



METROPLAN

GREATER † FLAGSTAFF

AGENDA

Executive Board Meeting

1:00 – 3:00 PM

April 4, 2024

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 278 344 575 57

Passcode: wRauVK

In-Person Location

City Hall

City Council Chambers

211 W. Aspen

Flagstaff, AZ 86001

Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting MetroPlan via email at planning@metroplanflg.org. The MetroPlan complies with [Title VI of the Civil Rights Act](#) of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin, and LEP – Limited English Proficiency.) Requests should be made as early as possible to allow time to arrange the accommodation.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of MetroPlan's Technical Advisory Committee present; however, no formal discussion/action will be taken by members in their role as MetroPlan Technical Advisory Committee.

Public Questions and Comments must be emailed to planning@metroplanflg.org prior to the meeting or presented during the public call for comment.

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the MetroPlan Executive Board and to the general public that, at this regular meeting, the MetroPlan Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the MetroPlan Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

EXECUTIVE BOARD MEMBERS

- Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- Miranda Sweet, Flagstaff City Council, Vice-Chair
- Judy Begay, Coconino County Board of Supervisors
- Austin Aslan, Vice Mayor of Flagstaff
- Tony Williams, Mountain Line Board of Directors
- Jim McCarthy, Flagstaff City Council
- Jesse Thompson, Arizona State Transportation Board Member
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*)

METROPLAN STAFF

- Kate Morley, Executive Director
- David Wessel, Planning Manager
- Mandia Gonzales, Transportation Planner
- Sandra Tavel, Transportation Planner
- Kim Austin, Transportation Planner
- Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow
- Aubree Flores, AmeriCorp

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

4. APPROVAL OF MINUTES

(Pages 6-17)

Annual Strategic Advance Minutes of February 15, 2024

Executive Board Regular Meeting Minutes of March 7, 2024

B. CONSENT AGENDA

Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.

C. GENERAL BUSINESS

1. CONSIDER ADOPTING COORDINATED PUBLIC TRANSIT-HUMAN SERVICES TRANSPORTATION PLAN UPDATE

(Pages 18-20)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the 2024 MetroPlan-Mountain Line Coordinated Public Transit-Human Services Transportation Plan Update.

2. CONSIDER FISCAL AGENT AGREEMENT WITH CREATIVE FLAGSTAFF FOR CHESHIRE SLOW STREET ASPHALT ART PROJECT

(Pages 21-25)

MetroPlan Staff: Kim Austin

Recommendation: Staff recommends the Board ratify the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project

3. CONSIDER ADOPTING FINANCIAL MANAGEMENT POLICY UPDATE (Pages 26-42)

MetroPlan Staff: Karen Moeller

Recommendation: Staff recommends the Board adopt the updated Financial Management Policy.

4. CONSIDER APPLICATION FOR NEIGHBORHOOD ACCESS AND EQUITY/RECONNECTING COMMUNITIES PILOT (NAE/RCP) PROGRAMS RESEARCH GRANT (Pages 43-55)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) Programs Research Grant and 2) authorize MetroPlan Executive Director to execute a grant agreement upon award.

5. CONSIDER INTERGOVERNMENTAL AGREEMENT (IGA) WITH CITY OF FLAGSTAFF ESTABLISHING A CASH ADVANCE FUND (Pages 56-62)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board authorize the Executive Director to enter into an Intergovernmental Agreement (IGA) with City of Flagstaff establishing a Cash Advance Fund.

6. CONSIDER OPENING MONEY MARKET ACCOUNT AND RESOLUTION 2024-01 MONEY MARKET BANKING (Pages 63-75)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board 1) Approve opening of Money Market Account with Alliance Bank and 2) Adopt resolution 2024-01 Money Market Banking.

7. FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AND ADOT 5-YEAR TENTATIVE PROGRAM (Pages 76-77)

MetroPlan Staff: David Wessel

Recommendation: None. This item is for information and discussion only. The Board may provide direction to Staff regarding the inclusion of relevant ADOT projects in the MetroPlan Transportation Improvement Plan (TIP).

8. VULNERABLE ROAD USERS (VRU) SAFETY PLAN UPDATE (Pages 78-80)

MetroPlan Staff: Mandia Gonzales

Recommendation: None. This item is for information and discussion only.

9. LEGISLATIVE AGENDA UPDATE (Pages 81-83)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

10. ARIZONA STATE TRANSPORTATION BOARD DINNER (Pages 84-85)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

11. METROPLAN HAPPENINGS (Pages 86-87)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

D. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

Board members may make general announcements, raise items of concern, or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited, and action not allowed.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

May 2, 2024

3. ADJOURN

The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on April 1, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 1st day of April, 2024.



3773 N Kaspar Dr.
Flagstaff, AZ 86004
www.metroplanflg.org
planning@metroplanflg.org

METROPLAN STRATEGIC ADVANCE

MINUTES

Date: Thursday, February 15, 2024

Time: 1:00 PM to 4:00 PM

Location: Arizona Department of Transportation (ADOT) Northcentral District Offices
1959 Woodlands Village Blvd. Navajo Bridge Training Room

GOAL:

To share successes of our 2024 workplan, discuss goals of a Vision Zero policy, and prioritize projects for grant applications.

CALL TO ORDER:

The meeting was called to order at 1:08 pm by Vice-Chair Miranda Sweet

AGENDA:

A. Welcome and Introductions

Staff Member-David Wessel, Master of Ceremonies

Staff Member Wessel presented the celebrations of success for the past year at MetroPlan. Mr. Wessel shared the coming and going of Board Members and new staff members. The new Mission, Vision, and Values for MetroPlan were shared.

Legislation highlights were shared. Many new grants were applied for this year; more grants than ever were received.

B. Year in Review

1. STAFF REPORT-2nd Quarter Financial Report

Staff Member-Kate Morley

Recommendation: None. This item is for information only.

Executive Director Morley presented the 2nd Quarter Financial Report for MetroPlan.

C. Strategic Plan Overview / Key Performance Indicators (KPIs)

1. STAFF REPORT-KPIs

Staff Members-David Wessel, Mandia Gonzales, Sandra Tavel, Kim Austin

Recommendation: None. This item is for information and discussion only.

Staff Members Wessel, Gonzales, Tavel, and Austin presented the projects, activities, and work which has been accomplished toward the goals of the Strategic Plan.

D. Visioning Vision Zero

Staff Member-Mandia Gonzales

Staff Member Gonzales presented elements and overview of the Vulnerable Road Users and Vision Zero plans. Additionally, considerations for implementation were presented. Staff Member Gonzales shared Vision Zero plans and options from other counties/cities/MPOs.

An activity was used to solicit responses to:

What is MetroPlan's Vision Zero Purpose?

What results would you like to see as a part of Vision Zero?

What should be the constraints of a Vision Zero Plan and Policies?

After the group's responses were shared, Staff member Gonzales shared what MetroPlan can do through programs, planning and partner/policy support.

E. Strategic Grants Process and Prioritization

Staff Member-Sandra Tavel

Staff Member Tavel presented goal to maximize funding through the Strategic Grant seeking process.

An activity was conducted to work through the top projects for different grants.

F. Wrap-up and Next Steps

Staff Member-Sandra Tavel

Staff Member Tavel shared closing remarks.

G. Adjournment

Staff Member-David Wessel

The meeting was adjourned at 3:57 pm by Vice-Chair Sweet.

PURSUANT TO A.R.S. §38-431.02, as amended, NOTICE IS HEREBY GIVEN to the general public that the following Notice of Possible Quorum is given because there may be a quorum of the MetroPlan Executive Board and Technical Advisory Committee, Flagstaff City Council and/or Coconino County Board of Supervisors present; however, no formal discussion/action will be taken by members in their role as the MetroPlan Executive Board and Technical Advisory Committee, Flagstaff City Council and/or Coconino County Board of Supervisors.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on February 12, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 12th day of February, 2024.



METROPLAN

GREATER † FLAGSTAFF

MINUTES

Executive Board Meeting

1:00 – 3:00 PM

March 7, 2024

Teams Virtual Meeting

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 278 344 575 57

Passcode: wRauVK

In-Person Location

City Hall

City Council Chambers

211 W. Aspen

Flagstaff, AZ 86001

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EXECUTIVE BOARD MEMBERS

- X Jeronimo Vasquez, Coconino County Board of Supervisors, Chair
- X Miranda Sweet, Flagstaff City Council, Vice-Chair
- X Judy Begay, Coconino County Board of Supervisors
- X Austin Aslan, Vice Mayor of Flagstaff *Arrived at 1:18 p.m.*
- X Tony Williams, Mountain Line Board of Directors *Arrived at 1:11 p.m.*
- X Jim McCarthy, Flagstaff City Council
- X Jesse Thompson, Arizona State Transportation Board Member *Arrived at 1:18 p.m.*
- Patrice Horstman, Coconino County Board of Supervisors (*alternate*)
- Becky Daggett, Mayor of Flagstaff (*alternate*) *No alternates present*

METROPLAN STAFF

- X Kate Morley, Executive Director
- X David Wessel, Planning Manager
- X Mandia Gonzales, Transportation Planner
- X Sandra Tavel, Transportation Planner
- X Kim Austin, Transportation Planner
- X Karen Moeller, Administrative Assistant & Clerk of the Board
- Ty Holliday, Montoya Fellow *Excused*
- X Aubree Flores, AmeriCorp

Visitors Present: Ruth Garcia, ADOT; Paul Mood; MetroPlan
TAC-arrived at 1:06 p.m. left at 1:42 p.m.; Gregory Nelson; Met
Arrived at 1:09 p.m.; Martin Ince-Arrived 1:17 p.m.; Gregory
Nelson-arrived at 1:18 p.m.; Michelle McNulty-arrived at
1:46 p.m. Left at 2:03 p.m.

A. PRELIMINARY GENERAL BUSINESS

1. CALL TO ORDER

Meeting was called to order at 1:00 p.m. by Chair Vasquez

2. ROLL CALL

3. PUBLIC COMMENT

At this time, any member of the public may address the Board on any subject within their jurisdiction that is not scheduled before the Board on that day. Due to Open Meeting Laws, the Board cannot discuss or act on items presented during this portion of the agenda. To address the Board on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

No public comment

4. APPROVAL OF MINUTES

(Pages X-X)

Executive Board Regular Meeting Minutes of January 4, 2024

The motion was made by Member McCarthy to approve the minutes of January 4, 2024 by Member McCarthy. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

B. CONSENT AGENDA

Items on the consent agenda are routine in nature and/or have already been budgeted or discussed by the Executive Board.

No item for Consent Agenda.

C. GENERAL BUSINESS

1. FY2023 SINGLE AUDIT

(Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: None. This item is for information and discussion only.

Executive Director Morley presented the overview of the FY 2023 Single Audit. During the presentation the findings and corrective actions taken to meet the gaps in the findings. Additionally, opportunities for improvement were presented.

2. CONSIDER APPLICATOIN FOR SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT (Pages X-X)

MetroPlan Staff: Kate Morley

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grants and 2) authorize the Executive Director execute a grant agreement upon reward.

Executive Director Morley presented the Notice of Funding Opportunity (NOFO) for Safe Streets for All Program (SS4A). During the presentation the requirements of the NOFO were explained. Additionally, Executive Director Morley shared the SS4A grant that MetroPlan has already received for Vulnerable Road Users (VRU). Specific risks versus rewards were conveyed.

Member McCarthy stated it is great to do these studies, but how do we put teeth into the study?" "Is it in the Regional Plan, is it in Code?" Executive Director Morley shared there have been high level conversation with the City of Flagstaff and how to give it "teeth." Further, Executive Director Morley said this should be an amendment to the Regional Plan to adopt the Safe Streets for All Plan. Some mentioned it would be great to have "plug and play" engineering standards. Implementation is key.

Member Williams had a question about Annual Strategic Advance and how this SS4A grant will fit into what was discussed at the Annual Strategic Advance. Executive Director Morley stated this was one of the items at the table and it was well received. Additionally, this was the only planning project, and it does align well to the comments at the Advance.

Member Begay asked Executive Director Morley to elaborate on controversial topics. Executive Director Morley gave examples of roundabouts versus signals, biking lanes on the roadway versus separated 10' FUTS bike lanes. Executive Director Morley stated that there would need to be Community Involvement and many conversations would need community input.

The motion was made by Member McCarthy to authorize MetroPlan to apply for a Safe Streets and Roads for All (SS4A) Grants and authorize the Executive Director to execute a grants agreement upon reward. The motion was seconded by Member Begay. The motion passed unanimously.

3. CONSIDER ROUTE TRANSFER STUDY UPDATE

(Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board accept the *2024 Route Transfer Study Update*.

Transportation Manager Wessel shared the update to the Route Transfer Study for consideration. The presentation included background on the study as well as the input received for the study and advantages and disadvantages of the Route Transfer Study.

Member McCarthy stated the City of Flagstaff about 5 years back had some discussions on the Route Transfer Study and the conclusion was reached that there was no money for such a study at that time. He stated he accepted the study but does not believe the City of Flagstaff will move forward on this study soon.

Member McCarthy asked which part of East Route 66 was under City of Flagstaff. Transportation Manager stated it was the section behind the mall out to Walnut Canyon.

Member Begay asked the pros and cons of what a study would look like and what is the best way that the Board can consider the recommendation put forward to the Board.

Planning Manager Wessel stated this is a reference document. A reasonable process was followed and the references are reasonable information, accurate enough for consideration whether or not to make a transfer, hopefully that is enough information to accept the document. As far as using the document and what is the best path forward would be another conversation. It would be the Board's direction to direct MetroPlan in the future.

Member Sweet stated she likes this is just a study and it is good information to have on hand and presented. It could be used in the future by the City of Flagstaff to make decisions.

The motion was made by Member Begay to accept the 2024 Route Transfer Study Update as presented. The motion was seconded by Member McCarthy. The motion passed unanimously.

4. FY2025-2029 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board release of the FY2025-2029 Transportation Improvement Program for a Public Comment Period.

Planning Manager Wessel shared the FY2025-2029 Transportation Improvement Program. He stated this is typically a document which is updated on a 4-year basis; however, MetroPlan has chosen to update the TIP on a two-year cycle and put the TIP out for public comment at that time.

Chair Vasquez asked for the approximate cost of a bus shelter. Executive Director Morley stated the cost was \$35,000 for the shelter structure plus any necessary site work.

The motion was made by Member McCarthy to release the FY 2025-2029 Transportation Improvement Program for a Public Comment Period. The motion was seconded by Vice-Chair Sweet. The motion passed unanimously.

5. CONSIDER REGIONAL TRANSPORTATION SAFETY PLAN (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board adopt the Regional Transportation Safety Plan.

Transportation Manager Wessel shared the Regional Transportation Safety Plan which covers the MetroPlan planning area and is required for Highway Safety Improvement Program. The members of the Project Review Team were conveyed.

Member Thompson stated wondered if the location of the Dairy Queen on Malapais Rd. is a disadvantaged area and wondered if it is included. Planning Manager Wessel stated this is a disadvantaged area.

Vice-Chair Sweet asked how a disadvantaged area is classified. Planning Manager Wessel stated that Title VI-non-discrimination classes including poverty, low income and disabilities and other evaluation criteria such as transportation community designations are used to designate transportation disadvantaged areas.

Member Williams stated a lot has gone into this plan and thanked everyone for their efforts to compile this plan.

The motion was made by Member McCarthy to adopt the Regional Transportation Safety Plan. The motion was seconded by Member Begay. The motion passed unanimously.

6. CONSIDER REGIONAL TRANSPORTATION PLAN AMENDMENT (Pages X-X)

MetroPlan Staff: David Wessel

Recommendation: Staff recommends the Board amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040*.

Planning Manager Wessel presented the amendment to *Stride Forward* to include *Blueprint 2040*. This included the technical amendment properly reflecting when the Plan was adopted.

The motion was made by Member Thompson to amend *Stride Forward* to include by reference cost constrained and build out project recommendations from *Blueprint 2040*. The motion was seconded by Member Williams. The motion passed unanimously.

7. CONSIDER APPLICATION FOR AARP (AMERICAN ASSOCIATION OF RETIRED PERSONS) COMMUNITY CHALLENGE GRANT (Pages X-X)

MetroPlan Staff: Sandra Tavel

Recommendation: Staff recommends the Board 1) authorize MetroPlan to apply for an AARP (American Association of Retired Persons) Community Challenge Grant and 2) authorize MetroPlan to execute a grant agreement upon award.

Transportation Planner Tavel presented the opportunity to consider an application for the AARP Community Challenge Grant which closed yesterday and how MetroPlan addressed this application.

The motion was made by Member Thompson to authorize MetroPlan to apply for an AARP Community Challenge Grant and to authorize MetroPlan to execute a grant agreement upon reward. The motion was seconded by Member Begay. The motion passed unanimously.

8. METROPLAN HAPPENINGS (Pages X-X)

MetroPlan Staff: Kate Morley/Mandia Gonzales

Recommendation: None. This item is for information and discussion only.

Executive Director Morley introduced Kim Austin, TDM Planner and Aubree Flores, AmeriCorps fellow.

Transportation Planner Gonzales presented the West Route 66 Operational Assessment Update.

Member McCarthy stated it is wonderful to have plans, but how do you make it happen? A lot of these plans must be implemented by the City of Flagstaff or Coconino County and how it is paid. Also, he is concerned if someone builds a project, and it is close to road boundaries, more space needed for a lane or bike lane, how will this be funded. He does not believe MetroPlan can solve all these issues and MetroPlan must keep that in the back of their mind as they move forward. Further he stated that a plan is nothing unless it can be implemented.

