

## AGENDA

### Executive Board Meeting

10:00 AM to Noon

December 2, 2020

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>  
Meeting ID: 791 9911 5652  
Dial-in: +1 408 638 0968US

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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 MetroPlan via email at [rosie.wear@metroplanflg.org](mailto:rosie.wear@metroplanflg.org). The MetroPlan complies with Title VI of the Civil Rights Act of 1964 to involve and assist underrepresented and underserved populations (age, gender, color, income status, race, national origin and LEP – Limited English Proficiency.) Requests should be made by contacting the MetroPlan at 928-266-1293 as early as possible to allow time to arrange the accommodation. **A quorum of the TAC may be present.**

**Public Questions and Comments must be emailed to [rosie.wear@metroplanflg.org](mailto:rosie.wear@metroplanflg.org) prior to the meeting.**

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

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

#### 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
- Steve Peru, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council (alternate)
- Jim Parks, Coconino County Board of Supervisors (alternate)

#### METROPLAN STAFF

- Jeff Meilbeck, Executive Director
- David Wessel, Manager



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□Rosie Wear, Business Manager

## 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: October 7, 2020](#) Page 5-9

## 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. Acknowledgement of departing board members Page 5-9

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

### B. [Election of Officers](#) Page 10-11

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends that the MetroPlan Board appoint a temporary Chair and Vice Chair until new Executive Board members are seated.

### C. [Strategic Advance](#) Page 12-14

MetroPlan Staff: Jeff Meilbeck



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Recommendation: None. This item is for discussion and the Board may change the date of the Strategic Advance to March 3, 2020 or another date.

D. [FY21 Draft Public Calendar](#) Page 15-17

MetroPlan Staff: Rosie Wear

Recommendation: Staff recommends the Board consider adopting a CY21 Board planning calendar.

E. [Regional Transportation Plan Update](#) Page 18-19

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

F. [Financial Management Policy – Grant Pursuit](#) Page 20-23

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board adopt criteria for MetroPlan pursuit of grant funding.

G. [FY21 1<sup>st</sup> Quarter Budget Report](#) Page 24-28

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

H. [TIP Amendment for Bicycle and Pedestrian Funding](#) Page 29-36

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends that the Executive Board award a \$50,000 competitive mini-grant to the City of Flagstaff for Bicycle and Pedestrian projects and support the related Transportation Improvement Program amendment.

I. [FY21-22 TIP and UPWP Adoption Schedule](#) Page 37-38

MetroPlan Staff: Dave Wessel



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Recommendation: Staff recommends the Executive Board adopt a TIP and UPWP adoption schedule.

J. [Milton/180 Update](#)

Page 39-40

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for discussion only.

K. **Items from the Executive Director**

MetroPlan Staff: Jeff Meilbeck

1. Federal Funding Update
2. Next Executive Board meeting – January 6, 2021

V: **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 xx 30, 2020 at xx:00 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this xx Day of xx 2020.

\_\_\_\_\_  
Rosie Wear, MetroPlan Business Manager

## MINUTES

### Executive Board Meeting 10:00 AM to Noon October 7, 2020

Join Zoom Meeting: <https://us02web.zoom.us/j/79199115652>  
Meeting ID: 791 9911 5652  
Dial-in: +1 408 638 0968US

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

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#### **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 - *Excused*
- Art Babbott, Coconino County Board of Supervisors - *Excused*
- Jim McCarthy, Flagstaff City Council
- Steve Peru, Mountain Line Board of Directors
- Regina Salas, Flagstaff City Council (alternate)
- Jim Parks, Coconino County Board of Supervisors (alternate)

#### **METROPLAN STAFF**

- Jeff Meilbeck, Executive Director
- David Wessel, Manager
- Rosie Wear, Business Manager



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*Others in attendance: Julie Leid, Bret Peterson, Kevin Adam*

## I. PRELIMINARY GENERAL BUSINESS

### A. CALL TO ORDER

*Mayor Evans called the meeting to order at 10:00am*

### B. ROLL CALL – *See above*

### 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.)*

*Julie Leid – Civil Engineer at Peak Engineering – attended to introduce herself. Served on Regional Plan, Transportation Tax Commission (recently elected as Chair).*

### D. APPROVAL OF MINUTES

- Minutes of Regular Meeting: September 2, 2020

*Motion: Board member Charlie Odegaard made a motion to approve the September 2, 2020 minutes. Board member Jesse Thompson seconded the motion. The motion 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. FY20 Financial Report

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. This item is for information only.

*Discussion: None.*

**B. FY21 Budget Amendment**

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board approve amendments to the FY21 budget and increase the budget in the amount of \$167,459.89.

*Motion: Board member Steve Peru made a motion to approve the budget amendments in the amount of \$167,459.89. Board member Jim McCarthy seconded the motion. The motion passed unanimously.*

**C. UPWP Budget Amendment**

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board approve amendments to the Unified Planning Work Program (UPWP) with the State of Arizona.

*Motion: Board member Steve Peru made a motion to approve the UPWP amendment. Board member Charlie Odegard seconded the motion. The motion passed unanimously.*

**D. Proposition 419 and 420 Project Phasing Schedule**

MetroPlan Staff: Jeff Meilbeck

Recommendation: None. The City of Flagstaff will provide an update on the engineering, construction and phasing schedules for projects approved in 2018 under propositions 419 and 420.

*Discussion: None.*

**E. Strategic Advance Planning**

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board discuss and approve an approach for an annual MetroPlan Strategic Advance.



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*Discussion: Board member McCarthy noted a potential date conflict with the City Budget meetings on February 1 and 2. Additionally, he suggested considering an in-person meeting as a possibility. Chair Evans noted that February would be a good time period other than the date conflict noted.*

## F. Regional Transportation Plan Update

MetroPlan Staff: Dave Wessel

Recommendation: None. This item is for information only.

*Discussion: None.*

## G. Transportation Improvement Plan Amendment

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board approve a TIP amendment moving \$17,012 in HSIP funds to the City of Flagstaff's share of the Switzer Canyon Roundabout project and two minor amendments addressing carryforward funds in the amount of \$10,000 in STBG funds.

*Motion: Board member Steve Peru made a motion to approve the TIP amendment. Board member Charlie Odegaard seconded the motion. The motion passed unanimously.*

## H. Financial Management Policies - Grant Pursuit

MetroPlan Staff: Jeff Meilbeck

Recommendation: Staff recommends the Board consider a Grant Pursuit Policy to provide clear direction to staff and member agencies about how MetroPlan will pursue funding.

