



Northern Arizona Intergovernmental Public Transportation Authority

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

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

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

Wednesday, October 19, 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: 9/21/2016 -pages 5-11
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,



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

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

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 – MEDICAL MARIJUANA AND ILLEGAL ITEMS
-Jacki Lenners, Marketing Manager -pages 12-19
Staff recommends the Board of Directors approve a revision to the Advertising Policy to include medical marijuana and related products and services, as well as any other illegal items in the list of Excluded Advertising categories.
- 6. APPROVE USE OF COOPERATIVE PURCHASING AGREEMENT WITH CITY OF FLAGSTAFF UNDER JOB ORDER CONTRACTING -pages 20-21
-Anne Dunno, Capital Project Manager
Staff recommends the Board of Directors approve the use of City of Flagstaff's Cooperative Purchasing Agreements with Horizontal Contractors awarded under COF RSOQ 2015-28 Job Order Contracting with individual contract values not to exceed (NTE) \$250,000 in a fiscal year.
- 7. THIRD AMENDMENT TO WOODSON ENGINEERING & SURVEYING, INC. CONTRACT FOR THE BUS STOP MOBILITY IMPROVEMENTS PROJECT
-Anne Dunno, Capital Project Manager -pages 22-30
Staff recommends the Board of Directors approve and authorize the third amendment to the Woodson Engineering & Surveying, Inc. contract as a component of the Bus Stop Mobility Improvements Project in an amount not to exceed \$10,000.

DISCUSSION / ACTION ITEMS:

- 8. APPROVE THE FY2016 ANNUAL REPORT -pages 31-32
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve the FY2016 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.
- 9. STRATEGIC POLICY ADVANCE -pages 33-34
-Jeff Meilbeck, CEO and General Manager
The Board may take action, but no action is needed and no recommendation is being made.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

10. UPDATE AND ADOPT REVISED JANUARY 2017 SERVICE CHANGES
-Erika Mazza, Deputy General Manager -pages 35-41
Staff recommends the Board of Directors review and adopt the revised service changes for January 2017 operations.
11. APPROVE APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION AZ-2016-002 -pages 42-43
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve and authorize execution of FTA application AZ-2016-002 totaling \$1,217,905 for projects to include operations, facility rehabilitation, and the passenger shelter program.
12. ACCEPT FUNDING AND APPROVE EXECUTION OF ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT) AWARD OF FEDERAL FUNDING -pages 44-46
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors accept and approve execution of Arizona Department of Transportation award of \$3,849,050 in federal funds for projects to include facility rehabilitation, environmental review and preliminary engineering of the Bus Rapid Transit system, and purchase of additional articulated buses.
13. APPROVE APPLICATION AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT APPLICATION AZ-2016-003 -pages 47-48
-Heather Dalmolin, Administrative Director
Staff recommends the Board of Directors approve and authorize execution of FTA application AZ-2016-003 totaling \$2,202,522 for purchase of additional articulated buses. (application number is pending final assignment of number from Federal Transit Administration)
14. APPROVE AMENDMENT TO NEW FLYER OF AMERICA CONTRACT AND PURCHASE OF FIVE 60-FOOT HYBRID ELECTRIC ARTICULATED BUSES
-James Wagner, Operations Director -pages 49-52
Staff recommends the Board of Directors approve the First Amendment to New Flyer of America contract to add one hybrid electric articulated bus and purchase of five 60-foot hybrid electric articulated buses at a cost not to exceed \$4,937,066.

PROGRESS REPORTS:

15. UPDATE ON ADOT SECTION 5310 & 5311 GRANT AWARDS -pages 53-54
-Heather Dalmolin, Administrative Director
16. FY2017 5310 AWARD BUDGET IMPACTS -pages 55-56
-Heather Dalmolin, Administrative Director



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

17. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- State Funding Task Force
- Proposition 411 Outreach
- Pilot Program for ParkFlag Transit Passes
- Coconino Community College (CCC) Pilot Pass Program Update

ITEMS FROM COMMITTEE AND STAFF:

15. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, November 16, 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. November agenda items will include but not be limited to Strategic Long Range and Tactical Planning, Mountain Line Financial Projections and Quarterly Performance Report. The November agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the Board.

16. ADJOURNMENT



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

Board of Directors Minutes for Wednesday, September 21, 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, September 21, 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 (Chair), Board of Supervisors, Coconino County;
Scott Overton (Vice Chair), City Council, City of Flagstaff;
Celia Barotz, City Council, City of Flagstaff, by phone;
Rich Payne, Director of Residence Life, NAU;
Colleen Smith, President, CCC, left meeting at approximately 10:15am;
Veronica Hipolito (Secretary), 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 Bowen, Associate Vice President for Economic Development, NAU, alternate;
Karla Brewster, City Council, City of Flagstaff, alternate;
Matt Ryan, Board of Supervisors, Coconino County, alternate

NAIPTA STAFF IN ATTENDANCE:

Jeff Meilbeck, CEO and General Manager;
Erika Mazza, Deputy General Manager;
Heather Dalmolin, Administrative Director;
Jacki Lenners, Marketing Manager;
Jon Matthies, IT Manager;
Anne Dunno, Capital Project Manager;
Kate Morley, Mobility Planner;
Alicia Becker, Transit Planner;
Danelle Knight, HR Generalist;
Stephanie Stearns, Associate Planner;



Setting you where you want to go

APTA
• 2013 •
NAIPTA

America's
BEST
Transit
System



Northern Arizona Intergovernmental Public Transportation Authority

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

Rhonda Cashman, Clerk of the Board;
Fredda Bisman, NAIPTA Attorney (via WebEx)

GUEST PRESENT:

April Sandoval, Executive Assistant to the President, CCC;
Paul Wagner, NAIPTA TAC Member and Flagstaff Resident;
Virginia Blankenship, Flagstaff Resident;
Ann Huttman, Flagstaff Resident;
Amy Scott, Flagstaff Resident;
Gloria Hardwick, Flagstaff Resident

1. CALL TO ORDER -Chair Babbott called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES 7/20/2016

Vice Chair Overton moved to approve the July 20, 2016 meeting minutes. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

4. CALL TO THE PUBLIC

No one came forth to speak during the call to the public. The members of the public in attendance were all there to speak to the proposed route changes, item 8.

5. COCONINO COMMUNITY COLLEGE (CCC) PRESENTATION ON THE STATE OF THE COLLEGE

Dr. Colleen Smith, CCC President

Dr. Smith spoke briefly to the group about the college's programs, students and funding, and two handouts were distributed. She chose to forego the PowerPoint presentation since many in the room had seen it already.

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.

6. APPROVE UPDATES TO TITLE VI CIVIL RIGHTS PROGRAM

-Heather Dalmolin, Administrative Director



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

Staff recommends the Board of Directors approve updates to Title VI Civil Rights Program to bring policy compliant with Arizona Department of Transportation direction for policy layout and section titles.

7. APPROVE UPDATED PERSONNEL POLICY MANUAL

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve and adopt an updated Personnel Policy Manual to update various policies to most accurately reflect regulatory requirements and NAIPTA's actual practices.

Director Payne moved to approve both items 6 and 7 under the consent agenda. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

Dr. Smith and Ms. Sandoval left the meeting at approximately 10:15am.

DISCUSSION / ACTION ITEMS:

8. JANUARY 2017 SERVICE CHANGES PUBLIC HEARING AND ADOPT PROPOSED CHANGES

-Alicia Becker, Transit Planner

Staff recommends the Board of Directors: 1) Conduct a public hearing on proposed service changes and route expansion for January 2017; 2) Review the proposed service changes and route expansion for January 2017 operations; 3) Close public comment period opened July 20, 2016; and 4) Consider adopting the proposed service changes.

Ms. Becker reviewed a PowerPoint presentation with the Board. She told the Board the purpose of the changes was to put service where it is needed. Chair Babbott explained the process for those in the room wanting to speak regarding the proposed changes. The changes were explained, as well as the public outreach efforts. Board members were given a printed summary of the 52 comments received during the public comment period. The Desilva stop has already been permitted by the City. One of the 2008 Propositions named Foxglenn for new service. There is no legal obligation to continue, per Mr. Meilbeck. Initial unsolicited complaints were due to noise in the area when El Dorado buses were being used.

Vice Chair Overton moved to open the Public Hearing. Secretary Hipolito seconded. All approved, none opposed. Motion carried. The Public Hearing commenced at approximately 10:35am.

Ms. Amy Scott of Flagstaff spoke in favor of the Foxglenn stops. She told the Board her family moved to Flagstaff in January. Her husband works at NAU. They chose their home location in town based on it being close to a bus stop. They also have international students living with them. She said they use it often and are grateful for



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

the service. They want to reduce their carbon footprint. If there is any way to keep both the stops in Foxglenn and on Fourth Street, it seems to be working well.

Ms. Virginia Blankenship of Flagstaff spoke in favor of the Foxglenn stops. She told the Board she doesn't drive anymore, but she can walk to the closest Foxglenn stop. It is too far for her to walk to Fourth Street. Downtown parking is prohibitive. She said it is time for people in Continental and Foxglenn to be taking the bus downtown. She suggested using the parking lot at Foxglenn and then get on the bus there. She asked if there was any way the bus could continue to service both Foxglenn and Fourth Street by using Sparrow. She stated there is no public parking on Sparrow and parking Downtown is a major issue. She predicted parking will get crazy.

Ms. Gloria Hardwick of Flagstaff spoke in favor of the Foxglenn stops. She stated she lives near the bus stop in Foxglenn and her housemates use the stop a lot. They are NAU students or work at NAU. It is too difficult to get to the stop on Fourth Street. She stated she does understand ridership levels impact the decision. She also mentioned if there is any way to keep both, that would be helpful.

Ms. Ann Huttman of Flagstaff spoke in favor of the Foxglenn stops. She stated she is an NAU professor and she came to this conversation kind of late. She has made the commitment and started riding to work. She is trying to reduce her carbon footprint. She was disappointed to see her stop might go away. She could probably walk the extra 15 minutes, but then she saw the North San Francisco stop is proposed to go away as well. She is further motivated by how bad the parking and traffic is getting on campus. She knows it is not all about her. She is an organizational psychologist and she thinks there are others that feel the same, but are afraid to speak up on the issue.

J.R. Murray from Arizona Snowbowl joined the meeting at approximately 10:43am.

Paul Wagner, current TAC Member and Flagstaff resident, stated he is in favor of the Route 3 changes. He has two Northland Preparatory Academy (NPA) students that participate in after school and sometimes before school activities. He has spoken to other parents and it really is a safety issue for their kids. It is not as safe for them to get to other stops a bit further away on Soliere (no sidewalk and higher speed road) or in Foxglenn. The Fourth Street stop is used heavily in the afternoon with standing room only on the bus.

