financial Plan Trend Line                         | -page 22     |
| 4. | Performance Measures for the FY2016 Budget        | -pages 23-26 |



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**NAIPTA FY2016 Budget**  
**DRAFT JUNE 18, 2015**

	NAIPTA	City of Flagstaff	Coconino County
Program Hours	76,576	69,328	7,248
Program Percentage (Direct S & B)	100%	86%	13%
Program Percentage (Rev Hrs)	100%	86%	14%

Description	Fixed Route	Demand Response	Coco Mlft
<b>Revenues</b>			
Annual Membership Dues	\$ 2,500	\$ 2,500	
5304 Funding Capital	\$ 240,000		
5307 Funding Operating	\$ 1,999,151	\$ 1,486,734	\$ 512,417
5307 Funding Capital	\$ 152,329	\$ 152,329	
5316 Funding Capital	\$ -		
5310 Mobility Management Funding Operating	\$ 166,000	\$ 104,000	\$ 30,000
5310 Funding Capital	\$ 412,800	\$ 412,800	
5311 Operating	\$ 24,000		\$ 24,000
5339 Funding Capital	\$ 7,359,032	\$ 717,764	\$ 6,641,268
Other Federal Funds	\$ 1,029,200	\$ 1,029,200	
City of Flagstaff - Operating	\$ 3,688,416	\$ 217,970	\$ 3,120,532
City of Flagstaff - Capital	\$ 1,206,325	\$ 161,657	\$ 1,044,668
NAU - Operating	\$ 494,244	\$ 494,244	
NAU - Capital	\$ -		
Coconino County - Operating	\$ 41,000		\$ 41,000
Fares	\$ 900,037	\$ 868,065	\$ 31,972
Concession Fees	\$ -		
Advertising	\$ 120,562	\$ 120,562	
Advertising Capital	\$ -		
Title 19 - DDD	\$ 45,000		\$ 45,000
Other Operating	\$ 34,040	\$ 17,533	\$ 1,507
Other Capital	\$ 1,270,000	\$ 1,270,000	
Sale of Equipment	\$ -		
<b>sub total</b>	<b>\$ 19,184,636</b>	<b>\$ 1,324,453</b>	<b>\$ 16,777,373</b>
	CHECK \$ 1,324,453	\$ 16,777,373	\$ 970,810
	\$ -	\$ (0)	\$ 0
			\$ 112,000
			\$ (0)

**Allocated Management Costs S & B**

FTE Salary	\$ 605,692	\$ 155,200	\$ 387,423	\$ 58,564	\$ 4,505
Pay Plan	\$ 18,385	\$ 2,077	\$ 14,025	\$ 2,120	\$ 163
Benefits	\$ 229,666	\$ 55,649	\$ 149,655	\$ 22,622	\$ 1,740
<b>Sub Total</b>	<b>\$ 853,743</b>	<b>\$ 212,926</b>	<b>\$ 551,103</b>	<b>\$ 83,306</b>	<b>\$ 6,408</b>
Cost Per Service Hour	\$ 11.15		\$ 7.95	\$ 11.49	

**Direct Operations Costs S & B**

FTE Wages	\$ 2,384,987	\$ 85,388	\$ 1,919,781	\$ 367,068	\$ 12,750
PTE Wages	\$ 10,000	\$ 10,000	\$ -	\$ -	
On Call Wages	\$ 97,425		\$ 71,915	\$ 25,510	



**NAIPTA FY2016 Budget**  
**DRAFT JUNE 18, 2015**

	NAIPTA	City of Flagstaff	Coconino County
Program Hours	76,576	69,328	7,248
Program Percentage (Direct S & B)	100%	86%	13%
Program Percentage (Rev Hrs)	100%	86%	14%

Description			Fixed Route	Demand Response	Coco Mlft
OT Wages	\$ 93,929		\$ 80,465	\$ 13,464	
Pay Plan	\$ 291,601	\$ 2,206	\$ 246,825	\$ 41,791	\$ 779
Benefits	\$ 1,213,615	\$ 39,463	\$ 991,346	\$ 179,049	\$ 3,757
<b>Sub Total</b>	<b>\$ 4,091,557</b>	<b>\$ 137,057</b>	<b>\$ 3,310,332</b>	<b>\$ 626,882</b>	<b>\$ 17,286</b>
Cost Per Service Hour	\$ 53.43		\$ 47.75	\$ 86.49	
Allocation Percentage	100%	3.35%	80.91%	15.32%	0.42%
	\$ 4,945,300	\$ 349,983	\$ 3,861,435	\$ 710,188	\$ 23,694

**Indirect Costs - Services**

Gen Liability Ins - No Auto	\$ 174,568		\$ 150,128	\$ 24,439	
Board	\$ 13,500		\$ 11,610	\$ 1,890	
Prof Svc HR	\$ 40,000		\$ 34,400	\$ 5,600	
Prof Svc Legal	\$ 40,000		\$ 34,400	\$ 5,600	
Prof Svc IT	\$ 3,900		\$ 3,354	\$ 546	
Computer Replacement IT	\$ 8,900		\$ 7,654	\$ 1,246	
Audits	\$ 18,000		\$ 15,480	\$ 2,520	
Legislative Liaison	\$ 42,000		\$ 36,120	\$ 5,880	
Wellness Incentives	\$ 1,000		\$ 860	\$ 140	
<b>Sub Total</b>	<b>\$ 341,868</b>	<b>\$ -</b>	<b>\$ 294,006</b>	<b>\$ 47,861</b>	<b>\$ -</b>
Cost Per Service Hour	\$ 4.46		\$ 4.24	\$ 6.60	

**Indirect Costs - Facilities**

Electricity	\$ 35,892		\$ 30,867	\$ 5,025	
Natural Gas	\$ 18,570		\$ 15,970	\$ 2,600	
Water and Waste	\$ 13,200		\$ 11,352	\$ 1,848	
Mobile Phone Svc and Equip	\$ 20,134	\$ 984	\$ 17,315	\$ 1,835	
Telephone Svc	\$ 21,541	\$ 985	\$ 18,525	\$ 2,031	
<b>Sub Total</b>	<b>\$ 109,337</b>	<b>\$ 1,969</b>	<b>\$ 94,029</b>	<b>\$ 13,338</b>	<b>\$ -</b>
Cost Per Service Hour	\$ 1.43		\$ 1.36	\$ 1.84	

**Direct Cost O & M**

Food and Beverage 41	\$ 3,500		\$ 3,185	\$ 315	
Memberships & Subscriptions	\$ 14,563		\$ 13,252	\$ 1,311	
Memberships Planning	\$ 456	\$ 456	\$ -		
Trophies, Prizes, Etc	\$ 3,000		\$ 2,730	\$ 270	
Special Internal Events-PAWZ	\$ 2,500		\$ 2,500		
Special Events - Marketing (External)	\$ -				
Special Events - Planning	\$ 500	\$ 500	\$ -		
Telephone and Computer Sup IT	\$ 1,500		\$ 1,500		
Cable/Satellite Services NVM	\$ -				
Janitorial Services NVM	\$ 25,476		\$ 23,183	\$ 2,293	

**NAIPTA FY2016 Budget**  
**DRAFT JUNE 18, 2015**

	NAIPTA	City of Flagstaff	Coconino County
Program Hours	76,576	69,328	7,248
Program Percentage (Direct S & B)	100%	86%	13%
Program Percentage (Rev Hrs)	100%	86%	14%

Description			Fixed Route	Demand Response	Coco Mlft
Bank Fees	\$ 12,000		\$ 12,000		
Education Supplies	\$ 1,000		\$ 1,000		
Office Supplies	\$ 9,500		\$ 8,645	\$ 855	
Office Supplies - MM	\$ 150	\$ 150			
Other Supplies	\$ 4,000		\$ 3,000	\$ 1,000	
Other Supplies Planning	\$ 2,250	\$ 2,250	\$ -		
Postage	\$ 2,800		\$ 1,000	\$ 1,800	
Postage - MM	\$ 100	\$ 100			
Printing - Admin	\$ 6,000		\$ 5,000	\$ 1,000	
Printing - Planning	\$ 250	\$ 250			
Printing - MM	\$ 1,000	\$ 1,000			
Printing - Marketing	\$ 25,375		\$ 24,000	\$ 1,375	
Copier - Printing - IT	\$ 7,600		\$ 6,536	\$ 1,064	
Publishing and Advertising - Marketing	\$ 53,500	\$ 20,000	\$ 33,500		
Publishing - Legal Advertisements	\$ 3,000		\$ 3,000		
Software Maintenance - IT	\$ 2,000		\$ 2,000		
Bldgs/Grounds Maint - NVM	\$ 31,000		\$ 26,660	\$ 4,340	
Prof Svc Marketing -MM	\$ 1,000	\$ 1,000			
Prof Svc Marketing	\$ 66,982	\$ 30,000	\$ 33,065	\$ 3,917	
Temp Maint/Facility Svc NVM	\$ 5,500		\$ 5,000	\$ 500	
Temporary Services - Admin	\$ 2,500		\$ 2,500		
Market Research (surveys)	\$ 18,200		\$ 17,000	\$ 1,200	
<b>Total Direct Admin Expenses</b>	<b>\$ 307,202</b>	<b>\$ 55,706</b>	<b>\$ 230,256</b>	<b>\$ 21,239</b>	<b>\$ -</b>
Taxes Paid Gas/Oil Rev 11	\$ 41,000		\$ 37,000	\$ 4,000	
Oil Fleet Veh Mtnc	\$ 28,000		\$ 25,000	\$ 3,000	
Fuel Fleet Revenue Veh Mtnc	\$ 528,000		\$ 480,000	\$ 48,000	
Tires Revenue Veh Mtnc	\$ 70,000		\$ 60,000	\$ 10,000	
Auto Parts & Supplies Veh M	\$ 110,000		\$ 100,000	\$ 10,000	
Route Expansion Ops	\$ 423,649	\$ 10,000	\$ 382,300		\$ 31,349
Out Repair Fleet Revenue VM	\$ 33,000		\$ 30,000	\$ 3,000	
<b>Direct Variable Expense</b>	<b>\$ 1,233,649</b>	<b>\$ 10,000</b>	<b>\$ 1,114,300</b>	<b>\$ 78,000</b>	<b>\$ 31,349</b>
Personal Liab Ins - Auto 21	\$ 80,136		\$ 72,924	\$ 7,212	
Uninsured Losses	\$ 10,000		\$ 10,000		
Prop Damage Ins Ded Ops 11	\$ 15,000		\$ 10,000	\$ 5,000	
Recruitment Costs - admin	\$ 6,500		\$ 5,915	\$ 585	
Clinic Fees	\$ 6,600		\$ 6,000	\$ 600	
Taxes Paid Gas/Oil NonRev 11	\$ 3,100		\$ 3,100		
Fuel - Non Revenue Vehicles	\$ 31,000		\$ 31,000		
Fuel - Facil Veh/Equip- NVM	\$ 11,000		\$ 11,000		
Prof Svc Operations	\$ 3,500		\$ 3,500		
Prof Svc Fleet Veh M	\$ -		\$ -		

**NAIPTA FY2016 Budget**  
**DRAFT JUNE 18, 2015**

	NAIPTA	City of Flagstaff	Coconino County
Program Hours	76,576	69,328	7,248
Program Percentage (Direct S & B)	100%	86%	13%
Program Percentage (Rev Hrs)	100%	86%	14%

Description			Fixed Route	Demand Response	Coco Mlft
Misc Shop Supplies Veh M	\$ 27,000		\$ 25,000	\$ 2,000	
Misc Facility Supplies NVM	\$ 3,500		\$ 3,000	\$ 500	
Tool Allowance - Veh M	\$ 1,800		\$ 1,800	\$ -	
Uniforms - Ops 11	\$ 19,500		\$ 17,000	\$ 2,500	
Uniforms Fleet Veh Mtnc	\$ 6,600		\$ 5,600	\$ 1,000	
Uniforms - Facility Non VM	\$ 5,100		\$ 5,100		
Supplies - Safety	\$ 3,750		\$ 3,500	\$ 250	
Food and Beverage Training	\$ 600		\$ 500	\$ 100	
Janitorial Supplies Non VM	\$ 5,000		\$ 4,300	\$ 700	
Education Supplies - Safety	\$ 4,000		\$ 3,000	\$ 1,000	
Other Supplies - Training	\$ 4,860		\$ 4,423	\$ 437	
Software/Hardware Maint - OPS	\$ 28,930		\$ 8,500	\$ 20,430	
Software/Hardware Maint VM	\$ 4,400		\$ 4,000	\$ 400	
Radios/Communications	\$ 78,160		\$ 78,160		
Building Security/Monitoring NVM	\$ 2,600		\$ 2,060	\$ 540	
Bus Stop Maint NVM	\$ 18,000		\$ 18,000		
Route Realignment Materials NVM	\$ 2,500		\$ 2,500		
Prof Svc Security Ptrl -NVM	\$ 12,000		\$ 12,000		
Taxi Voucher Program	\$ 110,325			\$ 53,368	\$ 56,957
<b>Tota Variable Expenses</b>	<b>\$ 505,461</b>	<b>\$ -</b>	<b>\$ 351,881</b>	<b>\$ 96,623</b>	<b>\$ 56,957</b>
Travel/Training - Operations	\$ 10,300		\$ 9,373	\$ 927	
Travel/Training - Fleet VehM	\$ 3,700		\$ 3,700		
Travel/Training - Facilities NVM	\$ 1,500		\$ 1,365	\$ 135	
Travel/Training - Admin	\$ 20,900		\$ 19,019	\$ 1,881	
Travel/Training - Planning	\$ 6,590	\$ 6,590			
Travel/Training - MM	\$ 3,000	\$ 3,000			
Travel/Training - Safety	\$ -		\$ -	\$ -	
Travel/Training - IT	\$ 3,000		\$ 2,730	\$ 270	
Travel/Training - Marketing	\$ 1,500		\$ 1,500		
Travel/Training - Training	\$ 3,860		\$ 3,513	\$ 347	
<b>Total Travel Expenses</b>	<b>\$ 54,350</b>	<b>\$ 9,590</b>	<b>\$ 41,200</b>	<b>\$ 3,560</b>	<b>\$ -</b>
Sub Total	\$ 2,100,662	\$ 75,296	\$ 1,737,637	\$ 199,423	\$ 88,306
Cost Per Service Hour	\$ 27.43		\$ 25.06	\$ 27.51	\$ -

**Total Admin/Indirect Costs**

subTotal Salaries and Benefits	\$ 853,743	\$ 212,926	\$ 551,103	\$ 83,306	\$ 6,408
subTotal Operating Costs	\$ 451,204	\$ 1,969	\$ 388,036	\$ 61,200	\$ -
<b>Total Administrative Cost</b>	<b>\$ 1,304,947</b>	<b>\$ 214,895</b>	<b>\$ 939,139</b>	<b>\$ 144,506</b>	<b>\$ 6,408</b>
Cost Per Service Hour	\$ 17.04		\$ 13.55	\$ 19.94	\$ -

**NAIPTA FY2016 Budget**  
**DRAFT JUNE 18, 2015**

	NAIPTA	City of Flagstaff		Coconino County
Program Hours	76,576	69,328	7,248	0
Program Percentage (Direct S & B)	100%	86%	13%	1%
Program Percentage (Rev Hrs)	100%	86%	14%	0%

Description		Fixed Route	Demand Response	Coco Mlft	
<b>Total Operating/Direct Costs</b>					
subTotal Salaries and Benefits	\$ 4,091,557	\$ 137,057	\$ 3,310,332	\$ 626,882	\$ 17,286
subTotal Operating Costs	\$ 2,100,662	\$ 75,296	\$ 1,737,637	\$ 199,423	\$ 88,306
<b>Total Operating Cost</b>	<b>\$ 6,192,219</b>	<b>\$ 212,353</b>	<b>\$ 5,047,969</b>	<b>\$ 826,304</b>	<b>\$ 105,592</b>
Cost Per Service Hour	\$ 80.86		\$ 72.81	\$ 114.00	\$ -

<b>Total Program Cost</b>	<b>\$ 7,497,166</b>	<b>\$ 427,248</b>	<b>\$ 5,987,108</b>	<b>\$ 970,810</b>	<b>\$ 112,000</b>
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**Direct Cost - Capital**

Marketing - Rte Expansion and Wayfinding	\$ -				
Bus Shelter Improvements	\$ -				
IT Maintenance/Equipment	\$ -				
Communication Equip (Vehicles/Field)	\$ -				
Vehicle Maintenance/Improvements	\$ -				
Facility Maintenance/Improvements	\$ -				
Planning	\$ 900,000		\$ 900,000		
<b>Subtotal Operating Capital</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>
Shelters	\$ 1,063,252		\$ 1,063,252		
IT Replacement Fund	\$ 26,800		\$ 26,800		
Vehicles - Passenger	\$ 1,266,996		\$ 1,266,996		
Vehicles - Other	\$ 881,500	\$ 811,500	\$ 70,000		
Vehicle Concession Equipment	\$ -				
Vehicle Digital Advertising Signs	\$ -				
Facility Rehab - Maintenance Fund	\$ 20,000		\$ 20,000		
Facility Construction in Progress	\$ 1,153,922	\$ 85,705	\$ 1,068,217		
Construction in Progress, Sidewalks	\$ 6,350,000		\$ 6,350,000		
Vehicle Rehab-Improvements Fund	\$ 25,000		\$ 25,000		
<b>Subtotal Fixed Assets</b>	<b>\$ 10,787,470</b>	<b>\$ 897,205</b>	<b>\$ 9,890,265</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Subtotal Capital</b>	<b>\$ 11,687,470</b>	<b>\$ 897,205</b>	<b>\$ 10,790,265</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Total Budget</b>	<b>\$19,184,636</b>	<b>\$1,324,453</b>	<b>\$16,777,373</b>	<b>\$970,810</b>	<b>\$112,000</b>
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**Northern Arizona Intergovernmental Public Transportation Authority**

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**NAIPTA MEMORANDUM**

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**TO:** ALL EMPLOYEES  
**FROM:** HEATHER DALMOLIN, COMPLIANCE AND AUDITING MANAGER  
**SUBJECT:** HEALTH PLAN COVERAGE COST  
**DATE:** JUNE 18, 2015

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Since NAIPTA left Coconino County in 2006 to become an independent agency, we have adopted and followed the cost sharing plan of Coconino County as related to employee Health Benefit Plans.

