



Northern Arizona Intergovernmental Public Transportation Authority

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

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, November 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 1-3

- 1. CALL TO ORDER
- 2. ROLL CALL AND INTRODUCTIONS
- 3. APPROVAL OF MEETING MINUTES: 10/21/2015 -pages 4-9

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. 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.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

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 CONSENT 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.

- 5. APPROVE UPDATES TO TITLE VI CIVIL RIGHTS PROGRAM -pages 10-11
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve updates to Title VI Civil Rights Program to correct staff titles and meeting date of Board of Directors and authorize CEO-General Manager to approve clerical corrections in future.

DISCUSSION / ACTION ITEMS:

- 6. DOWNTOWN PARKING PLAN -pages 12-13
-Jeff Meilbeck, CEO and General Manager
Discussion only.
- 7. FINANCIAL PLAN UPDATE -pages 14-15
-Heather Dalmolin, Administrative Director
Discussion only.
- 8. APPROVE COST INCREASE FOR LIABILITY INSURANCE FOR FY2016 -pages 16-17
-Heather Dalmolin, Administrative Director
Staff requests the Board of Directors approve the increase in cost of \$35,758 to purchase general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. for FY2016.
- 9. COST SAVINGS AND COSTS -pages 18-24
-Jeff Meilbeck, CEO and General Manager
Discussion only.
- 10. ESTABLISH SMART GOALS AND DELIVERABLES FOR NAIPTA'S VANPOOL PROGRAM -pages 25-28
-Erika Mazza, Deputy General Manager
Staff recommends the Board of Directors review and approve the proposed SMART Goals and Deliverables for NAIPTA's Vanpool Program.
- 11. KASPAR DRIVE/ROUTE 66 INTERSECTION ANALYSIS FINAL REPORT -pages 29-37
-Anne Dunno, Capital Project Manager
Staff recommends the Board of Directors approve the Kaspar Drive/Route 66 Intersection Analysis Final Report.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

12. POSSIBLE SERVICE TO SNOWBOWL -page 38
-Jeff Meilbeck, CEO and General Manager
Discussion only.

PROGRESS REPORTS:

13. K-12 STUDENT PROGRAM UPDATE -page 39
-Jacki Lenner, Marketing Manager
14. QUARTERLY PERFORMANCE MEASURES
-Heather Dalmolin, Administrative Director
15. SUMMARY OF CURRENT EVENTS
-Jeff Meilbeck, CEO and General Manager
- Federal Funding Update

ITEMS FROM COMMITTEE AND STAFF:

16. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS
The Board and TAC Strategic Policy Advance will be held on Thursday, December 3rd at the Flagstaff Aquaplex, 1702 N. Fourth Street, Flagstaff, AZ 86004 at 10am. Please plan to attend in person. Lunch will be offered. The public is invited to attend. The event 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.

The next Board meeting will be on Wednesday, January 20, 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 January agenda items will include but not be limited to the Financial Audit, Meeting Calendar Review and Quarterly Performance Measures. The January 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.

17. ADJOURNMENT



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

Board of Directors Minutes for Wednesday, October 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 met in Regular Session on Wednesday, October 21, 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;
 - 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;
- Al White (Secretary), CCC, designee

NAIPTA STAFF IN ATTENDANCE:

- Jeff Meilbeck, CEO and General Manager;
- Heather Dalmolin, Administrative Director;
- Jacki Lenner, Marketing Manager;
- Anne Dunno, Capital Project Manager;
- Jon Matthies, IT Manager;
- Lauree Battice, Business Manager;
- Rhonda Cashman, Clerk of the Board;
- Fredda Bisman, NAIPTA Attorney (via WebEx)



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

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 9/16/2015
Director Overton moved to approve the September 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.

CONSENT ITEMS:

There were no items for the consent agenda.

DISCUSSION / ACTION ITEMS:

5. APPROVE THE FY2015 ANNUAL REPORT
-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.

Ms. Dalmolin reviewed a PowerPoint presentation with Board members. It began with FY2015 Year in Review. Mountain Line and Mountain Lift performance measures were looked at carefully. There was some discussion about the increased operating cost trend for Mountain Lift, as well as the impact of taxi voucher use versus van service. The Board asked to know the number of unique users of Mountain Lift programs and how it compares with the industry standard. Ms. Dalmolin stated it will be included in the quarterly performance report next month. NAIPTA offers ADA Plus service which includes the Taxi Voucher Program and potential same day bookings for van service. Some of these services are required and others are offered to increase mobility options. Ridership graphs of each program were viewed on screen. Revenue and Expenditures were reviewed. There was a question about how many hours on average our Variable Hour Employees (VHEs) are working. Ms. Dalmolin replied that VHEs, when we are fully staffed, work 20 hours or less per week. This year five 30 hour positions were created. Some operators are working 50 plus hours right now due to a staffing shortage. There were no further questions. Vice Chair Babbott moved to approve NAIPTA's FY2015 Annual Report. Director Barotz seconded. All approved, none opposed. Motion carried.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

6. APPROVE UPDATED PERSONNEL POLICY MANUAL

-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).

Ms. Dalmolin noted this policy was developed to comply with NAPEBT requirements and the language used is as such. Director Overton moved to approve the retirement benefit policy as presented. Director Barotz seconded. Chair Payne asked if we are bound by the Trust. Ms. Dalmolin responded that we are for our health insurance benefits. Director Barotz stated NAIPTA, the City, etc. are voluntary members of NAPEBT and we need to follow their guidelines. Ms. Dalmolin mentioned NAIPTA went out to bid a couple years ago and could not find a better health plan for our employees. All approved, none opposed. Motion carried.

Later in the meeting we came back to this item with the consent of the Board Chair. Director Barotz noticed some differences in language between the NAIPTA policy and the City policy and they are both expected to be representative of the intent of the NAPEBT language. Ms. Dalmolin said NAIPTA intended to capture what NAPEBT required. NAPEBT is also reviewing their policy and she may need to bring back a revision in the near future.

7. APPROVE UPDATES TO TWO FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATIONS

-Heather Dalmolin, Administrative Director

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

Ms. Dalmolin reported grant applications have been updated to match apportionments since approval earlier this year. There was a change in the amounts. NAIPTA did receive funding for the 5th Small Transit Intensive Cities (STIC) measure, approximately an additional \$176,000. The Kaspar remodel has been added to the project list. The Surface Transportation Program (STP) was also increased by a small amount which will be additional funds for the stops and shelters project. Director Overton moved to approve the updated FTA grant applications as presented. Vice Chair Babbott seconded. All approved, none opposed. Motion carried.

8. STRATEGIC MEASURES FOR ROUTE LAUNCH

-Erika Mazza, Deputy General Manager

Discussion only.

Mr. Meilbeck presented this item on behalf of Ms. Mazza. He reviewed her PowerPoint presentation with the Board. A map reflective of the recent service changes was shown on screen. He explained sometimes there is a lag in ridership when new



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

service is started. We will continue to evaluate these factors. Staff wanted to share with the board how we evaluate the success of a new route or service change. Is it meeting the needs of the school and its families? Is it relieving congestion? Is it being used? The consensus is that ridership will grow over time. A future report will be brought back to the Board and TAC.

