



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, June 19, 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. 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 1-5

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE





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4. APPROVAL OF JOINT MEETING MINUTES 5/15/2019 -pages 6-13
5. 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.

### DISCUSSION / ACTION ITEMS:

6. FY2020 MEETING CALENDAR REVIEW -pages 14-16  
-Rhonda Cashman, Executive Assistant and Clerk of the Board  
Staff recommends the Board of Directors review and provide direction regarding the FY2020 meeting dates.
7. CONSIDER THE FY2020 PROPOSED BUDGET -pages 17-29  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors approve the FY2020 Proposed Budget for a total expense budget of \$44,200,882, operating of \$9.631,755 and capital of \$34,569,127.
8. CONSIDER AN ECOPASS CONTRACT AND DONATION TO NAIPTA'S DISCOUNTED PASS PROGRAM -pages 30-34  
-Erika Mazza, CEO and General Manager  
Staff recommends the Board of Directors: 1) Authorize NAIPTA CEO and General Manager to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program, and 2) Accept their financial donation to benefit NAIPTA's Discounted Pass Program.
9. CONSIDER FY2020 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.  
-Kate Morley, Development Director -pages 35-38  
Staff recommends the Board of Directors authorize NAIPTA CEO and General Manager to redistribute prior approved FY2019 Task Order valuation carry over of \$2,136,224 and assign new FY2020 valuation of \$130,642 and related Task Orders to AECOM Technical Services, Inc.
10. CONSIDER THE CITY OF WINSLOW REGIONAL SERVICE REQUEST  
-Kate Morley, Development Director -pages 39-47  
Staff recommends the Board of Directors approve the City of Winslow's Regional Service Request for the establishment and operation of a commuter bus route between Flagstaff and Winslow.



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11. CONSIDER THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO) EXECUTIVE BOARD SEAT REQUEST -pages 48-65  
-Erika Mazza, CEO and General Manager  
Staff recommends the Board of Directors review and provide direction to the Acting NAIPTA Board Chair and to the NAIPTA CEO and General Manager regarding adding NAIPTA as a member of the Flagstaff Metropolitan Planning Organization (FMPO) Executive Board.

**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.

12. CONSIDER THE FIRST AMENDMENT TO THE 2016 INTERGOVERNMENTAL AGREEMENT (IGA) WITH THE CITY OF FLAGSTAFF -pages 66-75  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors: 1) Approve entering into the First Amendment to the 2016 intergovernmental agreement (IGA) with the City of Flagstaff for project management service related to the NAIPTA Kaspar Intersection project and 2) Authorize execution of the Amendment by the CEO and General Manager.
13. CONSIDER THE FY2020 COLLECTIVE GRANT RESOLUTION AND THE FY2020-FY2024 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM -pages 76-80  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors: 1) Approve the FY2020 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year financial plan; and 2) Approve the Transit Program from the FY2020-FY2024 regional Transportation Improvement Program.
14. CONSIDER RENEWAL OF NAIPTA LIABILITY INSURANCE FOR FY2020  
-Heather Dalmolin, Administrative Director -pages 81-82  
Staff recommends the Board of Directors approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$346,497.





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- 15. CONSIDER RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000 -pages 83-84  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors authorize NAIPTA CEO and General Manager to renew and activate the Wells Fargo credit line in an amount of up to \$500,000 to provide cash flow assistance if necessary, to meet cash flow commitments during fiscal year 2019-2020.
- 16. CONSIDER AN UPDATED PERSONNEL POLICY MANUAL -pages 85-87  
-Heather Dalmolin, Administrative Director  
Staff recommends the Board of Directors adopt various updates to NAIPTA policies to incorporate changes that reflect both regulatory requirements and NAIPTA's actual practices.

### PROGRESS REPORTS:

- 17. REPORT ON FARE STRATEGIES STUDY -page 88  
-Heather Dalmolin, Administrative Director
- 18. MOUNTAIN EXPRESS CLOSE OUT / SURVEY RESULTS -page 89  
-Jacki Lenner, Marketing and Communications Manager
- 19. NEVER RIDER SURVEY RESULTS -page 90  
-Jacki Lenner, Marketing and Communications Manager
- 20. SUMMARY OF CURRENT EVENTS  
-Erika Mazza, CEO and General Manager

### ITEMS FROM COMMITTEE AND STAFF:

#### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

- August/September Working Agenda -page 91
- Strategic Workplan -pages 92-93

The next Board meeting will be August 21, 2019 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10:00am. Parking is available at the main office: 3773 N. Kaspar Drive. The public is invited to attend. August agenda items will include but not be limited to the Financial Management Plan #5-#10, Procurement Resolution, Downtown Connection Center (DCC) Intergovernmental Agreement (IGA), Fare Strategies Discussion, Marketing Plan, Strategic Work Plan, Annual Safety Report and a possible Executive Session for the CEO and General Manager Performance Review. The August agenda will be available for review on NAIPTA's website and at NAIPTA's public posting places (listed on the



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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.

21. ADJOURNMENT



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## Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 15, 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 and Transit Advisory Committee met in Joint Session on Wednesday, May 15, 2019 at 10:00 am in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

Members of the Board and Transit Advisory Committee attended in person. 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;  
Joanne Keene, (Secretary), Executive Vice President and Chief of Staff, NAU, left the meeting at approximately 1:55pm;  
Emily Allen, Assistant Vice President of Community Relations, NAU, alternate, joined the meeting at approximately 10:04am;  
Steve Peru, Chief Development and Government Relations Officer, CCC, designee, joined the meeting at approximately 10:15am;  
Art Babbott, Board of Supervisors, Coconino County, left the meeting at approximately 1:44pm;  
Adam Shimoni, Vice Mayor, City of Flagstaff, alternate, joined the meeting at approximately 10:15am

*\*Three of our five Board member seats must be present to constitute a quorum.*

*\*\*The City of Flagstaff holds two seats.*

### **BOARD MEMBERS EXCUSED:**

Austin Aslan, City Councilor, City of Flagstaff, alternate;  
Matt Ryan, Board of Supervisors, Coconino County, alternate;  
Colleen Smith, President, CCC

### **TAC MEMBERS PRESENT:**

Gillian Thomas, (Chair), Citizen Representative, Coconino County;  
Dave Wessel, (Vice Chair), Manager, FMPO, joined the meeting at approximately 10:10am;  
Shane Dille, Deputy City Manager, City of Flagstaff, designee;





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Lucinda Andreani, Deputy County Manager, Coconino County, designee, joined the meeting approximately 10:33-11:45am;

Christopher Tressler, County Engineer, Coconino County, alternate, joined the meeting at approximately 10:08am;

Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate;

Erin Stam, Director of Parking and Shuttle Services, NAU, designee;

Paul Wagner, Citizen Representative, City of Flagstaff

*\*Five of our eight TAC member seats must be present to constitute a quorum.*

### TAC MEMBERS EXCUSED:

James Jayne, County Manager, Coconino County;

Barbara Goodrich, City Manager, City of Flagstaff;

Jeff Bauman, City Engineer, City of Flagstaff, alternate;

Martin Ince, Multi-Modal Planner, FMPO, alternate;

Aaron Tabor, Faculty, CCC;

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate;

T. Paul Thomas, Business Representative, Northern Arizona Leadership Alliance;

Tim Kinney, Business Representative, Northern Arizona Leadership Alliance, alternate

### NAIPTA STAFF IN ATTENDANCE:

Erika Mazza, CEO and General Manager;

Heather Dalmolin, Administrative Director;

Jim Wagner, Operations Director;

Kate Morley, Development Director;

Jacki Lenner, Marketing and Communications Manager;

Wade Forrest, Facilities Manager;

Jan Richer, Operations Manager;

Sam Short, Safety Manager;

Lauree Battice, Business Manager;

Anne Dunno, Capital Project Manager, joined the meeting approximately 10:30-11:00am;

Jon Matthies, IT Manager;

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, NAIPTA Attorney

### GUESTS PRESENT:

Jarrett Ransom, President and CEO of The Rayvan Group

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



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Mr. Forrest noted in case of emergency, everyone should exit the building and gather at the main gate. There is a fire extinguisher outside the room in Shop 3. In the event 9-1-1 would need to be called, he would be the primary caller and Mr. Jim Wagner would be the designated secondary caller. Should anyone need Cardiopulmonary Resuscitation (CPR) or first aid, Ms. Morley, Mr. Short and Mr. Matthies acknowledged they are certified to assist.

#### 4. APPROVAL OF BOARD MEETING MINUTES 4/17/2019

Director McCarthy requested a change to the minutes; making it clear that All Aboard Arizona is fighting to keep long distance rail service. He moved to approve the April 17, 2019 Board meeting minutes with the suggested change. Secretary Keene seconded. There was no discussion. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Joanne Keene	X	
Art Babbott	X	

#### 5. CALL TO THE PUBLIC

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

#### 6. DISCUSS NAIPTA GOVERNANCE AND RULES OF ORDER

-Heather Dalmolin, Administrative Director and Scott Holcomb, General Counsel, Dickinson Wright

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

NAIPTA Attorney, Mr. Holcomb, stated the organization requires Board and TAC member participation. The public body is subject to Open Meeting Law. The recommended governance protocol was reviewed, and examples provided. The Clerk must document who voted a certain way. The only reason to abstain is due to a conflict. He noted Robert's Rules of Order are suggestions for an orderly meeting but may limit valuable discussion and are not strictly aligned with the Open Meeting Law. It is the Chair's job to enforce and decide on all questions of order. Board members do not have individual authority, only corporate authority, over the agency. Our Board quorum is 3 members out of five. Splintering of the quorum was discussed. It does not require presence of quorum all at the same time. It applies to all methods of communication. Implications of sharing information via social media were discussed; be very cautious. The organization's staff should be in control of how the Agency's message is shared. The supported Mountain Line way is for staff to bring information to the Board and TAC early, then float concepts to the Board and TAC, and finally, distribute the information once formal action has been taken. As set forth in the memorandum handout, the recommendations are for the Board to adopt and



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implement rules of conduct, adopt and implement policies regarding social media and allow staff to provide talking points on important issues. Erika shared that we don't currently have the ability to video our meetings, but we will be working on how we might do that in the future. We have several new Board and TAC members and this topic was meant to offer guidance to members and staff.

**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.

**7. 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.

Director Babbott moved to approve the consent item as stated. Director Peru seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Joanne Keene	X	
Art Babbott	X	

**DISCUSSION / ACTION ITEMS:**

**8. FY2020 ELECTION OF BOARD OFFICERS**

-Rhonda Cashman, Executive Assistant and Clerk of the Board

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

Ms. Cashman explained former Chair Hipolito resigned her position with CCC at the end of March and Vice Chair Whelan has covered the responsibilities of the Chair position since that time. To promote a smooth transition, if needed, it is recommended to proceed with the FY2020 Board Officer elections at this time. Vice Chair Whelan is the Acting Chair and she called for nominations for the Chair position. Secretary Keene nominated Vice Chair Whelan to be the next Chair. She accepted the





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nomination. Director McCarthy seconded. There was no discussion, nor any other nominations. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Joanne Keene	X	
Art Babbott	X	

Director McCarthy nominated Director Peru for the Vice Chair position. He accepted the nomination. If there was a second, it could not be heard. There was no discussion, nor any other nominations. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Joanne Keene	X	
Art Babbott	X	

Director Peru nominated Secretary Keene to continue in the Secretary position. She accepted the nomination. Director McCarthy seconded. There was no discussion, nor any other nominations. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Joanne Keene	X	
Art Babbott	X	

**9. CONSIDER A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CITY OF FLAGSTAFF FOR THE DOWNTOWN CONNECTION CENTER (DCC)**

-Kate Morley, Development Director

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.

Ms. Morley asked the Board to consider development of a Memorandum of Understanding with the City for a permanent Downtown Connection Center. The preferred alternative site is at the at the west end of Phoenix Avenue and Milton Road. There are some major barriers; however, staff felt they are less significant than may be found at other sites under consideration. Staff believe, despite the challenges, the preferred site will still work. NAIPTA will be requesting controlled north and southbound access onto Phoenix Avenue from Milton. If the parcel is not purchased outright, the Federal Transit Administration (FTA) will require a long-term lease



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agreement. There is the potential to widen Phoenix Avenue on the north side of the street. Next steps were reviewed. Concepts will be refined and then the public outreach process will begin. There was a question about the timing of obligating the FTA funds. Ms. Dalmolin responded noting the funds have been partially obligated; defining how we use the remainder of the funds is due by September 30<sup>th</sup>. She stated she expects to have it obligated by June 30<sup>th</sup>. Director Peru moved to approve this item as presented. Director Babbott 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	
Joanne Keene	X	
Art Babbott	X	

## Conclusion of Board Action Items

### 10. FY2020 PROPOSED BUDGET REVIEW

-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.

Ms. Dalmolin reviewed the budget in detail and there were multiple lengthy discussions regarding fixed route, paratransit, expanded Mountain Express service and potential Winslow commuter service operating costs, as well as the pay plan and employee expenses. Staff are proposing additional ways in addition to pay to recruit and retain employees with expanded paid time off and wellness options. The Board and TAC were supportive; however, the need for the pay plan to be sustainable was expressed. The budget will be brought to the Board for approval in June.

### 11. BREAK FOR LUNCH - approximately 12:15pm

### 12. UPDATE TO MOUNTAIN LINE'S STRATEGIC WORK PLAN: INTRODUCTION AND PROCESS

-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.

Ms. Mazza introduced Ms. Ransom and the activities of the afternoon. This part of the exercise was intended to introduce the development of our 3-5 Year Plan (Plan),. Staff will build the 3-5 Year Plan with the Board and bring it to the Board for approval in November. This Plan will help kick of the budget process with coinciding work plan items. The room was split in half to identify items to fit into the following categories for NAIPTA; attendees on the left worked on PEST: Political, Environmental, Social and



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Technological influences and attendees on the right worked on SWOT: Strengths, Weaknesses, Opportunities and Threats. Each group reported out on their list of items. Ms. Ransom stated she would be putting together a survey for all attendees to complete. She requested a 100 percent response rate to further our work on developing the 3-5 Year Plan. The Pierce Transit Strategic Plan will be sent out to all as an example of what we may want to include in our Plan.

## PROGRESS REPORTS:

### 13. SUMMARY OF CURRENT EVENTS

-Erika Mazza, CEO and General Manager

Ms. Mazza shared photos from Get On Board Day, April 25<sup>th</sup> and the Electric Bus Demo, May 8<sup>th</sup>. The electric bus was able to run Route 10 all day on one charge. Route 2 would require a charge during the service day. The bus actually picked up charge while braking when going down Snowbowl Road. Dollars can be saved on fuel and maintenance. Everyone who was at the demo loved it! A stakeholder newsletter will be coming in FY2020. Staff is working on a Human Trafficking grant application with Northland Family Help Center and their FIAT (Flagstaff Initiative Against Trafficking) Program. Staff is working with CCC on a Community Foundation Grant for bus passes to aid their dependent students. Employee trainings offered recently include: Crisis Communication, Communication Style, Presentation Skills, Business Writing, Workplace Respect and Time Management. The Coordinated Mobility Council met last week, and they are working on items for implementation from the Coordinated Plan. NAIPTA received a 5311-grant award to continue funding the vanpool program at current levels and to fund the Highway 180 survey for year two. The National Academy of Sciences - Transit Research Board offered Erika a Board position and she accepted.

Director Peru made a motion to move into Executive Session at approximately 1:33pm. Secretary Keene seconded. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Jim McCarthy	X	
Steve Peru	X	
Joanne Keene	X	
Art Babbott	X	

## EXECUTIVE SESSION (BOARD ONLY)

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)(1) and A.R.S. § 38-431.03(A)(4) for the following purpose:



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## 1. CEO Performance Review and Benchmarks

Following the conclusion of the Executive Session, the Board reconvened the public meeting at approximately 2:00pm.

### ITEMS FROM COMMITTEE AND STAFF:

#### SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda

Strategic Workplan

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 10:00am. 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 3<sup>rd</sup> 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 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 10:00am. The public is invited to attend. June agenda items will include but not be limited to FY2020 Budget Adoption, FY2020 Calendar Review, Award 3<sup>rd</sup> 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.

14. ADJOURNMENT -Vice Chair Whelan adjourned the meeting at approximately 2:00pm.

\_\_\_\_\_  
Jamie Whelan, Acting Chair/Vice Chair of the NAIPTA Board of Directors

ATTEST:

\_\_\_\_\_  
Rhonda Cashman, Executive Assistant and Clerk of the Board



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**DATE PREPARED:** June 7, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Rhonda Cashman, Clerk of the Board

**SUBJECT:** FY2020 Meeting Calendar Review

### **RECOMMENDATION:**

**Staff recommends the Board of Directors** review and provide direction regarding the FY2020 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 time to adequately plan and mark meetings on their calendars. To assist in planning for the next 12-18 months, staff requests the Board review the dates for the FY2020 meeting calendar. These dates and times are open to discussion and modification.

The January 2020 TAC meeting is scheduled for January 2<sup>nd</sup>, in the middle of the holiday week. Please let us know if it is reasonable to expect a quorum to be present or if it needs to be cancelled. Spring Break in March 2020 may be a repetitive conflict for the Board.