- In 2006, the cost paid by NAIPTA was 100% of employee coverage on the Base plan, which was approximately \$399.96. NAIPTA paid an additional 55% of the increased cost for the family Base plan, which was an additional \$340.16.
  - If an employee elected a Buy Up plan, the employee was responsible for the additional cost. Similarly, employees electing the Buy Up plan for families were responsible for any increased cost.
  - If employee elected the High Deductible plan with a Health Savings Account, NAIPTA would deposit a portion of the savings into the employee’s savings account.
- In FY2013, the Trust (the group we buy our insurance through) introduced the Wellness Program designed as an incentive to perform Wellness activities and save on premiums.
- In FY2014, NAIPTA introduced Tiers for plans, introducing a plan which allowed employees with only 1 family member to save on premiums.

Over the years, several premium increases were introduced as a result of rising cost of health care. NAIPTA strived to keep the family plan cost sharing whole by proportionally increasing NAIPTA’s share to be consist with prior year coverage. Since 2006, NAIPTA’s share of family coverage has risen by 40%.

With the adoption of the FY2016 Health Benefit Rates, NAIPTA’s share of the family coverage cost, no matter the plan, is as follows:

Employee plus 1	\$256.74 per month, an annual benefit of \$3,080.88
Employee plus family	\$483.49 per month, an annual benefit of \$5,801.88

It was NAIPTA’s goal with the adoption of 3 Tiers in FY2014 to identify the most equitable and affordable plan options for staff. As with many agencies, the growing cost of health care insurance plans continue to increase the overall cost associated with employees. NAIPTA wants to provide competitive pay as well as comprehensive benefits packages that attract and retain employees. We believe that setting a maximum contribution for family plans will have the benefit of controlling our cost and allowing us to continue exploring ways to effectively use available resources to remain competitive with pay.



*Setting you where you want to go*

**City of Flagstaff - Transit Tax Fund Balance**

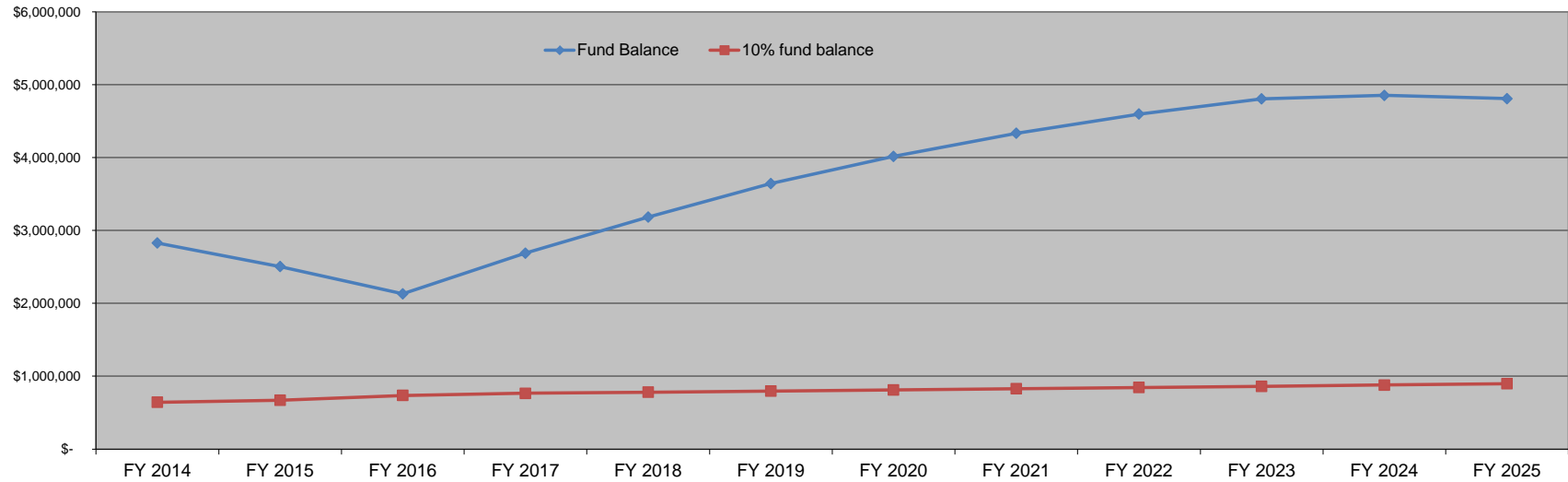
Projection based on City of Flagstaff Transit Tax as of December 31, 2015

**Assumptions:**

- City of Flagstaff Tax is renewed on or before 2020 for another 10 years at same rate
- Federal funding FY2015 thru FY2019 maintained at FY2014 appropriation (5307 and Small Transit Intensive Cities (STIC)
- Federal funding FY2020 and beyond maintained at FY2014 appropriation (5307) and reflect increase in Small Transit Intensive Cities (STIC) by 1 measure
- Federal funding for capital projects is projected to be 80% of vehicle replacement, in year of replacement
- Vehicles are replaced at 15 yrs, capital replacement fund reserves funds annually
- Pay Plan funded for thru FY2017
- Operating Cost: FY15 projected, FY16 proposed service increase, and future increase by 2% annually
- Operating at FY2016 Service Implementation thru 2030
- Starting in 2025 - Local Cost exceed annual projected tax revenues**

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Fund Balance	\$ 2,826,946	\$ 2,503,962	\$ 2,129,928.68	\$ 2,688,088.43	\$ 3,183,408.98	\$ 3,642,310.99	\$ 4,016,200.62	\$ 4,333,951.91	\$ 4,596,926.87	\$ 4,803,967.35	\$ 4,852,483.34	\$ 4,808,349.68
ops cost	\$ 6,427,852	\$ 6,694,336	\$ 7,363,038	\$ 7,654,365	\$ 7,804,896	\$ 7,960,994	\$ 8,120,214	\$ 8,282,618	\$ 8,448,271	\$ 8,617,236	\$ 8,789,581	\$ 8,965,372
10% fund balance	\$ 642,785	\$ 669,434	\$ 736,304	\$ 765,436	\$ 780,490	\$ 796,099	\$ 812,021	\$ 828,262	\$ 844,827	\$ 861,724	\$ 878,958	\$ 896,537

**City of Flagstaff Fund Balance  
Baseline Scenario**



**NAIPTA Performance Report  
Mountain Line - Mountain Link \*  
For FY2016 Budget Discussion**

	2014	2015	2015 ^^	2016	Peer Cities ***	
	Actual	Budget	3rd Qtr Actual	Budget	Avg	Best
System Speed (MPH)	12.43	12.56	13.35	13.53	13.27	13.91
Deadhead Mile Ratio	7.5%	7.0%	6.3%	3.0%	10%	3%
Deadhead Hour Ratio	2.9%	3.0%	2.9%	2.9%	6%	2%
Subsidy per Passenger	\$ 2.52	\$ 2.61	\$ 2.48	\$ 2.49	\$ 3.65	\$ 2.90
Cost Recovery (includes NAU)	24.4%	23.3%	23.8%	23.8%	16%	26%
Total Cost per Hour	\$ 91.24	\$ 93.10	\$ 86.14	\$ 86.36	\$ 90.79	\$ 72.80
Admin Cost Ratio	19.0%	17.9%	17.9%	15.7%		
Passengers per Hour	30.60	30.60	30.87	29.68		
OnTime Performance	87%	85%	92%	93%		

**NAIPTA Performance Report  
Mountain Lift  
For FY2016 Budget Discussion**

	2014	2015**	2015 ^^	2016 ^^
	Actual	Budget	3rd Quarter	Budget
System Speed	12.29	11.45	12.29	12.29
OnTime Performance	99.5%	99.5%	99%	99%
Passengers per Hour	2.48	3.27	2.34	2.36
Subsidy per Passenger	\$ 38.17	\$ 36.38	\$ 38.76	\$ 39.23
Cost Recovery	3.9%	3.3%	4.6%	3.5%
Total Cost per Hour	\$ 98.53	\$ 93.37	\$ 95.17	\$ 95.88
Admin Cost Ratio	20%	23%	23%	18%

\*\* FY2015 Budget adjusted Sping 2015 - Planning was moved out of programs and into general fund

^^ FY15 Actual based on 3rd quarter



**NAIPTA Performance Report  
City Taxi Voucher  
For FY2016 Budget Discussion**

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015* Projection	2016 Budget
Cost per Voucher	\$ 11.60	\$ 10.29	\$ 10.14	\$ 10.18	\$ 10.67	\$ 10.00
Total Vouchers	4,765	5,681	3,494	5,241	3,801	5,337

\* FY15 Actual based on 3rd quarter actuals

**NAIPTA Performance Report  
County Taxi Voucher  
For FY2016 Budget Discussion**

	2012 Actual	2013 Actual	2014 Actual	2015* Projection	2016 Budget
Cost per Voucher	\$ 29.49	\$ 34.11	\$ 30.42	\$ 27.39	\$ 20.00
Total Vouchers	832	805	1,194	1,617	2,848

\* FY15 Actual based on 3rd quarter actuals



**Northern Arizona Intergovernmental Public Transportation Authority**

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**DATE PREPARED:** May 26, 2015  
**MEETING DATE:** June 18, 2015  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Rhonda Cashman, Clerk of the Board  
**SUBJECT:** Board Election of Officers

**RECOMMENDATION:**

Staff recommends the Board of Directors elect officers for FY2016.

**BACKGROUND:**

**REGARDING THE BOARD OF DIRECTORS:**

In accordance with the Amended and Restated Master IGA Section 3, "NAIPTA shall be governed by a Board of Directors consisting of at least five (5) and not more than nine (9) members. Upon the approval and execution of this Restated Master IGA by all Parties, the Board shall be comprised of five (5) directors, consisting of one (1) member of the Coconino County Board of Supervisors or designee; two (2) members of the Flagstaff City Council or designees; one (1) member of the Northern Arizona University administration appointed by the Northern Arizona University President, and the President of Coconino County Community College District or designee." The Board currently has five (5) directors. The NAU term currently held by member Richard Payne will automatically renew: 7/1/2015-6/30/2020. Dr. Leah Bornstein will be leaving CCC approximately mid-July. We will be notified of the Interim President appointment when determined.

Terms for the Board of Directors are as follows:

Date Current Term Began	Term	Date Term Expires	Position	Agency	Name
7/1/2011	5 years	6/30/2016	Vice Chair	Coconino County	Art Babbett
				Coconino County	*Matt Ryan
7/1/2014	5 years	6/30/2019		City of Flagstaff	Scott Overton
				City of Flagstaff	*Karla Brewster
7/1/2013	5 years	6/30/2018		City of Flagstaff	Celia Barotz
				City of Flagstaff	*Karla Brewster
7/1/2010	5 years	6/30/2015	Chair	NAU	Richard Payne
				NAU	*Rich Bowen
7/1/2013	4 years	6/30/2017		CCC	Leah Bornstein
			Secretary	CCC	**Al White

\* Alternate  
\*\* Designee



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### Electing Officials:

According to NAIPTA's Rules of Procedure Section 5.3, "Officers shall be elected each year in June and take office effective July 1. An officer who has served in the same office for two consecutive terms shall be ineligible for nomination or election to that office for the term immediately following the completion of the said consecutive terms. The said officer shall, however, become eligible for nomination and election to the same office for later terms, subject always to the aforementioned limit of two consecutive terms." Director Richard Payne has served as Chair for one term in FY2015. Director Art Babbott has served as Vice Chair for one term in FY2015. Both Chair Payne and Vice Chair Babbott are eligible to be re-elected to their positions in FY2016, if they agree to serve for another term. Director White has served as Secretary since January 2015 when Karla Brewster became the appointed alternate for City of Flagstaff member, Scott Overton. Secretary White is eligible for re-election to this position in FY2016. Please proceed with nominations for FY2016 officers for the NAIPTA Board of Directors.

### FISCAL IMPACT:

Board appointments and election of officers have no fiscal impact.

### SUBMITTED BY:

### APPROVED BY:

\_\_\_\_\_  
Rhonda Cashman  
Clerk of the Board

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

### ATTACHMENTS:

None.



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**DATE PREPARED:** June 9, 2015  
**MEETING DATE:** June 18, 2015  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Rhonda Cashman, Clerk of the Board  
**SUBJECT:** Meeting Calendar Review

**RECOMMENDATION:**

**Staff recommends the Board of Directors** review and provide direction regarding the FY2016 Meeting Calendar.

**BACKGROUND:**

Pursuant to Board practice, staff offers a calendar review each year in January and June. This allows all Board, TAC and staff members to plan ahead and have the meetings marked on their calendars. To assist in planning for the next 12 months, staff requests the BOD review the proposed dates in the attached FY2016 meeting calendar. These dates and times are open to discussion and modification.

On Wednesday, January 15, 2014, Board members agreed to move the regular Board meetings to the third Thursday of each month at 10am, beginning on Thursday, February 20, 2014. A member of the Board has requested we revisit the meeting date and time.

Mondays and Fridays are typically not good for regular meetings due to potential extended weekends and holidays. Tuesdays typically do not work due to previously scheduled Supervisor and Council meetings. NAIPTA is not able to move the Board meetings from the third week of the month due to turn around time needed between TAC and Board meetings.

**TAC RECOMMENDATION:**

TAC members were supportive of keeping the TAC meeting dates as they stand on the meeting calendar.



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**ALTERNATIVES:**

- 1) Move the meeting back to the third Wednesday of each month at 10am.
- 2) Move the meeting to the third Wednesday of each month in the afternoon, time TBD, but not later than a 3pm start time.
- 3) Keep the meeting on the third Thursday of each month and change the start time to 3pm.

**FISCAL IMPACT:**

The Board and TAC meeting schedule has no fiscal impact.

