



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, June 15, 2016

10:00am

NAIPTA VERA Room

3773 N. Kaspar Dr.

Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the Conference Room are open to the public.

This is a WEB BASED meeting. Members of the Board of Directors may attend in person, by telephone or internet conferencing. Public may observe and participate in the meeting at the address above.

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

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

The agenda for the meeting is as follows:

-pages 1-4

1. CALL TO ORDER

2. ROLL CALL AND INTRODUCTIONS

3. APPROVAL OF MEETING MINUTES: 5/18/2016

-pages 5-10

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.



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but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

DISCUSSION / ACTION ITEMS:

5. SUMMER 2016 SERVICE ENHANCEMENTS -pages 11-16
-Alicia Becker, Transit Planner
Staff recommends the Board of Directors: 1) Conduct a public hearing to hear final comment on the proposed service enhancements for Summer 2016; 2) Review public comments regarding the proposed service enhancements for Summer 2016 operations; 3) Close public comment period opened March 23, 2016; and 4) Adopt the proposed service changes.
6. ADOPT THE FY2017 BUDGET -pages 17-30
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors adopt the FY2017 budget of \$15,687,143 as reviewed at April meetings. The budget supports operation of Mountain Line and Mountain Lift on behalf of City of Flagstaff, Mountain Link on behalf of City of Flagstaff/Northern Arizona University, and Mountain Lift Taxi Voucher Program on behalf of City and County, and the Vanpool Program on behalf of Coconino County and City of Winslow.
7. APPROVE UPDATED CITY OF FLAGSTAFF SERVICE AGREEMENT -pages 31-42
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve an updated City of Flagstaff Service IGA (Intergovernmental Agreement) between NAIPTA and the City of Flagstaff for ongoing planning and operation of Mountain Line and Mountain Lift transit programs services in and around the City.
8. MEETING CALENDAR REVIEW -pages 43-44
-Rhonda Cashman, Clerk of the Board
Staff recommends the Board of Directors review and provide direction regarding the FY2017 Meeting Calendar.
9. COCONINO COMMUNITY COLLEGE PILOT PASS PROGRAM -pages 45-47
-Jacki Lenners, Marketing Manager
Staff recommends the Board of Directors approve a Pilot Pass Program with Coconino Community College (CCC), allowing all Faculty, Staff, and Students to ride the entire Mountain Line system fare-free for a 9-12 month period.

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



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will be considered separately. All items on the Consent Agenda with financial impact have been budgeted.

10. CHANGE ORDER NO.1 FOR BUS STOP MOBILITY IMPROVEMENTS PROJECT
-Anne Dunno, Capital Project Manager -pages 48-61
Staff recommends the Board of Directors approve Change Order No. 1 to the existing Woodruff Construction contract in an amount not to exceed \$384,390 for the Bus Stop Mobility Improvements Project.
11. AWARD OF RFP #2016-108 AND APPROVAL OF CONTRACT FOR BUS STOP AMENITY FABRICATION, INSTALLATION AND REHABILITATION -pages 62-63
-Anne Dunno, Capital Project Manager
Staff recommends the Board of Directors Award RFP #2016-108 for Bus Stop Amenity Fabrication, Installation & Rehabilitation and approve contract to Southwest Fabrication, LLC for amount not to exceed (NTE) \$225,000.
12. ADOPT 3 YEAR EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM AND ADOPT EEO WORKFORCE GOALS -pages 64-65
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors adopt the Equal Employment Opportunity (EEO) 3 Year Program and Workforce Goals as required for compliance with Federal Transit Administration (FTA) regulations.
13. AWARD RFP 2016-100 AND APPROVE CONTRACT FOR SERVICES WITH SEON SYSTEMS -pages 66-68
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors award RFP 2016-100 for Transit IT Solution and approve a contract with Seon Systems for implementation of the proposed on-board security camera update for an amount not to exceed \$162,553.
14. APPROVE RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2017 -pages 69-70
-Heather Dalmolin, Administrative Director
Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$298,250.
15. THIRD AMENDMENT TO THE CARTER OIL BULK FUEL CONTRACT -pages 71-74
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve the Third Amendment to an existing contract with Carter Oil Company for bulk fuel purchase in the amount not to exceed \$375,000 with a contract end date of June 30, 2017.



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PROGRESS REPORTS:

16. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Transit for All Grant
- Regional Transportation Plan (RTP) Steering Committee Update

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03 (A)(1) for the following purpose:

1. CEO and General Manager Contract and Compensation Package Negotiation.
ARS 38-431.03(A)(1).

Following the conclusion of the Executive Session, the Board will reconvene the public meeting.

DISCUSSION / ACTION ITEMS:

17. CEO AND GENERAL MANAGER'S CONTRACT AND COMPENSATION PACKAGE

-Richard Payne, NAIPTA Board Chair

The Board of Directors may take action regarding the CEO and General Manager's contract and compensation package.

ITEMS FROM COMMITTEE AND STAFF:

18. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, July 20, 2016 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. July agenda items are to be determined. The July agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the Board.

19. ADJOURNMENT



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Board of Directors Minutes for Wednesday, May 18, 2016

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, May 18, 2016 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.

BOARD MEMBERS PRESENT:

Art Babbott (Vice Chair), Board of Supervisors, Coconino County;
Celia Barotz (Secretary), City Council, City of Flagstaff;
Scott Overton, City Council, City of Flagstaff;
Veronica Hipolito, Dean of Students, CCC, designee
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Rich Payne (Chair), Director of Residence Life, NAU;
Colleen Smith, President, CCC;
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

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Jim Wagner, Operations Director;
Jacki Lenners, Marketing Manager;
Anne Dunno, Capital Project Manager;
Jon Matthies, IT Manager;
Kate Morley, Mobility Planner;
Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)



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GUEST PRESENT: James Carrell, Coconino County Resident

1. CALL TO ORDER -Vice Chair Babbott called the meeting to order at 10:08am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 4/20/2016
Director Hipolito moved to approve the April 20, 2016 meeting minutes. Secretary Barotz seconded. All approved, none opposed. Motion carried.
4. CALL TO THE PUBLIC

The call to the public was opened at approximately 10:10am. Mr. Carrell stated he is from Ashfork and he represents Trailways Bus Service. He spoke to the Board regarding a partnership for I-40 bus service. He has been working on this for the last 5 years. He told the Board the VA Hospital is interested as well. He also mentioned working with the HUB housing development. His contact information was confirmed. Staff was directed to follow up with Mr. Carrell. The call to the public was closed at approximately 10:14am.

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. ADVERTISING POLICY REVISION – ELECTRONIC CIGARETTES
-Jacki Lenners, Marketing Manager
Staff recommends the Board of Directors approve a revision to the Advertising Policy to include electronic cigarettes (e-cigarettes) and related products in the list of Excluded Advertising categories, under the tobacco section.
6. SECOND AMENDMENT TO WOODSON ENGINEERING AND SURVEYING, INC. CONTRACT FOR THE BUS STOP MOBILITY IMPROVEMENTS PROJECT
-Anne Dunno, Capital Projects Manager
Staff recommends the Board of Directors approve and authorizes the second amendment to the Woodson Engineering & Surveying, Inc. contract in an amount not to exceed \$24,900 for the Bus Stop Mobility Improvements project.

Director Overton moved to approve the consent agenda in one motion as written. Director Hipolito seconded. All approved, none opposed. Motion carried.



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DISCUSSION / ACTION ITEMS:

7. AWARD OF RFP 2016-106 FOR THE BUS STOP MOBILITY IMPROVEMENTS PROJECT

-Anne Dunno, Capital Projects Manager

Staff recommends the Board of Directors award RFP 2016-106 for the Bus Stop Mobility Improvements project to Woodruff Construction.

Ms. Dunno referred to the full screen view of the bus stops map. The award was based on best value. Both bids came in over budget, so a few stops will be removed from the project and costs will be reviewed again. The construction contract will be brought to the TAC and Board. There are a lot of logistics as this is not typical route construction. Mobilization will occur in several locations all over town, which increases costs. Director Overton moved to approve the award of RFP 2016-106 as recommended. Director Hipolito seconded. All approved, none opposed. Motion carried.

8. COCONINO COMMUNITY COLLEGE PILOT PASS PROGRAM

-Jacki Lenners, Marketing Manager

Staff recommends the Board of Directors approve a Pilot Pass Program with Coconino Community College (CCC), allowing all Faculty, Staff, and Students to ride the entire Mountain Line system fare-free for a nine-month period.

Vice Chair Babbott requested some discussion on this item even though the Board is not prepared to take action. Mr. Meilbeck presented this item to the Board. He noted the staff report speaks to a proposed deep discounted pass for CCC students. We should be able to measure the use of the pilot program with our new fare box technology and recognize the impact to NAIPTA ridership and impact on parking for CCC. The idea came about fairly recently. CCC is busy preparing for graduation right now. Director Hipolito stated CCC enrollment has increased and it is creating a parking crunch. The cost of new parking is expensive and outside their budget. She and Mr. Meilbeck have discussed creative solutions. There is still a cost to the college for the pilot program, so they need to determine if this approach is feasible. Vice Chair Babbott stated the importance of Chair Payne, representing NAU, weighing in on this item and he would like to hear from CCC regarding the facilities capital improvement perspective on adding parking. A vote on this item was tabled to a date to be determined.

9. REGIONAL TRANSPORTATION PLAN (RTP) STEERING COMMITTEE UPDATE

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors review and discuss progress of the RTP Steering Committee.

Mr. Meilbeck stated the steering committee has worked very hard to determine how to do the best with the dollars the community has. In a PowerPoint presentation, he reviewed the Balance Bundle versus the I-40 Focus options. The steering committee



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will make recommendations and then pass the baton. Next steps were reviewed. Director Overton encouraged increased private sector involvement. Vice Chair Babbott commented positively on having a list of these projects to focus on in the future.

PROGRESS REPORTS:

10. MOUNTAIN LINE AND MOUNTAIN LIFT RIDER SATISFACTION SURVEYS

-Jacki Lenners, Marketing Manager

Ms. Lenners reviewed a PowerPoint presentation with the Board. She noted this survey is done every 2 years. Graphs were viewed. The rider satisfaction for Mountain Line is very positive leading into the transit tax renewal. Results also show riders want more frequency of service on weekends and later weekend service. There has been some shift in use of Mountain Link. The survey showed riders find the service more convenient and their only transportation. Fewer students have cars. Rider satisfaction and what riders want are similar to previous years. Student pass sales are up. There are huge shifts in trends from use of the Ride Guide to mobile device. She will be looking for ways to improve and simplify production of the Ride Guide. Mountain Lift had nearly a 50 percent response rate. This service has a loyal ridership base. There was not much of a shift in trip purpose. A decrease in satisfaction with the ease of the eligibility process was noticed and staff will take a look at that. New software is coming. This will help by giving alerts to pick up times. Taxi vouchers are available to Mountain Lift clients. Approximately 41 percent of clients have tried the taxi voucher program. There was an increased request for door to door service and this information was shared with Mountain Lift staff. Mr. Meilbeck stated the program requirement is curb to curb, but under the ADA plus program, drivers will assist as they can. Vice Chair Babbott requested to add a bike and bus question in the future. He asked the cost of the survey. Ms. Lenners replied that it cost approximately \$13,000.

11. UPDATE ON FLAGSTAFF SHELTER SERVICES VEHICLES

-Kate Morley, Mobility Planner

Ms. Morley reported two vans were donated to Flagstaff Shelter Services about a year ago. It took until January for them to get on the road. They operated for six weeks during their overflow program. They offered 1150 trips during those six weeks. They are currently trying to figure out trip priorities and how they align with available funding. The vans do have downtime. They plan to participate in some 5310 trainings this summer and fall. Mr. Meilbeck thanked Ms. Mazza and Ms. Morley for figuring out this alternative to fixed route service for the clients of Flagstaff Shelter Services.

12. TRANSIT TAX RENEWAL UPDATE

-Jeff Meilbeck, CEO and General Manager

Mr. Meilbeck stated he had little to share since last month. Team Transit is meeting and staying on track. This item will be taken to the City Council in June to request the



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Transit Tax Renewal be placed on the ballot. Prior response to presentation to Council was positive. Community support is high. The plan is to keep momentum going into 2018 for renewing the local transportation tax. Messaging for that renewal will be more difficult, requiring more specifics on projects and capital improvements.

13. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Public Transportation and Universities Conference in Grand Rapids, Michigan
Mr. Meilbeck stated he attended this conference recently. This was very useful and where the idea for the CCC pilot pass program came from.
- Community Transportation Association of America (CTAA) Expo in Portland, Oregon.
Mr. Meilbeck reported this is the organization he has been doing a lot of work with. He will be going to the conference and doing some speaking. Ms. Morley will also be attending.
- Mr. Meilbeck noted Ms. Mazza is applying for the American Public Transportation Association's (APTA's) Leadership Program. He will be writing a letter of support for her.

The Executive Session was tabled due to Chair Payne's absence as he has taken the lead on this item.

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board tabled the executive session pursuant to A.R.S. § 38-431.03 (A)(1) for the following purpose:

1. CEO and General Manager Evaluation. ARS 38-431.03(A)(1).

DISCUSSION / ACTION ITEMS:

14. CEO AND GENERAL MANAGER'S CONTRACT AND COMPENSATION PACKAGE

-Richard Payne, NAIPTA Board Chair

The Board of Directors may take action regarding the CEO and General Manager's contract and compensation package.

This item has been tabled.



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ITEMS FROM COMMITTEE AND STAFF:

15. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, June 15, 2016 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. June agenda items will include but not be limited to Public Hearing for Proposed Service Changes, Budget Adoption, Equal Employment Opportunity (EEO) Program, Meeting Calendar Review, Bus Stop Amenities Project, Kinney Construction Services (KCS) Change Order #7, Employee Related Expenses (ERE) Rates, Line of Credit, General Liability Insurance, Annual Contract Renewals and Personnel Policy Manual Update. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the Board.

16. ADJOURNMENT -Vice Chair Babbott adjourned the meeting at 11:14am.

Richard Payne, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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DATE PREPARED: June 6, 2016

DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Alicia Becker, Transit Planner

SUBJECT: Summer 2016 Service Enhancements

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Conduct a public hearing to hear final comment on the proposed service enhancements for Summer 2016; 2) Review public comments regarding the proposed service enhancements for Summer 2016 operations; 3) Close public comment period opened March 23, 2016; and 4) Adopt the proposed service changes.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

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

5 Year Horizon:

- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's ties with the public.

BACKGROUND:

On May15, 2013, the Board of Directors approved NAIPTA's 5-Year and Long Range Plan which approved enhancements to NAIPTA's service and route structure.

As part of next step processes, staff has been directed to apply a "Go Slow" approach to the next tier of service changes, due to several factors including the upcoming transit tax renewal initiative. In this case, a series of service enhancements reflecting minimal infrastructure and route modifications are proposed.

Staff identified service enhancements that will increase service hours and facilitate more efficient transfers with the effect of reducing wait times. The following suggested changes we brought before the Board at the March 2016 meeting: later Friday and Saturday service on Route 2 and Route 10, modifying Route 2 to service the Flagstaff Medical Center along Beaver St., additional frequency on Route 10, reestablish weekend service on Route 5, and time point adjustments on various routes. No changes were proposed for Routes 66, 3, 4, 14, and 10A. Based on information received during the public comment period, staff recommends delaying the majority of changes to January 2017. The delay is due to capital considerations and timing of the August real time arrival system launch.

A detail of service recommendations for August 2016 implementation is as follows:

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1. Increase Service Hours and Days:

- A. In response to community input, staff recommends to add service on weekends for Route 5. Currently the route does not operate on weekends. Staff recommends 60 minute frequencies approximately 12 hours of service on Saturdays and Sundays.

2. Increased Frequency:

- A. Staff recommends adding an additional supplemental bus on Route 10 during school sessions during the peak period midday for approximately 4 hours Monday thru Friday.

Service recommendations postponed for the January 2017 proposed changes are as follows:

1. Increase Service Hours and Days:

- A. Staff recommends extending service hours to approximately 12:30 am on Route 2 and Route 10 Friday and Saturday evenings. This would allow passengers to ride transit for later trips on the two most utilized routes. On Friday, this would extend service approximately 2.5 hours and on Saturday, this would extend service approximately 4 hours.
- B. Staff recommends adding an additional bus on Route 10 during the NAU break schedule (e.g. Summer, spring break, winter break) offering 20 minute frequency for approximately 11.5 hours a day Monday thru Friday.

2. Route Modifications:

- A. In an effort to reduce transfer times and walking distances, staff recommends adjusting Route 2 to service the Beaver St. stop at the Flagstaff Medical Center. This would align Route 2 with Route 5 at the northbound Flagstaff Medical Center bus stop on Beaver St. Additionally timepoint adjustments would reduce passenger wait times.

Staff may be recommending additional service changes for Route 3 and 10A for January 2017. As such, the Board will be presented with the public hearing process for January service changes at a future meeting.

Public Outreach Summary:

The level and type of proposed service changes for Route 2, 5, and Route 10 require NAIPTA to fulfill public outreach as described in NAIPTA's Title VI, Civil Rights Program. Additional outreach to inform the community of transit system changes was also conducted in coordination with the fulfillment of public outreach for Route 2, 5, and Route 10. Although the majority of these service changes are proposed for implementation in January 2017, the completed public outreach process serves as the fulfillment of appropriate requirements as described in NAIPTA's Title VI, Civil Rights Program.

NAIPTA is required to open a public comment period and report on comments 30-days prior to service launch as outlined in the Title VI program. The public comment period was opened March 23, 2016 and closed June 1, 2016.

As of June 1, 2016, NAIPTA has received a total of six comments in regards to the initially proposed August 2016 Service Changes. Three of the six comments are in favor of adding weekend service

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on Route 5, one of the three comments regarding Route 5 was also in favor of increasing service on Route 10. Another standalone comment also supported proposed service increases to Route 10. One comment was in regards to the proposed relocation of Route 2 Stop 4 and wanted to know the route that the bus would drive to get to the new stop location. And one comment was in regards to Route 3 and saying there were too many buses going through the neighborhood (approximately 2 buses per hour). Attached are the comments received.

In addition to the public hearings, NAIPTA will post service change notifications in buses, at affected bus stops, and solicit comment to residents along new travel corridors as appropriate.

TAC DISCUSSION:

Discussion was predominately in regards to the potential January 2017 changes. Further analysis is in process for January 2017 changes.

TAC seemed in support of proposed August 2016 changes.

ALTERNATIVES:

1. **Hold the Public Hearing, review public comments, close the public comment period for the proposed service enhancements, and approve the proposed service changes (recommended).** The public hearing ensures compliance by NAIPTA and FTA regulatory requirements with respect to service changes. The hearing is required to complete the required public comment period as outlined in the Title VI policy.
2. **Do not hold a Public Hearing or close the public comment period for the proposed service enhancements or approve the proposed service changes for Summer 2016 (not recommended).** If there is no public hearing, NAIPTA would be in violation of Title VI regulations and therefore would not be in compliance with FTA policy on noticing the public with regard to service changes. The public hearing is identified as NAIPTA's responsibility in the Title VI plan. If there is no hearing or if the Board does not approve the service changes, then NAIPTA will continue offering service exactly as it is today.

