



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

Phone: (928) 213-2651

www.flagstaffmpo.org ♦ fmipo@flagstaffaz.gov

AGENDA

FMPO Executive Board Meeting & Retreat

9:00 a.m. to 3:00 p.m.

Thursday, February 22, 2018

NAIPTA Training Room

3825 N. Kaspar Dr., Flagstaff, Arizona 86004

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.***

EXECUTIVE BOARD MEMBERS

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

FMPO STAFF

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

I. PRELIMINARY GENERAL BUSINESS MEETING

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. 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.)

E. APPROVAL OF MINUTES (pages 6-12)
Minutes of January 25, 2018

II. NEW BUSINESS

A. Transportation Improvement Program (TIP) Amendment (pages 13-15)

FMPO Staff: David Wessel, Manager

Requested Action: Amend the Surface Transportation Block Grant TIP

Amend the Surface Transportation Block Grant Program to shift FY 18 funds in the amounts of \$255,596 for LED-Streetlights and \$27,298 for General Planning to NAIPTA-Capital Funds in exchange for NAIPTA local transit tax dollars. Exchanged funds to be programmed by the Board at a later date. The TAC recommends the funds be used for Fourth Street Bridges replacement and widening design.

Recommended Action: Approve the TIP amendment

III. REGULAR MEETING 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.

IV. FMPO ANNUAL ADVANCE

A. What is an MPO? Jim McKenzie

B. Guiding Principles: Jim McKenzie

C. Governance Structure: Jim McKenzie

D. Next Steps: Jim McKenzie

E. 18 Month Work Plan – Dave (30 minutes)

F. Federal Funding Mechanisms and Leverage: Jim McKenzie

1. (Optional if time allows)

V. 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 20, 2018 at 12:35 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 20th Day of February, 2018.

David Wessel, FMPO Manager



**FMPO STRATEGIC WORK PLAN
MARCH 2017**

FMPO Mission Statement: Leverage cooperation to maximize financial and political resources for a premier transportation system.

FMPO Vision Statement: To create the finest transportation system in the country.

The FMPO is thriving when it...

1. Is focused:
 - a. Adopts clearly delineated objectives
 - b. Provides ambitious and credible solutions
2. Leads regional partners:
 - a. Provides targeted, effective and prolific communication to “speak with one voice”
 - b. Advocates for implementation, coordination and commitment
 - c. Facilitates collaboration among partners
 - d. Accountable for leveraging plans that lead to successful construction and services
3. Leverages resources:
 - a. Strategically leverages project champions and other plans
 - b. Writes and secures competitive grants

FMPO Measurable Objectives

1. Strengthen FMPO Board Leadership by...
 - a. Consider inviting NAU President’s office to serve on the FMPO Executive Board by June 2017
 - b. Evaluate and revise as needed FMPO governing documents to establish Executive Board’s authority for adopting policies related to personnel and financial decisions by October 2017.
 - c. Document in a simple matrix internal financial realities making sure board understands opportunities and limitations of different funding sources by May 2017
2. Strengthen FMPO Staff by...
 - a. Creating a staffing plan and job descriptions to meet mission, vision, and definition of thriving FMPO (leadership, communication, advocacy, consensus building) by April 2017
 - b. Create capacity to make planning staff adjustments in FY 18 with host agency by March-April 2017
 - c. Identify leadership and staff training opportunities by May 2017

3. Identify top 3 capital projects by...

- a. Getting Board adoption by July 2017
- b. Creating clear messaging and talking points by August 2017
- c. Creating collateral material for all members by October 2017

4. Create and deliver a communication plan by...

- a. Defining standards for written and oral presentations by September 2017
- b. Documenting roles and responsibilities for staff, TAC and Board members by October 2017
- c. Clarifying triggers and expectations for when communication will be provided by November 2017
- d. Having communication plan adopted by Board by December 2017

5. Create a plan to fund top projects by...

- a. Researching available funding sources and classifying those sources as high, medium and low confidence by July 2017
- b. Adopting a 20 year fiscally constrained regional transportation plan, i.e. high confidence, capital plan by July 2017
- c. Adopting a 5 to 10 year "aspirational" capital plan by October 2017 that identifies more ambitious projects and strategies for securing competitive funding.

