



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:

Wednesday, October 21, 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 1-3

1. CALL TO ORDER
2. ROLL CALL AND INTRODUCTIONS

3. APPROVAL OF MEETING MINUTES: 9/16/2015

-pages 4-10

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. Comments relating to items on the agenda will be taken at the time the item is discussed. 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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CONSENT ITEMS:

There are no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. APPROVE THE FY2015 ANNUAL REPORT -pages 11-12
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve the FY2015 Annual Report and authorize staff to submit the report to the State of Arizona and partners agencies as required in the Master IGA.
6. APPROVE UPDATED PERSONNEL POLICY MANUAL -pages 13-15
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve and adopt an updated Personnel Policy Manual to create a retirement benefit policy that is reflective of the requirements for the Arizona State Retirement System (ASRS) and of the Northern Arizona Public Employee Benefit Trust (NAPEBT).
7. APPROVE UPDATES TO TWO FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATIONS -pages 16-17
-Heather Dalmolin, Administrative Director
Staff recommends that the Board of Directors approve updated federal grant applications to reflect changes in funding as appropriated by the Federal Transit Administration.
8. STRATEGIC MEASURES FOR ROUTE LAUNCH -pages 18-20
-Erika Mazza, Deputy General Manager
Discussion only.
9. TRANSIT FUNDING RENEWAL -pages 21-25
-Jeff Meilbeck, CEO and General Manager
Staff recommends that the NAIPTA Board revisit and either modify or reaffirm their direction to request a minimum of a flat tax funding renewal in 2016.
10. NAIPTA AS HOST AGENCY FOR FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) -pages 26-32
-Jeff Meilbeck, CEO and General Manager
Staff recommends the NAIPTA Board of Directors defer to the FMPO on questions related to host agency status while continuing to pursue improved coordination strategies.



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PROGRESS REPORTS:

11. WORKFORCE UTILIZATION REPORT -page 33
-Heather Dalmolin, Administrative Director
12. FY2016 FIRST QUARTER PERFORMANCE REPORT
-Heather Dalmolin, Administrative Director
13. SUMMARY OF CURRENT EVENTS
-Jeff Meilbeck, CEO and General Manager
 - Federal Funding Update
 - City of Flagstaff Citizen Representative Alternate Vacancy
 - Board and TAC Strategic Policy Advance on December 3rd

ITEMS FROM COMMITTEE AND STAFF:

14. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
The next Board meeting will be on Wednesday, November 18, 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. The November agenda items will include but not be limited to Mountain Line Financial Projections, Approve Alternative for Kaspar Intersection and Vanpool Update. The November 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.
15. ADJOURNMENT



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Board of Directors Minutes for Wednesday, September 16, 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 met in Regular Session on Wednesday, September 16, 2015 at 10:00 am in the NAIPTA VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board attended in person, by telephone or internet conferencing. The public was invited to observe and participate in the meeting at the address above.

PRESENT:

BOARD MEMBERS PRESENT:

Rich Payne (Chair), Director of Residence Life, NAU;
Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Al White (Secretary), CCC, designee; (via phone) – left meeting at 11:31am
Celia Barotz, City Council, City of Flagstaff;
Scott Overton, City Council, City of Flagstaff
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Karla Brewster, City Council, City of Flagstaff, alternate;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Rich Bowen, Associate Vice President for Economic Development, NAU, alternate;
Dr. Leah Bornstein, President, CCC

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Development Director;
Heather Dalmolin, Administrative Director;
Jim Wagner, Operations Director;
Jacki Lenners, Marketing Manager;
Anne Dunno, Capital Project Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;



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Rhonda Cashman, Clerk of the Board;
Scott Holcomb, NAIPTA Attorney (via WebEx)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Payne called the meeting to order at 10:02am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 7/16/2015
Director Overton moved to approve the July 16, 2015 meeting minutes. Director Barotz seconded. All approved, none opposed. Motion carried.
4. CALL TO THE PUBLIC
There were no members of the public present wishing to speak.

Mr. Meilbeck asked Chair Payne if he could say a few words. He thanked the Board for approving his leave of absence, allowing him to serve as Flagstaff Interim City Manager for the last 8 months, and he is pleased to be back. He also expressed gratitude to Ms. Mazza for stepping in as the Interim General Manager in his absence. He presented her with some flowers and balloons, as well as a new door nameplate with her new title of Deputy General Manager.

Chair Payne thanked Ms. Mazza, also stating it is not easy stepping into an interim role and he thanked staff for working with her in that capacity. From a Board perspective, he said it felt like business as usual.

The call to the public was closed at approximately 10:10am.

CONSENT ITEMS:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. APPROVE COMMERCIAL DRIVER'S LICENSE (CDL) EMPLOYMENT AGREEMENT
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve the Commercial Driver's License (CDL) Employment Agreement to be used for all new hires that require a CDL as part of the job duties and minimum qualifications.

Ms. Dalmolin explained the CDL training program has been in place since before NAIPTA's inception under Coconino County. Employees are hired without a CDL, trained and tested through a member of our staff that is classified as a third party



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tester. Over time, NAIPTA has monitored the loss of employees shortly after they gain their CDL. With this agreement, NAIPTA will pay for all costs up front, but ask the employee to commit to work for NAIPTA for 18 months. If the operator voluntarily leaves or leaves for cause, they will be asked to repay fees on a graduated scale. There are three avenues to collect: 1) Reduce their paycheck to minimum wage for hours worked (federal law), 2) Bill them or 3) Take them to small claims court. The agreement is meant to be a deterrent. The agreement has been approved by legal. The Board was supportive of this agreement. Vice Chair Babbott asked what minimum wage is and he was told \$8.05 per hour. Director Overton moved to approve the CDL employment agreement as presented. Vice Chair Babbott seconded. There was no further discussion. All approved, none opposed. Motion carried.