9. TRANSIT FUNDING RENEWAL

-Jeff Meilbeck, CEO and General Manager

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

Mr. Meilbeck informed the Board about a new effort that has begun with the Regional Transportation Plan Steering Committee. This group will determine if the city will send the transportation tax renewal to the voters in 2018. The NAIPTA TAC had a good discussion about collaborating with that effort versus continuing on the path of going for a flat transit tax in 2016 as discussed at length at the Joint meeting in May. If we wait until 2018, we risk a lot of uncertainty with staff, etc. A flat tax, if passed in 2016, would assure continued transit service. The Board consensus was to proceed with the flat transit tax question in 2016 to continue current service and collaborate on transportation issues that may go to the voters in 2018.

10. NAIPTA AS HOST AGENCY FOR FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)

-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.

Mr. Meilbeck stated he has not changed his opinion, but he has changed his recommendation. He recommended letting the FMPO Board make the decision. He has invested a great deal of time and energy looking at the FMPO hosting scenario over the last several years. The Board understood his position and concurred. There were some strong opinions at the City in opposition to changing the host organization. It was wise to change the approach and preserve this important relationship.

PROGRESS REPORTS:

11. WORKFORCE UTILIZATION REPORT

-Heather Dalmolin, Administrative Director

Ms. Dalmolin noted this report is done every 6 months based on the federal fiscal year. In this reporting period, NAIPTA has deficiencies in 21 of 50 categories. Only 7 of the 21 deficient areas are 10% or greater. Sometimes 10 % is the equivalent of one person. The only area where that doesn't hold true is with our operators. She has



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

reviewed our recruitment strategies and found no barriers. She doesn't think we need to change our goals. It was recommended that she contact Dine' College in an additional outreach effort for recruitment. A pay equity study for gender was also suggested.

12. FY2016 FIRST QUARTER PERFORMANCE REPORT

-Heather Dalmolin, Administrative Director

This report was tabled until next month.

13. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Federal Funding Update

Mr. Meilbeck stated reauthorization is out of the House. Bob Holmes, our lobbyist, is watching it closely in DC. There is a request included for Small Transit Intensive Cities (STIC) funding to increase from 1.5% to 2%. He met with ADOT staff on Tuesday, 10/14. They have approximately \$4M in Section 5339 funds to apportion and he told them NAIPTA plans to apply for funding via their competitive process. We have a number of capital projects we are considering. Hopefully we will know more in about six months.

- City of Flagstaff TAC Citizen Representative Alternate Vacancy

Mr. Meilbeck informed the Board that the TAC has an opening for the City Citizen Representative Alternate. This person would be the backup for Shari Miller if she is not available.

- Board and TAC Strategic Policy Advance on December 3rd

Mr. Meilbeck recommended, and he has talked to Mr. Wessel about this, NAIPTA hold this event with the FMPO Board and focus on the Regional Transportation Plan (RTP) Steering Committee. It ties into this broad understanding of going to voters in 2016 for transit, which prepares more of the Councilmembers for us to make this request and it moves us further down the road to 2018 and the larger transportation initiative. The National, State and Local politics of 2016 is going to get very busy and he is hoping to get this issue on the table in December. He is thinking of a relatively short meeting to focus on this one topic, possibly over lunch time and we would provide lunch.

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, Vanpool Update, K-12 Ridership and Pass Sales Update and Quarterly Performance Measures. The



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

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 -Chair Payne adjourned the meeting at 11:08am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: November 9, 2015

DATE: November 18, 2015

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve Updates to Title VI Civil Rights Program

RECOMMENDATION:

Staff recommends the Board of Directors approve updates to Title VI Civil Rights Program to correct staff titles and meeting date of Board of Directors and authorize CEO-General Manager to approve clerical corrections in future.

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:

In April of FY2015 and again in July of FY2016, updated the Title VI Civil Rights Program as required for compliance for Federal Transit Administration (FTA) Master Certifications and Assurances and to update Section 1 and Exhibit 1 to reflect updated information and location of posting of Civil Rights Notice.

Since the July 2015 adoption of changes, there have been two additional changes that need to be made to ensure our program is current.

- The Development Director has been reclassified to Deputy General Manager. Wherever Development Director is referenced, it will need to be replaced with new title. The change affects multiple sections of System Wide Service Standards and Policies.
- The Board meetings have changed from 3rd Thursday of each month to 3rd Wednesday of each month. The Invitation for Public Participation, within the Public Participation Plan will need to be updated. This update affects signage in our vehicles and on our website.

TAC RECOMMENDATION:

The Transit Advisory Committee meeting was cancelled.

Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

ALTERNATIVES:

- 1) Approve updated Title VI Civil Rights Program and authorize NAIPTA CEO-General Manager to approve additional clerical changes as needed (**recommended**): This program is required by the Federal Transit Administration and NAIPTA is required to comply with statements contained. Updating the program ensures policies correctly reference staff and dates. Allowing the General Manager to update the program, allows staff to keep policy current at all times.
- 2) Approve updated Title VI Civil Rights Program without authorizing CEO-General Manager to make changes (**not recommended**): This program is required by the Federal Transit Administration and NAIPTA is required to comply with statements contained. Updating the program ensures policies correctly reference staff and dates. Without authorizing the General Manager to update for clerical changes, policy updates are delayed until action of Board can be sought.
- 3) Do not approve the update program (**not recommended**): If this program is not updated, NAIPTA's program could be perceived as out of date or incorrect.

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

Jeff Meilbeck
CEO-General Manager

ATTACHMENTS:

None.



Getting you where you want to go

APTA
• 2013 •
NAIPTA

America's
BEST
Transit
System



Northern Arizona Intergovernmental Public Transportation Authority

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

NAIPTA MEMORANDUM

DATE: November 18, 2015

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: Downtown Parking Plan

Recommendation

This item is for discussion only with no recommendation being made at this time.

Background

Flagstaff City staff have been developing a downtown parking plan and NAIPTA, along with NAU, the Downtown Business Alliance and citizen advocates, has been a partner in the process. Karl Eberhard was invited to present the parking plan to the NAIPTA Board and TAC to get additional input prior to presenting to Council.

Karl will have a PowerPoint presentation and draft plan available for review and discussion at the meeting.

Attachments:

- 1) Parking Single Page Graphic -page 13
- 2) Parking Program Concept -separate attachment not in packet



