



**Northern Arizona Intergovernmental Public Transportation Authority**

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

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

Wednesday, February 15, 2017  
10:00am  
NAIPTA VERA Room  
3773 N. Kaspar Dr.  
Flagstaff, AZ 86004

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

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

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

The agenda for the meeting is as follows: -pages 1-3

- 1. CALL TO ORDER
- 2. ROLL CALL AND INTRODUCTIONS
- 3. APPROVAL OF MEETING MINUTES: 1/18/17 -pages 4-12



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## 4. CALL TO THE PUBLIC

The public is invited to speak on any item or any area of concern that is within the jurisdiction of the NAIPTA Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting law from discussing, considering or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a five-minute presentation.

## 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. ADOPT FY2018 MEETING CALENDAR -pages 13-14  
-Rhonda Cashman, Clerk of the Board  
Staff recommends the Board of Directors adopt the FY2018 meeting dates.

## DISCUSSION / ACTION ITEMS:

- 6. COCONINO COUNTY TAXI VOUCHERS: ROLE AND SERVICE LEVELS – WORK SESSION -pages 15-17  
-Kate Morley, Mobility Planner  
None. Staff is seeking direction from the Board regarding what NAIPTA’s role outside of the NAIPTA boundary is, what service level should be provided, by who, and what method of service delivery.
- 7. ANNUAL STRATEGIC WORKPLAN – CONDENSED -pages 18-23  
-Jeff Meilbeck, CEO and General Manager  
Staff recommends the Board of Directors adopt a condensed version of the annual Strategic Workplan.
- 8. CHIEF EXECUTIVE OFFICER (CEO) EVALUATION PROCEDURE  
-Veronica Hipolito, NAIPTA Board Secretary -pages 24-32  
Recommend the Board of Directors adopt a CEO evaluation procedure.



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**PROGRESS REPORTS:**

9. 5 YEAR PLAN UPDATE  
-Erika Mazza, Deputy General Manager
  
10. SUMMARY OF CURRENT EVENTS  
-Jeff Meilbeck, CEO and General Manager
  - Snow Event

**ITEMS FROM COMMITTEE AND STAFF:**

11. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS  
The next Board meeting will be on Wednesday, March 15, 2017 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. March agenda items will include but not be limited to the Financial Audit, Budget Message, 5310 Grant Application, Taxi Voucher Program Changes Employee Satisfaction Survey and an Executive Session for the CEO Evaluation. The March 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.
  
12. ADJOURNMENT



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**Board of Directors Minutes for Wednesday, January 18, 2017**

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, January 18, 2017 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 (by phone) joined at approximately 10:06am;

Scott Overton (Vice Chair), City Council, City of Flagstaff (acting Chair of this meeting);

Eva Putzova, City Council, City of Flagstaff (by phone);

Rich Payne, Director of Residence Life, NAU;

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;

Matt Ryan, Board of Supervisors, Coconino County, alternate;

Colleen Smith, President, CCC

***NAIPTA STAFF IN ATTENDANCE:***

Jeff Meilbeck, CEO and General Manager;

Erika Mazza, Deputy General Manager;

Jim Wagner, Operations Director;

Jacki Lenners, Marketing Manager;

Jon Matthies, IT Manager;

Kate Morley, Mobility Planner;

Rhonda Cashman, Clerk of the Board;

Fredda Bisman, NAIPTA Attorney (by WebEx)



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### GUESTS PRESENT:

Celia Barotz, City Council, City of Flagstaff, Outgoing Board Member, left at approximately 10:10am;

Josh Copley, City Manager, City of Flagstaff, left at approximately 11:08am;

Karl Eberhard, Interim Parking Manager, City of Flagstaff;

Kendra Edens, Williams Taxi, Coconino County Resident, left at approximately 10:46am;

Shari Peralta, Coconino County Resident, left at approximately 10:46am;

Howadette Violissi, Coconino County Resident, left at approximately 10:46am;

Vince Soqui, Coconino County Resident, left at approximately 10:46am;

Jessica Zachary, Coconino County Public Fiduciary, left at approximately 10:46am;

Joyce R. Browning, Coconino County Citizen Advisory Board, left at approximately 10:46am;

Jim Sedillo, Coconino County Advocates for Human Services, left at approximately 10:46am;

Dorothy Staskey - left at approximately 10:46am

1. CALL TO ORDER -Vice Chair Overton called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. APPROVAL OF MINUTES
  - a. Meeting Minutes 11/16/2016
  - b. Advance Minutes 12/1/2016

Secretary Hipolito moved to approve both the meeting minutes from November 16, 2016 and the Advance minutes from December 1, 2016. Director Payne seconded. There was no discussion. All approved, none opposed. Motion carried.

The Board went back to this item a little later when Chair Babbott joined the meeting by phone. He requested an amendment to the November 16, 2016 minutes. He asked for item #12 related to Mobility Management to reflect that Uber is in Flagstaff. Director Payne moved to amend the minutes as requested and Secretary Hipolito seconded. There was no further discussion. All approved, none opposed. Motion carried.

### 4. CALL TO THE PUBLIC

Vice Chair Overton explained that the City Council recently made changes to their organizational assignments. Councilor Barotz is no longer on the Board. He thanked her for her service and welcomed Councilor Putzova to the Board. Mr. Meilbeck offered a sincere thank you to Councilor Barotz for her service on the NAIPTA Board. Councilor Barotz said she was really sad to be leaving and thanked staff, as well as our attorney. She mentioned how sensitive we are to people and how much we care at NAIPTA. She said she was proud to be a part of our organization and found the Board to be very effective. Now she moves over to the FMPO in this very important time to address congestion.



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**CONSENT ITEMS:**

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**5. APPROVE 5-YEAR EXTENSION OF THE LEASE AGREEMENT WITH THE CITY OF FLAGSTAFF**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the 5-year extension of the Lease Agreement with the City of Flagstaff for the NAIPTA's Comfort Station/Breakroom located near the Downtown Connection Center on Phoenix Ave for a cost not to exceed \$1.00 per year.

