



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 (BOD) of the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) and to the general public that the Board will hold a meeting on:

Wednesday, May 15, 2019
10:00am

NAIPTA Training Room
3825 N. Kaspar Dr.
(Parking at 3773 N. Kaspar Dr.)
Flagstaff, AZ 86004

Unless otherwise noted, meetings held in the Conference Room are open to the public. Members of the Board of Directors are requested to attend in person. 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:

-pages1-4

1. CALL TO ORDER
2. WELCOME AND ROLL CALL
3. SAFETY BRIEFING



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- 4. APPROVAL OF BOARD MEETING MINUTES 4/17/2019 -pages 5-14
- 5. DISCUSS NAIPTA GOVERNANCE AND RULES OF ORDER
 -Heather Dalmolin, Administrative Director and Scott Holcomb, General Counsel,
 Dickinson Wright -pages 15-16
 The Board may provide direction, but there is no recommendation from staff at
 this time.

BOARD MEETING ACTION ITEMS

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. CONSIDER THE CITY OF FLAGSTAFF LICENSING AGREEMENT FOR THE DOWNTOWN CONNECTION CENTER -pages 17-27
 -Heather Dalmolin, Administrative Director
 Staff recommends the Board of Directors: 1) Approve the City of Flagstaff Licensing Agreement for the continued use of the transit improvements constructed in 2009 for the purpose of the Downtown Connection Center and 2) Authorize the CEO and General Manager to execute the Agreement.

DISCUSSION / ACTION ITEMS:

- 7. FY2020 ELECTION OF BOARD OFFICERS -pages 28-30
 -Rhonda Cashman, Executive Assistant and Clerk of the Board
 Staff recommends the Board of Directors elect officers for the FY2020 term.
- 8. CONSIDER A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF FLAGSTAFF FOR THE DOWNTOWN CONNECTION CENTER (DCC)
 -Kate Morley, Development Director -pages 31-32
 Staff recommends the Board of Directors authorize NAIPTA's CEO and General Manager to enter into a Memorandum of Understanding (MOU) with the City of Flagstaff for further exploration of a new Downtown Connection Center.

Conclusion of Board Action Items



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- 9. FY2020 PROPOSED BUDGET REVIEW -pages 33-45
-Heather Dalmolin, Administrative Director
This item is for discussion only. The Board of Directors may wish to provide staff direction on budget and budget items prior to presentation in June for adoption.

10. BREAK FOR LUNCH

- 11. UPDATE TO MOUNTAIN LINE'S STRATEGIC WORK PLAN: INTRODUCTION AND PROCESS -pages 46-47
-Erika Mazza, CEO and General Manager and Jarrett Ransom, The Rayvan Group
The Board may provide direction, but there is no recommendation from staff at this time.

PROGRESS REPORTS:

- 12. SUMMARY OF CURRENT EVENTS
-Erika Mazza, CEO and General Manager

EXECUTIVE SESSION (BOARD ONLY)

Executive sessions are closed to the public.

The Board will consider a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(1) and A.R.S. § 38-431.03(A)(4) for the following purpose:

- 1. CEO Performance Review and Benchmarks

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

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

- June/July/August Working Agenda -page 48
- Strategic Workplan -pages 49-50

The next TAC meeting will be June 6, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to FY2020 Budget Adoption, FY2020 TAC Officer Elections, FY2020 Calendar Review, Award 3rd Year Contract to AECOM, Approve Winslow Service Request,



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Consider Flagstaff Metropolitan Planning Organization Executive Board Membership (FMPO), FY2020 Grant Resolution, Downtown Connection Center (DCC) Update, Annual Contract Renewals for Fuel and General Liability Insurance, Line of Credit, Personnel Policy Manual Updates, Mountain Express Close Out/Survey Results, Never Rider Survey Results and an Update on Fare Strategies. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the TAC.

The next Board meeting will be June 19, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA VERA Conference Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to FY2020 Budget Adoption, FY2020 Calendar Review, Award 3rd Year Contract to AECOM, Approve Winslow Service Request, Consider Flagstaff Metropolitan Planning Organization Executive Board Membership (FMPO), FY2020 Grant Resolution, Downtown Connection Center (DCC) Update, Annual Contract Renewals for Fuel and General Liability Insurance, Line of Credit, Personnel Policy Manual Updates, Mountain Express Close Out/Survey Results, Never Rider Survey Results and an Update on Fare Strategies. The June agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the NAIPTA website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

13. ADJOURNMENT



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Board of Directors Minutes for Wednesday, April 17, 2019

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, April 17, 2019 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:

Jamie Whelan, (Vice Chair/Acting Chair) City Councilor, City of Flagstaff;
Jim McCarthy, City Councilor, City of Flagstaff;
Emily Allen, Assistant Vice President of Community Relations, NAU, alternate;
Steve Peru, Chief Development and Government Relations Officer, CCC, designee;
Art Babbott, Board of Supervisors, Coconino County, (WebEx), joined the meeting at approximately 10:48am;
Austin Aslan, City Councilor, City of Flagstaff, alternate, (WebEx);
Adam Shimoni, Vice Mayor, City of Flagstaff, alternate, (WebEx), joined the meeting at approximately 10:04am
**Three of our five Board member seats must be present to constitute a quorum.*
***The City of Flagstaff holds two seats.*

BOARD MEMBERS EXCUSED:

Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Colleen Smith, President, CCC

NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;
Heather Dalmolin, Administrative Director;
Kate Morley, Development Director;
Jacki Lenner, Marketing and Communications Manager;
Wade Forrest, Facilities Manager;
Jon Matthies, IT Manager;
Lauree Battice, Business Manager;





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Anne Dunno, Capital Project Manager;
Bizzy Collins, Transit Planner;
Estella Hollander, Mobility Planner;
Lisa Connor, Eligibility Specialist;
Rhonda Cashman, Executive Assistant and Clerk of the Board;
Scott Holcomb, NAIPTA Attorney, (WebEx), joined the meeting at approximately 10:03am

GUESTS PRESENT:

None.

1. CALL TO ORDER -Vice Chair Whelan called the meeting to order at 10:00am.
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY BRIEFING

Mr. Forrest reported on it being the time for spring cleaning. He recommended checking fire extinguishers. It is a good idea to have one in the kitchen and in the garage. He also suggested replacing batteries in smoke detectors and carbon monoxide detectors. He stated it is generally good to do this inspection on a reoccurring schedule.

Mr. Holcomb joined the meeting via WebEx at approximately 10:03am.

4. APPROVAL OF MINUTES 3/20/2019

Director McCarthy moved to approve the March 20, 2019 Board meeting minutes. Director Allen seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	

5. CALL TO THE PUBLIC

There were no members of the public present requesting to speak at this time.

Director Shimoni joined the meeting via WebEx at approximately 10:04am.

PROGRESS REPORTS:

6. UPDATE ON TRANSIT GUIDELINES
-Estella Hollander, Mobility Planner



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Ms. Hollander reviewed a PowerPoint presentation with the Board. She noted NAIPTA received a planning grant two years ago from the Arizona Department of Transportation (ADOT) for a first/last mile implementation plan. Transit guidelines are part of the scope of work. AECOM is working with NAIPTA staff on this project. The goal is to create an easy to use manual for developers. Guiding principles and the project progress were reviewed. City staff have been supportive and NAIPTA will ask for elements of the transit guidelines to be codified. The timeline of the project was reviewed. There was a question about development along transit. Ms. Hollander responded that yes, that is usually the case and it is helpful to have the Permanent Transit Network (PTN) in place. Ms. Mazza stated she and FTA have looked at before and after land use development patterns for Mountain Link and it is economically impressive. Our system has been one of five systems showcased to Congress. Staff was urged to remind current businesses along the routes, and at existing stops, of the positive aspects and benefits of transit.

7. FY2019 BUS STOP SHELTER REPLACEMENT

-Wade Forrest, Facilities Manager

Mr. Forrest shared a PowerPoint presentation with the Board. In FY2016, NAIPTA implemented a Bus Stop Amenity and Replacement Plan. This year we will complete our next phase priority one shelter replacements. The powder coating failed in the older shelters; and therefore, the new shelters have an industrial paint coating. The locations of the shelters being replaced this year were shown on a map. All the shelters being replaced were installed in either 2006 or 2007. There were questions about how the new shelters are holding up and how well they protect riders from the weather. Mr. Forrest stated they are holding up very well. They are a simpler design and less expensive. They protect riders from the rain and the sun. There was another question about installing real time arrival displays at every stop. Mr. Forrest explained this was tried with Mountain Link and due to our extreme temperatures, it was difficult to keep them working well. He thought NAIPTA may consider starting with displays at our connection centers and highest use stops at some point in the future.

8. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza provided the following updates:

She explained staff are trying a slide deck approach for presentations for the first time. She asked Board member to provide feedback. Several staff members attended the Arizona Transit Association (AzTA) Conference early last week. NAIPTA, Coconino County, Arizona Snowbowl and Flagstaff Unified School District (FUSD) won the Partnership of the Year Award for our Highway 180 partnership. A photo was shown on screen of Supervisor Babbott, Ms. Morley, Rob Linde from Arizona Snowbowl and





Ms. Mazza holding their awards. This was one of the best state conferences with informative sessions of interest to our staff members. She attended the American Public Transportation Association (APTA) CEO Seminar in Chicago later last week. She was asked to be on a panel with CEOs from LA Metro and Dallas. They were hosting a CEO branding discussion. She attended a very good labor relations session, mostly relating to mechanics and operators. She also attended sessions on Board Relations and Legislative Reauthorization.

There was a brief discussion about Ms. Mazza's CEO Memo. Board members confirmed they are reading it and find it helpful, but don't wish to make more work for her. Ms. Mazza mentioned wanting to have stronger communication with all staff, once email for all is initiated in the coming months. The Board determined they would be fine with being included on any communications she is sharing with employees as an all in one email on an as needed basis.

CONSENT ITEMS:

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9. REVIEW AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH NORTHERN ARIZONA UNIVERSITY (NAU) AND COCONINO COUNTY FOR SHARED USE AT FORT TUTHILL

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: Approve an intergovernmental agreement (IGA) by and between NAIPTA, Northern Arizona University (NAU) and Coconino County for shared use of Coconino County parking area at Fort Tuthill for Commercial Drivers' License (CDL) training and testing course.