**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Rhonda Cashman  
Clerk of the Board

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

**ATTACHMENTS:**

1. FY2016 Meeting Calendar -page 31



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# NAIPTA FY2016 REGULAR MEETINGS

**Transit Advisory Committee (TAC) - First Thursday of each Month**  
**Board of Directors (BOD) – Third Thursday of each Month**

Date	Meeting	Location	Time
7/2/2015	TAC	WEB EX NAIPTA Based	10am
7/16/2015	BOD	WEB EX NAIPTA Based	10am
8/2015	Recess	-----	-----
9/3/2015	TAC	WEB EX NAIPTA Based	10am
9/17/2015	BOD	WEB EX NAIPTA Based	10am
10/1/2015	TAC	WEB EX NAIPTA Based	10am
10/15/2015	BOD	WEB EX NAIPTA Based	10am
11/5/2015	TAC	WEB EX NAIPTA Based	10am
11/19/2015	BOD	WEB EX NAIPTA Based	10am
12/3/2015	BOD/TAC Advance	Flagstaff	8am-5pm (TBD)
1/7/2016	TAC	WEB EX NAIPTA Based	10am
1/21/2016	BOD	WEB EX NAIPTA Based	10am
2/4/2016	TAC	WEB EX NAIPTA Based	10am
2/18/2016	BOD	WEB EX NAIPTA Based	10am
3/3/2016	TAC	WEB EX NAIPTA Based	10am
3/17/2016	BOD	WEB EX NAIPTA Based	10am
4/7/2016	TAC	WEB EX NAIPTA Based	10am
4/21/2016	BOD	WEB EX NAIPTA Based	10am
5/5/2016	TAC	WEB EX NAIPTA Based	10am
5/19/2016	TAC/BOD Joint Meeting	Flagstaff	10am-2pm (TBD)
6/2/2016	TAC	WEB EX NAIPTA Based	10am
6/16/2016	BOD	WEB EX NAIPTA Based	10am

Subject to change up until 24 hours before meeting

Approved 2/19/2015



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**DATE PREPARED:** June 10, 2015  
**DATE:** June 18, 2015  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Heather Dalmolin, Administrative Director  
**SUBJECT:** Adopt updated Title VI Civil Rights Program

### RECOMMENDATION:

Staff recommends the Board of Directors adopt the updated Title VI Civil Rights Program Section 1: Title VI Notice to the Public to correct Exhibit 1 Notices and Locations.

### RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Treat everyone with respect
- ❖ Put the customer first
- ❖ Be trustworthy and dependable
- ❖ Strive for continuous improvement in all we do

5 Year Horizon:

- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

### BACKGROUND:

Early this fiscal year (FY2015), NAIPTA submitted and received approval of our Title VI Civil Rights Program as required for compliance for Federal Transit Administration (FTA) Master Certifications and Assurances. Since adoption of the program, staff has determined that we need to update Section 1 and Exhibit 1 as the Title VI notice has been removed from the Shelter Maps and is therefore not posted on passenger shelters as noted in program as adopted in February 2015.

Policy Statement and Notice to the Public: The policy statement is published in a notice to the public on our buses and in our offices. Our Policy Statement states that we will provide equal access to services without regard to race, color or national origin. NAIPTA's statement includes age, sex, ability, and sexual orientation as required by other federal, state, and local Civil Rights regulations. NAIPTA provides these notices in both English and Spanish.

The attached exhibit has been updated to reflect locations with actual notices to the public. NAIPTA will continue to post notice in the Rider Guides made available to riders on the bus, post notice in the buses, post notices in our office and at the connection centers, and to post notice on our website.

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### TAC RECOMMENDATION:

The Transit Advisory Committee indicated approval of recommendation. There was no discussion.

### ALTERNATIVES:

- 1) Approve updated Title VI Civil Rights Program (**recommended**): This program is required by the Federal Transit Administration and NAIPTA is required to comply with statements contained, including public notice locations. Updating the program to update locations ensures that we comply with our own program.
- 2) Do not approve the update program (**not recommended**): If this program is not approved, NAIPTA will not be compliant with policies.

### FISCAL IMPACT:

The various components of the Title VI Civil Rights Program do not have significant financial impacts.

### SUBMITTED BY:

### APPROVED BY:

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

### ATTACHMENTS:

1. Section 1 Notice to the Public, Exhibit 1 Notices and Locations -pages 34-36



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# Title VI Notices and Locations

NAIPTA Title VI Program, 2015-2018

April 1, 2015

## TITLE VI – KNOW YOUR RIGHTS

Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) operates its programs and services without regard to age, sex, ability, race, color, national origin, and sexual orientation in accordance with Title VI and other civil rights statutes. To request additional information on NAIPTA's Title VI and other anti-discrimination obligations or if information is needed in languages other than English, please contact NAIPTA Customer Service Center at:

phone (928) 679-8900

TTY (800) 367-8939

fax (928) 779-6868

email [transportation@naipta.az.gov](mailto:transportation@naipta.az.gov)

Any person who believes that he or she has been subjected to discrimination under Title VI or other civil rights statutes may file a complaint with NAIPTA.

Complaints must be filed within 180 days of the alleged discriminatory act. Please call NAIPTA Compliance and Auditing Manager or submit your complaint in writing to the Civil Rights Division using the contact information below:

[http://www.naipta.az.gov/customer\\_rights.html](http://www.naipta.az.gov/customer_rights.html)

NAIPTA Civil Rights Division  
Attn: Compliance and Auditing Manager  
3773 N Kaspar Dr  
Flagstaff, AZ 86004

Ph: (928)679-8908  
Email: [hdalmolin@naipta.az.gov](mailto:hdalmolin@naipta.az.gov)

Complaints may also be filed directly with the Federal Transit Administration at [www.fta.dot.gov](http://www.fta.dot.gov); the Arizona Department of Transportation Civil Rights Office at <http://azdot.gov/business/civil-rights/contact-us-new>; or Equal Employment Opportunity Commission at [www.eeoc.gov](http://www.eeoc.gov). Please review information on the respective agency websites for details on filing Title VI complaints.

If information is needed in another language, please contact NAIPTA's Customer Service Center at (928) 679-8900.

Si necesita informacion en Espanol, por favor comuniquese con el Departamento de Servicio al Cliente de NAIPTA al (928) 679-8900.



Title VI Notice

List of Locations Where Posted

Transit Centers/Administrative Offices:

1. Mall Connection Center, Mall Way
2. Downtown Connection Center, Phoenix Ave
3. NAIPTA Main Office, Kaspar Drive



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**DATE PREPARED:** June 10, 2015

**MEETING DATE:** June 18, 2015

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Approve NAIPTA Repair and Service Agreement

### RECOMMENDATION:

**Staff recommends the Board of Directors** approve a Repair and Service Agreement that NAIPTA can use with other government entities and non-profit agencies to provide repair and maintenance service of the vehicle Braun Lift (wheelchair lift).

### RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Show initiative, imagination and creativity
- ❖ Collaborate to enhance service delivery
- ❖ Strive for continuous improvement in all we do

5 Year Horizon:

- ❖ Apply imagination, creativity and innovation to improve the service we deliver.
- ❖ Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

### BACKGROUND:

Through the Coordinated Mobility efforts of the Arizona Department of Transportation and the Federal Transit Administration, NAIPTA has been part of discussions with other transportation providers in and around Flagstaff about transportation programs and services. One item of discussion was resources for performing vehicle maintenance and repair as well as vehicle wheelchair lift maintenance and repair. Public, private and non-profit providers shared concerns about high cost to have services performed with only option of transporting vehicles to the Phoenix area. The trip to Phoenix increases the down time while increasing the cost. As NAIPTA has trained and qualified staff, many providers are asking if we can provide these services.

The conversation started more than a year ago with staff pursuing Garage Keepers Insurance that would be necessary to protect our agency from any claims that may be a result of services performed. We discovered that binding the insurance was a challenge as providing garage services is not a natural fit to

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our organization and insurance companies felt that it was a risky venture. One provider did respond that they would be willing to provide the necessary insurance at a cost of \$40,000 a year. The cost was prohibitive to the venture and NAIPTA stopped pursuing the ability to act as a maintenance shop for other agencies. There is continued request to fill the need for vehicle wheelchair lift maintenance and repair.

Staff reached out to NAIPTA's legal team and to our insurance broker to identify if other options were available. The determination was that if an agreement can be developed that contains indemnification statements to hold NAIPTA harmless and additionally names NAIPTA as additional insured, NAIPTA could isolate services offered to meet the need for vehicle wheelchair lift maintenance. The agreement was drafted (as attached) by our attorney and has now been reviewed by our broker to determine that the agreement provides reasonable protection and is usable if NAIPTA accepts the following risks:

- NAIPTA could be named as liable if accident occurs with a lift that was repaired or maintained by NAIPTA staff;
- NAIPTA could be sued as the maintenance provider if accident occurs with a lift that was repaired or maintained by NAIPTA staff;
- The other agency participating in agreement may not have excess insurance with same limits/coverage as NAIPTA;
- NAIPTA's insurance provider could refuse to defend NAIPTA if any of the above does occur; and
- NAIPTA's insurance provider could cancel insurance coverage if any of the above does occur.

The protection offered in the agreement minimizes these potential risks but does not completely eliminate them. All involved have agreed that the exposure and risk are minimal as compared to the risks we assume with operation of our vehicles in service. Our mechanics are trained and certified to provide the requested service by the manufacturer.

Offering this service is good for our community and good for our customers. Taking this step is a small part of the bigger need to create additional resources and options for programs providing transportation and supports the regional coordinated mobility options. Staff are committed to continuing effort to find another solution to this problem, so that NAIPTA staff and resources can help maximize mobility options in our community,

By approving this agreement, the Board of Directors is authorizing NAIPTA General Manager to enter into Repair and Service Agreement for Wheelchair Lifts with other non-profit and government programs.

### **TAC RECOMMENDATION:**

The Transit Advisory Committee supported the recommendation. Staff was asked to clarify that services can be made without impact to staff's ability to maintain NAIPTA's fleet as required for services. Staff confirmed that agencies will need to schedule service and that NAIPTA retains right to reschedule to prioritize service needs of our fleet and ensure uninterrupted services. Staff also confirmed that agencies will pay a fee for services with that revenue used to offset maintenance operations for our programs.



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## FISCAL IMPACT:

There is no readily identifiable fiscal impact in approving this agreement. There could be unintentional financial impact in case of an accident involving lifts serviced or repaired by NAIPTA.

## **SUBMITTED BY:**

## **APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

## **ATTACHMENTS:**

- 1. Repair and Service Agreement -pages 40-42



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## **REPAIR SERVICES AGREEMENT**

This Repair Services Agreement (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_ 2015, by and between the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”), and \_\_\_\_\_ (“Customer”).

### **Recitals**

A. NAIPTA is a regional transportation organization whose region includes Coconino County, the City of Flagstaff, and Northern Arizona University. NAIPTA was formed to coordinate the planning of public transportation services of the region's growing population.

B. NAIPTA provides transportation services to those in the community with disabilities. NAIPTA’s fleet of buses and vans are designed to accommodate such needs, and in many cases include the use of chairlifts manufactured by BraunAbility (“Braun”).

C. In conducting its business, NAIPTA employs mechanics whose duties include maintaining NAIPTA’s fleet of vans and buses. NAIPTA, as a cost savings measure in performing its services for the public, has engaged some of its mechanics to become certified repairmen of Braun chairlifts.

D. Customer wishes to utilize the services of NAIPTA’s certified Braun mechanics to provide repairs to Customer’s chairlifts. NAIPTA is willing to provide the services of its mechanics to Customer and others in the northern Arizona community who may have limited access to such repair services in the community.

### **Agreements**

NOW, THEREFORE, in consideration of the mutual agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

#### **1. Chairlift Repair Service Rates**

NAIPTA shall provide chairlift repair services to Customer at the rate of \$90 per hour for mechanic’s labor. Customer will be responsible for the cost of all parts.

#### **2. Limited Warranty.**

NAIPTA provides a limited warranty on all work performed. For chairlifts that are covered under manufacturer warranty by Braun, NAIPTA will repair the lifts on the terms covered by such warranty. For the repair of chairlifts not under manufacturer warranty, NAIPTA will warranty its work against failure for 30 days subject to the limitations below.



**3. Limitations, Exclusions and Disclaimer of Implied Warranties.**

NAIPTA shall not be liable for any incidental or consequential damages that may result from breach of this its warranty or any implied warranty. This exclusion of consequential and incidental damages shall be independent of any failure of the essential purpose of any warranty, and this exclusion shall survive any determination that this limited warranty or any implied warranty has failed of its essential purpose. This warranty does not cover, and in no event shall NAIPTA be liable for towing charges, travel, lodging, replacement cost or any other expense incurred due to the loss of use of the vehicle.

Besides the warranty stated above, NAIPTA disclaims any express or implied warranty, including any implied warranty of fitness or merchantability. NAIPTA makes no warranty of any nature beyond that contained in this limited warranty. NAIPTA shall have no liability arising out of part failure because of negligence, alteration, accident, or use for by Customer outside of the uses for which the equipment was designed.

**4. Insurance and Risk of Loss.**

During the time that Customer's vehicles are at NAIPTA's premises, Customer accepts all risk of theft and agrees that NAIPTA shall have no liability for any theft of Customer's property. Customer represents (1)that it has insurance sufficient to cover any loss of its property while on NAIPTA's premises; and (2) that it will purchase and maintain liability insurance in a form acceptable to NAIPTA but in no event shall provide coverage of less than \$1,000,000 for each defined Occurrence. Customer agrees to list NAIPTA as an additional named insured on its policies of insurance required above.

**5. Indemnity.**

Customer hereby agrees to defend, indemnify and hold harmless NAIPTA, its employees, and agents from and against any claim asserted by any third party against NAIPTA arising out of or in any way connected to NAIPTA's repair of Customer's vehicles.

**6. Severability.**

If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any present or future law: (i) such provision will be fully severable; (ii) this Agreement will be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part of this agreement; (iii) the remaining provisions of this Agreement will remain in full force and effect and will not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Agreement; and (iv) in lieu of such illegal, invalid, or unenforceable provision, there will be added automatically as part of this Agreement a legal, valid, and enforceable provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and this Agreement shall be deemed reformed accordingly.

**7. Construction.**

The terms and provisions of this Agreement represent the results of negotiations between the parties, each of which has been or has had the opportunity to be represented by counsel of its own choosing, and neither of which has acted under any duress or compulsion, whether legal, economic, or otherwise. Consequently, the terms and provisions of this Agreement shall be interpreted and construed in accordance with their usual and customary meanings, and the Parties each hereby waive the application of any rule of law which would otherwise be applicable in connection with the interpretation and construction of this Agreement that ambiguous or conflicting terms or provisions contained in this Agreement shall be interpreted or construed against the Party whose attorney prepared and executed the Agreement or any earlier draft of the same.

**8. Arbitration.**

Any dispute concerning this Agreement, or the interpretation or application thereof, shall be resolved solely by arbitration in Coconino County, Arizona, according to the rules of the American Arbitration Association. The arbitration as aforesaid shall be the sole and only tribunal having jurisdiction to adjudicate disputes hereunder and the parties irrevocably consent to jurisdiction and venue in Coconino County as aforesaid. The prevailing party, as determined by the arbitrator, shall be entitled to receive from the losing party the prevailing party's reasonable attorneys' fees and costs of arbitration. The arbitrator shall have the power to grant all relief available in the Superior Court of Coconino County, Arizona, or in the United States District Court for the District of Arizona, including (without limitation) the power to order specific order specific performance and to issue temporary restraining orders and injunctions; provided, however, that no punitive, exemplary, treble, double, or other penalty damages shall be awarded to any party in any event.

NAIPTA \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Dickinson Wright PLLC  
NAIPTA General Counsel

PHOENIX 53963-1 202705v3



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**DATE PREPARED:** June 10, 2015

**MEETING DATE:** June 18, 2015

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** NAIPTA Disadvantaged Business Enterprise Program and Goals

### RECOMMENDATION:

Staff recommends the Board of Directors approve a Disadvantaged Business Enterprise Program and Goals with an overall goal of X% and a race neutral goal of X%.

### RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Be trustworthy and dependable

### BACKGROUND:

On August 1, 2008, the TAC and Board approved NAIPTA's DBE program, and the Board of Director's approved implementation of the NAIPTA DBE program and policies on August 20, 2008. This policy was also accepted and approved by the FTA. Since first adopted, the program was discontinued as we were required, as sub-recipient of ADOT funds, to adopt ADOT's program. By adopting this Agreement, NAIPTA was relieved of the responsibility of conducting public hearings annually to determine DBE goals, agreeing to adopt the goals set forth by State formulas, and in accordance with Federal and State Civil Rights policies. In July 2012, ADOT updated the program and adopted new goals that were passed thru to NAIPTA for adoption. The goal was set for 3 years at 3.82% overall with 3.82% race neutral.