*This item was taken out of order before Item E.*

*Discussion: MetroPlan would like to share the policy with the TAC and Management Committee before seeking Executive Board approval. This item will be included again at the December meeting.*

## I. Regional Transportation Model

MetroPlan Staff: David Wessel

Recommendation: None. MetroPlan maintains a regional transportation model. This item is an update of the process and an overview of the improvements in anticipation of next month's request for model endorsement.

*Discussion: None*

**J. Items from the Executive Director**

MetroPlan Staff: Jeff Meilbeck

1. Federal Funding Update
2. Next Executive Board meeting – December 2, 2020
3. *Kevin Adam provided an update from RTAC.*

**V: 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.)*

*Chair Evans reminded the Board that elections for Board officers will need to take place at the next meeting.*

**B. ADJOURN**

*Chair Evans adjourned the meeting at 11:14am*



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

## STAFF REPORT

**REPORT DATE:** November 19, 2020  
**MEETING DATE:** December 2, 2020  
**TO:** Honorable Chair and Members of the Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Election of Officers

### 1. Recommendation:

**i** Staff recommends the Board appoint a Chair and Vice Chair on either an annual or temporary basis effective December 16, 2020.

### 2. Related Strategic Workplan Item

**i** MetroPlan is fair and equally representative

### 3. Background

**i** Of MetroPlan's 7 Board members, at least 3 will be changing before the January 6, 2021 Board meeting. It is anticipated that the City of Flagstaff will appoint 2 new MetroPlan Board members on January 5<sup>th</sup> 2020 and that Coconino County will appoint one new MetroPlan Board member on January 12, 2020. The current Chair and Vice Chair of the MetroPlan Board will both be moving on from their positions on December 15, 2020. As such, either a permanent or temporary appointment is needed effective December 16, 2020.

### 4. TAC and Management Committee Discussion

**i** The TAC and Management Committee did not discuss this item.



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## 5. Fiscal Impact

**i** *There is no fiscal impact related to this decision.*

## 6. Alternatives

- i**
- 1) *Appoint an annual Chair and Vice Chair effective December 16, 2020. This alternative makes a decision today that will continue the Chair and Vice Chair positions through Calendar year 2021. This alternative draws on the expertise and experience of the 4 continuing MetroPlan Board members to continue leadership for the Board. However, this alternative does not allow 3 new Board members who will be appointed in January to be considered for one of the positions.*
  - 2) *Appoint a temporary Chair and Vice Chair effective December 16, 2020. This alternative provides leadership continuity while also allowing new Board members to be considered for a leadership role in Calendar Year 2021. However, this alternative requires another vote in early 2021 and consumes more Board time.*
  - 3) *Operate without a Chair and Vice Chair (not recommended). As per MetroPlan by-laws and organizational best practices, MetroPlan Board leadership needs to be designated.*

## 7. Attachments

**i** *None*



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## STAFF REPORT

**REPORT DATE:** November 19, 2020  
**MEETING DATE:** December 2, 2020  
**TO:** Honorable Chair and Members of the Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Strategic Advance Schedule

### 1. Recommendation:

**i** *None. This item is for discussion and the Board may change the date of the Strategic Advance to March 3, 2020 or another date.*

### 2. Related Strategic Workplan Item

**i** *This discussion relates to the entire Strategic Workplan because we will be creating a new Strategic Workplan*

### 3. Background

**i** *MetroPlan has a tradition of developing a focused Strategic Workplan with measurable objectives. The purpose of the Workplan is to establish a clear direction for MetroPlan so that staff, Board, Technical Advisory Committee and the Management Committee are all in alignment.*

*Over the past year, MetroPlan's focus has been to establish independence and begin work on specific measurable objectives. Now that MetroPlan is independent and has begun work on approved projects, it is time to review progress and make adjustments for the future.*

*On October 2, 2020 the MetroPlan Board agreed to hold a 2 hour virtual Strategic Advance.*

*On October 2, 2020, and at the recommendation of staff, the MetroPlan Board also agreed to hold the Strategic Advance on February 3, 2020. However, staff have since determined that new appointments to the MetroPlan Board will not be*



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*completed until at least January 12, 2020. As such, it may be in the best interest of the organization to move the Strategic Advance out to a later date.*

## 4. TAC and Management Committee Discussion

**i** *The TAC and Management Committee were made aware of the Strategic Advance and provided support for the virtual approach and condensed 2 hour timeframe.*

## 5. Fiscal Impact

**i** *The Advance will be facilitated by staff and there will be no costs.*

## 6. Alternatives

- i**
- 1) Conduct a Strategic Advance on February 3, 2020. This alternative is expedient and keeps the organization moving forward. However, this date may cause challenges for new Board members who will not be appointed until January. Further, this alternative will not provide an opportunity for orientation and a regular business meeting for new Board members before the Strategic Advance.*
  - 2) Conduct a Strategic Advance on March 3, 2020 or another date. This alternative will provide more time for new Board members to become familiar with the organization and will allow one regular business meeting prior to the Strategic Advance. However, this alternative delays the schedule and is less expedient.*
  - 3) Discuss and update Strategic WorkPlan in regular meetings over the next few months rather than taking time for a formal Strategic Advance (not recommended). This alternative would allow staff to bring material to the TAC, Management Committee and Board for discussion over time. However, this alternative would not provide for the same kind of open exchange of ideas that bringing the TAC, Management Committee and Board together all at once would provide.*

## 7. Attachments

**i** *Draft Agenda*



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## Metroplan Strategic Advance

**Date:** February 3, 2021

**Time:** 10:00 AM to Noon

**Location:** Zoom Meeting

### **Goal:**

To evaluate the success of our 2020 strategic workplan and apply those lessons to crafting a 2021 workplan.

### **Approach:**

Discussion and Survey: TAC, Management Committee and Board Members will develop an agenda for the Advance at regular meetings. A brief survey identifying issues and opportunities will be sent to Board, Management Committee and TAC Members.

2 Hour Zoom Event: A 2-hour Strategic Advance with TAC, Management Committee and Board members for review, discussion and capturing core themes and direction.

Adoption: A 2021 workplan will be brought back to the TAC, Board and Management Committee for adoption.

Facilitation: The Advance will be facilitated by staff with limited vendor support.

