

## AGENDA - AMENDED

### Executive Board Meeting 10:00 AM to Noon February 5, 2020 City of Flagstaff Council Chambers

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Regular meetings and work sessions are open to the public. Persons with a disability may request a reasonable accommodation by contacting the City of Flagstaff City Clerk's Office at 928-779-7607. The FMPO 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 by contacting the FMPO at 928-213-2651 as early as possible to allow time to arrange the accommodation. ***A quorum of the TAC may be present.***

#### **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 FMPO Executive Board and to the general public that, at this regular meeting, the FMPO Executive Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the FMPO Executive Board's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A).*

#### **EXECUTIVE BOARD MEMBERS**

- Coral Evans, Mayor, Flagstaff City Council, Chair
- Charlie Odegaard, Flagstaff City Council, Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Art Babbott, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)
- Jim Parks, Coconino County Board of Supervisors (alternate)

#### **METROPLAN STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Martin Ince, Multi-Modal Planner
- Rosie Wear, Business Manager



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## I. PRELIMINARY GENERAL BUSINESS

### A. CALL TO ORDER

### B. ROLL CALL

### C. 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.)*

### D. APPROVAL OF MINUTES

- Minutes of Regular Meeting: January 8, 2020 (Pages 6-8)

## II. CONSENT AGENDA

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

### A. Adoption of State Performance Targets (Pages 9-12)

Staff: Dave Wessel

Recommendation: Staff recommends the Board adopt State Performance Targets as recommended by the Technical Advisory Committee.

### B. Adopt TIP Approval Process (Pages 13-14)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the MetroPlan TAC endorses the adoption schedule for the FY 2021-2025 Transportation Improvement Program

### C. Procurement Policy (Pages 15-25)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board take action to adopt a procurement policy.



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**D. Local Match and In-Kind Policy** (Pages 26-30)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board take action to adopt a Local Match and In-Kind policy.

**E. Travel Policy** (Pages 31-44)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board take action to adopt a Travel policy.

**F. Banking Resolution** (Pages 45-48)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff is recommending the Board adopt a resolution authorizing staff to open a bank account and pursue a credit card account.

### III. GENERAL BUSINESS

**A. TIP Amendment** (Pages 49-52)

MetroPlan Staff: Dave Wessel

Recommendation: Staff recommends the Board amend the FY 2019-2023 Transportation Improvement Program for recent transit grant awards and to advance Fourth/Cedar roundabout design.

**B. Member Dues** (Pages 53-54)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board consider and adopt an equitable dues structure for membership on the Executive Board.

**C. Bylaws** (Pages 55-76)

MetroPlan Staff: Jeff Meilbeck



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Recommendation: Staff recommends the Board consider and adopt bylaws for MetroPlan.

**D. Strategic Work Plan Review** (Pages 77-80)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board review and adopt a Strategic WorkPlan for January 1, 2020 through June 30, 2021

**E. Legislative Update and Resolution** (Pages 81-86)

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board adopt a resolution in support of increased State transportation funding.

**F. MetroPlan Project Criteria** (Pages 87-91)

MetroPlan Staff: Dave Wessel

Recommendation: No recommendation is being made.

**G. FY20 Budget Update and Preliminary Review of FY21 Budget** (Pages 92-99)

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for information purposes only. No recommendation is being made but the Board may adopt a preliminary budget.

**H. Lone Tree Traffic Interchange (LTTI) Update** (Pages 100-101)

MetroPlan Staff: Jeff Meilbeck

Recommendation: This item is for information only, but the Board may provide direction to staff on how to proceed with LTTI funding.

**I. Arizona State Retirement System Enrollment Resolution** (Pages 104-108)

MetroPlan Staff: Jeff Meilbeck



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Recommendation: This item is for discussion only, but the Board may adopt a resolution to proceed with ASRS membership.

## IV. CLOSING BUSINESS

### A. 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.)*

### B. ADJOURN

#### *CERTIFICATION OF POSTING OF NOTICE*

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on February 3, 2020 at 2:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 3rd Day of February 2020.

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Rosie Wear, Business Manager

## AGENDA

### Executive Board Meeting

10:00 to 10:15 am

January 8, 2020

NACET Accelerator Room

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#### NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

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#### EXECUTIVE BOARD MEMBERS

- Art Babbott, Coconino County Board of Supervisors, Chair
- Coral Evans, Mayor, Flagstaff City Council Vice-Chair
- Jesse Thompson, Arizona State Transportation Board Member
- Matt Ryan, Coconino County Board of Supervisors
- Jim McCarthy, Flagstaff City Council
- Charlie Odegaard, Flagstaff City Council
- Regina Salas, Flagstaff City Council (alternate)

#### METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, MetroPlan Manager
- Martin Ince, Multi-Modal Planner
- Rosie Wear, MetroPlan Specialist



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## I. PRELIMINARY GENERAL BUSINESS

### A. CALL TO ORDER –

Chair Art Babbott called the meeting to order at 10:11 am.

### B. ROLL CALL – See above.

### C. PUBLIC COMMENT – None.

*(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.)*

### D. APPROVAL OF MINUTES

- Minutes of Regular Meeting: November 6, 2019 (Pages 4-7)

**MOTION:** Board member Jim McCarthy moved to approve the November 6, 2019 Executive Board meeting minutes without edits. Board member Jesse Thompson seconded the motion. The motion was passed unanimously.

## II. CONSENT AGENDA

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

## III. GENERAL BUSINESS

### A. Amend Master IGA

(Pages 8-12)

MetroPlan Staff: Jeff Meilbeck, Executive Director

Recommendation: Staff recommends the Board request an amendment to the FMPO Master IGA between the City of Flagstaff and Coconino County to add NAIPTA to the FMPO Executive Board with the following language: “One (1) member appointed by the NAIPTA Board of Directors who is not a member of the Flagstaff City Council or County Board of Supervisors”.

**MOTION:** Board member Charlie Odegaard moved to approve the amendment to the FMPO Master IGA. Board member Coral Evans seconded the motion. The motion was passed unanimously.



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## B. FY 2020 Calendar

(Pages 13-15)

MetroPlan Staff: Rosie Wear, Specialist

Recommendation: Staff recommends the Board consider and adopt a meeting calendar for 2020.

MOTION: Board member Matt Ryan moved to approve the 2020 Calendar. Board member Jim McCarthy seconded the motion. The motion was passed unanimously.

## C. Election of Officers

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends that the MetroPlan Board elect a Chair and Vice Chair for Calendar Year 2020.

MOTION: Board member Jesse Thompson motioned to elect Coral Evans as Chair of the Executive Board in 2020 and Charlie Odegaard as Vice-Chair. Board member Jim McCarthy seconded the motion. The motion was passed unanimously.

## IV. CLOSING BUSINESS

### A. 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.)*

Board member Matt Ryan thanked Chair Babbott for his leadership on the Executive Board in 2019.

### B. ADJOURN @ 10:19am

Chair Coral Evans adjourned the meeting at 10:18 am.





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

## STAFF REPORT

REPORT DATE: January 23, 2020

MEETING DATE: February 5, 2020

TO: Honorable Chair and Members of the Executive Board

FROM: Jeff Meilbeck, Executive Director

SUBJECT: ADOT Performance Targets

### 1. Recommendation:

**i** Staff recommends the FMPO Executive Board adopts the ADOT safety targets

### 2. Related Strategic Workplan Item

**i** Document for Board understanding FMPO role for regulatory and technical compliance

a. Translating RTP key concepts into understandable terms that clearly defines funding needs and project impacts.

b. Reinforce and build momentum for RTP key concepts by concisely updating the Board monthly and member agency governing bodies at least semi-annually.

### 3. Background

**i** Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) and Fixing America's Surface Transportation (FAST), the last two transportation authorization bills, required performance-based planning and target setting. Such planning is intended to guide investments toward improving performance in expected ways. Mandatory measures include pavement condition, bridge condition, congestion, transit assets, and safety among others. Metropolitan Planning Organizations have the authority to set their own targets for these measures or to adopt those of the state. These targets are reviewed annually as data is gathered and trends evaluated. Failure to meet four out of five targets requires states to direct more funding to highway safety projects and conduct more planning.

With the exception of transit asset measures, FMPO has adopted the State measures. This avoids costly data gathering, analysis and reporting by FMPO and permits a uniform approach to safety planning and reporting across the state.

*The Arizona Department of Transportation (ADOT) recently released its targets for the coming year. Trends for fatalities and non-motorized fatalities are rising. Trends for serious injury crashes are dropping.*

*Safety targets established by ADOT are as follows:*

<i>Number of Fatalities</i>	<i>3% Increase ( 5-yr avg 1014.4)</i>
<i>Rate of Fatalities</i>	<i>2% Increase ( 5-yr avg 1.522)</i>
<i>Number of Serious Injuries</i>	<i>3% Decrease ( 5-yr avg 3934)</i>
<i>Rate of Serious Injuries</i>	<i>-3% Decrease ( 5-yr avg 5.936)</i>
<i>Number of Non-motorized Fatalities &amp; Serious Injuries</i>	<i>3% Increase ( 5-yr avg 865.4)</i>

#### 4. TAC and Management Committee Discussion

**i** *The TAC and Management Committee support adoption of the State safety targets.*

#### 5. Fiscal Impact

**i** *There is no cost to the FMPO for adopting ADOT safety targets.*

#### 6. Alternatives

- i**
- 1) Adopt the state safety targets. **Recommended.** This is the most expedient path forward.*
  - 2) Adopt FMPO-specific safety targets. **Not recommended.** This requires more data collection, analysis, and reporting by the FMPO.*

#### 7. Attachments

**i** *Draft letter to ADOT adopting state safety targets.*



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6 E Aspen Avenue, Suite 200  
Flagstaff, AZ 86001  
928-266-1293  
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January 30, 2020

Kerry Wilcoxon  
Arizona Department of Transportation  
1615 W. Jackson St. MD 065R  
Phoenix, AZ 85007  
Via: Email

Re: Adoption of Arizona Safety Performance Targets

Mr. Wilcoxon:

On August 31, 2019 the Arizona Department of Transportation (ADOT) formally established safety targets for the state of Arizona for 2020. These safety targets are based on the Safety Performance Measures established by the Federal Highway Administration's (FHWA) Safety Performance Management (Safety PM) final ruling and are based on five year rolling averages.

Safety targets established by ADOT are as follows:

- Number of Fatalities 3% Increase
- Rate of Fatalities 2% Increase
- Number of Serious Injuries 3% Decrease
- Rate of Serious Injuries 3% Decrease
- Number of Non-motorized Fatalities and Serious Injuries 3% Increase

The safety targets set by ADOT are data-driven and realistic; and are intended to keep the State focused on improving safety while still striving for the goal of the Flagstaff Region Strategic Transportation Safety Plan (STSP) and the State Strategic Highway Safety Plan (SHSP) of reducing the number of fatalities and serious injury crashes in the Flagstaff MPO region and the state of Arizona by three to five percent.

MetroPlan is committed to supporting the established safety targets by doing the following:

- Work with the State and safety stakeholders to address areas of concern for fatalities or serious injuries within the metropolitan planning area.
- Coordinate with the State and include the safety performance measures and HSIP targets for all public roads in the metropolitan area in the MTP (Metropolitan Transportation Plan)
- Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures and targets described in other State safety transportation plans and processes such as applicable portions of the HSIP, including the SHSP Include a description in the TIP (Transportation Improvement Program) of the anticipated effect of the TIP toward achieving HSIP targets in the MTP, linking investment priorities in the TIP to those safety targets

On February 5, 2020 the MetroPlan Executive Board voted to adopt the Arizona Department of Transportation's established safety targets and to help attain those targets with the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads in the State of Arizona.

Sincerely,

Coral Evans, Mayor, City of Flagstaff  
MetroPlan Chair



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6 E Aspen Avenue, Suite 200  
Flagstaff, AZ 86001  
928-266-1293  
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## STAFF REPORT

**REPORT DATE:** December 31, 2019

**MEETING DATE:** February 5, 2020

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

**FROM:** David Wessel, FMPO Manager

**SUBJECT:** TIP Adoption Schedule

### 1. Recommendation:

**i** Staff recommends the Executive Board endorse the adoption schedule for the FY 2021-2025 Transportation Improvement Program

### 2. Related Strategic Workplan Item

**i** FMPO (MetroPlan) leverages resources

### 3. Background

**i** MetroPlan is mandated to produce a Transportation Improvement Program (TIP) to track regional federal transportation spending. The TIP indicates the year that funds will be obligated for a project.

Major updates to the TIP happen annually and require compliance with public participation rules including a call for projects and public comment period. Endorsement of the TIP adoption schedule, and subsequent approval by the Board, authorizes staff to submit requisite advertisements and postings saving time and action.

The proposed 2021-2025 TIP adoption schedule is:

- January 22, 2020 – Call to member agencies to submit draft capital improvement programs
- February 5, 2020 – Executive Board approves TIP adoption schedule
- March 1, 2020 – Ad in Daily Sun and web posting: Call for Projects
- April 22, 2020 – TAC reviews draft. Ad and posting: Call for Comments
- May 27, 2020 – TAC recommendation to Board for TIP adoption
- June 3, 2020 – Board adoption



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## 4. TAC and Management Committee Discussion

- i** *The TAC and Management Committee support adoption of the TIP adoption schedule.*

## 5. Fiscal Impact

- i** *There will be minor costs associated with advertising in the Arizona Daily Sun*

## 6. Alternatives

- i**
  - 1) *Support adoption of the TIP adoption schedule. **Recommended***
  - 2) *Do not support adoption. Requires a series of actions by the TAC and Board.*

## 7. Attachments

- i** *No attachments*



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## STAFF REPORT

**REPORT DATE:** January 23, 2020

**MEETING DATE:** February 5, 2020

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Procurement Policy

### 1. Recommendation:

**i** Staff recommends the Board adopt a Procurement Policy for MetroPlan

### 2. Related Strategic Workplan Item

**i** Move the FMPO towards becoming more independent by... Adopt financial, personnel and procurement policies for the FMPO.

### 3. Background

**i** As MetroPlan transitions to independence, policy is needed to establish standards of procurement and purchasing that comply with federal, state and grant requirements.

Policy examples were solicited from national and state metropolitan planning organizations to ensure federal and grantor requirements were met. MetroPlan requested review and feedback from procurement experts at the City of Flagstaff, ADOT and NAIPTA to ensure an outside perspective. The feedback provided was incorporated into the draft policy. Additionally, the procurement policy was compared with federal, state and grant guidelines to ensure compliance.

### 4. Fiscal Impact

**i** While there is no immediate fiscal impact, this policy would drive procurement related financial transactions.



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## 5. Alternatives

- i** 1) *Adopt Policy (Recommended). This alternative will provide the direction MetroPlan needs to have clear administrative policies that are consistent with federal, state and granting agency requirements.*
- 2) *Do not adopt the Policy. A procurement policy will eventually be required by granting agencies. Additionally, it is in MetroPlan's best interest to adopt a policy now so that we are consistent and compliant with federal and state mandates.*
- 3) *Modify the policy. The Board may want to make adjustments to the policy.*

## 6. Attachments

- i** *Draft Procurement Policy*





Document: **Procurement Policy**



Adopted: **July 1, 2020**

## 1. General

### Purpose

This document is intended to direct the MetroPlan purchases of goods and services. MetroPlan's procurement process is open, fair, well-documented, competitive and conforms to all applicable federal, state and local laws and regulations, including 2 CFR 200.

### Objectives

The objectives of MetroPlan's purchasing policy are to ensure:

- A uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- Responsibility and accountability of public funds used by MetroPlan;
- Equal opportunity and competition among vendors and consultants;
- Effective relationships and clear communication between MetroPlan and its vendors and consultants;
- Compliance with the federal, state and local procurement statutes that may govern expenditures of grant funds

### Scope

The guidelines apply to purchases of:

- Supplies, materials and equipment
- Non-professional services
- Professional services

These guidelines do not apply to the acquisition, sale, or lease of real property.

### Controlling Laws

All purchases shall comply with appropriate and relevant federal, state and local laws, grant requirements, and MetroPlan's policies. Federal, state or local laws, regulations, grants or requirements that are more restrictive than these guidelines, such laws, regulations, grants or requirements shall be followed.

### Code of Ethics

No employee, officer or agent of MetroPlan shall participate in the selection, award or administration of a contract or authorization of a purchase if a conflict of interest, real or

apparent, would be involved. Disciplinary actions resulting from violation of this policy are listed in the *MetroPlan's Personnel Policy*. Each Executive Board member, committee member and employee shall annually sign a statement affirming receipt of and agreement to abide by MetroPlan's Conflict of Interest policy.

### Credit Cards

MetroPlan recognizes the use of credit cards to be an appropriate and useful means of making payment for a variety of purchase types, including travel expenses, supplies, online purchases and recurring vendor payments (where appropriate).

The Executive Director is responsible for determining which employees are authorized to use credit cards and for designating a Credit Card Administrator to setup and maintain credit card account(s) with the credit card financial institution.

The Credit Card Administrator is responsible for the overall administration of the credit card program by reviewing, reporting and coordinating all aspects of the program. The Credit Card Administrator will act as the liaison between the financial institution and the employee.

The employee is responsible for providing all credit card receipts and/or other documents identifying the credit card expenditures to the Credit Card Administrator no later than the workday following the day the purchase was made, except when the employee is traveling on business; in such case, the employee shall provide all receipts on his/her first day back in the office.

#### ***Issuance, Use and Control***

- **Issuance and Use:** Credit cards may be issued to MetroPlan and used by authorized employees for purchasing goods, services, supplies and other items from vendors, or in incurring registration, training or travel expenses in connection with the performance of their duties on behalf of MetroPlan.
- **Authorization and Control:** Upon authorization from the Executive Director, employees may obtain a credit card from the Credit Card Administrator who shall maintain a record of individuals issued credit cards. The Credit Card Administrator shall implement accounting controls to promote the proper use of credit cards and reduce the risk of loss or misuse.
- **Credit Limits:** Card limits will be set administratively for each card, reflecting among other things purchases expected to be made during a typical billing cycle and additional credit capacity needed in an emergency or other contingency. Purchasing limitations are found in the MetroPlan Procurement Policy.
- **Payment of Bills:** The Credit Card Administrator shall establish a procedure for the prompt payment of all credit card bills on or before the due date.
- **Unauthorized Charges:** Credit cards issued to employees shall be used only for bona fide MetroPlan business purposes. Any employee using a MetroPlan credit card for unauthorized purposes, including personal purchases, may be subject to disciplinary

action up to and including termination, civil action to recover unauthorized credit card charges plus court costs, and criminal prosecution.

- **Prohibited Uses:** Prohibited uses include, but are not limited to, cash advances, alcohol, tobacco, entertainment and other restricted categories.