As NAIPTA no longer receives operating assistance for 5311 programs, we are again required to adopt a policy and set our own goals. In September 2014, the Board adopted a program with ADOT's goals. In April 2015, the Federal Transit Administration provided conditional approval of the program and requested additional information. NAIPTA needs to provide goal setting methodology and breakdown estimates for achieving the goal. As we adopted ADOT's goals, we requested this additional information from them only to learn they don't have it.

As a result, NAIPTA staff has been advised that we have two options: 1) wait for ADOT process to set new goals to conclude this fall and then adopt a modified goal based on our contracting opportunities or 2) develop our own goals. Staff, based on the advice of FTA, has determined that waiting for ADOT process to conclude jeopardizes our federal funding for the next several months and that we should set our own goals.

Staff is currently working on developing the DBE goal along with the required goal setting methodology and breakdown estimates. This part of the DBE program requires us to consider total available vendors

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for our area, using sources like US Census Bureau, and evaluate available Disadvantaged Business Enterprise certified vendors as well as vendors that might be eligible but not certified. After establishing percentage of DBE's available for contracts, we must consider need to adjust or modify that figure to increase the accuracy of any set goal. The factors that are then evaluated include past performance of DBE, any disparity study completed for the area, etc.

Once the goal is identified, NAIPTA can submit the updated DBE plan to FTA and hold the public process to hear any comments before the program is considered final. The public process period is 30 days and staff is proposing the Board of Directors 1) approve the program with the new goals, allowing submission to FTA by June 20, 2015 as required, 2) open the public process to allow public review and comment, and 3) hold public hearing in July to review any comments and direct modification of DBE Program if warranted based on the comments of the public.

### TAC DISCUSSION:

As of the TAC Meeting on June 4, 2015, staff was still in process of identifying updated goal, documenting methodology, and creating breakdown estimates. The TAC will receive copy of updated DBE Program with goals prior to Board meeting on June 18, 2015.

The Transit Advisory Committee supported efforts of staff without discussion.

### ALTERNATIVES:

- 1) Approve the DBE Program and goal (**recommended**): This action will keep us in compliance with FTA regulations and ensure federal funds continue to be available for NAIPTA programs.
- 2) Do not approve (**not recommended**): If the program is not approved, the process would be delayed and federal funding could be suspended until the DBE Program is adopted.

### FISCAL IMPACT:

Adopting the DBE Program and Goals is not expected to have financial impact for procurements and expenditures. Adequate staffing structure is in place to complete reporting as required.

### SUBMITTED BY:

### APPROVED BY:

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

### ATTACHMENTS:

- |    |                                       |                       |
|----|---------------------------------------|-----------------------|
| 1. | DBE Goal and Goal Setting Methodology | -available at meeting |
| 2. | DBE Breakdown Estimates               | -available at meeting |
| 3. | NAIPTA DBE Program                    | -available at meeting |

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**DATE PREPARED:** June 9, 2015

**MEETING DATE:** June 18, 2015

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

**FROM:** Erika Mazza, Interim General Manager

**SUBJECT:** Transit Tax Direction from May 21, 2015 Joint Meeting

## RECOMMENDATION:

Staff recommends the Board of Directors provide NAIPTA with direction on a Work Plan for the Transit Tax Initiative.

## RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Be fiscally responsible and responsive to changing demographics

Workplan Objectives:

- ❖ Analyze timing options for returning to voters with a transit tax renewal and prepare a recommendation for Flagstaff City Council by September 2015 that includes a minimum of a flat tax renewal scenario.
- ❖ Participate actively in Proposition 406 efforts by serving on the City of Flagstaff's planning and implementation team.
- ❖ Continue to explore the benefits to all partners of closer collaboration between NAIPTA and FMPO and request a Board decision by June 30, 2015.
- ❖ Complete a financial analysis and 10 year projections of three service expansion scenarios by March 2015. All scenarios should recognize Prop. 406 impacts and provide cautious expansion plans that increase service and efficiency without risking the integrity and success of the existing system.

## BACKGROUND:

On May 21, 2015 the NAIPTA Board of Directors (BOD) and the Transit Advisory Committee (TAC) conducted a Joint Meeting to discuss renewing NAIPTA's existing Transit Tax, which will sunset in 2020. The current 2008 Transit Tax was a combination of a renewal from the Mountain Line Service Tax originally approved by voters in 2000 and four additional ballot measures, as listed below. NAIPTA's Transit Tax is a portion of the overall City's Transportation Tax, which will also sunset in 2020. The 2008 Transit Tax ballot measures include the following:

- Proposition 401: Maintain Mountain Line Service
- Proposition 402: Hybrid Electric Buses
- Proposition 403: Mountain Link
- Proposition 404: Expand Service
- Proposition 405: Greater Frequency



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Based on prior discussions, the NAIPTA Board of Directors initiated a workplan goal within the January 2015 to June 2016 Strategic Work Plan that requires staff to prepare a recommendation to Flagstaff City Council by September 2015. The May 21<sup>st</sup> Joint BOD and TAC meeting focused on the Transit Tax renewal programming to determine the following:

- When do we want to go to the voters?
- What is the rate that we are seeking?
- What is the duration of the tax?

During the May 21<sup>st</sup> Joint Meeting, review of the 5-Year Plan along with a discussion of financial projections and detailed financials for the upcoming fiscal year set the context for the Transit Tax discussion. The goals established within the 5-Year Plan identify three transit scenarios (Short, Mid, and Long-Range), where each scenario builds on the growth and success of the preceding route configuration. Each route and revenue plan responds to the community's desire for greater transit options, frequency, and efficiency. NAIPTA has already launched several successful initiatives within the 5-year Plan.

- Expansion of Service – Route 14 (along with Route 4 – provides direct NAU to CCC service), Route 10A and coming August 2, 2015, new service areas to two charter schools. Van Pools were launched in February 2015 to provide commuting transportation services to those outside of Flagstaff city limits.
- Greater Frequency – Increased frequency was put forth on Routes 4 and 10, and coming August 2, 2015, Route 2 will have 20-minute frequency during peak hours and 30-minute service on weekends and off-peak times; Route 5 and Route 10 will receive supplemental service during morning and afternoon peak times.
- Capital Planning - Planning is underway for the Bus Rapid Transit (Spine Route) design as this was highlighted in the 5-year Plan as a central component for the Mid and Long-Range plans. Design work is needed to maximizing the opportunities for NAIPTA's growth with new Downtown, Eastside, and 4<sup>th</sup> Street Connection Centers. New stop and connectivity infrastructure is needed as NAIPTA pursues additional routes. In order to successfully implement this growth, new software and remodeling of NAIPTA's administrative offices are under consideration.

As part of ongoing evaluation practices, NAIPTA conducts Rider Satisfaction surveys every two years. This year, being an off year, staff conducted a "Never Rider" survey. This survey was an opportunity for staff and the BOD to understand the main causes why people do not ride Mountain Line and their perception of our system. Overwhelmingly, Flagstaff residents indicated that Mountain Line is a needed service and affordable transportation option. If greater barriers existed with their Personal Occupancy Vehicle (POV) like operational and parking costs; transit would be a more viable option. In addition, "Never Riders" said they would also consider riding transit if the route or bus stop was closer, the hours were longer, and the bus was more frequent. One transportation issue that continues to rise to the top of community concerns is the issue of congestion, as it was a central point in the Proposition 406 discussion. Through the measures in NAIPTA's 5-year Plan, we are committed to working with the City and the FMPO on developing solutions to increase the use of Mountain Line by riders of choice.

Staff requested those in attendance at the Joint Meeting, after reviewing the information described above, to discuss and provide direction on the following questions. When to go to the voters?

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Based on City Charter regulations, NAIPTA cannot call an independent special election. NAIPTA must be on a ballot as part of a City special or general election. Several dates were put forth in consideration, as it was determined there is support for an earlier renewal rather than waiting until 2018 or 2019. The City is currently looking at 2018/19 for their Transportation Tax renewal.

- Option #1 - November 2015: It was determined there was not enough time to have Council call this election and therefore, this option was removed from consideration.
- Option #2 - May 2016: It is not yet determined if there will be a general election in May 2016; therefore, BOD and TAC did not request exploring this date further.
- Option #3 - November 2016: This election is a known general election. Historically, a Presidential election produces a positive climate for a transit tax ballot measure (new or renewal). Based on this information, *staff believes there was general consensus among the Board to go in November 2016 with NAIPTA's transit tax renewal.*

### What is the rate we are seeking?

The Board indicated that with the decision to not expedite the transit tax to a November 2015 election, *there is time to consider an expanded sales tax beyond the 1/29 cent sales tax.* The current tax generates just shy of \$5M a year. The two scenarios (Mid and Long-Range) that were outlined in the Flagstaff Regional 5-Year and Long Range Transportation Plan require additional sales tax to support the growth and expansion of Mountain Line/Lift. These scenarios do not include the prospect of transit service to the proposed neighborhoods south of Interstate 40. This growth should be considered in the tax rate conversation. With the likelihood there are 16 months before the election; staff proposes that we use a proven tool with a Citizen's Review Commission to explore increasing the transit tax. If this is the preferred route, surveys and the review commission will aid NAIPTA's BOD in determining what the community's tolerance is for an increased sales tax rate.

### What is the duration of the tax?

At the Joint Meeting, there was minimal discussion around this topic. This question may be best answered by a Citizen's Review Commission or it is possible to have this item be a separate question on the ballot. There are a few options that can be discussed: 10-year tax, 20-year tax, or a permanent sales tax.

### TAC DISCUSSION:

Ms. Dalmolin presented on behalf of Ms. Mazza. The timing options were reviewed as to when to go to the voters. Option #3 was determined to be most suitable in November 2016. There was some discussion of the tax rate at the joint meeting, but no final decision was reached. It was determined further research is necessary to make a decision. Not much time was spent on defining the duration of the tax at the joint meeting, but there are several options to be considered. Chair Stam felt this recap of the joint meeting decisions was accurate. There was no further discussion.



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## ALTERNATIVES:

- 1) Approve staff to finalize a Transit Tax Work Plan and timeline based on the recommendations above **(Recommended)**: This will provide clear direction to staff and allow NAIPTA to continue moving forward on the Transit Tax initiative.
- 2) Approve an alternative direction for staff to pursue in order to implement a Transit Tax Work Plan.
- 3) Do not approve pursuing a Transit Tax Work Plan **(not Recommended)**: By not providing guidelines and directing staff to complete a work plan, NAIPTA will need to further explore with the BOD an alternative course of action and potentially miss meeting deadlines and research opportunities for a future tax initiative.

## FISCAL IMPACT:

Initiating a Transit Tax Work Plan and educational outreach requires staff and resources. Considerable staff time will be required to oversee the Citizen’s Review Commission. There are financial considerations, beyond staff time, including surveys, education and outreach materials. FY2016 contains \$50,000 for a public education campaign related to the Transit Tax initiative and NAIPTA is prepared to request additional transit tax funding (as needed) in order to fund the campaign and our share of the election cost in FY2017.

## APPROVED BY:

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

## ATTACHMENTS:

None.



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**DATE PREPARED:** June 9, 2015

**MEETING DATE:** June 18, 2015

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

**FROM:** James Wagner, Operations Director

**SUBJECT:** Disposal of Two Surplus Paratransit Vehicles

### RECOMMENDATION:

Staff recommends the Board of Directors approve the donation of two end of service life vehicles to Flagstaff Shelter Services, Inc.

### RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Be environmental stewards
- ❖ Be fiscally responsible and responsive to changing demographics

Goals:

- ❖ Plan with attention to “green” opportunities and long-term sustainability
- ❖ Apply imagination, creativity and innovation to improve the service we deliver
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.

### BACKGROUND:

Currently NAIPTA is in possession of two paratransit vans that have exceeded the Federal service life commitments of 4 years or 100,000 miles. Both vehicles reached end of service life several years ago and were removed from revenue service. They have been used as staff transportation vehicles and with the replacement of additional vehicles, it is now time to dispose of these vehicles as quantity of vehicles has exceeded need. Both vehicles are in good running condition.

The vans available for disposal are:

Year	Make	Mileage	Taken out of Revenue Service
2002	Ford	175,700	January 2011
2004	Ford	171,100	January 2013

These vehicles were purchased by Coconino County Transportation Services through Section 5307 funding with local match provided by the City of Flagstaff. Each unit cost in excess of \$49,000 and is estimated to be valued at around \$1,500 at public auction. Vehicle value has been estimated based on similar age and mileage vehicles that were auctioned in February 2013. As the vehicles have reached the end of their service life and the value is estimated to be \$5,000 or less, the federal investment has been satisfied and no

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funds from a sale are due as repayment of the federal funding. As with any federally funded asset that is at end of service life and has value of less than \$5,000, disposal of the asset is NAIPTA's discretion.

NAIPTA's Financial Management Policies allow for 4 methods of disposal:

- Public auction,
- Junk yard,
- Donation to non-profit, or
- Placed in trash/recycling.

NAIPTA's Purchasing Policy (Materials Management) also supports donation with unanimous approval of the Board of Directors to:

- Other government entities
- Charitable, Social, or Benevolent Non-profit groups

Opportunities exist to assist Flagstaff Shelter Services, Inc. (FSS) through the donation of these two surplus vehicles and FSS meets the above referenced criteria of a Non-profit group. Their Executive Director has visually inspected the vehicles and she is excited about the prospect of obtaining the vans as a means to further assist their clients' transportation needs. FSS staff is in communication with their Board of Directors and anticipates receiving approval from their board at the end of this month.

The donation will help mobility projects outlined in the Northern Arizona Mobility and Coordination Mountain Mobility Business Plan 2015-2019 and create an opportunity for transportation services (although limited) to the Huntington/ Industrial corridor. Donating these vehicles will enable FSS to expand services to their patrons through better access to Mountain Line routes.

### TAC DISCUSSION:

TAC was very supportive of the direction to donate surplus rolling stock to FSS, an eligible non-profit.

### ALTERNATIVES:

- 1) Approve donation request (**recommended**): Approving the surplus vehicle donation will enable Flagstaff Shelter Services greater mobility options and assist in achieving overall mobility goals as referenced in the Mountain Mobility Plan.
- 2) Do not approve the donation as identified above (**not recommended**): Not approving this donation lessens FSS's ability to improve mobility options for their patrons.

### FISCAL IMPACT:

Normally these surplus vehicle will capture about \$1500 each on the auction block, with proceeds redirected back to the appropriate program. However profit from the sale or donation of these units is unbudgeted and donation does not pose an impact to the budget.



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**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
James Wagner  
Operations Director

\_\_\_\_\_  
Erika Maza  
Interim General Manager

**ATTACHMENTS:**

None.



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**DATE PREPARED:** June 10, 2015

**MEETING DATE:** June 18, 2015

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Approve Revised Compensation and Classification Manual

**RECOMMENDATION:**

Staff recommends the Board of Directors approve the revised Compensation and Classification Manual as an outcome of the Market Wage and Compensation plan review.

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

Guiding Principles:

- ❖ Strive for continuous improvement in all we do

Goals:

- ❖ Apply imagination, creativity and innovation to improve the service we deliver
- ❖ NAIPTA will be known for living the guiding principles

**BACKGROUND:**

NAIPTA personnel policy, including the Compensation and Classification Manual, was updated and adopted by the Board of Directors in September 2014. The manual reflected existing Step Tables based on market median being achieved by year 3 or 5 of employment depending on position. The Step Table had 10 steps and all employees in a position 10 years or more would be maxed out and ineligible for increases. The Step Plan offered an average increase of 3%-4% each year depending on the position, as some positions moved quickly from minimum to median within 3 years while others were more gradual with market median achieved at 5 years. The Step Plan did not offer differences in increases based on performance, meaning the increase rate was same for all employees without factoring performance into amount of increase..

In February 2015, NAIPTA engaged Ulibarri Mason Global HR (UMGHR) to perform a market study of our wages as our turnover was increasing with overwhelming amount of leaving employees quoting wage as a reason. As part of the wage study, we asked UMGHR to review our compensation and classification plan to compare to other options as part of our efforts to address wage concerns. UMGHR has recommended that NAIPTA depart from the Step Scale to make use of Job Grades and Pay Ranges.

