



## **Mountain Line**

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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 ("Mountain Line") and to the general public that the Board will hold a meeting on:

Wednesday, June 16, 2021  
10:00am  
Mountain Line Training Room  
3773 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](mailto: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 Mountain Line's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3). The executive session may be held at any time during the meeting. Executive sessions are not open to the public, pursuant to Arizona Open Meeting Law.**

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

The agenda for the meeting is as follows:

-pages 1-4

1. CALL TO ORDER
2. ROLL CALL
3. SAFETY MINUTE  
-Sam Short, Safety Manager
4. APPROVAL OF JOINT MEETING MINUTES 5/19/2021

-pages 5-10

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### **DISCUSSION / ACTION ITEMS:**

5. MICROTRANSIT PILOT IN THE HUNTINGTON AND INDUSTRIAL CORRIDOR  
-Estella Hollander, Mobility Planner -pages 11-13  
Staff recommends the Board of Directors: 1) Review the public comments received to date, 2) Close the public comment period effective June 16<sup>th</sup>, and 3) Approve the proposed microtransit pilot in the Huntington and Industrial Corridor.
6. FY2022 PROPOSED BUDGET -pages 14-31  
-Heather Dalmolin, CEO and General Manager  
Staff recommends the Board of Directors approve the FY2022 Proposed Budget for a total expense budget of \$39,409,945, operating of \$9,984,966 and capital of \$29,424,978.
7. COVID-19 REOPENING PLAN -pages 32-38  
-Kate Morley, Deputy General Manager  
Staff recommends the Board of Directors adopt revisions to the COVID-19 Reopening Plan.
8. FY2022 TASK ORDERS TO AECOM TECHNICAL SERVICES, INC.  
-Kate Morley, Deputy General Manager -pages 39-42  
Staff recommends the Board of Directors authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2022 carry forward in value of \$860,456 for AECOM Technical Services, Inc. contract.
9. SERVICE TO PROPOSED NORTHERN ARIZONA HEALTHCARE CAMPUS  
-Kate Morley, Deputy General Manager -pages 43-49  
The Board may provide direction, but there is no recommendation from staff at this time.
10. FLAGSTAFF IN MOTION SERVICE PRIORITIES -pages 50-54  
-Bizzy Collins, Transit Planner  
The Board may provide direction, but there is no recommendation from staff at this time.
11. KASPAR HEADQUARTERS MASTER PLAN -pages 55-58  
-Anne Dunno, Capital Project Manager  
The Board may provide direction, but there is no recommendation from staff at this time.

### **CONSENT AGENDA:**

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.





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12. RESOLUTION 2022-100: FY2022 COLLECTIVE GRANT RESOLUTION AND THE FY2021-FY2025 TRANSIT PROGRAM FROM THE TRANSPORTATION IMPROVEMENT PROGRAM -pages 59-62  
-Heather Dalmolin, CEO and General Manager  
Staff recommends the Board of Directors: 1) Approve Resolution 2022-100: FY2022 Collective Grant Resolution 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 amended Transit Program from the FY2021-FY2025 regional Transportation Improvement Program.
13. RESOLUTION 2022-110: FY2022 PROCUREMENT RESOLUTION  
-Heather Dalmolin, CEO and General Manager -pages 63-69  
Staff recommends the Board of Directors approve Resolution 2022-110: FY2022 Procurement Resolution to authorize the CEO and General Manager to 1) approve 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 Collective Grant Resolution.
14. LINE OF CREDIT RENEWAL FROM WELLS FARGO FOR \$500,000  
-Heather Dalmolin, CEO and General Manager -pages 70-71  
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 2021-2022.

### PROGRESS REPORTS:

15. MOBILE TICKETING -page 72  
-Jon Matthies, Information Technology Manager
16. FARE STRATEGIES: PHASE II OF THE FARE STUDY -pages 73-74  
-Heather Dalmolin, CEO and General Manager
17. EQUAL EMPLOYMENT OPPORTUNITY (EEO) WORKFORCE UTILIZATION ANALYSIS, FEDERAL FISCAL YEAR 2021 -pages 75-79  
-Danelle Knight, Human Resource Manager
18. DELEGATION OF AUTHORITY -pages 80-81  
-Heather Dalmolin, CEO and General Manager
19. SUMMARY OF CURRENT EVENTS -pages 82-83  
-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)(1) for the following purpose:

1. CEO and General Manager's Evaluation Process

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

### **ITEMS FROM COMMITTEE AND STAFF:**

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

July/August/September Working Agenda

-page 84

The next Board meeting will be August 18, 2021 and will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. August agenda items will include but not be limited to Personnel Policy Manual Updates, Downtown Connection Center (DCC) Update, Flagstaff in Motion, Equal Employment Opportunity (EEO) Program Review, Campus Bus Storage Update, Annual Safety Report, Annual Cybersecurity Report, Annual Maintenance Report, and Delegation of Authority Updates. The August agenda will be available for review on Mountain Line's website and at Mountain Line's public posting places (listed on the Mountain Line website) at least 24 hours prior to the meeting and should be consulted for a list of items that will come before the Board.

### **20. ADJOURNMENT**

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## **Board of Directors and Transit Advisory Committee Joint Meeting Minutes for Wednesday, May 19, 2021**

**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 19, 2021 at 9:00 a.m. in the Mountain Line Training Room, 3773 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:***

Adam Shimoni, (Chair), City Councilor, City of Flagstaff, (Zoom);  
Dan Okoli, VP of Capital Planning and Campus Operations, NAU, designee, (Zoom), joined at approximately 9:03am, left at approximately 11:30am;  
Miranda Sweet, City Councilor, City of Flagstaff, (Zoom);  
Tony Williams, Dean of Student Affairs, CCC, (Zoom);  
Josh Maher, Associate VP for Community Relations, NAU, alternate, (Zoom), left at approximately 11:30am

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

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

### ***BOARD MEMBERS EXCUSED:***

Jeronimo Vasquez, Board of Supervisors, Coconino County;  
Judy Begay, Board of Supervisors, Coconino County, alternate;  
Paul Deasy, Mayor, City of Flagstaff, alternate;

### ***TAC MEMBERS PRESENT:***

Erin Stam, (Chair), Director of Parking and Shuttle Services, NAU, designee, (Zoom);  
Shane Dille, (Vice Chair), Deputy City Manager, City of Flagstaff, designee, (Zoom), joined at approximately 9:08am;  
Kevin Parkes, Citizen Representative, City of Flagstaff, alternate, (Zoom), left at approximately 11:08am;  
Christopher Tressler, County Engineer, Coconino County, alternate, (Zoom), joined at approximately 9:02am;  
Kurt Stull, Executive Director of Facilities and Security, CCC, designee; (Zoom),  
Jeff Meilbeck, Executive Director, MetroPlan, alternate, (Zoom);







Gail Jackson, Economic Development Representative, Economic Collaborative of Northern Arizona (ECoNA), (Zoom), joined at approximately 9:06am, left at approximately 10:30am;  
Judy Manor, Assistant Director of Campus Shuttle Services, NAU, alternate, (Zoom), left at approximately 11:30am

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

**TAC MEMBERS EXCUSED:**

Lucinda Andreani, Deputy County Manager, designee;  
Gillian Thomas, Citizen Representative, Coconino County;  
Dave Wessel, Manager, MetroPlan;  
Jeff Bauman, Traffic Engineer, City of Flagstaff, alternate;  
Maylee Acosta, Student Representative, ASNAU

**NAIPTA STAFF IN ATTENDANCE:**

Heather Dalmolin, CEO and General Manager, (Zoom);  
Kate Morley, Deputy General Manager, (Zoom);  
Jim Wagner, Operations Director, (Zoom);  
Lauree Battice, Management Services Director, (Zoom);  
Jacki Lenner, Marketing and Communications Manager, (Zoom);  
Sam Short, Safety Manager, (Zoom);  
Danelle Knight, Human Resource Manager, (Zoom);  
Anne Dunno, Capital Project Manager, (Zoom);  
Bizzy Collins, Transit Planner, (Zoom);  
Estella Hollander, Mobility Planner, (Zoom);  
Jacob Moffo, Montoya Fellow, (Zoom), joined at approximately 10:58am;  
Jon Matthies, IT Manager;  
Rhonda Cashman, Executive Assistant and Clerk of the Board;  
Scott Holcomb, Mountain Line Attorney, (Zoom);  
Kris Beecher, Mountain Line Attorney, (Zoom)

**GUESTS PRESENT:**

Cheryl Barlow, District Director for District 4 Supervisor Judy Begay, (Zoom);  
Naomi Yazzie-Sloan, Community Liaison for District 4 Supervisor Judy Begay, (Zoom), joined at approximately 9:34am;  
Fred Solop, Globallocal Visions, Inc., (Zoom), joined at approximately 10:56am;  
Monica Hernandez, AECOM, (Zoom), joined at approximately 10:57am;  
Deron Lozano, AECOM, (Zoom), joined at approximately 10:58am;  
Andrew Ittigson, AECOM, (Zoom), joined at approximately 11:02am

1. CALL TO ORDER -Chair Shimoni called the meeting to order at approximately 9:00 a.m. He welcomed all attendees.





2. ROLL CALL AND INTRODUCTIONS – Included one word description of Flagstaff's current transit system or service.

3. SAFETY MINUTE  
-Sam Short, Safety Manager

Mr. Short reported on workplace complacency. He provided four steps to evaluate your tasks to see if they pose a safety risk.

4. APPROVAL OF BOARD MEETING MINUTES 4/21/20201

Director Sweet moved to approve the minutes for April 21, 2021. Director Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

| NAME          | YES VOTE | NO VOTE |
|---------------|----------|---------|
| Adam Shimoni  | X        |         |
| Dan Okoli     | X        |         |
| Miranda Sweet | X        |         |
| Tony Williams | X        |         |

**DISCUSSION / ACTION ITEMS:**

5. CONSIDER AN APPOINTMENT TO THE METROPLAN EXECUTIVE BOARD

-Heather Dalmolin, CEO and General Manager

Staff recommends the Board of Directors appoint a Mountain Line Board member to fill the MetroPlan Executive Board seat vacancy.

Ms. Dalmolin reported the vacancy occurred when Steve Peru departed Coconino Community College (CCC) and his Mountain Line Board seat. She noted the staff report explained appointing a City or County Mountain Line Board representative could create quorum issues for these agencies with already seated members. For this reason, she recommended appointing either the CCC or Northern Arizona University (NAU) representative. Chair Shimoni nominated Vice Chair Okoli to fill the MetroPlan Executive Board seat representing Mountain Line. Vice Chair Okoli accepted the nomination. There were no further nominations. All approved, none opposed. Motion carried.

| NAME          | YES VOTE | NO VOTE |
|---------------|----------|---------|
| Adam Shimoni  | X        |         |
| Dan Okoli     | X        |         |
| Miranda Sweet | X        |         |
| Tony Williams | X        |         |





**6. CONSIDER AND APPROVE THE THIRD FY2021 BUDGET REVISION**

-Lauree Battice, Management Services Director

Staff requests the Board of Directors approve the third FY2021 Budget Revision for a total change not to exceed \$26,959 to make the changes authorized effective October 1, 2020 and January 1, 2021 retroactive to July 1, 2020. The revision will move capacity from contingency to wages and employee related expenses (ERE).

Ms. Battice provided some history regarding the Board's approach to the FY2021 budget for exempt staff wage increases. She reviewed the actual revenues and projections; they were higher than anticipated. She noted the increased revenues support the pay adjustment. Director Sweet moved to approve the recommendation as presented. Director Williams seconded. There was no discussion. All approved, none opposed. Motion carried.

| NAME          | YES VOTE | NO VOTE |
|---------------|----------|---------|
| Adam Shimoni  | X        |         |
| Dan Okoli     | X        |         |
| Miranda Sweet | X        |         |
| Tony Williams | X        |         |

**7. CONSIDER THE FY2022 BUDGET**

-Lauree Battice, Management Services Director

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

Ms. Battice explained the FY2022 budget is based on anticipated annual federal appropriations, the transit tax (the City of Flagstaff is the Fiscal Agent) funds the fixed route service and City taxi program, NAU contribution for Route 10 service, Coconino County for vanpool and County taxi programs, and fares (based on ridership). She noted Mountain Line received a donation for our Day Pass program from McGrath Real Estate Partners. There was a question and Ms. Dalmolin clarified the residential pass agreement with Mountain Line was part of the development agreement with the City, one pass per bed for five years, and McGrath took it a step further with the donation. Ms. Battice reported these funds are anticipated to appear in the FY2023 budget when the housing development opens. She noted staff start with a base budget and use increment requests to increase the budget as well as for travel and capital as these are considered one-time approved items. The financial plan reflects updates in the transit tax revenues from the City. She reviewed the budget by programs. Fixed route had some savings, but it was offset by the added costs of cleaning due to COVID. Budget requests have been submitted to partner agencies and we are waiting for approval. Capital projects were reviewed. Ms. Battice noted the fund balance is holding steady through FY2027 at about \$10 million until there is a decision made about electrification of our fleet and pending results of the Five-Year Transit Plan process. There was a







question about the large decrease in fares related to NAU. Ms. Dalmolin responded that the decrease for NAU is related to the change in scope for the planned joint capital bus facility. There was no further discussion.

**8. REVIEW THE 2020-2025 STRATEGIC PLAN**

-Heather Dalmolin, CEO and General Manager

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

Ms. Dalmolin stated the Strategic Plan will help guide the approach to the Five-Year Transit Plan. She briefly reviewed each of the six goals in the Strategic Plan: Goal One-Service Excellence, Goal Two-Stewardship of Resources, Goal Three-Investing In Mountain Line Workforce, Goal Four-Enhanced Safety Culture, Goal Five-Community Engagement, and Goal Six-Fiscal Responsibility. There were no questions. She noted the Strategic Plan is in the agenda packet and can be referred to for the next agenda item if needed.

**9. FLAGSTAFF IN MOTION: A COMMUNITY TRANSIT PLAN**

-Bizzy Collins, Transit Planner

Interactive Discussion and Breakout Rooms

In a nearly two-hour segment of the meeting, Ms. Collins led the overall conversation regarding the new Five-Year Transit Plan. There were presentations by staff and consultants, as well as polls and results that were discussed in an effort to capture direction from the Board of Directors and Transit Advisory Committee members. Due to timing and loss of some participants, breakout room discussions were skipped.

**PROGRESS REPORTS:**

**10. SUMMARY OF CURRENT EVENTS**

-Heather Dalmolin, CEO and General Manager

Ms. Dalmolin reviewed some current event highlights:

- Mountain Line is in Phase 3 of the Reopening Plan and we are slowly bringing staff back to the office. More to come in June as staff are currently reviewing whether the plan as adopted needs to be modified.
- Mountain Line worked with the County to provide free transportation to two vaccine opportunities.
- May employee anniversaries were reviewed.
- Staff are attending the American Public Transportation Association (APTA) Virtual Legislative Conference this week.

**ITEMS FROM COMMITTEE AND STAFF:**

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SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

June/July/August Working Agenda

The next TAC meeting will be on June 3, 2021 and will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June Agenda items will include, but not be limited to the Mobility On-Demand Microtransit Demo – Close Public Comment Period, FY2022 Budget Approval, Flagstaff in Motion – Review and Discuss Service Priorities, Reopening Plan, Service to Medical Center, Procurement Resolution, Grant Resolution, AECOM Task Order Approval, Line of Credit, Fare Study Update, Headquarters Master Plan, Mobile Ticketing, Workforce Utilization Report, and Delegation of Authority Updates. 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 16, 2021 and will be a Zoom meeting based in Flagstaff in the Mountain Line Training Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. June agenda items will include but not be limited to the Mobility On-Demand Microtransit Demo – Close Public Comment Period, FY2022 Budget Approval, Flagstaff in Motion – Review and Discuss Service Priorities, Reopening Plan, Service to Medical Center, Procurement Resolution, Grant Resolution, AECOM Task Order Approval, Line of Credit, Fare Study Update, Headquarters Master Plan, Mobile Ticketing, Workforce Utilization Report, Delegation of Authority Updates, and an executive session to review the CEO and General Manager Evaluation Process. 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.

11. ADJOURNMENT -Chair Shimoni adjourned the meeting at approximately 12:02 p.m.

\_\_\_\_\_  
Adam Shimoni, Chair of the Mountain Line Board of Directors

ATTEST:

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





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**DATE PREPARED:** June 7, 2021

**MEETING DATE:** June 16, 2021

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

**FROM:** Estella Hollander, Mobility Planner

**SUBJECT:** Microtransit Pilot in the Huntington and Industrial Corridor

### **RECOMMENDATION:**

Staff recommends the Board of Directors: 1) Review the public comments received to date, 2) Close the public comment period effective June 16<sup>th</sup>, and 3) Approve the proposed microtransit pilot in the Huntington and Industrial Corridor.

### **RELATED STRATEGIC WORKPLAN OBJECTIVE**

- ❖ Goal: Service Excellence
- ❖ Objective: Deliver service enhancements that are in line with our 5-year transit plan and make transit an attractive mode choice.

### **BACKGROUND:**

Staff is recommending the Board of Directors review the proposed microtransit pilot in the Huntington and Industrial Corridor anticipated for August 2021 implementation. This review includes public comments received and ultimately take action on the proposed microtransit pilot.

The Board of Directors officially opened public comment on the microtransit pilot on April 21, 2021. A variety of outreach efforts were conducted including posting notices at bus stops near the Huntington and Industrial corridor, handing out flyers to businesses and agencies in the corridor, setting up a unique landing page on the website regarding the pilot, developing a comment database and advertising the comment period on social media and Mountain Line distribution lists. Mountain Line staff received three comments during the comment period. All comments were positive and supportive of the pilot project.

The proposed microtransit pilot will be in the Huntington and Industrial corridor. Microtransit is a flexible transportation option which does not use fixed routes or stops, and rides can be hailed on-demand through an app or call-in option. This area has been an identified transit gap for several years in Mountain Line's planning processes and was included in the On-Demand Feasibility Study. This area has a high need for mobility options since this area houses many non-profits, human service agencies, and clinics. This area has poor transit access with railroad tracks to the north and Interstate 40 to the south, causing physical barriers to accessing existing transit nearby. The Huntington and Industrial area is a major destination for many of Mountain Line's most vulnerable passengers who must travel one mile—sometimes without sidewalks and bikes lanes—to access nearby bus stops.

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Mountain Line received the Community Transportation Association of America (CTAA)'s Transit Planning 4 All, Inclusive Mobility On-Demand Grant to fund this pilot. Staff are in the planning phase of the project until July 2021. After the planning period, implementation of a pilot will start in August 2021 and run for nine months, or until grant funding is spent.

Mountain Line staff are in the process of finalizing a software vendor to provide a microtransit software solution. This will include a rider application to request rides, driver portal, and back-end dispatching portal. Once there is a vendor onboard, staff and the vendor will finalize the microtransit geofenced zone and begin the marketing and outreach process for the pilot. Staff and the vendor will also finalize the launch date of the pilot ensuring adequate time for training and testing the service. The microtransit service will run Monday through Friday from 7am to 6pm and on weekends and holidays from 8am to 5pm. The service will be \$1 one-way and can be paid with cash on-board or via the app.

The following is the proposed geofenced zone to determine where riders can be picked up and dropped off. This area is indicated in yellow on the below map. In addition, there will be several pick-off and drop-off hubs surrounding the geofenced zone. These hubs are indicated in blue. As noted above, staff and the vendor will review this geofenced zone and there may be minor changes to ensure the program is convenient and efficient.



Map of proposed service area. Minor changes may occur prior to launch.

