



Mountain Line

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NOTICE AND AGENDA OF ADVANCE OF THE BOARD OF DIRECTORS (BOD) AND TRANSIT ADVISORY COMMITTEE (TAC) OF THE NORTHERN ARIZONA INTERGOVERNMENTAL TRANSPORTATION AUTHORITY (Mountain Line)

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

Board and TAC Strategic Policy Advance

Wednesday, October 25, 2023

9am – 2pm

Roux 66

2620 N. Steves Blvd.

Flagstaff, AZ 86004

Unless otherwise noted, this meeting held at Roux 66 is open to the public. The public may observe and participate in the meeting at the address above.

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.

Public Comment Process for this meeting:

The Mountain Line Board of Directors welcomes public comments during meetings. Members of the public can comment on items not on the agenda under the general call to the public and on items on the agenda at the time the item is considered, in the agenda order. There will not be a virtual option for this in-person meeting. There are two ways to submit comments:

1. Written Comments: Members of the public can submit public comments by email up until 4:00 p.m. on the day before the meeting, October 24th. Comments can be emailed to publiccomment@mountainline.az.gov and should reference if the comment is part of the general call to the public or in reference to a specific agenda item. Every email, if received by 4:00 p.m. on the day before the meeting, will be entered into the official record.
2. In-Person Comments: Members of the public can attend any Board meeting in-person and submit a speaker card to the Clerk of the Board.

The agenda for the meeting is as follows:

-pages 1-3

1. CALL TO ORDER
-Jeronimo Vasquez, Vice Chair/Acting Chair
2. ROLL CALL AND INTRODUCTIONS
3. SAFETY MINUTE
-Sam Short, Workforce Director

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4. MILESTONE ANNIVERSARIES

-Heather Dalmolin, CEO and General Manager

5. CALL TO THE PUBLIC

The public is invited to speak on any item or any area of concern that is the jurisdiction of the Mountain Line Board. Comments relating to items on the agenda will be taken at the time the item is discussed. The Board is prohibited by the Open Meeting law from discussing, considering, or acting on items raised during the call to the public, but may direct the staff to place an item on a future agenda. Individuals are limited to a three minute presentation. A spokesperson for 10 or more people present at today's meeting may be given up to six minutes to speak. The Board will not recognize anonymous comments.

DISCUSSION / ACTION ITEMS:

6. REVIEW THE 2024-2025 LEGISLATIVE PRIORITIES

-pages 4-5

-Heather Dalmolin, CEO and General Manager

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

7. UPDATE THE 12-18 MONTH WORKPLAN

-pages 6-7

-Heather Dalmolin, CEO and General Manager

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

8. BUS STOP DISCUSSION

-pages 8-9

-Anne Dunno, Capital Development Manager and Estella Hollander, Mobility Planner

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

PROGRESS REPORTS:

9. WASHINGTON, D.C. TRIP

-pages 10-17

-Jacki Lenners, Marketing and Communications Director

10. FLAGSTAFF IN MOTION INTERPRETATION AND RESOLUTION

-pages 18-22

-Bizzy Collins, Strategic Performance Planner

11. DELEGATION OF AUTHORITY UPDATE

-pages 23-24

-Heather Dalmolin, CEO and General Manager

12. SUMMARY OF CURRENT EVENTS

-Heather Dalmolin, CEO and General Manager

SCHEDULE NEXT MEETING DATE AND IDENTIFY AGENDA ITEMS

November/January Working Agenda

-page 25

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The next TAC meeting will be Thursday, November 2, 2023 and will be a hybrid in person/Zoom meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. November agenda items will include but not be limited to the Legislative Priorities Adoption, Update the 12-18 Month Workplan, Possible Wage Adjustment, Confirm Board Leadership Roles, Budget Process Kickoff, Electric Vehicle Bus Pilot Performance Report, Kaspar Maintenance Facility Update, Workforce Utilization Report, and Delegation of Authority Updates. The November 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 TAC.

The next Board meeting will be Wednesday, November 15, 2023 and will be a hybrid in person/Zoom meeting based in Flagstaff in the Mountain Line VERA Room, 3773 N. Kaspar Dr., Flagstaff, AZ 86004 at 10am. The public is invited to attend. November agenda items will include but not be limited to the Legislative Priorities Adoption, Update the 12-18 Month Workplan, Possible Wage Adjustment, Confirm Board Leadership Roles, Budget Process Kickoff, Electric Vehicle Bus Pilot Performance Report, Kaspar Maintenance Facility Update, Workforce Utilization Report, and Delegation of Authority Updates. The November 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.

13. Adjourn

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DATE PREPARED: October 2, 2023

DATE: October 25, 2023

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Review the 2024-2025 Legislative Priorities

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

❖ The proposed Legislative Priorities support all aspects of the Strategic Plan.

BACKGROUND:

This review includes an update of our Federal Funding Priorities that will help shape our grant applications and direct conversations with our federal representatives. We are also reviewing the State Funding Priorities to recognize the current legislative effort underway and potential opportunities in the future.