**6. APPROVE FOURTH AMENDMENT TO TRANSITFARE AND SYSTEMS LTD CONTRACT**

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors approve the Fourth Amendment to TransitFare and Systems Ltd contract for system upgrades and additional contract capacity for system customization in FY2017, in the amount not to exceed \$56,025.

Director Payne moved to approve items 5 and 6 under the consent agenda. Director Babbott seconded. All approved, none opposed. Motion carried.

**DISCUSSION / ACTION ITEMS:**

**7. PUBLIC HEARING AND COMMENT – COUNTY TAXI VOUCHER PROGRAM**

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors consider changes to the County Taxi Voucher Program and open a public comment period to conclude April 15, 2017.

Mr. Meilbeck introduced this item and noted the public comment period will be open for 90 days. He referred the Board to the updated staff report handout. In November NAIPTA staff realized there would not be enough funds to meet the increased demand in this program and it has increased even since then. We need to find a way to manage the demand. Options were reviewed. In the short term, we need to get through FY2017. The program is not sustainable long term. There will be a work session one month from today to review ways to solve mobility issues. We will work with the public. There was a brief discussion about the shortfall of funds. Vice Chair Overton moved to open the Public Hearing and open the Public Comment Period until April 15th. Secretary Hipolito seconded. All approved, none opposed. Motion carried. The Public Hearing and 90-day Public Comment Period began at approximately



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10:25am. Several members of the public were in attendance and wished to address the Board.

Ms. Howadette Violissi of Coconino County stated she has been using the Taxi Voucher Program for a number of years. It is nice not to be housebound. She feels sorry for those without access. She would be devastated without it.

Ms. Shari Peralta said she is a disability advocate and she's fighting for the rights of the disabled. The Taxi Voucher Program is very helpful and the drivers offer assistance. She will fight to keep it for Kachina residents. She recommended finding additional funding. Support services organizations may be able to help with funding. This program is an absolute must have service. Perhaps Williams can kick in some funds.

Ms. Kendra Edens of Coconino County is the owner of Williams Taxi. She stated most of her points were already mentioned. She asked what the fiscal year is for the program. Mr. Meilbeck replied it is a combination of the NAIPTA fiscal year, July 1-June 30 and the Federal fiscal year, October 1-September 30. Ms. Edens said her company takes a hit because they accept the value of the voucher, even though the contract allows for them to charge the customer the difference. She asked that we let her know what we need and she will try to help with the City of Williams.

Ms. Joyce R. Browning of Coconino County said she is concerned for people trying to cross High Country Trail if there is no door to door service. There is no place to pick up people along the street. A positive solution is needed so people won't endanger their lives.

Mr. Vince Soqui of Coconino County stated he is a disabled fire fighter and emergency medical technician (EMT). He takes medication for nerve pain. He needs treatments. This service is greatly needed.

Vice Chair Overton recommended members of the public provide information to the Clerk, if they wish to be kept informed. Chair Babbott commented that the Board has a path forward and will explore options. We need to take our time and think outside the norm. We need to find the most effective way to deliver service. He recommended Williams be at the table and other jurisdictions. Vice Chair Overton stated we hope to have something more to share in 90 days. The public hearing was concluded at approximately 10:46am and the members of the public left the meeting.

Vice Chair Overton changed the order of the agenda.

8. TRANSPORTATION PLANNING AND FUNDING UPDATE

-Jeff Meilbeck, CEO and General Manager

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



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Mr. Meilbeck stated he was expecting City Manager Copley to join us. He has been on the phone. City Manager Copley stated transportation and infrastructure will be high on the Council's goals for the next two years. Infusion of capital dollars will be needed. The roll out of the Regional Transportation (RTP) and public outreach efforts are coming soon. There is the potential of going to the voters in November 2018 for a Transportation Tax Renewal. It will need Council's vote. Council and the public will need to know where those funds plan to go. A Citizen's Advisory Committee will be formed and they will use the goals and the RTP to provide feedback to the Council. He would be happy to hear any comments. Vice Chair Overton stated NAIPTA will need to weigh in. City Manager Copley said we should be pretty well situated, but this will be heavy lifting for our community. There were no other comments or questions.

### **9. STRATEGIC POLICY AND ANNUAL STRATEGIC WORKPLAN**

-Jeff Meilbeck, CEO and General Manager

Staff recommends the Board of Directors consider, revise and adopt an annual Strategic Workplan.

The draft workplan was pulled up on the screen and Mr. Meilbeck reviewed it item by item with the Board. Director Putzova asked Mr. Meilbeck to speak to NAIPTA's role in regional service. She recommended prioritizing, but she needs some context. Mr. Meilbeck stated NAIPTA has some history in Yavapai County with Cottonwood Area Transit (CAT) and Verde Lynx, the commuter service between Sedona and Cottonwood. The recession hit and they decided to leave NAIPTA. Now service in Winslow is being considered, but there are lots of questions like, who pays for it. There may be shared benefits for different member agencies. Director Putzova suggested being prepared if the economy should change and recommended spelling everything out up front. There was no further discussion. Secretary Hipolito moved to approve the strategic workplan as presented. Director Payne seconded. All approved, none opposed. Motion carried.

### **10. ADVERTISING POLICY**

-Jacki Lenners, Marketing Manager

Staff recommends the Board of Directors make no changes to the advertising policy and program for FY2018.

Ms. Lenners reviewed a PowerPoint presentation with the Board. Side of the bus advertising was added a few years ago, and it is moderately successful. The back of the bus advertising has a waiting list. It is the only outdoor advertising in town. We had one response to our Request for Proposal (RFP). We will allow that agency to sell what is not already sold and split the profit 50/50. We have been using the space to promote our programs as well. Other options for advertising could include full wraps, etc. Mr. Meilbeck commended Ms. Lenners. Our advertising revenues are in line with other transit systems in the country. It seems we have the right balance, but the Board may consider changes at any time.