Transportation Planner Gonzales considers this the first step in the planning process, and it will then be handed to the City of Flagstaff and MetroPlan will be present to support as needed.

D. CLOSING BUSINESS

1. ITEMS FROM THE BOARD

Board members may make general announcements, raise items of concern, or report on current topics of interest to the Board. Items are not on the agenda, so discussion is limited, and action not allowed.

Member Thompson stated it was mentioned earlier about what Planning Manager Wessel presented that ADOT released a five-year plan and the comment period on this end on May 24, 2024. All the projects are listed under the Region 5 listing including Apache, Navajo, and Coconino County. Most of the projects identified in the 5-year plan will be preservation projects and a few modernization projects. He further stated that the award for this area will be around \$6,000,000. The monies are separated based upon need. He further asked whether some of these projects might be shared at the next Executive Board meeting.

Member McCarthy stated he was encouraged by the quality and ability of the staff members now present on MetroPlan.

Chair Vasquez asked if there are any legislative updates in Transportation?

Executive Director Morley stated at the federal level there is much discussion which will occur over the next 18 months surrounding the renewal of the IJJA. MetroPlan is looking to support the IJ by doing whatever needs to be done.

Further she stated that the Regional Transportation Advocacy Council (RTAC) which has our three priority regional projects, is essentially dead due to the state of funding at the State of Arizona Level.

Smart Fund which is changes to the matching funds from the State for competitive Federal applications. The law made it sound like only cities and counties could apply for funds, yet there are funds available to many. The language law has been broadened to include anyone who is eligible for the Federal grant can seek Smart Funds and this would benefit MetroPlan, Mountain Line and the tribes. There appears to be nothing in the way of having this law updated.

Another catching everyone's attention is that ADOT needs to be renewed by the State of Arizona. This was not originally perceived to be controversial, yet some controversies including things that would prevent ADOT from studying multi-modal benefits are arising. This is counter to what the Federal Government accomplishes. MetroPlan is advocating for a clean renewal bill at the State level.

Member McCarthy stated that a certain state legislature does not even want discussions about a passenger train from Tucson to Phoenix, which would reduce traffic on I-10.

Executive Director Morley stated if anyone has the opportunity to educate others on how multi-modal forms of transportation impact our highways and keeps them free and clear of congestion, those are great things to message to members of the legislature. Member McCarthy gave examples of the need for Multi-modal transportation.

Member Begay said we are all in this together and any advocacy assistance would be greatly appreciated.

2. NEXT SCHEDULED EXECUTIVE BOARD MEETING

April 4, 2024

3. ADJOURN

The meeting was adjourned at 2:28 p.m. by Chair Vasquez.

The Transportation Improvement Program (TIP) includes the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) final program of projects for Sections 5307 and 5339 funding under the Federal Transit Administration unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects. The MetroPlan Public Participation Plan (PPP) provides public participation notices and processes for NAIPTA as required to meet federal and state requirements for public participation and open meetings.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at www.metroplanflg.org on March 4, 2024 at 12:00 pm.

Karen Moeller, Clerk of the Board/Admin. Assistant

Dated this 4th day of March, 2024.



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: March 20, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Consider adopting Coordinated Public Transit-Human Services Transportation Plan Update

1. RECOMMENDATION:

Staff recommends adoption of the 2024 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan update.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs.

Objective 2.2: Expand inclusion of transportation disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.

3. BACKGROUND:

Since 2007, all Metropolitan Planning Organizations (MPO's) and Council of Governments (COG's) in Arizona are required to adopt and annually update a Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan) addressing service needs for the elderly and disabled and which includes the following elements:

- An inventory of current transportation providers and available transportation services
- An assessment of transportation needs for individuals with disabilities, older adults, and people with low incomes
- A list of strategies and activities to address identified gaps and achieve efficiencies in service delivery
- Implementation priorities for strategies and activities based on resources, time, and feasibility.



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MetroPlan produces the plan in cooperation with Mountain Line and supports the Coordinated Mobility Council (CMC). The CMC is comprised of service providers and public agencies and advises on plan implementation. To be eligible to receive Section 5310 grant funding for vehicle and equipment purchases or program management, a project must be identified in the Coordinated Plan. The CMC recommended adoption of the plan on February 23, 2024. The Mountain Line Board is scheduled to take action on April 17, 2024.

Every year, all COGs and MPOs must adopt an update to their Coordinated Plan that incorporates a series of minor amendments. Every four years, MetroPlan is required to conduct a major revision to the plan. This is a minor amendment and addresses updates to:

- Demographics
- Vehicle Inventories
- Eligible Projects

Eligible projects may be seen in this table excerpted from the Coordinated Plan.

MetroPlan summary of Section 5310 grant pre-applications for 2024 - Year 2

Description	Applicants Priority	Regional Priority	Project Type	Federal Grant	Local Match	Total Amount
Arizona Board of Regents for and on behalf of NAU Center for Service and Volunteerism						
Volunteer Driver Door through Door and More	1	1	Operating	\$13,000	\$13,000	\$26,000
Mountain Line						
Taxi programs	1	1	Operating	\$75,000	\$75,000	\$150,000
ADA Plus	2	1	Operating	\$115,943	\$115,943	\$231,886
Mountain Line GO!	3	3	Operations	\$62,430	\$62,430	\$124,860
Bus stop mobility program	4	2	Capital	\$200,000	\$50,000	\$250,000
Mountain Line total				\$453,373	\$303,373	\$756,746
Hozhoni						
Replacement for VIN #5367	1	1	Capital	\$115,500	\$28,875	\$144,375
Hope Lives – Vive La Esperanza						
Passenger van for peer support services in Coconino County	1	1	Capital	\$45,675	\$9,135	\$54,810
FMPO total				\$627,548	\$354,383	\$981,931
By project type						



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Capital	\$361,175	\$88,010	\$449,185
Operating	\$266,373	\$266,373	\$532,746
FMPO total	\$627,548	\$354,383	\$981,931

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

As a minor amendment, this item was not brought to the TAC. The Management Committee had no comment.

5. FISCAL IMPACT:

There is no direct fiscal impact however the Coordinated Plan makes agencies in the region eligible to received FTA Section 5310 funds.

6. ALTERNATIVES:

1. **Recommended:** The Board adopts the 2024 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan update. This action is aligned with requirements for annual updates.
2. **Not recommended:** Do not adopt the 2024 MetroPlan-Mountain Line Coordinated Public Transit – Human Services Transportation Plan update. This renders projects in plan ineligible for 5310 funds.

7. ATTACHMENTS:

[Coordinated Plan Link](#)



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: March 19, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kim Austin, TDM Planner

SUBJECT: Consider Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project

1. RECOMMENDATION:

Staff recommends the Board ratify the Fiscal Agent Agreement with Creative Flagstaff for the Cheshire Slow Street Asphalt Art Project.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 4: Implement Programs that Encourage Mode Shift.

Objective 4.1: Conduct community-oriented multimodal demonstration and pilot project.

3. BACKGROUND:

MetroPlan, in partnership with Creative Flagstaff, received a Bloomberg Foundation grant for an asphalt art project on Fremont Street in the Cheshire neighborhood. Installation of the artwork will occur on Saturday, May 18th. The project is in the implementation phase. Current planning includes street festival-type run of show, finalizing traffic plans, development of a neighborhood outreach plan, and preparing to file a Parks Recreation Open Space and Events (PROSE) permit. Contracted artists have been hired and are working with the Flagstaff Arts and Leadership Academy (FALA) students to narrow down the art concepts and will give the options to Beautification and Public Arts Commission (BPAC) for a vote on April 8th of three designs to go to public vote through the Flagstaff Community Forum. Community outreach, volunteering, and voting for art options will commence shortly thereafter. An “opening brush stroke” photo opportunity before painting commences and staff invite the Board to participate in this event. Loven Contracting has donated their marketing coordinator’s volunteer time to produce an educational 1–2 minute video explaining the project, partnerships, and projected outcome.



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While MetroPlan was the applicant for the Bloomberg Philanthropies grant valued at \$25,000 that supports this project, Bloomberg Philanthropies required a 501(c)3 be the fiscal agent. MetroPlan partnered with Creative Flagstaff to act in that capacity, managing all invoicing, reporting, procurement, and offered a 5% administrative fee to be paid from the grant for doing so. With turnover at Creative Flagstaff, it was determined a formal Fiscal Agent Agreement was needed to ensure the partnership would move forward as planned. MetroPlan's legal counsel has reviewed the Fiscal Agent Agreement.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not brought to the TAC. The Management Committee had no comment.

5. FISCAL IMPACT:

This project is a grant-funded project at \$25,000 however none of the money flows through MetroPlan. Creative Flagstaff is the fiscal agent for this project. MetroPlan is providing staff time at no cost to the project.

6. ALTERNATIVES:

1. **Recommended:** The Board ratify the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project. This will enable MetroPlan to direct the Creative Flagstaff's Bloomberg grant funding to deliver the project.
2. **Not recommended:** Do not ratify the Fiscal Agent Agreement with Creative Flagstaff for Cheshire Slow Street Asphalt Art Project. Without an agreement, the funding may be at risk to deliver the project.

7. ATTACHMENTS:

Contract with Creative Flagstaff



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Fiscal_Agent_Agreem

FISCAL AGENT AGREEMENT

This Fiscal Agent Agreement (“Agreement”) is made on this 4 t h day of April, 2024, between Flagstaff Arts Council, an Arizona nonprofit corporation d/b/a Creative Flagstaff (hereafter referred to as “Fiscal Agent”) and Flagstaff Metropolitan Planning Organization, an Arizona nonprofit corporation d/b/a MetroPlan (hereafter referred to as the “Sponsored Organization”).

Purpose of Agreement

The Sponsored Organization has proposed that the Fiscal Agent sponsor a project (the “Project”) to (describe the project):

Cheshire Slow Street Asphalt Art Bloomberg Philanthropies Grant Award in amount of \$25,000. See Project Scope Statement Attached.

Fiscal Agent has determined that sponsorship of the Project would be consistent with its goals and wishes to make arrangements with the Sponsored Organization for the implementation and operation of the Project.

1. The Fiscal Agent hereby agrees to sponsor the Project and to assume administrative, programmatic, financial and legal responsibility for the purposes of the requirements of funding organizations. The Sponsored Organization agrees to implement and operated the Project, in accordance with the terms of this Agreement and with any requirements imposed by funding organizations.
2. The Project shall be operated in a manner consistent with the Fiscal Agent’s tax-exempt status, with the Sponsored Organization’s status as a publicly funded quasi-governmental entity, and as described in this Agreement. No material changes in the purposes or activities of the Project shall be made without prior written permission of the Fiscal Agent and in accordance with any requirements imposed by funding organizations, nor shall the Sponsored Organization carry on activities or use funds in any way that jeopardizes the Fiscal Agent’s tax-exempt status.
3. The Sponsored Organization shall not, and shall not permit the Project to, attempt to influence legislation or participate or intervene in any political campaign on behalf (or in opposition to) any candidate for public office or otherwise engage in the carrying on of propaganda (within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986).
4. The Sponsored Organization will provide the Fiscal Agent with reports describing programs and services of the Project in accordance with the following schedule:

Bi-weekly Accountability Session Notes. After Implementation reporting as described in grant application and as requested by Bloomberg Philanthropies.

5. The Sponsored Organization will provide all information and prepare all reports, including interim and final reports, required by funding organizations with the Fiscal Agent’s assistance and final approval.
 6. On behalf of the Sponsored Organization, the Fiscal Agent will establish and operate for the use of the Project a designated account (“Account”) segregated on the Fiscal Agent’s books. All amounts deposited into a Project’s Account will be used in its support, less administrative charges, if any, and subject to the conditions set forth below.
 7. The Fiscal Agent will disburse funds from the Account in the following manner: (for example: *as instructed in writing on properly filled-out Fiscal Agent vouchers accompanied by required documentation and only as authorized by this agreement.*)
Pay itemized invoices approved by Sponsored Organization within 30 days.
-

Disbursements will be restricted to the support and implementation of the Project only.

8. The Sponsored Organization designates Kim Austin(name) to act as authorizing official. The authorizing official shall act as principal coordinator of the Project’s daily business with the Fiscal Agent, and shall have authority to sign disbursement requests and (*add any additional authority*)

_____ is responsible to manage project budget.

9. The Fiscal Agent and Sponsored Organization will maintain all financial records relating to the Project according to generally accepted accounting principles, retain records as long as required by law, and make records available to auditors as required by law including for any audit requirements of Sponsored Organization.
10. The Fiscal Agent and Sponsored Organization will reflect the activities of the Project, to the extent required, on their state and federal government tax returns and financial reports. All disbursements from an Account shall be treated as payments made to or on behalf of the Sponsored Organization to accomplish the purposes of the Project. The Sponsored Organization will provide the Fiscal Agent with proper documentation to accomplish this including furnishing the Fiscal Agent with the Sponsored Organization’s Federal Employer Identification Number.
11. The Sponsored Organization will give proper credit to the Fiscal Agent in all publicity in the following form: “(The Project Name) is a sponsored project of the (Fiscal Agent’s Name), with funding provided by a grant from the ___Creative Flagstaff_____.”
12. In consideration of the Fiscal Agent’s agreement to sponsor the Project, and to cover the Fiscal Agent’s expenses in connection with the Project as outlined above, the Project will pay the following fees, charges and expenses:

\$1,250.00 to Creative Flagstaff (administrative duties)

_____ \$23,750.00 for services rendered in accordance with the grant objectives and guidelines _____

13. This Agreement will be subject to review quarterly and will terminate if any of the following events occur:
- a. The Fiscal Agent requests the Sponsored Organization to cease activities that it deems might jeopardize its tax-exempt status and the Project fails to comply within a period of ten (10) days;
 - b. Either party fails to perform or observe any other covenant of this Agreement, and this failure remains unremedied fifteen (15) days after notice in writing.
 - c. Upon expiration of sixty (60) days after either the Sponsored Organization or the Fiscal Agent has given written notice of its intent to terminate the agreement.
14. In the event this Agreement is terminated, the Fiscal Agent and Sponsored Organization will comply with any termination conditions imposed by funding organizations.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

Accepted for the Fiscal Agent:
Flagstaff Arts Council d/b/a Creative Flagstaff

Jonathan Stone

Authorized signer

Date

For the Sponsored Organization:
Flagstaff Metropolitan Planning Organization, d/b/a MetroPlan

Kate Morley

Authorized signer

Date

Signature: 

Email: jstone@creativeflagstaff.org

Signature: 

Kate Morley (Mar 7, 2024 08:07 MST)

Email: kate.morley@metroplanflg.org









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Final Audit Report

2024-03-07

Created:	2024-03-07
By:	Karen Moeller (kmoeller@mountainline.az.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAmJztk7c4aiGIkkoU6p36-3nhWopKkBU4

"Microsoft Word - Fiscal_Agent_Agreement_NEA.doc" History

-  Document created by Karen Moeller (kmoeller@mountainline.az.gov)
2024-03-07 - 3:02:23 PM GMT
-  Document emailed to Jonathan Stone (jstone@creativeflagstaff.org) for signature
2024-03-07 - 3:02:27 PM GMT
-  Document emailed to Kate Morley (kate.morley@metroplanflg.org) for signature
2024-03-07 - 3:02:27 PM GMT
-  Email viewed by Kate Morley (kate.morley@metroplanflg.org)
2024-03-07 - 3:07:10 PM GMT
-  Document e-signed by Kate Morley (kate.morley@metroplanflg.org)
Signature Date: 2024-03-07 - 3:07:47 PM GMT - Time Source: server
-  Email viewed by Jonathan Stone (jstone@creativeflagstaff.org)
2024-03-07 - 9:44:42 PM GMT
-  Document e-signed by Jonathan Stone (jstone@creativeflagstaff.org)
Signature Date: 2024-03-07 - 9:45:09 PM GMT - Time Source: server
-  Agreement completed.
2024-03-07 - 9:45:09 PM GMT



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STAFF REPORT

REPORT DATE: March 21, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Karen Moeller, Administrative Assistant/Clerk of the Board

SUBJECT: Consider Adopting Financial Management Policy Update

1. RECOMMENDATION:

Staff recommends the Board adopt the updated Financial Management Policy.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.4: Ensure Good Standing with Funders

3. BACKGROUND:

The purpose of MetroPlan's Financial Management Policy is to establish principles to guide MetroPlan staff, Board, and Financial Consultants to make consistent financial decisions that maximize revenues, mitigate risk, and protect the financial interests of MetroPlan and the people we serve. This financial policy defines duties and internal controls. It was adopted September 2, 2020, and this is the first update since that time.

As a federally funded organization, MetroPlan must meet federal standards. The Policy includes standards of commitment to routinely report a budget and financial update to the Executive Board on a quarterly basis.

Areas which were updated in this financial policy include:

- Updates staff titles.
- Referral to Mountain Line IT for back up of financial documents because MetroPlan has since entered an IGA for IT services with Mountain Line.



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- Additional review and approval of Journal Entries and monthly bank reconciliations by the Executive Director per audit recommendations.
- All expenses, invoices, and billing will be coded by staff and approved by the Executive Director per audit recommendations.
- Modifications to the processes to recognize most all invoices are paid electronically with very few checks generated. The Executive Director initiates all electronic payments.
- The requirements for a monthly profit and loss by class statement. This statement ensures costs are appropriately charged to grants.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not go to TAC. The Management Committee had no comment.