**Job Grades:**

NAIPTA has been using a classification system that identified complexity of job as well as experience required to be proficient as measurement tools to align positions from low to high. The complexity levels allowed us to differentiate in pay but lacked ability to create job families.

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The proposed Grade System assigns jobs, based on duties, qualifications, and complexity, to families and creates easily identifiable pay groups. The grades address concerns about comparative jobs while resolving rising concerns about discrepancy in pay that existed when complexities were created without a job family. Job Grades are commonly used and making this change will aid in future comparisons as well.

### Pay Ranges:

NAIPTA has used a 10 step scale since 2008. Each scale was based on market median at either step 3 or 5 with minimums established at 20% below median and maximums established at 20% above median. The Step Scale created a predictable annual increase for employees and managers but presented challenges for recognizing employees that were high performing and limited retention of employees that have been in their positions for more than 8-10 years depending on starting wage. It was rare to hire employees at less than Step 2 and the opposite impact is that the employee would be topped out in 7 years.

The proposed Range System does not offer the same predictability of the Step Scale but has many other benefits:

- The range increases from +/- 20% of market median to +70%/-30% of market median.
- The range system allows for increases to be varied based on performance with increases to employees meeting standards and higher increases to high performing employees. The range also allows for cost of living only, if necessary.
- The range system offers more flexibility to NAIPTA when financial situations change and pay increases need to be reduced and/or frozen. Current plan is either frozen or not, not variation available to offer smaller increases when necessary.

The Compensation and Classification Manual has been updated to reflect the new job grade and pay range terms as well as impacts of moving to ranges from steps. The Compensation Philosophy attached to the Manual defines terms for hiring with the new ranges while the Manual provides principles for offering annual performance increases.

### TAC DISCUSSION:

The Transit Advisory Committee supported recommendation of staff without discussion.

### ALTERNATIVES:

- 1) Approve the Compensation and Classification Manual (**recommended**): The updated Manual is reflective of changes recommended by HR professionals performing the Market Wage study. The new grades and ranges are more reflective of current pay strategies and offer a flexible solution to address retention issues.
- 2) Do not approve Manual (**not recommended**): If the Compensation and Classification Manual is not updated as recommended, NAIPTA would be unable to update pay philosophies.



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**FISCAL IMPACT:**

The updated Compensation and Classification Plan does impact wages and available increases. The financial impacts are accounted for in the proposed FY2016 budget as well as the long term financial plan.

**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

**ATTACHMENTS:**

- 1. NAIPTA Compensation & Classification Manual -pages 55-65



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## Compensation and Classification Plan

DRAFT

## **1.0 CLASSIFICATION PLAN**

The Classification Plan refers to the process by which NAIPTA positions are evaluated, ranked, and assigned to salary ranges within NAIPTA's compensation system.

To ensure that all NAIPTA positions are fairly classified and equitably compensated across functional lines, each classified NAIPTA position is evaluated using an objective job grading system recognized in the HR discipline for assigning a position to a classification range along with other, similarly rated positions. The job evaluation system may be based on a "point system" or other objective methodology that provides for a uniform, equitable, non-discriminatory Classification Plan. Each position in the classified service is allocated to a "job grade", "classification", "job band", or "job family" that generally describes the responsibilities of jobs within that classification. A typical job grade will include the classification title, a description of the position, and a very general list of typical tasks performed by individuals within the class. The job grade also lists the knowledge, skills, and abilities one must have to do the job, and the minimum qualifications for employment within that job grade.

The list of typical duties in a job grade is not meant to be all-inclusive or restrictive. Rather, it serves to illustrate the level of work that someone within that classification could be expected to perform. Individual employees generally will not perform all of the duties listed in their job grade, and they may perform tasks at the same level which are not listed in the job grade.

The Administrative Services Division is responsible for overseeing the creation of job grades and ensuring that each classified NAIPTA position is evaluated using a point-factor or other objective-based system of job analysis. Hiring supervisor/managers are responsible for making certain that the content of each job description and job grade for the positions under their direction correctly reflects the duties and responsibilities being performed in each position.

Changes in salary ranges, the creation of new positions, redefinitions and other changes in the classification plan must have approval of the CEO-General Manager as delegated by the Board of Directors.

### **1.1 RECRUITMENT, EXAMINATIONS AND ANNOUNCEMENTS OF VACANCIES**

NAIPTA's recruitment and selection procedures are established to facilitate the employment of a diverse, quality workforce and to ensure conformance to various Federal and/or State rules, regulations, laws, and statutes. Efforts to recruit candidates for NAIPTA employment are planned and carried out utilizing practices that ensure open competition. NAIPTA vacancies will be filled by promotion whenever possible. Such promotions may occur in or between Divisions.

**Announcement of Vacancy:** Upon receipt of request for staff from a NAIPTA Division, the Administrative Services Division will prepare and distribute an announcement of vacancy. The hiring supervisor/manager will designate whether the vacancy will be announced in-house first or simultaneously in-house and to the public. The announcement shall specify the title of the position, the salary range, minimum qualifications, typical duties, special qualifications, if any, examination requirements, if any, and the final date for receipt of applications. In general, in-house announcements will be posted for six days; outside announcements and simultaneous in-house and outside announcements will be posted for at least ten calendar days.

**Applications:** Following the distribution of an announcement of vacancy, the Administrative Services Division will make available directions and information on the website used for application forms. Applications will not be made available for positions where vacancies do not exist.



All applications shall be submitted on an official NAIPTA employment application form. Applications must be filed within the application website before the closing date as designated on the vacancy announcement.

Examinations: Examinations will be practical in nature, and constructed or designed to evaluate the knowledge, skills, and abilities of the applicant for the particular type of work usually assigned to the class or position for which s/he is being examined. The method of examining an applicant may be any one or a combination of the following:

- Written
- Oral
- Demonstration of performance
- any other valid form of examination

Testing accommodations may be made for disabled persons if requested.

Certification of Eligible Applicants: Supervisor/managers use the following process for screening and ranking applicants. The HR Specialist, or other designee of the Administrative Director, receives and screens all applications using the criteria set forth on the notice of vacancy. Applicants who meet the minimum qualifications will be ranked using a screening matrix, with points awarded for relevant experience, education, and any stated preferences. The applications of the highest ranked applicants (usually the six highest) will be forwarded to the hiring supervisor/manager for further consideration.

Individuals meeting the definitions in A.R.S. 38-492 for civil service preference will receive 5 or 10 points in addition to those assigned during screening. This preference is added to the final rating if the individual has already been found to meet the minimum qualifications for the position.

The names of all applicants who meet the minimum qualifications for the position are placed on a list in ranking order. This list is called a certification list and will be valid for a six month period.

The top ranked applicants are contacted directly by the hiring supervisor/manager or by the Administrative Services Division or by the HR Outsourcer (if requested). Personal interviews are conducted by the hiring supervisor/manager and an approved panel on no less than 2 people.

The hiring supervisor/manager has pre-determined, pre-approved interview questions with preferred answers. The responses to the questions asked during the interview will be manually recorded by the hiring supervisor/manager.

The recorded answers will be compared to the preferred answers and scored. The highest scored candidate will then be considered the best qualified applicant if a reference check, criminal background check if applicable, and previous performance is deemed to be satisfactory.

The hiring supervisor/manager will report the final selection in writing to the Administrative Services Division and will notify all candidates who were interviewed but not selected of the decision. The selection must be from the candidate pool that has been certified.

If not yet complete, the Administrative Services Division will provide the final short-listed candidates with a document pertaining to background and reference checking. This document is the applicants' consent to background & reference checking.

There will be a provision within the document that asks specifically for names, telephone, email, mailing address of the applicants' references.

The hiring supervisor/manager with assistance from the HR Specialist or Administrative Director is responsible for checking references and investigating the candidate's education and work history. If the results of these checks and investigations indicate the falsification of material fact on the application, the Administrative Director shall be notified in writing.

The selected candidates for safety sensitive positions will be subject to testing as per the Drug and Alcohol Use Prevention Policy.

## **1.2 JOB REDEFINITION**

The term "redefinition" denotes the process whereby a position is assigned to a different classification because substantial (affecting 25% or more of the duties of the position) or permanent changes in the duties and responsibilities of the position have rendered the present job grade or complexity inaccurate. Although a redefinition may result in a position being moved into a higher or lower salary range, this is not necessarily always the case.

The need to redefine a position from one classification to another typically comes about because of a change in job duties resulting from a divisional reorganization.

### Redefinition of a Vacant Position

A redefinition may be initiated in conjunction with a reorganization or reassignment of duties when a position becomes vacant. The Administrative Services Division will see that the job is evaluated and assigned to the appropriate classification. Recruitment for the vacant position then may be initiated at the redefined classification.

### Redefinition of an Incumbent's Position

The need for redefinition may occur while an existing employee occupies the position. In this situation, the redefinition will be considered as a request for a new position, to be accompanied by elimination of the old position. Whether the redefinition is approved on or off budget, incumbent employees in the existing position may not automatically move into the redefined classification position. If the incumbent does not meet the minimum qualification of the new classification, recruitment for the redefined position will be opened to all qualified persons within NAIPTA, and the incumbent employee may apply if s/he chooses to do so. If NAIPTA is unable to find a suitable candidate from within, the position will be opened to the general public. Under filling the position with a person who does not meet the minimum qualifications will not be considered until after the position has been offered to the public. If the incumbent is not selected, the position under the former classification will be eliminated and the incumbent employee will be laid off.

## **1.3 SALARY PLAN**

NAIPTA recognizes the value of attracting and retaining qualified and high performing staff who believe in NAIPTA's vision. NAIPTA recognizes the value of containing costs in the areas of recruitment, entry-level training, and management by reducing the turnover of qualified and high performing staff. NAIPTA recognizes the value of a pay for performance policy that provides consistent and predictable pay increases to offset cost of living changes with higher increases for high performing staff and delayed or minimal pay increases to under-performing staff.

It is the policy of NAIPTA to adopt equitable, standardized pay practices for all employees that enable NAIPTA to attract and retain highly qualified employees. NAIPTA's Pay Range Salary Plan is designed to recognize and reward each employee's contribution to the organization and to provide competitive salaries, based upon market conditions. Please note, however, that NAIPTA reserves the right to revise and amend the policy set forth below to the extent that NAIPTA, in its sole discretion, determines that it lacks the financial resources to continue to utilize this policy and /or that budgetary concerns necessitate a change or adjustment to the policy. Further, the Pay Range Plan set forth below is not a contract. Instead, the plan, as set forth below, provides guidelines that NAIPTA, in the exercise of its discretion, strives to follow.

**Eligibility:** All employees are eligible to participate, unless prohibited by federal, state, or local restrictions. Employees serving in on-call or part-time roles may be subject to prorated increases based on hours worked in each performance year.

**Salary Structure:** Each NAIPTA position is evaluated using an objective system of job analysis, and assigned to a salary range along with other similarly rated jobs. The minimum wage of the position pay range is the lowest wage an employee may be hired at and is not to be greater than 30% below the market median for the job grade as identified in the pay scale study. Employees will have the ability to achieve market median within 6 years, depending on position. The maximum wage of the position is the highest rate an employee may achieve and is not to exceed 80% of the market median as identified in the pay scale study.

Pay ranges will be assigned to each job grade and will be used to define the annual pay for every position.

#### Adjustments to Pay

##### A. Market Adjustment

Administrative Services will engage HR providers to review market data every three years and compare the NAIPTA salary structure with those of other employers within the market. Based upon these studies, the Administrative Services Division may recommend changes in the salary structure as appropriate to ensure that NAIPTA salaries remain competitive. A change in pay ranges does not necessarily mean there will be a market adjustment for employees. Any changes made to pay ranges must be approved by the Board of Directors on the recommendation of the CEO-General Manager.

A program manager may request a market study of positions within her/his division based upon specific circumstances, such as difficulty recruiting or retaining employees. Internal Services will evaluate the request and may recommend possible solutions when such actions do not conflict with established policy and are considered to be in the best interest of NAIPTA. All salary changes resulting from market studies are subject to subsequent review and revision in light of further developments in the market.

##### B. Performance Based Increment

Performance will be evaluated annually and employees will be eligible for an increase based on the performance standards of the position as determined by their supervisor/manager. These standards along with corresponding criteria are defined in the Performance Appraisal Guidelines for classified positions.

Annual increases must be approved by Administrative Director or CEO-General Manager.

In addition to having his/her performance rated to qualify level for the recommended increase, the employee must meet the following criteria:

- The employee must successfully have completed the probationary period of one year in his/her

present position.

- All non-regular employees will be eligible for an increase upon reaching actual hours worked equivalent to a regular part-time position of 1040 hours, an average of 20 hours per week, for the period. Raises to non-regular employees may be prorated based on number of hours completed in period.
- The employee's current pay rate cannot exceed the maximum of the employee's pay range. If the employee is being paid less than the maximum of the current pay range, and is otherwise eligible for the annual performance increase, the amount of the increase cannot result in the employee's pay rate exceeding the maximum salary of the range.

Any recommended pay increases must conform to the guidelines approved by the Board of Directors, and must be approved by the division head before it is forwarded to the Administrative Services Division for action. The amount recommended for any pay increase cannot exceed the guidelines approved by the Board of Directors for the year in which it would become effective.

Annual Increases will be available with the following guiding principles:

- Cost of Living: In any year that a cost of living adjustment is approved, all employees will be eligible for the increase upon their anniversary. The increase cannot exceed 1% of existing wage and is not dependent on performance evaluation meeting standards.
- Employees not meeting standards of the position and/or the organization as scored and evaluated during the annual performance evaluation process are not considered eligible for a pay increase. The increase can be delayed for a determined period of time if the evaluation is accompanied by a work plan.
- Employees who overall meet the standards of the position and the organization as scored and evaluated during the annual performance evaluation process are considered eligible for a pay increase. The increase cannot exceed 2% of the employees wage prior to any other adjustments.
- Employees who overall exceed the standards of the position and the organization as scored and evaluated during the annual performance evaluation process are considered eligible for a pay increase. The increase cannot exceed 4% of the employees wage prior to any other adjustments.

Supervisors/managers may appeal to the CEO-General Manager for exception to any of the guiding principles if warranted. The Administrative Director will evaluate requests for increases higher than 5% to determine that the increase does not create an internal equity issue before CEO-General Manager can approve increase. Increases cannot exceed the maximum of the pay range.

After positions top out, the employee is only eligible for annual cost of living adjustments, market adjustments every three years, and incentive pay as identified in Section 1.4 Employee Incentive Program.

Effective Date of Performance Increase: Employees are not eligible to receive their annual performance increases until their supervisors return their evaluation forms to the Administrative Services Division within designated time limits. For that reason, formal evaluations must be performed at regularly scheduled intervals, with annual evaluations conducted on or shortly before the employee's anniversary date in her/his current position. If an employee does not receive a timely evaluation, the employee should bring such fact to the attention of Human Resources.

The employee's first annual evaluation will coincide with the end of his/her probationary period, and must indicate whether the employee has successfully completed probation, is being released from his/her position or will have her/his probation extended. If an extension is recommended, the performance evaluation will state the purpose of the extension and document the employee's progress during the

past year. Increases for employees who successfully complete an extended probation will become effective when the extension has ended, and will not be awarded retroactively.

All pay changes will be effective the first day of the first pay period following evaluation date or end of any applicable extensions or probationary periods.

### C. Other Methods

Occasionally, it may be necessary to adjust the salary structure to accommodate changes in organizational structure, job status or market conditions. To initiate this process, the hiring supervisor/manager in the affected division must submit a request for review to the Administrative Director, who will review the request, conduct any needed research, and recommend appropriate action under direction of the CEO-General Manager. In recommending any change to the salary structure, the Administrative Director will ensure that salary equity is maintained within the Division and across the organization. All changes to the salary structure must be approved by the CEO-General Manager.

Promotions and Lateral Transfers: When a NAIPTA employee applies and is selected for a different job at an equal or higher pay range; s/he may receive a salary increase in accordance with the Entry Salary section of this policy or under the following guidelines:

- If the employee's current pay rate is within the pay range of the new position, the hiring supervisor/manager may recommend an increase not to exceed 4% of existing wage. Under no circumstances can the employee's new salary exceed the maximum of the new range.
- If the employee's current pay rate is below the minimum of the pay range of the new position, the employee's salary must be raised to the minimum of the pay range for the new position.