Ms. Dalmolin explained NAIPTA has a current agreement with Coconino County. NAU is being added. The agreement does not change the use for us. The document approval process is still pending NAU legal review. The document moved from a Memorandum of Understanding (MOU) to an IGA. She needed to modify the recommendation to delegate finalizing legal language to our NAIPTA Attorney, if any changes are requested by NAU. The agreement would still be brought to the Board Chair for signature after legal approval of any changes. This has been done in the past. Director Peru moved to approve the IGA with the modified recommendation. Director McCarthy stated any changes should be non-substantive and he seconded the motion. There was no discussion. Mr. Holcomb recommended in the future the item be pulled from the consent agenda if there is any discussion required. It is okay this





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time, since there is only this item on the consent agenda. All approved, none opposed.
Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	

DISCUSSION / ACTION ITEMS:

10. REVIEW FY2020 BUDGET MESSAGE

-Erika Mazza, CEO and General Manager

The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Mazza reviewed a PowerPoint presentation with the Board. She provided a high-level overview of the sections of the budget: Operations, Capital and People. The budget process timeline was reviewed. With regard to operations, if NAIPTA is added to the Alliance IGA, there may be a benefit to buying bulk fuel through that partnership at a deeper discount. Revenue and expenses for operation of Mountain Express and Winslow may be added to the budget. Related to capital, there are some new and some carryover projects. Under people, in the budget, some of the expense represents wage increases per the approved Pay Plan. There is a Step Plan for operations staff, including the Operators, Coordinator, Supervisors and Trainers. All office staff falls under the Pay for Performance Plan. Staff is trying to keep the two in line. She explained, if an employee is not meeting standards and not getting a wage increase, then they will receive a plan for success. There was a question about turnover. Ms. Mazza noted staffing is doing well for now. There is focus on recruitment and retention. NAIPTA may need more operators if service is increased for Mountain Express, and potentially service added for Winslow. In general, it is expensive to train employees, so staff are making a strong effort to keep them. The Strategic Work Plan will be worked on more at the Advance in October, in time to start the next cycle of goal development and budget.

Director Babbott joined the meeting via WebEx at approximately 10:48am.

11. CONSIDER THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) AND NAIPTA COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN

-Estella Hollander, Mobility Planner

Staff recommends the Board of Directors adopt the FMPO & NAIPTA Coordinated Public Transit-Human Services Transportation Plan.

Ms. Hollander shared a PowerPoint presentation with the Board. She noted this plan is required for 5310 funding from ADOT and it must be updated annually. The



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Coordinated Mobility Council (CMC) is hosted by the FMPO and NAIPTA and includes representatives from other agencies and citizens as well. The CMC members also contributed to the plan. Gaps in service were identified in the following areas: Information, Temporal, Spatial, Infrastructure and Human Capital. Potential strategies to address these gaps were mentioned. The plan provides guidance on programs. The update this year was an overhaul of the entire plan. The FMPO Executive Board adopted the plan on April 3rd. There was a question about charging for trainings. Ms. Hollander stated that we do not charge. In fact, the state will likely be divided for the Southeastern Arizona Governments Organization (SEAGO) to do trainings for agencies in southern Arizona and NAIPTA to do the trainings in northern Arizona. Director Peru commented on the critical importance of transit to human service agencies; mutual awareness is key. Director Babbott noted the County plans to move some of its services to King Street for access to transit. Director McCarthy moved to approve the plan as presented. Director Allen seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

12. CONSIDER REQUEST FOR PROPOSAL (RFP) 2019-106 FOR JOB ORDER CONTRACTING SERVICES – HORIZONTAL CONSTRUCTION OF TRANSIT FACILITIES ASSOCIATED WITH BUS STOPS

-Anne Dunno, Capital Project Manager

Staff recommends the Board of Directors: Award RFP 2019-106 to Kinney Construction Services, Inc. (KCS) and SWP Contracting & Paving as follows; 1) Approve contracts for Job Order Contracting Services: Horizontal Construction of Transit Facilities Associated with Bus Stops; and 2) Authorize NAIPTA CEO & General Manager to execute the Job Orders in an amount not to exceed \$226,000.

Ms. Dunno reviewed a PowerPoint presentation with the Board. She stated she is asking for approval of the Job Order Contracts. She provided some background on this type of contract. They are small jobs and routine repairs. There were two responses to the RFP, so staff decided to award contracts to both. Staff will get proposals on all job orders from both and then choose the best value for NAIPTA. Director Peru moved to approve the contracts as presented. Director McCarthy seconded. All approved, none opposed. Motion carried.



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NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

13. CONSIDER THE CITY OF FLAGSTAFF LICENSING AGREEMENT FOR THE DOWNTOWN CONNECTION CENTER

-Heather Dalmolin, Administrative Director

Staff recommends the Board of Directors: 1) Approve the City of Flagstaff Licensing Agreement for the continued use of the transit improvements constructed in 2009 for the purpose of the Downtown Connection Center and 2) Authorize the CEO and General Manager to execute the Agreement.

Ms. Dalmolin stated she needs to change the recommendation for this item. The agencies are not in agreement yet, so it has been determined this item should be tabled and moved to a future meeting. NAIPTA will continue use of the Downtown Connection Center (DCC). Staff are trying to clean up the language that was left out of the IGA. There was a question as to if there would be changes from what is being done now. Ms. Dalmolin replied that space is needed for more buses and based on current practices, it was not captured correctly in the language of the agreement. Some details of NAIPTA's needs for additional parking were shared. Director Allen made a motion to move this item to a future agenda. Director McCarthy seconded. There was no further discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

14. CONSIDER PROCLAMATION FOR GET ON BOARD DAY

-Jacki Lenner, Marketing Manager

Staff recommends the Board of Directors: Read and Adopt the Get on Board Day Proclamation that complements the joint proclamation scheduled to be approved by the Flagstaff City Council and was approved by the Coconino County Board of Supervisors.

Ms. Lenner shared a PowerPoint presentation with the Board. She explained Get On Board Day is replacing Dump the Pump Day to celebrate public transit nationally. Mountain Line will be celebrating in Flagstaff. It will be a free fare day. At the DCC, from 7am-9am, staff will be handing out approved coffee mugs and coffee from Single Speed, one of our DCC neighbors. The Mayor will read the proclamation at approximately 8:15am. Staff from Senator Sinema and Representative O'Halleran's



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offices will be in attendance. The evening event will be an open house at the Mother Road Brewery, 4-6pm. T-shirts will be given away on various routes throughout the day. She has appreciated your patience while trying to get this all scheduled. Director McCarthy moved to approve the proclamation as written. Director Peru seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

15. UPDATE ON THE BUS RAPID TRANSIT (BRT) PROJECT

-Bizzy Collins, Transit Planner

The Board may provide direction, but there is no recommendation from staff at this time.

Ms. Collins reviewed a PowerPoint presentation with the Board. She provided a brief history of the BRT Study. Mountain Line staff are currently in the project development phase. The goal is to reduce transit travel times. She noted the toolbox of options allows staff to see what tools work for specific segments of the BRT. She plans to identify funding sources for implementation of the BRT to set up a strong foundation. There was a question about how the West side was identified for the new DCC. Ms. Mazza replied that the last two 5-Year Plans were referenced. Jarrett Walker and Associates, our consultants, and the Federal Transit Administration agreed the Milton Corridor is most in need. The next opportunities would be Route 66 and then possibly Fourth Street. It was suggested that staff talk with other communities about lessons learned and unintended consequences. Also, get ParkFlag in on the process early, it will be more successful if parking is addressed at the beginning and end of the BRT line.

16. UPDATE ON THE DOWNTOWN CONNECTION CENTER (DCC) RELOCATON

-Anne Dunno, Capital Project Manager

Staff is seeking guidance from the Board on additional information needed to make a site selection decision and next steps for agency and public engagement.

Ms. Mazza explained to those on the phone that this item's report does include distinct properties being considered and staff recommended doing so in Executive Session. The agenda was rearranged so there would be no additional items to follow for staff time and efficiency.



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ITEMS FROM COMMITTEE AND STAFF:

Director McCarthy shared he went to the All Aboard Arizona conference on Saturday regarding Amtrak and rail. The organization wants to do away with long distance trains and there were discussions regarding a possible train between Phoenix and Tucson.

At approximately 11:31am, Director Peru made a motion to move into Executive Session and Director Allen seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Emily Allen	X	
Art Babbott	X	

EXECUTIVE SESSION

Executive sessions are closed to the public.

The Board considered a motion to convene an executive session pursuant to A.R.S. § 38-431.03(A)(3), (4) and (7) for the following purpose:

1. Discussion and consultation with NAIPTA's attorney for legal advice and with NAIPTA's attorney and designated representatives of NAIPTA in order to consider its position and instruct its representatives regarding negotiations for the purchase of real property.

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

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

May/June Working Agenda

Strategic Workplan

The next meeting will be the Joint Board and TAC meeting on Wednesday, May 15, 2019 in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004. Parking will be at 3773 N. Kaspar Dr., Flagstaff, AZ 86004. Lunch will be served. The public is invited to attend. May agenda items will include but not be limited to Governance and Rules of Order Discussion, FY2020 Board Officer Elections, 2019 Strategic Work Plan Roadmap, Budget Presentation, Winslow Regional Service Request, FMPO Executive Board Membership, Bus Rapid Transit (BRT) Update, Mountain Express Close Out/Survey Results and a possible executive session for the CEO Review and Benchmarks. The May 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 and TAC.



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17. ADJOURNMENT -Vice Chair Whelan adjourned the meeting at approximately 12:05pm.

Jamie Whelan, Vice Chair of the NAIPTA Board of Directors

ATTEST:

Rhonda Cashman, Clerk of the Board



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DATE PREPARED: May 1, 2019

MEETING DATE: May 15, 2019

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director
Scott Holcomb, General Counsel, Dickinson Wright

SUBJECT: Discuss NAIPTA Governance and Rules of Order

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

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

5 Year Horizon:

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

BACKGROUND:

Currently NAIPTA has several documents that provide guidance on the expected procedures and operations for the Board of Directors.

- The Master IGA is the overarching document that is responsible for the formation of the IPTA (Intergovernmental Public Transportation Authority). It also describes the form for the Board, its members, and the roles as defined in Arizona Revised Statutes. The original IGA was signed in 2006 and was later restated in 2013.
- The secondary document is the Rules of Procedures for NAIPTA's Board of Directors. These Rules were developed by staff and adopted by the Board in 2007. The Rules were revised and updated in 2014.

Additionally, as a public entity NAIPTA is subject to Arizona Open Meeting laws and Arizona record retention schedules (as further defined in NAIPTA's Record Retention Schedule.)

As the NAIPTA Board of Director members and the respective alternates or delegates represent a mostly new body, staff and NAIPTA legal have engaged in development of an education effort to ensure roles and responsibilities are understood and that expected decorum or etiquette is defined. A memo from NAIPTA legal counsel will be presented along with additional information during the joint meeting of the Board of Directors and Transit Advisory Committee.



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TAC DISCUSSION:

As May is a Joint Board and TAC meeting, the NAIPTA TAC did not have an opportunity to review this item prior to the May 15, 2019 meeting.

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Erika Mazza
CEO and General Manager

ATTACHMENTS:

None.



