



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

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Approved Minutes FMPO Executive Board 10:45 a.m. to 12:15 p.m. Thursday, May 25, 2017

Special Location: Coconino County Offices, 2nd Floor Conference Room

219 East Cherry Avenue, Flagstaff, Arizona 86001

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.***

Chair Babbott called the meeting to order at 10:46 am.

EXECUTIVE BOARD MEMBERS

Art Babbott, Chair, Coconino County Board of Supervisors **Present**
Jeff Meilbeck, Vice-Chair, NAIPTA CEO & General Manager **Present**
Coral Evans, Mayor, Flagstaff City Council **Present**
Jesse Thompson, Arizona State Transportation Board Member **Present**
Matt Ryan, Coconino County Board of Supervisors **Present**
Celia Barotz, Flagstaff City Council **Present**
Jim McCarthy, Flagstaff City Council **Present**

FMPO STAFF

David Wessel, FMPO Manager **Present**
Martin Ince, Multimodal Planner **Absent**
Dusty Rhoton, Administrative Specialist **Present**

OTHERS

Audra Merrick, ADOT District Engineer **Present**

I. PRELIMINARY GENERAL BUSINESS

1. PUBLIC COMMENT

There was no public comment.

2. ANNOUNCEMENTS

None.

3. ITEMS FROM THE BOARD

None.

4. APPROVAL of MINUTES.

Minutes of May 1, 2017

(Pages 6-11)

Motion: Mr. Meilbeck made a motion to approve the minutes of May 1, 2017 as written. Ms. Barotz seconded the motion. Motion passed unanimously.

II. OLD BUSINESS (Continued, postponed, and tabled items.)

1. **FMPO FY 2018 Transportation Improvement Program Amendment Plaza Way Right Turn Lane**

(pages 12-15)

FMPO Staff:

David Wessel, Manager

Mr. Wessel provided a synopsis of the ADOT Plaza Way Southbound Right Turn Lane Project and the need to resolve the historic drainage problem at the same location (*resulted in exceeding the ADOT budget of the project*) which is why ADOT approached the FMPO looking for additional funds to design the drainage correction as well as construct it which would require a TIP Amendment. Mr. Wessel continued the LED Street Lighting Project is a multi-year replacement program. In terms of new information when Mr. Wessel spoke with the City of Flagstaff Capital Section and Public Works Section and as far as bundled projects – this is not programmed, but as part of the overlay, they do plan to be on Plaza Way in a couple of years, and they would be happy to address the drainage issue at that time. However, this will require significant grading work. Mr. Babbott asked for further clarification relating to the new information which Mr. Wessel responded and in the overlay, they indicated they could amend the scope of that particular section to do the grading work in order to get this corrected. The implications are if the money is not available, there is the possibility the COF could address this in a couple of years. Ms. Barotz asked if the COF was using the sales tax pot of money for the overlay and Mr. Wessel responded it would be part of the overlay.

Ms. Merrick distributed a more detailed map, photograph and provided an additional overview of the project. She added that in June of 2014, there were traffic counts done which warranted the R turn lane criteria by over 4 times, which is why in 2014 the ADOT District office submitted and competed state wide for the right turn lane project. She continued that in 2014 they requested letter of supports and FMPO supported the project (resolving summer drainage, may help solve problems with delays with Route 14, as well as ice conditions). ADOT received the project which was kicked off in 2016 and are currently between 60 and 95% design – expect 95% design by the end of the year and construction to begin in spring of next year. She added that when the Plaza Lane came in – it created a low point in the wrong location, and she explained the work that would be done to correct it. She concluded that it would also resolve any ADA concerns for both the city and state.