### **Agenda:**

- 10:00: Welcome and Introductions
- 10:15: Review progress on existing workplan. Where did we succeed, where did we fall short, and why?
- 10:30: Review main issues and opportunities identified in meetings and in surveys
- 10:45: Develop measurable objectives for the next 18 months
- 11:45: Recap
- Noon: Adjournment



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## STAFF REPORT

**REPORT DATE:** November 10, 2020  
**MEETING DATE:** November 18, 2020  
**TO:** Honorable Chair and Members of the Executive Board  
**FROM:** Rosie Wear, Business Manager  
**SUBJECT:** 2021 Meeting Calendar

### 1. Recommendation:

**i** Staff recommends the Executive Board adopt the 2021 Meeting Calendar for the 2021 Executive Board and TAC meetings.

### 2. Related Strategic Workplan Item

**i** N/A

### 3. Background

**i** On June 5th, 2019 the Executive Board accepted and approved the MetroPlan Operating Procedures. The Operating Procedures include meeting requirements as follows: the MetroPlan Executive Board shall meet at least four times per year at the direction of the Executive Board; the TAC shall meet at least four times per year, preferably monthly.

By publishing a calendar, MetroPlan is able to provide complete meeting information to Board/TAC members and the public. In addition to including the meeting dates, times, and locations, the calendar provides notice about cancellations and a statement of public posting locations. Finally, Title VI and ADA compliance statements are included with contact information.

The 2021 Meeting Calendar may be distributed publicly as outreach to increase public participation.



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## 4. TAC and Management Committee

**i** *This item was presented to the TAC and Management Committee. Both Committees were supportive of adoption as is.*

## 5. Fiscal Impact

**i** *There are no costs to MetroPlan related to this action.*

## 6. Alternatives

- i**
- 1) *The Board may choose to adopt the FY21 Meeting Calendar as is.*  
**Recommended**
  - 2) *The Board may choose to amend the FY21 Meeting Calendar.*
  - 3) *The Board may choose not to adopt the FY21 Meeting Calendar.*

## 7. Attachments

**i** *Draft MetroPlan 2021 Meeting Calendar*



# Flagstaff Metropolitan Planning Organization

## 2021 DRAFT Public Meeting Calendar

All meeting date and times are subject to change with 24-hour notice.

### Executive Board

**Meetings are typically held the first  
Wednesday of the month from  
10:00am to 12:00 pm.**

**Meeting Location:**

Zoom  
-or-  
Physical Location TBD

January	6 <sup>th</sup>
February	3 <sup>rd</sup>
Strategic Advance – Joint meeting with TAC	
March	3 <sup>rd</sup>
April	7 <sup>th</sup>
May	5 <sup>th</sup>
June	2 <sup>nd</sup>
July	No Meeting
August	No Meeting
September	1 <sup>st</sup>
October	6 <sup>th</sup>
November	3 <sup>rd</sup>
December	1 <sup>st</sup>

### Technical Advisory Committee (TAC)

**Meetings are typically held the fourth  
Wednesday of the month from  
1:30 pm to 3:30 pm**

**Meeting Location:**

Zoom  
-or-  
Physical Location TBD

January	27 <sup>th</sup>
February	3 <sup>rd</sup>
Strategic Advance – Joint meeting with TAC	
February	24 <sup>th</sup>
March	24 <sup>th</sup>
April	28 <sup>th</sup>
May	26 <sup>th</sup>
June	No Meeting
July	No Meeting
August	25 <sup>th</sup>
September	22 <sup>nd</sup>
October	27 <sup>th</sup>
November	17 <sup>th</sup>
December	No Meeting

**Agendas are posted at the following locations:**

City of Flagstaff City Hall, 211 W. Aspen Ave., Flagstaff AZ 86001

Online at: [www.metroplanflg.org](http://www.metroplanflg.org)

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## STAFF REPORT

**REPORT DATE:** November 19, 2020  
**MEETING DATE:** December 2, 2020  
**TO:** Honorable Chair and Members of the TAC  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Regional Transportation Plan update

### 1. Recommendation:

**i** *None. This item is for information only.*

### 2. Related Strategic Workplan Item

**i** *11. Initiate 20-year Regional Transportation Plan (RTP) process and have scope completed and team assembled by December 31, 2020*

### 3. Background

**i** *MetroPlan is mandated to produce a long-range regional transportation plan every 5 years. The last plan, Blueprint 2040, was adopted in May 2017. A typical plan can take up to 2 years to produce.*

*To meet federal expectations, the plan must comply with 49 USC 5303(i). and “accomplish the objectives outlined by the MPO, the state, and the public transportation providers with respect to the development of the metropolitan area’s transportation network. This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) to meet the region’s economic, transportation, development and sustainability goals – among others – for a 20+-year planning horizon, while remaining fiscally constrained.”*



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Staff set a goal of December 31, 2020 to have a consultant team contracted and team assembled. However, *the final scope of work and release date are on hold until early Spring 2021 to accommodate a more inclusive approach to planning. Specifically, staff are convening a steering committee to provide broader input on the planning effort. This steering committee will include economic development, sustainability, road maintenance, bicycle and pedestrian and member agency interests. The steering committee is designed to provide a broader perspective than the Technical Advisory Committee and MetroPlan staff can provide on their own. Staff intention is to learn from the steering committee and to have the steering committee involved in drafting the scope of work, reviewing the potential vendors, and drafting the 20 year plan.*

## 4. Fiscal Impact

**i** MetroPlan budget for the RTP is \$250,000.

## 5. TAC and Management Committee Input

**i** The TAC and Management Committee were supportive of the effort to create an inclusive steering committee and considered the slight delay worth the investment of time.

## 6. Alternatives

**i** None. This item is for information only.

## 7. Attachments

**i** None.



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## STAFF REPORT

**REPORT DATE:** November 19, 2020  
**MEETING DATE:** December 2, 2020  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Financial Management Policy - Grant Pursuit

### 1. Recommendation:

**i** Staff recommends the Board consider a Grant Pursuit Policy to provide clear direction to staff and member agencies about how MetroPlan will pursue funding.

### 2. Related Strategic Workplan Item

**i** 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).

### 3. Background

**i** MetroPlan has been partnering with member agencies on a number of grant requests

MetroPlan staff received feedback in August that it would be helpful to have a more formal process for identifying grants that will be pursued. By developing a formal process we should gain more clarity and alignment on which grants will be prioritized. For example, MetroPlan pursued a technology grant in August of 2020 and realized that the availability of local match and the commitments of staff time were open questions that could not be resolved timely. By developing a process and policy that confirms the availability of local match, addresses staffing and operations concerns, and prioritizes grant applications, we should be able to improve communication, commitment, and grant writing success.

MetroPlan staff crafted a "Grant Pursuit Worksheet" and continue to fine-tune that tool with the TAC and Management Committee. Staff also suggest a modification to MetroPlan's Financial Management Policies to address Grant Pursuit.