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Northern Arizona Intergovernmental Public Transportation Authority

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DATE PREPARED: May 1, 2019

MEETING DATE: May 15, 2019

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: Consider the City of Flagstaff Licensing Agreement for the Downtown Connection Center

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Approve the City of Flagstaff Licensing Agreement for the continued use of the transit improvements constructed in 2009 for the purpose of the Downtown Connection Center and 2) Authorize the CEO and General Manager to execute the Agreement.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

- ❖ Strive for continuous improvement in all we do
- ❖ Collaborate to enhance service delivery
- ❖ View Risks as Opportunities

5 Year Horizon:

- ❖ Apply imagination, creativity, and innovation to improve the service we deliver.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

BACKGROUND:

In 2008, staff and the City of Flagstaff developed the 1st Amendment to our 2006 Intergovernmental Agreement (Service IGA) for purpose of designating Mountain Line would participate in the funding of capital improvements to be made at the City of Flagstaff owned property on Phoenix Avenue for the creation a City parking lot and Mountain Line transit center. NAIPTA obtained federal funds for the construction of the transit improvements and the City agreed to designate use of the constructed improvements for transit purposes as required by the Federal Transit Administration (FTA) and acknowledged the requirement to repay FTA the residual value of the investment if transit use was terminated before meeting the 30-year use requirement. These agreements were captured in the 1st Amendment to the 2006 Service IGA. The intent was for this site to be a temporary location and all parties had acknowledged use may be limited in duration and/or impacted by continuation of the Rio de Flag project that would require modification to this specific site.

In 2016, staff and the City of Flagstaff updated and executed a new Intergovernmental Agreement (Service IGA) however failed to capture the commitments made in the 1st Amendment, leaving Mountain Line at risk of authorization to continue operations at the transit center and the City at risk for having discontinued transit use of the improvements.



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Staff have met with City staff several times over the last several months to confirm 1) NAIPTA still needs the use of the transit center; and 2) the City has no intent of changing authorization granted in the 1st Amendment. As a result of those conversations, the City of Flagstaff proposed a Licensing Agreement to capture the agreements of the 1st Amendment and authorize Mountain Line's ongoing use of the transit center.

As of April 17, 2019, the Licensing Agreement was not finalized, and staff recommended action be tabled to a future agenda. Since that meeting, the City of Flagstaff and NAIPTA reached consensus on terms of the agreement and NAIPTA CEO and General Manager determined it was prudent to sign and execute agreement immediately due to concerns about the potential for other changes to be introduced.

TAC DISCUSSION:

The TAC considered this item in April 2019 and supported recommendation without discussion or concern.

ALTERNATIVES:

- 1) **Approve the Licensing Agreement and Authorize execution of Agreement (recommended):**
This Licensing Agreement provides the necessary agreement for Mountain Line's continued use to the transit center on Phoenix Ave. The transit center serves as our Downtown Connection Center and is key to connecting passengers to jobs, schools, and services. Mountain Line has built the existing routing structure based on ongoing use of this location.
- 2) **Do not approve the proposed Agreement (not recommended):** This alternative is not recommended as there is no immediate or available alternative for Mountain Line. Loss of the connection center impacts passengers negatively and creates a potentially financial repercussion that both Mountain Line and the City have not budgeted for in the current fiscal year.

FISCAL IMPACT:

The Licensing Agreement does not create any unanticipated financial impact as the transit improvements are already constructed and Mountain Line's ongoing operating budget accounts for operation at this location, including repair and maintenance of transit improvements if needed.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1) Licensing Agreement, COF-NAIPTA

-pages 19-27



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LICENSE AGREEMENT FOR NAIPTA TRANSFER CENTER

THIS LICENSE is entered into this 24 day of April 2019, by and between Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA” or “Licensee”), and the City of Flagstaff, a municipal corporation (“City”).

WHEREAS, the City owns real property located along West Phoenix Avenue near downtown Flagstaff (“the Property”);

WHEREAS, NAIPTA and the City jointly constructed a parking lot and transfer center on the Property in 2009 using federal funds from the Federal Transit Administration (“FTA”), pursuant to the First Amendment to Transit Service Intergovernmental Agreement dated June 28, 2008 and recorded January 16, 2009 in the records of the Coconino County Recorder 3510880 (“the First Amendment”);

WHEREAS, NAIPTA and the City agreed to use the improved area for transit purposes for 30 years and agreed to reimburse FTA for 80% of residual value if the Property is changed to non-transit use (Section 2.7.3 of the First Amendment);

WHEREAS, NAIPTA operates a transfer center for public busses on the Property pursuant to the First Amendment;

WHEREAS, the City and NAIPTA entered into a new Intergovernmental Agreement for Transportation dated July 1, 2016 (“New Service IGA”) that replaced prior agreements, including the First Amendment, but the New Service IGA did not specifically memorialize their agreement for use of the Property, although use of the Property is necessarily included in the operation of the transfer center for public busses on the Property;

WHEREAS, the parties desire to enter into this License Agreement for use of the Property to memorialize the agreement under the New Service IGA for use of the Property to operate the Transfer Center.

NOW, THEREFORE, the Parties agree as follows:

1. Grant of License. City hereby grants to Licensee, its officials, employees, agents, contractors and subcontractors (hereafter collectively referred to as “Licensee”) a non-exclusive license to use the Property for a Transfer Center and for parking as depicted in Exhibit A. The use is limited to public transportation. The Property may not be used for repairs or fueling.
2. Maintenance. City and Licensee agree to maintain the property as follows:

NAIPTA obligations:

- a. NAIPTA will provide snow removal, litter pick-up and graffiti removal in the bus parking and tracking area of the Property, as shown in the sketch attached as Exhibit A.

- b. NAIPTA will be responsible for cost of repairs to concrete and asphalt in the bus parking and tracking area of the Property. At the City's direction, NAIPTA will procure necessary repair services. NAIPTA will procure and oversee installation of the parking space striping at the 216 W. Phoenix Avenue parking lot as shown on Exhibit B at their cost.
- c. NAIPTA will be responsible for the lighting fixtures in the bus parking and tracking area of the Property and agrees to keep the units in good working order.

City obligations:

- a. City will provide snow removal, litter pick-up and graffiti removal in the private vehicle parking lot area of the Property, as shown in the sketch attached as Exhibit A.
 - b. City shall maintain all landscaping on the Property, including but not limited to watering, fertilizing, pruning, protection as appropriate from the elements, and replacement of plantings when necessary, in City's reasonable discretion.
 - c. City will grant and sign a minimum of three bus parking stalls in the City parking lot for NAIPTA's designated use.
 - d. City will be responsible for all lighting fixtures in the vehicle parking lot, except as located in the bus parking and tracking area.
 - e. City will designate an additional bus parking stall at 216 W Phoenix Ave for NAIPTA's use, as depicted on Exhibit B. City agrees that NAIPTA may block up to six (6) parking stalls at 116 W Phoenix Ave, as shown on Exhibit A, for auxiliary parking when the designated spot at 216 W Phoenix is temporarily blocked or not accessible because of City Streets operations.
3. Safe Operations. Licensee is responsible for safe operations of all its vehicles and in compliance with traffic regulations. Licensee shall use the Property with care, so as not to create any inconvenience to City operations, and to residents and visitors. Any accident involving Licensee on the Property shall be immediately reported to the City Risk Manager, at (928) 213-2082.
 4. Assumption of Risk. Licensee may use the City parking lot at Licensee's sole cost and risk. The licensed area is accepted by Licensee AS IS WITH ALL FAULTS basis and City hereby disclaims any and all representations and warranties with respect to the suitability and/or condition of the Property.
 5. Hazardous Materials. Licensee shall not cause or permit any hazardous material to be brought upon, kept or used in or about the Property by Licensee, its agents, employees, contractors or invitees, without the prior written consent of City, which consent may be withheld for any reason or for no reason.
 6. Compliance with Laws. Both parties will comply with all applicable laws in performance of this License.
 7. License Term. This License is for two (2) years, and is renewable by the City Manager, unless sooner terminated.

- b. NAIPTA will be responsible for cost of repairs to concrete and asphalt in the bus parking and tracking area of the Property. At the City's direction, NAIPTA will procure necessary repair services.
- c. NAIPTA will be responsible for the lighting fixtures in the bus parking and tracking area of the Property and agrees to keep the units in good working order.

City obligations:

- a. City will provide snow removal, litter pick-up and graffiti removal in the private vehicle parking lot area of the Property, as shown in the sketch attached as Exhibit A.
 - b. City shall maintain all landscaping on the Property, including but not limited to watering, fertilizing, pruning, protection as appropriate from the elements, and replacement of plantings when necessary, in City's reasonable discretion.
 - c. City will grant and sign a minimum of three bus parking stalls in the City parking lot for NAIPTA's designated use.
 - d. City will be responsible for all lighting fixtures in the vehicle parking lot, except as located in the bus parking and tracking area.
 - e. City will designate an additional bus parking stall at 216 W Phoenix Ave for NAIPTA's use, as depicted on Exhibit B. City agrees that NAIPTA may block up to six (6) parking stalls at 116 W Phoenix Ave, as shown on Exhibit A, for auxiliary parking when the designated spot at 216 W Phoenix is temporarily blocked or not accessible because of City Streets operations.
3. Safe Operations. Licensee is responsible for safe operations of all its vehicles and in compliance with traffic regulations. Licensee shall use the Property with care, so as not to create any inconvenience to City operations, and to residents and visitors. Any accident involving Licensee on the Property shall be immediately reported to the City Risk Manager, at (928) 213-2082.
 4. Assumption of Risk. Licensee may use the City parking lot at Licensee's sole cost and risk. The licensed area is accepted by Licensee AS IS WITH ALL FAULTS basis and City hereby disclaims any and all representations and warranties with respect to the suitability and/or condition of the Property.
 5. Hazardous Materials. Licensee shall not cause or permit any hazardous material to be brought upon, kept or used in or about the Property by Licensee, its agents, employees, contractors or invitees, without the prior written consent of City, which consent may be withheld for any reason or for no reason.
 6. Compliance with Laws. Both parties will comply with all applicable laws in performance of this License.
 7. License Term. This License is for two (2) years, and is renewable by the City Manager, unless sooner terminated.
 8. Federal Repayment. In the event that the Phoenix Avenue Property is used for non-transit purposes (as defined by the FTA) within 30 years after the completion of the Center, City shall,

within 60 days of the change in use, reimburse NAIPTA 80% of the Residual (the "City Reimbursement"). The Residual Value shall be calculated as provided by federal regulations.