6. APPROVE THE SECOND AMENDMENT TO THE VRIDE, INC. VANPOOL CONTRACT

-Erika Mazza, Development Director

Staff recommends the Board of Directors approve the Second Amendment to the vRide, Inc. Contract for vanpool services within Northern Arizona.

Ms. Mazza noted the original vRide contract was approved under Ms. Chandler. Coconino County did approve funds for vanpools and they began in February 2015. NAIPTA was recently notified of a successful grant award with a split of 76/24, which requires less local dollars to run the program. Director Barotz asked how the vanpool service was received. Ms. Mazza replied that there was one vanpool initially, but none operated over the summer. Finding drivers has been an issue and she plans to promote the driver having use of the vehicle during the day as a perk. Ms. Spivey was working hard to launch more vanpools, but she recently left NAIPTA. Ms. Mazza plans to work really hard on outreach as well. There was a funding gap and now she can ramp up promotion. NAIPTA also received additional funds for Winslow vanpools. There are approximately 45 people interested in vanpools in the Winslow/Twin Arrows areas. The biggest concern she is hearing from people in Winslow is the possible need to get home outside the scheduled vanpool hours. There is a guaranteed ride home for members of the program. Secretary White was looking at the contract and asked who the signer would be for vRide and both Ms. Dalmolin and Ms. Mazza agreed it will be Ted Abeyta, vRide CEO. It is understood that vanpools are off to a slow start, but clear benchmarks for the program are still needed, per Vice Chair Babbott. Ms. Mazza hopes to have benchmarks for success to present at the Board and TAC joint meeting in December. The Board will need to determine if it is viable. Mr. Meilbeck stated he thinks people need this program. He and Ms. Mazza are committed to the program. Vice Chair Babbott moved to approve the second amendment to the vRide contract as presented. Director Barotz seconded. All approved, none opposed. Motion carried.

PROGRESS REPORTS:

7. SPINE ROUTE STUDY UPDATE

-Erika Mazza, Development Director

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Ms. Mazza showed a PowerPoint presentation with a map of the 8 routes initially identified to be possibilities for the spine route. She noted Mr. Langford made the maps and he has recently left NAIPTA. He can now be found at the City of Sedona. Several factors were reviewed. Director Barotz asked the definition of a Bus Rapid Transit (BRT) route and Ms. Mazza responded that it would be a high frequency, high ridership route. It is still to be determined if Flagstaff needs this level of service. Route 2 with higher frequency is a start. The top three spine route alternatives were determined and now they need to cost them out. Full build out, from the airport (via High Country Trail) to the mall, would be approximately \$22-\$30 million dollars and we need to make sure this is what the community wants. It is interesting that none of the top three selections go through NAU, probably due to low speeds and few students in the summer months. Other distinguishing factors are to use Humphreys versus the Beaver/San Francisco split and whether the route would follow 4th street or Lockett. There will be a technical advisory committee meeting soon and other factors will be considered. The three alternatives will be presented at public outreach events and feedback tracked in an attempt to land on one standout choice before sending a request for funding to the Federal Transit Administration (FTA). Vice Chair Babbott cautioned to make sure all groups are on the same page before spending too much. Ms. Mazza stated she understood and this project is still in the conceptual stage.

8. REVIEW OF FLAGSTAFF'S REGIONAL 5-YEAR AND LONG RANGE TRANSIT PLAN IMPLEMENTATION PROGRESS

-Erika Mazza, Development Director

Ms. Mazza reviewed the map of the original plan approved in May 2013. Three service changes have occurred since that time and she reviewed them in detail. Director Barotz asked how the extra bus for Route 10 is shown when it changes from Route 5. Ms. Mazza explained this has been a challenge with TransLoc and the app. She reviewed the three possible future service enhancement scenarios in detail. A big question is whether the airport demands BRT service. Director Barotz noted the City has received a letter of interest from a hospitality company looking at the airport area for its world headquarters. She said the City is working on the airport master plan now and parking issues are apparent. Vice Chair Babbott stated an employment center versus airport demand is very different and NAIPTA may be considered as part of the solution for the parking challenges. Ms. Mazza showed the fund balance graph on the screen. Vice Chair Babbott voiced concerns about built in recessions. Periodic recessions may be more significant than the assumptions. Ms. Dalmolin explained the City fund balance revenue and recession assumptions. It was noted that the graph assumes a flat tax renewal.

9. UPDATE ON ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) FY2015 SECTION 5310 AND 5311 GRANT AWARDS

-Erika Mazza, Development Director



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Ms. Mazza recapped all the recent ADOT grant awards. She is working on ways to increase the County Taxi Voucher funding. Vanpool funding was increased from \$48,000 to \$72,000 to account for adding the Winslow area. Vice Chair Babbott asked about the request from the County for an increase in Taxi Vouchers when the Vanpool program is underutilized. He recommended checking into other ride share programs that might be more efficient. Ms. Mazza stated she appreciated his comments about possible ride share programs. This is of particular interest to the human services agencies. They have their own vans, but have trouble meeting the 20,000 miles per year requirement. Mr. Meilbeck explained vanpool vans are not sitting here unused. Chair Payne stated there should be a way to incentivize the most cost effective option.

10. REPORT ON JULY 2015 EMPLOYEE SATISFACTION SURVEY

-Heather Dalmolin, Administrative Director

Ms. Dalmolin started off by informing the Board Ms. Graham has been doing this report and she recently left NAIPTA. She introduced Ms. Battice as the new Business Manager. She explained this is the first time we have asked mid-level managers to participate. There were 70 respondents. It is based on a 0-5 scale. Director Barotz asked if there was a takeaway message. Ms. Dalmolin responded by referencing management discussions about what factors managers can control. Recognition is one factor versus a pay raise. There are some inconsistencies noted and follow up with employees regarding evaluations is needed. The comments are mostly positive. There are few comments to follow up on regarding the change in NAIPTA culture. Vice Chair Babbott asked the wage and title of our lowest paid, entry level position. Ms. Dalmolin replied that it is our bus washer at \$10.56 per hour. That position requires a high school diploma. The position is benefit-eligible at 30 hours per week. Ms. Dalmolin offered to have the PowerPoint sent to the Board members in case they want to review the presentation more thoroughly. Mr. Meilbeck commented that NAIPTA is an agile organization. The routing structure is pretty complex, but we found efficiencies. The element of culture needs to be addressed. Change is hard.

11. FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) HOSTING

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck reported studies have been done and there has been discussion over the last four years whether NAIPTA and the FMPO should merge. He is ready to make a recommendation and the staff report is done for next month. He said the key points are: 1) Director Overton recommended NAIPTA invite the FMPO Board to allow NAIPTA to host the FMPO; 2) If they decide to accept, he plans to defer his recommendation to the position of the FMPO Manager. He feels that is the right thing to do. A merger without the full support of the organization would be tough. He is hopeful they will see the opportunity, but isn't sure how it will play out. He said he very clearly stated the opportunities he sees for the partnership in the staff report.



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12. GENERAL MANAGER'S PROGRESS REPORT

-Jeff Meilbeck, CEO and General Manager

- **Federal Funding Status Update**

Mr. Meilbeck said NAIPTA has been in the pipeline for a lot of years working for increased funding. We have been working at the highest levels for several years advocating for the reward of small systems with high performance. We were going to miss one of the Small Transit Intensive Cities (STIC) measures, about \$192,000, but because of the data, hard work by staff and relationships built, FTA was willing to review and grant the funds to NAITPA. MAPT-21 is going to be reauthorized. The total pot was increased. In the DRIVE Act an increase of another 25% is proposed, when we asked for it to be doubled. Great, but we aren't stopping there. The Community Transportation Association of America (CTAA) has a small urban network which is expending a lot of effort nationally to compete with New York and Chicago, etc. Also, because of the hard work of staff, we will be eligible for a whole new pot of money to compete for this year.

Secretary White had to leave the meeting. He said he looks forward to speaking with Mr. Meilbeck regarding the Coconino Community College (CCC) representation. He thanked Ms. Mazza and Mr. Meilbeck for their leadership.

- **American Public Transportation Association (APTA) AdWheel Awards and Annual Conference**

Mr. Meilbeck noted NAIPTA has won some marketing awards for our print ads: the Ride Guide and the K-12 School Postcard from last year. Ms. Lenners will attend the APTA Annual Meeting to accept these awards and NAIPTA is eligible for the Grand Prize to be announced there in San Francisco. Mr. Meilbeck and Ms. Mazza are also registered to attend the conference.

- **FY2015 Annual Report**

The snapshot FY2015 Annual Report was brought up on screen for Board members to view. Mr. Meilbeck stated Ms. Lenners worked with Ms. Dalmolin to pull this together to highlight NAIPTA as a quick reference. Ms. Lenners told the Board Ms. Dalmolin will still produce the full Annual Report with much more detail.

ITEMS FROM COMMITTEE AND STAFF:

Chair Payne commented that in addition to Ms. Lenner's national recognition, she does a lot of press releases and she does a great job telling our story. This will help going forward. Also, despite Erika doing an excellent job, he is excited and thankful to have Mr. Meilbeck back. He provides great leadership across the organization.



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13. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, October 21, 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. The October agenda items will include but not be limited to the NAIPTA Annual Report, 5304, 5307 and 5339 Competitive Grant Applications, 5307 Application – Additional Small Transit Intensive Cities (STIC) Measure Funding Use, Transit Tax Outline Workplan, Kaspar Intersection Update, Strategic Measures for Route Launch 8/2 and the Workforce Utilization Report. The October 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.

14. ADJOURNMENT

-Chair Payne adjourned the meeting at 11:37am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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DATE PREPARED: October 13, 2015

MEETING DATE: October 21, 2015

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve the FY2015 Annual Report

RECOMMENDATION:

Staff recommends the Board of Directors approve the FY2015 Annual Report and authorize staff to submit the report to the State of Arizona and partners agencies as required in the Master IGA.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

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

BACKGROUND:

In accordance with A.R.S. 28-9101 et seq. to establish an intergovernmental public transportation authority and the Master IGA signed by Coconino and Yavapai County, registered with Secretary of State on June 6, 2006, the Board will issue an annual report on or before December 1 containing a full account of the transactions, activities and finances for the preceding fiscal year and other facts and recommendations. The Board shall transmit copies of the report to each member municipality, university and county, to the Secretary of State, to the Arizona state library, archives and public records and, on request, to any member of the public.

The FY2015 Annual Report is a formal document designed to meet the state regulation. The report contains a summary of the activities, including performance data from City of Flagstaff public transportation systems. The report provides an overview of FY2015 revenues and expenditures. The current capital program is highlighted as part of the 5 year Transit Plans for NAIPTA programs. The FY2015 performance information and financial data from the report is as presented to the Transit Advisory Committee and Board of Directors throughout the year. The financial data is reflective of the year end information as reviewed with and presented to each partner agency. The financial information is currently still being reviewed as part of NAIPTA's annual financial audit and if anything changes as a result of the audit, an amended report will be filed no later than March 31, 2015 and presented to the TAC and Board in April 2015.



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TAC DISCUSSION:

The Annual Report was presented to the Transit Advisory Committee. There was some discussion about growth of Taxi Voucher program. The Committee supported the Annual Report as presented.

ALTERNATIVES:

1. Approve submission of Annual Report (**recommended**): If the Board approves the Annual Report, staff can proceed with submission of the Annual Report on time and NAIPTA will remain compliant with State of Arizona regulations.
2. Don't approve report (not recommended): If the Board does not approve the report, staff would be delayed in submitting the Annual Report. This delay could mean NAIPTA would not meet deadline for submission as required by the Arizona Revised Statutes.