### **Grant Pursuit Policy Draft**

- *MetroPlan will complete Grant Pursuit Worksheets for grants it intends to pursue.*
- *MetroPlan will share these worksheets with appropriate parties including members of the Management Committee and Technical Advisory Committee as needed.*
- *MetroPlan will secure appropriate signatures on Grant Pursuit Worksheets prior to applying for grants whenever possible.*
- *Nothing in this policy will prohibit MetroPlan from pursuing grants when it feels it is in the best interest of MetroPlan or MetroPlan's member agencies.*

## **4. TAC and Management Committee Discussion**

- i** *TAC members were supportive of the policy and appreciated the transparency. Management Committee members expressed support for the policy.*

## **5. Fiscal Impact**

- i** *Grants provide significant funding to MetroPlan and its member agencies. While this policy promises to increase our ability to pursue and implement grants, there is no direct fiscal impact to adopting this policy.*

## **6. Alternatives**

- i**
  1. *Adopt a Grant Pursuit Policy.*
  2. *Modify the Grant Pursuit Policy.*
  3. *Do not adopt a Grant Pursuit Policy.*

## **7. Attachments**

- i** *Grant Project Worksheet Sample for Technology Grant*

**MetroPlan Grant Pursuit Worksheet**

**DRAFT**

Grant Pursuit Purpose: To leverage local funds to upgrade signal synchronization technology and other advanced technology in the City of Flagstaff.

Which Agency will this grant benefit directly: City of Flagstaff

Which MetroPlan agency will benefit indirectly: ADOT, County, Mountain Line and NAU

Application Date Deadline: August 2021

<b>GRANT SUMMARY – Basic financial and application details</b>	
Description	To leverage Proposition 419 funds to build an advanced technology and signal synchronization system.
Grant Name	ATMCTD
Funding Agency	FHWA
Program Name	Advanced Technology
Funding Range	\$500,000 to \$8,000,000
Funding Requested	\$3,000,000
Local Match Requested %/\$	50% / \$3,000,000
Local Match Source	Proposition 419 or Other
Total Proposed Grant Request	\$6,000,000
Year of Award	2021
Year Obligation Required (last)	2025
Federalization Cost %/\$/Time	10% \$600,000 Assumes eligibility through a Categorical Exclusion (CE) for NEPA Other Assumptions? Time Delay for federalization? Is time delay “material?”
Net \$ Gain for Member Agency	\$2,400,000
<b>MANAGEMENT SUMMARY</b>	
	Preliminary approach is for <ul style="list-style-type: none"> <li>• City of Flagstaff to manage project once grant is received and to provide local match through 419</li> <li>• ADOT to support operations and provide in-kind match</li> <li>• MetroPlan to write grant, complete technology plan and shepherd MOU/IGA between agencies</li> </ul>
<b>STAFFING SUMMARY – Staffing implications, costs and opportunities</b>	
Staff Level Impacts	City of Flagstaff will need 1 additional FTE for project management and operations;
Staff Costs (Full Burden)	\$110,000 annually for Operations
Will Grant Pay for Staff Costs?	If Prop 419 funds are used for staffing (\$2.2 million over 20 years,) grant funds can be used for capital costs.
<b>FACILITY SUMMARY – Facility implications, costs and opportunities</b>	
Facility and Tools Impacts	One Office Space, Laptop, software, tinted sunglasses
Facility Costs	\$5,000 annually





# METROPLAN

GREATER † FLAGSTAFF

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

## STAFF REPORT

**REPORT DATE:** November 19, 2020  
**MEETING DATE:** December 2, 2020  
**TO:** Honorable Chair and Members of the Executive Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** FY21 Q1 Budget Report

### 1. Recommendation:

**i** None. This item is for discussion only.

### 2. Related Strategic Workplan Item

**i** MetroPlan builds trust and credibility

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

### 3. Background

**i** Review of MetroPlan's first quarter FY 2021 budget to actual report reveals the following summary points and trends:

1. MetroPlan salaries and benefits are tracking 4% under budget for FY 2021.
2. MetroPlan operating expenses are projected to be over budget by 10% in 2021. We are overbudget because costs of payroll processing and information technology were higher than anticipated.
3. Travel expenses are projected to be 50% less than budget due to COVID-19.
4. Project expenses are projected to be significantly underspent in FY2021. We are underspending because project initiation is taking longer than anticipated. For example, MetroPlan work on the Milton Underpass is pending completion of the Milton Corridor Master Plan, MetroPlan staff are



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*still looking for management handles on the Lone Tree Traffic Interchange project, and the schedule for the Regional Transportation Plan has been delayed to accommodate a more inclusive planning process.*

## 4. TAC and Management Committee Discussion

- i** *The TAC and Management Committee were informed that a Q1 budget report would be presented to the Board and had no questions.*

## 5. Fiscal Impact

- i** *Actual expenses are either closely tracking to budget or underspent. There is no impact on our 5 year financial plan.*