9. Termination. This License may be terminated by either party upon at least one year's prior notice for convenience. The License may be terminated for cause after written notice to the other party of the violation and reasonable opportunity to cure.
10. Encumbrances. The License is subject to all easements, reservations, and restrictions of record and all other utility services currently in place. City may install, construct, repair and maintain improvements, including, without limitation, parking areas, roads, and drainage and utility lines over, under and across the City parking lot, and may grant easements and other rights to third parties.
11. Insurance. NAIPTA shall maintain insurance as required by the 16.1 of the NAIPTA Master IGA, as well as any other insurance required by law, including but not limited to Workers Compensation insurance. NAIPTA shall provide City with a copy of the certificate of insurance naming City as an additional insured and specifically referencing this License.
12. Indemnification. Each party (as 'Indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'Indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.
13. Notices. Any notice permitted or required under this License must be given in writing and delivered personally (including by any nationally recognized overnight service):

To Licensee: NAIPTA
 3773 N Kaspar Dr.
 Flagstaff, AZ 86004
 Attn: CEO and General Manager

With a copy to: NAIPTA
 3773 N Kaspar Dr.
 Flagstaff, AZ 86004
 Attn: Administrative Director

To City: City of Flagstaff
 Real Estate Manager
 211 W. Aspen Avenue
 Flagstaff, AZ 86001
 Attn: Real Estate Manager

With a copy to:
City of Flagstaff
211 W. Aspen Avenue
Flagstaff, AZ 86001
Attn: Public Works Director

Notice of any change in a Party's address will be given as stated above.

14. Entire Agreement. This License, including all Exhibits, constitutes the parties' final and complete agreement and terminates all the prior oral and written agreements regarding this subject. Each party's obligations will survive the Term's end and be fully enforceable thereafter to the full extent necessary to protect the other Party.
15. General Provisions. If any term of this Agreement is held invalid, illegal, or unenforceable by a tribunal of competent jurisdiction, this Agreement will be deemed severable and the rest of the Agreement will remain enforceable and valid.
16. No Waiver. No single or multiple failure or delay in exercising any right or remedy under this License will waive that party's subsequent right to require strict performance.
17. Assignment. This Agreement is binding on each party and their successors and assigns. This License may not be assigned or transferred without the prior written approval of the other party.
18. Governing Laws. This Agreement shall be governed by the laws of the State of Arizona.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed this License.

CITY OF FLAGSTAFF

By: _____
Barbara Goodrich, Interim City Manager

Attest:

Stacy Salzburg, City Clerk

Approved as to form:

City Attorney's Office

LICENSEE

By: 

Name: Erika Mazza

Title: CEO and General Manager

Approved as to form:

/s/ Scott A. Holcomb/

NAIPTA General Counsel

EXHIBIT A

Downtown Connection Center (DCC) License Agreement Map

EXHIBIT B

Parking Plan
216 W. Phoenix Avenue

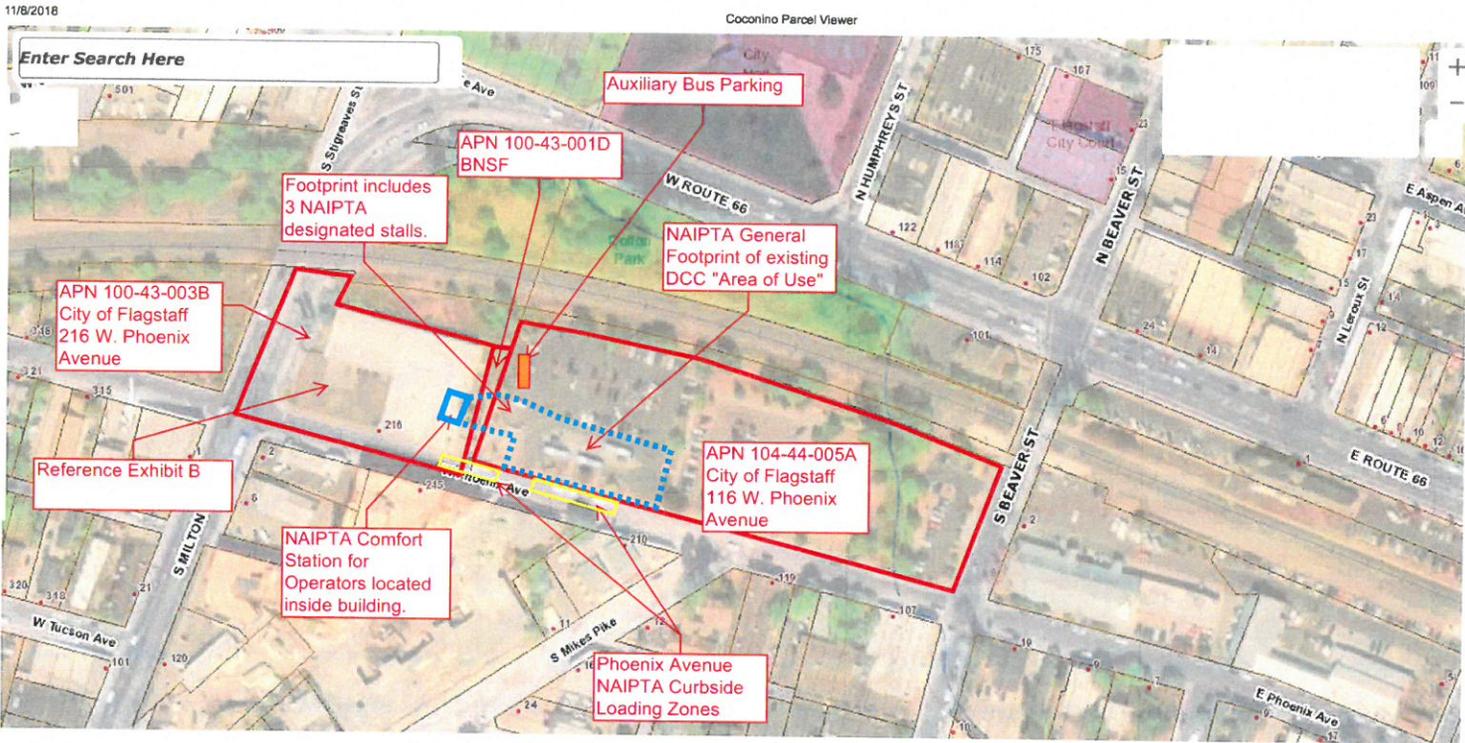
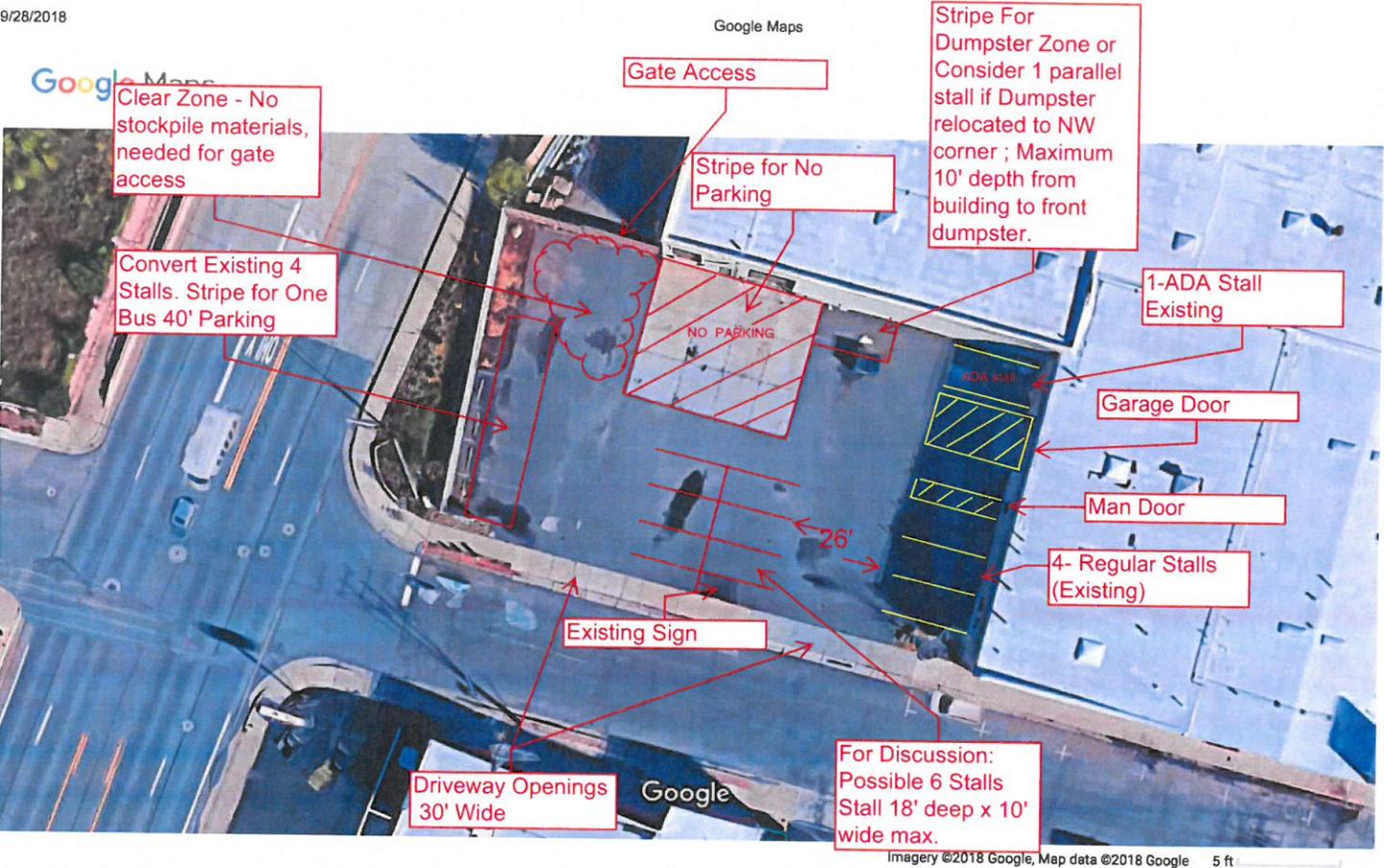


EXHIBIT A:
Downtown Connection Center (DCC)
License Agreement Map

Lat/Long 35.1985, -111.6547
40m
200ft
<https://gismaps.coconino.az.gov/parcelviewer/>

9/28/2018



-  Set a home address
-  Set a work address

Updated just now



EXHIBIT B 216 W. Phoenix Avenue

<https://www.google.com/maps/@35.1976019,-111.6537086,20m/data=!3m1!1e3>



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DATE PREPARED: May 1, 2019

MEETING DATE: May 15, 2019

TO: Honorable Chair and Members of the Board

FROM: Rhonda Cashman, Executive Assistant and Clerk of the Board

SUBJECT: FY2020 Election of Board Officers

RECOMMENDATION:

Staff recommends the Board of Directors elect officers for the FY2020 term.