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### **ALTERNATIVES:**

- 1) Close the public comment period effective June 16<sup>th</sup> and approve the proposed microtransit pilot in the Huntington and Industrial corridor **(recommended)**. The microtransit pilot will fill a crucial transit gap in Flagstaff and allow Mountain Line to test this new type of transportation technology and understand the applicability in our system.
- 2) Do not close the public comment period effective June 16<sup>th</sup> and do not approve the proposed microtransit pilot in the Huntington and Industrial corridor **(not recommended)**. By not approving the microtransit pilot, Mountain Line cannot test this type of transportation technology and will not provide the much-needed access to this area. The Board could provide staff direction as to changes to support the project.

### **FISCAL IMPACT:**

Mountain Line received \$300,000 in federal funds for the planning and implementation of a microtransit pilot. There are no local funds required for this grant opportunity. The grant funds will pay for the capital and operational expenses of planning and implementing a microtransit pilot. All marketing materials for the Title VI process are paid for by the grant funds as well.

### **TAC DISCUSSION:**

TAC was supportive the microtransit pilot. There were questions on how the Huntington and Industrial service area was chosen and cost recovery ratio.

### **SUBMITTED BY:**

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Estella Hollander  
Mobility Planner

### **APPROVED BY:**

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Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.

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Board Agenda Packet  
6/16/2021 - Page 14 of 84

**DATE PREPARED:** June 8, 2021

**DATE:** June 16, 2021

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

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** FY2022 Proposed Budget

### **RECOMMENDATION:**

Staff recommends the Board of Directors approve the FY2022 Proposed Budget for a total expense budget of \$39,409,945, operating of \$9,984,966 and capital of \$29,424,978.

### **RELATED STRATEGIC PLAN OBJECTIVE:**

❖ FY2022 Proposed 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 30<sup>th</sup> of each year, NAIPTA is required to hold a public hearing and adopt an annual budget. Staff has been working with the financial managers of member agencies and program budgets have been submitted to ensure adequate revenues are available for planned programs.

### **Revenues:**

- Fares and service generated fees are budgeted to be \$1,049,004 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 \$8,034,882 for Mountain Line's bus and paratransit programs, included within these programs are Planning Services and the City Taxi program: \$4,728,369 will be used for operating and \$3,306,513 will be used for capital programs. This capital budget includes carryforward of approximately \$2,457,713.
- Coconino County has been asked to approve a budget of \$31,211 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 \$1,577,061 for Mountain Line's bus program with \$547,869 for operations in lieu of fares for NAU students on Route 10. The additional funding, \$1,029,192, is match necessary for the Joint Campus Storage facility should we receive federal award for the project.
- Federal Transit Administration Section 5307 and 5339 funding of \$25,891,325 is budgeted with \$3,428,752 for operating and \$22,462,573 for capital programs.
- Arizona Department of Transportation Section 5310 funding of \$254,442 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 \$70,936 is budgeted for Mountain Line Vanpool program.
- Arizona Department of Transportation Section 5305 funding of \$341,064 is budgeted for capital planning efforts that are already in progress with awarded funds.
- Other Federal funding of \$348,179 is budgeted for the CTAA sponsored Micro-transit pilot program and the Innovation in Transit – Human Trafficking Awareness Campaign. These are programs 100% funded by these federal sources.
- Other Capital funding of \$1,811,841 is budgeted to match several federal opportunities including the pedestrian access and biking connections grant award that the City's Proposition 419 funding will match.

### Operating:

The FY2022 operating budget includes a 3.3% increase of \$476,743, for a total operating budget of \$9,984,965. Below are some highlights of initiatives included in the budget:

- Employee costs are increasing by \$400,544:
  - Employee costs are increasing by \$69,682 as we are adding 3.5 positions (a portion of which is paid for in savings due to reorganization/redefinitions in FY2021).
  - ERE costs are increasing by \$112,336 for changes in total benefit eligible employees and increases to ASRS and Health insurance costs.
  - Employee wages are increasing by \$218,526 due to the 2020 approved pay plan.
- Liability Insurance is budgeted to increase by 10%, a total increase of \$125,641 due to ongoing changes in the transit insurance market and hardening costs. Some of this increase is offset by a reduced budget in other operating lines.





## Mountain Line

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### Capital:

The FY2022 capital budget is \$29,424,978 and includes the following items:

- Various and ongoing planning initiatives: NAU Partnerships, Micro-transit/Mobility on Demand Study and pilot program, ongoing Strategic Investment Plan, ongoing Human Trafficking Initiative, ongoing Five-Year Transit Plan, and Capital Project Management (most of which are 80% federally funded);
- Administrative Projects include evaluation of new financial software opportunity, and Diversity and Equity training (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);
- Study and Master Plan for the Maintenance Facilities at our Headquarters location as well as improvements necessary for implementation of electric fleet (80% federally funded);
- Fare Media Improvements for Mountain Line (locally funded);
- Preliminary engineering, design and initiation of construction of the Downtown Connection Center, including improvements to the intersection at Milton and Phoenix Ave as well as street improvements on Phoenix Ave as related to the DCC (; (80% federally funded);
- Rehabilitation of refurbishment of bus fleet (federally funded);
- Maintenance funds for information technology (computers, servers), facilities, and fleet (locally funded);
- Technology improvements along transit routes and which benefit operations (80% federally funded);
- Bicycle and pedestrian improvements adjacent to or near transit routes (80% federally funded with local match provided by the City of Flagstaff's Prop 419 funding);
- 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 FY2022 salary and employee related expenses budget are included in the FY2022 Operating budget increase, previously discussed, and assume the following:

- Total number of employees will grow by 3.5 positions. This change makes one limited appointment bus detailer and the new limited appointment facilities technician regular fulltime. These additions are related to increased effort to clean and maintain buses and facilities, as part of our ongoing effort to restore confidence of riders and return riders to the bus system.

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- 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:

|                     | FY2021    | FY2022      |                    |
|---------------------|-----------|-------------|--------------------|
| ASRS, includes AD&D | 12.22%    | 12.41%      | <-- 1.55% increase |
| Health, EE Only     | \$ 635.03 | \$ 654.08   | <-- 3% increase    |
| Health, EE +1       | \$ 756.38 | \$ 779.07   | <-- 3% increase    |
| Health, EE +Family  | \$ 996.26 | \$ 1,026.14 | <-- 3% increase    |
| Dental              | \$ 34.65  | \$ 34.65    | <-- 0% increase    |
| Vision              | \$ 0.78   | \$ 0.78     | <-- 0% increase    |
| Life                | \$ 7.40   | \$ 7.40     | <-- 0% increase    |

- 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; Average increase 4%
  - Open range for all other, at market; average increase 3%
  - Total Budget impact: \$218,526

### 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 2030, Mountain Line will have a fund balance of 25% of operating cost, or \$2,826,071. 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 2016, thru 2030.

The fund balance is dependent on tax collections within the City of Flagstaff. The 2030 balance is result of revenue projections as made by City staff. The City is projecting FY2021 will be 6.3% above budget and continue to increase by another 1% during FY2022. The three years following are anticipated to increase by average of 3% per year. The latest projects include a \$4M growth in the fund balance before end of FY2025 as compared to revenue projections of May 2020 and Mountain Line has been successful in using COVID relief funds of \$10M to offset local operating costs in fiscal years 2020, 2021, and 2022, further increasing the City's transit tax fund balance.





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 dating to 2000 with the passage of the first transit tax question. The 2008 initiatives included several increases for replacement buses and expanded services with 2016 focused on renewing the base tax 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 wage 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.

## **ALTERNATIVES:**

- 1) Adopt the FY2022 Budget of \$39,460,145 (**recommended**): By adopting the FY2022 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.
- 2) Adopt a modified FY2022 Budget (**not recommended**): The various modifications available are below and the Board could adopt one or 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 the pay plan, a reduction of \$218,526 for employee wage increases and related increased to taxes, ASRS, unemployment, and workers compensation insurance. All staff wages would remain flat.
  - b. Approve a 1% COLA for all staff instead of the pay plan, a reduction of \$159,937.







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- c. Approve a partial implementation of the pay plan, offering 50% of the pay increases identified in the 2020 adopted compensation plan, a reduction of \$109,263.
- d. Do not approve some or all of the capital projects. This would result in reduction of budget, specific to project, but could result in loss of federal funding that might not be available in a future year.

Additionally, failure to fund the pay plan is likely to result in increase in turnover as staff have been frozen as current wage since July 1, 2020, when adjustments were made to increase wage per the Compensation Plan and to bring wages to current market conditions. Wages for staff are now potentially a year behind market. 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.

- 3) Do not adopt the FY2022 Budget (**recommended**): Per the Arizona Revised Statutes a budget must be adopted by June 30 in order to operate in the new fiscal year. If the budget is not adopted at the regularly scheduled June meeting, we will need to schedule additional meetings until agreement is reached and the budget is adopted.

### **FISCAL IMPACT:**

There is no fiscal impact directly associated with this FY2022 Budget discussion. The adoption of the budget does set budgetary limits for services and programs, authorize staff to procure goods and services as necessary to support programs, and authorize the CEO and General Manager to act on grants and contracts necessary for funding.

### **TAC DISCUSSION:**

This item was presented to the Transit Advisory Committee and there was no further discussion.

### **SUBMITTED BY:**

---

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

- |                                      |              |
|--------------------------------------|--------------|
| 1. FY2022 Proposed Budget            | -pages 21-29 |
| 2. Excerpt of 10-year Financial Plan | -page 30     |





## Mountain Line

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Board Agenda Packet  
6/16/2021 - Page 20 of 84

### 3. FY2022 Description of Benefit Programs

-page 31

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# Mountain Line FY2022 Budget

Board Agenda Packet  
6/16/2021 - Page 21 of 84

|  |              |          |                     |                 |             |                 |      |         |
|--|--------------|----------|---------------------|-----------------|-------------|-----------------|------|---------|
| Program Hours<br>81,343<br>Program Percentage (Direct S & B)<br>100.00%<br>Program Percentage (Rev Hrs)<br>100.00% | NAIPTA       | Planning | City of Flagstaff   |                 |             | Coconino County |      |         |
|  |              |          | 76,762<br>88.00%    | 4,581<br>11.50% | 0           | 0<br>0.50%      |      |         |
|  |              |          | 94%                 | 6%              |             | 0.00%           |      |         |
|  |              |          |                     |                 |             |                 |      |         |
| Description  | General Fund | Planning | Mobility Management | Bus             | Paratransit | Taxi            | Taxi | Vanpool |
| 0  |              | P        | N                   | A               | B           | T               | F    | V       |

## Revenues

|   |                      |                 |                      |                   |                      |                   |                  |                 |                  |
|---|----------------------|-----------------|----------------------|-------------------|----------------------|-------------------|------------------|-----------------|------------------|
| 5307 Funding Capital                      | \$ 22,462,573        |                 | \$ 14,860,918        | \$ -              | \$ 7,601,655         | \$ -              | \$ -             | \$ -            | \$ -             |
| 5307 Funding Operating                    | \$ 3,428,752         |                 |                      |                   | \$ 2,887,995         | \$ 540,757        |                  |                 |                  |
| 5339 Funding Capital                      | \$ -                 |                 | \$ -                 | \$ -              | \$ -                 | \$ -              | \$ -             | \$ -            | \$ -             |
| 5310 Funding Capital                      | \$ 125,616           |                 | \$ 100,000           | \$ 16,000         | \$ 9,039             | \$ 577            | \$ -             | \$ -            | \$ -             |
| 5310 Funding Operating                    | \$ 128,826           |                 |                      | \$ 90,000         |                      |                   | \$ 38,826        |                 |                  |
| 5311 Capital                              | \$ -                 |                 | \$ -                 | \$ -              | \$ -                 | \$ -              | \$ -             | \$ -            | \$ -             |
| 5311 Operating                            | \$ 70,936            |                 |                      |                   |                      |                   |                  | \$17,970        | \$ 52,966        |
| 5305 Capital                              | \$ 341,064           |                 | \$ 341,064           | \$ -              | \$ -                 | \$ -              | \$ -             | \$ -            | \$ -             |
| Other Federal                             | \$ 348,179           |                 | \$ 300,000           |                   | \$ 48,179            |                   |                  |                 |                  |
| Capital Partner                           | \$ 3,306,513         |                 | \$ 2,603,482         | \$ 4,000          | \$ 692,346           | \$ 6,686          | \$ -             | \$ -            | \$ -             |
| Operating Partner                         | \$ 4,759,580         |                 | \$ 278,841           | \$ 21,489         | \$ 4,303,831         | \$ 85,382         | \$ 38,826        | \$17,970        | \$ 13,241        |
| Other Operating                           | \$ 361,677           |                 |                      |                   | \$ 337,401           | \$ 24,276         |                  |                 |                  |
| Other Capital                             | \$ 1,811,841         |                 | \$ 427,822           |                   | \$ 1,384,019         |                   |                  |                 |                  |
| Annual BOD Membership & Other             | \$ -                 |                 |                      |                   |                      |                   |                  |                 |                  |
| NAU - Operating (In lieu of fares, Rt 10) | \$ 547,869           |                 |                      |                   | \$ 547,869           |                   |                  |                 |                  |
| NAU Capital                               | \$ 1,029,192         |                 | \$ 1,029,192         |                   |                      |                   |                  |                 |                  |
| Fares                                     | \$ 642,327           |                 |                      |                   | \$ 590,838           | \$ 35,369         | \$ 12,000        | \$ 4,120        |                  |
| Advertising Flagstaff                     | \$ 50,200            | \$50,200        |                      |                   |                      |                   |                  |                 |                  |
| Title 19 - DDD                            | \$ 45,000            |                 |                      |                   |                      | \$ 45,000         |                  |                 |                  |
| <b>Total Revenues</b>                     | <b>\$ 39,460,145</b> | <b>\$50,200</b> | <b>\$ 19,941,319</b> | <b>\$ 131,489</b> | <b>\$ 18,403,171</b> | <b>\$ 738,047</b> | <b>\$ 89,652</b> | <b>\$40,060</b> | <b>\$ 66,207</b> |

# Mountain Line FY2022 Budget

Board Agenda Packet  
6/16/2021 - Page 22 of 84

| Description | General Fund | Planning | Mobility Management | Bus | Paratransit | Taxi | Taxi | Vanpool |
|-------------|--------------|----------|---------------------|-----|-------------|------|------|---------|
|             | 0            | P        | N                   | A   | B           | T    | F    | V       |

## Indirect Management Costs S & B

|   |                   |  |                   |             |                   |                  |             |                 |
|---|-------------------|--|-------------------|-------------|-------------------|------------------|-------------|-----------------|
| FTE Salary *                              | \$ 653,378        |  | \$ 102,868        |             | \$ 484,449        | \$ 63,309        |             | \$ 2,753        |
| Pay Plan *                                | \$ 19,601         |  | \$ 3,086          |             | \$ 14,533         | \$ 1,899         |             | \$ 83           |
| Benefits                                  | \$ 229,449        |  | \$ 33,236         | \$ -        | \$ 172,667        | \$ 22,564        |             | \$ 981          |
| <b>Subtotal Indirect Management Costs</b> | <b>\$ 902,428</b> |  | <b>\$ 139,190</b> | <b>\$ -</b> | <b>\$ 671,650</b> | <b>\$ 87,772</b> | <b>\$ -</b> | <b>\$ 3,816</b> |
| Cost Per Service Hour                     | \$ 11.09          |  |                   |             | \$ 8.75           | \$ 19.16         |             |                 |

\* per Compensation Study and New Pay Plan

## Direct Operations Costs S & B

|                                  |              |       |            |           |              |            |           |       |          |
|----------------------------------|--------------|-------|------------|-----------|--------------|------------|-----------|-------|----------|
| FTE Wages *                      | \$ 4,049,707 |       | \$ 83,262  | \$ 65,239 | \$ 3,592,533 | \$ 283,374 | \$ 20,592 |       | \$ 4,707 |
| OT Wages                         | \$ 56,246    |       |            |           | \$ 50,330    | \$ 5,916   |           |       |          |
| Training Wages                   | \$ 49,997    |       |            |           | \$ 49,997    |            |           |       |          |
| Pay Plan *                       | \$ 294,558   |       |            | \$ 1,957  | \$ 272,108   | \$ 19,734  | \$ 618    |       | \$ 141   |
| Benefits                         | \$ 1,786,356 |       | \$ 31,195  | \$ 25,026 | \$ 1,596,533 | \$ 123,422 | \$ 8,442  |       | \$ 1,738 |
| Subtotal Direct Operations Costs | \$ 6,236,865 | \$ -  | \$ 114,457 | \$ 92,223 | \$ 5,561,501 | \$ 432,446 | \$ 29,652 | \$ -  | \$ 6,586 |
| Cost Per Service Hour            | \$ 76.67     |       |            |           | \$ 72.45     | \$ 94.40   |           |       |          |
| Allocation Percentage            | 100%         | 0.00% | 1.84%      | 1.48%     | 89.17%       | 6.93%      | 0.48%     | 0.00% | 0.11%    |

\* per Compensation Study and New Pay Plan

## Indirect Costs - Services

|                             |            |  |  |  |            |           |  |  |
|-----------------------------|------------|--|--|--|------------|-----------|--|--|
| Personal Liab Ins           | \$ 204,430 |  |  |  | \$ 179,898 | \$ 24,532 |  |  |
| Board Expenses - Admin      | \$ 3,000   |  |  |  | \$ 2,640   | \$ 360    |  |  |
| Prof. Svc - HR              | \$ 40,000  |  |  |  | \$ 35,200  | \$ 4,800  |  |  |
| Prof. Svc - Legal           | \$ 60,000  |  |  |  | \$ 52,800  | \$ 7,200  |  |  |
| Prof. Svc - IT              | \$ 3,800   |  |  |  | \$ 3,344   | \$ 456    |  |  |
| Computer Replacement - IT   | \$ 20,000  |  |  |  | \$ 17,600  | \$ 2,400  |  |  |
| Legislative Liaison - Admin | \$ 72,000  |  |  |  | \$ 72,000  |           |  |  |

# Mountain Line FY2022 Budget

Board Agenda Packet  
6/16/2021 - Page 23 of 84

| Description                               | General Fund      | Planning    | Mobility Management | Bus               | Paratransit      | Taxi        | Taxi        | Vanpool     |
|---|-------------------|-------------|---------------------|-------------------|------------------|-------------|-------------|-------------|
|   | 0                 | P           | N                   | A                 | B                | T           | F           | V           |
| Prof. Svc - Audit Services                | \$ 18,300         |             |                     | \$ 16,104         | \$ 2,196         |             |             |             |
| Wellness Incentives                       | \$ 3,600          |             |                     | \$ 3,168          | \$ 432           |             |             |             |
| <b>Subtotal Indirect Costs - Services</b> | <b>\$ 425,130</b> | <b>\$ -</b> | <b>\$ -</b>         | <b>\$ 382,754</b> | <b>\$ 42,376</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| Cost Per Service Hour                     | \$ 5.23           |             |                     | \$ 4.99           | \$ 9.25          |             |             |             |

## Indirect Costs - Facilities

|   |                   |             |                 |               |                   |                  |             |             |
|---|-------------------|-------------|-----------------|---------------|-------------------|------------------|-------------|-------------|
| Electricity - Non VM                        | \$ 43,276         |             |                 | \$ 38,083     | \$ 5,193          |                  |             |             |
| Mobile Phone Svc/Equip - IT                 | \$ 8,353          |             | \$ 1,361        | \$ 990        | \$ 5,282          | \$ 720           |             |             |
| Natural Gas - Non VM                        | \$ 11,570         |             |                 | \$ 10,182     | \$ 1,388          |                  |             |             |
| Telephone Services - IT                     | \$ 47,274         |             |                 | \$ 41,601     | \$ 5,673          |                  |             |             |
| Water-Sewer-Waste - Non VM                  | \$ 13,200         |             |                 | \$ 11,616     | \$ 1,584          |                  |             |             |
| <b>Subtotal Indirect Costs - Facilities</b> | <b>\$ 123,673</b> | <b>\$ -</b> | <b>\$ 1,361</b> | <b>\$ 990</b> | <b>\$ 106,764</b> | <b>\$ 14,558</b> | <b>\$ -</b> | <b>\$ -</b> |
| Cost Per Service Hour                       | \$ 1.52           |             |                 | \$ 1.39       | \$ 3.18           |                  |             |             |