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11. NAIPTA'S 2017 5-YEAR TRANSIT PLAN OVERVIEW

-Erika Mazza, Deputy General Manager

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

Ms. Mazza reported an RFP was done and Jarrett Walker and Associates were awarded the contract due to the tools and tactics they proposed. A Core Design Advance and debriefings will be held on January 30 and 31. What suits Flagstaff best will be determined. She reviewed the updated timeline overview put on screen. She explained it may vary some on the timing to reach students for public engagement. Technicians are invited to the Advance, but all are welcome at the debriefings.

Vice Chair Overton changed the order of the agenda.

12. COCONINO COUNTY COMMUNITY COLLEGE PILOT PASS PROGRAM

-Jacki Lenners, Marketing Manager

Staff recommends the Board of Directors approve the continuation of the CCC Pilot Pass Program at the current level through FY2018.

Ms. Lenners explained we just finished the first semester of the pilot pass program. We entered into an agreement with CCC last summer to offer this program to all CCC students, faculty and staff. There is a one page overview in the packet. CCC did a phenomenal job on marketing the program. The program period under review is August 15-December 16, 2016. Charts and data are reviewed. CCC passes were used over 25,000 times, 724 passes were used and 687 were student passes. All routes were used. There were 159 unique stops used. Routes 4 (gold) and 14 (brown) run near the Lone Tree Campus. Routes 2 (blue) and 7 (purple) run near the Fourth Street Campus. There was a 39 percent increase in use of the Lone Tree stops and 94 percent of the stops usage was on weekdays. Students are using the passes to get to school. Ms. Becker, our Transit Planner, found approximately 53 students to be actively using transit. This has not solved the parking problem, but it has helped. CCC moved some of their Fourth Street classes to the Lone Tree Campus, so there wasn't a lot we could do about that. The program has been very well received by the students. Some financial information was provided. CCC is paying \$10,000 for the pilot program. Single use day passes at the current rate would cost close to \$17000 and if CCC would have purchased our College passes and they were used twice weekly it would cost close to \$20,000. This program is a great deal for both of us. A CCC parking pass is \$53 for the year right now. There are big picture questions for CCC to address. Budget meetings are happening now. We need more data. Therefore, the recommendation is to continue the current program for another year. Some cost considerations for the future are: shared cost, pay per ride at a discounted rate or a universal pass. The Board was pleased overall with the early success of the program. Secretary Hipolito has heard the program is helpful. CCC staff will survey users this spring to get an understanding of the impact. The budget process is challenging. They will need to figure out sustainability. Vice Chair Overton moved to continue the



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program without changes for another year as presented. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

### **13. PARKFLAG PILOT PASS PROGRAM**

-Erika Mazza, Deputy General Manager

Staff recommends the Board of Directors approve a Pilot Pass Program with ParkFlag, allowing ParkFlag to purchase ecoPasses for individual employees within the Downtown Parking District for a one-year trial period.

Ms. Mazza reported the downtown parking program will be implemented soon and there is concern and consideration for those who may not be able to afford the parking pass. The ecoPass program is offered to employers to purchase bus passes at a discount for their employees to have unlimited use of the Mountain Line system. Mr. Eberhard went to her and Ms. Lenner and they decided to look at the possibilities from a ParkFlag perspective. If the Board approves, the pilot pass program will be in effect for one year. It will be similar to the CCC pilot pass program. Ms. Mazza introduced Karl Eberhard, Interim Parking Manager for the City of Flagstaff. ParkFlag will pay for 100 ecoPasses to start. These will be offered to small employers. Mr. Eberhard said NAIPTA has played an integral part in this program. For ParkFlag, the bus passes will help reduce the demand on parking spaces; however, the long-term goal is to build parking to benefit all. NAIPTA will benefit with increased ridership. He hopes they get a lot more than 100 users of this pilot pass program. Vice Chair Overton stated this seems to be a natural fit. People may rethink their options and choose not to drive their car downtown every day. Glad alternatives are being offered proactively. He hopes there will be lots of requests for the pilot pass program. Director Payne reported that as a long-standing citizen, he knows the struggles the City has had with parking. He is excited about the efforts and direction City Council is taking. He recognized Mr. Eberhard's efforts. He said he felt they are implementing many of the best practices as seen in other cities. And as we become more comfortable with transit, it will be a big solution to our problem. The Board was overall supportive of this program. Vice Chair Overton moved to approve the ParkFlag Pilot Pass Program. Chair Babbott seconded. All approved, none opposed. Motion carried.

### **14. TAC APPOINTMENTS**

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors consider appointing a Business or Economic Development representative to the TAC and urge each designee or governing body to appoint an alternate member to the TAC, if it has not already been done, per the Rules of Procedure.

Ms. Cashman noted the two candidates for which the Board may appoint a TAC Business or Economic Development Member were included in the packet for their review. There were no comments or questions from the Board, so Vice Chair Overton asked Mr. Meilbeck if he had a recommendation. Mr. Meilbeck recommended consistency. Vice Chair Overton moved to appoint T. Paul Thomas with Northern



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Arizona Leadership Alliance to the NAIPTA TAC. Secretary Hipolito seconded. All approved, none opposed. Motion carried.

### **15. MEETING CALENDAR REVIEW**

-Rhonda Cashman, Clerk of the Board

Staff recommends the Board of Directors review and provide direction regarding the FY2017 and FY2018 meeting dates.

Vice Chair Overton stated the City of Flagstaff has budget hearings on February 15 and 16, so he may not be available for the next meeting. He requested any conflicts with more immediate upcoming meetings be sent to Ms. Cashman, especially for February, March and summer recess.

### **PROGRESS REPORTS:**

### **16. WINSLOW TRANSIT PLAN**

-Kate Morley, Mobility Planner

Ms. Morley reported NAIPTA and Winslow staff will be meeting in Winslow tomorrow to kick off the transit plan. She confirmed the grant is only for planning. There is no agreement to provide service or vehicles at this point.

### **17. SUMMARY OF CURRENT EVENTS**

-Jeff Meilbeck, CEO and General Manager

- **Mountain Express Ridership**

Mr. Meilbeck said service is going very well. Ms. Mazza stated last year in 17 days of service there were 4600 total passengers, which may have been a bit overinflated. About halfway through the season staff discovered the Automatic People Counters (APCs) were counting some bags and skis. This year our operators are taking manual counts. In 13 days, we have had 4372 riders. The service was expanded to Friday afternoons. Saturday and Sunday service has been robust.