BACKGROUND:

In accordance with the Amended and Restated Master IGA Section 3, *“NAIPTA shall be governed by a Board of Directors consisting of at least five (5) and not more than nine (9) members. Upon the approval and execution of this Restated Master IGA by all Parties, the Board shall be comprised of five (5) directors, consisting of one (1) member of the Coconino County Board of Supervisors or designee; two (2) members of the Flagstaff City Council or designees; one (1) member of the Northern Arizona University administration appointed by the Northern Arizona University President, and the President of Coconino County Community College District or designee.”*

The Board currently has five (5) directors. Chair Hipolito resigned her position at Coconino Community College (CCC) effective at the end of March. Vice Chair Whelan agreed to fulfill the duties of the Chair for the remainder of the FY2019 term.

Electing Officers:

According to NAIPTA’s Rules of Procedure Section 5.3, *“Officers shall be elected each year in June and take office effective July 1. An officer who has served in the same office for two consecutive terms shall be ineligible for nomination or election to that office for the term immediately following the completion of the said consecutive terms. The said officer shall, however, become eligible for nomination and election to the same office for later terms, subject always to the aforementioned limit of two consecutive terms.”*

Director Whelan has served as Vice Chair and Director Keene has served as Secretary in FY2019. They are both eligible to serve in the same capacity for another year.

FISCAL IMPACT:

Board appointments and election of officers have no fiscal impact.



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SUBMITTED BY:

APPROVED BY:

Rhonda Cashman
Clerk of the Board

Erika Mazza
CEO and General Manager

ATTACHMENTS:

1. Terms for the Board of Directors -page 21



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BOD and TAC Joint Meeting Agenda Packet

Date Current Term Began	Term	Date Term Expires	Position	Agency	Name
7/1/2016	5 years	6/30/2021		Coconino County	Art Babbott
				Coconino County	*Matt Ryan
7/1/2014	5 years	6/30/2019		City of Flagstaff	Jim McCarthy
				City of Flagstaff	*Austin Aslan
				City of Flagstaff	*Adam Shimoni
7/1/2018	5 years	6/30/2023	Vice Chair	City of Flagstaff	Jamie Whelan
				City of Flagstaff	*Austin Aslan
				City of Flagstaff	*Adam Shimoni
7/1/2015	5 years	6/30/2020	Secretary	NAU	Joanne Keene
				NAU	*Emily Allen
7/1/2017	5 years	6/30/2022		CCC	Colleen Smith
				CCC	**Steve Peru
				CCC	*Ali Applin

**Designee

* Alternate



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DATE PREPARED: April 30, 2019

MEETING DATE: May 15, 2019

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Development Director

SUBJECT: Consider an MOU with the City of Flagstaff for the Downtown Connection Center (DCC)

RECOMMENDATION:

Staff recommends the Board of Directors authorize NAIPTA's CEO and General Manager to enter into a Memorandum of Understanding (MOU) with the City of Flagstaff for further exploration of a new Downtown Connection Center.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Guiding Principles:

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

Strategic Work Plan:

- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.
 - NAIPTA will work with community partners to procure ownership or access to a new Downtown Connection Center.

BACKGROUND:

The Downtown Connection Center (DCC) is identified in NAIPTA's 2019 Strategic Work Plan as the primary capital project to expand and enhance NAIPTA's service to the community. An initial evaluation of the three locations using a screening criteria matrix for site access (buses, pedestrians, bicycles), route network impacts, land use and zoning, community support, railroad/utility impacts, environmental, cost and partnership opportunities was completed. On May 7th, NAIPTA staff presented to the Flagstaff City Council regarding the exploration of City-owned property on Phoenix Avenue as the permanent location for our Downtown Connection Center. Should the Council agree to pursuing due diligence on the site, the next step would be the development of an MOU between NAIPTA and the City to outline roles, responsibilities, and timelines for the conducting due diligence, meeting National Environmental Protection Act (NEPA) requirements, exploring site acquisition strategies and identifying P3 opportunities.

Following the development of the MOU, staff will explore the above topics in order to complete the site selection analysis. Staff will develop a risk matrix which outlines potential threats to the development of a Downtown Connection Center on the property and identify opportunities to eliminate or mitigate barriers. Staff hope to bring a final risk matrix to the Board for their consideration in final site selection in June.



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Upon identification of a final site, NAIPTA will develop concept plans. During the concept planning process, NAIPTA will begin procedures to identifying potential partners in the development and operations of the site, and staff propose to release a Request for Information (RFI) to identify interested parties. At the same time, staff will seek public input on the development of the site. Ideally, the timeline for site selection and transition into concept development will occur in June and July of this year.

TAC DISCUSSION:

As May is a Joint Board and TAC meeting, the NAIPTA TAC did not have an opportunity to review this item prior to the May 15, 2019 meeting.

ALTERNATIVES:

- 1) **Authorize the CEO and General Manager to enter into an MOU with the City of Flagstaff for the further exploration of a new Downtown Connection Center (recommended):** Authorizing the CEO to enter into an MOU will formalize the roles and responsibilities for further exploring a permanent Downtown Connection Center on City-owned property.

- 2) **Do not authorize the CEO and General Manager to enter into an MOU with the City of Flagstaff for the further exploration of new Downtown Connection Center (not recommended):** If not authorized, the Board could direct staff to bring additional information back for future consideration.

FISCAL IMPACT:

In FY2018, NAIPTA received a \$6,777,938 FTA 5307/5339 grant (80% federal/20% local) awarded through ADOT for acquisition, design and construction of a new DCC. In FY2018, NAIPTA expended \$69,636 towards development of the DCC for staff time and concept renderings. The remainder of the grant, including local match is included in FY2019 and draft FY2020 budgets and into 2021 in the Financial Plan.

NAIPTA is working with AECOM under the General Consulting Services Contract Task Order #8, valued at \$739,371. Depending on real estate acquisition costs and strategy, additional funding may be necessary to complete construction.

SUBMITTED BY:

Kate Morley
Development Director

APPROVED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

None.



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DATE PREPARED: May 2, 2019

MEETING DATE: May 15, 2019

TO: Honorable Chairman and Members of the Board

FROM: Heather Dalmolin, Administrative Director

SUBJECT: FY2020 Proposed Budget Review

RECOMMENDATION:

This item is for discussion only. Board of Directors may wish to provide staff direction on budget and budget items prior to presentation in June for adoption.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

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

BACKGROUND:

Per the Master IGA, NAIPTA is responsible for managing transit operations within the region. Specifically, Section 9.3 of the Master IGA identifies provisions for the establishment of a Public Transportation Authority Fund and financial responsibility for managing various transit funding sources including member appropriations, fare box return, state grants, federal grants and other miscellaneous sources. As such, no later than June 30th of each year, NAIPTA is required to hold a public hearing and adopt an annual budget. Staff has been working with the financial managers of member agencies and program budgets have been submitted to ensure adequate revenues are available for planned programs.

Revenues:

- Fares and service generated fees are budgeted to be \$1,239,505 for operating Mountain Line and Mountain Lift programs, including \$230,600 from Arizona Snowbowl and \$55,590 for Winslow service.
- Advertising and NAIPTA fees are budgeted to be \$102,500. These funds will be used to offset advertising program cost and excess funds will be deposited to the General Fund.
- City of Flagstaff has been asked to approve a budget of \$7,863,611 for the Mountain Line and Mountain Lift programs, included within these programs are Planning Services and the City Taxi program. \$4,988,973 will be used for operating and \$2,874,638 will be used for capital programs. This capital budget includes carryforward of \$1,498,858.
- Coconino County has been asked to approve a budget of \$32,470 for the Coconino County Taxi and Vanpool programs. The funding will be used to match Section 5310 and Section 5311 federal



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funds applied for but not yet awarded by Arizona Department of Transportation for the operation of these programs.

- Northern Arizona University has been asked to approve a budget of \$528,698 in lieu of fares for NAU students on Route 10. The funding will be used for operation of Mountain Line services.
- City of Winslow has been asked to approve a budget of \$200,001 for the proposed Mountain Line commuter service to Winslow. \$94,298 will be used for operating and \$105,703 will be used for capital programs. This funding request reflects the proposed service plan submitted to City of Winslow and will be captured in a future IGA between Winslow and NAIPTA. The budget is reflective in the award from the Arizona Department of Transportation.
- Federal Transit Administration Section 5307 funding of \$2,540,660 is budgeted with \$2,340,660 for operating and \$200,000 for capital programs.
- Federal Transit Administration Section 5339 funding of \$7,532,228 is budgeted for capital programs.
- Arizona Department of Transportation Section 5310 funding of \$144,094 is budgeted for operating the Mobility Management and City/County Taxi Programs. Note: These funds are budgeted conservatively based on prior year awards but have applied for additional funding for operating assistance.
- Arizona Department of Transportation Section 5311 funding of \$944,396 is budgeted for Mountain Line Vanpool program and the proposed Mountain Line commuter service to Winslow. \$197,024 will be used for operating and \$747,371 will be used for capital programs.

Other:

- NAIPTA has pursued a competitive grant application of \$23,159,719 for Bus and Bus Related Facilities program funding for a joint project with Northern Arizona University to purchase 6 electric buses and build the necessary infrastructure for storing and charging the electric fleet. As announcement of funding award is pending, we have included capital funding of \$4,631,944 from NAU to match federal award and federal funding of \$18,527,775.

Operating:

The FY2020 operating budget includes an overall increase of \$883,524, or 10%, for a total operating budget of \$9,631,755. The increase is related to the following changes:

- ERE costs are increasing by \$69,942 for changes to ASRS and Health.
- Operators costs (Mountain Line only) are increasing by \$124,433 due to new fulltime positions and increases for overtime and variable budgets reflective of historical actuals.
- Fuel, tires, and parts are increasing by \$56,494 due to increased fuel use (articulated buses) and additional repair and replacement needs.
- Other program service fees and travel are increasing by \$28,493 due to general inflation for cost of services.
- Expansion of programs and services is increasing operating by \$635,826: \$148,164 for Mountain Line service expansion of 4,000 hours, \$142,600 for Mountain Express expansion proposed to Arizona Snowbowl, and \$345,062 is for proposed Mountain Line commuter to Winslow.



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- There is capacity of \$214,348 for staff pay increases; however, we are evaluating the current pay plan and considering revisions due to concerns about the long-term sustainability of this type of increase.
- Savings related to change in cost of indirect wages and capitalized, grant funded positions offset total increase by \$246,012.

The total increase to the FY2020 operations budget without expansion of programs and services is \$247,698, or less than 3%.