A discussion ensued about the impact of the Route 3 stop changes and the agenda packet page 33 was pulled up on screen to view the Ridership by Stop. Chair Babbott asked if the proposed Route 3 stop changes in Foxglenn and Aspen Place could be decoupled. Per Mr. Meilbeck, the routing on Sparrow was considered, but the bus would get held up, it is so congested on that street. We can look at it again. The goal of the route change is to have more people ride the bus, walk or bike on campus so it is less congested. In our 5 Year Plan approved in 2013, the recommendations were to move as many people as possible in an efficient manner. That is what we have been



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

striving to accomplish with each service change. Neighborhood circulators may be an option in the future, but unknown when that might be considered. The Route 3 changes cannot be decoupled today. Ms. Mazza stated she is happy to continue the discussion. The grade of Sparrow is of concern if trying to serve both areas efficiently. Route 3 frequency is every 30 minutes. Chair Babbott reviewed the four alternatives with the Board. Director Barotz requested maps in higher resolution to see more streets in the areas in question, show both current route and proposed changes and stops be marked on the maps with dots for reference during future discussions.

Director Barotz moved to close the Public Hearing. Vice Chair Overton seconded. All approved, none opposed. Motion carried. The Public Hearing was closed at approximately 10:56am.

Secretary Hipolito moved to close the Public Comment Period. Director Payne seconded. All approved, none opposed. Motion carried.

Further discussion continued. Mr. Meilbeck stated he still recommended the proposed Route 3 changes as presented. Director Barotz stated her concern for transit dependent citizens and big consequences. She recommended taking the time to be sure these changes are really what is best. She requested to delay Route 3 changes. Secretary Hipolito moved to approve the Route 2 modification and increase frequency on Route 10 and 10A and to come back for others. Director Barotz seconded. All approved, none opposed. Motion carried.

9. MOUNTAIN EXPRESS PROGRAM RENEWAL

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors approve a Service Agreement with Snowbowl Resort Limited Partnership in an amount ranging from \$38,360 to \$42,600.

Mr. Meilbeck stated J.R. Murray was in attendance. He noted the service launched last year and he reviewed the performance. The average number of boardings was 8 per hour, but better when there was snow. Arizona Snowbowl is a partner. Mr. Murray noted this has been a long time discussion. He is pleased to partner with transit, creating a sense of community. It will take time to gain traction. We got a late start last year. There are plans to market to hotels and hotels with shuttles to get more people riding from downtown this year. Work is being done on the schedule with more dates proposed for this year. They are very concerned about traffic in town and want to do their part. They are also leasing a couple shuttles to make more trips up and down the mountain. The app name in the Frequently Asked Questions needs to be corrected to FLGRide. Director Overton moved to approve the service agreement as proposed. Director Payne seconded. All approved, none opposed. Motion carried.

10. PROPOSITION 411 EDUCATION OUTREACH

-Jeff Meilbeck, CEO and General Manager

None. This item is provided for information and discussion.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

Multiple handouts were distributed related to the Transit Tax Renewal. Due to shortness on time, Mr. Meilbeck asked Ms. Cashman to send the outreach presentation list to Board members to see if they can attend.

11. PILOT PROGRAM FOR PARKFLAG TRANSIT PASSES

-Erika Mazza, Deputy General Manager

None. This item is provided for information and discussion.

Skipped.

PROGRESS REPORTS:

12. EMPLOYEE SATISFACTION SURVEY

-Jeff Meilbeck, CEO and General Manager

Skipped.

13. SUMMARY OF CURRENT EVENTS

-Jeff Meilbeck, CEO and General Manager

- Federal Transit Administration (FTA) Capital Investment Grant (CIG) Workshop Update
- Community Transportation Association of America (CTAA) Small Urban Network (SUN) Conference Update
- CTAA Board Member
- American Public Transportation Association (APTA) Leadership
- Coconino Community College (CCC) Pilot Pass Program
- Arizona Department of Transportation (ADOT) Grant Awards
- 5339 Grant Awards

Mr. Meilbeck said he would email an update on the current events to Board members.

Director Barotz moved to convene an Executive Session. Vice Chair Overton seconded. All approved, none opposed. Motion carried. The Executive Session commenced at approximately 11:33am.

EXECUTIVE SESSION

The Executive session was closed to the public.

The Board considered 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).

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 12:05pm.

DISCUSSION / ACTION ITEMS:

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

-Art Babbott, NAIPTA Board Chair

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

Secretary Hipolito moved to increase the CEO and General Manager's compensation package by 4 percent, based on performance and will be communicated to Ms. Dalmolin, the Administrative Director, to make the adjustment. Vice Chair Overton seconded. All approved, none opposed. Motion carried.

ITEMS FROM COMMITTEE AND STAFF:

15. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

The next Board meeting will be on Wednesday, October 19, 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. October agenda items will include but not be limited to the FY2016 Annual Report, Strategic Long Range and Tactical Planning and Mobility Management Update. The October agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the Board.

16. ADJOURNMENT

-Chair Babbott adjourned the meeting at 12:06pm.

Art Babbott, Chair NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



Getting you where you want to go

APTA
• 2013 •
NAIPTA

America's
BEST
Transit
System



Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: September 28, 2016

DATE: October 19, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jacki Lenner, Marketing Manager

SUBJECT: Advertising Policy Revision – Medical marijuana and Illegal Items

RECOMMENDATION:

Staff recommends the Board of Directors approve a revision to the Advertising Policy to include medical marijuana and related products and services, as well as any other illegal items in the list of Excluded Advertising categories.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Put the customer first.

BACKGROUND:

The NAIPTA Board of Directors adopted an Advertising Policy in June 2012, designed to provide clear guidance on permitted and excluded types of advertising. The “Excluded Advertising” section does not currently address medical marijuana and related products, or illegal activities/items. Adding these items to the list of Excluded Advertising items is a logical next step in ensuring that the advertising that appears on and in NAIPTA vehicles is consistent with the organization’s values.

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

- 1) **Approve the Advertising Policy Revision to include medical marijuana and illegal items on the list of Excluded Advertising items.** Approving this revision would be in line with the spirit of NAIPTA’s existing Advertising Policy.
- 2) **Do not approve the Advertising Policy Revision to include medical marijuana and illegal items on the list of Excluded Advertising items. (not recommended):** If the revision is not approved, NAIPTA will be obligated to accept advertisements from companies promoting and/or selling medical marijuana and illegal items/activities, which is counterintuitive to the existing Advertising Policy.



Getting you where you want to go

APTA
• 2013 •
NAIPTA

America's
BEST
Transit
System



Northern Arizona Intergovernmental Public Transportation Authority

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

FISCAL IMPACT:

The only fiscal impact would be lost revenue from potential medical marijuana or illegal activity advertisers, but this is a relatively small market.

SUBMITTED BY:

APPROVED BY:

Jacki Lenners
Marketing Manager

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Draft Advertising Policy -pages 14-19



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

ADVERTISING POLICY

The Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) provides public transportation services in the greater Flagstaff region and Northern Arizona.

NAIPTA is engaged in the sale of advertising in and upon the property and rolling stock of NAIPTA ("Transit Facilities"), consisting of: (1) print advertising on the exterior of NAIPTA's buses; (2) print advertising displayed on bus shelters and transit stations in NAIPTA's service area; (3) print advertising on the interior of NAIPTA's buses; (4) advertising on the exterior of buses in the form of a "wrap;" and (5) advertising displayed in print and electronic media such as rider guides, web pages, ticket media. This Advertising Policy ("Policy") shall apply to the sale of all forms of advertising on all Transit Facilities owned and/or managed by NAIPTA.

I. PURPOSE

NAIPTA will allow limited types of advertising on or in its Transit Facilities, pursuant to the terms of this Policy ("Permitted Advertising"). By allowing Permitted Advertising, NAIPTA does not intend to create a public forum for public discourse or expressive activity or to provide a forum for all types of advertisements. All advertising shall be subject to this uniform, viewpoint-neutral Policy.

NAIPTA will not permit the types of advertising defined as Excluded Advertising in Section III below. By not allowing Excluded Advertising, NAIPTA can: (a) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference with or disruption of their transit systems; (b) maintain an image of neutrality on political, religious or other issues that are not the subject of Commercial Advertising and are the subject of public debate and concern; and (c) continue to build and retain transit ridership.

II. PERMITTED ADVERTISING

A. Exterior Advertising

The display of Permitted Advertising on the exterior of the Transit Facilities ("Exterior Advertising") is intended only to supplement fare revenue, tax proceeds and other income that fund the NAIPTA's' operations and to promote the NAIPTA's' transit operations. In order to realize the maximum benefit from the sale of space, the advertising program must be managed in a manner that will procure as much revenue as practicable, while ensuring that the advertising is of a type that does not discourage the use of the transit systems, does not diminish

NAIPTA's reputation in the communities they serve or the good will of their patrons, and is consistent with the principal purpose of providing safe and efficient public transportation. To attain these objectives, NAIPTA's Board of Directors has established the following regulations governing Exterior Advertising.



Setting you where you want to go



Northern Arizona Intergovernmental Public Transportation Authority

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

Exterior Advertising includes:

1. Commercial Advertising. Commercial Advertising is advertising the sole purpose of which is to sell products, goods or services for profit. It does not include advertising that offers to sell products, goods or services and also conveys a political or religious message, or issue advocacy, and/or expresses or advocates opinions or positions related to any of the foregoing.

2. Transit Operations of NAIPTA. Transit Operations Advertising is advertising that promotes NAIPTA services.

B. Interior Advertising

NAIPTA recognizes that passengers are a captive audience to any advertisements posted on the interior of NAIPTA's buses ("Interior Advertising"). NAIPTA desires that such passengers not be subject to advertisements containing material relating to political, religious, or issue advocacy about which public opinion can be widely divergent and which some passengers may, therefore, find offensive. If passengers are so offended, it could adversely affect the ridership and revenue of NAIPTA systems. NAIPTA's Board of Directors has, therefore, established the following regulations governing Interior Advertising.

Interior Advertising includes:

1. Public Service Advertising. Public Service Advertising is advertising proposed by governmental entities, academic institutions or tax-exempt nonprofit organizations that relates to community, art, cultural, educational, health, or safety events, programs and/or messages and does not include Commercial Advertising or contain any direct or indirect reference to religious, political or issue advocacy. Upon NAIPTA's request, nonprofit entities must document their tax-exempt status. Unless the source of the public service advertising is obvious from the content or copy, the advertisement must specifically identify the sponsor of the advertisement or the message.

2. Transit Operations of NAIPTA. Transit Operations Advertising is advertising that promotes NAIPTA services.

3. Cross-promotional Advertising. Cross-promotional Advertising is advertising in which NAIPTA collaborates with for-profit entities to promote using NAIPTA services as a conveyance to a specific event; such advertising may not contain any direct or indirect reference to religious, political or issue advocacy.

