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

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

Wednesday, June 17, 2020

10:00am

Mountain Line Training Room

3825 N. Kaspar Dr.

Flagstaff, AZ 86004

Due to the current public health emergency related to the Coronavirus, this meeting held in the Training Room will not be open to the public. This is a WEB BASED meeting. Members of the Board of Directors may attend by telephone or internet conferencing. Members of the public may submit comments related to agenda items before 9am on the day of the meeting to transportation@naipta.az.gov and observe the meeting by following the instructions at <https://mountainline.az.gov/about-us/board-of-directors/>.

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 5/20/2020 -pages 6-17

DISCUSSION / ACTION ITEMS:

5. CONSIDER AND APPROVE THE FY2021 BUDGET -pages 18-37
-Heather Dalmolin, CEO and General Manager
Staff requests the Board of Directors approve the FY2021 Proposed Budget for a total expense budget of \$48,351,176, operating of \$9,508,223 and capital of \$38,842,954.
6. CONSIDER ADOPTION OF THE TRANSIT ASSET MANAGEMENT PLAN
-Wade Forrest, Facilities Manager -pages 38-39
Staff recommends the Board of Directors adopt the Transit Asset Management Plan.
7. CONTINUATION OF TERM IN FY2021 FOR THE CHAIR AND VICE CHAIR OF THE BOARD OF DIRECTORS -pages 40-42
-Rhonda Cashman, Executive Assistant and Clerk of the Board
Staff recommends the Board of Directors affirm the continuation of the current Chair and Vice Chair for FY2021, effective July 1, 2020 and ending June 30, 2021.
8. CONSIDER THE ZERO EMISSIONS BUS (ZEB) TRANSITION PLAN
-Bizzy Collins, Transit Planner -pages 43-45
Staff recommends the Board of Directors provide staff with direction on the policy tradeoffs between emissions savings and cost for the fleet technologies available.

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.

9. CONSIDER THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL FFY2021-FFY2023 -pages 46-48
-Heather Higgins, Purchasing Specialist





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Staff recommends the Board of Directors approve the updated DBE goal for FFY2021-FFY2023 of 3%, based on Federal Transit Administration (FTA) guidance for goal setting and as adjusted per Arizona Department of Transportation (ADOT) Disparity Study 2020.

10. CONSIDER THE FY2021 COLLECTIVE GRANT RESOLUTION AND, 2021-100, AND THE FY2021-FY2025 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM -pages 49-52

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors: 1) Approve the FY2021 Collective Grant Resolution, Resolution 2021-100, for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 10-year financial plan; and 2) Approve the Transit Program from the FY2021-FY2025 regional Transportation Improvement Program.

11. CONSIDER THE PROCUREMENT RESOLUTION 2021-110

-Heather Dalmolin, CEO and General Manager -pages 53-59

Staff recommends the Board of Directors approve Procurement Resolution 2021-110 authorizing the CEO and General Manager to 1) authorize and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 10-year financial plan, and which may be related to the approved annual Grant Resolution.

12. CONSIDER AN INTERGOVERNMENTAL AGREEMENT (IGA) WITH NORTHERN ARIZONA UNIVERSITY (NAU) FOR THE DEVELOPMENT OF THE CAMPUS BUS STORAGE FACILITY -pages 60-61

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors authorize the CEO and General Manager to execute an Intergovernmental Agreement (IGA) with Northern Arizona University (NAU) for the development of the Campus Bus Storage Facility.

13. CONSIDER APPROVAL OF SECTION 5310 SUPPLEMENTAL FUNDS APPLICATION FOR \$600,000 AND EXECUTION OF CONTRACT

-Estella Hollander, Mobility Planner -pages 62-63

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT) for Section 5310 Supplemental Funds in the amount of \$600,000; and 2) Execute the contract of award.





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14. CONSIDER VALUATION FOR FY2021 ANNUAL JOB ORDER CONTRACTING (JOC) FOR HORIZONTAL TRANSIT FACILITIES ASSOCIATED WITH BUS STOPS -pages 64-65
-Anne Dunno, Capital Project Manager
Staff recommends the Board of Directors authorize Mountain Line CEO and General Manager to execute Job Orders under RFP 2019-106 in an amount not to exceed \$185,000.
15. CONSIDER FY2021 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC. -pages 66-69
-Kate Morley, Deputy General Manager
Staff recommends the Board of Directors authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2021 carry forward in value of \$1,954,526 for AECOM Technical Services, Inc contract.
16. CONSIDER RENEWAL OF LINE OF CREDIT FROM WELLS FARGO FOR \$500,000 -pages 70-71
-Heather Dalmolin, CEO and General Manager
Staff recommends the Board of Directors authorize Mountain Line 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 2020-2021.
17. CONSIDER AN UPDATED PERSONNEL POLICY MANUAL -pages 72-75
-Danelle Knight, Employee Relations Generalist
Staff recommends the Board of Directors adopt various updates to Mountain Line policies to incorporate changes that reflect both regulatory requirements and Mountain Line's actual practices.

PROGRESS REPORTS:

18. NOTICE OF COMPLETION: MILTON CAMPUS ENTRY STUDY -pages 76-80
-Anne Dunno, Capital Project Manager
19. SUMMARY OF CURRENT EVENTS
-Heather Dalmolin, CEO and General Manager

EXECUTIVE SESSION

Executive sessions are closed to the public.

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

1. Discussion and consultation with Mountain Line's attorney for legal advice and with Mountain Line's attorney and designated representatives, including the Mountain Line Interim CEO and General Manager, regarding the CEO and General Manager position and the Deputy General Manager position. A.R.S. § 38-431.03(A)(1), (3) and (4).

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

DISCUSSION / ACTION ITEMS:

20. CONSIDER THE CEO AND GENERAL MANAGER CONTRACT

The Board of Directors may consider taking action on the CEO and General Manager Contract.

ITEMS FROM COMMITTEE AND STAFF:

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

August/September Working Agenda

-page 81

The next Board meeting will be August 19, 2020 and will be a WebEx meeting based in Flagstaff in the NAIPTA Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 2pm. Parking will be available at 3773 N. Kaspar Dr. The public is invited to attend. August agenda items will include but not be limited to the Active Transportation Master Plan, Disadvantaged Business Enterprise (DBE) Goal, Annual Cybersecurity Report, Human Trafficking Campaign, Central Yavapai Metropolitan Planning Organization (CYMPO) Request for Service and IGA, Strategic Plan Updates, Annual Safety Report, Emergency Operations Center (EOC) Update, Pandemic Updates by Department, Maintenance Updates, and Delegation Authority Update: Agreements, Grants, and Procurements. The August 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.

21. ADJOURNMENT





Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 20, 2020

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 (TAC) met in Joint Session on Wednesday, May 20, 2020 at 1:00 pm in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004.

This was a WEB BASED meeting. Members of the Board and TAC attended by telephone or internet conferencing only. The public was invited to observe by electronic means only, due to the current public health emergency related to the Coronavirus.

BOARD MEMBERS PRESENT:

Jamie Whelan, (Chair), City Councilor, City of Flagstaff, (WebEx);
Steve Peru, (Vice Chair) Chief Development and Government Relations Officer, CCC, designee, (WebEx);
Jim McCarthy, City Councilor, City of Flagstaff, (WebEx);
Dan Okoli, Vice President of Capital Planning and Campus Operations, NAU, designee, (WebEx), joined at approximately 1:06pm;
Josh Maher, Associate Vice President for Community Relations, NAU, alternate, (WebEx), left at approximately 2:58pm

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

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

BOARD MEMBERS EXCUSED:

Art Babbott, Board of Supervisors, Coconino County;
Matt Ryan, Board of Supervisors, Coconino County, alternate;
Adam Shimoni, Vice Mayor, City of Flagstaff, alternate;
Austin Aslan, City Councilor, City of Flagstaff, alternate;
Colleen Smith, President, CCC

TAC MEMBERS PRESENT:

Gillian Thomas, (Chair), Citizen Representative, Coconino County, (WebEx);
Erin Stam, (Vice Chair), Director of Parking and Shuttle Services, NAU, designee, (WebEx);
Lucinda Andreani, Deputy County Manager, Coconino County, designee, (WebEx), left at approximately 2:22pm;
Christopher Tressler, County Engineer, Coconino County, alternate, joined the meeting at approximately 1:02pm, (WebEx);
Greg Clifton, City Manager, City of Flagstaff, (WebEx), joined at approximately 1:07pm;





Shane Dille, Deputy City Manager, City of Flagstaff, designee, (WebEx), joined at approximately 1:29pm;

Paul Wagner, Citizen Representative, City of Flagstaff, (WebEx), left meeting at approximately 3:29pm;

Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (WebEx);

Kurt Stull, Executive Director of Facilities and Security, CCC, designee; (WebEx), left at approximately 2:58pm;

Dave Wessel, Manager, MetroPlan, joined at approximately 1:14pm, (WebEx);

Gail Jackson, Economic Development Representative, Economic Collaborative of Northern Arizona (ECoNA), (WebEx), left at approximately 3:01pm

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

TAC MEMBERS EXCUSED:

James Jayne, County Manager, Coconino County;

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

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

Martin Ince, Multi-Modal Planner, MetroPlan, alternate

NAIPTA STAFF IN ATTENDANCE:

Heather Dalmolin, CEO and General Manager;

Kate Morley, Deputy General Manager;

Jim Wagner, Operations Director;

Jacki Lenners, Marketing and Communications Manager;

Wade Forrest, Facilities Manager;

Sam Short, Safety Manager, left at approximately 1:07pm;

Bizzy Collins, Transit Planner, (WebEx);

Jon Matthies, IT Manager, (WebEx);

Rhonda Cashman, Executive Assistant and Clerk of the Board;

Scott Holcomb, Mountain Line Attorney, (WebEx)

GUESTS PRESENT:

None.

1. CALL TO ORDER -Chair Whelan called the meeting to order at approximately 1:00pm.
2. ROLL CALL
3. SAFETY MINUTE

Mr. Short reported on COVID-19 pandemic reminder to follow Center for Disease Control (CDC) recommendations and he reviewed the five questions to consider if you decide to go out in public.





Chair Whelan reviewed some procedural expectations for the joint meeting and Ms. Cashman noted the roll call vote would be taken from Board members only.

4. APPROVAL OF BOARD MEETING MINUTES 4/15/2020

Director McCarthy moved to approve the minutes for April 15, 2020. Vice Chair Peru seconded. There was no discussion. Roll call vote was taken by the Clerk. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Jim McCarthy	X	
Dan Okoli	X	

DISCUSSION / ACTION ITEMS:

5. CONSIDER DOWNTOWN CONNECTION CENTER NEXT STEPS

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors direct staff to proceed with concept planning for the DCC.

Ms. Morley noted the original intent was to seek approval of an intergovernmental agreement (IGA) with the City of Flagstaff; however, the Federal Transit Administration (FTA) is not ready for Mountain Line to proceed with an agreement. A National Environmental Policy Act (NEPA) study is required by FTA as related to property acquisition and FTA is treating the IGA as acquisition. Ms. Morley reviewed the steps in the process completed so far: Alternatives Analysis and Concept of Feasibility. The Phoenix Avenue block between Milton and Beaver rose to the top of the site alternatives in the downtown area. There are some issues with the Burlington-Northern Santa Fe (BNSF) Railroad owned sliver of property splitting the two city owned parcels, one of which has the Rio de Flag cutting through it. Despite these constraints, this site remained the preferred location for the new Downtown Connection Center (DCC). Demolition of the City owned Phoenix Avenue Warehouse presents a challenge due to the operators use of a portion of the building for a breakroom and restroom facility. Staff are evaluating the lease of a temporary space on the ground floor of the HUB building across the street versus having a trailer available on site for the necessary 2-3 years during design and construction. Staff is proceeding with design and acquisition strategies as if the City will gain ownership of the BNSF sliver as it will provide for the greatest DCC design. There is a small amount of development risk without having the IGA in place, but as City staff are supportive of the project, Mountain Line would like to continue on the path forward to ensure our project meets Rio de Flag project timelines. Once the NEPA study is completed and FTA has provided concurrence, then the IGA





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with the City can be negotiated. Ms. Morley wanted to discuss joint development as a component of next steps. Staff heard the Board interest in using joint development strategies to maximize space; however, due to the COVID-19 effects on the economy and unknown status going forward, it is recommended to keep the joint development to a small scale and incidental to overall transit purpose. She explained the plan was to look to our partner agencies for potential shared office space, parks, human service agency needs, a food offering of some sort and possibly a community room. A lengthy discussion followed with some highlights as follows: current Council is generally supportive of the project and that is not expected to change; proceed with reserved optimism designing over the BNSF parcel; FTA will not allow Mountain Line to negotiate with BNSF at this stage in the process; confirmation received that the Rio de Flag will be underground and if Mountain Line builds over it, the City will require proof of no impact to the structure below; some previous NEPA work has been done on the property and they may find some mitigation of hazardous materials is needed; BNSF Milton bridge widening coordination would be helpful, especially as related to the Bus Rapid Transit (BRT) project and a potential walkway over Milton, and while Mountain Line has interest in these conversations, the project is not included in the scope of work; and FTA grants can be used for NEPA costs. Vice Chair Peru made a motion to direct staff to proceed with concept planning for the DCC to best coordinate with the Rio de Flag and address joint development, allowing NEPA to be completed as soon as possible with future action on an IGA. Director McCarthy seconded. There was no further discussion. Roll call vote was taken by the Clerk. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Jim McCarthy	X	
Dan Okoli	X	

6. CONSIDER THE CARES ACT AWARDS

-Kate Morley, Deputy General Manager

Staff recommends the Board of Directors: 1) Authorize the CEO and General Manager to accept CARES Act award of \$7,202,736 as apportioned by the Federal Transit Administration (FTA) on April 2nd, 2) Authorize the CEO and General Manager to accept CARES Act award of \$47,500 as awarded by ADOT and 3) Authorize the CEO and General Manager to apply for and execute any additional CARES Act funding.

Ms. Morley read the recommendation and provided background on the CARES Act grant; noting funds were received based on population and Small Transit Intensive Cities (STIC) measures. Additionally, the Arizona Department of Transportation (ADOT) was awarded \$41 million to distribute to support rural areas. Other cities without transit systems who received grant funds are considering starting systems, otherwise they must return their apportionment for redistribution by ADOT to existing



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transit systems. These awards are 100 percent funding with no local match requirement. Ms. Dalmolin noted these dollars can be used for operations, lost revenues, etc. and there is no expiration date. Vice Chair Peru moved to approve the recommendation as presented. Director McCarthy seconded. There was no discussion. Roll call vote was taken by the Clerk. All approved, none opposed. Motion carried.

NAME	YES VOTE	NO VOTE
Jamie Whelan	X	
Steve Peru	X	
Jim McCarthy	X	
Dan Okoli	X	

7. CONSIDER FY2021 BUDGET

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin reviewed the budget process looking at revenues, expenses, partner review and the financial plan. Budget results for FY2020 are anticipated to be under budget due in part to hiring additional full-time employees to reduce dependence on overtime, the decrease service due to COVID-19 and decreased fuel cost. Additionally, several capital projects have been delayed. The FY2021 budget request has been revised and is essentially flat. The request for funding was submitted to partners earlier this calendar year and no concerns have been received. The use of CARES Act funds will reduce the use of City transit tax funding. The City has projected that over the next 5 years, the transit tax will experience a loss of \$1 million due to COVID-19. The modified budget request includes partial implementation of the pay plan and a 50 percent reduction in travel/training funds. Other anticipated changes are fuel cost decrease and liability insurance increase of only five percent instead of 10 percent. The portion of the pay plan and travel/training funds representing the reduced amounts are proposed to be placed into contingency should revenue triggers allow for full implementation during the year. The proposed budget does include Mountain Line absorbing six percent increase in the health plan benefits through Northern Arizona Public Employees Benefit Trust (NAPEBT) for benefit eligible employees, including the increase on dependent plans. This increase is the first change to the Mountain Line contribution since it was capped in 2015. The Capital project carryover was reviewed. The Financial Plan outlook thru fiscal year 2030 was presented, including City projections for up to 5 years, then use of a two percent inflation factor in outlying years. Ms. Dalmolin noted STIC funding is anticipated to increase by another one percent; however, that increased funding is not included in the projections presented. The fund balance trend was reviewed, and assumptions noted. The fund balance is checked with City staff every other year to make sure there are no discrepancies as ultimately the fund balance is the City's transit tax balance after expenses. Although there is a



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downward trend in the transit tax fund balance, staff are not alarmed as there is also a fund balance in section 5307 funding equivalent to approximately \$10 million at the end of 2026. The Financial Plan and a Recession Plan will be brought to the Board in future months for discussion. Chair Whelan thanked staff for taking another look and making revisions.

In his absence, Chair Whelan read aloud Director Babbott's written comments addressed to her and Ms. Dalmolin at the beginning of the budget discussion. A lengthy discussion followed with some highlights as follows: NAU Bus Storage facility is contingent on FTA grant award for the project to proceed, as is NAU match needed if Mountain Line is awarded a construction grant; CARES Act funding is helpful, but recovery may span several years and there is still concern about future revenues; revenue projections related to COVID-19 are anticipated to result in \$1 million reduction over 5 years; need to be conservative and allow for budget modifications based on revenue triggers; consider and discuss with the City an increase to the fund balance requirement, more than 10 percent; obligation to use transit tax funds in period collected; appreciation expressed for CEO's expertise in budgeting for many years; contingency expenditures could require Board approval, if that would make members more comfortable; riders may be scared to ride transit in the aftermath of COVID-19; proposal to approve budget with capacity, but look at revenue dashboard and determine revenue triggers on a quarterly basis and then bring to Board when triggers are met; message to staff is they are valued and this is a matter of finances; understood need to retain and attract great staff and that is difficult if not addressing compensation; respect for process and leadership team; need to work out what is best for years to come; CARES Act creates space, but not sure how long will it last; and compensation should be on hold until clearer view, but also trusts the process.

A short break was taken.

8. REVIEW THE 2020-2025 STRATEGIC PLAN

- Heather Dalmolin, CEO and General Manager
 - Kate Morley, Deputy General Manager
 - Jim Wagner, Operations Director
 - Jacki Lenner, Marketing and Communications Manager
 - Wade Forrest, Facilities Manager
- Presentation at the joint meeting.

Ms. Dalmolin introduced this item noting that COVID-19 has had an impact on Mountain Line operations and projects, as well as impeding community partnerships during this time. With recognition of that fact, updates would be provided on tasks with progress. Revisions will be made to task due dates and another update will be provided in August.