Capital:

The FY2020 capital budget is \$33,915.612 and includes the following items:

- Various and ongoing planning initiatives: US 180, 1st and Last Mile, NAU Partnerships, CYMPO Transit Implementation Plan, Mobility on Demand Study, Capital and Operating Plan, Fare Strategies Study, and Capital Project Management (most of which are 80% federally funded);
- Administrative Projects, including potential transit tax initiative November 2020 (locally funded);
- Bus Stop Amenities project and rehabilitation and maintenance of various stops (locally funded);
- Replacement vehicles for Mountain Lift (80% federally funded);
- Fare Media Improvements for Mountain Line (locally funded);
- Environmental clearance and preliminary engineering for Bus Rapid Transit (BRT) project is partially carried forward from FY2019 (80% federally funded);
- Preliminary engineering and design for the Downtown Connection Center (could include acquisition), including a portion of carryforward (80% federally funded);
- Design, engineering, and Construction of Kaspar-Route 66 Intersection on behalf of the City of Flagstaff (80% federally funded);
- Passenger vehicle purchase and passenger bus stop improvements for proposed Mountain Line commuter to Winslow (80% federally funded);
- Maintenance funds for information technology (computers, servers), facilities, and fleet (locally funded); and
- Bus and Bus Facilities project in partnership with Northern Arizona University (80% federally funded with matching funds from NAU).

People:

The FY2020 salary and employee related expenses budget are included in the FY2020 Operating budget increase, previously discussed, and assume the following:

- Employee related expenses vary depending on the employees elected coverages and plans but the table below summarizes NAIPTA’s maximum cost. NAIPTA’s programs are described on the attached, with cost calculated as percentage or wage paid or per month as follows:

	<u>FY2019</u>	<u>FY2020</u>
ASRS, includes AD&D	11.80%	12.11%
Health, EE Only	\$ 588.50	\$ 600.27
Health, EE +1	\$ 714.98	\$ 714.98
Health, EE +Family	\$ 941.73	\$ 941.73
Dental	\$ 34.65	\$ 34.65



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Vision	\$	0.78	\$	0.78
Life	\$	7.40	\$	7.40

- A pay plan will provide a minimum increase of 1% and a maximum of 4% per employee depending on the finalized pay plan. The current plan could pay as much as 8% for employees whose positions are on step-tables as implemented on July 1, 2018 and 4% for employees whose positions are on traditional ranges. Evaluation of sustainability of this approach and final pay plan recommendation is pending.

Fund Balance and Financial Projections:

The proposed budget is in line with NAIPTA's overall financial projections for the City of Flagstaff. The financial plan, with this proposed budget and ongoing cost associated with implementation of programs, maintains a fund balance of greater than 10% as set in NAIPTA's financial management policy and as required by the City of Flagstaff. At the end of the 10-year financial plan in 2029, NAIPTA will have a fund balance of \$1,749,695 million. This financial projection does assume:

- No service increases after FY2020;
- Capital replacement of vehicles will continue to receive 80% federal funds; and,
- The Transit Tax remains flat at the rate approved in 2018, thru 2030.

The fund balance is dependent on tax collections within the City of Flagstaff. The 2029 balance is result of revenue projections as made by City staff and recognizes potential decreases in revenues due to an anticipated recession. While we continue to see a growth in revenues due to growth of community and population, the actual tax rate as renewed in 2008 and 2016 is based on projected cost of services from 2000. The 2008 initiatives included several increases for replacement buses and expanded services but ultimately the base rate was not increased or adjusted to reflect the change, or inflation, in cost of goods.

The proposed budget ensures that NAIPTA's financial obligations adhere to the overall Financial Management Plan and financial policies. While the 10-year outlook shows that services as implemented are sustainable, the funding available may not have capacity for rising costs like, future wages adjustments that are necessary to attract and retain staff, increasing health care costs, or fuel inflation. Staff continues to look for opportunities for additional revenue sources to offset and reserve local transit taxes that are key to future plans.

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



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FISCAL IMPACT:

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

SUBMITTED BY:

APPROVED BY:

Heather Dalmolin
Administrative Director

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1) Detailed Line by Line Proposed FY2020 Budget -pages 38-44
- 2) Description of Benefit Programs -page 45



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	Program Hours	87,122	NAIPTA	Planning	Planning	80,579	City of Flagstaff 6,543		Coconino County 0	Winslow
	Program Percentage (Direct S & B)	100.00%				88.00%	11.50%		0.50%	
	Program Percentage (Rev Hrs)	100.00%				92%	8%		0.00%	
Description				Mobility Management	Fixed Route	Demand Response	Taxi Voucher Program	Taxi Voucher Program	Vanpool Program	
	Gen Fund	50P/51P	52N	A	B	T	F	V		
Revenues										
5304 Funding Capital										
5307 Funding Capital	\$ 200,000		\$ 200,000							
5307 Funding Operating	\$ 2,340,660				\$ 1,799,903	\$ 540,757				
5310 Funding Capital	\$ 94,094			\$ 94,094		\$ -				
5310 Funding Operating	\$ 50,000						\$ 30,000	\$ 20,000		
5311 Capital	\$ 747,371		\$ 274,027						\$ 50,532	\$ 422,812
5311 Operating	\$ 197,024								\$ 1,851	\$ 195,174
5339 Funding Capital	\$ 26,060,003		\$ 25,628,003		\$ 240,000	\$ 192,000				
Capital Partner	\$ 2,980,341		\$ 2,045,239		\$ 781,399	\$ 48,000				\$ 105,703
Operating Partner	\$ 5,115,741		\$ 146,218	\$ 22,982	\$ 4,492,341	\$ 297,432	\$ 30,000	\$ 20,000	\$ 12,470	\$ 94,298
Other Operating	\$ 230,600				230,600					
Annual BOD Membership & Other	\$ 2,500	\$ 2,500								
NAU - Operating (Contribution Fares?)	\$ 528,698				\$ 528,698					
NAU Capital	\$ 4,631,944		\$ 4,631,944							
Fares	\$ 963,905				\$ 863,437	\$ 42,864			\$ 2,014	\$ 55,590
Advertising Flagstaff	\$ 100,000	\$ 100,000								
Title 19 - DDD	\$ 45,000					\$ 45,000				
sub total	\$ 44,287,881	\$ 102,500	\$ 32,925,431	\$ 117,076	\$ 8,936,378	\$ 1,166,053	\$ 60,000	\$ 40,000	\$ 66,867	\$ 873,577

Allocated Management Costs S & B

FTE Salary	\$ 627,479		\$ 87,618		\$ 475,078	\$ 62,084			\$ 2,699	
Pay Plan	\$ 12,179		\$ 1,719		\$ 9,205	\$ 1,203			\$ 52	
Vacation Sellback	\$ 2,758				\$ 2,454	\$ 303				
Benefits	\$ 221,926	\$ -	\$ 31,770		\$ 167,338	\$ 21,868			\$ 950	
Sub Total	\$ 864,342	\$ -	\$ 121,107	\$ -	\$ 654,075	\$ 85,458	\$ -	\$ -	\$ 3,701	\$ -
Cost Per Service Hour	\$ 9.92				\$ 8.12	\$ 13.06				

Direct Operations Costs S & B

FTE Wages	\$ 3,658,589		\$ 12,480	\$ 69,710	\$ 3,155,252	\$ 415,776			\$ 5,371	
On Call Wages	\$ 114,276				\$ 86,513	\$ 27,763				
OT Wages	\$ 96,778			\$ 397	\$ 82,701	\$ 13,680				
Training Wages	\$ 49,997				\$ 49,997					
Pay Plan	\$ 165,518		\$ 374	\$ 2,091	\$ 149,641	\$ 13,251			\$ 161	
Vacation Sellback	\$ 12,563				\$ 11,181	\$ 1,382				
Benefits	\$ 1,586,945		\$ 2,540	\$ 24,362	\$ 1,381,066	\$ 177,148			\$ 1,828	
Sub Total	\$ 5,684,666	\$ -	\$ 15,394	\$ 96,560	\$ 4,916,351	\$ 649,000	\$ -	\$ -	\$ 7,360	\$ -
Cost Per Service Hour	\$ 65.25				\$ 61.01	\$ 99.19				

Indirect Costs - Services

Personal Liab Ins - General	\$ 173,429				\$ 152,618	\$ 20,812				
Board Expenses - Admin	\$ 3,000				\$ 2,640	\$ 360				
Prof. Svc - HR	\$ 40,000				\$ 35,200	\$ 4,800				
Prof. Svc - Legal	\$ 40,000				\$ 35,200	\$ 4,800				
Prof. Svc - IT	\$ 3,800				\$ 3,344	\$ 456				
Computer Replacement - IT	\$ 20,000				\$ 17,600	\$ 2,400				
Legislative Liaison - Admin	\$ 36,000				\$ 36,000					
Prof. Svc - Audit Services	\$ 21,000				\$ 18,480	\$ 2,520				
Wellness Incentives	\$ 3,600				\$ 3,168	\$ 432				
Sub Total	\$ 340,829	\$ -	\$ -	\$ -	\$ 304,250	\$ 36,580	\$ -	\$ -	\$ -	\$ -
Cost Per Service Hour	\$ 3.91				\$ 3.78	\$ 5.59				

Indirect Costs - Facilities

Electricity - Non VM	\$ 41,276				\$ 36,323	\$ 4,953				
Mobile Phone Svc/Equip - IT	\$ 6,002				\$ 5,282	\$ 720				
Natural Gas - Non VM	\$ 13,570				\$ 11,942	\$ 1,628				
Telephone Services - IT	\$ 25,274				\$ 22,241	\$ 3,033				
Water-Sewer-Waste - Non VM	\$ 13,200				\$ 11,616	\$ 1,584				
Sub Total	\$ 99,322	\$ -	\$ -	\$ -	\$ 87,403	\$ 11,919	\$ -	\$ -	\$ -	\$ -
Cost Per Service Hour	\$ 1.14				\$ 1.08	\$ 1.82				

Direct Cost O & M

Food & Beverage - Admin	\$ 2,500				\$ 2,300	\$ 200				
Memberships - Admin	\$ 26,750				\$ 24,610	\$ 2,140				
Memberships - Planning	\$ 1,967	\$ 1,967			\$ -	\$ -				
Trophies & Prizes - Admin	\$ 4,250				\$ 3,910	\$ 340				
Special Events - PAWZ DAY	\$ 8,500				\$ 7,820	\$ 680				
Special Events - Planning	\$ 500	\$ 500			\$ -	\$ -				
Special Events - Mkt	\$ 500				\$ 500	\$ -				
Telephone/Computer Sup - IT	\$ 4,100				\$ 3,772	\$ 328				
Mobile Phone Svc/Equip - IT	\$ 17,582		\$ 990		\$ 15,265	\$ 1,327				
Janitorial Services	\$ 29,676				\$ 27,302	\$ 2,374				
Banking Fees - Admin	\$ 15,000				\$ 15,000					
Education Supplies & Svcs	\$ 5,000				\$ 4,600	\$ 400				
Office Supplies - Admin	\$ 7,125				\$ 6,555	\$ 570				
Office Supplies - MM	\$ 1,500		\$ 1,500		\$ -	\$ -				
Other Supplies - Admin	\$ 2,750				\$ 2,530	\$ 220				
Other Supplies - Planning	\$ 2,250		\$ 2,250		\$ -	\$ -				
Postage - Admin	\$ 2,100				\$ 1,932	\$ 168				
Printing - Facilities	\$ 5,000				\$ 5,000	\$ -				
Printing - Admin	\$ 1,100				\$ 1,012	\$ 88				
Printing - Planning	\$ 250	\$ 250			\$ -	\$ -				
Copier - Printing - IT	\$ 8,400				\$ 7,728	\$ 672				
Printing - Mkt	\$ 30,376				\$ 27,946	\$ 2,430				
Publishing/Advert - Mkt	\$ 33,500				\$ 33,500	\$ -				
Publishing - Legal	\$ 1,500				\$ 1,500	\$ -				
Software Maintenance - IT	\$ 2,000				\$ 2,000	\$ -				