4. Commercial Advertising. Commercial Advertising is advertising the sole purpose of which is to sell products, goods or services for profit. It does not include advertising that offers to sell products, goods or services and also conveys a political or religious message, or issue advocacy, and/or expresses or advocates opinions or positions related to any of the foregoing.



Setting you where you want to go



Northern Arizona Intergovernmental Public Transportation Authority

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

III. EXCLUDED ADVERTISING APPLICABLE TO EXTERIOR AND INTERIOR ADVERTISING

Exterior and Interior Advertising cannot be displayed or maintained on Transit Facilities if information contained in the advertisement falls within one or more of the following categories of Excluded Advertising:

1. False, Misleading or Deceptive
2. Advertise or depict the use of *spirituous liquor* as that term is defined in Section 4-101, Arizona Revised Statutes [or of medical marijuana, as defined in and regulated by Title 36, Chapter 28.1, Arizona Revised Statutes.](#)
3. [Advertise or depict the use of illegal items.](#)
3. Represent, by language or graphics, violence or anti- social behavior.
4. Advertise or depict language, gestures, conduct, or graphical representations that are obscene, pornographic, vulgar, profane, or scatological.
5. Represent, by language or graphics, a *nude* or *seminude* person, as those terms are defined in Section 11-811(D), Arizona Revised Statutes, or the exposed buttocks of any person.
6. Depict, relate to, or reference a website or other medium that relates to *specified sexual activities* or *specified anatomical areas* as those terms are defined in Section 11-811, Arizona Revised Statutes.
7. Clearly defamatory or likely to hold up to scorn or ridicule a person or group of persons.
8. Tobacco. Tobacco products including but not limited to cigarettes, cigars, smokeless (e.g. chewing) tobacco, and electronic cigarettes and related products.
9. In advocacy of imminent lawlessness or violent action.
10. Religious.
11. Political.
12. Intellectual property infringement, including piracy or infringement of copyright, trade dress, service mark, title or slogan.
13. Unauthorized Endorsement.



Setting you where you want to go



Northern Arizona Intergovernmental Public Transportation Authority

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

14. Snipe Signs and Flyposting.

For purposes of this Policy, the following definitions apply:

Religious Advertisements are defined as advertisements that contain any direct or indirect reference to religion, or to any religion, or to any deity or deities, or which includes the existence, nonexistence or other characteristics of any deity or deities, or to any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion. This prohibition shall include the depiction of text, symbols, or images commonly associated with any religion or with any deity or deities, or any religious creed, denomination, belief, tenet, cause or issue relating to (including opposing or questioning) any religion.

Political Advertisements are defined as advertisements that contain political speech referring to a particular ballot question, initiative, petition, referendum, candidate, or political party or viewpoint or expresses or advocates opinions or positions upon any of the foregoing. This prohibition includes any advertisement referring to or depicting a candidate for public office in any context.

Unauthorized Endorsement Advertising is advertising that implies or declares that NAIPTA endorses a product, service, point-of-view, event or program. The prohibition against endorsements does not apply to advertising for a service, event or program for which NAIPTA is an official sponsor, cosponsor or participant.

Snipe Signs are signs of any size and material, including but not limited to paper, cardboard, wood, or metal, that are tacked, nailed, posted, pasted, glued or otherwise attached to shelters, poles, benches or other objects that are the property of or under the control of NAIPTA, and the advertising matter or other text thereon has not been previously approved by NAIPTA.

Flyposting is the act of nailing, posting, pasting, gluing or otherwise attaching signs on property belonging to NAIPTA or under NAIPTA's control, without NAIPTA's permission and/or without any other approvals or permits that may be required by state, federal, or local law.

IV. ADMINISTRATION AND ENFORCEMENT OF POLICY

A. Review by Administrative Director and Marketing

The Administrative Director and Marketing Manager shall review all submitted advertisements to determine whether or not the advertisement complies with this Policy. If the Administrative Director or Marketing Manager determines that the advertisement does not comply with this Policy, he or she shall specify the standard or standards with which the advertisement does not comply, and shall notify the advertiser in, writing sent no later than thirty

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

(30) days after NAIPTA's receipt of the submittal (the "Notice") that the advertisement has been rejected and the reasons for the rejection. The Notice shall include a copy of this Policy.

B. Appeal to General Manager/CEO

Rejection of an advertisement may be appealed to NAIPTA's General Manager/CEO, or designee, by written notification delivered to the Administrative Director and/or Marketing Manager no later than ten (10) days from the date of the Notice (the "Appeal"). The Appeal shall set forth the arguments supporting the contention that the advertisement is in compliance with this Policy and therefore should be allowed. The General Manager/CEO will schedule a hearing to be held within thirty (30) from the date of the Appeal, and at such hearing will allow the advertiser and the Administrative Director and Marketing Manager to present any argument or evidence they wish to offer. The General Manager/CEO's decision shall be final.



Setting you where you want to go



Northern Arizona Intergovernmental Public Transportation Authority

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

U:\ATTORNEYS\FJB\NAIPTA (16284-1)\Policies\Advertising\NAIPTA Advertising Policy Draft CL V2.doc
[PHOENIX 53963-1 327337v1](#)

Formatted: DocID, Left, Space After: 0 pt,
Tab stops: Not at 0.5"



Getting you where you want to go



Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: September 30, 2016

DATE: October 19, 2016

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Approve use of Cooperative Purchasing Agreement with City of Flagstaff under Job Order Contracting

RECOMMENDATION:

Staff recommends the Board of Directors approve the use of City of Flagstaff's Cooperative Purchasing Agreements with Horizontal Contractors awarded under COF RSOQ 2015-28 Job Order Contracting with individual contract values not to exceed (NTE) \$250,000 in a fiscal year.

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:

It is in NAIPTA's interest to procure general contracting services on a job order contracting (JOC) basis for horizontal construction for NAIPTA related transit facilities including but not limited to, renovation, repairs, additions, demolition, alteration and reconstruction to bus stops, connection centers and relevant roadway infrastructure for operational efficiencies. Approval of cooperative purchase agreements with Horizontal JOCs will allow NAIPTA to deliver the bus shelter rehabilitation program, support capital related infrastructure installation for NAIPTA service changes, and flexibility to respond to dynamic field conditions.

City of Flagstaff (COF) Council awarded Job Order Contracting (JOC) Services for Horizontal discipline (COF RSOQ 2015-28) on July 21, 2016 to three firms: Achen-Gardner Construction, LLC, Kear Civil Corporation dba Eagle Mountain Construction, and Kinney Construction Services, Inc. The service agreements resulting from the COF RSOQ can be extended for use by other governmental agencies that are not part of the Flagstaff Alliance for the Second Century, subject to the approval of the Vendor. In order to utilize the COF JOC, NAIPTA projects must be locally funded and as such, no Davis Bacon Wage requirements or FTA related federal clauses will be applied to NAIPTA contract.

Cooperative Purchase Agreement Contracts shall be in effect for three years, with the option for staff to renew for up to two additional one-year periods.

Construction services will be delivered on a job order basis as needs are identified by staff, allowed within the Contract's not to exceed authorization, and budgeted within each year. To comply with NAIPTA's procurement for competitive pricing of construction services and determination of fair and

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

reasonable costs, NAIPTA will solicit proposals from all three Horizontal JOCs for each job order and award each job order based on best value to NAIPTA. Written price proposals for a specific scope of work will include breakdown of quantities, prices of parts and materials, total labor breakdown by trade, hours and total dollar cost and completion date. Price proposal shall be all inclusive with any cost overruns to be absorbed by Contractor unless change order is pre-approved by NAIPTA.

NAIPTA will manage job order requests to stay within the not to exceed fiscal year budget. Each contract and/or amendment will be reflective of NAIPTA's allowed budget for these services. Contract amendments for additional terms and cost will require Board review and authorization.

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

- 1) Approve NAIPTA use of City of Flagstaff's Cooperative Purchase Agreements with Horizontal Contractors awarded under COF RSOQ 2015-28 Job Order Contracting with individual contract values in an amount not to exceed (NTE) \$250,000 per fiscal year. (recommended):** Approval of Cooperative Purchase Agreements will allow NAIPTA to support the bus shelter rehabilitation program, service changes and flexibility to respond to dynamic field conditions. The recommended action is supported by NAIPTA procurement process.
- 2) Do not Approve NAIPTA use of City of Flagstaff's Cooperative Purchase Agreements with Horizontal Contractors awarded under COF RSOQ 2015-28 Job Order Contracting with collective contract values in an amount not to exceed (NTE) \$250,000 per fiscal year. (not recommended):** If not approved, NAIPTA will review procurement and project delivery options which may delay support for the bus shelter rehabilitation program and impact NAIPTA's ability to respond to service changes and dynamic field conditions.

FISCAL IMPACT:

Job Orders will not exceed the budgeted amount per fiscal year. In FY2017, the amount assigned to the Bus Stop Amenity program is \$527,655 as identified within the "Shelters" line item under direct capital. The overall annual maximum valuation for Job Order Contracts is \$750,000 or \$250,000 per vendor. The projects must be budgeted as 100% City of Flagstaff Transit Tax funding in order to utilize this program.

SUBMITTED BY:

APPROVED BY:

Anne Dunno
Capital Project Manager

Jeff Meilbeck
CEO and General Manager

Attachments:

- 1) DRAFT Cooperative Purchase Agreements -available at Board meeting

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: September 30, 2016

DATE: October 19, 2016

TO: Honorable Chairman and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Third Amendment to Woodson Engineering & Surveying, Inc. Contract for the Bus Stop Mobility Improvements Project

RECOMMENDATION:

Staff recommends the Board of Directors approve and authorize the third amendment to the Woodson Engineering & Surveying, Inc. contract as a component of the Bus Stop Mobility Improvements Project in an amount not to exceed \$10,000.

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:

Woodson Engineering was contracted by NAIPTA in October, 2015 to provide professional engineering services in support of the Bus Stop Mobility Improvement Project. The project is funded by ADOT 5310 grant "Enhanced Mobility for Seniors and Individuals with Disabilities" to improve accessibility to transit. The project improves 25 existing bus stops' ADA access and mobility for boarding/alighting in the immediate vicinity. To date 22 stops are substantially complete.

Summary of Woodson Engineering Bus Stop Mobility Contract to date:

- Preliminary Design (Contract executed by NAIPTA Administrative Director 11/5/2015) for Survey & 30% Plans: \$49,300
- Design (First Amendment approved by NAIPTA CEO 1/9/2016) for Transit Easement Surveys, Final Plans, Specifications and Project Cost Estimate: \$50,650
- Construction (Second Amendment approved by NAIPTA BOD 5/18/2016) for Construction Phase Services and ADOT plan revisions: \$24,900

For additional background, please reference Memorandum provided to NAIPTA BOD on January 20, 2016 (Item 12-agenda) which outlined key project milestones for procurement, design, and construction.