5. FISCAL IMPACT:


This update will ensure MetroPlan has adequate accounting procedures and internal controls and remains in good standing with federal, state and members.

6. ALTERNATIVES:

1. **Recommended:** Adopt the updated Financial Policy. This will ensure MetroPlan follows Federal and organizational guidelines regarding all financial dealings.
2. **Not Recommended:** Do not adopt the updated Financial Policy. This action would place financial operations in jeopardy if they did not meet Federal and organizational guidelines regarding all financial dealings.

7. ATTACHMENTS:

Financial Policy

 METROPLAN GREATER † FLAGSTAFF	Document: Financial Management Policy Adopted: Effective: Upon adoption
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Purpose:

The purpose of this policy is to establish principles to guide MetroPlan staff, Board and Financial Consultant to make consistent financial decisions that maximize revenues, mitigate risk and protect the financial interests of MetroPlan and the people we serve.

Section One: General Policies

General Financial Management Policies

Use of Financial Consultant

MetroPlan strives to maintain the highest standards of internal controls. To accomplish this, MetroPlan contracts with an outside Financial Consultant. MetroPlan prefers the consultant to be a Certified Public Accountant.

An engagement letter shall be requested from the Financial Consultant and kept on file.

The Financial Consultant is responsible for working with the staff, reconciling the bank accounts, reviewing financials, assisting with the audit, and any other financial needs of the organization.

Maintenance of Manual

The Financial Management Policy Manual is critical to the accounting function of MetroPlan. Staff is responsible for maintaining the manual. All proposed changes must be approved by the Board with input from staff and the Financial Consultant. This Policies & Procedures Manual will be dated with the date of each approved revision.

Periodically, staff and the Financial Consultant will review the manual and formulate proposed changes. All changes must be approved by the Executive Board at a regularly scheduled Executive Board meeting.

The revised policies and procedures will be distributed to the staff, the Financial Consultant, and the Executive Board. In addition, the manual will be given to any of the above positions whenever the position has turnover.

Security

Accounting Office

A locked filing cabinet will contain confidential files and checks. The drawer will remain locked unless in use.

MetroPlan's blank check stock for the checking account shall be stored in a filing cabinet in the Executive Director's office. Guidelines for check writing are defined in Section Four.

Access to Electronically Stored Accounting Data

It is the policy of MetroPlan to utilize passwords to restrict access to the accounting software and data. Only accounting personnel with data input responsibilities will be assigned passwords that allow access into the system.

Accounting personnel are expected to keep their passwords secret. Each password enables a user to gain access to only those software and data files necessary for each employee's required duties.

Storage of Back-up Files

The accounting data files are located on a web based shared drive. These files are backed in accordance with Mountain Line IT policies.

Establish a Point Person

Staff will be responsible for restoring financial operations, with support from the Financial Consultant.

Establish a backup site

Staff are set up to work at home with their laptops if an emergency arises. All files are stored securely and remotely.

MetroPlan has accounting support from a Financial Consultant and this person may have a role in the disaster recovery plan of the agency if needed. The Financial Consultant will be contacted for assistance on an as needed basis.

Section Two: General Ledger

Chart of Accounts

The general ledger is defined as a group of accounts that supports the information shown in the major financial statements. The general ledger is used to accumulate all financial transactions of MetroPlan and is supported by subsidiary ledgers that provide details for certain accounts in the general ledger. The general ledger is the foundation for the accumulation of data and reports.

Chart of Accounts Overview

The chart of the accounts is the framework for the general ledger systems, and therefore the basis for MetroPlan's accounting system. The chart of accounts consists of account titles and account numbers assigned to the titles. General ledger accounts are accumulated transactions and the impact of these transactions on each asset, liability, net asset/equity, income, and expense account.

MetroPlan’s chart of accounts is comprised of seven (7) types of accounts:

1. Assets
2. Liabilities
3. Net Assets/Equity
4. Income
5. Expenses
6. Other Income
7. Other Expense

The general ledger system also contains a list of classes for further allocation of accounts that is added to, adjusted, and used as needed to track grants or specific costs.

Control of Chart of Accounts

MetroPlan’s chart of accounts is monitored and controlled by MetroPlan’s Administrative Assistant and Clerk of the Board in partnership with the Financial Consultant. Additions to or minor changes to the accounts will be made by the Administrative Assistant and Clerk of the Board with support of the Financial Consultant. Deletions or structural changes to the chart of accounts will be made by the Financial Consultant. Both parties will ensure that the chart of accounts is consistent with the organizational structure and meets the needs of MetroPlan.

<u>Account Range</u>	<u>Category</u>
1000000-1999000	Assets
2000000-2999000	Liabilities
3000000-3999000	Net Assets/Equity
4000000-4999000	Income
5000000-5999999	Expenses

Expense Account are additional categorized by 1) the first two digits of the account and 2) the last three digits of the account as follows:

The first two digits of the Expense account will usually determine type of expense.

- 50 – Salaries and Benefits
- 51 – Operating and Overhead
- 52 – Contractual Services
- 53 – Information Technology
- 54 - Travel
- 55 – Consultant Fees/Project Expenses

The last three digits of the Expense account determine the task for grant classification:

- 100 – Program Administration

- 200 – Data Collection
- 300 – Transportation Improvement Plan (TIP)
- 400 – Regional Transportation Plan (RTP)
- 500 – Special Project Planning
- 600 – Environmental Overview
- 700 – Capital Expenditures
- 800 – Public Transportation Plan

In addition, MetroPlan will utilize class tracking in QuickBooks to track expenses for the purposes of grant billing. A class will be created for each grant that MetroPlan receives.

All general ledger entries shall be supported by documentation, which shall include a reasonable explanation of each entry.

Examples of Journal Entries include, but are not limited to:

1. Recording of non-cash transactions, such as In-Kind
2. Corrections of posting errors
3. Payroll Allocation

All Journal Entries must be reviewed and approved by the Executive Director.

Subsidiary ledgers include Accounts Payable, Accounts Receivable, and Fixed Assets. Accounts Payable entries are supported by invoices which have been approved before payment. Cash Receipts are supported by copies of all checks and cash. Fixed Assets are supported by copies of all invoices and cancelled checks. A fixed asset entry is to be prepared on paper showing which accounts are to be debited and credited, with appropriate backup documentation, and the financial consultant shall review the document. The Administrative Assistant and Clerk of the Board will scan and file it for audit purposes. Accounts Receivable entries are supported by invoices to various granting agencies that are waiting for payment to be received.

Section Three: Revenue and Cash Receipts

Billing and Invoicing

Overview

The following is a list of items billed and/or accrued and received by MetroPlan and the frequency with which each is billed:

Monthly Billings – Reimbursements from granting agencies will be invoiced as needed.

Annual Billings – Member agencies' dues will be billed each July as stated in the MetroPlan's Bylaws.

Cash Receipts

Cash (including checks payable to the organization) is the most liquid asset an organization has. Therefore, it is the objective of MetroPlan to establish and follow the strongest possible internal controls in this area.

Funds are defined as cash, checks, money orders, traveler's checks, credit card payments, gift cards, or other forms of money received by an employee for the benefit or support of MetroPlan.

Processing of Checks in the Mail

Cash receipts are centralized to ensure that cash received is appropriately directed, recorded, and deposited on a timely basis.

All checks will be recorded in QuickBooks and deposited in the checking account within five (5) business days of receipt. All wires will be recorded in QuickBooks upon notification of receipt.

Endorsement of Checks

It is the policy of MetroPlan that all checks received that are payable to MetroPlan shall immediately be restrictively endorsed by the Administrative Assistant and Clerk of the Board. The restrictive endorsement will include:

1. For Deposit Only
2. MetroPlan Account Number

Accounts Receivable Management

Reconciliation of Deposits

On a monthly basis, the Financial Consultant shall reconcile accounts receivable, list of receipts and bank deposits reflected on monthly bank statements. Any discrepancies shall be immediately investigated. The Financial Consultant will also reconcile all bank accounts each month and send the reports to the Executive Director for approval.

Collections

The majority of MetroPlan's accounts receivable are related to billing for reimbursable grants. Staff will resolve any unpaid reimbursements within thirty (30) days. This is usually the result of errors or changes to billing.

Grant Management

MetroPlan is primarily funded by federal formula and discretionary grants and has the following related policies and practices:

- Grants will be applied for timely so that no funding is lost.
- Every effort will be made to obligate MetroPlan grants in a timely manner so that no funding lapses and no funding needs to be returned.

- The oldest grants will be spent first whenever practicable.
- If grants cannot be obligated timely, MetroPlan will attempt to exchange grants with member agencies so that no transportation revenues are lost to the region.
- MetroPlan will pursue a 1:1 dollar exchange with member agencies and may receive less than 1:1 in some instances.
- MetroPlan strives to maximize local in-kind match and minimize local match requirements to the extent possible. See separate Local Match and In-Kind Policy.

Section Four: Expenditures and Disbursements

Accounts Payable Management

The Administrative Assistant and Clerk of the Board performs the recording of assets or expenses and related liability. Amounts recorded are based on the vendor invoice for related goods or services. Invoices shall be supported by an approval signature and will be reviewed and approved by the Executive Director as described in the earlier sections. Invoices and related general ledger account distribution codes are reviewed prior to posting to the accounting system. The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized.
2. Invoices are processed in a timely manner.
3. Vendor credit terms and operating cash are managed for maximum benefits.

Recording of Accounts Payable

All valid accounts payable transactions, properly supported with required documentation, shall be recorded in a timely manner by the Administrative Assistant and Clerk of the Board.

Accounts payable are processed on a bimonthly basis. Information is entered into the accounting system from approved invoices with appropriate documentation attached.

Each month a report of payments made (including checks and credit cards) is prepared for the Executive Board.

It is the policy of MetroPlan that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching a vendor's records. No payments will be processed only from a vendor statement. Any pay request for an employee or special purchase must be preapproved before purchase with a PO except in the case of travel.

After the bills have been paid, the Administrative Assistant and Clerk of the Board will attach the documentation in QuickBooks and then file it in the financial files.

Establishment of Control Devices

The planning staff establish control of contract invoices as soon as invoices are received, review for accuracy and completeness, and submit to Administrative Assistant and Clerk of the Board with approval for payment.

Upon receipt of invoices, invoices are submitted to the Administrative Assistant and Clerk of the Board for review of completeness and accuracy before recommending payment.

Payments will be approved by the Executive Director either by signing the check, authorized electronic payment via email or by approving the credit card reconciliation each month.

Processing of Accounts Payable

The following procedures shall be applied to each invoice or purchase before submittal to the Administrative Assistant and Clerk of the Board for payment.

1. Validation that the expense is necessary and needed.
2. Verification that the purchase is being made by the appropriate staff.
3. Confirmation that the purchase is in accordance with purchasing procedures.

Payment Discounts

To the extent practical, it is MetroPlan's policy to take advantage of all prompt payment discounts offered by vendors. When the availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled to take full advantage of discounts.

Employee Expenses Reports

Reimbursements for travel expenses, business meals, or other approved costs will be made only upon receipt of a properly approved and completed expense reimbursement form (see Travel Policy). Pre-approval is required for all employee purchases/expenses and subsequent reimbursements. Expense reports will be processed for payment with bimonthly vendor payment cycle.

Cash Disbursement

It is the policy of MetroPlan to print vendor checks and expense reimbursement checks no less than bimonthly. Authorized check signers (**Executive Director and Planning Manager**) shall prepare checks and E-bill payments through online banking.

Check Preparation check signers – Two (2) if over Fifty Thousand Dollars (\$50,000.00)

All vendor and expense reimbursement checks shall be produced in accordance with the following guidelines:

1. Expenditures must be supported in conformity with the purchasing, accounts payable, and travel policies described in their respective manuals.
2. Timing of disbursements should be made to take advantage of all early-payment discounts offered by vendors.
3. Generally, all vendors shall be paid within thirty (30) days of submitting a proper invoice upon delivery of requested goods and services.

4. Total cash requirements associated with each check run is monitored in conjunction with available cash balance in bank prior to release of any checks.
5. Checks shall be utilized in numerical order (unused checks are stored in a locked cabinet in the accounting office).
6. Checks shall never be made payable to “bearer” or “cash.”
7. Checks shall never be signed prior to being prepared.

Check Signing

Check signers should examine all original supporting documentation to ensure that each item has been properly checked prior to signing a check. Checks should not be signed if supporting documentation appears to be missing or there are any questions about disbursement. Any questions about checks should be directed to the Administrative Assistant and Clerk of the Board for investigation.

Bank signature cards must be updated whenever there is a staff change.

Voided Checks

Checks may be voided due to processing errors by making proper notations in the check register and defacing the check by clearly marking it “VOID.” In addition, the signature line should be “torn off” the check. All voided checks shall be retained to aid in preparation of bank reconciliation’s and for inspection by auditors.

Stop Payments

Stop payments may be made for checks lost in the mail or other valid reasons.

Record Keeping Associated with Independent Contractors

MetroPlan shall obtain a completed Form W-9 from all vendors to whom payments are made for services. A record shall be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors shall be accumulated over the course of a calendar year.

Bank Debit and Credit Card

MetroPlan employees issued a MetroPlan’s credit card account will have authorization to purchase up to Three Thousand Dollars (\$3000.00) without preapproval. Employees issued a credit card are responsible for the following:

- Providing complete and accurate documentation of each purchase
- Managing their own returns or charge disputes with the credit card company
- Reconciling charges with all supporting documentation within one week of statement receipt.
- Additional credit card policies can be found in the Purchasing Policy.

Processing of Expenditures

The same procedures for processing accounts payable expenses shall be followed when processing credit card expenses.

Vendor Contracts

Vendor Contracts shall comply with MetroPlan's Purchasing Policy and MetroPlan's Work Program agreement with ADOT.

Section Five: Assets

Cash and Bank Accounts

MetroPlan maintains one checking account. The checking account is used for the routine disbursement of accounts payable and deposit of cash receipts. All cash and deposits are made to the Alliance Bank Checking account, as described under the cash receipts sections of this manual.

Cash Flow Management

MetroPlan's Administrative Assistant and Clerk of the Board and Executive Director monitors cash flow needs on a regular basis to eliminate idle funds and to ensure that payment obligations are met.

Bank Reconciliations

Bank account statements are received online by the 10th of the following month. The Administrative Assistant and Clerk of the Board shall email the bank statements to the Financial Consultant each month. The Financial Consultant shall reconcile and review contents for unusual or unexplained items. Unusual or unexplained items shall be reported immediately to the Executive Director.

After this review is complete, the Financial Consultant reconciles the bank balance with the general ledger balance. It is the policy of MetroPlan to complete the bank reconciliation process within two (2) weeks of receipt of each bank statement. The finished reconciliation shall be sent to the Executive Director for review and approval.

Bank reconciliations will be shared with the Executive Board upon request.

Stale Checks

MetroPlan will write off checks that have not cleared the bank in one hundred eighty (180) days. For any uncashed check over One Hundred Dollars (\$100.00), contact will be made with the payee to resolve the issue.

All stale checks, whether written off within the same fiscal year as they were written or written off in fiscal years subsequent, shall be credited to the same expense or asset account that was debited when the check was written.

Prepaid Expenses

As MetroPlan operates on a modified accrual basis, expenses are recorded when they are incurred rather than amortized over the period. MetroPlan does not expect any significant expenses that would require amortizing.

Fixed Assets

Physical assets acquired with unit costs of Five Thousand Dollars (\$5,000.00) or more are capitalized as fixed assets on financial statements. Items with unit costs below this threshold shall be expensed in the year purchased. Capitalized fixed assets are accounted for at their cost and all such assets, except land, are subject to depreciation over their estimated useful life, as described later. Assets with fair market values more than One Thousand Dollars (\$1,000.00) per unit that are contributed to MetroPlan shall follow this same policy.

Establishment and Maintenance of a Fixed Assets Listing

All capitalized fixed assets shall be recorded in the accounting software and in a detailed spreadsheet. This listing shall include the following:

1. Asset number
2. Description
3. Model number (if applicable)
4. Serial number (if applicable)
5. Classification
6. Location
7. Acquisition Date
8. Date in Service
9. Acquisition Value
10. Depreciation method
11. Useful life
12. Convention

A physical inventory of all assets, capitalized under the preceding policies, will be taken on an annual basis by MetroPlan. This physical inventory shall be reconciled to the accounting fixed assets listing or with adjustments made, as necessary. All adjustments resulting from this reconciliation will be approved by the Executive Director and made by the Business Manager.

Depreciation and Useful Life

All capitalized assets are maintained in the fixed assets account group and are not to be included as an operating expense. Fixed assets are depreciated over their estimated useful life using the straight-line method.

In the year of acquisition, depreciation is recorded based on the number of months said assets are in service. If an asset is purchased before the 15th of the month, depreciation starts that month, if the asset is purchased between the 16th and the last day of the month, depreciation does not start until the following month.

Estimated useful lives of capitalized assets shall be determined by the Financial Consultant. The following is a list of estimated useful lives of each category of fixed asset for depreciation purposes:

Building and improvements	39 years
Land improvements	20 years
Furniture and Fixtures	Up to 10 years
Office equipment	5 years
Computer Hardware	3-5 years
Computer Software	2-5 years
Vehicles	5-7 years
Lease Assets	Life of lease
Leasehold Improvements	Remaining lease term

For accounting and interim financial reporting purposes, depreciation expenses will not be recorded on a monthly basis, with an annual reconciliation by the financial consultant in preparation for the audit.