Getting you where you want to go



Parking
Problem

Limited
Management

Limited
Supply

Recommended
Solution

Regulations

Residential Permits
Employee Permits
Time Limited

Enforcement

More Now
Modernize
Grow w/ System

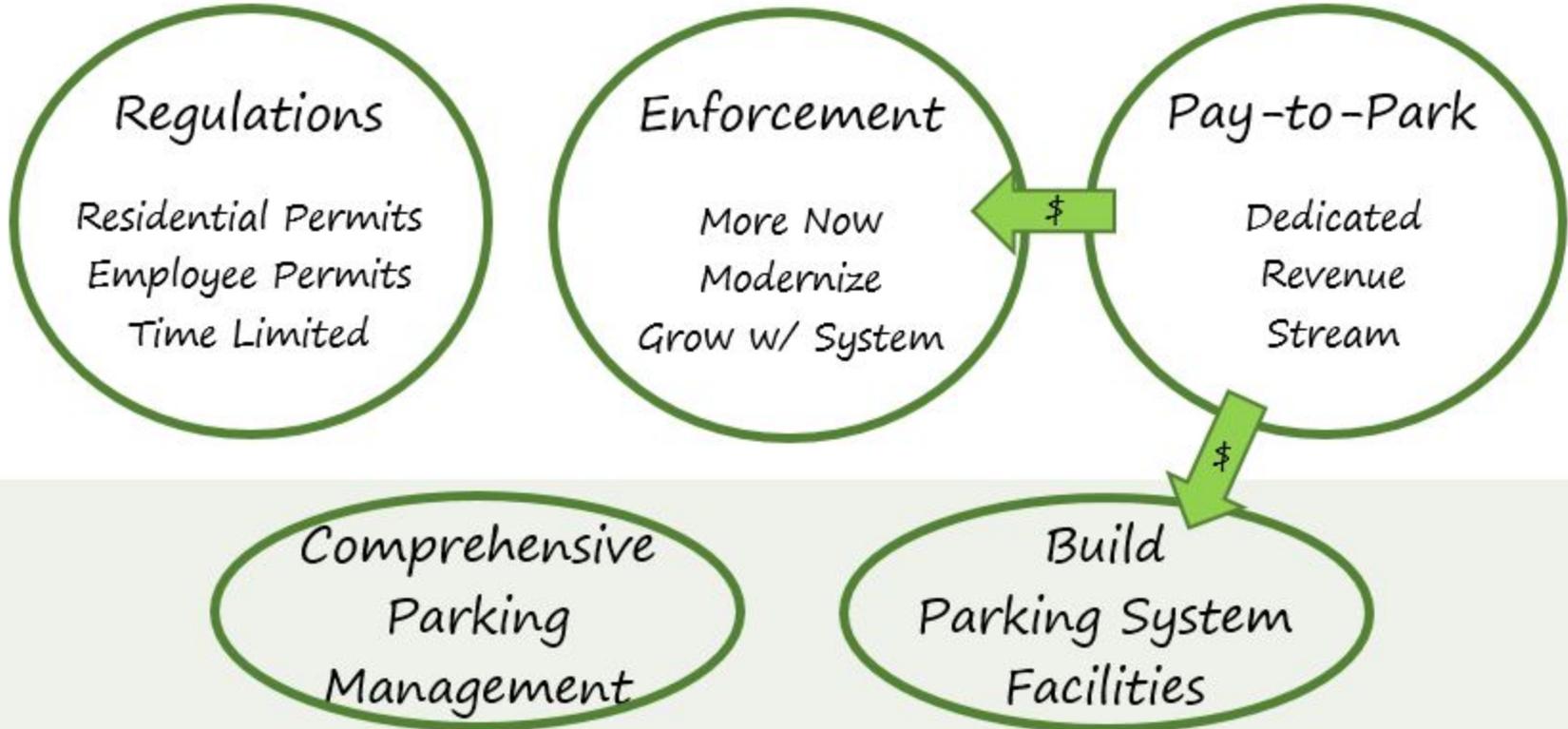
Pay-to-Park

Dedicated
Revenue
Stream

Outcome

Comprehensive
Parking
Management

Build
Parking System
Facilities





Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: November 5, 2015

DATE: November 18, 2015

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Financial Plan Update

RECOMMENDATION:

There is no recommendation from staff at this time.

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:

As part of the preparation for the upcoming Board of Directors Strategic Advance and for the FY2016 budget cycle, staff has updated the Financial Plan for Flagstaff programs. The financial plan was first prepared almost 10 years ago and is a key instrument for evaluating available funds for maintaining as well as increasing services. Staff uses the projections regularly to meet with City of Flagstaff staff as a way to plan for future service options and budgets. The financial plan is built on 3 elements: revenues, operating costs, and capital needs. By updating these factors, we are able to project the fund balance that remains over a 10 year period.

This financial plan is based on the following assumptions:

1. City of Flagstaff transit tax projections are provided by the City of Flagstaff finance department and remain consistent with annual 2% increases with slight drops planned in FY2024 with a recovery over several years.
2. Section 5307 Federal funds will be funded at FY2015 appropriation levels, including small transit intensive cities funding
3. Section 5339 Federal funds will be available for capital replacement needs.
4. FY2016 is the budget as adopted by the Board in June 2015.
5. FY2017 and beyond are projections based on 5 Year and Long Range Plan with an estimate with a 2% annual increase.
6. FY2017 thru FY2021 includes full funding of the NAIPTA Pay for Performance pay plan.
7. All vehicles are scheduled to be replaced with a life expectancy of 15 years, 3 years beyond federal required age for retiring a vehicle.

These assumptions produce the following results:

- Ability to operate service as launched in August 2015.
- Capital reserves for 20% of vehicle replacement costs.

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

- A positive City of Flagstaff fund balance of \$2,552,851 at end of fiscal year 2026.

TAC DISCUSSION:

The TAC meeting scheduled for November 5th was cancelled due to lack of quorum.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Fund Balance Trend Graph -available at meeting



Getting you where you want to go

APTA
• 2013 •
NAIPTA

America's
BEST
Transit
System



Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: November 9, 2015

MEETING DATE: November 18, 2015

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve cost increase for Liability Insurance for FY2016

RECOMMENDATION:

Staff requests the Board of Directors approve the increase in cost of \$35,758 to purchase general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. for FY2016.

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 was actually \$ 287,962, an increase from FY2015 coverage due to the new storage facility, expanded fleet size (2 expansion buses), and increasing rates within the insurance market. Staff is seeking permission for additional funding, above and beyond existing cost, for planned arrival of 2 more fleet vehicles this year. Total increase over amount approved in June is \$35,758, for a grand total of \$290,462.

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 meeting was cancelled.



Getting you where you want to go

APTA
• 2013 •
NAIPTA

America's

BEST

Transit
System



Northern Arizona Intergovernmental Public Transportation Authority

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

ALTERNATIVES:

- 1) Approve increase of 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 increased rates for insurance exceed the FY2016 Budget however staff has projected that there are savings within other expense lines that can be used to cover the overage without making NAIPTA's costs over budget for the year.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO - General Manager

ATTACHMENTS:

None.



Getting you where you want to go

APTA
• 2013 •
NAIPTA

America's

BEST

Transit

System



Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: November 5, 2015

DATE: November 18, 2015

TO: Chair and Members of the NAIPTA Board

FROM: Jeff Meilbeck, NAIPTA CEO and General Manager

SUBJECT: Cost Savings and Costs

RECOMMENDATION:

This item is for discussion only and no recommendation for action is being made.

RELATED WORKPLAN OBJECTIVE

Complete route schedule staffing analysis and attempt to reduce operating costs by 2% by June 2016.

RELATED GUIDING PRINCIPLES

- Strive for continuous improvement in all we do
- Be trustworthy and dependable
- Treat everyone with respect
- Show initiative, imagination and creativity

BACKGROUND:

After many years of study and effort, 2015 saw the implementation of a major change in the way NAIPTA does business. This change had cost savings and it had costs. The purpose of this staff report is to inform the Board of the nature of the change, the results we have achieved and what we can expect going forward.