## 6. Alternatives

- i** *None.*

## 7. Attachments

- i** *FY21 Budget Report Sept 2020 for 120220 EB*

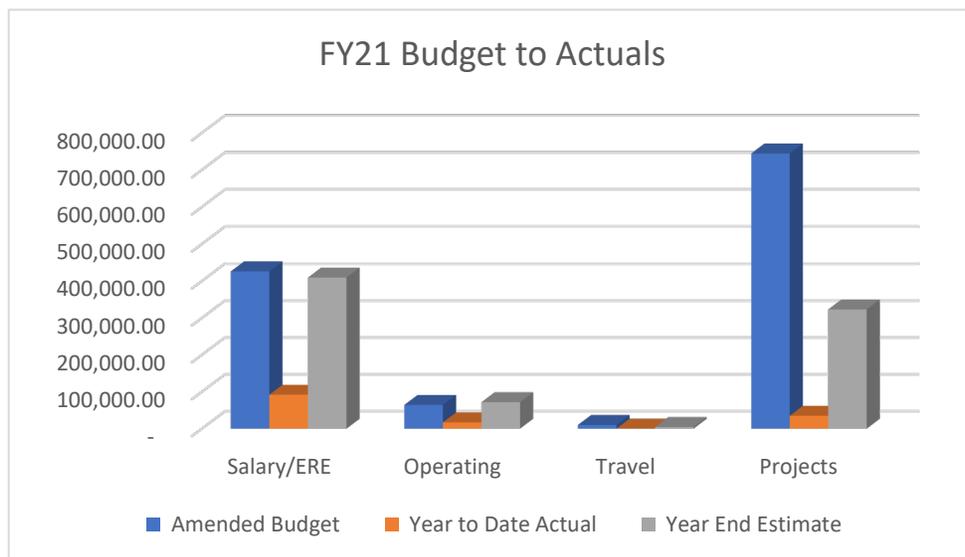
# Financial Report

## FY2021 Budget to Actuals Summary

Year to date through

9/30/2020

		FY2021		
		Amended Budget 10/7/20	Year to Date Actuals	Year End Estimate
<b>Revenue</b>				
	Formula Grants	1,181,732.44	147,731.52	766,186.05
	Competitive Grants	-	-	-
	Local Revenue	91,974.63	30,022.04	66,280.51
	<b>Total Revenue</b>	<b>1,273,707.06</b>	<b>177,753.56</b>	<b>832,466.56</b>
<b>Expenses</b>				
		Amended Budget	Year to Date Actual	Year End Estimate
	Salary/ERE	426,107.47	92,002.76	409,298.52
	Operating	64,271.99	17,075.60	71,771.70
	Travel	10,100.00	-	4,600.00
	Projects	744,427.63	34,937.92	323,146.86
	<b>Total Expenditures</b>	<b>1,244,907.09</b>	<b>144,016.28</b>	<b>808,817.08</b>
	Revenue less Expenses	28,799.97	33,737.28	23,649.48
	Increase in Fund Balance	28,799.97		23,649.48





**MetroPlan**  
 Flagstaff Metropolitan Planning Organization  
 FY21 Budget to Actuals  
 7/1/20-9/30/20

		<b>FY2021</b>		
		<b>Amended Budget</b>	<b>Year to Date Actuals</b>	<b>FY21 Year End Estimates</b>
	<i>Updated</i>			
		<i>10/7/2020</i>		
<b>Revenue:</b>				
Federal Grants				
STBG	5.70%	602,987.27	73,524.48	411,469.26
PL	5.70%	113,386.76	8,168.54	110,190.67
SPR	20%	198,730.67	28,232.07	172,548.03
5305d	20%	99,167.85	9,012.92	30,740.20
5305e	20%	167,459.89	28,793.51	41,237.89
<b>Federal Revenue:</b>		<b>1,181,732.44</b>	<b>147,731.52</b>	<b>766,186.05</b>
Member Dues		30,000.00	30,000.00	30,000.00
Interest Income		-	22.04	93.48
Mountain Line 5305e Local Match		-		-
Trsf From Transit Fund		61,974.63	-	36,187.03
<b>Local Revenue:</b>		<b>91,974.63</b>	<b>30,022.04</b>	<b>66,280.51</b>
<b>Total Revenue:</b>		<b>1,273,707.06</b>	<b>177,753.56</b>	<b>832,466.56</b>
<b>Expenditures:</b>				
Salaries		308,005.00	74,732.20	329,814.00
Benefits		118,102.47	17,270.56	79,484.52
<b>Salary/ERE:</b>		<b>426,107.47</b>	<b>92,002.76</b>	<b>409,298.52</b>
Phone & Internet		2,519.99	1,581.17	6,324.68
Rental Expense		23,322.00	5,745.00	23,322.00
Postage and Freight		25.00	-	25.00
Memberships		1,200.00	-	1,200.00
Legal Services		12,000.00	280.00	6,000.00
Other Professional Services		1,500.00	1,000.00	1,500.00
Computer Equipment		2,100.00	282.34	3,000.01
Office Equipment Under \$5,000		425.00	224.77	425.00
Copying and Printing		2,440.00	-	2,440.01
Office Supplies		2,000.00	87.95	2,000.00
Computer Software		2,500.00	589.18	2,499.99
Food		1,200.00	-	500.00
Payroll Processing		3,300.00	4,565.85	15,000.01
Insurance (Liability/Auto/Property)		5,000.00	168.09	700.00
Financial Services (CPA/Audit)		-	81.25	810.00
IT Expense		4,740.00	2,470.00	6,025.00



**MetroPlan**  
 Flagstaff Metropolitan Planning Organization  
 FY21 Budget to Actuals  
 7/1/20-9/30/20

		FY2021		
		Amended Budget	Year to Date Actuals	FY21 Year End Estimates
	<b>Operations:</b>	64,271.99	17,075.60	71,771.70
	Travel, Lodging and Meals	5,500.00	-	-
	Registration	1,000.00	-	1,000.00
	Education and Training	3,600.00	-	3,600.00
	<b>Travel and Training:</b>	10,100.00	-	4,600.00
	Consultant Fees	13,000.00	-	62,163.80
	Advertising	2,600.00	-	2,600.00
	Burgess and Niple Inc	17,459.89	-	21,824.86
	Streetlight Data (NAIPTA)	50,000.00	26,836.20	26,836.20
	Milton Underpass (15% planning)	99,393.11		-
	Small Local Projects	50,000.00		50,000.00
	Lone Tree T1	150,000.00		30,000.00
	W Route 66 CMP	61,974.63		-
	Regional Transportation Plan (SPR)	150,000.00		100,000.00
	Mountain Line 5305e Project	150,000.00	8,101.72	29,722.00
	<b>Projects:</b>	744,427.63	34,937.92	323,146.86
	<b>Total Expenditures:</b>	1,244,907.09	144,016.28	808,817.08



# METROPLAN

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## STAFF REPORT

**REPORT DATE:** November 19, 2020  
**MEETING DATE:** December 2, 2020  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** TIP Amendment for Bicycle and Pedestrian Projects

### 1. Recommendation:

**i** Staff recommends that the Board award a \$50,000 competitive mini-grant to the City of Flagstaff for Bicycle and Pedestrian projects and approve the related Transportation Improvement Program amendment.

### 2. Related Strategic Workplan Item

**i** 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.

### 3. Background

**i** MetroPlan released a notice of funding availability on October 6, 2020. This notice was consistent with the approach discussed with the TAC, Management Committee and Board in August and September 2020. One application from the City of Flagstaff for the “Kinlani Sidewalk” project was received.

MetroPlan staff discussed the mechanics of funding flow with ADOT and the City of Flagstaff and have concluded that the funding should be distributed to the City of Flagstaff for Bicycle and Pedestrian projects in general rather than for any particular project. This allows the City to submit an eligible project, exchange STBG funds for HURF funds, and move forward.