- **New Year's Eve Ridership**

Mr. Meilbeck reported this service has been very popular. Ms. Lenner stated the service between 5pm – 1:30am had approximately 1700 riders. Ms. Mazza said that is approximately 500 more riders this year and the riders were from all over.

- **Community Transportation Association of America (CTAA) Policy Committee**

Mr. Meilbeck stated he is on the CTAA Board and he Chairs the Policy Committee. They are looking at new regulations and funding. He will be going to Washington, DC in March. Vice Chair Overton commented that the City will also be sending representatives to Washington, DC in March.



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**ITEMS FROM COMMITTEE AND STAFF:**

**18. SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS**

The next Board meeting will be on Wednesday, February 15, 2016 and it will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. February agenda items will include but not be limited to the HIPPA Plan, Financial Audit, Public Hearing - County Taxi Voucher Program, Passenger Fares, Quarterly Performance Report and Review Performance Measures. The February agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting, and should be consulted for a list of items that will come before the Board.

**19. ADJOURNMENT -Chair Babbott adjourned the meeting at 11:58pm.**

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Art Babbott, Chair NAIPTA Board of Directors

ATTEST:

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Rhonda Cashman, Clerk of the Board



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**DATE PREPARED:** February 2, 2017  
**MEETING DATE:** February 15, 2017  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Rhonda Cashman, Clerk of the Board  
**SUBJECT:** Adopt FY2018 Meeting Calendar

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt the FY2018 meeting dates.

**BACKGROUND:**

Pursuant to Board practice, staff offers a calendar review each year in January and June. This allows all Board, TAC and staff members to plan and have the meetings marked on their calendars. These dates and times are open to discussion and modification.

The Coconino County Board of Supervisors will be on summer recess June 28<sup>th</sup> through August 5<sup>th</sup>. The Flagstaff City Council will tentatively be on summer recess July 6<sup>th</sup> through August 14<sup>th</sup>. NAU and CCC Fall Semester classes will begin on August 28<sup>th</sup>. The proposed meeting dates list support a July recess based on Board member recesses for their respective agencies.

**TAC DISCUSSION:**

The TAC was supportive of these dates.

**FISCAL IMPACT:**

The Board and TAC meeting schedule has no fiscal impact.

**SUBMITTED BY:**

**APPROVED BY:**

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

\_\_\_\_\_  
Jeff Meilbeck  
CEO and General Manager

**ATTACHMENTS:**

1. FY2018 Meeting Calendar-July Recess -page 14



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# NAIPTA FY2018 REGULAR MEETINGS

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

Date	Meeting	Location	Time
7/2017	Recess	-----	-----
8/3/2017	TAC	WEB EX NAIPTA Based	10am
8/16/2017	BOD	WEB EX NAIPTA Based	10am
9/7/2017	TAC	WEB EX NAIPTA Based	10am
9/20/2017	BOD	WEB EX NAIPTA Based	10am
10/5/2017	TAC	WEB EX NAIPTA Based	10am
10/18/2017	BOD	WEB EX NAIPTA Based	10am
11/2/2017	TAC	WEB EX NAIPTA Based	10am
11/15/2017	BOD	WEB EX NAIPTA Based	10am
12/7/2017	BOD/TAC Advance	Flagstaff	8am-5pm (TBD)
1/4/2018	TAC	WEB EX NAIPTA Based	10am
1/17/2018	BOD	WEB EX NAIPTA Based	10am
2/1/2018	TAC	WEB EX NAIPTA Based	10am
2/21/2018	BOD	WEB EX NAIPTA Based	10am
3/1/2018	TAC	WEB EX NAIPTA Based	10am
3/21/2018	BOD	WEB EX NAIPTA Based	10am
4/5/2018	TAC	WEB EX NAIPTA Based	10am
4/18/2018	BOD	WEB EX NAIPTA Based	10am
5/3/2018	TAC	WEB EX NAIPTA Based	10am
5/16/2018	TAC/BOD Joint Meeting	Flagstaff	10am-2pm (TBD)
6/7/2018	TAC	WEB EX NAIPTA Based	10am
6/20/2018	BOD	WEB EX NAIPTA Based	10am



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**DATE PREPARED:** February 2, 2017  
**DATE:** February 15, 2017  
**TO:** Honorable Chairman and Members of the NAIPTA Board  
**FROM:** Kate Morley, Mobility Planner  
**SUBJECT:** Coconino County Taxi Vouchers: Role and Service Levels - Work Session

### RECOMMENDATION:

**None.** Staff is seeking direction from the Board regarding what NAIPTA's role outside of the NAIPTA boundary is, what service level should be provided, by who, and what method of service delivery.

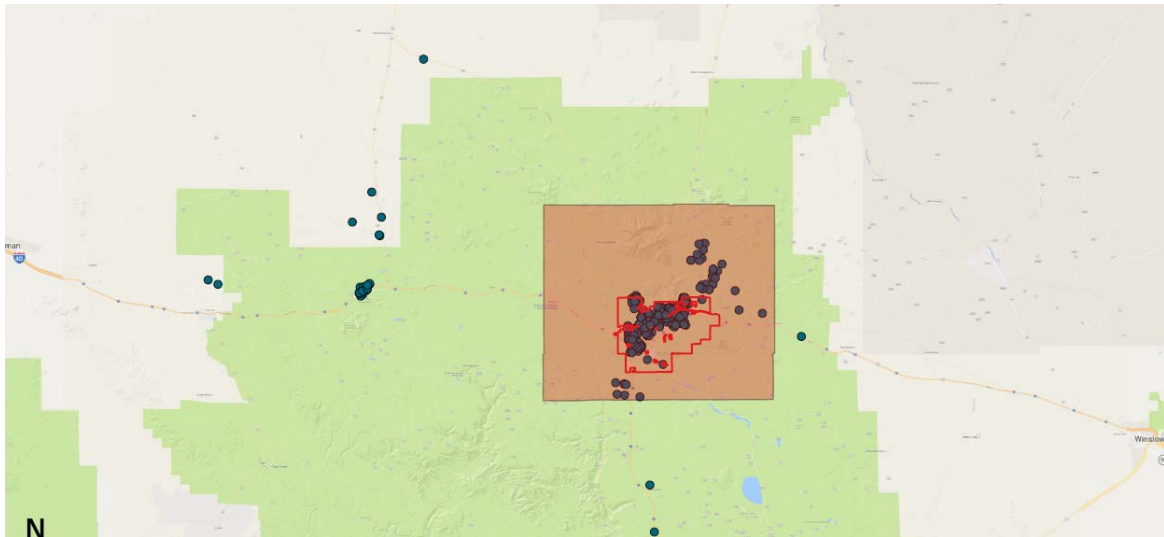
### RELATED STRATEGIC WORKPLAN OBJECTIVE