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Ms. Morley reported on Goal One, Service Excellence:

- Request for information (RFI) is in progress for a new Real Time Arrival System.
- The Service Prioritization Plan was adopted.
- Additional funding is needed for implementation of the 5-Year Plan, approximately \$4.5 million for operating.
- The BRT will coordinate with the ADOT Milton Corridor Master Plan (CMP). The BRT operating cost is estimated at \$1.3 million annually. The capital amount is still to be established, but it will probably be close to \$25 million. Staff will be looking for the Capital Improvement Grant (CIG) at an 80/20 split. FTA may amend the match requirement due to recent difficulties and the need to keep projects moving forward.
- City is allowing access to the DCC for the NEPA study and concept design.
- The Kaspar intersection construction is delayed until next summer, but it is otherwise on track.
- The Strategic Investment Plan will look for efficiencies related to interlining routes, fares, and Transit Signal Prioritization (TSP), etc. The consultant will be on board next month.
- Staff is in the early stages of discussions with City staff on Proposition 419 transit improvements.

The tasks in Objective Three have had the most COVID-19 delays.

- The City of Winslow work stopped on the commuter route. Winslow changed focus to local service as recommended by ADOT's transit division. They are running one bus.
- Some high-level work is being done with Northern Arizona Council of Governments (NACOG) and Central Yavapai Metropolitan Planning Organization (CYMPO) regarding regional services.
- Working with City on integration of transit for new development, high occupancy housing connectivity to transit, and ecoPASS agreements as related to a parking alternative.

There was a question about plans for service for Bellemont. Ms. Morley replied that the Bellemont area is eligible for the Vanpool program. Williams has a new Vanpool operating for the Forest Service. Staff will keep promoting the Vanpool program. The Forest Service may increase use of Vanpools due to the success.

Mr. Forrest reported on Goal Two, Stewardship of Resources:

- A lot of progress has been made on the Zero Emissions Bus (ZEB) Transition Plan. The contract was awarded to Center for Transportation and the Environment (CTE) in February. Staff are currently working with CTE in Phase One of the project, examining how battery-electric and fuel cell technologies might work for Mountain Line. It is complicated and involved. The results will



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be synthesized and brought to the Board in June to seek direction on future fleet technologies.

- The NAU Bus Storage facility already has the Coconino County Sustainable Building Certification incorporated in the plans and this certification will also be added into the plans for the DCC and the Kaspar Master Plan.
- Staff have already implemented the process to maximize the useful life of assets by 50 percent including rolling stock, bus stop amenities and facilities. Now staff are documenting the details of how this was done and translating it into the Transit Asset Management (TAM) system. Staff have not gotten to the disposal of assets yet. Preventative maintenance will be tracked through TAM and the contract with ThingTech will assist in this task.

There was a question about the physical assets needed due to recent work environment changes. This is a very relevant question and there will be further discussion for leadership on what tactics are working and can be maintained long term. The kickoff of the Kaspar Master Plan will allow staff to evaluate the needs during this process. There was another question about software used. ThingTech software has helped in tracking the facilities assets; now rolling stock and IT assets will be added and it will provide the ability to tie to grants, etc.

Ms. Dalmolin reported on Goal Three, Investing In Mountain Line Workforce:

- The training program has had to be revamped for the current situation which may have an ongoing effect.
- Turnover has decreased.
- Refresher training was planned for the summer and has been delayed.
- COVID-19 Standard Operating Procedures (SOPs) were developed and staff continue to build on them.
- An outreach plan has been developed to convey other benefits available to employees.
- Five new operator positions were hired and the decrease in overtime was used to offset the costs.
- Cross-training efforts are in process to create one driving pool for fixed route and paratransit. All new hires will have this expectation. Some current employees have been grandfathered into their current position.
- Employees have been provided more time off options, employee surveys are done twice a year (The March survey was cancelled due to the timing of COVID-19.) and the next one is expected in September, and an increase to the Mountain Line paid health benefit share – the first time since 2015. Further engagement is being sought through a restructure of the Wellness Committee.
- A plan is being developed on how to engage employees more in projects. Let employees know how what they do impacts our community.

Mr. Wagner reported on Goal Four, Enhanced Safety Culture:



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- A sanitizing gun was purchased pre-COVID-19 and it has proved to be very useful.
- Standard Operating Procedures (SOPs) have been developed for mixing chemicals, Personal Protective Equipment (PPE) requirements, and proper handling. Staff have been working very hard. Buses are wiped down every round at the DCC as well as at base every day. Back-door boarding for riders and health checks for employees are still in place. Ms. Dalmolin clarified that back-door boarding is still in place right now unless the ramp is needed. More information will be provided in the COVID-19 Response report a bit later in the meeting.
- Mr. Wagner stated there are recurring funds for safety enhancements included in the FY2021 budget.
- Regarding training through partnerships, we received an FTA grant through a Traffic Awareness and Public Safety Initiative and plan to work with Northland Family Help Center. Staff continue to work with the Emergency Operations Center (EOC) on tabletop exercises and an evacuation plan.
- Staff were able work with Jeff Bauman at the City to review and provide recommendations on lighting at or near transit stops and facilities. The updated lighting standards will go to Council for approval.
- Some progress has been made, but more time is needed to implement the rear-view cameras as well as work on the improvement of the operator silent alarm. These efforts were interrupted by COVID-19; trying for a 15 second audio recording to hear what is happening. Right now, the focus is on keeping everything sanitized and our operators and riders safe.

There was a question about who does the sanitizing. Mr. Wagner responded that the fogging device is used at the end of service each night by fleet staff. Operators have a soap and water solution to clean their area of the bus frequently and there is a cleaning crew at the DCC to wipe down the interior of every bus, every round.

Ms. Lenners reported on Goal Five, Community Engagement:

- Ms. Lenners noted when the Strategic Plan was being developed the aggressive timeline was due to having a fall election in mind. Some of the delays in this area of the plan are fine and are mainly on hold due to COVID-19. Mountain Line is currently offering essential trips only.
- Ms. Morley has done some virtual presentations. The plan was to connect with local organizations and do presentations to remind the public what we do at a time when we are not asking for money.
- Some community events were able to be done before COVID-19. The status of schools is still unknown for the fall. Ms. Collins did many BRT Project presentations in January and February.



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- Branding changes have been in the process related to the easiest and less costly first. We are planning to schedule the change of the paratransit vans branding.

Vice Chair Peru suggested other ways to engage the community. The website provides information; perhaps digital marketing could be considered. Ms. Lenners stated a lot of messaging does not feel right at this time. Staff are looking at reopening and are engaging riders in a survey right now. Staff hope to learn when and how passengers plan to ride again, which will help with reopening.

Ms. Dalmolin reported on Goal Six, Fiscal Responsibility:

- The Compensation Study was done.
- The Strategic Investment Plan (SIP) is in process.
- The ecoPASS Program has been extended for partners at zero cost due to many months of our system being fare free; this offers support to the community and helps businesses recover.
- The budget timing was missed for NAPEBT to consider the ecoPASS Program for all employees affiliated with the trust.
- There is continued discussion on how the Airport Route may be funded.
- The fare study was done, but not sure if it is the right time to make changes.
- The Universal Access Pass (UPASS) for CCC and NAU is on hold as it is not a good time for this conversation.
- Staff continue to look for diversified funding, but task could be challenging to complete. Focus on joint development opportunities for the DCC is in process.
- This is not a good time to pursue state transit funding.
- Staff have continued valuable relationships with national industry organizations: The American Public Transportation Association (APTA) and The Community Transportation Association of America (CTAA). Their continued efforts have resulted in funding.

Director McCarthy communicated that he was impressed with the team and detail provided and thanks for the good work. Chair Whelan agreed.

PROGRESS REPORTS:

9. MOUNTAIN LINE GUIDING PRINCIPLES

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin explained the Board did not affirm if the Guiding Principles should remain unchanged when the new Strategic Plan was adopted. Staff continue to find merit in their guidance. She asked for Board members to provide feedback in the coming months if they want to revisit this topic.



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10. COVID-19 RESPONSE

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin stated ridership data is being watched. Currently we are short-staffed and would only be able to increase service through overtime. Staff are looking at a barrier for operators. She explained there is a variety of options available industry wide. We are trying to find the right solution for Mountain Line. We want to support the community as the state continues to reopen.

11. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reported leadership is working on a re-entry plan for staff and customers, when and how we reopen. The training staff figured out how to restart the program in the field keeping six-foot distance. Again, the operator barrier is being considered. There was a question about other cities using a barrier. Ms. Dalmolin responded that it is common in buses and possibly vans. The differences are vast, from a shower curtain to a full-on door. Our fleet team has developed a solution at a lower cost. There was a question about difficulty of controlling passenger distancing. Ms. Dalmolin replied that we control what we can: the buses are clean, social distancing encouraged, but not enforced, and masks are recommended, but not required. Chair Whelan commented on the good questions and stated locally people are being asked to follow CDC guidelines: good hygiene, social distancing, and masks. Ms. Dalmolin noted Mountain Line completely supports recommendations for public and is currently mandating masks for staff. There was a question about an ecoPASS for all students. Ms. Dalmolin responded that how the pass is paid for (institute vs the school) is the distinguisher and Flagstaff Unified School District (FUSD) has a transportation program.

ITEMS FROM COMMITTEE AND STAFF:

Vice Chair Peru complimented staff on all the information shared. Chair Whelan agreed and she also thanked TAC members for their attendance. Ms. Dalmolin thanked everyone for being in attendance today. TAC Chair Thomas commented on how the TAC enjoys working with staff and the Board. Chair Whelan reminded attendees about the meetings in June via WebEx.

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/August Working Agenda

The next TAC meeting will be on June 4, 2020 and will be an online only WebEx meeting based in Flagstaff in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to observe the live streaming. June Agenda items will include, but not be limited to the Active Transportation Master Plan; Budget Adoption; Delegation of Authority Resolutions: Grants and Procurements; Campus Bus Storage Facility



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IGA; Supplemental Section 5310 Funds Application and Execution of Contract; AECOM Update and Approval; Adoption of Transit Asset Management (TAM); DBE Goal; Election of Officers; CTE Zero Emissions Bus (ZEB) Transition Plan; Job Order Contracting (JOC) Annual Contract Amount; Line of Credit; Personnel Policy Manual Updates; and Milton Campus Entry Study Closeout. 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 on June 17, 2020 and will be an online only WebEx meeting based in Flagstaff in the Mountain Line Training Room, 3825 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to observe the live streaming. June Agenda items will include, but not be limited to the Active Transportation Master Plan; Budget Adoption; Delegation of Authority Resolutions: Grants and Procurements; Campus Bus Storage Facility IGA; Supplemental Section 5310 Funds Application and Execution of Contract; AECOM Update and Approval; Adoption of Transit Asset Management (TAM); DBE Goal; Election of Officers; CTE Zero Emissions Bus (ZEB) Transition Plan; Job Order Contracting (JOC) Annual Contract Amount; Line of Credit; Personnel Policy Manual Updates; Milton Campus Entry Study Closeout; and a possible executive session for review of the CEO Contract. 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.

12. ADJOURNMENT -Chair Whelan adjourned the meeting at approximately 4:00pm.

Jamie Whelan, Chair of the Mountain Line Board of Directors

ATTEST:

Rhonda Cashman, Executive Assistant and Clerk of the Board



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Board Agenda Packet
6/17/2020 - Page 18 of 81

DATE PREPARED: June 9, 2020

DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Consider and Approve the FY2021 Budget

RECOMMENDATION:

Staff requests the Board of Directors approve the FY2021 Proposed Budget for a total expense budget of \$48,351,176, operating of \$9,508,223 and capital of \$38,842,954.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

- ❖ FY2020 budget supports all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

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

Revenues:

- Fares and service generated fees are budgeted to be \$753,986 for operating Mountain Line and Mountain Lift programs, including \$230,600 from Arizona Snowbowl.
- Advertising and NAIPTA fees are budgeted to be \$50,200. 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 \$6,914,876 for Mountain Line's bus and paratransit programs, included within these programs are Planning Services and the City Taxi program. \$3,178,557 will be used for operating and \$3,736,319 will be used for capital programs. This capital budget includes carryforward of approximately \$1,968,312.
- Coconino County has been asked to approve a budget of \$31,122 for the Coconino County Taxi and Vanpool programs. The funding will be used to match Section 5310

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and Section 5311 federal funds applied for but not yet awarded by Arizona Department of Transportation for the operation of these programs.

- Northern Arizona University has been asked to approve a budget of \$5,165,929 for Mountain Line's bus program with \$533,985 for operations in lieu of fares for NAU students on Route 10. The additional funding, \$4,631,944, is match necessary for the Joint Campus Storage facility should we receive federal award for the project.
- Federal Transit Administration Section 5307 funding of \$8,020,411 is budgeted with \$4,762,736 for operating and \$3,257,675 for capital programs.
- Federal Transit Administration Section 5339 funding of \$25,903,322 is budgeted for capital programs as outlined in the capital section of this report.
- Arizona Department of Transportation Section 5310 funding of \$666,970 is budgeted for operating the Mobility Management and City/County Taxi Programs and capital funds to support ongoing mobility improvements for transit riders including bus stops, pedestrian access and biking connections. Note: These funds are budgeted conservatively based on prior year awards, but we have applied for additional funding for operating assistance.
- Arizona Department of Transportation Section 5311 funding of \$52,727 is budgeted for Mountain Line Vanpool program.
- Arizona Department of Transportation Section 5305 funding of \$193,600 is budgeted for capital planning efforts that are already in progress with awarded funds.
- Other Capital funding of \$120,000 is budgeted to match the 5310 grant application for mobility improvements for transit riders including pedestrian access and biking connections. Staff are applying for these funds in partnership with the MPO and the City with funding to come from the City's Proposition 419 funding.

Operating:

The FY2021 operating budget includes no overall increase, for a total operating budget of \$9,508,223. Below are some highlights of initiatives included in the budget:

- ERE costs are increasing by \$77,603 for changes to ASRS and Health.
- Operators costs (Mountain Line only) are increasing by \$285,912 due to new fulltime positions that are added to reduce future overtime and variable dependency, the increase is reflective of historical actual need for staff.
- Liability Insurance is budgeted to increase by 10%, a total increase of \$35,150. Due to changes within our Brokers Office and a need to move to another carrier, the quote is not finalized but initial quote is covered by this budgeted increase.
- There is capacity of \$197,000 for staff pay increases as described in People section of this report.
- Savings related to change in cost of fuel and capitalized, grant funded positions offset increases as noted in this report.

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Capital:

The FY2021 capital budget is \$38,842,954 and includes the following items:

- Various and ongoing planning initiatives: US 180, NAU Partnerships, CYMPO Transit Implementation Plan, Mobility on Demand Study, Strategic Investment Plan, Human Trafficking Initiative, and Capital Project Management (most of which are 80% federally funded);
- Administrative Projects, including review and implementation of updated performance review program for all staff (locally funded);
- Bus Stop Amenities project and rehabilitation and maintenance of various stops (80% federally funded);
- Mobility improvements related to transit programs including ADA access at bus stops, sidewalk connectivity for pedestrian access, and additional bike community connections (80% federally funded);
- Replacement of vehicles for Mountain Line (80% federally 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 FY2020 (80% federally funded);
- Preliminary engineering and design for the Downtown Connection Center, including a portion of carryforward (80% federally funded);
- Design, engineering, and Construction of Kaspar-Route 66 Intersection on behalf of the City of Flagstaff, project is partially carried forward from FY2020 (80% federally funded);
- Rehabilitation of refurbishment of bus fleet (federally funded);
- Maintenance funds for information technology (computers, servers), facilities, and fleet (locally funded);
- Transit projects planned and implemented by MetroPlan; and
- Bus and Bus Facilities project in partnership with Northern Arizona University (80% federally funded with matching funds from NAU).

People:

The FY2021 salary and employee related expenses budget are included in the FY2021

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 Mountain Line's maximum cost. Mountain Line's programs are described on the attached, with cost calculated as percentage or wage paid or per month as follows:

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	<u>FY2020</u>	<u>FY2021</u>
ASRS, includes AD&D	12.11%	12.22%
Health, EE Only	\$ 600.27	\$ 635.03
Health, EE +1	\$ 714.98	\$ 756.38
Health, EE +Family	\$ 941.73	\$ 996.26
Dental	\$ 34.65	\$ 34.65
Vision	\$ 0.78	\$ 0.78
Life	\$ 7.40	\$ 7.40

- The adopted pay plan will provide all staff with an adjustment as identified in the Compensation Study and per the adopted Compensation Plan.
 - 10-step table for operations, 10% above market; staff Moved to Closest Step, Average increase 4%
 - Open range for all other, at market; staff moved to 93% of current position in range, average increase 3%
 - 2% Cost of Living for someone with zero adjustment
 - Total Budget impact: \$197,000

The budget includes implementation of the Compensation Plan for hourly employees and 1% COLA on July 1 for exempt staff with remainder of the Compensation Plan for exempt staff budgeted in contingency. Board approval of the budget includes a requirement that implementation of remainder of the Compensation Plan is contingent upon additional Board action to approve a budget revision based upon revenues projections after completion of each fiscal quarter. The pending increases can only be approved if revenue continues to perform at or above the projections presented with the budget request.

Fund Balance and Financial Projections:

The proposed budget is in line with Mountain Line'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 Mountain Line's financial management policy and as required by the City of Flagstaff. At the end of the 10-year financial plan in 2029, Mountain Line will have a fund balance of 20% of operating cost, or \$2,263,382 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 the anticipated recession related to COVID-19. The City is





projecting FY2020 will be 4% below budget and continue to drop in FY2021 by another 7.6%. The three years following are anticipated to increase slowly, by 1%, 2% and 3% in each of the subsequent years.

It is worth noting, that 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. As we look at tax questions in future years, we will need to evaluate and potentially adjust the base rate to better accurately reflect current cost of services.

The proposed budget ensures that Mountain Line'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 NAU 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 Mountain Express and delay capital projects for future years when funding is available.

TAC DISCUSSION:

The Transit Advisory Committee engaged in a discussion regarding long time revenue plan and concerns about how long a recession might last, acknowledging that each entity of public service in Flagstaff is seeing different impacts. The advice to staff was to better address that concern in the budget presentation; suggesting ways to demonstrate how CARES Act funds offset the projected loss. Ms. Dalmolin expressed appreciation for the suggestions and feedback, confirming that more information is now available on impact by year and to illustrate City's plan for number of years expected to be impacted. Committee members expressed support for the budget as recommended, with the modified compensation plan that focuses on front line team members. The concern expressed was regarding long term sustainability if revenues didn't perform as projected by the City.