### ***Responsibilities***

The Executive Director has primary responsibility and oversight for purchasing activities of MetroPlan and has the authority to delegate purchasing responsibilities as appropriate. The Executive Board will periodically review and evaluate the procurement procedures to ensure the best internal controls possible and will make changes as necessary.

## **2. Determining Total Purchase**

### Use Anticipated Cost

The anticipated annual need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which procurement method and related purchasing requirements shall apply.

### No “Splitting”

Procurements shall not be divided to artificially create a lower total cost to avoid procurement method or competition requirements. If one item being purchased requires another item to “make a whole,” the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which procurement method is applicable, unless the two items are not available from a single supplier.

*Example:* Replacement carpeting is being purchased for a conference room. The total cost of the carpet and the pad (and installation, if applicable) should be used when determining which procurement method should be applied.

### Costs to Include

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in (trade-in value should be considered, however, to determine the lowest price when the small purchase method is used).

The total quantity of a needed item (when it can reasonably be projected) should be considered when determining which cost threshold and related purchasing requirements apply.

### Multiphase Programs

If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

### 3. Procurement Methods

Procurements must be covered by budget appropriations approved by the MetroPlan's Executive Board. Procurements requiring additional appropriations must also be approved by the Executive Board. One of the following methods of procurement must be used:

#### Micro Purchase - Less than \$3,000

Micro purchases cover the acquisition of supplies or services, when the aggregate annual dollar amount is less than \$3,000. To the extent practicable, micro-purchases must be distributed equitably among qualified vendors. Micro purchases do not require soliciting competitive bids, but employees should still make reasonable efforts to receive the best value and price possible. All employees are authorized to make micro-purchases.

#### Small Purchase - \$3,000 to \$50,000

Small purchases shall be processed through a competitive solicitation process whereby a minimum of three written price or rate quotes are solicited from vendors who can reasonably be expected to provide the required goods and/or services. The quotes must be documented on a Purchase Request Form which then must be signed by the Executive Director prior to execution of the procurement. The procurement shall be awarded to the most responsive, responsible offeror who provides the lowest quote, or if criteria other than price are to be considered, whose proposal achieves the highest score when evaluated. Criteria may include experience, expertise, price, product availability, functionality, quality or suitability for a particular purpose.

#### Competitive Proposals - Greater Than \$50,000

Supplies and services greater than \$50,000 shall be procured using one of the following methods:

##### ***Request for Proposals (RFP)***

RFPs are used when the specific requirements and/or technical specifications of a project are unclear and evaluation criteria are needed in addition to pricing. RFPs are evaluated by an evaluation committee based upon the evaluation criteria identified in the RFP. This method provides for negotiation of all terms and conditions of the proposal, including price before award. The RFP process may be used with competitive negotiation, multi-step and best and final offers. Award is made to the vendor whose proposal is determined to be the most advantageous to MetroPlan.

##### ***Request for Qualifications (RFQ)***

RFQs are used when seeking professional services. RFQs are evaluated by an evaluation committee based upon the evaluation criteria identified in the RFQ. Evaluations consider only technical factors and qualifications in the evaluation process, which may include description of their education, experience, management and other applicable criteria called for in the RFQ.

This method provides for negotiation of all terms and conditions of the proposal, including price before award. Award is made to the consultant deemed to be the best qualified.

### ***Requirements***

The following requirements apply:

- The RFP/Q must be approved by the Executive Director.
- The RFP/Q must be publicized and should identify all evaluation factors and their relative importance, and all complete and timely submittals will be considered.
- Proposals or qualifications must be solicited from at least two qualified sources.
- A method shall be established for conducting technical evaluations of the proposals and qualifications received as part of the development of the RFP/Q.
- For RFPs, the proposal most advantageous to the program will be selected, even when the preferred proposal is not the lowest-priced.
- For RFQs, competitors' qualifications will be evaluated, and the most qualified responsible competitor will be selected, subject to negotiation of fair and reasonable compensation.
- The Executive Director signs all contracts.
- Contracts greater than \$50,000 require approval by the MetroPlan's Executive Board.

### **Noncompetitive Proposal (Sole Source)**

Procurement through solicitation of only one source (sole source) may be used when at least one of the following applies:

- The item is available only from a single source.
- Exigent circumstances (e.g., significant damage to the building requirement immediate attention) will not permit a delay resulting from competitive solicitation.
- The granting agency authorizes noncompetitive negotiations.
- After solicitation of at least two (2) sources, competition is determined to be infeasible.

The Executive Director must review all noncompetitive proposals, and all noncompetitive proposals over \$50,000 shall require Executive Board approval.

### **Other Government or Cooperative Contracts**

Competition is not required when purchases of supplies, services or equipment are made through competitively secured contracts executed by other government agencies or bonafide cooperative purchasing agreements, such as through vendor contracts negotiated by the State of Arizona.

### **Contract Requirements**

Third-Party contracts and purchase orders should include all *applicable* contract provisions required by the following:

1. The requirements in 2 CFR 200.326,

2. The requirements in 2 CFR 200 Appendix II,
3. FHWA funded procurements/contracts located at:  
[www.fhwa.dot.gov/programadmin/contracts/core02.cfm](http://www.fhwa.dot.gov/programadmin/contracts/core02.cfm) and  
[www.fhwa.dot.gov/construction/cqit/form1273.cfm](http://www.fhwa.dot.gov/construction/cqit/form1273.cfm) and  
<http://www.fhwa.dot.gov/construction/contracts/provisions.cfm>, as revised from time to time,
4. FTA funded procurements/contracts: Circular 4220 Third Party Contracting Guidance or its Appendix D, as revised from time to time, available at:  
<https://www.transit.dot.gov/regulations-and-guidance/ftacirculars/third-party-contracting-guidance>. Procurement Pro from National RTAP can be a good resource for the required federal language except that the State DBE and Title VI required language must also be included. Using Procurement Pro does not relieve the sub-recipient from the responsibility of ensuring that all the terms and conditions are complete and in compliance with Federal, State, and Local regulations.
5. Any requirements established by a particular funding type, program, or in funding agency guidelines
6. Provisions for Prompt Payment deadlines. The funding in this Agreement includes reimbursement of expenditures necessary to accomplish the work program. Payment may not rely on receipt of funds from ADOT before paying vendors/contractors/consultants.

#### Intergovernmental Purchasing

Services provided by qualified public sector agencies through intergovernmental agreements with an governmental entity, whether federal, state or local, shall be exempt from the competitive solicitation requirements.

#### Architectural and Engineering Services

The requirements outlined in 2 CFR 200.320(d)(5) must be followed to procure professional architectural or engineering services.

#### **4. Vendor Appeals**

Vendors may appeal or protest a proposal solicitation or award of contract issues by MetroPlan by following the procedures described in the MetroPlan Complaint Policy.

#### **5. Compliance with Policy**

Willful violation of any of the provisions of this policy may result in disciplinary action under MetroPlan's personnel policies.

## 6. Glossary

Appropriation: MetroPlan Board authorization to expend funds for a specific purpose.

Competitive Bidding: The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Evaluation Committee: Committee should include partner staff with expertise in purchasing and/or knowledge of the service requested.

Exigent: An urgent circumstance requiring immediate action.

Professional Services: Services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Quote: A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding. For professional service contracts, quotes would typically include the qualifications of the provider and may or may not include pricing information depending upon the situation.

Request for Proposal (RFP): All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Qualification (RFQ): A document generally used for obtaining a summary of qualifications from prospective providers of professional services.



Invoice #:	_____	Date:	_____
Invoice #:	_____	Date:	_____
Invoice #:	_____	Date:	_____

### PURCHASE REQUEST FORM

**IMPORTANT:** Please refer to “Procurement Policies & Procedures” for details and instructions on purchased and required documentation.

**Requestor: Complete ALL Non-Shaded Sections**

Requested by (type or print legibly):	Date submitted to Accounting:	
Vendor:		
Item(s) and Reason for Purchase:		
	Date ordered:	Estimated cost: \$

Program	Phase	Estimated Cost	Final Cost	Entered by
Total:				

**Review and Approval**

**1. For All purchases \$3,000 and over:**

Executive Director approval PRIOR to purchase: \_\_\_\_\_ Date: \_\_\_\_\_

**2. For non-competitive procurements over \$3,000 and all procurements over \$50,000:**

Executive Board approval: \_\_\_\_\_ Date: \_\_\_\_\_







# METROPLAN

GREATER † FLAGSTAFF

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

## STAFF REPORT

**REPORT DATE:** January 30, 2020

**MEETING DATE:** February 5, 2020

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Local Match and In-Kind Policy

### 1. Recommendation:

**i** Staff recommends the Board adopt a Local Match and In-Kind Policy for MetroPlan

### 2. Related Strategic Workplan Item

**i** Move the FMPO towards becoming more independent by... Adopting financial, personnel and procurement policies for the FMPO.

### 3. Background

**i** As an independent organization, it is a management best practice to adopt an In-Kind and Local Match policy to meet our grant management responsibilities. This policy makes clear what MetroPlan's responsibilities are and how in-kind and local match are calculated, documented and applied. The practice provides consistency for MetroPlan and its member agencies and ensures compliance with federal, state and grant requirements.

The attached policy is consistent with the way business has been done by the City of Flagstaff on MetroPlan's behalf for the past 22 years. The point is for MetroPlan to adopt its own policy as an independent organization.

### 4. Fiscal Impact

**i** There is no immediate fiscal impact to adopting this policy. Furthermore, this policy is consistent with practices over the past 22 years and does not create an increase in match required for member agencies. Finally, maximizing the use of In-Kind



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*match reduces the need for local cash match and is good for MetroPlan and its member agencies.*

## 5. Alternatives

- i** 1) *Adopt Policy (Recommended). This alternative will provide the direction MetroPlan needs to have clear administrative policies that are consistent with federal, state and granting agency requirements.*
- 2) *Do not adopt the Policy. This policy is not required by granting agencies. However, it is in MetroPlan's best interest to adopt a policy now so that we are consistent in how we manage partner agency in-kind and cash match.*
- 3) *Modify the policy. The Board may want to make adjustments to the policy.*

## 6. Attachments

- i** *Draft Local Match and In-Kind Policy*



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Document: **Local Match and In-Kind Policy**

Adopted: **July 1, 2020**

**Purpose:**

MetroPlan’s federal funds require either a 5.7% or 20% match on all federal funds expended. These funds must come from either local fund sources, local in-kind or cash match, or other donations. MetroPlan members agree to pay annual dues and grant matching funds that contribute to the local cash match required, although those funds may not completely account for the match required. Therefore in-kind match is required. This is captured by tracking partner time spent on MetroPlan Unified Planning Work Program (UPWP) projects or activities. The most consistent activities would include time spent preparing for, travelling to and attending Technical Advisory and Management Committee meetings.

**Definitions:**

Cash Match: Member Dues as determined by the Executive Board each year.

In-Kind Match: Staff time and related expenses, such as mileage, of partner agencies spent to benefit the projects of the Metropolitan Planning Area

In-Kind Donations: Supplies, Material, Equipment given to the MPO to support operations or projects at no cost.

Member Agency: Member agencies are those agencies that have voting members on the MetroPlan Executive Board and include the City of Flagstaff, Coconino County, Mountain Line Transportation (NAIPTA), and the Arizona Department of Transportation.

Partner Agency: Are those agencies that have voting members on the TAC or Management Committee and/or are stakeholders in the plans of the MPO because they represent the population or agencies that are impacted by MPO’s plans. Partner agencies may also be known as Member agencies or Third Parties.

Third party: A third party is an entity (other than a recipient, subrecipient, or Federal agency) that is not party to a Federal-aid project agreement, but who may derive a benefit associated with the completion of the project. As a recipient, a State cannot be considered a third party.

Third Party In-kind Contribution: means the value of non-cash contributions (i.e., property or services) that—

- (a) Benefits a federally assisted project or program; and
- (b) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award. [2 CFR 200.96]

## **Governing Regulations:**

### Uniform Guidance

Federal Uniform Guidance (2 CFR 200.306) address Federal Cost Sharing or matching. Shared costs or matching funding may be included as part of match funds when contributions meet the following requirements:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under Subpart E— Cost Principles of this part;
- (5) Are not paid by the Federal government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

Volunteer services provided by third-parties (such as partner agencies) may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program. Rates for third-party volunteer services must be consistent with those paid for similar work by the non-Federal entity, at the employee's regular rate of pay and benefits including indirect costs, or they must be consistent with those paid for similar work in the labor market. Additionally, paid fringe benefits that are reasonable, necessary, allocable, and otherwise allowable may be included in the valuation.

Donated property from third parties may also be counted as match or in-kind, and may include such items as equipment, office supplies, laboratory supplies, or workshop and classroom supplies. Value assessed to donated property included in the cost sharing or matching share must not exceed the fair market value of the property at the time of the donation.

### [Eligible Donations and Credits \(FHWA\)](#)

In accordance with 23 U.S.C. §323, as amended by section 1902 of SAFETEA-LU, private donations of right-of-way, funds, materials, or services may be used toward the non-Federal share on any eligible Title 23, U.S.C. project. Also, local government donations of right-of-way, funds, materials, or services performed by local government employees may be used toward the non-Federal share on any eligible title 23, U.S.C. project.

Any right-of-way donated at any time during the development of a project in accordance with the requirements of 23 U.S.C. §323, may be applied to the matching share. Other costs, including eligible donated services and materials, incurred prior to FHWA authorization of the project, cannot be applied to the non-Federal matching share of the project.

**Partner Staff Roles and Responsibilities:**

MetroPlan's policy is to record partner time spent at each known event. No less than quarterly, MPO staff will send out a timesheet with those recorded hours. Partner staff should review this timesheet and add any additional time spent for the time period requested. This time should be modified to include hours NOT recorded by the MPO, as MPO staff does not have access to partner staff calendars. Partner staff should work with their accounting staff to ensure that their time is not funded with federal funds, to ensure in-kind time is valid.

City of Flagstaff, Coconino County, NAU, and NAIPTA are Third Party members that derive benefit from the completion of projects funded through FMPO. Third Party staff time provides non-cash contribution of skills and knowledge that benefit the federally assisted projects (such as Milton Corridor). There is the expectation that ALL Third Party time benefits their own agency. Only the portions of their time spent on MPO projects that have joint benefit to the Metropolitan Planning Area should be counted as match. It should be noted that the benefit is NOT to the MPO, as the MPO only serves as liaison to benefit the represented partner agencies.

Additionally, when member agencies directly receive MPO federal funding or derive direct benefit from them, the member must provide appropriate cash or in-kind match to draw down funds.



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GREATER # FLAGSTAFF

6 E Aspen Avenue, Suite 200  
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## STAFF REPORT

**REPORT DATE:** January 30, 2020

**MEETING DATE:** February 5, 2020

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Travel Policy

### 1. Recommendation:

**i** *No Action is being requested at this time, but the Board may take action to adopt a travel policy.*

### 2. Related Strategic Workplan Item

**i** *Move the FMPO towards becoming more independent by... Adopt financial, personnel and procurement policies for the FMPO.*

### 3. Background

**i** *As MetroPlan transitions to independence, a travel policy is needed to establish standards that comply with federal, state and grant requirements.*

*Policy examples were solicited from national and state metropolitan planning organizations to ensure federal and grantor requirements were met. MetroPlan incorporated standards and policies used by partner agencies, NAIPTA and the City of Flagstaff, to ensure consistency with other local government agencies.*

### 4. Fiscal Impact

**i** *While there is no immediate fiscal impact, this policy would drive travel related financial transactions.*



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## 5. Alternatives

- i** 1) *Adopt Policy (Recommended). This alternative will provide the direction MetroPlan needs to have clear administrative policies that are consistent with federal, state and granting agency requirements.*
- 2) *Do not adopt the Policy. This policy is required by granting agencies and it is in MetroPlan's best interest to adopt a policy so that we are consistent and compliant with the requirements of granting agencies.*
- 3) *Modify the policy. The Board may want to make adjustments to the policy.*

## 6. Attachments

- i** *Draft Travel Policy*





## **Introduction**

MetroPlan travel policy is intended to be in full compliance with Arizona Revised Statutes and Internal Revenue Service (IRS) guidelines regarding travel. It is MetroPlan's intent to avoid tax liability for MetroPlan and the employee for any travel related reimbursements.

MetroPlan's policy is to reimburse employees for necessary and reasonable travel expenses incurred for authorized and approved MetroPlan business. The employees should be comfortable while traveling, understand all travel policies, and obtain reimbursement quickly.

This policy is intended to:

- Ensure compliance with state and federal regulations.
- Ensure fairness for both the traveler and MetroPlan.
- Establish guidelines for approval, control and accounting for employees.

An employee on MetroPlan business has the responsibility to act prudently and to only incur travel expenses, which are necessary, reasonable, and an appropriate use of public funds.

The Executive Board may revise the reimbursement schedule by amending this policy at any time.

Abuse or non-compliance with the policies and guidelines could result in disciplinary action or personal financial liability. It is of the utmost importance that all employees understand and adhere to these policies and guidelines.

## **General Travel**

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official MetroPlan business. Such costs may be charged on an actual basis, a per diem basis, or mileage basis dependent on the type of travel incurred and in accordance with MetroPlan's travel policy.

## **Travel Authorization**

The annual travel budget must be authorized by the Executive Board at budget time and approved by the Executive Director before any expense is incurred, subject to the following limitations:

1. Travel should be authorized only when it is determined that personal contact is the most economical and effective method for transacting MetroPlan business.

2. Authorization for attendance at conferences and meetings should be granted only to those persons professionally concerned with the topics to be discussed or the business to be transacted.
3. The most economical method of transportation should always be selected, taking into account both the transportation cost to MetroPlan and the value of the individual's time spent in travel status.
4. Excess expenses incurred when traveling by an indirect route for pleasure or convenience is not reimbursable. This may include, but is not limited to, food, gas, lodging, personal payment for rental car or MetroPlan car. A MetroPlan car must not be used overnight for personal reasons.
5. Employee can be required to charge time spent in traveling by an indirect route to annual leave.
6. Travel by a member of the Executive Board will adhere to A.R.S. 11-215.

#### In-state travel:

In-state travel requires the approval of MetroPlan Executive Director.

In-state travel includes travel on official business:

1. Inside the Arizona border;
2. Into an adjoining state when, by the shortest practical routing, travel through an adjoining state is necessary to reach remote areas of this state; and
3. Into adjoining states not to exceed fifteen (15) miles from the Arizona border.

#### Out-of-state travel:

All other travel is defined as out-of-state travel. Out of state travel for the Executive Director must be approved by the Executive Board Chair. Out of state travel for all other MetroPlan staff must be approved by the Executive Director.