6. Document for Board understanding FMPO role for regulatory and technical compliance by June 2018

- 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.

FMPO Funding Sources & Eligible Uses Matrix

Prepared May 18, 2017

Annual Funding									
				Eligible Uses					
Source	Program	Abbreviation	Amount	Staff	Overhead	Planning / Data	Construction	Match	Non-eligible Activity
Federal Highway Administration	Metropolitan Planning	PL	\$110,000	★	★	★			
FHWA-ADOT	State Planning & Research	SPR	\$125,000	★	★	★			
FHWA	Surface Transportation	STBG	\$463,000	★	★	★	★		
Federal Transit Administration	Metropolitan & Statewide Planning	5305	\$36,000	★	★	★			
Local	General Funds	Local	\$27,500	★	★	★	★	★	★
In-State Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
FHWA	Highway Safety Improvement	HSIP	\$5,000,000				★		
FHWA	Transportation Alternative Program	TAP	\$1,000,000				★		
FTA-ADOT	Metropolitan & Statewide Planning	5305	\$300,000			★			
National Competitive Grants									
				Eligible Uses					
Source	Program	Abbreviation	Range Amount	Staff	Overhead	Planning	Construction	Match	Non-eligible Activity
USDOT	Transportation Investments Generating Economic Recovery	TIGER	\$5,000,000-\$200,000,000				★		
FHWA	Fostering Advancements in Shipping & Transportation for the Long-term Achievement of National Efficiencies	FASTLANE	\$5,000,000 - \$100,000,000			★	★		
FHWA	Federal Lands Access Program	FLAP	\$250,000 - \$30,000,000			★	★		
FHWA	Advanced Transportation and Congestion Management Technologies Deployment		\$60,000,000 nationwide			★	★		
FHWA	Railway Highway Crossings Program						★		



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Draft Minutes

FMPO Executive Board

10:45 a.m. to 12:15 p.m.
Thursday, January 25, 2018

Flagstaff City Hall Council Chambers

211 West Aspen 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 Meilbeck called the meeting to order at 10:45 am.

EXECUTIVE BOARD MEMBERS

Jeff Meilbeck, Chair, NAIPTA CEO & General Manager **Present**

Jesse Thompson, Vice-Chair, Arizona State Transportation Board Member **Present**

Coral Evans, Mayor, Flagstaff City Council **Present**

Matt Ryan, Coconino County Board of Supervisors **Absent**

Celia Barotz, Flagstaff City Council **Present**

Jim McCarthy, Flagstaff City Council **Present**

Art Babbott, Coconino County Board of Supervisors **Present**

FMPO STAFF

David Wessel, FMPO Manager **Present**

Martin Ince, Multimodal Planner **Absent**

Dusty Rhoton, Administrative Specialist **Absent**

OTHERS

Kevin Adam, Rural Transportation Advocacy Council **Present**

Miles Begay, Tribal Transportation Manager **Present**

I. PRELIMINARY GENERAL BUSINESS

A. PUBLIC COMMENT

Miles Begay, Tribal Transportation Manager, working with the Navajo County Public Works introduced himself as traveling with Jesse Thompson as an assistant.

B. ANNOUNCEMENTS

Chair Meilbeck moved item II. A. Legislative Update to end of agenda

C. ITEMS FROM THE BOARD

None.

D. APPROVAL OF MINUTES
Minutes of October 26, 2017

(pages 8-13)

Mr. McCarthy noted that Walter Crutchfield is listed as an FMPO Staff Person, so he should be under visitors or something. He continued it said in the minutes that Walter Crutchfield said Milltown would be 60' high. Was wondering if anyone remembers if that is true? That may be too much detail. That's significant because I thought it was going to be 90' tall, so it might be worth reviewing the tape.

Motion: Mr. Babbott made a motion to approve the minutes with the edits by Council Member McCarthy and advised we strike the height until we know for sure. Mr. McCarthy seconded the motion. Motion passed unanimously.