FISCAL IMPACT:

There is no budgetary or financial impact with adoption of the FY2015 Annual Report.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

1. NAIPTA FY2015 Annual Report -separate attachment not in packet



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DATE PREPARED: October 13, 2015

MEETING DATE: October 21, 2015

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve Updated Personnel Policy Manual

RECOMMENDATION:

Staff recommends the Board of Directors approve and adopt an updated Personnel Policy Manual to create a retirement benefit policy that is reflective of the requirements for the Arizona State Retirement System (ASRS) and of the Northern Arizona Public Employee Benefit Trust (NAPEBT).

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Be trustworthy and dependable

5 Year Horizon:

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

BACKGROUND:

After the recent adoption of the updated Personnel Policy Manual, staff realized that NAIPTA does not have a retirement policy. As participants of the NAPEBT we are required to offer retirement benefits to retirees whenever an employee is eligible for retirement as defined by ASRS as either an early or normal retirement. NAIPTA has not previously had a retirement benefit and would defer employees discussing retirement to coverage as offered or provided by ASRS. The new policy of the NAPEBT creates a retirement benefit for all employees that have 5 or more years of consecutive employment with any NAPEBT employer and requires NAIPTA to adopt a policy.

NAIPTA's proposed policy follows the example of the City of Flagstaff and allows retiree's to enroll within 30 days of retirement in health and dental as long as the employee is eligible under ASRS for early or regular retirement benefit. The retiree is responsible for 100% of cost and must pay NAIPTA monthly. The policy is attached for review.

NAIPTA has requested legal review of the policy and upon approval by both legal and the Board, staff will update the manual and notify all NAIPTA staff of the update. NAIPTA does have several employees that may be eligible for this benefit now or in the near future.



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TAC DISCUSSION:

The Transit Advisory Committee supported recommendation with no comments or discussion.

ALTERNATIVES:

- 1) Approve Personnel Policy Manual update (**recommended**): The changes are necessary to define NAIPTA's retirement benefits offered to employees.
- 2) Do not approve Personnel Policy Manual update (**not recommended**): If not approved, staff will not be in compliance with NAPEBT and staff considering or approaching retirement will have an undefined benefit.

FISCAL IMPACT:

The retirement policy is anticipated to have no fiscal impact because a retiree choosing to enroll will be financially responsible for 100% of the premium cost. The risk is that an employee may not make payment to NAIPTA as required and NAIPTA may not be able to recover any premiums paid in advance. The loss would be minimal and benefits could terminate after the first time a payment due is not received. The monthly premium due depends on which plan and tier is elected and varies from \$458 per month to \$942.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

1. DRAFT Personnel Policy, 2.8 Retirement -page 15



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2.8 Retirement

Employees with 5 consecutive years or more of service with a NAPEBT Employer may be eligible for certain retiree benefits. NAIPTA will provide medical and dental insurance for eligible NAIPTA retirees under certain terms and conditions, all of which are subject to change in part or in whole depending on policy changes made by the Northern Arizona Public Employees Benefit Trust (NAPEBT) or the NAIPTA policy. ("NAPEBT Employer" means any employer member of the Northern Arizona Public Employees Benefit Trust.)

To be eligible, an employee must retire from NAIPTA service employees after 5 consecutive years of service in a benefits eligible position with a NAPEBT employer AND meet one of the following two requirements: 1) eligible to receive normal retirement benefits from ASRS or 2) eligible to receive normal retirement benefits from the Optional Retirement Plan.

Retirees can maintain their coverage under the provisions of this program until the retiree reaches age sixty-five (65) and/or becomes entitled to Medicare.

Dependent coverage is available subject to the limitations outlined in the NAIPTA's group health insurance policy. Dependents cannot continue in this insurance program when the retiree is no longer eligible, but will be eligible to continue benefits under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). A domestic partner will not be eligible to continue benefits under COBRA unless the employee elects continuation for himself/herself or the domestic partner is a qualified tax code dependent.

The retirees will pay the entire premium amount; there will be no NAIPTA contribution. The premium rates will be reviewed annually. Those eligible employees retiring will have thirty (30) days after their last working day to enroll in the insurance program. If they fail to do so within this thirty (30) day period, they will be unable to join at a later date. Payment arrangements will be made directly to NAIPTA through Accounting on a monthly basis by the 15th of the month. It is the responsibility of the retirees to make the payments. Participants who fail to pay are subject to cancellation and cancellation will result in eligibility to reenroll.

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DATE PREPARED: October 13, 2015

DATE: October 21, 2015

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve updates to Two Federal Transit Administration (FTA) Grant Applications

RECOMMENDATION:

Staff recommends that the Board of Directors approve updated federal grant applications to reflect changes in funding as appropriated by the Federal Transit Administration.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- 5 Year Horizon:
- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.

BACKGROUND:

The Federal Transit Administration has published the FY2015 Full Year Appropriation and NAIPTA will be adjusting grant applications due to changes in federal funding appropriated to NAIPTA.

NAIPTA's two pending grant applications in the Federal Transit Administration (FTA) grant tracking system (TEAM) will be adjusted as follows:

AZ 90 XTBD Section 5307 Urbanized Area Formula Award, for \$2,021,434 (previously \$1,879,135)

This grant will be used for operating assistance and capital programs for Flagstaff's public transit systems: Mountain Line, Mountain Link, and Mountain Lift.

- **Operating:** \$1,686,462 (less than 50% of operating cost)
- **Passenger Stops and Shelters:** \$154,972.05 (80% of program cost)
- **Kaspar Remodel:** \$180,000 (80% of program cost)

The increase is due to achieving a 5th Small Transit Intensive Cities measure, an overall increase of \$175,876.

AZ 95 X030 Section 5307 Surface Transportation Program (STP) for \$62,575 (previously \$61,306)

This grant will be used for implementing additional passenger shelters and amenities along Flagstaff's public transit routes.