ALTERNATIVES:

- 1) Adopt the FY2021 Budget of \$48,351,176 (**recommended**): By adopting the FY2021 Budget as proposed, staff are authorized to continue providing all planned programs and capital projects as funded with current and future grant awards. Adoption of the budget authorizes the CEO and General Manager to act on behalf of the Board in oversight and management of financial concerns. The action includes restriction of the CEO from additional implementation of the Compensation Plan and requires the Board to approve such an action upon revenue reports after each of the fiscal quarters, upon revenues meeting or exceeding current projections as attached to this budget.
- 2) Adopt a modified FY2021 Budget (**not recommended**): The various modifications available are below and the Board could adopt 1 of more modifications. These modifications are not recommended as efforts of staff would be restricted if revenues perform better than anticipated or grant awards are made. Once a budget limit is set, the Board cannot later amend the budget to increase the capacity.
 - a. Do not approve an increase of 6% to employer share of dependent plans, a reduction of roughly \$30,000. Staff would have to cover increase 100%, resulting for some in a 35% increase to health premiums.
 - b. Do not approve implementation of the Compensation Plan, reduction of \$197,000. All staff wages would remain flat.
 - c. Do not approve implementation of the Compensation Plan and approve a 1% Cost of Living Adjustment, a cost of \$47,396. This would result in reduction of \$149,604.
 - d. Approve a partial implementation of the Compensation Plan, moving operations to market and other staff to 85% of market range (versus proposed 93%), a cost of \$89,163. This would result in a reduction of \$107,837.
 - e. Approve partial implementation as indicated in option D and budget remainder of plan as contingency to be considered for implementation upon revenues meeting or exceeding projections after the second and third quarters of the fiscal year.

Additionally, failure to implement changes for front line staff as proposed is likely to result in increase in turnover as pay will not be competitive with minimum wage in Flagstaff and other market conditions. Turnover generally results in increase in overtime, in accidents and incidents, and in training/recruitment costs. Turnover costs are anticipated to be higher than pay plan by at least \$25,000 and as much as \$100,000.

FISCAL IMPACT:

There is no fiscal impact directly associated with this FY2021 Budget discussion. The adoption of the budget does set budgetary limits for services and programs, authorize staff to procure





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Board Agenda Packet
6/17/2020 - Page 24 of 81

goods and services as necessary to support programs, and authorize the CEO and General Manager to act on grants and contracts necessary for funding.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

- | | |
|---|-------------------------|
| 1. FY2021 Proposed Budget | -pages 25-32 |
| 2. FY2021 Description of Benefit Programs | -page 33 |
| 3. Excerpt of 10-year Financial Plan | -pages 34-37 |
| 4. 2020-2025 Strategic Plan | -available upon request |

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Mountain Line FY2021 Budget

Program Hours 86,687		NAIPTA	Planning	Planning	City of Flagstaff			Coconino County	
Program Percentage (Direct S & B) 100.00%					80,579 88.00%	6,108 11.50%	0	0.50%	
Program Percentage (Rev Hrs) 100.00%					93%	7%	0.00%		
Description		General Fund	Mobility Management		Fixed Route	Demand Response	Taxi	Taxi	Vanpool
		0	P	N	A	B	T	F	V
Revenues									
5307 Funding Capital	\$ 3,257,675		\$ 3,175,062	\$ -	\$ 82,613	\$ -	\$ -	\$ -	\$ -
5307 Funding Operating	\$ 4,762,736				\$ 4,221,979	\$ 540,757			
5339 Funding Capital	\$ 25,903,322		\$ 23,823,710	\$ -	\$ 1,887,612	\$ 192,000	\$ -	\$ -	\$ -
5310 Funding Capital	\$ 540,000		\$ -	\$ -	\$ 540,000	\$ -	\$ -	\$ -	\$ -
5310 Funding Operating	\$ 126,970			\$ 90,000			\$ 36,970		
5311 Capital	\$ 246,327		\$ 193,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,727
5311 Operating	\$ 17,940							\$ 17,940	
5305 Capital	\$ 460,095		\$ 460,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Partner	\$ 3,736,319		\$ 2,767,832	\$ -	\$ 920,487	\$ 48,000	\$ -	\$ -	\$ -
Operating Partner	\$ 3,045,738		\$ 163,263	\$ 14,592	\$ 2,455,526	\$ 344,266	\$ 36,969	\$ 17,940	\$ 13,182
Other Operating	\$ 230,600				\$ 230,600				
Other Capital	\$ 4,751,944		\$ 4,631,944		\$ 120,000				
Annual BOD Membership & Other	\$ -								
NAU - Operating (In lieu of fares, Rt 10)	\$ 533,985				\$ 533,985				
NAU Capital	\$ -								
Fares	\$ 642,327				\$ 590,838	\$ 35,369	\$ 12,000	\$ 4,120	
Advertising Flagstaff	\$ 50,200	\$ 50,200							
Title 19 - DDD	\$ 45,000					\$ 45,000			
sub total	\$ 48,351,176	\$ 50,200	\$ 35,215,505	\$ 104,592	\$ 11,583,640	\$ 1,205,392	\$ 85,939	\$ 40,000	\$ 65,909
		\$ -	\$ 0	\$ 0	\$ (0)	\$ (0)	\$ (0)	\$ (1)	\$ (0)

Mountain Line FY2021 Budget

Allocated Management Costs S & B

FTE Salary *	\$ 656,113		\$ 89,388		\$ 498,718	\$ 65,173			\$ 2,834
Pay Plan *	\$ 17,214				\$ 15,321	\$ 1,894			
Vacation Sellback	\$ 2,758				\$ 2,455	\$ 303			
Benefits	\$ 241,098		\$ 32,170		\$ 183,856	\$ 24,027			\$ 1,045
Sub Total	\$ 917,183		\$ 121,558	\$ -	\$ 700,349	\$ 91,397	\$ -	\$ -	\$ 3,879
Cost Per Service Hour	\$ 10.58				\$ 8.69	\$ 14.96			

* per Compensation Study and New Pay Plan

Direct Operations Costs S & B

FTE Wages *	\$ 3,951,794		\$ 13,520	\$ 61,331	\$ 3,414,722	\$ 439,422	\$ 18,236		\$ 4,563
PTE Wages	\$ -								
On Call Wages	\$ 29,789					\$ 29,789			
OT Wages	\$ 51,954				\$ 37,060	\$ 14,894			
Training Wages	\$ 49,997				\$ 49,997				
Pay Plan *	\$ 78,420				\$ 69,009	\$ 9,410			
Vacation Sellback	\$ 12,563				\$ 11,055	\$ 1,508			
Benefits	\$ 1,647,050		\$ 2,992	\$ 23,515	\$ 1,441,843	\$ 169,335	\$ 7,703		\$ 1,662
Sub Total	\$ 5,821,567	\$ -	\$ 16,512	\$ 84,846	\$ 5,023,687	\$ 664,359	\$ 25,939	\$ -	\$ 6,225
Cost Per Service Hour	\$ 67.16				\$ 62.34	\$ 108.77			

* per Compensation Study and New Pay Plan

Indirect Costs - Services

600340x	Personal Liab Ins - General	\$ 173,430				\$ 152,618	\$ 20,812		
610140x	Board Expenses - Admin	\$ 3,000	\$ -			\$ 2,640	\$ 360		
690340x	Prof. Svc - HR	\$ 40,000				\$ 35,200	\$ 4,800		
690440x	Prof. Svc - Legal	\$ 48,000				\$ 42,240	\$ 5,760		
690570x	Prof. Svc - IT	\$ 3,800				\$ 3,344	\$ 456		
690670x	Computer Replacement - IT	\$ 20,000				\$ 17,600	\$ 2,400		
690740x	Legislative Liaison - Admin	\$ 54,000				\$ 54,000			

Mountain Line FY2021 Budget

690840x	Prof. Svc - Audit Services	\$ 18,100				\$ 15,928	\$ 2,172			
691240x	Wellness Incentives	\$ 3,600				\$ 3,168	\$ 432			
	Sub Total	\$ 363,930	\$ -	\$ -	\$ -	\$ 326,738	\$ 37,192	\$ -	\$ -	\$ -
	Cost Per Service Hour	\$ 4.20				\$ 4.05	\$ 6.09			

Indirect Costs - Facilities

660230x	Electricity - Non VM	\$ 43,276				\$ 38,083	\$ 5,193			
660570x	Mobile Phone Svc/Equip - IT	\$ 8,353		\$ 1,361	\$ 990	\$ 5,282	\$ 720			
660630x	Natural Gas - Non VM	\$ 11,570				\$ 10,182	\$ 1,388			
660770x	Telephone Services - IT	\$ 25,274				\$ 22,241	\$ 3,033			
660930x	Water-Sewer-Waste - Non VM	\$ 13,200				\$ 11,616	\$ 1,584			
	Sub Total	\$ 101,673	\$ -	\$ 1,361	\$ 990	\$ 87,403	\$ 11,919	\$ -	\$ -	\$ -
	Cost Per Service Hour	\$ 1.17				\$ 1.08	\$ 1.95			

Direct Cost O & M

64014xx	Food & Beverage - Admin	\$ 3,000				\$ 2,760	\$ 240			
64034xx	Memberships - Admin	\$ 20,000				\$ 18,400	\$ 1,600			
64035xx	Memberships - Planning	\$ 2,137		\$ 2,137						
64054xx	Trophies & Prizes - Admin	\$ 4,250				\$ 3,910	\$ 340			
64064xx	Special Events - PAWZ DAY	\$ 8,500				\$ 7,820	\$ 680			
64065xx	Special Events - Planning	\$ 1,330		\$ 1,330						
64068xx	Special Events - Mkt	\$ 1,000				\$ 1,000				
65017xx	Telephone/Computer Sup - IT	\$ 4,100				\$ 3,772	\$ 328			
66033xx	Janitorial Services	\$ 32,676				\$ 30,062	\$ 2,614			
66057xx	Mobile Phone Svc/Equip - IT	\$ 15,092				\$ 13,885	\$ 1,207			
661041A	Banking Fees - Admin	\$ 19,000				\$ 19,000				
67024xx	Education Supplies & Svcs	\$ 5,000				\$ 4,600	\$ 400			
67034xx	Office Supplies - Admin	\$ 7,125				\$ 6,555	\$ 570			
67035xx	Office Supplies - Mobility Pln	\$ 1,500			\$ 1,500					

**Mountain Line
FY2021 Budget**

67044xx	Other Supplies - Admin	\$ 2,750				\$ 2,530	\$ 220			
67045xx	Other Supplies - Planning	\$ 1,250		\$ 1,250						
67054xx	Postage - Admin	\$ 2,100				\$ 1,932	\$ 168			
67063xx	Printing - Facilities	\$ 2,000				\$ 2,000				
67064xx	Printing - Admin	\$ 1,100				\$ 1,012	\$ 88			
67065xx	Printing - Planning	\$ 250		\$ 250						
67067xx	Copier - Printing - IT	\$ 8,400				\$ 7,728	\$ 672			
67068xx	Printing - Mkt	\$ 30,376				\$ 27,946	\$ 2,430			
67078xx	Publishing/Advert - Mkt	\$ 34,643				\$ 34,643				
67094xx	Publishing - Legal	\$ 1,500				\$ 1,500				
67107xx	Software Maintenance - IT	\$ 2,000				\$ 2,000				
68013xx	Bldgs/Grounds Maint	\$ 45,650				\$ 41,998	\$ 3,652			
69015xx	Prof. Svc - Mkt-Mobility Pln	\$ 7,888			\$ 7,888					
69018xx	Prof. Svc - Mkt	\$ 92,167	\$ 50,200			\$ 37,460	\$ 3,257			\$ 1,250
69023xx	Temp Maint/Facility	\$ 5,500				\$ 5,060	\$ 440			
69024xx	Temporary Services - Admin	\$ -				\$ -	\$ -			
new GL	Temporary Services - Planning	\$ 11,865		\$ 11,865						
69028xx	Prof Svc - Mkt Photography	\$ 10,376				\$ 9,546	\$ 830			
69038xx	Prof Svc - Mkt Website	\$ 6,226				\$ 5,728	\$ 498			
69047xx	Prof. Svc - Systems Maint	\$ 37,625				\$ 34,958	\$ 2,667			
69138xx	Market Research-Surveys	\$ 18,200				\$ 17,000	\$ 1,200			
	Total Direct Admin Expenses	\$ 446,576	\$ 50,200	\$ 16,832	\$ 9,388	\$ 344,804	\$ 24,102	\$ -	\$ -	\$ 1,250
62732xx	Tax on Gas/Oil RVM	\$ 49,699				\$ 45,723	\$ 3,976			
62742xx	Oil & Other Fluids RVM	\$ 21,711				\$ 19,711	\$ 2,000			
62752xx	Fuel RVM	\$ 383,049				\$ 341,049	\$ 42,000			
62762xx	Tires RVM	\$ 78,218				\$ 69,218	\$ 9,000			
62772xx	Auto Parts & Supplies RVM	\$ 232,400				\$ 221,000	\$ 11,400			
62781xx	Route Expansion	\$ 230,600				\$ 230,600				
63182xx	Out Repair RVM	\$ 27,500				\$ 26,000	\$ 1,500			

Mountain Line FY2021 Budget

	Direct Variable Expense	\$ 1,023,177	\$ -	\$ -	\$ -	\$ 953,301	\$ 69,876	\$ -	\$ -	\$ -
60021xx	Lodging/Weather	\$ 1,200				\$ 1,200				
60032xx	Personal Liab Ins - Auto VM	\$ 173,067				\$ 159,222	\$ 13,845			
60052xx	Uninsured Losses - RVM	\$ 10,500				\$ 10,500				
60062xx	Prop. Damage Ins. Ded. - RVM	\$ -								
61024xx	Recruitment Costs	\$ 4,500				\$ 3,825	\$ 675			
62019xx	Clinic Fees - Safety	\$ 5,556				\$ 5,336	\$ 220			
62731xx	Tax on Gas/Oil NRV - Ops	\$ 1,300				\$ 1,300				
62733xx	Tax on Gas/Oil - Fac	\$ 576				\$ 576				
62751xx	Fuel NRV - Ops	\$ 21,000				\$ 21,000				
627531A	Fuel - Fac	\$ 7,500				\$ 7,500				
62792xx	Tires NRV	\$ 2,000				\$ 2,000				
62812xx	Misc Shop Supplies - Fleet	\$ 15,831				\$ 14,565	\$ 1,266			
62813xx	Misc. Fac. Supplies	\$ 2,828				\$ 2,602	\$ 226			
62822xx	Tools Allowance - VM	\$ 2,400				\$ 2,400				
63011xx	Uniforms - Ops	\$ 21,530				\$ 19,808	\$ 1,722			
63012xx	Uniforms - Fleet	\$ 9,715				\$ 8,871	\$ 844			
63013xx	Uniforms - Fac	\$ 2,750				\$ 2,750				
63019xx	Uniforms - Safety	\$ 600				\$ 600				
63029xx	Supplies - Safety	\$ 2,185				\$ 2,010	\$ 175			
63172xx	Out Repair Fleet NonRev VM	\$ 1,000				\$ 1,000				
64051xx	Trophies & Prizes - Ops	\$ 1,100				\$ 1,000	\$ 100			
64019xx	Food and Beverage - Safety	\$ 600				\$ 552	\$ 48			
66043xx	Janitorial Supplies - Fac	\$ 3,500				\$ 3,220	\$ 280			
67029xx	Education Supplies - Safety	\$ 10,400				\$ 9,568	\$ 832			
67102xx	Software/Hardware Maint - VM	\$ 3,763				\$ 2,873	\$ 890			
new GL	Software/Hardware Maint - Fac	\$ 31,080				\$ 28,594	\$ 2,486			
67111xx	Wireless Comm - Ops	\$ 46,765				\$ 43,397	\$ 3,368			
67117xx	Wireless Comm - Mobility Pln	\$ 1,920			\$ 480	\$ 1,440				

Mountain Line FY2021 Budget

68033xx	Bldg Security/Monitor - Fac	\$ 3,100				\$ 2,852	\$ 248			
68053xx	Bus Stop Maint - Fac	\$ 17,000				\$ 17,000				
68103xx	Route Realignment Materials-Fac	\$ -				\$ -				
69041xx	Prof. Svc - Systems Maint Ops	\$ 39,564				\$ 22,956	\$ 16,608			
69029xx	Safety Committee	\$ 3,600				\$ 3,312	\$ 288			
69069xx	Prof. Svc Sec Patrol-Safety	\$ 19,000				\$ 19,000				
69101xx	Taxi Voucher Program - Ops	\$ 100,000						\$ 60,000	\$ 40,000	
647812x	Service Contract	\$ 54,555								\$ 54,555
647812x	Contingency	\$ 167,014		\$ 3,500	\$ -	\$ 144,540	\$ 18,974			
	Total Variable Expenses	\$ 788,999	\$ -	\$ 3,500	\$ 480	\$ 567,367	\$ 63,097	\$ 60,000	\$ 40,000	\$ 54,555
70201xx	Travel & Training - Ops	\$ 7,500				\$ 6,900	\$ 600			
70202xx	Travel & Training - Fleet	\$ 2,000				\$ 1,820	\$ 180			
70203xx	Travel & Training - Fac	\$ 1,500				\$ 1,320	\$ 180			
702040x	Travel & Training - Admin	\$ 10,065				\$ 8,958	\$ 1,107			
702041x	Travel & Training - Admin	\$ 4,065				\$ 3,577	\$ 488			
702051P	Travel & Training - Planning	\$ 3,500		\$ 3,500						
702052P	Travel & Training - MM	\$ 8,888			\$ 8,888					
70207xx	Travel & Training - IT	\$ 3,100				\$ 2,728	\$ 372			
70208xx	Travel & Training - Mkt	\$ 1,500				\$ 1,335	\$ 165			
70209xx	Travel & Training - Safety	\$ 3,000				\$ 2,640	\$ 360			
	Total Travel Expenses	\$ 45,118	\$ -	\$ 3,500	\$ 8,888	\$ 29,278	\$ 3,452	\$ -	\$ -	\$ -
	Sub Total	\$ 2,303,870	\$ 50,200	\$ 23,832	\$ 18,756	\$ 1,894,750	\$ 160,527	\$ 60,000	\$ 40,000	\$ 55,805
	Cost Per Service Hour	\$ 26.58				\$ 23.51	\$ 26.28			\$ -

Mountain Line FY2021 Budget

Total Admin/Indirect Costs

subTotal Salaries and Benefits	\$ 917,183	\$ -	\$ 121,558	\$ -	\$ 700,349	\$ 91,397	\$ -	\$ -	\$ 3,879
subTotal Operating Costs	\$ 465,603	\$ -	\$ 1,361	\$ 990	\$ 414,142	\$ 49,110	\$ -	\$ -	\$ -
Total Administrative Cost	\$ 1,382,786	\$ -	\$ 122,919	\$ 990	\$ 1,114,491	\$ 140,507	\$ -	\$ -	\$ 3,879
Cost Per Service Hour	\$ 15.95				\$ 13.83	\$ 23.00		\$ -	\$ -