Typically, the Coconino County Board of Supervisors is on summer recess late June to early August and the Flagstaff City Council is on summer recess early July to mid-August. Fall Semester classes at NAU and CCC typically begin the last week of August. Since the County Board of Supervisors and City Council members are on recess in July, it makes sense to have a NAIPTA meeting recess in July, as well.

### **TAC DISCUSSION:**

The TAC requested to bring this item back in October to make a determination on the January 2, 2020 TAC meeting due to it being a potential holiday week for families.

### **FISCAL IMPACT:**

The Board and TAC meeting schedule has no fiscal impact.



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**SUBMITTED BY:**

**APPROVED BY:**

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Rhonda Cashman  
Clerk of the Board

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Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

1. FY2020 Meeting Calendar

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# NAIPTA FY2020 REGULAR MEETINGS

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

Date	Meeting	Location	Time
7/2019	Recess	-----	-----
8/1/2019	TAC	WEB EX NAIPTA Based	10am
8/21/2019	BOD	WEB EX NAIPTA Based	10am
9/5/2019	TAC	WEB EX NAIPTA Based	10am
9/18/2019	BOD	WEB EX NAIPTA Based	10am
10/16/2019	BOD/TAC Advance	WEB EX NAIPTA Based	9am-2pm
11/7/2019	TAC	WEB EX NAIPTA Based	10am
11/20/2019	BOD	WEB EX NAIPTA Based	10am
12/5/2019	TAC	Flagstaff	10am
12/18/2019	BOD	WEB EX NAIPTA Based	10a,m
1/2/2020	TAC	WEB EX NAIPTA Based	10am
1/15/2020	BOD	WEB EX NAIPTA Based	10am
2/6/2020	TAC	WEB EX NAIPTA Based	10am
2/19/2020	BOD	WEB EX NAIPTA Based	10am
3/5/2020	TAC	WEB EX NAIPTA Based	10am
3/18/2020	BOD	WEB EX NAIPTA Based	10am
4/2/2020	TAC	WEB EX NAIPTA Based	10am
4/15/2020	BOD	WEB EX NAIPTA Based	10am
5/20/2020	TAC/BOD Joint Meeting	Flagstaff	10am-2pm
6/4/2020	TAC	WEB EX NAIPTA Based	10am
6/17/2020	BOD	WEB EX NAIPTA Based	10am



## Northern Arizona Intergovernmental Public Transportation Authority

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**DATE PREPARED:** May 28, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Consider the FY2020 Proposed Budget

### **RECOMMENDATION:**

**Staff recommends the Board of Directors** approve the FY2020 Proposed Budget for a total expense budget of \$44,200,882, operating of \$9,631,755 and capital of \$34,569,127.

### **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 30<sup>th</sup> 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 Tax 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 Tax 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.
- There is capacity of \$214,348 for staff pay increases as described in People section of this report.



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- 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, 1<sup>st</sup> 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
Vision	\$ 0.78	\$ 0.78
Life	\$ 7.40	\$ 7.40



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- A pay plan will provide all staff with a cost of living adjustment of 1% and staff that have not reached maximum pay for their positions with another 1% increase on the employee's anniversary. These increases will not move the pay ranges but are base building for incumbent staff. Additionally, staff that have not reached maximum pay for their position and that are exceeding expectations as documented in the annual review process will be eligible for a one-time bonus as follows: positions with step tables where the employee is below step 3 can receive a \$2,000 bonus and all other staff, whether in positions on step tables or positions with ranges, can receive a 2% bonus. The bonus programs are not base building, but the cumulative effect of the reoccurring change and the one-time bonus is similar to the potential average annual earning change in the Compensation and Classification Plan.

### 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:**

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Heather Dalmolin  
Administrative Director

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Erika Mazza  
CEO and General Manager

### **ATTACHMENTS:**

- 1) Detailed Line by Line Proposed FY2020 Budget -pages 22-28
- 2) Description of Benefit Programs -page 29



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		NAIPTA	Planning	Planning	City of Flagstaff			Coconino County		Winslow
Program Hours		87,122			80,579	6,543		0		
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	
<b>Revenues</b>										
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				
<b>sub total</b>	<b>\$ 44,287,881</b>	<b>\$ 102,500</b>	<b>\$ 32,925,431</b>	<b>\$ 117,076</b>	<b>\$ 8,936,378</b>	<b>\$ 1,166,053</b>	<b>\$ 60,000</b>	<b>\$ 40,000</b>	<b>\$ 66,867</b>	<b>\$ 873,577</b>

**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	
<b>Sub Total</b>	<b>\$ 864,342</b>	<b>\$ -</b>	<b>\$ 121,107</b>	<b>\$ -</b>	<b>\$ 654,075</b>	<b>\$ 85,458</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,701</b>	<b>\$ -</b>
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	
<b>Sub Total</b>	<b>\$ 5,684,666</b>	<b>\$ -</b>	<b>\$ 15,394</b>	<b>\$ 96,560</b>	<b>\$ 4,916,351</b>	<b>\$ 649,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,360</b>	<b>\$ -</b>
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				
<b>Sub Total</b>	<b>\$ 340,829</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 304,250</b>	<b>\$ 36,580</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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				
<b>Sub Total</b>	<b>\$ 99,322</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,403</b>	<b>\$ 11,919</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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					
<b>Total Direct Admin Expenses</b>	<b>\$ 422,059</b>	<b>\$ 15,500</b>	<b>\$ 2,717</b>	<b>\$ 12,628</b>	<b>\$ 365,607</b>	<b>\$ 24,357</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,250</b>	<b>\$ -</b>	
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					
<b>Direct Variable Expense</b>	<b>\$ 1,569,764</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,153,902</b>	<b>\$ 70,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 345,062</b>
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		
<b>Total Variable Expenses</b>	<b>\$ 573,325</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 376,714</b>	<b>\$ 42,056</b>	<b>\$ 60,000</b>	<b>\$ 40,000</b>	<b>\$ 54,555</b>	<b>\$ -</b>	
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					
<b>Total Travel Expenses</b>	<b>\$ 77,448</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,888</b>	<b>\$ 56,675</b>	<b>\$ 5,885</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
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	\$ -	\$ -	\$ -	\$ -
<b>Total Administrative Cost</b>	<b>\$ 1,304,493</b>	<b>\$ -</b>	<b>\$ 121,107</b>	<b>\$ -</b>	<b>\$ 1,045,729</b>	<b>\$ 133,956</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,701</b>	<b>\$ -</b>
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
<b>Total Operating Cost</b>	<b>\$ 8,327,262</b>	<b>\$ 15,500</b>	<b>\$ 25,111</b>	<b>\$ 117,076</b>	<b>\$ 6,869,250</b>	<b>\$ 792,097</b>	<b>\$ 60,000</b>	<b>\$ 40,000</b>	<b>\$ 63,165</b>	<b>\$ 345,062</b>
Cost Per Service Hour	\$ 95.58				\$ 85.25	\$ 121.06		\$ -	\$ -	
<b>Total Program Cost</b>	<b>\$ 9,631,755</b>	<b>\$ 15,500</b>	<b>\$ 146,218</b>	<b>\$ 117,076</b>	<b>\$ 7,914,979</b>	<b>\$ 926,053</b>	<b>\$ 60,000</b>	<b>\$ 40,000</b>	<b>\$ 66,866</b>	<b>\$ 345,062</b>

**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					
<b>Subtotal Operating Capital</b>	<b>\$ 1,539,358</b>	<b>\$ -</b>	<b>\$ 1,158,959</b>	<b>\$ -</b>	<b>\$ 380,399</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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					
<b>Subtotal Fixed Assets</b>	<b>\$ 33,029,769</b>	<b>\$ -</b>	<b>\$ 31,620,254</b>	<b>\$ -</b>	<b>\$ 641,000</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 528,515</b>
<b>Total Capital</b>	<b>\$ 34,569,127</b>	<b>\$ -</b>	<b>\$ 32,779,213</b>	<b>\$ -</b>	<b>\$ 1,021,399</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 528,515</b>
<b>Total Budget</b>	<b>\$ 44,200,882</b>	<b>\$ 15,500</b>	<b>\$ 32,925,431</b>	<b>\$ 117,076</b>	<b>\$ 8,936,378</b>	<b>\$ 1,166,053</b>	<b>\$ 60,000</b>	<b>\$ 40,000</b>	<b>\$ 66,866</b>	<b>\$ 873,577</b>

## 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.



**DATE PREPARED:** June 10, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Erika Mazza, CEO and General Manager

**SUBJECT:** Consider an Ecopass Contract and Donation to NAIPTA's Discounted Pass Program

**RECOMMENDATION:**

**Staff recommends the Board of Directors:** 1) Authorize NAIPTA CEO and General Manager to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program, and 2) Accept their financial donation to benefit NAIPTA's Discounted Pass Program.

**RELATED STRATEGIC WORKPLAN OBJECTIVES:**

**Guiding Principles:**

- ❖ Show initiative, imagination and creativity
- ❖ Collaborate to enhance service delivery

**Strategic Work Plan:**

- ❖ 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.

**BACKGROUND:**

On January 29, 2019 the development group McGrath Real Estate Partners (Developer) approached staff inquiring about a bulk pass program for their proposed multifamily residential development at 825 and 829 E. Butler Avenue. On May 21, 2019 the Developer provided NAIPTA's CEO and General Manager a Letter of Intent (LOI) to confirm ecopass purchase terms for their proposed residential development. The developer indicates the quantity of ecopasses purchased will equal the total bed count based on the City of Flagstaff confirmed final bed count. The terms for the ecopass agreement would be in effect for five years. The developer also specified they will contribute twice the first year's total ecopass amount (estimated to be \$37,436), as a donation to NAIPTA to help off-set discounted passes for Flagstaff's most vulnerable population through the existing Discounted Pass Program. The Developer went before City of Flagstaff Planning and Zoning on May 21 and May 29, 2019. The Developer is anticipated to be before City Council on June 18 and July 2 for re-zoning consideration.

This item was previously brought to the NAIPTA Board of Directors and was pulled due to the City Council voting to not move forward with the re-zoning in February 2019. The developer is back before Council with a revised site plan and opted to retain the ecopass program as part of their development package.





Connection to 2019 Strategic Plan:

If the Flagstaff City Council approves the rezoning for this project and if it's the will of the NAIPTA Board of Directors, staff will enter into a contract with the McGrath Real Estate Partners for the programs outlined above. This contract is in line with the NAIPTA Guiding Principles of showing initiative, imagination, and creativity and collaborating to enhance service delivery. Through the 2019 Strategic Work Plan, this partnership affords NAIPTA the opportunity to explore additional revenue opportunities through private developments, partnerships, and innovative practices.

As part of the 2019 Strategic Workplan, staff is initiating a Fare Study that will address new opportunities for revenue generation and pass distribution, including developing a pricing structure for developments or neighborhoods to participate in a residential bulk pass program. NAIPTA does not have an approved pass program that addresses residential bulk passes and as such, it is NAIPTA's recommendation to use the one bulk pass program that is contained within the existing fare structure – the Employer Ecopass Program. If the NAIPTA Board approves staff to enter into a contract with McGrath, the Developer understands the residential bulk pass rates may change as part of the Fare Study recommendations and adoption by the NAIPTA Board. The developer agreed to include a proposed clause in the LOI (future contract) to increase the rates by 10% each of the 5 years or until such time the rates match the forthcoming residential bulk pass rates.

The developer also proposes to donate two-times the first year's residential pass purchase value to help off-set the existing discounted pass program for agencies that provide services and/or assistance to low income residents of northern Arizona. This program is a long-standing program that NAIPTA has offered to its non-profit and public partners. The purpose of the discounted pass program is to assist families and individuals in becoming more self-sufficient by removing the transportation barrier.

As time is of the essence, the developer presented the Letter of Intent as part of their overall development package, with the understanding that NAIPTA's Board of Directors would need to weigh in on the terms and conditions of the LOI.

This contract and donation are but one step in a larger process that NAIPTA staff will explore within the approved 2019 Strategic Work Plan. Staff has discussed how the developer donation could be used as an initial investment for an ongoing funding source, where other entities or foundations could support our most vulnerable populations by providing financial investments to increase transit access. Staff may bring concepts back to the NAIPTA Board along with the opportunities identified within the Fare Strategies plan.

**TAC DISCUSSION:**

The TAC received an overview of the major points within the ecopass proposal. They were generally supportive of the idea and appreciative of the process.

**ALTERNATIVES:**





- 1) Authorize NAIPTA CEO and General Manager to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program and to accept their donation to benefit NAIPTA's Discounted Pass Program (**recommended**). While the rate structure is not established for a residential bulk pass program, NAIPTA staff are using a previously agreed upon rate structure for employers and see the benefit in capturing this agreement prior to the completion of the Fare Study. Being responsive to changing conditions and capturing new opportunities is one of the tenants of NAIPTA's success. Acting today, with the information in hand will assure approximately 800 more individuals will have access to transit services.
- 2) Authorize NAIPTA CEO and General Manager to negotiate rates once the Fare Study is complete. Delaying negotiations until the Fare Study is complete will afford NAIPTA time to adequately develop a residential bulk pass program, but it may delay staff from entering into contracts with prospective developers and potentially missing out on projects in the pipeline.
- 3) Do not authorize NAIPTA CEO and General Manager to enter into a contract with McGrath Real Estate Partners to establish an Ecopass program and forgo accepting their donation to distribute passes to partner agencies (**not recommended**). This directive will be out of sync with the 2019 Strategic Work Plan.

**FISCAL IMPACT:**

The ecopass purchases are noted as unbudgeted operational revenue (for year one) and they are expected, in part, to replace fares we would have otherwise accepted from riders. With the donation, it is also an unbudgeted operational revenue that will assist NAIPTA and Human Service agencies in further funding discounted passes.

**APPROVED BY:**

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

1. Ecopass Program Partnership – Letter of Intent -pages 33-34





May 21, 2019

Ms. Erika Mazza  
NAIPTA  
3773 N. Kaspar Drive  
Flagstaff, AZ 86004

**Re: Ecopass Program Partnership – 825 and 829 E. Butler Avenue**

Dear Ms. Mazza:

McGrath Real Estate Partners is pleased to submit a letter of intent to partner with NAIPTA and participate in the Ecopass Program. The Ecopasses will be for the benefit of the proposed multifamily residential development located at the SEC of Butler Avenue and Sawmill Road in Flagstaff, AZ. Upon your acceptance of this LOI, we will jointly prepare a draft legal agreement reflecting the terms and conditions outlined below.

- Based on final bed count, McGrath Real Estate Partners, or assigns, will purchase Ecopasses (annual transit passes) equaling the total bed count at a rate of \$24.50 per pass. This bed count will be confirmed by the City of Flagstaff through final plat, construction drawings, or permits.
- It is understood that the initial rate of \$24.50 per bed is deemed a pilot program and is subject to change after a Fare Study is conducted. However, this agreement will grandfather the proposed development and any future increase, if applicable, will be capped at ten percent (10%) in any given year.
- The terms of this agreement will be in effect for five (5) years.
- McGrath will also contribute TWICE the first year's total amount to help off-set discounted passes for the community's most vulnerable populations. These funds, estimated to be \$37,436, will go directly to NAIPTA. NAIPTA will work with it's Human Service Partners on the development and distribution of passes throughout the community.

We would like for this development to be a catalyst for community change and a model for future real estate developers and businesses to follow. We understand that this community need is real and sincerely look forward to our partnership.

**McGrath Real Estate Partners**

BY: \_\_\_\_\_

A handwritten signature in blue ink that reads "Barrett O. Kirk".

Barrett O. Kirk  
Chief Investment Officer



AGREED AND ACCEPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2019

**NAIPTA:**

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**DATE PREPARED:** June 12, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Kate Morley, Development Director

**SUBJECT:** Consider FY2020 Task Orders to AECOM Technical Services, Inc.

**RECOMMENDATION:**

**Staff recommends the Board of Directors** authorize NAIPTA CEO and General Manager to redistribute prior approved FY2019 Task Order valuation carry over of \$2,136,224 and assign new FY2020 valuation of \$130,642 and related Task Orders to AECOM Technical Services, Inc.

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

**Guiding Principles:**

- ❖ Collaborate to enhance service delivery
- ❖ Be fiscally responsible and responsive to changing demographics

**BACKGROUND:**

On June 21, 2017, the NAIPTA Board of Directors awarded AECOM Technical Services, Inc. (AECOM) a three-year contract to provide necessary on-call Architectural and Engineering services through a General Consulting Services Contract (RSOQ 2017-400). AECOM has completed their first two years of the three-year contract and in FY2020, NAIPTA enters year-three of the three-year contract. The focus of this staff report is on the allocation of additional projects to be assigned using Task Orders as per the Master Contract.

Contract Term:

AECOM's contract term was approved on June 21, 2017 as a three-year contract for services with the option for one (1) additional two-year extension. If at any time NAIPTA does not feel AECOM is meeting the need identified or if NAIPTA has determined that another direction is best for the agency, NAIPTA may terminate the contract for cause or convenience. NAIPTA staff is not making a recommendation to alter or terminate the contract at this time as staff is quite satisfied with the work AECOM has provided in their first year.