FISCAL IMPACT:

Weekend service on Route 5 will add an additional 1,350 hours of revenue service to our existing weekday/weekend schedules. Route 10 service frequency increases will add an additional 1,000 hours of revenue service to our existing weekday/ weekend schedules. These additional service hours are captured in the proposed FY2017 budget for Board of Director's approval in June 2016.

SUBMITTED BY:

Alicia Becker
Transit Planner

APPROVED BY:

Jeff Meilbeck
CEO and General Manager



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ATTACHMENTS:

- | | |
|---|----------|
| 1. Summer 2016 Service Enhancements Map | -page 15 |
| 2. 2016 Service Changes Comment Summary | -page 16 |

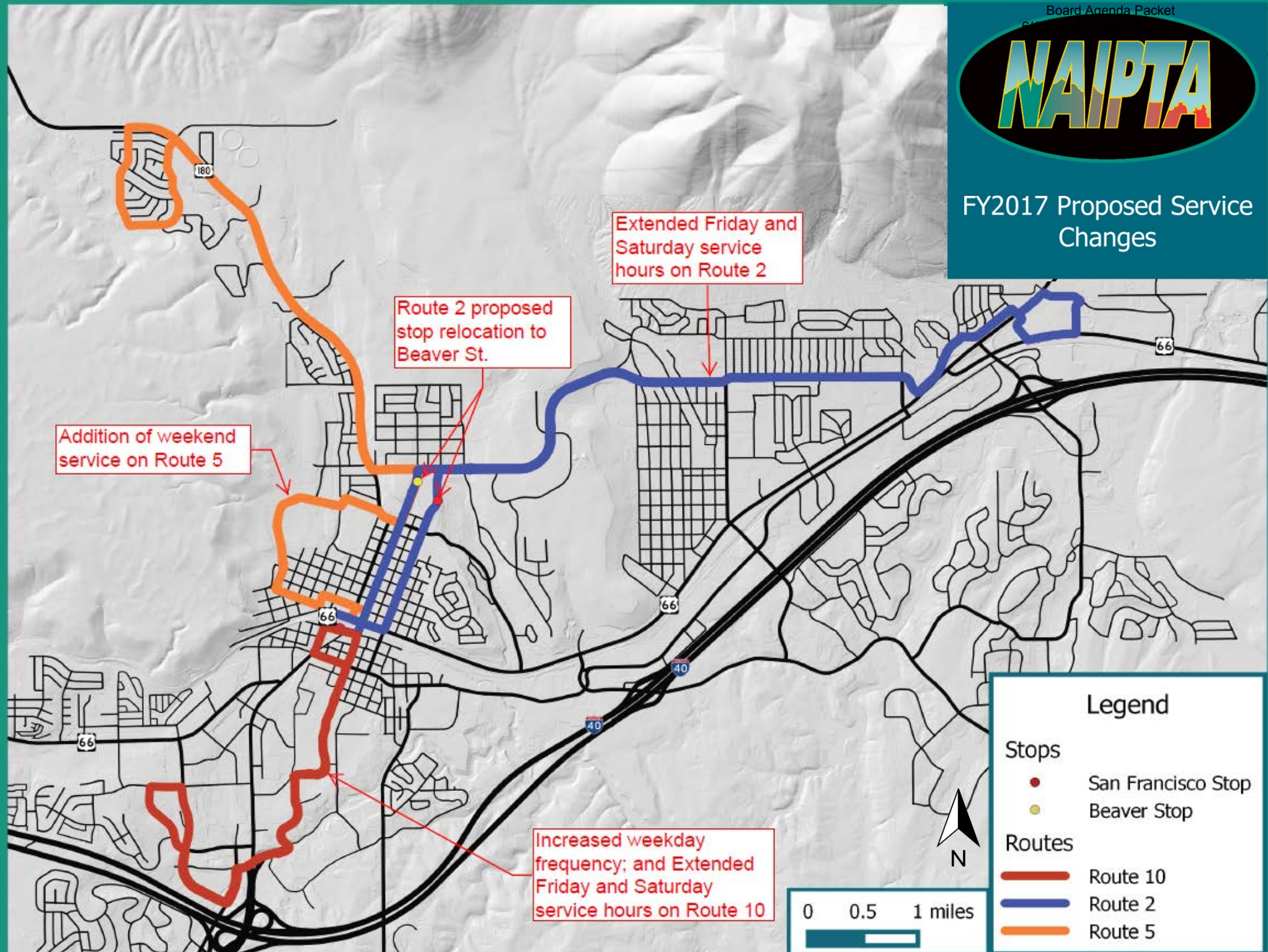


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FY2017 Proposed Service Changes



| Comment | Route (s) |
|---|-------------|
| <p>Hi! I am writing to comment on the proposed route changes, specifically routes 5 and 10. I do not drive, am a senior, and rely on Mountain Line and my bicycle to get me where I need and want to go.</p> <p>Route 5: YES, do offer service on weekends! Attractions such as Museum of Northern Arizona, Coconino Center for the Arts, and the Pioneer Museum are all along this route, and most of them, especially MNA, have festivals on weekends. Personally, I cannot attend those festivals and activities without weekend bus service. I am certain a lot of other Flagstaff residents and visitors would love to bus to these events rather than drive. In addition, the low-income folks at Clark Homes would probably appreciate weekend service in their neighborhood.</p> <p>Route 10: This route is extremely useful to me and many others. Expansion of hours/frequency would be welcomed, especially during semester breaks.</p> <p>More comments: Not ALL of us are NAU students, and if you seek to expand ridership of Mountain Line in general, it is about time you considered the needs of the working and low-income people in Flagstaff, not just the needs of Flagstaff's many college students. Expansion of hours and frequency would help, as would the addition of MORE STOPS along many routes. Shopping corridors along Butler and Milton are good examples of routes that need more stops. Most of us that use the bus for shopping are lugging groceries and have several destinations to pick up what we need. In the winter, it is even more difficult for us, believe me. Another example of routes needing more stops is Industrial Ave. along Route 7. Many low-income workers have jobs along Industrial, yet there are no stops between Sam's Club and Walmart. Whoever designed the system and stops appears never to have had to exclusively rely on public transportation for all of their shopping and recreational needs, especially in the winter.</p> <p>One more thing: Bus service to major events at the Pepsi Amphitheater would be wonderful. The buses run to the County Fair, and that is a great convenience. How about offering that service to Pickin' in the Pines and other major events? I think most folks would GLADLY pay more than the usual fare to ride the bus to those events, and it would reduce traffic and parking congestion as well.</p> <p>Lastly: I am from Honolulu, where the bus service is quite fantastic. There is no place on the island of Oahu I could not get to by bus, between 5am and midnight. Trips to the far reaches of the island, nights at the symphony, ALL tourist attractions, concerts, you name it, were all easily done by bus. Stops were close together along all shopping corridors to accommodate shoppers, especially elderly shoppers, so a far walk with arms full of groceries was never necessary.</p> <p>The bus service in Flagstaff has greatly improved in the 10 years I've been here, but does have a way to go. Accommodation of students seems to me to be the main goal of Mountain Line, not accommodation of what should be your main target, resident low-income working people. Perhaps an analysis of what this segment of your ridership needs would be useful in expanding ridership in general. Thanks for this opportunity to comment! Feel free to contact me if there are any questions.</p> | 5, 7 and 10 |
| <p>Re: Reconfiguring Route 2 to better serve Flagstaff Medical Center by moving the northbound stop (Stop 4) from San Francisco St. to Beaver street</p> <p>Where will Route 2 bus turn onto Beaver Street for FMC stop; that particular bus used to stop there on Beaver Street several years ago.</p> <p>The route that really needs reconfiguring is Route 4 buses, especially after it goes off its peaks hours and on the weekends. Several years ago Route 4 was on a 30-minute round before peaks hours were put in place. It is really inconvenient to transfer from Route 4 bus to another when other buses leave the terminal at :15 and :45 minutes after. You are either going to be very early to transfer or be late. For Route 4 drivers to stay on their 40-minute rounds they wait at stops: Wendy's, 3 minutes; Walmart, 3 minutes; Walapai Dr/Lake Mary Rd (Chevron, 2 minutes); CCC, 3 minutes; LoneTree/Brannen Cir, 2 minutes. Adding all the minutes the drivers do waiting they total 13 minutes, more than enough time to get back to terminal to transfer onto buses leaving at :15 and :45 minutes, especially if the peak buses can stay on scheduled 20-minute rounds. Please consider changing Route 4 buses from 40 to 30 minute rounds. Several people have mentioned why it was not aligned with other buses at the terminal. Thank you.</p> | 2 and 4 |
| <p>We met a month or so ago at Foxglenn park when you were gathering signatures so I figured I would just ask you. Is the city proposing to route more buses through this neighborhood and when? We already have too many as it is. This is a residential neighborhood with lots of children. Is there going to be a time for public input? Personally, I don't think any city buses should be traveling through here. With the buses and the speeding vehicles around here we can't even let our daughter ride her bike. Please let me know who to contact about this matter. Thank you.</p> | 3 |
| <p>I agree that a weekend schedule should be added. I am sure that there are quite a number of loyal customers that would find this very helpful. Times when there are city events, social gatherings, a need to make a quit trip to their favorite grocery store, and to their choice of community worship.</p> | 5 |
| <p>Bus runs on wknds are needed.. Thank you..</p> | 5 |
| <p>Hello, I noticed that mountain link is considering extending hours and frequency for route 10. Personally, I think this would be really great. During breaks I work nearly every day and I have to take the bus to get to work. Sometimes I will show up at the bus stop at 12:30 or so for a 1 pm shift and I still manage to make it to work late because the busses come so infrequently to the stop. I have almost been fired because I make it to work late often because my fate depends on a bus that doesn't come frequently enough and an app for the bus service that doesn't work well. For those of us that don't have cars and have too long of a walk to get somewhere by foot really need the bus to be reliable and more frequent.</p> <p>I also think extending the hours is a great idea. There are a lot of college students in this town that like to go out at night. If a bus would be able to get you somewhere at 11 pm that would prevent drunk driving and just make people's life's easier.</p> <p>I hope you take my comments into consideration.</p> | 10 |



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Board Agenda Packet
6/15/2016 - Page 17 of 74

DATE PREPARED: June 7, 2016

MEETING DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Adopt the FY2017 Budget

RECOMMENDATION:

Staff recommends the Board of Directors adopt the FY2017 budget of \$15,687,143 as reviewed at April meetings. The budget supports operation of Mountain Line and Mountain Lift on behalf of City of Flagstaff, Mountain Link on behalf of City of Flagstaff/Northern Arizona University, and Mountain Lift Taxi Voucher Program on behalf of City and County, and the Vanpool Program on behalf of Coconino County and City of Winslow.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

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

5 Year Horizon:

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

BACKGROUND:

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

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



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

Revenues:

- Fares and service generated fees are budgeted to be \$1,101,305 for operating Mountain Line and Mountain Lift programs, including \$100,000 in advertising revenues and \$3,000 in membership fees.
- City of Flagstaff has indicated approval of a budget of \$6,214,039 for the Mountain Line and Mountain Lift programs as well as the City Taxi Voucher program. \$3,637,567 will be used for operating and \$2,576,472 will be used to match federal funds for the capital programs. This capital budget includes Passenger Shelter program carryover from FY2016.
- Coconino County has indicated approval of a budget of \$32,000 for the Coconino County Taxi Voucher and Vanpool programs. The funding will be used to match Section 5310 and Section 5311 federal funds applied for but not yet awarded by Arizona Department of Transportation for the operation of these programs.
- Northern Arizona University has been asked to approve a budget of \$499,186 for the Mountain Link program. The funding is requested in lieu of fares from NAU students and will be used for operation services.
- City of Winslow has indicated approval of a budget of \$20,000 for feasibility study for transit services in and to Winslow.
- Federal Transit Administration Section 5307 funding of \$2,255,783 is budgeted with \$2,188,583 for operating and \$67,200 for capital programs.
- Arizona Department of Transportation Section 5310 funding of \$520,922 is budgeted with \$174,422 for operating and \$346,500 for capital programs. Note: These funds are budgeted conservatively based on prior year awards and we have applied for additional operating assistance.
- Arizona Department of Transportation Section 5311 funding of \$234,286 is budgeted as \$74,286 for operation of vanpools and \$160,000 for transit feasibility study for City of Winslow.
- Arizona Department of Transportation Section 5339 funding of \$4,742,623 is budgeted for capital programs.
- Arizona Department of Transportation Section 5304 funding of \$120,000 is budgeted for capital programs.

Operating:

The FY2017 operating budget includes an overall increase of \$287,179 or 4% for a total operating budget of \$7,654,348. The increase is related to the following changes:

- Continuation of the FY2016 Mountain Line service changes introduced in FY2016 (Route 2 higher frequency, School deviations, and added Route 5 hours).
- Per the GM Budget Message, services changes will include: later service on Route 2 and Route 10, increased service on Route 10 to handle crush loads, and weekend service on Route 5. Additional services are to be launched between August 2016 and January 2017 as per the service plan presented by Alicia Becker.



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- Additional Coconino County Taxi Voucher program. Per the GM Budget Message, the taxi voucher program for Coconino County is budgeted to increase, with funding granted by Coconino County and Arizona Department of Transportation.
- Maintaining the existing Mountain Line Paratransit Program, City Taxi Voucher Program, and the Coconino County Vanpool Program.
- Advertising Contract to handle sales and placement of on bus advertising.

Capital:

The FY2017 capital budget is \$8,032,795 and includes the following items:

- Feasibility study for Winslow Transit Program, to be funded thru Section 5311 funds that are not yet applied for or awarded, with matching funds from the City of Winslow.
- Update to NAIPTA 5 year plan with funding from the City of Flagstaff.
- Public Education campaign for the November Transit Tax Renewal.
- Mobility Improvements at existing Mountain Line stops and along routes, to be funded thru Section 5310 funds that were awarded in FY2016, with matching funds from the City of Flagstaff.
- Main Office Remodel project to maximize use of space and add office space, to be funded thru Section 5339 funds that are not yet applied for or awarded, with matching funds by the City of Flagstaff.
- Two additional articulated buses for meeting service demand on Route 10, to be funded with Section 5339 funds that are applied for but not yet awarded, with matching funds from the City of Flagstaff.
- Continue update and replace existing Transit Technologies (cameras, real time arrival, scheduling and dispatch systems, asset management, maintenance systems, etc.) to improve tracking and reporting abilities, to be funded thru funds from the City of Flagstaff.
- Refurbishment of Mountain Line Passenger Shelters that are in fair to poor condition, to be funded partially through annual apportionment of Section 5307 STP funds with majority of funding from the City of Flagstaff.
- Maintenance funds for information technology (computers, servers), facilities, and fleet to be funded by the City of Flagstaff.
- Complete environmental review and project engineering for Bus Rapid Transit service, including application for federal approval of project and funding to be funded with Section 5339 funds that are applied for but not yet awarded, with matching funds from the City of Flagstaff.

People:

The FY2017 salary and employee related expenses budget are included in the FY2017 Operating budget increase, previously discussed and assume the following:

- Compensation plan, including a 1% Cost of Living adjustment (COLA) effective first pay period in FY2017 for all employees and additional performance increase consideration is in effect and employees will be able to receive between 1% and 4% depending on performance meeting or exceeding standards.
- Employee related expenses vary depending on the employees elected coverages and plans but the table below summarizes NAIPTA's maximum cost. With the adoption of the FY2016 budget, NAIPTA set a maximum contribution rate available to employees for dependent coverage. NAIPTA's cost are as follows:



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| | FY2016 | FY2017 |
|----------------------------------|-----------|-----------|
| ASRS, includes ADD | 11.46% | 11.48% |
| Health - Employee Only | \$ 458.24 | \$ 482.16 |
| Health - Employee + 1 | \$ 714.98 | \$ 714.98 |
| Health - Employee + family | \$ 941.73 | \$ 941.73 |
| Dental - Employee Only | \$ 30.88 | \$ 32.04 |
| Vision - Employee Only | \$ 0.78 | \$ 0.78 |
| Life - Employee, \$40,000 policy | \$ 7.40 | \$ 7.40 |

- ASRS: All employees that are full time or that are scheduled to work more than 20 hours a week are enrolled in ASRS and ASRS Accidental Death and Long Term Disability plans. NAIPTA and employees contribute matching amounts into the employees account.
 - Health: Employees are offered option of 3 plans with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). All regular employees in full time positions, at 30 hours or more, must enroll in health insurance unless they can provide proof of other coverage. All employees are offered a Wellness Program to increase their savings on insurance cost.
 - The 3 plans are: Base plan with \$750 deductible, Buy Up plan with \$500 deductible, and High Deductible Health Plan (HDHP) with \$1,500 Deductible. The HDHP plan is accompanied by a Health Savings Account (HSA).
 - The employees can also choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.
 - For all Wellness Program participants, NAIPTA pays 100% of employee only coverage for Base plan and 100% of HDHP with a deposit to the HSA. An employee electing the Buy Up plan will pay the difference in cost between Base and Buy Up plans. Employees not participating in Wellness Programs experience additional cost for the Buy Up, Base Plan or less contribution to HSA for the HDHP.
 - NAIPTA shares in additional cost for family plans. NAIPTA pays between 40% and 67% of family cost depending on plan elected by employee. The rates above are fixed rates for all plan choices.
- Dental: Employees are offered 1 plan option with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). Employees can waive dental coverage.
 - The employees can choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.
 - NAIPTA pays 100% of employee only coverage and employees are responsible for additional cost of family plans, if elected.
- Vision: Employees are offered 2 plan options with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). Employees can waive vision coverage.
 - The 2 plans are: Base Plan (exams only) and Buy Up (comprehensive) coverage.
 - The employees can also choose to have only employee coverage, employee plus one family member (spouse or child), or employee plus family.



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- NAIPTA pays 100% of employee only coverage for the Base plan and employees are responsible for 100% of additional cost of family coverage or Buy Up plans.
- Life: Employees receive a \$40,000 life insurance policy that is 100% paid for by NAIPTA. Employees can buy additional coverage for self, spouse, and children at 100% cost to the employee. Life Insurance plans are portable if employees wish to continue the plan after leaving their role at NAIPTA.
- There are additional elected benefits NAIPTA employees can select. The employee is responsible for 100% of the cost: Flexible Spending Account (FSA), Deferred Compensation, Short Term Disability Insurance, Accidental Insurance, and Cancer Insurance.

Fund Balance and Financial Projections:

The proposed budget is in line with NAIPTA's overall financial projections for the City of Flagstaff. The financial plan, with this proposed budget and ongoing cost associated with implementation of programs, as discussed, maintains a fund balance of greater than 10%, as set in NAIPTA's financial management policy and as required by the City of Flagstaff. Per the trend line graph attached, at the end of 2026, NAIPTA will have a fund balance of \$1.5 million. This financial projection does assume:

- No service increases after FY2017;
- Capital replacement of vehicles will continue to receive 80% federal funds; and,
- The Transit Tax will be renewed before the 2020 sunset at a flat rate.