Total Operating/Direct Costs

subTotal Salaries and Benefits	\$ 5,821,567	\$ -	\$ 16,512	\$ 84,846	\$ 5,023,687	\$ 664,359	\$ 25,939	\$ -	\$ 6,225
subTotal Operating Costs	\$ 2,303,870	\$ 50,200	\$ 23,832	\$ 18,756	\$ 1,894,750	\$ 160,527	\$ 60,000	\$ 40,000	\$ 55,805
Total Operating Cost	\$ 8,125,437	\$ 50,200	\$ 40,344	\$ 103,602	\$ 6,918,437	\$ 824,885	\$ 85,939	\$ 40,000	\$ 62,030
Cost Per Service Hour	\$ 93.73				\$ 85.86	\$ 135.05		\$ -	\$ -

Total Program Cost	\$ 9,508,223	\$ 50,200	\$ 163,263	\$ 104,592	\$ 8,032,928	\$ 965,392	\$ 85,939	\$ 40,000	\$ 65,909

Direct Cost - Capital

800131A	Shelter Maint/Improv	\$ -							
80037xx	IT Maintenance/Equipment	\$ -							
801011A	Planning	\$ -							
801051P	Capital Planning	\$ 426,675		\$ 426,675					
803051P	Planning - First/Last Mile	\$ -							
804051P	Planning - US180	\$ -							
807051P	Planning - Capital Partnerships	\$ 330,119		\$ 330,119					
80805xx	Capital Planning - C&O Analysis	\$ 242,000		\$ 242,000					
801511A	Transit Tax	\$ -							
new GL	Innovation Safety Grant	\$ 87,612			\$ 87,612				
new GL	Planning-NACTO	\$ -							
new GL	5305 Planning Grant	\$ 220,000		\$ 220,000					
new GL	MetroPlan	\$ 56,600			\$ 56,600				
	Subtotal Operating Capital	\$ 1,363,006	\$ -	\$ 1,218,794	\$ -	\$ 144,212	\$ -	\$ -	\$ -

Mountain Line FY2021 Budget

805031A	Shelters New - Fac Mline	\$ -								
80517xx	IT Replacement Fund	\$ 20,000			\$ 20,000					
80542xx	Vehicles - Passenger - Fleet	\$ 2,240,000			\$ 2,000,000	\$ 240,000				
80552xx	Vehicles - Other - Fleet	\$ 25,000			\$ 25,000					
80563xx	Facility Rehab Maint Fund	\$ 27,500			\$ 27,500					
806031x	CIP - Kaspar Bldg	\$ 250,000			\$ 250,000					
806053P	CIP - BRT	\$ 1,359,524		\$ 1,359,524						
806051P	CIP - DCC	\$ 6,482,418		\$ 6,482,418						
806051A	CIP - Kaspar	\$ 2,609,303		\$ 2,609,303						
806151P	CIP-New Bus Stops	\$ 222,484		\$ 222,484						
806251P	CIP - NAU Bus and Bus Fac	\$ 23,159,719		\$ 23,159,719						
NEW	CIP - Pedestrian/Bike/Transit	\$ 600,000			\$ 600,000					
806421A	Vehicle Rehab-Improvements Fund	\$ 299,000			\$ 299,000					
806531A	Shelters Rehab - Fac MLine	\$ 185,000			\$ 185,000					
	Subtotal Fixed Assets	\$ 37,479,948	\$ -	\$ 33,833,448	\$ -	\$ 3,406,500	\$ 240,000	\$ -	\$ -	\$ -
	Subtotal Capital	\$ 38,842,954	\$ -	\$ 35,052,242	\$ -	\$ 3,550,712	\$ 240,000	\$ -	\$ -	\$ -

Total Budget	\$48,351,177	\$50,200	\$35,215,505	\$104,592	\$11,583,640	\$1,205,392	\$85,939	\$40,000	\$65,909
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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 95% 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 50% (base) and 65% (HDHP) of family cost depending on plan elected by employee.

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.

Mountain Line - City of Flagstaff Financial Plan Summary										
	no srvc change w/pay plan	no srvc change w/pay plan	line srvc increase of 4000 hrs	line srvc increase of 4000 hrs	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan	no srvc change w/pay plan
	FY 2018	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
	Actual	Unaudited	Budget	Projected						
SYSTEM EXPENSES										
Operations Summary	\$ 8,157,032	\$ 8,684,781	\$ 9,165,298	\$ 8,814,033	\$ 9,352,114	\$ 9,716,314	\$ 10,133,744	\$ 10,331,869	\$ 10,538,506	\$ 10,749,276
Capital Summary	\$ 5,373,846	\$ 1,986,113	\$ 34,040,612	\$ 1,862,019	\$ 38,842,954	\$ 860,308	\$ 412,254	\$ 165,000	\$ 2,038,251	\$ 165,000
TOTAL SYSTEM EXPENSES	\$ 13,530,878	\$ 10,670,893	\$ 43,205,910	\$ 10,676,052	\$ 48,195,068	\$ 10,576,622	\$ 10,545,999	\$ 10,496,869	\$ 12,576,757	\$ 10,914,276
Increase over prior year	108.04%	106.47%	105.53%	101.49%	106.10%	103.89%	104.30%	101.96%	102.00%	102.00%
SYSTEM REVENUES										
Passenger Fares (on-board)	\$ 891,429	\$ 806,132	\$ 906,301	\$ 616,650	\$ 462,266	\$ 466,695	\$ 471,169	\$ 475,687	\$ 480,250	\$ 484,859
Passenger Fares (U-Pass, C-Pass and agency)	\$ 509,669	\$ 520,372	\$ 528,698	\$ 528,698	\$ 533,985	\$ 539,325	\$ 544,718	\$ 550,165	\$ 555,667	\$ 561,224
FTA Sec 5307 Formula Program (up to 50% of net operating costs)	\$ 2,048,378	\$ 2,298,728	\$ 2,340,660	\$ 4,340,660	\$ 4,762,736	\$ 4,701,320	\$ 3,616,660	\$ 3,616,660	\$ 2,616,660	\$ 2,616,660
FTA Sec 5307 Capital Program (up to 80% of costs)	\$ 401,072	\$ 829,012	\$ 282,633	\$ 282,633	\$ 82,613	\$ 82,633	\$ 82,633	\$ 82,633	\$ 82,633	\$ 82,633
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ 2,626,607	\$ 214,776	\$ 26,060,003	\$ 1,061,448	\$ 29,298,383	\$ 612,246	\$ 229,804	\$ -	\$ 1,350,601	\$ -
FTA Sec ??? Small Starts Program (up to 80% of capital)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County General Fund Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NAU	\$ -	\$ -	\$ 4,631,944	\$ -	\$ 4,631,944	\$ -	\$ -	\$ -	\$ -	\$ -
Local-Flex STP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Repacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 337,650	\$ -
Other-Existing Misc Sources	\$ 367,526	\$ 626,989	\$ 673,721	\$ 629,472	\$ 1,728,265	\$ 409,429	\$ 410,305	\$ 411,200	\$ 412,112	\$ 413,042
Subtotal Non-Transit Tax Revenues	\$ 6,844,682	\$ 5,296,009	\$ 35,423,960	\$ 7,459,561	\$ 41,900,193	\$ 6,811,649	\$ 5,355,289	\$ 5,136,345	\$ 5,835,573	\$ 4,158,418
Transit Tax needed to balance the budget	\$ 6,686,196	\$ 5,374,884	\$ 7,781,950	\$ 3,216,491	\$ 6,294,875	\$ 3,764,973	\$ 5,190,710	\$ 5,360,524	\$ 6,741,184	\$ 6,755,858
TOTAL SYSTEM REVENUES	\$ 13,530,878	\$ 10,670,893	\$ 43,205,910	\$ 10,676,052	\$ 48,195,068	\$ 10,576,622	\$ 10,545,999	\$ 10,496,869	\$ 12,576,757	\$ 10,914,276
	49%									
REVENUE FUND BALANCE				FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Transit Tax	\$ 3,686,813	\$ 3,895,270	\$ 1,063,815	\$ 6,281,886	\$ 5,666,774	\$ 7,417,960	\$ 7,729,516	\$ 7,933,683	\$ 6,811,106	\$ 5,789,923
FTA 5307 (including STP and STIC)	\$ 7,276,718	\$ 6,962,702	\$ 4,268,644	\$ 12,159,380	\$ 9,931,266	\$ 7,764,548	\$ 6,682,490	\$ 5,600,432	\$ 5,518,374	\$ 5,436,316
FTA 5339 (previously 5309)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ (0)
FTA Small Start	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Subtotal Revenue Fund Balances	\$ 10,963,531	\$ 10,857,972	\$ 5,332,458	\$ 18,441,266	\$ 15,598,040	\$ 15,182,508	\$ 14,412,006	\$ 13,534,115	\$ 12,329,480	\$ 11,226,239

Mountain Line - City of Flagstaff
Transit Tax Projections from City of Flagstaff

updated 05/13/2020
Received Updated FY2020 Projection from Rick and % growth for FY2021 thru FY2025

	updated per City, 01.31.2019	updated per City, 12.17.2019	updated per City, 12.17.2019	updated per City, 12.17.2019	updated per City, 12.17.2019	updated per City, 12.17.2019	updated per City, 12.17.2019	updated per City, 12.17.2019	NAIPTA projection, 12.17.2019 update thru 2025
	orange areas tie to City: 04.12.2019								FY20
Change over previous year	1.73%	-2.49%	1.79%	-1.72%	1.00%	2.00%	3.00%	3.00%	2.00%
	FY 18 Actual	FY 19 Actual	FY 20 Projected	FY 21 Estimated	FY 22 Estimated	FY 23 Estimated	FY 24 Estimated	FY 25 Estimated	FY 26 Estimated
Transit Contribution*									
Operating (prop 401)	3,585,931	3,513,142	3,347,300						
Hybrid Buses (prop 402)	410,880	397,795	382,500						
Downtown Route (prop 403)	410,880	397,795	382,500						
New Bus Service (prop 404)	820,186	794,229	765,100						
More Freq Stops (prop 405)	820,186	794,229	765,100						
Continuation 2016 (prop 411)				5,545,400	5,600,854	5,712,871	5,884,257	6,060,785	6,182,001
Total Revenues	6,048,063	5,897,190	5,642,500	5,545,400	5,600,854	5,712,871	5,884,257	6,060,785	6,182,001
	\$ 6,067,424.00	\$ 5,897,190.00	\$ 5,642,500.00	\$ 5,556,400.00	\$ 5,608,854.00	\$ 5,719,871.08			
Revenue Projection as of 01/2020		\$ 5,897,190	\$ 5,876,300	\$ 6,000,904	\$ 5,843,983	\$ 5,834,866	\$ 5,902,161	\$ 5,961,045.00	\$ 6,080,265.90
change from 01/2020 to 05/2020		\$ -	\$ (233,800)	\$ (455,504)	\$ (243,129)	\$ (121,995)	\$ (17,904)	\$ 99,740	\$ 101,735

									FY20
									2.0%
Charges/Credits from City	FY 18 Actual	FY 19 Actual	FY 20 Projected	FY 21 Projected	FY 22 Projected	FY 23 Projected	FY 24 Projected	FY 25 Projected	FY 26 Projected
Indirects from City	\$ 148,034	\$ 129,059	\$ 143,757	\$ 147,351	\$ 151,035	\$ 154,811	\$ 158,681	\$ 162,648	\$ 165,901
Annual Membership									
General fund deposit									
COF Interest/Adjustment	\$ 19,361			\$ 11,000	\$ 8,000	\$ 7,000	\$ 6,000	\$ 5,000	\$ 5,100
	^included in 401		^included in propositions						

Mountain Line - City of Flagstaff Operations Summary										
			illustrative only							
	FY 2018 Actual	FY 2019 Unaudited	FY 2020 Budget	FY 2020 Projected	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Operating Data										
Passengers (1)	2,463,918	2,561,118	2,634,736	2,132,589	1,598,651	1,614,519	1,630,545	1,646,732	1,663,081	1,679,593
Revenue Vehicle Hours	82,140	81,806	87,122	76,606	80,500	80,500	80,500	80,500	80,500	80,500
Revenue Vehicle Miles	1,037,967	1,015,814	1,059,528	962,872	1,030,038	1,030,038	1,030,038	1,030,038	1,030,038	1,030,038
Passenger Fares (on-board and UPass combined) (4)	\$ 835,981	\$ 806,132	\$ 906,301	\$ 616,650	\$ 462,266	\$ 466,695	\$ 471,169	\$ 475,687	\$ 480,250	\$ 484,859
Existing Service - Operations	4,424,341	4,836,995	5,191,700	4,773,825						
Mtn Links - Operations	987,219	1,101,177	1,077,625	1,170,529						
New Service Areas - Operations	454,002	494,112	485,357	517,821						
Expanded Frequency - Operations	654,798	726,284	711,355	769,556						
Subtotal Operations Cost	\$ 6,520,359	\$ 7,158,568	\$ 7,466,037	\$ 7,231,731	\$ 7,434,303	\$ 7,854,635	\$ 8,193,179	\$ 8,543,617	\$ 8,714,489	\$ 8,888,779
Annual Pay Plan Cost	\$ -	\$ -	\$ 98,568	\$ -	\$ 95,634	\$ 221,282	\$ 227,530	\$ -	\$ -	\$ -
Bonus Program			\$ 79,257	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Costs	\$ 1,190,796	\$ 1,138,040	\$ 1,182,124	\$ 1,210,195	\$ 1,237,783	\$ 1,279,527	\$ 1,344,948	\$ 1,412,802	\$ 1,441,058	\$ 1,469,880
Special Services (Mtn Express)	\$ -	\$ 40,659	\$ -	\$ -	\$ 230,600	\$ -	\$ -	\$ -	\$ -	\$ -
Planning Program	\$ 367,281	\$ 244,319	\$ 253,521	\$ 251,480	\$ 267,855	\$ 273,212	\$ 278,676	\$ 284,250	\$ 289,935	\$ 295,734
Taxi Program	\$ 78,596	\$ 103,195	\$ 85,791	\$ 120,627	\$ 85,939	\$ 87,658	\$ 89,411	\$ 91,199	\$ 93,023	\$ 94,884
Total Annual	\$ 8,157,032	\$ 8,684,781	\$ 9,165,298	\$ 8,814,033	\$ 9,352,114	\$ 9,716,314	\$ 10,133,744	\$ 10,331,869	\$ 10,538,506	\$ 10,749,276
Increase over prior year	108.04%	106.47%	112.36%	101.49%	106.10%	103.89%	104.30%	101.96%	102.00%	102.00%
Performance Indicators			\$ 1,008,266	\$ 129,252						
Passengers/RVH	30.00	31.31	30.24	27.84	19.86	20.06	20.26	20.46	20.66	20.86
Passengers/RVM	2.37	2.52	2.49	2.21	1.55	1.57	1.58	1.60	1.61	1.63
Total Cost/Revenue Hour	\$ 93.88	\$ 101.42	\$ 99.26	\$ 110.20	\$ 107.73	\$ 113.47	\$ 118.49	\$ 123.68	\$ 126.16	\$ 128.68
Total Cost/RVM	\$ 7.43	\$ 8.17	\$ 8.16	\$ 8.77	\$ 8.42	\$ 8.87	\$ 9.26	\$ 9.67	\$ 9.86	\$ 10.06
Average Fare	\$ 0.34	\$ 0.31	\$ 0.34	\$ 0.29	\$ 0.29	\$ 0.29	\$ 0.29	\$ 0.29	\$ 0.29	\$ 0.29
Total Cost/Passenger	\$ 3.13	\$ 3.24	\$ 3.28	\$ 3.96	\$ 5.42	\$ 5.66	\$ 5.85	\$ 6.05	\$ 6.11	\$ 6.17
Subsidy/Passenger	\$ 2.79	\$ 2.92	\$ 2.94	\$ 3.67	\$ 5.14	\$ 5.37	\$ 5.56	\$ 5.76	\$ 5.82	\$ 5.88
Administrative Cost Ratio	15.4%	13.7%	13.7%	14.3%	14.3%	14.0%	14.1%	14.2%	14.2%	14.2%
Cost Recovery (includes all fares, on and off board)	10.8%	9.7%	10.5%	7.3%	5.3%	5.1%	4.9%	4.8%	4.7%	4.7%
System Speed (revenue miles per revenue hour)	12.64	12.42	12.16	12.57	12.80	12.80	12.80	12.80	12.80	12.80
System Revenues										
Passenger Fares (General Public on-board)	\$ 891,429	\$ 806,132	\$ 906,301	\$ 616,650	\$ 462,266	\$ 466,695	\$ 471,169	\$ 475,687	\$ 480,250	\$ 484,859
Passenger Fares (U-Pass, C-Pass and agency)	\$ 509,669	\$ 520,372	\$ 528,698	\$ 528,698	\$ 533,985	\$ 539,325	\$ 544,718	\$ 550,165	\$ 555,667	\$ 561,224
FTA Sec 5307 Formula Program (up to 50% of net operating costs)	\$ 2,048,378	\$ 2,298,728	\$ 2,340,660	\$ 4,340,660	\$ 4,762,736	\$ 4,701,320	\$ 3,616,660	\$ 3,616,660	\$ 2,616,660	\$ 2,616,660
FTA Sec 5307 Capital Program (up to 80% of costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FTA Sec ???? Small Starts Program (up to 80% of capital)										
County General Fund Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution for operations from NAU (MOVED TO REFLECT AS FARE)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other-Existing Misc Sources (5)	\$ 298,189	\$ 380,056	\$ 399,694	\$ 531,445	\$ 414,570	\$ 409,429	\$ 410,305	\$ 411,200	\$ 412,112	\$ 413,042
Subtotal Non-Transit Tax Revenues	\$ 3,747,666	\$ 4,005,288	\$ 4,175,353	\$ 6,017,453	\$ 6,173,557	\$ 6,116,769	\$ 5,042,852	\$ 5,053,712	\$ 4,064,689	\$ 4,075,785
Operating Cost (401)	\$ 2,953,053	\$ 2,772,626	\$ 3,361,804	\$ 979,746	\$ -					
Operating Cost (403)	\$ 228,434	\$ 592,030	\$ 433,081	\$ 528,301	\$ -					
Operating Cost (404)	\$ 573,082	\$ 600,143	\$ 603,569	\$ 638,841	\$ -					
Operating Cost (405)	\$ 654,798	\$ 714,695	\$ 591,491	\$ 649,692	\$ -					
Operating Cost (411)					\$ 3,178,557	\$ 3,599,544	\$ 5,090,892	\$ 5,278,157	\$ 6,473,817	\$ 6,673,491
Transit Tax needed to balance the budget	\$ 4,409,366	\$ 4,679,493	\$ 4,989,945	\$ 2,796,580	\$ 3,178,557	\$ 3,599,544	\$ 5,090,892	\$ 5,278,157	\$ 6,473,817	\$ 6,673,491
Total System Revenue	\$ 8,157,032	\$ 8,684,781	\$ 9,165,298	\$ 8,814,033	\$ 9,352,114	\$ 9,716,314	\$ 10,133,744	\$ 10,331,869	\$ 10,538,506	\$ 10,749,276