## Direct Cost O & M

|                             |           |  |          |           |          |  |  |  |
|-----------------------------|-----------|--|----------|-----------|----------|--|--|--|
| Food & Beverage - Admin     | \$ 3,000  |  |          | \$ 2,760  | \$ 240   |  |  |  |
| Memberships - Admin         | \$ 20,000 |  |          | \$ 18,400 | \$ 1,600 |  |  |  |
| Memberships - Planning      | \$ 2,387  |  | \$ 2,387 |           |          |  |  |  |
| Trophies & Prizes - Admin   | \$ 10,000 |  |          | \$ 9,200  | \$ 800   |  |  |  |
| Special Events - PAWZ DAY   | \$ 8,500  |  |          | \$ 7,820  | \$ 680   |  |  |  |
| Special Events - Planning   | \$ 1,330  |  | \$ 1,330 |           |          |  |  |  |
| Special Events - Mkt        | \$ 1,000  |  |          | \$ 1,000  |          |  |  |  |
| Telephone/Computer Sup - IT | \$ 5,100  |  |          | \$ 4,772  | \$ 328   |  |  |  |
| Janitorial Services         | \$ 50,048 |  |          | \$ 46,044 | \$ 4,004 |  |  |  |
| Mobile Phone Svc/Equip - IT | \$ 15,052 |  |          | \$ 13,845 | \$ 1,207 |  |  |  |
| Banking Fees - Admin        | \$ 19,000 |  |          | \$ 19,000 |          |  |  |  |



**Mountain Line  
FY2022 Budget**

Board Agenda Packet  
6/16/2021 - Page 24 of 84

| Description                    |                   | General Fund | Planning         | Mobility Management | Bus               | Paratransit      | Taxi        | Taxi         | Vanpool         |
|--------------------------------|-------------------|--------------|------------------|---------------------|-------------------|------------------|-------------|--------------|-----------------|
|                                |                   | 0            | P                | N                   | A                 | B                | T           | F            | V               |
| Education Supplies & Svcs      | \$ 5,000          |              |                  |                     | \$ 4,600          | \$ 400           |             |              |                 |
| Office Supplies - Admin        | \$ 7,125          |              |                  |                     | \$ 6,555          | \$ 570           |             |              |                 |
| Office Supplies - Mobility Pln | \$ 1,500          |              |                  | \$ 1,500            |                   |                  |             |              |                 |
| Other Supplies - Admin         | \$ 2,750          |              |                  |                     | \$ 2,530          | \$ 220           |             |              |                 |
| Other Supplies - Planning      | \$ 1,000          |              | \$ 1,000         |                     |                   |                  |             |              |                 |
| Postage - Admin                | \$ 2,160          |              |                  |                     | \$ 1,932          | \$ 168           |             | \$ 60        |                 |
| Printing - Facilities          | \$ 2,000          |              |                  |                     | \$ 2,000          |                  |             |              |                 |
| Printing - Admin               | \$ 1,100          |              |                  |                     | \$ 1,012          | \$ 88            |             |              |                 |
| Printing - Planning            | \$ 250            |              | \$ 250           |                     |                   |                  |             |              |                 |
| Copier - Printing - IT         | \$ 8,400          |              |                  |                     | \$ 7,728          | \$ 672           |             |              |                 |
| Printing - Mkt                 | \$ 30,376         |              |                  |                     | \$ 27,946         | \$ 2,430         |             |              |                 |
| Publishing/Advert - Mkt        | \$ 34,643         |              |                  |                     | \$ 34,643         |                  |             |              |                 |
| Publishing - Legal             | \$ 1,500          |              |                  |                     | \$ 1,500          |                  |             |              |                 |
| Software Maintenance - IT      | \$ 13,000         |              |                  |                     | \$ 13,000         |                  |             |              |                 |
| Bldgs/Grounds Maint            | \$ 45,650         |              |                  |                     | \$ 41,998         | \$ 3,652         |             |              |                 |
| Prof. Svc - Mkt-Mobility Pln   | \$ 7,888          |              |                  | \$ 7,888            |                   |                  |             |              |                 |
| Prof. Svc - Mkt                | \$ 41,967         |              |                  |                     | \$ 37,460         | \$ 3,257         |             |              | \$ 1,250        |
| Temp Maint/Facility            | \$ 5,500          |              |                  |                     | \$ 5,060          | \$ 440           |             |              |                 |
| Temporary Services - Planning  | \$ 11,865         |              | \$ 11,865        |                     |                   |                  |             |              |                 |
| Prof Svc - Mkt Photography     | \$ 10,376         |              |                  |                     | \$ 9,546          | \$ 830           |             |              |                 |
| Prof Svc - Mkt Website         | \$ 26,226         |              |                  |                     | \$ 24,128         | \$ 2,098         |             |              |                 |
| Prof. Svc - Systems Maint      | \$ 38,279         |              |                  |                     | \$ 35,612         | \$ 2,667         |             |              |                 |
| Market Research-Surveys        | \$ 18,200         |              |                  |                     | \$ 17,000         | \$ 1,200         |             |              |                 |
| TSP Operations                 | \$ 3,850          |              |                  |                     | \$ 3,850          |                  |             |              |                 |
| <b>Subtotal Direct Admin</b>   | <b>\$ 456,022</b> | <b>\$ -</b>  | <b>\$ 16,832</b> | <b>\$ 9,388</b>     | <b>\$ 400,941</b> | <b>\$ 27,551</b> | <b>\$ -</b> | <b>\$ 60</b> | <b>\$ 1,250</b> |

**Mountain Line  
FY2022 Budget**

Board Agenda Packet  
6/16/2021 - Page 25 of 84

| Description                     |                     | General Fund | Planning    | Mobility Management | Bus               | Paratransit      | Taxi        | Taxi        | Vanpool     |
|---------------------------------|---------------------|--------------|-------------|---------------------|-------------------|------------------|-------------|-------------|-------------|
|                                 |                     | 0            | P           | N                   | A                 | B                | T           | F           | V           |
| Tax on Gas/Oil RVM              | \$ 49,699           |              |             |                     | \$ 45,723         | \$ 3,976         |             |             |             |
| Oil & Other Fluids RVM          | \$ 21,711           |              |             |                     | \$ 19,711         | \$ 2,000         |             |             |             |
| Fuel RVM                        | \$ 383,049          |              |             |                     | \$ 341,049        | \$ 42,000        |             |             |             |
| Tires RVM                       | \$ 78,218           |              |             |                     | \$ 69,218         | \$ 9,000         |             |             |             |
| Auto Parts & Supplies RVM       | \$ 232,400          |              |             |                     | \$ 221,000        | \$ 11,400        |             |             |             |
| Route Expansion                 | \$ 230,600          |              |             |                     | \$ 230,600        |                  |             |             |             |
| Out Repair RVM                  | \$ 27,500           |              |             |                     | \$ 26,000         | \$ 1,500         |             |             |             |
| <b>Subtotal Direct Variable</b> | <b>\$ 1,023,177</b> | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b>         | <b>\$ 953,301</b> | <b>\$ 69,876</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| Lodging/Weather                 | \$ 1,200            |              |             |                     | \$ 1,200          |                  |             |             |             |
| Personal Liab Ins - Auto VM     | \$ 267,708          |              |             |                     | \$ 246,291        | \$ 21,417        |             |             |             |
| Uninsured Losses - RVM          | \$ 10,500           |              |             |                     | \$ 10,500         |                  |             |             |             |
| Recruitment Costs               | \$ 7,020            |              |             |                     | \$ 5,967          | \$ 1,053         |             |             |             |
| Clinic Fees - Safety            | \$ 5,556            |              |             |                     | \$ 5,336          | \$ 220           |             |             |             |
| Tax on Gas/Oil NRV - Ops        | \$ 1,300            |              |             |                     | \$ 1,300          |                  |             |             |             |
| Tax on Gas/Oil - Fac            | \$ 576              |              |             |                     | \$ 576            |                  |             |             |             |
| Fuel NRV - Ops                  | \$ 21,000           |              |             |                     | \$ 21,000         |                  |             |             |             |
| Fuel - Fac                      | \$ 7,500            |              |             |                     | \$ 7,500          |                  |             |             |             |
| Tires NRV                       | \$ 2,600            |              |             |                     | \$ 2,600          |                  |             |             |             |
| Misc Shop Supplies - Fleet      | \$ 14,060           |              |             |                     | \$ 12,794         | \$ 1,266         |             |             |             |
| Misc. Fac. Supplies             | \$ 2,828            |              |             |                     | \$ 2,602          | \$ 226           |             |             |             |
| Tools Allowance - VM            | \$ 3,600            |              |             |                     | \$ 3,600          |                  |             |             |             |
| Uniforms - Ops                  | \$ 21,530           |              |             |                     | \$ 19,808         | \$ 1,722         |             |             |             |
| Uniforms - Fleet                | \$ 9,015            |              |             |                     | \$ 8,271          | \$ 744           |             |             |             |
| Uniforms - Fac                  | \$ 3,125            |              |             |                     | \$ 3,125          |                  |             |             |             |
| Uniforms - Safety               | \$ 600              |              |             |                     | \$ 600            |                  |             |             |             |

**Mountain Line  
FY2022 Budget**

Board Agenda Packet  
6/16/2021 - Page 26 of 84

| Description                   |                   | General Fund | Planning    | Mobility Management | Bus               | Paratransit      | Taxi             | Taxi            | Vanpool          |
|-------------------------------|-------------------|--------------|-------------|---------------------|-------------------|------------------|------------------|-----------------|------------------|
|                               |                   | 0            | P           | N                   | A                 | B                | T                | F               | V                |
| Supplies - Safety             | \$ 2,185          |              |             |                     | \$ 2,010          | \$ 175           |                  |                 |                  |
| Out Repair Fleet NonRev VM    | \$ 2,171          |              |             |                     | \$ 2,171          |                  |                  |                 |                  |
| Trophies & Prizes - Ops       | \$ 1,100          |              |             |                     | \$ 1,000          | \$ 100           |                  |                 |                  |
| Food and Beverage - Safety    | \$ 600            |              |             |                     | \$ 552            | \$ 48            |                  |                 |                  |
| Janitorial Supplies - Fac     | \$ 3,500          |              |             |                     | \$ 3,220          | \$ 280           |                  |                 |                  |
| Education Supplies - Safety   | \$ 10,400         |              |             |                     | \$ 9,568          | \$ 832           |                  |                 |                  |
| Software/Hardware Maint - VM  | \$ 3,763          |              |             |                     | \$ 2,873          | \$ 890           |                  |                 |                  |
| Software/Hardware Maint - Fac | \$ 31,080         |              |             |                     | \$ 28,594         | \$ 2,486         |                  |                 |                  |
| Wireless Comm - Ops           | \$ 39,672         |              |             |                     | \$ 36,304         | \$ 3,368         |                  |                 |                  |
| Wireless Comm - Mobility Pln  | \$ 1,920          |              |             |                     | \$ 1,440          | \$ 480           |                  |                 |                  |
| Bldg Security/Monitor - Fac   | \$ 2,464          |              |             |                     | \$ 2,267          | \$ 197           |                  |                 |                  |
| Bus Stop Maint - Fac          | \$ 17,000         |              |             |                     | \$ 17,000         |                  |                  |                 |                  |
| Prof. Svc - Systems Maint Ops | \$ 46,657         |              |             |                     | \$ 30,049         | \$ 16,608        |                  |                 |                  |
| Safety Committee              | \$ 3,600          |              |             |                     | \$ 3,312          | \$ 288           |                  |                 |                  |
| Prof. Svc Sec Patrol-Safety   | \$ 19,000         |              |             |                     | \$ 19,000         |                  |                  |                 |                  |
| Taxi Voucher Program - Ops    | \$ 100,000        |              |             |                     |                   |                  | \$ 60,000        | \$40,000        |                  |
| Service Contract              | \$ 54,555         |              |             |                     |                   |                  |                  |                 | \$ 54,555        |
| e-lerts                       | \$ 19,000         |              |             |                     | \$ 19,000         |                  |                  |                 |                  |
| <b>Subtotal Variable</b>      | <b>\$ 738,385</b> | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b>         | <b>\$ 531,429</b> | <b>\$ 52,401</b> | <b>\$ 60,000</b> | <b>\$40,000</b> | <b>\$ 54,555</b> |
| Travel & Training - Ops       | \$ 15,000         |              |             |                     | \$ 14,100         | \$ 900           |                  |                 |                  |
| Travel & Training - Fleet     | \$ 4,000          |              |             |                     | \$ 3,760          | \$ 240           |                  |                 |                  |
| Travel & Training - Fac       | \$ 3,000          |              |             |                     | \$ 2,820          | \$ 180           |                  |                 |                  |
| Travel & Training - Admin     | \$ 22,000         |              |             |                     | \$ 20,680         | \$ 1,320         |                  |                 |                  |
| Travel & Training - Admin     | \$ 7,197          |              |             |                     | \$ 6,765          | \$ 432           |                  |                 |                  |
| Travel & Training - Planning  | \$ 7,000          |              | \$ 7,000    |                     |                   |                  |                  |                 |                  |

# Mountain Line FY2022 Budget

Board Agenda Packet  
6/16/2021 - Page 27 of 84

| Description                        | General Fund        | Planning    | Mobility Management | Bus              | Paratransit         | Taxi              | Taxi             | Vanpool          |
|------------------------------------|---------------------|-------------|---------------------|------------------|---------------------|-------------------|------------------|------------------|
|                                    | 0                   | P           | N                   | A                | B                   | T                 | F                | V                |
| Travel & Training - MM             | \$ 8,888            |             | \$ 8,888            |                  |                     |                   |                  |                  |
| Travel & Training - IT             | \$ 3,200            |             |                     | \$ 3,008         | \$ 192              |                   |                  |                  |
| Travel & Training - Mkt            | \$ 3,000            |             |                     | \$ 2,820         | \$ 180              |                   |                  |                  |
| Travel & Training - Safety         | \$ 6,000            |             |                     | \$ 5,640         | \$ 360              |                   |                  |                  |
| <b>Subtotal Travel</b>             | <b>\$ 79,285</b>    | <b>\$ -</b> | <b>\$ 7,000</b>     | <b>\$ 8,888</b>  | <b>\$ 59,593</b>    | <b>\$ 3,804</b>   | <b>\$ -</b>      | <b>\$ -</b>      |
| <b>Total Direct Cost O &amp; M</b> | <b>\$ 2,296,869</b> | <b>\$ -</b> | <b>\$ 23,832</b>    | <b>\$ 18,276</b> | <b>\$ 1,945,264</b> | <b>\$ 153,632</b> | <b>\$ 60,000</b> | <b>\$ 40,060</b> |
| Cost Per Service Hour              | \$ 28.24            |             |                     | \$ 25.34         | \$ 33.54            |                   |                  | \$ -             |

## Total Admin/Indirect Costs

|                                  |                     |             |                   |               |                     |                   |             |             |                 |
|----------------------------------|---------------------|-------------|-------------------|---------------|---------------------|-------------------|-------------|-------------|-----------------|
| Subtotal Salaries and Benefits   | \$ 902,428          | \$ -        | \$ 139,190        | \$ -          | \$ 671,650          | \$ 87,772         | \$ -        | \$ -        | \$ 3,816        |
| Subtotal Operating Costs         | \$ 548,803          | \$ -        | \$ 1,361          | \$ 990        | \$ 489,518          | \$ 56,934         | \$ -        | \$ -        | \$ -            |
| <b>Total Administrative Cost</b> | <b>\$ 1,451,231</b> | <b>\$ -</b> | <b>\$ 140,551</b> | <b>\$ 990</b> | <b>\$ 1,161,168</b> | <b>\$ 144,706</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 3,816</b> |
| Cost Per Service Hour            | \$ 17.84            |             |                   |               | \$ 15.13            | \$ 31.59          |             | \$ -        | \$ -            |

## Total Operating/Direct Costs

|                                |                     |             |                   |                   |                     |                   |                  |                  |                  |
|--------------------------------|---------------------|-------------|-------------------|-------------------|---------------------|-------------------|------------------|------------------|------------------|
| Subtotal Salaries and Benefits | \$ 6,236,865        | \$ -        | \$ 114,457        | \$ 92,223         | \$ 5,561,501        | \$ 432,446        | \$ 29,652        | \$ -             | \$ 6,586         |
| Subtotal Operating Costs       | \$ 2,296,869        | \$ -        | \$ 23,832         | \$ 18,276         | \$ 1,945,264        | \$ 153,632        | \$ 60,000        | \$ 40,060        | \$ 55,805        |
| <b>Total Operating Cost</b>    | <b>\$ 8,533,734</b> | <b>\$ -</b> | <b>\$ 138,289</b> | <b>\$ 110,499</b> | <b>\$ 7,506,765</b> | <b>\$ 586,078</b> | <b>\$ 89,652</b> | <b>\$ 40,060</b> | <b>\$ 62,391</b> |
| Cost Per Service Hour          | \$ 104.91           |             |                   |                   | \$ 97.79            | \$ 127.94         |                  | \$ -             | \$ -             |

|                           |                     |             |                   |                   |                     |                   |                  |                  |                  |
|---------------------------|---------------------|-------------|-------------------|-------------------|---------------------|-------------------|------------------|------------------|------------------|
| <b>Total Program Cost</b> | <b>\$ 9,984,965</b> | <b>\$ -</b> | <b>\$ 278,841</b> | <b>\$ 111,489</b> | <b>\$ 8,667,933</b> | <b>\$ 730,784</b> | <b>\$ 89,652</b> | <b>\$ 40,060</b> | <b>\$ 66,207</b> |
|---------------------------|---------------------|-------------|-------------------|-------------------|---------------------|-------------------|------------------|------------------|------------------|

# Mountain Line FY2022 Budget

Board Agenda Packet  
6/16/2021 - Page 28 of 84

| Description                         | General Fund        | Planning     | Mobility Management | Bus              | Paratransit       | Taxi            | Taxi        | Vanpool     |
|-------------------------------------|---------------------|--------------|---------------------|------------------|-------------------|-----------------|-------------|-------------|
|                                     | 0                   | P            | N                   | A                | B                 | T               | F           | V           |
| Direct Cost - Capital               |                     |              |                     |                  |                   |                 |             |             |
| IT Maintenance/Equipment            | \$ 10,620           |              |                     | \$ 5,734         | \$ 4,886          |                 |             |             |
| Planning                            | \$ 9,616            |              |                     | \$ 9,039         | \$ 577            |                 |             |             |
| Capital Planning                    | \$ 20,000           |              | \$ 20,000           |                  |                   |                 |             |             |
| Planning - Capital Partnerships     | \$ 258,985          | \$ 258,985   |                     |                  |                   |                 |             |             |
| Capital Planning - C&O Analysis     | \$ 73,322           | \$ 73,322    |                     |                  |                   |                 |             |             |
| Innovation Safety Grant             | \$ 48,179           |              |                     | \$ 48,179        |                   |                 |             |             |
| 5305 Planning Grant                 | \$ 353,008          | \$ 353,008   |                     |                  |                   |                 |             |             |
| MetroPlan                           | \$ 56,600           |              |                     | \$ 56,600        |                   |                 |             |             |
| MetroPlan Tech                      | \$ 20,000           | \$ 20,000    |                     |                  |                   |                 |             |             |
| Consultant - Admin (fin'l software) | \$ 20,000           |              |                     | \$ 18,800        | \$ 1,200          |                 |             |             |
| Unconscious Bias Training           | \$ 10,000           |              |                     | \$ 9,400         | \$ 600            |                 |             |             |
| 5307/5339 Technology Upgrades       | \$ 445,726          | \$ 445,726   |                     |                  |                   |                 |             |             |
| <b>Subtotal Operating Capital</b>   | <b>\$ 1,326,056</b> | <b>\$ -</b>  | <b>\$ 1,151,041</b> | <b>\$ 20,000</b> | <b>\$ 147,752</b> | <b>\$ 7,263</b> | <b>\$ -</b> | <b>\$ -</b> |
|                                     |                     |              |                     |                  |                   |                 |             |             |
| IT Replacement Fund                 | \$ 20,000           |              |                     | \$ 20,000        |                   |                 |             |             |
| Vehicles - Passenger - Fleet        | \$ 2,000,000        |              |                     | \$ 2,000,000     |                   |                 |             |             |
| Vehicles - Other - Fleet            | \$ 25,000           |              |                     | \$ 25,000        |                   |                 |             |             |
| Facility Rehab Maint Fund           | \$ 25,000           |              |                     | \$ 25,000        |                   |                 |             |             |
| CIP - Kaspar Bldg                   | \$ 228,683          |              |                     | \$ 228,683       |                   |                 |             |             |
| CIP - BRT                           | \$ 1,334,906        | \$ 1,334,906 |                     |                  |                   |                 |             |             |
| CIP - Kaspar/Rt 66                  | \$ 2,237,268        | \$ 2,237,268 |                     |                  |                   |                 |             |             |
| CIP - DCC                           | \$ 5,985,304        | \$ 5,985,304 |                     |                  |                   |                 |             |             |
| CIP-New Bus Stops                   | \$ 340,000          | \$ 340,000   |                     |                  |                   |                 |             |             |
| CIP - NAU Bus and Bus Fac           | \$ 5,145,959        | \$ 5,145,959 |                     |                  |                   |                 |             |             |
| CIP - Pedestrian/Bike/Transit       | \$ 6,920,094        |              |                     | \$ 6,920,094     |                   |                 |             |             |