Repairs of Fixed Assets

Expenditures to repair capitalized assets shall be expenses as incurred if repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if repairs increase the value of property, prolong its estimated useful life, or adapt it to a new and different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If repairs significantly extend the useful life of the property, the original cost of the property shall also be depreciated over its new, extended useful life.

Dispositions of Fixed Assets

In the event a fixed asset is sold, scrapped, donated, or stolen, adjustments need to be made to the fixed assets listing. If money is received for the asset, then the difference between the money received and the “book value” (purchase price less depreciation) of that asset will be recorded as a loss, if money received is less than the book value, and a gain if the money received is more than the book value.

Write-Offs of Fixed Assets

The appropriate staff approves the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the CEO and/or the Police Department based upon the value of the asset. If not located, this property will be written off the books with proper notation specifying the reason(s).

Section Six: Financial and Tax Reporting

Monthly Financial Statements

MetroPlan’s basic financial statements that are maintained monthly shall include:

1. Balance Sheet – reflects assets, liabilities, and net assets of the organization
2. Budget vs. Actuals – presents revenues and expenses of the organization as a whole and by class compared the approved budget.
3. Profit and Loss by Class – provides the profitability by the different parts of MetroPlan.

Frequency of Preparation

The objective of MetroPlan’s accounting department is to prepare accurate financial statements in accordance with generally accepted accounting principles and distribute them in a timely manner. In meeting this responsibility, the following shall apply:

- A standard set of financial statements described in the preceding section shall be produced each month by the Financial Consultant for management use only.
- A customized budget and financial report will be prepared no less than quarterly by the MetroPlan Administrative Assistant and Clerk of the Board for presentation to the Executive Board.

Section Seven: Financial Management

Budgeting

It is MetroPlan’s policy to prepare an annual budget using an accrual basis of accounting. MetroPlan’s budget should be designed and prepared for the most efficient and prudent use of this organization’s financial and human resources. It is a management commitment for present and future organizational activities that will ensure survival.

Preparation and Adoption

To prepare the organization budget, MetroPlan’s Administrative Assistant and Clerk of the Board shall gather proposed budget information from the MetroPlan Executive Director and staff and prepare the first draft of the budget. Budgets proposed and submitted should be accompanied by a narrative explanation of all material fluctuations in budgeted amounts from prior years.

After appropriate revisions and a compilation of the budget, the Executive Director shall provide a draft of the budget to the Executive Board for discussion, revision, and initial approval.

It is the policy of MetroPlan to have significant changes to the original budget presented to and re-approved by the Executive Board.

Payroll and Human Resources Management

Payroll and Human Resource Management are managed by Mountain Line staff. MetroPlan employees are employees of Mountain Line for payroll and human resource purposes. Additional details can be found in the IGA with Mountain Line and Mountain Line's Employee Handbook.

Month End Closing

The Administrative Assistant and Clerk of the Board shall maintain a month-end checklist to ensure complete month-end financial statements.

Cost Allocation

Monthly overhead costs to be pooled each month and allocated based upon month end payroll cost allocation produced from the monthly payroll invoice from Mountain Line. These overhead costs include, but are not limited to, rent, phone, monthly IT services, and office supply.

Annual Audit

It is MetroPlan's policy to arrange for an annual audit of the organization's financial statements to be conducted by an independent accounting firm. Audited financial statements, including the auditor's opinion thereon, will be submitted and presented to the Executive Board as soon as possible after the completion of each audit.

How Often to Review the Selection of the Auditor

MetroPlan shall review the selection of its independent auditor in the following circumstances:

1. Anytime there is dissatisfaction with the service of the current firm.
2. When a fresh perspective and new ideas are desired.
3. As necessary to ensure competitive pricing and a high quality of service (this is not a requirement to change auditors every five years, simply to re-evaluate the selection).

Selecting an Auditor

The following factors shall be considered by MetroPlan in selecting a Certified Public Accounting (CPA) firm:

- 1.) The firm's understanding of nonprofit and governmental accounting.
- 2.) The firm's understanding of transportation programs.
- 3.) The firm's demonstrated ability to provide services requested in a timely manner.
- 4.) The ability of the firm's personnel to communicate with organization personnel in a professional and congenial manner.

If MetroPlan decides to prepare and issue a written Request for Proposal (RFP) to be sent to prospective CPA audit firms, the following information shall be included:

1. Period of services required

2. Complete description of services requested (audit, management letter, tax returns, etc.)
3. Identification of meetings requiring their attendance, such as Executive Board meetings
4. Organization chart of MetroPlan
5. Copy of prior year audited financials
6. Due date of proposals
7. Overview of selection process (when a decision shall be made, etc.)
8. Other information considered appropriate

Minimum Proposal Requirements from prospective CPA firms shall be:

1. Firm's background
2. Biographical information (resumes) of key firm members who will serve MetroPlan
3. Client references
4. Information about the firm's capabilities
5. Firm's approach to performing an audit
6. Copy of firm's most recent quality/peer report, including any accompanying letter of findings
7. Expected timing and completion of audit
8. Expected delivery of reports
9. Cost proposal including estimated travel expenses
10. Other information as deemed appropriate

Copies of all proposals shall be forwarded to the Executive Board who will make a final decision.

Preparation for the Annual Audit

MetroPlan shall be actively involved in planning for and assisting with the organization's independent accounting firm to ensure a smooth and timely audit of its financial statements. In that regard, the Business Manager will help the independent auditors in the following areas:

Planning – MetroPlan's Financial Consultant is responsible for preparing assignments and responsibilities in preparation for each audit. Assignments shall be based on a list of requested schedules and information provided by the independent accounting firm. These assignments may include, but not limited to the following:

1. Confirmation letters to bank accounts
2. End of Year expenses compared to annual budget
3. Trial Balance
4. Bank Reconciliations
5. Asset Schedules
6. Liability Schedules
7. Reconcile Wages to General Ledger
8. Depreciation Schedules
9. Interest Income & Expense

Involvement – Organization staff will do as much work as possible in order to assist the auditors.

Throughout an audit process, it shall be MetroPlan’s policy to make every effort to provide schedules, documents, and information requested by the auditors in a timely manner.

Concluding the Audit

Upon receipt of a draft of audited financial statements of MetroPlan from its independent auditor, the Financial Consultant shall perform a detailed review of the draft, consisting of the following procedures:

1. Carefully reading the entire report for typographical errors.
2. Trace and agree each number in the financial statements and accompanying footnotes to accounting records and/or internal financial statements of MetroPlan.
3. Review each footnote for accuracy and completeness.

Any questions or errors noted as part of this review shall be communicated to the independent auditor in a timely manner and resolved to the satisfaction of MetroPlan’s Financial Consultant and the Executive Director.

It shall be the responsibility of the Financial Consultant to review and respond in writing, with dialogue with MetroPlan’s Executive Director, to all management letter or other internal control and compliance report findings and recommendations made by the independent auditor.

Records Retention

It is the policy of MetroPlan to retain records as required by law and to destroy them when appropriate. The destruction of records must be approved by the Executive Director.

MetroPlan currently follows the State of Arizona Records Retention and Disposal Policy for transportation planning. Please reference the state policies for this section.



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STAFF REPORT

REPORT DATE: March 20, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: Consider application for Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) Programs Research Grant

1. RECOMMENDATION:

Staff recommends the Board 1) authorize MetroPlan to apply for Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) Programs Research Grant and 2) authorize MetroPlan Executive Director to execute a grant agreement upon award.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs.

Objective 1.1: Align capital and programmatic needs with priorities and fund sources.

3. BACKGROUND:

The Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) programs are intended to find and fund innovative ways to overcome barriers between people and the goods, services, and society they need. Specifically, the barriers resulting from past transportation investments. Research is the focus of this grant, so MetroPlan proposes to partner with Northern Arizona University.

The application submittal deadline was March 27, 2024. MetroPlan applied for **\$180,000**. If awarded the funds will be passed through to NAU under our subrecipient agreement with them. Funding will permit Dr. Steven Gehrke to advance his research into the facility needs of bicyclists with different levels of experience. Basically, an experienced (“fearless”) cyclist will take the most direct route. More concerned cyclists, and they represent the large majority of cyclists, will take a route they perceive as safer. Questions that may be investigated include:

- How far out of direction does an existing perceivably safer route take a concerned cyclist? How far out of direction before they decline to take the trip by bicycle?
- What opportunities are there to create a shorter safer route for those concerned cyclists?



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- How can we expand the range of critical goods and services like jobs, groceries, and medical services, within reach by concerned bicyclists? In our community, is this a greater concern or issue for disadvantaged neighborhoods?

Improving the ability to answer these questions also improves our ability to reach broader goals of climate action, equity, and mode shift. If awarded, MetroPlan staff will return to the Board with a request to amend the NAU subrecipient agreement with this task.

TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item was not brought to the TAC. The Management Committee had no comment.

FISCAL IMPACT:

The grant request will be **\$180,000**. Cost sharing is optional. MetroPlan's intent is to use the subrecipient agreement with NAU to pass the funds to NAU to deliver the project.

ALTERNATIVES:

- 1) **Recommended:** Authorize MetroPlan to apply for a Neighborhood Access and Equity/Reconnecting Communities Pilot (NAE/RCP) Grant and to execute a grant agreement upon award. This action will improve MetroPlan's planning capacity.
- 2) **Not Recommended:** Withdraw the application.

ATTACHMENTS:

White Paper



- 1) BAA Number: 693JJ3-24-BAA-0002
- 2) Title: Focus Area #1. MetroPlan Greater Flagstaff – Reconnecting Community Pilot Program Planning
- 3) Organization Type: Metropolitan Planning Organization
- 4) Project Duration: 24-months
- 5) Points of Contact

Administrative

MetroPlan: David Wessel, Planning Manager
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Technical

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- 6) Award Type: Contract
- 7) Abstract: As US metro regions promote more sustainable travel options and behaviors to combat increasing societal concerns related to physical inactivity, worsening air quality, and increased transportation costs, consideration must also be directed toward understanding the potential uneven benefits of new infrastructure and service provisions. For this proposed research, the Cyclist Algorithm for Network Connectivity (CRANC)—an innovative planning decision-support tool for identifying the variation in bike routing decisions for three different cyclist types—would be advanced through the implementation of a new survey-informed methodology for generating a synthetic population of cyclist types and more robust approach for classifying the perceived stress of the bike network via its integration into a suite of transportation modeling platforms operated by MetroPlan. This incorporation of the CRANC planning tool into ongoing and future planning activities at MetroPlan will permit an equity-focused evaluation of the community-level benefits of active transportation investments and policies, which will inform the fulfillment and prioritization of disparate projects identified in recent planning visions and activities. In this research proposal, the CRANC planning tool will evaluate the potential for current and proposed bike infrastructure to increase the latent demand, destination and transit stop accessibility, and network connectivity for utilitarian cycling.

ii. Pertinence to FHWA Goals and Objectives

The CRANC (Cyclist Routing Algorithm for Network Connectivity) tool stands as a pivotal instrument to support the objectives outlined by the Federal Highway Administration's Reconnecting Communities and Neighborhoods initiative. Its multifaceted capabilities are designed to address focus areas outlined in the FHWA's mission, with a primary emphasis on *creating a new and innovative tool* aimed at assessing bicycle connectivity. Secondly, CRANC not only facilitates bicycle network scenario analysis but also excels in *visualizing* routing intricacies, *will conduct analyses within bicycle networks interfacing with transit systems*, and *propel active transportation network planning initiatives forward*.

The application and continuous refinement of the CRANC tool represents a significant stride towards enhancing regional connectivity, with a commitment to equity considerations. Through integration with key equity tools and frameworks established by the Arizona Department of Transportation (ADOT) and federal tools, CRANC supports regional planning efforts with an emphasis on inclusive and accessible transportation networks that benefit communities across diverse socio-economic strata.

CRANC, as an innovative transportation modeling technique, aims to support informed decision making for active transportation planning. Through advancements in modeling accessibility to select destination types (e.g., employment opportunities, transit stops), CRANC can identify and ultimately connect communities through prioritization of network improvements. Across the region, the tool can be applied to gain a better understanding of disparities in high quality bike access in different contexts. Using ADOT federal tools, CRANC is strengthened in its equity analysis through overlay of disadvantaged areas. (Focus Area 1.4)

CRANC will analyze accessibility changes under different scenarios, including the base network versus the full buildout of FUTS (Flagstaff Urban Trails System) identified in the ATMP (Active Transportation Master Plan) and will assess the changes of cycling accessibility to employment opportunities. The tool may provide key accessibility opportunities missed in the planning of the FUTS buildout plan by identifying connections to better cycling infrastructure. The tool will assess a "Detour" factor, showing differences between confident cyclist routes and "interested but concerned cyclists" to determine areas of greatest deviance. Planners and stakeholders can use these outputs to assess preferred scenarios and understand cycling impacts as they relate to infrastructure improvements. (Focus Area 1.6)

As a visualization tool, CRANC can display route choice and route influence by proposed infrastructure improvements on the fly. Additional level of traffic stress information provided with the visualization informs perceived user safety and comfort, identifies network barriers and infrastructure gaps – information useful to planners and cyclists alike. The tool is also capable of displaying accessibility information in the form of centroids, providing time-based accessibility measures across the network. The tool emphasizes user-friendliness, with a familiar mapping interface similar to Google or Apple Maps. Users can input their origin and destination, where they can then see and understand routing decisions intuitively. These visualization techniques together provide a robust and easily interpretable tool beneficial for stakeholders and other interested parties. (Focus Area 3.3)

CRANC will provide analysis to address connectivity analysis of bicycle networks with access to transit. By overlaying transit service and access from a “synthetic population” to the nearest bus stop, the analysis will look at access to transit and gaps in transit service correlated with high level of traffic stress (LTS). These areas may be identified as areas without viable transportation alternatives, or high car-dependent regions. (Focus Area 4.3)

- iii. Demonstration of ability to provide applied research in reconnecting communities and furthering the effectiveness of planning technical assistance

The MetroPlan region comprises mainly of the Flagstaff urbanized area. Flagstaff sits at the terminus of Interstate 17 at its intersection with Interstate 40, both heavily utilized as travel and freight routes. Additionally, historic Route 66 runs through the core of Flagstaff and parallels the transcontinental BNSF railway main line. While Flagstaff’s founding lies in its ties to the railroad, influxes of automobiles with the popularity of Route 66 and the city’s subsequent growth led to expanded roadways, faster speeds, and greater volumes of motor vehicles. During this time, emphasis shifted to accommodate vehicles with little attention to other modes, including dividing neighborhoods. The Butler Avenue re-alignment removed homes and significantly impacted and divided the culturally diverse and disadvantaged Southside neighborhood. These corridors have not only divided communities physically but are also some of the most unsafe networks for vulnerable road users. The ATMP referenced in the previous section identified Butler Avenue as the single highest bicycle crash corridor within the city jurisdiction, including nine serious injuries and one fatality involving a cyclist between 2017 and 2021.

Many networks designed post-automobile have seen greater emphasis on level of service, with more lanes and greater signal spacing that create barriers to accessibility by vulnerable road users. Many of these highways and high-speed arterials are the greatest barriers to bicycle travel in the MetroPlan region with 20,000 to 50,000 vehicles per day at posted speeds up to 40 mph and from 4-6 lanes. Signal spacing often exceeds one-half mile. These facilities prevent vulnerable road users from attaining equal access to jobs, shopping, and housing opportunities due to their high speeds and lack of safe crossings. The CRANC tool will assist MetroPlan in improving current and past planning efforts through identifying shortest, stress-tolerable routes for Interested But Concerned (IBC) cyclists and highlighting high stress gaps in the network. These efforts aim to capture the largest amount of latent cycling demand, as IBC cyclists are estimated to account for approximately 55% of the total population. This creates the greatest opportunity for reaching community connectivity, carbon neutrality and equitable mobility goals.

Current and recent past planning efforts in which CRANC is highly applicable are:

- *Regional Transportation Safety Plan and Vulnerable Road Users Safety Action Plan* – Accessibility utilized as a project prioritization criterion especially for underserved populations.
- *Safe Routes to School Transportation Alternatives Grant* – Educating and illustrating visualization of safest routes to school for parents and students.
- *West Route 66 Operational Analysis* – Identifying network barriers and active transportation solutions, criteria, and design.
- *Code Analysis* – Can provide insight leading to code reform, can influence accessibility and improvements required of developers.
- *Active Transportation Master Plan* – Assist in project prioritization and route suggestion for maximal ridership gain.

CRANC has been previously introduced as a decision-support planning tool designed to quantify the mobility-related benefits of present and proposed bike infrastructure for individuals and neighborhoods within a defined study area. A unique contribution of this planning tool in comparison to other available bike routing methods is its capability to simulate variations in the modeled routing preferences of different cyclist types under different network conditions. The CRANC planning tool was introduced in an analysis of the potential cycling accessibility-related benefits attributed to the development of a multi-use path in Cambridge, Massachusetts¹. Subsequent² and ongoing studies³ have continued to advance the functionality of the planning tool and widened its transferability to other contexts. This proposed research collaboration would build on these past applications to offer a flexible planning tool that is integrated into the transportation modeling and planning activities of a metropolitan planning organization (MetroPlan) and capable of providing new insights into how improved cycling access can be achieved for under-resourced communities through the provision of safer bike facilities.