Construction is approximately 75% complete and the overall project is tracking to be under budget. With remaining project funds, NAIPTA is seeking technical support from Woodson Engineering to compile the ADA and mobility bus stop standard design elements for the NAIPTA Transit Guidelines. NAIPTA is

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

drafting Transit Guidelines that include standards for transit system route planning and bus stop design, construction, and operations. NAIPTA's Transit Guidelines will refer to U.S. Department of Transportation, American with Disability Act (US DOT ADA) as described in FTA Circular 4710.0 and identify best practices for planning and design for mobility access to transit. It is anticipated that the Guidelines will be presented to NAIPTA BOD for adoption in Spring, 2017.

Please reference the Third Amendment to the contract and Woodson's proposal - (attached). Third Amendment in the amount of \$10,000 is within the scope of the grant and approved within the FY2017 budget for the Bus Stop Mobility Project.

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

- 1) Approve and authorize the Third Amendment to the Woodson Engineering & Surveying, Inc. contract as a component of the Bus Stop Mobility Improvement Project in an amount not to exceed \$10,000. (Recommended):** The recommended action is supported by NAIPTA procurement process. Approval of Third Amendment allows Woodson to provide technical support with ADA related elements for the Transit Guidelines.
- 2) Do not approve and authorize the Third Amendment to Woodson Engineering & Surveying, Inc. contract as a component of Bus Stop Mobility Improvements Project in an amount not to exceed \$10,000. (Not recommended):** If Third Amendment is not approved, NAIPTA will review other options for technical support with ADA related elements for the Transit Guidelines.

FISCAL IMPACT:

Overall project budget of \$567,600 was budgeted in FY2016 with carryover to the FY2017 budget. Project is funded by an ADOT 5310 grant, awarded to NAIPTA in July, 2015. Grant award was \$464,400 and includes a local match of \$103,200.

SUBMITTED BY:

APPROVED BY:

Anne Dunno
Capital Project Manager

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Draft Third Amendment to Contract -pages 24-28
2. Woodson Proposal -pages 29-30

Setting you where you want to go



THIRD AMENDMENT TO AGREEMENT

THIS THIRD AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT FOR ON-CALL ARCHITECTURAL SERVICES ("THIRD Amendment") is made and entered into as of the 19th day of October 2016 (the "Effective Date"), by and between the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona ("NAIPTA"), and Woodson Engineering and Surveying, Inc, an incorporated company within Arizona ("Contractor"). NAIPTA and Woodson Engineering and Surveying, Inc, 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 pursuant to the terms and conditions of that Cooperative Purchase Agreement for On-Call Architectural Services and all subsequent revisions, between the City of Flagstaff and the Contractor on October 7, 2015, as amended in the First Amendment on December 22, 2015 and in the Second Amendment on May 18, 2016 (the "Original Agreement"). All capitalized terms used without definition in this THIRD Amendment shall have the definitions ascribed to them in the Original Agreement, as modified by this THIRD Amendment.

B. The Parties now desire to amend the Original 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 Original Agreement, as applicable, as follows:

1. Section 1 of the Original Agreement is amended to add services as outlined in the Scope of Work as attached hereto as Exhibit A.
2. Reaffirmation of Original Agreement and Third Amendment. Except as amended by this Third Amendment, all other terms and conditions of the Original Agreement and Third Amendment shall remain in full force and effect. In the event of any conflict between this THIRD Amendment and the Original Agreement or Third Amendment, the terms of this Third Amendment shall prevail.
3. Counterparts. This Third Amendment may be executed by facsimile or 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. Facsimile signatures shall have the same force and effect as original signatures and shall be binding upon the Parties.

Woodson Contract
Third Amendment

IN WITNESS WHEREOF, NAIPTA has caused this document to be executed by its duly authorized representative, this _____ day of _____, 20__.

NAIPTA

By: _____
Print Name

Its: _____
Title

(Signature)

Approved as to form:

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

ATTEST:

Clerk of the Board

DRAFT

WOODSON

ENGINEERING & SURVEYING, INC.

124 N Elden St, Flagstaff, AZ 86001
(928) 774-4636 | Fax (928) 774-4646

September 30, 2016

Anne Dunno, Capital Project Manager
Northern Arizona Intergovernmental Public Transportation Authority
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

Re: 115049 Bus Stop Mobility Improvements Project
Transit BSM Guidelines and Standards

Dear Anne,

It was a pleasure speaking with you last week to hear about your plans for developing Guidelines and Standards for the NAIPTA System. Thank you for the opportunity to submit this proposal for the preparation of the portions of this document associated with the Bus Stop Mobility Project. This proposal is prepared on the basis of several items:

- a. Project Overview Statement dated 9/14/2016
- b. Our discussion on 9/23/2016 via telephone
- c. Draft Transit Guidelines dated 10/22/2014

We understand that our work will be for the preparation and approval of Transit Guidelines and Standards associated with general Bus Stop Mobility including bus stop locating and placement, configuration, amenities, grades, walls and curbing, signage and structures, etc.

TASK: TRANSIT GUIDELINES AND STANDARDS PREPARATION

- a. Woodson Engineering will review and assess the draft Guidelines to determine key areas to complete to provide critical information with respect to implementing the provisions and Standards from the document as soon as possible.
- b. Woodson Engineering will assist NAIPTA in seeking input from stakeholders including NAIPTA Staff, the City of Flagstaff, FMPO, NAU, ADOT, Coconino County and the local community with respect to applicable provisions.
- c. We will research similar Guidelines and Standards to provide a comprehensive framework for document being prepared.
- d. We will update the Draft Guidelines and Standards based on the input received, research performed and information obtained from other NAIPTA projects with respect to the items mentioned above.
- e. Woodson will assist NAIPTA in seeking approval of the Document from the internal and external stakeholders.
- f. We will define transit factors which relate Mobility to planning, facilities, design, operations and maintenance. An example of this would be snow removal operations.

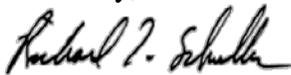
- g. The goal of the project is to have all Key Factors of mobility being defined and technically described with Inter-Agency adoption of the NAIPTA Guidelines and Standards.
- h. The goal of the project is to have the Document available for implementation for:
 - NAIPTA service changes and additions
 - COF Capital/Traffic Improvement Projects
 - COF Community Development project reviews
 - ADOT project reviews
 - Private project developments
- i. The work will start in October with the Guidelines and Standards update being completed by the end of January.

FEE BASIS

Woodson Engineering will perform the above work on a Not to Exceed basis for a cost of \$10,000 including reimbursable expenses.

Please let me know if you have any questions regarding the above scope and fees. I am available to discuss any aspect of this proposal. If acceptable this work can be completed by Change Order to our current Contract and we will immediately proceed at your direction.

Sincerely,



Richard Schuller, PE
Associate Principal

WOODSON

ENGINEERING & SURVEYING, INC.

124 N Elden St, Flagstaff, AZ 86001
(928) 774-4636 | Fax (928) 774-4646

September 30, 2016

Anne Dunno, Capital Project Manager
Northern Arizona Intergovernmental Public Transportation Authority
3773 N. Kaspar Dr.
Flagstaff, AZ 86004

Re: 115049 Bus Stop Mobility Improvements Project
Transit BSM Guidelines and Standards

Dear Anne,

It was a pleasure speaking with you last week to hear about your plans for developing Guidelines and Standards for the NAIPTA System. Thank you for the opportunity to submit this proposal for the preparation of the portions of this document associated with the Bus Stop Mobility Project. This proposal is prepared on the basis of several items:

- a. Project Overview Statement dated 9/14/2016
- b. Our discussion on 9/23/2016 via telephone
- c. Draft Transit Guidelines dated 10/22/2014

We understand that our work will be for the preparation and approval of Transit Guidelines and Standards associated with general Bus Stop Mobility including bus stop locating and placement, configuration, amenities, grades, walls and curbing, signage and structures, etc.

TASK: TRANSIT GUIDELINES AND STANDARDS PREPARATION

- a. Woodson Engineering will review and assess the draft Guidelines to determine key areas to complete to provide critical information with respect to implementing the provisions and Standards from the document as soon as possible.
- b. Woodson Engineering will assist NAIPTA in seeking input from stakeholders including NAIPTA Staff, the City of Flagstaff, FMPO, NAU, ADOT, Coconino County and the local community with respect to applicable provisions.
- c. We will research similar Guidelines and Standards to provide a comprehensive framework for document being prepared.
- d. We will update the Draft Guidelines and Standards based on the input received, research performed and information obtained from other NAIPTA projects with respect to the items mentioned above.
- e. Woodson will assist NAIPTA in seeking approval of the Document from the internal and external stakeholders.
- f. We will define transit factors which relate Mobility to planning, facilities, design, operations and maintenance. An example of this would be snow removal operations.

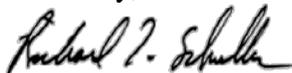
- g. The goal of the project is to have all Key Factors of mobility being defined and technically described with Inter-Agency adoption of the NAIPTA Guidelines and Standards.
- h. The goal of the project is to have the Document available for implementation for:
 - NAIPTA service changes and additions
 - COF Capital/Traffic Improvement Projects
 - COF Community Development project reviews
 - ADOT project reviews
 - Private project developments
- i. The work will start in October with the Guidelines and Standards update being completed by the end of January.

FEE BASIS

Woodson Engineering will perform the above work on a Not to Exceed basis for a cost of \$10,000 including reimbursable expenses.

Please let me know if you have any questions regarding the above scope and fees. I am available to discuss any aspect of this proposal. If acceptable this work can be completed by Change Order to our current Contract and we will immediately proceed at your direction.

Sincerely,



Richard Schuller, PE
Associate Principal



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: October 3, 2016
MEETING DATE: October 19, 2016
TO: Honorable Chairman and Members of the Board
FROM: Heather Dalmolin, Administrative Director
SUBJECT: Approve the FY2016 Annual Report

RECOMMENDATION:

Staff recommends the Board of Directors approve the FY2016 Annual Report and authorize staff to submit the report to the State of Arizona and partner agencies as required in the Master IGA.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

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

BACKGROUND:

In accordance with A.R.S. 28-9101 et seq. to establish an intergovernmental public transportation authority and the Master IGA signed by Coconino County, signed on June 7, 2013, the Board will issue an annual report on or before December 1 containing a full account of the transactions, activities and finances for the preceding fiscal year and other facts and recommendations. The Board shall transmit copies of the report to each member municipality, university and county, to the Secretary of State, to the Arizona state library, archives and public records and, on request, to any member of the public.