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

A. **Legislative Update**

(pages 14-20)

FMPO Staff:

David Wessel, Manager

Keven Adam of the Rural Transportation Advocacy Council provided updates on the State and Federal level as follows:

State: Arizona's growing economy hasn't translated into a lot of additional revenues that lawmakers will have to work with in the coming year. One of the biggest focuses and challenges has been to stop the HURF rates (*stop relying on this money that is supposed to be going to the infrastructure and has been getting diverted to the general fund*). He continued the easiest way to accomplish that is to utilize revenue growth and added that unfortunately the Governor's budget proposal recently released failed to include or recommend a reduction in HURF rates and there is actually an increase. On a positive note, the State Legislature has been more supportive and there's gaining momentum to minimize the HURF rates. Mr. Wessel noted that the FMPO, in collaboration with NACOG & CYMPO (broader stakeholder effort), a package of bills have been developed that may make modest increases in revenues and Mr. Adam provided more information. Mr. Adam continued that the Governor was looking to improve efficiencies which everyone supports and ADOT was able to identify about 5 million in cost efficiencies that are occurring. He added looking into developing a highway safety fee which would be collected as part of the vehicle registration process. The ADOT Director would

set the level at an amount that would generate enough revenue to cover 110% of the highway patrol's annual operating budget which right now is about 130 million.

Federal: Mr. Adam noted there was a lot of unpredictability and was hoping the budget would have been resolved and is up against another deadline on February 8, 2018 and added that it did appear that an infrastructure package may be close to being considered. He continued that this may also be a considerable part of the State of the Union Address on Tuesday and added that it is anticipated that after the address the administration will release a fairly detailed proposal for infrastructure investment. Mr. Adam then overviewed the President's budget proposal last year and then answered questions from the Board. Discussion ensued.

B. Strategic Retreat Planning – Task Force Report (pages 15-31)

FMPO Staff:

Jeff Meilbeck, Board Chair

Chair Meilbeck stated that the Strategic Plan was written in October, in collaboration with Mr. Wessel, Mr. Babbott and Ms. Barotz which was to tie together the FMPO mission and vision statement and added that one of the organizational objectives was to consider expanding the board and really looking at the governing documents.

Thriving: Mr. Meilbeck then overviewed the definition of thriving (*noted at the core, the founding documents may not provide the footing and clarity needed to meet the definition of thriving*). Thriving was summarized as an organization being focused and leading regional partners and leveraging resources. He continued that the founding resolution adopted in 1997 does not delegate authority to the FMPO Board to add or change members (*Board is looking to add NAU*), so there is a need to look at changing the document so the authority to do so is met.

IGA: Mr. Meilbeck stated only 2 of the FMPO members have signed the IGA (*document that spells out how the FMPO is governed and how the member agencies work together which expires in 2 years*). He continued that the opportunity to work on the IGA could really strengthen the FMPO and get really clear on rules and responsibilities. He added the City of Flagstaff under the current IGA provides legal services to the FMPO and said he, along with Mr. Wessel met with the City Attorney's office and they said they do have time and the capacity to look at the founding resolution, the bylaws and the IGA and could do so in 3-4 months.

Upcoming Retreat: Mr. Meilbeck added that the task force discussed the best way to build the FMPO in a manner that will thrive consistent with the mission and guiding principles and further announced the FMPO Strategic Advance Retreat to be held on February 22, 2018 being held in the NAIPTA Training Room which will be Board focused with a facilitator brought in. He continued the Retreat will spend time talking about successes in the past year, establish guiding principles, talk about governance, discuss how to make decisions going forward, how to divide up costs, and how to grieve on disagreements.

Mr. Babbott stated the Board needs to focus more on answering key questions and spend time reaffirming and going over what does the FMPO mean and as reminded in each Executive Board packet, to see where finances come from and are being spent. He continued that he is looking forward to discussions on financial management policies for the FMPO and when funds have been allocated, that the strategies used to do so are deployed in a predictable and thoughtful manner and he gave the example by Mayor Evans and the monies allocated for the Plaza Way project. Mayor Evans suggested changing verbiage to say "who" is the FMPO and perhaps video or taping the answer as she feels there is still a lot of confusion in the community

as to what the FMPO does and then this segment should be exhibited on the website as well. Mr. Thompson brought up the difficulties with providing assistance to rural areas and roads coming into communities such as Holbrook and Winslow. Discussion ensued.