In the first iteration of the CRANC planning tool, the bike routing preferences of two cyclist types were modeled using Graphhopper, an open-source Java library and web service, as a base routing platform and OpenStreetMap (OSM) as the underlying bike network. The routing preferences of the Interested but Concerned (IBC) and Enthused and Confident (EAC) cyclist types, informed by the validated “Four Types of Cyclists” classification⁴ were modeled based on their varied facility preferences and travel speeds. While not an explicit factor informing modeled routes, the street network was classified into low- and high-stress facilities using the Bike Network Analysis (BNA) method⁵. Like many other network classification approaches, the BNA method classifies highways and other heavy-trafficked roadways without dedicated bike infrastructure as high-stress facilities and existing barriers to active transportation adoption for many communities. Provided with two cyclist type profiles and a network classified based on perceived cycling comfort, the CRANC tool was used in this application to compare improvements in employment and labor force access via cycling as a result of envisioned bike network improvements.

For the latest iteration of the CRANC planning tool, the cyclist type routing profiles were expanded to include the final category of potential cyclist type, the Strong and Fearless (SAF) cyclist (the fourth type is the No Way No How (NWNH) individual who has no proclivity for cycling activity), the bike network in the State of Arizona study area was classified into four stress levels based on a more widely-adopted LTS classification scheme, and the traffic conditions at intersections have been incorporated into the modeled routing decisions, which had previously only considered segment attributes. Routing decisions of cyclist types are impacted by differences in road classification (e.g., primary, secondary, residential), surface (e.g., paved, unpaved), and NACTO bikeway design (e.g., bike lane, buffered bike lane, cycle track) availability of the available routing alternatives, with a risk-averse IBC cyclist type having a greater modeled preference for paved network links that are low-trafficked if on mixed facilities or separated from motorists. The adoption

¹ Gehrke, S.R., Akhavan, A., Furth, P.G., Wang, Q., & Reardon, T.G. (2020). A cycling-focused accessibility tool to support regional bike network connectivity. *Transportation research part D: Transport and environment*, 85, 102388.

² Martinez, A.E., Phair, C.D., Russo, B.J., & Gehrke, S.R. (2024). Exploring neighborhood differences in bicycling accessibility to physical and virtual workplaces. *Transportation research record*, 2678(3), 108-121.

³ Gehrke, S.R. (2024). Evaluation of Transportation Safety and Security Barriers in Bicyclist Accessibility. PSR-22-05. www.metrans.org/research/evaluation-of-transportation-safety-and-security-barriers-in-bicyclist-accessibility.

⁴ Dill, J., & McNeil, N. (2013). Four types of cyclists? Examination of typology for better understanding of bicycling behavior and potential. *Transportation Research Record*, 2387(1), 129-138.

⁵ People for Bikes. (2018). Bicycle Network Analysis. Retrieved from: <https://bna.peopleforbikes.org/#/>.

of an LTS framework⁶ for classifying the perceived stress experienced by cyclists on given roadways was informed by the number of travel lanes, posted vehicle speed limits, and estimated vehicle volumes. The resulting classification of a low-stress link (LTS 1 and LTS 2) is hypothesized to be preferred by an IBC cyclist type, while an LTS 3-classified link (or less) is suitable for an EAC cyclist, and all classified links are acceptable to the SAF cyclist type. Preliminary results from this recently completed research find a statistical association between LTS roadway classification and observed cyclist-motorist crash frequency and cyclist-involved injury severity, where a higher frequency of cyclist-motorist crashes and cyclist-involved injury severity is found on high-stress facilities in Arizona metropolitan regions. Finally, the latest iteration of the CRANC tool expanded its functionality from a sole inclusion of segment-level attributes in the routing decisions of cyclist types to also include intersection-related attributes: presence and traffic control device type (e.g., traffic signal, stop sign, uncontrolled), modeled cyclist turning movement (e.g., left, right or none), and average daily traffic (ADT) volume of crossing road segment (e.g., 8,000 or above).

For this proposed research collaboration, the continued advancement in the CRANC planning tool will be pursued to benefit ongoing and future active transportation planning efforts of MetroPlan that seek to motivate cycling activity via bike safety improvements that reconnect communities. The CRANC planning tool will benefit from a use of outputs produced by the travel demand model while inputs and outputs of an application of the CRANC tool will be considered in modifications to the regional travel demand modeling platform at MetroPlan. This process carries an immediate benefit for analyses described in this proposal to understand how current and envisioned changes in bike network infrastructure may improve the access to this low-cost and sustainable mode for a greater segment of the region's population. Additional benefits include the availability of a new web-based platform for visualizing communitywide benefits of different infrastructure projects in terms of cycling access to employment opportunities and transit stops and zone-to-zone routing directness along bike infrastructure suitable for a given cyclist type.

iv. Products envisioned and how they will reconnect communities

For this proposed collaboration, the CRANC planning tool would be advanced and integrated into regional active transportation planning activities pursued by MetroPlan. Namely, improvements in the functionality of the CRANC planning tool and modifications to prominent modeling tools used by MetroPlan will permit innovation in the techniques available to evaluate zonal changes in cycling access to activity destinations and bike route comfort attributed to present and envisioned bike network facilities. The empirical evidence generated by these new active transportation modeling and forecasting techniques will be used to identify perceived safety barriers to increased communitywide cycling activity and ultimately help inform decisions regarding future bike infrastructure improvements. Additionally, Northern Arizona University (NAU) is a member of the Pacific Southwest Region University Transportation Center and MetroPlan is a member of AMPO (Association of Metropolitan Planning Organizations), and research results may be disseminated through both venues. A sub-recipient agreement between MetroPlan and NAU is imminent creating a powerful partnership for transportation planning and research. This research task will be amended into it.

⁶ Furth, P.G., Putta, T.V., & Moser, P. (2018). Measuring low-stress connectivity in terms of bike-accessible jobs and potential bike-to-work trips. *Journal of transport and land use*, 11(1), 815-831.

Reconnecting Communities through Improved Cycling Accessibility

Complementing recently created active transportation planning tools and existing travel demand modeling platforms at MetroPlan, the CRANC tool holds promise for introducing new accessibility-oriented analyses. Methodologically, a proposed initial step toward this stated integration would be the refinement of the region’s current traffic analysis zone (TAZ) system to finer-grained nested spatial units that are better suited for modeling non-motorized trips. As more disaggregate data sources become available and activity-based modeling systems advance, the benefits of understanding relationships between active travel mode choice and microscale contexts will yield new insights on the personal and social benefits of cycling and walking⁷. The hierarchical structure of this sub-TAZ overlay will ensure compatibility with MetroPlan’s current travel demand model, while permitting a more nuanced representation of zonal attributes (e.g., bike counts, bike network) to be subsequently leveraged in off-model CRANC-produced cycling accessibility analyses.

With an updated zonal system, the next data preparation step would be the development of a current and envisioned bike network for the Flagstaff metro region. The current bike network utilized in assignment procedures consists of present roads and off-street paths represented as the Flagstaff Urban Trail System (FUTS). To help identify the perceived safety of on-street facilities as a function of motor vehicle speeds, volumes, and fleet composition as well as bike facility availability, the City of Flagstaff has established the Bicycle Comfort Index (BCI). In this proposed collaboration, an additional classification of the regional bike network using the widely accepted Level of Traffic Stress (LTS) methodology⁸, which has been adopted in past applications of the CRANC tool, will be undertaken. The LTS classification of bike network links uses a combination of posted travel speed, travel lanes, and vehicle volumes to identify perceived cyclist safety on a facility. A challenge with identifying low stress (LTS 1 and LTS 2) versus high stress (LTS 3 and LTS 4) facilities is the availability of link-level average daily traffic (ADT). In this proposed application, modeled traffic volumes will be used as a robust surrogate to commonly incomplete ADT data sources – many metropolitan planning organizations have access to travel demand model data. To inform a later-described analysis of changes in cycling accessibility (and cycling connectivity), planned expansions to the FUTS described in the City of Flagstaff’s ATMP will also be coded in the bike network and attributed a corresponding LTS designation.

Also, as part of this proposed collaboration, an online survey instrument will be designed and administered to residents of the Flagstaff metro region. Informed by a rapid review of the academic literature describing the linkages between cyclist characteristics and bike network preferences being conducted at present by the NAU research team, the survey instrument will be divided into three sections. The first section will ask respondents to report characteristics of their sociodemographic and economic background, with potential collected information including their age, sex, educational attainment, and reported household income. When developing questions for discrete data, all response categories will align with those found in publicly available, secondary datasets such as the American Community Survey (ACS). An alignment in reporting criteria will permit a greater ease in comparing future collected samples to community populations. The second questionnaire section will ask respondents to describe their activity rates, travel patterns, and general motivations regarding cycling. Since the reporting of cyclist behaviors and preferences are generally absent from national data sets and thus unstandardized, the designed survey instrument will create questions drawn from identified themes and adopt pertinent

⁷ Clifton, K.J., Singleton, P.A., Muhs, C.D., & Schneider, R.J. (2016). Representing pedestrian activity in travel demand models: Framework and application. *Journal of transport geography*, 52, 111-122.

⁸ Furth, P.G., Putta, T.V., & Moser, P. (2018). Measuring low-stress connectivity in terms of bike-accessible jobs and potential bike-to-work trips. *Journal of transport and land use*, 11(1), 815-831.

questions, items, or scales uncovered in the literature review. The concluding section will aim to understand respondent preferences to various bike facilities and roadway conditions by asking respondents to report their level of comfort using a five-point Likert-type scale for cycling on different NACTO bikeway designs and roadway designs (e.g., local street, arterial) without designated bike infrastructure. The questionnaire will be piloted with an expert panel of academics and practitioners in the transportation planning and engineering field and administered to residents registered to MPO and City-curated listservs.

Data collected from the administration of the online survey instrument will then be used to identify the cyclist type distribution in sub-TAZ geographies using an agent-based synthetic population generated from 2020 US Census population figures. The spatial allocation of cyclist type agents will be weighted based on underlying parcel-level land use data, ensuring the entire agent population will be categorized as one of four cyclist types (including NWNH individuals who will not cycle) and only located in residential land use parts of zones. An identification of agents by cyclist type will be performed using Monte Carlo simulation techniques. In complement to this assignment of Flagstaff metro area residents will be the generation of weighted centroids describing the distribution of cyclist types for each sub-TAZ. The provision of these two representation approaches will provide future flexibility to MetroPlan modeling applications, as the more aggregate zonal representation can be immediately used as an input in its four-stage travel demand model.

Having established the requisite data inputs for the CRANC tool, this proposed project would then seek to model cycling accessibility to activity destinations. This analysis would be performed with two approaches. A first approach would seek to measure cycling accessibility to select destination types (e.g., employment opportunities, transit stops) using each agent as the modeled trip origin, while a second approach would similarly measure cycling accessibility but instead use the weighted zonal centroid as the modeled trip origin. Under each approach, the CRANC tool would model cycling routes at five-minute intervals for each of the three potential cyclist types, producing isochrones that describe the area covered in a selected time interval. Then, using Geographic Information Systems (GIS) software, the number of destinations within a given isochrone (combination of travel time and cyclist type) would be assigned to the originating agent or zone. A statistical analysis will then be conducted to understand zonal variation in cycling accessibility using four different tools of equity disparities adopted by Arizona Department of Transportation (ADOT) in their 2023 Vulnerable Road User Safety Assessment (Justice 40, Social Vulnerability Index (SVI), EJScreen, and a proprietary Equity Needs Analysis using Census data). For this and subsequent analyses, an emphasis will be given to the results for the IBC cyclist type, who represents a latent demand for utilitarian cycling activity, and time intervals that align with ACS spatial data on average commute times by cycling (i.e., 25 minutes of travel or less).

Reconnecting Communities through Improved Cycling Connectivity

Given the zonal, network, and synthetic population inputs derived from the above accessibility analyses, this proposed project would next aim to identify how present and envisioned bike network connectivity varies across residential contexts and communities in the Flagstaff metro region. For this second analysis, the CRANC planning tool will be applied to model bike routes that originate from two sets of origins: agent households and zonal centroids. Here, a focus will be given to modeling routes for the IBC cyclist type who has a higher aversion to unsafe or stressful bike infrastructure and determining the shortest route from a given origin to neighboring zonal centroids. Comparing the measured length of these two modeled routes, a detour factor, defined as the ratio of trip length to the shortest path length, will be calculated for each origin-destination pairing. Detour factors for all pairings within different five-minute travel time intervals

up to an hour in travel time will be summarized and associated with zonal centroids representing modeled trip origins.

Previous research has denoted that cyclists have a stronger preference for direct routes and are willing to tolerate a ride that is no more than 20 percent farther in travel distance if the alternative is a less stressful or more pleasant route.⁹ Using this information and testing the sensitivity of a detour factor equal to 1.20, statistical analyses will be conducted to identify the contextual factors (i.e., built environment, population demographics) of sub-TAZ zones associated with higher detour factors. An additional analysis will use the ADOT-adopted tools of equity disparities to examine whether zones with greater equity disparities are associated with higher detour factors, again focusing on reasonable travel time bands that an IBC cyclist type would ride for utilitarian purposes rather than recreational purposes.

Reconnecting Communities with the Provision of Safer Bike Networks

Leveraging results from the accessibility and connectivity analyses and their methodologies, MetroPlan can use the CRANC planning tool to assess the ability of existing planning visions to reconnect communities and ultimately identify an analytic path forward for integrating a greater equity focus in their prioritization of future bike network improvements. To this end, this proposed project will undertake a scenario analysis of the current and planned provisions for safe bike infrastructure. In this scenario comparison, the ability of the base network to provide adequate cycling access to employment will be evaluated against a planned build out of the FUTS and its complement of off- and on-road bike facilities. Job activity used for the future scenario will be provided as forecasts from the regional travel demand model. The relative accessibility for all sub-TAZs (ratio of zonal-to-regionally-averaged accessibility) will be measured at each period, with the relative difference then measured to identify which zones in the metro region are most likely to benefit from the proposed set of bike network improvements.

In a second evaluation, current cycling access to the Mountain Line fixed bus route service will be assessed. Understanding the additional mobility benefits afforded by a local bus service and the potential synergies of robust transit and bike networks to offer lower-cost mobility options to Flagstaff metro region residents, this second analysis will calculate detour factors for the synthetic population to its nearest bus stop as well as examine the relationship between transit service areas and LTS-classified road segments. Results of the first analysis will help to identify zones where residents do not have a safe and direct bike route to a local bus stop and thus are less likely to use the latter mobility option to complete longer non-automobile trips or those that may be difficult to complete in inclement weather or during periods of winter snowfall. The second analysis, in turn, will help identify those areas where transit coverage exists but services are more infrequent, and cycling is not a viable alternative due to the prominence of higher-stress (LTS 3 and LTS 4) bike facilities that would deter an IBC cyclist type. Taken together, the results of these the accessibility and detour evaluations have a potential to inform existing factors used by MetroPlan for project identification and prioritization.

⁹ Sadeghinasr, B., Akhavan, A., Furth, P.G., Gehrke, S.R., Wang, Q., & Reardon, T.G. (2021). Mining dockless bikeshare data for insights into cyclist behavior and preferences: Evidence from the Boston region. *Transportation research part D: Transport and environment*, 100, 103044.

v. Team composition, roles and responsibilities, and research approach

Team Personnel	Project Roles and Responsibilities
Steven R. Gehrke, PhD Assistant Professor, NAU	Lead all project activities, which include conducting a literature review, research design development, data collection and analysis, report writing, and dissemination of deliverables.
NAU Graduate Research Assistant	Assist Dr. Gehrke by leading the development and administration of the survey instrument, contributing to the literature review process, primary data collection efforts, and drafting of deliverables.
NAU Undergraduate Student Researcher 1	Assist Dr. Gehrke in the technical activities associated with network and synthetic population creation as well as implementation of the CRANC planning tool and technical documentation.
NAU Undergraduate Student Researcher 2	Assist the graduate research assistant in performing the literature review, drafting and administering the survey instrument, and other writing activities.

- vi. High-level tasks, total period of performance and total cost

The total cost for this project is estimated at \$180,000 spent over a 24-month period of performance. The high-level task descriptions are in the table below.

Task	Description
Literature Review	Rapid review of the academic literature on the perceived safety impacts of infrastructure conditions and relation to sociodemographic and economic cyclist attributes.
Data Gathering	Collection and coding of regional street network for bike routing, secondary data sources for synthetic population generation, and other modeling and analytic inputs.
Update Zonal System	Coordination between NAU and MetroPlan on update to existing TAZ system and nesting zonal structure.
Network Coding – planned trail system	Coordination and creation of envisioned bike network changes detailed in MetroPlan developed plans for scenario analyses.
Level of Traffic Stress and Bicycle Comfort Index Integration	Classification of existing and future networks based on new LTS methodology and comparison of link-level classifications produced by previous BCI methodology.
Online Survey Instrument	Design and administration of online survey instrument used to inform development of synthetic population of cyclist types used in proposed CRANC application.
Synthetic Population Creation	Use of publicly available secondary data sources and online survey results to create a synthetic population of cyclist types across metro Flagstaff study area.
CRANC Tool Applications <ul style="list-style-type: none"> • Accessibility to activity destinations with equity access analysis • Detour analysis with transit access analysis 	Series of analyses using the refined CRANC planning tool to evaluate community-level disparities related to: (1) zonal changes in cycling access to job opportunities under base and buildout conditions and (2) existing detour factors for agent-level IBC cyclist type to zonal destinations and nearby transit stops.
CRANC Tool Integration in Regional Transportation Model	Use of data inputs for CRANC tool to inform mode and destination choice components of travel model and outputs from CRANC tool to inform bike assignment.
Reporting & Dissemination	Production and submittal of technical memorandum, final reports, publication and presentations to PSR-UTC, AMPO and others

vii. Business Information

- a. Business Type: Small Metropolitan Planning Organization, 4 FTE, 3 PTE
- b. Federal Tax Identification Number: 38-4131971
- c. Unique Entity Identifier Number: GZK6YNLWC3S3
- d. Confirmation of current SAM.gov registration:

YOUR ENTITY REGISTRATION INFORMATION:		
FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION ● Active Registration		
DOING BUSINESS AS: METROPLAN		
UNIQUE ENTITY ID GZK6YNLWC3S3	PURPOSE OF REGISTRATION ALL AWARDS	PHYSICAL ADDRESS 6 E ASPEN AVE STE 200 FLAGSTAFF, AZ 86001-5224 USA
CAGE/NCAGE 8HE44	EXPIRATION DATE JUN 13, 2024	

- e. Name and contact information:

MetroPlan: Executive Director Kate Morley
3773 N. Kaspar Drive
Flagstaff, AZ 86004
(928)266-1293
Kate.morley@metroplanflg.org

- f. Preliminary and summary level cost

Our preliminary cost is \$180,000 and no cost sharing is proposed.