#### Employee Responsibility

1. Employees must request in writing all travel and the request must be approved by the Executive Director prior to travel.
2. In-state travel by the Executive Director may be approved solely at the Executive Director's discretion. The Business Manager will approve travel as having met the constraints of this travel policy and may prepare a summary of travel as requested by the Chair of the Executive Board.
3. Out-of-state travel by the Executive Director requires approval of the Executive Board Chair. The Business Manager will approve travel as having met the constraints of this travel policy and the Executive Director will obtain approval of the Chair before submitting any claim against MetroPlan. The Business Manager may prepare a summary of travel as requested by the Chair of the Executive Board.

#### Executive Director Responsibility

When the Executive Director grants travel authority to an employee, he/she is validating that:

1. Adequate funds will be available
2. The intent of the trip is for MetroPlan business
3. The employee has authorization

When the Executive Director reviews and approves a travel reimbursement, he/she is validating that:

1. Travel expense was incurred
2. The expenditure is charged to the proper account
3. The reimbursement reported is within the required timeframe

## **Conferences and Trainings**

### Conferences:

Representation at a convention or meeting outside the state is to be held to a minimum and should be limited to those individuals directly involved with the subject of the conference.

1. A copy of the travel approval must accompany all payment request voucher for pre-registration at conferences.
2. If the registration form does not indicate whether or not meals are included, the employee must indicate which meals are included with registration fee or "No Meals" if no meals are included in the registration fee.
3. Registration fees that MetroPlan has paid in advance must be included on the Travel Claim.

Expenses incurred while attending conferences or meetings of associations or organizations must be supported by a program or literature showing the opening and closing dates. Receipts for any registration fees must be submitted with the claim. Expenses incurred in staying on after the close of a convention or meeting will not be allowed except when the most economical mode of transportation is not available until the following day.

Registration and meals that are a part of the conference package shall be paid and not be subject to the per diem limit. Any other meals will be reimbursed on the regular per diem schedule. (See also Meals & Per Diem Reimbursement)

An individual attending a conference may stay at the hotel designated by the conference sponsors even though the lodging rate exceeds the maximum allowed. A copy of the conference announcement, registration, or schedule which includes the lodging rate must be attached to the claim along with the hotel receipts (See also Lodging Reimbursement).

### Training:

Individuals may be permitted to attend education or training seminars if:

1. Such education or training is not provided by MetroPlan.
2. Such education or training is directly job-related.
3. Funds have been appropriated in the department for such purpose.

A copy of attendance certificate, agenda or other proof of attendance must be provided when requesting reimbursement.

### **General Requirements**

1. A Travel claim for attending meetings and performance of office errands that all occurred in-state must be submitted at least quarterly and must be submitted within 30 days of the end of the quarter. Quarters are defined at July thru September, October thru December, January thru March, and April thru June.
2. All other travel claims, with a copy of the approved Travel Request, must be submitted for all travel within 30 days of the travel completion or the employee travel will be restricted.
3. All travel expenses are to be included on the Travel Claim including meals on a per-diem basis, incidental expenses, airfare, rental car, registration, and miscellaneous expenses.
4. If a procurement card is used for meals a detailed receipt must be attached to the Travel Claim and the employee is responsible for reimbursing MetroPlan for any amounts that exceed allowed travel expenses. NO ALCOHOL can be charged to MetroPlan Procurement Cards – violation of this policy can result in suspension of travel privileges and/or procurement card.
5. If travel item was completed with a Procurement Card, indicate total charged on the Travel Claim.
6. The unused portion of any travel advances due to MetroPlan must be returned to the Business Manager within 30 days.
7. A Travel Claim must include only one employee.
8. Executive Director signature is required UNLESS written approval is attached to the travel claim.
9. Travel Claims for the Executive Director must be approved by the Chair of the Executive Board.
10. Travel Claims for Board member travel must be signed by the Chair of the Executive Board and Executive Director.
11. Employees will use Federal per diem and mileage rates found at <http://www.gsa.gov>. On that web page, go to Travel Resources and choose Per Diem rates.

### **Travel Advance**

Procedures and forms for requesting a travel advance are maintained by the Business Manager.

1. Travel advances are available whenever out-of-pocket expenses are anticipated.
2. No travel advances are allowed through Petty Cash.
3. An employee advance can only be request on an advance form.
4. A travel advance request should include the purpose and the dates of travel, and be submitted with a copy of the approved Travel Request Form.
5. Travel advances will be issued only in situations where the estimated expenditure exceeds \$50.00.
6. A travel advance request should be made at least 7 business days prior to the day it is needed. Please state on the request the date the check will be needed.
7. Any employee with an outstanding travel advance must turn in their Travel Reimbursement before another travel advance can be issued.

8. The employee is still responsible to reconcile and submit their travel reimbursement form.

Any staff member who has received an advance and has not submitted their travel reconciliation within 60 days may have that travel advance deducted from their next paycheck.

### **Claim for Reimbursement**

Procedures and forms for submitting a claim for reimbursement will be maintained by the Business Manager.

1. All claims for reimbursement will be submitted to the Business Manager, along with receipts, agenda, and other supporting documentation.
2. All reimbursement paperwork must be submitted within 30 days of the end of travel. At the end of the fiscal year, advances not cleared by 7/31 will be deducted from the employee's paycheck.

### **Lodging Reimbursement**

MetroPlan takes employee safety into consideration when making allowances for a choice of lodging. Employees are entitled to accommodations that are suitably located and meet reasonable standards for safety, cleanliness and comfort.

1. When traveling to a conference, MetroPlan assumes travelers will stay at the hosting hotel even if the rate exceeds a non-luxury hotel rate. If there is a choice of hosting hotels, employees are expected to stay at the least expensive property. Evidence must be provided with Travel Claim that the hotel is the Conference Hotel.
2. If a relative occupies the same room, the employee must obtain the rate for single occupancy, and will receive reimbursement at that rate.
3. As approved by the Executive Board uses the State of Arizona, Travel Rate Index plus tax for lodging. A traveler is eligible for reimbursement at a rate higher than those listed if 1) three quotes are provided, 2) explanation is documented on choice rate, and 3) is it pre-approved by approving authority.
4. Lodging will be reimbursed on an actual basis upon presentation of lodging receipts with the Travel Claim.
  - Receipts shall be the original itemized receipt issued by the establishment showing their business name and address and must be attached to the claim for reimbursement. A CREDIT CARD RECEIPT ONLY IS NOT ACCEPTABLE as it does not include the detail necessary to process the claim.
  - If the original lodging receipt is lost or destroyed, the employee is responsible for obtaining a copy.
  - If the original receipt is lost and a photocopy is not available and a copy cannot be obtained from the lodging establishment, then a copy of the canceled check or credit card receipt is required showing the employee paid for the lodging. A letter must be prepared with traveler name, dates of the travel, the name, address, and telephone number of the establishment, cost per night and total cost of the lodging along with reason why an original or photocopy of receipt is not available.

5. Personal charges (movies, meals, etc.) that are on your hotel bill must be paid for separately. Only allowable, reimbursable items are allowed to be charged on your procurement card.

Discounted hotel accommodations can be made through one of the Internet travel services such as Priceline.com using your personal credit card. Submit the Internet receipt that shows the above information with your reimbursement claim form. The hotel will normally not issue a receipt when the reservation is made through Priceline.com.

When two individuals in travel status share a room, total reimbursement shall not be more than the receipt for each traveler's portion of the lodging cost. If the establishment is unable to issue a separate receipt for each traveler, one traveler may submit the original lodging receipt and the other traveler may submit photocopies, marked "treat as original." Each receipt must be marked "Shared Lodging" and have the names of all travelers sharing the room. Each employee will claim reimbursement for his proportionate share only.

Lodging costs within 50 miles of the individual's designated post of duty or residence other than for the purpose of business conferences will not be reimbursed unless an emergency condition exists.

#### Hotel Cancellations-Non-Emergency

1. Travelers should ask for the hotel's cancellation policy at the time of booking.
2. Travelers should request and record the reservation number for future reference such as billing disputes.
3. MetroPlan monitors the payment cancellations. Should MetroPlan have to pay for more than one cancellation for one employee, future travel may be restricted or the employee may have to reimburse MetroPlan for the cancellation fee.

#### **Transportation**

Transportation expenses are for common carrier fares, private car mileage allowances, and bridge and road tolls. A valid driver's license is required if an employee is driving a private or rented motor vehicle on MetroPlan business. Reimbursement will be made only for the method of transportation that is in the best interest of MetroPlan considering the travel expense as well as the traveler's time.

1. Reimbursement will be made only for the method of transportation which is in the best interest of MetroPlan, considering direct expenses as well as the official's or employee's time.
2. When more than one traveler uses the same vehicle, only one claim for reimbursement will be allowed.
3. Travel expenses incurred between the residence and the designated post of duty are not allowed, with the exception that, if a trip starts or ends at a claimant's home the distance traveled shall be computed from the claimant's home.

4. In determining fares or mileage paid for transportation by airplane, the place of origin or return is the appropriate airport facility serving the area of the employee's designated post of duty or residence, whichever is lesser in distance or amount.

#### Mileage and Rental Vehicles

Mileage allowances are established by IRS. MetroPlan rate matches the IRS rate.

1. A rental vehicle is the recommended mode of travel for official MetroPlan business whenever practical. Employees should utilize purchasing cards when renting vehicles.
2. If spouses or non-MetroPlan employees accompany the MetroPlan official or employee in the rental car, for a non-MetroPlan purpose, the employee will provide liability insurance from rental car agency or their own private insurance agency.
3. If an employee uses their personal vehicle for out of town travel, mileage will be reimbursed at IRS allowance. This mileage rate covers all automobile expenses such as fuel, maintenance, towing, repairs, tires, depreciation and insurance. Traveler must have a valid Arizona driver's license and current vehicle insurance in compliance with A.R.S. 28-1251.
  - If a traveler driving a privately-owned motor vehicle is involved in an accident and is found to be at fault, the individual's own liability insurance carrier is responsible to the limits of the policy. If a traveler driving a personal motor vehicle on MetroPlan business is involved in an accident, regardless of fault, MetroPlan will not reimburse the traveler for any physical damage to the motor vehicle.
4. Traveler will need to use State of Arizona, Travel Rate Index Map Miles table unless a map detailing miles is printed and attached, i.e. Google Map showing origin to destination and route of travel.
5. Additional mileage at destination should be recorded separately for reimbursement, with an explanation, and must be reasonable.

#### Air Travel

1. MetroPlan procurement cards can be used to purchase coach airfare for the employee prior to departure.
2. Employees who purchase their own airfare are entitled to reimbursement in the amount equal to the coach airfare. A copy of the detailed flight itinerary must be attached to Travel Reimbursement Form in order to verify departure/arrival times, meals and total fare.
3. In an effort to take advantage of lower airfares for travel that extends over a Saturday night, the MetroPlan will allow employees to extend their trip over Saturday night and pay addition lodging and meal costs. Saturday night stay-over is encouraged when net savings exceed the cost of the hotel rate.
4. Personal vehicles may be used for out-of-state travel when no other means of transportation is available or when such use is in the interest of MetroPlan. Such requests must be documented at the time the Travel is approved. The employee shall be entitled to reimbursement at the lesser of either rate set out per mile traveled based on the shortest route from origin to destination or air coach fare.
5. Rental car requests must be documented at the time the Travel Authorization is approved. MetroPlan will reimburse rental fee and actual gas receipts.

6. Employees who fly to their destination and obtain a rental car at MetroPlan's expense must obtain prior approval. The rental car receipt must be attached to the Travel Claim.

Discounted airline tickets may be purchased through one of the Internet travel services such as Priceline.com using your personal credit card. Submit the receipt from the Internet company that shows the dollar amount charged as your airline receipt with your reimbursement claim. The airline may not issue a separate receipt in addition to the receipt from the Internet company.

#### Other Allowable Transportation Expenses

Miscellaneous expenses incidental to travel, as set forth below, may be claimed:

1. Local Transportation such as taxicabs, airport or hotel limousines, local buses, and streetcars are classed as local transportation. Receipts for transportation by these means shall not be required and such means of local transportation may be allowed and paid. Traveler must indicate the purpose of the travel and the start and end locations. Tips are limited to 15% of the bill to the nearest dollar.
2. Transportation to and from Air Terminals shall be by airport or hotel limousine or airport bus, rather than taxi, when such service is available.
3. When an employee is in an official travel status, necessary parking charges may be claimed. Airport parking or storage charges will be allowed if the total cost is less than the cost of a taxicab to and from the airport. Receipts must be provided.

#### **Meals & Incidentals Per Diem Reimbursement**

MetroPlan will pay per diem reimbursements to eliminate the need for employees to substantiate meals or incidental expenses, other than to report the number of days spent traveling on a business trip. Per Diem plans do not require employees to return any amounts advanced for days of business, even if the amounts are not actually spent on business; however MetroPlan still requires any travel advance to be reconciled within 30 days of the employees return from travel. The employee is responsible for reimbursing MetroPlan for any amounts that exceed allowed travel expenses.

The procurement card may be used for meals however NO ALCOHOL can be charged to MetroPlan Procurement Cards – violation of this policy can result in suspension of travel privileges and/or procurement card. Receipts are required for all procurement card charges and the receipt shall be the original itemized receipt issued by the establishment showing their business name and address and must be attached to the claim for reimbursement. A CREDIT CARD RECEIPT ONLY IS NOT ACCEPTABLE as it does not include the detail necessary to process the claim.

MetroPlan is using a "M & IE Allowance" Plan. This is a per diem plan which pays allowances for meals and incidental expenses that do not exceed the per diem rate. Amounts paid to the employee for meals and incidentals during travel is not subject to from wage reporting or withholdings as long as the M & IE Allowance as published by GSA is not exceeded.



Employees will use the rates by location as per the Regular Federal per diem method rates, which are generally effective October through September. IRS publication 1542 gives the maximum per diem rate than can be used without treating part of the per diem allowance as wages subject to tax purposes.

1. For any destination not specifically identified in the Regular Federal Per Diem table, the maximum per diem rate is Standard Rate as published on [www.gsa.gov](http://www.gsa.gov) which is updated annually.
2. When an employee is entitled to reimbursement for three consecutive meals on any one day, the amount expended for any particular meal is left to the employee's discretion. The total for all meals claimed may be shown as a lump sum for each calendar date but may not exceed the amount allowed for a particular location.
3. The travel must extend beyond 25 miles one-way to be eligible for per diem. Travel is not eligible for Meals and per diem when travel occurs in the course of an employee's normal daily duties. For example, meals may not be reimbursed if purchased by an employee whose typical duties may involve day trips within MetroPlan region.
4. MetroPlan will pay the M&IE allowance on a daily basis for trips that involve an overnight stay and first/last day of travel are subject to the per diem rates as published by GSA unless an employee can document travel as per the following time of day requirements:
  - Breakfast: Travel is required prior to 6:00 a.m. or 2 hours before typical scheduled shift.
  - Lunch: Travel is required prior to 11:00 a.m. and employee does not return until after 1:00 p.m.
  - Dinner: Travel is required prior to 4:00 p.m. and/or travel prohibits a return before 7:00 p.m. or 2 hours after typical scheduled shift.
  - Other than Day Shift Workers: The time or time periods specified above shall be modified to the extent necessary to provide equitable treatment to individuals whose work schedule requires shift work on other than a day shift basis. Meal reimbursement maximum limits shall normally be based on the type of meal appropriate to the time of the day.
5. When M&IE allowance is calculated based on time of travel, the destination point for each leg of the trip will be used to determine M&IE allowance for each meal.
6. Whenever meals are provided at no additional cost to the traveler (including meals included as part of lodging, on planes and meals included in conference registration fees), the traveler shall not be entitled to any meal allowance for those particular meals.
7. Tips on meals are included in the maximum per diem allowance.

The traveler must indicate the time and place travel commences and ends in order to be reimbursed. To claim meals, mileage must be shown on claim or map showing miles attached to claim. If work day is other than day shift, 8 am to 5 pm, normal work shift must be noted in comments of claim.

The employee must verify the rate of reimbursement and attach the applicable page from the Maximum Federal Per Diem table if a rate of other than the Standard Rate is being claimed.

Please see the per diem rates by location per the information found at <http://www.gsa.gov>. On that web page, go to Travel Resources and choose Per Diem rates.

### Meals at Conferences, Seminars and Symposiums

1. When attending a conference, seminar, or workshop, if a particular meal at the function is not included in the conference fees and is in excess of published rates, MetroPlan will pay the full amount of the meal upon receipt.
2. This is not to be interpreted to encompass expenditures on recreational or social activities that may be offered in connection with but are not integral to the conference.
3. For reimbursement of such expenditures, the employee must submit copy of conference agenda or brochure showing the nature of the activity that was presented during the meal and amount charged for such meal.
4. The employee cannot claim reimbursement under per diem for this same meal.
5. No reimbursements will be allowed for alcoholic beverages

### Business Meals

A business meal may occur when MetroPlan staff conduct business with non-MetroPlan staff while traveling. These meals must be approved in advance by the Executive Director. Reimbursement will be made upon submission of receipt.

### Incidental Expenses

1. All incidental expenses are part of the "M & IE Allowance" and no separate reimbursement will be made.
2. Incidental Expenses include: Fees and tips to porter, baggage carriers, bellhops, hotel maids, stewards or stewardesses on ships and hotel servants in countries outside the United States.

Travel advances may be requested for the Per Diem allowance for meals and incidental expenses.

### **Miscellaneous Reimbursements**

1. All miscellaneous expenses must be itemized and receipts attached. (Except for incidentals included in the Per Diem Rate.)
2. Reimbursement for business phone calls and personal phone calls (allowance \$5.00 per day) should be noted on the Travel Claim.
3. Communications charges including Internet, faxes and copies are reimbursable if documented with receipts or hotel receipt.
8. Trade show/Presentation expenses including excess baggage charges, freight charges for shipping of presentation material and tipping charges for valet services are reimbursable. These charges should be noted on the Travel Claim.

### Non-Reimbursement Expenses

1. Fees and tips to porter, baggage carriers, bellhops, hotel maids, stewards or stewardesses on ships and hotel servants in countries outside the United States are not reimbursable as miscellaneous expenses as they are part of the per diem rate.
2. In-room movies and video rentals are non-reimbursable expenses.

### **Extending Business Trips with Vacation Time**

1. When an employee extends a business trip using vacation time, the employee will be reimbursed lodging and M&IE for the days doing business for MetroPlan, including the travel time.
2. Lodging will be reimbursed, at single room rate, for the days doing MetroPlan business. Airfare equivalent to round-trip travel to/from business destination will be borne by MetroPlan.
3. Expenses related to relatives or other non-MetroPlan individuals accompanying the employee will be disallowed as reimbursable expenses.
4. All additional costs will be borne by the employee.