Cost-Savings

In 2014 NAIPTA completed a “run-cutting” study to identify efficiencies within our route structure. Run-cutting is a process of looking at all bus routes and all operator schedules to reduce downtime, fill service gaps and maximize efficiency. For example, we reduced layover time at our connection centers, we centralized vehicle pre-trip functions, and we implemented a more stringent time clock policy. Change is hard, and these changes took time and effort for implementation and adjustment.



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

As a result of our run-cutting efforts we have a more efficient and cost-effective system. There are many ways to measure efficiency in the transit world, but one of the most basic is cost per bus hour. For example, we calculate the cost to operate a bus every hour of every day each bus is in service. Our historic cost per bus hour is about \$45 for direct costs and about \$90 for total administrative and management costs including grant-writing, administration, safety, legal, supervision, planning, finance, board expenses, human resources, insurance, etc. Based on preliminary data our cost per hour has reduced by \$4.29 per bus hour.

It is important to point out that our goal was not to cut costs, but to increase efficiency so that we could provide more service while also paying higher wages. Success with this goal is also measurable: Our total expenses increased for the first quarter of FY 16 by \$17,951.00 but our total bus hours also increased by 1,574 hours. This means that we added over 1,500 hours of service to the community at a cost of just over \$11.00 per bus hour. Without the increased efficiencies it would have cost \$45.00 per hour or over \$70,000 to provide this additional service. We should also note that the FY16 costs include an increase in the starting salary for Transit Bus Operators from \$12.95 to \$15.08 per hour. As a result of our run-cutting efficiency efforts we were able to increase starting pay by 16% and provide 1,574 more bus hours at a total increased cost to NAIPTA of only \$17,951.00.

Costs

Efficiencies aside, it seems clear that one cost of the run-cutting project has been decreased employee satisfaction and increased turnover. Charts are attached showing that satisfaction in key areas was lower in July 2015 for operators than it is for the organization as a whole. For example on a scale of 1 to 5 *"I feel that management is responsible and supportive"* scores 3.98 for transit bus operators and 4.72 for the rest of the organization. In regards to transit bus operator turnover, FY 2015 increased to about 16% as compared to a 6 year running average of about 5%. While our quantitative assessment tools are far from perfect, the numeric trends are clear and support the qualitative perceptions of our leadership team. Turnover needs to go down and satisfaction needs to go up.

Since returning to NAIPTA I have initiated one to one meetings with everyone on the team. As of October 30th I have completed 60 of these meetings and have spoken with operators ranging in service tenure from 10 weeks to 10 years. Although the meetings are informal and have no set agenda, they have helped me reconnect with the organization. My conclusion after 2 months is that we are still in the midst of the run-cutting process. We have experienced cost-savings, we have experienced costs, and we will be able to see the full benefits of the project after it has run its course. This means we need to stay connected with



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

team members, monitor turn-over and look to the January 2016 and July 2016 employee satisfaction survey for everything to level out. Change is hard and adjustments take time.

ALTERNATIVES:

None provided. This item is for discussion only.

FISCAL IMPACT:

NAIPTA provided 16% raises to entry level operator positions and expanded service at a cost of \$17,000 in the first quarter of FY 16. If not for the efficiencies generated by the run-cutting efforts, this service expansion would have cost over \$70,000. It is my assessment that NAIPTA would have been unable to afford the raises or the service increases if not for the run-cutting project.

TAC FEEDBACK

The TAC meeting scheduled for November 5th was cancelled due to lack of quorum.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Satisfaction and Turnover Charts

-pages 21-24



Setting you where you want to go



Operator Turnover: FY2009 thru FY2015

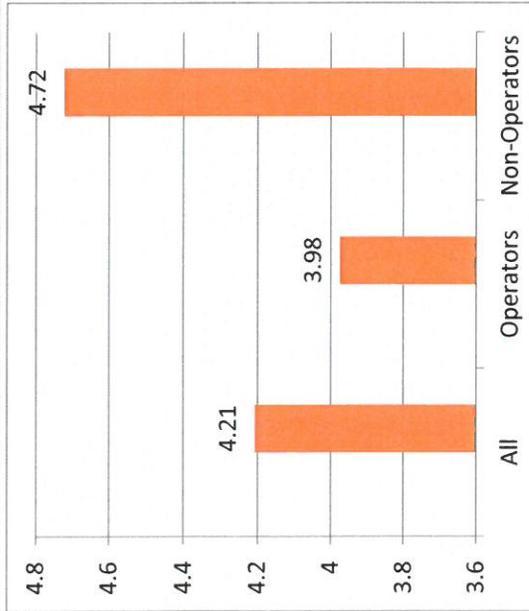


NAIPTA Employee Satisfaction Survey July 2015

I feel that management is responsible and supportive.

Answer Options	Strongly Disagree	Slightly Disagree	Neutral	Slightly Agree	Strongly Agree	Rating Average	Response Count
All	4	3	5	11	35	4.21	58
Operators	4	3	4	8	21	3.98	40
Non-Operators	0	0	1	3	14	4.72	18
						<i>answered question</i>	58
						<i>skipped question</i>	2

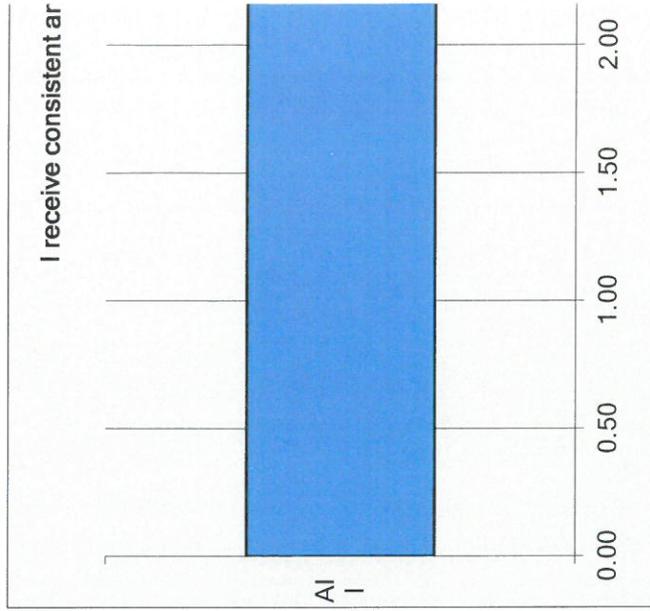
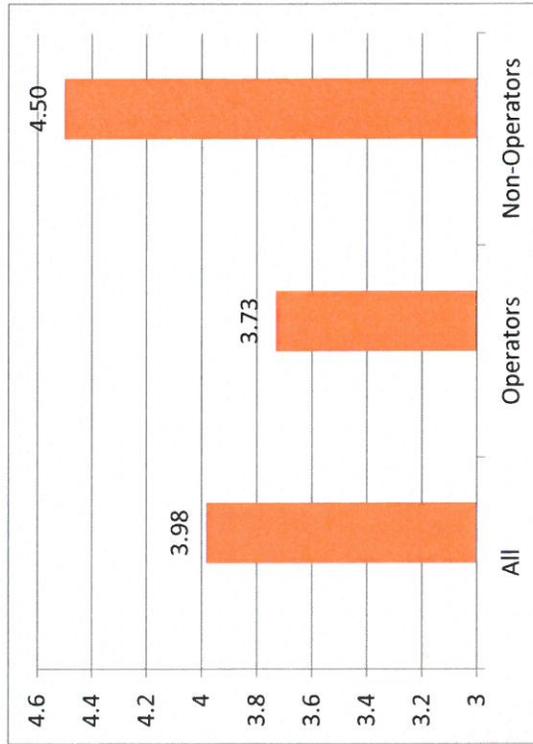
I feel that management is responsible and supportive.