- Our funding responsibilities are shared by many staff members from planning, operations, and finance, led by the CEO and the Deputy General Manager.
- We are supported by both a federal Legislative Liaison, Nexxus Consulting and a state Legislative Liaison, The Kruse Group.
- We participate in the Arizona Transit Association, Southwest Transit Association, Community Transportation Association of America, Bus Coalition, and American Public Transportation Association.

In a typical year, the CEO and Deputy General Manager meet with our representatives in Washington, DC as part of the American Public Transportation Association's Legislative Conference. Most recently these same staff joined the Southwest Transit Association in Washington, DC for a day of transit advocacy. While we join our transit peers in many conversations, we also set individual appointments with Arizona representatives to discuss our projects and priorities. We also provide our priorities to our partners, like the City, County, and MetroPlan, and ask our Board members and other elected officials to share these in their respective conversations with our representatives.

In FY2023, we engaged with the Arizona Transit Association to create a reoccurring funding ask of the State Legislature that can be used by Greater Arizona to match federal grants and complete capital projects. We continue to take advantage of every opportunity to meet with our State legislators in an effort to continue the education that was started in 2022 about the community benefits of public transportation programs and express our gratitude for the support of our funding ask for the DCC.

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The proposed Federal and State Priorities are attached to this report for review and have been developed through a review of our programs and projects. Establishing both Federal and State Priorities is key to our efforts and to leveraging local funding. These priorities were adopted for the first time in 2021 and enhance our asks when we are visiting our representatives.

The finalized Legislative Priorities will be presented to the Board in November 2023 for adoption.

FISCAL IMPACT:

There is no expected fiscal impact to this item; however, the Federal and State Priorities could impact future funding levels for Mountain Line and our partners.

ALTERNATIVES:

No action is proposed at this time.

TAC DISCUSSION:

This item is to be presented at the joint meeting, offering an opportunity for TAC to provide feedback to staff and the Board directly.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: October 2, 2023

MEETING DATE: October 25, 2023

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Update the 12-18 Month Workplan

RECOMMENDATION:

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

RELATED STRATEGIC PLAN OBJECTIVE

- ❖ The proposed 12-18 month workplan items support all aspects of the Strategic Plan.

BACKGROUND:

The Mountain Line 2020-2025 Strategic Plan (the Strategic Plan) was adopted in late 2019 and was updated in 2023. The Strategic Plan contains a set of Goals. Within each of the Goals, there are identified Objectives and subsequent work products as measured in set 12-18 month periods that are generally aligned to Mountain Line's fiscal year or the calendar year. Development of the Strategic Plan was done considering existing community transportation goals, as staff felt it was important to tie Mountain Line's work priorities to the goals for the areas we serve with transit. The Strategic Plan drives policies, workflow, and investments made by Mountain Line, including setting priorities for the annual budget to ensure we are capturing resources, committing to projects, and pursuing funding opportunities.

Staff will be providing an update on the 12-18 month workplan as adopted in November 2022 and discussing proposed new workplan items. A new 12-18 month workplan will be presented to the Board in November 2023 for adoption.

FISCAL IMPACT:

The fiscal impact of the Strategic Plan and associated Workplan items are encompassed in the five-year financial plan. Depending on the timeframe, items will also be part of current and future budgets.

ALTERNATIVES:

No action is proposed at this time.

TAC DISCUSSION:

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This item is to be presented at the joint meeting, offering an opportunity for TAC to provide feedback to staff and the Board directly.

SUBMITTED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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DATE PREPARED: October 3, 2023

MEETING DATE: October 25, 2023

TO: Honorable Chair and Members of the Board

FROM: Anne Dunno, Capital Development Manager & Estella Hollander, Mobility Planner

SUBJECT: Bus Stop Discussion

RECOMMENDATION:

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

RELATED STRATEGIC PLAN 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:

The main discussion during the TAC and Board October Advance will focus on Mountain Line's bus stops. A presentation will include the following topics:

- Mountain Line's Transit Guidelines and bus stop priorities
- How bus stops support the implementation of Mountain Line's Flagstaff in Motion, A Community Transit Plan
- Opportunities, challenges, and costs of bus stop development and maintenance
- Development of an acquisition policy for transit easements
- Bus stop funding

Staff will also conduct an interactive activity with TAC and Board members to determine bus stop priorities within Mountain Line's existing system. Staff will continue the discussion and present bus stop improvement priorities at a later TAC and Board meeting.

FISCAL IMPACT:

Mountain Line has \$150,000 in FY24 budget for maintaining bus stops in our existing system, this includes bus stop rehabilitation, maintenance, and minor bus stop amenity improvements identified in Mountain Line's Capital Improvement Plan (CIP). Mountain Line will seek additional funding sources through grants, partnerships, and pending voter tax initiatives to construct new bus stops associated with new routes, close bus stop gaps in the transit network, and improve amenities at existing bus stops identified in Flagstaff in Motion and in Mountain Line's CIP.

TAC DISCUSSION:

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This item is to be presented at the joint meeting, offering an opportunity for TAC to provide feedback to staff and the Board directly.

SUBMITTED BY:

Anne Dunno, Capital Development Manager
Estella Hollander, Mobility Planner

APPROVED BY:

Heather Dalmolin
CEO and General Manager

ATTACHMENTS:

None.