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

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

### BACKGROUND:

In 2011, the County Taxi Voucher program was established using Section 5310 funds awarded by ADOT, providing 12 trips per month to County residents. In 2015, demand for the program rose unexpectedly and the program was cut to six trips per month for six months before funding could be reestablished. Program activity for FY2017 is again expected to exceed available revenue for the program. In order to help staff identify appropriate actions, policy direction regarding what NAIPTA's role outside of the NAIPTA boundary and what level of service should be provided there is needed.



NAIPTA boundary in orange. Blue dots indicate addressed of County Taxi voucher users. 64% of all County Taxi Voucher trips have an origin or destination in the City of Flagstaff.



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NAIPTA's boundary is established by the Master IGA and reaches from Doney Park to Kachina Village and Bellemont to Winona. The IGA allows the Board to change the boundary as deemed fit by its member agencies. The Master IGA also states that the direct cost of a program is the responsibility of each member agency while administrative costs are shared between members.

## County Taxi Voucher Budget

Expenses	FY2014-Actual	FY2015-Actual	FY2016-Actual	FY2017-Revised Budget	FY2017 Projected
Indirect S&B	\$8,014	\$4,755	\$6,585	\$6,781	\$6,781
Direct S&B	\$929	\$842	\$20,882	\$19,905	\$19,905
Taxi Provider	\$26,894	\$28,971	\$51,927	\$65,000	\$73,584
Other	-	\$578	\$19	-	-
<b>Total</b>	<b>\$35,837</b>	<b>\$35,146</b>	<b>\$79,413</b>	<b>\$91,686</b>	<b>\$100,270</b>
<b>Revenues</b>					
Coconino County	\$15,028	\$15,028	\$15,028	\$20,000	\$20,000
Section 5310 and 5317 in FY2014	\$17,917	\$18,152	\$16,925	\$20,000	\$20,000
City of Flagstaff	\$2,889	\$1,898	\$47,460	\$25,843	\$25,843
Other	-	-	-	\$25,843	\$34,427
<b>Total</b>	<b>\$35,834</b>	<b>\$35,078</b>	<b>\$79,413</b>	<b>\$91,686</b>	<b>\$100,270</b>

The main issue driving the County Taxi Voucher budget shortfall is that there is a public need for transportation services in outlying areas and that the demand outstrips the available supply. Complicating the ability to provide service is a lack of sustainable funding and questions about cost allocation to NAIPTA's member agencies. All of these issues come back to the key question: how this agency can/ should help meet the mobility needs of the public?

The issue of high demand and coupled with insufficient levels of funding for transportation services in rural areas is not unique to Coconino County. There are a variety of ways governmental agencies across the country are working to meet the need. Options for providing service include: fixed route, paratransit, taxi vouchers, shared economy partnerships with transportation network companies (Uber/ Lift, etc.), ridesharing websites (Craigslist/ Zimride) and regional coordination amongst transportation agencies, human service agencies and volunteers.

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There are also a variety of models for who is responsible for providing service. In some cases, a transit authority is responsible, however, just as common are other providers. These include: human service agencies, COGs or MPOs, County's, medical insurance providers (non-emergency medical transport vehicles) or non-profit organizations.

**Policy Questions**

As demonstrated, there a variety of ways that different types of transit service can be provided in rural areas with an equal number of models for ownership of those services. Key policy question for the NAIPTA Board of Directors are; "What is NAIPTA's role outside of the NAIPTA boundary?"

**TAC DISCUSSION:**

The TAC provided feedback on the presentation and suggested limiting the scope of the discussion to the main question about NAIPTA's role outside of the NAIPTA boundary.

**ALTERNATIVES:**

**FISCAL IMPACT:**

None at this time.

**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Kate Morley  
Mobility Planner

\_\_\_\_\_  
Jeff Meilbeck  
CEO and General Manager

**ATTACHMENTS:**

None.



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**DATE PREPARED:** February 3, 2017

**MEETING DATE:** February 15, 2017

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

**FROM:** Jeff Meilbeck, CEO and General Manager

**SUBJECT:** Annual Strategic Workplan - Condensed

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt a condensed version of the annual Strategic Workplan.

**BACKGROUND:**

The Board adopted an 18 month strategic work plan on January 18, 2017. Staff have edited the essence of the workplan down to a more concise version in an effort to make it more readable to all staff and the general public. Adopting a condensed version is optional, but makes clear that the intent of the Board was captured correctly.

Original, condensed clean and condensed red line versions of the work plan are attached so the reader can track the changes.

**TAC RECOMMENDATION:**

The TAC encouraged staff to explain how the work plan was condensed from eleven bullets to nine. This was accomplished by combining item number #8, the Universal Access Pass program, into item # 6, Coordination with NAU. I also eliminated item # 11, public interest in the BRT plan, since it is adequately covered in item #1, the 5 Year Plan.

**FISCAL IMPACT:**

Adopting a Strategic Workplan has no immediate costs, but implementation of the respective projects will have financial impacts. However, the details of those impacts will be explored further on a case by case basis prior to implementation of any particular project. In other words, it can be assumed that all goals and objectives within the Strategic Workplan will be brought forth in a manner that fully explores the financial impacts prior to implementation.