Mr. Meilbeck noted his concerns on how this amendment related to the measurable goals of the Strategic Plan of the FMPO – nothing that talks about this kind of project and it doesn't provide any leadership or leveraging and is about 25% of the FMPO budget. Believes no money should be put into this project. Mr. McCarthy inquired what else the money could be used for and Mr. Wessel answered it could be project scoping, staffing, and planning efforts. Ms. Barotz noted her confusion in relation to the process. Mr. Babbott acknowledged that the right turn is an important feature that will take place regardless. Mr. Ryan added that when you leverage for a project and sees this now two half-done projects. Mr. Babbitt inquired if the council weighed in on taking funds from the lighting program and Ms. Barotz answered that they are still awaiting a final report after receiving an update and the recommended solution wasn't clear and it hasn't been discussed on moving forward at this time. Ms. Evans added the council was a long way from deciding what to do and it could be 6-8 months before a decision is made. Coral continued that when looking at the South Plaza Way project from a resident standpoint, if the right turn lane is done and the drainage isn't taken care of until at a later date, this would be an opportunity to do it once rather than twice. Mr. Meilbeck added that sales tax revenues have come in higher than projected and would rather see this done by the City of Flagstaff rather than

the FMPO. Mr. Babbott noted the discrepancy with sales tax revenues being used last month and the new information at today's meeting says it is in the City's 2-year capital plan which makes it difficult to make decisions. Mr. Wessel responded that the City Management and Capital Team are working with the council to shift significant amounts of monies into the 4th Street Bridge project in order to leverage funds. The overlay of Plaza Way is in the program. Ms. Evans asked if there was a possibility the overlay funding source funds could be paid back to FMPO and allow FMPO to provide the monies to complete the project now. She also suggestion to overview the overlay schedule to make sure this is included. Discussion ensued and Ms. Merrick thanked everyone for their consideration.

Motion: Mr. Meilbeck made a motion to approve the TIP Amendment of \$114,000 being transferred based on the contingency that the funds transferred will be reimbursed by the City of Flagstaff within 24 months. Mr. McCarthy seconded the motion. Motion passed unanimously.

III. NEW BUSINESS (Continued, postponed, and tabled items.)

1. FMPO Staffing, Funding and Work Program Discussion (16-26)

FMPO Staff:

David Wessel, Manager

Mr. Wessel noted that part of the Strategic Work Program was to strengthen MPO staff by creating a staffing plan that drafts descriptions that meets the vision and definition of a thriving MPO and he thanked Mr. Babbott and Mr. Meilbeck for their assistance in putting together the information to help with the need to arrive at the type of staff and how much is needed. He continued that the FMPO currently is primarily a technical organization and want to play more of a leadership role and exercise focus to leverage resources for the mission statement. He inquired how aggressive the EB would like the MPO to be in that process.

Based on preliminary discussions with the TAC about how to approach some activities, they see a need for full-time administrative staffing to support the FMPO. The TAC is also comfortable re-programming STP funds and added that the TAC, in terms of scoping, advancing priority projects, their preference is if it is a City project, they would like the COF to be doing that scoping effort. Mr. Wessel inquired how far should leadership be strengthened without losing the technical side of the FMPO. In thinking about the strategic work program and arriving a staffing decision, there are several things to think about (organization focus, leadership style and job description) and then eventually in the UPWP and TIP redirect funds to the appropriate efforts. The leadership – where do we want to exercise leadership and then what is the leadership strategy. Start influencing a communication plan – what type of strategies to employ there?