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

TAC RECOMMENDATION:

The Transit Advisory Committee supported staff presenting the recommendation to the Board of Directors.

FISCAL IMPACT:

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



SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO & General Manager

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ATTACHMENTS:

- | | | |
|----|--|--------------|
| 1. | NAIPTA FY2017 Draft Budget | -pages 23-28 |
| 2. | Financial Plan Trend Line | -page 29 |
| 3. | Performance Measures for the FY2017 Budget | -page 30 |



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NAIPTA FY2017 Budget
Proposed June 15, 2016

| | | NAIPTA | Planning | Planning | City of Flagstaff | | | Coconino County | | Winslow |
|--------------------------------------|---------------|------------|---------------------|------------|-------------------|-----------------|----------------------|----------------------|-----------------|------------|
| Program Hours | | 84,048 | | | 75,422 | 8,626 | | 0 | | |
| Program Percentage (Direct S & B) | | 100% | | | 85% | 14% | | 1% | | |
| Program Percentage (Rev Hrs) | | 100% | | | 90% | 10% | | 0% | | |
| | | | | | | | | | | |
| Description | | | Mobility Management | | Fixed Route | Demand Response | Taxi Voucher Program | Taxi Voucher Program | Vanpool Program | Planning |
| Revenues | | | | | | | | | | |
| Annual Membership Dues | \$ 3,000 | \$ 3,000 | | | | | | | | |
| 5304 Funding Capital | \$ 120,000 | | \$ 120,000 | | | | | | | |
| 5307 Funding Operating | \$ 2,188,583 | | | | \$ 1,676,166 | \$ 512,417 | | | | |
| 5307 Funding Capital | \$ 67,200 | | | | \$ 67,200 | | | | | |
| 5310 Mobility Mgmt Funding Operating | \$ 174,422 | | | \$ 84,560 | | | \$ 44,019 | \$ 45,843 | | |
| 5310 Funding Capital | \$ 346,500 | | | | \$ 346,500 | | | | | |
| 5311 Operating | \$ 74,286 | | | | | | | | \$ 74,286 | |
| 5311 Capital | \$ 160,000 | | | | | | | | | \$ 160,000 |
| 5339 Funding Capital | \$ 4,744,514 | | \$ 2,391,714 | | \$ 2,352,800 | | | | | |
| City of Flagstaff - Operating | \$ 3,637,567 | | \$ 264,038 | \$ 21,142 | \$ 3,035,400 | \$ 272,968 | \$ 44,019 | | | |
| City of Flagstaff - Capital | \$ 2,576,472 | | \$ 607,456 | | \$ 1,949,016 | | | | | \$ 20,000 |
| NAU - Operating | \$ 499,186 | | | | \$ 499,186 | | | | | |
| Coconino County - Operating | \$ 32,000 | | | | | | | \$ 20,000 | \$ 12,000 | |
| City of Winslow | \$ 20,000 | | | | | | | | | \$ 20,000 |
| Fares | \$ 878,457 | | | | \$ 838,065 | \$ 40,392 | | | | |
| Advertising | \$ 100,000 | \$ 100,000 | | | | | | | | |
| Title 19 - DDD | \$ 45,000 | | | | | \$ 45,000 | | | | |
| Other Operating | \$ 92,957 | | \$ 18,109 | | \$ 45,584 | | | \$ 25,843 | \$ 3,421 | |
| Other Capital | \$ - | | | | | | | | | |
| Sale of Equipment | \$ - | | | | | | | | | |
| sub total | \$ 15,760,144 | \$ 103,000 | \$ 3,401,317 | \$ 105,702 | \$ 10,809,917 | \$ 870,777 | \$ 88,038 | \$ 91,686 | \$ 89,707 | \$ 200,000 |

NAIPTA FY2017 Budget
Proposed June 15, 2016

| | NAIPTA | Planning | Planning | City of Flagstaff | | Coconino County | Winslow |
|-----------------------------------|--------|----------|----------|-------------------|-------|-----------------|---------|
| Program Hours | 84,048 | | | 75,422 | 8,626 | 0 | |
| Program Percentage (Direct S & B) | 100% | | | 85% | 14% | 1% | |
| Program Percentage (Rev Hrs) | 100% | | | 90% | 10% | 0% | |

| Description | | | | Mobility Management | Fixed Route | Demand Response | Taxi Voucher Program | Taxi Voucher Program | Vanpool Program | Planning | | | | | | | | | | |
|----------------------------------|----|---------|----|---------------------|-------------|-----------------|----------------------|----------------------|-----------------|----------|--------|---------|----|-------|----|--------|----|--------|----|---|
| Allocated Management Costs S & B | | | | | | | | | | | | | | | | | | | | |
| FTE Salary | \$ | 599,523 | | \$ | 90,419 | \$ | 11,304 | \$ | 418,388 | \$ | 63,245 | | \$ | 4,865 | \$ | 11,303 | | | | |
| Pay Plan | \$ | 20,800 | | \$ | 2,990 | \$ | 374 | \$ | 14,673 | \$ | 2,218 | | \$ | 171 | \$ | 374 | | | | |
| Benefits | \$ | 212,333 | | \$ | 30,249 | \$ | 3,781 | \$ | 148,354 | \$ | 24,422 | | \$ | 1,746 | \$ | 3,781 | | | | |
| Sub Total | \$ | 832,656 | \$ | - | \$ | 123,658 | \$ | 15,459 | \$ | 581,416 | \$ | 89,885 | \$ | - | \$ | 6,781 | \$ | 15,458 | \$ | - |
| Cost Per Service Hour | \$ | 9.91 | | | | | | \$ | 7.71 | \$ | 10.42 | #DIV/0! | | | | | | | | |

Direct Operations Costs S & B

| | | | | | | | | | | |
|-----------------------|--------------|-------|------------|-----------|--------------|------------|-----------|-----------|-----------|-----------|
| FTE Wages | \$ 2,846,057 | | \$ 39,574 | \$ 57,588 | \$ 2,311,347 | \$ 362,931 | \$ 24,927 | \$ 14,479 | | \$ 35,211 |
| PTE Wages | \$ 10,000 | | \$ 10,000 | | \$ - | \$ - | | | | |
| On Call Wages | \$ 114,948 | | | | \$ 87,062 | \$ 27,886 | | | | |
| OT Wages | \$ 100,866 | | | | \$ 86,783 | \$ 14,083 | | | | |
| Pay Plan | \$ 91,978 | | \$ 1,778 | \$ 1,373 | \$ 69,742 | \$ 17,623 | \$ 914 | \$ 547 | | |
| Benefits | \$ 1,102,700 | | \$ 14,371 | \$ 20,513 | \$ 889,277 | \$ 150,043 | \$ 8,828 | \$ 4,879 | | \$ 14,789 |
| Sub Total | \$ 4,266,549 | \$ - | \$ 65,723 | \$ 79,474 | \$ 3,444,212 | \$ 572,566 | \$ 34,669 | \$ 19,905 | \$ - | \$ 50,000 |
| Cost Per Service Hour | \$ 50.76 | | | | \$ 45.67 | \$ 66.38 | #DIV/0! | | | |
| Allocation Percentage | 100% | 0.00% | 1.54% | 1.86% | 80.73% | 13.42% | 0.81% | 0.47% | 0.00% | 1.19% |
| | \$ 5,099,205 | \$ - | \$ 189,381 | \$ 94,932 | \$ 4,025,627 | \$ 662,451 | \$ 34,669 | \$ 26,686 | \$ 15,458 | \$ 50,000 |

Indirect Costs - Services

| | | | | | | | | | | |
|-----------------------------|------------|------|------|------|------------|-----------|---------|------|------|------|
| Gen Liability Ins - No Auto | \$ 174,568 | | | | \$ 150,128 | \$ 24,439 | | | | |
| Board | \$ 5,000 | | | | \$ 4,300 | \$ 700 | | | | |
| Prof Svc HR | \$ 40,000 | | | | \$ 36,493 | \$ 3,507 | | | | |
| Prof Svc Legal | \$ 40,000 | | | | \$ 36,493 | \$ 3,507 | | | | |
| Prof Svc IT | \$ 4,200 | | | | \$ 3,612 | \$ 588 | | | | |
| Computer Replacement IT | \$ 20,000 | | | | \$ 17,200 | \$ 2,800 | | | | |
| Legislative Liaison | \$ 42,000 | | | | \$ 42,000 | \$ - | | | | |
| Audits | \$ 18,600 | | | | \$ 15,996 | \$ 2,604 | | | | |
| Wellness Incentives | \$ 1,000 | | | | \$ 912 | \$ 88 | | | | |
| Sub Total | \$ 345,368 | \$ - | \$ - | \$ - | \$ 307,135 | \$ 38,233 | \$ - | \$ - | \$ - | \$ - |
| Cost Per Service Hour | \$ 4.11 | | | | \$ 4.07 | \$ 4.43 | #DIV/0! | | | |

NAIPTA FY2017 Budget
Proposed June 15, 2016

| | | NAIPTA | Planning | Planning | City of Flagstaff | | Coconino County | | Winslow | |
|-----------------------------------|----|---------------------|----------|----------|-------------------|-----------------|----------------------|----------------------|-----------------|----------|
| Program Hours | | 84,048 | | | 75,422 | 8,626 | | 0 | | |
| Program Percentage (Direct S & B) | | 100% | | | 85% | 14% | | 1% | | |
| Program Percentage (Rev Hrs) | | 100% | | | 90% | 10% | | 0% | | |
| Description | | Mobility Management | | | Fixed Route | Demand Response | Taxi Voucher Program | Taxi Voucher Program | Vanpool Program | Planning |
| Indirect Costs - Facilities | | | | | | | | | | |
| Electricity | \$ | 41,276 | | | | \$ 37,657 | \$ 3,619 | | | |
| Mobile Phone Srvc and Equip | \$ | 22,072 | | | | \$ 19,822 | \$ 2,250 | | | |
| Natural Gas | \$ | 18,570 | | | | \$ 16,942 | \$ 1,628 | | | |
| Telephone Srvc | \$ | 33,749 | | | | \$ 30,470 | \$ 3,279 | | | |
| Water and Waste | \$ | 13,200 | | | | \$ 12,043 | \$ 1,157 | | | |
| Sub Total | \$ | 128,867 | \$ - | \$ - | \$ - | \$ 116,933 | \$ 11,933 | \$ - | \$ - | \$ - |
| Cost Per Service Hour | \$ | 1.53 | | | | \$ 1.55 | \$ 1.38 | #DIV/0! | | |

Direct Cost O & M

| | | | | | | | | | | |
|--|----|--------|--|----|-------|--------|----|-------|--|--|
| Food and Beverage 41 | \$ | 3,000 | | | \$ | 2,580 | \$ | 420 | | |
| Memberships & Subscriptions | \$ | 16,953 | | | \$ | 14,664 | \$ | 2,289 | | |
| Memberships Planning | \$ | 1,157 | | \$ | 1,157 | \$ | - | | | |
| Trophies, Prizes, Etc | \$ | 3,000 | | | \$ | 2,730 | \$ | 270 | | |
| Special Internal Events-PAWZ | \$ | 2,500 | | | \$ | 2,500 | | | | |
| Special Events - Planning | \$ | 500 | | \$ | 500 | \$ | - | | | |
| Telephone and Computer Sup IT | \$ | 1,900 | | | \$ | 1,900 | | | | |
| Janitorial Services NVM | \$ | 25,476 | | | \$ | 23,183 | \$ | 2,293 | | |
| Bank Fees | \$ | 12,000 | | | \$ | 12,000 | | | | |
| Education Supplies | \$ | 5,000 | | | \$ | 4,300 | \$ | 700 | | |
| Office Supplies | \$ | 9,500 | | | \$ | 8,645 | \$ | 855 | | |
| Office Supplies - MM | \$ | 1,500 | | | \$ | 1,500 | | | | |
| Other Supplies | \$ | 4,000 | | | \$ | 3,000 | \$ | 1,000 | | |
| Other Supplies Planning | \$ | 2,250 | | \$ | 2,250 | \$ | - | | | |
| Postage | \$ | 1,500 | | | \$ | 1,000 | \$ | 500 | | |
| Printing - Facilities | \$ | 5,000 | | | \$ | 5,000 | | | | |
| Printing - Admin | \$ | 4,000 | | | \$ | 3,000 | \$ | 1,000 | | |
| Printing - Planning | \$ | 250 | | \$ | 250 | | | | | |
| Printing - IT (copier) | \$ | 8,400 | | | \$ | 7,224 | \$ | 1,176 | | |
| Printing - Marketing | \$ | 30,375 | | | \$ | 26,123 | \$ | 4,253 | | |
| Publishing and Advertising - Marketing | \$ | 33,500 | | | \$ | 33,500 | | | | |
| Publishing - Legal Advertisements | \$ | 2,500 | | | \$ | 2,500 | | | | |

NAIPTA FY2017 Budget
Proposed June 15, 2016

| | | NAIPTA | Planning | Planning | City of Flagstaff | | Coconino County | | Winslow | |
|-----------------------------------|--------------|--------|-----------|---------------------|-------------------|-----------------|----------------------|----------------------|-----------------|----------|
| Program Hours | | 84,048 | | | 75,422 | 8,626 | | 0 | | |
| Program Percentage (Direct S & B) | | 100% | | | 85% | 14% | | 1% | | |
| Program Percentage (Rev Hrs) | | 100% | | | 90% | 10% | | 0% | | |
| Description | | | | Mobility Management | Fixed Route | Demand Response | Taxi Voucher Program | Taxi Voucher Program | Vanpool Program | Planning |
| Software Maintenance - IT | \$ 2,000 | | | | \$ 2,000 | | | | | |
| Bldgs/Grounds Maint - NVM | \$ 31,000 | | | | \$ 26,660 | \$ 4,340 | | | | |
| Bldgs/Grounds Lease - NVM | \$ 15,000 | | | | \$ 15,000 | | | | | |
| Prof Svc Marketing -MM | \$ 2,500 | | | \$ 2,500 | | | | | | |
| Prof Svc Marketing | \$ 55,732 | | | | \$ 49,515 | \$ 4,967 | | | \$ 1,250 | |
| Prof Svc Advertising | \$ 50,000 | | \$ 50,000 | | | | | | | |
| Temp Maint/Facility Svc NVM | \$ 5,500 | | | | \$ 5,000 | \$ 500 | | | | |
| Temporary Services - Admin | \$ 2,500 | | | | \$ 2,500 | | | | | |
| Market Research (surveys) | \$ 18,200 | | | | \$ 17,000 | \$ 1,200 | | | | |
| Total Direct Admin Expenses | \$ 356,693 | \$ - | \$ 54,157 | \$ 4,000 | \$ 271,524 | \$ 25,762 | \$ - | \$ - | \$ 1,250 | \$ - |
| Taxes Paid Gas/Oil Rev 11 | \$ 41,252 | | | | \$ 38,040 | \$ 3,212 | | | | |
| Oil Fleet Veh Mtnc | \$ 32,000 | | | | \$ 30,000 | \$ 2,000 | | | | |
| Fuel Fleet Revenue Veh Mtnc | \$ 425,000 | | | | \$ 375,000 | \$ 50,000 | | | | |
| Tires Revenue Veh Mtnc | \$ 60,000 | | | | \$ 50,000 | \$ 10,000 | | | | |
| Auto Parts & Supplies Veh M | \$ 161,000 | | | | \$ 145,000 | \$ 16,000 | | | | |
| Route Expansion Ops | \$ 427,941 | | | | \$ 355,941 | | | | \$ 72,000 | |
| Out Repair Fleet Revenu VM | \$ 23,000 | | | | \$ 20,000 | \$ 3,000 | | | | |
| Direct Variable Expense | \$ 1,170,193 | \$ - | \$ - | \$ - | \$ 1,013,981 | \$ 84,212 | \$ - | \$ - | \$ 72,000 | \$ - |
| Personal Liab Ins - Auto 21 | \$ 123,682 | | | | \$ 106,366 | \$ 17,316 | | | | |
| Uninsured Losses | \$ 10,000 | | | | \$ 10,000 | | | | | |
| Prop Damage Ins Ded Ops 11 | \$ 15,000 | | | | \$ 10,000 | \$ 5,000 | | | | |
| Recruitment Costs - admin | \$ 6,415 | | | | \$ 5,915 | \$ 500 | | | | |
| Clinic Fees | \$ 4,400 | | | | \$ 4,000 | \$ 400 | | | | |
| Taxes Paid Gas/Oil NonRev 11 | \$ 1,500 | | | | \$ 1,500 | | | | | |
| Taxes Paid Gas/Oil Fac Equip 31A | \$ 3,100 | | | | \$ 3,100 | | | | | |
| Fuel - Non Revenue Vehicles | \$ 20,000 | | | | \$ 20,000 | | | | | |
| Fuel - Facil Veh/Equip- NVM | \$ 11,000 | | | | \$ 11,000 | | | | | |
| Misc Shop Supplies Veh M | \$ 27,500 | | | | \$ 25,000 | \$ 2,500 | | | | |
| Misc Facility Supplies NVM | \$ 2,828 | | | | \$ 2,422 | \$ 406 | | | | |
| Tool Allowance - Veh M | \$ 1,800 | | | | \$ 1,800 | \$ - | | | | |
| Uniforms - Ops 11 | \$ 19,500 | | | | \$ 17,000 | \$ 2,500 | | | | |
| Uniforms Fleet Veh Mtnc | \$ 6,400 | | | | \$ 5,500 | \$ 900 | | | | |