# Mountain Line FY2022 Budget

Board Agenda Packet  
6/16/2021 - Page 29 of 84

| Description                           |                      | General Fund | Planning             | Mobility Management | Bus                 | Paratransit     | Taxi        | Taxi        | Vanpool     |
|---------------------------------------|----------------------|--------------|----------------------|---------------------|---------------------|-----------------|-------------|-------------|-------------|
|                                       |                      | 0            | P                    | N                   | A                   | B               | T           | F           | V           |
| Vehicle Rehab-Improvements Fund       | \$ 220,000           |              |                      |                     | \$ 220,000          |                 |             |             |             |
| Shelters Rehab - Fac MLine            | \$ 148,708           |              |                      |                     | \$ 148,708          |                 |             |             |             |
| 5339 Electric Charging Infrastructure | \$ 3,168,000         |              | \$ 3,168,000         |                     |                     |                 |             |             |             |
| CTAA Mobility On Demand Pilot (T4A)   | \$ 300,000           |              | \$ 300,000           |                     |                     |                 |             |             |             |
| <b>Subtotal Fixed Assets</b>          | <b>\$ 28,098,922</b> | <b>\$ -</b>  | <b>\$ 18,511,437</b> | <b>\$ -</b>         | <b>\$ 9,587,485</b> | <b>\$ -</b>     | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
|                                       |                      |              |                      |                     |                     |                 |             |             |             |
| <b>Total Capital</b>                  | <b>\$ 29,424,978</b> | <b>\$ -</b>  | <b>\$ 19,662,478</b> | <b>\$ 20,000</b>    | <b>\$ 9,735,237</b> | <b>\$ 7,263</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

|                     |                     |            |                     |                  |                     |                  |                 |                 |                 |
|---------------------|---------------------|------------|---------------------|------------------|---------------------|------------------|-----------------|-----------------|-----------------|
| <b>TOTAL BUDGET</b> | <b>\$39,409,943</b> | <b>\$0</b> | <b>\$19,941,319</b> | <b>\$131,489</b> | <b>\$18,403,170</b> | <b>\$738,047</b> | <b>\$89,652</b> | <b>\$40,060</b> | <b>\$66,207</b> |
|---------------------|---------------------|------------|---------------------|------------------|---------------------|------------------|-----------------|-----------------|-----------------|

# City of Flagstaff - Transit Tax Fund Balance

FY2022 Proposed Budget, 06.16.2021

## Assumptions:

City of Flagstaff Tax remains flat thru 2030

Federal funding maintained at FY2020 appropriation for 5307 and Small Transit Intensive Cities (STIC)

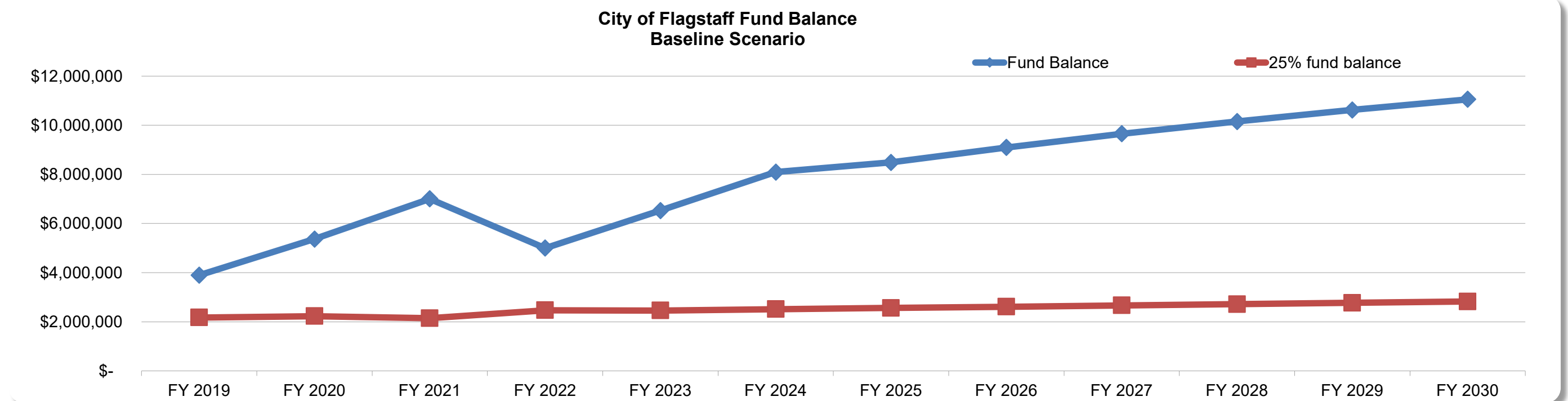
Federal funding for capital projects is projected to be 80% of vehicle replacement needs, in year of replacement

Vehicles are projected to be replaced at 15 years instead of 12 years

Operating Cost: FY2021 actual, FY2022 proposed budget, and future increase by 2% annually

Compensation Plan, as adopted in 2020, is included in FY2022 thru FY2023

|                  | FY 2019      | FY 2020      | FY 2021      | FY 2022      | FY 2023      | FY 2024      | FY 2025      | FY 2026      | FY 2027      | FY 2028       | FY 2029       | FY 2030       |
|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|
| Fund Balance     | \$ 3,895,270 | \$ 5,364,376 | \$ 7,002,662 | \$ 4,999,396 | \$ 6,527,986 | \$ 8,091,273 | \$ 8,488,733 | \$ 9,093,514 | \$ 9,652,618 | \$ 10,150,729 | \$ 10,623,369 | \$ 11,052,565 |
| 25% fund balance | \$ 2,171,195 | \$ 2,225,565 | \$ 2,145,851 | \$ 2,469,675 | \$ 2,460,265 | \$ 2,509,471 | \$ 2,559,660 | \$ 2,610,853 | \$ 2,663,070 | \$ 2,716,332  | \$ 2,770,658  | \$ 2,826,071  |



## 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**

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**DATE PREPARED:** June 7, 2021

**DATE:** June 16, 2021

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

**FROM:** Kate Morley, Deputy General Manager

**SUBJECT:** COVID-19 Reopening Plan

### **RECOMMENDATION:**

Staff recommends the Board of Directors adopt revisions to the COVID-19 Reopening Plan.

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Enhanced Safety Culture
- ❖ Objective: Manage transportation facilities and amenities to support a safe environment for staff and customers.

### **BACKGROUND:**

This report outlines Mountain Line's COVID-19 Reopening Plan (Reopening Plan) which was adopted by the Board of Directors after input from partner agencies in September 2020. Since that time, new research, vaccines and updated guidance from CDC, Federal Transit Administration, state and local entities have rendered parts of the plan out of date. Based on the latest guidance, staff are proposing changes to the originally adopted plan. Below is a summary of revisions:

#### Phase 1: Highest Level of Restrictions

- No changes as this stage has passed.

#### Phase 2: Declining Community Spread

- No changes as this stage has passed.

#### Phase 3: Continued Declining Cases

The revisions to the Plan take place in this phase, as well as general guidance, as this is the current and last phase of the plan. Major revisions include, allowing limited travel, allowing professional visitors on campus subject to other rules in place, and returning staff to the office unless working from home under the newly revised Telecommuting policy. Finally, it removes the decision regarding masking from the Board of Directors and places it in the hands of federal, state, and local jurisdictions. Currently, FTA has a mask mandate for transit.

#### Phase 4: End of the Pandemic

No changes as this phase returns to normal operations.

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### **FISCAL IMPACT:**

There is no fiscal impact to these revisions.

### **ALTERNATIVES:**

1. Approve revisions to the COVID-19 Reopening Plan (**recommended**): Approving the changes align the reopening plan with current recommendations from federal, state, and local governments and will provide staff direction as to how and when to proceed with returning to normal operations during the pandemic.
2. Do not approve revisions the COVID-19 Reopening Plan (**not recommended**): Staff maintain current restrictions above and beyond current federal, state, and local guidance.

### **TAC DISCUSSION:**

The TAC supported modifying the plan to relax standards while staying in line with the phase the City of Flagstaff is in.

### **SUBMITTED BY:**

---

Kate Morley  
Deputy General Manager

### **APPROVED BY:**

---

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. COVID-19 Reopening Plan -pages 34-38

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## **COVID-19 Reopening Plan June 2021**

Mountain Line's Reopening Plan is designed to provide a framework for gradually resuming regular procedures and practices in a safe and thoughtful manner. This plan is based on current best practices recommended by the Centers for Disease Control (CDC) and Coconino County Health & Human Services (CCHHS). Mountain Line moved very quickly to the Phase 1 conditions once COVID-19 appeared in Coconino County in order to protect employees and the community. Every decision and policy change was guided through the lens of maintaining a safe environment while also providing an essential service. Safety will continue to be the cornerstone moving forward. As the situation with COVID-19 is very fluid and new details continue to emerge, this plan will be updated as necessary to reflect the most current conditions and information. The ultimate goal is to return to full service levels and return employees to the office, but there are many steps along that path, and this plan clearly defines those necessary steps and milestones.

### **Phase 1: Initial Conditions**

#### **Service Levels**

- Weekend service levels remain in place seven days a week
- Rear door boarding
- Face coverings mandated on buses and at stops effective 6/21/20 and hand out masks as long as supplies last.
- Encourage riders to maintain 6 feet social distancing through messaging campaign. Fleet to add markings to bus to help people visualize 6 feet as soon as possible.
- 6+ foot space buffer from Operator

#### **Buses and Bus Stops**

- Nightly cleaning and disinfecting of buses in shop 3
- Disinfecting buses at least every other round per DCC Bus Disinfecting SOP using EPA approved disinfectants
- High contact touch surfaces of bus stops are disinfected with EPA suggested bleach/water solution at least once per week
- Bus stop furniture at connection centers are disinfected with EPA suggested bleach/water solution at least once daily as these are the highest traffic areas
- Hand sanitizer (60% or greater alcohol content) dispensers will be added to bus stanchions.

#### **Fare Collection**

- Fare free

#### **Work Environment/Headquarters and Comfort Station**

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- Closed lobby
- Face coverings required for employees when in public, shared or common use areas
- Temperature check and health screen required with log
- Daily disinfection of common touch surfaces throughout the building. Facilities to provide appropriate cleaning solutions in common spaces for anyone's use including restrooms.
- Restrictions on number of employees in common spaces based on room capacity for social distancing
- Meetings held remotely to extent possible
- Board and TAC meetings held remotely
- Most office staff work from home with rotation of managers and staff in the building
- Dispatch area closed to staff
- Temporary eligibility for paratransit services without an in-person interview

### Communication and Employee Support

- Daily to weekly messaging to staff with updates and new policies

### Personnel Policies

- 2.11 Infectious Disease Control Policy
- Families First Coronavirus Response Act: Employee Paid Leave Rights (see Department of Labor)

### No Later than July 1 sub task

- Institute coordinated messaging campaign:
  - Wear face covering
  - Practice social distance
  - Essential trips
  - Distribute face coverings to riders as needed

### **Phase 2: In coordination with planned service changes on August 9<sup>th</sup>. All items above continue unless otherwise noted.**

### Service Levels

- Return to scheduled service levels
  - ☐ Continue to require riders to wear face coverings and hand out face coverings while supplies last
  - ☐ Continue to encourage riders to maintain 6 feet distance
  - ☐ Consider Route 10 service increase one week early to accommodate move-in if possible.
  - ☐ Pre-service change notification campaign

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- Removing/ swapping sign
- Social media
- Designation/ header signs
- Coordinate with NAU on their messaging regarding face covering/ distancing
- ☐ Route Prioritization Plan/ Pandemic Service Level Plan available if we are short staffed

### Buses and Bus Stops

- Provide clean buses to the public
  - ☐ Buses sanitized no less than every three hours at DCC
    - Jim to notify staff of change and modify bus tracker
  - ☐ Disinfecting and cleaning nightly in Shop 3 using Shop 3 Bus Cleaning SOP.
- High contact touch surfaces of bus stops are disinfected with EPA suggested bleach/water solution at least once per week
- Bus stop furniture at connection centers are disinfected with EPA suggested bleach/water solution at least once daily as these are the highest traffic areas
- Continue to be fare free

### Work Environment/Headquarters and Comfort Station

- Continue as in Phase 1

### Communication and Employee Support

- Weekly to monthly messaging to staff

### Personnel Policies

- 2.11 Infectious Disease Control Policy
- Families First Coronavirus Response Act: Employee Paid Leave Rights (see Department of Labor)

### Phase 3: Upon the City of Flagstaff entering Phase 3 the following will be done.

#### Service Levels

- Maintain service levels
  - Require riders to wear face coverings per local, state, or federal requirements, until such time as those requirements are lifted
  - Continue to encourage riders to maintain 6 feet distance
  - Route Prioritization Plan/ Pandemic Service Level Plan available if we are short staffed

#### Buses and Bus Stops

- Clean and sanitize buses and bus stops per Mountain Line's standard protocols and cleaning procedures

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### **Fare Collection**

- ☐ Schedule and contract with Garda to do as much of the cash handling as possible
  - Garda to follow any health screening, mask requirements
  - Return required staff to office to manage cash counting and Garda
- ☐ Develop and distribute SOP for staff to handle/sort cash, from touching fare boxes to sorting money:
  - Gloves and KN95 mask offered to employee.
  - Provide optional smock to protect clothing
  - Open front desk to public to allow pass purchases (see details below)
- ☐ Allow individual pass holders who ask to get free passes to replace pass value passes through June 30, 2021.

### **Work Environment/Headquarters and Comfort Station**

- Require face coverings in shared spaces and have available per local, state, or federal requirements, until such time as those requirements are lifted
- Continue occupancy restrictions based on social distancing
- Open lobby normal hours for customer service including package delivery
  - ☐ Queuing-Post signage and floor markings to encourage social distancing
  - ☐ Determine, and post, maximum occupancy of lobby areas
  - ☐ Provide hand sanitizer with minimum of 60% alcohol content for visitor use
  - ☐ Keep all staff reporting structures in place (health screenings upon arrival) until federal, state and local guidance suggests dropping
  - ☐ Open regular office hours
- Require staff to return back to offices unless under general approved telecommuting policy
  - ☐ Disinfectant cleaners made available for staff to clean respective areas
  - ☐ Hand sanitizer stations available throughout buildings
  - ☐ Heightened office cleaning by janitorial continues
  - ☐ Meetings may be held in person under following guidelines
    - Room occupancy is posted and followed
  - ☐ Dispatch area open to staff so long as other current requirements, such as masking or room occupancy, are followed .
  - ☐ Gatherings and celebratory functions must adhere to any occupancy guidelines for the room in which they are held.
  - ☐ Relocate staff who share offices or rotate schedules (single occupancy workstations) to extent possible
- Continue with temporary eligibility for paratransit services without an in-person interview





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- Business related visitors are welcome so long as health screening, face covering, and occupancy standards are met.

### **Communication and Employee Support**

- ☐ Message to staff on an as-needed basis.

### **Personnel Policies**

- 2.11 Infectious Disease Control Policy
- Travel for employees will be limited to those jurisdictions that still have a moderate or significant transmission of COVID-19. Any work related travel needed for critical infrastructure is exempt from these restrictions.
- Families First Coronavirus Response Act: Employee Paid Leave Rights (see Department of Labor) (effective until federal regulation expires or is lifted)

### **Phase 4: Upon Mayor's declaration, at the end of the pandemic.**

- Resume normal hours and operations
- Use of PPE is phased out in accordance with CDC guidelines

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### **Positive Employee Test at any Phase**

- Employee to coordinate with HR and follow existing protocol





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Board Agenda Packet  
6/16/2021 - Page 39 of 84

**DATE PREPARED:** June 7, 2020

**MEETING DATE:** June 16, 2020

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

**FROM:** Kate Morley, Deputy General Manager

**SUBJECT:** FY2022 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 FY2022 carry forward in value of \$860,456 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 four years of the contract and Mountain Line FY2022 will be the last year allowed under extensions of the contract and is being used to complete projects already underway. The focus of this staff report is on the allocation of FY2022 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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Board Agenda Packet  
6/16/2021 - Page 40 of 84

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. After the fourth year of AECOM's contract, Mountain Line is closing the following projects:

- Task Order #6: BRT Project Development
- Task Order #14: Kaspar intersection Project Management, including the TSP subtask

AECOM continues to work on the following projects that were identified in FY2021's Task Order list:

- Task Order #8: DCC to 30% Plans
- Task Order #11: Bus Stop Amenities (survey/design)
- Task Order #13: Initiation of Work / Program Management

By the end of FY2021, Mountain Line will have expended \$529,080 of the \$2,754,457 allocated for open FY2021 Task Orders. Mountain Line is closing out the BRT project so will not carry forward the approximately \$1.2M remaining in that Task Order and will use funds to support DCC. Additionally, Mountain Line is closing the Kaspar Intersection Task Order due to overages on the construction budget. AECOM's services as the project manager and for TSP implementation are therefore no longer needed. The remaining \$860,456 will be carried forward into FY2022 to accommodate the on-going Task Orders.

Staff will continue managing the open tasks listed above. No new Tasks Orders are identified for FY2022. Based on approval of the NAIPTA Board of Directors, the CEO and General Manager shall carry over the prior approved Task Order valuation of \$860,456.

### ALTERNATIVES:

1. Authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2022 carry forward in value of \$860,456 for AECOM Technical Services, Inc. contract.  
(recommended): The approval of Task Orders and overall carry forward will allow for the projects

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listed in the Strategic Workplan and in the attachment - AECOM Task Orders FY2022 to move forward with the necessary technical assistance as defined above. The funds and projects are approved within the proposed FY2022 budget.

2. Do not authorize the CEO and General Manager to redistribute prior approved Task Order valuations as FY2022 carry forward in value of \$860,456 for AECOM Technical Services, Inc. contract. **(not recommended)**: All Task Orders are currently underway. Not approving a valuation for FY2022 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 \$860,456 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.

### **TAC DISCUSSION:**

The TAC supported carryover existing projects that are continuing to move forward under the General Consulting Services contract.