Task Orders:

As part of contract compliance and detailed oversight of project scope and fees, each Task Order will be approved by both parties before initiating work. The Task Order contains project description, location of project, fees and monthly progress benchmarks, scope of work, project schedule, deliverables, and tools and methodologies required to complete the project. Project costs based on the scope of work defined in





each Task Order are negotiated based on the firm's Federally Audited Rate sheets and per diem direct costs.

Based on approval of the NAIPTA Board of Directors, NAIPTA CEO and General Manager will authorize Task Orders with AECOM that do not exceed the valuation approved by the Board of Directors at the initiation of each local fiscal year. NAIPTA staff will present quarterly updates on existing and pending Task Orders to the Board of Directors. The Board can call for updates or request more information at any time during this contract.

Progress to Date:

NAIPTA, through the support and approval of its Board of Directors, has been successful in receiving several planning and capital grants in the past few years and there is an expectation to administer these grants in a timely fashion. NAIPTA staff has a strong planning and project management team that oversees these projects. By contracting with AECOM, NAIPTA gained the necessary expertise, capacity, and continuity in development and completion of projects. Through the second year of AECOM's contract, NAIPTA successfully completed the following projects:

- ✓ Task Order #3: Highway 180
- ✓ Task Order #7: Facility Renovation – Construction Services

AECOM continues to work on the following projects that were identified in FY2019's Task Order list:

- Task Order #6: BRT Project Development
- Task Order #8: DCC to 30% Plans
- Task Order #9: Transit Guidelines
- Task Order #10: NAU Partnership – Milton/Rt 66
- Task Order #11: Bus Stop Amenities (survey/design)
- Task Order #13: Initiation of Work / Program Management

By the end of FY2019, NAIPTA will have expended \$960,962 of the \$3,097,186 for FY2019 Task Orders. The remaining \$2,136,224 will be carried over into FY2020 to accommodate the on-going Task Orders.

FY2020 Summary:

NAIPTA will continue managing the open tasks as listed above. No new Tasks Orders are identified for FY2020. Based on approval of the NAIPTA Board of Directors, NAIPTA CEO and General Manager shall carry over prior approved Task Order valuation of \$2,136,224. Staff is also seeking to add value back into Task Order #13: Initiation of Work/Program Management. In FY2019, \$30,642 was spent on this item and staff would like to return it to the \$50,350 value. Staff are also requesting to add \$100,000 under a new Task Order #14 for the construction project management of the Kaspar Drive and Route 66 Intersection (Kaspar Intersection) for which NAIPTA has already been awarded funding. These additions bring the total FY2020 value to \$2,266,866. NAIPTA staff will present quarterly updates on existing and pending Task Orders to the Board of Directors.





**TAC DISCUSSION:**

At the time of the TAC, the Kaspar Intersection construction project management was not included in the task order list. The TAC was supportive of continuing the Task Orders assigned to AECOM as recommended.

**ALTERNATIVES:**

1. Authorize NAIPTA CEO and General Manager to redistribute prior approved Task Order valuation carry over of \$2,136,224 and assign new FY2020 valuation of \$130,642 and related Task Orders to AECOM Technical Services, Inc. **(recommended)**: The approval of Task Orders and overall carry over plus new valuation will allow for the projects listed in the Strategic Workplan and in Attachment: AECOM Task Order FY2020 to move forward with the necessary technical assistance as defined above. The funds and projects are approved within the draft FY2020 budget.
2. Do not authorize NAIPTA CEO and General Manager to redistribute prior approved Task Order valuation carry over of \$2,136,224 and assign new FY2020 valuation of \$130,642 and related Task Orders to AECOM Technical Services, Inc. **(not recommended)**: The AECOM contract bundles the delivery of projects and provides concurrent project development. By procuring each project separately, significant amount of time, cost, and staff resources would be added to each project. In addition, NAIPTA would not have the consistency and established connectivity between projects.

**FISCAL IMPACT:**

The carryover amount of \$2,136,224 from FY2019 will be redistributed as these projects are on-going and NAIPTA staff are requesting new FY2020 Task Order value totaling \$130,642. The total valuation will include all sub-consultant and reimbursable costs. Fees incurred throughout the contract term will be subject to NAIPTA's annually approved budget and funding as awarded through competitive grants or as approved from the local transit tax. All projects are based on fund availability and identified within NAIPTA's Financial Plans.

**SUBMITTED BY:**

**APPROVED BY:**

\_\_\_\_\_  
Kate Morley  
Development Director

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

**ATTACHMENTS:**

1. AECOM Task Orders FY2020 -page 38





# Northern Arizona Intergovernmental Public Transportation Authority

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## AECOM TASK Orders 2020

Task	Project Name	Start Date	End Date	Source Funds	2019 Task Order Valuation	FY2019 Expense Projection	FY2020 Value	Status Update
#6	Bus Rapid Transit (BRT) and Ridership Projections	July 2018	Summer 2020	5307/39	\$2,007,830	\$543,000	\$1,464,830	Working on final LPA and NEPA
#8	DCC Selection, Design & Preliminary Engineering	July 2018	Jan. 2020	5307/39	\$740,000	\$225,770	\$514,230	Site section analysis underway, preparing for concept design
#9	Transit Guidelines	Nov. 2018	Sept. 2019	5311	\$99,006	\$70,000	\$29,006	First draft complete
#10	NAU Partnership – Milton/Rt 66	Jan. 2019	Nov. 2019	5307/39	\$150,000	\$91,550	\$58,450	Concept design and TIA underway
#11	Bus Stop Amenities (survey/design)	On-going		5310/ Local	\$50,000	\$0	\$50,000	TBD
#13	Initiation of Work / Program Management	On-going		Varies	\$50,350	\$30,642	\$50,350	On-going
#14	Kaspar Intersection Construction Project Management	August 2019	Nov. 2020	5307/39	N/A	\$0	\$100,000	Final Design Kickoff in September
<b>Total</b>					<b>\$3,097,186</b>	<b>\$960,962</b>	\$2,136,244 + \$130,642 <b>\$2,266,866</b>	



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**DATE PREPARED:** June 7, 2019

**DATE:** June 19, 2019

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

**FROM:** Kate Morley, Development Director

**SUBJECT:** Consider the City of Winslow Regional Service Request

**RECOMMENDATION:**

**Staff recommends the Board of Directors** approve the City of Winslow’s Regional Service Request for the establishment and operation of a commuter bus route between Flagstaff and Winslow.

**RELATED STRATEGIC WORKPLAN OBJECTIVE**

**Guiding Principles:**

- ❖ Collaborate to enhance service delivery
- ❖ Strive for Continuous improvement in all we do
- ❖ Be fiscally responsible and responsive to changing demographics
- ❖ See risks as opportunities

**5 Year Horizon:**

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

**BACKGROUND:**

On November 14, 2017, the NAIPTA Board of Directors approved the Winslow Transit Plan (the Plan). This Plan provided recommendations for commuter routes, including Flagstaff to Winslow and Winslow to Holbrook, and local service within Winslow. In the spring of 2018, NAIPTA, on behalf of the City of Winslow, wrote an Arizona Department of Transportation (ADOT) Section 5311 grant for administration, capital, and transit operations of these services that was subsequently awarded. Since then, the City of Winslow has been analyzing their options for Flagstaff to Winslow transit implementation, which is their priority service route. Winslow has explored a variety of possible regional transportation providers, including Hopi Senom Transit and Navajo Transit; however, both entities are unable to add additional transit services at this time.

On January 16, 2019 NAIPTA received a formal regional service request to establish and operate transit service between Flagstaff and Winslow from John Barkley, Winslow’s City Manager. Winslow staff met with NAIPTA staff on March 7<sup>th</sup>, April 9<sup>th</sup>, and May 6<sup>th</sup> to discuss the request and outline what a partnership may look like. Additionally, on May 14<sup>th</sup>, the Winslow City Council adopted Resolution No. 1806, *Supporting the Establishment of a Scheduled Commuter Bus Route between the Cities of Winslow and Flagstaff (Resolution No. 1806)*. Such a route could potentially serve several intermediate stops such as Twin Arrows or Cosnino. NAIPTA has an adopted policy that clarifies terms and conditions for how NAIPTA would consider such requests for service outside the established boundary though the Service Provision Outside the NAIPTA Boundary policy.

Pursuant to this policy, the NAIPTA Board shall consider the service provision outside of the NAIPTA boundary request based on the following criteria:



*Getting you where you want to go*





## Northern Arizona Intergovernmental Public Transportation Authority

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### 1. Minimum Requirements:

#### a. *Direct costs of service are paid by Requesting Agency*

- NAIPTA developed a cost per hour which incorporates direct and indirect costs to provide service between Flagstaff and Winslow. NAIPTA anticipates a total cost per service hour at \$147.58 for one morning and one evening run per day. If additional frequency is added, the cost per hour may drop due to some efficiencies. Based upon the ADOT Section 5311 award, NAIPTA finds Winslow has capacity to cover all costs associated with at least one morning and one evening run.
- Winslow (with assistance from NAIPTA) applied for FY2018 ADOT Section 5311 funds. Winslow was awarded Year 1 funds, totaling \$280,000. Year 1 funds are for Winslow's Transit Manager position, bus stop improvements, and purchasing buses. ADOT awarded year two funds for an additional vehicle, administration and operations, assuming they would begin in the spring of 2020. Winslow has committed local match for all awarded funds. Resolution No. 1806 identifies the Council recognizes it takes multiple years to build a service and that Council stands by its commitment to providing public transit.

#### b. *Indirect costs of service are paid by Requesting Agency*

- The \$147.58 cost per hour includes all indirect costs associated with providing the necessary transit service.

#### c. *The service request is consistent with NAIPTA's Mission, Vision and Guiding Principles.*

- This request is consistent with NAIPTA's Mission of "Getting you where you want to go," and Vision, "To create the finest public transportation experience making NAIPTA services an excellent choice for Northern Arizona Communities." The Guiding Principles of, "collaborate on enhance service delivery," "strive for continuous improvement in all we do," "to be fiscally responsible and responsive to changing demographics," and to "see risks as opportunities," are factors considered in this request.

#### d. *NAIPTA can continue to meet all existing commitments to NAIPTA member agencies as per the current Strategic Work Plan.*

- The time commitment to this project would take resources from Administration, Planning, Marketing, and Operating Divisions. Staff believe project development, launch, and operations can be absorbed into existing workloads without impacting NAIPTA on-going priorities.
  1. Planning: The Project Management portion of establishing service can be absorbed by the Planning Division. In future years, the Planning Division would incorporate the service into their ADOT 5311 applications, which they already write and administer for vanpools.
  2. Marketing: The new route will need to be named, incorporated into Mountain Line materials and advertising will need to be conducted. NAIPTA can use its existing contract with Moore and Associates to facilitate these needs with costs paid for by the grant and Winslow.
  3. Administration: Offering service will impact Procurement though the need to purchase a new vehicle type and Grant Administration will need to invoice both ADOT and Winslow, report on activities, and be responsible for compliance. With adequate scheduling, Procurement can add this to





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their project list. Under Grant Administration, this would be one more project to report and would not take away from other duties.

4. Operations: Operations will be responsible for ensuring the route is according to NAIPTA policies and procedures. Staffing levels may need to be adjusted but are accounted for in the budget. NAIPTA would likely work with Winslow to maintain bus stops in Winslow to limit the impact on Facilities staffing.

## 2. Considerations:

### a. Does the Requesting Agency have a long-term funding commitment?

- While a current Council cannot obligate future funding, Winslow staff presented Resolution No. 1806 to Winslow's City Council on May 14<sup>th</sup>. This Resolution affirms the support for transit services between Flagstaff and Winslow and a recognition that public transit takes multiple years to establish ridership. The resolution was unanimously adopted.

### b. If no long-term funding commitment exists, what are the risks that service dependency will be created with short term service?

- There is some level of risk that City of Winslow will not provide local match for future ADOT Section 5311 grant cycles. In that case, NAIPTA would have to look for a different partner to fund the local match or eliminate the service. Resolution No.1806 was meant to demonstrate the support of Winslow's Council despite the inability to obligate future funds.

### c. Are there indirect benefits to NAIPTA member agencies if the service request is honored?

- Regional transit service has been a topic and a desire for several years. Approval of this request will enhance mobility in northern Arizona. The service would bring people into Flagstaff for shopping, medical and employment opportunities, benefitting economic activity in the City of Flagstaff. Accessing education was also identified as a community need in the Winslow Transit Plan, supporting the missions of NAU and CCC. The route is intended to make stops at Twin Arrows, supporting County residents as well.

## NEXT STEPS:

Should the Board approve the Regional service request, NAIPTA would then developed a Service Intergovernmental Agreement (IGA) to clearly designate roles and responsibilities between both entities. A future key consideration for the NAIPTA Board is whether to modify the Board membership to allow for representation or operate the route as contracted service similar to Mountain Express. NAIPTA would also request ADOT to direct all Section 5311 funds for capital and operations to NAIPTA, so that the procurement of vehicles could get underway. NAIPTA anticipates the service could start no sooner than spring 2020.

## TAC DISCUSSION:

The TAC was supportive of the request from Winslow, recognizing there is some risk that funding for the route may not be sustained in the long-term.



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## ALTERNATIVES:

- 1) Approve the Regional Service Request from City of Winslow for the establishment and operation of a commuter route between Flagstaff and Winslow (**recommended**): This request is consistent with the Regional Policy adopted in May 2017 and supports NAIPTA’s overall mission. The commuter route between Flagstaff and Winslow will provide a vital transportation connection in northern Arizona. Approval of the request will authorize staff to begin drafting a Service Intergovernmental Agreement (IGA) to clearly designate roles and responsibilities between both entities.
  
- 2) Do not approve the Regional Service Request from City of Winslow for the establishment and operation of a commuter route between Flagstaff and Winslow (**not recommended**): If this service request is not approved, City of Winslow would need to continue exploring other options for the establishment and operation of the Winslow to Flagstaff route, which would likely cause a delay in service implementation.

## FISCAL IMPACT:

This service would be offered at no impact to the NAIPTA partners. Both direct and indirect costs will be paid through the ADOT Section 5311 grant and local match from the City of Winslow. The draft FY2020 budget includes revenues of \$200,001 for the proposed Mountain Line commuter service to Winslow. The budget also identifies \$55,590 in fare revenue for the Winslow service. The budget is reflective of the Year 1 award from the Section 5311 grants for \$280,000.

## **SUBMITTED BY:**

## **APPROVED BY:**

\_\_\_\_\_  
Kate Morley  
Development Director

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

## **ATTACHMENTS:**

- |   |                         |
|---|-------------------------|
| 1. Winslow Regional Service Request Letter  | -pages 43-44            |
| 2. Resolution No. 18006, Supporting the Establishment of a Scheduled Commuter Bus Route between the Cities of Winslow and Flagstaff | -pages 45-47            |
| 3. Winslow Transit Plan   | -available upon request |
| 4. Service Provision Outside the NAIPTA Boundary policy   | -available upon request |



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**Council Members**

Robin Boyd  
Samantha Crisp  
Judy Howell  
Rickey Jackson  
Marshall Losey  
Robert Schlesinger

**Mayor**  
Thomas L.  
McCauley

(928) 289-1418



**Discover Winslow-A City in Motion**

NAIPTA  
JAN 22 2019  
RECEIVED

January 16, 2019

Ms. Erika Mazza  
CEO/General Manager  
Northern Arizona Intergovernmental Public Transit Authority  
3373 N. Kaspar Dr.  
Flagstaff, AZ 86004

Dear Ms. Mazza,

The City of Winslow hereby requests services to provide "Operations" under your organization. The City of Winslow Transit Plan was developed and researched for the City of Winslow by NAIPTA during 2016-2017 under a Charter which states:

*"The mission of the plan is to present to the Winslow City Council options for public transit which meet mobility needs and that are financially viable, operationally specific, and supported by the community."*

To this end, the City of Winslow requests consideration for assistance or collaboration with NAIPTA to provide transit services. The City has reviewed possible regional transportation providers, namely the Hopi Tribe (Hopi Senom Transit) and the Navajo Nation (Navajo Transit).

Both transportation providers are at either over capacity (Hopi) or under capacity (Navajo). Hopi Senom is currently understaffed, with management staff often sharing duties of management and driving. Based upon a recent meeting with Navajo Transit, there is favorable consideration of a partnership with Winslow. However, there is a lengthy approval process for an Intergovernmental Agreement (IGA). Navajo Transit is in a state of re-organization as well, along with a new Navajo Nation administration, which may include the possible removal and replacement of the current transit director.

As a result of the lack other viable near-term potential transit partnerships, a transportation partnership with NAIPTA is in our best interests to meet the timeline and deadline of the 5311 ADOT grant. The limited timeframe would suggest that our considered partners may not be able to provide the timeliness necessary to administer the grant. ADOT is also strongly encouraging collaborative efforts and partnerships between existing successful transit providers and jurisdictions seeking to establish new transit service. ADOT is discouraging the establishment of a new transit systems.

The ultimate scope of the partnership would be to expand the current NAIPTA service to include local routes within the City of Winslow, as well as intercity connections along I-40 to possibly connect Holbrook, Winslow, Joseph City, and Flagstaff. At a minimum with current funding, we intend to partner with NAIPTA to provide intercity service between Flagstaff and Winslow.