### **Non-Employee Travel**

Travel expenses for non-MetroPlan employees, such as consultants, speakers, and candidates for positions are reimbursed in accordance with contract for services and vendor payment procedures.

### **Insurance**

1. In accordance with ARS 28-4009 and 28-3151, a MetroPlan employee driving a privately owned vehicle on MetroPlan business must have current vehicle insurance on that particular auto and a valid driver's license.
2. If an employee allows their personal insurance to lapse and is involved in an accident while on MetroPlan business, MetroPlan may pursue further legal or employment action against the employee as an employee should never use their personal vehicle for MetroPlan business in this circumstance.
3. If a MetroPlan employee driving a privately owned vehicle is involved in an accident, his/her own liability insurance is primary. After the primary limits are exhausted, MetroPlan's policy may respond with excess coverage, but only if the individual was acting within the course and scope of his/her employment at the time of the accident.
4. If an employee driving his/her own vehicle on MetroPlan business is involved in an accident, regardless of fault, MetroPlan will not reimburse the individual for any physical damage to the vehicle including any deductible.
5. Should an employee traveling become involved in an accident that results in damage to MetroPlan property, damage to property of others, bodily injury or some other form of damage to an individual or organization, the accident should immediately be reported to local law enforcement and then the Executive Director. This must be followed up in writing using the Accident Report Form and should include the following information: police report number, location of accident, and names of parties involved with their phone numbers and insurance information.

6. In addition, it is very important that the employee as an individual directly or indirectly involved in an accident, not talk about the accident to anyone other than appropriate individual(s) within MetroPlan, their division, the Executive Director, or an adjuster or attorney representing MetroPlan. No discussion should take place concerning the accident nor should any reports be given to any other individual.
7. MetroPlan insurance coverage that is provided to MetroPlan employees while on duty, may be jeopardized when a MetroPlan employee deviates from his/her predetermined travel authorization. These coverages include worker's compensation and liability insurance.

DRAFT



# METROPLAN

GREATER † FLAGSTAFF

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

## STAFF REPORT

**REPORT DATE:** January 29, 2020

**MEETING DATE:** February 5, 2020

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Banking Resolution

### 1. Recommendation:

**i** Staff is recommending the Board adopt a resolution authorizing staff to open a bank account and pursue a credit card account.

### 2. Related Strategic Workplan Item

**i** Move the FMPO towards becoming more independent.

### 3. Background

**i** As MetroPlan transitions to independence, banking and credit accounts separate from the City of Flagstaff are necessary. These accounts will be used for new entity registrations at SAM.gov, Arizona Procurement Portal, payroll processing, and other financial management purposes.

Various banking institutions are being considered for their expertise in non-profit and government accounts, including JP Morgan Chase, Wells Fargo and Alliance Bank of Arizona.

In addition to opening a bank account, MetroPlan staff are drafting internal control and financial management policies that will establish segregation of duties regarding bank management authority. This will include a requirement for two signatures on checks.

These accounts will not be used for payments of any kind before July 1, 2020 and until financial management policies and internal controls have been approved by the Executive Board.



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## 4. Fiscal Impact

**i** *There is no fiscal impact of approving this resolution.*

## 5. Alternatives

- i**
- 1) *Discuss and sign the resolution to open a bank account and pursue credit accounts. (Recommended). This alternative allows MetroPlan to begin to deposit funds and prepares MetroPlan to be independent on July 1, 2020*
  - 2) *No Action. If this Resolution is not adopted MetroPlan will not be able to establish a bank account. The bank account is required by granting agencies for MetroPlan to be independent.*

## 6. Attachments

**i** *Draft Resolution to Open Bank Account*

**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 5<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
Chair, MetroPlan Executive Board

ATTEST:

\_\_\_\_\_  
CLERK, MetroPlan Executive Board





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

## STAFF REPORT

**REPORT DATE:** January 29, 2020

**MEETING DATE:** February 5, 2020

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

**FROM:** David Wessel, FMPO Manager

**SUBJECT:** TIP Amendments

### 1. Recommendation:

**i** Staff recommends the MetroPlan TAC supports amendment of the FY 2019-2023 Transportation Improvement Program for recent transit grant.

### 2. Related Strategic Workplan Item

**i** FMPO (MetroPlan) leverages resources

### 3. Background

**i** MetroPlan is mandated to produce a Transportation Improvement Program (TIP) to track regional federal transportation spending. The TIP indicates the year that funds will be obligated for a project.

Mountain Line Transit received notice of several awards to be amended to the TIP to permit fund obligation. Projects are moving from illustrative year 2023 to 2020:

- *NAU Bus Storage Facility:*  
5339 2018 Small Urban \$195,615 federal  
5307 2018 Small Urban \$361,575 federal  
5339 2018 Statewide \$579,922 federal  
Total award: \$1,421,391 federal + local
- *Kaspar Facility Master Plan:*  
5339 2018 Small Urban \$200,000 federal  
Total award: \$250,000 federal + local
- *Downtown Connection Center:*



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5339 2019 Small Urban \$15,675,000  
Total award: \$31,138,260

- Replacement buses (two 40' electric):  
5339 2019 Small Urban \$1,600,000  
Total award: \$2,000,000 federal + local

## 4. TAC and Management Committee Discussion

**i** The TAC and Management Committee support adoption of the TIP amendments.

## 5. Fiscal Impact

**i** Transit amendments authorize funds to be expended and the projects to move forward including efforts toward partnership building.

## 6. Alternatives

- i**
- 1) Support adoption of the TIP amendments. **Recommended**
  - 2) Do not support adoption. May result in project delays or loss of funding.

## 7. Attachments

**i** Letter from NAIPTA (Mountain Line)  
Draft Transit TIP table showing amendments

January 2, 2020

Mr. Dave Wessel  
Flagstaff Metropolitan Planning Organization  
211 West Aspen Avenue  
Flagstaff, Arizona 86001

Re: FY 2019-2023 Transportation Improvement Program Transit Table Amendment Request

Dear Mr. Wessel,

Please consider this request for an amendment to the FMPO FY 2019-2023 Transportation Improvement Program Transit Table. This request is to update the transit TIP table to reflect the new awarded federal funding for previously listed illustrative projects in year 5. These federal funds were awarded by both FTA and ADOT for these projects as per the attached award notices and Mountain Line does have the capacity for the match as required within the awards.

These projects are identified in the amended Transit Table as attached to this request. The changes have moved these projects from year five to 2020 and are as follows:

- Line 18 Downtown Connection Center Construction \$31,138,260
- Line 19 Replacement Buses (electric, 2 buses) \$2,000,000
- Line 20 Kaspar Maintenance Area Master Plan \$250,000
- Line 21 Joint Bus Storage Facility at NAU, Design/Engineering \$1,421,391

Lines 18 and 19 were awarded to Mountain Line through a FTA Section 5339 competitive process. The award included the Downtown Connection Center and the purchase of all-electric buses. The budget from our application requested 50% federal funds and committed 50% local match for the DCC and 80% federal and 20% local for the buses. The 50% local match for the DCC was documented as a combination of partnerships, including land value for potential leased site, and transit tax. All other projects are funded 80% by federal programs matched by 20% transit tax.

We appreciate your assistance amending the TIP so that this change is captured, and we can submit our application as required by FTA. Please do not hesitate to contact me with questions and concerns.

Regards,  
Heather Dalmolin  
Administrative Director  
Mountain Line  
928.679.8908

Table 5. FY2019-2023: Transit Projects within the FMPO-area  
updated: November 27, 2019, Formal Amendment

Line #	Agency	Fiscal Year *	ALI Code	Location	Project Description	Fund Type	Local Cost **	Federal Cost	Total Cost	Notes			
<b><i>In Progress</i></b>													
<b>TOTAL ALL CATEGORIES-2018</b>							<b>\$</b>	<b>12,693,454</b>	<b>\$</b>	<b>10,984,831</b>	<b>\$</b>	<b>23,678,285</b>	
1	NAIPTA	2019	30.09.00	Region	Operating Assistance, including Project Management	2019-5307	\$ 4,736,713	\$ 1,213,933	\$ 5,950,646				
2	NAIPTA	2019	30.09.00	Region	Operating Assistance, including Project Management	2018-5307	\$ 590,347	\$ 852,910	\$ 1,443,257				
3	NAIPTA	2019	11.7A.00	Flagstaff	Preventative Maintenance	2018-STBG Local	\$ 70,750	\$ 283,000	\$ 353,750				
4	NAIPTA	2019	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2019-5307	\$ 5,000	\$ 20,000	\$ 25,000				
5	NAIPTA	2019	11.71.01	Flagstaff	Planning, Transpo Improvement Plan	2018-5307	\$ 44,000	\$ 220,000	\$ 264,000				
6	NAIPTA	2019	11.21.01	Flagstaff	Route 66/Kaspar Intersection - Design	5339 ADOT Sm Urban	\$ 61,037	\$ 244,148	\$ 305,185				
7	NAIPTA	2019	11.21.01	Flagstaff	Route 66/Kaspar Intersection - Design	2018-5307 (ADOT Competitive Award)	\$ 66,463	\$ 265,852	\$ 332,315				
8	NAIPTA	2019	11.21.23	Flagstaff	Route 66/Kaspar Intersection - Construction	2018-5307 (ADOT Competitive Award)	\$ 428,063	\$ 1,712,251	\$ 2,140,314				
9	NAIPTA	2019	11.71.01	Flagstaff	NAU Milton Rt 66 Campus Entry Study	5339 ADOT Statewide	\$ 3,388	\$ 13,551	\$ 16,939				
10	NAIPTA	2019	11.71.01	Flagstaff	NAU Milton Rt 66 Campus Entry Study	5339 ADOT Sm Urban	\$ 26,612	\$ 106,449	\$ 133,061				
11	NAIPTA	2019	11.21.01	Flagstaff	NAU McConnell Dr. and Sidewalk Multimodal Improv. - Design	5339 ADOT Sm Urban	\$ 88,950	\$ 355,800	\$ 444,750				
12	NAIPTA	2019	11.12.04	Flagstaff	Replacement Paratransit Vehicles (2 Cutaway Buses)	5339 ADOT Sm Urban	\$ 48,000	\$ 192,000	\$ 240,000				
13	NAIPTA	2019	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2019-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219				
14	<b>TOTAL ALL CATEGORIES-2019</b>							<b>\$</b>	<b>6,184,967</b>	<b>\$</b>	<b>5,542,469</b>	<b>\$</b>	<b>11,727,436</b>
15													
16	NAIPTA	2020	30.09.00	Region	Operating Assistance, including Project Management	2020-5307	\$ 4,968,723	\$ 1,348,413	\$ 6,317,136				
17	NAIPTA	2020	30.09.00	Region	Operating Assistance, including Project Management	2019-5307	\$ 590,347	\$ 840,170	\$ 1,430,517				
18	NAIPTA	2020	11.32.10	Flagstaff	Downtown Connection Ctr - Construction	5339	\$ 15,463,260	\$ 15,675,000	\$ 31,138,260	moving from year five, increasing due to award of 5339			
19	NAIPTA	2020	11.12.02	Flagstaff	Replacement Buses (40 ft Electric, total of 2)	5339	\$ 400,000	\$ 1,600,000	\$ 2,000,000	moving from year five due to award of 5339			
20	NAIPTA	2020	11.76.96	Flagstaff	Kaspar Maintenance Area Master Plan	5307	\$ 50,000	\$ 200,000	\$ 250,000	moving from year five due to award of 5307/5339 ADOT			
21	NAIPTA	2020	11.43.04	Flagstaff	Bus Storage Facility (Campus Location)	5307, 5339	\$ 284,278	\$ 1,137,113	\$ 1,421,391	moving from year five due to award of 5307/5339 ADOT			
22	NAIPTA	2020	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2020-5307	\$ 5,000	\$ 20,000	\$ 25,000				
23	NAIPTA	2020	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2020-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219				
24	<b>TOTAL ALL CATEGORIES-2020</b>							<b>\$</b>	<b>21,777,252</b>	<b>\$</b>	<b>20,883,271</b>	<b>\$</b>	<b>42,660,523</b>
25													
26	NAIPTA	2021	30.09.00	Region	Operating Assistance, including Project Management	2021-5307	\$ 4,968,723	\$ 1,348,413	\$ 6,317,136				
27	NAIPTA	2021	30.09.00	Region	Operating Assistance, including Project Management	2020-5307	\$ 590,347	\$ 840,170	\$ 1,430,517				
28	NAIPTA	2021	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2021-5307	\$ 5,000	\$ 20,000	\$ 25,000				
29	NAIPTA	2021	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2021-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219				
30	<b>TOTAL ALL CATEGORIES-2021</b>							<b>\$</b>	<b>5,579,714</b>	<b>\$</b>	<b>2,271,158</b>	<b>\$</b>	<b>7,850,872</b>
31													
32	NAIPTA	2022	30.09.00	Region	Operating Assistance, including Project Management	2022-5307	\$ 4,968,723	\$ 1,348,413	\$ 6,317,136				
33	NAIPTA	2022	30.09.00	Region	Operating Assistance, including Project Management	2021-5307	\$ 590,347	\$ 840,170	\$ 1,430,517				
34	NAIPTA	2022	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2022-5307	\$ 5,000	\$ 20,000	\$ 25,000				
35	NAIPTA	2022	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2022-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219				
36	<b>TOTAL ALL CATEGORIES-2022</b>							<b>\$</b>	<b>5,579,714</b>	<b>\$</b>	<b>2,271,158</b>	<b>\$</b>	<b>7,850,872</b>
37													
38	NAIPTA	2023	30.09.00	Region	Operating Assistance, including Project Management	2023-5307	\$ 5,103,203	\$ 1,348,413	\$ 6,451,616				
39	NAIPTA	2023	30.09.00	Region	Operating Assistance, including Project Management	2022-5307	\$ 590,347	\$ 705,690	\$ 1,296,037				
40	NAIPTA	2023	30.09.00	Region	Operating Assistance, including Project Management	unfunded	\$ 144,000	\$ 144,000	\$ 288,000	Mtn Express			
41	NAIPTA	2023	11.42.10	Flagstaff	Bus Support Equip - Fare Collection	unfunded	\$ 50,000	\$ 200,000	\$ 250,000	UPASS - technology, marketing			
42	NAIPTA	2023	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2023-5307	\$ 5,000	\$ 20,000	\$ 25,000				
43	NAIPTA	2023	11.32.10	Flagstaff	Passenger Shelters, Signs, and Poles	2023-STBG State-Flex	\$ 15,644	\$ 62,575	\$ 78,219				
44	NAIPTA	2023	11.76.96	Flagstaff	Building Construction - Bus Storage	unfunded	\$ 200,000	\$ 800,000	\$ 1,000,000				
45	NAIPTA	2023	11.32.10	Flagstaff	New Bus Stop Amenities	unfunded	\$ 30,000	\$ 120,000	\$ 150,000				
46	NAIPTA	2023	11.32.10	Flagstaff	Downtown Connection Ctr - Construction	unfunded				reduced for new line in 2020 based on award of 5339			
47	NAIPTA	2023	11.76.91	Flagstaff	Acquisition of Property for NAIPTA Expansion	unfunded	\$ 500,000	\$ 2,000,000	\$ 2,500,000				
48	NAIPTA	2023	11.32.10	Flagstaff	High-Capacity Transit - R/W Acquisition	unfunded	\$ 1,131,987	\$ 4,527,949	\$ 5,659,936				
49	NAIPTA	2023	11.32.10	Flagstaff	High-Capacity Transit - Construction	unfunded	\$ 4,087,500	\$ 16,350,000	\$ 20,437,500				
50	NAIPTA	2023	11.32.10	Flagstaff	High-Capacity Transit - Fleet Expansion	unfunded	\$ 2,000,000	\$ 8,000,000	\$ 10,000,000				
51	NAIPTA	2023	11.32.10	Flagstaff	Route Improvements	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000				
52	NAIPTA	2023	11.32.11	Flagstaff	Route Improvements	unfunded	\$ 300,000	\$ 1,200,000	\$ 1,500,000				
53	NAIPTA	2023	11.12.02	Flagstaff	Replacement Campus Shuttle Buses (40 ft Electric, total of 6)	unfunded	\$ 620,000	\$ 2,480,000	\$ 3,100,000	MtnCampusShuttle buses, reduced for new line in 2020 based on award of 5339			
54	NAIPTA	2023	11.12.04	Flagstaff	Replacement Paratransit Vehicles (Cutaway Buses, total of 3)	unfunded	\$ 62,000	\$ 248,000	\$ 310,000				
55	NAIPTA	2023	11.43.04	Flagstaff	Bus Storage Facility (Campus Location)	unfunded	\$ 3,327,666	\$ 13,310,662	\$ 16,638,328	MtnCampusShuttle facility, reduced for new line in 2020 based on award of 5307/5339 thru ADOT			
56	NAIPTA	2023	11.76.96	Flagstaff	New Shop 2 Maintenance Bay Facility	unfunded	\$ 150,000	\$ 600,000	\$ 750,000	reduced for new line in 2020 based on award of 5307/5339 thru ADOT			
57	NAIPTA	2023	11.76.96	Flagstaff	Park n Ride Transit Center	unfunded	\$ 600,000	\$ 2,400,000	\$ 3,000,000				
58	<b>TOTAL ALL CATEGORIES-2023</b>							<b>\$</b>	<b>19,517,347</b>	<b>\$</b>	<b>56,917,289</b>	<b>\$</b>	<b>76,434,636</b>

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

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



**REPORT DATE:** January 29, 2019  
**MEETING DATE:** February 5, 2020  
**TO:** Honorable Chair and Members of the Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** MetroPlan Dues

**1. Recommendation:**

**i** Staff recommends the Board consider and adopt an equitable dues structure for membership on the Executive Board.

**2. Related Strategic Workplan Item**

**i** MetroPlan is fair and equally representative

**3. Background**

**i** MetroPlan is becoming independent and will no longer be receiving a \$22,500 contribution from the City of Flagstaff in FY 2021. MetroPlan uses local funds to leverage federal funds. For example, Metroplan receives approximately \$750,000 per year in federal funding and is required to provide a 5.7% or 20% match. This match requirement amounts to approximately \$76,000 per year. These funds are used to run the MetroPlan organization including staffing and operations.