### **SUBMITTED BY:**

\_\_\_\_\_  
Kate Morley  
Deputy General Manager

### **APPROVED BY:**

\_\_\_\_\_  
Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. AECOM Task Orders FY2022

-page 42







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### AECOM TASK Orders 2022

| Task  | Project Name  | Start Date   | End Date    | Source Funds | 2021 Task Order Valuation | FY2021 Expense Projection | FY2021 Carryover | FY2022 Value | Status Update  |
|-------|---|--------------|-------------|--------------|---------------------------|---------------------------|------------------|--------------|--|
| #6    | Bus Rapid Transit (BRT) and Ridership Projections             | July 2018    | Spring 2021 | 5307/39      | \$1,240,548               | \$7,748                   | \$0              | \$0          | Formally closed out with AECOM, working to move grant funds to DCC |
| #8    | DCC Selection, Design & Preliminary Engineering               | July 2018    | Spring 2021 | 5307/39      | \$1,227,572               | \$460,303                 | \$767,269        | \$767,269    | CUP application submitted to City                                  |
| #11   | Bus Stop Amenities (survey/design)                            | On-going     |             | 5310/Local   | \$50,000                  | \$0                       | \$50,000         | \$50,000     | TBD  |
| #13   | Initiation of Work / Program Management                       | On-going     |             | Varies       | \$43,187                  | \$0                       | \$43,187         | \$43,187     | On-going   |
| #14   | Kaspar Intersection Project Management including TSP sub task | January 2020 | Nov. 2021   | 5307/39      | \$193,150                 | \$61,029                  | \$0              | \$0          | Project Management and additional TSP services no longer needed    |
| Total |   |              |             |              | \$2,754,457               | \$529,080                 | \$860,456        | \$860,465    |  |





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**DATE PREPARED:** June 7, 2021

**MEETING DATE:** June 16, 2021

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

**FROM:** Kate Morley, Deputy General Manager

**SUBJECT:** Service to Proposed Northern Arizona Healthcare Campus

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Service Excellence
- ❖ Objective: Develop and improve community partnerships and interagency relationships to enhance transit and improve our ability to meet community needs and deliver public transit services.

### **BACKGROUND:**

Northern Arizona Healthcare (NAH) submitted an application for a proposed relocation of Flagstaff Medical Center to just north of Fort Tuthill. The new location is currently not served by Mountain Line. This relocation will impact current paratransit service and likely create a public demand for Mountain Line service to provide access to the facility to meet community equity and climate goals. Mountain Line has experienced similar relocations that have created similar needs for Mountain Line to address service gaps both with Flagstaff Shelter Services move to the Huntington corridor and the relocation of Sacred Peaks Health Center. Attached is a 2019 memo, that was presented to NAH, with more information on anticipated impacts of the relocation. Mountain Line is exploring options with NAH for how to achieve service to the hospital and ensure impacts and resolutions are identified in the development agreement approved by the City of Flagstaff or other legal obligation. This item will provide an opportunity for open discussion and direction from the Board, though no action is requested at this time.

Mountain Line has recently met with City Staff and participated in a meeting that include City staff and NAH. Mountain Line has also been invited by County staff to the Coconino County Board of Supervisors meeting in June, to be available for discussion of this relocation with the Board. Service to the west side of I17, to the new location of NAH, is not captured in the current 5-year Plan or funded in our existing dedicated tax.

### **FISCAL IMPACT:**

Providing 20-minute frequency to the new site is estimated to cost \$1.5 million for fixed route service. Paratransit costs are being estimated at this time. Additional buses for the services are estimated cost \$3 million but purchase could be a future grant application of funding from a Federal Transit Administration

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grant at an 80/20 split. Bus replacements would occur every 12-15 years. Fare revenue and increased or new sales tax from the development could offset some of the increased costs. Mountain Line's current sales tax did not include this service and the current funding projection may not be able to support adding this service to the existing system.

### **TAC DISCUSSION:**

The TAC wanted to ensure Mountain Line was part of the City's development process since the goal is to have any funding secured with the Development Agreement. The thought that broadly talking about process with City Council, unrelated to a specific project, was important so that City staff had clear guidance on expectations and desires of the Council.

### **SUBMITTED BY:**

---

Kate Morley  
Deputy General Manager

### **APPROVED BY:**

---

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

1. 2019 NAH Relocation Memo -pages 45-49

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## MOUNTAIN LINE MEMORANDUM

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**DATE:** September 19, 2019

**TO:** Roger Eastman, Lisa Wise Consulting  
Erika Mazza, Mountain Line CEO and GM

**FROM:** Bizzy Collins, Mountain Line Transit Planner  
Jim Wagner, Mountain Line Operations Director

**SUBJECT:** Northern Arizona Health Transit Service

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Request:

Consider a potential complete or partial relocation of Northern Arizona Health (NAH) facility to the Fort Tuthill area.

Methodology:

Mountain Line evaluated the impacts and feasibility of providing service to the new location through a review of the existing and planned transit network as well as policies identified in the Five-Year Transit Plan. Staff also reviewed potential route alignments and timing impacts of providing front door service to the Northern Arizona Health facility.

Recommendation:

Mountain Line Planning and Operations Divisions recommend that bus service could be provided to a new Northern Arizona Health facility near Fort Tuthill if funding is provided to cover the additional cost. Ultimately, the addition of a Fort Tuthill area route would be a coverage improvement rather than a frequency improvement and therefore is not in line with Mountain Line's Five-Year Transit Plan to be funded by the dedicated transit tax. The location is also not on the adopted Permanent Transit Network (PTN), which is meant to provide new developers assurance about where the highest levels of transit service will always be should they want transit access.

Analysis:

*Existing transit service and connectivity*

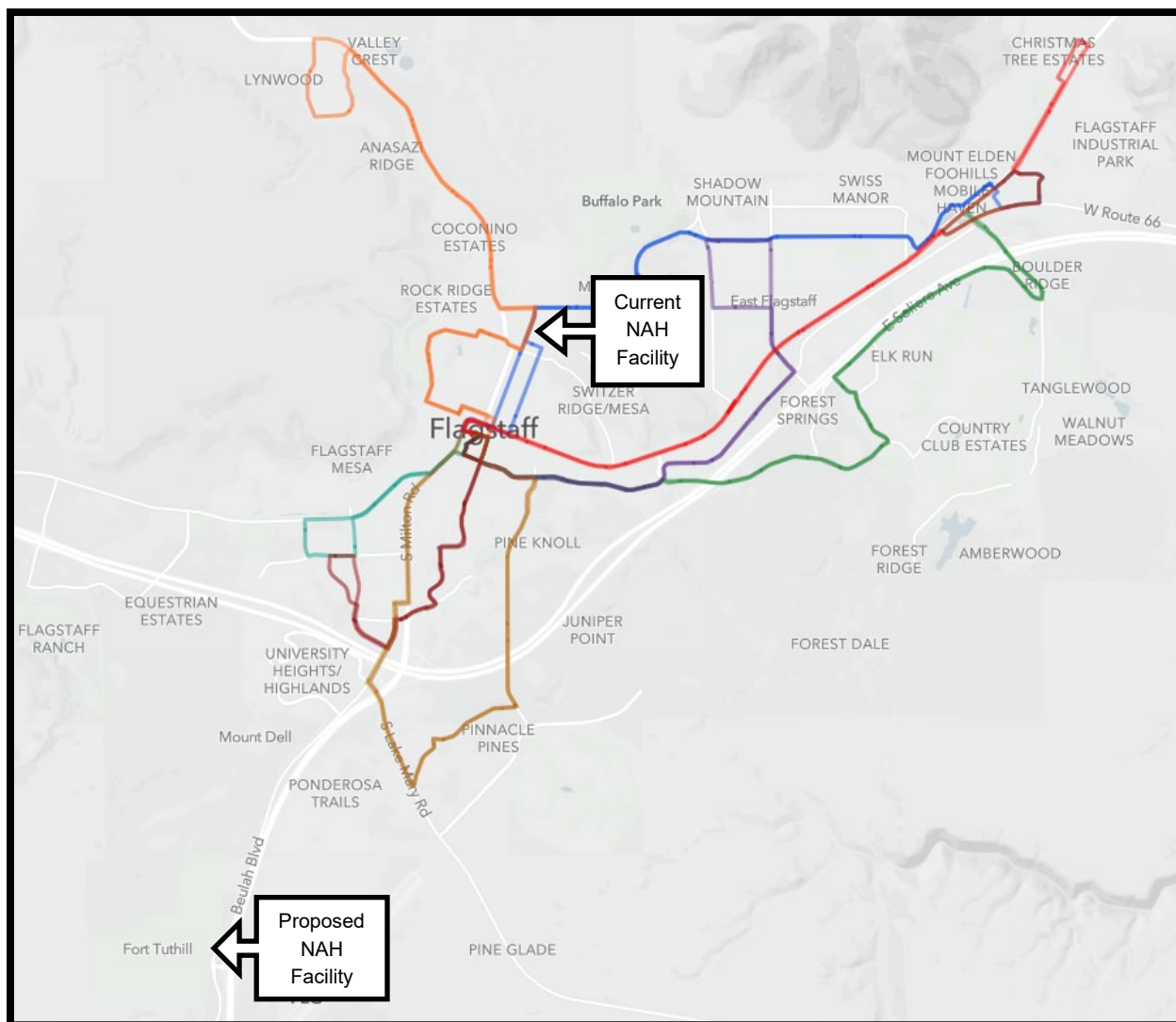
Mountain Line fixed route does not currently serve the Fort Tuthill area, terminating more than three miles north of the proposed hospital location (see Map 1). However, bus service to the current NAH facility north of downtown is excellent with 20-minute frequency on Route 2





and 60-minute frequency on Route 5, meaning buses come four times per hour. Ridership at the two stops adjacent to this facility is in our top quartile with a combined 160 boardings and alightings each day.

*Map 1 Mountain Line Fixed Route*



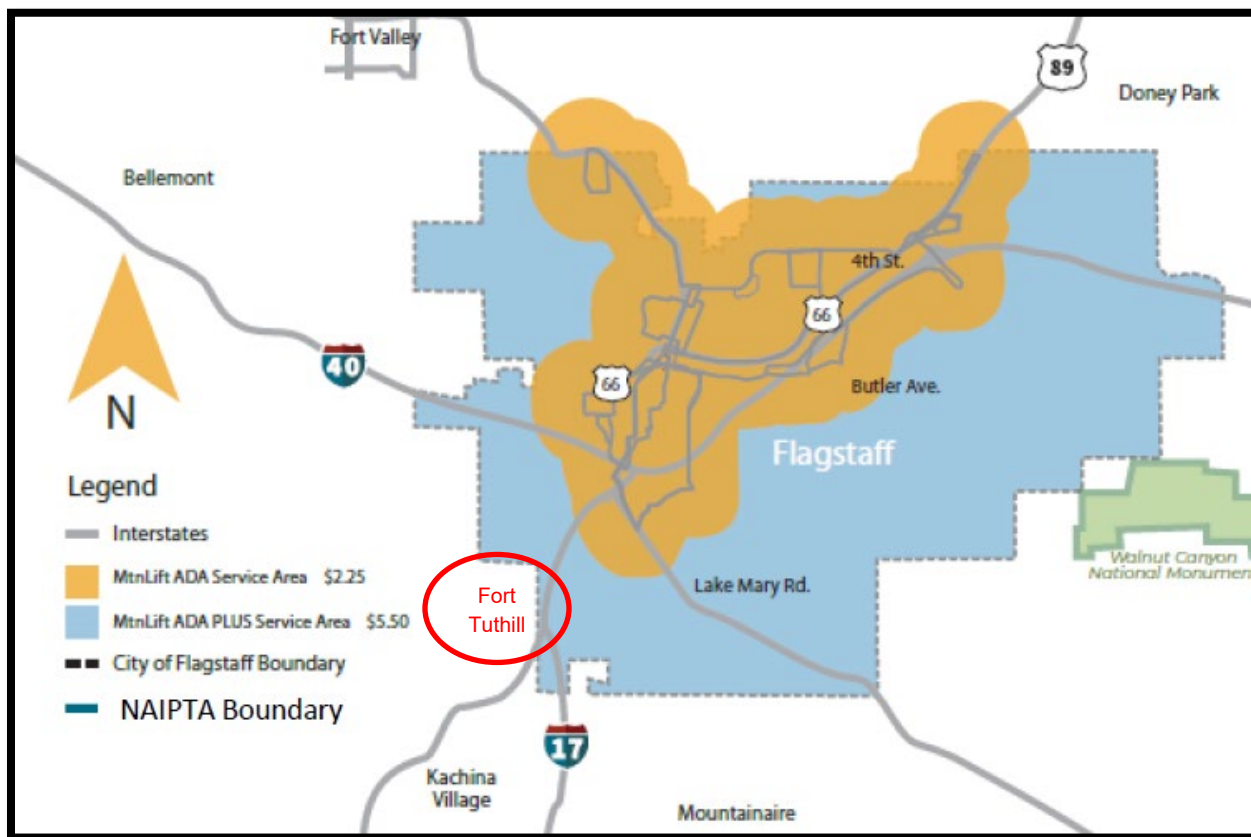
Mountain Lift service is available to eligible passengers whose mental or physical disability prevents them from using Mountain Line fixed route service. Currently, Mountain Lift ADA Plus service area has only a narrow sliver in the Fort Tuthill location that may or may not encompass the future NAH facility (see Map 2). If Mountain Line were to extend a new route to the new facility, it would be required, per federal regulation, to also increase the paratransit service area. The service area would also be upgraded to required to ADA coverage and have a lower fare recovery than the existing area. Costs associated with this increase in paratransit coverage would also need to be covered.







Map 2 Mountain Lift ADA and ADA PLUS



### Mountain Line Five-Year Plan

As part of its Five-Year Plan, Mountain Line and its partners identified a set of corridors on which they make the strongest commitment to service, these corridors are highlighted in purple in Map 3. The Permanent Transit Network (PTN) is Mountain Line's contribution to the ongoing conversation among transit planners, land-use planners, developers and private organizations about how and where the city should have Transit Oriented Development. Development of multimodal street improvements and locating transit priority projects on these corridors will do the most to help Mountain Line to deliver efficient and high-ridership service in the future.

The Five Year Plan also identifies a number of other organizations that have a role to play in the success of the PTN and are likely to find that their own transit-related goals are more successful once they take it into account. These organizations will have an opportunity to refine their policies, practices and regulations now that Mountain Line has defined the PTN. These include:

- The City of Flagstaff, whose land use and development regulations and review processes could be amended to encourage transit-supportive development along and near the permanent transit corridors.

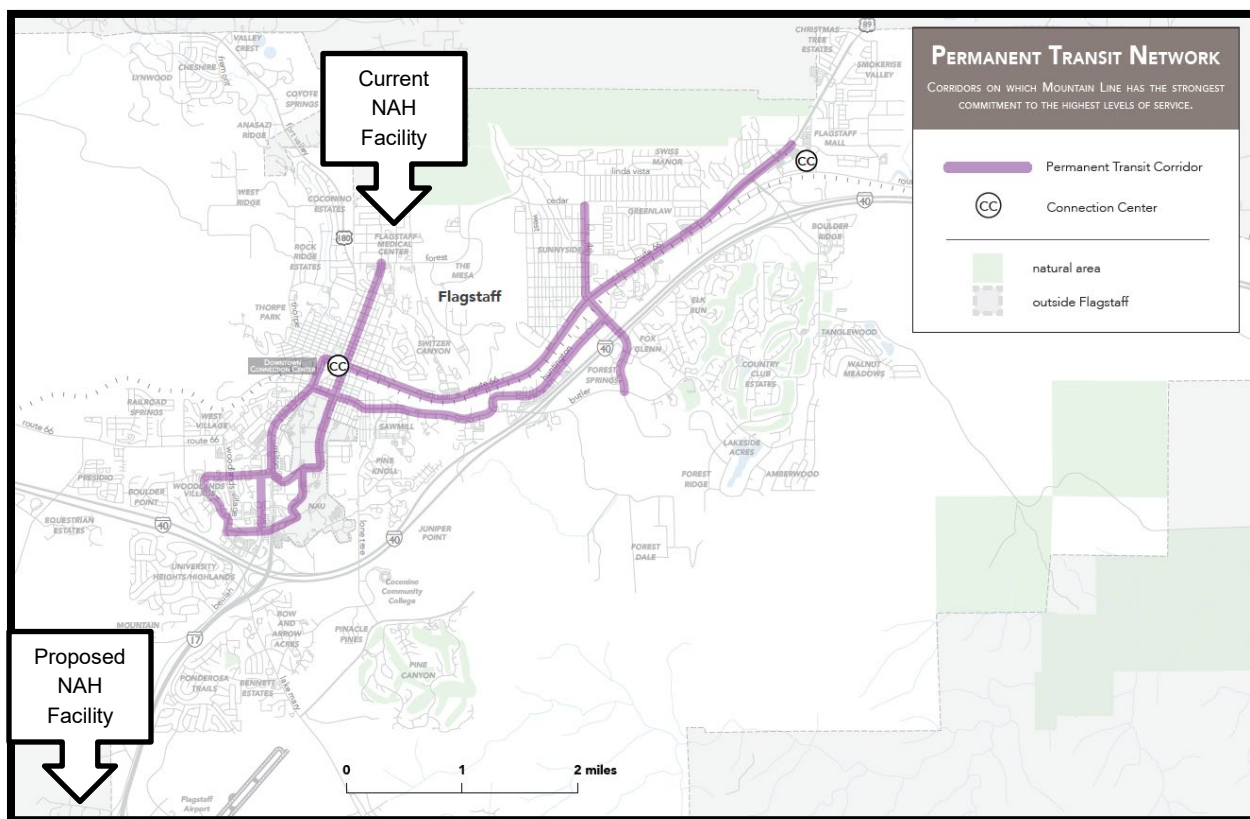




- Large institutions, like Northern Arizona Health, who make largescale development decisions, and can decide whether to orient new activities to the Permanent Transit Network.
- Real estate developers, who can build projects that take advantage of transit, with the confidence that their investment is matched by a long-term public commitment to transit service on these corridors.

Finally, public input guided a decision by the Mountain Line Board of Directors about how to balance ridership and coverage goals in this Plan. The Board directed staff to maintain all existing coverage, so that no one would lose access to the service they ride today while focusing any new funding on increasing frequency on existing routes to attract ridership.

Map 3 Permanent Transit Network



### Costs

Mountain Line Planning and Operations Divisions looked at potential routing and fleet implications to accommodate front door service at the proposed Northern Arizona Health Facility at Fort Tuthill. See Map 4 for possible route alignment which also links the neighborhood of Ponderosa Trails to the proposed site as out travel data indicates a strong link between this neighborhood and the hospital.





### One-Time Capital Cost

To operate at 20-minute frequency, three buses are needed. This would require Mountain Line to purchase three additional buses, a total cost of \$3 million. Federal funding could cover 80% of the fleet costs upon award of a successful grant application. An additional consideration is the need for bus replacement every 12-15 years.