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MOUNTAIN LINE MEMORANDUM

DATE: October 25, 2023

TO: Honorable Chair and Members of the Board

FROM: Jacki Lenner, Deputy General Manager

SUBJECT: Washington, D.C. Trip

CEO and General Manager Heather Dalmolin and Deputy General Manager Jacki Lenner traveled to Washington, D.C. in early October to attend a Southwest Transit Association (SWTA) legislative fly-in/summit and conduct our own meetings with Arizona elected officials. Below is a recap of these meetings and the key messages:

SWTA Legislative Summit

Meetings: Mountain Line was joined by SWTA members from Colorado, Kansas, Louisiana, Texas, and Oklahoma. The first day was spent in meetings with legislative representatives from SWTA, the American Public Transportation Association (APTA), and the Community Transportation Association of America (CTAA) learning about the current state of affairs in Washington, D.C. and how this impacts the transit industry. The group also met with the Federal Transit Administration's (FTA) Executive Director to hear about their priorities and discuss the impacts on our individual systems. The second day was spent on Capitol Hill meeting with:

- House Appropriations Subcommittee on Transportation, Housing, and Urban Development (THUD) staff
- House Transportation and Infrastructure Subcommittee on Highways and Transit staff
- Senate Appropriations Subcommittee on Transportation, Housing, and Urban Development staff
- Senate Banking, Housing, and Urban Affairs staff
- Policy Advisor for Louisiana Senator Bill Cassidy (supporter of the Bipartisan Infrastructure Law)

Key Messages: The delegation represented a wide variety of transit systems, so we worked to consolidate our messaging into themes that resonate throughout our systems:

- **Funding:** There is a need for the continued and predictable federal funding included in the Bipartisan Infrastructure Law. It needs to be apportioned at the authorized levels through formula

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- funding and programs like Bus and Bus Facilities and Low-No (low and zero emission bus funding) competitive programs.
- **Supply Chain / Bus Manufacturing:** With the recent loss of U.S. bus manufacturers to either bankruptcy or leaving the U.S. market, there are essentially only two major bus manufacturers. Coupled with a challenged supply chain, this is leading to long lead times to build buses, increasing difficulty in securing the necessary parts/supplies to fix buses, and rapidly escalating costs. The group also touched on the increase of Buy America content required on vehicles (now at 70 percent) and how that is impacting bus builds and the competitiveness of the market. The SWTA delegation was in consensus that a “standard bus build” is a viable option to address cost escalations and timelines.
 - **Driver Shortages:** The focus of this conversation was on the duplicative nature of some Commercial Drivers License (CDL) requirements and the lack of flexibility for drivers to switch from over-the-road trucking to transit driving with a passenger endorsement. The delegation advocated for a transit-specific CDL that recognizes when an individual has already completed other CDL training and doesn't force unnecessary duplication of that training, and removes the need for transit drivers to be certified in “under the hood” skills.
 - **Local Match:** The delegation expressed a desire for increased flexibility in using local dollars to match federal funds. While this is less of a concern for Mountain Line, we supported our partners in this conversation.

Mountain Line-specific Meetings

Meetings: Joined by our legislative representatives in Washington, D.C., Mountain Line staff spent a busy day meeting with the Arizona congressional delegation and staff from the committees that oversee federal transit funding. While some of these meetings were duplicative of the previous day, it was an opportunity to further tell Mountain Line's story and make our specific requests. These meetings included:

- Congressman Juan Ciscomani's staff
- Congressman Greg Stanton's staff
- Congressman Eli Crane's staff
- House Transportation and Infrastructure Subcommittee on Highways and Transit staff
- Senate Banking Committee staff
- Senator Mark Kelly's staff
- Senator Kyrsten Sinema's staff
- Congressman Ruben Gallego's staff
- Congressman Paul Gosar's staff

Key Messages: Many of the messages were consistent with those from the SWTA meetings, but Mountain Line staff also took the opportunity to recognize our delegation for their support. Messaging included:

- **Recognition:** Many of these individuals have written letters of support for Mountain Line's grant applications, have championed Congressionally Directed Spending (earmark) requests, and were instrumental in the historic Bipartisan Infrastructure Law. Instead of always being in a position of

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asking for something from our elected officials, we wanted to take the opportunity to thank them for their support.

- **Ridership Recovery:** Staff talked about the impacts of COVID-19 on ridership and our path to getting back to pre-pandemic levels.
- **Federally Funded Projects:** Staff gave an update on Mountain Line's four major federally funded projects (many of which were supported by our delegation): Downtown Connection Center, Zero Emission Bus Transition, CDL Training and Testing Course, Maintenance Facility.
- **Small Transit Intensive Cities Funding:** Many of our elected officials supported the increase to Small Transit Intensive Cities (STIC) funding in the Bipartisan Infrastructure Law. STIC rewards small transit systems that perform at or above the level of larger systems in six different metrics. Mountain Line is currently one of only 10 systems across the country that achieves all 10 metrics. This messaging also resonates with our elected officials who did not support the BIL, as it is merit-based funding that is only given to high-performing systems.
- **Economic Impact:** Staff shared the results of a recent NAU Economic Impact of Transit study, focusing on our history of leveraging the local tax to bring in significant federal dollars.
- **Driver Shortages:** Staff reiterated the CDL requirement messaging from the SWTA meetings.