One way to secure local match equitably is to establish a consistent dues structure for voting seats on the MetroPlan Executive Board. This approach would ensure equity among member agencies and would be transparent. For example, Mountain Line has agreed to contribute \$5,000 annually and Coconino has historically made a \$5,000 contribution. If MetroPlan adopted a dues structure of \$5,000 per Executive Board voting seat the impacts would be as follows:

Member Agency	Current Contribution	Proposed Contribution	Increase (Decrease)
State Transportation Board	\$0	\$0	\$0
City of Flagstaff	\$22,500	\$15,000	(\$7,500)



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Coconino County	\$5,000	\$10,000	\$5,000
Mountain Line	\$5,000	\$5,000	\$0

*If the Board approves this approach the request can be made to the City and County to amend the Master IGA.*

## 4. TAC and Management Committee Discussion

- i** *Management Committee provided support for the concept and recognized that the State Transportation Board could not participate. Management Committee suggested we provide language in the by-laws that provides flexibility for the State Transportation Board.*

## 5. Fiscal Impact

- i** *Adopting a dues structure would provide a consistent source of funds for local match.*

## 6. Alternatives

- i**
  - 1) Adopt a dues structure (recommended). This alternative is equitable, transparent and would provide a source of funds for local match*
  - 2) Take no action. This alternative is simple and given the amount of change MetroPlan is experiencing the Board may choose to defer this request to another time. However, this alternative may also result in a shortage of local match to draw down Federal funds.*

## 7. Attachments

- i** *None*



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

**REPORT DATE:** January 29, 2020  
**MEETING DATE:** February 5, 2020  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Acceptance of Bylaws

## 1. Recommendation:

**i** Staff recommends the Board adopt the Flagstaff Metropolitan Planning Organization Bylaws and corresponding Conflict of Interest Policy statement.

## 2. Related Strategic Workplan Item

**i** Move the FMPO towards becoming more independent. Strengthen FMPO Board Leadership.

## 3. Background

**i** On June 5<sup>th</sup>, 2019 the Executive Board accepted and approved the FMPO Operating Procedures.

FMPO legal counsel incorporated the content and language of the approved Operating Procedures and Arizona Open Meeting law into standard nonprofit organization bylaws.

The adoption of Bylaws is a necessary step towards FMPO's transition to nonprofit status, as designated in the November 2018 IGA.

The material changes from the Standard Operating Procedures adopted June 5<sup>th</sup>, 2019 are as follows:

- The addition of one (1) member appointed by the NAIPTA Board of Directors, as adopted by the Executive Board on January 8, 2020.
- Establish member dues for each agency with voting representation on the Executive Board.



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- *Authorizing the Executive Director to sign the Work Program agreement and other delegation of authority.*
- *Other mandatory requirements for operating as a non-profit including Board Member compensation, a conflict of interest policy and a requirement for an annual audit.*

## 4. Fiscal Impact

**i** *There is no fiscal impact to adopting bylaws.*

## 5. Alternatives

- i**
- 1) *Adopt bylaws (Recommended). This alternative is a legal requirement as a non-profit.*
  - 2) *Do not adopt bylaws. Choosing to not adopt Bylaws will fail to meet a legal requirement of non-profit formation.*
  - 3) *Modify the bylaws. The Board may want to make adjustments to the bylaws.*

## 6. Attachments

**i** *Draft FMPO bylaws*  
*Draft Conflict of Interest Policy*  
*Link to [Operating Procedures approved 6/5/19](#)*



**BYLAWS  
OF  
FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION  
an Arizona Non-Profit Corporation**

**Article 1**

**Place of Business and Corporate Seal**

**1.1 Principal Place of Business**

The known place of business of Flagstaff Metropolitan Planning Organization (FMPO) is 6 E Aspen Ave, Suite 200, Flagstaff, Arizona 86001.

**1.2 Other Places of Business**

The corporation may also have places of business at such other locations, within the State of Arizona, as the business of the corporation may require, and as the Board of Directors may from time to time designate. The business of the corporation, as authorized in accordance with these Bylaws, may be transacted at such other offices with the same effect as if conducted at the principal office.

**1.3 Change of Known Place of Business**

The Board of Directors may change the corporation's known place of business from time to time by filing a statement with the Arizona Corporation Commission pursuant to applicable law.

A corporate seal shall not be requisite to the validity of any instrument executed by or on behalf of the corporation, but nevertheless, if any instance of corporate seal be used, the same shall be a circle having on the circumference thereof, Flagstaff Metropolitan Planning Organization, and in the center May 9, 2019.

**Article 2**

**Purpose**

**2.1** The purpose of the organization is to satisfy the Amended and Restated Intergovernmental Agreement ("Master IGA") regarding the Flagstaff Metropolitan Planning Organization (FMPO) dated September 18, 2018, as may be further amended and restated from time to time. These Bylaws supplement the Master IGA by providing direction on how the FMPO will conduct business. In any situation where there is an inconsistency between the Master IGA and the Bylaws, the Master IGA shall control.

**2.2** The approximate 525 square mile area covered by the FMPO includes Bellemont on the west, Kachina Village and Mountaineer on the south, Winona on the east, and San Francisco Peaks on the north. Owned and regulated lands include those owned by private parties, the City of Flagstaff (Flagstaff), Coconino County (County), State of Arizona (State), Northern Arizona University (NAU), United States National Forest and Park Services, and the Arizona National Guard.

### **Article 3**

## **Membership/Executive Board of Directors (“Executive Board”)**

### **3.1 Members**

Flagstaff Metropolitan Planning Organization does have members, namely the parties to the Master IGA.

### **3.2 Executive Board**

The Executive Board acts as a policy body, coordinating and directing transportation planning, implementation, and related activities within the FMPO boundary. The business and affairs of the corporation shall be managed by the Executive Board which may exercise all such powers of the corporation and do all such lawful acts for the benefit of the corporation as are permissible by the Articles of Incorporation, these Bylaws, the Master IGA, and Arizona law, considered together. (See Exhibit A)

### **3.3 Executive Board Membership**

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

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

### **3.4 Requirements of Executive Board Voting Members**

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

**3.4.2** At its discretion, the City, County or State may select an alternate who is a duly elected or appointed member of the respective governing body. The State Transportation Board

member may appoint an ADOT official as a designated alternate. Designated alternates may serve when the primary member(s) is not available. The alternate will have the same voting power and duties of the primary member, except when replacing the chair in which case the duties of chair shall be assumed by the vice-chair.

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

**3.4.4** Any member may resign his or her office at any time. Such resignation shall be made in writing and will take effect at any time prior to the next annual meeting of the Board.

**3.4.5** The Executive Board Members shall not receive any compensation for their services as Board Members.

**3.4.6** The City, County, and NAIPTA will each contribute \$5,000 annually per voting member of the Executive Board. The State Transportation Board is excluded from this requirement.

### **3.5 Executive Board Responsibilities**

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

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

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

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

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

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

## **Article 4** **Meetings of the Executive Board**

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

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

#### **4.3 Place of Meetings**

Meetings of the Executive Board, regular or special, will be held within the State of Arizona at a place designated by the Executive Board which is reasonable, considering the circumstances of all Members of the Board and the needs of the corporation. Each such meeting shall be personally attended by all participating Members, except that a meeting by telephone or video conference, or similar communication method, is permissible provided that no Board Member objects to such a meeting and all persons participating in the meeting can hear each other, including the public in attendance. Participation in a meeting through such telephone or video communication shall constitute presence in person at such meeting for all purposes, including voting.

#### **4.4 Initial Meeting of Board of Directors**

The first meeting of the Board of Directors, subsequent to the filing of the Articles of Incorporation, shall be held at such time and place as shall be designated by a majority of the Board of Directors (thereafter entitled “Executive Board” members) named in the Articles and in satisfaction of Open Meeting Law. As the entity has existed prior under the Master IGA, no specific organizational requirements shall apply.

#### **4.5 Regular Meetings of the Executive Board**

Regular meetings of the Executive Board may be set by the Board and held upon such notice and at such time and at such place determined by the Board, in satisfaction of Open Meeting Law, but in no event shall there be less than four meetings of the Executive Board in one year. The notices of the meetings shall take the form of agendas posted in accordance with Arizona Open Meeting Law

#### **4.6 Special Meetings of Executive Board**

Special meetings of the Executive Board may be called by the chairman, or any two Board Members, on one (1) day’s written notice to each Board Member, delivered in person, or by mail, fax or e-mail, but only so long as an agenda is posted in satisfaction of Open Meeting Law. Any officer of the corporation may request a special meeting of the chairman or any two Board Members, which meeting shall be called at the chairman’s or Board Member’s sole discretion. A waiver of notice signed by a Board Member, either before or after the meeting, shall be equivalent to the giving of notice.

#### **4.7 Attendance and Waiver**

Attendance of a Board Member at any meeting shall constitute a waiver of notice of such meeting and waiver of the right to object to the transaction of any business because the meeting is not lawfully called or convened, except such waiver shall never apply to any violations of Open Meeting Law. Any Board Member may waive notice of any regular, annual or special meeting of Board Members by executing written waiver either before or after the time of meeting.

#### **4.8 Executive Board Voting**

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

### **Article 5** **Notices**

#### **5.1 Notice**

Whenever, under the provisions of the statutes or of the Articles of Incorporation, or of these Bylaws, notice is required to be given to any Executive Board Member, it shall not be construed to mean personal notice, but such notice may be given in writing, by mail addressed to such Member at his or her address as it appears on the records of the corporation, with postage thereon prepaid, and such notice shall be deemed to be delivered at the time when the same shall be deposited in the United States mail. Notice to Board Members may also be given by telegram, fax or e-mail and shall be deemed delivered when sent.

#### **5.2 Waiver of Notice**

Whenever any notice is required to be given under the provisions of the statutes, or under the provisions of the Articles of Incorporation, or these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. All actions must still comply with Open Meeting Law.

### **Article 6** **Officers of the Corporation**

#### **6.1 Executive Board Officers**

**6.1.1** The members of the FMPO Executive Board shall elect a Chairperson and a Vice Chairperson. In the absence of the Executive Board Chair, or upon her/his inability to act or serve,

the Vice Chairperson shall have the powers of the Chairperson. The Chairperson and Vice Chairperson will serve without compensation and shall serve for a period of one year. The Executive Board may reappoint members to additional terms as Chairperson or Vice Chairperson, except that a person may not serve in these positions for more than three consecutive years.

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

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

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

## **6.2 Executive Director/Staff**

The corporation may employ, or contract with, an Executive Director, who shall have general direction of and supervision over the day to day affairs of the corporation. The Executive Director shall provide organizational leadership and exercise such authority and perform such duties as the Executive Board may assign. These authorities include but are not limited to, signing the Work Program agreement, making administrative modifications to the Unified Planning Work Program (UPWP), Transportation Improvement Plan (TIP), Disadvantaged Business Enterprise Plan (DBE) and Title VI plan as per the Work Program Agreement with ADOT. The Executive Board may also establish such other positions of employment as it deems desirable from time to time and shall fix the compensation for all such positions.

## **6.3 Additional Officers**

In addition to the positions identified above, the Executive Board may appoint such other officers and agents of the corporation as it shall deem necessary in its sole discretion who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined by the Executive Board.

## **6.4 Statutory Agent**

The Statutory Agent upon whom process against the corporation may be served shall be in charge of the corporation's registered office in the State of Arizona and shall perform all duties required by said agent by statute.

## **Article 7** **Committees**

## **7.1 Management Committee**

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

### **7.1.2 Management Committee Membership**

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

### **7.1.3 Management Committee Meetings**

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

**7.1.4** Management Committee meetings are not subject to the Open Meeting Law of Arizona as the committee cannot take action on behalf of the entity.

## **7.2 Technical Advisory Committee (TAC)**

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

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

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

### **7.2.1 TAC Membership**

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

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

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

### **7.2.2 Requirements of TAC Voting Members**

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

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

### **7.2.3 TAC Voting**

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

### **7.2.4 TAC Officers**

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

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

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

### **7.2.5 TAC Responsibilities**

The FMPO TAC shall be responsible for: reviewing, studying, analyzing, and as appropriate, making recommendations to the FMPO Executive Board and staff on issues germane



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

### **7.2.6 TAC Meetings**

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

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

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

## **7.3 Other Special Committees**

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

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

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

## **Article 8** **Conflicts of Interest**

### **8.1 Purpose**

The purpose of this conflict of interest policy is to satisfy Arizona conflict of interest laws and to protect this corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable Arizona and federal laws governing conflict of interest applicable to nonprofit organizations.

### **8.2 Definitions**

#### **8.2.1 Interested Person**

Any Director, officer, employee, or member of a committee with powers delegated from the Executive Board, who has a direct or indirect financial interest, as defined below, is an interested person.

## **8.2.2 Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

**8.2.2.1** An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;

**8.2.2.2** A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or

**8.2.2.3** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Board or a committee with delegated powers decides that a conflict of interest exists.

## **8.3 Procedures**

### **8.3.1 Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board and members of any committee with powers delegated by the Executive Board to consider the proposed transaction or arrangement.

### **8.3.2 Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Executive Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Board or committee members shall decide if a conflict of interest exists.

### **8.3.3 Procedures for Addressing the Conflict of Interest**

**8.3.3.1** An interested person may make a presentation at the Executive Board or committee meeting, but after the presentation, he or she shall leave the meeting during the

discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

**8.3.3.2** The chairperson of the Executive Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

**8.3.3.3** After exercising due diligence, the Executive Board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

**8.3.3.4** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested Members or committee members whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### **8.3.4 Violations of the Conflicts of Interest Policy**

**8.3.4.1** If the Executive Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the Member, officer, or employee of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

**8.3.4.2** If, after hearing the Member's, officer's, or employee's response and after making further investigation as warranted by the circumstances, the Executive Board or committee determines the Member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **8.4 Records of Proceedings**

The minutes of the Executive Board and all committees with delegated powers shall contain:

**8.4.1** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's or committee's decision as to whether a conflict of interest in fact existed.

**8.4.2** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the

proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **8.5 Compensation**

**8.5.1** A voting member of the Executive Board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that Member's compensation.

**8.5.2** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

**8.5.3** No voting member of the Executive Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **8.6 Annual Statements**

Each Executive Board director, officer and member of a committee with powers delegated by the Executive Board shall each annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and
- (d) Understands the corporation is non-profit and must engage in activities as set by the Master IGA.

## **8.7 Periodic Reviews**

To ensure the corporation operates in a manner consistent with non-profit purposes, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

**8.7.1** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

**8.7.2** Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further its purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **8.8 Use of Outside Experts**

When conducting the periodic reviews as provided for in Section 8.7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Board of its responsibility for ensuring periodic reviews are conducted.

## **Article 9**

### **Contracts, Checks, Loans and Deposits**

#### **9.1 Contracts**

In addition to the authority granted to the Chairman, the Executive Board may authorize the Executive Director and any additional officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name or on behalf of the corporation and such authority may be general or limited to specific transactions.

#### **9.2 Loans**

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by express, written resolution of the Executive Board. Such authority may be general or limited to specific transactions.

#### **9.3 Checks, Drafts or Orders**

All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by the Chairman, the Executive Director, and/or such other officers of the corporation as shall be authorized by express, written resolution of the Executive Board.

#### **9.4 Deposits**

All funds of the corporation not otherwise employed shall be deposited from time to time to credit of the corporation in such banks, trust companies or other depositories as the Executive Board may select.

#### **9.5 Gifts**

The Executive Board may accept on behalf of the corporation any contribution, gift, bequest or devise for any purpose of the corporation. The Executive Board may not receive gifts for their own behalf from anyone.

#### **9.6 Books and Records**

The corporation shall keep complete books and records of account and minutes of the proceedings of the Executive Board, the TAC, and any Committees that are subject to Open Meeting Law.

**Article 10**  
**Finances**

**10.1 Fiscal Year**

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

**10.2 Audit**

FMPO will conduct an annual audit.

**Article 11**  
**FMPO Staff**

FMPO staff will follow appropriate personnel policies and procedures as adopted by the FMPO Board through IGAs or specific FMPO policies.

**Article 12**  
**Repeal, Alternation or Amendment**

Except as provided herein, these Bylaws may be repealed, altered or amended, or substitute Bylaws may be adopted, at any time by a majority of the Executive Board.

**Article 13**  
**Indemnification**

The corporation shall indemnify all of its Members, Directors, and Officers and its former Members, Directors, and Officers, against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them, are made parties, or a party, by reason of being or having been Member(s), Director(s) or Officer(s) of the corporation, or of such other corporation, except, in relation to matters as to which and such Member, Director or Officer or former Member, Director or Officer or person shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty. Such indemnification shall not be deemed exclusive of any other rights to which those indemnified may be entitled, under Bylaw, agreement, vote or otherwise. Nothing herein is intended to limit any right of indemnification or other right provided under A.R.S. §§ 10-3850 - 58.

**Article 14**  
**Arizona Law**

These Bylaws were prepared and are adopted in accordance with the laws of the State of Arizona. In the event any part of these provisions at any time becomes contrary to such law, such provision shall be null and void. The remaining provisions not in conflict with such law shall have their full force and effect.