The timeframe we are using is based upon the Gantt chart provided in the Plan, as figure ES.4 on page 8 (attached herewith). Based upon this timeline, the City of Winslow is in need of a viable partner in order to meet the critical progress of the timeline although the timeline is variable.

The estimated cost associated with this enterprise is constrained by the grant award from ADOT Multimodal Planning, dated May 21, 2018 (attached herewith). As noted, you will see that the total award is in the amount of \$280,000.00 with a local match of \$33,500.00 and a Federal Award of \$246,500.00. The attachments to this letter outline a breakdown of line item budget amounts.

Furthermore, the City of Winslow has established a financial commitment in the amount of \$100,000.00 for the next two years of operations, as a match to the awarded grant, that would serve the residents of Winslow.

Your favorable consideration and that of the NAIPTA Board of Directors would be greatly appreciated.

Respectfully,



John Barkley  
City Manager

Council Members

Robin R. Boyd  
Samantha Crisp  
Judy Howell  
Rickey Jackson  
Marshall Losey  
Bob Schlesinger

**Mayor**  
Thomas L. McCauley

(928) 289-2422



**Discover Winslow-A City in Motion**

**AGENDA DATE:** May 14, 2019  
**TO:** Honorable Mayor and City Council  
**FROM:** Timothy Nelson, Transit Manager  
**SUBJECT:** Approval of Resolution No. 1806, Supporting the Establishment of a Scheduled Commuter Bus Route between the Cities of Winslow and Flagstaff.

**RECOMMENDED MOTION**

I move for approval of Resolution No. 1806, Supporting the Establishment of a Scheduled Commuter Bus Route between the Cities of Winslow and Flagstaff.

**DISCUSSION**

The City has long had an interest in providing bus services to our rural community; the creation of a commuter service between Winslow and Flagstaff would allow for increased opportunity not only for the residents of the City, but as well as the region. This commuter service is the onset of the transit services that will grow from this initial step.

The financial support from the City supplants Arizona Department of Transportation Grants that are provided from the Federal Transportation Authority. The initial commitment of support for two years is now in the first stages of becoming a reality. In January 2019, the City Manager, sent a letter to Northern Arizona Intergovernmental Transit Authority (NAIPTA) to expressly ask their organization become a partner to the City of Winslow Transit Services. This was as outlined within the City of Winslow Transit Plan, and noting that NAIPTA would possibly be considered for just such a partnership to establish a commuter route.

In an effort to establish this partnership, NAIPTA requested an updated resolution of support from the City Council as well as continued financial support beyond 2020. This resolution addresses the process of finalizing the initial steps to establishing an Intergovernmental Agreement (IGA) with the City of Winslow's Transit services and NAIPTA.

**IMPACT ON BUDGET**

Funds for Transit are available in Account No. 01.835.070.70.4001 and Account No. 01.835.070.80.4104. Funds for local match for FY 19-20 are estimated in the amount of \$68,800.

Respectfully submitted,

Timothy Nelson  
Transit Manager

Reviewed by:

City Manager \_\_\_\_\_

Finance Director \_\_\_\_\_

City Attorney \_\_\_\_\_

## RESOLUTION NO. 1806

A RESOLUTION OF THE COUNCIL OF THE CITY OF WINSLOW, ARIZONA, SUPPORTING THE ESTABLISHMENT OF A COMMUTER TRANSIT ROUTE BETWEEN THE CITY OF WINSLOW AND THE CITY OF FLAGSTAFF, ARIZONA.

**WHEREAS**, The City of Winslow Transit Plan (the “Plan”), which was adopted by the Mayor and Council of the City of Winslow (the “City Council”), on November 14, 2017 outlines the alternatives for providing a commuter route as well as local transit services; and

**WHEREAS**, the Plan was developed by the City of Winslow (the “City” or “Winslow”) in cooperation with the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA); and

**WHEREAS**, the Arizona Department of Transportation, Multimodal Planning Division (“ADOT”) has awarded the City a grant in the amount of \$280,000.00 under ADOT 5311 Grant GRT-18-00077098 (the “Grant”) which provides for administrative and capital expenditures in support of establishing rural transit services; and

**WHEREAS**, on January 16, 2019, the City Manager, on behalf of the newly established Winslow Public Transit (“WPT”) submitted a request to NAIPTA to operate the commuter service between Winslow and the City of Flagstaff (“Flagstaff”) based upon the outlines within the Plan, and suggested service alternatives to partner with a viable organization that would create a mutual benefit; and

**WHEREAS**, the City has made a financial commitment of \$100,000 for each of the next two years of start-up operations, that would supplant and provide match funding for the Grant award; and

**WHEREAS**, as a sign of “economic success”, the WPT and commuter transit service between Winslow and Flagstaff would provide economic opportunities for various sectors of the economic spectrum including, healthcare, housing, education, and access to employment.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF WINSLOW** as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The City Council hereby supports the establishment of the Winslow Public Transit in their efforts to provide commuter bus service from Winslow to Flagstaff and local transit services, which will provide a vital transportation connection to the residents of the City and region. The City Council is aware that when starting a new transit service, there is a gradual process of building ridership and success may be seen over multiple years. However, the City

Council stands by its commitment to creating public transportation options in the region that will provide social and economic benefits to the region

SECTION 3. The Mayor, the City Manager, the City Clerk and the City Attorney are hereby authorized and directed take all steps necessary to carry out the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Mayor and Council of the City of Winslow, this 12th day of March, 2019.

\_\_\_\_\_  
Thomas L. McCauley, Mayor

**ATTEST:**

\_\_\_\_\_  
Suzy Wetzel, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Nicholle Harris, City Attorney



# Northern Arizona Intergovernmental Public Transportation Authority

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**DATE PREPARED:** June 10, 2019

**DATE:** June 19, 2019

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

**FROM:** Erika Mazza, CEO and General Manager

**SUBJECT:** Consider the Flagstaff Metropolitan Planning Organization (FMPO) Executive Board Seat Request

**RECOMMENDATION:**

Staff recommends the Board of Directors review and provide direction to the Acting NAIPTA Board Chair and to the NAIPTA CEO and General Manager regarding adding NAIPTA as a member of the Flagstaff Metropolitan Planning Organization (FMPO) Executive Board.

**RELATED STRATEGIC WORKPLAN OBJECTIVE:**

**Guiding Principles:**

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

**5 Year Horizon:**

- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.
  - Coordinate as the state and federal levels as Federal transit reauthorization and sequestration are being considered this year.

**BACKGROUND:**

As per the FMPO Amended and Restated IGA signed in June 2018 (Master IGA), the FMPO is required to adopt Operating Procedures that govern how it conducts business. On January 24, 2019, the FMPO Board suspended its operating procedures for 90 days because they were inconsistent with the 1997 founding Resolution and were inconsistent with current FMPO staffing. Further, the FMPO Executive Board tasked staff with developing new Operating Procedures within 90 days. On March 7, 2019 and on April 3, 2019, the FMPO Executive Board reviewed core issues surrounding the Operating Procedures and provided direction on several items including:

*Does the FMPO want to add NAU and NAIPTA to the Executive Board and if so, should they be added as voting or non-voting members?*

At the FMPO Executive Board meeting on April 3, the Executive Board provided direction to staff to draft a letter to the NAIPTA Board Chair. The nature of the letter is seeking guidance from the NAIPTA Board as to how they would like to participate in the FMPO governance structure. The letter invites NAIPTA to serve on the Executive Board and provide other options for NAIPTA's structural engagement in the FMPO. NAIPTA currently serves on the FMPO Technical Advisory Committee (TAC) and the newly re-engaged Management Committee; however, the Executive Board wanted to further explore all levels of governance and seek input from NAIPTA. NAIPTA Staff has attended the FMPO Executive Board meetings and there seems to be renewed interest in the possibility of revising the FMPO founding Resolution and the Master IGA to include NAIPTA as a voting member. Jamie Whelan, incoming Chair of the NAIPTA Board of Directors, and NAIPTA's CEO and General Manager received the formal request letter from FMPO's Executive Board Chair, Art Babbott on May 15, 2019. Staff has subsequently had conversations with ADOT's Transit Division Director, Jill Dusenberry regarding coordinated governance between Public Transit providers and Council of Government's (COGs) and Metropolitan Planning Organizations (MPOs). Ms. Dusenberry has directed all COGs and



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MPOs to formulate a stronger relationship with local transit providers and cited two FTA rulings: May 27, 2016 Federal Register Volume 81: Number 103 and January 18, 2017 Federal Register Volume 82: Number 12.

- Under the FAST Act, there is heighten emphasis to better coordinate transportation priorities and allocating transportation resources with existing MPOs and Transit Authorities.
- Greater flexibility in programmatic and grant funds over the past several years has created the opportunities for MPOs and transit agencies to better collaborate. Thus, improving regional ability to assemble the resources needed to implement the most appropriate modal solutions for our corridors and region.
- Without NAIPTA at the table, it could be argued that the existing board structure may create gaps in decision-making that affect regional transit/transportation planning and work against selection and funding of critical transportation projects.
- The FAST Act changes the selection criteria for MPO officials to allow a representative of a transit provider as a part of their governing board. [23 U.S.C. 134(d)(3)]

Furthermore, enhancing structural relationships between the MPO and NAIPTA are supportive with the long-standing FMPO and NAIPTA Memorandum of Understanding (MOU), signed March 2010 and Performance Measure Target Setting Data Sharing Charter between FMPO, NAIPTA, and ADOT, signed May 2018. Coordinated federal funding and regional transit/transportation planning is supported through the following established planning documents, including but not limited to, the Regional Transportation Plan (RTP), NACOG's Regional Transit Plan, Transportation Improvement Plan (TIP), and the 5310 program – Coordinated Mobility efforts.

### **NEXT STEPS:**

Staff is requesting the NAIPTA Board of Directors review the letter from the Chair of the FMPO Executive Board. Based on the direction provided at the NAIPTA Board meeting, NAIPTA's Acting Board Chair will respond with NAIPTA's recommendation for governance participation.

### **TAC DISCUSSION:**

The TAC received a brief overview of the major points outlined in the letter to Acting Board Chair Whelan. Comments were made in support of NAIPTA playing an active role with transportation planning, partnering with the FMPO, and having the NAIPTA Board develop their recommendation for engagement.

### **ALTERNATIVES:**

- 1) Authorize the NAIPTA Acting Board Chair and the NAIPTA CEO and General Manager to formally respond to the FMPO Executive Board indicating their desire for NAIPTA to serve as a voting member of the FMPO Executive Board by:
  - a. Appointing a member of the NAIPTA Board, or
  - b. Appointing the NAIPTA CEO as a member of the FMPO Executive Board.

*Option:* Provide recommendation to serve as a non-voting member of the Executive Board. These options would afford an important public transit voice on the FMPO Executive Board, as the FMPO decides on transportation planning and funding for the greater Flagstaff region. This would require resources and time from the individual to plan, prepare, and attend monthly meetings. Annual membership dues are anticipated for a voting seat at \$5,000. Membership including voting seats on the FMPO Management Committee and TAC are also provided.
- 2) Provide formal recommendation to maintain the existing NAIPTA representation on the FMPO Technical Advisory Committee and Management Committee. This option will maintain NAIPTA's voting seat as currently defined and there would be no annual membership dues.



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This would afford NAIPTA to serve at the technical and management level but not at the Executive policy level where funding and transportation collaborative decisions are made.

- 3) NAIPTA Board provides an alternate recommendation for NAIPTA to serve in another capacity that best meets the needs of our organization.

### **FISCAL IMPACT:**

There is no immediate financial impact with today's direction from the NAIPTA Board. If the FMPO Executive Board formally appoints a NAIPTA member to hold a voting seat, there may be a requirement that NAIPTA pay a membership rate that is currently anticipated at \$5,000. This membership fee is not part of the FY2020 budget. Staff would need to review capacity within the FY2020 or negotiate forgoing membership fees until FY2021.

### **SUBMITTED BY:**

---

Erika Mazza  
CEO and General Manager

### **ATTACHMENTS:**

- |    |  |              |
|----|--|--------------|
| 1. | NAIPTA Invite Letter FMPO  | -pages 51-52 |
| 2. | FMPO Operating Procedures DRAFT (by request)   | -pages 53-60 |
| 3. | MOU by and between NAIPTA and FMPO, signed 2010 (by request)   | -pages 61-62 |
| 4. | Charter for Performance Measure Target Setting and Data Sharing between FMPO, NAIPTA, and ADOT, signed 2018 (by request) | -pages 63-65 |



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**FLAGSTAFF  
METROPOLITAN  
PLANNING  
ORGANIZATION**

**CITY OF FLAGSTAFF  
COCONINO COUNTY  
ARIZONA DOT**

Office: 211 West Aspen Avenue  
Flagstaff, Arizona 86001

[www.flagstaffmpo.org](http://www.flagstaffmpo.org)

Phone: (928) 213-2651

**EXECUTIVE BOARD**

Art Babbott, Chair  
Supervisor District 1  
Coconino County

Coral Evans, Vice Chair  
Mayor  
City of Flagstaff

Jesse Thompson  
Arizona State  
Transportation Board  
District 5

Matt Ryan  
Supervisor District 3  
Coconino County

Jim McCarthy  
Councilmember  
City of Flagstaff

Charlie Odegaard  
Councilmember  
City of Flagstaff

**STAFF**

Jeff Meilbeck  
Executive Director

David Wessel  
FMPO Manager

Martin Ince  
Multi-Modal Planner

May 15th, 2019

Jamie Whelan  
Vice-Chair, NAIPTA Board  
NAIPTA  
3773 N Kaspar Drive  
Flagstaff, AZ 86004

Dear Councilmember Whelan:

I am writing to invite NAIPTA to join the Flagstaff Metropolitan Planning Organization (FMPO). The FMPO is becoming a more robust organization and we are reviewing our governance structure to make sure it meets the needs of our partners and this community.

The FMPO is a local government collaborative responsible for transportation planning in the greater Flagstaff region. Core functions of the FMPO are to create a 20 year transportation plan and to work with local partners to apply for and prioritize federal and state transportation funds. The FMPO operates under a specific governance structure and we are considering modifying that structure to better accommodate a partnership with NAIPTA.

The current structure of the FMPO is as follows:

1) Executive Board. This is the policy body made up of three members of Flagstaff City Council, one member of the Coconino County Board of Supervisors and one member of the State Transportation Board. This Board meets monthly to review policy and strategy for planning and funding transportation projects.

2) Management Committee: This is an oversight committee made up of the Flagstaff City Manager, Coconino County Manager, State District Engineer, and NAIPTA CEO. This committee is established to recognize the importance of these management positions to the FMPO, but the committee meets only when needed and there is no set schedule.

3) Technical Advisory Committee (TAC): This committee is made up of technical staff of the City of Flagstaff, Coconino County, the State of Arizona and NAIPTA. This committee meets monthly and reviews transportation projects and FMPO priorities in detail. The TAC serves in an advisory role to the FMPO Executive Board.



## **FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION**

**CITY OF FLAGSTAFF  
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Matt Ryan  
Supervisor District 3  
Coconino County

Jim McCarthy  
Councilmember  
City of Flagstaff

Charlie Odgaard  
Councilmember  
City of Flagstaff

### **STAFF**

Jeff Meilbeck  
Executive Director

David Wessel  
FMPO Manager

Martin Ince  
Multi-Modal Planner

The FMPO Board would like to know how NAIPTA prefers to participate in the FMPO. Options for participation include:

- 1) Serve as a voting member on the FMPO Executive Board: This option would give NAIPTA voting privileges on the Executive Board. A representative of the NAIPTA Board or CEO's office would need to attend monthly Board meetings and annual membership dues would be \$5,000. This membership would also include voting seats on the FMPO Management Committee and TAC.
- 2) Serve as a voting member on the Management Committee and TAC: This option would give NAIPTA a voting seat on the Management Committee and TAC and there would be no annual membership dues.
- 3) Serve in another capacity that best meets the needs of NAIPTA. The FMPO Executive Board is open to ideas that meet the needs of NAIPTA and we welcome an exploration of options.

If you have further questions or care to discuss, please contact me. You may also contact Jeff Meilbeck, FMPO Executive Director, for more information or to discuss. A copy of the draft FMPO operating procedures are attached as reference in case you would like a better understanding of how the FMPO functions.

Thank you for your consideration and I look forward to hearing from you.

Art Babbott  
Coconino County Supervisor

# FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION OPERATING PROCEDURES

## 1. PURPOSE

As per the Amended and Restated Intergovernmental Agreement (“Master IGA”) regarding the Flagstaff Metropolitan Planning Organization (FMPO) dated September 18, 2018, the FMPO Board will adopt Operating Procedures. These Operating Procedures supplement the Master IGA by providing direction on how the FMPO will conduct business. In any situation where there is an inconsistency between the Master IGA and the Operating Procedures, the Master IGA stands.

## 2. AREA

The approximate 525 square mile area covered by the FMPO includes Bellemont on the west, Kachina Village and Mountaineer on the south, Winona on the east, and San Francisco Peaks on the north. Owned and regulated lands include private holdings, City, County, State, Northern Arizona University, National Forest and Park, and the Arizona National Guard.