As we prepare for reauthorization when the BIL expires in 2025, it is vital to be having conversations today about how this funding impacts the transit industry. Visits to Washington, D.C. to meet with elected officials, speak to policymakers, and thank them for their support, help lay the groundwork as we seek continued funding through a reauthorization.

ATTACHMENTS:

- | | |
|---|--------------|
| 1. Mountain Line's Fiscal Year 2023 Annual Report | -pages 13-14 |
| 2. Mountain Line's Federally Funded Projects | -pages 15-16 |
| 3. Mountain Line's Economic Impact Report | -page 17 |

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Fiscal Year 2023 Annual Report

July 2022 – June 2023

Mountain Line is the agency in northern Arizona which operates transit services in the Flagstaff area.

Programs include:

Mountain Line:
Fixed route bus service on nine routes

Paratransit:
Service for those unable to use the fixed route bus system – via paratransit vehicles or taxis

Mountain Line GO!
On-demand, flexible, shared-ride microtransit service operating in the Huntington and Industrial corridor.

Mountain Express:
Seasonal service between Flagstaff and Arizona Snowbowl

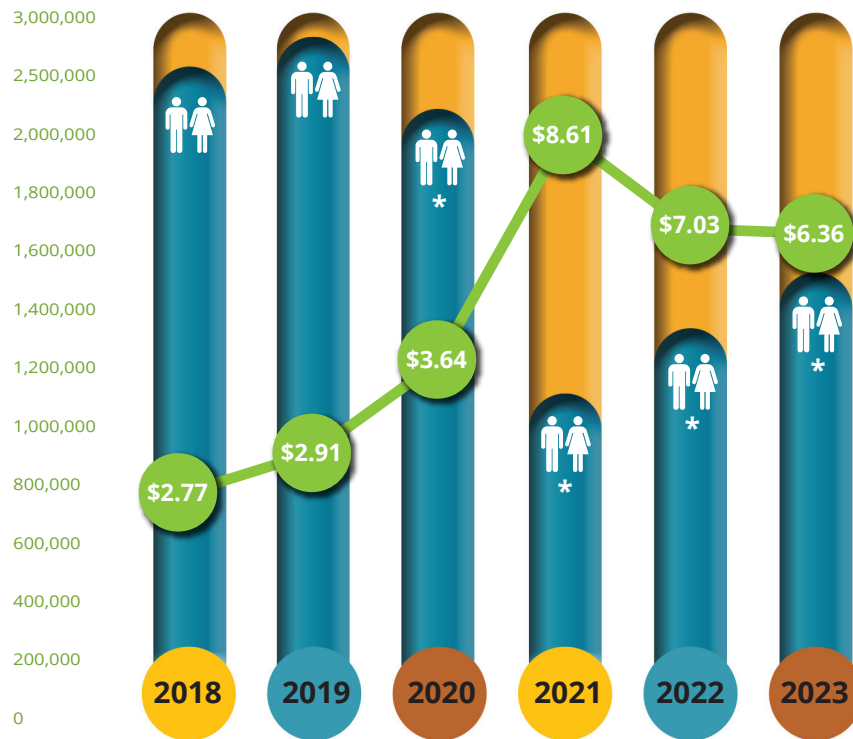
Travel Training:
Free program that teaches individuals and groups how to navigate the transit system

Vanpool:
Commuters sharing a vehicle and saving on fuel and vehicle operating costs

ecoPASS:
An employer and residential bulk discount transit pass program

Mountain Line Ridership

TOTAL TRIPS
COST PER PASSENGER



* Decrease due to COVID-19.

Mountain
Line
Ridership
has grown

819%

since its
inception
in 2001.

Fiscal Year 2023 Highlights

- Broke ground on a new Downtown Connection Center, which will be the new hub for Mountain Line's Operations, Administration, and Customer Service functions. The facility is expected to open in early 2025.
- Put Flagstaff's first battery-electric bus into service, marking a new era in low-emission fleet technology for the community.
- Secured \$16.3 million in Federal Transit Administration funding to construct a new Maintenance Facility to improve and expand the agency's maintenance capabilities and create the capacity for Mountain Line's transition to a zero-emission fleet.
- Broke ground on a Commercial Drivers License (CDL) Training and Testing course in partnership with Northern Arizona University to meet both organization's goals of recruiting and retaining transit drivers.
- Finalized Flagstaff in Motion, A Community Transit Plan, which was adopted by the Board of Directors and captures the community's transit needs for the next five years, prioritizing them into a list with recommendations to fund and implement.



Artist rendering of the new
Downtown Connection Center.