**IN WITNESS WHEREOF**, we, the members of the Executive Board of Directors of Flagstaff Metropolitan Planning Corporation, do hereby approve and adopt these corporate Bylaws. These Bylaws may be signed in counterparts.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Coral Evans, Chair

\_\_\_\_\_  
Charlie Odegaard, Vice-Chair

\_\_\_\_\_  
Art Babbott

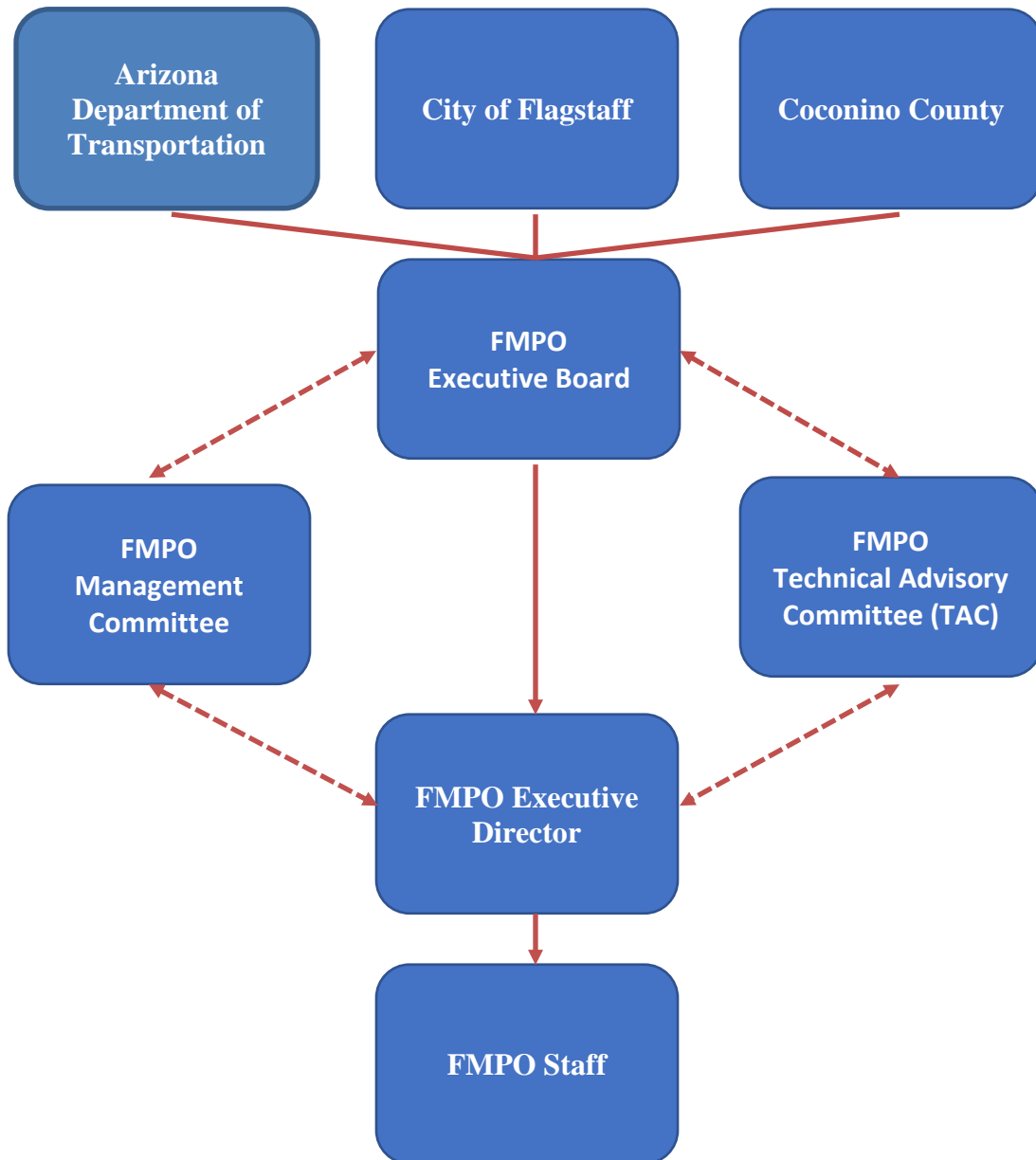
\_\_\_\_\_  
Matt Ryan

\_\_\_\_\_  
Jesse Thompson

\_\_\_\_\_  
Jim McCarthy

Exhibit A

**FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION (FMPO)**





## **Flagstaff Metropolitan Planning Agency** **Conflict of Interest Policy**

### **8.1 Purpose**

The purpose of this conflict of interest policy is to satisfy Arizona conflict of interest laws and to protect this corporation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable Arizona and federal laws governing conflict of interest applicable to nonprofit organizations.

### **8.2 Definitions**

#### **8.2.1 Interested Person**

Any Director, officer, employee, or member of a committee with powers delegated from the Board of Directors, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **8.2.2 Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

**8.2.2.1** An ownership or investment interest in any entity with which the corporation has a transaction or arrangement;

**8.2.2.2** A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement; or

**8.2.2.3** A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Executive Board or a committee with delegated powers decides that a conflict of interest exists.

### **8.3 Procedures**

### **8.3.1 Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Board and members of any committee with powers delegated by the Executive Board to consider the proposed transaction or arrangement.

### **8.3.2 Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the Executive Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Executive Board or committee members shall decide if a conflict of interest exists.

### **8.3.3 Procedures for Addressing the Conflict of Interest**

**8.3.3.1** An interested person may make a presentation at the Executive Board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

**8.3.3.2** The chairperson of the Executive Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

**8.3.3.3** After exercising due diligence, the Executive Board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

**8.3.3.4** If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Board or committee shall determine by a majority vote of the disinterested Members or committee members whether the transaction or arrangement is in the corporation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### **8.3.4 Violations of the Conflicts of Interest Policy**

**8.3.4.1** If the Executive Board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the Member, officer, or employee of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

**8.3.4.2** If, after hearing the Member's, officer's, or employee's response and after making further investigation as warranted by the circumstances, the Executive Board or committee determines the Member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **8.4 Records of Proceedings**

The minutes of the Executive Board and all committees with delegated powers shall contain:

**8.4.1** The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's or committee's decision as to whether a conflict of interest in fact existed.

**8.4.2** The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **8.5 Compensation**

**8.5.1** A voting member of the Executive Board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that Member's compensation.

**8.5.2** A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member's compensation.

**8.5.3** No voting member of the Executive Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **8.6 Annual Statements**

Each Executive Board director, officer and member of a committee with powers delegated by the Executive Board shall each annually sign a statement which affirms such person:

- (a) Has received a copy of the conflicts of interest policy;
- (b) Has read and understands the policy;
- (c) Has agreed to comply with the policy; and

- (d) Understands the corporation is non-profit and must engage in activities as set by the Master IGA.

**8.7 Periodic Reviews**

To ensure the corporation operates in a manner consistent with non-profit purposes, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

**8.7.1** Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm’s length bargaining.

**8.7.2** Whether partnerships, joint ventures, and arrangements with management organizations conform to the corporation’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further its purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

**8.8 Use of Outside Experts**

When conducting the periodic reviews as provided for in Section 8.7, the corporation may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Executive Board of its responsibility for ensuring periodic reviews are conducted.

-----

With my signature below, I affirm as a Flagstaff Metropolitan Planning Organization Executive Board/Technical Advisory Committee member that I:

- (a) Have received a copy of this conflict of interest policy;
- (b) Have read and understands the policy;
- (c) Have agreed to comply with the policy; and
- (d) Understand the corporation is non-profit and must engage in activities as set by the Master IGA.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_



# METROPLAN

GREATER † FLAGSTAFF

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

## STAFF REPORT

**REPORT DATE:** January 29, 2020  
**MEETING DATE:** February 5, 2020  
**TO:** Honorable Chair and Members of the Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Strategic Workplan Review

### 1. Recommendation:

**i** Staff recommends the Board review and endorse a Strategic Workplan for January 1, 2020 through June 30, 2021.

### 2. Related Strategic Workplan Item

**i** This staff report applies to all items in the Strategic Workplan

### 3. Background

**i** At the January 8, 2020 MetroPlan Strategic Advance, participants identified many projects and priorities for the coming years. Staff have attempted to distill this information into a concise Workplan. Ideally, this Workplan will be adopted by MetroPlan and provide guidance for the coming year. The workplan will also serve as the basis for the Unified Planning Work Program, a federally required document.

Staff are seeking discussion with the TAC, Management Committee and Executive Board to refine and finalize this document.



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## 4. TAC and Management Committee Discussion

**i** *The TAC and Management Committee provided extensive feedback and support of the approach. The Strategic Workplan was modified, simplified and clarified as a result of their input.*

## 5. Fiscal Impact

**i** *No immediate fiscal impact.*

## 6. Alternatives

**i** *None provided*

## 7. Attachments

**i** *Strategic Workplan Final Draft*



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

## Strategic Workplan January 1, 2020 to June 30 2021

### 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

- MetroPlan is focused:
  - Adopts clearly delineated objectives
  - Provides ambitious and credible solutions
  - Strategically plans for political and financial realities and possibilities
- MetroPlan 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
- MetroPlan leverages resources:
  - Strategically leverages project champions and other plans
  - Writes and secures competitive grants
- MetroPlan plans for resiliency:
  - Invests time and resources to expand mode choice
- MetroPlan is fair and equally representative
- MetroPlan builds trust and credibility
  - Exhibits integrity in its work products
  - Exercises openness and transparency
  - Delivers on its promises

### 5 Year Horizon:

- Convenes local, state and federal policy discussions to influence policy makers for transportation funding purposes.
- Facilitates communication and planning between member agencies to identify shared priorities, align goals and advance projects with one consolidated regional voice.

- Creates a climate of synergy and collaboration and maximizes resources by leading planning efforts on multijurisdictional projects that are shared member agency priorities or that member agencies and community partners cannot complete on their own.
- Informs outside and surrounding regional communities of what resources Metro Plan offers.
- Shares innovative practices that enhance member agencies ability to deliver transportation improvements.

### **Measurable Objectives**

1. Complete MetroPlan’s transition to independence so that MetroPlan is fully self-sufficient by June 30, 2020.
2. Increase name recognition and understanding of MetroPlan’s role by conducting at least 10 outreach presentations to local and State groups and committees by June 30, 2021.
3. Clarify MetroPlan’s role and how it will support member agencies in the region by inventorying regional priorities, evaluating projects through a relevant prioritization matrix, choosing 3 top projects for MetroPlan and identifying the role MetroPlan will play in each project.
4. Work with member agencies to identify which grants MetroPlan should pursue so that MetroPlan’s role is complimentary to and is not competing with member agencies for the same funding sources by September 30, 2021 by...
  - Inventorying available funding sources for transportation projects and present opportunities including what funds are available and which agencies are eligible
  - Identifying which grants MetroPlan will pursue and what role MetroPlan will play such as writing grants, providing technical assistance, or providing letters of support.
5. Participate in, review, and take formal action in support of -- or recommending adjustments to -- ADOT’s Milton/Hwy 180 plan by June 30, 2021.
6. Consider restoring funding in the TIP to small-scale improvements around key multimodal safety projects by providing at least \$50,000 per year of MetroPlan funds to member agency projects as match.
7. Secure at least \$2.1 Million in resources over the next 5 years in a manner that directly benefits member agencies (at least \$750,000 by June 30, 2021)
8. Consider pursuing an additional \$300,000 for the Lone Tree TI design by June 30, 2020
9. Support member agency efforts to secure a low interest loan to reduce local taxpayer interest expense by at least \$10,000,000 from budgeted amounts by June 30, 2021
10. Complete an update to the Regional Transportation Model by December 31, 2020.
11. Initiate 20 year Regional Transportation Plan (RTP) process and have scope completed and team assembled by December 31, 2020
12. Participate in City-led outreach and design efforts on the Lone Tree Corridor (JWP to Butler) and Lone Tree Railroad Overpass through June 30, 2021
13. Educate State Leadership about the value of indexing the gas tax for inflation with goal of State action by June 30, 2020.
14. Review and revise mandated compliance documents including Title VI, DBE Policy, State Performance Targets
15. Define what it means to be “the finest transportation system in the Country”.





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GREATER † FLAGSTAFF

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

## STAFF REPORT

**REPORT DATE:** January 29, 2020  
**MEETING DATE:** February 5, 2020  
**TO:** Honorable Chair and Members of the FMPO Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Legislative Agenda Resolution

### 1. Recommendation:

**i** Staff recommends the Board adopt Resolution 2020-02 supporting state legislative action to increase transportation funding

### 2. Related Strategic Workplan Item

**i** 6. Create a plan to fund top projects

### 3. Background

**i** The FMPO Executive Board routinely adopts a legislative agenda to identify strategic objectives aimed at improving transportation in the region. The Board often conveys positions of support for federal and state legislation addressing funding, planning policy and safety initiatives among others. Activities include issuing letters, adopting resolutions, coordinating with similar organizations, and direct communications with legislative delegates and leadership.

A draft resolution is provided that can be modified by the Executive Board. The resolution overviews current funding conditions and urges legislative action to maintain safety fees to protect against HURF transfers, raise state transportation revenues, increase county transportation sales tax authority, and fund I-17 improvements.

Staff will provide an update at the meeting on legislative developments as they continue to unfold.



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## 4. TAC and Management Committee Discussion

**i** *The TAC and Management Committee were informed of this legislative agenda and took no formal action.*

## 5. Fiscal Impact

**i** *There are not costs associated with adopting and circulating the resolution.*

## 6. Alternatives

**i** *Adopt Resolution 2020-02. Recommended. Adopting a resolution will show support for increased state transportation funding and is in alignment with the efforts of the Rural Transportation Advocacy Council (RTAC) and other MPO's around the state.*

*Do not adopt the resolution. This alternative allows MetroPlan to remain silent on support while issues continue to unfold.*

## 7. Attachments

**i** *Resolution 2020-02 (Draft)*

*RTAC Legislative Update*

*Link to [RTAC Transportation Bill Matrix](#)*

## Resolution Number 2020-02

A Resolution of the Flagstaff Metropolitan Planning Organization, dba MetroPlan Executive Board Urging State Leaders to Take Action to Increase State and Local Investment in Transportation Infrastructure

WHEREAS, the road building and maintenance responsibilities of Arizona and its cities and counties are critical to public safety, economic development and quality of life in Arizona, and

WHEREAS, the Highway User Revenue Fund, known as HURF, is the primary resource dedicated to state, county and municipal highway and road construction and maintenance, and

WHEREAS, HURF relies heavily on an 18 cent per gallon motor fuel tax that has not been raised since 1990, and is not indexed for inflation, leading to a substantial degradation in HURF purchasing power as the price of asphalt, rock products and heavy equipment has increased dramatically, and

WHEREAS, the emergence of new and developing technologies in addition to an increase in the sale of electric, hybrid, and other fuel-efficient vehicles will inevitably continue to decrease state and local gas tax revenues, and

WHEREAS, the shifts from HURF to fund state obligations during the Great Recession have diverted over \$1 billion from state and local transportation systems since fiscal year 2009, and

WHEREAS, the reduced allocations from HURF to counties has resulted in counties suspending new construction, substantially decreasing road maintenance activities, and increasing designation of “primitive” roads, and

WHEREAS, the Arizona Association of County Engineers has identified that projected funding for county roadways and bridges will fall short of the necessary amount to maintain the county transportation system by \$2.2 billion over the next 10 years, and

WHEREAS, the need for additional transportation funding is evident from expert studies conducted and no action to authorize such funding will lead to the continued degradation of HURF due to increasing construction costs and technological trends; and

WHEREAS, the Surface Transportation Funding Task Force (the Task Force), a group of transportation experts and economists appointed by the Arizona State Legislature in 2016,

identified that \$40 billion in additional funding for HURF was necessary over the next 20 years to meet state and local transportation needs, and

WHEREAS, the Task Force recommended the funding come from a phased in increase of 20 cents on motor fuel and use fuel taxes that was indexed to inflation, an additional registration fee on alternative fuel vehicles to act as an in-lieu motor fuel tax, a six percent sales tax on motor fuel and use fuel, and an increase in registration and title fees, and

NOW, THEREFORE, BE IT RESOLVED, the MetroPlan Executive Board hereby urges the Governor and Arizona State Legislature to:

Increase ongoing investment in the state and local transportation systems by, for example, implementing the recommendations of the Surface Transportation Funding Task Force; and

Protect the revenue for Department of Public Safety highway operations authorized in HB 2166 and set by the ADOT Director, so that HURF resources intended for road activities remain restored to state and local government transportation departments.

APPROVED AND ADOPTED this 5th day of February 2020.

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Coral Evans, Executive Board Chair, MetroPlan  
Mayor, City of Flagstaff

ATTEST:

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Jeff Meilbeck, Executive Director, MetroPlan



Central Arizona Governments  
Central Yavapai Metro. Planning Org.  
Flagstaff Metropolitan Planning Org.  
Lake Havasu Metro. Planning Org.  
Northern Arizona Council of Gov'ts.  
Sierra Vista Metro. Planning Org.  
Southeastern Arizona Governments Org.  
Sun Corridor Metro. Planning Org.  
Western Arizona Council of Gov'ts.  
Yuma Metropolitan Planning Org.

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January 28, 2020

## RTAC LEGISLATIVE UPDATE

### **CHAIRMAN CAMPBELL CONTINUES HIS TRANSPORTATION FUNDING**

**HEARINGS:** Tomorrow afternoon (January 29<sup>th</sup>), the House Transportation Committee will conduct its third hearing of the session concerning highway and road needs across Arizona and the impacts from the massive levels of under-investment. Tomorrow's hearing will focus on the northern and western regions of Greater Arizona. The committee chairman, Noel Campbell, is providing greater visibility to the needs in advance of introducing his bill to increase revenues. The bill is anticipated to be a three-pronged approach to the issue; phasing in an eighteen-cent per gallon charge to existing fuel taxes, indexing the per gallon charges for inflation, and assessing comparable taxes and fees for alternative fuel vehicles. Through the state's current long-range plan, ADOT estimates an underinvestment of at least \$1.2 billion a year for the foreseeable future which will only address about 43% of the state system's needs. County and municipal roads, also heavily dependent on state gas tax revenues, are facing similar shortfalls. A resolution approved by the RTAC Board is attached. It provides a very comprehensive look at all of the impacts from the massive under-investment levels. Please consider passing a similar resolution and let your legislators know the importance of fixing our roads and highways in advance of lawmakers considering Rep. Campbell's legislation.

### **SPECIFIC TRANSPORTATION PROJECT BILLS CONTINUE TO BE INTRODUCED**

**AND ADVANCE:** Through today, 29 bills have been introduced to fund specific transportation projects across the state and another 4 would direct additional funding to broader transportation infrastructure categories such as \$10 million to the State Aviation Fund for airport improvements and over \$200 million to the counties for road improvements. Overall, the bills total over \$600 million in funding for transportation infrastructure.

Of the 29 project bills, 20 have already been considered and passed through their initial committee assignments, mostly in the Senate Transportation and Public Safety Committee where Chairman David Livingston has been the primary sponsor. Tomorrow afternoon, HB2243 which would provide \$50 million towards widening I-10 between Casa Grande and Chandler, is expected to be the 21st to pass committee when it is considered by the House Transportation Committee.

With state revenue growth of 10% compared to last year, the outlook for available one-time funding for these projects remains strong. While available funding is on pace to reach or even exceed \$600 million, there will be much competition for the use of that funding including tax cuts, education and possibly another Rainy Day Fund deposit. Yet the support for additional infrastructure investment remains high and has clearly become a priority at the Capitol.

However, it certainly cannot be taken for granted. While permanently increasing the revenue streams, as proposed by Rep. Campbell, is a far higher priority, revenue surpluses of this level cannot be expected that often and provide a tremendous opportunity to fund some badly needed projects that may not otherwise be funded. Please ask your legislators to prioritize infrastructure investment for this year's budget surplus revenues.

An updated bill matrix with a description and status of all the transportation infrastructure-related bills, introduced to date, is attached including all of the project specific bills. Please keep in mind that as these bills move through the process, if enacted, it will be done through their inclusion in the budget. However, the introduction of these bills and their progress provides some indication of which projects are being considered and have popular support.