METROPLAN

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STAFF REPORT

REPORT DATE: March 19, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider Intergovernmental Agreement (IGA) with City of Flagstaff Establishing Cash Advance Fund

1. RECOMMENDATION:

Staff recommend the Board authorize the Executive Director to enter into an Intergovernmental Agreement (IGA) with City of Flagstaff establishing a Cash Advance Fund.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.4: Ensure good standing with funders.

3. BACKGROUND:

The influx of Bipartisan Infrastructure Law (BIL) funds to MetroPlan has approximately doubled the amount of federal funding available to the agency over the last three years. MetroPlan is starting to draw down more of those funds as additional staff have joined the agency and projects are underway. While this influx of funding has tremendous benefits to the region, it has also created cash flow challenges for MetroPlan because these federal grants are reimbursement based, meaning MetroPlan must pay expenses upfront. Historically, the Board considered $\frac{1}{4}$ of the Operating Budget a sufficient fund balance for the organization, approximately \$140,000. However, Operating is only a small portion of the overall budget. The funds and cash on hand are now inadequate to draw down over \$2 million in federal funds annually.

Staff have met with City and County leadership to discuss the cash flow concerns. The City is open to transferring cash to MetroPlan to use for cash flow because of the significant benefit MetroPlan grants are providing to the City include \$490,000 for the Downtown Mile, funds to support the Land Availability and Suitability Study, \$500,000 in design of Safe Routes to School infrastructure as well as



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the day to day efforts MetroPlan staff provide such as transportation modeling, plan development like the West Route 66 Study and others. The funds would not be available for actual expenses.

This action would resolve MetroPlan cash flow challenges as there would now be adequate revenue to cover expenses incurred over the life of one or more grants that may be in progress. Staff believe \$300,000 is adequate to relieve the cash flow challenges. An Intergovernmental Agreement (IGA) is needed between agencies to allow for this fund to be established. While not final, the attached draft has been reviewed by MetroPlan's legal counsel.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not go to TAC. The Management Committee had no comment.

5. FISCAL IMPACT:

This cash will allow MetroPlan and its partners to fully realize the benefits of the increase in surface transportation funding because currently cash flow limits our ability to draw down federal awards.

Receiving this cash would put MetroPlan over the Federal Deposit Insurance Corporation (FDIC) limit of \$250,000 for insurance balances at times throughout the year and staff are proposing the Board consider an Insured Deposit Solution account with Alliance Bank in a separate agenda item.

6. ALTERNATIVES:

1. Recommended: Authorize the Executive Director to enter into an Intergovernmental Agreement (IGA) with City of Flagstaff establishing a Cash Advance Fund. The cash fund will allow the region to maximize federal revenues available.

2. Not Recommended: Do not authorize the Executive Director to enter into an Intergovernmental Agreement (IGA) with City of Flagstaff establishing Cash Advance Fund. The Board could provide staff with additional direction.

7. ATTACHMENTS:

Draft IGA with City of Flagstaff for Cash Advance Fund

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE CITY OF FLAGSTAFF AND
THE FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION
FOR THE PURPOSE OF A CASH ADVANCE FUND**

This Intergovernmental Agreement ("Agreement") is entered into this 16th day of April, 2024 (the "Effective Date"), among the City of Flagstaff (the "City"), an Arizona municipal corporation with offices at 211 West Aspen Avenue, Flagstaff, Arizona and the Flagstaff Metropolitan Planning Organization DBA MetroPlan, an Arizona nonprofit corporation ("FMPO" or MetroPlan"), with a legal address of 3773 N Kaspar Dr. Flagstaff, Arizona. The City and FMPO may each be referred to in this Agreement individually as a Party, and collectively as the Parties.

RECITALS

- A. The City authorized the establishment of a Metropolitan Planning Organization (the "FMPO") by Resolution 2070, adopted May 21, 1996.
- B. The County authorized the establishment of an FMPO by Resolution 96-32, adopted May 20, 1996.
- C. Under 23 C.F.R. § 450.104, a Metropolitan Planning Organization is a federal designation for "the policy board of an organization created and designated to carry out the metropolitan transportation planning process."
- D. On or about June 24, 1996, Fife Symington, then Governor of the State of Arizona, in accordance with 23 CFR § 450.306, designated the FMPO as the Metropolitan Planning Organization for the Flagstaff Urbanized Area.
- E. The City, the County and the State entered into an intergovernmental agreement regarding the designation of the Flagstaff Metropolitan Planning Organization (FMPO) on September 12, 1996 (the "1996 IGA").
- E. On October 7, 2005, the County and the City entered into an intergovernmental agreement (the "2005 IGA") that sought to clarify the nature of each Party's FMPO responsibilities, removed ADOT from the IGA at ADOT's request, and superseded the 1996 IGA.
- F. On January 9, 2012, the County and the City entered into an intergovernmental agreement (the "2012 IGA") that extended and further clarified the nature of each Party's responsibilities with regard to the FMPO.
- G. On January 9, 2012, the County and the City entered into an intergovernmental agreement (the "2012 IGA") that extended and further clarified the nature of each Party's responsibilities with regard to FMPO.
- H. On September 18, 2018 the City and County adopted an amended and restated IGA to authorize the establishment of FMPO as a separate legal entity pursuant to Arizona Revised Statutes § 11-952 with common powers specified in the Agreement.

I. On May 14, 2019, the Arizona Corporation Commission approved Articles of Incorporation establishing FMPO as an Arizona nonprofit corporation.

J. On September 16, 2019, the FMPO secured independent legal services to provide representation on an ongoing basis separately from the City of Flagstaff.

K. The City and FMPO desire to create a mechanism where the City can contribute to a restricted cash advance fund to allow the FMPO to cash flow expenses or project costs that are funded by federal and/or state grants that pay on a reimbursement basis only for the purpose of paying allowable expenditures while waiting on the agency payment.

NOW, THEREFORE, in consideration of the mutual covenants contained in this Agreement, the Parties agree as follows:

1. Purpose of the Agreement

The purpose of this Agreement is to identify responsibilities and commitments between the Parties related to the City supporting FMPO's ability to cash flow operations due to the time it takes to receive reimbursements from a Federal, State or Local for approved grant funded services and/or projects.

2. Duration and Termination of Agreement

This Agreement will remain effective for five (5) years from the Effective Date. This Agreement shall renew automatically, subject to the appropriation of funds by the Parties or the federal or state government for FMPO purposes, for one (1) additional five (5) year period. A Party may terminate this Agreement upon at least sixty days prior written notice to the other Party to the Agreement. Terminating the Agreement shall not relieve a Party from those liabilities or obligations already incurred under this Agreement.

3. Cash Advance Fund

3.1 Cash Advance Fund may be established to assist the FMPO in cash flow management related to timing of incurred expenditure versus the time it takes to receive federal and/or state reimbursements. It is restricted to a cash balancing use.

3.2 Establishment of Fund. FMPO shall maintain a grant and program reimbursement cash advance fund ("Advance Fund") consisting of all monies received by FMPO from the City. The amount of the advance fund will be determined by the City. The maximum amount advanced by the City will not exceed \$300,000.

3.3 Use of Fund. Monies in the Advance Fund may be used for any lawful purpose of FMPO that are eligible for later reimbursement from federal, state or other agencies. Any funds used will be later reimbursed to the Advance Fund when reimbursed funds are received by FMPO.

3.4 Investment of Fund. FMPO may invest any unexpended monies in the Advance Fund as provided by state law, including local government investment pool if authorized by the state treasurer. Interest and other income from investments shall be credited to the Advance Fund for the purpose of building reserves that would reduce the reliance on a cash advance from the City.

FMPO shall invest monies to mature at the times when the fund assets will be required for the purposes of this article.

3.5 **Audit Inclusion.** FMPO will ensure that the Advance Fund will be included in the audit of the financials of FMPO.

3.6 **Termination of Cash Advance Fund.** Should the City 1) determine that the monies advanced to the FMPO are critical to their respective operations, or 2) the FMPO creates a reasonable cash reserve that the Advance Fund is no longer needed then these monies advanced, or portion of, can be requested to be returned to the agency with a 90-day notice.

4. Liability and Indemnification

4.1 **Force Majeure.** A Party shall not be liable for failure to comply with any of the terms and conditions of this Agreement where any failure to comply is caused by an act of God, court order, government regulation or requirement, other than those imposed by the Party that fails to perform, strike or labor difficulty, fire, flood, windstorm, breakdown or other damage to equipment, power failure or any other cause beyond the reasonable control of said Party.

4.2 **Indemnification.** Each Party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other Party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

5. Dispute Resolution

5.1 **Mediation.** If a dispute arises out of or relates to this Agreement, and if the dispute cannot be settled through negotiation, the Parties agree first to try in good faith to resolve the dispute by mediation before resorting to litigation or some other dispute resolution procedure. Mediation will take place in Flagstaff, Arizona, be self-administered and be conducted under the CPR Mediation Procedures established by the CPR Institute for Dispute Resolution, 366 Madison Avenue, New York, New York 10017, (212) 949-6490, www.cpradr.org, with the exception of the mediator selection provisions, unless other procedures are agreed upon by the Parties. Unless the Parties agree otherwise, the mediator(s) shall be selected from panels of mediators trained under the auspices of the Alternative Dispute Resolution Program of the Coconino County Superior Court. Each agrees to bear its own costs in mediation. The Parties will not be obligated to mediate if an indispensable Party is unwilling to join the mediation.

5.2 **Legal Action.** This mediation provision is not intended to constitute a waiver of a Party's right to initiate legal action if a dispute is not resolved through good faith negotiation or mediation, or if a Party seeks provisional relief under the Arizona Rules of Civil Procedure.

5.3 **Litigation and Attorney's Fees.** In the event any action at law or in equity is instituted between the Parties in connection with this Agreement, the prevailing Party in the action will be entitled to its costs including reasonable attorneys' fees and court costs from the non-prevailing Party.

6. Notices

Unless otherwise specified in this Agreement, any notice or other communication required or permitted to be given shall be in writing and sent to the address given below for the Party to be notified, or to such other address notice of which is given:

If to City:	If to the FMPO:
City Manager	Executive Director
City of Flagstaff	Metroplan
211 W Aspen Avenue	3773 N Kaspar Dr.
Flagstaff, Arizona 86001	Flagstaff, Arizona 86004

7. General Provisions

7.1 Authorization to Contract. Each Party represents and warrants that it has full power and authority to enter into this Agreement and perform its obligations under this Agreement and has taken all required acts or actions necessary to authorize the same.

7.2 Integration; Modification. Each Party acknowledges and agrees that it has not relied upon any statements, representations, agreements or warranties, except as expressed in this Agreement, and that this Agreement constitutes the Parties' entire agreement with respect to the matters addressed in this document. All prior or contemporaneous agreements and understandings, oral or written, with respect to such matters are superseded and merged in this Agreement. This Agreement may be modified or amended only by written agreement signed by or for both Parties and recorded by the County Recorder, and any modification or amendment will become effective on the date so specified, but no earlier than the date of the recording by the County Recorder.

7.3 Cancellation for Conflict of Interest. Pursuant to A.R.S. § 38-511, the City or the FMPO may cancel this Agreement without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of a Party is, at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of another Party of the Agreement in any capacity or as a consultant to the other Party of the Agreement with respect to the subject matter of this Agreement.

7.4 Waiver. No failure to enforce any condition or covenant of this Agreement will imply or constitute a waiver of the right of a Party to insist upon performance of the condition or covenant, or of any other provision of this Agreement, nor will any waiver by either Party of any breach of any one or more conditions or covenants of this Agreement constitute a waiver of any succeeding or other breach under this Agreement.

7.5 Compliance with Immigration Laws and Regulations. Pursuant to the provisions of A.R.S. § 41-4401, each Party warrants to the other Parties that the warranting Party and its subconsultants, if any, are in compliance with all Federal Immigration laws and regulations that relate to their employees and with the E-Verify Program under A.R.S. § 23-214(A). The Parties acknowledge that a breach of this warranty by a Party or any of its subconsultants is a material breach of this IGA subject to penalties up to and including termination of this IGA or any subcontract. Each Party retains the legal right to inspect the papers of any employee of the other or any subconsultant who works on this IGA to ensure compliance with this warranty.

7.5.1 A Party may conduct random verification of the employment records of the other Parties, and any of its subconsultants, to ensure compliance with this warranty.

7.5.2 A Party will not consider the other Parties or any of their subconsultants in material breach of the foregoing warranty if the other Party and its subconsultants establish that they have complied with the employment verification provisions prescribed by 8 USCA § 1324(a) and (b) of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214(A).

7.5.3 The provisions of this Article must be included in any contract a Party enters into with any and all of its subconsultants who provide services under this IGA or any subcontract. As used in this Section 7.5, "services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility, or improvement to real property.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed as of the day and year first written above.

City of Flagstaff

Metroplan

Becky Daggett, Mayor

Kate Morely, Executive Director

Attest:

Attest:

City Clerk

Clerk of the Board

Approved as to form:

Approved as to form:

City Attorney

Mangum, Wall, Stoops & Warden, PLLC
Legal Counsel for FMPO



METROPLAN

GREATER † FLAGSTAFF

STAFF REPORT

REPORT DATE: March 19, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Consider Opening Money Market Account and Resolution 2024-01 Money Market Banking

1. RECOMMENDATION:

Staff recommends the Board 1) Approve opening of Money Market Account with Alliance Bank and 2) Adopt resolution 2024-01 Money Market Banking.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.4: Ensure good standing with funders.

3. BACKGROUND:

With the need to increase cash on hand for cash flow purposes, MetroPlan will need to open another account to ensure that all funds are in accounts insured by the FDIC with a limit of \$250,000 per account. The proposed Insured Deposit Solutions account will move money between multiple banks automatically when the FDIC limit is reached in a single account (see attached brochure). This account type will keep cash liquid, maximize interest on funds by using a money market account, and ensure all funds are insured.

MetroPlan Resolution 2020-01- Banking Authority (attached) authorizes the Executive Director of MetroPlan, together with the MetroPlan Planning Manager, on behalf of the Organization, to open and maintain such bank and credit card accounts as they deem advisable. However, Western Alliance Bank requires a resolution of the Board to open the account. A draft Corporate Banking Resolution and Account Agreement resolution is attached. It is to be signed by the Chair and Vice Chair in lieu of a Secretary. The dates in the agreement will be updated before signing.



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4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not go to TAC. The Management Committee had no comment.

5. FISCAL IMPACT:

Adoption of the resolution will have no direct fiscal impact, however it will enable full access to accounts of the organization to ensure fiscal health.

6. ALTERNATIVES:

1. **Recommended:** 1) Approve opening of Money Market Account with Alliance Bank and 2) Adopt resolution 2024-01 Money Market Banking.
2. **Not Recommended:** Do not 1) Approve opening of Money Market Account with Alliance Bank and 2) Adopt resolution 2024-01 Money Market Banking.

7. ATTACHMENTS:

1. Resolution 2024-01 Corporate Banking
2. Draft Corporate Banking Resolution and Account Agreement
3. Resolution 2020-01- Banking Authority
4. Insured Deposit Solutions Brochure



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3773 N Kaspar Dr.
Flagstaff, AZ 86004
928-266-1293

www.metroplanflg.org

Resolution Number 2024-01

A Resolution of the Flagstaff Metropolitan Planning Organization, dba MetroPlan, Executive Board authorizing establishment of banking relationship.