This change will trigger a new annual review date and a new initial probation period. Time earned towards an increase in the existing (old) position will not be pro-rated and will have no bearing on pay in the new position.

Demotion: When a NAIPTA employee changes jobs, accepting a different position in a salary range lower than the position s/he is leaving, the employee's salary will be adjusted as appropriate. The amount of the new salary will be calculated by the Administrative Director, based upon the following guidelines:

- A. If the employee applied for the new, lower position during an open recruitment, the new salary will be calculated using the NAIPTA's standard guidelines for calculating entry salaries, without regard to the employee's salary in the position s/he is leaving.
- B. If the employee is being demoted into a lower position because of performance problems in her/his current job, her/his salary must be reduced. The amount of the new salary will be calculated as follows:
  - If the employee's current pay rate is within the salary range of the new position, the Division head must either reduce the pay rate by 4% or calculate the new salary to ensure that the employee is at same point (percentile) in the new pay range as s/he had in the higher (old) pay range, whichever is greater.
  - If the employee's current pay rate is above the maximum of the pay range of the new position, the Division Head must either reduce the employee's pay by 4%, if that places the person in the salary range, or calculate the new salary to ensure that the employee is at same point (percentile) in the new pay range as s/he had in the higher (old) pay range, whichever is greater. Under no circumstances will the employee's new pay rate be greater than the maximum of the range for the new position.
- C. If, following a promotion, an employee demotes for any reason back into the lower job that s/he had most recently held, her/his new salary will be the same as it was when s/he left the

lower job, plus any changes s/he would have received had s/he stayed in the lower job. Such demotions will be considered only when the lower position is vacant, and both the higher and lower positions are within the same Division.

**Redefinition:** When an employee's position is redefined (see section 1.2), his/her current job is eliminated and a new position is created. If an incumbent employee is qualified and promoted, the pay will be calculated as defined in Promotions/Lateral Transfers. If the incumbent employee is required to apply for the new position, and if s/he is selected, her/his new salary will be determined as follows:

- When the employee's current pay rate is within the pay range of the new position, the Manager may recommend an increase in accordance with the Entry Salary section of this policy or up to a 4% increase.
- If the employee's current pay rate is above the maximum of the pay range of the new position, the Division Head either may reduce the employee's pay by one step, if that places the employee below maximum of the new salary range; or calculate the new salary to ensure that the employee has the same position relative to the step in the new pay range as s/he had in the higher pay range, whichever is greater. Under no circumstances will the employee's new pay rate be more than the maximum range of the redefined position.

**Entry Salary:** All positions will be placed on the step system for their respective job grade as identified in their job grade and as documented by education and experience.

A Hiring Manager may hire, promote, or transfer (also see other options in the Promotions and Lateral Transfers section of this policy) an applicant at the 20<sup>th</sup> percentile of the range based upon the following factors:

- The applicant has at least one full year of experience beyond that required in the minimum qualifications; and
- A review by the Administrative Director indicates there is no inequity to other staff performing the same job as a result of the above entry salary; and
- There is sufficient money in the hiring division's regular salary budget to accommodate the proposed salary both in the current and future years. Salary savings due to vacant positions may not be used in such analysis. Salary savings due to positions filled at lower salaries may be used.

#### **1.4 Employee Incentive Program**

All NAIPTA employees are eligible to receive quarterly bonuses (in January, April, July and October) if divisional qualifiers are met. Bonuses shall be calculated based on the formula of \$.25 multiplied by hours actually worked during the quarter. Time off, either paid or unpaid, will not qualify as hours worked for the purpose of this definition. For every year an employee successfully qualifies for all quarterly bonuses, the employee shall receive a \$.05 increase to their quarterly bonus. If an employee does not successfully qualify for a bonus, the employee's bonus will be reduced \$.05 for every quarter qualifiers are not met, but shall not reduce below the original \$.25 base bonus available.

##### Eligibility requirements for all positions

In order to be eligible for a bonus, an employee must comply with each of the following criteria:

- have Employee ID always displayed on outer garment while on the clock and use name tag in vehicles as applicable; be employed throughout the entire award period;
- be in "good standing" with NAIPTA, which is defined as not being on administrative probation, not having received any disciplinary documentation, not being on a disciplinary work plan;
- have zero no-call / no-shows;

- have two or less Tardy Reports per quarter (unexcused clocking in later than scheduled start time);
- have two or less occurrences of Call Offs per quarter (unscheduled days off);
- all notifications of Tardy Reports and Call Offs are in accordance with NAIPTA Personnel Policy 2.5 Attendance; and
- be chargeable accident free (chargeable is defined as when an employee is involved in a vehicular collision that is deemed to be the employee's fault for violation of safe operation of vehicles).

### Specific Position Eligibility Requirements

#### Administration Services

##### IT Only:

- Users and Network experience down time of less than 4 hours per quarter.

##### All other positions:

- Files and recordkeeping related to employees, procurement, accounts payable, receivables are complete and kept up to date with no more than 2 days of unfiled documents.
- Weekly, monthly and quarterly reports on turnover, ridership, grant activity, and procurements are produced error free and on-time 100% of the time.

#### Facilities:

- Submit all time off requests in Paychex.
- Bus stop maintenance logs & work orders thoroughly completed and submitted in a timely manner.

#### Fixed Route Operations and Training:

- No improper use of after-hours call off hotline.
- No more than two substantiated customer complaints per quarter.
- All reporting documentation (manifest, PTI sheets, and accident / incident reports) completed and submitted as required per shift.

#### Demand Response Operations:

- No more than two customer complaints in one quarter.
- All Office Staff: Files, reports, and record keeping up to date and 100% completed on time (Trip Edits, audit reports, print and deliver reports, client eligibility and certifications, etc.).

#### Department Managers and Other Management Staff

- Timely conflict/problem resolution and teambuilding.
- Timely and effective communications (updates) to all employees affected by projects/changes
- Overall score above 4 on Employee Satisfaction Survey (survey completed every 6 months to determine for 2 following quarters).
- Timely completion of employee evaluations.

## Attachment A: Compensation Philosophy

### Compensation Philosophy

The Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) is dedicated to providing a safe, effective, efficient and friendly transportation services to the citizens of North Arizona region.

To maintain impeccable services, NAIPTA will provide both existing and future employees a compensation package that is fair and market sensitive, while sustaining fiscal responsibility.

To achieve fairness and market sensitivity NAIPTA adopts a four-step compensation strategy that addresses local competition for talents, credit for past relevant experiences, appropriate initial placements in pay grades, and internal promotions / internal recruitment / lateral transfers.

### Four-Step Compensation Strategy

#### 1) Defined Labor Market

The first step in ensuring market sensitivity is to define talent competition in terms of labor market. For this reason, NAIPTA has determined and defined its competition for talents as organizations with similar job positions, requiring similar qualification or certifications, with services similar to NATIPA, and within 100 mile radius of Flagstaff.

#### 2) Credit for Past Relevant Experience

NAIPTA recognizes the importance of relevant experience to the job. For this reason, credit for past relevant experiences beyond the minimum required for the job, is provided to determine the appropriate initial placement of the incumbent within the assigned pay grade range for the job.

The credit is given according to the table in item 3 below. Credits are given only to relevant years of experience that are over and above the minimum required for the job. Years credited goes towards initial placement determination.

#### For example:

- The incumbent has 10 years of relevant experience.
- The minimum experience required for the job is 2 years.
- The incumbent will have a credit for the extra 8 years of experience, which equates to “Code E” and P40 or 40<sup>th</sup> Percentile of the pay range.

#### 3) Initial Placement within the Pay Grade Range

The entry wage for new hires will be determined based on experience, education, and qualifications that exceed the minimum qualifications.

- New hires with only minimum qualifications will be offered the minimum pay for the pay range.
- New hires with additional qualification of up to 3 years beyond the minimum qualifications can be offered a starting wage up to the 10th percentile of the range. The Administrative Director approval is required before the offer is made.
- New hires with additional qualification of 4 to 7 years beyond the minimum qualifications can be offered a starting wage up to the 20th percentile of the range. The Administrative Director and CEO-General Manager approval is required before the offer is made.
- Experience that exceeds 8 years beyond the minimum requirements may result in a higher starting wage if approved by the Administrative Director and CEO-General after an internal equity analysis is complete.



The table below shows the years of experience beyond the minimum requirements converted into credit. Also showing is the placement within pay grades.

Initial Placement		Pay Grade Range				
Experience Beyond Minimum Requirements	Years Credit Code	Minimum	P10	P20	P40	Midpoint
0 to 1	A		√			
2 to 3	B		√			
4 to 5	C			√		
6 to 7	D			√		
8 to 9	E				√	
> 9	F					√

#### 4) Internal Promotion

For all career advancements resulting from internal promotion, the table below shall be applicable. When it comes to internal promotion, the placement within pay ranges is determined by Years of Service.

Internal Promotion	Pay Grade Range				
Years of Services	Minimum of the new Grade	P10	P20	P40	Midpoint
0 to 1		√			
2 to 3		√			
4 to 5			√		
6 to 7			√		
8 to 9				√	
> 9					√

#### Internal Recruitment

All internal recruitment will be treated as if the incumbent is a new applicant and therefore subject to "Initial Placement" table.

#### Lateral Transfers

When an existing employee is transferred to a job of similar complexity, this is not considered as a promotion.

Because it is not a promotion, the placement in the range should be as follows:

- If the employee's current pay rate is within the pay range of the new position, and there is not an internal equity issue, the hiring supervisor/manager may recommend an increase not to exceed 4% of existing wage. Under no circumstances can the employee's new salary exceed the maximum of the new range.
- If the employee's current pay rate is below the minimum of the pay range of the new position, the employee's salary must be raised to the minimum of the pay range for the new position.



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**DATE PREPARED:** June 9, 2015  
**MEETING DATE:** June 18, 2015  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Heather Dalmolin, Administrative Director  
**SUBJECT:** Approve Renewal of NAIPTA Liability Insurance for FY2016

**RECOMMENDATION:**

Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$254,704.

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- 5 Year Horizon:
- ❖ Plan with attention to “green” opportunities and long-term sustainability

**BACKGROUND:**

As per the terms of the Master IGA, NAIPTA is responsible for maintaining \$30,000,000 of general liability insurance and other insurance related to the operation and administration of NAIPTA. Our liability programs include: Property, Crime, General Liability, Employee Benefits Liability, Business Auto, Public Officials E&O, Employment Practices Liability, Umbrella, Excess Umbrella - 2nd Layer, and Premises Pollution.

The FY2016 expense is expected to be \$ 254,704, a 5% increase from FY2015 coverage due to the new storage facility and increasing rates within the insurance market.

These programs were marketed by our broker, AON Risk Insurance Services as per our contract with AON to provide these broker services.

**TAC RECOMMENDATION:**

The Transit Advisory Committee support staff recommendation without discussion.



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### ALTERNATIVES:

- 1) Approve Liability Insurance for FY2016 (**recommended**): Insurance is required for operation of services. The proposed coverage provides levels necessary for adequate insurance policies.
- 2) Do not approve Liability Insurance rates for FY2016 (**not recommended**): If the rates are not approved, NAIPTA would default on the terms of the Master IGA by not providing adequate insurance rates or NAIPTA could be forced to purchase insurance at a higher rate.

### FISCAL IMPACT:

The identified rates for Insurance are in the FY2016 Budget.

### **SUBMITTED BY:**

### **APPROVED BY:**

---

Heather Dalmolin  
Administrative Director

---

Erika Mazza  
Interim General Manager

### **ATTACHMENTS:**

- |    |                  |                       |
|----|------------------|-----------------------|
| 1. | Insurance Quote  | -available at meeting |
| 2. | Insurance Policy | -available at meeting |



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**DATE PREPARED:** June 9, 2015  
**MEETING DATE:** June 18, 2015  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Heather Dalmolin, Administrative Director  
**SUBJECT:** Adopt the FY2016 EEO Program and adopt EEO Workforce Goals

**RECOMMENDATION:**

**Staff recommends the Board of Directors** adopt the Equal Employment Opportunity (EEO) Program and Workforce Goals as required for compliance with Federal Transit Administration (FTA) regulations.

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
  - ❖ Be trustworthy and dependable
- 5 Year Horizon:
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

**BACKGROUND:**

In August 2008, the Board of Directors adopted a Civil Rights Program, including Equal Employment Opportunity policies.

As part of ongoing compliance efforts, NAIPTA must review and adopt annually the EEO program, EEO Statement, and EEO Workforce Goals. Staff has made no changes to the EEO Program since 2008 although the policy and strategies are reviewed annually with programs and strategies updated as needed to address identified problems and underutilization. The proposed update does not contain any changes to program or policies and staff continues with commitment to evaluate recruitment methods to ensure opportunities are available throughout the community.

A recent work force analysis demonstrates there have been no significant changes in NAIPTA workforce usage over the last year.

**TAC RECOMMENDATION:**

The Transit Advisory Committee supported recommendation without discussion.

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### ALTERNATIVES:

- 1) Approve FY2016 EEO Program (**recommended**): The program is required by the Federal Transit Administration and ensures hiring actions are completed in full consideration of keeping a diverse workforce throughout organization.
- 2) Do not approve EEO Program (**not recommended**): If this program is not approved, NAIPTA will not be compliant with federal regulations and non-compliance means risking federal funding.

### FISCAL IMPACT:

The EEO Program and identified recruitment tools have no adverse fiscal impact. Identified action steps, including recruitment, are part of the FY2016 budget.

### SUBMITTED BY:

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

### APPROVED BY:

\_\_\_\_\_  
Erika Mazza  
Interim General Manager

### ATTACHMENTS:

1. EEO Program and Policies -pages 70-82



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### Equal Employment Opportunity

Contact: Heather Dalmolin  
Administrative Director/EEO Officer  
928.679.8908

Date and effective durations of EEOP: July 1, 2015 thru June 30, 2016

#### Policy Statement:

In accordance with NAIPTA Personnel Policies and Procedures, as approved by the Board of Directors, NAIPTA is an equal opportunity employer committed to applying the principles of state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, color, religion, sex, age, national origin or disability except in the case of a bona-fide occupational qualification. NAIPTA also maintains a work place free of harassment and intimidation.

NAIPTA shall review employment demographics bi-annually to assess the utilization level of protected groups and ensure fair consideration in all aspects of employment including recruitment, compensation, selection, training, promotion, benefits and layoff.

NAIPTA has taken steps to enlarge the pool of qualified candidates from which employment decisions are made. These steps include searching for qualified minority and women candidates and ensuring that they are considered for available positions. In addition, NAIPTA will strive to identify and remove barriers or practices that may be discriminatory in intent or effect. The goal of the Equal Employment Opportunity Plan is to eliminate artificial barriers to employment and promotion, and to achieve a work force, in each division and throughout all levels of employments, which reflects NAIPTA's external labor force. NAIPTA asks its contractors to comply with equal employment opportunity laws and guidelines in employment practices.

As Governing Body of NAIPTA, we hereby confirm that such policy exists and that the statements made above are part of that policy.

---

Rich Payne, Chair of NAIPTA Board of Directors  
Adopted: June 18, 2015



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### Section I: EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

NAIPTA is an equal opportunity employer committed to applying the principles of state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

Decisions on employment are based solely upon an individual's qualifications for the position being filled. Promotion decisions are made only on an individual's qualifications as related to the requirements of the position for which the person is being considered. Personnel actions such as compensation, promotions, disciplinary actions, benefits, transfers, layoffs, return from layoffs, and training are administered without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

NAIPTA makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

NAIPTA operates within the principles of equal employment opportunity guidelines as set forth in applicable federal, state, and local laws and regulations. NAIPTA will cooperate fully with all organizations and commissions organized to promote fair practices and equal employment opportunity.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, human resources, or the Administrative Director (EEO Officer). Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Heather Dalmolin  
Heather Dalmolin, EEO Officer

Updated: June 18, 2015

### Section II: DISSEMINATION OF PROGRAM

This section describes the communication and distribution process used by NAIPTA regarding its Equal Employment Opportunity (EEO) policy. NAIPTA is committed to making every reasonable effort to ensure that all current and prospective NAIPTA employees are aware of and understand NAIPTA's EEO policy and the procedures used to implement the plan. To achieve these aims, NAIPTA does the following:

1. NAIPTA's policy of non-discrimination is stated on each NAIPTA job announcement, and is included in the newspaper ad listing for job vacancies. Additionally, NAIPTA policies prohibit discrimination.
2. The EEO policy and program includes a Diversity Management Plan. The Plan is available to each new employee and is also posted on the employee websites as well as NAIPTA's recruitment page on the web. The plan identifies workforce analysis, training, and recruitment/outreach as well as responsibly parties.
3. Section 1 of NAIPTA's Personnel Policy Manual includes policies on Equal Employment Opportunity (EEO) and Unlawful Harassment, a copy of which is available to each new employee and is also posted on the employee website as well as NAIPTA's recruitment page on the web. NAIPTA prohibits workplace harassment and retaliation against persons who report alleged incidents of discrimination.
4. Each employee receives a copy of the Personnel Policy Manual, and training regarding the EEO program, as part of New Employee Orientation.
5. Appointed officials, managers, and supervisors are charged with assuring that all employees in their organizations are aware of NAIPTA's Equal Employment Opportunity Policy and Programs.
6. Along with posting of EEO policy statement and program, pertinent state and federal posters concerning equal opportunity are displayed for applicant and employee information in NAIPTA facilities and public spaces.