NAIPTA Employee Satisfaction Survey July 2015

I receive consistent and objective evaluations.

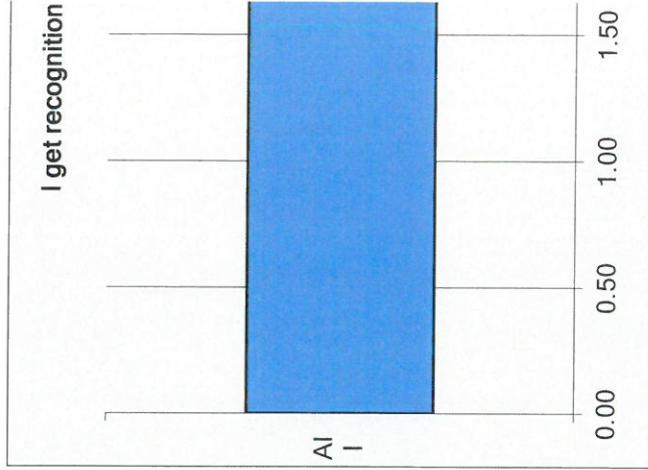
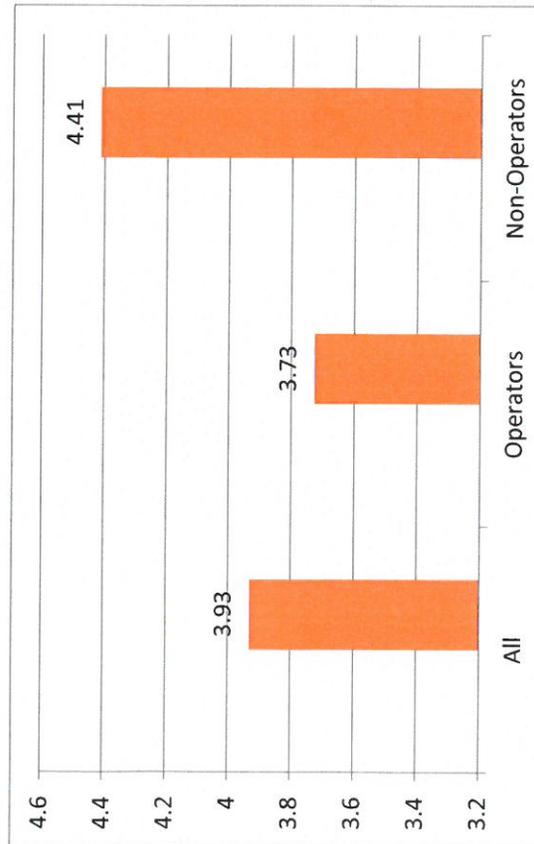
Answer Options	Strongly Disagree	Slightly Disagree	Neutral	Slightly Agree	Strongly Agree	N/A	Rating Average	Response Count
All	3	4	10	12	26	3	3.98	58
Operators	3	4	7	9	14	3	3.73	40
Non-Operators	0	0	3	3	12	0	4.50	18
answered question								58
skipped question								2



NAIPTA Employee Satisfaction Survey July 2015

I get recognition for my contribution to the organization.

Answer Options	Strongly Disagree	Slightly Disagree	Neutral	Slightly Agree	Strongly Agree	Rating Average	Response Count
All	3	3	13	14	24	3.93	57
Operators	3	3	10	10	14	3.73	40
Non-Operators	0	0	3	4	10	4.41	17
<i>answered question</i>							57
<i>skipped question</i>							3





Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: November 5, 2015

DATE: November 18, 2015

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, Deputy General Manager

SUBJECT: Establish SMART Goals and Deliverables for NAIPTA's Vanpool Program

RECOMMENDATION:

Staff recommends the Board of Directors review and approve the proposed SMART Goals and Deliverables for NAIPTA's Vanpool Program.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

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

5 Year Horizon:

- ❖ Plan with attention to "green" opportunities and long-term sustainability
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

The Flagstaff Regional 5-Year and Long Range Transit Plan (5-year Plan) adopted by NAIPTA's Board of Directors in May 2013 identified vanpools as a preferred program to enhance transportation alternatives. In addition to the 5-year Plan, the delivery of vanpools are highlighted in the Mountain Mobility Business Plan; the FMPO Human Service Transportation Coordination Plan – 2015; and in ECONA's Coordination Transit Plan in Northern Arizona – 2014.

NAIPTA's Board of Directors approved the second amendment to vRide, Inc.'s contract in September 2015. NAIPTA received a Section 5311 grant from ADOT for the vanpool's second year, this grant provides a 76/24 funding split for a total of \$72,000 in local and federal funds. Under this grant award, ADOT approved funding to expand vanpool service into Winslow.

With the contract renewal and the federal and local funding in place, NAIPTA and vRide have been actively working on establishing SMART goals and deliverables in order to successfully launch the vanpool program in Northern Arizona.

Through a SMART goal planning session with NAIPTA and vRide staff, we recommend the following overall program goal:

Meet County Vanpool commitments by launching at least 5 vanpool routes by March 31, 2016.

This overall program goal was established based on the original commitments NAIPTA has made to Coconino County and to ADOT, as well as landing on a timeframe that creates a sense of urgency and is result focused. If we do not have at least 5 vanpools up and successfully running by the end of March

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

2016, we will need to re-evaluate our strategies for future funding for the vanpool program. Spring is typically when ADOT grants for 5311 are available for application.

Pursuant to NAIPTA’s IGA with Coconino County, Section 2.1.9.3 – NAIPTA will consult with the County regularly regarding the development, evaluation, and adjustment of vanpool services. The performance measures established through Coconino County’s budget process remain our guiding goals for success.

As we reported FY2015 vanpool program data to the National Transit Database, staff included additional reporting criteria and these reporting metrics will be added to our performance measures moving forward.

**NAIPTA Performance Report – County Vanpool Program
Performance Goals**

	FY20015 Budget	FY2015 Actual	FY2016 Budget
Employee Contract	NA	5	100
Number of Vans	10	1	10
Trips	31,200	255	31,200
Number of Users	60	7	60
Miles	572,000	8330	572,000
Reporting Metrics to National Transit Database – Operating Days 55			
Vehicle Revenue Miles		3742	
Vehicle Revenue Hours		88.03	
Total Fuel - gallons		192	
Total Fuel - Costs		555.7	

With minimum days in operation, the vanpool program still removed 6 vehicles from the roadway on an average day and reduced the number of miles traveled by over 22,000 VMT over city and county roads for a three month period.

With goals and performance measures established, NAIPTA and vRide staff developed several deliverables and strategies to maintain momentum and build on iterative results.