III. NEW BUSINESS

A. **Transportation Improvement Program Amendment** (pages 32-37)

FMPO Staff: David Wessel, Manager

Mr. Wessel explained this was a TIP Amendment to address funding that's been received by NAIPTA to increase section 5307 funding in the TIP by \$26, 730 for 2018. He added this is representing the actual award that was received as opposed to an earlier estimate which then includes Section 5309 funds and 5307 funds totaling approximately 6.3 million dollars for facilities construction phases 1 and 2. He added this was a recent grant award that NAIPTA was successful in receiving and by including these in the TIP, that will allow NAIPTA to request authorization for the use of those funds.

Motion: Mr. Babbott made a motion to amend the TIP as presented. Ms. Barotz seconded the motion. Motion passed unanimously.

B. **Federal Safety Targets Adoption** (pages 38-43)

FMPO Staff: David Wessel, Manager

Mr. Wessel explained the federal requirement that the FMPO adopt either ADOT state safety standard measures or local measures in order to apply for highway safety improvement program projects as safety is a primary goal at both the federal and state levels. He added the Federal government requires that the state have a strategic safety plan and subsequently, the state has made that requirement of regional organizations like the FMPO. Mr. Wessel continued that the Federal requirement is also part of their performance-based planning management to adopt safety targets related to a number of metrics, (*fatalities and serious injuries associated with crashes both by total numbers and rate*). He added the advantage of adopting local measures is being able to tailor them to what is seen as local patterns that might be different than that of the state. The FMPO has partnered with NACOG and the Central Yavapai MPO to produce a regional transportation safety plan and consulted with Burgess and Niple and made a presentation to the FMPO Technical Advisory Committee (TAC) which was discussed over several meetings which found local trends are tracking closely with state trends and with the state taking on the reporting responsibilities, the FMPO Technical Advisory Committee recommends the adoption of state measures.

Motion: Mr. McCarthy made a motion that the FMPO adopt the state safety standard targets. Ms. Evans seconded the motion. Motion passed unanimously.

C. **FY2019 Budget and Work Program** (pages 44-48)

FMPO Staff: David Wessel, Manager

Mr. Wessel overviewed the table on page 44 of the packet and referenced the top table reflecting revenues (*planning revenues, planning funds, ADOT State planning research funds*

and the 5305 is the transit metropolitan planning funds – numbers received traditionally), and noted that since the FMPO is grant funded it provides greater flexibility. He continued the next numbers (*surface transportation block grant funds of about \$460,000 annually brought forward into administration and operations*), should have been lumped together. Ms. Barotz asked for clarification on what should have been lumped together to which Mr. Wessel responded that in the table several lines starting with STBG (Executive Director, corridor study, counts and surveys) really represent the lump sum of \$460,000 more or less that would be brought into revenue for operations now which before would have gone into construction projects (specific planning efforts). He continued that per staffing discussions earlier, these funds would be used for the Executive Director position and for planning studies that leverage the Strategic Work Plan. He added that the remaining lines in the table (STP), are what is called carry forward funds – things that have already been designated, that will be continued or re-programmed. Ms. Barotz inquired if the table could have been done differently and Mr. Wessel responded he probably would have categorized general administration operations and planning as a general category and shown that as a lump sum of \$460,000. Mr. McCarthy asked what the acronym on the top of "OA" was to which Mr. Wessel responded it was Obligation Authority (*the government gives you money but only allows you to spend a certain percent of it which is usually around 90%*). Mr. Wessel explained this is why you see a reduction in funding which usually comes in a 5-Year Bill where they project funds forward and usually restrict funding in the first few years and added that sometimes you'll see that the OA goes above 100% in the last years, so you don't overspend based on projections of money coming into the highway trust fund. Mr. Wessel concluded that the bottom of the table was local funds that would come in primarily thru the transportation tax from the City of Flagstaff. Mr. Wessel then overviewed the \$114,000, (*Milton Plaza Way repay recommended by Mayor Evans to be repaid for the funds that went out for the Plaza Way Right Turn lane which is coming back in FY19 which will be part of the FMPO revenue coming in FY19*). Ms. Barotz asked if the budget draft presented could identify or include a heading that says Federal Funding and Local Funding and then total each as is done on a balance sheet so that someone who isn't familiar with acronyms would be able to understand that the top of the table is Federal Funding. Mayor Evans inquired if the local was a match or just FMPO funding to which Mr. Wessel responded it was both (some is match and some is cash for non-eligible items such as food or other items that are not federally eligible) and added that much of the match comes through In-Kind so when City, County or NAIPTA staff are working on a project (*a FMPO effort*), their time is tracked and that is used for a match. Mr. Babbott noted the importance of being reminded at each meeting to put a funding matrix together so the Board is clear about what the \$460,000 can be spent for and recommended laminated copies of same as well as the Vision and Mission and Strategic Work Plan. Mr. Babbott then asked for clarification on the assumption that an Executive Director would be \$139,000 fully burdened to which Mr. Wessel acknowledged was correct. Mr. Babbott then asked if the \$250,000 was a corridor study or just a placeholder and Mr. Wessel responded it was a placeholder. Ms. Barotz suggested at the bottom asterisks be placed with the various acronyms spelled out (*ie: FHWA*). Mr. Babbott continued that in the budgetary process to have it clearly understood what carryovers and savings are for. Mr. Wessel asked for clarification to which Mr. Babbott explained that if monies could provide the greatest flexibility for fronting money (*ie: regional projects upfront that could be used and be repaid*), and if this could be a line item in the budget. Mayor Evans suggested having a designated future project to save monies so when the time comes to fund the future project, the money is there. Ms. Barotz asked that when preparing the budget to have it "tell a story about values and numbers" so when reading it over, minimal questions have to be asked. Mr. Meilbeck thanked the Board