**SUBMITTED BY:**

---

Jeff Meilbeck  
CEO and General Manager

**ATTACHMENTS:**

- 1) Strategic Workplan – Original Adopted -pages 19-20
- 2) Strategic Workplan – Condensed Clean -page 21
- 3) Strategic Workplan – Condensed Redline -pages 22-23



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# ORIGINAL

## 18 Month Strategic Work plan – DRAFT January 2017 - June 2018

Guiding Principles: Consider adding “View risks as opportunities”

Measurable Objectives:

Continue to provide excellent fixed route transit service as measured by customer satisfaction, employee satisfaction, ridership results, financial performance, and safety record throughout the 18 month period.

1. Do a comprehensive update of Flagstaff’s 5 year transit plan that has the following qualities and deliverables by December 2017:
  - a. Take a zero based approach to Mountain Line route and service design
  - b. Orchestrate robust public engagement to obtain qualitative, and statistically valid quantitative, feedback.
  - c. Focus on desired results and then evaluate tools for achieving those results using performance based analysis. This work includes questioning all assumptions related to Bus Rapid Transit (BRT).
  - d. Complete a value proposition of at least 2 two service models, i.e BRT or improved service delivery.
2. Explore regional services and partnerships, including completion of the Winslow Transit Plan, by June 2018.
3. Clarify NAIPTA’s intentions for transit service outside the City of Flagstaff by developing a policy for how we will evaluate and prioritize regional service requests by December 2018.
4. **Defer** to the City of Flagstaff for leadership on the City’s pending 2018 Transportation Tax renewal as follows:
  - a. Provide routine education and outreach to City officials and the general public about the value of transit in meeting the community’s transportation goals.
  - b. Consider requests for more formal NAIPTA involvement with the full NAIPTA Board before committing to such involvement.
  - c. Evaluate the possibility of requesting additional sales tax revenue either as part of or in addition to Flagstaff’s pending 2018 transportation tax renewal by December 2017.
5. Provide recommendation to the Board on ways to close the “First mile, last mile” gap, i.e. how do passengers get to and from the bus stop to their final destination?
6. Explore ways to partner with NAU to increase coverage, frequency and bus capacity in a way that meets the needs of our shared customers while respecting the fiscal and management needs of each organization.
7. Establish a formal process for developer “buy in” to transit system improvements required or proposed to serve new developments.
8. **(Discuss universal access pass program and if it fits in NAIPTA’s 18 month work plan.)**
9. Establish a NAIPTA leadership succession plan by June 30, 2018
10. Update marketing plan and evaluate new ways to attract new riders on fixed route, scheduled services (other than Route 10) by March 2018

11. Examine the BRT plan to see if it resonates with public needs. Is this covered in 2 above?

## CONDENSED CLEAN

18 Month Strategic Work plan – DRAFT January 2017 - June 2018

Guiding Principles: Consider adding “View risks as opportunities”

### WORKPLAN MISSION

Continue to provide excellent fixed route transit service as measured by customer satisfaction, employee satisfaction, ridership results, financial performance, and safety record throughout the 18-month period.

### Measurable Objectives:

1. Do a comprehensive update of Flagstaff’s 5-year transit plan by December 2017:
  - a. Zero based approach to service design
  - b. Robust public engagement and statistically valid quantitative, feedback.
  - c. Focus on results and evaluate tools using performance based analysis.
  - d. Question all assumptions related to Bus Rapid Transit (BRT).
  - e. Compare at least 2 two service models, i.e. BRT and improved service delivery.
2. Explore regional services and partnerships, including completion of the Winslow Transit Plan, by June 2018.
3. Clarify NAIPTA’s intentions for transit service outside the City of Flagstaff by developing a policy for how we will evaluate and prioritize regional service requests by December 2018.
4. Defer to City leadership on City’s pending 2018 Transportation Tax renewal
  - a. Educate City officials and public about transit’s value.
  - b. Get NAIPTA Board approval before committing NAIPTA involvement.
  - c. Consider additional transit sales tax initiative by December 2017.
5. Provide recommendation to Board on ways to close “First mile, last mile” gap by June 2018.
6. Explore partnership opportunities with NAU on 5 Year Plan, fleet and operations while respecting the needs of each organization by June 2018.
7. Establish a formal process for developer “buy in” to transit system improvements required or proposed to serve new developments.
8. Establish a NAIPTA leadership succession plan by June 30, 2018.
9. Update marketing plan and evaluate new ways to attract student and non-student riders by March 2018.

## CONDENSED RED-LINE

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18 Month Strategic Work plan – DRAFT January 2017 - June 2018

Guiding Principles: Consider adding “View risks as opportunities”

### WORKPLAN MISSION

#### ~~Measurable Objectives:~~

Continue to provide excellent fixed route transit service as measured by customer satisfaction, employee satisfaction, ridership results, financial performance, and safety record throughout the 18 month period.

#### Measurable Objectives:

1. Do a comprehensive update of Flagstaff’s 5 year transit plan ~~that has the following qualities and deliverables by~~ by December 2017:
  - a. ~~Take a z~~Zero based approach to ~~Mountain Line route and~~ service design
  - b. ~~Orchestrate r~~Robust public engagement ~~\_to obtain qualitative,~~ and statistically valid quantitative, feedback.
  - c. ~~Focus on desired~~ results and ~~then~~ evaluate tools ~~for achieving those results~~ using performance based analysis.
  - d. ~~This work includes a~~Questioning all assumptions related to Bus Rapid Transit (BRT).  
e. ~~Complete a value proposition of at~~Compare at least 2 two service models, i.e BRT ~~and~~ improved service delivery.
2. Explore regional services and partnerships, including completion of the Winslow Transit Plan, by June 2018.
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4. ~~Defer to the City of Flagstaff for~~ leadership on ~~the~~ City’s pending 2018 Transportation Tax renewal ~~as follows:~~
  - a. ~~Provide routine education and outreach to~~Educate City officials and ~~the general~~ public about ~~transit’s value~~the value of transit in meeting the community’s transportation goals.
  - b. ~~Get NAIPTA Board approval before committing~~ Consider requests for more formal NAIPTA involvement ~~with the full NAIPTA Board before committing to such involvement.~~
  - c. ~~Evaluate the possibility of requesting~~Consider additional ~~transit~~ sales tax initiative revenue either as part of or in addition to Flagstaff’s pending 2018 transportation tax renewal by December 2017.
5. Provide recommendation to ~~the~~ Board on ways to close ~~the~~ “First mile, last mile” gap ~~by June 2018, i.e. how do passengers get to and from the bus stop to their final destination?.~~