As of this TAC report, the following efforts have been established:

- Identify a proportional share of cost allocations with Winslow area.
- Twin Arrows conference call 10/30. Twin Arrows is looking at their budget to see if the employer can cover 25, 50, or 75% of the employee’s commuting costs under the vanpool program.
- Winslow school district – 17 interested participants. Working on routing and travel times
- Purina – Initial interest, follow up due by 11/6/15
- FMC contacted and initial communication with facilities department has been established
- NAU - Targeting outreach efforts to particular neighborhoods. Map designed before 11/20/15
- Gore looking for an associate to carry forward.
- Sedona - Working with initial interest from potential driver to identify other interested riders
- Williams – continue to work on outreach with Williams/GC Chamber
- Employee Newsletters – establishing next round of outreach, working on mythbusters. Calendar under review
- Working to establish a human interest story with KNAU (news outlet)
- Updating website based on user-friendly feedback



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

Outreach Schedule:

Winslow

- vRide will also be meeting with Little Colorado Nurses Group on November 3rd and 5th
- vRide will be at Indian Health Center on November 4th
- School District follow up to occur with November 3 – 5 outreach
- NAIPTA at City of Winslow for IGA discussion November 10th

TAC DISCUSSION:

The TAC meeting scheduled for November 5th was cancelled due to lack of quorum.

ALTERNATIVES:

- 1) Approve the proposed SMART Goals and Deliverables for NAIPTA's Vanpool Program.
(recommended): Approving the recommended goals and deliverables will provide NAIPTA staff and contract provider vRide, Inc direction for the vanpool program..
- 2) Recommend alternative SMART Goals and Deliverables for NAIPTA's Vanpool Program: If additional recommendations are desired, staff will assess goals based on time and staff resources. Staff may bring back recommendation for further discussion, if necessary.

FISCAL IMPACT:

This project is budgeted in the FY2016 budget and our success this year will determine if we request ongoing funding in FY2017. There are no additional fiscal impacts identified at this time to establishing the recommended goals and deliverables as marketing, outreach, and operations are part of the contract approved between vRide, Inc. and NAIPTA.

SUBMITTED BY:

Erika Mazza
Deputy General Manager

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Sample Monthly Lease Rates to/from Winslow and Flagstaff -page 28



Getting you where you want to go

APTA
• 2013 •
NAIPTA

America's
BEST
Transit
System

Monthly Lease & Individual Out-of-Pocket Expense Quote - 2500 monthly mile lease

Monthly Lease - determined by mileage allowance, number of seats & van configuration			Monthly Lease	The group shares the cost of the monthly lease (minus the NAIPTA subsidy) plus fuel			Individual Monthly Out-of-Pocket Expenses based on number of participants						
Monthly Mileage Allowance	# Passenger Seats	Configuration	Lease - tax included*	Net Lease after \$400 subsidy is deducted	Monthly Gas est @ \$2.15 per gal	Total Cost = Net Lease + Gas	6	7	8	9	10	11	12
2500	7	Crossover	\$ 960.00	\$ 560.00	\$237.18	\$797.18	\$132.86	\$113.88	NA	NA	NA	NA	NA
2500	7	Crossover AWD	\$ 990.00	\$ 590.00	\$237.18	\$827.18	\$137.86	\$118.17	\$103.40	NA	NA	NA	NA
2500	8	Bench	\$ 950.00	\$ 550.00	\$289.89	\$839.89	\$139.98	\$119.98	\$104.99	NA	NA	NA	NA
2500	8	Luxury	\$ 1,070.00	\$ 670.00	\$289.89	\$959.89	NA	NA	NA	\$106.65	\$ 95.99	NA	NA
2500	10	Luxury	\$ 1,090.00	\$ 690.00	\$326.13	\$1,016.13	NA	NA	NA	NA	\$101.61	\$92.38	\$84.68
2500	12	Luxury	\$ 1,130.00	\$ 730.00	\$347.87	\$ 1,077.87	NA	NA	NA	NA	\$107.79	\$ 97.99	\$ 89.82

Quote is valid for 30 days from **10/27/15** and is based on approximately **2427 monthly commute miles**. Allocates **73 miles a month for non-commute use**. **Limited to authorized drivers**

*Monthly lease includes: Scheduled and unscheduled maintenance, 24 hr. roadside service/towing, loaner (if needed) commercial grade insurance, Guaranteed-Ride-Home program and additional miles for non-commute use. **Limited to authorized drivers of the vanpool**

** NAIPTA subsidy subject to change. It is not guaranteed from year to year

For comparison: fuel alone for single occupant commuter @ 25 MPG = **\$209.00 a month at current fuel prices**. Source www.gasbuddy.com date of quote

AAA's annual "cost of driving" survey calculates total personal vehicle expenses at **\$0.58 per mile** or **\$1408.00 a month for an average size sedan with this commute** (fuel, maintenance, insurance and depreciation factored in) see link below for more detailed costs for your vehicle type:

<http://piks.nl/lr6>

Vanpool lease can be terminated at any time with thirty days written notice



Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: November 6, 2015
DATE: November 18, 2015
TO: Honorable Chairman and Members of the Board
FROM: Anne Dunno, Capital Project Manager
SUBJECT: Kaspar Drive/Route 66 Intersection Analysis Final Report

RECOMMENDATION:

Staff recommends the Board of Directors approve the Kaspar Drive/Route 66 Intersection Analysis Final Report.

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:

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

Goals and Objectives:

- ❖ Continue to explore the benefits to all partners of closer collaboration between NAIPTA and FMPO

BACKGROUND:

NAIPTA received an ADOT 5304 planning grant to study intersection alternatives for a new roadway connection from Kaspar to Highway 89. NAIPTA's goal was to improve safety and increase operational efficiency with a direct connection to Highway 89.

The new roadway intersection will improve safety for NAIPTA buses by avoiding the Kaspar/Lockett/Highway 89 intersection and facilitate more direct public access to NAIPTA office. NAIPTA buses currently access Highway 89/Route 66 via an indirect route: Kaspar to northbound Lockett Road, southbound Fanning Drive, and turning either east to Mall Connection Center (MCC) or west to Downtown Connection Center (DCC). The detour avoids the challenging "jog" turning movement at Kaspar/Lockett/Route 89. The new roadway connection will provide operational efficiencies by reducing deadhead miles and travel time to the MCC and DCC.

NAIPTA worked with partner agencies, COF and FMPO, as primary stakeholders. Both agencies provided guidance with respect to traffic modeling and roadway engineering standards. The successful multi-agency partnership, along with technical support by Parson Brinkerhoff (PB), has resulted in a thoroughly vetted intersection alternatives study and 15% plan of the preferred alternative.

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

In March, NAIPTA's BOD approved contract award to PB for the study. The scope of the work was for PB to provide a traffic analysis and roadway intersection alternatives. Three alternatives and a "No Build" were considered:

- Alternative A - "4th leg" extension and creation of a second intersection at Kaspar Drive.
- Alternative B- roundabout configuration.
- Alternative C- transit only connection.

PB used an evaluation process to screen alternatives and NAIPTA/COF/FMPO identified Alternative A as the Community Preferred Alternative. See attached Alternative A - 15% plan and cost estimate. Alternative A provided the best operational traffic scenario and can be constructed within the operational right of way, qualifying this alternative for a NEPA categorical exclusion. Alternative B (roundabout) failed from a traffic operational perspective, had the highest area of impact, and higher cost. Alternative C (Transit Only) would be designed as a driveway connection but has implications for NAIPTA with respect to maintenance, access control, and did not meet multi-agency goals for public roadway access. A copy of the full technical report is available upon request.