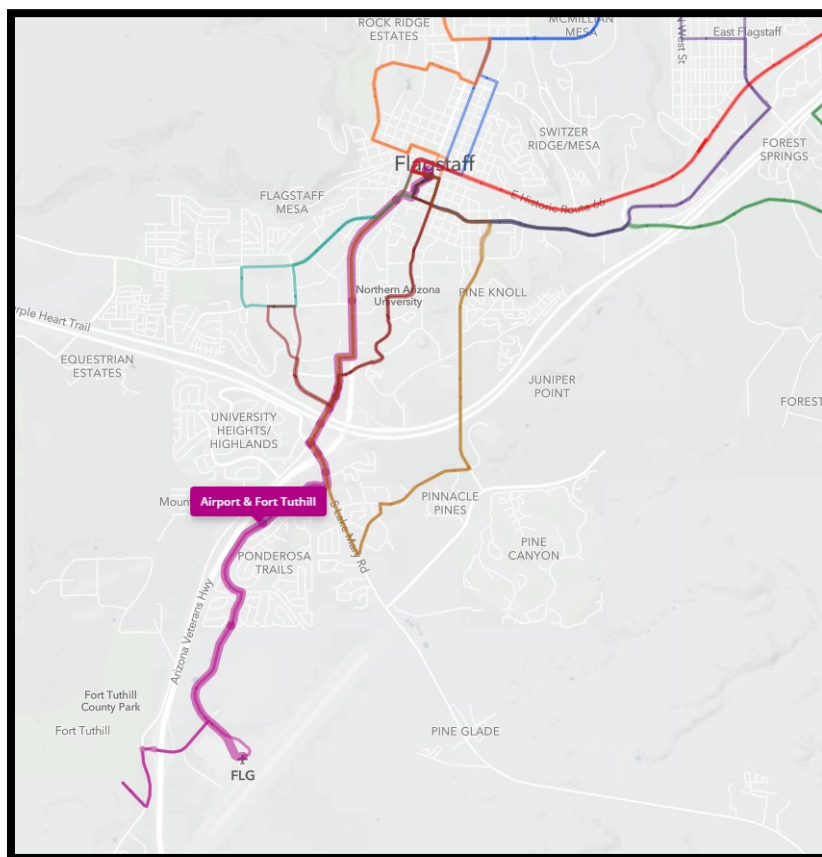
### Annual Operating Cost

The total cost to operate fixed route service from 6:00am to 11:00pm on weekdays, and 7:00am to 8:00pm on weekends, not including Thanksgiving and Christmas holidays, is approximately \$1.5 million in 2019 dollars. If the current ridership is maintained at the new hospital location, we anticipate \$87,000 in fare revenue would off-set the operational costs.

### Increased Paratransit Cost

Additional methodology to calculate increased paratransit costs would need to be established.

Map 4 Proposed Fort Tuthill and Airport Route







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**DATE PREPARED:** June 9, 2021

**MEETING DATE:** June 16, 2021

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

**FROM:** Bizzy Collins, Transit Planner

**SUBJECT:** Flagstaff in Motion Service Priorities

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Service Excellence
- ❖ Objectives: Deliver service enhancements that are in line with our Five-Year Transit Plan and make transit an attractive mode choice.

### **BACKGROUND:**

As communities change and grow over time it is important that the transit services are evaluated on a regular basis so that the service can continue to meet the needs of the community. Transit plans are roadmaps that identify opportunities to better understand key transit markets. Recommendations from the plans focus on improving the service to provide cost effective and equitable mobility options to the community as a whole in future funding scenarios and for reallocation of resources to better meet the needs of current riders in a current funding scenario. Transit plans also identify strategies to optimize the operations of the service. Transit plans today focus on more than just transit. It is an opportunity to find complete trip mobility solutions including the interconnected network of bikes, pedestrians, transit, microtransit, and mobility on demand.

Flagstaff in Motion is the brand name for Mountain Line's Five-Year Transit Plan update. The project kicked off in March and has completed four focus groups of likely Flagstaff voters; please see attached Focus Group Summary Report for a snapshot of local opinion on issues and transit. At the May Board and TAC joint meeting, staff heard key points from Board and TAC members that will guide Flagstaff in Motion and public expectations with the range of possibilities. First, transit is important to our community members today, and possibly more important for the future of our community. While not all Flagstaff residents ride transit, it is a critical service for those who do and a crucial tool to mitigate affordability and climate action issues our community is concerned about. Second, Board and TAC members thought the top three reasons why transit is important to the Flagstaff community is because it helps ensure a more sustainable future, helps bridge equity and affordability gaps, and reduces traffic congestion.

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There was a frank discussion about how important frequency, or how often a bus arrives, is to transit riders and the network of people who depend on them. The majority responded they would wait for the next bus for 8 minutes, followed by 15 minutes, 20 minutes, and some who would not wait; no one responded they would wait 30 or 60 minutes. To put it in perspective, on weekdays Mountain Line provides 8 to 20-minute frequency on four of our nine routes, and on weekends only one route operates on 20-minute frequency. As frequency increases, it attracts more riders; when Route 2 increased from 30-minute to 20-minute frequency in 2015, ridership increased 29.5%. Within a fixed budget, a trade-off is always present between concentrating service into routes that generate the highest ridership (frequency) and spreading service out to cover more people and places (coverage). If Mountain Line received additional funding, most Board and TAC members would invest in higher frequency, though some wanted to split funding between coverage and frequency, and one wanted to invest all into coverage for new routes. Board and TAC members thought the prioritized list of improvements based on the previous Five-Year Transit Plan and the On-Demand Plan, which was approved by the Board of Directors in February 2020, is a good starting point for public conversations for Flagstaff in Motion. This list is attached for reference.

Board and TAC members also discussed how transit can serve the new Northern Arizona Healthcare (NAH) hospital campus proposed in the Fort Tuthill area. Many thought there is synergy between the airport and NAH and that Mountain Line should look for partnerships with both organizations to achieve transit coverage in that area. It was emphasized that the design of the new road network created to support the new NAH hospital campus must support transit, including pedestrian access from the road to the facility. Staff confirmed Mountain Line is working with NAH and the City in hopes of having a holistic approach to transportation to access the new NAH hospital campus.

Finally, staff asked whether a sales tax approved by city residents should fund services outside of the city. Board and TAC members thought it is appropriate if there is a direct impact and benefit to Flagstaff residents. It was suggested that transit could be funded similar to the way that reclaimed water services are provided by the City of Flagstaff to areas outside of the city, which is through a different rate for non-city residents.

Looking forward, Flagstaff in Motion will hold the first of six Citizen Advisory Committee (CAC) meetings in June. The CAC is comprised of community leaders who represent key transit markets such as schools and businesses, and organizations whose mission aligns with transit. General public participation in Flagstaff in Motion will also begin in June and will be ongoing through December using an online platform at <https://FlagstaffInMotion.com/> and, tentatively, in-person events. Scenario development is underway, and staff will bring more questions for discussion during the June presentation to guide this process.

These include:

- How transit serves Flagstaff's anticipated future growth and development
- Prioritization of future funding scenarios with respect to frequency and new transit service to the hospital and/or airport
- Reasonable funding sources and rate of transit tax

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### **FISCAL IMPACT:**

The AECOM contract cost for Flagstaff in Motion is \$210,798, with 80% covered by Federal Transit Administration funds through a 5305e grant awarded by ADOT.

### **TAC DISCUSSION:**

If no additional funding were received, TAC members thought that transit service to NAH in Fort Tuthill and the airport were top priorities that may require reallocating funding and service to provide. Additionally, TAC members were open to a higher sales tax rate to increase transit funding, and the appropriate tax rate would depend on what services are proposed.

### **SUBMITTED BY:**

---

Bizzy Collins  
Transit Planner

### **APPROVED BY:**

---

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

Focus Group Summary Report  
Prioritized Service Improvements, Jan 2020

-available at meeting  
-pages 53-54

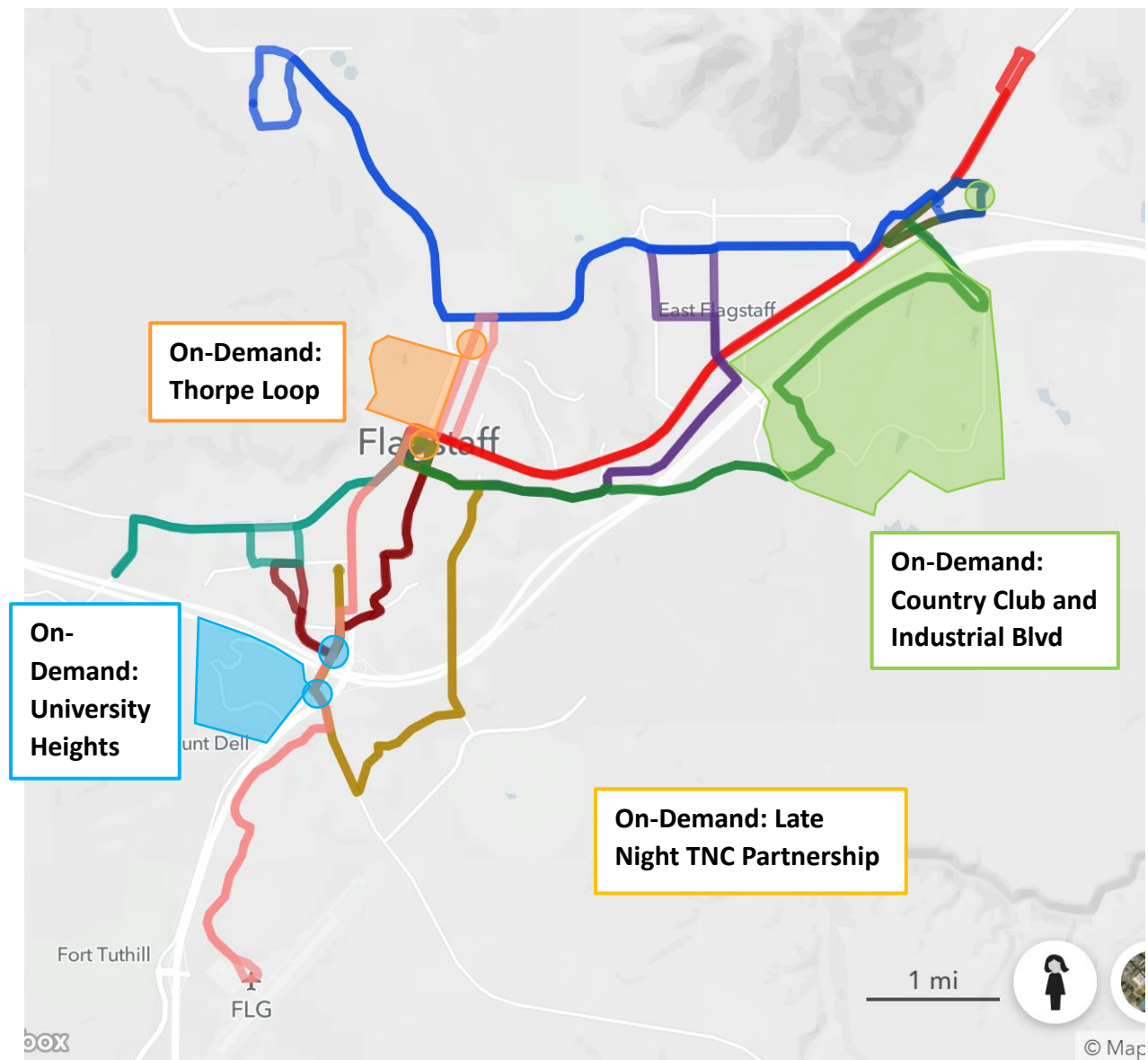
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## Prioritized Service Improvements, January 2020

| Rank | Improvement                                   | 2020 Cost Estimate | Rationale  |
|------|---|--------------------|--|
| 1    | Route 8 Extension                             | \$192,048          | Fulfills 2008 tax promise  |
| 2    | Route 5 Frequency with On-Demand              | \$169,670          | Lowest frequency route in the system with high likelihood that increase in frequency will increase ridership.  |
| 3    | Route 3 Frequency                             | \$195,648          | High potential ridership increase going from 30-minute to 20-minute service connecting residential with NAU and downtown.  |
| 4    | Route 66 Frequency                            | \$199,136          | 20-minute service could attract new riders but unlikely at rate of routes 3 and 5 above.   |
| 5    | Milton Frequency                              |                    | Ranked after straight frequency improvements as it's a combination of coverage and frequency. A unique funder for the coverage to airport could increase prioritization. |
|      | Airport (including Ponderosa Trails)          | \$755,040          |  |
|      | Bus Rapid Transit (BRT)                       | \$1,635,764        |  |
| 6    | 11pm span smoothing with Late Night on Demand | \$384,630          | Late night service is the number 2 ask from the community feedback after frequency.  |
| 7    | Saturday Service                              | \$589,455          | Weekend frequency is the next most commonly asked for improvements. This is considered a frequency increase.   |
| 8    | University Heights On-Demand                  | \$298,267          | Lower ranking priority because this is a coverage improvement.   |
| 9    | Country Club On-Demand                        | \$380,535          | Lower ranking priority because this is a coverage improvement.   |
| 10   | Regional Services                             | Unknown            | Service requests through Regional Policy - initiated from other communities/partners.  |
|      | Total Estimated Operating Costs               | \$4,173,965        |  |

## Prioritized Service Improvements, January 2020





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**DATE PREPARED:** June 3, 2021

**MEETING DATE:** June 16, 2021

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

**FROM:** Anne Dunno, Capital Project Manager

**SUBJECT:** Kaspar Headquarters Master Plan

### **RECOMMENDATION:**

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

### **RELATED STRATEGIC WORKPLAN OBJECTIVE**

- ❖ Goal: Service Excellence
- ❖ Objective: Invest in capital to improve efficiencies and infrastructure to enhance customer-first service delivery.
- ❖ Goal: Stewardship of Resources
- ❖ Objective: Maintain our facilities and equipment to demonstrate our pride in service excellence and maximize their useful life.

### **BACKGROUND:**

The Kaspar Headquarters Master Plan (KHMP) Project will analyze the existing Kaspar facilities and Mountain Line's adjacent vacant land to identify opportunities and barriers to growth, safety, and state of good repair. The KHMP will maximize fleet storage capacity and maintenance uses for a long-term horizon to accommodate Mountain Line's growth as a regional transportation provider.

The current programming for the DCC, Campus Bus Storage Facility Project, and Zero Emissions Plan (ZEB) will inform the KHMP. The new DCC has the potential to relocate many administrative functions and the Campus Bus Project will provide storage for up to 10 articulated buses thus freeing up capacity at the Kaspar Headquarters facility. As Mountain Line transitions to battery electric fleet, the KHMP will incorporate the recently completed ZEB plan, develop phasing, preliminary engineering of key components and final plans for fleet electric charging equipment. Timing for design and construction of the electrical infrastructure component is critical to accommodate the anticipated arrival of two battery electric buses in August 2023.

The KHMP will provide for a recommendation for the highest and best use of the vacant land owned by Mountain Line behind the current facility.

Mountain Line will procure professional architecture and engineering services to complete the task. Procurement is anticipated to be released in June with contract award in August 2021.

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Mountain Line received a competitive grant award from ADOT for FTA 5307/5339 funding in amount of \$250,000 (\$200,000 federal/\$50,000 local) for the KHMP. Mountain Line recently submitted grant applications for final design and construction of zero emissions electrical infrastructure and maintenance facilities to implement the findings of KHMP.

### **FISCAL IMPACT:**

Total grant value is \$250,000 including federal and local funds and is included in the FY2021 Mountain Line adopted budget and proposed FY2022 budget. Expenses under this grant will include covering portion of the Zero Emissions Plan, Mountain Line staff time, and architectural/engineering consultants.

### **TAC DISCUSSION:**

TAC was supportive of the approach to the project. Staff clarified that City would be included as a stakeholder for input into the feasibility study related to the vacant land.

### **SUBMITTED BY:**

---

Anne Dunno  
Capital Project Manager

### **APPROVED BY:**

---

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

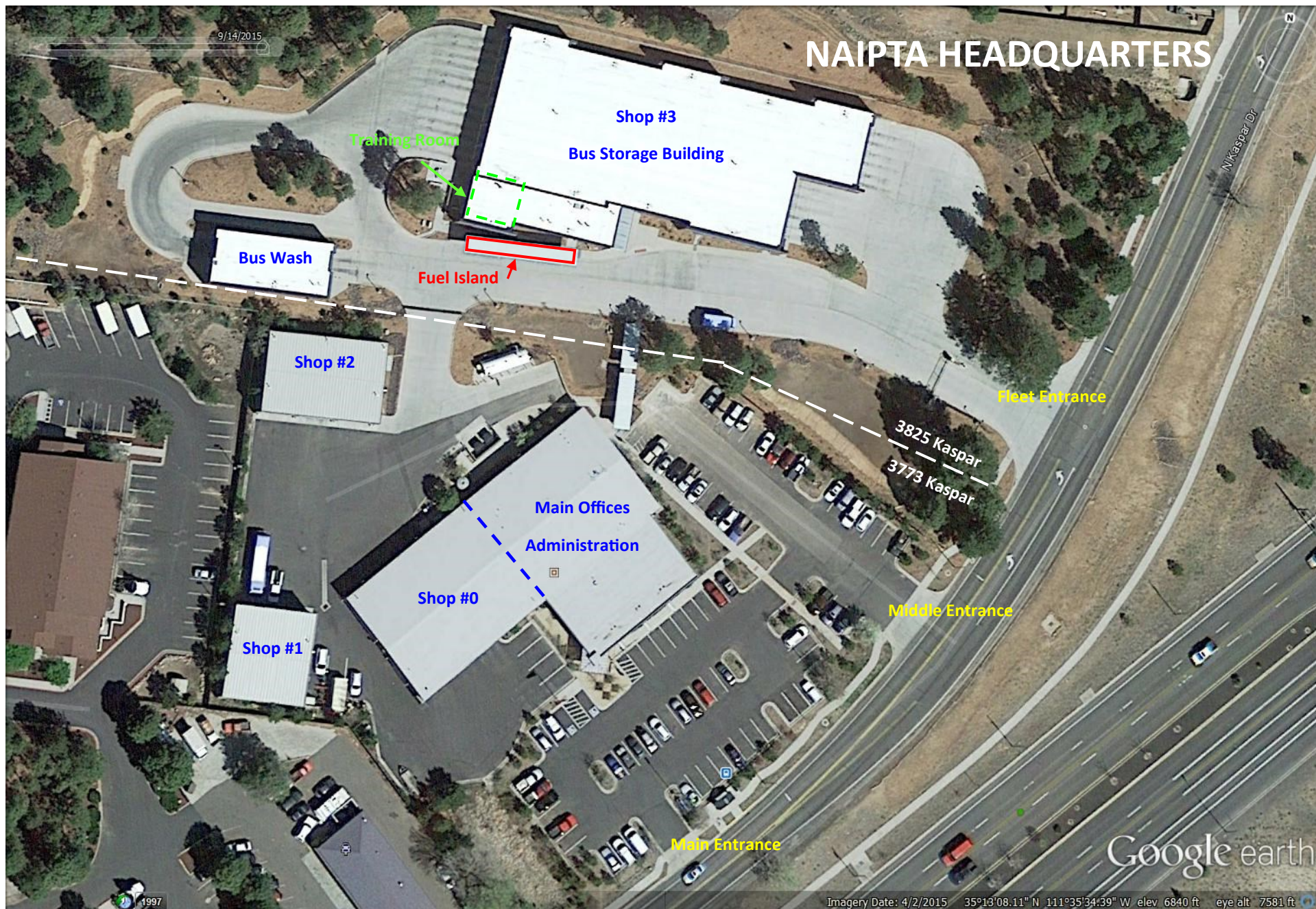
- |                               |          |
|-------------------------------|----------|
| 1. KHMP Project Area Map      | -page 57 |
| 2. Kaspar Site Facilities Map | -page 58 |

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Board Agenda Packet  
6/16/2021 - Page 59 of 84

**DATE PREPARED:** June 8, 2021

**MEETING DATE:** June 16, 2021

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

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Resolution 2022-100: FY2022 Collective Grant Resolution and the FY2021-FY2025 Transit Program from the Transportation Improvement Program

### **RECOMMENDATION:**

Staff recommends the Board of Directors: 1) Approve Resolution 2022-100: FY2022 Collective Grant Resolution 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 amended 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, Mountain Line 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 first adopted in 2019 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 projects as detailed in the Transit Program of the FY2021-2025 Transportation Improvement Program (TIP).
- Local match requirements and obligations required to apply for and receive federal financial assistance.
- Mountain Line's requirements to complete and submit annual certifications and assurances to FTA and ADOT.
- Authorization to Mountain Line staff to complete and submit federal funding applications as required for the identified projects.
- Authorization to the CEO and General Manager to execute awards and contracts for federal assistance.
- Incorporates the TIP as submitted for the current and future year funding cycles.