Mountain Line - City of Flagstaff										
Capital Summary										
			illustrative only							
EXPENSES	FY 2018 <i>Unaudited</i>	FY 2019 <i>Unaudited</i>	FY 2020 <i>Budget</i>	FY 2020 <i>Projected</i>	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Buses	\$ 2,976,107	\$ -	\$ 23,159,719	\$ -	\$ 25,159,719	\$ -	\$ -	\$ -	\$ 1,688,251	\$ -
Capital Replacement fund										
Light Duty Vans	\$ -	\$ -	\$ 240,000	\$ -	\$ 240,000	\$ 127,308	\$ 262,254	\$ -	\$ -	\$ -
Capitalized Repairs and Rehabilitation	\$ 285,645	\$ 202,728	\$ 245,000	\$ 141,000	\$ 324,000	\$ 220,000	\$ -	\$ -	\$ -	\$ -
Shelters, Pads and Installation	\$ 285,813	\$ 119,612	\$ 351,000	\$ 125,000	\$ 407,484	\$ 488,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Facility Costs and Transfer Centers	\$ 1,252,263	\$ 257,666	\$ 3,801,596	\$ 234,959	\$ 6,509,918	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Misc (see sheet for details)	\$ 271,110	\$ 445,131	\$ 522,933	\$ 142,534	\$ 1,201,212	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Route Construction	\$ 302,908	\$ 960,976	\$ 5,720,364	\$ 1,218,526	\$ 5,000,621	\$ -	\$ -	\$ -	\$ 200,000	\$ -
TOTAL CAPITAL EXPENSES	\$ 5,373,846	\$ 1,986,113	\$ 34,040,612	\$ 1,862,019	\$ 38,842,954	\$ 860,308	\$ 412,254	\$ 165,000	\$ 2,038,251	\$ 165,000
REVENUES										
FTA Sec 5307 Formula (80% Federal-20% local)	\$ 401,072	\$ 829,012	\$ 282,633	\$ 282,633	\$ 82,613	\$ 82,633	\$ 82,633	\$ 82,633	\$ 82,633	\$ 82,633
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ 2,626,607	\$ 214,776	\$ 26,060,003	\$ 1,061,448	\$ 29,298,383	\$ 612,246	\$ 229,804	\$ -	\$ 1,350,601	\$ -
FTA Sec ???? Small Starts Program (up to 80% of capital)										
County Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NAU Contribution	\$ -	\$ -	\$ 4,631,944	\$ -	\$ 4,631,944	\$ -	\$ -	\$ -	\$ -	\$ -
Local-Flex STP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 337,650	\$ -
Other-Misc Sources	\$ 69,337	\$ 246,933	\$ 274,027	\$ 98,027	\$ 1,313,695	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Non-Transit Tax Revenues	\$ 3,097,016	\$ 1,290,721	\$ 31,248,607	\$ 1,442,108	\$ 35,726,635	\$ 694,879	\$ 312,437	\$ 82,633	\$ 1,770,884	\$ 82,633
Transit Tax - Capital (401)	\$ 713,340	\$ 695,391	\$ 1,924,828	\$ 419,911						
Transit Tax - Capital (402)	\$ 407,471	\$ -	\$ 402,752	\$ -	\$ -					
Transit Tax - Capital (403)	\$ -	\$ -	\$ -	\$ -						
Transit Tax - Capital (404)	\$ 700,000	\$ -	\$ 351,287	\$ -						
Transit Tax - Capital (405)	\$ 456,019	\$ -	\$ 113,138	\$ -						
Transit Tax - Capital (411)	\$ -	\$ -			\$ 3,116,319	\$ 165,429	\$ 99,818	\$ 82,367	\$ 267,367	\$ 82,367
Subtotal Transit Tax needed	\$ 2,276,831	\$ 695,391	\$ 2,792,005	\$ 419,911	\$ 3,116,319	\$ 165,429	\$ 99,818	\$ 82,367	\$ 267,367	\$ 82,367
TOTAL REVENUES	\$ 5,373,847	\$ 1,986,113	\$ 34,040,612	\$ 1,862,019	\$ 38,842,954	\$ 860,308	\$ 412,254	\$ 165,000	\$ 2,038,251	\$ 165,000



DATE PREPARED: June 9, 2020

DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Wade Forrest, Facilities Manager

SUBJECT: Consider Adoption of the Transit Asset Management Plan

RECOMMENDATION:

Staff recommends the Board of Directors adopt the Transit Asset Management Plan.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

- ❖ Stewardship of Resources
 - Maintain our facilities and equipment to demonstrate our pride in service excellence and maximize their useful life.

BACKGROUND:

Mountain Line's Transit Asset Management (TAM) Plan was created in 2018 and implemented in 2019. The TAM Plan is a requirement by the Federal Transit Administration (FTA) for Tier I and Tier II transit providers. Mountain Line falls into the Tier II category as defined by the FTA. Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during peak regular service or have 100 or fewer vehicles in general demand response service during peak regular service hours. The document is required to cover a four-year period starting in 2018 with creation, 2019 for implementation, and ending four years later in FFY 2022.

This TAM Plan provides an outline of how Mountain Line will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system. Mountain Line's approach to accomplish a State of Good Repair (SGR) includes the strategic and systematic process of operating, maintaining, and improving physical assets, to identify a structured sequence of maintenance, preservation, repair, rehabilitation, and replacement actions that will achieve and sustain a desired SGR over the lifecycle of the assets at a minimum practicable cost.

Approval of this plan by the Board of Directors will help to demonstrate commitment to asset management and compliance with the federal requirement.





TAC DISCUSSION:

The TAC was supportive of the Transit Asset Management Plan and had no questions.

FISCAL IMPACT:

There are no fiscal impacts associated with adoption of the TAM Plan. Asset replacement and maintenance costs associated with the plan have already been incorporated in the Mountain Line budget.

SUBMITTED BY:

APPROVED BY:

Wade Forrest
Facilities Manager

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. NAIPTA TAM 10.01.2018.pdf -separate from packet





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Board Agenda Packet
6/17/2020 - Page 40 of 81

DATE PREPARED: May 26, 2020

MEETING DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

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

SUBJECT: Continuation of Term in FY2021 for the Chair and Vice Chair of the Board of Directors

RECOMMENDATION:

Staff recommends the Board of Directors affirm the continuation of the current Chair and Vice Chair for FY2021, effective July 1, 2020 and ending June 30, 2021.

BACKGROUND:

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

Electing Officers:

According to NAIPTA's Rules of Procedure Section 5.3, “Election and Re-election of Officers.”

- (a) *Terms.* The term of the Chair and Vice Chair positions shall be for a period of one (1) year, commencing on July 1 and ending on the following June 30, unless otherwise directed by the Board as provided in Section 5.3(e). In the event of an unexpected mid-term vacancy, the replacement Officer, determined in accordance with this Section 5.3, shall serve the remainder of the term.
- (b) *Order of Ascension.* Subject to Section 5.3(e), elected Officers shall serve for two (2) consecutive terms: first as the Vice Chair, and then as the Chair. The Vice Chair shall be elected before July 1 of each fiscal year and take office effective July 1.
- (c) *Vacancies.* At the completion of a full term, or in the event of a vacancy in the position of Chair, the Vice Chair shall ascend to the position of Chair. In the event of a vacancy in the position of Vice Chair, the Board shall entertain nominations from the Board Members to fill any such vacancies for the term or the remainder of the term, as may be appropriate. It is recommended, but not required, that Board Members having served 12 or more months be considered for nomination. If two or more Board Members are nominated for the office, the vote shall be by secret ballot. In the case of a single nominee, the vote may be by voice. In the event both the Chair and Vice Chair positions become vacant simultaneously, both positions shall be filled by the Board pursuant to the nomination and election

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Board Agenda Packet
6/17/2020 - Page 41 of 81

provisions of this section; provided, however, that the Board Member elected to the Chair position shall only serve out the remainder of the term, and not be entitled to serve as both Chair and Vice Chair without being separately elected to the Vice Chair position in a different election cycle.

- (d) *Limitations.* No one person may serve in successive positions of Chair to Vice Chair. No Agency may hold the position of Chair and Vice Chair simultaneously.
- (e) *Continuity Extension.* The Board, acting in its sole discretion, may extend the term of the Chair for a subsequent year, provided, however, that no Chair shall serve more than two (2) full sequential terms. In the event of such an extension, the Board has the discretion to retain the Vice Chair during such extended term or appoint a new Vice Chair pursuant to the provisions of Section 5.2(c)."

Director Whelan has served as Chair and Director Peru has served as Vice Chair in FY2020. At the discretion of the Board, they are both eligible to serve in the same capacity for another year per the recently adopted Rules of Procedure, Section 5.3(e) noted above. Both Director Whelan and Director Peru have agreed to serving in their corresponding Chair and Vice Chair positions for another term, should the Board affirm their continuation.

FISCAL IMPACT:

Exercising the continuity of extension of officers or the election of officers for the Board has no fiscal impact.

SUBMITTED BY:

Rhonda Cashman
Executive Assistant and Clerk of the Board

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Terms for the Board of Directors -page 42

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Date Current Term Began	Term	Date Term Expires	Position	Agency	Name
7/1/2016	5 years	6/30/2021		Coconino County	Art Babbott
				Coconino County	*Matt Ryan
7/1/2019	5 years	6/30/2024		City of Flagstaff	Jim McCarthy
				City of Flagstaff	*Austin Aslan
				City of Flagstaff	*Adam Shimoni
7/1/2018	5 years	6/30/2023	Chair	City of Flagstaff	Jamie Whelan
				City of Flagstaff	*Austin Aslan
				City of Flagstaff	*Adam Shimoni
7/1/2015	5 years	6/30/2020		NAU	**Daniel Okoli
				NAU	*Josh Maher
7/1/2017	5 years	6/30/2022		CCC	Colleen Smith
			Vice Chair	CCC	**Steve Peru
				CCC	*Kurt Stull

**Designee

* Alternate



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DATE PREPARED: May 26, 2020

MEETING DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Transit Planner

SUBJECT: Consider the Zero Emissions Bus (ZEB) Transition Plan

RECOMMENDATION:

Staff recommends the Board of Directors provide staff with direction on the policy tradeoffs between emissions savings and cost for the fleet technologies available.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Goal:

- ❖ Stewardship of Resources

Objective:

- ❖ Be exemplary at supporting community goals towards environmental sustainability.

BACKGROUND:

In 2008, voters approved a specific initiative for Mountain Line to invest in a hybrid-electric fleet, which at that time was cutting-edge “green” fleet technology. Since that time, low and zero emission fleet options have increased and been tested in revenue service at transit agencies across the country. To honor the 2008 voter intent to adopt low and zero-emissions bus technologies, Mountain Line is undertaking the Zero Emissions Bus (ZEB) Transition Plan to consider the tradeoffs of each technology before choosing a direction as our fleet is replaced and potentially expanded.

The objective of the ZEB Transition Plan is to conduct a thorough review of existing fleet technologies as related to infrastructure needs, costs, greenhouse gas emissions savings, and impacts to local service provision. This information will enable the Board of Directors to provide direction on which fleet technology makes the most sense for Mountain Line. The ZEB Transition Plan will inform other planning projects, including the Kaspar Master Plan, Downtown Connection Center, Strategic Investment Plan, and the Joint Campus Bus Storage Plan

In February, Mountain Line awarded the ZEB Transition Plan contract to the Center for Transportation and the Environment (CTE). Staff and CTE are in the final steps of the analysis phase, assessing service provision, fleet costs, facilities, utility availability, and utility rate structure. The result of the analysis phase is a comparison of Mountain Line’s fleet of hybrid-electric buses to four technology scenarios:

- depot-charged battery-electric buses,
- depot and on-route charged battery-electric buses,
- fuel-cell electric buses, and
- a mix of battery-electric and fuel-cell electric buses.

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Each of the four technology scenarios present a tradeoff of benefits. Some considerations of each option are below.

Depot-Charged Battery-Electric Buses

- The amount of time our buses operate in one day (about 16 hours on weekdays) is not feasible when having to rely on overnight depot-charge only, based on the current level of battery-electric bus technology.
- Mountain Line may need to increase our fleet and deploy a new bus for the second half of the day, increasing costs.
- Depot-charging equipment requires space that may impact our ability to store the current number of buses in the existing building at the Kaspar Facility, as it is currently at capacity.
- Utility rates are lowest at night (off-peak) making it the least costly time to charge buses. However, when many buses are charging at once we may still be subject to demand charges.

Depot and On-Route Charged Battery-Electric Buses

- Adding on-route charging of battery-electric buses could enable Mountain Line to keep the current amount of time our buses operate in one day.
- Mountain Line may not need to increase our fleet size.
- We may need to build more time into schedules to layover and charge at the Downtown Connection Center (DCC). The current pulse schedule also creates scheduling challenges if a bus is running late and still requires charging. In order to maintain frequencies and on-time performance, Mountain Line could adjust routes, runtimes, and schedules, or add buses to revenue service (we anticipate that our current fleet size can accommodate this).
- Current utility rates are higher during the day (peak rates are typically between 3 pm – 8 pm depending on demand), making on-route charging more expensive.
- Additional infrastructure including energy storage systems (i.e., batteries) at the DCC could significantly offset daytime demand charges.

Fuel-Cell Electric Buses

- Hydrogen fuel-cell buses may enable us to keep the amount of time our buses operate in one day. Current technology is such that a fuel-cell electric bus can operate all day on a single fill.
- Mountain Line may not need to increase our fleet size.
- Per bus capital cost is higher than battery-electric buses and is expected to remain so through Mountain Line's projected replacement schedule.
- Currently there are no 35' fuel-cell buses on the market, but 40' are available.
- A minimum of approximately 40' x 80' is required for hydrogen storage equipment, which may be a challenge at the Kaspar Facility. Additional space would likely be required for hydrogen generation equipment.

A Mix of Battery-Electric and Fuel-Cell Electric Buses

- This option may enable us to keep the amount of time our buses operate in one day.
- Mountain Line may not need to increase our fleet size.
- The space requirements to accommodate both depot-charging infrastructure for battery-electric buses and hydrogen storage (or generation) equipment may be a challenge.

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- The capital infrastructure cost is likely to be the highest for this option.
- Currently there are no 35' fuel-cell buses on the market, but 40' are available.

Staff and CTE will present the results of the analysis to the Board and seek policy direction on the tradeoffs from the Board of Directors.

Following the Board decision of fleet technology, the ZEB Transition Plan will provide a detailed implementation plan for that technology. This will include fleet procurement schedule, charging/hydrogen infrastructure plan and depot layout, and resiliency plan. The ZEB Transition Plan is scheduled for completion in October.

TAC DISCUSSION:

Not all the data was finalized for presentation to the TAC, which made it challenging to provide feedback on policy tradeoffs. Committee members are looking to staff for recommendations regarding service provision impacts.

ALTERNATIVES:

- 1) Provide staff with direction on the policy tradeoffs between emissions savings and costs for the fleet technologies available (**recommended**): This will allow Mountain Line to incorporate fleet technology considerations into other planning efforts that are time sensitive.
- 2) Do not provide staff with direction on the policy tradeoffs (**not recommended**): The completion of Phase 1 of the ZEB Transition Plan will be delayed, causing the other planning efforts to also be delayed.

FISCAL IMPACT:

The total cost of the ZEB Transition Plan is \$99,500. A variety of capital projects that rely on the analysis results are paying for the ZEB Transition Plan at 80/20 splits.

SUBMITTED BY:

Bizzy Collins
Transit Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: June 5, 2020

MEETING DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Higgins, Purchasing Specialist

SUBJECT: Consider the DBE Goal FFY2021-FFY2023

RECOMMENDATION:

Staff recommends the Board of Directors approve the updated DBE goal for FFY2021-FFY2023 of 3%, based on Federal Transit Administration (FTA) guidance for goal setting and as adjusted per Arizona Department of Transportation (ADOT) Disparity Study 2020.

RELATED STRATEGIC WORKPLAN OBJECTIVE

- ❖ The DBE Goal is a required component of the federally required DBE Program which is a key compliance measure necessary to carryout and implement all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

In September 2014, the Mountain Line Board of Directors adopted a program based on ADOT's DBE goals. In April 2015, FTA provided conditional approval of the program and requested additional information that resulted in requirement for Mountain to set and adopt its own DBE Goal. The initial DBE goal was adopted in March 2015 and an updated goal was set in 2018. As per Mountain Line's DBE program and Federal Transit Administration regulation, we must review, update, and adopt a new goal every three years.

In 2018, Mountain Line Board of Directors approved a DBE Goal 9% as recommended by staff. The current history of participation has not met our set goal, and staff has prepared a new goal for FFY2021-FFY2023 using FTA guidance for goal setting. The DBE program requires consideration of total available vendors for our area, using sources like US Census Bureau and the 2020 ADOT Disparity Study, as well as evaluation of available Disadvantaged Business Enterprise certified vendors, as certified by ADOT. After establishing percentage of DBE's available for contracts, we must consider a potential need to adjust or modify that figure to increase the accuracy of any set goal. The factors that are evaluated include past performance of DBE and any disparity study completed for the area.

The identified goal must be made public on NAIPTA's webpage for a minimum of 30-days and we have to allow comments for up to 45-days from the date the goal is published before the goal can be finalized.

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NAIPTA will publish the adopted goal on our website after action by the Board and issue a press release to alert the public to its availability. Staff are actively working to set up meetings with known vendors and DBE's to discuss the proposed goal. The input received at these meetings or from the public during the comment period will be included in the Goal Setting Methodology document to be submitted to FTA.

NAIPTA is required to submit the updated DBE plan to FTA for concurrence before the program is considered final. Staff is proposing the Board of Directors 1) approve the program with the new goal of 3%, allowing for the public comment period and submission to FTA by August 1, 2020 and 2) review any comment with applicable recommended changes at the August 19, 2020 Board meeting. The public process period is expected to begin on or around June 18, 2020, closing on or around August 7, 2020.

Based on these evaluation methods and determinations, the proposed updated DBE Goal for FFY2021 – FFY2023 is 3%.

TAC DISCUSSION:

The goal was not finalized or available for TAC review; however, the Committee was presented the timeline and plan. They were supportive and had no questions.