NAIPTA FY2017 Budget
Proposed June 15, 2016

| | | NAIPTA | Planning | Planning | City of Flagstaff | | Coconino County | | Winslow | |
|-----------------------------------|--------------|---------------------|-----------|-----------|-------------------|-----------------|----------------------|----------------------|-----------------|----------|
| Program Hours | | 84,048 | | | 75,422 | 8,626 | 0 | | | |
| Program Percentage (Direct S & B) | | 100% | | | 85% | 14% | 1% | | | |
| Program Percentage (Rev Hrs) | | 100% | | | 90% | 10% | 0% | | | |
| Description | | Mobility Management | | | Fixed Route | Demand Response | Taxi Voucher Program | Taxi Voucher Program | Vanpool Program | Planning |
| Uniforms - Facility Non VM | \$ 5,100 | | | | \$ 5,100 | | | | | |
| Food and Beverage Training | \$ 600 | | | | \$ 500 | \$ 100 | | | | |
| Janitorial Supplies Non VM | \$ 5,000 | | | | \$ 4,300 | \$ 700 | | | | |
| Education Supplies - Safety | \$ 12,610 | | | | \$ 10,923 | \$ 1,687 | | | | |
| Software/Hardware Maint - OPS | \$ 19,500 | | | | \$ 8,500 | \$ 11,000 | | | | |
| Software/Hardware Maint VM | \$ 4,500 | | | | \$ 4,000 | \$ 500 | | | | |
| Radios/Communications | \$ 20,000 | | | | \$ 20,000 | | | | | |
| Building Security/Monitoring NVM | \$ 2,600 | | | | \$ 2,060 | \$ 540 | | | | |
| Bus Stop Maint NVM | \$ 18,000 | | | | \$ 18,000 | | | | | |
| Route Realignment Materials NVM | \$ 2,500 | | | | \$ 2,500 | | | | | |
| Prof Svc Operations | \$ 3,500 | | | | \$ 3,500 | | | | | |
| Prof Svc Security Ptrl -NVM | \$ 12,000 | | | | \$ 12,000 | | | | | |
| Taxi Voucher Program | \$ 118,368 | | | | | | \$ 53,368 | \$ 65,000 | | |
| Total Variable Expenses | \$ 477,403 | \$ - | \$ - | \$ - | \$ 314,986 | \$ 44,049 | \$ 53,368 | \$ 65,000 | \$ - | \$ - |
| Travel/Training - Operations | \$ 10,300 | | | | \$ 9,373 | \$ 927 | | | | |
| Travel/Training - Fleet VehM | \$ 3,700 | | | | \$ 3,700 | | | | | |
| Travel/Training - Facilities NVM | \$ 3,590 | | | | \$ 3,100 | \$ 490 | | | | |
| Travel/Training - Admin | \$ 20,900 | | | | \$ 19,019 | \$ 1,881 | | | | |
| Travel/Training - Planning | \$ 20,500 | | \$ 20,500 | | | | | | | |
| Travel/Training - MM | \$ 7,770 | | | \$ 6,770 | | | | | \$ 1,000 | |
| Travel/Training - IT | \$ 3,500 | | | | \$ 3,010 | \$ 490 | | | | |
| Travel/Training - Marketing | \$ 2,500 | | | | \$ 2,500 | | | | | |
| Travel/Training - Training | \$ 3,860 | | | | \$ 3,513 | \$ 347 | | | | |
| Total Travel Expenses | \$ 76,620 | \$ - | \$ 20,500 | \$ 6,770 | \$ 44,215 | \$ 4,135 | \$ - | \$ - | \$ 1,000 | \$ - |
| Sub Total | \$ 2,080,909 | \$ - | \$ 74,657 | \$ 10,770 | \$ 1,644,705 | \$ 158,159 | \$ 53,368 | \$ 65,000 | \$ 74,250 | \$ - |
| Cost Per Service Hour | \$ 24.76 | | | | \$ 21.81 | \$ 18.34 | #DIV/0! | \$ - | \$ - | \$ - |

Total Admin/Indirect Costs

| | | | | | | | | | | |
|--------------------------------|--------------|------|------------|-----------|--------------|------------|------|----------|-----------|------|
| subTotal Salaries and Benefits | \$ 832,656 | \$ - | \$ 123,658 | \$ 15,459 | \$ 581,416 | \$ 89,885 | \$ - | \$ 6,781 | \$ 15,458 | \$ - |
| subTotal Operating Costs | \$ 474,235 | \$ - | \$ - | \$ - | \$ 424,068 | \$ 50,167 | \$ - | \$ - | \$ - | \$ - |
| Total Administrative Cost | \$ 1,306,891 | \$ - | \$ 123,658 | \$ 15,459 | \$ 1,005,484 | \$ 140,052 | \$ - | \$ 6,781 | \$ 15,458 | \$ - |
| Cost Per Service Hour | \$ 15.55 | | | | \$ 13.33 | \$ 16.24 | | \$ - | \$ - | \$ - |

NAIPTA FY2017 Budget
Proposed June 15, 2016

| | | NAIPTA | Planning | Planning | | City of Flagstaff | | | Coconino County | Winslow |
|-----------------------------------|--------|--------|----------|---------------------|-------------|-------------------|----------------------|----------------------|-----------------|----------|
| Program Hours | 84,048 | | | | 75,422 | 8,626 | | | 0 | |
| Program Percentage (Direct S & B) | 100% | | | | 85% | 14% | | | 1% | |
| Program Percentage (Rev Hrs) | 100% | | | | 90% | 10% | | | 0% | |
| Description | | | | Mobility Management | Fixed Route | Demand Response | Taxi Voucher Program | Taxi Voucher Program | Vanpool Program | Planning |

Total Operating/Direct Costs

| | | | | | | | | | | |
|--------------------------------|--------------|------|------------|-----------|--------------|------------|-----------|-----------|-----------|-----------|
| subTotal Salaries and Benefits | \$ 4,266,549 | \$ - | \$ 65,723 | \$ 79,474 | \$ 3,444,212 | \$ 572,566 | \$ 34,669 | \$ 19,905 | \$ - | \$ 50,000 |
| subTotal Operating Costs | \$ 2,080,909 | \$ - | \$ 74,657 | \$ 10,770 | \$ 1,644,705 | \$ 158,159 | \$ 53,368 | \$ 65,000 | \$ 74,250 | \$ - |
| Total Operating Cost | \$ 6,347,458 | \$ - | \$ 140,380 | \$ 90,244 | \$ 5,088,917 | \$ 730,725 | \$ 88,037 | \$ 84,905 | \$ 74,250 | \$ 50,000 |
| Cost Per Service Hour | \$ 75.52 | | | | \$ 67.47 | \$ 84.71 | | \$ - | \$ - | \$ - |

| | | | | | | | | | | |
|--------------------|--------------|------|------------|------------|--------------|------------|-----------|-----------|-----------|-----------|
| Total Program Cost | \$ 7,654,348 | \$ - | \$ 264,038 | \$ 105,702 | \$ 6,094,401 | \$ 870,777 | \$ 88,037 | \$ 91,686 | \$ 89,708 | \$ 50,000 |
|--------------------|--------------|------|------------|------------|--------------|------------|-----------|-----------|-----------|-----------|

Direct Cost - Capital

| | | | | | | | | | | |
|-----------------------------------|--------------|------|--------------|------|--------------|------|------|------|------|------------|
| Bus Shelter Improvements | \$ 25,000 | | | | \$ 25,000 | | | | | |
| Planning | \$ 370,000 | | \$ 150,000 | | \$ 70,000 | | | | | \$ 150,000 |
| Subtotal Operating Capital | \$ 395,000 | \$ - | \$ 150,000 | \$ - | \$ 95,000 | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |
| | | | | | | | | | | |
| Shelters | \$ 964,255 | | | | \$ 964,255 | | | | | |
| IT Replacement Fund | \$ 20,000 | | | | \$ 20,000 | | | | | |
| Vehicles - Passenger | \$ 1,800,000 | | | | \$ 1,800,000 | | | | | |
| Vehicles - Other | \$ 483,261 | | | | \$ 483,261 | | | | | |
| Facility Rehab - Maintenance Fund | \$ 25,000 | | | | \$ 25,000 | | | | | |
| Facility Construction in Progress | \$ 1,390,279 | | \$ 87,279 | | \$ 1,303,000 | | | | | |
| Construction in Progress, BRT | \$ 2,900,000 | | \$ 2,900,000 | | | | | | | |
| Vehicle Rehab-Improvements Fund | \$ 25,000 | | | | \$ 25,000 | | | | | |
| Subtotal Fixed Assets | \$ 7,607,795 | \$ - | \$ 2,987,279 | \$ - | \$ 4,620,516 | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | | | | | | | |
| Subtotal Capital | \$ 8,002,795 | \$ - | \$ 3,137,279 | \$ - | \$ 4,715,516 | \$ - | \$ - | \$ - | \$ - | \$ 150,000 |

| | | | | | | | | | | |
|--------------|--------------|-----|-------------|-----------|--------------|-----------|----------|----------|----------|-----------|
| Total Budget | \$15,657,143 | \$0 | \$3,401,317 | \$105,702 | \$10,809,917 | \$870,777 | \$88,037 | \$91,686 | \$89,708 | \$200,000 |
|--------------|--------------|-----|-------------|-----------|--------------|-----------|----------|----------|----------|-----------|

City of Flagstaff - Transit Tax Fund Balance

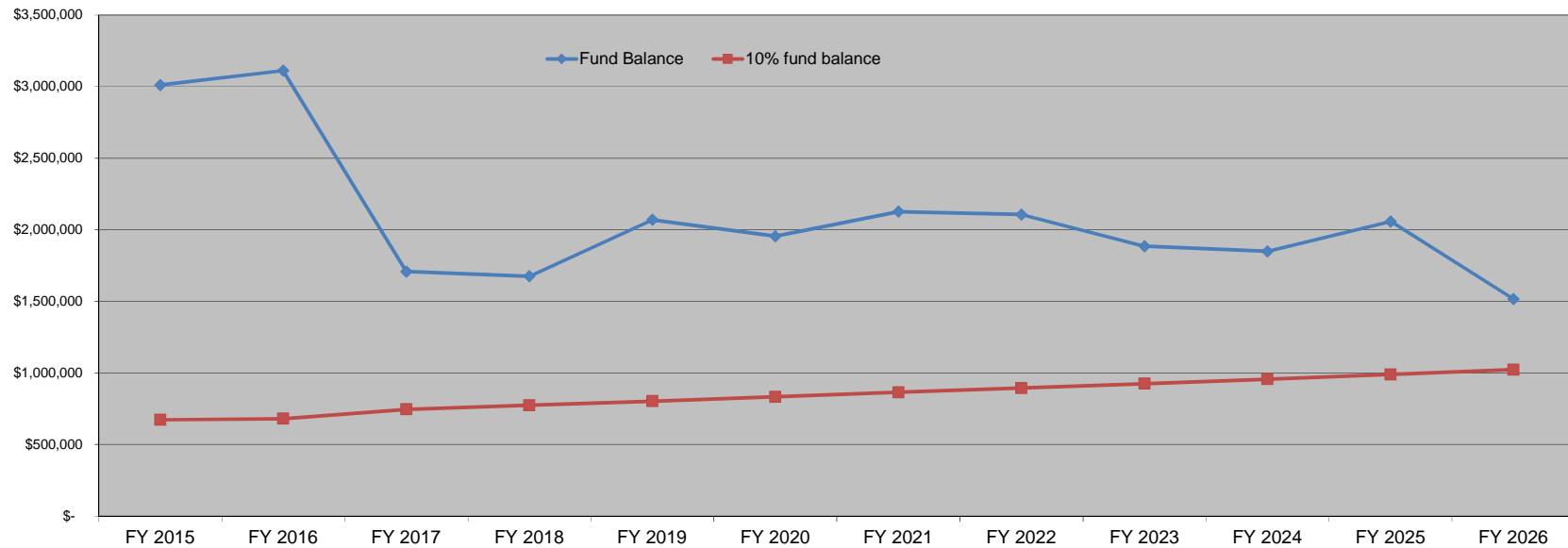
Projection based on City of Flagstaff Transit Tax as of December 31, 2015

Assumptions:

City of Flagstaff Tax is renewed on or before 2020 for another 10 years at same rate
Federal funding FY2016 thru FY2019 maintained at FY2016 appropriation (5307 and Small Transit Intensive Cities (STIC)
Federal funding FY2020 and beyond maintained at FY2016 appropriation (5307) and reflect increase in Small Transit Intensive Cities (STIC) by 1 measure
Federal funding for capital projects is projected to be 80% of vehicle replacement, in year of replacement
Vehicles are replaced at 15 yrs
Pay Plan funded for thru FY2026
Operating Cost: FY15 actual, FY16 projected, FY2017 Budget, and future increase by 2% annually
Operating at FY2017 Service Implementation thru 2030
Cash Reserves are set aside annually to offset future year cost increases (FY2016 thru FY2020)
Mini Recession is planned to affect years FY2024 and FY2025, reduction of 2.5% followed by year of only .5% growth

| | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 | FY 2025 | FY 2026 |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|
| Fund Balance | \$ 3,011,026 | \$ 3,111,504 | \$ 1,708,307 | \$ 1,675,500 | \$ 2,069,480 | \$ 1,954,241 | \$ 2,126,423 | \$ 2,106,526 | \$ 1,885,364 | \$ 1,849,714 | \$ 2,057,518 | \$ 1,515,734 |
| ops cost | \$ 6,722,111 | \$ 6,806,495 | \$ 7,455,342 | \$ 7,736,533 | \$ 8,028,085 | \$ 8,330,385 | \$ 8,643,833 | \$ 8,939,327 | \$ 9,245,635 | \$ 9,563,170 | \$ 9,892,361 | \$ 10,233,653 |
| 10% fund balance | \$ 672,211 | \$ 680,650 | \$ 745,534 | \$ 773,653 | \$ 802,809 | \$ 833,039 | \$ 864,383 | \$ 893,933 | \$ 924,564 | \$ 956,317 | \$ 989,236 | \$ 1,023,365 |

**City of Flagstaff Fund Balance
Baseline Scenario**



NAIPTA Services - Strategic Measures

FY2017 Performance Goals, as proposed for FY2017 (July 1, 2016 thru June 30, 2017)

| | 2014 Actual | 2015 Actual | 2016 Goals | 2016 ^^ 2nd Qtr Actual | 2017 Goals |
|---|----------------|----------------|---------------|---------------------------|---------------|
| <u>Fixed Route - Mountain Line</u> | | | | | |
| Annual Boardings | 1,837,140 | 1,881,212 | 2,057,513 | 2,022,766 | 2,053,107 |
| Cost per Passenger | \$ 2.97 | \$ 2.94 | \$ 3.12 | \$ 2.75 | \$ 2.97 |
| Cost per Service Hour | \$ 91.09 | \$ 86.91 | \$ 92.53 | \$ 80.37 | \$ 80.89 |
| Passengers per Hour | 30.70 | 29.59 | 29.68 | 29.18 | 27.21 |

Demand Response - Mountain Lift

| | | | | | |
|-----------------|----------|----------|----------|----------|-----------|
| Trips Per Hour | 2.47 | 2.35 | 2.36 | 2.58 | 2.57 |
| Cost per Trip | \$ 38.36 | \$ 37.63 | \$ 40.65 | \$ 32.92 | \$ 39.25 |
| Cost per Hour | \$ 94.93 | \$ 93.37 | \$ 95.88 | \$ 96.04 | \$ 100.95 |
| Number of Users | 232 | 188 | | 146 | 146 |

Taxi Program - City

| | | | | | |
|------------------------------|----------|-----------|----------|-----------|-----------|
| Cost per Voucher | \$ 10.14 | \$ 12.74 | \$ 10.00 | \$ 13.61 | \$ 20.96 |
| Total Vouchers | 3,494 | 3,827 | 5,337 | 3,802 | 4,200 |
| Number of Users | | 101 | | 86 | 95 |
| Average Annual Cost per User | | \$ 482.75 | | \$ 601.53 | \$ 930.62 |

Taxi Program - County

| | | | | | |
|------------------------------|----------|----------|----------|-----------|-----------|
| Cost per Voucher | \$ 30.42 | \$ 24.63 | \$ 30.00 | \$ 26.21 | \$ 14.29 |
| Total Vouchers | 1,194 | 1,473 | 1,899 | 1,700 | 2,800 |
| Number of Users | | 61 | | 53 | 50 |
| Average Annual Cost per User | | | | \$ 848.63 | \$ 800.00 |

Vanpool Program - County

| | | | | | |
|-----------------|---|-----|--------|--------|--------|
| Number of Vans | - | 1 | 10 | 7 | 10 |
| Trips | 0 | 255 | 31,200 | 21,840 | 31,200 |
| Number of Users | 0 | 9 | 60 | 49 | 70 |



Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: June 6, 2016

DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve Updated City of Flagstaff Service Agreement

RECOMMENDATION:

Staff recommends the Board of Directors approve an updated City of Flagstaff Service IGA (Intergovernmental Agreement) between NAIPTA and the City of Flagstaff for ongoing planning and operation of Mountain Line and Mountain Lift transit programs services in and around the City.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Related Guiding Principles:

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

Related 5 Year Horizon:

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

Related 10 Year Horizon:

- ❖ NAIPTA will be a seamless, inclusive regional system that is fully supported by member communities.

BACKGROUND:

In June 2006, the Board of Directors and Flagstaff City Council approved the original service agreement for ongoing planning and operation of Mountain Line and Mountain Lift transit programs services in and around the City. The agreement defined the roles and responsibilities of both parties as related to planning, operating, and funding of the transit programs as well as the ongoing responsibilities as related to budgeting and reporting. The agreement was essential to our successful relationship with the City. The original agreement was for 5 years with 1 allowable renewal.

We are now entering our 11th year of operation and as such, need to update the agreement to focus on current transit situation and our evolving relationship with the City and City staff.

Representatives from NAIPTA and City of Flagstaff met on several occasions to review the language within the existing IGA and design a new IGA that provides the foundation needed for operating service as it is today and allow for future growth opportunities. The changes are highlighted below:

- Update to recitals to reflect tax election of 2008.
- Update to various Obligations to include:
 - NAIPTA's responsibilities when bus stop improvements are abandoned,
 - Recognition of City efforts regarding snow removal on NAIPTA bus routes,
 - Amendment to City responsibility for providing tax revenue updates, removing quarterly requirement,

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- Add Transit Bus Stop easement for bus stops operated in City Right-of-Way, and
- Modified language to reflect quarterly billing for operating vs monthly and add provision that may allow for up to a 3 month advance.
- The term of the agreement will be 5 years with 1 renewal.

A copy of the full redline version is available upon request.

The agreement has been forwarded to respective legal counsels for final review and the City of Flagstaff is expected to take action on June 24, 2016.

TAC DISCUSSION:

Due to timing of this request for action, this item was not presented to the Transit Advisory Committee for discussion. The City of Flagstaff staff were involved in the IGA review and participated in the development of this updated IGA.

An update on this item will be presented to TAC at the next meeting.

ALTERNATIVES:

- 1) **Approve updated City of Flagstaff Service Agreement (recommended):** Staff recommends that the Board of Directors approve an updated City of Flagstaff Service agreement (IGA) for ongoing planning and operation of Mountain Line and Mountain Lift transit programs services in and around the City.
- 2) **Do not approve the amended agreement (not recommended):** The new agreement reaffirms roles and responsibilities necessary to support our ongoing relationship regarding planning and operation of transit programs on behalf of the City. As the existing agreement expires on June 30, 2016, without approval of the updated agreement, we would be operating service without a supporting agreement if not approved.

FISCAL IMPACT:

The FY2017 proposed budget includes planning and operation of Mountain Line and Mountain Lift transit programs services in and around the City. Additionally the Financial Plan captures ongoing services as well.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO & General Manager

Attachments:

- 1) Draft Service IGA 06-06-2016

-pages 33-42



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TRANSIT SERVICE INTERGOVERNMENTAL AGREEMENT

CITY OF FLAGSTAFF AND NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY

This Transit Service Intergovernmental Agreement (this "Service IGA") is made effective as of the 1st day of July 2016 (the "Effective Date"), by and between Northern Arizona Intergovernmental Public Transportation Authority, a corporate body and political subdivision of the State of Arizona ("NAIPTA"), and City of Flagstaff, an Arizona municipal corporation (the "City"). NAIPTA and City may be referred to in this Service IGA each individually as a "Party" and collectively as the "Parties".