- **Passenger Stops and Shelters:** \$62,575 (80% of program cost)

The projects and funding are as approved in the Arizona Transportation Improvement Plan (STIP).

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TAC DISCUSSION:

The modifications to the applications was supported by the Transit Advisory Committee without comment or discussion.

ALTERNATIVES:

- 1) Approve updated grant applications (**recommended**): By taking formal action to approve the updated grant applications, the Board will authorize staff to apply for and execute the applications for appropriated funding. The funds being requested are budgeted in FY2016 annual budget and projected in the FY2017 financial plan.
- 2) Do not approve the grant applications (**not recommended**): If the updates are not approved, staff could face additional delays in submitting and executing the pending grant applications and funding will be further delayed for operating and capital projects.

FISCAL IMPACT:

The financial impacts of the change are included in the FY2016 Budget that was adopted in June 2015 and in the financial plan.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

None.



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DATE PREPARED: October 8, 2015

DATE: October 21, 2015

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, Deputy General Manager

SUBJECT: Strategic Measures for Route Launch

RECOMMENDATION:

For discussion only. There is no recommendation from staff at this time.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do

BACKGROUND:

Over the past several years, NAIPTA has put forth incremental service changes on an annual or semiannual basis. These service changes have historically occurred in August, prior to the start of school. In order to ensure sound financial and operational practices, NAIPTA staff have developed strategic measures to evaluate the productivity and cost effectiveness of the service changes. The development of these strategic measures is an evolution as we continue to monitor the impacts of the services changes and their factors of success. Several measurement tools are evaluated, one of which is a method to determine if the service change resulted in an increase ridership.

A tendency exists to think that if ridership increased, then the system change was a success. This however doesn't account for the variety of costs that go into implementing the change. In determining what should be considered a successful service change a definition of success needs to be determined.

The definition staff is using to determine a successful system identifies the benefits of the service change are greater than the costs. The following is a list of the benefits and costs that are considered:

- Benefits
 - **Ridership Increase**
 - Community Benefit
 - Efficiencies for Riders/Rider Satisfaction
- Costs
 - **Operating Cost (Hours and Miles)**
 - Ridership Decrease
 - Marketing Costs
 - Capital Costs



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The initial measurement that compares ridership with revenue hours is a fairly simple and straightforward process as these two factors have a direct relationship and correlation with one another. Essentially this method determines success if there are increasing trips per hour, and if the service change leads to a decrease in trips per hour the modifications will be further analyzed. The accuracy of this method is consistent with long standing performance data used in other formats.

To illustrate, if a route has 2,000 service hours a year and a system change increases that to 3,000 there was a 33% increase in service hours. In order for the trips per hour to be maintained there needs to be a 33% increase in ridership.

The following chart is an example of using this method for setting a target for one of the August 2015 service changes. The number of revenue hours in the chart is illustrative only, but reflects the estimated percent change in service hours. Route 2 received a service hour increase of 34%. In order for this change to be considered successful based on hours and ridership increase, a 34% increase in ridership would need to occur. The number of target trips in FY2016 for Route 2 is 340,030.

Route 2 Service Increase			
	FY15	FY16	% Change
Trips	226,114	340,030	34%
Hours per day	38	58	34%
Trips/Hour	5,950	5,950	

While this method allows us to quickly set a performance target, it also has noteworthy limitations. One limitation is that system changes may take multiple years to fully realize the ridership gains; thus, staff does not advocate that if we do not see the expected growth within a year, we would recommend canceling the service change. Another limitation is that it does not include other important factors that may have been more influential in the decision to make the system change. For example, the community benefits may have been more important than ridership gains. Also, other cost factors like marketing and capital should be considered fixed costs as part of doing business and may not be fully allocated to one service change. Other factors can be considered unquantifiable, such as overall community benefits and efficiencies for riders. Since these factors cannot be easily quantified, a more sophisticated method would need to be developed to measure success.

TAC DISCUSSION:

No discussion.

FISCAL IMPACT:

There are no direct fiscal impacts with this report and subsequent direction from NAIPTA's BOD. The fiscal impacts from service changes are budgeted and approved within our Financial Plan. As we refine the strategic measures for route changes, we may realize the need for additional staff and analytic time.



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SUBMITTED BY:

Erika Mazza
Deputy General Manager

APPROVED BY:

Jeff Meilbeck
CEO and General Manager



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DATE PREPARED: October 2, 2015

DATE: October 21, 2015

TO: Chair and Members of the NAIPTA Board

FROM: Jeff Meilbeck, NAIPTA CEO and General Manager

SUBJECT: Transit Funding Renewal

RECOMMENDATION:

Staff recommends that the NAIPTA Board revisit and either modify or reaffirm their direction to request a minimum of a flat tax funding renewal in 2016.

RELATED WORKPLAN OBJECTIVE

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.

RELATED GUIDING PRINCIPLES

- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do

BACKGROUND:

The Transit Tax that funds Mountain Line will sunset on June 30, 2020. At NAIPTA's May 2015 Joint Meeting, the Board directed staff to pursue a minimum of a flat tax renewal in 2016 with a recommendation to Flagstaff City Council by September 2015. However, since NAIPTA's May 2015 Joint Meeting, the FMPO initiated a Regional Transportation Plan (RTP) steering committee which is still in the formative stages. Although the RTP steering committee role is not yet set in stone, staff expects they will consider priority transportation projects and funding sources.

Since other City transportation funding will also sunset on June 30, 2020, it seems likely that City Council will send a comprehensive renewal request to voters in 2018. That decision has not been made by Council and given that the date is 3 years off, Council has not yet been asked to consider the question. One reason for forming the RTP steering committee is to help the broader community and organizations like NAIPTA and the City consider these



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project and funding questions. As such, the steering committee provides an excellent venue for discussing the role of transit as part of a larger transportation system.