ALTERNATIVES:

- 1) Adopt the updated DBE Goal of 3% for FFY2021-FFY2023 (**recommended**): The Federal Transit Administration requires agencies to evaluate and set a DBE Goal for a triennial period. The Goal should be set based on local conditions, available DBE vendors, and planned contract or capital programs for the same period. Updating and submitting the goal to FTA ensures we remain compliant with these rules and allows procurements as necessary to support programs to be continued.
- 2) Do not approve the proposed DBE Goal (**not recommended**): If the Goal is not approved and submitted to FTA, we could see a delay in federal awards and delay in ability to award procurements and contracts necessary to support our programs.

FISCAL IMPACT:

While conducting procurements and awarding contracts have a fiscal impact that is part of the annual budget setting process, the adoption of the DBE goal has no additional fiscal impact. Procurement awards to DBE firms may have a fiscal impact and that is accounted for in the budget and project value.

SUBMITTED BY:

Heather Higgins
Purchasing Specialist/DBE Liaison Officer

APPROVED BY:

Heather Dalmolin
CEO and General Manager

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ATTACHMENTS:

- | | |
|--|-------------------------|
| 1. Mountain Line's Goal and Goal Setting Methodology | -available at meeting |
| 2. Mountain Line's DBE Program | -available upon request |
| 3. Arizona Department of Transportation 2020 Disparity Study | -available upon request |

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DATE PREPARED: June 9, 2020

MEETING DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Consider the FY2021 Collective Grant Resolution, 2021-100, and the FY2021-FY2025 Transit Program from the Transportation Improvement Program

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Approve the FY2021 Collective Grant Resolution, Resolution 2021-100, for federal and state transit grant applications and subsequent executions as necessary to support transit programs within the 10-year financial plan; and 2) Approve the Transit Program from the FY2021-FY2025 regional Transportation Improvement Program.

RELATED STRATEGIC PLAN OBJECTIVE:

Goal:

- ❖ Service Excellence

Objective:

- ❖ Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Per the FY2020 funding discussions, NAIPTA can at times face 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. The Collective Grant Resolution adopted in June 2020 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 resolution allows the 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 10-year financial plan, and to execute subsequent contracts or awards. As previously agreed, the Board of Directors will receive regular updates on applications made and awards granted. The Resolution allows staff to act on the following elements:

- FTA or ADOT anticipated appropriations and awards of federal financial assistance for transit projects as detailed in the FY2021-2025 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.

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- Authorization to the CEO and General Manager to execute awards and contracts for federal assistance.
- Incorporates the TIP as submitted for the current and future year funding cycles.

The resolution allows Mountain Line to be more agile in meeting deadlines and to be competitive in demonstrating support and readiness. The Resolution does require annual action.

TAC DISCUSSION:

The TAC was supportive of the FY2021 Collective Grant Resolution 2021-100 and related Transportation Improvement Program without questions.

ALTERNATIVES:

- 1) Adopt the FY2021 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 the FY2021 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
CEO and General Manager

ATTACHMENTS:

- | | |
|---|----------|
| 1) Resolution 2021-100 | -page 51 |
| 2) FY2021-FY2021 Transit Program, excerpt of the FMPO TIP | -page 52 |



Resolution 2021-100

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 FY2021 – FY2025 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 Orig

Table 5. FY2020-2024: Transit Projects within the FMPO-area
updated: February 13, 2020

Line #	Project Description	Fund Type	Current Year	2021	2022	2023	2024	2025
1	Operating Assistance, including Project Management	5307, including STIC	\$ 9,190,562	\$ 9,462,373	\$ 9,649,861	\$ 9,841,098	\$ 10,036,160	\$ 10,036,160
2	Passenger Shelters, Signs, and Poles	5307, STBG State Flex	\$ 103,291	\$ 103,291	\$ 103,291	\$ 103,291	\$ 103,291	\$ 103,291
3	High-Capacity Transit Route -Engineering and Environmental	5307	\$ 2,281,919					
4	Building Construction - Office Remodel	5339	\$ 500,000					
5	Downtown Connection Ctr - Acquire/Design/Construct	5307, 5339	\$ 6,827,938					
6	Preventative Maintenance	STBG Local	\$ 353,750					
7	Planning, Transportation Improvement Plan (CYMPO)	5307	\$ 264,000					
8	Route 66/Kaspar Intersection - Design/Construction	5307, 5339	\$ 2,777,814					
9	NAU Milton Rt 66 Campus Entry Study	5339	\$ 150,000					
10	NAU McConnell Dr. and Sidewalk Multimodal Improv. - Design	5339	\$ 444,750					
11	Replacement Paratransit Vehicles (2 Cutaway Buses)	5307	\$ 240,000					
12	Downtown Connection Ctr - Construct	5339	\$ 31,138,260					
13	Replacement Buses (Electric, total of 2)	5339	\$ 2,000,000					
14	Kaspar Master Plan - Expansion of Maintenance Facility	5307	\$ 250,000					
15	Bus Storage Facility (Campus Location)	5307, 5339	\$ 1,421,391					
16	Electrification Infrastructure	unfunded						\$ 2,000,000
17	Plans and Planning, non-operations (TOD, Corridor, Mobility/OnDemand Studies)	unfunded						\$ 1,000,000
18	Bus Support Equip - Fare Collection	unfunded						\$ 250,000
19	Acquisition of Property for NAIPTA Expansion	unfunded						\$ 2,500,000
20	NAU McConnell Dr Multimodal Improvements	unfunded						\$ 7,000,000
21	NAU - Milton Campus Entry	unfunded						\$ 3,500,000
22	Kaspar Master Plan - Remodel and Electrification	unfunded						\$ 6,000,000
23	Bus Storage Facility (Campus Location)	unfunded						\$ 16,638,328
24	CDL Training and Testing Facility	unfunded						\$ 1,000,000
25	High-Capacity Transit - Acquisition/Construction	unfunded						\$ 27,000,000
26	High-Capacity Transit - Fleet Expansion	unfunded						\$ 10,000,000
27	Route and Route Infrastructure Improvements (capital)	unfunded						\$ 6,400,000
28	Park n Ride Transit Center	unfunded						\$ 3,000,000
29	Replacement Buses (Hybrid/Electric, total of 12)	unfunded						\$ 12,000,000
30	Replacement Paratransit Vehicles (Cutaway Buses, total of 4)	unfunded						\$ 1,000,000
TOTAL ALL CATEGORIES			\$ 57,943,675	\$ 9,565,664	\$ 9,753,152	\$ 9,944,389	\$ 10,139,451	\$ 109,427,779

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



DATE PREPARED: June 9, 2020

MEETING DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Consider the Procurement Resolution 2021-110

RECOMMENDATION:

Staff recommends the Board of Directors approve Procurement Resolution 2021-110 authorizing the CEO and General Manager to 1) authorize and award procurements and 2) execute contracts that support projects that are within the approved fiscal year budget, the 10-year financial plan, and which may be related to the approved annual Grant Resolution.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

- ❖ FY2021 Procurement Resolution supports all aspects of the Strategic Plan and Key Objectives

BACKGROUND:

The Board of Directors adopted and updated NAIPTA's procurement policies in October of 2017. These policies are used to guide all activities related to the use of public funding, i.e. transit funding, supplying goods and services necessary to support public transit in and around Mountain Line's service area. The policy delegates Board authority to the CEO and General Manager for award of procurements and authorization of contracts of less than \$100,000 while retaining authority with the Board for procurements and contracts of \$100,000 or greater. These authorizations result in large procurements being presented to the Board for consideration and approval on a regular basis, and results in Board action being required for all amendments that change the contract by more than \$20,000 or 15%. As the Board meets only once a month, these requirements can create some challenges for staff and/or delays in projects while work is paused to await Board action. In FY2020, the Board of Directors approved Procurement Resolution 2020-110, as allowed by regulatory language, to authorize the CEO and General Manager to act on behalf of the Board of Directors to approve procurement award recommendations after such procurements are conducted in a manner directed by the purchasing policies and execute contracts with vendors selected as best value after a competitive process. This resolution provides staff with an option that allows for more timely consideration of awards, contracts, and changes while preserving limited Board Meeting time for in depth and broad policy and strategy discussions.

The resolution was determined to be annual process for projects named and included in the approved fiscal year budget, the 10-year financial plan and where applicable supported by the annual Grant Resolution. Any procurement decisions that are high impact to the community, protested or appealed, or





considered controversial will be brought before the Board of Directors for formal action including making determination of any protest or appeal.

Staff is recommending the Board approve FY2021 Procurement Resolution 2021-110 to support procurements for FY2021 as defined in the adopted budget, the 10-year financial plan, and as supported by Grant Resolution 2021-100. Detailed project updates, including contract or procurement decisions, will be made available at the next regular occurring Board Meeting in order to engage the Board in discussion of the projects as a whole.

TAC DISCUSSION:

The TAC was supportive of the Procurement Resolution 2021-110 and had no questions.

ALTERNATIVES:

- 1) Approve Procurement Resolution 2021-110 (**recommended**): This resolution is in line with allowances under NAIPTA's procurement policies and the State rules for an IPTA and allows for staff to be responsive and agile to timely award and action on procurements. Procurement Resolution 2021-110 will afford the NAIPTA Board an opportunity to engage a thoughtful manner on strategic purpose projects, issues, and policies while delegating management of procurements and contracts to the CEO and General Manager.
- 2) Do not approve Procurement Resolution 2021-110 (**not recommended**): This alternative is not recommended as then each procurement of \$100,000 or more will continue to need to be timed accordingly to align with Board meetings and as such may cost staff and projects time, and such Board consideration will consume time at Board meetings that could otherwise be used for strategic planning and engagement.

FISCAL IMPACT:

There is no additional fiscal impact directly related to approving Procurement Resolution 2021-110 as the resolution reflects projects approved in the annual fiscal year budget and 10-year financial plan. The resolution offers the opportunity to process procurements and related contracts in a more efficient manner while creating an opportunity to be timely in engaging contractors on projects.

APPROVED BY:

Heather Dalmolin
CEO and General Manager





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Board Agenda Packet
6/17/2020 - Page 55 of 81

ATTACHMENTS:

- | | |
|---------------------------------------|--------------|
| 1) Procurement Resolution 2021-110 | -pages 56-57 |
| 2) FY2021 Annual Budget, Project List | -page 58 |
| 3) FY2021 Financial Plan, excerpt | -page 59 |

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2021-110

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (MOUNTAIN LINE) DELEGATING ADDITIONAL AUTHORITY TO THE CEO AND GENERAL MANAGER TO PROCURE BIDS AND PROPOSALS, GRANT AWARDS, AND AUTHORIZE CONTRACTS FOR TRANSPORTATION PROJECTS FOR FISCAL YEAR 2021 (2020-2021).

Whereas the Northern Arizona Intergovernmental Public Transportation Authority (“Mountain Line”) is involved in the procurement and completion of an increasing number of and complexity in transportation projects; and

Whereas the Board of Directors (“Board”) devotes a substantial portion of its meeting time to the consideration of procurements, contracts, and contract amendments for transportation projects;

Whereas the Board relies on the CEO and the General Manager in considering and approving procurements, contracts, and contract amendments for transportation projects; and

Whereas the Board desires for Mountain Line to more efficiently fulfill its mission to provide transportation solutions to the members of the public it serves; and

Whereas the Board has previously delegated authority to the CEO and the General Manager to issue and award procurements and authorize contracts; and

Whereas Arizona Revised Statutes §§ 28-9101, *et seq.* authorize the Board to delegate additional authority to the CEO and the General Manager; and

Whereas delegating additional authority to the CEO and the General Manager will enable Mountain Line to more timely consider awards, contracts, and amendments, as well as administer and report to the Board on a whole-project basis; and

Whereas delegating additional authority to the CEO and the General Manager will preserve limited Board meeting time to devote to broad and deep policy and strategy discussions; and

Whereas the Board has reviewed a list of projects based on Mountain Line’s fiscal year budget, this fiscal year Grant Resolution, and long-term financial plan;

Board Agenda Packet
6/17/2020 Page 5 of 11

NOW, THEREFORE, be it resolved by the Mountain Line Board of Directors as follows:

That the CEO and the General Manager, is delegated the authority, on the Board's behalf, to issue procurement requests and grant awards up to the amount budgeted for each project as in approved budget, up to an aggregate limit for all projects not exceeding the total authorized budget amount for the projects included in the budget for fiscal year 2021 (2020-2021);

That the CEO and the General Manager is delegated the authority, on the Board's behalf, to sign and enter into on the Board's behalf, individual contracts and/or agreements up to the amount budgeted for each project as in approved budget, up to an aggregate limit for all projects not exceeding the total authorized budget amount for the projects included in the budget for fiscal year 2021 (2020-2021); and

As the budget for additional projects are established and formally approved by the Board, that the CEO and General Manager may present to the Board additional Delegation Resolutions for each specific project for which the budget is approved consistent with the delegation of authority set forth in this Resolution; and

That the CEO and the General Manager is authorized to sign such documents in such form as is finally approved and take such actions as are reasonably necessary to effectuate the terms of the awards, contracts, services and/or agreements; and

That the CEO and the General Manager, together with the Mountain Line Staff and General Counsel, shall revise the Mountain Line Purchasing Policy to reflect the delegations of authority and procedures as set forth in this Resolution;

That any procurement decisions that are protested or appealed will continue to be brought before the Board for formal action and resolution of the protest consistent with the Mountain Line Purchasing Policy; and

That this delegation of authority shall remain in force until the end of fiscal year 2021 (2020-2021) or until revoked by a subsequent, validly passed resolution of the Board.

Passed and adopted by the Mountain Line Board of Directors this ____ day of _____, 20__.

Jamie Whelan, Chair,
NAIPTA Board of Directors

Attest:

Rhonda Cashman, Clerk of the Board

Reviewed as to form:

Dickinson Wright PLLC
Mountain Line General Counsel

Procurement Resolution 2020-110
FY2020 Capital Projects

<u>Description</u>	<u>Total</u>	<u>Funding Source</u>	<u>FY2020 Carryover</u>	<u>Extended Description</u>
Administration - Mobile Ticketing	\$ 25,000	City of Flagstaff	all	identification of new mobile ticketing option for fixed route bus riders
* Facilities - Annual Bus Stop Rehab	\$ 110,000	FTA, City of Flagstaff		State of good repair, repair and maintain stop improvements
* Facilities - ADA Improvements	\$ 75,000	ADOT (FTA funds), City of Flagstaff		Improvement to existing stops to improve mobility and ADA access
Facilities - Kaspar Master Plan	\$ 250,000	FTA, City of Flagstaff		Plan for redevelopment of Kaspar Campus/Maintenance area to due change in fleet demands (larger buses)
Fleet - Vehicle Rehab/Improvements (multiple vendors)	\$ 299,000	FTA, City of Flagstaff	part	mid-life overhaul: extend life/improve performance
Ops - Human Trafficking Initiative	\$ 87,612	FTA (in kind from Mtn Line and Flagstaff Shelter Services)		development of alert system and training program from staff on identification of potential trafficking to aid in survival/recovery
Ops - Paratransit Vans	\$ 240,000	FTA, City of Flagstaff	all	replacement of 2-3 paratransit units depending on final price
Ops - Fixed Route Buses	\$ 2,000,000	FTA, City of Flagstaff		replacement of 2 buses with all electronic fleet
Ops - MPO Transit Planning	\$ 56,500	City of Flagstaff		contribution to MPO for transit planning services as repayment of swap funding
Pln - Free Fare Congestion Mitigation	\$ 25,000	ADOT (fed funds), City of Flagstaff		Analysis of traffic data and construction impacts, as well as influence of free fare on transit use
** Pln - Mob on Demand, Sandbox	\$ 300,000	FTA, partner in-kind		Mobility as a Service (MaaS) study to identify additional solution to improve mobility and access
Pln - Strategic Investment Plan	\$ 242,000	ADOT (fed funds), City of Flagstaff	part	Analysis of capital and operating, development of integrated plans
** Pln - West Route 66/Milton Plan	\$ 220,000	ADOT (fed funds), City of Flagstaff		Analysis and development of integrated plans - City, ADOT, MPO
* Pln - DCC Acquisition, Design, and Construction	\$ 6,482,418	FTA, City of Flagstaff	part	Design, environmental, and early construction phases of new DCC
Pln - Kaspar Intersection Improvement	\$ 2,609,303	FTA, City of Flagstaff	part	Improvement to create access from Kaspar to Route 66/Hwy 180 at W Historic Route 66 intersection
*** Pln - NAU Partnership (SBS Multimodal)	\$ 330,119	FTA, City of Flagstaff	part	Joint Project to develop Final Design of SBS Multimodal Improv
*** Pln - Joint Campus Storage Facility	\$ 23,159,719	FTA, NAU	all	Joint project to construct joint use storage facility on campus
* Pln - Bus Rapid Transit Prelim/Enviro	\$ 1,359,524	FTA, City of Flagstaff	part	Preliminary engineering and environmental review of BRT concept and alternatives
** Pln - Bus Stop Connections thru Pedestrian and Bike improvements	\$ 600,000	ADOT (fed funds), City of Flagstaff (Prop 419)		Development of pedestrian and bike access to and from bus stops
* Pln - Bus Stops (new stops)	\$ 222,484	City of Flagstaff	all	Bus stop development at new locations serving Mountain Line
	\$ 38,693,679			