RECITALS

A. At the general election held on May 20, 2008, the City (acting through its City Council) sought and received the approval of the qualified electors to levy an additional Transaction Privilege Tax (Sales Tax) of 0.295% (\$0.00295), the actual amount of the additional tax to be determined from time to time by City Council and the proceeds of such additional tax to be used for the purpose of paying directly, or pursuant to an intergovernmental agreement with another governmental entity, the costs of acquiring, constructing, improving, operating and maintaining facilities for the transportation of passengers within the City, including passenger buses and other motor vehicles; shelters; connection centers; garages; maintenance facilities and equipment; and other transit facilities.

B. Northern Arizona Intergovernmental Public Transportation Authority ("NAIPTA") has provided public transportation service within the City since 2006 with support from the City, and has engaged in significant planning to prepare for the implementation of enhancements to these services.

C. In 2001 the Arizona legislature adopted legislation authorizing the Parties (as well as other political subdivisions that are not parties to this Service IGA) to form an intergovernmental public transportation authority ("IPTA") for the purpose of surveying public transportation needs in the authority and granting the authority so formed sole authority for designing, operating and maintaining a public transportation system in the authority.

D. NAIPTA is the IPTA formed pursuant to A.R.S. §§ 28-9101, et seq., and that certain Master Intergovernmental Agreement, originally dated March 14, 2006, as amended and restated in its entirety on July 1, 2013 (the "Restated Master IGA"), NAIPTA is governed by a Board of Directors (the "Board") which includes representatives of Coconino County, Coconino County Community College District, the City and Northern Arizona University;

E. NAIPTA will continue its statutory authority to design, operate and maintain transportation services. The Parties wish to set out the terms and conditions pursuant to which NAIPTA will provide fixed route services and paratransit services to the City, including, but not limited to, those services provided to the City pursuant to the Restated Master IGA.

F. The Parties are authorized to enter into this Service IGA by A.R.S. §§ 28-9101, et seq., and by the Restated Master IGA.

G. This Service IGA amends, restates and supersedes, in its entirety, a previous and existing Transit Service Intergovernmental Agreement by and between the Parties, originally dated July 1, 2006, which was subsequently amended on June 18, 2008, December 12th 2011 and December 5, 2013.

NOW, THEREFORE, for good and sufficient consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Obligations of NAIPTA

1.1 General Obligations

- 1.1.1 NAIPTA will provide a fixed route transit service and paratransit services in compliance with the Americans with Disabilities Act and in accordance with the NAIPTA Flagstaff Regional Five Year and Long Range Transit Plan (the "5-Year Plan"). All written amendments and annual performance measures shall be agreed upon by the City and NAIPTA.
- 1.1.2 NAIPTA will determine, set and amend the fare structure for transit services provided in this Service IGA. NAIPTA will provide administrative services, equipment, personnel and management services necessary to provide the City with acceptable levels of bus service in a fixed route system.
- 1.1.3 NAIPTA will consult with the City regularly regarding the development, evaluation and adjustment of services. To obtain the maximum benefit from the City's funding, NAIPTA agrees to consult with national transportation associations to obtain information on additional sources of funding and best practices for community transportation in use in other areas of the country. At a minimum, NAIPTA will meet with the City on these matters every six (6) months.
- 1.1.4 NAIPTA will cooperate with the Flagstaff Metropolitan Planning Organization in updating the federally-mandated transportation improvement program and its amendments. NAIPTA will conduct a periodic survey of transportation needs in the City (as well as in the rest of the authority) and shall produce an annual five-year transportation program that

will replace the existing 5-Year Plan (the "Transportation System"). The transportation program will provide guidance to the Parties during the term of this Service IGA.

- 1.1.5 NAIPTA will establish functional standards and levels of service for construction and establishment of Transit Stops (defined below) and capital projects. NAIPTA will be solely responsible for maintaining all transit administrative, customer service and maintenance facilities. NAIPTA will be responsible for construction, repair and maintenance of all connection centers, Transit Stops and shelters, including litter pickup, signage, snow removal and graffiti removal. NAIPTA will restore a Transit Stop to a reasonably agreed-upon condition within sixty (60) days, if such Stop is reasonably determined by the Parties to have been abandoned.
- 1.1.6 The respective staffs of the City and NAIPTA will coordinate annually prior to commencing snow operations to endeavor to ensure that NAIPTA's fixed routes are included on the City's snow plan priority routes.
- 1.1.7 NAIPTA will develop marketing and merchandising strategies for the Transportation System and will provide appropriate recognition of the relationship with the City embodied in this Service IGA and the role of the Parties in public transportation efforts, including, but not limited to, the City's general transportation logo and public relations text. City staff will review the scope of services provided hereunder, together with NAIPTA's requests for proposals which relate to the City, and will sit on the panel that reviews such proposals.

1.2 Financial Management Obligations

- 1.2.1 NAIPTA will issue an annual report and prepare and submit a budget, as provided in the Restated Master IGA, and a 5-Year Projection. NAIPTA will submit the annual budget in accordance with the City's annual budget schedule and due dates. A sample annual budget is attached as Exhibit A. A sample 5-Year Projection is attached as Exhibit B.
- 1.2.2 NAIPTA will submit transit operations financial statements, including ridership, revenue collected figures and performance standards, to the City on a quarterly basis. NAIPTA will provide these statements to the City within 60 days after the close of each quarter.
- 1.2.3 NAIPTA will manage the Transportation System in compliance with all relevant Federal Transit Administration ("FTA") requirements.
- 1.2.4 NAIPTA will use an accounting system which complies with generally accepted accounting principles applicable to governmental entities and with applicable requirements of the FTA. NAIPTA will comply with all

requirements of FTA audit guidelines and any other provisions/requirements of applicable funding agencies.

1.2.5 NAIPTA agrees to provide the City with NAIPTA's annual audit and compliance and management letter, letter on internal controls and single audit report as soon as they have been approved by the Board. Any additional reports, including, but not limited to, granting agencies' reviews, shall be forwarded to the City for review. The City shall have the right to audit NAIPTA's books and records at the City's cost and upon reasonable notice to NAIPTA from the City during the term of this Service IGA and five (5) years thereafter, to the extent that the books and records relate to the performance of this Service IGA.

1.2.6 Capital purchased through full or partial contribution from the City must meet the same requirements as for the FTA. The assets may only be used for transit services by NAIPTA, except as otherwise noted below. Any benefit accruing from the sale or transfer of the property must be reported back to the transit program as revenue.

2. City's Obligations

2.1 The City will provide NAIPTA with annual updates of tax revenue projections for purposes of planning and budgeting.

2.2 The City will provide a timely review of, and response to, all budgets, route and service plans, proposed amendments and other NAIPTA submittals required by this Service IGA.

2.3 The City will evaluate, and accommodate when it deems appropriate and when adequate and appropriate funding is shown to be available, requests by NAIPTA for roadway improvements and traffic controls, including the acquisition of rights-of-way and construction of bus pull-outs by the City, all as required to endeavor to provide more efficient transit service.

2.4 NAIPTA will construct and operate public transit services at bus stops and passenger stops (collectively, "Transit Stops") as permitted by the City of Flagstaff Right of Way permit process. The Parties will consult with one another if a request for a Cooperative Use (defined below) is made.

2.4.1 With regard to future Transit Stops ("Future Stops"), NAIPTA will propose, in form and substance reasonably satisfactory to City staff, the location, dimensions, operational details, etc. of any such Future Stop. The City will not unreasonably withhold its consent to the establishment of any such Future Stop and will reasonably cooperate with NAIPTA with regard to construction, placement in service, maintenance, etc. of such Future Stop.

- 2.4.2 As to Existing Stops or Future Stops, the Parties will meet and discuss any requests to grant co-location, co-marketing, cooperative use or other uses (collectively, herein, a "Cooperative Use"). Meetings may include other future parties that are interested in cooperative use including any other public, municipal, educational, county, state, federal or tribal authority, agency or body providing transit services to the public or to a certain group or groups of individuals.
- 2.5 The City will apply for Local Transportation Assistance Funds ("LTAF II") and other funds for transit assistance in every year in which they are available to the full amount to which the City is entitled, and will use these funds for capital and non-recurring expenditures in implementation of the transportation program.
- 2.6 The City recognizes the need for flexibility in the administration and management of the transit service by NAIPTA.

3. Compensation

- 3.1 The City will pay to NAIPTA one-fourth (1/4th) of the annual operating budget on or before the 15th day of July, October, January, and April, during the term of this Agreement commencing July 15, 2016. NAIPTA will submit an invoice to the City, on or before the 1st day of each calendar quarter, based on 1/4th of the annual operating budget, excluding capital. NAIPTA may bill up to 3 months in advance if necessary due to delays in federal funding required for ongoing operation costs. Capital expenditures shall be billed to the City based on actual cash flow requirements of NAIPTA.
- 3.2 NAIPTA may earn interest on the monies received from the City, but all interest must accrue to the benefit of the City's transit program.
- 3.3 End of Year funds will be handled as indicated in §3.5 of the Restated Master IGA, with the exception of advance payments of quarterly operating expenses noted in Section 3.1 above. Any advance payment made pursuant to Section 3.1 above resulting in overpayment of fiscal year amount due shall be paid back within a reasonable time after the City gives written notice to NAIPTA requiring repayment, unless otherwise agreed by the City.
- 3.4 Per the terms of §10.2.1 of the Restated Master IGA, the City will maintain a fund balance with NAIPTA equal to three (3) months' worth of payments for the operational budgets for Mountain Line and Mountain Lift described in Exhibit B. This fund balance will be deposited to and managed by NAIPTA for the benefit of the City's operation. At no time shall the fund balance fall below a three (3) month reserve, and if it does, the City will promptly "gross up" the reserve to that amount after written notice from NAIPTA.

4. Effective Date and Term; Renewal

- 4.1 This Service IGA shall be effective for an Initial Term (herein so called) of five years from the Effective Date and shall automatically renew for one (1) additional five (5) year term unless terminated as provided in Section 4.2.
- 4.2 If either Party to this Service IGA wishes to terminate this Service IGA at the end of the Initial Term, that Party shall give written notice as provided herein of its intent to terminate at least 180 days prior to the end of the Initial Term.

5. Indemnification

Each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "Indemnitee") from, of and against any and all claims, losses, liability, costs, damages or expenses of any kind, type or nature (including, without limitation, reasonable attorneys' fees and costs, whether or not suit is brought) (hereinafter in the Agreement collectively referred to as "Claims") arising out of bodily injury of or to any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee and are caused, in whole or in material part, by the act, omission, negligence, misconduct or other fault of the Indemnitor, its officers, officials, agents, employees or volunteers. The term "Indemnitee" shall include the officers, officials, agents, employees, attorneys or volunteers of the relevant Party due indemnity.

6. NAIPTA's Insurance Requirements

NAIPTA shall maintain insurance as required by §16.1 of the Restated Master IGA, which shall name the City as an additional insured for any and all Claims as well as any other insurance required by law, including, but not limited to, Workers Compensation insurance.

7. The City's Insurance Requirements

The City shall maintain adequate insurance to cover any liability arising from the acts or omissions of the City's employees or agents arising out of the performance of this Service IGA. The City shall not be responsible for maintaining insurance to cover liability arising from the acts or omissions of employees or agents of NAIPTA.

NAIPTA's insurance shall be primary insurance with respect to the City and the City shall be named as an additional insured under NAIPTA's insurance for any and all claims. Any insurance or self-insurance maintained by the City shall be in excess to the coverage provided by NAIPTA and shall not contribute to it.

8. Mediation.

If a dispute arises out of or relates to this Service IGA and if the dispute cannot be settled through negotiation, the Parties agree first to try in good faith to resolve the dispute by mediation before resorting to litigation or some other dispute resolution procedure. Mediation shall be conducted pursuant to the procedures set out in § 14 of the Restated Master IGA.

9. Conflict of Interest.

This Service IGA is subject to termination for conflict of interest pursuant to the provisions of A.R.S. § 38-511.

10. General Provisions.

10.1 INCORPORATION OF RECITALS. The Recitals are acknowledged by the Parties to be substantially true and correct, and hereby incorporated as agreements of the Parties.

10.2 ENTIRE AGREEMENT. This Service IGA constitutes the entire understanding of the Parties and supersedes all previous representations, written or oral, with respect to the services specified herein. This Service IGA may not be modified or amended, except by a written document, signed by authorized representatives of each Party.

10.3 ARIZONA LAW. This Service IGA shall be governed and interpreted according to the laws of the State of Arizona.

10.4 MODIFICATION

. Except as otherwise specifically provided in this Service IGA, any amendment, modification or variation from the terms of this Service IGA shall be in writing and shall be effective only after written approval of both Parties.

10.5 ASSIGNMENT. Neither Party may assign or delegate any of its rights or obligations under this Service IGA without first obtaining the written consent of the other. Neither Party shall unreasonably withhold consent to an Assignment request by the other Party.

10.6 ATTORNEYS' FEES. In the event either Party brings any action for any relief, declaratory or otherwise, arising out of this Service IGA or on account of any breach or default of this Service IGA, the prevailing Party shall be entitled to received from the other Party reasonable attorneys' fees and reasonable costs and expenses, as determined by the arbitrator or court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforceable, whether or not such action is prosecuted to judgment.

- 10.7 NOTICES. All notices or demands required to be given pursuant to the terms of this Service IGA shall be given to the other Party in writing, delivered in person, sent by facsimile transmission, deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested or deposited with any commercial air courier or express service at the addresses set forth below, or to such other address as the Parties may substitute by written notice, given in the manner prescribed in this paragraph:

If to the City of Flagstaff:

City Manager
211 West Aspen Avenue
Flagstaff, Arizona 86001

If to NAIPTA:

General Manager
NAIPTA
3773 North Kaspar Dr
Flagstaff, Arizona 86001

- 10.7.1 A notice shall be deemed received on the date delivered, if delivered by hand, on the second day after its deposit with any commercial air courier or express services or, if mailed, ten (10) days after the notice is deposited in the United States mail as above provided, and on the delivery date indicated on receipt, if delivered by certified or registered mail. Any time period stated in a notice shall be computed from the time the notice is deemed received. Notices sent by facsimile transmission shall also be sent by regular mail to the recipient at the above address. This requirement for duplicate notice is not intended to change the effective date of the notice sent by facsimile transmission.
- 10.8 FORCE MAJEURE. Neither Party shall be responsible for delays or failures in performance resulting from acts beyond their control, financial inability excepted. Such acts shall include, but not be limited to, acts of God, riots, acts of war, epidemics, governmental regulations imposed after the fact, fire, communication line failures or power failures.
- 10.9 COUNTERPARTS. This Service IGA may be executed in one or more counterparts, and each originally executed duplicate counterpart of this Service IGA shall be deemed to possess the full force and effect of the original.
- 10.10 CAPTIONS. The captions used in this Service IGA are solely for the convenience of the Parties, do not constitute a part of this Service IGA and are not to be used to construe or interpret this Service IGA.
- 10.13 SEVERABILITY. In the event that a court of competent jurisdiction shall hold any part or provision of this Service IGA void or of no effect, the remaining provisions of this Service IGA shall remain in full force and effect.
- 10.14 WAIVER. No failure to enforce any condition or covenant of this Service IGA shall

imply or constitute a waiver of the right to insist upon performance of such condition or covenant, or of any other provision hereof, nor shall any waiver by either Party of any breach of any one or more conditions or covenants of this Service IGA constitute a waiver of any succeeding or other breach of this Service IGA.

- 10.15 AUTHORITY. Each Party hereby warrants and represents that it has full power and authority to enter into and perform this Service IGA, and that the person signing on behalf of each has been properly authorized and empowered to enter this Service IGA. Each Party further acknowledges that it has read this Service IGA, understands it, and agrees to be bound by it.

[SIGNATURES APPEAR ON PAGE FOLLOWING]

IN WITNESS WHEREOF, the Parties hereto have caused these presents to be executed by their duly authorized officers. The order for obtaining the signatures is as follows: the NAIPTA General Counsel, the City of Flagstaff legal representative, the appropriate representative of NAIPTA and the appropriate representative of the City of Flagstaff.

CITY OF FLAGSTAFF

NAIPTA

_____, Mayor

_____, Board Chair

Attest:

Attest:

City Clerk

Clerk of the Board

PROPER FORM AND AUTHORITY

This Service IGA has, prior to its execution, been submitted to the attorney for each Party, who has determined that the agreement is in proper form and is within the powers and authority granted under the laws of this state to such Party.

Dated this ___ day of _____, 2016

Dated this ___ day of _____, 2016

By: _____
Flagstaff City Attorney

By: _____
NAIPTA General Counsel



Northern Arizona Intergovernmental Public Transportation Authority

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Board Agenda Packet
6/15/2016 - Page 43 of 74

DATE PREPARED: June 6, 2016

MEETING DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Rhonda Cashman, Clerk of the Board

SUBJECT: Meeting Calendar Review

RECOMMENDATION:

Staff recommends the Board of Directors review and provide direction regarding the FY2017 Meeting Calendar.

BACKGROUND:

Pursuant to Board practice, staff offers a calendar review each year in January and June. This allows all Board, TAC and staff members to plan ahead and have the meetings marked on their calendars. To assist in planning for the next 12 months, staff requests the Board review the proposed dates in the attached FY2017 meeting calendar. These dates and times are open to discussion and modification.

TAC RECOMMENDATION:

The TAC did not have any recommended changes for the FY2017 Meeting Calendar.

FISCAL IMPACT:

The Board and TAC meeting schedule has no fiscal impact.

SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Clerk of the Board

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. FY2017 Meeting Calendar -page 44



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NAIPTA FY2017 REGULAR MEETINGS

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

| Date | Meeting | Location | Time |
|------------|-----------------------|---------------------|----------------|
| 7/7/2016 | TAC | WEB EX NAIPTA Based | 10am |
| 7/20/2016 | BOD | WEB EX NAIPTA Based | 10am |
| 8/2016 | Recess | ----- | ----- |
| 9/1/2016 | TAC | WEB EX NAIPTA Based | 10am |
| 9/21/2016 | BOD | WEB EX NAIPTA Based | 10am |
| 10/6/2016 | TAC | WEB EX NAIPTA Based | 10am |
| 10/19/2016 | BOD | WEB EX NAIPTA Based | 10am |
| 11/3/2016 | TAC | WEB EX NAIPTA Based | 10am |
| 11/16/2016 | BOD | WEB EX NAIPTA Based | 10am |
| 12/1/2016 | BOD/TAC Advance | Flagstaff | 8am-5pm (TBD) |
| 1/5/2017 | TAC | WEB EX NAIPTA Based | 10am |
| 1/18/2017 | BOD | WEB EX NAIPTA Based | 10am |
| 2/2/2017 | TAC | WEB EX NAIPTA Based | 10am |
| 2/15/2017 | BOD | WEB EX NAIPTA Based | 10am |
| 3/2/2017 | TAC | WEB EX NAIPTA Based | 10am |
| 3/15/2017 | BOD | WEB EX NAIPTA Based | 10am |
| 4/6/2017 | TAC | WEB EX NAIPTA Based | 10am |
| 4/19/2017 | BOD | WEB EX NAIPTA Based | 10am |
| 5/4/2017 | TAC | WEB EX NAIPTA Based | 10am |
| 5/17/2017 | TAC/BOD Joint Meeting | Flagstaff | 10am-2pm (TBD) |
| 6/1/2017 | TAC | WEB EX NAIPTA Based | 10am |
| 6/21/2017 | BOD | WEB EX NAIPTA Based | 10am |

Subject to change up until 24 hours before meeting

Corrected 1/26/2016



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DATE PREPARED: May 9, 2016

DATE: May 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jacki Lenners, Marketing Manager

SUBJECT: Coconino Community College Pilot Pass Program

RECOMMENDATION:

Staff recommends the Board of Directors approve a Pilot Pass Program with Coconino Community College (CCC), allowing all Faculty, Staff, and Students to ride the entire Mountain Line system fare-free for a nine-month period.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

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

BACKGROUND:

Due to increased enrollment, CCC has been experiencing parking shortages during peak times at its main campus on Lone Tree Road. Building new parking spots is expensive, and CCC has excellent transit service, with Routes 4 and 14 stopping directly in front of the campus five times an hour. CCC is a NAIPTA partner agency and our organizations have been working together to determine how we can collectively increase transit ridership and decrease the parking demand.