There are benefits with NAIPTA making an independent, transit focused recommendation to Council. Transit is popular in the community and it is likely that transit funding at current levels would be renewed and secured in 2016. This certainty would enhance the confidence of passengers, employees, and members of the private sector investing along transit lines. Furthermore, a 2016 election would provide an opportunity to return to voters with a modified request in 2018 if the 2016 initiative fails. Conversely, if we wait until 2018 for the first request, and the first request fails, Mountain Line will be in an increasing level of crises mode leading up to a June 30, 2020 sunset date.

On the other hand, a 2016 election might confuse voters and complicate messaging for other transportation initiatives. Given that 4 other non-transit transportation ballot measures expire on June 30, 2020, it is likely that Council will seek renewal at some level in 2018. By moving in 2016, NAIPTA might miss a partnership opportunity to look at transit as one component of an overall transportation system. Finally, given the advent of the RTP steering committee and Council's likelihood of approving a 2018 funding initiative, NAIPTA going alone risks creating a sense of fragmentation and competition.

ALTERNATIVES:

- 1) Take a recommendation to Council to send a minimum flat tax funding renewal to voters in 2016. This approach would provide certainty and flexibility and is the standing direction of the NAIPTA Board. This approach risks creating a sense of fragmentation with other transportation interests and such risks would have to be mitigated with good communication.
- 2) Defer to the RTP steering committee and delay a transit funding request to 2018. Although RTP steering committee outcomes are unknown, coordinating with the RTP process leaves NAIPTA's option open and signals a strong collaborative move with the rest of the community.
- 3) Continue to prepare for a 2016 funding request but delay making the recommendation to Council until January 2016. The approach would allow NAIPTA to work with and educate other community partners about the value of a 2016 request. Arguably, a 2016 request supported by the RTP steering committee would be more broadly supported by Council and voters.





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FISCAL IMPACT:

A 2016 flat funding initiative, if approved by Council and voters, would secure transit funding for another 20 years. This level of funding certainty would make NAIPTA even more competitive for grants. Funding approval in 2018 would have the same affect but would create more risk if the first request failed and a second request was pushed to 2020.

TAC FEEDBACK

TAC members appreciated the consideration of the bigger picture and thought that any risks of fragmentation or competition could be mitigated. TAC members remembered the clear direction from the Board to move forward in 2016 with a minimum of a flat tax funding scenario and saw the validity in staying on that path. TAC members recognized that a failure in 2018 would put the system at risk and in crises mode leading up to a 2020 question.

There was a request to find out the timing for bringing the flat transit tax renewal to City Council. Per the City Clerk, the City election on November 3, 2015 will determine if a general election may be called in November 2016 or May 2017. The City Council must call for a general election approximately 4 months out at the latest. A recommendation from the NAIPTA Board should be brought to Council in advance.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Steering Committee Charter -pages 24-25



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September 10, 2015

**Regional Transportation Plan (RTP) Steering Committee
(The Movers)
*Charter***

Vision:

To craft a comprehensive transportation solution that improves mobility and quality of life for residents and visitors of the greater Flagstaff region, promotes economic development and meets grant agency requirements.

Mission:

To identify priority transportation projects, related costs and viable revenue sources for turning ideas into reality.

Approach:

- Establish a small steering committee of economic development, citizen advocacy groups and government and business leaders¹ who will:
 - Commit mental energy and human capital towards achieving our mission
 - Ensure that priority projects are included in the RTP
 - Identify public and private funding partners.
 - Author an RTP Executive Summary which includes specific project and funding recommendations.

Time-Commitment

- Monthly meetings of 60-90 minute duration from September 2015 to June 2016
- Reading materials between meetings
- Coordinate with FMPO Outreach efforts

Authority

The Steering Committee is advisory to the FMPO.

¹ ADOT, Chamber, COF, County, ECoNA, Flag 40, FMPO, Neighborhood Association, NAIPTA, NAU

September 10, 2015

Steering Committee Meetings and Tentative Agendas

Kick-Off Meeting – October 2015; 90 minutes

- Review findings of stakeholder interviews
- Come to shared understanding of need for action
- Overview of Regional Transportation Plan and Timeline – What is it?

Resources Needed: Existing plans, relevant maps, and facilitator

November Meeting; 60 minutes

- Refine and adopt steering committee's Mission and Vision
- Gain commitments from partners to serve on steering committee (resolution?)

December Meeting; 90 minutes

- SWOT Analysis
- Recipe for Success -- What and When? – Map It (Sticky Blue Wall)
- Create 2016 Meeting Calendar



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DATE PREPARED: October 2, 2015

DATE: October 21, 2015

TO: Chair and Members of the NAIPTA Board

FROM: Jeff Meilbeck, NAIPTA CEO and General Manager

SUBJECT: NAIPTA as Host Agency for FMPO

RECOMMENDATION:

Staff recommends the NAIPTA Board of Directors defer to the FMPO on questions related to host agency status while continuing to pursue improved coordination strategies.

RELATED WORKPLAN OBJECTIVE

Develop options for improving regional transportation planning with the FMPO and present to FMPO and NAIPTA Boards by June 30, 2015.

RELATED GUIDING PRINCIPLES

- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do

BACKGROUND:

The FMPO is hosted by the City of Flagstaff. Under the terms of an IGA dated September 28, 2011, hosting means that the City serves as the FMPO's fiscal agent, executes contracts on behalf of the FMPO and is administratively responsible for staff. Host agency responsibilities include providing human resources services, procurement, financial services, legal services and office space. The FMPO has been hosted by the City of Flagstaff since the FMPO's formation in 1996.