Bldgs/Grounds Maint	\$ 45,650				\$ 41,998	\$ 3,652					
Prof. Svc - Mkt MM	\$ 7,888			\$ 7,888	\$ -	\$ -					
Prof. Svc - Mkt	\$ 55,750	\$ 15,500			\$ 35,880	\$ 3,120				\$ 1,250	
Prof Svc - Photography Svc	\$ 10,000				\$ 9,200	\$ 800					
Prof Svc - Website Maint	\$ 6,000				\$ 5,520	\$ 480					
Temp Maint/Facility	\$ 5,500				\$ 5,000	\$ 500					
Temporary Services - Admin	\$ 1,000				\$ 1,000	\$ -					
Prof. Svc - Systems Maint-IT	\$ 57,895				\$ 55,228	\$ 2,667					
Market Research-Surveys	\$ 18,200				\$ 17,000	\$ 1,200					
Total Direct Admin Expenses	\$ 422,059	\$ 15,500	\$ 2,717	\$ 12,628	\$ 365,607	\$ 24,357	\$ -	\$ -	\$ 1,250	\$ -	
Taxes on Gas/Oil RVM	\$ 47,900				\$ 44,000	\$ 3,900					
Oil RVM	\$ 14,000				\$ 12,500	\$ 1,500					
Fuel RVM	\$ 480,916				\$ 438,916	\$ 42,000					
Tires RVM	\$ 75,500				\$ 66,500	\$ 9,000					
Auto Parts & Supplies RVM	\$ 202,622				\$ 191,222	\$ 11,400					
Route Expansion - Ops	\$ 723,826				\$ 378,764						\$ 345,062
Out Repair RVM	\$ 25,000				\$ 22,000	\$ 3,000					
Direct Variable Expense	\$ 1,569,764	\$ -	\$ -	\$ -	\$ 1,153,902	\$ 70,800	\$ -	\$ -	\$ -	\$ -	\$ 345,062
Lodging/Weather 11A	\$ 1,200				\$ 1,200	\$ -					
Personal Liab Ins - Auto VM	\$ 173,068				\$ 159,222	\$ 13,845					
Uninsured Losses - RVM	\$ 10,000				\$ 10,000	\$ -					
Prop. Damage Ins. Ded. - RVM	\$ -				\$ -	\$ -					
Recruitment Costs	\$ 8,250				\$ 7,000	\$ 1,250					
Clinic Fees - Safety	\$ 5,800				\$ 5,336	\$ 464					
Taxes on Gas/Oil NRV - Ops	\$ 1,300				\$ 1,300	\$ -					
Taxes on Gas/Oil - Fac	\$ 576				\$ 576	\$ -					
Fuel NRV - Ops	\$ 21,000				\$ 21,000	\$ -					
Fuel - Fac	\$ 7,500				\$ 7,500	\$ -					
Tires NRV	\$ 2,000				\$ 2,000	\$ -					
Misc Shop Supplies - Fleet	\$ 15,257				\$ 14,036	\$ 1,221					
Misc. Fac. Supplies	\$ 2,828				\$ 2,602	\$ 226					
Tools Allowance - VM	\$ 2,400				\$ 2,400	\$ -					
Uniforms - Ops	\$ 21,530				\$ 19,808	\$ 1,722					
Uniforms - Fleet	\$ 6,676				\$ 6,142	\$ 534					
Uniforms - Fac	\$ 2,750				\$ 2,750	\$ -					
Uniforms - Saf	\$ 600				\$ 600	\$ -					

Supplies - Safety	\$ 2,185				\$ 2,010	\$ 175					
Out Repair Fleet NonRev VM	\$ 1,000				\$ 1,000	\$ -					
Trophies & Prizes - Ops	\$ 2,000				\$ 1,840	\$ 160					
Food and Beverage - Safety	\$ 600				\$ 552	\$ 48					
Janitorial Supplies - Fac	\$ 4,000				\$ 3,680	\$ 320					
Education Supplies - Safety	\$ 9,900				\$ 9,108	\$ 792					
Software/Hardware Maint - VM	\$ 3,000				\$ 2,760	\$ 240					
Wireless Comm - Ops	\$ 57,850				\$ 55,000	\$ 2,850					
Bldg Security/Monitor - Fac	\$ 2,600				\$ 2,392	\$ 208					
Bus Stop Maint - Fac	\$ 17,000				\$ 17,000	\$ -					
Prof. Svc - Systems Maint-Ops	\$ 22,900				\$ 4,900	\$ 18,000					
Prof. Svc Sec Patrol-Safety	\$ 13,000				\$ 13,000	\$ -					
Taxi Voucher Program - Ops	\$ 100,000				\$ -	\$ -	\$ 60,000	\$ 40,000			
Service Contract	\$ 54,555				\$ -	\$ -				\$ 54,555	
Total Variable Expenses	\$ 573,325	\$ -	\$ -	\$ -	\$ 376,714	\$ 42,056	\$ 60,000	\$ 40,000	\$ 54,555	\$ -	
Travel & Training - Ops	\$ 15,000				\$ 13,800	\$ 1,200					
Travel & Training - Fleet	\$ 4,000				\$ 3,680	\$ 320					
Travel & Training - Fac	\$ 3,000				\$ 2,760	\$ 240					
Travel & Training - Admin	\$ 22,000				\$ 19,360	\$ 2,640					
Travel & Training - Admin	\$ 6,260				\$ 5,759	\$ 501					
Travel & Training - Planning	\$ 7,000		\$ 7,000		\$ -	\$ -					
Travel & Training - MM	\$ 7,888			\$ 7,888	\$ -	\$ -					
Travel & Training - IT	\$ 3,800				\$ 3,496	\$ 304					
Travel & Training - Mkt	\$ 2,500				\$ 2,300	\$ 200					
Travel & Training - Safety	\$ 6,000				\$ 5,520	\$ 480					
Total Travel Expenses	\$ 77,448	\$ -	\$ 7,000	\$ 7,888	\$ 56,675	\$ 5,885	\$ -	\$ -	\$ -	\$ -	
Sub Total	\$ 2,642,596	\$ 15,500	\$ 9,717	\$ 20,516	\$ 1,952,899	\$ 143,097	\$ 60,000	\$ 40,000	\$ 55,805	\$ 345,062	
Cost Per Service Hour	\$ 30.33				\$ 24.24	\$ 21.87	#DIV/0!	\$ -	\$ -	\$ 1.00	

Total Admin/Indirect Costs

subTotal Salaries and Benefits	\$ 864,342	\$ -	\$ 121,107	\$ -	\$ 654,075	\$ 85,458	\$ -	\$ -	\$ 3,701	\$ -
subTotal Operating Costs	\$ 440,151	\$ -	\$ -	\$ -	\$ 391,653	\$ 48,498	\$ -	\$ -	\$ -	\$ -
Total Administrative Cost	\$ 1,304,493	\$ -	\$ 121,107	\$ -	\$ 1,045,729	\$ 133,956	\$ -	\$ -	\$ 3,701	\$ -
Cost Per Service Hour	\$ 14.97				\$ 12.98	\$ 20.47		\$ -	\$ -	

Total Operating/Direct Costs

subTotal Salaries and Benefits	\$ 5,684,666	\$ -	\$ 15,394	\$ 96,560	\$ 4,916,351	\$ 649,000	\$ -	\$ -	\$ 7,360	\$ -
subTotal Operating Costs	\$ 2,642,596	\$ 15,500	\$ 9,717	\$ 20,516	\$ 1,952,899	\$ 143,097	\$ 60,000	\$ 40,000	\$ 55,805	\$ 345,062
Total Operating Cost	\$ 8,327,262	\$ 15,500	\$ 25,111	\$ 117,076	\$ 6,869,250	\$ 792,097	\$ 60,000	\$ 40,000	\$ 63,165	\$ 345,062
Cost Per Service Hour	\$ 95.58				\$ 85.25	\$ 121.06		\$ -	\$ -	
Total Program Cost	\$ 9,631,755	\$ 15,500	\$ 146,218	\$ 117,076	\$ 7,914,979	\$ 926,053	\$ 60,000	\$ 40,000	\$ 66,866	\$ 345,062

Direct Cost - Capital

Planning	\$ 300,000				\$ 300,000					
Planning	\$ 521,675		\$ 521,675							
Planning - First/Last Mile	\$ 59,984		\$ 59,984							
Planning - US180	\$ 62,550		\$ 62,550							
Planning - Capital Partnerships	\$ 514,750		\$ 514,750							
Transit Tax	\$ 80,399				\$ 80,399					
Subtotal Operating Capital	\$ 1,539,358	\$ -	\$ 1,158,959	\$ -	\$ 380,399	\$ -	\$ -	\$ -	\$ -	\$ -
Shelters New - Fac Mline	\$ 324,515				\$ 226,000					\$ 98,515
IT Replacement Fund	\$ 20,000				\$ 20,000					
Vehicles - Passenger - Fleet	\$ 770,000		\$ 100,000			\$ 240,000				\$ 430,000
Vehicles - Other - Fleet	\$ 25,000				\$ 25,000					
Facility Rehab Maint Fund	\$ 25,000				\$ 25,000					
CIP - BRT	\$ 1,806,125		\$ 1,806,125							
CIP - DCC	\$ 3,776,596	\$ -	\$ 3,776,596							
CIP - Kaspar	\$ 2,777,814		\$ 2,777,814							
CIP - NAU Bus and Bus Fac	\$ 23,159,719		\$ 23,159,719							
Vehicle Rehab-Improvements Fund	\$ 220,000				\$ 220,000					
Shelters Rehab - Fac Mline	\$ 125,000				\$ 125,000					
Subtotal Fixed Assets	\$ 33,029,769	\$ -	\$ 31,620,254	\$ -	\$ 641,000	\$ 240,000	\$ -	\$ -	\$ -	\$ 528,515
Total Capital	\$ 34,569,127	\$ -	\$ 32,779,213	\$ -	\$ 1,021,399	\$ 240,000	\$ -	\$ -	\$ -	\$ 528,515
Total Budget	\$ 44,200,882	\$ 15,500	\$ 32,925,431	\$ 117,076	\$ 8,936,378	\$ 1,166,053	\$ 60,000	\$ 40,000	\$ 66,866	\$ 873,577

DESCRIPTION OF BENEFIT PROGRAMS

ASRS: All employees that are full time or that are scheduled to work more than 20 hours a week are enrolled in ASRS and ASRS Long Term Disability plans. NAIPTA and employees contribute matching amounts into the employees account.