WHEREAS, On September 18, 2018 the City and County adopted an amended and restated IGA to authorize the establishment of FMPO as a separate legal entity pursuant to Arizona Revised Statutes§ 11-952 with common powers specified in the Agreement;

WHEREAS, On May 14, 2019, the Arizona Corporation Commission approved Articles of Incorporation establishing FMPO as an Arizona nonprofit corporation;

WHEREAS, On January 13, 2020, the FMPO registered with the Arizona Secretary of State to "do business as" MetroPlan having started use of the trade name on January 1, 2020;

WHEREAS, On February 5, 2020 the MetroPlan Executive Board adopted Resolution 2020-01 providing authority to the MetroPlan Executive Director and Planning Manager to open and maintain credit card and bank accounts,

WHEREAS, The establishment of banking and credit relationships are a necessary step toward making MetroPlan an independent entity,

NOW, THEREFORE, BE IT RESOLVED BY THE METROPLAN EXECUTIVE BOARD AS FOLLOWS:

that Western Alliance Bank ("Bank") at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Corporation, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the signature of any one (1) of the following Authorized Signers whose positions are shown below:

Executive Director, currently Kather Morley
Planning Manager, currently David Wessel

Bank shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

BE IT FURTHER RESOLVED, that any one (1) of the Agents may now and in the future enter into any such agreements, and perform other such other acts as they deem reasonably necessary to carry out the provisions of the Account Agreement with Bank, and those agreements will bind the Corporation, such authority will include but not be limited to, the



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following:

1. Any one of such named Agents are authorized and empowered to act as Authorized Signer, execute and bind the Corporation to the terms and conditions of the Account Agreement and supporting documents (including but not limited to fee schedules) as to accounts opened in the Corporation's name now and in the future.
2. The signature of an Agent named on this resolution is conclusive evidence of their evidence of their authority to act on behalf of the Corporation. Any one of such named Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Corporation for deposit with Bank, or for collection or discount by Bank; and to accept drafts and other items payable at Bank. Bank is hereby directed to accept and pay without further inquiry any item drawn against any of the Corporation's accounts with Bank bearing the signature or signatures of Agents, as authorized above, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and Bank shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or proceeds of the item.
3. Any one of the Agents may enter into a lease for the purpose of renting, maintaining, accessing and terminating a safe deposit box with Bank.
4. Any one of the Agents are further authorized and empowered to execute such other agreements now and in the future, including, but not limited to, special depository and service agreements including but not limited to, arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Corporation may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions (each respectfully "Other Documents" and "Other Acts").
5. All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with Bank prior to adoption of this resolution are hereby ratified, approved and confirmed.
6. The Corporation acknowledges and agrees that Bank may furnish at its discretion automated access devices to Agents to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
7. The Corporation acknowledges and agrees that Bank may rely on alternative signature and verification codes issued to or obtained from an Agent. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with Bank, personal identification numbers (PIN), and digital signatures. Bank shall have no responsibility or liability for



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unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

8. The Corporation acknowledges that the Account Agreement and Other Documents may be amended or supplemented by Bank from time to time and are incorporated herein by this reference; and that by entering into the Account Agreement and continuing to use Bank's products and services, the Corporation agrees to any and all such amendments or supplements.

9. The authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof has been received and recorded by Bank. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to Bank as governing the operation of this corporation's account(s), are in full force and effect, until Bank receives and acknowledges an express written notice of its revocation, modification, or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Bank, establishing the authority for such changes. Corporation shall indemnify and hold Bank harmless from any loss it suffered or any liability it incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

PASSED AND ADOPTED by the MetroPlan Executive Board this 4th day of April, 2024.

ATTEST:

CHAIR, MetroPlan Executive Board

CLERK, MetroPlan Executive Board

I, the undersigned Secretary of the Corporation named, **HEREBY CERTIFY** that Corporation is organized and existing under and by virtue of the laws of the state of Arizona as a corporation, with its principal office at: Flagstaff, AZ and that Corporation has filed the required assumed business name listings with the appropriate governmental entities and agrees to provide Bank with evidence of such filings, upon request.

Account Holder (complete and correct name of Corporation): Flagstaff Metropolitan Planning Org

Excluding the name of the Corporation, the following is a list of all assumed business or trade names under which the Corporation does business:

MetroPlann

I/We FURTHER CERTIFY that a meeting of the Board of Directors of the Corporation duly and regularly called and held on April 4, 2024 which a quorum was present and voting, the following resolutions were adopted and appear in the minutes of that meeting and have not been rescinded or modified:

RESOLVED, that Western Alliance Bank¹ ("Bank") at any one or more of its offices or branches, be and it hereby is designated as a depository for the funds of this Corporation, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies bearing the signature of any one (1) of the following Authorized Signers identified on page 1 ("Agents"), whose names are shown below:

Name	Signature	Title
Katherine Morley Authorized Signer		
David Wessel Authorized Signer		

Bank shall be and is authorized to honor and pay the same whether or not they are payable to bearer or to the individual order of any Agent or Agents signing the same.

BE IT FURTHER RESOLVED, that any **one (1)** of the Agents may now and in the future enter into any such agreements, and perform other such other acts as they deem reasonably necessary to carry out the provisions of the Account Agreement with Bank, and those agreements will bind the Corporation, such authority will include but not be limited to, the following:

- Any one of such named Agents are authorized and empowered to act as Authorized Signer, execute and bind the Corporation to the terms and conditions of the Account Agreement and supporting documents (including but not limited to fee schedules) as to accounts opened in the Corporation's name now and in the future.
- The signature of an Agent named on this resolution is conclusive evidence of their evidence of their authority to act on behalf of the Corporation. Any one of such named Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Corporation for deposit with Bank, or for collection or discount by Bank; and to accept drafts and other items payable at Bank. Bank is hereby directed to accept and pay without further inquiry any item drawn against any of the Corporation's accounts with Bank bearing the signature or signatures of Agents, as authorized above, even though drawn or endorsed to the order of any Agent signing or tendered by such Agent for cashing or in payment of the individual obligation of such Agent or for deposit to the Agent's personal account, and Bank shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the resolutions contained herein, or the application or disposition of such item or proceeds of the item.
- Any one of the Agents may enter into a lease for the purpose of renting, maintaining, accessing and terminating a safe deposit box with Bank.
- Any one of the Agents are further authorized and empowered to execute such other agreements now and in the future, including, but not limited to, special depository and service agreements including but not limited to, arrangements regarding the manner, conditions, or purposes for which funds, checks, or items of the Corporation may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions (each respectfully "Other Documents" and "Other Acts").
- All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Corporation with Bank prior to adoption of this resolution are hereby ratified, approved and confirmed.
- The Corporation acknowledges and agrees that Bank may furnish at its discretion automated access devices to Agents to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- The Corporation acknowledges and agrees that Bank may rely on alternative signature and verification codes issued to or obtained from an Agent. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with Bank, personal identification numbers (PIN), and digital signatures. Bank shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.
- The Corporation acknowledges that the Account Agreement and Other Documents may be amended or supplemented by Bank from time to time and are incorporated herein by this reference; and that by entering into the Account Agreement and continuing to use Bank's products and services, the Corporation agrees to any and all such amendments or supplements.
- The authority hereby conferred upon the above-named Agents shall be and remain in full force and effect until written notice of any amendment or revocation thereof has been received and recorded by Bank. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to Bank as governing the operation of this corporation's account(s), are in full force and effect, until Bank receives and acknowledges an express written notice of its revocation, modification, or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation satisfactory to the Bank, establishing the authority for such changes. The corporation shall indemnify and hold Bank harmless from any loss it suffered or any liability it incurred by it in continuing to act in accordance with this resolution. Any such notice shall not affect any items in process at the time notice is given.

I FURTHER CERTIFY that the persons named occupy the positions set forth opposite their respective names and signatures; that the signatures set forth as Authorized Signer(s) on page 1 are the genuine signatures of the identified persons; that the foregoing Resolutions now stand of record on the books of the Corporation; and that they are in full force and effect and have not been modified in any manner whatsoever.

IN TESTIMONY WHEREOF, I have subscribed my name to this document and affixed the seal of the Corporation on 03/21/2024 **(date).**

X _____

X _____

Secretary

Attest by One Other Officer

Print Name: _____

Print Name: _____

CORPORATE SEAL

¹Alliance Bank of Arizona, Bank of Nevada, Bridge Bank, First Independent Bank, and Torrey Pines Bank are divisions of Western Alliance Bank. Member FDIC.



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6 E Aspen Avenue, Suite 200
Flagstaff, AZ 86001
928-266-1293
www.metroplanflg.org

Resolution Number 2020-01

A Resolution of the Flagstaff Metropolitan Planning Organization, dba MetroPlan, Executive Board authorizing establishment of banking relationship.

WHEREAS, On September 18, 2018 the City and County adopted an amended and restated IGA to authorize the establishment of FMPO as a separate legal entity pursuant to Arizona Revised Statutes § 11-952 with common powers specified in the Agreement;

WHEREAS, On May 14, 2019, the Arizona Corporation Commission approved Articles of Incorporation establishing FMPO as an Arizona nonprofit corporation;

WHEREAS, On January 13, 2020, the FMPO registered with the Arizona Secretary of State to “do business as” MetroPlan having started use of the trade name on January 1, 2020;

WHEREAS, The establishment of banking and credit relationships are a necessary step toward making MetroPlan an independent entity,

NOW, THEREFORE, BE IT RESOLVED BY THE METROPLAN EXECUTIVE BOARD AS FOLLOWS:

The MetroPlan Executive Board authorizes the Executive Director of MetroPlan (the “Organization”), together with the MetroPlan Planning Manager, are authorized on behalf of the Organization to open and maintain such bank and credit card accounts as they may deem advisable, and are:

- (A) Authorized to [individually] (i) sign, whether manually or by facsimile signature, in the name of this Organization, checks, drafts, or other written orders for the payment of money now or hereafter in said respective accounts; (ii) issue written, telephonic, electronic, or oral instructions with respect to the transfer of funds now or hereafter on deposit in said respective accounts by wire, automated clearinghouse, or other electronic means of transfer, without any written order for the payment of money being issued with respect to such transfer, provided that telephonic or oral instructions are confirmed in writing; and
- (B) Enter into such agreements with banks with respect to any credit or noncredit banking services (including, without limitation, electronic services and credit cards) as such individuals in their sole discretion deem advisable or in the best interests of this Corporation; and

RESOLVED, FURTHER, that any and all checks, drafts, notes, or other orders of every kind deposited or to be deposited for the accounts of this Organization with any banking depository of this Organization or for collection or otherwise, requiring endorsement in the

name of this Organization, shall be sufficiently endorsed when there appears such name stamped or in written endorsement thereon, without any signature or countersignature affixed.

PASSED AND ADOPTED by the MetroPlan Executive Board this 5th day of February, 2020.

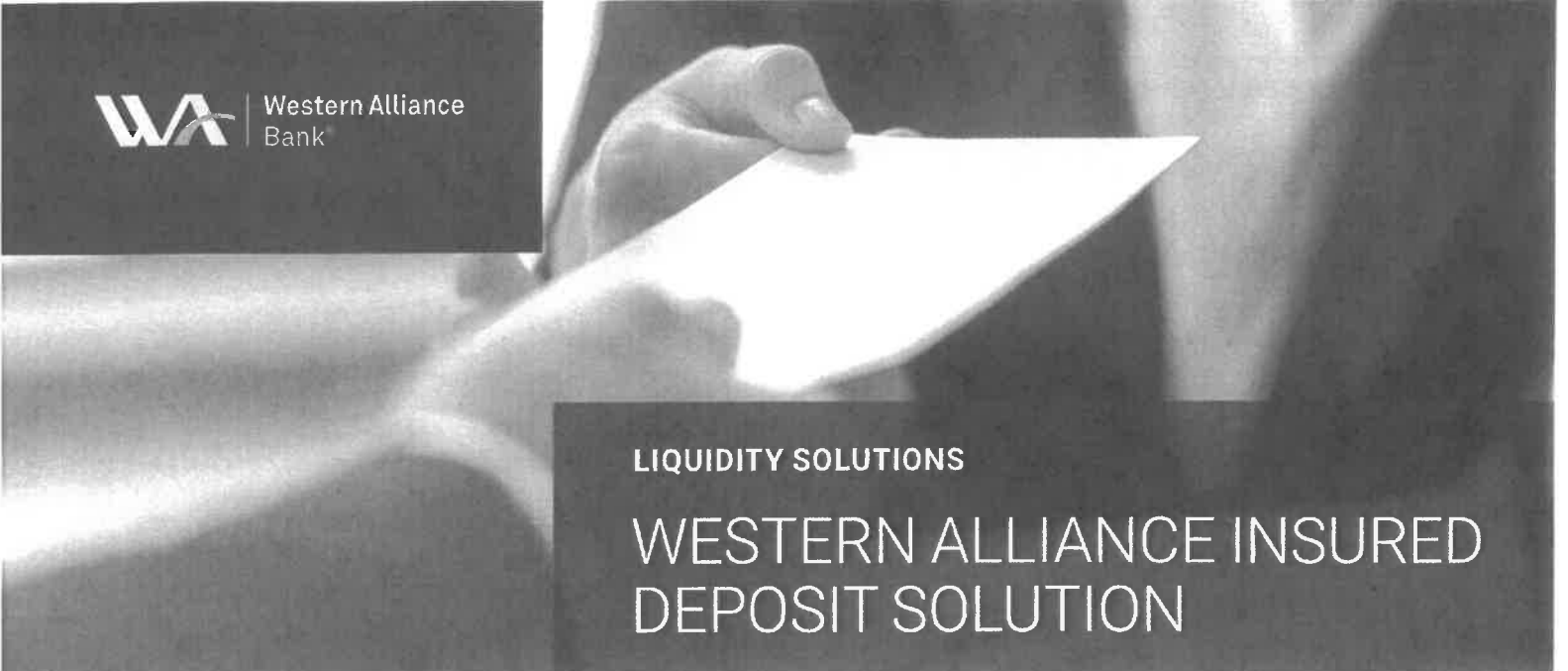


Chair, MetroPlan Executive Board

ATTEST:



CLERK, MetroPlan Executive Board

**LIQUIDITY SOLUTIONS****WESTERN ALLIANCE INSURED
DEPOSIT SOLUTION****Safeguard Your Cash Holdings**

Protect your deposits with up to \$50 million in FDIC insurance¹ with Western Alliance Insured Deposit Solution. Western Alliance Insured Deposit Solution is ideal for individuals, joint account holders, business accounts, public funds and trust accounts that want safety in their short term cash holdings.

Benefits for You

Western Alliance Insured Deposit Solution is a flexible multi-million dollar FDIC-insured cash management solution, and provides high-value investors with access to millions of dollars in FDIC insurance coverage, daily liquidity and a highly attractive yield. This solution is an ideal cash sweep option for investors looking to decrease their portfolio risk and increase the potential for competitive yield.

Protection

Receive millions of dollars in FDIC protection¹ through a single account; several times more insurance than traditional deposit accounts.

Growth

All account types, including businesses and public funds, can earn a competitive rate of interest so that your money is constantly working for you.

Access

Enjoy daily access to your funds with no transaction limitations².

Convenience

Consolidate multiple bank relationships into one convenient account to cut down on paperwork and the coordination of multiple monthly statements and confirmations.

LIQUIDITY SOLUTIONS

WESTERN ALLIANCE INSURED DEPOSIT SOLUTION



Western Alliance
Bank®

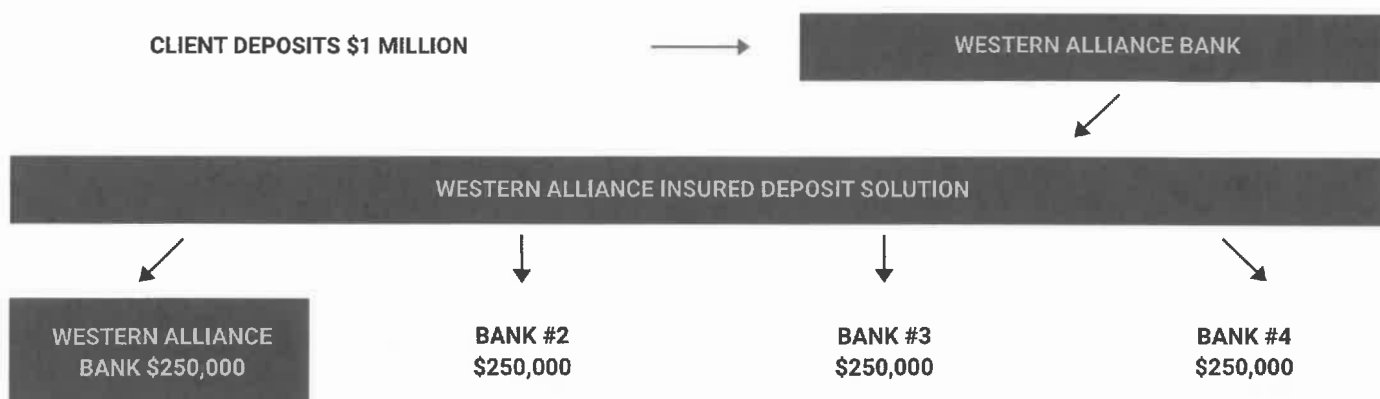
How it Works

If you have over \$250,000³ in a Western Alliance Insured Deposit Solution account then the overage is automatically allocated to other FDIC-insured accounts held at other banks participating in the program. This unique technology enables you to receive millions of dollars in FDIC insurance while having access to all of your cash on a daily basis. Here's an example on how it works:

When you open a Western Alliance Insured Deposit Solution account with \$1 million:

- First \$250,000 is allocated to Western Alliance Bank
- Next \$250,000 is allocated to another bank in the network (Bank 2)
- Next \$250,000 is allocated to a third bank in the network (Bank 3)
- Next \$250,000 is allocated to a fourth bank in the network (Bank 4)

Any amount greater than the \$1 million, due to interest earned or deposits made into the account, will automatically be allocated to the next bank in the program to ensure that you are fully insured up to your deposit balance or the account maximum, whichever is less.