WE'RE GOING ELECTRIC



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Fiscal Year 2023 Annual Report

July 2022 – June 2023

Mountain Line Leadership

Heather Dalmolin
Chief Executive Officer/General Manager

Jacki Lenners
Deputy General Manager

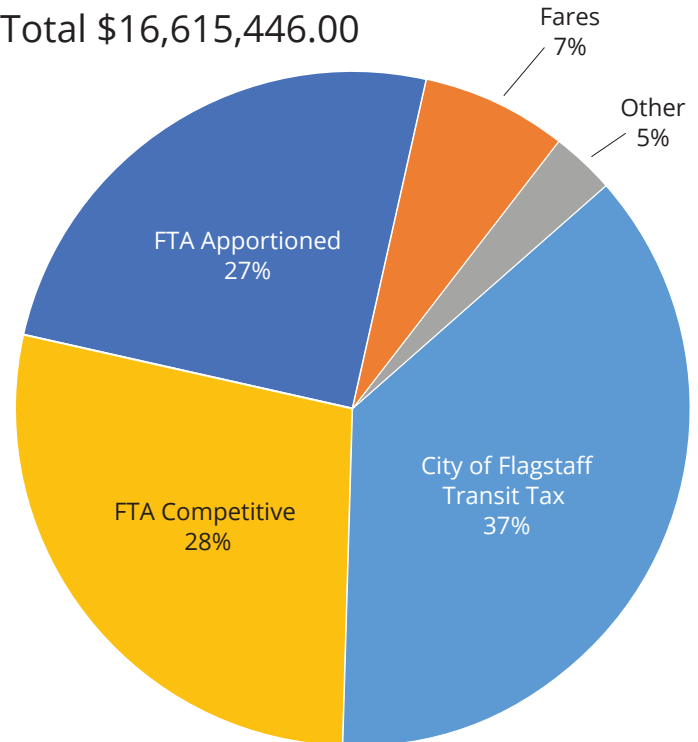
Mountain Line is governed by a Board of Directors comprised of members from the City of Flagstaff, Coconino County, Northern Arizona University, and Coconino Community College.

Mountain Line by the Numbers

- 29 buses (2 battery electric, 27 hybrid-electric)
- 8 paratransit vans
- 166 Bus Stops (including 10 shared stops with Northern Arizona University)
- 78 Bus Shelters (including 10 shared shelters with NAU)
- 2 Connection Centers (Downtown Flagstaff and Flagstaff Mall)
- 3 maintenance shops, Bus Storage Facility, Automated Bus Wash

Revenue Sources:

Total \$16,615,446.00



Strategic Workplan Scorecard



Strategic Plan	Key Performance Indicator	FY23 Goal *	FY23 Actual Red indicates we did not meet the goal	FY24 Goal
Service Excellence	On-time performance	95%	94%	95%
Stewardship of Resources	Mountain Line's emissions	NA	2,946 tons GHG	2,945 tons GHG
Investing in Mountain Line Workforce	Employee engagement score	NA	89%	89%
Enhanced Safety Culture	Vehicle accidents that were preventable	NA	56%	40%
Community Engagement	Community value of Mountain Line services	NA	93.1% (FY19)	93.1% (FY26)
Financial Health	Non-federal dollars spent on Operations	NA	60%	66%

* KPIs were selected in FY23 and most did not have goals identified before the Strategic Performance project began.

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Mountain Line Federally Funded Projects

Downtown Connection Center

- **Funding sources:** \$6.7 million Federal Transit Administration (FTA) grant to plan and develop the site; \$15 million FTA Bus and Bus Facilities grant for construction; \$6 million State of Arizona appropriation for construction
- **Background:** Since Mountain Line built its original Downtown Connection Center (DCC) in 2008, ridership has more than doubled, as have the number of routes in the system and the number of buses accessing the facility each day. The existing facility also has minimal amenities for drivers and patrons. Mountain Line conducted a site selection analysis with the federal planning funds and determined that the current site best serves all routes, and it should be redeveloped to accommodate current and future transit needs. Mountain Line's vision for the new DCC is to create a welcoming and inviting space for customers, with a focus on safety and sustainable design.
- **Project Status:** Phase 1, which includes the construction of a new two-story facility to house Mountain Line's Customer



Service, Operations, and Administrative teams, broke ground in Spring 2023. Phase 2 includes the reconfiguration of the surface parking area to accommodate the safe movement of buses in and out of the facility and the construction of bus bays and electric charging infrastructure to support current and future ridership.

- **Anticipated Completion Date:** Phase 1 is expected to open in Spring 2025 and Phase 2 is contingent on the Rio de Flag flood control project, which flows beneath the surface parking area.

Zero Emission Bus Transition

- **Funding sources:** \$2 million FTA grant in 2019; \$3.8 million FTA grant in 2022
- **Background:** Mountain Line successfully passed a ballot initiative in 2008 to transition from diesel to hybrid-electric vehicles and eventually became one of the first transit systems in the nation to operate a 100 percent hybrid-electric fleet. As fleet technology evolved, Mountain Line developed a Zero-Emission Bus Transition Plan that evaluated the conditions in Flagstaff and made recommendations on the best zero-emission technology for this region.
- **Project Status:** With the initial grant award, Mountain Line placed orders for two battery electric buses from different manufacturers. Flagstaff's first battery electric bus hit the streets on April 26, 2023 and the second joined it in Fall 2023. The goal with the first two buses is to gather performance data to inform future purchase decisions. There is currently grant

funding to purchase four additional buses. Additionally, Mountain Line is working to retrofit its bus storage facility to accommodate fast charging technology.