* Already under Board awarded contract

** Pending future Procurement

*** NAU conducting SBS Procurement and Project oversight

Mountain Line - City of Flagstaff										
Capital Summary										
			illustrative only							
EXPENSES	FY 2018 <i>Unaudited</i>	FY 2019 <i>Unaudited</i>	FY 2020 <i>Budget</i>	FY 2020 <i>Projected</i>	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Buses	\$ 2,976,107	\$ -	\$ 23,159,719	\$ -	\$ 25,159,719	\$ -	\$ -	\$ -	\$ 1,688,251	\$ -
Capital Replacement fund										
Light Duty Vans	\$ -	\$ -	\$ 240,000	\$ -	\$ 240,000	\$ 127,308	\$ 262,254	\$ -	\$ -	\$ -
Capitalized Repairs and Rehabilitation	\$ 285,645	\$ 202,728	\$ 245,000	\$ 141,000	\$ 324,000	\$ 220,000	\$ -	\$ -	\$ -	\$ -
Shelters, Pads and Installation	\$ 285,813	\$ 119,612	\$ 351,000	\$ 125,000	\$ 407,484	\$ 488,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Facility Costs and Transfer Centers	\$ 1,252,263	\$ 257,666	\$ 3,801,596	\$ 234,959	\$ 6,509,918	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Misc (see sheet for details)	\$ 271,110	\$ 445,131	\$ 522,933	\$ 142,534	\$ 1,201,212	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Route Construction	\$ 302,908	\$ 960,976	\$ 5,720,364	\$ 1,218,526	\$ 5,000,621	\$ -	\$ -	\$ -	\$ 200,000	\$ -
TOTAL CAPITAL EXPENSES	\$ 5,373,846	\$ 1,986,113	\$ 34,040,612	\$ 1,862,019	\$ 38,842,954	\$ 860,308	\$ 412,254	\$ 165,000	\$ 2,038,251	\$ 165,000
REVENUES										
FTA Sec 5307 Formula (80% Federal-20% local)	\$ 401,072	\$ 829,012	\$ 282,633	\$ 282,633	\$ 82,613	\$ 82,633	\$ 82,633	\$ 82,633	\$ 82,633	\$ 82,633
FTA Sec 5339 Capital Program (up to 80% of costs)	\$ 2,626,607	\$ 214,776	\$ 26,060,003	\$ 1,061,448	\$ 29,298,383	\$ 612,246	\$ 229,804	\$ -	\$ 1,350,601	\$ -
FTA Sec ???? Small Starts Program (up to 80% of capital)										
County Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LTAF II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NAU Contribution	\$ -	\$ -	\$ 4,631,944	\$ -	\$ 4,631,944	\$ -	\$ -	\$ -	\$ -	\$ -
Local-Flex STP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Replacement Fund	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 337,650	\$ -
Other-Misc Sources	\$ 69,337	\$ 246,933	\$ 274,027	\$ 98,027	\$ 1,313,695	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Non-Transit Tax Revenues	\$ 3,097,016	\$ 1,290,721	\$ 31,248,607	\$ 1,442,108	\$ 35,726,635	\$ 694,879	\$ 312,437	\$ 82,633	\$ 1,770,884	\$ 82,633
Transit Tax - Capital (401)	\$ 713,340	\$ 695,391	\$ 1,924,828	\$ 419,911						
Transit Tax - Capital (402)	\$ 407,471	\$ -	\$ 402,752	\$ -	\$ -					
Transit Tax - Capital (403)	\$ -	\$ -	\$ -	\$ -						
Transit Tax - Capital (404)	\$ 700,000	\$ -	\$ 351,287	\$ -						
Transit Tax - Capital (405)	\$ 456,019	\$ -	\$ 113,138	\$ -						
Transit Tax - Capital (411)	\$ -	\$ -			\$ 3,116,319	\$ 165,429	\$ 99,818	\$ 82,367	\$ 267,367	\$ 82,367
Subtotal Transit Tax needed	\$ 2,276,831	\$ 695,391	\$ 2,792,005	\$ 419,911	\$ 3,116,319	\$ 165,429	\$ 99,818	\$ 82,367	\$ 267,367	\$ 82,367
TOTAL REVENUES	\$ 5,373,847	\$ 1,986,113	\$ 34,040,612	\$ 1,862,019	\$ 38,842,954	\$ 860,308	\$ 412,254	\$ 165,000	\$ 2,038,251	\$ 165,000



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Board Agenda Packet
6/17/2020 - Page 60 of 81

DATE PREPARED: June 9, 2020

DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Consider an Intergovernmental Agreement (IGA) with Northern Arizona University (NAU) for the development of the Campus Bus Storage Facility

RECOMMENDATION:

Staff recommends the Board of Directors authorize the CEO and General Manager to execute an Intergovernmental Agreement (IGA) with Northern Arizona University (NAU) for the development of the Campus Bus Storage Facility.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Goal:

- ❖ Service Excellence

Objective:

- ❖ Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Mountain Line has developed a draft Intergovernmental Agreement (IGA) with NAU for the design and development of a joint Campus Bus Storage Facility on NAU's campus. Mountain Line was awarded a Section 5307/5339 grant through ADOT for \$1,421,390 at an 80/20 split for the design of the Campus Bus Storage Facility last year. NAU will provide 100% of the \$284,278 in local match required for the grant. The IGA is required for the transfer of funds to NAU to design the facility and to ensure Mountain Line has appropriate oversight of the federal funds in the development of the project.

The objective of the project is to maximize useful life of both agencies' fleet assets by increasing sheltered fleet storage capacity as well as incorporating zero emissions fuel technology and access to operator site training facilities. Mountain Line's current facility at Kaspar has no room for future bus expansion. The facility will have capacity for additional Mountain Line buses allowing for the continued expansion of services to implement the 5 Year Plan.

Mountain Line and NAU have entered into similar IGA's before for the design of improvements at the Social and Behavioral Science (SBS) and McConnell Drive. Key points of the IGA include that:

- Mountain Line will be responsible for grant administration,
- NAU will be responsible for procurement with oversight from Mountain Line,

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- Final design will need to be accepted by Mountain Line,
- NAU will be responsible for 100% of local match for the grant and any overages on the project, and
- Outlines the invoicing obligations of each party.

TAC DISCUSSION:

The TAC had no questions or comments.

ALTERNATIVES:

1. Authorize the CEO and General Manager to execute an Intergovernmental Agreement (IGA) with Northern Arizona University (NAU) for the development of the Campus Bus Storage Facility **(recommended)**: This IGA is consistent with the provisions of previous IGA's for the design and development of the capital facilities with NAU. Authorizing final approval to the CEO will allow the project to proceed in a timely fashion. If there are significant changes to the draft IGA, staff will return to the Board for approval.
2. Do not authorize the CEO and General Manager to execute an Intergovernmental Agreement (IGA) with Northern Arizona University (NAU) for the development of the Campus Bus Storage Facility **(not recommended)**: This alternative is not recommended as it will delay the procurement of a design team for the project.

FISCAL IMPACT:

Mountain Line was awarded a Section 5307/5339 grant through ADOT for \$1,421,390 at an 80/20 split for the design of the Campus Bus Storage Facility. NAU will provide 100% of the \$284,278 in local match required for the grant as outlined in this IGA.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Draft IGA

-available upon request





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Board Agenda Packet
6/17/2020 - Page 62 of 81

DATE PREPARED: June 8, 2020

DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Estella Hollander, Mobility Planner

SUBJECT: Consider Approval of Section 5310 Supplemental Funds Application for \$600,000 and Execution of Contract

RECOMMENDATION:

Staff recommends the Board of Directors: 1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT) for Section 5310 Supplemental Funds in the amount of \$600,000; and 2) Execute the contract of award.

RELATED STRATEGIC WORKPLAN OBJECTIVE:

Goal:

- ❖ Service Excellence

Objective:

- ❖ Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

Section 5310 is a federally appropriated funding source designated to Arizona Department of Transportation (ADOT). ADOT conducts a competitive application process to award funds to projects and providers around the State. The Section 5310 Program funds transportation programs and services for seniors and people with disabilities. Mountain Line funds the ADA plus program, taxi programs, bus stop mobility improvements, and Mobility Management through this grant program.

ADOT awarded the 2020 Section 5310 funding cycle on May 22, 2020. During the announcement, ADOT stated there is \$500,000 of supplemental federal funding available for small-urban 5310 agencies that applied in FY2019. The funding requires a 20% match. This funding is limited to capital projects only with a priority on Preventive Maintenance and other capital related to COVID-19 impacts. Mountain Line is interested in leveraging \$100,000 in Prop 419 bike, pedestrian dollars to improve \$600,000 worth of infrastructure in first/last mile connections to healthcare facilities that benefit all users, not just transit riders. COVID-19 has made it more apparent than ever how important transit is to get people to essential jobs and medical appointments and improving connectivity to these services will enhance the accessibility, safety, and comfort of first last mile infrastructure. City staff have not approved the use of the funds as of the writing of this report, but staff will provide an update on those conversations at the meeting.

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Mountain Line has included this grant application in the draft FY2021 budget. However, because it is not in the Transportation Improvement Program (TIP), the application and execution require Board approval and cannot be done under the Delegation of Authority.

TAC DISCUSSION:

This item was not pulled from the consent agenda for TAC discussion.

ALTERNATIVES:

1) Authorize staff to submit application to the Arizona Department of Transportation (ADOT) for Section 5310 supplemental funds in the amount of \$600,000; and 2) Execute the contract of award **(recommended)**: This application is consistent with the approved MetroPlan & Mountain Line Coordinated Public Transit – Human Services Transportation Plan and provides an opportunity to leverage Prop 419 funds to increase the number of bike and pedestrian improvements in Flagstaff.

2) Do not authorize staff to submit application to the Arizona Department of Transportation (ADOT) for Section 5310 supplemental funds; and do not authorize execution of the contract of award. **(not recommended)**: This alternative is not recommended as the funds provide an opportunity to improve connectivity to healthcare facilities and leverage Prop 419 funds to implement these improvements.

FISCAL IMPACT:

This federal funding will leverage \$100,000 in Prop 419 bike and pedestrian funds to complete \$600,000 in bike and pedestrian improvements near transit stops. Funding this project will be contingent upon partner support for the local match and will not impact transit tax revenues or the Mountain Line fund balance. Mountain Line has included this grant in the draft FY2021 budget contingent upon partner match.

SUBMITTED BY:

Estella Hollander
Mobility Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: June 8, 2020

DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Project Manager

SUBJECT: Consider Valuation for FY2021 Annual Job Order Contracting (JOC) for Horizontal Transit Facilities Associated with Bus Stops

RECOMMENDATION:

Staff recommends the Board of Directors authorize Mountain Line CEO and General Manager to execute Job Orders under RFP 2019-106 in an amount not to exceed \$185,000.

RELATED STRATEGIC WORKPLAN OBJECTIVE

Goal:

- ❖ Stewardship of Resources

Objective:

- ❖ Maintain our facilities and equipment to demonstrate our pride in service excellence and maximize their useful life.

BACKGROUND:

On April 17, 2019, the NAIPTA Board of Directors awarded RFP 2019-106 Job Order Contracting for horizontal construction of transit facilities associated with bus stops to Kinney Construction Services, Inc. (KCS) and SWP Contracting & Paving. Based on approval of the Board of Directors, the CEO and General Manager will authorize Job Orders that do not exceed the annual valuation approved by the Board of Directors at the initiation of each local fiscal year and included in the approved budget.

The term of the master contract is effective through October 1, 2021 with option to renew contract for up to (2) additional (12) month periods.

Mountain Line initiates Job Orders for projects by requesting proposals from both awarded contractors for a specific scope of work. Contractors provide unit costs based on the Job Order scope of work and apply a Contractor coefficient to calculate the total value of the Job Order. The selection per Job Order is based on best value to Mountain Line in terms of cost and schedule for that project. Job Orders will be issued as appropriate funds are identified from each annually approved budget. Staff will return annually for Board approval of not to exceed amount that is reflective of the approved budget for the forthcoming fiscal year.

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Mountain Line's CEO and General Manager may authorize one or more Job Orders up to total value of not to exceed annual approved budget capacity.

This year's request valuation of \$185,000 is for bus stop improvements from the following funding sources:

- \$125,000 sourced from local and annual apportionment of 5307 and Surface Transportation Block Grant (STBG) funds.
- \$60,000 ADOT Section 5310 award

Mountain Line is currently closing out FY2020 Job Order #1 Bus Stop Rehabilitation with SWP Contracting & Paving in amount of \$86,486.

TAC DISCUSSION:

This item was not pulled from the consent agenda for TAC discussion.

ALTERNATIVES:

- 1) Authorize CEO and General Manager to execute the Job Orders under RFP 2019-106 in an amount not to exceed \$185,000 (**recommended**): If approved, Mountain Line may develop FY2021 Job Order(s) to support horizontal bus stop improvements.
- 2) Do not authorize CEO and General Manager to execute the Job Orders under RFP 2019-106 in an amount not to exceed \$185,000 (**not recommended**): If not approved, Mountain Line will need to conduct new competitive procurements for FY2021 horizontal bus stop improvements.

FISCAL IMPACT:

The proposed FY2021 budget includes \$185,000 for bus stop improvements with the following breakdown:

- \$125,000 sourced from local and annual apportionment of 5307 and STBG funds.
- \$60,000 federal portion ADOT Section 5310 award.

SUBMITTED BY:

Anne Dunno
Capital Project Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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Board Agenda Packet
6/17/2020 - Page 66 of 81

DATE PREPARED: June 8, 2020

MEETING DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Kate Morley, Deputy General Manager

SUBJECT: Consider FY2021 Task Orders to AECOM Technical Services, Inc.

RECOMMENDATION:

Staff recommends the Board of Directors authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2021 carry forward in value of \$1,954,526 for AECOM Technical Services, Inc contract.

RELATED STRATEGIC PLAN OBJECTIVE

Goal:

❖ Service Excellence

Objective:

❖ Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.

BACKGROUND:

On June 21, 2017, the NAIPTA Board of Directors awarded AECOM Technical Services, Inc. (AECOM) a three-year contract with the possibility to extend for two additional years to provide necessary on-call Architectural and Engineering services through a General Consulting Services Contract (RSOQ 2017-400). AECOM has completed the first three years of the contract and Mountain Line is using the two-year extension to complete projects underway. The focus of this staff report is on the allocation of FY2021 funds 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 satisfied with the work AECOM has provided in their first three years.

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

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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, the 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. 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:

Mountain Line, 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. Staff has a strong planning and project management team that oversees these projects. By contracting with AECOM, Mountain Line gained the necessary expertise, capacity, and continuity in development and completion of projects. Through the third year of AECOM's contract, Mountain Line successfully completed the following projects:

- ✓ Task Order #9: Transit Guidelines
- ✓ Task Order #10: Milton/ Route 66 Campus Entry Study

AECOM continues to work on the following projects that were identified in FY2020's Task Order list:

- Task Order #6: BRT Project Development
- Task Order #8: DCC to 30% Plans
- Task Order #11: Bus Stop Amenities (survey/design)
- Task Order #13: Initiation of Work / Program Management
- Task Order #14: Kaspar intersection Project Management including TSP subtask

By the end of FY2020, Mountain Line will have expended \$423,285 of the \$2,303,658 allocated for open FY2020 Task Orders. The remaining \$1,880,373 will be carried forward into FY2021 to accommodate the on-going Task Orders. In addition, a total of \$74,153 was never carried forward from prior fiscal years. Prior fiscal years plus the FY2020 carry forward brings the total carryforward for FY2021 to 1,954,526.

Staff will continue managing the open tasks listed above. No new Tasks Orders are identified for FY2021. Based on approval of the NAIPTA Board of Directors, the CEO and General Manager shall carry over prior approved Task Order valuation of \$1,954,526.

DCC:

Staff will need to return to the Board later this summer or fall to increase the AECOM Task Order for the DCC based on new scope after the award of an additional \$15 million for the project. This task was originally scoped when Mountain Line only had the \$6.7 million ADOT grant. The additional funding allows for new scope items including design of office space, civic amenities and partnership opportunities.





The final scope and budget for the DCC is not prepared at this date but staff will bring an amendment forward in the next few months to capture the full project.

TAC DISCUSSION:

This item was not pulled from the consent agenda for TAC discussion.

ALTERNATIVES:

1. Authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2021 carry forward in value of \$1,954,526 for AECOM Technical Services, Inc. contract. **(recommended)**: The approval of Task Orders and overall carry forward will allow for the projects listed in the Strategic Workplan and in the attachment - AECOM Task Orders FY2021 to move forward with the necessary technical assistance as defined above. The funds and projects are approved within the proposed FY2021 budget.
2. Do not authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2021 carry forward in value of \$1,954,526 for AECOM Technical Services, Inc. contract. **(not recommended)**: All Task orders are currently underway. Not approving a valuation for FY2021 could result in needing to re-procure vendors, duplicating work done to date and ultimately costing each project more in addition to creating project delays.

FISCAL IMPACT:

The carryover amount of \$1,954,526 will continue these on-going projects. The total valuation will include all sub-consultant and reimbursable costs. Fees incurred throughout the contract term will be subject to Mountain Line'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 Mountain Line's Financial Plans.

SUBMITTED BY:

Kate Morley
Deputy General Manager

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. AECOM Task Orders FY2021 -page 69





Northern Arizona Intergovernmental Public Transportation Authority

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AECOM TASK Orders 2021

Task	Project Name	Start Date	End Date	Source Funds	2020 Task Order Valuation	FY2020 Expense Projection	FY2020 Carryover	FY2019 Carryover	FY2021 Value	Status Update
#6	Bus Rapid Transit (BRT) and Ridership Projections	July 2018	Spring 2021	5307/39	\$1,464,830	\$244,342	\$1,220,488	\$20,060	\$1,240,548	Coordinating with Milton CMP
#8	DCC Selection, Design & Preliminary Engineering	July 2018	Spring 2021	5307/39	\$514,230	\$136,263	\$377,967	\$49,674	\$427,641	Kicking off concept design and NEPA
#11	Bus Stop Amenities (survey/design)	On-going		5310/Local	\$50,000	\$0	\$50,000	\$0	\$50,000	TBD
#13	Initiation of Work / Program Management	On-going		Varies	\$50,350	\$11,582	\$38,768	\$4,419	\$43,187	On-going
#14	Kaspar Intersection Project Management including TSP sub task	January 2020	Nov. 2021	5307/39	\$224,248	\$31,098	\$193,150	\$0	\$193,150	Construction slated for summer 2021
Total					\$2,303,658	\$423,285	\$1,880,373	\$74,153	\$1,954,526	

* New DCC value based on scope change



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Board Agenda Packet
6/17/2020 - Page 70 of 81

DATE PREPARED: June 8, 2020

MEETING DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

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

RECOMMENDATION:

Staff recommends the Board of Directors authorize Mountain Line 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 2020-2021.

RELATED STRATEGIC PLAN OBJECTIVE

Goal:

- ❖ Fiscal Responsibility

Objectives:

- ❖ Ensure a sustainable financial future through long-term financial planning.
- ❖ Expand Mountain Line revenue resources to allow for the full implementation of the 5-year plan, capital plan, and projected increases in costs of providing service.

BACKGROUND:

Mountain Line 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. Mountain Line 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.

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TAC DISCUSSION:

This item was not pulled from the consent agenda for TAC discussion.

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

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Line of Credit Documents -available upon request





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DATE PREPARED: June 9, 2020

MEETING DATE: June 17, 2020

TO: Honorable Chair and Members of the Board

FROM: Danelle Knight, Employee Relations Generalist

SUBJECT: Consider an Updated Personnel Policy Manual

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ Personnel policies support all staff in implementing all aspects of the Strategic Plan.
- ❖ **Goal:** Investing in Mountain Line Workforce
 - Expand and enhance employee Training and Development.
 - Develop a workplace culture that supports employee development and work-life balance.