After assessing CCC's needs, NAIPTA is proposing a Pilot Pass Program that would provide a transit pass to all CCC Faculty, Staff, and Students in exchange for a set fee (amount is TBD) paid by CCC for the nine-month pilot program.

Many transit agencies have pass programs with community colleges, and this innovative partnership would serve as an opportunity to test the waters in the Flagstaff market. With a manageable population base (about 4,000 employees and students), CCC is an ideal audience to determine if fare-free universal access pass programs could work to reduce congestion and parking issues. NAIPTA Staff are also confident that the current system can accommodate any increase in ridership attributed to this pilot program.

NAIPTA has a baseline of data for boardings and alightings at the two stops near the CCC campus, which will serve as a starting point for measuring success. NAIPTA would use the ecoPASS fare card for this pilot project, which allows us to track ridership and usage data for the specific CCC audience. We

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will be able to determine if we move the needle with ridership at the actual CCC stops, and ridership patterns across the entire system.

In addition, CCC can deliver a pre- and post-program survey to students for an assessment of usage, perception, and reasons for riding vs. not riding the bus.

At the conclusion of the nine-month pilot program, NAIPTA and CCC can assess the data to determine next steps. Options would include:

- Cancel the program and do nothing in the future- this could have PR implications for NAIPTA and CCC, and we will need to accurately describe it as a “pilot program” in all marketing materials.
- Continue as a fare-free program with a contribution from CCC – we would need to analyze ridership data to determine if this is financially viable for NAIPTA.
- Develop a universal access agreement with CCC based on a pre-determined annual fee, or a per-ride charge – CCC would need to determine if this is a financially viable option between its budget and student fees.

TAC DISCUSSION:

The TAC members were supportive of the CCC Pilot Pass Program and encouraged NAIPTA staff to pursue the opportunity if CCC is interested. A few TAC members suggested extending the pilot program from nine to 12 months in order to get a better baseline of data. It was also suggested that CCC officials weigh the cost of the pilot program versus the cost alternative to provide additional parking.

ALTERNATIVES:

- 1) Approve the CCC Pilot Pass Program.** Approving this program allows NAIPTA and CCC to engage in an innovative partnership designed to increase transit ridership and decrease the demand for parking. The results of the pilot program can be easily measured to gauge success and determine next steps. Given our ability to measure results, staff believe that whether the program is successful, neutral or even ineffective, the data we gather will be valuable to future planning efforts and is worth gathering.
- 2) Do not approve the CCC Pilot Pass Program. (not recommended):** This program is not on the current work plan and will take time and effort to implement. There is no guarantee of success, but as a learning organization we would like to be true to our guiding principles of continual improvement, innovation and collaboration, and give this program a try.

FISCAL IMPACT:

NAIPTA and CCC are currently in discussions about the appropriate fee for this pilot program. We will calculate the fee based on NAIPTA's FY2016 estimated revenues from CCC ridership. This approach will reduce or eliminate NAIPTA's financial risk while still allowing us to learn from this Pilot Program.

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SUBMITTED BY:

APPROVED BY:

Jacki Lenners
Marketing Manager

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

None.



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DATE PREPARED: June 6, 2016

DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Change Order No. 1 for Bus Stop Mobility Improvements Project

RECOMMENDATION:

Staff recommends the Board of Directors approve Change Order No. 1 to the existing Woodruff Construction contract in an amount not to exceed \$384,390 for the Bus Stop Mobility Improvements Project.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do.
- 5 Year Horizon:
- ❖ Follow through on promises we have made.

BACKGROUND:

NAIPTA Board of Directors (BOD) approved the award of RFP #2016-106 for Bus Stop Mobility Improvements to Woodruff Construction at the May 2016 BOD meeting. Subsequently, NAIPTA staff commenced with award of contract and notice to proceed (NTP) for pre-construction services in the amount of \$8,355 to Woodruff Construction. This initial phase develops traffic control plans and permit applications to COF/ADOT. The time between the May and June Board meetings allowed NAIPTA staff to refine the project scope and finalize the list of bus stops for the NAIPTA BOD to consider Change Order No. 1 for full value construction phase services.

The overall project objective is to improve existing bus stops for ADA access for boarding/alighting and general mobility in the immediate vicinity of the stop. The project includes improvements for 25 bus stops in both COF and ADOT right of way. Scope of improvements include additions of landing areas, curb ramps, sidewalk replacements/ extensions, bus pullout at Museum of Northern Arizona (MNA) and a bus pullout at Hwy 180/Meade Bus Stop. The Bus Stop Mobility project is funded by an ADOT 5310 grant, with grant funds awarded to NAIPTA effective October 1, 2015.

Construction contract duration is 168 calendar days from award of contract for construction phase. Substantial completion of overall project is scheduled for September 30, 2016 and final completion of overall project is November 30, 2016. Grant expiration is December 31, 2016. Project scope is divided into three bus stop packages as follows: COF stops, ADOT stops, and Meade Bus Stop. NAIPTA may issue graduated NTPs for portions of the total contract award. The Meade Bus Stop is pending environmental review and several bus stops included are pending executed transit easements.

NAIPTA is completing easement acquisition process and will conduct courtesy visits with adjacent property owners prior to construction. There was extensive coordination with MNA for new pullout and

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with ADOT and Coconino County for the Meade Bus Stop (Route 5) transit easement and right of way documents. Interagency coordination will continue through end of construction phase to complete the ADOT right of way dedication process.

TAC DISCUSSION:

TAC was supportive of the Change Order and requested that NAIPTA staff provide more background information regarding bus stop scope refinement and pricing to the BOD. Woodruff change order proposal and schedule of values are included as part of the Change Order contract document. The TAC also inquired if a Meade pedestrian crossing along Hwy 180 was considered with Meade Bus Stop improvements. Ms. Dunno advised that NAIPTA and ADOT had initially discussed this element but at the time, ADOT advised there was consideration of a signalized pedestrian crossing at Sechrist School. NAIPTA will track the Meade pedestrian crossing for consideration as a future improvement pending Sechrist area improvements.

ALTERNATIVES:

- 1) **Approve Change Order No. 1 to the existing Woodruff Construction Contract in an amount not to exceed \$384,390 for the Bus Stop Mobility Improvements Project.**
(recommended): Approval of Change Order No. 1 is supported by NAIPTA procurement process and will enable NAIPTA to commence with construction and maintain the overall project schedule.
- 2) **Do not approve Change Order No. 1 to the existing Woodruff Construction Contract in an amount not to exceed \$384,390 for the Bus Stop Mobility Improvements Project. (not recommended):** If NAIPTA does not obtain Board approval for the Change Order No. 1, NAIPTA may lose approximately 4 weeks in the project schedule and staff may need to re-evaluate overall project delivery of the Bus Stop Mobility project.

FISCAL IMPACT:

The Bus Stop Mobility project is included in the adopted FY2016 budget and for carryover to the FY2017 budget. Project is funded by an ADOT 5310 grant awarded to NAIPTA in the amount of \$516,000 with 90/10 split for federal share of \$464,400 and local match of \$51,600. FY2016 adopted budget also included an additional \$51,600 for a total project budget of \$567,600. NAIPTA is estimated to expend approximately \$99,950 for design phase; \$417,650 for construction phase including allowances and contingencies; and approximately \$50,000 to cover soft costs including permitting/design review fees, legal, environmental, and project administration.

SUBMITTED BY:

APPROVED BY:



Anne Dunno
Capital Project Manager

Jeff Meilbeck
CEO and General Manager



Attachments:

- | | |
|--|--------------|
| 1) Change Order No. 1 Woodruff Construction Contract | -pages 50-51 |
| 2) Woodruff Proposal and Schedule of Values | -pages 52-60 |
| 3) Cover Sheet Bus Stops | -page 61 |

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**BUS STOP MOBILITY IMPROVEMENTS PROJECT
NAIPTA RFP 2016-106**

CHANGE ORDER NO. 1

**ESTABLISHING
FINALIZED SCOPE OF WORK AND COST**

Pursuant to § 2.B of the NAIPTA Standard Construction Contract dated June 15, 2016 for the Bus Stop Mobility Improvements Project, NAIPTA RFP 2016-106, ("Contract") , **Northern Arizona Intergovernmental Public Transportation Authority**, a political subdivision of the State of Arizona ("NAIPTA") and **BWC Enterprises Inc., d/b/a Woodruff Construction**, Arizona ROC A-263244, B-096802 & B1-096809 ("Contractor"), hereby enter into this Change Order No. 1 to the Contract ("Change Order No. 1").

The NAIPTA Board has approved the Finalized Scope of Work as set forth on Exhibit 1 hereto and the Revised Schedule of Values for construction of the Project in accordance with the Final Scope of Work, which Revised Schedule of Values is set forth in Exhibit 2 hereto. Further, the NAIPTA Board has also approved the Revised Contract Schedule attached hereto as Exhibit 3.

Therefore, pursuant to §§ 2.B of the Contract, NAIPTA and Contractor agree that the Contract is modified by this Change Order No. 1 as follows:

1. The Finalized Scope of Work for construction of the Project is set forth in Exhibit 1 hereto and incorporated herein by this reference, which shall be the Scope of Work under § 2 of the Contract.
2. The Revised Schedule of Values under the Contract is the Final GMP set forth in Exhibit 2 hereto and incorporated herein by this reference, which shall be the Contract Price under § 6 under the Contract.
3. The Revised Contract Schedule is the Project Time Schedule attached hereto as Exhibit 3 and incorporated herein by this reference, which shall be the Contract Schedule under § 11 of the Contract.
4. Contractor shall provide to NAIPTA within 30 days of the effective date of this Change Order No. 1 the payment and performance bonds required under § 19 of the Contract, each in the amount of \$ 384,390.
5. Contractor will obtain and/or deliver to NAIPTA all other documents, insurances, certifications, plans and other deliverables required under the Contract to be obtained and/delivered to NAIPTA upon approval of this Change Order No. 1 or prior to commencement of construction of the Project within 30 days of the effective date of this Change Order No. 1. And,

6. The Contract remains unchanged in all other respects and all other provisions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Change Order effective June, 2016

NAIPTA:

NAIPTA

(Signature)

(Printed Name)

Chair, Board of Directors
(Title)

Date: _____

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:


Fredda Bisman,
NAIPTA Attorney

CONTRACTOR:

BWC ENTERPRISES INC.,
d/b/a Woodruff Construction

(Signature)

(Printed Name)

(Title)

Date: _____

ACKNOWLEDGED before me by
the said _____
of _____
on this ____ day of _____, 2016

Notary Public



2710 E. Lakin Dr.
Flagstaff, Arizona 86004

Phone (928) 527-4138 • Fax (928) 527-4139
License #'s • A-263244 • B-096802 • B1-096809

Owner Change Order #01

DATE 5/31/2016

JOB NO. 16-123

JOB NAME NAIPTA Bus Stop Mobility Improver

JOB LOCATION City of Flagstaff

CONTRACT #

CONTRACT DATE 5/19/2016

TO NAIPTA

3773 N. Kaspar Drive

Flagstaff, AZ 86004

We hereby agree to make the change(s) specified below:

CHANGE ORDER #1 - Bus Stop Mobility Improvements Project

- 1) Construction Change Order for "NAIPTA Bus Stop Mobility Improvements".
- 2) Woodson Engineering Plans - "NAIPTA Bus Stop Mobility Improvements" Construction Plans 03/31/16 (1 Thru 12) (1 thru 8)
- 3) C.O. for NAIPTA Standard Construction Contract for "NAIPTA Bus Stop Mobility Improvements Pre-Construction Services" dated 5/19/16 for \$8,355.00.

INCLUDED: COF Route 2 - Stops 7, 9, 25.

COF Route 3 - Stops 2, 5, 8, 13.

COF Route 4 - Stops 9, 10

COF Route 5 - Stops 4, 6, 8, 28.

COF Route 10 - Stop 10

COF Route 14 - Stops 4, 12.

COF Route 66 - Stop 11.

ADOT Route 3 - Stop 25

ADOT Route 5 - Stops 20, 21, 12.

ADOT Route 14 - Stop 17.

ADOT Route 66 - Stops 17, 19.

ADOT Route 5 - Stop 10

Note: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price >

\$359,790.00

Date:

Previous Contract Amount

\$8,355.00

Authorized Signature (Contractor):

Revised Contract Amount

\$368,145.00

ACCEPTED - The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance _____

Signature _____

(Owner)

FOR THIS CHANGE ORDER TO BE VALID, IT MUST BE SIGNED BY BOTH PARTIES

SCHEDULE OF VALUES

NAIPTA BUS STOP MOBILITY IMPROVEMENTS

| Item # | Item Description | Est. Quant. | Units | Unit Price | Total Value |
|---|---|-------------|-------|-------------|-------------|
| CITY OF FLAGSTAFF IMPROVEMENTS - Public and Private Improvements | | | | | |
| 1 | Mobilization | 1 | LS | \$22,626.00 | \$22,626.00 |
| 2 | Traffic Control | 1 | LS | \$13,022.00 | \$13,022.00 |
| 3 | Temporary Stops (Coordination w/ NAIPTA) | 1 | LS | \$1,882.00 | \$1,882.00 |
| 4 | Erosion Control Measures | 1 | LS | \$5,933.00 | \$5,933.00 |
| 5 | Remove and Salvage Existing Fence | 20 | LF | \$46.00 | \$920.00 |
| 6 | Remove and Dispose of Existing Retaining Wall | 11 | LF | \$98.00 | \$1,078.00 |
| 7 | Remove and Replace Water Meter Box | 0 | EA | \$0.00 | \$0.00 |
| 8 | Remove and Replace Fire Hydrant Assembly | 0 | EA | \$0.00 | \$0.00 |
| 9 | 18" CMP | 11 | LF | \$106.00 | \$1,166.00 |
| 10 | Remove & Dispose of Existing Riprap and Install New Riprap | 1 | CY | \$1,010.00 | \$1,010.00 |
| 11 | Remove & Dispose of Existing End Section and Install New End Section | 1 | EA | \$715.00 | \$715.00 |
| 12 | Sawcut, Remove & Dispose Existing Sidewalk | 818 | SF | \$6.00 | \$4,908.00 |
| 13 | Sawcut, Remove & Dispose Existing AC Pavement | 271 | SY | \$22.00 | \$5,962.00 |
| 14 | Sawcut, Remove & Dispose Existing Curb & Gutter | 83 | LF | \$12.00 | \$996.00 |
| 15 | Sawcut, Remove & Dispose Existing Structural Concrete | 56 | SF | \$8.00 | \$448.00 |
| 16 | Construct Curb & Gutter Transition, MAG SD 221 - Type "A" to Type "C" | 0 | EA | \$0.00 | \$0.00 |
| 17 | Logo Stop Pad per Detail on Sheet 3 | 40 | SF | \$25.00 | \$1,000.00 |
| 18 | Curb Termination (MAG SD 222) | 2 | EA | \$422.00 | \$844.00 |
| 19 | 6" Single Curb on 3" ABC (MAG SD 222, Type A) | 0 | LF | \$0.00 | \$0.00 |
| 20 | A.C. Pavement (Per COF SD 10-09-010 or Match Exist Section, Whichever is Greater) | 40 | SY | \$78.00 | \$3,120.00 |
| 21 | Concrete Sidewalk (on 3" ABC) | 1,603 | SF | \$10.00 | \$16,030.00 |
| 22 | ADA Concrete Pad (on 3" ABC) | 336 | SF | \$14.00 | \$4,704.00 |
| 23 | 6" Vertical Curb & Gutter on 3" ABC (MAG SD 220, Type A) | 63 | LF | \$44.00 | \$2,772.00 |
| 24 | Shelter Pad per Detail on Sheet 3 | 256 | SF | \$26.00 | \$6,656.00 |

SCHEDULE OF VALUES **NAIPTA BUS STOP MOBILITY IMPROVEMENTS**

| Item # | Item Description | Est. Quant. | Units | Unit Price | Total Value |
|---|--|-------------|-------|------------|---------------------|
| 25 | Sidewalk Ramp per Detail on Sheet 7 | 0 | EA | \$0.00 | \$0.00 |
| 26 | Sidewalk Ramp per Detail on Sheet 12 | 1 | EA | \$2,635.00 | \$2,635.00 |
| 27 | Sidewalk Ramp per MAG SD 235-5, Type E | 1 | EA | \$2,748.00 | \$2,748.00 |
| 28 | Sidewalk Ramp Per COF SD 10-10-037 | 0 | EA | \$0.00 | \$0.00 |
| 29 | Concrete D/W Wing per COF SD 10-10-039 | 41 | SF | \$33.00 | \$1,353.00 |
| 30 | Single Curb on 3" ABC (Modified to be 12" Height) (MAG SD 222, Type B) | 15 | LF | \$64.00 | \$960.00 |
| 31 | Remove & Reinstall Logo Stop Bench | 2 | EA | \$550.00 | \$1,100.00 |
| 32 | Install Pedestrian Crossing Signs (W11-2, W16-7P & W16-9P) | 4 | EA | \$815.00 | \$3,260.00 |
| 33 | Remove & Reinstall Existing Sign on New Post | 7 | EA | \$979.00 | \$6,853.00 |
| 34 | White 12" Stripes for Crosswalk | 1 | LS | \$979.00 | \$979.00 |
| 35 | Yellow Curb Paint | 280 | LF | \$0.00 | \$0.00 |
| 36 | Obliterate Existing Curb Paint | 1 | LS | \$4,894.00 | \$4,894.00 |
| 37 | Remove & Salvage Existing Bus Shelter & Associated Furniture | 1 | EA | \$2,711.00 | \$2,711.00 |
| 38 | Remove & Salvage Existing Trash Receptacle | 1 | EA | \$226.00 | \$226.00 |
| 39 | Remove and Relocate Existing Bench Seat | 2 | EA | \$316.00 | \$632.00 |
| 40 | Remove & Salvage Existing Bench Seat | 1 | EA | \$226.00 | \$226.00 |
| 41 | CMU Block Wall - Type A | 30 | LF | \$139.00 | \$4,170.00 |
| 42 | CMU Block Wall - Type B | 0 | LF | \$0.00 | \$0.00 |
| 43 | Remove & Relocate Existing Trash Receptacle | 1 | EA | \$75.00 | \$75.00 |
| 44 | Split Rail Fence | 37 | LF | \$53.00 | \$1,961.00 |
| 45 | Remove & Salvage Existing Logo Stop | 1 | EA | \$1,280.00 | \$1,280.00 |
| 46 | Remove & Reinstall Existing Landscaping | 1 | LS | \$3,373.00 | \$3,373.00 |
| 47 | Install Safety Handrail | 46 | LF | \$157.00 | \$7,222.00 |
| 48 | Curb Turn Down per Detail on Sheet 3 | 30 | LF | \$57.00 | \$1,710.00 |
| GRAND TOTAL VALUE - CITY OF FLAGSTAFF IMPROVEMENTS | | | | | \$144,160.00 |