6. ~~Explore ways to partnership opportunities with NAU on 5 Year Plan, fleet and operations to increase coverage, frequency and bus capacity in a way that meets the needs of our shared customers while respecting the fiscal and management needs of each organization by June 2018.~~ Explore ways to partnership opportunities with NAU on 5 Year Plan, fleet and operations to increase coverage, frequency and bus capacity in a way that meets the needs of our shared customers while respecting the fiscal and management needs of each organization by June 2018.
7. Establish a formal process for developer “buy in” to transit system improvements required or proposed to serve new developments.
8. ~~(Discuss universal access pass program and if it fits in NAIPTA’s 18 month work plan.)~~ Establish a NAIPTA leadership succession plan by June 30, 2018
9. ~~Establish a NAIPTA leadership succession plan by June 30, 2018~~ Establish a NAIPTA leadership succession plan by June 30, 2018
10. ~~Update marketing plan and evaluate new ways to attract new riders on fixed route, scheduled services (other than Route 10 student and non-student riders) by March 2018~~ Update marketing plan and evaluate new ways to attract new riders on fixed route, scheduled services (other than Route 10 student and non-student riders) by March 2018
11. ~~Examine the BRT plan to see if it resonates with public needs. Is this covered in 2 above?~~ Examine the BRT plan to see if it resonates with public needs. Is this covered in 2 above?

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**DATE PREPARED:** February 3, 2017  
**MEETING DATE:** February 15, 2017  
**TO:** Honorable Chairman and Members of the Board  
**FROM:** Veronica Hipolito, NAIPTA Board Secretary  
**SUBJECT:** CEO Evaluation Procedure

### **RECOMMENDATION:**

**Recommend the Board of Directors** adopt a CEO evaluation procedure.

### **BACKGROUND:**

A formalized process for evaluation of a CEO is a best practice for Board governed organizations. A CEO evaluation process provides consistency, clarity, documented feedback and specific direction from the governing board to the CEO. A process has been drafted and the Board is encouraged to discuss and adopt a CEO evaluation procedure.

A decision still needs to be made as to whether discussions about pay adjustments will be part of the review. Alternatives are provided that allow the Board to consider how and if discussions of pay will be included in the performance evaluation process.

### **TAC RECOMMENDATION:**

The TAC recommended that compensation and performance be reviewed at the same time.

### **ALTERNATIVES:**

- 1) Adopt a CEO evaluation process separate from pay adjustment discussions. This approach keeps focus on performance and separates performance from discussion of pay. This approach may simplify and compartmentalize the effort allowing the Board to deal with one issue at a time. However, this approach may increase the amount of Board time and meetings committed to the process.
- 2) Adopt a CEO Evaluation process and include pay adjustment discussions as part of process. This approach may streamline the process and make it faster, but it may also reduce the Board's focus on pay as separate from performance.
- 3) Do not adopt a CEO Evaluation process. This approach provides the Board with maximum flexibility at the expense of consistency and structure.

### **FISCAL IMPACT:**

\$1,000 is budgeted for the Board Chair to hire outside help for the collection and compilation of data.

### **SUBMITTED BY:**

\_\_\_\_\_  
Veronica Hipolito  
CCC Representative and Board Secretary

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### ATTACHMENTS:

- 1) CEO Evaluation Procedure -page 26
- 2) CEO Self - Evaluation Instrument -page 27
- 3) CEO Evaluation Instrument to be completed by Board -pages 28-29
- 4) CEO Goal Sheet -pages 30-32



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## **STANDARD OPERATING PROCEDURE NAIPTA CEO and GENERAL MANAGER PERFORMANCE EVALUATION**

### **Purpose:**

For performance management to be effective the Board Chair and the CEO/GM must discuss job performance and goals on an informal, regular basis with formal meetings bi-annually and written evaluations completed each year at the May Board meeting.

### **Responsibility:**

The Board Chair is responsible for distributing the performance evaluation tool to all Board members, compiling results and providing a summary report with recommendations to the full Board and the CEO/GM in a manner that meets the spirit of the process outlined below.

### **Process:**

1. The Board Chair shall provide evaluation forms to the entire Board of Directors in March.
2. The Board Chair shall allow the CEO/GM to complete a self-evaluation using the same form that Board Members use to evaluate the CEO/GM.
3. The Board Chair will compile results and develop recommendations (Annual Evaluation) for distribution to the full Board prior to the May Board meeting. The Annual Evaluation will include recommendations on any salary adjustments, corrective actions or changes to employee status.
4. The Board will consider and take action on the CEO Evaluation and pay adjustment at their May Board meeting. (Modified and moved from 9 to address compensation and improve flow)
5. The Board Chair may meet with the CEO/GM before, during or after the Annual Evaluation is presented to the full Board as appropriate to their management style and the situation.
6. The Board Chair will meet with the CEO/GM following the May Board meeting to discuss progress, review job standards and establish specific, measurable, achievable, realistic, time-constrained (SMART) goals for the next review period consistent with the conclusions of the May Board meeting.
7. The Board of Directors will approve the annual (SMART) Goals in July or August.
8. Goals must be applicable to one rating period, i.e. 6 months or one year. If a goal changes during the period, the Board Chair must note the change as soon as possible, provide a copy to the CEO/GM, and inform the full Board.
9. This process may be used at any time throughout the year as deemed appropriate by the Board if all steps are followed in essentially the same sequence.