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7. Employees pictured in informational brochures will reflect the diversity of our employee population.
8. A copy of NAIPTA's EEO plan is available in the Administrative Director's office for employee and citizen review, along with copies of recent reports concerning the makeup of workforce analysis and availability analysis as well as annual EEO reports.
9. Elected and appointed officials are responsible for working with the Administrative Services staff to ensure the effectiveness of the EEO Program.
10. All procurements incorporate the equal employment clause in all purchase orders, leases, contracts, etc. as required by law, executive orders, and implementation rules and regulations.
11. To reach a diverse group of candidates, notice of employment opportunities is sent to various media outlets, including minority placement agencies, professional associations, and publications directed toward minorities.
12. NAIPTA periodically, but not less than annually, updates it's commitment to the plan with managers, supervisors and employees.

### SECTION III: DESIGNATION OF PERSONNEL RESPONSIBILITY

Successfully creating and maintaining a diverse workforce requires the commitment and active participation of all involved parties. At NAIPTA, the diversity management effort is a top-down process, with responsibility apportioned commensurate to the authority and resources available to each person or group. The following paragraphs present a general overview of the tasks assigned to each level of accountability.

#### CEO and General Manager

The CEO and General Manager closely monitors the results of the annual workforce analysis and other reports and ensures that information regarding NAIPTA's diversity management program is presented to the Board of Directors in a group setting on an annual basis. The CEO and General Manager takes a leadership role in helping to identify any areas of concern and in encouraging responsible managers to undertake voluntary actions to improve workplace diversity.

The CEO and General Manager has appointed the Administrative Director as the EEO Officer and has delegated the responsibility for implementing and overseeing these policies accordingly.

#### Administrative Director/EEO Officer

As the appointed official most closely involved in auditing recruitment activity, the Administrative Director is responsible for ensuring that the overall process is as open, impartial, and inclusive as possible. This requires constant reexamination of the techniques used to publicize job openings and screen applicants. Every effort must be made to "cast a wide net" by sending recruitment notices to a broad range of interested parties, including groups that may traditionally have been under-utilized. In addition, Administrative Services maintains a presence at job fairs and community gatherings where there is an opportunity to inform the public about employment opportunities. To be truly inclusive, recruitment activities must transcend cultural, social, economic, and geographical barriers and reach the broadest possible audience.

As important as it is to publicize job openings and encourage applicants, it is not enough merely to remove the barriers that prevent interested persons from applying. The Administrative Director must also make certain that the skills, experience, and educational background used as qualifiers for each job are consistent with the actual type and level of work being done. It is necessary to audit jobs and reassess minimum requirements on an ongoing basis, especially in areas where responsibilities have been reassigned and/or reorganization has taken place. While properly derived minimum qualifications will guarantee that candidates for employment possess the requisite skills to do the job, ill-conceived requirements may unnecessarily limit the applicant pool. Given the dynamic nature of today's workplace, minimum qualifications should be reconsidered from time to time.

Screening instruments, such as tests and interview questions, should also be scrutinized for unintended bias. Even when there is no evidence that a test illegally discriminates against a protected group, it may be inappropriate for the job under consideration. Screening instruments are only of value when they truly select for the competencies being sought.

Aside from overseeing the recruitment and screening activities, the Administrative Director is tasked with preparing



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the workforce analysis data upon which the Diversity Management Plan depends. To accomplish this task, a wide range of information about the NAIPTA workforce is gathered throughout the year and twice annually tallied. This data provides a comprehensive look at the present workforce as well as the applicant pool. It allows interested parties to evaluate how well the diversity effort is doing, and it may provide guidance for future activities.

### Managers and Others

Every manager and supervisor is committed to recruiting and retaining the best available employees, and to providing the highest level of customer service. There is abundant evidence that these goals can only be accomplished by a diverse workforce. Managers and supervisors are responsible for utilizing the information from the workforce analysis to evaluate their own progress, and to make certain that the internal procedures used to select new employees are consistent with the diversity plan. They are expected to work cooperatively with the CEO and General Manager and Administrative Services to identify and reach all known potential applicants and to ensure that employment decisions are made fairly and impartially.

Aside from hiring, promoting, and retaining a diverse group of employees, the diversity effort extends to providing NAIPTA services to a client community that includes persons from a range of cultural experiences. Providing services effectively and efficiently to this community mandates the capability of communicating in several languages, and in ways that recognize the particular frame of reference of the end user. These needs must be considered in the preparation of recruiting materials and the selection of new employees. Moreover, managers and supervisors must take into account changes in the cultural, social, or economic makeup of their client communities. Perhaps most importantly, public sector managers must recognize that managing diversity is a process, not an end. The focus of the diversity effort is not on creating a workforce that exactly mirrors the demographic makeup of the community so much as on creating an environment where everyone is welcome.

### NAIPTA Employees

In the final analysis, no single person or group can create a diverse organization; nor can a set of procedures or rules guarantee an inclusive workplace. To succeed, diversity must be an integral component of the organizational culture, embraced by employees at all levels. NAIPTA employees, at all levels, are expected to treat all people encountered within the workplace with respect and consideration. This expectation is more than a management policy; it is a fundamental value, essential to NAIPTA's overall success.

NAIPTA employees have a strong record of recruiting, hiring, and rewarding a diverse workforce. The quality of work done by employees demonstrates that this is the most effective way to meet the needs of our client community. No one can predict with accuracy what challenges NAIPTA will face in the coming years, but it is certain that the best way to prepare for those challenges is by building on and expanding the employment practices that have brought success in the past. This will ensure the effectiveness and success of NAIPTA in the future. It may be truly said that our diversity is our strength.

### RESPONSIBILITY FOR IMPLEMENTATION

NAIPTA has structured levels of EEO responsibility. Outlined below is a brief summary of involvement of the CEO and General Manager, Administrative Director, and other staff in EEO-AA activities.

The CEO and General Manager has overall responsibility for NAIPTA's EEO efforts and policies. S/he has delegated the responsibility for implementing these policies to the Administrative Director, managers and supervisors. Other functional groups sharing in this responsibility are NAIPTA's consultants and contractors.

The specific areas of responsibility are as follows:

1. The Administrative Director assisted by the HR Specialist, Business Manager, and administrative staff, implements and reviews a reporting system to evaluate the effectiveness of the EEO effort.
2. The Administrative Director assisted by the HR Specialist, Business Manager, and administrative staff, works to identify possible problem areas on an ongoing basis. When an area of concern is identified, the Administrative Director brings the matter to the attention of the CEO and General Manager, who contacts the appropriate manager or supervisor.
3. Managers and supervisors work closely with the Administrative Director to develop plans of action and correct identified problem areas.
4. Working as a team the Administrative Director, the CEO and General Manager, and a representative from NAIPTA's General Counsel review the results of the EEO program, monitoring the effectiveness of any corrective actions taken and evaluating overall progress.
5. With guidance from legal, the Administrative Director receives, investigates, and assists managers in the



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resolution of internal and external discrimination complaints/charges. Within this context, "internal" refers to issues involving NAIPTA employees; "external" refers to those involving non-employees who interact with NAIPTA. The Administrative Director manages the EEOC / NHRC Charge Investigation Process and the Division of Labor – OFCCP AAP Desk and Onsite Compliance Review Process.

6. Staff members are encouraged to make themselves available to all citizens, including community action groups.
7. Managers and supervisors may assist in the identification of problem areas and the development of remedial plans wherever appropriate.
8. Managers and supervisors meet regularly with the persons designated to manage the EEO Program to be certain that NAIPTA's policies are being followed.
9. The HR Specialist ensures that the procedures used to screen applicants do not discriminate against any protected group.
10. The HR Specialist and Administrative Director advises NAIPTA regarding federal regulations requiring posting, non-segregated facilities, etc. One of the criteria considered when evaluating the work performance of managers and supervisors is their effort to ensure Equal Employment Opportunity within their area of responsibility.
11. Managers and supervisors are charged with preventing harassment and/or intimidation of employees because of race, age, sex, national origin, religion, color, sexual preference, disability, or veteran status.
12. Information Technologies assists with the dissemination of information regarding NAIPTA employment opportunities and EEO policies. The NAIPTA website shall present this information as well as a statement concerning NAIPTA's commitment to encouraging diversity within its workforce.
13. Purchasing ensures that all contractors and suppliers are informed regarding NAIPTA's EEO policies.

### SECTION IV: WORKFORCE ANALYSIS

The successful implementation of NAIPTA's EEO program depends upon careful, ongoing analysis of the demographic composition of the NAIPTA region workforce. Before any conclusions may be drawn concerning the representation of minorities and women in the NAIPTA workforce, responsible parties must have access to a range of current, accurate demographic data. To accomplish this, information is gathered concerning the overall makeup of the NAIPTA workforce as well as the dispersion of protected groups among various job groups and salary ranges at different job sites. This information is then compared to the availability of qualified candidates in the surrounding community to identify areas where possible under-representation may exist.

Workforce analysis is done as a two-part process. Part I of the workforce analysis looks at the total number of employees in each of the government codes by race and gender, with each job title ranked from the lowest paid in each Division (or in the appropriate organizational unit). The second section of the Workforce analysis contains a listing of each job title in each NAIPTA work site in each of the EEO government categories, by job group, ranked from the lowest paid to the highest paid. Where the data considered in Part I pertain to the NAIPTA workforce as a whole, the information presented in Part II pertains to individual functional units located throughout the NAIPTA Region. Both types of information are needed to accurately assess how protected groups participate within the NAIPTA workforce.

#### Agency's Workforce

Table A of Attachment A to this plan contains the workforce statistics for NAIPTA according to the categories indicated.

#### Community Labor Statistics

Table B of Attachment A to this plan contains the available workforce statistics for NAIPTA communities according to the categories indicated.

#### Utilization Chart

Table C of Attachment A to this plan contains the utilization statistics. These will be used to develop and determine goals as well as measures needed to correct any identified unmet goals from prior year.



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### Narrative Utilization Analysis

A review of the data contained in the Utilization Chart (Attachment C) has resulted in the establishment of objectives to address underutilization of minorities and women in NAIPTA's workforce as compared to their availability in the community workforce as determined from census data from 2006-2010.

As of March 31, 2015, NAIPTA had a total of 119 employees and was under-represented in 21 categories. 15 of the 20 areas of underutilization are under-represented by less than 10%. Our largest employment group is Service Workers/Maintenance which includes the bus operators. This group contains 89 employees and 3 of the 6 underutilized groups exceeding 10% underutilization. To change the observed underutilization in this group, NAIPTA will need to attract and retain 20% (18) more minority males and 10% (9) more minority females. In all other groups, change of one person in a position can greatly affect utilization.

For those categories where under-representation is greater than 10% we have performed a review to establish goals to ensure these underutilized areas are addressed in the action plan for correction. NAIPTA periodically reviews employment practices and procedures to determine if they are neutral in intent, yet discriminatory in effect. If any are problematic, NAIPTA will promptly seek ways to minimize or eliminate such impact.

The next section of the plan identifies specific objectives that support NAIPTA's commitment to make its workforce more reflective of community labor statistics, if possible.

### Objectives

All minority categories are at least minimally under-represented in one or more categories. As a result, NAITPA will enhance its efforts to attract minority candidates in those specific categories and will evaluate our promotional and recruitment practices to ensure all groups receive equal opportunity to secure employment.

### Steps to Achieve Objectives

As a regional transit authority, NAIPTA has access to various communities of diverse groups. The City of Flagstaff lies in close proximity to a number of Native American communities and is able to draw from educational institutes like Northern Arizona University and Coconino Community College.

NAIPTA will work to draw recruits from these areas which serve our population. In addition, we will attempt to present our opportunities to minority organizations as well as other groups within our region, to ensure employment opportunities are available to females as well as individuals from minority communities. This effort will improve our outreach programs and hopefully improve our use of underutilized categories.

NAIPTA is committed to making its workforce reflect the relevant available community workforce to ensure equal employment opportunity regardless of race, ethnicity, national origin, or gender.

### Action Steps:

- Contact educational institutions to inform students of opportunities with NAIPTA.
- Attend job fairs sponsored by community organizations and state agencies to cultivate an interest in employment with NAIPTA.
- Develop list of minority and female based organizations, including related publications. Identify contacts and advertise open positions with these groups.
- Review and update continually NAIPTA's recruitment methods, practices and policies to promote equal opportunity through recruitment efforts.
- Monitor recruitment policies and procedures to determine whether recruitment efforts are enabling NAIPTA to meet and maintain African American, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and female objectives.
- Enhance mobility of all employees, but also assure that opportunities for advancement are equally distributed while encouraging minority and female participation.
- Continue to provide EEO training to supervisors and managers on EEO policies, documentation, interview processes and employment requirements.



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Attachment: Excerpt of Personnel Policy Manual:

### 1 EQUAL EMPLOYMENT OPPORTUNITY

#### 1.1 EQUAL EMPLOYMENT OPPORTUNITY AND UNLAWFUL HARASSMENT

NAIPTA is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity and expression, or any other status protected by applicable state or local law.

##### ADA and Religious Accommodation

NAIPTA will make reasonable accommodation for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to NAIPTA or cause a direct threat to health and safety. Employees needing accommodation are instructed to contact their supervisor or Human Resources.

##### EEO Harassment

NAIPTA strives to maintain a work environment free of unlawful harassment. In doing so, NAIPTA prohibits unlawful harassment because of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, sexual orientation, gender identity and expression or any other status protected by applicable state or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Actions based on an individual's age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other applicable status protected by state or local law will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

##### Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, NAIPTA believes it warrants separate emphasis.

NAIPTA strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

##### Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. NAIPTA expects employees to make a timely



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complaint to enable NAIPTA to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the EEO Officer, Heather Dalmolin, Administrative Director who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to this individual with your complaint, you should report the incident to Jeff Meilbeck, CEO-CEO-General Manager.

NAIPTA prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If NAIPTA determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

### **1.2 DIVERSITY MANAGEMENT**

"Diversity Management" refers to a broad range of activities, policies, and practices that, taken together, create a working environment where individual differences are recognized and valued. Because NAIPTA is committed to providing excellent customer service to a region that is "home to many cultures", it is the policy of NAIPTA to take every reasonable action to recruit and retain a diverse workforce.

Some of the benefits NAIPTA derives from the diversity of its workforce are:

- Different viewpoints and perspectives in decision making.
- Greater innovation and creativity.
- A broad pool of qualified employees.

At NAIPTA, we value the richness that diversity brings to our workforce—it makes our organization better and the community we serve stronger. We are proud of our efforts to maintain a workforce that represents many backgrounds, and are deeply committed to cultivating an environment where the contributions of every employee and citizen are respected.

At NAIPTA, we believe that diversity enriches our performance and services, the community in which we live and work, and the lives of our employees. As our workforce evolves to reflect the growing diversity of our communities and global marketplace, our efforts to understand, value, and incorporate differences become increasingly important.

### **1.4 IMMIGRATION LAW COMPLIANCE**

NAIPTA will not hire or continue to employ anyone who cannot demonstrate eligibility to work according to federal law. Employees must provide qualifying documents for the I-9 process. Arizona law requires NAIPTA to confirm the information provided through the E-Verify system. Please direct any questions or concerns to Human Resources.