and summarized the discussion for a simple matrix of internal financial realities making sure the Board understands opportunities and limitations of different funding sources. Discussion ensued.

D. Citizens' Transportation Tax Commission Update
(no handout)

FMPO Staff: David Wessel, Manager

Mr. Wessel stated that the Citizens' Transportation Tax Commission has five (5) more meetings, including a January meeting on finance, a February meeting of recommended priorities, and a March meeting to finalize the project and report to Council. Discussion ensued.

IV. CONCLUDING GENERAL BUSINESS

A. REPORTS

1. TAC Action Summary:
2. Staff Reports: None

B. ANNOUNCEMENTS

1. Future Agenda Items
 - a) Addition of NAU
 - b) Citizens' Transportation Tax Committee updates
 - c) Transportation Improvement Program development and adoption
 - d) Work Program development and adoption
2. Meeting Schedule
 - a) Executive Board 2/22/18
(1) City Council Chambers
 - b) Management Committee 2/8/18
(1) City Hall Small CD Conference Room
 - c) Technical Advisory Committee 2/1/18
(1) Coconino County Human Resources

ADJOURNMENT Chair Meilbeck adjourned the meeting at 12:15 pm.

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 January 18, 2018 at 12:35 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 18th day of January 2018.

Dusty Rhoton, FMPO Administrative Specialist

FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION STAFF SUMMARY REPORT



To: FMPO Executive Board
From: David Wessel, FMPO Manager
Report Date: February 15, 2018
Meeting Date: February 22, 2018

Title: Transportation Improvement Program (TIP) Amendment for Surface
Transportation Block Grant Program (STBG)

Recommended Actions: Adopt a TIP amendment to reassign project f31401-3, LED Street lights in the amount of \$255,956 and the balance of f31702 Planning General in the amount of \$27,298 to Transit Operating and Capital in exchange for NAIPTA local transit tax funds.

- **FMPO Mission Statement:** The mission of the FMPO is to leverage cooperation among local governments and partners to maximize resources for the creation, maintenance and preservation of a sound multi-modal transportation system.
- **Vision Statement:** To create the finest multi-modal transportation system in the country for a region of similar size.

Support of Organizational Objectives:

1. Strengthen FMPO Board Leadership
5. Create a plan to fund top projects
6. Document for Board understanding FMPO role for regulatory and technical compliance by June 2018
 - a. Translating RTP key concepts into understandable terms that clearly defines funding needs and project impacts.

DISCUSSION:

Background/History:

The FMPO receives an annual allocation of \$430,542 in Surface Transportation Block Grant (STBG) funds. These funds are the most flexible funds available to the FMPO and may be used for a variety of purposes from construction to daily FMPO operations. They also must be obligated – committed to a specific purpose or project, within the year they are received or be subject to lapsing, meaning they are returned to the State.