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*Given that no other applications were received and the original application project will be included in the larger program staff feel this level of flexibility is warranted and in the best interest of the member agencies and the people we serve.*

## 4. TAC and Management Committee Discussion

- i** *The TAC passed a motion in support of this recommendation and the Management Committee expressed support.*

## 5. Fiscal Impact

- i** *MetroPlan has budgeted a \$50,000 expense in FY 2021 for this mini-grant.*

## 6. Alternatives

- i**
  - 1) Approve the mini-grant project, approach and TIP amendment. This alternative would be consistent with MetroPlan's strategic plan and prior actions of the Board to approve the mini-grant project.*
  - 2) Do not award the project. This alternative would reserve funds for other MetroPlan projects such as the Lone Tree TI, Route 66 or Milton Underpass project priorities adopted by the Board.*

## 7. Attachments

- i**
  - Mini-Grant Project Criteria and Approach.*
  - Email announcing funding availability*
  - Application from the City of Flagstaff for the Kinlani Sidewalk project*



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Flagstaff, AZ 86001  
928-266-1293  
www.metroplanflg.org

## MetroPlan Mini-Grant 2020 Project and Approach

### **Purpose:**

The purpose of this mini-grant is to support transportation projects of MetroPlan member agencies so that a small project can be more readily completed.

### **Eligibility:**

MetroPlan Member agencies are eligible to apply for funds including the City of Flagstaff, Coconino County, ADOT, NAU and Mountain Line.

### **Criteria:**

MetroPlan seeks to fund small projects that need additional money to be successful. Criteria for evaluating projects are as follows:

- 1) Timeliness. Projects should be completed by December 30, 2022.
- 2) Multi-Modal. Projects should have a multi-modal element.
- 3) Leverage. Projects should have at least 50% match
- 4) Readiness: Project should be eligible for a categorical exclusion or already have National Environmental Policy Act (NEPA) clearance.

### **Considerations and Preferences:**

- 1) If an exchange for Highway User Revenue Funds (HURF) are used there will be a 10% surcharge.
- 2) Projects should be consistent with adopted neighborhood plans
- 3) Small construction or capital projects are preferred, but planning projects will be considered.

### **Review Panel and award:**

Projects will be evaluated by MetroPlan staff. A staff recommendation will be made to the MetroPlan Technical Advisory Committee, Management Committee and Executive Board with a request for endorsement from each group.

### **Timeframe:**

September 2020: Process Adoption

October 2020: Competitive process opened

December 2020: Grant Awarded

### **Application Process:**

MetroPlan member agencies are asked to submit a PDF file via e-mail of no more than 2 pages that provides a project description, project timeframe, project map or schematic, and project budget. Letters of support can be included but are not required.

Applications should be submitted to Jeff Meilbeck, MetroPlan Executive Director at [jeff.meilbeck@metroplanflg.org](mailto:jeff.meilbeck@metroplanflg.org) by October 31, 2020

**From:** [Jeff Meilbeck](#)  
**To:** [Management Committee](#); [TAC](#)  
**Subject:** MetroPlan Mini-Grant -- Applications Open -- Due October 31st  
**Date:** Tuesday, October 6, 2020 11:33:55 AM  
**Attachments:** [MetroPlan Mini Grant Project and Approach FINAL.pdf](#)  
[image002.png](#)

---

Dear MetroPlan Management Committee, Technical Advisory Committee and Friends:

I am pleased to share the MetroPlan mini-grant application for FY 2021. As discussed at MetroPlan's August and September meetings, this grant application is designed to be extremely efficient with a minimum of bureaucratic onerousness. The one page grant description is attached. Please note that only MetroPlan member agencies are eligible to apply for this funding: ADOT, the City of Flagstaff, Coconino County, Mountain Line and NAU.

Please distribute to your staff teams as you see fit and please contact me with any questions.

Respectfully,

**Jeff Meilbeck**  
**MetroPlan Executive Director**  
**928-220-2272**  
[Jeff.meilbeck@metroplanflg.org](mailto:Jeff.meilbeck@metroplanflg.org)

***Our Mission: Leveraging cooperation to maximize financial and political resources for a premier transportation system.***



# Kinlani Sidewalk

## MetroPlan Mini-Grant Application

October 2020

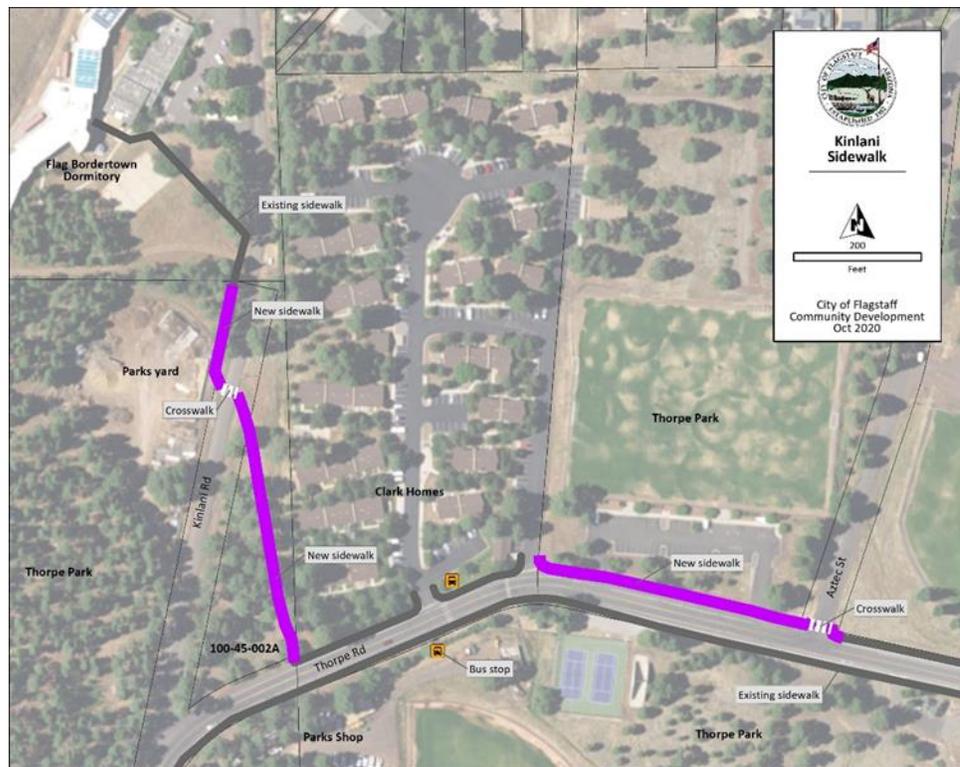


### Project information

#### Description

This project will build two sections of concrete sidewalk – a little more than 1000 feet in length – to help create a continuous pedestrian route to a variety of destinations for residents of the Flagstaff Bordertown Dormitory (FBD). The western segment of sidewalk will be six feet in width and approximately 600 feet in length. It is aligned across a City-owned parcel and will connect the public sidewalks along Thorpe Road with an on-site sidewalk that currently ends at the southern boundary of the FBD. A crosswalk across Kinlani Road is planned near the north end. A crosswalk across Thorpe Road is planned near the north end.