BACKGROUND:

Since adoption of Mountain Line'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 Mountain Line 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 June 2019, staff has made the following updates to these specific policies:

1. Updated existing policies for regulatory and practice changes, as well as to be clear for staff:
 - a. 1.1 Equal Employment Opportunity and Unlawful Harassment was updated with a standard CEO and General Manager notation rather than employee's name.
 - b. 2.1 Status of Position was updated to include four intern positions which are two paid and two unpaid positions.
 - c. 2.2 Benefit Eligibility was updated to include four intern positions which are two paid and two unpaid positions. Intern positions are eligible for Transit Bus pass for the duration of the internship.
 - d. 2.10 Internship is a new policy that identifies the four types of interns that work at Mountain Line. This policy outlines the 4 types of interns that are covered in this policy.





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Board Agenda Packet
6/17/2020 - Page 73 of 81

- e. 2.3 Probationary Periods was updated to change all dates to months in order to provide consistency.
- f. 2.4 Hours of Work was updated with a flextime section that allows managers to approve an alternative work schedule on a case by case basis. The policy removed compensatory time notations since the program is no longer available. On-call duty was updated to include compensation of \$1.00 per hour when remaining available for work.
- g. 2.11 Infectious Disease Control is a new policy that enacts proactive measures so that Mountain Line operations can continue.
- h. 3.1 Compensatory Time is no longer available to Mountain Line employees.
- i. 3.2 Vacation Leave was updated to provide consistency in the number of weeks identified when a manager should obtain Mountain Line property for the duration of leave. Employees transitioning to Mountain Line from another agency will follow the leave policy provided with the offer letter during the hiring process.
- j. 3.3 Sick Leave, Including Wellness was updated to provide consistency in the number of weeks identified when a manager should obtain Mountain Line property for the duration of leave. Employees transitioning to Mountain Line from another agency will follow the leave policy provided with the offer letter during the hiring process. Use of sick leave for a public health emergency will not eliminate the employee from being able to participate in sick to vacation conversion.
- k. 3.11 Victim Leave policies were updated to provide consistency in the number of weeks identified when manager should obtain all Mountain Line property for the duration of leave.
- l. 3.6 Personal Leave of Absence without Pay and 7.10 Workplace Injuries have been updated to state that when leave is approved, manager will obtain all Mountain Line property for the duration of leave.
- m. 3.7 Family Medical Leave of Absence (FMLA) states when continuous FMLA leave is approved, manager will obtain all Mountain Line property for the duration of leave.
- n. 3.10 Military Leave of Absence has been expanded based on Arizona House Bill (HB) 2421 which allows performance of military duty in this state, another state, or the United States.
- o. 3.17 Reward Time may be used to encourage and reward superior accomplishments that contribute to Mountain Line's Mission and Vision. Reward time is time off work approved by division director or CEO and General Manager to exempt and non-exempt employees
- p. 4.01 Workplace Bullying was updated with a standard CEO and General Manager notation rather than employees name.
- q. 4.02 Social Media Policy has been separated from Mountain Line Policy Computer/Telecommunication 4.18.
- r. 4.1 Code of Ethics was updated with a notification in Conflict of Interest that an acknowledgement must be signed annually.
- s. 4.2 Code of Conduct was updated to meet the guidelines of the new Board and TAC Code of Conduct.
- t. 4.6 Dress Code-appearance was changed to identify acceptable attire, acceptable footwear, and optional uniform accessories.
- u. 4.10 Alcohol and Drug Policy attached new organization chart with no names and made this process mandatory moving forward.
- v. 4.11 Tobacco Free Workplace has changed name from Smoke free workplace. This policy identifies three types of tobacco products with prohibited and restrictive activities.

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- w. 4.13 Breast Feeding in the Workplace was updated to expand the definition for quiet place extended to include shielded from view and intrusion by coworkers and the public. Policy was modified to distinguish that flextime and part-time are scheduling options used when returning employees to work.
- x. 4.16 Workplace Monitoring, Body Cameras and Surveillance was updated to reflect a more appropriate policy name that included use of body cameras and ensure body camera reference is included throughout policy. Employees that wear body cameras as part of their duties, will turn off the audio and video when entering restrooms, shower areas, and locker areas.
- y. 4.18 Computer/Telecommunications policy was changed by removing the section about Social Media.
- z. 4.22 Telecommuting is the new name for the former Teleworking policy. There was an update to the I9 process that would allow for proper social distancing during a public health emergency. This policy expanded managers ability to allow Telecommuting in specific divisions with CEO and General Manager approval.
- aa. 4.24 Distracted Driving was updated to breakdown requirements into two categories of vehicles: revenue and non-revenue. Each category of vehicles has been divided to distinguish the prohibited and restricted activities by vehicle type including when mobile phones and other wired or wireless technologies may be used by staff in the field.
- bb. 5.1 Performance Reviews is updated to reflect periods of time when an employee's annual review may be extended such as Unsatisfactory performance, Workers Compensation Light duty status, FMLA or unpaid medical leave for more than one month.
- cc. 5.2 Disciplinary Actions is updated with Administrative Unpaid leave status to identify this action places an employee in leave status without pay for up to 30 days for violation of Mountain Line policies. When employee no longer has leave, Administrative Services Division will issue notification that benefits have been suspended.
- dd. 6.4 HRIS Access after Termination New policy that outlines the timeframe that a terminated employee will have access to the HRIS system to print checks or W2 prior to last day of work.

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:

This item was not pulled from the consent agenda for TAC discussion.

ALTERNATIVES:

- 1) Approve updates to Mountain Line Policy manuals (**recommended**): The changes are necessary to reflect both regulatory language and actual Mountain Line practices.
- 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 Mountain Line to unnecessary risks with policies that don't reflect current regulations.

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Board Agenda Packet
6/17/2020 - Page 75 of 81

FISCAL IMPACT:

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

SUBMITTED BY:

Danelle Knight
Employee Relations Generalist

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

1. Personnel Policy Manual

-available upon request

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MOUNTAIN LINE MEMORANDUM

DATE: May 27, 2020
TO: Honorable Chairman and Members of the Board
FROM: Anne Dunno, Capital Project Manager
SUBJECT: Notice of Completion: Milton Campus Entry Study

This report is to notify the Board and TAC on completion of the Milton Campus Entry Study.

Background:

The primary mission of the Milton Campus Entry Study was to determine the feasibility of adding a fourth leg at the intersection of Milton Road and West Route 66 to provide vehicle, transit, bike and pedestrian access to NAU's campus. This project was initiated due to the existing and planned growth along West Route 66, demand for more direct service onto NAU campus and to provide potential options for Mountain Line's future extension of Route 8 on the West Route 66 Corridor.

Project Delivery:

Mountain Line, as the project manager, utilized its General Consulting Services contract with AECOM to conduct the traffic impact analysis (TIA) and develop concept layouts for the NAU parcel with guidance from NAU leadership. The study was funded using Federal Transit Administration (FTA) Section 5339 grant for NAU Partnerships for a cost of \$143,422 for engineering services at 80/20 split.

Outcome:

The multimodal concept allows for phased development of the parcel with general purpose traffic access to the site and a transit only and utility service access onto Knoles Drive, located between existing NAU buildings. The concept shows a "T" intersection on NAU Campus with connection to Riordan Street that includes bicycle and pedestrian infrastructure coordinated with the City's Active Transportation Master Plan. The concept also accommodates for a future bus rapid transit station on Milton Road.

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The ADOT TIA identified two traffic mitigations on Milton Road: 1) addition of northbound right turn pocket onto the new 4th leg, and 2) prorated share of third northbound through lane along Milton Road to the intersection of Clay and Butler Avenue.

Total estimated roadway and multimodal project costs are \$3.6M. See concept plan and cross sections attached.

Next Steps:

Mountain Line included the Milton Campus Entry Project in the unfunded year 2025 of the draft MetroPlan 2021-2025 Transportation Improvement Plan (TIP) which allows competitive grants to be sought for the project as desired by partners.

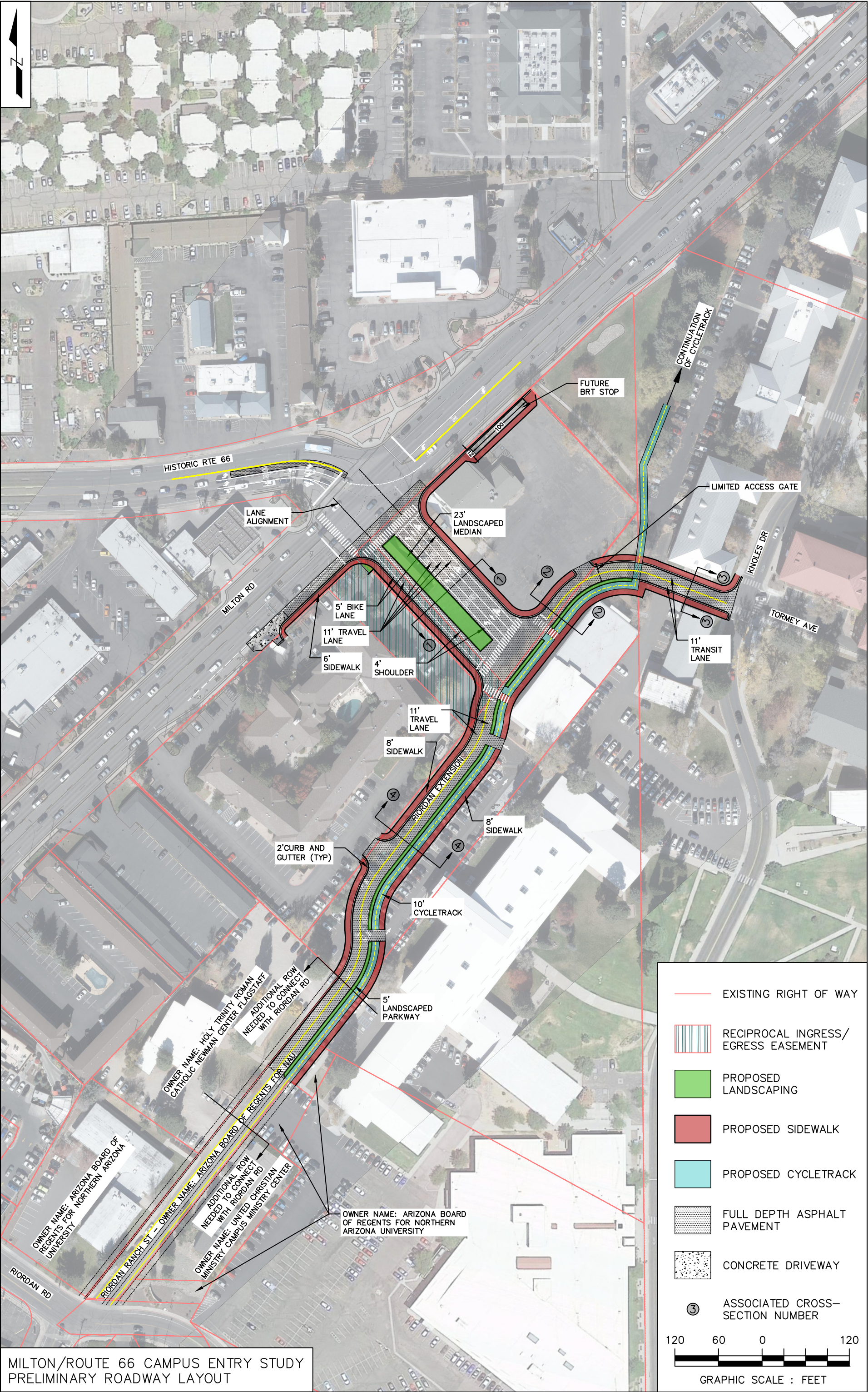
Although there is currently no future funding identified by NAU, Mountain Line, or other local agency partners for implementation, the study will inform NAU Master Planning and provide support for future partnership grant opportunities.

Attachments:

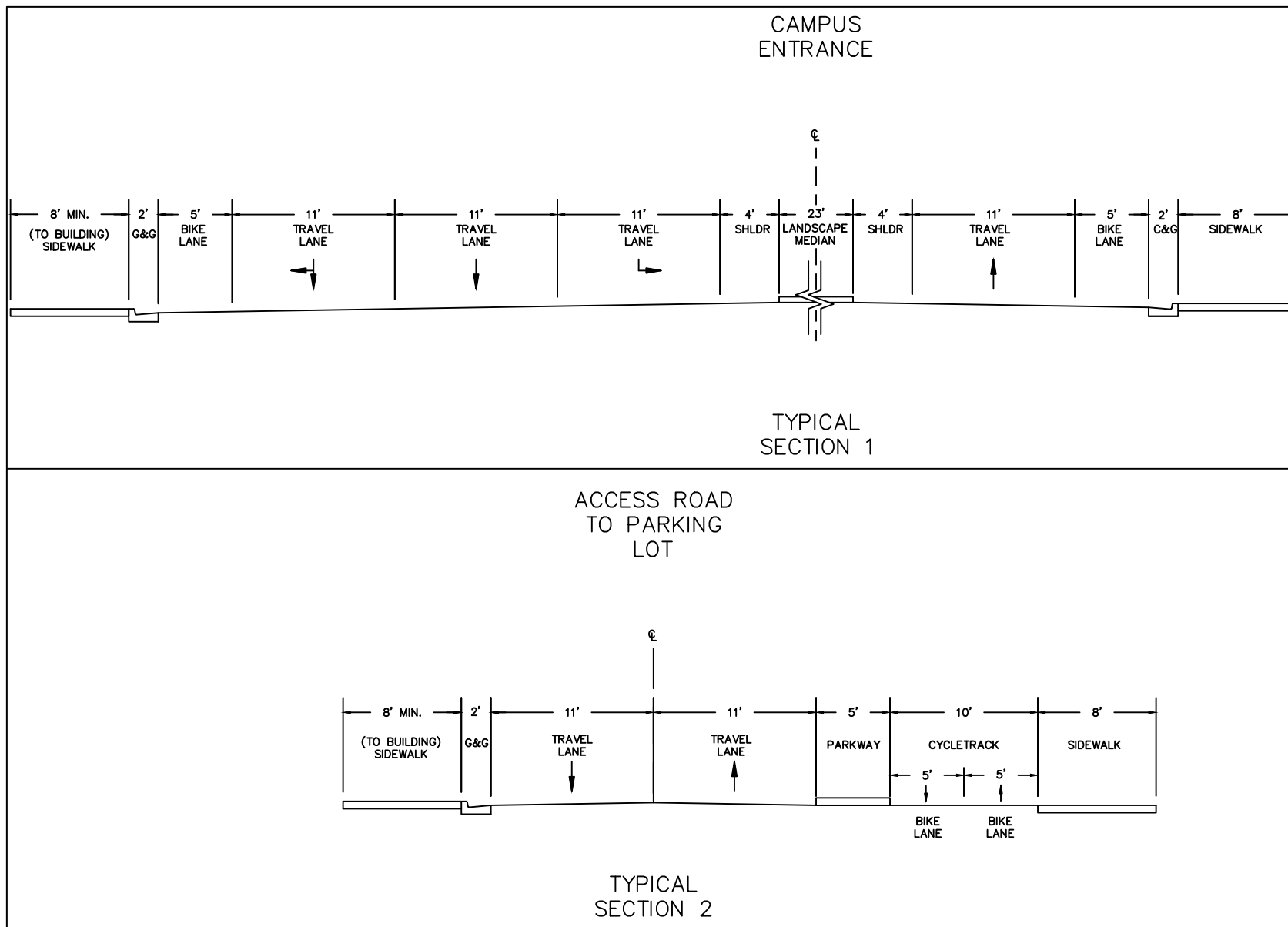
Concept Plan & Cross Sections. Full report available upon request. -pages 78-80

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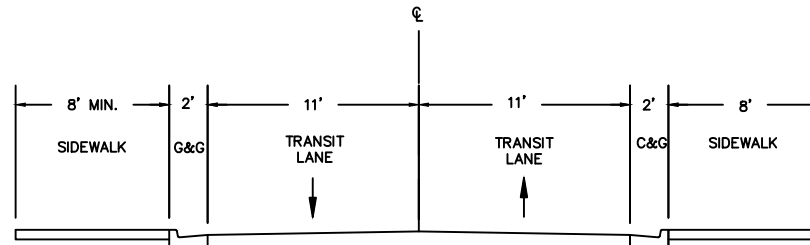


NAIPTA/NAU CAMPUS ENTRY STUDY TYPICAL SECTIONS



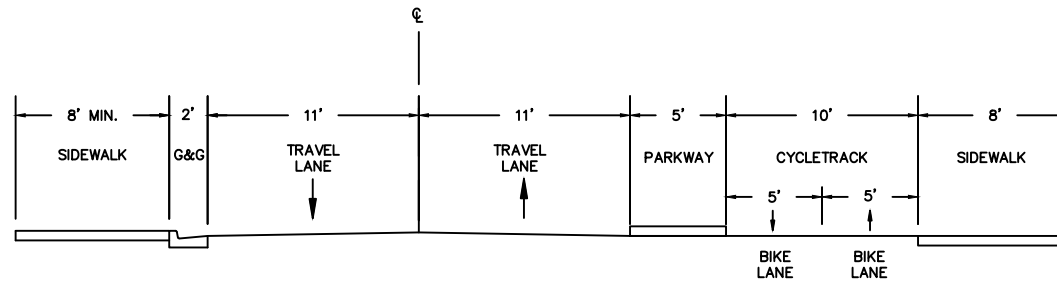
NAIPTA/NAU CAMPUS ENTRY STUDY TYPICAL SECTIONS

TRANSIT CONNECTION TO KNOLES



TYPICAL
SECTION 3

RIORDAN RANCH EXTENSION



TYPICAL
SECTION 4

August: TAC Meeting is Thurs, 8/6 Board Meeting is Wed, 8/19

ITEMS:	WHO & WHAT:
Safety Minute	
Active Transportation Master Plan (Board Only)	Estella/Martin
DBE Goal (Close Public Comment Period and Adopt)	Heather H - D/A
Annual Cybersecurity Report	Jon - D/A
Human Trafficking Campaign	Sam/Jacki - D/A
CYMPO Request for Service and IGA	Kate - D/A
Strategic Plan Updates	GM Team - D/A
Annual Safety Report	Sam - PR
Emergency Operations Center (EOC) Update	Same - PR
Pandemic Updates by Department	Multiple - PR
Maintenance Updates	Jim - PR
Delegation of Authority Update - Agreements, Grants, and Procurements	Heather D - PR
Current Events	Heather D - PR
September/October Agenda Calendar	

September: TAC Meeting is Thurs, 9/3 Board Meeting is Wed, 9/16

ITEMS:	WHO & WHAT:
Safety Minute	
AECOM Update	Kate - PR
Delegation of Authority Update - Agreements, Grants, and Procurements	Heather D - PR
Current Events	Heather D - PR
October/November Agenda Calendar	