The FY2016 Annual Report is a formal document designed to meet the state regulation. The report contains a summary of the activities, including performance data from City of Flagstaff public transportation systems. The report provides an overview of FY2016 revenues and expenditures. The current capital program is highlighted as part of the 5 year Transit Plans for NAIPTA programs. The FY2016 performance information and financial data from the report is as presented to the Transit Advisory Committee and Board of Directors throughout the year. The financial data is reflective of the year end information as reviewed with and presented to each partner agency. The financial information is currently still being reviewed as part of NAIPTA's annual financial audit and if anything changes as a result of the audit, an amended report will be filed no later than March 31, 2017 and presented to the TAC and Board in April 2017.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

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

FISCAL IMPACT:

There is no budgetary or financial impact with adoption of the FY2016 Annual Report.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

1. NAIPTA FY2016 Annual Report -sent separately from packet



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED October 3, 2016

MEETING DATE: October 19, 2016

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: Strategic Policy Advance

RECOMMENDATION:

The Board may take action, but no action is needed and no recommendation is being made.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Strive for Continuous Improvement in all we do

Goals:

- ❖ This item applies to all of NAIPTA's goals and objectives

BACKGROUND:

NAIPTA has conducted a Strategic Policy Advance every year since 2006 to develop an 18 month strategic work plan. This work plan is one of the primary reasons for NAIPTA's success, because it has defined success and given staff clear direction on how to proceed.

The December 1, 2016 advance is important because NAIPTA has reached a number of milestones:

- NAIPTA substantially delivered all propositions promised to voters in 2008.
- NAIPTA owns and operates facilities that are adequate for existing service levels.
- The November 8, 2016 transit continuation decision (Proposition 411) will be made.
- NAIPTA has a financial plan to sustainably provide existing services for the next 10 years.

The December 1, 2016 advance provides opportunity for NAIPTA to be intentional about its future, and there are a number of profound policy questions we can explore:

- What opportunities exist for increased coordination with Campus Shuttle Services?
- Can NAIPTA's grant writing success be leveraged for the benefit of other member agencies and other transportation modes?
- What role will Uber and Lyft play in meeting the transportation needs of Flagstaff?
- How should NAIPTA participate in the pending 2018 Transportation Tax renewal?
- Can NAIPTA provide regional service along the I-40 corridor?
- What are NAIPTA's priorities and what do we want to accomplish in the next 5 years?



Getting you where you want to go

APTA
• 2013 •
NAIPTA

America's
BEST
Transit
System



Northern Arizona Intergovernmental Public Transportation Authority

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

NAIPTA has contracted with Jim Charlier to facilitate this advance. Jim will be conducting Stakeholder interviews with Board members and the TAC chair in preparation for the advance.

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

FISCAL IMPACT:

The advance will not have significant fiscal impacts, but the conclusions of the event, and the actions we decide upon in our strategic work plan, will. Such impacts will be explored as each identified work plan item is refined and brought forth in coming years.

SUBMITTED BY:

Jeff Meilbeck
CEO and General Manager



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED October 10, 2016

MEETING DATE: October 19, 2016

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, Deputy General Manager

SUBJECT: Update and Adopt Revised January 2017 Service Changes

RECOMMENDATION:

Staff recommends the Board of Directors review and adopt the revised service changes for January 2017 operations.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

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

Related 5 Year Horizon:

- ❖ Build cooperative relationships to expand and enhance NAIPTA's positive impact
- ❖ Follow through on promises we have made

BACKGROUND:

NAIPTA staff brought forth recommendations to NAIPTA BOD for January 2017 service changes in July and September 2016. As the majority of the services changes prompted a Title VI review, the NAIPTA Board of Directors held two public hearings, one at the opening of the public comment period on July 20, 2016 and at the close of the public comment period on September 21, 2016. During the public comment period, NAIPTA staff received and responded to 48 comments. At the September 21st BOD meeting, 5 people provided verbal comments on the proposed service changes.

The majority of the comments were in relationship to the proposed change to adjust Route 3 from the current Foxglenn alignment to Fourth St., ultimately reconfiguring Route 3 to permanently traverse the Fourth St. deviation, removing stops 23 and 9 from service.

The NAIPTA BOD weighed the comments presented during the public comment period and those presented at the BOD meeting and recommended the following service changes for January 2017.

- Additional Route 10 frequency



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

- Modify Route 2 to service Flagstaff Medical Center on Beaver St. and include a new stop at De Silva and Beaver St.

The BOD requested that staff further study options to retain service in the Foxglenn neighborhood and shift Rt. 10A Sawmill resources to Rt. 10 at the DCC. Neither of these services changes resulted in the need for additional public hearings. Staff reviewed possible options and determined the following:

Route 3 Hybrid Consideration

Route 3 adjustment to run along Fourth St. to Sparrow and then onto the northern part of Foxglenn St. is technically feasible. It would move the existing Foxglenn stops north by 1,600 feet or 1/3 mile. The typical walk shed of 1/4 mile would satisfy all but Sinagua Middle School, a portion of the townhomes that are adjacent to the existing stop, Foxglenn Park, and Knoles Elementary School. See Route 3 – Alternative Attachment.

Upon review of the alternative Route 3 alignment option, staff is not recommending to make this change for the January 2017 service modifications based on the following:

1. Considerations for capital improvements and timing of permitting the relocation of the stops can be time intensive and staff would need additional time to secure permits for the new bus stops on Foxglenn St.
2. Scheduling of routes, operations bid schedules, and riders guide lead time may be prohibitive to make this change at this date.
3. NAIPTA, its stakeholders, and the community will be engaging in our next 5-year planning process scheduled to kick off in December/January. This process will provide NAIPTA staff and BOD opportunities to study additional options and look at the system holistically.

Route 10A Elimination

At the September BOD meeting, the BOD approved additional frequency on Rt 10 and asked for staff to review if Rt 10A could be eliminated independent of the Rt 3 route modification.

The existing transit service around the Sawmill neighborhood contain Routes 3, 4, 7, 14, and 10A. Rt 10A traverses the perimeter of the Sawmill neighborhood before entering the NAU campus from Franklin Avenue and then connecting to the Rt 10 alignment on campus to Woodlands Village. This route has been in existence for 3 years and was developed to test a new and growing market and the Sawmill loop provided for a reasonable turn around for our newly commissioned 60" articulated bus. NAIPTA also attempted to work with the Grove to establish an ecoPass program for residents of this off-campus housing development. Unfortunately, this ecoPass program did not come to fruition. Resulting in those who live and shop in the Sawmill area have a free ride to Sawmill from campus using their Rt 10 Jacks Card but they have to pay to return to campus/Woodlands Village. Over the course of the 3 years, this route has not produced the level or ridership that we ultimately desired, partly this is due to the odd fare



Getting you where you want to go





structure and the fact that there are 4 other routes (7 buses per hours) within a ¼ mile walkshed. See Sawmill – Transit Service Map Attachment.

The odd fare structure has led to a level of confusion that has impacted staff since its inception. The rider guide is one location where we have difficulty in messaging the hours and days Rt.10 A operates. If the coupling of Rt 10 and 10A does not change, then the complicated messaging and limited efficiency of this route will remain. To meet the original intent of the 5-year plan and the Rt 10 IGA, staff advises to eliminate Rt. 10A and shift the resources from Sawmill to the DCC. This will result in the elimination of one bus stop in front of the LEAF building. In order to continue to effectively serve the Sawmill neighborhood, the ¼ mile walkshed of Routes 3, 4, 7, and 14 would satisfy the entire Sawmill neighborhood. See Sawmill – Walkshed Map Attachment.

It was determined based on efficiency and original intent of the 5-year plan, along with modifications to the DCC that can now handle our 60" articulated buses, staff recommends shifting resources from Rt 10A to Rt 10 and this modification can occur exclusive of the Rt. 3 realignment.

Looking out to our future opportunities, staff continues to work on providing efficiencies within the system and creating new route opportunities as demand warrants. The next 5-year planning process will kick off in December/January and staff looks forward to engaging the TAC, BOD, and community on new opportunities for Mountain Line.

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

1. **Approve the revised service changes for January 2017.** This option will result in additional changes being implemented in January 2017 beyond what was approved at the September 2016 BOD meeting. The change to eliminate Rt 10A would increase service ridership in higher demand areas and decrease service in lower demand areas. Overall, staff expect ridership levels to increase and for the transit system to be more efficient. Furthermore, these changes are consistent with the 5 Year Plan as approved by the Board in May 2013.
2. **Do not approve the revised service changes for January 2017.** If the BOD does not approve the additional service changes, then NAIPTA will continue offering service exactly as it is today. We would miss an opportunity to improve service consistent with the 5-year plan.
3. **Delay the revised service changes for January 2017.** If the BOD does not approve the revised service changes to Rt 10A, then NAIPTA will continue offering service exactly as it is today and we will continue to evaluate changes for implementation as early as August 2017.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

FISCAL IMPACT:

The financial implications of the additional services hours approved at the September 2016 BOD are contained within NAIPTA's FY 2017 budget and sustainable within our 10-year financial plan. These service hours were captured in the FY 2017 budget, approved at the June 2016 BOD meeting.

SUBMITTED BY:

APPROVED BY:

Erika Mazza
Deputy General Manager

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

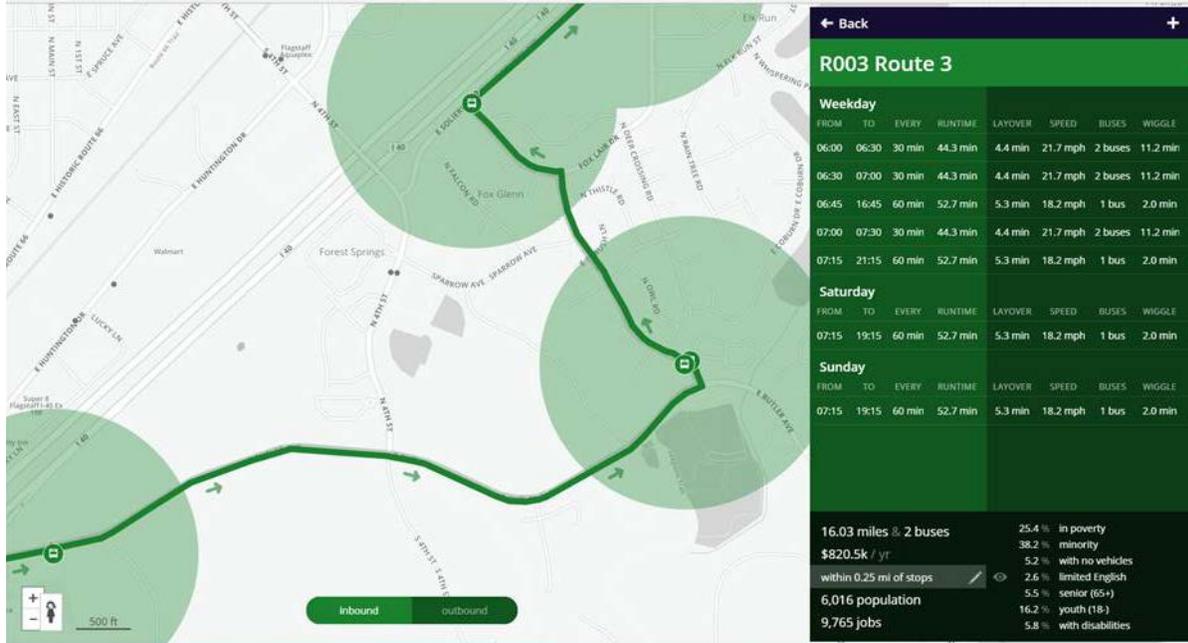
- 1) Route 3 Hybrid Option Map - page 39
- 2) Sawmill – Transit Service Map - page 40
- 3) Sawmill – Walkshed Map - page 41