The FMPO is reorganizing and resetting priorities. This includes the evaluation of current planned expenditures. FMPO has two projects that need to be re-programmed as they are effectively inactive: f31401-3, LED Street lights in the amount of \$255,956 and the balance of f31702 Planning General in the amount of \$27,298. The former is no longer

a priority of the FMPO Executive Board as it does not align with the Strategic Work Plan. The latter is effectively unprogrammed.

The FMPO must take action to either obligate the funds in question or convert them to unrestricted funds in order to prevent their lapsing.

Key Considerations and Alternatives:

The FMPO is reorganizing and refocusing efforts. That work is not complete, so budgetary needs and focus cannot be determined at this time. Having flexible funds available keeps the most options open.

The City is engaged in a public dialogue to extend the transportation sales tax. Two FMPO Board priority projects, J.W. Powell – Airport and Lone Tree Road widening, are very much a part of that conversation. Powell and the south end of Lone Tree lack corridor plans to guide future design. The City has no money programmed for these corridor plans. Funding these plans now will expedite project delivery should they be approved by voters. Corridor planning is eligible for STBG funds.

Community Involvement:

- TAC and EB meetings are open to the public.

Financial Impacts:

- Failing to take action may result in the lapsing of more than \$283,000.

Alternatives/Consequences:

Failure to approve the amendment will render these funds inaccessible.

Four options are available:

1. Designate the funds for “General Administration and Planning:” Designate FMPO as the sponsor. FMPO will obligate the funds and carry them forward to FY19 for programming. Funds must be invoiced within 9-12 months to remain active and not be subject to lapsing. The Federal Highway Administration is accepting of this option. It provides considerable flexibility, falls into standard procedures, and remains subject to federal requirements.
2. Designate funds for “Transit Operations & Capital” and Exchange funds with NAIPTA: Staff recommendation. This has the advantage of providing the FMPO with unrestricted funds with no time lapse risk, so it is the most flexible in terms of meeting needs that are unspecified. It has the complication of requiring agreements between NAIPTA and the City/FMPO to execute the exchange. Work plan priorities are expected to be set shortly, so the potential for corridor planning remains, should the Board elect. NAIPTA will present this to its board on February 21.
3. Designate funds for strategic work plan priority corridor plan(s). The City or FMPO would be the sponsor and produce plans for one or more of the following strategic work plan priority projects: J.W. Powell – Airport; Lone Tree – Pine Knoll to J.W. Powell.

4. Designate funds for “Fourth Street Bridges at I-40 replacement and widening design”. This is the FMPO Board’s highest priority project. An intergovernmental agreement (IGA) with ADOT for design is near completion and a second IGA for construction is being discussed. Both will require a 50/50 split. Based on funds committed to date, the City is short approximately \$500,000. Current strategies under discussion at the City include deferring other projects to find the necessary funds.

Technical Advisory Committee Input

The TAC finds all of the options acceptable and recommends them in reverse order of that presented above. A focus on delivering regional transportation plan projects is the primary reasoning for the prioritization.

Attachments:

- NAIPTA letter of request and Board Staff Report



Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive • Flagstaff, AZ 86004 • 928-679-8900 • FAX 928-779-6868 • www.mountainline.az.gov

January 26, 2018

Dave Wessel
Flagstaff Metropolitan Planning Organization
211 West Aspen Ave.
Flagstaff, AZ 86001

RE: Exchange of FMPO Surface Transportation Block Grant funds for Local Transit funding

Dear Mr. Wessel:

We understand that FMPO has approximately \$255,000 of Surface Transportation Block Grant (STBG) funds available that may lapse in the near future, returning the funds to the national level. We would like to offer that NAIPTA can put those funds to good use in support of Flagstaff's Mountain Line and Mountain Lift transit systems, keeping the funding locally. As discussed earlier this month, NAIPTA is willing to accept these federal funds and are offering to provide back to FMPO an equal amount of funding from local Transit Tax. This exchange of funds has zero financial impact on either entity but has the benefit of keeping federal funding in the local area while providing FMPO funding for future programs.