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GREATER # FLAGSTAFF

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

## STAFF REPORT

REPORT DATE: January 30, 2020

MEETING DATE: February 5, 2020

TO: Honorable Chair and Members of the Executive Board

FROM: David Wessel, FMPO Manager

SUBJECT: Project Priorities Matrix and Filter

### 1. Recommendation:

**i** *This item is for discussion only*

### 2. Related Strategic Workplan Item

**i** *Create a plan to fund top projects*

*Identify top 3 capital projects*

### 3. Background

**i** *At the January 8, 2020 MetroPlan Strategic Advance, participants identified many projects and suggested that MetroPlan develop a process for prioritization. Although the Strategic Workplan has not yet been officially adopted, staff wanted to be responsive and provide draft criteria consistent with the preliminary direction.*

*2019 Strategic Work Plan priorities were the Fourth Street Bridge and the Lone Tree Corridor. Based on progress over the past year, staff are suggesting these priorities be revisited. For example, MetroPlan may focus on the Lone Tree Traffic Interchange at I-40 and the City of Flagstaff may continue to lead the Lone Tree Corridor and Lone Tree Railroad Overpass projects as they have done historically. Additionally, MetroPlan may not be needed for the Fourth Street project going forward. MetroPlan will arguably be most useful to the community and its member agencies if projects are filtered through relevant criteria as a process for choosing MetroPlan priorities.*

*Formally recognizing criteria will aid MetroPlan decision-making by making more clear. What could happen, what should happen, who should do it, and how should it be done. In other words: to clarify which projects are priorities for the region, which*



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*projects are priorities for Metroplan involvement, and what is the appropriate role for MetroPlan to play.*

*A sample matrix employing the criteria is included for discussion.*

*Staff offers the following criteria for discussion by the TAC:*

***What could happen:*** *Project types for consideration. The vision and mission are not definitive on activities in which MetroPlan should engage. Clearly, a wide range of actions are necessary to achieve the finest, premier system. Though MetroPlan is allowed to engage in all activities, MetroPlan may not be the best agency to carry them out at any given time.*

*Types of activities or projects that MetroPlan will consider for prioritization include:*

- *Planning. System planning to evaluate and define land use and transportation relationships, optimize system performance, and set expectations for corridor functions. This may address multiple or single modes. Corridor planning to set parameters for design and system compliance. Project planning for larger projects with regional or sub-regional implications.*
- *Technical Support: Support above and beyond regional transportation modeling that may require use of the model for completion. Data gathering and analysis on transportation-related topics such as population, employment, land use, facility condition, construction costs, etc.*
- *Target Setting/Performance Monitoring: benchmarking, peer city review, trend analysis*
- *Training/Capacity Building: This may include management system studies like the Operations & Maintenance Efficiency Study, traffic management systems, peer exchanges, local technical assistance program (LTAP), Assessments (i.e., maturity models), Best Practice/Regulatory Guidance – literature review, technology transfer, drafting model language*

***What should happen:*** *The following criteria help determine projects or activities of Regional Importance.*

- *Urgency: The degree to which the area surrounding or served by the project is experiencing extraordinary pressure and failure to address that pressure poses considerable risk to achieving community goals. Greater pressure suggests greater need for action. Factors could include development or growth pressure, economic development goals, technological obsolescence, extreme congestion, and safety.*





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- Importance: Factors would be the same as for Urgency, but address magnitude or scale of impact as opposed to rate of change or immediacy of demands.
- Multimodalism: The degree to which the project addresses gaps in one or more modal systems.
- Plan Status: The level and currency (or adequacy) of planning that is completed or ongoing for the project. A lack of plans or plans deemed obsolete suggest greater action. Types of plans range from the Regional Plan and Regional Transportation Plan at the high end to adopted specific plans and more detailed design concept reports (15-30% design).
- Regional Impact: Whether the project is or is located on a “Road of Regional Significance.” This includes major collectors and above. Another factor might include the number of MetroPlan member agencies who have prioritized the project. For example, major roads involving multiple jurisdictions would be better candidates for MetroPlan involvement. This begs the question of MetroPlan’s potential role in pedestrian and bicycle system plans and projects that are not on roads of regional significance and that do not involve a wide range of road classifications.
- Funding Need: MetroPlan may be most valuable to the member agencies if it pursues funding for projects that are currently unfunded or funds are being spent ineffectively. For example, if the Lone Tree Corridor already has funding, the priority for MetroPlan may be lower. Similarly, MetroPlan may prioritize a project in which MetroPlan can write grants that reduce costs to local governments. For example, although the Lone Tree Railroad Overpass is 100% funded by the City of Flagstaff, MetroPlan may be able to bring additional money to the table to reduce local government costs.

**Who should do it:** The following criteria determine **MetroPlan Involvement**

- MetroPlan Mandate: MetroPlan is mandated to deliver a regional transportation plan. Any project that falls under federal or state mandates, MetroPlan will conduct.
- Multi-Jurisdictional Nature: The degree to which multiple member agencies have a priority interest in the project or otherwise have authority or influence. The more multijurisdictional in nature, the more MetroPlan should be involved.
- Staff Capacity: The degree to which a member agency or MetroPlan has the capacity and/or expertise available to lead the project in a timely manner.



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*Projects that do not already have a lead from a member agency would score more highly for a MetroPlan role.*

- *Funding Opportunity: A project that has local funding but for which there is opportunity to reduce local costs by supplementing with private or federal funds or financing is an appropriate MetroPlan candidate.*
- *Near Term or Long Term: The degree to which the project is of immediate, near, mid or long-term concern. Member agencies would be favored to address immediate and near-term projects. MetroPlan would be favored to address mid and long-term projects.*

***How should MetroPlan be Involved:** MetroPlan might play one or more roles in any given project. These include: project leadership, technical support, funding/grant writing, public outreach and education, and monitoring and reporting.*

## 4. TAC and Management Committee Discussion

- i** *The TAC and Management Committee were supportive of this approach as a way to provide transparency, clarity and structure for prioritizing MetroPlan activities.*

## 5. Fiscal Impact

- i** *Setting priorities has no direct fiscal impact. Choices made and the type of work to be done such as pursuit of funding versus master planning will impact work program budgets.*

## 6. Alternatives

- i** *No recommendation.*

## 7. Attachments

- i** *Regional Project Assessment*

DRAFT TOOL	MetroPlan Regional Project Assessment - 2020										
	Regional Importance						MetroPlan Involvement				
Corridor/Project	Urgency	Importance	Multi-modalism	Plan Status	Regional Impact	Funding Need	Mandate	Multi-Agency	Staff Capacity	Funding Opportunity	Term
Milton Road											
O&M Efficiency Study											
Lone Tree Corridor											
W. Route 66											
Scale											
	Lowest	< Importance >			Highest		Lowest	< Involvement >			Highest

Notes:

Urgency definitions:

- \* Pressure - development is occurring along the project limits and more is in the pipeline or expected. Lack of project definition means development could preclude meeting expectations.
- \* Economic Development - there are specific and high priority goals along or dependent on the project such as housing or job creation.
- \* Congestion - the project limits are or contain a known area of congestion
- \* Multimodal - the project limits contain gaps, service deficiencies or safety issues in the pedestrian, bicycle and/or transit systems.

Where no plans exist, respective jurisdictional engineering standards are a minimum expectation. However, they do not provide a basis for cost estimates or details for intersections.

Some plans are more than 10 years old and considered to be dated by MetroPlan staff.



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GREATER # FLAGSTAFF

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

## STAFF REPORT

**REPORT DATE:** January 23, 2020

**MEETING DATE:** February 5, 2020

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** FY20 Budget Update and Preliminary Review of FY21 Budget

### 1. Recommendation:

**i** *This item is for information purposes only. No recommendation is being made but the Board may provide direction on a tentative budget.*

### 2. Related Strategic Workplan Item

**i** *Move the FMPO towards becoming more independent.*

### 3. Background

**i** *Adopting an annual budget and 5 year financial plan for MetroPlan is a good business practice. By reviewing actual expenses and projecting trends, MetroPlan is better able to plan for the future, take corrective action, capitalize on opportunities, and ensure that financial resources are aligned with organization goals.*

*A review of the MetroPlan budget reveals the following summary points:*

- 1. MetroPlan salaries and benefits are tracking to budget for FY 2020. MetroPlan salaries will decrease starting in FY 2021 because a half time Multi Modal Planner position is being moved to the City of Flagstaff.*
- 2. MetroPlan operating expenses are projected to be over budget in 2020. This is because MetroPlan continues to pay indirect costs to the City and is also incurring the costs of being independent. For example, MetroPlan is paying for legal counsel, office space and furnishings, and utilities. Starting in FY 2021 these costs will stabilize because MetroPlan will cease paying the City \$44,500 in indirect costs.*



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3. *Travel expenses are tracking to budget and are expected to remain flat in future years.*
4. *Project expenses are projected to be significantly underspent in FY2020. This is because we have been assessing MetroPlan project involvement and limiting our expenses until our direction became clear. For example, we anticipated spending \$350,000 on the Lone Tree Corridor but have concluded through the strategic advance that the City of Flagstaff will be leading this process.*

*Looking forward, we anticipate having approximately \$450,000 per year for projects starting in FY2021 and each year thereafter.*

## 4. Fiscal Impact

- i** *There is no immediate fiscal impact in relation to this report. MetroPlan has a sustainable 5 year budget and is operating within budget constraints.*

## 5. Alternatives

- i** *1) No recommendation is being made and no alternatives are being provided*

## 6. Attachments

- i** *MetroPlan Financial Report and 5 Year Financial plan.*



# Financial Report

## FY20 Budget Update and 5 Year Estimates

Year to date through

12/31/2019

	Budget	FY 2020 Year to Date Actual	Year End Projected	FY2021 Estimate	FY2022 Estimate	FY2023 Estimate	FY2024 Estimate	FY2025 Estimate
Fund Balance			-	105,591.29	105,591.29	105,591.29	105,591.29	105,591.29
<b>Revenue</b>								
Formula Grants	1,150,886.00	137,756.46	702,296.18	1,051,426.00	856,634.00	856,634.00	856,634.00	856,634.00
Competitive Gran	-	-	-	-	-	-	-	-
Local Revenue	424,500.00	136,500.00	141,500.00	86,600.00	86,600.00	86,600.00	86,600.00	86,600.00
<b>Total Revenue</b>	<b>1,575,386.00</b>	<b>274,256.46</b>	<b>843,796.18</b>	<b>1,138,026.00</b>	<b>943,234.00</b>	<b>943,234.00</b>	<b>943,234.00</b>	<b>943,234.00</b>
<b>Expenses</b>								
	<b>Budget</b>	<b>Year to Date Actual</b>	<b>Year End Projected</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
Salary/ERE	454,201.00	189,896.08	448,000.97	403,430.44	406,541.84	409,746.59	413,047.48	416,447.39
Operating	56,575.00	37,501.35	100,773.88	64,757.00	65,099.00	65,459.00	65,819.00	65,819.00
Travel	10,100.00	4,920.61	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00	10,100.00
Projects	913,000.00	33,575.50	179,330.04	659,738.56	461,493.16	457,928.41	454,267.52	450,867.61
<b>Total Expenditures</b>	<b>1,433,876.00</b>	<b>265,893.54</b>	<b>738,204.89</b>	<b>1,138,026.00</b>	<b>943,234.00</b>	<b>943,234.00</b>	<b>943,234.00</b>	<b>943,234.00</b>
Revenue less Expenses	141,510.00		105,591.29	(0.00)	(0.00)	(0.00)	0.00	(0.00)
Change in Fund Balance	141,510.00		105,591.29	105,591.29	105,591.29	105,591.29	105,591.29	105,591.29

Chart 1: FY20 Expenses  
Budget to Projected

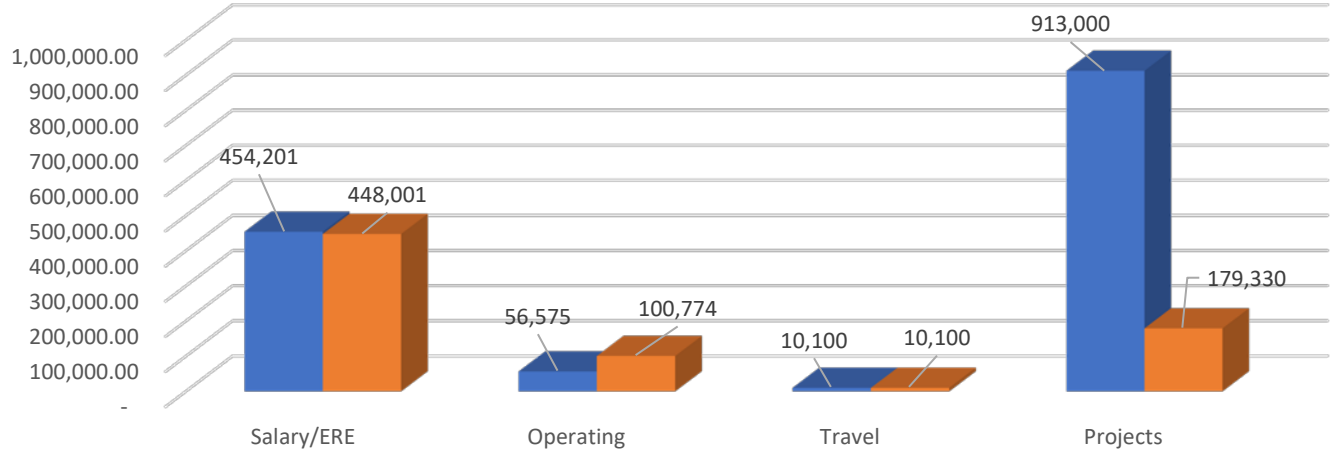


Chart 2: FY2020 Projected

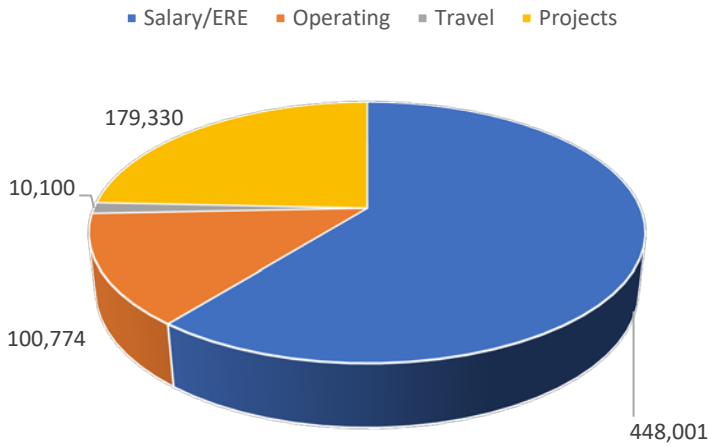
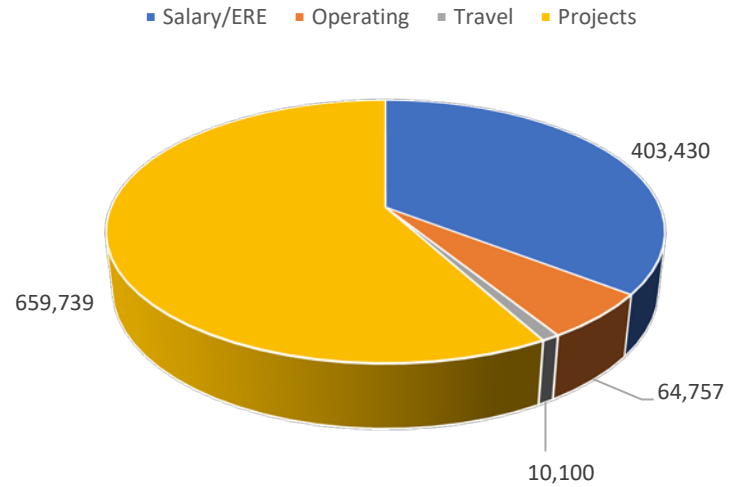
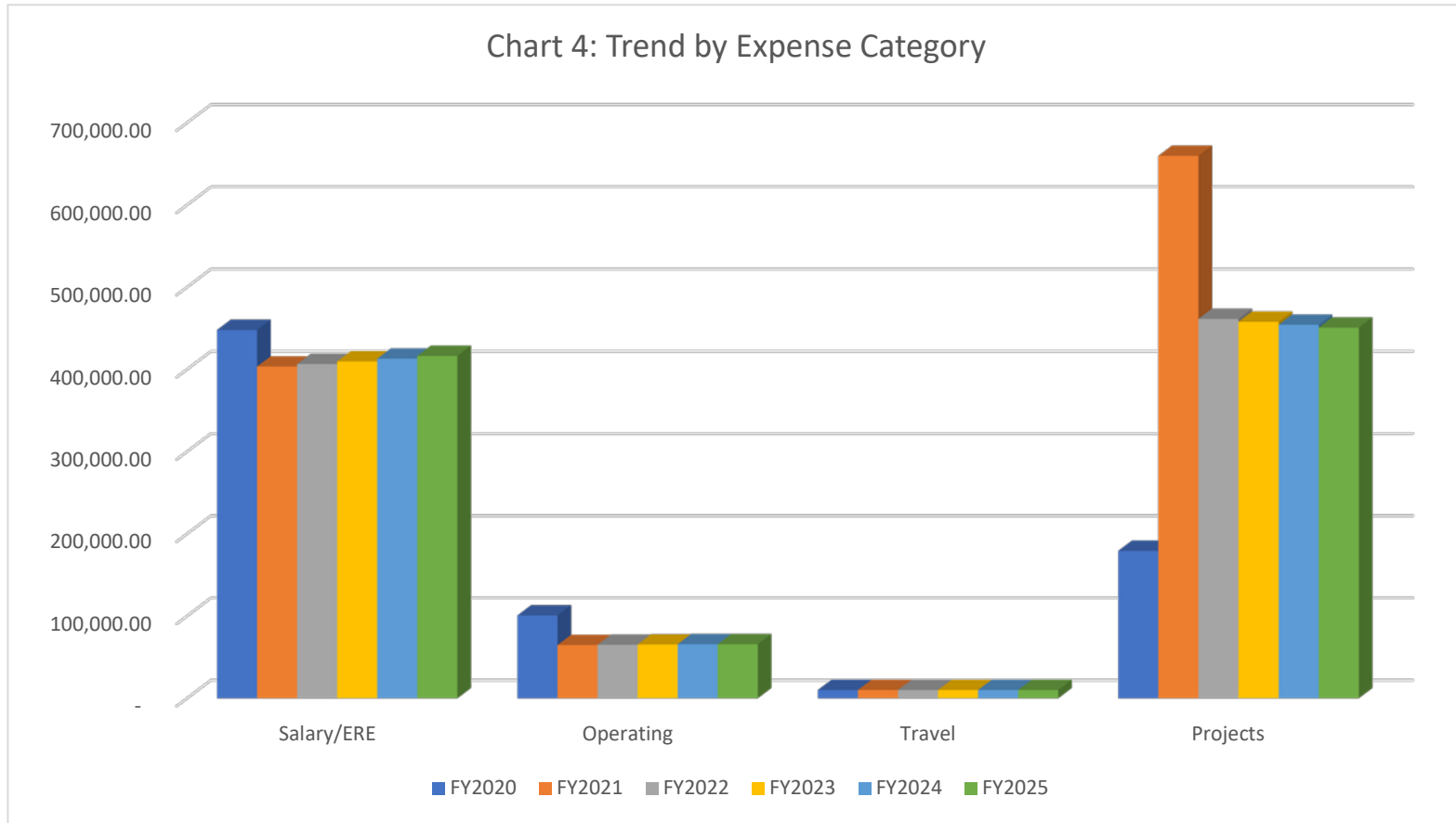