SCHEDULE OF VALUES **NAIPTA BUS STOP MOBILITY IMPROVEMENTS**

| Item # | Item Description | Est. Quant. | Units | Unit Price | Total Value |
|--|--|-------------|-------|-------------|-------------|
| ADOT IMPROVEMENTS - Public and Private Improvements | | | | | |
| 49 | Mobilization | 1 | LS | \$11,538.00 | \$11,538.00 |
| 50 | Traffic Control | 1 | LS | \$4,208.00 | \$4,208.00 |
| 51 | Temporary Stops (Coordination w/ NAIPTA) | 1 | LS | \$979.00 | \$979.00 |
| 52 | Erosion Control Measures | 1 | LS | \$3,213.00 | \$3,213.00 |
| 53 | Contractor Quality Control | 1 | LS | \$3,389.00 | \$3,389.00 |
| 54 | Miscellaneous Grading (Construct Swale) | 1 | LS | \$10,264.00 | \$10,264.00 |
| 55 | Sawcut, Remove & Dispose Existing Sidewalk | 108 | SF | \$9.00 | \$972.00 |
| 56 | Sawcut, Remove & Dispose Existing AC Pavement | 125 | SY | \$24.00 | \$3,000.00 |
| 57 | Sawcut, Remove & Dispose Existing Curb & Gutter | 55 | LF | \$16.00 | \$880.00 |
| 58 | Remove & Reinstall Existing Fence | 96 | LF | \$21.00 | \$2,016.00 |
| 59 | Remove Trees | 5 | EA | \$686.00 | \$3,430.00 |
| 60 | Curb Termination (ADOT SD C-05.10) | 3 | EA | \$490.00 | \$1,470.00 |
| 61 | 6" Solid White Stripe | 175 | LF | \$6.00 | \$1,050.00 |
| 62 | A.C. Pavement (5" AC/12" AB) | 184 | SY | \$68.00 | \$12,512.00 |
| 63 | Concrete Sidewalk (on 3" ABC) | 1,169 | SF | \$10.00 | \$11,690.00 |
| 64 | ADA Concrete Pad (on 3" ABC) | 94 | SF | \$16.00 | \$1,504.00 |
| 65 | Curb & Gutter Transition (ADOT SD C-05.12) | 1 | EA | \$555.00 | \$555.00 |
| 66 | Type 'D' Curb & Gutter per ADOT SD C-05.10, h=6" (on 3" ABC) | 163 | LF | \$37.00 | \$6,031.00 |
| 67 | Shelter Pad per Detail on Sheet 3 | 306 | SF | \$21.00 | \$6,426.00 |
| 68 | Remove & Reinstall Existing Guardrail End Section | 1 | EA | \$979.00 | \$979.00 |
| 69 | Remove & Salvage Existing Guardrail | 50 | LF | \$16.00 | \$800.00 |
| 70 | Remove & Relocate Flashing Beacon Sign | 1 | EA | \$3,735.00 | \$3,735.00 |
| 71 | Remove & Dispose Existing Handrail | 10 | LF | \$24.00 | \$240.00 |
| 72 | Sidewalk Ramp per Detail on Sheet 3 | 1 | EA | \$3,735.00 | \$3,735.00 |
| 73 | Remove & Salvage Existing Sign | 1 | EA | \$69.00 | \$69.00 |
| 74 | Remove & Reinstall Existing Sign on New Post | 5 | EA | \$849.00 | \$4,245.00 |
| 75 | Yellow Curb Paint | 200 | LF | \$0.00 | \$0.00 |
| 76 | Obliterate Existing Curb Paint | 1 | LS | \$3,461.00 | \$3,461.00 |

SCHEDULE OF VALUES **NAIPTA BUS STOP MOBILITY IMPROVEMENTS**

| Item # | Item Description | Est. Quant. | Units | Unit Price | Total Value |
|--|--|-------------|-------|------------|---------------------|
| 77 | Remove & Salvage Existing Bus Shelter & Associated Furniture | 1 | EA | \$3,735.00 | \$3,735.00 |
| 78 | Remove & Salvage Existing Bench Seat | 1 | EA | \$888.00 | \$888.00 |
| 79 | CMU Block Wall - New Design | 105 | LF | \$133.00 | \$13,965.00 |
| 80 | Install Safety Handrail | 122 | LF | \$59.00 | \$7,198.00 |
| 81 | Curb Turn Down per Detail on Sheet 3 | 17 | LF | \$53.00 | \$901.00 |
| GRAND TOTAL VALUE - ADOT IMPROVEMENTS | | | | | \$129,078.00 |

| ADD ALTERNATIVE A - Route 5/Stop 10 - Full Build with Shelter | | | | | |
|--|--|-------|----|------------|--------------------|
| 82 | Mobilization | 1 | LS | \$6,717.00 | \$6,717.00 |
| 83 | Traffic Control | 1 | LS | \$2,345.00 | \$2,345.00 |
| 84 | Temporary Stops (Coordination w/ NAIPTA) | 1 | LS | \$625.00 | \$625.00 |
| 85 | Erosion Control Measures | 1 | LS | \$314.00 | \$314.00 |
| 86 | Contractor Quality Control | 1 | LS | \$2,345.00 | \$2,345.00 |
| 87 | Sawcut, Remove & Dispose Existing AC Pavement | 130 | SY | \$16.00 | \$2,080.00 |
| 88 | Remove & Dispose Existing Concrete Structure | 1 | EA | \$1,326.00 | \$1,326.00 |
| 89 | Remove Trees | 1 | EA | \$312.00 | \$312.00 |
| 90 | Install 20"x24" CMPA | 51 | LF | \$94.00 | \$4,794.00 |
| 91 | Type 4-Single Catch Basin (ADOT SD C-15.30) | 1 | EA | \$5,335.00 | \$5,335.00 |
| 92 | Concrete Pipe Encasement (Ex. Culvert) | 190 | LF | \$57.00 | \$10,830.00 |
| 93 | Curb Termination (ADOT SD C-05.10) | 1 | EA | \$281.00 | \$281.00 |
| 94 | 6" Solid White Stripe | 245 | LF | \$3.00 | \$735.00 |
| 95 | A.C. Pavement (5" AC/12" AB) | 265 | SY | \$60.00 | \$15,900.00 |
| 96 | Concrete Sidewalk (on 3" ABC) | 1,036 | SF | \$8.00 | \$8,288.00 |
| 97 | Type 'D' Curb & Gutter per ADOT SD C-05.10, h=6" (on 3" ABC) | 249 | LF | \$31.00 | \$7,719.00 |
| 98 | Shelter Pad per Detail on Sheet 3 | 143 | SF | \$20.00 | \$2,860.00 |
| 99 | Remove & Reinstall Existing Sign on New Post | 2 | EA | \$813.00 | \$1,626.00 |
| 100 | Yellow Curb Paint | 40 | LF | \$0.00 | \$0.00 |
| 101 | CMU Block Wall - New Design | 101 | LF | \$120.00 | \$12,120.00 |
| GRAND TOTAL VALUE - ADD ALTERNATE A | | | | | \$86,552.00 |

SCHEDULE OF VALUES **NAIPTA BUS STOP MOBILITY IMPROVEMENTS**

| Item # | Item Description | Est. Quant. | Units | Unit Price | Total Value |
|---|---|-------------|-------|------------|---------------|
| ADD ALTERNATIVE B - Route 5/Stop 10 - Asphalt Pullout Only | | | | | |
| 102 | Mobilization | 1 | LS | \$0.00 | \$0.00 |
| 103 | Traffic Control | 1 | LS | \$0.00 | \$0.00 |
| 104 | Temporary Stops (Coordination w/ NAIPTA) | 1 | LS | \$0.00 | \$0.00 |
| 105 | Erosion Control Measures | 1 | LS | \$0.00 | \$0.00 |
| 106 | Contractor Quality Control | 1 | LS | \$0.00 | \$0.00 |
| 107 | Sawcut, Remove & Dispose Existing AC Pavement | 130 | SY | \$0.00 | \$0.00 |
| 108 | Concrete Pipe Encasement (Ex. Culvert) | 240 | LF | \$0.00 | \$0.00 |
| 109 | Asphalt Concrete Raised Edge | 70 | LF | \$0.00 | \$0.00 |
| 110 | 6" Solid White Stripe | 236 | LF | \$0.00 | \$0.00 |
| 111 | A.C. Pavement (5" AC/12" AB) | 355 | SY | \$0.00 | \$0.00 |
| 112 | Remove & Reinstall Existing Sign on New Post | 2 | EA | \$0.00 | \$0.00 |
| 113 | CMU Block Wall - Type A | 82 | LF | \$0.00 | \$0.00 |
| GRAND TOTAL VALUE - ADD ALTERNATE B | | | | | \$0.00 |

| | |
|--|---------------------|
| SUBTOTAL: CITY OF FLAGSTAFF IMPROVEMENTS + ADOT IMPROVEMENTS + ADD ALTERNATE A) | \$359,790.00 |
|--|---------------------|

| | | | | | |
|--------------------------|--------------------------------------|----|----|----------|-------------|
| CONTINGENCY ITEMS | | | | | |
| 114 | Contingency #1 - Unsuitable Material | 50 | CY | \$60.00 | \$3,000.00 |
| 115 | Contingency #2 - Rock Excavation | 50 | CY | \$232.00 | \$11,600.00 |

SUBTOTAL VALUE **\$374,390.00**

(CITY OF FLAGSTAFF IMPROVEMENTS + ADOT IMPROVEMENTS + ADD ALTERNATE A + ADD ALTERNATE B + CONTINGENCY ITEMS)

ALLOWANCE #1 - UTILITY CONFLICTS **\$10,000.00**

OWNER'S CONTINGENCY (REVISED) **\$0.00**

TOTAL VALUE **\$384,390.00**

NOTE: All quantities shown are approximate and are furnished solely for the contractor's convenience. The contractor shall be responsible for independently verifying quantities prior to submitting proposal. The individual items are for use by NAIPTA to analyze proposals, use as a basis for any supplemental agreements, and for partial progress payments.

EXHIBIT C
CONTRACT SCHEDULE

Change Order #1

Package A – COF Stops

COF Route 2

Route 2/Stop 7 Coconino HS/Cedar
Route 2/Stop 9 Lockett/King
Route 2/Stop 25 FMC - Post July 1 per FMC request

COF Route 3

Route 3/Stop 2 Butler/San Francisco
Route 3/Stop 5 Shell Station
Route 3/Stop 8 Little America
Route 3/Stop 13 Outbound Soliere/Butterfield Apts

COF Route 4

Route 4/Stop 9 Walapai Yaqui (across from Car Wash)
Route 4/Stop 10 Walapai/Yaqui

COF Route 5

Route 5/Stop 4 Thorpe (Across from Adult Center)
Route 5/Stop 6 Clark Homes
Route 5/Stop 8 FMC - Post July 1 per FMC request
Route 5/Stop 28 Thorpe (In Front of Adult Center)

COF Route 10

Route 10/Stop 10 Forest Meadows Apartments

COF Route 14

Route 14/Stop 4 LoneTree/Franklin
Route 14 Stop 12 Lake Mary/High Country

COF Route 66

Route 66/Stop 11 Christmas Tree

Package B – ADOT Stops

ADOT Route 3

Route 3/Stop 25 - Conoco (Easement Pending as of 5/20/16)

ADOT Route 5

Route 5/Stop 20 Inbound Highway 180/MNA
Route 5 /Stop 21 Inbound Highway 180/Louise
Route 5 /Stop 12 Outbound Highway 180/Winding Brook

ADOT Route 14

Route 14 Stop 17 Wells Fargo(Easement Pending as of 5/20/16)

ADOT Route 66

Route 66/Stop 17 Route 66/Arrowhead Tractor Supply
Route 66/Stop 19 Route 66/Relax Inn (Easement Pending as of 5/20/16)

Package C - Meade

ADOT Route 5

Route 5/Stop 10 Meade (Bid Alt A)

NAIPTA may provide graduated NTPs for individual packages following approval of Change Order #1.

I. Substantial Completion Milestones:

Substantial completion dates for:

Package A 40 working days from NTP for Package A.

Package B 24 working days from NTP for Package B.

Package C 12 working days from NTP for Package C.

Liquidated damages for failure to achieve each Package: \$ not applicable for individual packages

II. Project Substantial Completion Date: September 30, 2016

Liquidated damages for failure to achieve Project Substantial Completion:
\$430 per day.

III. Project Final Completion Date: November 30, 2016

Liquidated damages for failure to achieve Project Final Completion:
\$430 per day.

SHEET INDEX

- | | |
|----|---|
| 1 | COVER SHEET |
| 2 | NOTES, DETAILS AND QUANTITIES |
| 3 | DETAILS |
| 4 | EROSION CONTROL NOTES & DETAILS |
| 5 | PLAN SHEET ROUTE 2 – STOPS 7, 9 & 25 |
| 6 | PLAN SHEET ROUTE 3 – STOPS 2, 5 & 8 |
| 7 | PLAN SHEET ROUTE 3 – STOPS 9, 10 & 11 |
| 8 | PLAN SHEET ROUTE 3 – STOPS 13 & 20 |
| 9 | PLAN SHEET ROUTE 4 – STOPS 9, 10 & 13; ROUTE 5, STOP 4 |
| 10 | PLAN SHEET ROUTE 5 – STOPS 6, 8, 14 & 15 |
| 11 | PLAN SHEET ROUTE 5, STOP 28; ROUTE 10, STOP 10; ROUTE 66, STOP 11 |
| 12 | PLAN SHEET ROUTE 14 – STOPS 4, 10 & 12 |

UTILITY ACKNOWLEDGEMENT

| | |
|------------------------|----------|
| BY LETTER | 01/07/16 |
| ARIZONA PUBLIC SERVICE | DATE |
| BY LETTER | 01/07/16 |
| UNISOURCE ENERGY | DATE |
| BY LETTER | 03/07/16 |
| CENTURYLINK | DATE |
| BY LETTER | |
| SUDDENLINK | DATE |

CITY OF FLAGSTAFF APPROVAL

| | |
|-----------------------|------|
| CITY ENGINEER | DATE |
| PUBLIC WORKS DIRECTOR | DATE |
| UTILITIES DIRECTOR | DATE |

SUMMARY OF UTILITY CONFLICTS

NONE

THE LOCATION OF EXISTING DRY UTILITIES AROUND THE SITES IS UNKNOWN. DUE TO THE NATURE OF THE CONSTRUCTION BEING AT THE EXISTING SIDEWALK ELEVATION, NO CONFLICTS ARE EXPECTED. REFER TO THE SPECIAL PROVISIONS FOR PROCEDURES IF CONFLICTS ARE FOUND DURING CONSTRUCTION. BLUE STAKE ALL SITES PRIOR TO CONSTRUCTION.

GENERAL NOTE

THESE PLANS WERE PREPARED UNDER THE 2012 EDITION OF THE CITY OF FLAGSTAFF ENGINEERING DESIGN AND CONSTRUCTION STANDARDS AND SPECIFICATIONS AND THE 2015 EDITION OF THE MAG UNIFORM STANDARD SPECIFICATIONS AND DETAILS.

CONCEPT APPROVAL

THE CITY OF FLAGSTAFF APPROVES THESE PLANS FOR CONCEPT ONLY. ALL LIABILITY FOR ERRORS OR OMISSIONS IS THE RESPONSIBILITY OF THE DESIGN ENGINEER.

AUTHORIZATION TO CONSTRUCT

THE SIGNATURES ABOVE ARE REQUIRED BEFORE THE CONTRACTOR CAN COMMENCE. UNSIGNED, THESE PLANS HAVE NOT BEEN COMPLETED WITH RESPECT TO AGENCY REVIEW AND APPROVAL.