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Mountain Line Federally Funded Projects

Commercial Drivers License Course

- **Funding sources:** \$6 million FTA grant; in-kind land donation from Northern Arizona University (NAU)
- **Background:** Flagstaff does not have a dedicated Commercial Drivers License (CDL) training and testing course, so Mountain Line has worked with community partners to use parking lots, often working around many competing uses for that space. As the need for CDL drivers continues to increase in Flagstaff and across the nation, Mountain Line pursued and secured funding to partner with NAU to build a dedicated course on their campus. The project meets both organization's workforce development goals to recruit and train transit drivers. Coconino Community College (CCC) will also use the course to support their CDL training program and it is designed to accommodate both Class B (buses) and Class A (commercial trucking) layouts.
- **Project Status:** Mountain Line broke ground on the CDL training and testing course in early 2023. In addition to the construction work, Mountain Line and NAU are also developing policies and



procedures for community partners to access the course for their individual CDL training and testing needs.

- **Anticipated Completion Date:** The CDL course is anticipated to open in late 2023 or early 2024.

Maintenance Facility

- **Funding sources:** \$1.8 million FTA grant to plan and develop the site; \$16.3 million FTA Bus and Bus Facilities grant for construction
- **Background:** Mountain Line converted a Toyota dealership into its headquarters and maintenance facility in 2009 and in 2015 a bus storage facility was added to the campus. Since moving into the facility in 2009, Mountain Line's fleet has nearly doubled and now includes six 60-foot articulated buses. The maintenance bays do not accommodate vehicles this large, so the mechanics must often work outside in the elements to maintain these buses. With the impending opening of the new Downtown Connection Center and subsequent relocation of many staff to that facility, Mountain Line pursued funding to plan for the redevelopment of the current headquarters site to improve and expand maintenance capabilities and create the capacity for a transition to zero-emission fleet.
- **Project Status:** Mountain Line recently secured the \$16.3 million to construct the new maintenance facility. The master plan is being finalized and construction will start when the new DCC opens – Spring 2025.
- **Anticipated Completion Date:** The Maintenance Facility is expected to open in late 2026.





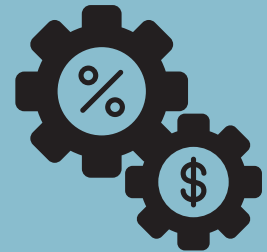
Mountain Line Economic Impact

Public Transit as an Economic Driver in Northern Arizona



**Mountain Line leverages
federal funding**

- Every dollar of local capital funding leverages \$2.30 from federal sources
- Every dollar of local operations funding leverages \$0.52 from federal sources



**\$2.58
million**

**total tax revenue
generated by Mountain Line**

- \$1.72 million federal tax
- \$479K state tax
- \$382K county and city tax



**\$16.4
million**

**in local economic output was
generated by Mountain Line**

- \$15.5 million is from operational spending
- \$905K is from capital spending



144

**local jobs are supported by
Mountain Line**



\$484,880

**was saved by vehicle owners
who use Mountain Line**



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MOUNTAIN LINE MEMORANDUM

DATE: September 20, 2023

TO: Honorable Chair and Members of the Board

FROM: Bizzy Collins, Strategic Performance Planner

SUBJECT: Flagstaff in Motion Interpretation and Resolution

Coordinating land use decisions with transit service development is essential to making a bus network sustainable and vibrant. Mountain Line works closely with City staff to review development projects in the Community Development permitting process and request collaboration for transit improvements, like adding or improving a bus stop adjacent to a project or participation in the ecoPASS bulk bus pass program. Ultimately, Mountain Line relies on the goodwill and interest of the landowner or developer as there are no transit requirements in the Flagstaff Zoning Code or Regional Plan. The only code related to transit is a parking reduction incentive for projects within ¼ mile of a bus stop. When Mountain Line's requests are not supported, it is our bus riders who are left with long gaps between bus stops and fewer bus stop amenities than are warranted, and it does not "future-proof" the transit system when major destinations are developed beyond the service area.

When the Mountain Line Board of Directors adopted Flagstaff in Motion, a Community Transit Plan (Plan) this past January, staff were directed to pursue the adoption of Flagstaff in Motion by the City of Flagstaff as it is the Plan for the City's transit program, and it represents a key component of overcoming the barriers identified above. Staff met with the Flagstaff Community Development Division this spring and learned that the City does not adopt other agency plans, and instead, they recommended we pursue an Interpretation and Resolution as described below.

Interpretation

City staff presented the draft Interpretation of the Flagstaff in Motion Plan to the Planning and Zoning Commission on September 13 and secured their unanimous endorsement. Please see the attachment for the endorsed Interpretation. Commission members commented that developers are likely not even aware of how extensive and easy the bus system is to use and if the City provided them with information may result in more voluntary partnerships. City staff agreed that making developers aware of transit during the development application process is always a goal. Commission members also commented that, besides the parking reduction incentive, current Zoning Codes do not require anything related to transit from developers

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and the Interpretation is encouragement only; they would like to see transit requirements added to the City's Zoning Codes. City staff agreed and explained that other efforts are ongoing to address this, including the Transit Resolution and Flagstaff's Land Availability and Site Suitability Study / Code and Process Analysis which Mountain Line has partnered with the City to complete. The recommendations of the Study are intended to be incorporated into the 2045 Regional Plan and, as an outcome, anticipate codes to require transit improvements from developments.