## 3. EXECUTIVE BOARD

The Executive Board acts as a policy body, coordinating and directing transportation planning, implementation, and related activities within the FMPO boundary.

### 3.1 Executive Board Membership

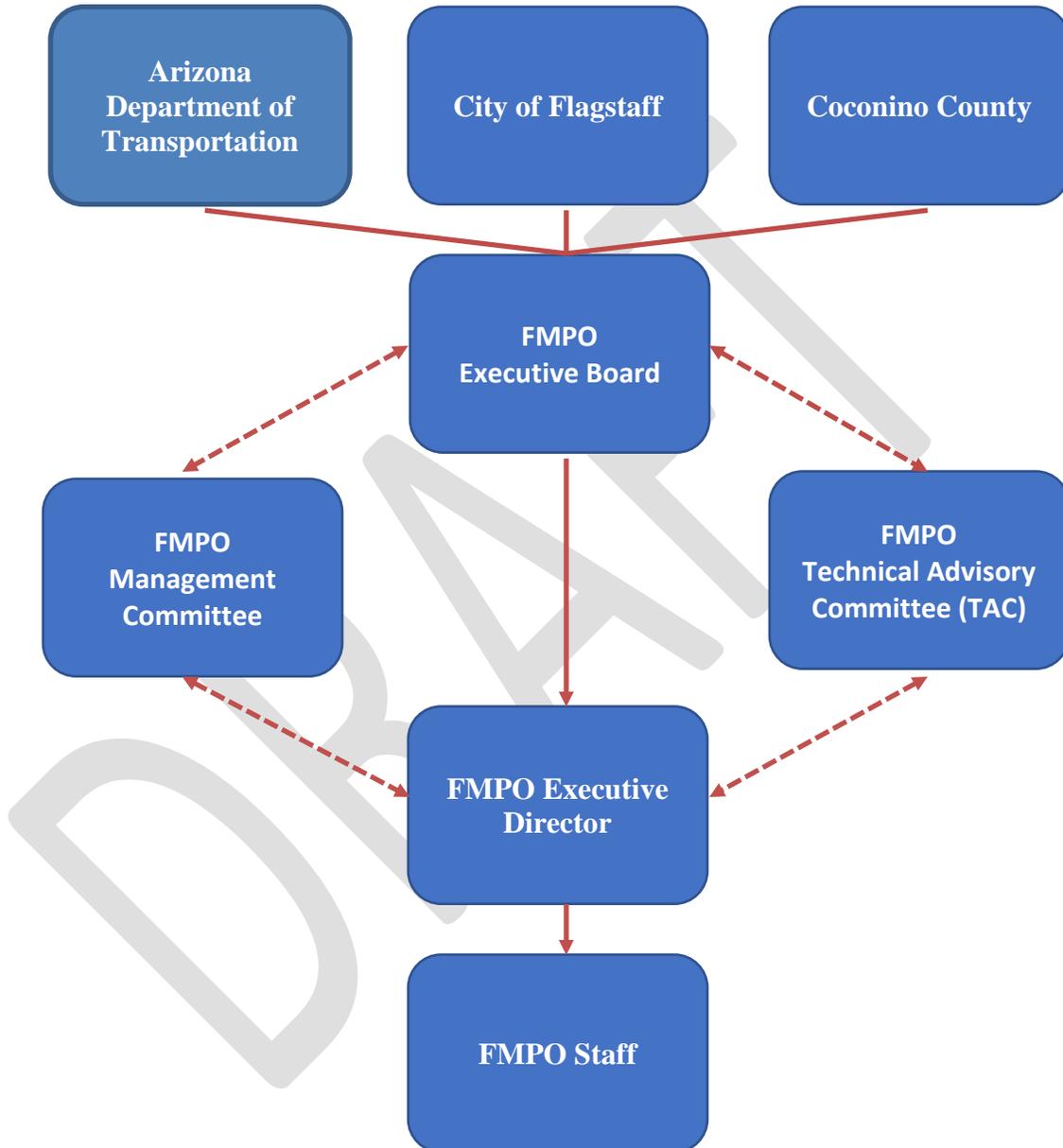
The FMPO Executive Board consists of six voting seats as follows:

- 3 members of the Flagstaff City Council
- 2 members of the Coconino County Board of Supervisors
- 1 member of the State Transportation Board or their designee

### 3.2 Requirements of Executive Board Voting Members

**3.2.1** To be a voting member of the Executive Board, a person must be a duly elected or appointed member of one of the listed governing bodies or be a member of the Arizona State Transportation Board or their designee. Each local government unit and the State Transportation Board shall designate the person or persons among its duly elected or appointed members that shall serve as primary member(s) of the FMPO Executive Board.

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)**



**3.2.2** At its discretion, the City, County or State may select an alternate who is a duly elected or appointed member of the respective governing body. The State Transportation Board member may appoint an ADOT official as a designated alternate. Designated alternates may serve when the primary member(s) is not available. The alternate will have the same voting power and duties of the primary member, except when replacing the chair in which case the duties of chair shall be assumed by the vice-chair.

**3.2.3** Any member who for any reason shall no longer be a member of the voting entity shall no longer be eligible to serve on the Executive Board and another member shall be appointed by the appropriate voting entity.

### **3.3 Executive Board Voting**

Any conflict of interest must be stated prior to discussion of that particular agenda item. Each voting seat present will qualify as one vote. There is no weighted voting. The presence of a majority of voting members (four) is required to obtain quorum. Alternates in attendance per Section 3.2.2. count toward the establishment of a quorum. A majority of the voting quorum present will constitute passage. A tie is a failure to pass.

### **3.4 Executive Board Officers**

**3.4.1** The members of the FMPO Executive Board shall elect a Chairperson and a Vice Chairperson. In the absence of the Executive Board Chair, or upon her/his inability to act or serve, the Vice Chairperson shall have the powers of the Chairperson. The Chairperson and Vice Chairperson will serve without compensation and shall serve for a period of one year. The Executive Board may reappoint members to additional terms as Chairperson or Vice Chairperson, except that a person may not serve in these positions for more than three consecutive years.

**3.4.2** The Executive Board Chairperson shall be able to vote on all matters before the FMPO Executive Board. She/he shall sign, on behalf of the FMPO, all documents requiring signatures. The FMPO Executive Board may delegate to the FMPO Executive Director such signatures it deems appropriate and/or necessary.

**3.4.3** Officers will be seated in the first month of the fiscal year or as soon thereafter as practical. When the Chairperson position is vacated, the Vice Chairperson assumes the position of Chairperson and the Executive Board must then elect another Vice Chairperson.

**3.4.4** It is generally preferred, but not required, for the Chairperson and Vice Chairperson to be from two different jurisdictions.

### **3.5 Executive Board Responsibilities**

The FMPO Executive Board is responsible for all actions, agreements, and functions to be carried out by the Flagstaff Metropolitan Planning Organization, including but not limited to:

**3.5.1** Serving in a review capacity to ensure that all federal and state assisted development projects are consistent with integrated regional transportation plans and programs;

**3.5.2** Accepting contributions and grants-in-aid;

**3.5.3** Contracting with the Federal Government for planning assistance and other transportation-related planning projects, products, and services; and

**3.5.4** Establishing and maintaining policy-level relations and positions, including those regarding proposed legislation, with local, regional, state, and federal policy organizations.

**3.5.5** Other products that are deemed essential may be authorized by the Executive Board, and specified in the Unified Planning Work Program (UPWP).

### **3.6 Executive Board Meetings**

**3.6.1** The FMPO Executive Board shall follow the Open Meeting Laws of Arizona.

**3.6.2** Parliamentary procedure at all meetings shall be governed by Robert's Rules of Order, except as otherwise modified herein or unless the rules are suspended by a majority of the voting quorum.

**3.6.3** The FMPO Executive Board shall meet at least four times per year as per the direction of the Executive Board. The notices of the meetings shall conform to the Open Meeting Laws of Arizona.

## **4. Management Committee**

The Management Committee has authority to advise the FMPO Executive Director and the Executive Board. Primary area of emphasis is on the policy direction of the Management Committee members' respective jurisdictions and any bearing such direction has on the development of the FMPO work program or its implementation.

#### **4.1 Management Committee Membership**

The FMPO's Management Committee consists of the Flagstaff City Manager, the Coconino County Manager, the ADOT District Engineer, the NAIPTA chief executive officer (CEO), and a member of the President's office of NAU, or their respective designated alternates.

#### **4.2 Management Committee Meetings**

The Management Committee may meet as it deems appropriate to review the FMPO Executive Board agenda and to provide input or advice to FMPO staff and/or the FMPO Executive Board.

Management Committee meetings are not subject to the Open Meeting Law of Arizona.

#### **5. Technical Advisory Committee (TAC)**

The TAC has authority and primary responsibility to conduct technical reviews and analyses regarding all work activities of the UPWP, and any related issues as specified by the FMPO Executive Board, and to so advise the Executive Board and staff on appropriate actions to be taken.

The TAC works closely with the FMPO staff, providing guidance and direction for development of the annual UPWP/Budget and work activities defined therein.

Procedures and relevant positions of the Executive Board are applicable by reference to the TAC.

##### **5.1 TAC Membership**

The FMPO Technical Advisory Committee (TAC) is composed of technical and/or managerial staff representatives from each of the participating agencies. In addition, there may be one or more non-voting representative each from the Federal Highways Administration (FHWA), and Federal Transit Administration (FTA). Additional organizations may be added in the future by Executive Board directive for voting or non-voting status. Each non-voting member must be approved by her/his respective agency.

The FMPO TAC consists of nine voting seats and two non-voting seats as follows:

- 3 staff members of the City of Flagstaff appointed by the Flagstaff City Manager – Voting
- 2 staff members of Coconino County appointed by the Coconino County Manager – Voting
- 2 staff members of ADOT appointed by the District Engineer – Voting
- 1 staff member of NAU appointed by the President’s office – Voting
- 1 staff member of NAIPTA appointed by the NAIPTA CEO – Voting
- 1 staff member of FHWA – Non-voting
- 1 staff member of FTA – Non-voting

## **5.2 Requirements of TAC Voting Members**

**5.2.1** Members shall be appointed by the City Manager, County Manager, ADOT District Engineer, NAU President’s office, or NAIPTA CEO.

**5.2.3** The person in each of the above-named positions may, by a written statement to the Chairpersons of the Executive Board and the TAC, designate a regular alternate. Such alternate shall have adequate technical ability to represent the agency.

## **5.3 TAC Voting**

Any conflict of interest must be stated prior to discussion of that particular agenda item. Each voting seat present will qualify as one vote. There is no weighted voting. The presence of a majority of voting members (5) is required to obtain a quorum. A majority of the voting quorum present will constitute passage. A tie is a failure to pass.

## **5.4 TAC Officers**

**5.4.1** The TAC members shall elect a Chairperson and a Vice Chairperson. Each shall serve without compensation and for a period of one year. Each position is renewable upon a vote of the TAC members, without restriction as to the number of terms served. In the absence of the Chairperson, or upon her/his inability to act or serve, the Vice Chairperson shall assume the duties of the Chairperson.

**5.4.2** Elected officers of the TAC shall serve on a rotation basis, so that when the Chairperson’s position is vacated, the Vice Chairperson assumes the position of Chairperson. The TAC must then elect another TAC member to serve as Vice Chairperson.

**5.4.3** It is generally preferred, but not required, for the Chairperson and Vice Chairperson to be from two different jurisdictions.

## **5.5 TAC Responsibilities**

The FMPO TAC shall be responsible for:

Reviewing, studying, analyzing, and as appropriate, making recommendations to the FMPO Executive Board and staff on issues germane to the FMPO;

Regularly reporting to the Executive Board on Technical Advisory Committee activity through the FMPO Executive Director.

## **5.6 TAC Meetings**

The FMPO TAC shall follow the Open Meeting Law of Arizona.

Parliamentary procedure at all meetings shall be governed by Robert's Rules of Order, except as otherwise modified herein or unless the Rules are suspended by a majority of the voting quorum.

The FMPO TAC shall meet at least four times per year and preferably monthly.

## **6. FINANCES**

### **6.1 Fiscal Year**

The FMPO's fiscal year shall commence on July 1 of each year.

### **6.2 Audit**

FMPO will conduct an annual audit.

## **7. SPECIAL COMMITTEES**

**7.1** Special committees may be created by the FMPO Executive Board as deemed necessary. A special committee may be either an ad hoc committee for a specific work task or a standing committee for one or more work tasks. Any such special committee created by the Executive Board will be responsible to the Executive Board.

**7.2** Special committees may be created by the TAC as deemed necessary. A special committee may be either an ad hoc committee for a specific work task or a standing committee for one or more work tasks. Any committee created by the TAC will be responsible to the TAC.

## 7.2 Special Committee Meetings

Special committees shall follow modified parliamentary procedures as defined in these operating procedures for the Executive Board and TAC. Special committees, unless membership consists exclusively of staff employees of the member jurisdictions, shall observe the Open Meeting Laws of Arizona.

## 8. AMENDMENT OF OPERATING PROCEDURES

These operating procedures may be amended by a majority of the voting quorum of the FMPO Executive Board at any scheduled meeting for which notice of the proposed amendments has been duly posted.

## 9. FMPO STAFF

FMPO Staff will follow appropriate personnel policies and procedures as adopted by the FMPO Board through IGA's or specific FMPO policies.

PASSED AND ADOPTED by the Executive Board of the Flagstaff Metropolitan Planning Organization on TBD 2019.

---

Art Babbott, Chairperson  
Flagstaff Metropolitan Planning Organization

Amendments:

*July 28, 2005; November 22, 2005; March 22, 2006; July 26, 2006; January 24, 2007; August 6, 2007; September 28, 2011; January 27, 2016; tbd date*



## MEMORANDUM OF UNDERSTANDING

**By and Between**  
**The Northern Arizona Intergovernmental Public Transit Authority**  
**And**  
**The Flagstaff Metropolitan Planning Organization**

***Regarding***  
***Ongoing transit planning for the purpose of programming federal transit funding***

The purpose of the memorandum of understanding is to define the roles and responsibilities for transit planning within the planning boundaries of the Flagstaff Metropolitan Planning Organization (FMPO) as exercised by the (FMPO) and the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA). This MOU supersedes the MOU signed between the agencies in 2008. This MOU is intended to achieve compliance with 23 CFR 450.314.

### Section 1 – Communication

NAIPTA and FMPO enjoy and rely upon a cooperative relationship at the staff, management, and policy levels to achieve successful planning, programming and operations for transit services in the region. The managers of these respective organizations accept responsibility for fostering the communications essential to this relationship. Such communications result in the effective use of taxpayer resources in delivering the service they expect.

### Section 2 – Transit Planning

Generally speaking, the FMPO will be responsible for long-range planning and NAIPTA for short-range planning. Long-range is understood to mean those periods beyond 10 years away. Short-range is understood to mean the next 5-Year period. Mid-term planning, between 5 and 10 years will largely be a cooperative venture.

*Long Range Planning* - Generally speaking, the FMPO will be responsible for coordination of transportation with local land use general plans and with statewide planning efforts conducted by the Arizona Department of Transportation. FMPO will be responsible for delivering a federally compliant regional transportation plan. This includes the understanding and projection of population and employment conditions, urban form, and their interrelation with transportation. The FMPO will be responsible for development of the general policies and programs that develop the appropriate transportation systems, including transit, to properly respond to future land use conditions. This will include general recommendations on the type of transit service (e.g., express, fixed route, circulator) and frequency (e.g., high, medium, low) that will support the desired land use policies and the pedestrian, bicycle and roadway developments required by such service. NAIPTA is a stakeholder in these processes, a participant in the FMPO board and committee structures and will be regularly consulted.



*Short Range Planning* - Generally speaking, NAIPTA will be responsible for operations and financial planning for the transit system. This will take place in regular updates to the 5-Year Transit Plan. The 5-Year Transit Plan will be consistent with the FMPO Regional Transportation Plan. It will include, but is not limited to, ultimate route frequency (e.g., 15 minutes, etc.), stop frequency, type of bus, bus stop, and final route-path details. It also includes estimating federal revenue, local revenue, fair box recovery and other sources of revenue. Secondarily, NAIPTA financial plans will be reflected in the annual FMPO Transportation Improvement Program that is compliant with relevant federal regulations. FMPO is a stakeholder in these processes and will be regularly consulted.

NAIPTA and FMPO will actively participate in each other's respective planning efforts. This includes participation or representation on boards and committees that may be achieved through participation by respective member agencies. This includes regular staff briefings and staff representation on respective project study teams. It is understood that FMPO staff will serve as liaison between NAIPTA and City of Flagstaff current planning and capital planning and programming processes, but this does not preclude NAIPTA staff from direct communications with the City.

*Cooperative Funding* - NAIPTA and FMPO may share planning funds on an as-needed basis. The primary factor determining allocation of funds is whether the region is engaged in a short-term or long-term planning effort. This determination will be made in the FMPO annual work program. Other factors include availability of staffing resources.