The possibility of shifting FMPO hosting responsibilities to NAIPTA has been considered since 2010. Charlier Associates completed stakeholder interviews and peer research and submitted a final report on June 21, 2011. Additionally, a strategic advance was held in December 2014. The culmination of the years of study leads to two conclusions:

- 1) Change is not required. The FMPO meets its obligations and is in good standing with federal, state and local governments. Regional eligibility for federal and state transportation funding has been maintained throughout the FMPO's history. As a legal,



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practical and financial matter, the FMPO can continue to be hosted by the City of Flagstaff.

- 2) Change may be desired. Shifting host responsibilities from the City to NAIPTA may provide a more regional and independent structure and may improve our regional capacity to compete for federal and state transportation funding.

FMPO Snapshot

Legally, the FMPO is a “forum for cooperative transportation decision-making” under 23 C.F.R 450.104 and is an association rather than a legal entity. The FMPO’s role is to carry out cooperative transportation planning activities and to qualify for federal funds. The FMPO encompasses 525 square miles including the City of Flagstaff, portions of Coconino County including Doney Park, Kachina Village, Bellemont, and NAU. The FMPO was formed in 1996 and the FMPO is governed by a 6 member Executive Board made up of the City of Flagstaff, Coconino County and ADOT.

Financially, the FMPO has an annual operating budget of approximately \$260,000 employing 2.88 staff positions.

NAIPTA Snapshot

Legally, NAIPTA is an Intergovernmental Public Transportation Authority (IPTA) established under ARS Title 28, Chapter 26. NAIPTA is a political subdivision of the State and shares an identical boundary to the FMPO. NAIPTA is a direct recipient of some Federal and State transportation funds. NAIPTA was formed in 2006 and NAIPTA’s Board is made up of the City of Flagstaff, Coconino County, Coconino Community College and Northern Arizona University.

Financially, NAIPTA has an annual operating budget of \$7.0 million, employs 116.50 positions and constructs, owns and manages its own facilities.

Arguments for inviting the FMPO to be hosted by NAIPTA:

Regionalism: The FMPO is by definition a regional organization and its reporting structure should reflect this reality. Reporting through a host organization that is an FMPO member agency, while certainly acceptable, is not ideal. When the FMPO was formed there were no options. 18 years later, there are options.

Organizational Structure: The FMPO Manager is placed four layers into the organizational structure of the City as follows: FMPO Manager > Planning Director > Community Development Director > Deputy City Manager > City Manager. This structure would be



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streamlined through NAIPTA in that the FMPO Manager would report directly to the NAIPTA CEO.

Organizational Focus: The City has broad city-centric responsibilities of which the FMPO is a part and NAIPTA has specific regional responsibilities for transportation alone. Whereas the City has highly qualified and expert support staff in grant-making, procurement and administration, these positions are also generalists whose responsibilities are divided among many federal and state agencies. Conversely, NAIPTA staff are 100% focused on transportation funding, issues and agencies. Through a closer relationship that hosting would provide, NAIPTA and the FMPO would be equally and perhaps more effective at transportation planning and management because we could share duties, combine efforts and focus on areas of strength for all member agencies.

Financial Management: Like the City, NAIPTA has a proven record of managing Federal and State grant funds. Additionally, NAIPTA has a record of leveraging federal and state funds in that 80% of virtually every capital expense over the past 5 years has been paid for through federal and state grants.

ALTERNATIVES:

1. Invite the FMPO to transfer host agency responsibility from the City of Flagstaff to NAIPTA (Not recommended).

Advantages

- Provides FMPO with a regional reporting structure to match its regional purpose
- Makes the FMPO more structurally independent and in equal hierarchy to all FMPO member agencies
- May increase collective clout and ability to compete more successfully for funding of transportation construction projects
- Provides FMPO with an administrative support structure that is uniquely geared toward federal transportation planning and grant administration
- Provides cross pollination of technical capabilities between NAIPTA and FMPO

Disadvantages

- Difficulty. Moving positions that have been part of the City system and culture for 18 years is difficult on the people and systems involved.
- Resource loss to City: The City relies on FMPO staff for City transportation planning, dark skies and other responsibilities. Moving FMPO staff to NAIPTA would reduce City access to this valuable resource.
- Risk. Making an organizational change introduces new risk.





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- Disagreement: Staff of affected organizations have differing opinions on the value and appropriateness of this move.
- Opportunity Cost: The energy put into this move would eat capacity that could be used for other higher value, more consensus based projects.

2. Do Not Invite the FMPO to Transfer Host agency responsibilities to NAIPTA (Recommended).

Advantages

- Confidence. The system has been working for 18 years as is.
- Predictability. Partners know what to expect from the FMPO and the system.
- City access. The City does considerable land-use planning and there are benefits to the City of hosting the FMPO in terms of close coordination and availability of FMPO resources and expertise.

Disadvantages

- Less independent. The FMPO is reporting through one of its member agencies
- Organizational Focus. The City has many responsibilities of which Transportation is a part. NAIPTA has one responsibility in which Transportation is the sole purpose.
- Less streamlined. The FMPO manager report is placed relatively deeply within the City hierarchy.

3. Transfer the FMPO to another local government host such as Coconino County. This alternative would mirror the current structure in that the FMPO would continue to be hosted by one of its member agencies rather than being independent. This alternative may have the advantage of a more regional perspective, but it essentially duplicates the current structure.

FISCAL IMPACT:

There are micro and macro financial impacts:

- 1) At a micro level, the FMPO is paying approximately 7% indirect costs or \$22,000 to the City of Flagstaff annually. If NAIPTA becomes the host organization this amount would either be retained by the FMPO or paid to NAIPTA instead.
- 2) At a macro level, the FMPO may be more effective at leveraging existing resources and attracting new resources. 80% of NAIPTA's \$44 Million Capital plan has been funded through Federal and State pass through grants. NAIPTA's experience suggests potential for an FMPO/NAIPTA hosting relationship to attract increased funding for transportation capital projects.