Chart 3: FY2021 Budgeted









**MetroPlan**  
 Flagstaff Metropolitan Planning Organization  
 Budget to Actuals  
 7/1/2019-12/31/2019

		<b>FY 2020 Adopted</b>	<b>YTD Actuals</b>	<b>FY 2020 Projected</b>	<b>FY 2021 Tentative</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Projected</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Projected</b>
<b>Revenue:</b>									
Federal Grants		1,150,886.00	-	-	-	-	-	-	-
STBG	5.70%		70,277.44	476,306.91	566,761.00	566,761.00	566,761.00	566,761.00	566,761.00
PL	5.70%		18,171.11	50,081.00	202,081.00	126,081.00	126,081.00	126,081.00	126,081.00
SPR	20%		33,305.34	45,000.00	205,000.00	125,000.00	125,000.00	125,000.00	125,000.00
5305	20%		16,002.57	130,908.27	77,584.00	38,792.00	38,792.00	38,792.00	38,792.00
<b>Federal Revenue:</b>		<b>1,150,886.00</b>	<b>137,756.46</b>	<b>702,296.18</b>	<b>1,051,426.00</b>	<b>856,634.00</b>	<b>856,634.00</b>	<b>856,634.00</b>	<b>856,634.00</b>
<b>Required Grant Match</b>			<b>17,673.28</b>	<b>75,794.79</b>	<b>117,118.95</b>	<b>82,827.10</b>	<b>82,827.10</b>	<b>82,827.10</b>	<b>82,827.10</b>
County Contribution		5,000.00	-	5,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
City Contribution		22,500.00	22,500.00	22,500.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
Mountain Line Contribution				-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Trsf From Transit Fund		283,000.00	-		56,600.00	56,600.00	56,600.00	56,600.00	56,600.00
Transfer from Road Repair & Street Safety		114,000.00	114,000.00	114,000.00	-	-	-	-	-
<b>Local Revenue:</b>		<b>424,500.00</b>	<b>136,500.00</b>	<b>141,500.00</b>	<b>86,600.00</b>	<b>86,600.00</b>	<b>86,600.00</b>	<b>86,600.00</b>	<b>86,600.00</b>
<b>Total Revenue:</b>		<b>1,575,386.00</b>	<b>274,256.46</b>	<b>843,796.18</b>	<b>1,138,026.00</b>	<b>943,234.00</b>	<b>943,234.00</b>	<b>943,234.00</b>	<b>943,234.00</b>
<b>Expenditures:</b>									
Salaries		384,428.00	162,026.63	368,643.80	299,717.00	299,717.00	299,717.00	299,717.00	299,717.00
Benefits		69,773.00	27,869.45	79,357.17	103,713.44	106,824.84	110,029.59	113,330.48	116,730.39
<b>Salary/ERE:</b>		<b>454,201.00</b>	<b>189,896.08</b>	<b>448,000.97</b>	<b>403,430.44</b>	<b>406,541.84</b>	<b>409,746.59</b>	<b>413,047.48</b>	<b>416,447.39</b>
Contracted Personal Services		-	11,526.50	11,526.50	-	-	-	-	-
Utilities-Telephone		1,500.00	767.89	2,100.00	2,520.00	2,520.00	2,520.00	2,520.00	2,520.00
Rental Expense			3,582.00	13,405.00	23,322.00	23,664.00	24,024.00	24,384.00	24,384.00
Postage and Freight		150.00	1.77	150.00	150.00	150.00	150.00	150.00	150.00
Advertising		1,950.00	2,536.57	2,536.57	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00
Memberships		1,200.00	431.74	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Legal Services		-	2,338.60	9,113.60	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Computer Equipment		1,200.00	-	1,200.00	2,100.00	2,100.00	2,100.00	2,100.00	2,100.00
Office Equipment Under \$5,000		425.00	-	1,602.21	425.00	425.00	425.00	425.00	425.00
Copying and Printing		1,850.00	1,065.85	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00	2,440.00
Office Supplies		700.00	347.58	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Computer Software		2,500.00	2,158.12	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Drafting and Survey Supplies		100.00	7.10	-					



**MetroPlan**  
 Flagstaff Metropolitan Planning Organization  
 Budget to Actuals  
 7/1/2019-12/31/2019

	<b>FY 2020 Adopted</b>	<b>YTD Actuals</b>	<b>FY 2020 Projected</b>	<b>FY 2021 Tentative</b>	<b>FY 2022 Projected</b>	<b>FY 2023 Projected</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Projected</b>
Non Library Books and Subscription	600.00	-	-					
Food	1,200.00	-	600.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00
Trophies and Awards	200.00	-	-					
Indirect Grant Charges-Debit	43,000.00	12,737.63	43,000.00	-	-	-	-	-
Accounting and Payroll			1,200.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00
Insurance (Liability/Auto/Property)	-	-	-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
Furnishings			5,000.00					
IT Expense	-	-	1,700.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
<b>Operations:</b>	<b>56,575.00</b>	<b>37,501.35</b>	<b>100,773.88</b>	<b>64,757.00</b>	<b>65,099.00</b>	<b>65,459.00</b>	<b>65,819.00</b>	<b>65,819.00</b>
Travel, Lodging and Meals	5,500.00	4,210.61	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
Registration	1,000.00	710.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Education and Training	3,600.00	-	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
<b>Travel and Training:</b>	<b>10,100.00</b>	<b>4,920.61</b>	<b>10,100.00</b>	<b>10,100.00</b>	<b>10,100.00</b>	<b>10,100.00</b>	<b>10,100.00</b>	<b>10,100.00</b>
Consultant Fees	789,106.81	1,699.95	3,000.00	290,638.56	404,893.16	88,828.41	397,667.52	81,767.61
Burgess and Niple Inc	111,248.29	8,680.20	111,248.29	-	-	-	-	-
LA Consulting Inc	12,644.90	2,582.50	12,644.90	-	-	-	-	-
NAIPTA		20,000.00	20,000.00	-	-	-	-	-
Traffic Research Analysis		-	28,000.00					
SWCA Inc Environmental Consult		612.85	4,436.85					
Long Range Plan (SPR)		-	-	312,500.00	-	312,500.00	-	312,500.00
Long Range Transit (Transit Tax)		-	-	56,600.00	56,600.00	56,600.00	56,600.00	56,600.00
Competitive Grant Projects				-	-	-	-	-
<b>Projects:</b>	<b>913,000.00</b>	<b>33,575.50</b>	<b>179,330.04</b>	<b>659,738.56</b>	<b>461,493.16</b>	<b>457,928.41</b>	<b>454,267.52</b>	<b>450,867.61</b>
<b>Total Expenditures:</b>	<b>1,433,876.00</b>	<b>265,893.54</b>	<b>738,204.89</b>	<b>1,138,026.00</b>	<b>943,234.00</b>	<b>943,234.00</b>	<b>943,234.00</b>	<b>943,234.00</b>
Increase (Decrease) in Fund balance			105,591.29	(0.00)	(0.00)	(0.00)	0.00	(0.00)

## Travel

Location	Trip Description	Trip Name	Dates	# Attendees	# Days/Trips	Total Budgeted Cost	Actual Costs	
							Total Actual Cost	Under (Over) Budget
MD	AMPO Conference	AMPO	Oct-19	1	5 days	2,300.00	<b>2,288.25</b>	<b>11.75</b>
AZ	NARC Conference	NARC	Oct-19	1	2 days	1,325.00	<b>508.14</b>	<b>816.86</b>
AZ	Rural Transportation Summit	RTS				2,000.00	<b>1,741.47</b>	<b>258.53</b>
AZ	League of AZ Cities & Towns	League	Aug-19	1	4 days	1,200.00	-	<b>1,200.00</b>
AZ	Rural Trans. Advisory Council	RTAC	Monthly	1	12 trips		-	-
AZ	ADOT Board Meetings	ADOT	Monthly	1	12 trips		-	-
AZ	AZ Conference on Roads & Streets	ACRC	May-20	2	3 days	1,310.00	-	<b>1,310.00</b>
AZ	CTAA Board Meeting	CTAA	Monthly				-	-
AZ	COG & MPO Director's Meeting	MPO	Monthly				-	-
AZ	Local Travel/Training	Other	Various		N/A	1,965.00	<b>382.75</b>	<b>1,582.25</b>
						<b>10,100.00</b>	<b>4,920.61</b>	<b>5,179.39</b>



# METROPLAN

GREATER # FLAGSTAFF

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

## STAFF REPORT

**REPORT DATE:** January 29, 2020

**MEETING DATE:** February 5, 2020

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Lone Tree Traffic Interchange (LTTI) Update

### 1. Recommendation:

**i** This item is for information only, but the Board may provide direction to staff on how to proceed with the LTTI funding.

### 2. Background

**i** LTTI has been identified as a priority and staff have been exploring options for grant funding to study alternatives to the existing design. The thought is that if a less complex design can be identified, the project might be more affordable and viable. MetroPlan and ADOT staff continue discussions at the time of this writing, and an update will be provided at the Board meeting.

### 3. Fiscal Impact

**i** There is no fiscal impact at this time. If further study is warranted a scope and budget will be developed.

### 4. TAC and Management Committee Discussion

**i** Management Committee discussed the possibility that design work might not be needed. They suggested putting the LTTI through the same prioritization process as all other projects.



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## 5. Alternatives

**i** *No recommendation is being made and so no alternatives are being provided.*

## 6. Attachments

**i** *None*



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928-266-1293  
www.metroplanflg.org

## STAFF REPORT

**REPORT DATE:** February 3, 2020

**MEETING DATE:** February 5, 2020

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

**FROM:** Jeff Meilbeck, Executive Director

**SUBJECT:** Arizona State Retirement System (ASRS) Enrollment Resolution

### 1. Recommendation:

**i** *This item is for discussion only, but the Board may adopt a resolution to proceed with ASRS membership.*

### 2. Related Strategic Workplan Item

**i** *Move the FMPO towards becoming more independent.*

### 3. Background

**i** *Throughout MetroPlan's transition to independence, it has been assumed that MetroPlan would provide ASRS membership to employees. ASRS membership is provided to employees of state and local governments including all of MetroPlan's member agencies: the City, County, Mountain Line, NAU and the State. Furthermore, existing MetroPlan employees are enrolled in ASRS through the City of Flagstaff, and MetroPlan enrollment will allow that membership to continue.*

*Although MetroPlan has been deemed eligible for ASRS enrollment, joining ASRS may eliminate MetroPlan's ability to participate in Social Security. In other words, we may be faced with the choice of delaying our enrollment in ASRS or forfeiting our eligibility for enrollment in Social Security. Currently, employees are enrolled in both ASRS and Social Security through the City of Flagstaff.*

*MetroPlan legal counsel is investigating options, risks and opportunities for ASRS enrollment. As of this writing, it looks like we have the following options:*

- 1) Enroll in ASRS immediately. This option will ensure that ASRS enrollment continues for MetroPlan employees when MetroPlan becomes independent*



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on July 1, 2020. However, this option creates a significant risk (and perhaps likelihood) that MetroPlan will be ineligible for Social Security enrollment.

- 2) Delay ASRS enrollment until Social Security enrollment is pursued. This option may allow enrollment in both programs, but it may take up to a year. The risk is that MetroPlan employees will not be enrolled in ASRS for a number of months after MetroPlan becomes independent.

## 4. Fiscal Impact

- i** If Social Security eligibility is forfeit, neither the employee nor MetroPlan would pay Social Security taxes of 6.2%. This would effectively reduce MetroPlan's annual budget by approximately \$18,000.

## 5. Alternatives

- i**
  - 1) Adopt the Arizona State Retirement System's Political Subdivision Supplemental Retirement Plan Resolution adopting the retirement plan and authorizing MetroPlan's Executive Director to sign documents required for ASRS enrollment. (Recommended)
  - 2) Defer a decision to April 1, 2020. This alternative allows the full Board to retain authority for the ASRS enrollment decision as more information becomes available.

## 6. Attachments

- i** ASRS Resolution  
ASRS Agreement

## ARIZONA STATE RETIREMENT SYSTEM

### POLITICAL SUBDIVISION SUPPLEMENTAL RETIREMENT PLAN

#### RESOLUTION

(For Agreement with the Arizona State Retirement System)

WHEREAS, the Flagstaff Metropolitan Planning Organization  
(Name of Political Subdivision),

hereinafter designated the Political Subdivision, through its governing body, desires to establish a retirement plan for all of its eligible officers and employees to be administered by the Arizona State Retirement System (hereinafter designated ASRS) under Article 2 and Article 2.1, Chapter 5, Title 38 of the Arizona Revised Statutes.

NOW, THEREFORE, BE IT RESOLVED, that the Political Subdivision hereby adopts a Supplemental Retirement Plan pursuant to Section § 38-729, Arizona Revised Statutes, for the officers and employees of the Political Subdivision.

BE IT FURTHER RESOLVED, that the Supplemental Retirement Plan adopted by the Political Subdivision shall provide the same retirement benefits and require the same obligations for entitlements as are provided for all other members of the retirement plan established in Article 2, Chapter 5, Title 38, Arizona Revised Statutes.

BE IT FURTHER RESOLVED, the Applicant/employer agrees that it will pay contributions toward the ASRS retirement plan, the health insurance premium benefit plan and the long term disability plan which are determined by the ASRS to be required to fund the benefits available to the participating members.

BE IT FURTHER RESOLVED, that the Political Subdivision hereby approves an agreement, in the form of the agreement attached hereto, providing that the ASRS shall



administer the Supplemental Retirement Plan of the Political Subdivision pursuant to Article 2 and Article 2.1, Chapter 5, Title 38, Arizona Revised Statutes.

BE IT FURTHER RESOLVED, that the Executive Director  
(Position Title)  
is designated as the Authorized Agent of the Political Subdivision and is authorized and directed to execute the Agreement, as submitted, on behalf of the Political Subdivision.

BE IT FURTHER RESOLVED, that said Authorized Agent is further authorized and directed as the representative of the Political Subdivision to conduct all negotiations, conclude all arrangements and sign all agreements and modifications of agreements which may be necessary to carry out the intent of the Agreement in conformity with all applicable Federal and State Laws, rules and regulations.

I, Rosie Wear Clerk/Secretary of the Flagstaff Metropolitan Planning Organization,  
(Name of Political Subdivision)

State of Arizona, do hereby certify the foregoing to be a full, true and correct copy of the resolution adopted by the Executive Board of the  
Flagstaff Metropolitan Planning Organization (Governing Body)  
(Name of Political Subdivision), at a regular/special meeting held on the  
\_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, as the same appears on record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said  
Flagstaff Metropolitan Planning Organization  
(Name of Political Subdivision), at my office this \_\_\_\_\_ day of  
\_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Clerk/Secretary

**STATE OF ARIZONA  
ARIZONA STATE RETIREMENT SYSTEM**

**POLITICAL SUBDIVISION SUPPLEMENTAL RETIREMENT PLAN**

The Flagstaff Metropolitan Planning Organization, a Political Subdivision of  
(Name of Political Subdivision)  
the State of Arizona, hereinafter designated the Political Subdivision, in accordance with the duly adopted Resolution of its governing body on \_\_\_\_\_ 202\_\_, a certified copy of which is attached hereto and incorporated by reference herein, adopting a Supplemental Retirement Plan pursuant to Section § 38-729, Arizona Revised Statutes, hereby enters into this Agreement with the ARIZONA STATE RETIREMENT SYSTEM, hereinafter designated the ASRS, to administer said Supplemental Retirement Plan.

In order to carry into effect the common governmental duties provided in Article 2 and Article 2.1, Chapter 5, Title 38, Arizona Revised Statutes, the Political Subdivision agrees to be bound by the following terms and conditions in consideration of the administration of such Supplemental Retirement Plan by the ASRS and in consideration of the payment of employer and employee contributions and pro rata share of operating and administrative costs, in the event of assessment of such costs, to the ASRS, and the ASRS agrees to take the necessary actions to administer the Supplemental Retirement Plan for officers and employees of the Political Subdivision in conjunction with the operation and administration of the Arizona State Retirement System Plan.

1. **MEMBERSHIP** – All current and future officers and employees of the Political Subdivision shall be eligible for membership in the Supplemental Retirement Plan adopted by the Political Subdivision.
2. **RETIREMENT PROVISIONS** – The Supplemental Retirement Plan shall contain the provisions for its officers and employees as are now provided or may hereafter be provided by the Legislature of the State of Arizona for state officers and employees in Article 2, Chapter 5, Title 38, Arizona Revised Statutes.
3. **COMPLIANCE WITH STATE LAW and ASRS RULES AND POLICIES** – The Political Subdivision agrees to comply promptly and completely throughout the term of this Agreement with the letter and intent of Chapter 5, Title 38, Arizona Revised Statutes, the ASRS Rules and Policies and the Resolution adopted by the governing body of the Political Subdivision establishing a Supplemental Retirement Plan for its officers and employees. The Political Subdivision agrees that no retirement program, exclusive of the Supplemental Retirement Plan shall hereafter be established on behalf of its officers and employees included in the Supplemental Retirement Plan, except as authorized in Arizona Statute.
4. **PAYMENT OF CONTRIBUTIONS** – The Political Subdivision will pay to the ASRS the employer and employee contribution's required in Article 2 and 2.1, Chapter 5, Title 38, Arizona Revised Statutes, and the pro rata share of the cost of administering the Supplemental Retirement Plan, as may be required by the ASRS, at such times as shall be determined by law



9. **BEGINNING DATE** – The effective date of the Supplemental Retirement Plan for officers and employees shall be the first day of the month following the month the agreement is accepted and approved by the ASRS, or as otherwise indicated in the ASRS approval block below, and all payments in this Agreement shall be computed from said date.

10. **NUMBER OF MEMBERS** – The Plan is to apply, upon approval, to approximately 3 employees.

For Flagstaff Metropolitan Planning Organization  
Name of Political Subdivision

Federal Employer Identification Number (Tax I.D.): 3 8 - 4 1 3 1 9 7 1.

Address: 6 E Aspen Avenue, Suite 200  
Flagstaff, AZ 86001

Signed: \_\_\_\_\_  
Authorized Agent Date

Name: Jeff Meilbeck

Title: Executive Director

Telephone Number: 928-266-1293

Approved for coverage to be effective July 1, 2020, by the ARIZONA STATE RETIREMENT SYSTEM.

\_\_\_\_\_  
Paul Matson, Director Date