The new roadway intersection will not only support NAIPTA's operational efficiency and safety goals but supports COF & FMPO goals for improved access and mobility, identified as a key transportation goal (T.1) in Flagstaff Regional Plan 2030 (FRP30). The Preferred Alternative A is designed to accommodate an extension of Linda Vista Drive, shown as a future residential road extension on the proposed Map 25; Road Network Illustration of the FRP30 major plan amendment. Kaspar Intersection is identified in NAIPTA's CIP and the FMPO 2015-2019 Transportation Improvement Program (TIP).

NAIPTA may seek public input regarding Alternative A via the FMPO Regional Transportation Plan (RTP) public outreach this fall. Pending public response, NAIPTA may pursue grant funding for final design and partner with COF/FMPO for construction funding.

TAC DISCUSSION:

The TAC meeting scheduled for November 5th was cancelled due to lack of quorum.

ALTERNATIVES:

- 1) Recommend approval of the Kaspar Drive/Route 66 Intersection Analysis Final Report. **(recommended):** Approval of the report allows NAIPTA to move forward with seeking public input and future grant funding opportunities.
- 2) Do not recommend the Kaspar Drive/Route 66 Intersection Analysis Final Report. **(not recommended):** If the Final Report is not accepted, NAIPTA could either redo the study or let the project go until an indefinite point in the future. It is unlikely that NAIPTA would receive funding to redo the study.



Setting you where you want to go

APTA
• 2013 •
NAIPTA

America's
BEST
Transit
System



Northern Arizona Intergovernmental Public Transportation Authority

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

FISCAL IMPACT:

If the report is approved, NAIPTA may seek grant funding for final design development in the amount of \$215,280 for design and associated project administration. Kaspar Intersection - Design Phase is included as part of FY2016 capital budget. Construction Phase and associated project administration is estimated as \$1,534,020. NAIPTA may work with COF and FMPO to seek funding for construction in future fiscal years.

SUBMITTED BY:

Anne Dunno
Capital Project Manager

APPROVED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- | | |
|---|-------------------------|
| 1. Alternative A -15% Plan Sheet | -page 32 |
| 2. Cost Estimate | -pages 33-37 |
| 3. Kaspar Drive/Route 66 Intersection Analysis Final Report | -available upon request |



Getting you where you want to go



COST ESTIMATE OF THE PREFERRED ALTERNATIVE

Table 14 provides a summary of the total estimated project cost.

Table 14 – Total Estimated Project Cost

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	MOBILIZATION / DEMOBILIZATION (~10%)	LS	1	\$ 60,000.00	\$ 60,000.00
2	STORM WATER POLLUTION PREVENTION PLAN (~2%)	LS	1	\$ 14,000.00	\$ 14,000.00
3	CONSTRUCTION STAKING AND AS-BUILT SURVEYING (~8%)	LS	1	\$ 50,000.00	\$ 50,000.00
4	CONSTRUCTION TRAFFIC CONTROL (~10%)	LS	1	\$ 70,000.00	\$ 70,000.00
5	QUALITY CONTROL AND MATERIAL TESTING (~5%)	LS	1	\$ 30,000.00	\$ 30,000.00
6	OFF-DUTY OFFICER	ALLOWANCE	1	\$ 10,000.00	\$ 10,000.00
Subtotal					\$ 234,000.00
Removals					
7	REMOVAL OF TREES	EACH	6	\$ 500.00	\$ 3,000.00
8	REMOVAL OF CONCRETE CURB	L.FT.	870	\$ 4.00	\$ 3,480.00
9	REMOVAL OF CONCRETE CURB AND GUTTER	L.FT.	939	\$ 5.00	\$ 4,690.00
10	REMOVAL OF CONCRETE SIDEWALKS, DRIVEWAYS AND SLABS	SQ.FT.	5,701	\$ 8.00	\$ 45,600.00
11	REMOVAL OF ASPHALTIC CONCRETE PAVEMENT	SQ.YD.	2,235	\$ 12.00	\$ 26,820.00
12	REMOVAL OF PIPE	L.FT.	82	\$ 10.00	\$ 820.00
13	SAW CUTTING	L.FT.	1,638	\$ 5.00	\$ 8,190.00

1

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
Roadway					
14	BORROW	CU.YD.	744	\$ 25.00	\$ 18,600.00
15	AGGREGATE BASE, COURSE	CU.YD.	827	\$ 50.00	\$ 41,330.00
16	ASPHALTIC CONCRETE (3/4" MIX)	TON	1,094	\$ 70.00	\$ 76,560.00
17	CONCRETE CURB	L.FT.	1,239	\$ 12.00	\$ 14,860.00
18	CONCRETE CURB AND GUTTER	L.FT.	1,217	\$ 17.00	\$ 20,690.00
19	CONCRETE MEDIAN PAVEMENT	SQ.FT.	2,489	\$ 7.00	\$ 17,420.00
20	CONCRETE SIDEWALK	SQ.FT.	7,280	\$ 15.00	\$ 109,190.00
21	CONCRETE SIDEWALK RAMP	EACH	8	\$ 4,000.00	\$ 32,000.00
22	CONCRETE DRIVEWAY (MAG DET. 250)	SQ.FT.	602	\$ 15.00	\$ 9,030.00
23	RETAINING WALL	SQ.FT.	972	\$ 50.00	\$ 48,600.00
24	METAL HANDRAIL	L.FT.	255	\$ 25.00	\$ 6,390.00
Drainage					
25	PIPE, REINFORCED CONCRETE, CLASS III, 18"	L.FT.	223	\$ 50.00	\$ 11,150.00
26	PIPE CULVERT, 48"	L.FT.	82	\$ 80.00	\$ 6,560.00
27	CONCRETE CATCH BASIN, ONE 3.5' WING, H=8' OR LESS	EACH	4	\$ 4,000.00	\$ 16,000.00
28	HEADWALL	EACH	1	\$ 2,000.00	\$ 2,000.00
Lighting					
29	LUMINAIRE (Horizontal Mount) (LPS 135 WATT)	EACH	2	\$ 1,200.00	\$ 2,400.00
30	POLE FOUNDATION (TYPE H) (STANDARD BASE)	EACH	2	\$ 1,500.00	\$ 3,000.00
31	RELOCATE EXISTING LIGHT POLES	EACH	2	\$ 1,050.00	\$ 2,100.00