### Section 3 – Transit Fund Programming

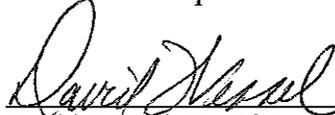
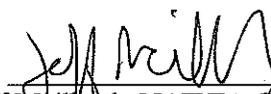
*Programming Criteria* – NAIPTA and FMPO will cooperatively develop programming criteria that reflect the policy expectations of the short and long range plans. The criteria will be identified in the transportation improvement program (TIP).

*Federal Grant Applications* – NAIPTA will prepare applications for federal transit funds and FMPO will be responsible for assuring their compliance with plans and the TIP.

*Transportation Improvement Program* - NAIPTA and FMPO will confer and be responsible for preparing the annual listing of transit programs, drafting the "sixth" year of the five-year TIP, and presenting and defending those before the FMPO board and committees. FMPO will be responsible for publishing the annual listing, assuring plan compliance, and processing any necessary amendments to the TIP.

### Section 4 – MOU Amendment and Termination

This MOU may be amended only by mutual agreement between the parties. This MOU may be terminated by either party with a 30-day written notice to the other party. This MOU is subject to termination pursuant to the provisions of A.R.S. 38-511.

 Date 2/24/10  Date 3/4/10  
David Wessel, FMPO Manager                      Jeff Meilbeck, NAIPTA General Manager



**CHARTER FOR  
PERFORMANCE MEASURE TARGET SETTING AND DATA SHARING  
FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO),  
THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION  
AUTHORITY (NAIPTA) AND THE  
ARIZONA DEPARTMENT OF TRANSPORTATION (ADOT)**

This Charter is made and entered into by and among ADOT as the Designated Recipient for Federal formula funds in the non-urbanized areas, FMPO as the designated Metropolitan Planning Organization, and NAIPTA as the provider of public transportation and the Designated Recipient for Federal formula funds in the urbanized areas, referred to collectively as the "PARTIES" or individually as a "PARTY".

This Charter is effective as of the date it has been approved by all PARTIES.

**I. Purpose of the Memorandum of Understanding**

FMPO, ADOT, and NAIPTA agree upon these specific written provisions for cooperatively developing and sharing information related to transportation performance data, the establishment of performance targets, the reporting of performance targets, the reporting of performance measures to be used in tracking progress toward attainment of critical outcomes for the FMPO region, and the collection of data for the State asset management plan for the National Highway System.

This Charter is pursuant to planning agreement requirements for performance based planning as defined in applicable federal regulations (see 23 CFR Part 450.314(h)(1) and 23 CFR Part 450.314(h)(2)(ii)). Provisions outlined within this Charter do not modify or replace those outlined in other agreements between PARTIES.

**II. Responsibilities of All Parties Pertaining to Target Setting & Data Sharing**

- a. All PARTIES acknowledge and agree to implement performance based planning in accord with applicable federal regulations 23 CFR part 450, 23 CFR 490, 49 CFR 625 and 49 CFR 673.
- b. FMPO, ADOT, and NAIPTA will coordinate on the establishment of targets to ensure consistency, to the maximum extent practicable.
- c. The PARTIES will adopt performance targets for the metropolitan transportation planning process in accordance with Federal and State requirements.
- d. The PARTIES will ensure any of their respective reporting of targets and performance will conform to applicable federal regulations.
- e. Non-Unified targets are required to be established by ADOT, and FMPO will have the option to agree and adopt them or calculate and establish FMPO-specific targets.

**III. Responsibilities of the Arizona Department of**

- a. ADOT will develop draft statewide required performance targets in coordination with FMPO, as applicable. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. ADOT will provide FMPO with a reasonable opportunity to provide comments on statewide targets prior to the adoption of final statewide targets.
- b. ADOT will take action necessary to meet all State and Federal laws required as related to Performance Based Planning and Programming and will involve Parties as necessary and appropriate.
- c. Upon request, and when not contractually prohibited, ADOT will share with the PARTIES data obtained or collected to support the development of statewide targets and in support of ongoing performance measure tracking.
- d. ADOT will report its performance targets to FHWA and FTA, as applicable. A copy of the report will be sent to the PARTIES at that time.
- e. ADOT will be responsible for collecting bridge and pavement condition data. The data will be used for but not limited to creation of the State Asset Management Plan for the National Highway System. Safety and other data to be collected as required.
- f. To the maximum extent practicable, ADOT will include in its State Transportation Improvement Program (STIP) a description of the anticipated effect of the STIP toward achieving previously established and agreed upon performance targets.
- g. ADOT's STIP will include a linkage from the investment priorities in the STIP to achievement of previously established and agreed upon performance targets.

**IV. Responsibilities of the Flagstaff Metropolitan Planning Organization**

- a. FMPO, when it has not adopted State targets, will develop quantifiable targets for performance measures and will share documentation pertaining to the development, reporting and tracking of those targets with the PARTIES.
- b. Upon request, and when not contractually prohibited, FMPO will share with the PARTIES data obtained or collected in support of performance measure tracking.
- c. The establishment of targets will be developed in the FMPO committee process with final approval by the FMPO Executive Board.
  - (1) FMPO will receive NAIPTA performance targets for transit asset management, safety and other required transit performance targets for the urban transit program and barring a substantive reason recommend them for adoption them as the FMPO target.
  - (2) FMPO will receive ADOT performance targets for the rural areas and barring a substantive reason recommend them for adoption as the FMPO target.
- d. FMPO will report its performance targets to FHWA and FTA, as applicable. A copy of all reports will be sent to the PARTIES at that time.
- e. FMPO will, by reference in the RTP, prepare a System Performance Report to report the condition and performance of the transportation system with respect to performance targets, including progress achieved by FMPO toward the previously established and agreed upon performance targets.
- f. To the maximum extent practicable, FMPO will include in its Transportation Improvement Program (TIP) a description of the anticipated effect of the TIP toward achieving previously established and agreed upon performance targets.
- g. FMPO's TIP will include a linkage from the investment priorities in the TIP to

achievement of previously established and agreed upon performance targets.

**V. Responsibilities of the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA)**

- a. NAIPTA will establish transit asset management, safety and other required transit performance targets and share established targets with the PARTIES.
- b. Upon request, and when not contractually prohibited, the Providers of Public Transportation will share with the PARTIES data obtained or collected in support of performance measure tracking.
- c. NAIPTA will develop the measures as follows.
  - i. The TAM, safety and other required performance targets will be developed through the NAIPTA committee process. The NAIPTA Board of Directors, as the governing and policy-making bodies for NAIPTA, will take final action.
- d. NAIPTA will report performance targets to FMPO. A copy of all reports will be sent to the PARTIES at that time.

**VI. Conflict Resolution section**

If disagreements arise regarding the implementation of this Charter, all PARTIES will act in good faith to resolve the disagreement. If a resolution cannot be reached, the PARTIES to this agreement agree to meet and have a representative from the Federal Highway Administration or the Federal Transit Administration to assist in resolving the disagreement. In the event a resolution still cannot be reached, the parties hereto agree to abide by required arbitration as set forth for public works in Agreement in Arizona Revised Statutes Section 12-1518

**VII. Term**

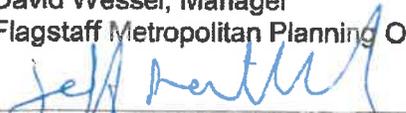
This Charter will remain in full force and effect until it is terminated in writing by one or all of the PARTIES, whichever date occurs first.

All terms of this Charter are hereby acknowledged and agreed, as certified by the signatures of the Designated Officers affixed hereto:

  
\_\_\_\_\_

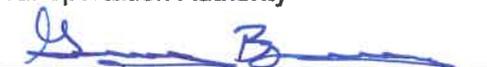
David Wessel, Manager  
Flagstaff Metropolitan Planning Organization

Date 5/11/2018

  
\_\_\_\_\_

Jeff Merbeck, CEO & General Manager  
Northern Arizona Intergovernmental Public  
Transportation Authority

Date 5/15/18

  
\_\_\_\_\_

Greg Byres, Multimodal Planning Division  
Director  
Arizona Department of Transportation

Date 5/18/18



# Northern Arizona Intergovernmental Public Transportation Authority

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

**DATE PREPARED:** June 11, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Consider the First Amendment to the 2016 IGA with the City of Flagstaff

**RECOMMENDATION:**

**Staff recommends the Board of Directors:** 1) Approve entering into the First Amendment to the 2016 intergovernmental agreement (IGA) with the City of Flagstaff for project management service related to the NAIPTA Kaspar Intersection project and 2) Authorize execution of the Amendment by the CEO and General Manager.

**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:**

NAIPTA has secured funding of \$2,777,814 for final design, engineering, and construction of the fourth leg of the intersection at Route 66 and Highway 89 connecting to Kaspar Drive, (the Kaspar Intersection). NAIPTA completed a feasibility study for this improvement in 2016, including site analysis and preliminary engineering. The feasibility study was reviewed and approved by the City and the City supported our application for funding this next and final phase. The project is beneficial to Mountain Line as it provides direct access to Route 66 from our facility on Kaspar Drive, eliminating as much as 9,000 deadhead hours per year.

Staff from the City and NAIPTA have met on several occasions to talk about the project and approach options for accomplishing this project. The following is the developed plan:

- NAIPTA will procure the professional services needed and handle all financial functions as we are the grantee for the federal funds.
- NAIPTA and the City will jointly manage the project and the contractors, observing the City's design review process and related codes for project approval.
- The City will act as NAIPTA's Project Manager ensuring both contractor performance and the quality of deliverables.
- Upon completion, the City will become responsible for the new infrastructure, providing for ongoing maintenance and repairs.



*Getting you where you want to go*





# Northern Arizona Intergovernmental Public Transportation Authority

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The secured funding and local transit tax funding committed to match the federal funds will offset the cost to the City to manage this project on our behalf.

This type of agreement has been successfully used by the City and NAIPTA on two other completed projects. The first was the Mountain Link construction and implementation in 2011-2012 and the second was construction on NAIPTA Bus Storage Facility and Bus Wash at our main headquarters in 2014-2015. Both instances were successful and resulted in positive partnerships to accomplish quality work at best value.

The proposed First Amendment is to our existing Service Intergovernmental Agreement (IGA) with the City of Flagstaff. The original agreement focuses on transit services and funding, as authorized by the City and performed by NAIPTA. The agreement was signed in July 2016 and represents a restatement of the first agreement established between NAIPTA and the City in 2006.

The First Amendment has been reviewed and approved by NAIPTA legal counsel. City of Flagstaff review by staff and legal is pending. Staff is recommending the Board approve the First Amendment and authorize the CEO and General Manager to execute the final agreement as approved by all parties, including NAIPTA legal counsel.

### TAC DISCUSSION:

The TAC considered all consent items without discussion.

### ALTERNATIVES:

- 1) **Approve the First Amendment to the 2016 IGA between NAIPTA and the City of Flagstaff for the project management services (recommended):** This First Amendment is agreeable to both parties and provides the support necessary for project management. The agreement ensures the City is engaged in managing the improvement from initiation of the project which is attractive for all parties as long-term plan is for the improvement to be assumed as part of overall City infrastructure.
- 2) **Do not approve the First Amendment (not recommended):** This alternative is not recommended as staff would need to spend additional time and resources to identify an alternative and if no alternative is available, NAIPTA could be required to hire additional staff and the project is at risk of meeting City needs.

### FISCAL IMPACT:

The First Amendment includes that NAIPTA will pay for City staff and the total estimated hours for project management are within the overall project scope and budget. The project is included in the FY2019 adopted budget and the FY2020 proposed budget. The project is also in the 5-year financial plan.

### **SUBMITTED BY:**

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

### **APPROVED BY:**

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager



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**ATTACHMENTS:**

- 1) First Amendment to 2016 IGA, Draft NAIPTA-City of Flagstaff -pages 69-75



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**FIRST AMENDMENT TO TRANSIT SERVICE  
INTERGOVERNMENTAL AGREEMENT  
CITY OF FLAGSTAFF  
AND  
NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC  
TRANSPORTATION AUTHORITY**

THIS FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT (this “First Amendment”) is made and entered into effective as of the \_\_\_ day of \_\_\_\_\_, 2019 (the “Effective Date”), by and between the City of Flagstaff, an Arizona municipal corporation (“City”), and the Northern Arizona Intergovernmental Public Transportation Authority (“NAIPTA”) an corporate body and political subdivision of the State of Arizona (“NAIPTA”). City and NAIPTA are sometimes referred to in this First Amendment collectively as the “Parties” and each individually as a “Party.”

**RECITALS:**

A. The Parties entered into an Intergovernmental Agreement for transit services dated July 1, 2016, (the “Original IGA”).

B. On or about November, 2015, NAIPTA completed the Kaspar Drive/Route 66 Intersection Analysis to identify the preferred alternative for the Kaspar Drive/Route 66 intersection. The City and the Flagstaff Metropolitan Planning Organization (FMPO) were active stakeholders in the study.

C. NAIPTA has applied for and received a federal grant for final design, engineering, and construction of the infrastructure as conceived in the Analysis and preliminary design phase.

D. The Parties now desire to amend the Original IGA to provide for the City to provide project management services for the design and construction of fourth leg of the intersection of Route 66 and Highway 89 connect to Kaspar Drive, (the “Project”), as described in the Scope of Responsibilities attached hereto as Exhibit “A,” pursuant to the terms and conditions contained in this First Amendment.

E. Construction of the Project will be funded in part through a grant from the Federal Transit Authority (“FTA” and the “FTA Grant”), with matching funds provided through the dedicated transit tax funds. The FTA Grant and the dedicated transit tax funds are referred to in this First Amendment as the Federal Funds. Federal law requires that the improvement benefit public transportation (as defined by the FTA) for a useful life of not less than 40 years following completion of construction and that in the event the City removes the improvement before full useful life is achieved, 80% of the residual value of the improvement (the “Residual Value”) must be reimbursed; as set forth in this First Amendment.

## **AGREEMENTS:**

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

1. Section 1, Obligations of NAIPTA. Obligation of NAIPTA is amended to add new Section 1.3 to read:

### 1.3. Project Obligations

1.3.1. NAIPTA will be responsible for funding, contracting and management of the Project thru completion. NAIPTA will provide plans and specifications of site development and construction to the City.

1.3.2. NAIPTA shall pay for 100% of cost to design, permit, and construct the Project.

1.3.3. NAIPTA shall retain responsibility as the FTA grant recipient for grant reporting, repayment, or any other fiscal or administrative duties as related to the awarded grant and the constructed federal investment.

1.3.4. NAIPTA is responsible for procuring the design and construction services necessary for the construction of the Project, pursuant to the requirements of Arizona Revised Statutes Title 34, the Federal Transit Administration, and the NAIPTA Procurement Policy.

1.3.5. NAIPTA is responsible for Design and Construction Management for the Project including but not be limited to: (1) management of the design contract; (2) management of the Contract with the Construction Manager at Risk (the "Construction Contract"); (3) management of the steps necessary for compliance with all applicable federal laws, including but not limited to the Davis-Bacon Act and Disadvantaged Business Entity ("DBE") requirements; (4) compliance with all State of Arizona laws and requirements, including but not limited to the State Fire Code; and (5) compliance with all applicable Flagstaff City ordinances, codes and regulations (the "Construction Management Responsibilities"). NAIPTA will delegate the Design and Construction Management Responsibilities and the Additional Responsibilities set forth in Exhibit A. to a Project Manager designated by Flagstaff as provided in this section 2.7.2. NAIPTA shall assign a NAIPTA Project Manager to be the point of contact with the Flagstaff Project Manager to represent NAIPTA's stakeholder interests for the Project.

1.3.6. The Parties understand and agree that any change orders and Construction Contract Disputes related to NAIPTA's contractor(s) must be reviewed by the Parties and must be approved by NAIPTA, and that the Flagstaff Project Manager may not authorize any change orders or Construction Contract Disputes without such approval.

First Amendment  
NAIPTA-COF, May 29, 2019

1.3.7. The parties understand and agree that the improvement, once completed, will be turned over to the City of Flagstaff as part of the City's overall street and intersection network. The City of Flagstaff will be responsible for ongoing maintenance, management, and repair of constructed improvements as part of this project.

1.3.8. NAIPTA, as the federal grantee, agrees to work with the City to calculate the Residual Value and make repayment to the awarding federal agency, if the improvement is removed from public or public transit use.

2. Section 2, City's Obligations. City Obligations is amended to add new Section 2.7 to read:

2.7. Project Obligations

2.7.1. The City will provide project management services ("City PM") with support of the NAIPTA Project Manager ("NAIPTA PM") for the Project.

2.7.2. The City will designate and assign a Project Manager who is acceptable to NAIPTA and who will be responsible for the Construction Management Responsibilities and the Additional Responsibilities set forth in Exhibit A, except as otherwise specifically provided in this First Amendment.

The Additional Responsibilities include but are not limited to participating in design activities and monitoring of construction activities for compliance with the Construction Contract; assisting NAIPTA with Project administration activities as and when requested by NAIPTA and coordinating the resolution of construction phase conflicts to ensure compliance with all State and local codes and approved design and construction documents.

2.7.3. The parties understand and agree that the improvement, once completed, will be turned over to the City of Flagstaff as part of the City's overall street and intersection network. The City of Flagstaff will be responsible for ongoing maintenance, management, and repair of constructed improvements as part of this project.