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CONCLUSION

An assessment as to whether or not the FMPO needs a new host organization would most appropriately come from the FMPO Manager, the FMPO Executive Board and FMPO member agencies. As a committed and engaged partner, NAIPTA has a keen interest in the FMPO's ability to fund and deliver transportation projects to the region. With that said, it seems presumptuous at best for the NAIPTA CEO to initiate and lead a discussion about the FMPO's structure and effectiveness without a clear and unsolicited invitation from the FMPO.

Regional transportation planning activities can and should continue to be coordinated between the FMPO, NAIPTA, all of our member agencies and the public we serve. Such coordination can happen without a change in hosting status. For example, NAIPTA and the FMPO can partner on the Regional Transportation Plan and joint funding pursuits.

TAC FEEDBACK

TAC members were supportive of the modified approach and agreeable to deferring to the leadership of the FMPO staff and Board on appropriate timing for any possible change in hosting status.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Jeff Meilbeck E-Mail to City Staff 9-25-15 -pages 31-32



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Jeff Meilbeck

From: Mark Landsiedel <MLandsiedel@flagstaffaz.gov>
Sent: Friday, September 25, 2015 10:47 AM
To: Jeff Meilbeck; Josh Copley; Barbara Goodrich; Daniel Folke; Dave Wessel
Cc: Rick Barrett; Rick Tadder; Stephanie Smith; Erika Mazza; Heather Dalmolin
Subject: RE: You spoke, I listened

Jeff:

I appreciate your thoughtful and considered actions.

We listened, too.

Dan and I met with Dave yesterday and are encouraging the MPO to consider extending an invitation to NAIPTA to become a part of the FMPO Management Committee. We feel this would be an excellent way to ensure that all of NAIPTA's thoughts, issues and creativity are brought to the fore as we all continue to partner to create the best possible multi-modal transportation system for the City and the FMPO area. Providing NAIPTA a place at the table with the City Manager, County Manager and ADOT's Planning Director is a huge step in the right direction, in my opinion.

Thanks again for the modified approach.

Mark

From: Jeff Meilbeck [<mailto:jmeilbeck@naipta.az.gov>]
Sent: Friday, September 25, 2015 8:55 AM
To: Josh Copley; Barbara Goodrich; Mark Landsiedel; Daniel Folke; David Wessel
Cc: Rick Barrett; Rick Tadder; Stephanie Smith; Erika Mazza; Heather Dalmolin
Subject: You spoke, I listened

Members of Team Flagstaff:

Although my opinion related to FMPO hosting has not changed, my position has. As per the last paragraph of the attached staff report I state the following: *"An assessment as to whether or not the FMPO needs a new host organization would most appropriately come from the FMPO Manager, the FMPO Executive Board and FMPO member agencies...it seems presumptuous at best for the NAIPTA CEO to initiate and lead a discussion about the FMPO's structure and effectiveness without a clear and unsolicited invitation from the FMPO."*

NAIPTA is a highly capable but small organization and I need to commit our limited resources to pursuit of initiatives that are broadly supported by all of NAIPTA's member agencies. Having applied myself to the question of FMPO structure for a number of years, it is clear that City staff remain unconvinced of or in disagreement with a change in FMPO hosting status. At the end of the day, the opportunity I see is not seen by others and I accept that reality. As such, I have decided to recommend that the NAIPTA Board let this issue go until and unless the FMPO Board initiates it.

Although NAIPTA does not have capacity to pursue the FMPO hosting initiative, I am confident that the excellent collaborative effort we have begun on the Regional Transportation Plan is a wiser expenditure of energy and talent for all involved. I look forward to our ongoing partnership in that regard.

Respectfully,

Jeff

Jeff Meilbeck

NAIPTA CEO and General Manager

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NAIPTA MEMORANDUM

DATE: October 1, 2015
TO: Honorable Chairman and Members of the Board
FROM: Heather Dalmolin, Administrative Director
SUBJECT: Year End Workforce Analysis Update

In June 2015, the Board of Directors adopted an updated Equal Employment Opportunity (EEO) Program. As part of our EEO Program, we are required to complete a mid-year and a Year End Work Force Analysis update, as well as evaluation of and update to our EEO Program Goals as applicable. The reporting timeline provides a report to the Board every 6 months and follows the federal fiscal year.

We have now concluded the year-end reporting period and the Workforce Analysis results are as follows:

- NAIPTA has 21 areas of underutilization, out of the 50 evaluated categories of position by race group, only 7 are underutilized by more than 10%.
 - White/Caucasian males in Officials/Administrators
 - African American females in Office/Clerical
 - Asian or Pacific Islander females in Office/Clerical
 - Asian or Pacific Islander males in Skilled Craft/Mechanics
 - African American males in Service/Maintenance (Operators/Facilities Workers)
 - Asian or Pacific Islander males in Service/Maintenance (Operators/Facilities Workers)
 - Asian or Pacific Islander females in Service/Maintenance (Operators/Facilities Workers)

Due to NAIPTA's small group size, in all categories except our Operators, the underutilization can be represented by 1 person.

Additionally, we have compared our Workforce Utilization to our EEO Goals. The goals are defined in 2 categories for each job group: women or minority. We have not met all of the set goals, half of the 10 goals vary by 10% or more with 1 variance that is greater than 20%. Many of our goals have not been met as staffing additions or hiring decisions have not occurred as anticipated during the goal setting process. Staff believe that NAIPTA's employment group size and the low percentage of the variances indicate that there are no intentional or unintentional barriers that discourage any group from applying for positions. The adopted EEO Program includes action steps that staff continue to follow and subsequently, staff finds that NAIPTA's recruitment efforts are not deficient.

NAIPTA continues to strive to maintain a diverse work force and recruit the most qualified candidates for our positions. Information collected during recruitment supports that our strategies for recruiting reach diverse groups, as intended in our EEO Program and that our current staff levels represent a diverse group of employees. As such, our goals are reflective of our EEO Program to appeal to diverse and well qualified candidates. Staff is not recommending a change to our annual goals.



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