## NAIPTA CEO/General Manager Self Evaluation Instrument

CEO Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Due Date: \_\_\_\_\_ Return To: Dknight@naipta.az.gov

Evaluation Period:

Directions: Complete each section by describing the performance of the CEO/General Manager of NAIPTA. Provide examples and score each item. Scale: 1 = Poor 7=Outstanding

### **Summary of Performance:**

I. Significant accomplishments of the CEO/General Manager of NAIPTA

II. Improvements where the CEO/General Manager of NAIPTA could be more effective

III. Significant accomplishments of NAIPTA as an organization

IV. Improvements where NAIPTA could improve as an organization

V. Overall Performance 1 2 3 4 5 6 7



## NAIPTA CEO/General Manager

### Evaluation instrument to be completed by Board members

CEO Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Due Date: \_\_\_\_\_ Return to: Dknight@naipta.az.gov

Evaluation Period:

**Rate the performance of the CEO/General Manager of NAIPTA. 1= Poor 7=Outstanding. Provide examples where possible. Rate "NA" if you are Not Aware.**

#### **I. Rate the CEO/General Manager as a leader of staff**

1. Recognizes significant individual and team contributions to the Board and community	1 2 3 4 5 6 7 NA
Examples/Comments:	
2. Fosters a professional work environment and relationships as evidenced by staff performance	1 2 3 4 5 6 7 NA
Examples/Comments:	

#### **II. Rate the CEO/General Manager as a visionary communicator:**

1. Coordinates and aligns resources with NAIPTA's 18-month strategic plan	1 2 3 4 5 6 7 NA
Examples/Comments:	
2. Interfaces with NAIPTA Board, TAC, City of Flagstaff Officials, and constituents	1 2 3 4 5 6 7 NA
Examples/Comments:	
3. Provides updates about NAIPTA progress to Board, TAC, City Officials, staff, and constituents	1 2 3 4 5 6 7 NA
Examples/Comments:	
4. Provides accurate and detailed written reports regarding NAIPTA's partnerships with organizations within Northern Arizona to the Board, TAC and constituents	1 2 3 4 5 6 7 NA
Examples/Comments:	

**III. Rate the CEO/General Manager as a manager of operations:**

1. Effectively coordinates with local, regional, state and federal agencies	1 2 3 4 5 6 7 NA
Examples/Comments:	
2. Demonstrates sound, independent judgment in problem analysis, crisis intervention, and implementing solutions	1 2 3 4 5 6 7 NA
Examples/Comments:	
3. Effectively develops and manages NAIPTA budget	1 2 3 4 5 6 7 NA
Examples/Comments:	
4. Develops and implements changes to remain competitive in public transportation	1 2 3 4 5 6 7 NA
Examples/Comments:	

**IV. Rate the CEO/General Manager as a public relations spokesperson and advocate:**

1. Positively represents NAIPTA to constituents, transportation agencies, TAC, and Board	1 2 3 4 5 6 7 NA
Examples/Comments:	
2. Develops and maintains effective working relationships with elected officials, NAIPTA Board, TAC, staff, transportation agencies, media, and general public	1 2 3 4 5 6 7 NA
Examples/Comments:	

## CEO/General Manager

### Goals Sheet January 2017-June 2018

<b>Measurable Objectives</b>	<b>Meeting Measurable Objectives during Evaluation Period</b>
<p>1. Do a comprehensive update of Flagstaff’s 5-year transit plan by December 2017:</p> <ul style="list-style-type: none"> <li>a. Zero based approach to service design</li> <li>b. Robust public engagement and statistically valid quantitative, feedback.</li> <li>c. Focus on results and evaluate tools using performance based analysis.</li> <li>d. Question all assumptions related to Bus Rapid Transit (BRT).</li> <li>e. Compare at least 2 two service models, i.e. BRT and improved service delivery.</li> </ul>	
<p>Comments:</p>	<p>1 2 3 4 5 NA</p>
<p>2. Explore regional services and partnerships, including completion of the Winslow Transit Plan, by June 2018.</p>	
<p>Comments:</p>	<p>1 2 3 4 5 NA</p>
<p>3. Clarify NAIPTA’s intentions for transit service outside the City of Flagstaff by developing a policy for how we will evaluate and prioritize regional service requests by December 2018.</p>	
<p>Comments:</p>	<p>1 2 3 4 5 NA</p>

<p>4. Defer to City leadership on City's pending 2018 Transportation Tax renewal</p> <ul style="list-style-type: none"> <li>a. Educate City officials and public about transit's value.</li> <li>b. Get NAIPTA Board approval before committing NAIPTA involvement.</li> <li>c. Consider additional transit sales tax initiative by December 2017.</li> </ul>	
<p>Comments:</p>	<p>1 2 3 4 5 NA</p>
<p>5. Provide recommendation to Board on ways to close "First mile, last mile" gap by June 2018.</p>	
<p>Comments:</p>	
<p>6. Explore partnership opportunities with NAU on 5 Year Plan, fleet and operations while respecting the needs of each organization by June 2018.</p>	
<p>Comments:</p>	<p>1 2 3 4 5 NA</p>
<p>7. Establish a formal process for developer "buy in" to transit system improvements required or proposed to serve new developments.</p>	
<p>Comments:</p>	<p>1 2 3 4 5 NA</p>
<p>8. Establish a NAIPTA leadership succession plan by June 30, 2018.</p>	
<p>Comments:</p>	<p>1 2 3 4 5 NA</p>

9. Update marketing plan and evaluate new ways to attract student and non-student riders by March 2018.	
Comments:	1 2 3 4 5 NA

**Rate the performance of the CEO/General Manager of NAIPTA.**

Provide a rating in each goal category based on the following Scale:

**1=Goal did not meet the Mission, Vision, and Guiding Principles.**

**2=Did not meet goal or budget for project.**

**3=Met the Goal within the Specified timeframe.**

**4=Met the Goal ahead of the Specified timeframe.**

**5=Met the Goal ahead of the Specified timeframe and Under budget.**

**NA= If you are "Not Aware."**