NAIPTA has immediate program needs, both operating and capital, that can be used to immediately obligate and spend these federal funds. We are able to obligate these funds quickly through existing open grant awards and can put the STBG funds quickly to good use for continued transit needs in the community. Finally, our operating and capital programs are already detailed in the TIP and the STIP, so changes to these documents should only require an administrative amendment and allow for quick expenditure of funds.

NAIPTA appreciates the funding that has come our way in the past through FMPO, and we are glad for this opportunity to exchange funds to benefit both programs. NAIPTA is grateful for the partnership between our agencies for improvement of overall transportation programs in the Flagstaff community.

Sincerely,

Heather Dalmolin
Administrative Director

Cc: Jeff Meilbeck, CEO – General Manager
Anne Dunno, Capital Project Manager



Getting you where you want to go





Northern Arizona Intergovernmental Public Transportation Authority

3773 N. Kaspar Drive · Flagstaff, AZ 86004 · 928-679-8900 · FAX 928-779-6868 · www.mountainline.az.gov

DATE PREPARED: January 26, 2018

DATE: February 21, 2018

TO: Honorable Chairman and Members of the Board

FROM: Jeff Meilbeck, CEO and General Manager

SUBJECT: NAIPTA – FMPO Exchange of Funds

RECOMMENDATION:

Staff recommends the Board of Directors authorize staff to exchange up to \$283,000 in Transit tax funding for equivalent amount of Surface Transportation Block Grant (STBG) funding from the Flagstaff Metropolitan Planning Organization (FMPO).

RELATED STRATEGIC WORKPLAN OBJECTIVE

Guiding Principles:

- ❖ Collaborate to enhance service delivery

BACKGROUND:

During a recent meeting with the FMPO, NAIPTA learned that the FMPO was at risk of losing \$255,000 of STBG funds from the Federal Highway Administration as the funding was not yet obligated and was about to lapse. Staff proposed that NAIPTA is able to use the federal funds, keeping them in the local area as designated and would be able to provide transit funds in exchange so that the FMPO did not lose funds for other transportation programs.

NAIPTA is eligible to receive this type of funding and has adequate local match from the Transit Tax as well as qualifying projects. NAIPTA will use the funds for operating cost or capital projects already budgeted within FY2018 or within the proposed FY2019 budget.

By exchanging funds, neither entity has a reduction in funding and federal funds would remain in the local community as designated.

FISCAL IMPACT:

Exchanging funds has no direct fiscal impact. NAIPTA has adequate transit tax funding to make the exchange of funds possible and has adequate local match.



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TAC DISCUSSION:

Mr. Wessel of the FMPO clarified that funding could be as much as \$283,000 and staff have modified the report for the Board of Directors accordingly.

The Transit Advisory Committee supported the recommendation of staff to the Board of Directors.

ALTERNATIVES:

- 1) Exchange up to \$283,000 with FMPO: The recommended exchange provides FMPO with ongoing program funding and ensures lapsing funds are retained in our community.
- 2) Exchange funds with FMPO but offer less than \$283,000 in transit funding: The exchange of funds could be authorized at a reduced amount of funding from NAIPTA in exchange for the funding from FMPO. For example, NAIPTA could be authorized to give FMPO \$213,000 in exchange for the \$283,000. This type of exchange has been used in past with the amount exchanged funds being as much as 25% less than funding received.
- 3) Do not authorize exchange of funding. This alternative has no impact on NAIPTA but would adversely impact the FMPO as they would lose funding needed for our community's transportation programs.

CONSIDERATIONS:

- NAIPTA service area is same as the FMPO and the work done by the FMPO has an impact on the transportation infrastructure that supports our programs.
- FMPO is a partner in NAIPTA's services and programs as well as a member of the Transit Advisory Committee.
- In prior years, FMPO has willingly transferred STBG funds to NAIPTA for the Mountain Line Bus Shelter program as support for the overall mission of our programs without requesting any exchange of funds.

SUBMITTED BY:

Heather Dalmolin
Administrative Director

APPROVED BY:

Jeff Meilbeck
CEO and General Manager

ATTACHMENTS:

1. Request Letter to FMPO, Exchange of Funds - page