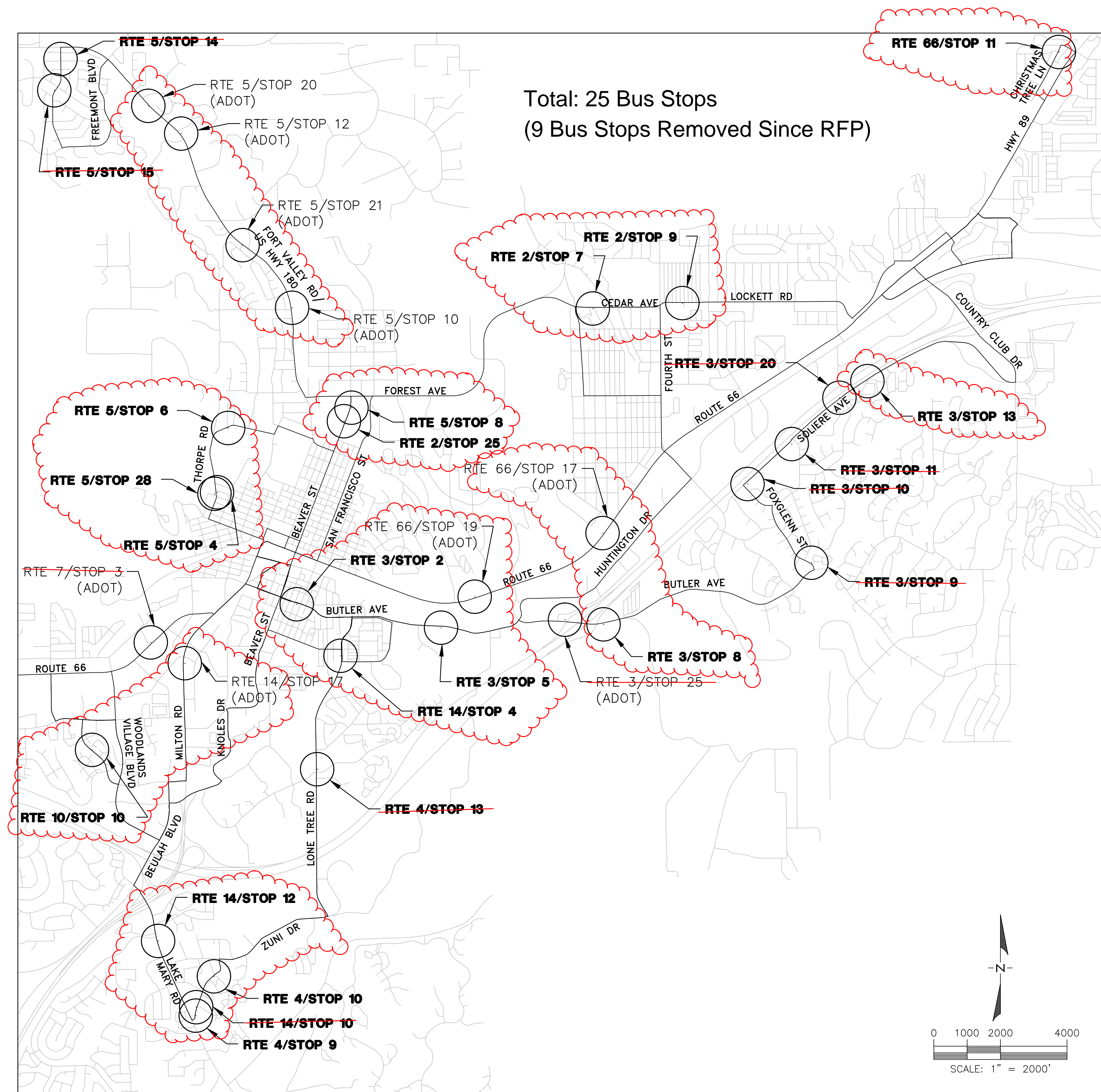
OWNER
NAIPTA
3773 N. KASPAR DR.
FLAGSTAFF, AZ 86004
(928) 779-6624

ENGINEER
WOODSON ENGINEERING AND SURVEYING, INC.
124 N. ELDEN ST.
FLAGSTAFF, AZ 86001
(928) 774-4636

COF # PZ-15-00163
SHEET 1 OF 12

LEGEND

- | | |
|--|---|
| | EXISTING PROPERTY LINE |
| | EXISTING ROAD CENTERLINE |
| | EXISTING EASEMENT |
| | EXISTING MAJOR CONTOUR |
| | EXISTING MINOR CONTOUR |
| | EXISTING FLOWLINE |
| | EXISTING WATER LINE |
| | EXISTING SANITARY SEWER LINE |
| | EXISTING STORM DRAIN |
| | EXISTING GAS LINE |
| | EXISTING OVERHEAD ELECTRIC LINE |
| | EXISTING UNDERGROUND ELECTRIC LINE |
| | EXISTING CABLE TV LINE |
| | EXISTING TELEPHONE LINE |
| | EXISTING FIBER OPTIC LINE |
| | EXISTING BARBED WIRE FENCE |
| | EXISTING CHAIN LINK FENCE |
| | EXISTING WOOD FENCE |
| | EXISTING WALL |
| | EXISTING CONCRETE |
| | EXISTING STRUCTURE |
| | EXISTING PAVEMENT |
| | PROPOSED EASEMENT |
| | PROPOSED MAJOR CONTOUR |
| | PROPOSED MINOR CONTOUR |
| | PROPOSED FLOWLINE |
| | PROPOSED STORM DRAIN |
| | PROPOSED WOOD FENCE |
| | PROPOSED WALL |
| | PROPOSED CONCRETE |
| | PROPOSED STRUCTURE |
| | PROPOSED PAVEMENT |
| | EXISTING WATER VALVE |
| | EXISTING WATER METER |
| | EXISTING FIRE HYDRANT |
| | EXISTING SANITARY SEWER MANHOLE |
| | EXISTING STORM DRAIN MANHOLE |
| | EXISTING CATCH BASIN |
| | EXISTING GAS VALVE |
| | EXISTING GAS METER |
| | EXISTING ELECTRIC METER |
| | EXISTING MISCELLANEOUS MANHOLE |
| | EXISTING UTILITY POLE |
| | EXISTING GUY ANCHOR |
| | EXISTING LIGHT POLE |
| | EXISTING SIGN POST |
| | EXISTING BOLLARD |
| | EXISTING TREE TO REMAIN (DIAMETER AND P=PINE, J=JUNIPER, D=DECIDUOUS) |
| | EXISTING TREE TO BE REMOVED (DIAMETER AND P=PINE, J=JUNIPER, D=DECIDUOUS) |
| | FOUND SECTION CORNER AS NOTED |
| | FOUND RIGHT-OF-WAY MONUMENT AS NOTED |
| | FOUND REBAR AS NOTED |
| | FOUND MONUMENT AS NOTED |
| | FOUND PIPE AS NOTED |
| | FOUND NAIL AS NOTED |
| | PROPOSED CATCH BASIN |
| | PROPOSED SIGN POST |



WOODSON

ENGINEERING AND SURVEYING, INC.

124 N. ELDEN ST.
FLAGSTAFF, AZ 86001

PHONE: (928) 774-4636 FAX: (928) 774-4646

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03/31/16

NAIPTA BUS STOP MOBILITY IMPROVEMENTS

RAFTED BY: GGE
DATE: 11/06/15
PROJ. NO.: 115049



Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: June 6, 2016

DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Award of RFP #2016-108 and approval of contract for Bus Stop Amenity Fabrication, Installation & Rehabilitation

RECOMMENDATION:

Staff recommends the Board of Directors Award RFP #2016-108 for Bus Stop Amenity Fabrication, Installation & Rehabilitation and approve contract to Southwest Fabrication, LLC for amount not to exceed (NTE) \$225,000.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do.
- 5 Year Horizon:
- ❖ Follow through on promises we have made.

BACKGROUND:

The purpose of this RFP is to procure stop amenity rehabilitation and new bus stop amenity fabrication and installation services from a qualified bus shelter vendor. This contract will provide an indefinite quantity contract renewable annually for up to 5 years. Items will be delivered on a task order basis based on authorized budget allowance.

NAIPTA's transit system includes 168 bus stops and two connection centers which require ongoing maintenance and repair. Bus stop amenities can include bus shelters, logo stops, bike racks, benches, and trash receptacles. NAIPTA is developing a bus stop amenity rehabilitation and replacement program to maximize asset life cycle and maintain FTA State of Good Repair. NAIPTA completed a general conditions assessment of existing bus stop facilities and prioritized assets for rehabilitation or replacement. NAIPTA has 22 "Summit" style steel shelters and associated amenities in backlog for rehabilitation. NAIPTA's bus stop system also includes 23 "Logo" stops with anticipated rehabilitation required over the 5 year time horizon.

For development of new amenities, NAIPTA is coordinating with COF to develop a new shelter to replace the "Summit" shelter design. The new shelter concept will still maintain key architectural features of the existing "Summit" shelter but will provide a more streamlined design to fit within a smaller footprint and reduce ongoing maintenance costs.

Southwest Fabrication, LLC was the sole respondent to the RFP in an open competitive process. Comparative shelter vendor pricing was reviewed and it was determined by NAIPTA that Southwest Fabrication unit pricing is fair and reasonable. Southwest Fabrication, LLC has provided shelter services

Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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to NAIPTA under prior contracts. NAIPTA procurement supports the award of the RFP to Southwest Fabrication.

TAC DISCUSSION:

TAC was supportive of award and approval of contract.

ALTERNATIVES:

- 1) **Approve the Award of RFP #2016-108 for Bus Stop Amenity Fabrication, Installation & Rehabilitation and approve contract to Southwest Fabrication, LLC for amount NTE \$225,000. (recommended):** Approval of award to Southwest Fabrication, LLC will allow NAIPTA to make progress on bus shelter rehabilitation backlog and prepare for future amenity improvements at bus stops.
- 2) **Do not approve the Award of RFP #2016-108 for Bus Stop Amenity Fabrication, Installation & Rehabilitation and do not approve contract to Southwest Fabrication, LLC for amount NTE \$225,000. (not recommended):** Should the NAIPTA Board not approve the RFP award to Southwest Fabrication, LLC, NAIPTA will review procurement and project delivery options which will delay reducing the bus shelter rehabilitation backlog.

FISCAL IMPACT:

This project is within the NAIPTA FY2016 and FY2017 budget. Task orders will be issued, as project funds become available. The project is to be funded with local funding from the City of Flagstaff in FY2016 and FY2017.

SUBMITTED BY:

Anne Dunno
Capital Project Manager

APPROVED BY:

Jeff Meilbeck
CEO and General Manager

Attachments:

- 1) Contract to Southwest Fabrication, LLC -separate from packet



Getting you where you want to go



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Board Agenda Packet
6/15/2016 - Page 64 of 74

DATE PREPARED: June 6, 2016

MEETING DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Adopt NAIPTA 3 Year EEO Program and adopt EEO Workforce Goals

RECOMMENDATION:

Staff recommends the Board of Directors adopt the Equal Employment Opportunity (EEO) 3 Year Program and Workforce Goals as required for compliance with Federal Transit Administration (FTA) regulations.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

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

5 Year Horizon:

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

BACKGROUND:

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

As part of ongoing compliance efforts, NAIPTA has been reviewing and adopting annually the EEO program, EEO Statement, and EEO Workforce Goals. Staff was recently informed by the Federal Transit Administration that our EEO Program should be a 3 year program. Staff has made no significant changes to the EEO Program since 2008 although the policy and strategies are reviewed annually with programs and strategies updated as needed to address identified problems and underutilization. The proposed update does not contain any changes to program or policies and staff continues with commitment to evaluate recruitment methods to ensure opportunities are available throughout the community.

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

TAC RECOMMENDATION:

The Transit Advisory Committee supported the recommendation of staff going to the Board of Directors for action.

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ALTERNATIVES:

- 1) Approve NAIPTA 3 Year EEO Program and Workforce Goals **(recommended)**: The program is required by the Federal Transit Administration and ensures hiring actions are completed in full consideration of keeping a diverse workforce throughout organization.
- 2) Do not approve the EEO Program **(not recommended)**: If this program is not approved, NAIPTA will not be compliant with federal regulations and non-compliance means risking federal funding.

FISCAL IMPACT:

The EEO Program and identified recruitment tools have no adverse fiscal impact. Identified action steps, including recruitment, are part of the FY2017 budget.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

1. EEO Program and Policies -separate from packet



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DATE PREPARED: June 6, 2016

MEETING DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Award RFP 2016-100 and Approve contract for services with Seon Systems

RECOMMENDATION:

Staff recommends the Board of Directors award RFP 2016-100 for Transit IT Solution and approve a contract with Seon Systems for implementation of the proposed on-board security camera update for an amount not to exceed \$162,553.

RELATED STRATEGIC WORKPLAN OBJECTIVE

- Guiding Principles
 - ❖ Collaborate to enhance service delivery
 - ❖ Strive for continuous improvement in all we do
- 5 Year Horizon
 - ❖ Apply imagination, creativity and innovation to improve the service we deliver

BACKGROUND:

In October 2015, NAIPTA released RFP 2016-100 for Transit IT Solutions. The required elements of the procurement included: 1) On-Vehicle Security Camera system, 2) Real-Time Arrival and Automatic Vehicle Locator system, and 3) Stop Annunciators (automated stop announcements) with On-Vehicle Signage and Displays. Upon closure of the publicly advertised RFP in December 2015, NAIPTA had 8 vendor submissions for complete solutions and 1 vendor submission specific to the security camera solution. A team of 5 NAIPTA personnel, including NAIPTA IT Manager and NAIPTA Operations Director, met several times to review and score submissions. It was determined that the top 2 overall submissions and the single camera submission vendors would be invited to demonstrate the proposed solutions. The demonstrations took place in early February with each vendor presenting to the evaluation team at NAIPTA's facility in Flagstaff.

After a secondary evaluation of the demonstrated solutions, NAIPTA identified 2 vendors that provided solutions that were determined to be of best value to NAIPTA. The scores are as below:

| <u>Vendor</u> | <u>Submission Score</u> | <u>Demonstration Score</u> |
|-----------------------------------|-------------------------|----------------------------|
| TransitFare & Systems | 383 pts | 290 pts |
| ETA Transit Systems | 378 pts | 283 pts |
| Seon Systems | 373 pts | 367 pts |
| ETA Transit Systems (camera demo) | | 326 pts |
| Syncromatics | 374 pts | |
| DoubleMap Inc | 368 pts | |
| Strategic Mapping Inc | 344 pts | |

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| | |
|-------------------------|---------|
| Creative Bus Sales | 298 pts |
| Passio Technologies Inc | 265 pts |
| HB Software Solutions | 258 pts |

After evaluation and scoring of both the written submissions and the demonstration of solutions, the team determined and is recommending the Board of Directors award RFP 2016-100 as follows:

- 1) On-Vehicle Security Camera system to Seon Systems,
- 2) Real-Time Arrival and Automatic Vehicle Locator system to TransitFare and Systems, Ltd, and
- 3) Stop Annunciators with On-Vehicle Signage and Displays to TransitFare and Systems, Ltd.

As this project was originally anticipated to be federally funded and is now being locally funded, the award of contracts is broken into several phases for budgetary purposes. With this recommended action to award RFP 2016-100, staff is recommending approval of contract with Seon Systems for upgrading the on-board security camera system for a cost not to exceed \$162,553. The FY20107 budget includes the cost of this contract.

Upgrading the security camera solution will allow for Wi-Fi uploading, flagging of events, and live viewing. These features save staff time, provide more efficient processes, and improve security with live viewing of buses in service.

TAC DISCUSSION:

This item was not presented to the the Transit Advisory Committee at the June meeting for review. Staff will provide an update at the July meeting.

ALTERNATIVES:

- 1) Award RFP 2016-100 and approve the contract with Seon systems (**recommended**): Awarding the RFP as recommended is in keeping with NAIPTA procurement policies for timely review and award of procurement while approval of the contract allows the project to move forward as budgeted.
- 2) Do not approve the recommendation (**not recommended**): If recommendation is not approved, staff would be unable to move these projects forward and delays could be experienced with upgrading the system.

FISCAL IMPACT:

This project is a FY2017 budgeted expense, to be paid for with local funding. The project scope for a variety of IT solutions, including projects not in this RFP, is budgeted to be \$433,261.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO & General Manager

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ATTACHMENTS:

1) Contract, Seon Systems

-separate from packet



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DATE PREPARED: June 6, 2016

MEETING DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve Renewal of NAIPTA Liability Insurance for FY2017

RECOMMENDATION:

Staff requests the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$298,250.

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 FY2017 expense is expected to be \$ 298,250, a 5% increase from FY2016 coverage due an increase in rates within the insurance market.

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

TAC RECOMMENDATION:

The TAC did not discuss any items on the consent agenda.

ALTERNATIVES:

- 1) Approve Liability Insurance for FY2017 (**recommended**): Insurance is required for operation of services. The proposed coverage provides levels necessary for adequate insurance policies.

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- 2) Do not approve Liability Insurance rates for FY2017 (**not recommended**): If the rates are not approved, NAIPTA would default on the terms of the Master IGA by not providing adequate insurance rates or NAIPTA could be forced to purchase insurance at a higher rate.

FISCAL IMPACT:

The identified rates for Insurance are in the FY2017 Budget.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

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



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DATE PREPARED: June 6, 2016

MEETING DATE: June 15, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Third Amendment to the Carter Oil Bulk Fuel Contract

RECOMMENDATION:

Staff recommends the Board of Directors approve the Third Amendment to an existing contract with Carter Oil Company for bulk fuel purchase in the amount not to exceed \$375,000 with a contract end date of June 30, 2017.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

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

Goals:

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

BACKGROUND:

On July 27, 2012, NAIPTA issued RFB 2013-200 for a licensed independent contractor to provide bulk fuel, while stipulating a minimum one year agreement with an optional renewal of four additional one-year terms. Staff evaluation of bids identified the best value was offered by Carter Oil Company. The procurement and resulting contract was awarded by the Board of Director on September 19, 2012 to Carter Oil Company. The original 1 year contract was initiated on January 1, 2013. The contract allows for four (4) additional 1 year periods under the same terms. The Carter Oil Company contract is locked in at best available fuel pricing of OPIS + \$.03 for a term of five years, expiring on December 31, 2017. NAIPTA is currently saving \$.05-\$.08 per gallon of fuel dispensed on property or approximately \$10,000 a year.

The First Amendment for the period January 1, 2014 thru June 30, 2015 was approved by the Board in June 2014 with the second amendment approved for term of July 1, 2015 thru June 30, 2016. Approving one additional fiscal year is within the 5 year procurement term and leaves one additional 6 month terms remaining.

TAC DISCUSSION:

The TAC did not discuss any items on the consent agenda.



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ALTERNATIVES:

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

FISCAL IMPACT:

This cost of fuel as provided in this third amendment is part of the proposed FY2017 budget.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

- | | | |
|----|---|-------------------------|
| 1. | Third Amendment to Carter Oil Co contract | -pages 73-74 |
| 2. | Original Carter Oil Company contract | -available upon request |



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Carter Oil
Third Amendment

THIRD AMENDMENT TO AGREEMENT

THIS THIRD AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT is made and entered into effective as of the **1st day of July, 2016** (the "Effective Date"), by and between the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona ("NAIPTA"), and Carter Oil Company, Inc., an Arizona corporation (the "Contractor"). NAIPTA and the Contractor are sometimes referred to in this THIRD Amendment collectively as the "Parties" and each individually as a "Party."

RECITALS:

A. The Parties entered into an Agreement for Tank Lease and Fuel Sale dated January 1, 2013, a First Amendment dated January 1, 2014, and a Second Amendment dated July 1, 2015, (collectively the "Agreement"). All capitalized terms used without definition in this Amendment shall have the definitions ascribed to them in the Agreement, as modified by this THIRD Amendment.

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

AGREEMENTS:

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

1. Article 4. Term of the Agreement. The agreement is amended to include the terms of July 1, 2016 thru December 31, 2016.
2. Reaffirmation of Original Agreement. Except as amended by this THIRD Amendment, the Original Agreement and the First Amendment shall remain in full force and effect. In the event of any conflict between this THIRD Amendment and the Agreement, the terms of this THIRD Amendment shall prevail.
3. Counterparts. This THIRD Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, binding on all of the Parties. The Parties agree that this Amendment may be transmitted between them via facsimile. The Parties intend that the faxed signatures constitute original signatures and that a faxed agreement containing the signatures (original or faxed) of all the Parties is binding upon the Parties.

Carter Oil
Third Amendment

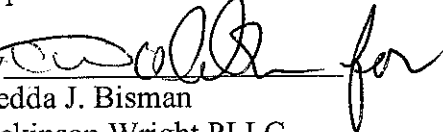
IN WITNESS WHEREOF, the Parties have executed this Amendment effective as of the Effective Date set forth above.

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

Date: _____

By: _____
_____ Its _____

Approved as to form:

By:  for
Fredda J. Bisman
Dickinson Wright PLLC
General Counsel, NAIPTA

Carter Oil Co

Date: _____

By: _____

Its: _____

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