Resolution

City staff brought a Resolution to the Flagstaff City Council and secured their unanimous adoption during the regular council meeting on September 19. The Resolution clearly ties to the transit needs identified in the Plan and requests the City to support the Plan through collaboration and partnership. Mountain Line envisions the Resolution as a directive from the City Council to staff to work collaboratively with Mountain Line and developers to overcome barriers and capture transit needs. Much of the "how" will be worked out in the transit component of the Land Availability and Site Suitability Study / Code and Process Analysis, which Mountain Line has partnered with the City to complete. Please see the attachment for the adopted Resolution supporting the Flagstaff in Motion Plan.

ATTACHMENTS:

- | | |
|---|--------------|
| 1. 2023-09-13 Endorsed Interpretation_Flagstaff in Motion | -page 20 |
| 2. 2023-09-19 Adopted Resolution_Flagstaff In Motion | -pages 21-22 |

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8/27/23

Proposed Interpretation of Flagstaff in Motion, A Community Transit Plan

Page X-27 of the Regional Plan <https://www.flagstaff.az.gov/DocumentCenter/View/48424/X-Transportation-Amend20230106?bidId=>

Proposal

Issue:

How does the City determine conformance with *Goal T.7. Provide a high-quality, safe, convenient, accessible public transportation system, where feasible, to serve as an attractive alternative to single-occupant vehicles?*

Interpretation:

The City and County do not operate a public transit program and have jointly formed Mountain Line as the entity responsible for providing public transit in the Region. Mountain Line's Board of Directors has adopted the Flagstaff in Motion Five-Year Transit Plan that identifies public transit capital and operating improvements to implement Goal T.7 of the Flagstaff Regional Plan. City staff considers the Flagstaff in Motion Plan and engages Mountain Line in discussions of how development proposals may contribute to "a high-quality, safe, convenient, accessible public transportation system" as part of the City's broader evaluation of whether a development proposal conforms to the Regional Plan. Applicants for zoning map amendments, annexations and other discretionary decisions are encouraged to review Mountain Line's Five-Year Transit Plan and engage in discussions with Mountain Line early in the application process as part of their consideration of a proposed project's contribution to the needs of the public transportation system, especially as related to Goal T.7 and associated policies.

RESOLUTION NO. 2023-47

A RESOLUTION OF THE FLAGSTAFF CITY COUNCIL, IN SUPPORT OF MOUNTAIN LINE'S FLAGSTAFF IN MOTION COMMUNITY TRANSIT PLAN

RECITALS:

WHEREAS, The City of Flagstaff has adopted policy documents, including the Flagstaff Regional Plan 2030 (General Plan), the Carbon Neutrality Plan and the Active Transportation Master Plan, which emphasize the importance of a high quality transit system in meeting our broader community goals; and

WHEREAS, transit is a key element of the Transportation chapter in the City's General Plan with the goal to "Provide a high-quality, safe, convenient, accessible public transportation system, where feasible, to serve as an attractive alternative to single-occupant vehicles." (Goal T.7); and

WHEREAS, The City of Flagstaff has contracted with a consultant to deliver a Land Availability and Site Suitability Study / Code and Process Analysis that will provide an analysis on how to best implement the City's transportation goals; and

WHEREAS, Mountain Line is authorized to design, operate, and maintain transportation services and provide fixed route and paratransit services on behalf of the City; and

WHEREAS, 63% of Flagstaff residents live within three-quarters of a mile of a transit stop and 65% of Mountain Line bus riders reporting Mountain Line is their only transportation option, transit is essential to connect residents to employment, education, health care, grocery stores, and civic engagement; and

WHEREAS, Mountain Line public transit is a strategy to achieve the goals of the Flagstaff Carbon Neutrality Plan, reducing greenhouse gas emissions helping to hold vehicle miles traveled in the community to 2019 levels; and

WHEREAS, The Flagstaff in Motion Community Transit Plan was designed by Mountain Line to help in achieving a more equitable, accessible, comfortable, and sustainable public transit system to support the diverse travel needs of the Flagstaff community that Mountain Line serves; and

WHEREAS, The Plan includes a range of near-term goals that include increasing service levels, increasing frequency, extending bus service to later hours, new routes to better serve areas of Flagstaff, and capital improvements access to transit, and

WHEREAS, the City of Flagstaff has issued a general plan interpretation clarifying that the Flagstaff in Motion Community Transit Plan should be considered when evaluating conformance with the transit goals of the general plan.

RESOLUTION NO. 2023-47

PAGE 2

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FLAGSTAFF AS FOLLOWS:

SECTION 1. The Mayor and City Council support Mountain Line's adopted Flagstaff in Motion Community Transit Plan, a bold vision for a city connected by transit that addresses both immediate needs and long-term solutions through its dedication to increasing equity and enhancing quality of life by linking people with opportunity.

SECTION 2. The City of Flagstaff will collaborate with Mountain Line as the City develops the transportation elements included in the Flagstaff Regional Plan 2045 update and implementation plan.