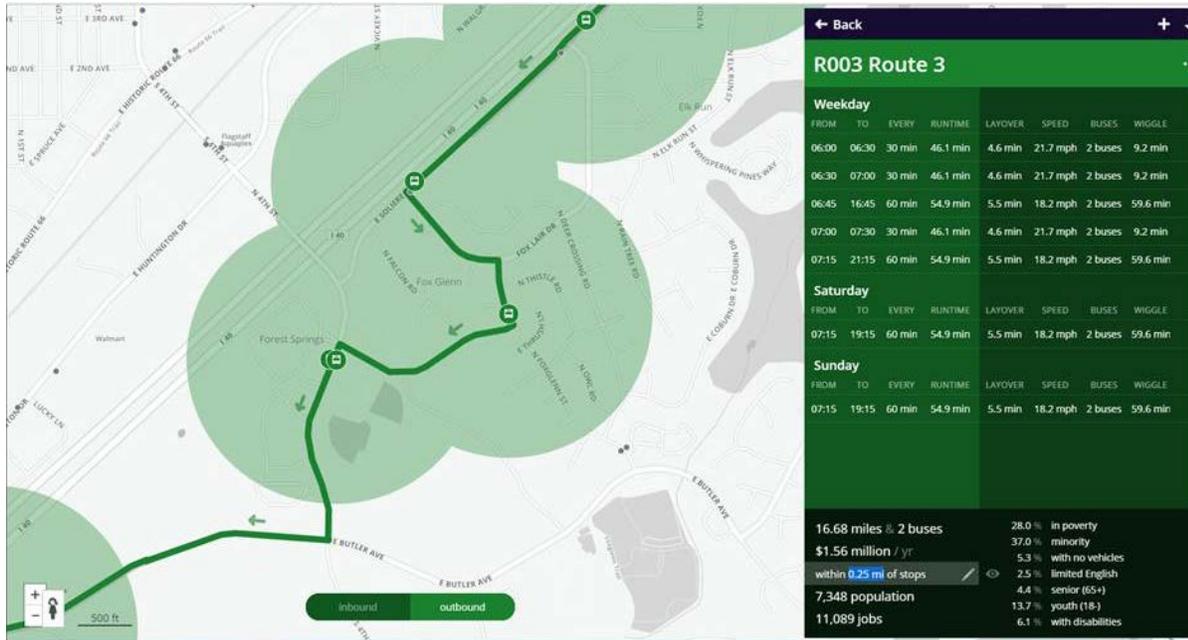
Getting you where you want to go



Existing Route 3 Alignment

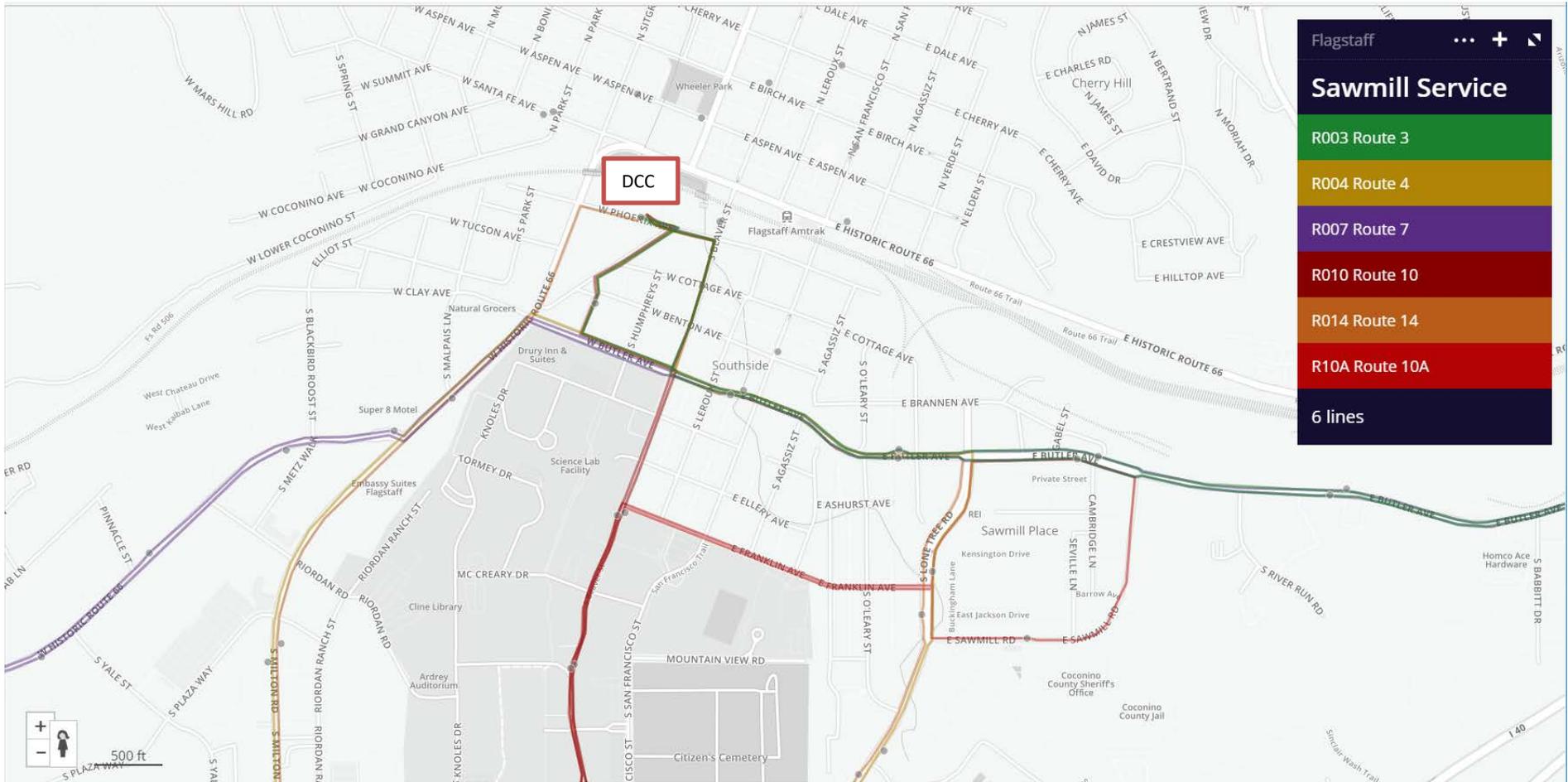


Route 3 – Alternative Option on Sparrow Ave.

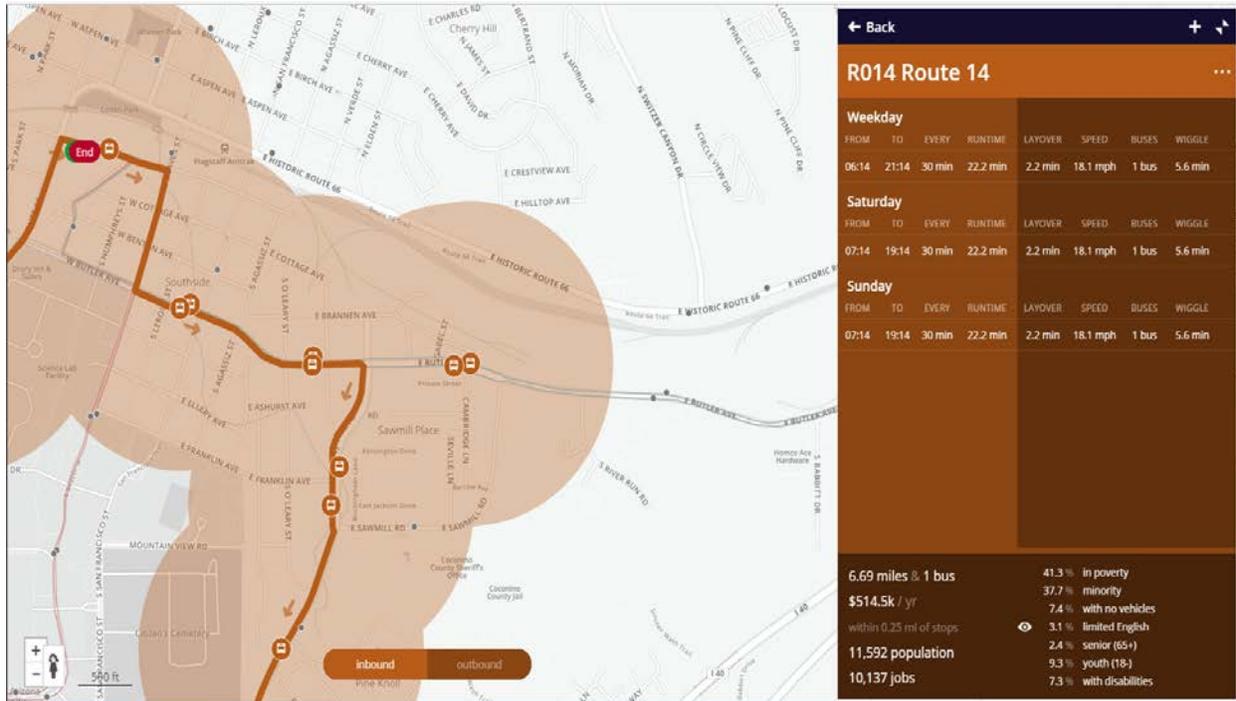


Sawmill – Transit Service Map

Sawmill – Transit Service



Sawmill Walkshed ¼ mile





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: September 30, 2016

DATE: October 19, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve Application and Execution of Federal Transit Administration (FTA) Grant Application AZ-2016-002

RECOMMENDATION:

Staff recommends the Board of Directors approve and authorize execution of FTA application AZ-2016-002 totaling \$1,217,905 for projects to include operations, facility rehabilitation, and the passenger shelter program.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do

5 Year Horizon:

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.

BACKGROUND:

NAIPTA has a pending grant application in the Federal Transit Administration (FTA) grant tracking system (TrAMS). NAIPTA has been applying for funding through the FTA on an annual basis since 2000. These applications are for funds awarded directly to NAIPTA by FTA and include annual Section 5307 formula awards, award of Small Transit Intensive Cities funding, Surface Transportation Program (STP) funding made available from Federal Highway Administration for Transit Programs, and any Section 5307 funding awards made by Arizona Department of Transportation (ADOT) from their annual competitive process.