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This resolution allows Mountain Line to be more agile in meeting deadlines and to be competitive in demonstrating support and readiness. The resolution is effective for the fiscal year and does require annual action to renew for future years.

### **ALTERNATIVES:**

- 1) Adopt the FY2022 Collective Grant Resolution and approve the Transit Improvement Program as identified in the TIP (**recommended**): This resolution is in line with action of the Board in 2019 and reflects the support expressed by the Board of Directors. Adoption of the resolution will afford staff the opportunity to be efficient and timely in making transit grant applications.
- 2) Do not adopt the FY2022 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 an 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.

### **TAC DISCUSSION:**

This consent item was not pulled for discussion with the Transit Advisory Committee.

### **SUBMITTED BY:**

---

Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

- |  |          |
|--|----------|
| 1) Resolution 2022-100: FY2022 Collective Grant Resolution | -page 61 |
| 2) FY2021-FY2025 Bus TIP Table                             | -page 62 |





## RESOLUTION 2022-100

**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 FOR FISCAL YEAR 2022 (2021-2022) BY THE CEO AND GENERAL MANAGER ON BEHALF OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (MOUNTAIN LINE).**

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

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

WHEREAS Mountain Line has confirmed technical, legal, and financial capacity required to carry out 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 Mountain Line adopts an annual budget and maintains a 5-year financial plan to manage and confirm matching funds are available; and,

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

WHEREAS MetroPlan has included the ADOT transit programs and Mountain Line's Transit Program in the approved the FY2021 – FY2025 Transportation Improvement Program (TIP); and

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

IT IS THEREFORE RESOLVED that the 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 CEO and General Manager to act on behalf of Mountain Line to submit and sign transit grant applications, sign related documents, and,

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

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

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

ATTEST:

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

FMPO Bus Orig

**Table 5. FY2021-2025: Transit Projects within the FMPO-area**  
updated: June 4, 2021

| Line #                      | Project Description   | Fund Type             | Current Year         | 2021                 | 2022                | 2023                | 2024                 | 2025                  |
|-----------------------------|---|-----------------------|----------------------|----------------------|---------------------|---------------------|----------------------|-----------------------|
| 1                           | Operating Assistance, including Project Management                            | 5307, including STIC  | \$ 7,590,562         | \$ 4,299,637         | \$ 9,649,861        | \$ 9,841,098        | \$ 10,036,160        | \$ 10,036,160         |
| 2                           | Operating Assistance CARES  | 5307 CARES            | \$ 1,600,000         | \$ 5,162,736         |                     |                     |                      |                       |
| 3                           | Preventative Maintenance CARES  | 5307 CARES            |                      | \$ 220,000           | \$ 220,000          |                     |                      |                       |
| 4                           | Passenger Shelters, Signs, and Poles  | 5307, STBG State Flex | \$ 102,741           | \$ 101,978           | \$ 101,978          | \$ 101,978          | \$ 101,978           | \$ 101,978            |
| 5                           | Technology Upgrades Package   | 5307 Small Urban      |                      | \$ 445,726           |                     |                     |                      |                       |
| 6                           | First Last Mile Infrastructure (capital)                                      | 5307 Small Urban      |                      | \$ 6,920,094         |                     |                     |                      |                       |
| 7                           | High-Capacity Transit Route -Engineering and Environmental                    | 5307                  | \$ 2,281,919         |                      |                     |                     |                      |                       |
| 8                           | Building Construction - Office Remodel  | 5339                  | \$ 500,000           |                      |                     |                     |                      |                       |
| 9                           | Downtown Connection Ctr - Acquire/Design/Construct                            | 5307, 5339            | \$ 6,827,938         |                      |                     |                     |                      |                       |
| 10                          | Preventative Maintenance  | STBG Local            | \$ 353,750           |                      |                     |                     |                      |                       |
| 11                          | Planning, Transportation Improvement Plan (CYMPO)                             | 5307                  | \$ 264,000           |                      |                     |                     |                      |                       |
| 12                          | Route 66/Kaspar Intersection - Design/Construction                            | 5307, 5339            | \$ 2,777,814         |                      |                     |                     |                      |                       |
| 13                          | NAU Milton Rt 66 Campus Entry Study   | 5339                  | \$ 150,000           |                      |                     |                     |                      |                       |
| 14                          | NAU McConnell Dr. and Sidewalk Multimodal Improv. - Design                    | 5339                  | \$ 444,750           |                      |                     |                     |                      |                       |
| 15                          | Replacement Paratransit Vehicles (2 Cutaway Buses)                            | 5307                  | \$ 240,000           |                      |                     |                     |                      |                       |
| 16                          | Downtown Connection Ctr - Construct   | 5339                  | \$ 31,138,260        |                      |                     |                     |                      |                       |
| 17                          | Replacement Buses (Electric, total of 2)                                      | 5339                  | \$ 2,000,000         |                      |                     |                     |                      |                       |
| 18                          | Kaspar Master Plan - Expansion of Maintenance Facility                        | 5307                  | \$ 250,000           |                      |                     |                     |                      |                       |
| 19                          | Bus Storage Facility (Campus Location)  | 5307, 5339            | \$ 1,421,391         |                      |                     |                     |                      |                       |
| 20                          | Human Trafficking Awareness and Public Safety Initiative                      | 5312                  |                      | \$ 109,515           |                     |                     |                      |                       |
| 21                          | Electrification Infrastructure  | unfunded              |                      |                      |                     |                     |                      | \$ 2,000,000          |
| 22                          | Plans and Planning, non-operations (TOD, Corridor, Mobility/OnDemand Studies) | unfunded              |                      |                      |                     |                     |                      | \$ 890,485            |
| 23                          | Bus Support Equip - Fare Collection   | unfunded              |                      |                      |                     |                     |                      | \$ 250,000            |
| 24                          | Acquisition of Property for NAIPTA Expansion                                  | unfunded              |                      |                      |                     |                     |                      | \$ 2,500,000          |
| 25                          | NAU McConnell Dr Multimodal Improvements                                      | unfunded              |                      |                      |                     |                     |                      | \$ 7,000,000          |
| 26                          | NAU - Milton Campus Entry   | unfunded              |                      |                      |                     |                     |                      | \$ 3,500,000          |
| 27                          | Kaspar Master Plan - Remodel and Electrification                              | unfunded              |                      |                      |                     |                     |                      | \$ 6,000,000          |
| 28                          | Bus Storage Facility (Campus Location)  | unfunded              |                      |                      |                     |                     |                      | \$ 16,638,328         |
| 29                          | CDL Training and Testing Facility   | unfunded              |                      |                      |                     |                     |                      | \$ 1,000,000          |
| 30                          | High-Capacity Transit - Acquisition/Construction                              | unfunded              |                      |                      |                     |                     |                      | \$ 27,000,000         |
| 31                          | High-Capacity Transit - Fleet Expansion                                       | unfunded              |                      |                      |                     |                     |                      | \$ 10,000,000         |
| 32                          | Route and Route Infrastructure Improvements (capital)                         | unfunded              |                      |                      |                     |                     |                      | \$ 6,400,000          |
| 33                          | Park n Ride Transit Center  | unfunded              |                      |                      |                     |                     |                      | \$ 3,000,000          |
| 34                          | Replacement Buses (Hybrid/Electric, total of 12)                              | unfunded              |                      |                      |                     |                     |                      | \$ 12,000,000         |
| 35                          | Replacement Paratransit Vehicles (Cutaway Buses, total of 4)                  | unfunded              |                      |                      |                     |                     |                      | \$ 1,000,000          |
| 36                          | First Last Mile Infrastructure (capital)                                      | unfunded              |                      |                      |                     |                     |                      | \$ 13,100,000         |
| 37                          | Support vehicles  | unfunded              |                      |                      |                     |                     |                      | \$ 300,000            |
| <b>TOTAL ALL CATEGORIES</b> |   |                       | <b>\$ 57,943,125</b> | <b>\$ 17,259,686</b> | <b>\$ 9,971,839</b> | <b>\$ 9,943,076</b> | <b>\$ 10,138,138</b> | <b>\$ 122,716,951</b> |

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

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





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Board Agenda Packet  
6/16/2021 - Page 63 of 84

**DATE PREPARED:** June 8, 2021

**MEETING DATE:** June 16, 2021

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

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Resolution 2022-110: FY2022 Procurement Resolution

### **RECOMMENDATION:**

Staff recommends the Board of Directors approve Resolution 2022-110: FY2022 Procurement Resolution to authorize the CEO and General Manager to 1) approve 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 Collective Grant Resolution.

### **RELATED STRATEGIC WORKPLAN OBJECTIVE:**

- ❖ Resolution 2022-110: FY2022 Procurement Resolution supports all aspects of the Strategic Plan and Key Objectives

### **BACKGROUND:**

The Board of Directors adopted and updated Mountain Line'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, used to supply goods and services necessary to support public transit in and around Mountain Line's service area. The procurement policy delegates 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. The Board of Directors first approved a Procurement Resolution in 2019, 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. The resolution provides staff with an option that allows for more timely consideration of awards, contracts, and changes while preserving limited time at meetings for the Board to engage in broad policy and strategy discussions.

The resolution was determined to be an 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

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Board Agenda Packet  
6/16/2021 - Page 64 of 84

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 Resolution 2022-110: FY2022 Procurement Resolution to support procurements for FY2022 as defined in the adopted budget, the 10-year financial plan, and as supported by the annual Collective Grant Resolution. Detailed project updates, including contract or procurement decisions, will be made available at the next regular occurring meeting of the Board of Directors in order to engage the Board in discussion of the projects as a whole.

### **ALTERNATIVES:**

- 1) Approve Resolution 2022-110: FY2022 Procurement Resolution (**recommended**): This resolution is in line with allowances under Mountain Line's procurement policies, the State rules for an IPTA, and allows for staff to be responsive and agile to timely award and action on procurements. Resolution 2022-110 will afford the Board of Directors an opportunity to engage in 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 Resolution 2022-110 (**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 Resolution 2022-110: FY2022 Procurement Resolution 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.

### **TAC DISCUSSION:**

This consent item was not pulled for discussion with the Transit Advisory Committee.

### **APPROVED BY:**

---

Heather Dalmolin  
CEO and General Manager

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Board Agenda Packet  
6/16/2021 - Page 65 of 84

### ATTACHMENTS:

- 1) Resolution 2022-110: FY2022 Procurement Resolution -pages 66-67
- 2) FY2022 Annual Budget, Project List -page 68
- 3) FY2022 Financial Plan, excerpt -page 69

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## RESOLUTION 2022-110

### **A RESOLUTION DELEGATING AUTHORITY FOR PROCUREMENT BIDS AND PROPOSALS, GRANT AWARDS, AND AUTHORITY OVER CONTRACTS FOR FISCAL YEAR 2022 (2020-2021) TO THE CEO AND GENERAL MANAGER ON BEHALF OF THE BOARD OF DIRECTORS OF THE NORTHERN ARIZONA INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY (MOUNTAIN LINE).**

Whereas 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 the Board 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 the Board 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;

IT IS THEREFORE RESOLVED by the Mountain Line Board of Directors:

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

That the CEO and General Manager, s the budget for additional projects are established and formally approved by the Board, 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 the CEO and General Manager will bring to the Board any procurement decisions that are protested or appealed 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 2022 (2021-2022) or until revoked by a subsequent, validly passed resolution of the Board.

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

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

ATTEST:

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

**Procurement Resolution 2022-110**  
**FY2022 Capital Projects**

| <u>Description</u>   | <u>Total</u>  | <u>Funding Source</u>                             | <u>FY2021 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   |
| Administration - Financial Software Consultant                   | \$ 20,000     | City of Flagstaff                                 |                         | consulting service to evaluate financial software needs and lead procurement/implementation of new solution                        |
| * Facilities - Annual Bus Stop Rehab                             | \$ 148,708    | FTA, City of Flagstaff                            |                         | State of good repair, repair and maintain stop improvements  |
| * Fleet - Vehicle Rehab/Improvements (multiple vendors)          | \$ 220,000    | FTA, City of Flagstaff                            |                         | mid-life overhaul: extend life/improve performance   |
| Human Resources Training - Diversity, Equity, and Inclusion      | \$ 10,000     | City of Flagstaff                                 |                         | Ongoing training efforts to raise awareness about unconscious bias   |
| IT - VOIP Phone System Upgrade                                   | \$ 22,000     | City of Flagstaff                                 |                         | Improve existing phone server/service to add capacity and new options  |
| * Ops - Human Trafficking Initiative                             | \$ 48,179     | FTA (in kind from Mtn Line and Flagstaff Shelter) | all                     | development of alert system and training program from staff on identification of potential trafficking to aid in survival/recovery |
| Ops - Fixed Route Buses  | \$ 2,000,000  | FTA, City of Flagstaff                            | all                     | 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 - Kaspar Master Plan   | \$ 228,683    | FTA, City of Flagstaff                            | all                     | Plan for redevelopment of Kaspar Campus/Maintenance area to due change in fleet demands (larger buses)                             |
| Pln - 5305 Planning Grant  | \$ 300,008    | FTA, City of Flagstaff                            |                         | Supports Planning staff time; 80/20 split of total ask, contingent upon award to MetroPlan   |
| * Pln - Mob on Demand Pilot                                      | \$ 300,000    | CTAA  |                         | Mobility as a Service (MaaS) study to identify additional solution to improve mobility and access                                  |
| Pln - Electric Charging Infrastructure                           | \$ 3,190,800  | FTA, City of Flagstaff                            |                         | Support 2 electric buses already funded; one-time slow charges @Kaspar, fast @DCC, etc.; annual licenses                           |
| * Pln - Five Year Transit Plan                                   | \$ 273,000    | FTA, City of Flagstaff                            |                         | Conduct update to the five year transit plan and determine if a tax question is needed to fund new service                         |
| Pln - Technology Upgrades  | \$ 445,726    | FTA, City of Flagstaff                            |                         | Various technology upgrades and purchases to make support systems and new services more efficient                                  |
| * Pln - DCC Acquisition, Design, and Construction                | \$ 5,909,361  | FTA, City of Flagstaff                            | partial                 | Design, environmental, and early construction phases of new DCC  |
| * Pln - Strategic Investment Plan                                | \$ 73,322     | ADOT (fed funds), City of Flagstaff               | all                     | Analysis of capital and operating, development of integrated plans   |
| Pln - Kaspar Intersection Improvement                            | \$ 2,212,110  | FTA, City of Flagstaff                            | all                     | Improvement to create access from Kaspar to Route 66/Hwy 180 at W Historic Route 66 intersection                                   |
| * Pln - Capital Partnership with NAU                             | \$ 258,985    | FTA, City of Flagstaff                            | all                     | McConnell/SBS design and engineer of multimodal improvement  |
| ** Pln - Joint Campus Storage Facility                           | \$ 5,145,959  | FTA, NAU  | all                     | Joint project to construct joint use storage facility on campus  |
| * Pln - Bus Rapid Transit Prelim/Enviro                          | \$ 1,334,906  | FTA, City of Flagstaff                            | all                     | Preliminary engineering and environmental review of BRT concept and alternatives   |
| Pln - Bus Stop Connections thru Pedestrian and Bike improvements | \$ 6,920,094  | FTA, City of Flagstaff (Prop 419)                 | all                     | Development of pedestrian and bike access to and from bus stops  |
| * Pln - Bus Stops (new stops)                                    | \$ 340,000    | City of Flagstaff                                 | partial                 | Bus stop development at new locations serving Mountain Line  |
|  | \$ 29,483,341 |   |                         |  |

\* Already under awarded contract

\*\* NAU conducting SBS Procurement and Project oversight







## Mountain Line

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Board Agenda Packet  
6/16/2021 - Page 70 of 84

**DATE PREPARED:** June 8, 2021

**MEETING DATE:** June 16, 2021

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

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Line of Credit Renewal 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 2021-2022.

### **RELATED STRATEGIC PLAN OBJECTIVE**

- ❖ Goal: Fiscal Responsibility
- ❖ Objective: Ensure a sustainable financial future through long-term financial planning.
- ❖ Objective: 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, as of last year, was anticipated to be 3.25% per annum with max credit of \$500,000. Staff selected Wells Fargo Bank, as Wells Fargo is Mountain Line's bank and also as Coconino County Treasurer, Mountain Line'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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### **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**): Mountain Line 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.

### **TAC DISCUSSION:**

This consent item was not pulled for discussion with the Transit Advisory Committee.

### **APPROVED BY:**

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Heather Dalmolin  
CEO and General Manager

### **ATTACHMENTS:**

None.





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# MOUNTAIN LINE MEMORANDUM

**DATE:** June 16, 2021

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

**FROM:** Jon Matthies, Information Technology Manager

**SUBJECT:** Mobile Ticketing

After a competitive RFP process which elicited 5 responses, Mountain Line staff selected Token Transit as the solution that best fits the needs of our agency and riders.

The Token Transit solution will allow riders to purchase any of our existing retail fare products—single-ride, day-pass, 30-day pass, etc.--using a credit or debit card directly on their smartphones. When a rider is ready to board, they will display a QR code that will scan on the existing validators. The fare console will give the Operator a green light and auditory tone to let them know that valid fare has been presented.

In addition to retail fare products, Mountain Line will be able to explore the possibility of mobile ticketing for bulk pass programs like ecoPASS and social services. Future upgrades will also include consideration of fare capping to improve equal access to multiday discounts across riders.

The soft launch of our mobile ticketing solution is scheduled for the week of June 7<sup>th</sup>, 2021. Riders will be able to purchase fare in the Token Transit app immediately, and in 3<sup>rd</sup> party apps like Transit or Google Maps later this summer.



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# MOUNTAIN LINE MEMORANDUM

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**DATE:** May 26, 2021

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

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Fare Strategies: Phase II of the Fare Study

---

Mountain Line originally contracted with LTK Engineering to complete a Fare Strategies Study in 2019 as a result of a federal grant from Arizona Department of Transportation (ADOT) and a competitive procurement. LTK's original contract included evaluation of our existing fare conditions, evaluation of fare solutions within the transit industry, and development of an Implementation Plan to improve fare collection methods for Mountain Line.

In June 2019, the Board approved the following elements as part of the implementation plan:

- No change to one-way cash fares
- Addition of a stored value card to our pass system
- Addition of online reloading to replace on-vehicle pass purchase/reloads
- Addition of mobile ticketing solution

The actions recommended for future consideration included:

- Fare capping
- Updated ecoPASS (business and residential) rate methodology
- Universal student pass (UPASS) for college students
- Change to definition of 'senior' for reduced fares.

Since adoption of the plan, staff have worked towards adding both stored value cards and an inline reloading solution. As reported in a separate staff report, we are also in the middle of implementing a new mobile ticketing solution. We are now ready to move into the items identified as future considerations including fare capping and potentially updating rate methodology for the ecoPASS program.

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In February 2021, staff contracted with LTK for Phase II of the study to look do additional analysis on these recommendations. The tasks in this phase include:

- Review current status, changes, ongoing needs and updated data
- Evaluate impact of COVID-19 and review recovery plan
- Receive updates on progress with ecoPASS and student pass programs
- Analysis of travel patterns and customer perception of fares and payment practices and policies.
- Modeling ridership and revenue for:
  - Implementation of fare capping;
  - Change from per board fare to stored value fare cards; and
  - Change to pass pricing and models.

At the conclusion of Phase II, staff feel confident we will have data necessary to make recommendations regarding these additional items to finalize the update our fare system.