2.7.4. The City of Flagstaff understands this as this is a federally funded project that benefits Public Transportation, the removal of this improvement from public or public transit use will result in a need to reimburse NAIPTA the Residual Value as calculated and agreed upon by both Parties.

3. Section 3, Compensation. Compensation is amended to add section 3.5 to read:

3.3. NAIPTA shall pay the City of Flagstaff \$\_\_\_\_\_ per hour for Project Management services at a total price not to exceed \$\_\_\_\_\_ for services rendered under the terms of this agreement.

First Amendment  
NAIPTA-COF, May 29, 2019

3.4. City shall be responsible for submitting monthly project management invoice to NAIPTA for service rendered under the terms of this First Amendment.

3.5. NAIPTA shall pay approved invoices within 30 days of receipt of approved invoice for services rendered under the terms of this First Amendment.

4. Section 4, Effective Date and Term; Renewal. Effective Date and Term; Renewal is amended to add section 4.3 to read:

4.3. This First Amendment is for a period of two (2) years, or until the Project is completed and turned over to the City, whichever comes first. This First Amendment may be renewed, in writing by both parties, for an additional two (2) years if necessary to complete the project.

5. Incorporation of Recitals and Attachments. The Recitals are acknowledged to be true and correct and are hereby incorporated as agreements of the Parties, and the Attachments are incorporated herein as if fully set forth in this First Amendment.

6. Reaffirmation of Original IGA and Subsequent Amendments. Except as amended by this First Amendment, the Original IGA shall remain in full force and effect. In the event of any conflict between this First Amendment and the Original IGA, the terms of this First Amendment shall prevail.

7. Counterparts. This First Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument, binding on all of the Parties. The Parties agree that this Amendment may be transmitted between them via facsimile. The Parties intend that the faxes signatures constitute original signatures and that a faxed agreement containing the signatures (original or faxed) of all the Parties is binding upon the Parties.

[Signature pages follow]

First Amendment  
NAIPTA-COF, May 29, 2019

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

CITY OF FLAGSTAFF

\_\_\_\_\_  
Coral Evans,  
Mayor, City of Flagstaff

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

DRAFT

First Amendment  
NAIPTA-COF, May 29, 2019

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

NAIPTA

\_\_\_\_\_  
Jamie Whelan  
Board of Directors Chair, NAIPTA

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Approved as to form:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

Attachments: Scope of Services

PHOENIX 53963-1 560890v1

DRAFT

## **Exhibit A, Scope of Responsibilities**

Act on behalf of the NAIPTA for all day-to-day construction related items.

Responsible for overall on-site contract management, administration, project controls, and coordination.

On-site management and construction phase communication procedures.

Construction Administration procedures.

Coordinate with NAIPTA and provide weekly updates on progress, quantity calculations, and Federal reporting.

Review Contractor construction schedule(s) and verify project tracking.

Interface and coordinate with the Construction Manager At-Risk Firm on all facets of the project.

Monitor and enforce contractor compliance with plans, specifications.

Assist in the timely review and response to requests-for-information, clarifications, and interpretations of the contract documents.

Develop and maintain a professional working relationship with the client, contractor, and (as needed) regulatory agencies.

Attend weekly progress / coordination meetings and review Contractor meeting minutes.

Review and recommend for approval requests for payment.

Present recommendations to Owner on impact of construction changes (time and budget).

Verify safety programs and provide report as needed to Owner.

Report, track, review and evaluate change orders (time and price).

Prepare monthly project progress reports.

Coordinate and oversee Project Close out.

Review record drawings, operations, and maintenance materials.

Insure redline/electronic As-builts are current and correct.

Assist NAIPTA with procurement and review of Third Party independent review of final construction Guaranteed Maximum Price.

City shall be responsible for submitting invoice to NAIPTA for service rendered under the terms of this First Amendment.



# Northern Arizona Intergovernmental Public Transportation Authority

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

**DATE PREPARED:** June 11, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Consider the FY2020 Collective Grant Resolution and the FY2020-FY2024 Transit Program from the Transportation Improvement Program

## RECOMMENDATION:

**Staff recommends the Board of Directors:** 1) Approve the FY2020 Collective Grant Resolution for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 5-year financial plan; and 2) Approve the Transit Program from the FY2020-FY2024 regional Transportation Improvement Program.

## RELATED STRATEGIC WORKPLAN OBJECTIVE:

### **Guiding Principles:**

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

### **5 Year Horizon:**

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.
- ❖ Build cooperative relationships regionally to expand and enhance NAIPTA's positive impact.

## BACKGROUND:

As discussed at recent meetings, NAIPTA faces the risk of delays in federal funding applications or lost opportunities with applications, as the Board of Directors support for applications is lacking at time of deadline. As a result, staff introduced a Collective Grant Resolution in March 2019 that offered the opportunity to process applications for funding and related reimbursement requests in an efficient manner while creating an opportunity to be agile with applications for funding. The proposed resolution is for FY2020 and includes the following elements:

- FTA or ADOT anticipated appropriations and awards of federal financial assistance for transit projects as detailed in the FY2020-2024 Transportation Improvement Program (TIP).
- Local match requirements and obligations required to apply for and receive federal financial assistance.
- NAIPTA's requirements to complete and submit annual certifications and assurances to FTA and ADOT.
- Authorization to NAIPTA staff to complete and submit federal funding applications as required for the identified projects.
- Authorization to the CEO and General Manager to execute awards and contracts for federal assistance.



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# Northern Arizona Intergovernmental Public Transportation Authority

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- Incorporates the TIP as submitted for the current and future year funding cycles.

The proposed resolution would allow NAIPTA CEO and General Manager to submit transit grant applications to both ADOT and FTA for projects identified in the Transit Program within the TIP and the 5-year financial plan, and to execute subsequent contracts or awards. The Board of Directors will continue to receive regular updates on applications made and awards granted; however, the resolution allows NAIPTA to be more agile in meeting deadlines and to be competitive in demonstrating support and readiness.

### TAC DISCUSSION:

The TAC considered all consent items without discussion.

### ALTERNATIVES:

- 1) Adopt the FY2020 Collective Grant Resolution and approve the Transit Program as identified in the TIP (**recommended**): This resolution is in line with action of the Board in FY2019 and reflects the support expressed by the Board of Directors. Adopting of the resolution will afford staff the opportunity to be efficient and timely in making transit grant applications.
- 2) Do not adopt Collective Grant Resolution (**not recommended**): This alternative is not recommended as then each grant application submittal will need to be timed accordingly to Board meetings and as such we may miss out on opportunities and or delay access to necessary federal funding.

### FISCAL IMPACT:

There is no fiscal impact directly related to the adoption of the resolution; however, the resolution is expected to offer the opportunity to process applications for funding and related reimbursement requests in a more efficient manner while creating an opportunity to be more agile with application submission. Each grant application will require local match and staff will need to ensure adequate capacity is established within the annual fiscal year budget as well as identified of future year applications within the 10-year financial plan.

### SUBMITTED BY:

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

### APPROVED BY:

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

### ATTACHMENTS:

- 1) Resolution 2019-120 -page 78
- 2) FY2020-FY2024 Transit Program, excerpt of the FMPO TIP -pages 79-80



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Resolution 2019-120

A RESOLUTION authorizing the submittal of Arizona Department of Transportation (ADOT) and Federal Transit Administration (FTA) transit grant applications and the subsequent execution of transit grant agreements and contracts by the CEO and General Manager on behalf of NAIPTA.

WHEREAS NAIPTA has a responsibility to carry out transit planning, operations, and capital investment activities on behalf of its partners; and,

WHEREAS NAIPTA believes itself to be qualified, and is willing and able to carry out all activities described in transit grant application; and,

WHEREAS NAIPTA has confirmed technical, legal, and financial capacity required to carryout all grant activities and has met all requirements of the transit grant applications including FTA requirement for execution of the Master Certification and Assurances as well as annual certification of same; and,

WHEREAS NAIPTA adopts an annual budget and maintains a 5-year financial plan to manage and confirm matching funds are available; and,

WHEREAS NAIPTA has submitted a Transit Program to the Flagstaff Metropolitan Planning Organization (FMPO) which illustrates anticipated projects to be funded by federal transit grants; and,

WHEREAS the FMPO has included ADOT transit programs and NAIPTA's Transit Program in the approved the FY2020 – FY2024 Transportation Improvement Program (TIP); and

WHEREAS Arizona Department of Transportation and the Federal Transit Administration provide appropriation and award of various transit grants annually,

IT IS THEREFORE RESOLVED that the NAIPTA Board of Directors requests the funds and assistance available from ADOT and FTA transit grant applications and will comply with all regulations, and,

HEREBY AUTHORIZES NAIPTA CEO and General Manager to act on behalf of NAIPTA to submit and sign transit grant applications, sign related documents, and,

HEREBY AUTHORIZES NAIPTA CEO and General Manager to act on behalf of NAIPTA to sign the grant agreement and contracts if the grant funds are awarded.

Adopted this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_

BY: \_\_\_\_\_  
Chair, NAIPTA Board of Directors

ATTEST:

BY: \_\_\_\_\_  
Clerk of the Board

FMPO Bus

**Table 5. FY2020-2024: Transit Projects within the FMPO-area**  
updated: May 31, 2019

Line #	Fiscal Year *	Location	Project Description	Fund Type	Local Cost **	Federal Cost	Total Cost	Notes
<i><b>in progress Projects</b></i>								
2017	Flagstaff	High-Capacity Transit Route - Preliminary Engineering /NEPA	2015-5307 (ADOT Competitive Award)	\$ 580,000	\$ 1,701,919	\$ 2,281,919	AZ-2017-005	
2017	Flagstaff	Building Construction - Office Remodel	5339 ADOT	\$ 100,000	\$ 400,000	\$ 500,000	AZ-2017-007	
2018	Flagstaff	Downtown Connection Ctr - Acquire/Design	2017-5307 (ADOT Competitive Award)	\$ 461,366	\$ 1,845,463	\$ 2,306,829	AZ-2019-009	
2018	Flagstaff	Downtown Connection Ctr - Acquire/Design	5339 ADOT	\$ 904,222	\$ 3,616,887	\$ 4,521,109	AZ-2019-009	
2018	Flagstaff	Passenger Shelters, Signs, and Poles	2018-STBG State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	pending 6743-2019-002	
2019	Region	Operating Assistance, including Project Management	2019-5307	\$ 4,736,713	\$ 1,299,903	\$ 5,950,646	pending 6743-2019-002	
2019	Region	Operating Assistance, including Project Management	2018-5307	\$ 590,347	\$ 852,910	\$ 1,443,257	AZ-2019-009	
2019	Flagstaff	Preventative Maintenance	2018-STBG Local	\$ 70,750	\$ 283,000	\$ 353,750	AZ-2019-009	
2019	Flagstaff	Passenger Shelters, Signs, and Poles	2019-5307	\$ 5,000	\$ 20,000	\$ 25,000	pending 6743-2019-002	
2019	Flagstaff	Planning, Transpo Improvement Plan	2018-5307	\$ 44,000	\$ 220,000	\$ 264,000	CYPMO TransImprovPlan	
2019	Flagstaff	Route 66/Kaspar Intersection - Design	5339 ADOT Sm Urban	\$ 61,037	\$ 244,148	\$ 305,185	pending 6743-2019-003	
2019	Flagstaff	Route 66/Kaspar Intersection - Design	2018-5307 (ADOT Competitive Award)	\$ 66,463	\$ 265,852	\$ 332,315	pending 6743-2019-002	
2019	Flagstaff	Route 66/Kaspar Intersection - Construction	2018-5307 (ADOT Competitive Award)	\$ 428,063	\$ 1,712,251	\$ 2,140,314	pending 6743-2019-002	
2019	Flagstaff	NAU Milton Rt 66 Campus Entry Study	5339 ADOT Statewide	\$ 3,388	\$ 13,551	\$ 16,939	pending 6743-2019-003	
2019	Flagstaff	NAU Milton Rt 66 Campus Entry Study	5339 ADOT Sm Urban	\$ 26,612	\$ 106,449	\$ 133,061	pending 6743-2019-003	
2019	Flagstaff	NAU McConnell Dr. and Sidewalk Multimodal Improv. - Design	5339 ADOT Sm Urban	\$ 88,950	\$ 355,800	\$ 444,750	pending 6743-2019-003	
2019	Flagstaff	Replacement Paratransit Vehicles (2 Cutaway Buses)	5339 ADOT Sm Urban	\$ 48,000	\$ 192,000	\$ 240,000	pending 6743-2019-003	
2019	Flagstaff	Passenger Shelters, Signs, and Poles	2019-STBG State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	pending 6743-2019-002	
<b>TOTAL ALL CATEGORIES-Current, In Progress</b>					<b>\$ 8,246,227</b>	<b>\$ 13,255,399</b>	<b>\$ 21,415,656</b>	
1	2020	Region	Operating Assistance, including Project Management	2020-5307	\$ 6,184,839	\$ 1,299,903	\$ 7,484,742	
2	2020	Region	Operating Assistance, including Project Management	2019-5307	\$ 852,910	\$ 852,910	\$ 1,705,820	
3	2020	Flagstaff	Passenger Shelters, Signs, and Poles	2020-5307	\$ 5,000	\$ 20,000	\$ 25,000	
4	2020	Flagstaff	Passenger Shelters, Signs, and Poles	2020-STBG State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	
5	<b>TOTAL ALL CATEGORIES-2020</b>				<b>\$ 7,058,407</b>	<b>\$ 2,235,446</b>	<b>\$ 9,293,853</b>	<b>14% reduction in local match requirement</b>
6								
7	2021	Region	Operating Assistance, including Project Management	2021-5307	\$ 6,268,863	\$ 1,487,690	\$ 7,756,553	
8	2021	Region	Operating Assistance, including Project Management	2020-5307	\$ 852,910	\$ 852,910	\$ 1,705,820	
9	2021	Flagstaff	Passenger Shelters, Signs, and Poles	2021-5307	\$ 5,000	\$ 20,000	\$ 25,000	
10	2021	Flagstaff	Passenger Shelters, Signs, and Poles	2021-STBG State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	
11	<b>TOTAL ALL CATEGORIES-2021</b>				<b>\$ 7,142,431</b>	<b>\$ 2,423,233</b>	<b>\$ 9,565,664</b>	<b>1% increase in local match requirement</b>
12								
13	2022	Region	Operating Assistance, including Project Management	2022-5307	\$ 6,644,138	\$ 1,299,903	\$ 7,944,041	
14	2022	Region	Operating Assistance, including Project Management	2021-5307	\$ 852,910	\$ 852,910	\$ 1,705,820	
15	2022	Flagstaff	Passenger Shelters, Signs, and Poles	2022-5307	\$ 5,000	\$ 20,000	\$ 25,000	
16	2022	Flagstaff	Passenger Shelters, Signs, and Poles	2022-STBG State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	
17	<b>TOTAL ALL CATEGORIES-2022</b>				<b>\$ 7,517,706</b>	<b>\$ 2,235,446</b>	<b>\$ 9,753,152</b>	<b>5% increase in local match requirement</b>
18								
19	2023	Region	Operating Assistance, including Project Management	2022-5307	\$ 6,835,375	\$ 1,299,903	\$ 8,135,278	
20	2023	Region	Operating Assistance, including Project Management	2021-5307	\$ 852,910	\$ 852,910	\$ 1,705,820	
21	2023	Flagstaff	Passenger Shelters, Signs, and Poles	2022-5307	\$ 5,000	\$ 20,000	\$ 25,000	
22	2023	Flagstaff	Passenger Shelters, Signs, and Poles	2022-STBG State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	
23	<b>TOTAL ALL CATEGORIES-2023</b>				<b>\$ 7,708,943</b>	<b>\$ 2,235,446</b>	<b>\$ 9,944,389</b>	<b>3% increase in local match requirement</b>
24								
25	2024	Region	Operating Assistance, including Project Management	2023-5307	\$ 7,105,153	\$ 1,675,537	\$ 8,780,690	
26	2024	Region	Operating Assistance, including Project Management	2022-5307	\$ 590,347	\$ 665,123	\$ 1,255,470	
27	2024	Region	Operating Assistance, including Project Management	unfunded	\$ 144,000	\$ 144,000	\$ 288,000	Mtn Express