FTA requires that grant applications be applied for and executed electronically thru TrAMS. Board of Directors approval of this item will allow the General Manager to execute the grant application and authorize draw down of Federal funds.

The application pending execution is AZ-2016-002 totaling \$1,217,905 for the following projects:

- \$1,027,338 for Operating Assistance
- \$ 95,992 for Facility Rehabilitation
- \$ 94,575 for Bus Stop Shelter Program

Funding within the application includes:

- \$1,027,338 FY2015 and FY2016 Section 5307 Urbanized Area Formula Award, including Small Transit Intensive Cities,



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

- \$32,000 Local STP funds transferred to NAIPTA by Flagstaff Metropolitan Planning Organization (FMPO),
- \$62,575 State STP funds transferred to NAIPTA by ADOT, and
- \$95,992 FY2014 Section 5307 funds (carryover from prior ADOT award of competitive 5307 funding).

The projects and funding are as approved in the Arizona and Federal Transportation Improvement Plans (STIP/TIP) and are as planned in NAIPTA's 20-year financial plan and FY2017 Budget.

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

- 1) Approve the execution of the grant applications (**recommended**): The funds being requested will fund projects and operations as described above. Without these funds, additional local revenues would be spent to complete these projects.
- 2) Do not approve (not recommended): If the application is not approved, NAIPTA could face delays in federal application submission.

FISCAL IMPACT:

The financial impacts are significant, but all impacts were identified, contemplated and adopted in the FY2017 budget or weighed in decision making for future year budgets. These funds are identified in the 20 year financial plan.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

1. AZ-2016-002 Application and Agreement -available upon request



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: October 3, 2016

DATE: October 19, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Accept funding and approve execution of ADOT award of Federal Funding

RECOMMENDATION:

Staff recommends the Board of Directors accept and approve execution of Arizona Department of Transportation award of \$3,849,050 in federal funds for projects to include facility rehabilitation, environmental review and preliminary engineering of the Bus Rapid Transit system, and purchase of additional articulated buses.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do

5 Year Horizon:

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.

BACKGROUND:

The Arizona Department of Transportation developed a process to redistribute unobligated portions of Section 5307 funding (unused by designated small urban areas) and award Section 5339 Bus and Bus Related Facilities funding to small urban transit systems in Arizona. NAIPTA is a direct recipient of Section 5307 funding and we are required to go through the ADOT process for Section 5339 funds designated to small urban systems in Arizona. We are able to pursue Section 5339 on a national competitive level as well.

ADOT implemented the new program for the first time in 2013 for the federal fiscal year 2014 funding. The program is well structured and the process, timelines, and eligibility criteria are clear. NAIPTA was successful in applying for funding through the ADOT process and we were awarded \$4,200,000 for facility construction in August 2013. ADOT did not issue a notice of funding or complete a competitive process in FY2015.

ADOT issued a notice of funding in the spring of 2016 and NAIPTA submitted 3 projects for total of \$6,576,459, seeking 80% from federal sources. The 3 projects included:

- \$ 500,000 for Administrative Facility Rehabilitation
- \$3,146,459 for 3 articulated 60-foot buses for expansion of services
- \$2,930,000 for Bus Rapid Transit system Phase 2: Environmental and Preliminary Engineering

Staff received notice in September 2016 that our applications were awarded for a total of \$4,811,313, or \$3,849,050 in federal funds, as follows:

Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

- \$ 400,000 for Administrative Facility Rehabilitation (section 5339)
- \$1,747,131 for 3 articulated 60-foot buses for expansion of services (section 5339)
- \$1,701,919 for Bus Rapid Transit Route Phase 2: Environmental and Preliminary Engineering (competitive section 5307)

Staff is seeking permission to accept the awarded funds and to execute associated grants. ADOT will transfer the awarded section 5307 to NAIPTA and NAIPTA will execute the grant application in the federal award system, TrAMS. The application number is still pending. ADOT will provide section 5339 award directly to NAIPTA and NAIPTA will execute a grant contract with ADOT.

The projects and funding are pending approval in the Arizona and Federal Transportation Improvement Plans (STIP/TIP). The funding and projects are already included in NAIPTA's 20-year financial plan and the FY2018 planned Budget.

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

- 1) Approve the execution of the grant applications (**recommended**): The funds were awarded to NAIPTA as described and without the Board's acceptance of funds and approval of execution of awards, NAIPTA would forfeit the funds awarded. Without these funds, additional local revenues would be spent to complete these projects.
- 2) Do not approve (not recommended): If the execution of the agreements is not approved or is delayed, NAIPTA could face forfeiture of funds.

FISCAL IMPACT:

The financial impacts are significant, but all impacts were identified, contemplated and either approved in the FY2017 Adopted Budget or weighed in decision making for future year budgets. These funds are identified in the 20-year financial plan.

The funding for these projects is 80% from FTA and City of Flagstaff Transit Tax is budgeted to provide the required 20% local match, or \$962,263.



SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Jeff Meilbeck
CEO & General Manager



ATTACHMENTS:

1. ADOT FFY2015 FTA 5307-5339 Award Letter

-page 46

Getting you where you want to go





Multimodal Planning

Douglas A. Ducey, Governor
John S. Halikowski, Director
Michael Kies, Division Director

August 31, 2016

Jeff Meilbeck, General Manager
NAIPTA, 3773 N Kaspar Dr.
Flagstaff, AZ 86004

Subject: FFY2015 Grant Award – FTA Section 5307/5339 Competitive Funding Pool

Dear Mr. Meilbeck:

ADOT is pleased to announce your FFY2015 FTA 5307/5339 competitive funding pool grant award.

5339 Competitive Funds Awarded	Federal Share (80%)
CFDA 20.526	\$2,147,131

5339 Capital Projects Awarded: Articulated buses (expansion), Admin Building Renovation

5307 Funds Awarded	Competitive Funds	Non-Competitive Apportionment	Total 5307 Application Amount
FEDERAL SHARE	\$1,701,919	\$2,021,434	\$3,723,353

5307 Capital Projects Awarded: BRT Phase II NEPA and Preliminary Engineering

TOTAL Competitive Funds Awarded	Federal Share \$3,849,050
---------------------------------	------------------------------

Section 5339 funding flows through ADOT, a contract requiring signature will be forthcoming prior to eligibility for expense reimbursement. This award notice is for budget purposes only, as these funds are contingent upon FTA approval of ADOT's FFY2015 5339 grant application.

Section 5307 funds will be available for expenditure October 1, 2016, or upon execution of your FFY16 5307 TrAMS application. While you may have already applied for your FFY15 5307 base allocation in TEAM, you may want to apply for the additional funds as part of your FFY16 TrAMS application. The total application amount should reflect both your non-competitive apportionment of \$2,021,434 and the competitive fund award of \$1,701,919 for a total of **\$3,723,353**. Please attach your signed Supplemental Agreement to your TrAMS application. Following FTA review, ADOT will PIN the Supplemental Agreement prior to grant execution.

If you have any questions regarding this funding award, please contact me (602) 712-8243.

Sincerely,

Mike Normand
Transit Group Manager

cc: Mike Kies, ADOT Leslie Rogers, FTA Region 9



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: October 3, 2016

DATE: October 19, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Approve Application and Execution of Federal Transit Administration (FTA) Grant Application AZ-2016-003

RECOMMENDATION:

Staff recommends the Board of Directors approve and authorize execution of FTA application AZ-2016-003 totaling \$2,202,522 for purchase of additional articulated buses. (application number is pending final assignment of number from Federal Transit Administration)

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do

5 Year Horizon:

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.

BACKGROUND:

NAIPTA has a pending grant application in the Federal Transit Administration (FTA) grant tracking system (TrAMS). NAIPTA has been applying for funding through the FTA on an annual basis since 2000. These applications are for funds awarded directly to NAIPTA by FTA and include annual Section 5307 formula awards, award of Small Transit Intensive Cities funding, Surface Transportation Program (STP) funding made available from Federal Highway Administration for Transit Programs, and any Section 5307 funding awards made by Arizona Department of Transportation (ADOT) from their annual competitive process.

As a recipient of Section 5339 Bus and Bus Related Facilities funding, a competitive process conducted nationally by FTA, NAIPTA is required to submit a grant application and execute final grant electronically thru TrAMS. Board of Directors approval of this item will allow the General Manager to execute the grant application and authorize draw down of Federal funds.

The application pending execution is AZ-2016-003 totaling \$2,202,522 for 3 articulated 60 foot buses. The application is being funded federally from Section 5339 and local funds are projected to be available from the Transit Tax.

The projects and funding are pending approval in the Arizona and Federal Transportation Improvement Plans (STIP/TIP). The funding and projects are already included in NAIPTA's 20 year financial plan and the FY2018 planned Budget.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

- 1) Approve the execution of the grant applications (**recommended**): The funds were awarded to NAIPTA as described and without this process to submit and execute the grant agreement, NAIPTA would forfeit the funds award. Without these funds, additional local revenues would be spent to complete these projects.
- 2) Do not approve (not recommended): If the application is not approved or is delayed, NAIPTA could face forfeiture of funds.

FISCAL IMPACT:

The financial impacts are significant, but all impacts were identified, contemplated and weighed in decision making for future year budgets. These funds are identified in the 20 year financial plan.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO & General Manager

ATTACHMENTS:

1. AZ-2016-003 Application and Agreement -available upon request



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

DATE PREPARED: October 3, 2016

DATE: October 18, 2016

TO: Honorable Chairman and Members of the Board

FROM: James Wagner, Operations Director

SUBJECT: Approve Amendment to New Flyer of America Contract and Purchase of Five 60-Foot Hybrid Electric Articulated Buses

RECOMMENDATION:

Staff recommends the Board of Directors approve the First Amendment to New Flyer of America contract to add one hybrid electric articulated bus and purchase of five 60-foot hybrid electric articulated buses at a cost not to exceed \$4,937,066.

RELATED GUIDING PRINCIPLE:

- Put the customer first
- Strive for continuous improvement in all we do
- Collaborate to enhance service delivery
- Be trustworthy and dependable
- Be environmental stewards

BACKGROUND:

Mountain Link (Route 10) continues to experience severe overcrowding and consistently leaves behind over a thousand passengers a day during the week in the Woodlands Village corridor and on NAU campus. This year's freshman class is part of the biggest school enrollment on record which contributes to our maximum capacity issues. While maximum capacity on buses is a good thing to have it also creates a reliability issue and poor customer service for riders who may choose more reliable means of transportation. Currently we are servicing Woodlands Village and NAU with mostly 35 foot Gilligs and one 60-foot articulated bus. Adding additional articulated buses will assist capturing ridership currently being left behind.