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# MOUNTAIN LINE MEMORANDUM

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**DATE:** April 6, 2021  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Danelle Knight, HR Manager  
**SUBJECT:** EEO Workforce Utilization Analysis, Federal Fiscal Year 2021

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Mountain Line has the following update regarding the Workforce Utilization Analysis:

Mountain Line has been evaluating the overall diversity of the workforce by completing the Workforce Utilization report two times per year in accordance with the United States Equal Employment Opportunity Commission (EEOC). Mountain Line updates the Workforce Utilization Goals every three years to represent the actual workforce in the Flagstaff, AZ area using data available from Data USA (<https://datausa.io/profile/geo/flagstaff-az/>). Our last goal was set with adoption of the EEO Program in fall of 2018. Mountain Line's current workforce encompasses Coconino County and utilizes the American Community Survey for Coconino County, AZ to obtain additional demographics.

Mountain Line is a smaller-sized employer within Flagstaff; thus, our workforce is also a small portion in comparison to the community workforce. Mountain Line employees are divided into 5 categories: Officials and Administrators, Professionals, Office/Clerical, Skilled Crafts, and Service/Maintenance. The EEO reporting further evaluates Mountain Line's workforce based on male, female, and minorities in the 5 categories. When there is a change to the diverse workforce, Mountain Line will see a significant change in the 5 categories that are evaluated.

It should be noted that due to Mountain Line's employment group size as compared to the various other employment opportunities in Flagstaff, AZ, our current staff levels represent a diverse group of employees comparable to applicant availability. Mountain Line continues to use in-house tracking of those applicants who elected to answer our areas of demographics at the time of their hire.

Attachment(s):

1. EEO Workforce Analysis, FFY2021 03.31.2021

-pages 76-79

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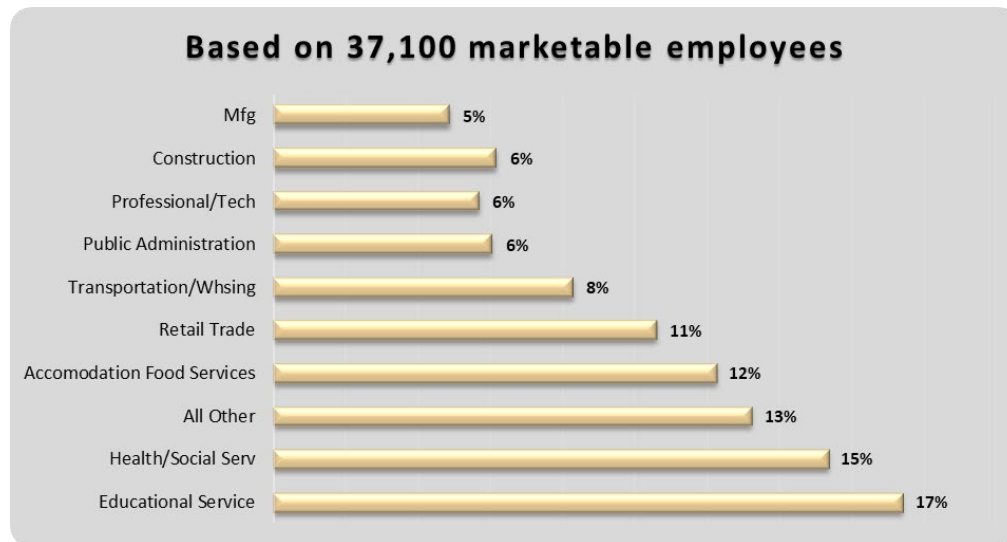
### Human Resources Equal Employment Opportunity (EEO) Workforce Utilization Based on Federal Fiscal Year 2021

For the Period October 1, 2020 through March 31, 2021

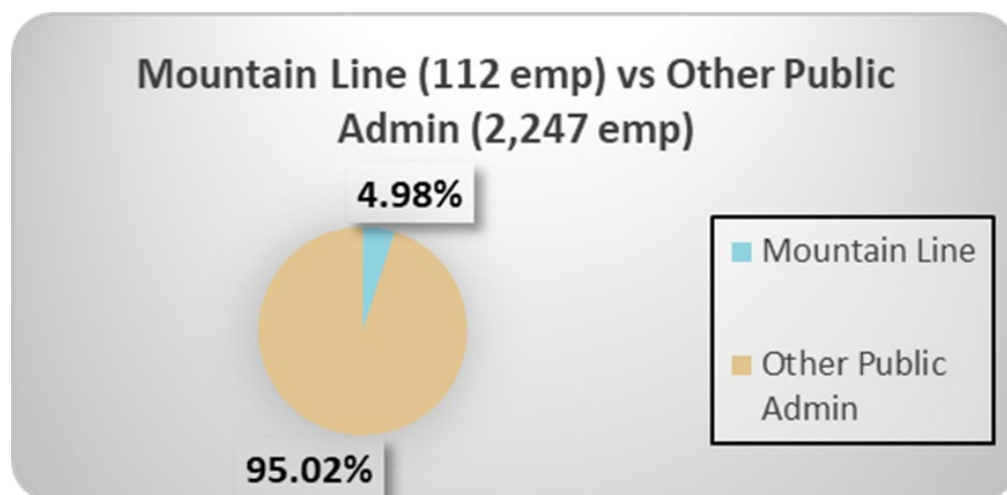
The Equal Employment Opportunity (EEO) program aids organizations in evaluating whether their recruiting, hiring and termination practices follow all the Diversity programs requirements.

#### FLAGSTAFF BACKGROUND INFORMATION AND CONSIDERATIONS

From 2017 to 2018, Flagstaff's employment grew at a rate of 1.46% from 36.5K employees to 37.1K employees. The most common employment sectors for those who live in Flagstaff, AZ are as follows:<sup>1</sup>



Mountain Line had 112 employees during the first half of Federal Fiscal Year 2021. This accounts for all employees that were hired and terminated during the designated period. Mountain Line is part of the Public Administration sector. The 112 employees during the reporting period equated to 0.30% of all employment sectors and 4.98% of all Public Administration sector employees. Thus, the pool of marketable employees is extremely competitive.



1. "DATA USA" webpage (<https://datausa.io/profile/geo/flagstaff-az/>) was used to review the most current statistics as of 2018 for the Flagstaff and Coconino County, AZ diversity employment population.

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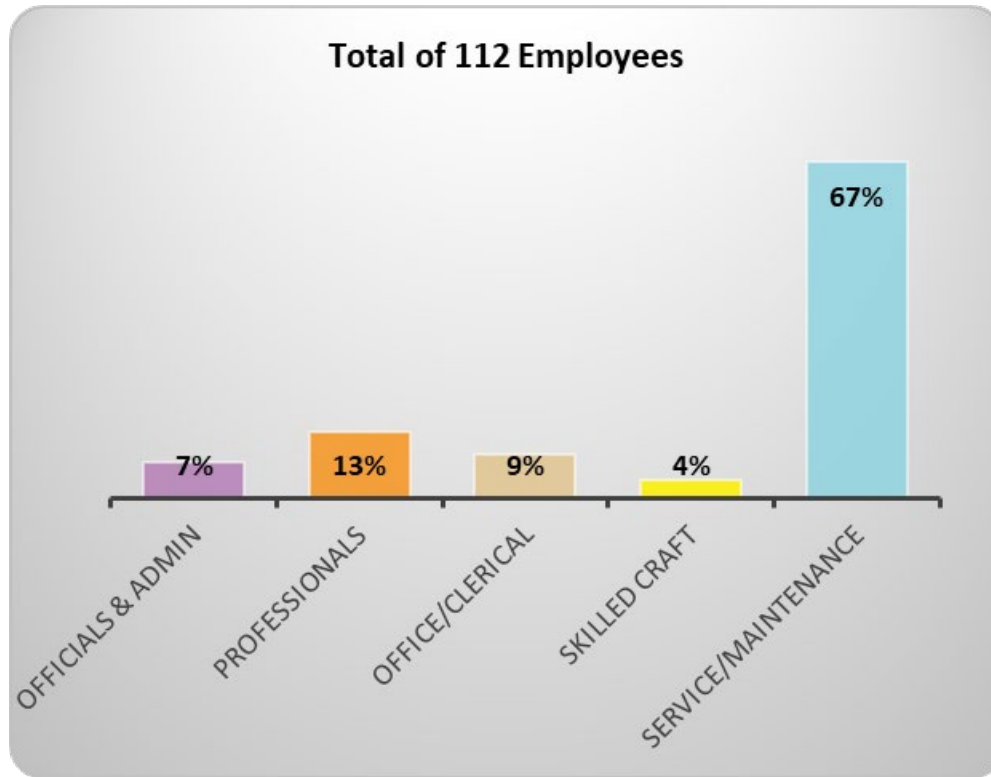


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### MOUNTAIN LINE EMPLOYEE COMPARISONS BY GENDER

Mountain Line's 112 employees are categorized into 5 EEO areas: Officials and Administrators, Professionals, Office/Clerical, Skilled Crafts, and Service/Maintenance.



Males represent 66% of Mountain Line's employee workforce and females represent 34%. There is a significant difference between males and females in the job categories of Office/Clerical, Skilled Craft, and Service/Maintenance. Males predominantly are seen in Skilled Craft and Service/Maintenance, while females tend to occupy Office/Clerical. Personnel employed in the Professionals category are almost equally distributed while in Officials and Administrators there is an 25% difference between women occupying more roles than men.

|                     | Male      | Male          | Female    | Female        |
|---------------------|-----------|---------------|-----------|---------------|
| Officials & Admin   | 3         | 37.50%        | 5         | 62.50%        |
| Professionals       | 8         | 53.33%        | 7         | 46.67%        |
| Office/Clerical     | 3         | 30.00%        | 7         | 70.00%        |
| Skilled Craft       | 4         | 100.00%       | 0         | 0.00%         |
| Service/Maintenance | 56        | 74.67%        | 19        | 25.33%        |
|                     | <b>74</b> | <b>66.07%</b> | <b>38</b> | <b>33.93%</b> |

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Of Mountain Line's 74 male and 38 female employees, the minority population has 22 male and 11 female employees.

### Male Employees:

Non-minority males represent 70% of the male population while minority males represent 30%

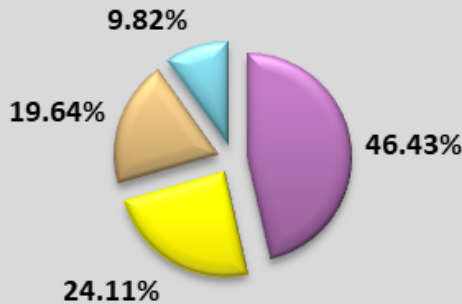
### Female Employees:

Non-minority females represent 71% of the female population while minority females represent 29%

### MOUNTAIN LINE DIVERSITY UTILIZATION AND GOALS

As part of Mountain Line's efforts to comply with the Equal Employment Opportunity (EEO) program and demonstrate commitment, a diverse workforce is employed, and staff have completed the mid-year workforce analysis. The analysis identifies the areas in which Mountain Line doesn't have the same demographics represented in their workforce as are available in the local area.

## Diversity Overview of 112 Employees



■ Non-minority Male Employees   ■ Non-minority Female Employees  
■ Minority Male Employees   ■ Minority Female Employees

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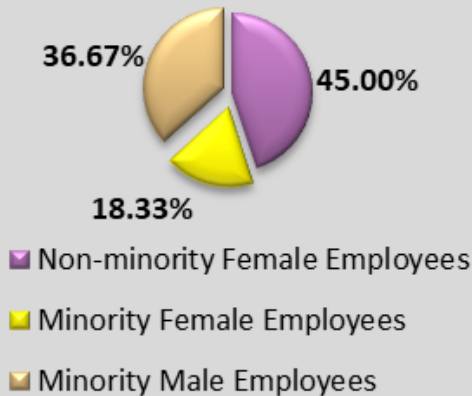


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Non-minority employees (male and female) represent 71% of Mountain Line's total workforce while minority employees (male and female) represent 29% of the workforce. The combined population of all females and minorities represents 54% of the overall workforce at Mountain Line, which is distributed relatively evenly between this population.

### A total of 60 of the 112 employees represent female and minority employees



#### *This report is based on the following data, assumptions, and methodology:*

- "DATA USA for Flagstaff AZ" webpage has been used to review the most current statistics as of 2018 for the Flagstaff, Coconino County, AZ diversity employment population. <https://datausa.io/profile/geo/flagstaff-az/>
- It should be noted that due to Mountain Line's employment group size as compared to the various other employment opportunities in Flagstaff, AZ, our current staff levels represent a diverse group of employees comparable to applicant availability.
- As per the new federal EEO reporting form, the compilation of diversity data will be broken into Female and Minorities. Non-Minority males will be excluded from diversity data.
- Mountain Line information has been used in comparison to data supplied by the 2006-2010 American Comm Survey for Coconino County, AZ.
- In-house applicant tracking of those applicants whom elected to answer our areas of demographics at the time of their hire.

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# **MOUNTAIN LINE MEMORANDUM**

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**DATE:** May 19, 2021

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

**FROM:** Heather Dalmolin, CEO and General Manager

**SUBJECT:** Delegation of Authority

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In keeping with the requirements of the various authorities granted by the Board of Directors to the CEO and General Manager and as per the most recently adopted Resolutions, this update reports on all actions, including funding applications and executions of awards, enacted by the CEO and General Manager.

### **Procurement Authority – Resolution 2021-110**

#### *Construction Services for the Kaspar Intersection Project*

In fall 2018, Mountain Line received a Federal Transit Administration (FTA) grant to design and construct public road improvements to connect Kaspar Drive with the Route 66 and Highway 89 intersection. The improvement would provide safe and efficient access for transit vehicles to the major road arterial.

RFB 2020-116.2, Kaspar Intersection Construction Services, was released April 16, 2021 and closed on May 21, 2021. The RFB was a rebid of RFB 2020-116 which closed without award due to no bidders. To maximize competition on the rebid, RFB 2020-116.2 extended the project schedule by 7 months and revised the qualifications to expand to include northern Arizona experience on smaller scale projects.

The RFB was released to the vendor list compiled by staff, as well as announcements in the Arizona Daily Sun, and was posted to the CTAA, SWTA, and AZTA websites.

A public opening was held on May 21, 2021 at 2:00pm AZ, with three responsive bids submitted. The bids and pricing are as follows:

|                              |                |
|------------------------------|----------------|
| Mountain High Excavating     | \$2,795,362.00 |
| Kinney Construction Services | \$3,367,828.00 |
| Combs AZ                     | \$3,888,020.48 |

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Mountain Line's grant budget capacity for construction was \$1.8M; the Engineer's estimate for the project was between \$1.8M to \$2.1M, depending on over-wintering time. Mountain Line had a draft IGA with the City of Flagstaff that the City would cover permitting fees in amount not to exceed \$250,000; the City was not able to contribute directly to the construction costs for the scope of work under the RFB.

As the bids received start at almost \$1 million over the project estimate and budget, staff reached out to the City of Flagstaff to again ask if the City would like to reconsider amount available to contribute to the project due to the significant overages included in each bid. The City again confirmed this project is not a priority and that they would not be able to contribute more than captured in the draft IGA. Mountain Line staff have determined that without City of Flagstaff assistance, there is not sufficient funds to complete the construction of the Kaspar Intersection Project and have chosen to close the procurement without award.

At this time, staff does not know when or if this project will be reinitiated in the future. An additional update will be presented in a future month on the status and redirection of the federal funds received for this project.

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# MOUNTAIN LINE MEMORANDUM

**DATE:** June 16, 2021  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Heather Dalmolin, CEO and General Manager  
**SUBJECT:** Current Events

The monthly Transit Voice is available with highlights of news to know, job well done, note-worthy events, and updates on projects. Some of these were also noted in the Mountain Line Minute.

We would like to take a moment to recognize the tragedy last month that involved our friends at Valley Transportation Authority (VTA) in San Jose, CA. We, along with many transit agencies, used social media to express our condolences. Additionally, we reached out to our staff to offer services in case the event triggered a need from any our team members.

### Partnerships and Outreach

- We are working on a 'Welcome Back' rider campaign, and we look forward to sharing components with the Board and TAC as we release pieces of the campaign.
- Mountain Line launched a Summer Youth Pass for kids ages 7-17, allowing them to have unlimited rides all summer for \$24.
- All of Mountain Line's current ecoPASS partners (Coconino County, City of Flagstaff, NAU, Northern Arizona Healthcare) have renewed for Fiscal Year 2022. We appreciate the support of our community partners in providing the benefit of transit for their employees.
- The Transit Advisory Committee recognized NAU Member Erin Stam for her excellent leadership as Chair of the TAC for the last several years. Ms. Stam will continue with the TAC but is excited to hand over the chairmanship to our ascending Vice-Chair, City of Flagstaff Member Shane Dille. The TAC will elect a new vice chair at the August meeting.
- The Flagstaff in Motion Citizen Advisory Committee had their first meeting on June 7 with 8 invited members in attendance. It was a great start for this group as we walked through where we have been, where we are, and where we might go next. We are excited to have such an engaged and enthusiastic group from around our community.
- Staff are working on submitting comments and letters of support to the Arizona Corporate Commission (ACC) to seek rate structures for public transit and other public agencies that would be supportive of transitioning fleets to electric vehicles.

### Finance, Compliance, and Procurement

- ADOT has notified us of our annual 5310 and 5311 awards. Funds awarded support our mobility management programs, taxi programs, vanpool, and certain trips that exceed ADA requirements for paratransit.
- Staff are excited to announce that House Transportation and Infrastructure Committee has earmarked \$1.485M for Mountain Line's electrification upgrades necessary at our main office to support our awarded electric buses (2 pilot buses to be ordered).

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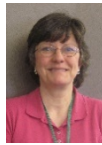
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- The Federal Transit Administration will be completing our Triennial Review between June 28 and July 9. This review was originally schedule in April of 2020 and will now be a virtual review to get us caught up. The review is conducted every three years and covers 23 areas of compliance for our federal funding.

### Employees and Morale

- Transit Planner Bizzy Collins participated in a panel hosted by the Transit Cooperative Research Program and the developed “Innovative Practices for Transit Planning at Small to Mid-Sized Agencies” publication is now available for our peers and for the public. Three innovative Mountain Line practices are featured in this publication. Thank you Bizzy.
- Anniversaries for June:

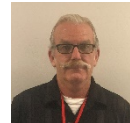
Karen Moeller 7 yrs,



Jen Petri 10 yrs



Rhonda Cashman 10 yrs,



Mark Hoyt 1 yr,

Rob Lessley 6 yrs,



Tamara Pitman 5 yrs,



Additionally, MetroPlan staff joined us a year ago: Jeff Meilbeck, Rosie Wear and Dave Wessel.

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**July:                    Recess – No TAC or Board Meetings**

**August:            TAC Meeting is Thurs, 8/5                    Board Meeting is Wed, 8/18**

| ITEMS:   | WHO & WHAT:        |
|--|--------------------|
| Safety Minute  |                    |
|  |                    |
| TAC Vice Chair Election (TAC Only)                                   | Rhonda/Shane - D/A |
|  |                    |
| Personnel Policy Manual Updates                                      | Danelle - C        |
|  |                    |
| DCC Update   | Kate - D/A         |
| Flagstaff in Motion  | Bizzy - D/A        |
| EEO Program Review   | Danelle - D/A      |
|  |                    |
| Campus Bus Storage Update  | Anne - PR          |
| Fare Study Update – LTK  | Heather/Lauree-PR  |
| Annual Safety Report   | Sam - PR           |
| Annual Cybersecurity Report  | Jon - PR           |
| Annual Maintenance Report  | Jim - PR           |
| Delegation of Authority Update – Agreements, Grants and Procurements | Heather D - PR     |
| Current Events   | Heather D - PR     |
|  |                    |
| Executive Session – CEO and General Manager Evaluation               | Adam/Danelle       |
|  |                    |
| September/October Agenda Calendar                                    |                    |

**September:    TAC Meeting is Thurs, 9/2                    Board Meeting is Wed, 9/15**

| ITEMS:                           | WHO & WHAT: |
|----------------------------------|-------------|
| Safety Minute                    |             |
|                                  |             |
| AECOM Update                     | Kate - PR   |
|                                  |             |
| October/November Agenda Calendar |             |