Each deposit account is eligible to deposit up to \$250,000, or the Federal Deposit Insurance Corporation (FDIC) standard maximum deposit insurance amount (SDMIA), for each category of legal ownership per participating bank, as managed by a joint party program administrator. The total amount of FDIC insurance available for each deposit account is calculated by multiplying the SDMIA by the number of participating banks in the Program. There are currently more than 100 participating banks, supporting the ability to offer a total amount of insurance of \$25 billion for sole owner accounts. If the balance in your account is greater than the FDIC insurance coverage in the program, any excess funds will not be insured, including balances you may hold directly or through other intermediaries including broker-dealers. To assure your FDIC coverage, please regularly review banks in which your funds have been deposited, and notify your bank immediately if you do not want to allocate funds to a particular bank or banks. See Program Terms and Conditions for additional information. This represents the current SDMIA for a deposit account owned by one person. Please visit www.fdic.gov for additional information on how deposit accounts are insured by the FDIC.

Our Clients Are Our Focus

At Western Alliance Bank, we make it our business to understand your business. Our highly knowledgeable bankers deliver tailored financial solutions and services to help you move your business forward.



Divisions:
Alliance Association Bank
Alliance Bank of Arizona
Bank of Nevada
Bridge Bank
First Independent Bank
Torrey Pines Bank

Subsidiaries:
AmeriHome Mortgage

**LIQUIDITY SOLUTIONS****WESTERN ALLIANCE INSURED
DEPOSIT SOLUTION****Safeguard Your Cash Holdings**

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Consolidate multiple bank relationships into one convenient account to cut down on paperwork and the coordination of multiple monthly statements and confirmations.



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STAFF REPORT

REPORT DATE: March 20, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, Planning Manager

SUBJECT: FY2025-2029 Transportation Improvement Program (TIP) and ADOT 5-Year Tentative Program

1. RECOMMENDATION:

None. This item is for information and discussion only. The Board may provide direction to Staff regarding the inclusion of relevant ADOT projects in the MetroPlan Transportation Improvement Program (TIP).

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs.

Objective 2.1: Maintain trust through reliable and transparent project management.

3. BACKGROUND:

The Transportation Improvement Program (TIP) is a federally mandated program of projects for which reasonably anticipated revenue is expected to be obligated to transportation projects within a four-to-five-year period. Projects must be compliant with the adopted regional transportation plan, *Stride Forward*. MetroPlan elected to conduct major updates of the TIP every two years with amendments intervening. This year is a major update. Regionally significant projects must be included in the TIP. All ADOT facilities are regionally significant.

These projects, inclusive of design and construction, from ADOT's 5-year Tentative Program fall within the MetroPlan region:

I-40 | Riordan ATSF Railroad Overpass EB | Bridge Replacement | 2025-2028 | \$47,500,000
I-40 | Alvin Clark Wy to N Fanning Dr | Road Rehabilitation | 2025-2028 | \$20,275,104
I-40 | I-17 to Country Club | Fiber, Dynamic Signs, Closed Circuit TV | 2024-2025 | \$4,340,000
I-40 | Cosnino Rd | Bridge Rehabilitation | 2027-2029 | \$4,500,000
I-40/Milton/Etc. | LED Lighting | 2024-2026 | \$2,840,900



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Projects total \$79,456,004 and ADOT's total 5-year Tentative Program amounts to \$4,546,000,000. ADOT's program is received within the public comment period. Staff finds these projects within the program to be consistent with *Stride Forward*, so will include them in the final TIP. A possible exception applies to the lighting project. City and Lowell Observatory staff are in discussions with ADOT regarding compliance with Dark Skies lighting.

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC and Management Committee will review the draft TIP in May.

5. FISCAL IMPACT:

There are no direct fiscal impacts. However, the TIP is a critical document in the seeking of grant funds.

6. ALTERNATIVES:

None. This item is for information and discussion only. The Board may provide direction to Staff regarding the inclusion of relevant ADOT projects in the MetroPlan Transportation Improvement Program (TIP).

7. ATTACHMENTS:

(Link) [Draft 2025-2029 Transportation Improvement Program for Public Comment](#)

(Link) [TIP Unified Table](#)



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STAFF REPORT

REPORT DATE: March 18, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Mandia Gonzales, Transportation Planner

SUBJECT: Vulnerable Road Users Safety Plan Update

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 2: Deliver Plans that Meet Partner and Community Needs

Objective 2.4: Position partners for successful implementation of plans.

3. BACKGROUND:

At the Annual Strategic Advance, the Technical Advisory Committee (TAC) and Executive Board Members provided valuable feedback on Vision Zero and how we proceed with establishing a MetroPlan leadership commitment to reduce or eliminate traffic-related fatalities and serious injuries in our region as part of the Vulnerable Road Users (VRU) Safety Plan.

Based on partner feedback, the VRU offers an opportunity for a multijurisdictional Vision Zero planning effort. Through developing MetroPlan's commitment to Vision Zero and by providing policy, programs, and project recommendations to partner agencies, this VRU will be a catalyst for bringing together our partners around a shared goal.

At the Advance, participants engaged with three posters that provided prompts around the VRU's purpose, desired results, and agency constraints. *Here's what we heard:*

Purpose

- We all agree that increasing transportation safety in our region is a priority.
- We support the development of a commitment towards "zero."
- The VRU should inform policies for future adoption.



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- The VRU should establish accountability for agency staff and elected officials to focus policy on Vision Zero.

Desired Results

- Create Vision Zero goals that are informed by and shared among our community members.
- Guide our partner agencies through the evaluation of existing plans, policies, and projects to further support existing and future Vision Zero practices. The VRU Plan should have the
 - ability to be adopted/implemented into the city's current and future practices in codes;
 - or used as the foundation for the creation of a jurisdictional-specific Vision Zero plan and related policies.
- Gather and maintain data to support project selection, implementation, and funding opportunities.

Constraints

- MetroPlan's lack of authority to require partners to implement Vision Zero projects.
- The public has the potential to not understand MetroPlan's role in this planning process.
- Funding and/or political will to support Vision Zero.
- Conflicting priorities and needs between various agencies.

Since the Advance, staff has been refining the deliverables of the Safe Streets and Roads for All (SS4A) funded VRU Scope of Work. Staff has maintained all required SS4A safety plan components and continues to work with partners to ensure a meaningful and implementable plan remains a regional goal.

Next steps:

- Staff to continue interviews with agency staff to identify needs and desired outcomes.
- Staff to determine how each agency wants to respond to the planning effort (through full or partial adoption, using the plan as a foundational document, etc.)
- Identify Traffic Safety Group Participants – Agency staff and community members.
- Refine and discuss NAU's scope/contract to support the Risk Exposure and Management analysis.



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4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not go to TAC. The Management Committee had no comment.

5. FISCAL IMPACT:

The VRU is funded through a Safe Streets for All planning grant awarded to MetroPlan. The grant value \$201,360 federal and \$50,360 in local match split between in-kind and cash. The grant agreement was executed on August 9, 2023.

6. ALTERNATIVES:

None. This item is for discussion only.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: March 11, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Legislative Agenda Update

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.3: Coordinate partners' legislative priorities related to transportation.

3. BACKGROUND:

In October 2023, the MetroPlan Executive Board adopted a legislative agenda to identify strategic objectives aimed at improving transportation in the region. Below are the priorities and a brief update on each item.

State Priorities:

- Educate on the need for AZ SMART Fund eligibility to be expanded to other eligible federal applicants including transit agencies, tribes, and metropolitan planning organizations. Increase funding levels in the program with particular focus on cities with a population of over 10,000.
 - *Anticipate MetroPlan proposed changes will be signed into law.*
- Educate on the benefits of the Greater Arizona Funding Initiative (RTAC Bill) collectively and for individual regional projects.
 - Mountain Line Maintenance Facility Improvements Match: \$2,044,750
 - Coconino County US89 Flood Mitigation: \$5,029,210
 - Lone Tree Improvements: \$15,360,803



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- *The formal bill has stalled and is not anticipated to move forward. Requests now compete to be included in the budget. While one-time appropriations will be limited, support for the County's project has been strong.*
- Continue to seek long term funding solutions for insufficient state transportation revenues for all modes.
 - *RTAC is beginning to talk about long-term funding strategies. Staff are advocating for a clear message on how rural Arizona wants to address the shortfall in addition to listing needs.*
- Monitor and educate on the importance of regional projects on the state highway system in the ADOT budget including pedestrian and bike improvements on Milton and US180, dark skies lighting upgrades, the Bellemont Interchange, the reopening of the Parks and Christensen Rest Areas, and highway drainage improvements to mitigate post-wildfire flooding impacts on US89.
 - *Significant progress has been made on these items including:*
 - *ADOT's FY2024 construction program includes 42.6million for dark skies lighting in Flagstaff. Lowell Observatory will attend State Transportation Board Meeting.*
 - *Staff supported the County in their request and award of an AZ SMART Fund application to update the design of the Bellemont roundabout.*
 - *ADOT is planning for the reopening of both Parks and Christensen rest stops*
 - *Staff assisted the County in developing a PROTECT application and an AZ SMART Fund award to match their PROTECT application.*
 - *Additional work is needed on bike and pedestrian improvements on Milton Road and US 180. However, the Route Transfer Study was updated so that local jurisdictions can consider ownership of such roadways. New SS4A Safe Streets Master Plan can also help address over long term.*

Federal Priorities:

- Support the reauthorization and sustained funding levels in the Infrastructure Investment and Jobs Act, including need for additional appropriations to Federal Lands Access Program (FLAP) and Central Federal Lands (CFL).
 - *Our national organizations are beginning to scope their efforts and staff are providing input on packages to prioritize authorizing funding levels. MetroPlan staff recommend against support shifts of discretionary program funds to formula funds.*
- Expand eligibility of Carbon Reduction Program, and Transportation Alternatives Program to allow for internal staff delivery of projects in addition to allowing contracting.
 - *Staff have elevated concerns to national organizations.*
- Support the award of funding for regional projects submitted for federal grants.
 - *MetroPlan has assisted partners in pursuing federal applications and has worked to ensure agencies do not compete against each other and instead collaborate. The Strategic Grants Process is underway.*



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- Support the effort to modernize car safety ratings to consider vulnerable users.
 - *MetroPlan has been following developments at the national level and awaits opportunities to comment.*
- Support updates to the MUTCD (Manual on Uniform Traffic Control Devices) and federal standards to prioritize the goal to eliminate serious injuries and deaths, ensure safe systems approaches, and provide additional flexibility for local jurisdictions to advance safe, comfortable, multimodal systems.
 - *An update to the MUTCD which includes some but not all items has been released. MetroPlan will ask ADOT to adopt the updated guidelines as quickly as possible and continue to seek additional revisions.*
- Support congressionally directed spending (CDS) for regional transportation projects.
 - *Partners developing their CDS requests and staff is supporting with technical assistance and support letters.*

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not go to TAC. The Management Committee had no comment.

5. FISCAL IMPACT:

There is no direct fiscal impact from adopting a legislative agenda. However, a clear and coordinated legislative agenda can result in more funding to the region.

6. ALTERNATIVES:

None. This item is for discussion only.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: March 11, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: Arizona State Transportation Board Dinner

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 1: Maximize Funding for Transportation Projects and Programs

Objective 1.4: Ensure Good Standing with Funders

3. BACKGROUND:

The State Transportation Board is responsible for establishing a complete system of state highway routes in Arizona, serves in an advisory capacity to the Director of the Arizona Department of Transportation (ADOT), awards construction contracts, monitors the status of construction projects and has the exclusive authority to issue revenue bonds for transportation financing. The Board travels around the State for its monthly meetings and will be holding a meeting in Flagstaff on June 21st. It is tradition to host a dinner for the State Transportation Board the night before their meeting. Hosting the dinner provides an excellent opportunity to elevate ideas and community needs to the attention of the Board and leaders at ADOT.

MetroPlan staff have been contemplating an event which creates opportunity for personal dialogue and interaction rather than a formal dinner. Mountain Line and NAU plan to open their CDL course in May and highlighting an interagency partnership at a workforce development site is an excellent opportunity. Mountain Line has offered use of the course and ability to test drive buses as a fun way to attract members of the State Transportation Board to attend. Lowell Observatory has offered to bring telescopes to highlight their requests for dark sky compliant lighting on ADOT roadways. The discussion at this MetroPlan Board meeting will focus on other activities we want to highlight for the State and the overall plan for the evening.



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4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

This item did not go to TAC. The Management Committee had no comment.

5. FISCAL IMPACT:

The State Transportation Board dinner is anticipated to cost no more than \$4,000, including venue and equipment. However, MetroPlan has limited local revenue by which to host such an event and so is seeking sponsors.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None.



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STAFF REPORT

REPORT DATE: March 20, 2024

MEETING DATE: April 4, 2024

TO: Honorable Chair and Members of the Executive Board

FROM: Kate Morley, Executive Director

SUBJECT: MetroPlan Happenings

1. RECOMMENDATION:

None. This item is for information and discussion only.

2. RELATED STRATEGIC WORKPLAN ITEM:

Goal 3: Build MetroPlan's Visibility in the Community

Objective 3.3: Promote the value MetroPlan brings to the Community

3. BACKGROUND:

Conferences

Staff are headed to several conferences in the coming weeks. Sandra and Dave will be attending the AMPO conference in Albuquerque. Through the 5305e Transit into Code Grant, a number of partners are headed to the National Association of City Transportation Officials conference. Attendees include Vice Chair Sweet, Executive Director Morley, TAC members Hollander, McNulty, Santana, and Mountain Line staff member Reyes. This trip will exceed the MetroPlan travel budget however is offset by savings in the 5305e grant.

Earth Day

MetroPlan has a table reserved for the Earth Day celebration on April 20th. Please stop by and visit us with your MetroPlan gear. We will also be leading a bike train to Earth Day event, look for more information soon.

Bike Month

MetroPlan is taking a stronger role in Bike Month this year. Mark your calendars for: May 1st Kick Off ride, starting at City Hall, May 8th Bike to School Day and (West) Kidical Mass family ride, May 15th Bike



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to Breakfast, May 19th Bike Bazaar at Heritage Square, Tuesdays bike to take out, and a Road Rules bicycle safety class (TBD).

4. TAC AND MANAGEMENT COMMITTEE DISCUSSION:

The TAC did not hear this item. The Management Committee had no comment.

5. FISCAL IMPACT:

None.

6. ALTERNATIVES:

None. This item is for information and discussion only.

7. ATTACHMENTS:

None.

1-3 Year Strategic Workplan

Adopted: June 1, 2023



VISION:

To create the finest transportation system in the country.

MISSION:

Leverage cooperation to maximize financial and political resources for a premier transportation system.

GUIDING PRINCIPLES

Focused

- Adopts clearly delineated objectives
- Provides ambitious and credible solutions
- Strategically plans for political and financial realities and possibilities

Leverages Resources

- Strategically leverages project champions and other plans
- Writes and secures competitive grants

Leads Regional Partners

- Provides targeted, effective and prolific communication to "speak with one voice"
- Advocates for implementation, coordination and commitment
- Provides collaborative leadership among and through its partners
- Accountable for leveraging plans that lead to successful construction and services

Builds Trust and Credibility

- Exhibits integrity in its work products
- Exercises openness and transparency
- Delivers on its promises

Plans for Resiliency

- Invests time and resources to expand mode choice

Fair and Equal Representativ

1

Maximize Funding for Transportation Projects and Programs

OBJECTIVES

- Objective 1.1: Align capital and programmatic needs with priorities and fund sources.
- Objective 1.2: Expand match and revenue generating options.
- Objective 1.3: Coordinate partners' legislative priorities related to transportation.
- Objective 1.4: Ensure good standing with funders.



KEY PERFORMANCE INDICATORS

1. Number funding opportunities sought
2. Amount of funding obtained
3. Develop annual legislative agenda and workplan
4. Clean audits and reviews

2

Deliver Plans that Meet Partner and Community Needs

OBJECTIVES

- Objective 2.1: Maintain trust through reliable and transparent project management.
- Objective 2.2: Expand inclusion of transportation disadvantaged community members and organizations in planning processes from setting planning priorities to implementing outcomes.
- Objective 2.3: Fill gaps in transportation data and make data accessible.
- Objective 2.4: Position partners for successful implementation of plans.



KEY PERFORMANCE INDICATORS

1. Involvement of stakeholders in scoping through final recommendations
2. Participant demographics reflect community demographics
3. Number of new data sets collected and available on the website
4. Number of policy, project or other recommendations implemented

3

Build MetroPlan's Visibility in the Community

OBJECTIVES

Objective 3.1: Educate, inspire, and empower individuals in the planning process through creative education opportunities, public events, and demonstrations.

Objective 3.2: Expand MetroPlan's visibility through branding and marketing - social media, print, and digital materials.

Objective 3.3: Promote the value MetroPlan brings to the community.



KEY PERFORMANCE INDICATORS

1. Number of public outreach events attended or organized
2. Number of people/organizations interacted with annually
3. Number of follower/ subscribers to social media and e-news sign-ups
4. Number of people reached through other media such as direct mailers, poster

4

Implement Programs that Encourage Mode Shift

OBJECTIVES

Objective 4.1: Conduct community-oriented multimodal demonstration and pilot projects.

Objective 4.2: Implement programs at K-12 schools to reduce parent pick up and drop off.

Objective 4.3: Educate the public about economic, health, congestion, climate, equity and other benefits of multimodal transportation.



KEY PERFORMANCE INDICATORS

1. Increase % of trips made by walking, cycling, micro-mobility and public transit
2. Reduction in K-12 school traffic
3. Number of programs, pilots and demonstrations conducted