Our original New Flyer contract called for five 60 foot articulated buses in total. In FY2014 the Board of Directors approved the purchase of one articulated bus leaving four available in the contract. Since this time staff has identified a need for additional buses and NAIPTA has been awarded grant funding specific to purchasing five articulated buses. This need has triggered the requested contract amendment with New Flyer of America for one more bus or a total of six articulated listed in contract.

Funding sources for purchasing 5 hybrid electric 60-foot articulated buses is as follows:

- Section 5307 (ADOT) grant in the amount of \$1,747,131



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

- Section 5339 (FTA – Bus and Bus Related Facilities) grant in the amount of \$2,202,522

Both grants are awarded in FY2017 totaling \$3,949,653 with local match requirement of \$987,413 in the Financial Plan for FY2018.

The purchase price identified is for base model hybrid electric articulated buses and modifications for add on technologies that can improve vehicle performance, safety, and vehicle branding; specifically, Seon camera system, automated passenger counters/fare box hardware and passenger annunciators will be installed under this purchase price.

TAC DISCUSSION:

Public meeting not held, due to lack of quorum.

ALTERNATIVES:

1) Approve First Amendment and the purchase of five 60-foot hybrid articulated buses

(recommended). This alternative is recommended because it would provide the necessary capacity to capture dense ridership along the Route 10 Woodlands village corridor and on NAU campus. This solution would also maintain 8-minute frequency with more capacity without increasing operational cost.

2) Do not approve the Amendment or the purchase of five 60-foot hybrid articulated buses (not recommended).

Not approving this alternative could have impact requiring NAIPTA to return unused Federal funding. Recent awards are a reflection of NAIPTA staff's ability to secure grant funding as well as ADOT and Federal understanding of our responsiveness to effectively manage federal funding. The current New Flyer of America contract is due to expire on March 11, 2018, delaying purchasing additional fleet could trigger another procurement for articulated buses and missed opportunities to supply additional capacity on route.

FISCAL IMPACT:

NAIPTA budgeted \$1.8 million in FY2017 and had another \$1.3 million in FY2018 in Financial Plan. Staff has edited the Financial Plan as per this award, and other awards. Total federal awards resulted in a savings to the City Transit Tax for other projects and this savings offsets the change in bus procurement as outlined with a net increase of only \$12,000 from the City Transit Tax.

SUBMITTED BY:

APPROVED BY:

James Wagner
Operations Director

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

- 1) First Amendment New Flyer of America

-pages 51-52



Setting you where you want to go



First Amendment to
New Flyer Agreement

FIRST AMENDMENT TO AGREEMENT

THIS FIRST AMENDMENT TO INDEPENDENT CONTRACTOR AGREEMENT is made and entered into effective as of the 19th day of October, 2016 (the “Effective Date”), by and between the Northern Arizona Intergovernmental Public Transportation Authority, a political subdivision of the State of Arizona (“NAIPTA”), and New Flyer of America, Inc., (“the Contractor”). NAIPTA and the Contractor. are sometimes referred to in this FIRST Amendment collectively as the “Parties” and each individually as a “Party.”

RECITALS:

A. The Parties entered into an Agreement for **Manufacture and Delivery of Transit Buses** dated March 1st, 2013, (the “Original Agreement”). All capitalized terms used without definition in this Amendment shall have the definitions ascribed to them in the Original Agreement, as modified by this FIRST Amendment.

B. The Parties now desire to amend the Original Agreement upon the terms and conditions contained in this FIRST 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 Original Agreement as follows:

1. Section 3. Contract Price is amended to add authorization for one (1) additional 60-foot Transit Bus for a maximum of six (6) 60-foot Transit Buses.
2. Reaffirmation of Original Agreement. Except as amended by this FIRST Amendment, the Original Agreement shall remain in full force and effect. In the event of any conflict between this FIRST Amendment and the Original Agreement, the terms of this FIRST Amendment shall prevail.
3. Counterparts. This FIRST 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.

First Amendment to
New Flyer Agreement

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

NAIPTA, a political subdivision of the State of
Arizona

Date: _____

By: _____
_____ Its _____

Approved as to form:

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

New Flyer of America Inc.

Date: _____

By: _____

Its: _____



Northern Arizona Intergovernmental Public Transportation Authority

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

NAIPTA MEMORANDUM

DATE: October 3, 2016

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Update on ADOT Section 5310 & 5311 Grant Awards

On April 20, 2016, the NAIPTA BOD approved the submittal of two grant applications through the Arizona Department of Transportation (ADOT) FY2016 Section 5310 and Section 5311 grant programs and execution of subsequent awards.

Section 5310 Award Notification Summary

- Mobility Management (\$105,700) for ongoing delivery of our regional mobility management program. NAIPTA was awarded \$112,500, with an 80/20 split. Federal share of \$90,000 and local match of \$22,500. This award is higher than the prior year which was funded at \$100,000. The grant request was budgeted into FY2017, however the additional \$6,800 in revenue was not.
- City Taxi Voucher (\$90,000) for ongoing program delivery of the City's taxi voucher program. NAIPTA was awarded \$64,000 with a 50/50 split: federal share of \$32,000 and local match of \$32,000. This amount is \$4,000 more than the prior year. The grant request was included in the FY2017 budget.
- County Taxi Voucher (\$88,038) for ongoing program delivery of the County's taxi voucher program. NAIPTA was awarded \$40,000 with a 50/50 split: federal share of \$20,000 and local match of \$20,000. This award amount is \$4,000 more than the prior year. The grant request was included in the FY2017 budget.
- ADA Plus Paratransit (\$224,886) for ongoing delivery of enhanced paratransit services within the City of Flagstaff. NAIPTA was awarded \$100,000 with a 50/50 split: federal share of \$50,000 and local match of \$50,000. This award amount is consistent with the prior year and was not budgeted for FY2017.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

Section 5311 Award Notification Summary

On July 22, 2016, ADOT contacted NAIPTA staff to confirm award notification for the 5311 program. ADOT awarded year one of a two year request.

- Regional Vanpool Program (\$89,707) for ongoing program delivery of the Northern Arizona regional vanpool program contracted through vRide. NAIPTA was awarded a total of \$76,207 at an 85/15 split. This is \$13,500 less than the request. Federal share is \$65,015 and local match from Coconino County of \$11,192. This amount is higher than the previous year award of \$72,000 with at 74/26 split.
- Winslow Planning (\$200,000). The request included \$150,000 for planning services and \$50,000 for administrative costs. The full \$200,000 was awarded at an 80/20 split. Federal share is \$160,000 and local match is \$40,000. Winslow's portion of the local match is \$20,000 with the remainder of the match identified as other.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

NAIPTA MEMORANDUM

DATE: September 20, 2016
TO: Honorable Chairman and Members of the Board
FROM: Heather Dalmolin, Administrative Director
SUBJECT: FY2017 5310 Award Budget Impacts

Related Strategic Workplan

This item relates to the following Guiding Principles from the Strategic Work plan:

- Strive for continuous improvement in all we do
- Treat everyone with respect
- Show initiative, imagination and creativity
- Put the customer first
- Be fiscally responsible and responsive to changing demographics

History:

The Federal Transit Administration (FTA) distributes Section 5310 funds to Arizona Department of Transportation (ADOT) on an annual basis and ADOT is responsible for conducting a process to award these funds to providers throughout the state to support mobility for seniors and people with disabilities. Since this funding source was introduced, NAIPTA has been successful in applying for and receiving these funds to support our ADA Plus program, our Mobility Manager and mobility management efforts, and the Taxi Voucher programs. Budgeting Section 5310 funds is difficult because ADOT’s process typically commences in late winter-early spring of each year and actual grant awards are announced after the NAIPTA budget requests are submitted to our partner agencies and NAIPTA’s budget has been adopted. In response to this challenging timeline for announcement of funding awards, staff is reliant on estimating awards based on application and historical awards. Estimations are made conservatively and usually below the funding requests made from ADOT. This strategy has served us well and generally we have received more grant funding than we have budgeted. As a result of the success of our applications and receipt of funds, we have a good record of meeting service commitments to the public while minimizing local costs to NAIPTA member agencies.

In an effort to demonstrate need and describe our various programs that meet ADOT’s grant application requirements, staff divides the Section 5310 application into four categories while NAIPTA’s adopted budget only includes revenue from ADOT in 3 of the 4 categories, not budgeting funds to support the ADA Plus program that is part of Mountain Lift’s overall operations.

Award Status:

As the table below demonstrates, our FY2017 award includes funding from ADOT in all four categories. The funding award results in NAIPTA receiving \$17,578 in federal funds that were not part of the proposed and adopted budget.



Setting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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

	2017 Budget	2017 Revised Budget	Increase/ (Decrease)
Mobility Management			
City	\$ 21,142	\$ 22,050	\$ 908
County	\$ -	\$ -	\$ -
Section 5310 (ADOT Pass-Thru)	\$ 84,560	\$ 90,000	\$ 5,440
City Taxi Voucher			
City	\$ 44,019	\$ 56,038	\$ 12,019
County	\$ -	\$ -	\$ -
Section 5310 (ADOT Pass-Thru)	\$ 44,019	\$ 32,000	\$ (12,019)
County Taxi Voucher			
City	\$ -	\$ 25,843	\$ 25,843
County	\$ 20,000	\$ 20,000	\$ -
Section 5310 (ADOT Pass-Thru)	\$ 45,843	\$ 20,000	\$ (25,843)
Other	\$ 25,843	\$ 25,843	\$ -
ADA Plus			
City	\$ 100,000	\$ 50,000	\$ (50,000)
County	\$ -	\$ -	\$ -
Section 5310 (ADOT Pass-Thru)	\$ -	\$ 50,000	\$ 50,000
Total Impact of Grants			
City	\$ 165,161	\$ 153,931	\$ (11,230)
County	\$ 20,000	\$ 20,000	\$ -
Section 5310 (ADOT Pass-Thru)	\$ 174,422	\$ 192,000	\$ 17,578
Other	\$ 25,843	\$ 25,843	\$ -

As a result of the ADA Plus program award that was 100% unbudgeted, we have the opportunity to reallocate local funds to shore up programs that were budgeted to be full funded through federal award and ensure all programs described are provided while decreasing the required local match from the City of Flagstaff by \$11,230.

Through this reallocation, with no additional requests to our partners, NAIPTA is able to maintain the level of service that was committed to for FY2017. Staff has considered alternatives to reallocation, however this results in the rationing of programs and reduction in service as happened with Coconino County Taxi Voucher Program in 2015.

Staff is cognizant that this reallocation process shines a light on an underlying instability in the way in which these programs are structured. Staff is researching ways to improve both the ADOT grant request and the internal budget process to resolve these issues, including the possibility of major programmatic modifications. Recommendations for the FY2018 grant application and budget will be brought forth in the coming months.



Getting you where you want to go