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
32	ELECTRICAL CONDUIT (1") (PVC)	L.FT.	40	\$ 5.00	\$ 200.00
33	ELECTRICAL CONDUIT (2") (PVC)	L.FT.	910	\$ 7.00	\$ 6,370.00
34	PULL BOX (NO. 5)	EACH	6	\$ 750.00	\$ 4,500.00
35	CONDUCTOR (NO. 12)	L.FT.	80	\$ 1.00	\$ 80.00
36	CONDUCTOR (NO. 10)	L.FT.	2,020	\$ 1.50	\$ 3,030.00
37	CONDUCTOR (NO. 8)	L.FT.	2,020	\$ 2.00	\$ 4,040.00
38	CONDUCTOR (BARE BOND)	L.FT.	1,150	\$ 2.50	\$ 2,875.00
Signal					
39	POLE (30' Direct Bury)	EACH	2	\$ 1,500.00	\$ 3,000.00
40	POLE (TYPE R)	EACH	2	\$ 4,000.00	\$ 8,000.00
41	POLE FOUNDATION (TYPE R)	EACH	2	\$ 2,000.00	\$ 4,000.00
42	POLE (TYPE W)	EACH	1	\$ 5,000.00	\$ 5,000.00
43	POLE FOUNDATION (TYPE W)	EACH	1	\$ 2,000.00	\$ 2,000.00
44	MAST ARM (12 FT.) (TAPERED)	EACH	2	\$ 500.00	\$ 1,000.00
45	MAST ARM (20 FT.) (TAPERED)	EACH	2	\$ 600.00	\$ 1,200.00
46	MAST ARM (55 FT.) (TAPERED)	EACH	1	\$ 2,500.00	\$ 2,500.00
47	MAST ARM (45 FT.) (TAPERED)	EACH	1	\$ 2,000.00	\$ 2,000.00
48	TRAFFIC SIGNAL FACE (TYPE F)	EACH	3	\$ 400.00	\$ 1,200.00
49	TRAFFIC SIGNAL FACE (TYPE Q)	EACH	1	\$ 600.00	\$ 600.00
50	TRAFFIC SIGNAL FACE (TYPE R)	EACH	4	\$ 500.00	\$ 2,000.00
51	TRAFFIC SIGNAL FACE (PEDESTRIAN) (MAN/HAND)	EACH	2	\$ 550.00	\$ 1,100.00

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
52	PEDESTRIAN PUSH BUTTON	EACH	2	\$ 250.00	\$ 500.00
53	TRAFFIC SIGNAL MOUNTING ASSEMBLY (TYPE II)	EACH	6	\$ 200.00	\$ 1,200.00
54	TRAFFIC SIGNAL MOUNTING ASSEMBLY (TYPE III)	EACH	1	\$ 250.00	\$ 250.00
55	TRAFFIC SIGNAL MOUNTING ASSEMBLY (TYPE V)	EACH	3	\$ 400.00	\$ 1,200.00
56	MISCELLANEOUS WORK (Sign Mount Bracket For Light Or Signal Pole)	EACH	2	\$ 1,000.00	\$ 2,000.00
57	ELECTRICAL CONDUIT (3") (PVC)	L.FT.	200	\$ 8.00	\$ 1,600.00
58	PULL BOX (NO. 7)	EACH	3	\$ 500.00	\$ 1,500.00
59	CONDUCTORS (TRAFFIC SIGNALS)	L.SUM	1	\$ 3,000.00	\$ 3,000.00
60	RELOCATE EXISTING LUMINAIRE AND VIDEO DETECTOR	EACH	2	\$ 1,000.00	\$ 2,000.00
Signing/Striping					
61	REGULATORY, WARN, OR MARKER SIGN PANEL W/TYP IX/XI SHEET	SQ.FT.	119	\$ 25.00	\$ 2,975.00
62	SIGN POST (PERFORATED) (2 1/2 S)	L.FT.	55	\$ 15.00	\$ 825.00
63	SIGN POST (PERFORATED) (2 1/2 T)	L.FT.	79	\$ 20.00	\$ 1,580.00
64	FOUNDATION FOR SIGN POST (CONCRETE)	EACH	11	\$ 200.00	\$ 2,200.00
65	SLIP BASE (FOR PERFORATED POST)	EACH	11	\$ 150.00	\$ 1,650.00
66	MISCELLANEOUS WORK (Sign Mount Bracket For Light Or Signal Pole)	EACH	1	\$ 250.00	\$ 250.00
67	MISCELLANEOUS WORK (SIGNS) (Remove And Salvage)	L.SUM	1	\$ 2,100.00	\$ 2,100.00
68	REMOVE AND REINSTALL SIGN	EACH	2	\$ 100.00	\$ 200.00
69	OBLITERATE PAVEMENT MARKING (STRIPE)	L.FT.	3,996	\$ 2.00	\$ 7,992.00
70	PERMANENT PAVEMENT MARKING (PAINTED) (WHITE)	L.FT.	5,271	\$ 1.00	\$ 5,271.00
71	PERMANENT PAVEMENT MARKING (PAINTED) (YELLOW)	L.FT.	984	\$ 1.50	\$ 1,476.00

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
72	DUAL COMPONENT PAVEMENT MARKING (WHITE EPOXY)	L.FT.	10,431	\$ 2.00	\$ 20,862.00
73	DUAL COMPONENT PAVEMENT MARKING (YELLOW EPOXY)	L.FT.	1,476	\$ 2.00	\$ 2,952.00
74	DUAL COMPONENT PAVEMENT LEGEND	EACH	9	\$ 250.00	\$ 2,250.00
75	DUAL COMPONENT PAVEMENT SYMBOL	EACH	23	\$ 400.00	\$ 9,200.00
76	PAINT BULL NOSE	EACH	11	\$ 250.00	\$ 2,750.00
Construction Subtotal:					\$663,000.00
Professional Services					
		3	CONSULTANT SERVICES (SURVEY, GEOTECH, DRAINAGE REPORT, FINAL DESIGN) (20%)		\$ 179,400.00
		4	UTILITY RELOCATIONS (15%)		\$ 134,600.00
		5	CONSTRUCTION ENGINEERING (15%)		\$ 134,600.00
		6	CONSTRUCTION CONTINGENCIES (5%)		\$ 44,900.00
		7	CONTINGENCIES FOR UNKNOWN ITEMS (20%)		\$ 179,400.00
		8	AGENCY PROJECT MANAGEMENT AND ADMINISTRATIVE COSTS (20%)		\$ 179,400.00
Project Total					\$ 1,749,300.00

2

Total Design Phase: \$215,280 (Includes Item 3 + 20% Item 8)

Total Construction Phase: \$1,534,020 (Includes Item 1,2,4,5,6,7 and 80% Item 8)



Northern Arizona Intergovernmental Public Transportation Authority

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

NAIPTA MEMORANDUM

DATE: November 18, 2015

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: Possible Service to Snowbowl

Recommendation

This item is for discussion only with no recommendation being made at this time.

Background

Staff have been exploring the possibilities of providing public transit service to Snowbowl for a number of years. Convenience, congestion reduction, customer service and economic development are all reasons to provide such service. We will discuss preliminary concepts at the meeting.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

NAIPTA MEMORANDUM

DATE: November 18, 2015

TO: Honorable Chairman and Members of the Board

FROM: Jacki Lenners, Marketing Manager

SUBJECT: K-12 Student Program Update

NAIPTA has been actively marketing to and trying to increase ridership among K-12 students, particularly those who attend charter schools without regular bus service. Sales of K-12 Semester and Annual passes have steadily increased over the last three years as NAIPTA has increased efforts to reach charter school students and parents.

In August 2015, NAIPTA launched its first ever scheduled deviations to better serve students attending BASIS School (Route 2) and Northland Preparatory Academy (Route 3). The reception from school officials and families who attend these schools has been very positive, and NAIPTA continues to monitor the ridership at these stops to gauge success and see where tweaks need to be made. Additionally, NAIPTA also added a morning and afternoon supplemental bus on Route 5 to handle the crush loads associated with ridership to FALA.

An overview of the K-12 marketing campaign, pass sales, and ridership, will be presented at the meeting.



Getting you where you want to go