Health: Employees are offered 3 plan options with 3 tiers per plan through the Northern Arizona Public Employee Benefit Trust (NAPEBT). All regular employees in full time positions and variable hour employees that work an average of 30 hours or more (ACA rules), must enroll in health insurance unless they can provide proof of other coverage. The 3 plans are: Base plan with \$1,000 deductible, Buy Up plan with \$750 deductible, and High Deductible Health Plan (HDHP) with \$2,000 Deductible. The HDHP plan is accompanied by a Health Savings Account (HSA).

- Employees can also choose which tier they would like: employee coverage, employee plus one family member (spouse or child), or employee plus family.
- NAIPTA pays 94% of employee only coverage for Base plan and 100% of HDHP with a deposit of the difference of the NAIPTA contribution to the Base plan premium to the employee's HSA. HDHP premium is less than the Base plan premium.
- An employee electing the Buy Up plan will pay the difference in cost between Base and Buy Up plans.
- All regular employees and variable hour employees that meet the ACA rules are able to earn an incentive towards their health premium from the NAPEBT Wellness Program.
- NAIPTA shares in additional cost for family plans. NAIPTA pays between 40% and 67% of family cost depending on plan elected by employee. The rates above are fixed no matter plan choice.

Dental: Employees are offered 1 plan option with 3 tiers through the Northern Arizona Public Employee Benefit Trust (NAPEBT). Employees can waive dental coverage.

- Employees can also choose which tier they would like: employee coverage, employee plus one family member (spouse or child), or employee plus family.
- NAIPTA pays 100% of employee only coverage and employees are responsible for additional cost of family plans, if elected.

Vision: Employees are offered 2 plan options with 3 tiers per plan through the Northern Arizona Public Employee Benefit Trust (NAPEBT). Employees can waive vision coverage.

- The 2 plans are: Base Plan (exams only) and Buy Up (comprehensive) coverage.
- Employees can also choose which tier they would like: employee coverage, employee plus one family member (spouse or child), or employee plus family.
- NAIPTA pays 100% of employee only coverage for the Base plan and employees are responsible for 100% of additional cost of family coverage or Buy Up plans.

Life: Employees receive a \$40,000 Term life insurance policy and \$40,000 AD&D policy that is 100% paid for by NAIPTA. Employees can buy additional coverage for self, spouse, and children at 100% cost to the employee. Life Insurance plans are portable if employees wish to continue the plan after leaving their role at NAIPTA.

Additional benefits available: There are additional elected benefits NAIPTA employees can select. The employee is responsible for 100% of the cost: Flexible Spending Account (FSA), Deferred Compensation, Short Term Disability Insurance, Accidental Insurance, and Cancer Insurance.



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DATE PREPARED: May 1, 2019

MEETING DATE: May 15, 2019

TO: Honorable Chairman and Members of the Board

FROM: Erika Mazza, CEO and General Manager and Jarrett Ransom, The Rayvan Group

SUBJECT: Update to Mountain Line's Strategic Work Plan: Introduction and Process

RECOMMENDATION:

The Board may provide direction, but there is no recommendation from staff at this time.

BACKGROUND:

The NAIPTA Board of Directors (Board) and the Transit Advisory Committee (TAC) met on December 6, 2018 for NAIPTA's 2019 Strategic Advance. The Advance focused on the goal of strengthening overall relationships, developing an understanding of Mountain Line's current and future challenges, and developing a new Work Plan for the 2019 calendar year. Based on previous Board direction and staff support, Mountain Line desires to develop a more comprehensive Strategic Plan document that includes developing specific goals, objectives, performance measures, and providing linkages to community goals. Subsequently, the NAIPTA Board will then approve annual work plan items and timelines that are coordinated with an annual budget development.

Staff selected The Rayvan Group, LLC to assist with developing Mountain Line's Strategic Plan. The Rayvan Group has worked with local non-profits and government entities to develop strategic visions, budgets, fundraising techniques, and has assisted with board development. Jarrett Ransom will be guiding Mountain Line's Strategic Plan development.

Between the May and October Joint meetings, staff, along with The Rayvan Group, will guide the development of Mountain Line's Strategic Plan. This plan development process will center around what constitutes a successful plan, development of the specific process, establishing Board priorities, and then developing the framework for specific content.

The timeline for the Strategic Plan development is framed as follows:

At the May Joint meeting, Ms. Ransom will walk the NAIPTA Board through identifying what a successful plan looks like for Mountain Line. Board priorities will be established based on the framework listed above. Through these discussions, draft objectives will be created and presented at the August Board meeting.

It is proposed, that before the August Board meeting, staff will send out a survey to continue building on the initial work from May. This will frame the conversation in order to set Mountain Line's goals, confirm objectives, and review the process for the October meeting.



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The plan for the October Joint meeting is to finalize the goals and objectives, set performance measures, and tie in community goals. In addition, there will be a focus on the annual work plan items which will afford Mountain Line staff the opportunity to link the annual work plan to the FY2021 budget development.

TAC DISCUSSION:

As May is a Joint Board and TAC meeting, the NAIPTA TAC did not have an opportunity to review this item prior to the May 15, 2019 meeting.

FISCAL IMPACT:

Although creating a Strategic Work Plan has no immediate costs associated, the costs associated with developing the Plan with The Rayvan Group, LLC is within our overall budget for programs and services. Moving forward, implementation of projects will have financial impacts to our current and future budgets. The details of the financial impacts will be explored further in the October Joint Meeting and during the FY2021 budgeting process. The NAIPTA TAC and Board can assume that all objectives within the Strategic Work Plan will be brought forth in a manner that fully explores all opportunities and impacts prior to implementation.

SUBMITTED BY:

Erika Mazza
CEO and General Manager

ATTACHMENTS:

- 1) 2019 Strategic Work Plan -pages 49-50



Getting you where you want to go



June: TAC Meeting is Thursday, 6/6 Board Meeting is Wednesday, 6/19

ITEMS:	WHO & WHAT:
Safety Briefing	
FY2020 Budget Adoption	Heather D - D/A
FY2020 TAC Officers Elections (TAC Only)	Rhonda/Chair - D/A
FY2020 Meeting Calendar Review	Rhonda - D/A
Award 3 rd Year Contract to AECOM	Kate - D/A
Update on DCC	Anne - D/A
Winslow Regional Request for Service	Kate - D/A
FMPO Executive Board Membership	Erika - D/A
FY2020 Grant Resolution	Heather D - C
Annual Contract Renewals: Fuel, etc.	Heather D - C
General Liability Insurance	Heather D - C
Line of Credit	Heather D - C
Personnel Policy Manual Updates	Heather D - C
Update on Fare Strategies	Heather D - PR
Report on Mountain Express Close Out/Survey Results	Jacki - PR
Never Rider Survey Results	Jacki - PR
Current Events	Erika - PR
July/August Agenda Calendar	
Strategic Workplan	

July – RECESS

August: TAC Meeting is Thursday, 8/1 Board Meeting is Wednesday, 8/21

ITEMS:	WHO & WHAT:
Safety Briefing	
Financial Management Plan #5-#10	Heather D - D/A
Procurement Resolution	Heather D - D/A
Strategic Workplan	Erika/Jarrett - D/A
CEO Performance Review and Benchmarks – Possible Executive Session	Erika/Board Chair or Board Secretary
Annual Safety Report (SMS Report?)	Sam - PR
Current Events	Erika - PR
September/October Agenda Calendar	
Strategic Workplan	



2019 Strategic Work Plan

MISSION

Getting You Where You Want To Go

VISION

To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities.

GUIDING PRINCIPLES

- Treat everyone with respect
- Show initiative, imagination and creativity
- Collaborate to enhance service delivery
- Strive for continuous improvement in all we do
- View risks as opportunities
- Put the customer first
- Be environmental stewards
- Be trustworthy and dependable
- Be fiscally responsible and responsive to changing demographics

5 YEAR HORIZON

- Plan with attention to “green” opportunities and long-term sustainability.
- Apply imagination, creativity and innovation to improve the service we deliver.
- Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
- Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
- Establish financial policies and seek revenue sources to maintain fiscal strength.
- Follow through on promises we have made.

10 YEAR HORIZON

- NAIPTA will be a seamless, inclusive regional system that is fully supported by member communities.
- NAIPTA will be known for finishing what we start in a responsible, professional and timely manner.
- People will know NAIPTA... people will use NAIPTA. Marketing has succeeded.
- NAIPTA will be known for living the guiding principles.



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

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Key Recommendations

- Plan with attention to “green” opportunities and long-term sustainability.
 - Participate in autonomous bus feasibility consortium: evaluate how this new technology will enhance our service to the community.
 - Develop performance measures that are in line with regional policies and community goals.
- Apply imagination, creativity and innovation to improve the service we deliver.
 - Explore and evaluate community expectations for maintaining and growing an exceptional transit system that is valued by riders and non-riders alike.
- Evaluate the effectiveness of our brand, name and image in creating stronger ties with the public.
 - Evaluate the Mountain Line and NAIPTA brand. Develop and implement strategies for growing our community presence and identity.
- Build cooperative relationships regionally to expand and enhance NAIPTA’s positive impact.
 - NAIPTA will work with community partners to procure ownership or access to a new Downtown Connection Center.
 - Partner with the City on development and implementation of Proposition 419, enhancing opportunities for transit and active modal investments within transit corridors.
 - Coordinate advocacy at state and federal levels as Federal transit reauthorization and sequestration are being considered this year.
 - NAIPTA will continue to work with the City to develop Transit Guidelines and development criteria.
- Establish financial policies and seek revenue sources to maintain fiscal strength.
 - NAIPTA will develop a fare strategy, revenue generation, and pass distribution plan that results in increased ridership and increased fare-box return.
 - Explore additional revenue generators through private developments, partnerships, and other innovative practices.
 - Assess and modify (as needed) financial policies that reflect funding splits in line with federal expectations.
- Follow through on promises we have made – Focus on Frequency Policy.
 - Continue providing high quality service and implement routing changes and upgrades based on recommendations from the 2017 Short-Term Network (zero-based) Plan.
 - Develop an On-Demand Study and identify implementation strategies for testing pilot programs that enhance our service to the community.



Getting you where you want to go