Mr. Babbott asked for more information on where the current staffing played a role as he wasn't clear on what Mr. Ince's role was. Mr. Meilbeck noted that the opportunity for the EB to be more involved was optimistic. Mr. Ryan said he liked the movement changing to leadership, but added it was important not to lose the technical piece. Mr. Babbott stated he didn't want to stay at the current status and agreed that it was a good opportunity to revision, re-prioritize and being strategic about the resources spent and see the outcome, while still maintaining the technical mandates required. He continued if current staff wasn't changed and using resources to bring other staff in the existing staff could keep the same level of technical components to their work. Ms. Merrick suggested steps ADOT is taking to be considered. Mr. Meilbeck added that technical has to happen. Ms. Evans noted we have had leadership and she feels that some great projects have been done and now becoming more focused as to what those projects will be. The strategic plan is important, perhaps when new folks come on the board, there should be a way for new people to sit down and get an understanding of what the plan is, where we are in the plan, where we are in the different projects that we are doing, and what the focus is. This allows new people to have input to the plan. Mr. Wessel noted this orientation will be a critical part of the communication plan. What does the board look like so DW knows how to serve better. Mr Thompson is a decision making body – and asked DW if he had enough authority to move forward or do you have to wait to hear from the EB. Mr. Wessel said yes, as the board takes on a larger role and the 4th street

bridge project is a good example, we are operating from the same play book, there have been some hiccups and lessons learned. Ms. Evans would like to see a better understanding in the community about what the FMPO is and isn't. There's still confusion and added that transportation is not even in the name. Is it a planning org or do they do studies, do we have everyone at the table that should be here such as NAU. Mr. Babbott and Mr. McCarthy expressed that it was nebulous and having a clearer understanding of what is going on would be beneficial. Ms. Evans added that in looking at the current staffing – what is missing to get to a higher level on the leadership scale. Mr. Wessel responded that for the manager's position to be more community engagement and relationship building with stakeholders, there will be pressure on administrative staff at half time. MI and him engage in a lot of technical work, a lot of data handling which is time consuming and having a technical staff to help with that burden or a more clear working relationship with member agencies would be valuable. Ms. Evans asked about Martin's time – how much time is technical, etc. He continued that project management which is a discussion to have in terms of the MPO's role in the scoping of projects vs. the sponsoring agencies. That could be a role in this mix. Mr. Babbott asked if there would be an opportunity for shared staffing with other jurisdictions. Ms. Evans responded that there needs to be a person that is solely focused on FMPO and the mission. Mr. Babbott asked if MI does 100% technical work and DW is doing 70% technical work. Mr. Babbott is it primarily related to mandated work products? Mr. Wessel responded Discussion ensued.

2. FY 2018 Unified Planning Work Program (pages 27-30)

FMPO Staff: David Wessel, Manager

REQUESTED ACTION: Discussion and Possible Action

Staff will seek adoption of the FY 18 Work Program. The comment period on the work program concluded May 19, 2017.

RECOMMENDED ACTION: Adopt with Conditions

Mr. Wessel announced that the FMPO was looking to have the UPWP adopted and continue with the current program and do more than a routine update with more public outreach. Board members complimented Mr. Wessel on the detailed table with the funding availability. Mr. Ryan noted that the UPWP can always still be amended. Mr. Wessel added that adopting the UPWP now was to meet the ADOT schedule requirements.

Motion: Mr. Ryan moved to approve the adoption of the FY18 Work Program. Ms. Barotz seconded the motion. Motion passed unanimously.

IV. CONCLUDING GENERAL BUSINESS

1. REPORTS

- a. TAC Action Summary April 6, 2017
- b. Staff Report
- c. Legislative activity

2. ANNOUNCEMENTS

(Informal Announcements, Future Agenda Items, and Next Meeting Date)

TAC	June 1, 2017 / 1:30 p.m. / County Human Resources
Management Committee	June 9, 2017 / 10:00 a.m. / City Hall
Executive Board	June 22, 2017 / 10:45 a.m. / County BOS, 2 nd . floor

Chair Babbott adjourned the meeting at 12:14 pm.

ADJOURNMENT

The Transportation Improvement Program (TIP) includes Northern Arizona Intergovernmental Public Transportation Authority final program of projects for section 5307 and 5339 funding under the Federal Transit Administration, unless amended. Public notice for the TIP also satisfies FTA public notice requirements for the final program of projects.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on May 18, 2017 at 5:16 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 18th day of May 2017.

Dusty Rhoton, FMPO Administrative Specialist