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# **NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY**

## **NAIPTA**

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

NAIPTA is an equal opportunity employer committed to applying the principles of state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

Decisions on employment are based solely upon an individual's qualifications for the position being filled. Promotion decisions are made only on an individual's qualifications as related to the requirements of the position for which the person is being considered. Personnel actions such as compensation, promotions, disciplinary actions, benefits, transfers, layoffs, return from layoffs, and training are administered without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

NAIPTA makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

NAIPTA operates within the principles of equal employment opportunity guidelines as set forth in applicable federal, state, and local laws and regulations. NAIPTA will cooperate fully with all organizations and commissions organized to promote fair practices and equal employment opportunity.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, human resources, or the Compliance and Auditing Manager (EEO Officer). Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

*Heather Dalmolin*

Heather Dalmolin, EEO Officer

Updated: June 18, 2015



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NAIPTA as of 9/30/202014		Male					Female				
Job Category	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials and Administrators	7	0	4	0	0	0	0	3	0	0	0
		0.00%	57.14%	0.00%	0.00%	0.00%	0.00%	42.86%	0.00%	0.00%	0.00%
Professionals	15	0	7	2	0	0	0	6	0	0	0
		0.00%	46.67%	13.33%	0.00%	0.00%	0.00%	40.00%	0.00%	0.00%	0.00%
Office/Clerical	9	0	2	0	0	0	0	7	0	0	0
		0.00%	22.22%	0.00%	0.00%	0.00%	0.00%	77.78%	0.00%	0.00%	0.00%
Skilled Craft	4	0	4	0	0	0	0	0	0	0	0
		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance	89	2	42	8	1	12	1	17	1	0	5
		2.25%	47.19%	8.99%	1.12%	13.48%	1.12%	19.10%	1.12%	0.00%	5.62%
	124										

Coconino County (2006-2010 Comm Survey)		Male					Female				
Job Category	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials and Administrators	749	39	389	15	12	0	20	260	0	4	10
		5.21%	51.94%	2.00%	1.60%	0.00%	2.67%	34.71%	0.00%	0.53%	1.34%
Professionals	1,162	55	499	0	14	19	105	400	0	70	0
		4.73%	42.94%	0.00%	1.20%	1.64%	9.04%	34.42%	0.00%	6.02%	0.00%
Office/Clerical	1,400	0	235	0	35	0	150	780	0	200	0
		0.00%	16.79%	0.00%	2.50%	0.00%	10.71%	55.71%	0.00%	14.29%	0.00%
Skilled Craft	80	0	65	0	15	0	0	0	0	0	0
		0.00%	81.25%	0.00%	18.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance	1,439	310	475	10	285	0	40	125	20	174	0
		21.54%	33.01%	0.69%	19.81%	0.00%	2.78%	8.69%	1.39%	12.09%	0.00%
	4,830										

Variance - 04/01/2014 - 09/30/2014		Male					Female				
Job Category	NAIPTA Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials and Administrators	7	-5.21%	5.21%	-2.00%	-1.60%	0.00%	-2.67%	8.14%	0.00%	-0.53%	-1.34%
Professionals	15	-4.73%	3.72%	13.33%	-1.20%	-1.64%	-9.04%	5.58%	0.00%	-6.02%	0.00%
Office/Clerical	9	0.00%	<b>5.44%</b>	0.00%	-2.50%	0.00%	-10.71%	<b>22.06%</b>	0.00%	-14.29%	0.00%
Skilled Craft	4	0.00%	18.75%	0.00%	-18.75%	<b>0.00%</b>	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance	89	-19.30%	14.18%	8.29%	-18.68%	13.48%	-1.66%	<b>10.41%</b>	-0.27%	-12.09%	5.62%
# of Areas Underutilized		3	0	1	5	1	4	0	1	4	1
# of Areas with Underutilization > 10%		1	0	0	2	0	1	0	0	2	0



NAIPTA as of 03/24/2015		Male					Female				
Job Category	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials and Administrators	6	0	3	0	0	0	0	3	0	0	0
		0.00%	50.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	0.00%
Professionals	12	0	6	1	0	0	0	5	0	0	0
		0.00%	50.00%	8.33%	0.00%	0.00%	0.00%	41.67%	0.00%	0.00%	0.00%
Office/Clerical	9	0	2	0	0	0	0	7	0	0	0
		0.00%	22.22%	0.00%	0.00%	0.00%	0.00%	77.78%	0.00%	0.00%	0.00%
Skilled Craft	3	0	3	0	0	0	0	0	0	0	0
		0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance	89	3	45	5	2	11	1	18	0	0	4
		3.37%	50.56%	5.62%	2.25%	12.36%	1.12%	20.22%	0.00%	0.00%	4.49%
	119										

Coconino County (2006-2010 Comm Survey)		Male					Female				
Job Category	Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials and Administrators	749	39	389	15	12	0	20	260	0	4	10
		5.21%	51.94%	2.00%	1.60%	0.00%	2.67%	34.71%	0.00%	0.53%	1.34%
Professionals	1,162	55	499	0	14	19	105	400	0	70	0
		4.73%	42.94%	0.00%	1.20%	1.64%	9.04%	34.42%	0.00%	6.02%	0.00%
Office/Clerical	1,400	0	235	0	35	0	150	780	0	200	0
		0.00%	16.79%	0.00%	2.50%	0.00%	10.71%	55.71%	0.00%	14.29%	0.00%
Skilled Craft	80	0	65	0	15	0	0	0	0	0	0
		0.00%	81.25%	0.00%	18.75%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance	1,439	310	475	10	285	0	40	125	20	174	0
		21.54%	33.01%	0.69%	19.81%	0.00%	2.78%	8.69%	1.39%	12.09%	0.00%
	4,830										

Variance - 10/01/15 to 03/24/15		Male					Female				
Job Category	NAIPTA Total	B	W	H	A/PI	AI/AN	B	W	H	A/PI	AI/AN
Officials and Administrators	6	-5.21%	-1.94%	-2.00%	-1.60%	0.00%	-2.67%	15.29%	0.00%	-0.53%	-1.34%
Professionals	12	-4.73%	7.06%	8.33%	-1.20%	-1.64%	-9.04%	7.24%	0.00%	-6.02%	0.00%
Office/Clerical	9	0.00%	<b>5.44%</b>	0.00%	-2.50%	0.00%	-10.71%	<b>22.06%</b>	0.00%	-14.29%	0.00%
Skilled Craft	3	0.00%	18.75%	0.00%	-18.75%	<b>0.00%</b>	0.00%	0.00%	0.00%	0.00%	0.00%
Service/Maintenance	89	-18.17%	17.55%	4.92%	-17.56%	12.36%	-1.66%	<b>11.54%</b>	-1.39%	-12.09%	4.49%
# of Areas Underutilized		3	1	1	5	1	4	0	1	4	1
# of Areas with Underutilization > 10%		1	0	0	2	0	1	0	0	2	0

WORKFORCE ANALYSIS AND GOALS BY JOB TITLE AND GROUP

FTA C 4704.1 Attachment C

FUTURE PERIOD From 07/2015 to 06/2016

FTA C 4704.1: Attachment C

DEPT	CURRENT PERIOD AS OF 6/30/2015											CURRENT %		AVAILABILITY FACTOR		% UNDER UTILIZATION	
	ALL EMPLOYEES			MINORITY EMPLOYEES													
	TOT	M	F	BLK	HISP	API	ALAN	BLK	HISP	API	ALAN	Minority	Female	Minority	Female	Minority	Female
Officials/Administrators																	
General Manager	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
Operation Director	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Facilities Manager	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Marketing Manager	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
Administrative Director	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
subtotal	5	2	3	0	0	0	0	0	0	0	0	0%	60%	13.35%	39.25%	-13.35%	20.75%
Professionals																	
IT Manager	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Operations Manager	2	1	1	0	0	0	0	0	0	0	0	0.00%	50.00%			0.00%	50.00%
Mobility Manager	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
Fleet Manager	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Capital Project Manager	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
HR Specialist	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
Safety Coordinator	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Training Assistant	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Technical Specialist	1	1	0	0	1	0	0	0	0	0	0	100.00%	0.00%			100.00%	0.00%
Planner I	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
subtotal	11	7	4	0	1	0	0	0	0	0	0	9%	36%	22.63%	49.48%	-13.54%	-13.12%
Office/Clerical																	
Clerk of the Board	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
Accounting Technician II	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
Accounting Clerk	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Administrative Assistant I	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
ADA Specialist	1	0	1	0	0	0	0	0	0	0	0	0.00%	100.00%			0.00%	100.00%
subtotal	5	1	4	0	0	0	0	0	0	0	0	0%	80%	27.50%	80.71%	-27.50%	-0.71%
Skilled Craft																	
Mechanic	3	3	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
subtotal	3	3	0	0	0	0	0	0	0	0	0	0%	0%	18.75%	0.00%	-18.75%	0.00%
Service Maintenance																	
Fleet Supervisor	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Operations Supervisors	7	4	3	0	1	0	0	0	1	0	1	42.86%	42.86%			42.86%	42.86%
Facilities Worker II	1	1	0	0	0	0	0	0	0	0	0	0.00%	0.00%			0.00%	0.00%
Facilities Worker	2	2	0	0	1	0	0	0	0	0	0	50.00%	0.00%			50.00%	0.00%
Special Needs Operator	6	2	4	1	0	0	1	0	0	0	2	66.67%	66.67%			66.67%	66.67%
Transit Bus Operator	77	59	18	2	4	2	9	0	1	0	2	25.97%	23.38%			25.97%	23.38%
Bus Washer	2	2	0	0	1	0	1	0	0	0	0	100.00%	0.00%			100.00%	0.00%
subtotal	96	71	25	3	7	2	11	0	2	0	5	31%	26%	58.30%	24.95%	-27.05%	1.09%

ANTICIPATED JOB OPENINGS BY:	JOB OPENINGS TO BE FILLED BY:	NUMERIC GOALS FOR PROGRAM YEAR							% RATE OF ADDITION	ANTICIPATED WORKFORCE AS OF 6/2016	PROJECTED % REPRESENTATION								
		NEW HIRE			PROMOTIONS		TOT	%			12 MO	2 YR	3 YR	4 YR					
		TOT	MIN	MAX	TOT	MIN													
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Expansion																			
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# Northern Arizona Intergovernmental Public Transportation Authority

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

**DATE PREPARED:** June 9, 2015

**MEETING DATE:** June 18, 2015

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

**FROM:** James Wagner, Operations Director

**SUBJECT:** Second Amendment to the Carter Oil Bulk Fuel Contract

## RECOMMENDATION:

Staff recommends the Board of Directors approve the Second Amendment to an existing contract with Carter Oil Company for bulk fuel purchase in the amount not to exceed \$480,000 with a contract end date of June 30, 2016.

## RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Be environmental stewards

Goals:

- ❖ Plan with attention to “green” opportunities and long-term sustainability
- ❖ Apply imagination, creativity and innovation to improve the service we deliver
- ❖ NAIPTA will be known for living the guiding principles

## BACKGROUND:

On July 27, 2012, NAIPTA issued RFB 2013-200 for a licensed independent contractor to provide bulk fuel, while stipulating a minimum one year agreement with an optional renewal of four additional one-year terms. Staff evaluation of bids identified the best value was offered by Carter Oil Company. The procurement and resulting contract was awarded by the Board of Director on September 18, 2012 to Carter Oil Company. The original 1 year contract was initiated on January 1, 2013. The contract allows for four (4) additional 1 year periods under the same terms. The Carter Oil Company contract is locked in at best available fuel pricing of OPIS + \$ .03 for a term of five years, expiring on December 31, 2017. NAIPTA is currently saving \$.05-\$.08 per gallon of fuel dispensed on property or approximately \$10,000 a year.

The First Amendment for the period January 1, 2014 thru June 30, 2015 was approved by the Board in June 2014. This second amendment is good for term of July 1, 2015 thru June 30, 2016. One additional fiscal year or 12 month term is available and no more than 18 months remain in the original 5 year term of the procurement.



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## TAC DISCUSSION:

TAC understood the need for a second amendment and felt it would be helpful to add to the Staff Report the approximate savings by fueling in-house.

## ALTERNATIVES:

- 1) Approve amended contract with Carter Oil Company (**recommended**): Amendment of this contract allows NAIPTA to continue fueling vehicles on site with benefits of cost savings related to manpower required for offsite fueling (i.e. longer operator shifts).
- 2) Do not approve the contract renewal (**not recommended**): By not approving this amendment NAIPTA would be required to either rebid the fueling contract and/or begin fueling offsite. The cost of fueling offsite, including manpower required, is not budgeted for the fiscal year covered by this amendment.

## FISCAL IMPACT:

Financial considerations based on the approval of the contract amendment with Carter Oil Company is factored into the FY2016 budget.

## **SUBMITTED BY:**

## **APPROVED BY:**

\_\_\_\_\_  
James Wagner  
Operations Director

\_\_\_\_\_  
Erika Maza  
Interim General Manager

## **ATTACHMENTS:**

- |    |  |                         |
|----|--|-------------------------|
| 1. | Second Amendment to Carter Oil Co contract | -pages 85-86            |
| 2. | Original Carter Oil Company contract       | -available upon request |



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## SECOND AMENDMENT TO AGREEMENT

THIS SECOND AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT is made and entered into effective as of the **1<sup>st</sup> day of July, 2015** (the “Effective Date”), by and between the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona (“NAIPTA”), and Carter Oil Company, Inc., an Arizona corporation (the “Contractor”). NAIPTA and the Contractor are sometimes referred to in this SECOND Amendment collectively as the “Parties” and each individually as a “Party.”

### RECITALS:

A. The Parties entered into an Agreement for Tank Lease and Fuel Sale dated January 1, 2013 and a First Amendment dated January 1, 2014, (collectively the “Agreement”). All capitalized terms used without definition in this Amendment shall have the definitions ascribed to them in the Agreement, as modified by this SECOND Amendment.

B. The Parties now desire to amend the Agreement upon the terms and conditions contained in this SECOND Amendment.

### AGREEMENTS:

NOW, THEREFORE, for and in consideration of the foregoing Recitals and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby amend the Agreement as follows:

1. Article 4. Term of the Agreement. The agreement is amended to include the terms of July 1, 2015 thru June 30, 2016.
2. Reaffirmation of Original Agreement. Except as amended by this SECOND Amendment, the Original Agreement and the First Amendment shall remain in full force and effect. In the event of any conflict between this SECOND Amendment and the Agreement, the terms of this SECOND Amendment shall prevail.
3. Counterparts. This SECOND Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, binding on all of the Parties. The Parties agree that this Amendment may be transmitted between them via facsimile. The Parties intend that the faxed signatures constitute original signatures and that a faxed agreement containing the signatures (original or faxed) of all the Parties is binding upon the Parties.

IN WITNESS WHEREOF, the Parties have executed this Amendment effective as of the Effective Date set forth above.

**NAIPTA, a political subdivision of the State of Arizona**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_ Its \_\_\_\_\_

Approved as to form:

By \_\_\_\_\_  
Fredda J. Bisman  
General Counsel, NAIPTA

**Carter Oil Co**

Date: \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_ Its: \_\_\_\_\_



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### NAIPTA MEMORANDUM

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**DATE:** June 18, 2015

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

**FROM:** Jacki Lenners, Marketing Manager

**SUBJECT:** August 2 Service Change Update

During the April Board meeting, NAIPTA officially opened a public comment period related to the proposed service changes to go into effect on August 2, 2015. Since that meeting, NAIPTA has taken several actions to proactively notify the public about the proposed changes and give them the opportunity to provide feedback. Tactics include:

- Press release disseminated to local media (appeared in the *Arizona Daily Sun* on May 17)
- Signage posted at all bus stops at routes impacted by changes, as well as at all Connection Centers.
- Proposed bus stop signs posted at the new stops near Basis and NPA.
- Signage posted on all Mountain Line vehicles and at the NAIPTA office.
- Postcard sent to residential addresses within a close proximity to Route 2 announcing the proposed increased service.
- Social media posts.

The Board will have a public meeting in July to close the public comment period and officially vote on the proposed service changes. In order to prepare for that meeting, Staff will provide the Board with a recap of the comments to date. Highlights include:

- We have received a few positive comments regarding the addition of the service to the charter schools.
- Two comments related to traffic concerns surrounding the Basis area.
- One comment regarding the timing of the Route 5 supplemental service.



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