FMPO Bus

**Table 5. FY2020-2024: Transit Projects within the FMPO-area**  
updated: May 31, 2019

Line #	Fiscal Year *	Location	Project Description	Fund Type	Local Cost **	Federal Cost	Total Cost	Notes
28	2024	Flagstaff	Bus Support Equip - Fare Collection	unfunded	\$ 50,000	\$ 200,000	\$ 250,000	UPASS - technology, marketing
29	2024	Flagstaff	Passenger Shelters, Signs, and Poles	2023-5307	\$ 5,000	\$ 20,000	\$ 25,000	
30	2024	Flagstaff	Passenger Shelters, Signs, and Poles	2023-STBG State-Flex	\$ 15,658	\$ 62,633	\$ 78,291	
31	2024	Flagstaff	Building Construction -Bus Storage	unfunded	\$ 200,000	\$ 800,000	\$ 1,000,000	
32	2024	Flagstaff	New Bus Stop Amenities	unfunded	\$ 30,000	\$ 120,000	\$ 150,000	
33	2024	Flagstaff	Downtown Connection Ctr - Construction	unfunded	\$ 1,100,000	\$ 4,400,000	\$ 5,500,000	
34	2024	Flagstaff	Acquisition of Property for NAIPTA Expansion	unfunded	\$ 500,000	\$ 2,000,000	\$ 2,500,000	
35	2024	Flagstaff	High-Capacity Transit - R/W Acquisition	unfunded	\$ 1,312,500	\$ 5,250,000	\$ 6,562,500	
36	2024	Flagstaff	High-Capacity Transit - Construction	unfunded	\$ 4,087,500	\$ 16,350,000	\$ 20,437,500	
37	2024	Flagstaff	High-Capacity Transit - Fleet Expansion	unfunded	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000	
38	2024	Flagstaff	Route Improvements	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000	
39	2024	Flagstaff	Route Improvements	unfunded	\$ 300,000	\$ 1,200,000	\$ 1,500,000	
39	2024	Flagstaff	Replacement Buses (40 ft Hybrid-Electric, total of 6)	unfunded	\$ 990,000	\$ 3,960,000	\$ 4,950,000	MtnLine buses
40	2024	Flagstaff	Replacement Buses (40 ft Electric, total of 6)	unfunded	\$ 1,020,000	\$ 4,080,000	\$ 5,100,000	combination of Campus and Line buses
41	2024	Flagstaff	Replacement Paratransit Vehicles (Cutaway Buses, total of 3)	unfunded	\$ 62,000	\$ 248,000	\$ 310,000	
42	2024	Flagstaff	Bus Storage Facility (Campus Location)	unfunded	\$ 3,611,944	\$ 14,447,775	\$ 18,059,719	MtnCampusShuttle facility
43	2024	Flagstaff	New Shop 2 Maintenance Bay Facility	unfunded	\$ 200,000	\$ 800,000	\$ 1,000,000	
44	2024	Flagstaff	Park n Ride Transit Center	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000	
45	2024	Flagstaff	Infrastructure Improvements, ROW	unfunded	\$ 150,000	\$ 600,000	\$ 750,000	
46	2024	Flagstaff	Infrastructure Improvements, Technology	unfunded	\$ 200,000	\$ 800,000	\$ 1,000,000	
47	2024	Flagstaff	NAU Milton Rt 66 Campus Entry Design/Engineering	unfunded	\$ 100,000	\$ 400,000	\$ 500,000	
48	2024	Flagstaff	NAU Milton Rt 66 Campus Entry Construction	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000	
49	2024	Flagstaff	NAU McConnell Dr. and Sidewalk Multimodal Improv. Construction	unfunded	\$ 1,000,000	\$ 4,000,000	\$ 5,000,000	
50			<b>TOTAL ALL CATEGORIES-2024</b>		<b>\$ 26,574,102</b>	<b>\$ 77,423,068</b>	<b>\$ 103,997,170</b>	

Fiscal Year is local fiscal year of July 1 thru June 30 to express year of obligation.

\*\*Local Match increases by an average of 2% annually. Local match is combination of City taxes and University IGA funds



## Northern Arizona Intergovernmental Public Transportation Authority

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**DATE PREPARED:** June 11, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Consider Renewal of NAIPTA Liability Insurance for FY2020

### **RECOMMENDATION:**

**Staff recommends the Board of Directors** approve the purchase of general liability, auto liability, and excess coverage insurance from Aon Risk Services, Inc. at a cost not to exceed the budgeted funds of \$346,497.

### **RELATED STRATEGIC WORKPLAN OBJECTIVE**

#### **Guiding Principles:**

- Strive for continuous improvement in all we do

#### **5 Year Horizon:**

- Plan with attention to “green” opportunities and long-term sustainability

### **BACKGROUND:**

As per the terms of the Master IGA, NAIPTA is responsible for maintaining \$30,000,000 of general liability insurance and other insurance related to the operation and administration of NAIPTA. Our liability programs include: Property, Crime, General Liability, Employee Benefits Liability, Business Auto, Public Officials E&O, Employment Practices Liability, Umbrella, Excess Umbrella - 2nd Layer, and Premises Pollution.

The FY2020 expense is expected to be \$346,497, a 3% increase from FY2019 coverage due to an increase in rates within the insurance market.

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

### **TAC DISCUSSION:**

The TAC considered all consent items without discussion.



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### ALTERNATIVES:

1. Approve Liability Insurance for FY2020 (**recommended**): Insurance is required for operation of services. The proposed coverage provides levels necessary for adequate insurance policies.
2. Do not approve Liability Insurance rates for FY2020 (**not recommended**): If the rates are not approved, NAIPTA would default on the terms of the Master IGA by not providing adequate insurance rates or NAIPTA could be forced to purchase insurance at a higher rate.

### FISCAL IMPACT:

The identified rates for insurance are in the FY2020 Budget.

### SUBMITTED BY:

### APPROVED BY:

---

Heather Dalmolin  
Administrative Director

---

Erika Mazza  
CEO and General Manager

### ATTACHMENTS:

1) FY2020 Proposal

-available at meeting



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**DATE PREPARED:** June 11, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Consider Renewal of Line of Credit from Wells Fargo for \$500,000

### **RECOMMENDATION:**

**Staff recommends the Board of Directors** authorize NAIPTA CEO and General Manager to renew and activate the Wells Fargo credit line in an amount of up to \$500,000 to provide cash flow assistance if necessary, to meet cash flow commitments during fiscal year 2019-2020.

### **RELATED STRATEGIC WORKPLAN OBJECTIVE**

#### **Guiding Principles:**

- ❖ Be trustworthy and dependable

#### **5 Year Horizon:**

- ❖ Establish financial policies and seek revenue sources to maintain fiscal strength.
- ❖ Follow through on promises we have made.

### **BACKGROUND:**

NAIPTA has limited cash funding readily available as the organization is funded on a reimbursement basis by partner and granting agencies. Due to the potential of cash flow issues related to timing of reimbursement funds and the lag in federal funding, a line of credit has historically been secured as an option to close the gap in cash necessary for solvency. The line of credit as recommended is important to ensuring we are able to keep accounts payable current with vendors while waiting for reimbursement.

The line of credit makes funds available as needed to help cover costs. The interest rate is 3.250% per annum with max credit of \$500,000. Staff selected Wells Fargo Bank, as Wells Fargo is NAIPTA's bank and also as Coconino County Treasurer, NAIPTA's treasurer, has a relationship with Wells Fargo that makes transactions and payback simple, if needed. The line of credit makes funds available to be drawn as needed and would only be used as a last resort. NAIPTA would only incur interest costs based upon amount of funds drawn for the time required for repayment of the line of credit. The line of credit is subject to renewal once annually.

Action as recommended allows the CEO and General Manager to authorize the renewal of the line of credit when and if the line of credit becomes necessary.

### **TAC DISCUSSION:**

The TAC considered all consent items without discussion.



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### ALTERNATIVES:

- 1) Authorize the CEO and General Manager to renew the line of credit (**recommended**): The line of credit will provide needed assurance of adequate cash flow while reimbursements from various funding sources are pending.
- 2) Do not approve the renewal of the line of credit (**not recommended**): NAIPTA could operate without the line of credit. On occasion, this option could prevent timely payment of invoices and cost additional finance or late fees.

### FISCAL IMPACT:

There are no application fees or maintenance costs associated with renewing the line of credit.

If funds are drawn against the line of credit, NAIPTA would be charged the interest rate until such time as the funds are repaid. NAIPTA did not budget for the interest rate that would incur if funds are drawn on the line of credit. If NAIPTA uses the line of credit, a budget adjustment will be required to cover interest costs related to the expenditure.

### SUBMITTED BY:

### APPROVED BY:

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

### ATTACHMENTS:

1. Line of Credit Documents -available upon request



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**DATE PREPARED:** June 11, 2019

**MEETING DATE:** June 19, 2019

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Consider an Updated Personnel Policy Manual

### **RECOMMENDATION:**

**Staff recommends the Board of Directors** adopt various updates to NAIPTA policies to incorporate changes that reflect both regulatory requirements and NAIPTA's actual practices.

### **RELATED STRATEGIC WORKPLAN OBJECTIVE**

#### **Guiding Principles:**

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

#### **5 Year Horizon:**

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

### **BACKGROUND:**

Since adoption of NAIPTA's Policy Manuals in 2015, the policies have been updated and maintained by staff to ensure that the set policies reflect regulatory changes and changes in NAIPTA practices. Staff have been making necessary updates throughout the year and informing staff. As has been practice, the updated Policy Manual is being presented to the Board for acknowledgement and adoption.

Since the Board's last approval in August 2018, staff has made the following updates to these specific policies:

1. Modified the DOT Drug and Alcohol policies to:
  - a. Modify testing requirements from 25% to 50% for random testing as per the updated regulation from USDOT, Federal Transit Administration.
  - b. Clarify that all medications are to be reported to the Drug and Alcohol Program Manager and not the supervisor.
2. Updated existing policies for regulatory and practice changes, as well as to be clear for staff:
  - a. 2.1 Status of Positions was updated to add language to define what positions are eligible for benefits.
  - b. 2.2 Benefit Eligible was updated to reflect position types as defined in Policy 2.1.
  - c. 2.7 Employee Assistance Program was updated to add additional services as offered under this program.



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- d. 3.13 Vacation Sellback was updated to remove federal tax withholding requirement as a fixed figure and replace with reference to IRS publication that will provide the most up to date withholding rate.
  - e. 4.3 Vehicle Use was updated to be consistent with language in 4.4 Driver's License Requirements concerning reporting accidents and moving vehicle violations.
  - f. 1.1 Equal Employment Opportunity and Unlawful Harassment was updated to add language that false and malicious complaints would be subject to disciplinary action.
  - g. 3.14 Return to Work - Returning to a Regular Schedule was added to detail that returning from leave may require 7-10 calendar days to return an employee to their bid schedule after receipt of fitness for duty certification.
  - h. 3.3 Sick Leave, 3.7 Family and Medical Leave of Absence (FMLA), and 3.8 Medical Leave (Not FMLA Eligible and Extended beyond FMLA) were updated to add reference to new policy, 3.14 Return to Work – Returning to Regular Schedule policy.
  - i. 5.2 Disciplinary Actions was modified to update steps in the Discipline Process and change language from Work Plan to Performance Improvement Plan.
  - j. 7 Workplace Injuries was updated to reflect the job protections of Arizona Sick Leave, Family Medical Leave Act (FMLA), or Americans with Disabilities Act and outline what may occur should an employee not be on job protected leave.
3. All manuals were reviewed to update title reference as necessary for CEO and General Manager.

Staff have also modified or added the following policies to Personnel Policy, effective July 1, 2019:

1. 3.3 Sick Leave is proposed to include a Wellness Leave. Wellness Leave is up to 16 hours of sick leave available for wellness activities not already covered including wellness classes and activities.
2. 3.15 Volunteer Time is proposed to offer up to 8 hours of time per fiscal year for staff to perform volunteer work in the community.
3. 3.16 Anniversary Leave is proposed to offer between 8 and 24 hours of leave to employees upon their anniversary. Total leave would be based on number of years of service and the leave expires at the end of each performance year.
4. 4.24 Distracted Driving has pending modifications to reflect recent changes in state law(s) regarding use of handheld devices while operating a vehicle.

Staff members continue to look for opportunities to refine and simplify policies while keeping policies up to date with regulatory and legal updates.

### TAC DISCUSSION:

The TAC considered all consent items without discussion.

### ALTERNATIVES:

- 1) Approve updates to NAIPTA Policy manuals (**recommended**): The changes are necessary to reflect both regulatory language and actual NAIPTA practices.



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## Northern Arizona Intergovernmental Public Transportation Authority

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- 2) Do not approve updates (**not recommended**): If not approved, staff will need to redraft policies and this delay has the potential for confusing employees while exposing NAIPTA to unnecessary risks with policies that don't reflect current regulations.

### FISCAL IMPACT:

There is no fiscal impact to updating the NAIPTA Policy manuals as proposed and failure to update some policies could result in fines and/or loss of federal funding.

### SUBMITTED BY:

### APPROVED BY:

\_\_\_\_\_  
Heather Dalmolin  
Administrative Director

\_\_\_\_\_  
Erika Mazza  
CEO and General Manager

### ATTACHMENTS:

- |   |                          |
|---|--------------------------|
| 1. Non-FTA DOT Drug and Alcohol Policy    | - available upon request |
| 2. FTA DOT Drug and Alcohol Policy        | - available upon request |
| 3. Classification and Compensation Policy | - available upon request |
| 4. Personnel Policy                       | - available upon request |



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## NAIPTA MEMORANDUM

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**DATE:** June 19, 2019

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

**FROM:** Heather Dalmolin, Administrative Director

**SUBJECT:** Report on Fare Strategies Study

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NAIPTA was awarded a federal grant, through the Arizona Department of Transportation (ADOT), in the fall of 2017 to compile a Fare Strategy Study (Study) for the overall fare system, including review of established fares, and the impacts of fare collection on operational efficiencies. The procurement and contract were awarded to LTK Engineering, as the most qualified and best value proposal.

LTK was in Flagstaff on April 23 and 24 to meet with staff and stakeholders as part of the project kick-off. Part of the purpose of the visit was to begin the data gathering necessary for Task #1 Scope of Work. At the conclusion of the visit, they had toured the system, visited the connection centers, and interviewed staff about status of fares, planned service changes, fare collection challenges, and potential community growth. This data is to be summed up in Technical Memorandum #1 along with observations or conclusions.

In early May, the consultants began the efforts to gather peer data, as requested in our Task #2 Scope of Work. The focus has been on bulk pass programs, including potential residential group passes, and fare rules (day pass vs transfers). The peer data and observations are reportable to NAIPTA as Technical Memorandum #2.

Staff met with the LTK on May 29, 2019 to review progress and they confirmed that Technical Memorandum #1 will be available at the end of June. LTK further expressed that Technical Memorandum #2 will likely be available at the same time, as the work efforts for Task #1 and #2 not only complimented each other but were in many ways dependent on each other.

The project is on track to be completed by early September and the outcome of the study will be an implementation plan that will include recommendations on changes to our fare system. Some potential elements are: new fare rates, new bulk pass types, revised bulk pass rate structures, new fare media types, and potentially a recommendation to simplify fare rules. Staff will bring the implementation plan to the Board of Directors for consideration and adoption before engaging the public for input on proposed changes.





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## NAIPTA MEMORANDUM

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**DATE:** June 19, 2019

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

**FROM:** Jacki Lenners, Marketing and Communications Manager

**SUBJECT:** Mountain Express Close Out / Survey Results

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The 2018-2019 Mountain Express season wrapped up at the end of February with nearly 27,000 riders using the service. Increased Mountain Express service was one of the primary recommendations in the Highway 180 Implementation Plan (adopted by the Board of Directors in January 2019), along with other Travel Demand Management techniques. To gauge the public's satisfaction with the efforts being put forth to mitigate winter congestion on Highway 180, Mountain Line is conducting two surveys – one in 2019 and a follow-up in 2020. The 2019 survey was completed earlier this year and will be used as a baseline to monitor satisfaction as additional recommendations from the Highway 180 plan are implemented. Staff will present an overview of the 2019 survey results.



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## NAIPTA MEMORANDUM

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**DATE:** June 19, 2019

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

**FROM:** Jacki Lenners, Marketing & Communications Manager

**SUBJECT:** Never Rider Survey Results

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Mountain Line conducts a Rider Satisfaction Survey every other year, and in some of the off years, that is complemented with a Never Rider Survey. The goal of this type of survey is to gauge the sentiments of those who never, or rarely, ride. Survey questions dig into travel behaviors and patterns, perceptions of the transit system, and barriers to using public transit. The Marketing and Planning teams can use the data from this type of survey to implement projects and programs that make transit more attractive to those who don't currently ride. Staff will present the results of the 2019 Never Rider Survey at the Board meeting.



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**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
DCC IGA	Heather D - D/A
Fare Strategies Discussion	Heather D - D/A
Marketing Plan	Jacki - D/A
Strategic Workplan	Erika/Jarrett - D/A
Annual Safety Report	Sam - PR
Current Events	Erika - PR
CEO Performance Review and Benchmarks – Possible Executive Session	Erika/Board Chair or Board Secretary
September/October Agenda Calendar	
Strategic Workplan	

**September: TAC Meeting is Thursday, 9/5 Board Meeting is Wednesday, 9/18**

ITEMS:	WHO & WHAT:
Safety Briefing	
AECOM Update	Kate - D/A
Transit Guidelines	Estella - D/A
Update on BRT	Bizzy - D/A
Consider/Approve Kaspar Intersection – 3 Contracts: Kaspar Design, Kaspar Construction and Linda Vista Extension Plan (Per Anne, it may be September or October.)	Anne - D/A
CCC Update – Student Passes	Jacki - D/A
Consider Revised Rules of Procedure	Rhonda - D/A
Review Agenda Packet Policy, if needed	Rhonda - D/A
Review NAU Campus Entry Study/McConnell	Anne - PR
Annual Cybersecurity Report	Jon - PR
Current Events	Erika - PR
October/November 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.



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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.



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