The eastern segment is located along the north side of Thorpe Road, between Clark Homes and Aztec Street, across the frontage of the City’s multi-purpose fields at the north end of Thorpe Park. This segment will be five feet in width and just under 500 feet in length. Curb-and-gutter will complete the edge of the street through this section, curb ramps are needed at both ends of the new sidewalk, and new driveway pans are planned where the sidewalk crosses existing driveways.



#### Function

The western segment will generally follow the alignment of an existing dirt pathway across the City parcel that is well-used by residents of the dormitory. Almost all the dorm’s residents attend Flagstaff High School, and most walk from the dorms to the school, a distance of one-half to three-quarters of a mile. The new sidewalk also connects to two bus stops on Thorpe Road for Mountain Line’s Route 5.

The easterly segment completes the last missing sidewalk gap along Thorpe Road between Bonito Street and Clark Homes, an 80-unit affordable apartment complex managed by the City of Flagstaff Housing Authority. Both sidewalks provide better walking access for residents to downtown Flagstaff, Wheeler Park, the library, and a variety of other destinations in the area.

**Ownership**

The planned sidewalks are located entirely on a parcel owned by the City (APN 100-45-002A) or within the rights-of-way for Thorpe Road and Kinlani Road.

**Maintenance**

Facilities staff at the dormitory will sometimes clear snow from the existing dirt path, however the path is muddy and often unusable in wet conditions. City staff will explore an agreement with FBD to allow them to clear snow from the concrete sidewalk during winter months.

**Flagstaff Bordertown Dormitory**

FBD is a residential facility that houses approximately 160 high school-age Native American students from throughout the Four Corners region. The facility is operated by the Bureau of Indian Affairs (BIA).

**Project timeframe and budget**

**Schedule**

The schedule calls for design to be completed during the winter of 2021, and construction to take place in the spring or summer of 2021. The project should be completed that summer, prior to the grant deadline of December 30, 2022.

**Budget**

Total budget for this project is \$98,761, as detailed in the cost estimate to the right. The City’s match is \$49,381 or 50 percent of the total, and the mini-grant request is for \$54,867. A surcharge of 10 percent of the grant amount, or \$5,487, is included for the HURF exchange.

Cost estimate				
Item	Quan	Cost	Unit	Total
Sidewalk 6 ft	600	48	lin ft	28800
Sidewalk 5 ft	425	40	lin ft	17000
Curb ramp	3	2100	each	6300
Crosswalk	66	10	lin ft	660
Curb-and-gutter	425	24	lin ft	10200
Driveway pan	2	2250	each	4500
Contingency		0.20	pct	13492
Design		0.12	pct	9714
Construction admin		0.10	pct	8095
<b>Total</b>				<b>98761</b>

**Delivery**

This project will be managed and built as part of the City’s planned infill sidewalk program, which has identified 23 short missing sidewalk segments scattered around the community. This program is funded at \$267,000 in the current fiscal year (FY21), and another \$168,000 will be requested in FY22 with funding from the City’s transportation tax (Prop 419). The local match will be drawn from this fund. Because the project does not have environmental clearance, a HURF exchange is requested.

Sources of funds			
MetroPlan mini grant	0.56	pct	54867
City match	0.50	pct	49381
HURF surcharge	-0.06	pct	-5487
<b>Total</b>			<b>98761</b>



October 26, 2020

Jeff Meilbeck  
Executive Director  
MetroPlan Flagstaff  
6 E Aspen Ave., Suite 200  
Flagstaff, AZ 86001

Dear Mr. Meilbeck:

I am writing this letter of support on behalf of the City of Flagstaff's application for grant to pay for construction of a new sidewalk from our dormitory, Flagstaff Bordertown Dormitory, out to Thorpe Road. The installation of this sidewalk would be of great benefit to our residents who are students at Flagstaff High School and walk to school daily during the school year. We have collaborated with the City of Flagstaff and support their efforts to get this sidewalk installed for the safety and welfare of our students. Thank you for your consideration of their request.

Sincerely,

A handwritten signature in black ink that reads "Theresa Boone-Schuler".

Theresa Boone-Schuler,  
CEO

xc: Martin Ince



**Mountain Line**

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · [www.mountainline.az.gov](http://www.mountainline.az.gov)

October 27, 2020

Jeff Meilbeck, Executive Director  
MetroPlan  
[jmeilbeck@metroplanflg.org](mailto:jmeilbeck@metroplanflg.org)

RE: Letter of Support for Kinlani Sidewalk Project - MetroPlan Mini-Grant 2020

Mr. Meilbeck:

Mountain Line supports the City's sidewalk project to connect the Flagstaff Bordertown Dormitory (aka "Kinlani Dorm") to transit. This project is a good example of the many "missing" sidewalk segments in our community identified in the City's Active Transportation Master Plan.

Mountain Line's Route 5 already serves the neighborhood along Thorpe Road connecting residents to the hospital, schools and downtown. The new sidewalk infrastructure will enable Native American students, typically living in Flagstaff without access to a vehicle, to more easily and safely walk to access two sets of bus stops. The Kinlani Sidewalk Project also includes a missing sidewalk section adjacent to the City's recreational fields located near Clark Homes, the City's public housing development.

The mini-grant will enable the City to address one small capital project, which due to modest scale, can often be more challenging to deliver design and construction in a cost effective manner. The mini-grant will boost funding so the City can deliver the project with staff and vendor resources available.

Thank you for your consideration of this project.

Best Regards,

Kate Morley  
Deputy General Manager

*Getting you where you want to go*





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## STAFF REPORT

**REPORT DATE:** November 19, 2020

**MEETING DATE:** December 2, 2020

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

**FROM:** David Wessel, Planning Manager

**SUBJECT:** TIP and UPWP Adoption Schedule

### 1. Recommendation:

**i** Staff recommends the Board adopt a schedule for the FY 2022-2026 Transportation Improvement Program and FY 2022-23 Unified Planning Work 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. MetroPlan is also mandated to produce a Unified Planning Work Program (UPWP). Currently, the UPWP is on a two-year cycle,.

Major updates to the TIP happen annually and UPWP adoption every two-years and both require compliance with public participation rules. For the TIP this includes a call for projects. Both require a public comment period. Endorsement of the TIP and UPWP adoption schedules, and subsequent approval by the Board, authorizes staff to submit requisite advertisements and postings saving time and action.