SECTION 3. The City will continue to partner with Mountain Line to incorporate transit elements identified in the Flagstaff in Motion Community Transit Plan in City capital projects where appropriate and where Mountain Line has identified funding to allocate to the additional costs of the transit elements.

SECTION 4. The City of Flagstaff will continue to develop a Transportation Demand Management Program in collaboration with the City's partner transportation agencies.

SECTION 5. Effective Date.

This resolution shall be immediately effective upon adoption.

PASSED AND ADOPTED by the City Council of the City of Flagstaff this 19th day of September, 2023.

MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Exhibits:
Flagstaff in Motion Community Transit Plan



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MOUNTAIN LINE MEMORANDUM

DATE: October 25, 2023

TO: Honorable Chair and Members of the Board

FROM: Heather Dalmolin, CEO and General Manager

SUBJECT: Delegations of Authority Update

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.

Collective Grant Authority – Resolution 2023-100

Procurement Authority – Resolution 2023-110

Contract No. 2023-1110, Horizontal Job Order Contracting (JOC) Job Order #1

Contract No. 2023-1110, Horizontal Job Order Contracting (JOC) was executed July 1, 2023, with two vendors, Kinney Construction Services and J. Banicki Construction. Mountain Line's CEO & General Manager may authorize one or more Job Orders annually up to total value of not to exceed annual approved budget capacity for programmed projects. Per the Job Order (JO) process, staff requested proposals from both awarded contractors for a specific scope of work. The contractors provided unit costs based on the Job Order scope of work and applied a contractor coefficient to calculate the total value of the Job Order proposal. The Job Order was awarded to KCS at a not to exceed value of \$16,608.

Contract No. 2022-140, Downtown Connection Center Construction Manager At Risk Amendment #3, Guaranteed Maximum Price (GMP) #2

In May 2022, the Mountain Line Board of Directors approved the award of RFP 2022-140, Downtown Connection Center Construction Manager At Risk to Loven Contracting, Inc. The GMP No. 2 scope of work includes the cost of work for labor, materials, and equipment for construction of the DCC building, general conditions, contractor contingency, allowances for winter conditions, material escalation, and weather days, bond, insurance, builder's risk, sales tax, and contractor fee. The value of the GMP #2 is not to exceed \$13,705,368.70., bringing the total cumulative contract value to \$25,185,951.26.

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Contract No. 2022-400, Downtown Connection Center Civil Engineering, Task Order #3

In April 2022, Mountain Line awarded RSOQ 2022-400 and Task #1 to Woodson Engineering for civil engineering of the new Downtown Connection Center (DCC). The scope of work for these Civil Engineering Services was for Phase 1 for civil design associated with the DCC building and site area, and Phase 2 for civil design of the bus and civic spaces. The construction of Phase 2 DCC is contingent on the completion of Rio de Flag (RDF) Project on the City property leased by Mountain Line for the DCC. While operating under the Notice to Proceed at Risk, Woodson Engineering sub-consultant Norris Design performed the following landscape architecture services during approximately November 2022 - February 2023:

- Completed Civic Space and DCC Branding Exercise.
- Provided one vision statement with supporting imagery.
- Coordinated and facilitated two (2) Visioning Public Meetings.
- Coordinated and facilitated Stakeholder Meetings with City and Public Groups.
- Created a Zoom meeting room for public participation.
- Provided six character and vision boards for a public meeting.
- Provided two (2) preliminary civic space conceptual plans for Owner review.

The Task Order value is not to exceed \$55,826.74, bringing the cumulative contract value to \$522,511.74.

Agreements and Contracts Authority – Resolution 2020-100

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November: TAC Meeting is Thurs, 11/2 Board Meeting is Wed, 11/15

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
Personnel Policy Manual Updates	Codi - C
Legislative Priorities Adoption	Heather D - D/A
Update 12-18 Month Workplan	Heather D - D/A
Possible Wage Adjustment	Heather D - D/A
Confirm Board Leadership Roles, Propose Delay of Ascension 1 Yr	Heather D - D
Budget Process Kickoff	Josh S - D
EV Bus Pilot Performance Report	Jeremiah M - D
Kaspar Maintenance Facility Update	Anne - PR
Workforce Utilization Report	Sam/Codi - PR
Delegation of Authority Update – Agreements, Grants, and Procurements: Electric Bus Closeout	
January/February Agenda Calendar	

January: TAC Meeting is Thurs, 1/4 Board Meeting is Wed, 1/17

ITEMS:	WHO & WHAT:
Safety Minute	Sam
Milestone Anniversaries	Heather D
MetroPlan Route 66 Operational Assessment	Kate/MetroPlan
Bus Stop Infrastructure	Estella/Anne - D/A
Title VI	Codi - D/A
Budget Message	Josh S – D
Organizational Structure Update	Heather D - D
Employee Satisfaction Survey	Sam/Codi - D
Transit Tax 2024 Update	Jacki - PR
DCC Update	Anne - PR
Meeting Calendar Review	Rhonda - PR
Delegation of Authority Update – Agreements, Grants, and Procurements: Grant Notification	
February/March Agenda Calendar	

C = Consent, D/A = Discussion/Action, D = Discussion, PR = Progress Report