The proposed 2022-2025 TIP adoption schedule is:

- December 2, 2020 – Executive Board approves TIP adoption schedule
- January 27, 2021 – Call to member agencies to submit draft capital improvement programs
- February 28, 2021 – Ad in Daily Sun and web posting: Call for Projects
- April 25, 2020 – Ad and posting: Call for Comments
- April 25, 2020 – TAC reviews draft TIP
- May 26, 2021 – TAC recommendation to Board for TIP adoption



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- *June 2, 2021 – Board adoption*

*The proposed 2022-2023 UPWP adoption schedule is:*

- *February 24, 2021 – TAC reviews draft*
- *March 28, 2021 – Ad in Daily Sun. Ad and posting: Call for Comments*
- *April 28, 2021 – TAC recommends UPWP adoption to the Board*
- *May 5, 2021 – Board adoption*

## 4. TAC and Management Committee discussion

**i** *TAC and Management Committee supported the 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 and UPWP adoption schedules.*  
**Recommended**
  - 2) *Do not support adoption. May result in project delays or loss of funding.*

## 7. Attachments

**i** *No attachments*



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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:** November 20, 2020  
**MEETING DATE:** December 2, 2020  
**TO:** Honorable Chair and Members of the Board  
**FROM:** Jeff Meilbeck, Executive Director  
**SUBJECT:** Milton Corridor Master Plan Update

### 1. Recommendation:

**i** None. This item is for discussion only.

### 2. Related Strategic Workplan Item

**i** Participate in, review, and take formal action in support of -- or recommending adjustments to -- ADOT's Milton/Hwy 180 plan by June 30, 2021.

### 3. Background

**i** ADOT held a virtual open house on November 18, 2020 to gain public input on the Milton Road Corridor Master Plan (CMP). Going into the open house, the "No Build" alternative was the highest scoring alternative through the ADOT process. MetroPlan staff have been collaborating with ADOT, Mountain Line and City of Flagstaff on ADOT's planning effort.

Staff perspective is to support ADOT's efforts while they compile the results of the November 18th Open House. MetroPlan is keenly interested in learning what ADOT's recommended alternative will be based on Open House input. Following those recommendations, MetroPlan staff will continue to stay involved with project partners to fully understand the options, implications and rationales. Ultimately, MetroPlan's goal is to meet the spirit of our Strategic WorkPlan measurable objective and "take formal action in support of – or recommending adjustments too – ADOT's Milton/Highway 180 plan by June 30, 2021.



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## 4. TAC and Management Committee Discussion

**i** *TAC members received a PowerPoint presentation by ADOT staff. Management Committee members discussed some concerns about a potential “no build” scenario, expressed interest in ongoing collaboration among local partners, and recognized ADOT’s role as a MetroPlan member agency and project manager. At core, there was strong interest for MetroPlan to stay collaboratively engaged in this important project.*

## FMPO Funding Sources & Eligible Applicants Matrix

Prepared February 2020

Annual Funding									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
Federal Highway Administration	Metropolitan Planning	PL	\$122,000	✓					
FHWA-ADOT	State Planning & Research	SPR	\$125,000	✓					
FHWA	Surface Transportation Block Grant	STBG	\$466,000	✓	✓	✓	✓	✓	✓
Federal Transit Administration	Metropolitan & Statewide Planning	5305d	\$38,000	✓					

In-State Competitive Grants									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA	Highway Safety Improvement Program	HSIP	\$5,000,000	✓	✓	✓		✓	✓
FHWA	Transportation Alternative Program	TAP	\$1,000,000		✓	✓	✓	✓	✓
FTA-ADOT	Metropolitan & Statewide Planning	5305e	\$300,000	✓			✓		✓
FHWA	Railway Highway Crossings Program				✓	✓		✓	
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000		✓	✓		✓	
State of Arizona	Special Appropriation		\$3,000,000 - \$20,000,000	✓	✓	✓	✓	✓	✓

In-State Partnership Opportunity									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
FHWA	Surface Transportation Block Grant	STBG, etc.	Varies	✓	✓	✓	✓	✓	✓

National Competitive Grants									
Source	Program	Abbreviation	Range / Amount	Eligible Applicants					
				MetroPlan	City of Flagstaff	Coconino County	Mountain Line	ADOT	NAU
USDOT	Better Utilizing Investments to Leverage Development	BUILD	\$5,000,000-\$200,000,000	✓	✓	✓	✓	✓	✓
FHWA	Infrastructure for Rebuilding America	INFRA	\$5,000,000 - \$100,000,000		✓	✓	✓	✓	✓
FHWA	Advanced Transportation and Congestion Management Technologies Deployment	ATCMTD	\$60,000,000 nationwide		✓	✓	✓	✓	✓
FRA	Consolidated Rail Infrastructure and Safety Improvements	CRISI	\$250,000,000 nationwide		✓	✓		✓	
U.S. Congress	Special Appropriation		varies	✓	✓	✓	✓	✓	✓

## FMPO Funding Sources & Eligible Uses Matrix

Prepared February 2020

Confidence or Probability Level High Medium Low

Annual Funding									
				Eligible Uses					
Source	Program	Abbreviation	Amount	Staff	Overhead	Planning / Data	Construction	Match	Non-eligible Activity
Federal Highway Administration	Metropolitan Planning	PL	\$122,000						
FHWA-ADOT	State Planning & Research	SPR	\$125,000						
FHWA	Surface Transportation Block Grant	STBG	\$466,000						
Federal Transit Administration	Metropolitan & Statewide Planning	5305	\$38,000						

In-State Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Highway Safety Improvement Program	HSIP	\$5,000,000						
FHWA	Transportation Alternative Program	TAP	\$1,000,000						
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000						
FHWA	Railway Highway Crossings Program								
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000						
State of Arizona	Special Appropriation		\$3,000,000 - \$20,000,000						

In-State Partnership Opportunity									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Surface Transportation Block Grant	STBG, etc.	Varies						

National Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
USDOT	Better Utilizing Investments to Leverage Development	BUILD	\$5,000,000-\$200,000,000						
FHWA	Infrastructure for Rebuilding America	INFRA	\$5,000,000 - \$100,000,000						
FHWA	Advanced Transportation and Congestion Management Technologies Deployment	ACTMTD	\$60,000,000 nationwide						
FRA	Consolidated Rail Infrastructure and Safety Improvements	CRISI	\$250,000,000 nationwide						
U.S. Congress	Special Appropriation		varies						



# METROPLAN

GREATER † FLAGSTAFF

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”.