



FLAGSTAFF METROPOLITAN PLANNING ORGANIZATION

CITY OF FLAGSTAFF ♦ COCONINO COUNTY ♦ ARIZONA DOT

211 West Aspen Avenue ♦ Flagstaff, Arizona 86001

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Draft Minutes FMPO Executive Board 10:45 a.m. to 12:15 p.m. Thursday, October 26, 2017

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 Absent
Coral Evans, Mayor, Flagstaff City Council Present (*Arrived at 11:12 am*)
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 Absent

FMPO STAFF

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

FMPO STAFF OTHERS

Walter Crutchfield, Vintage Present
Floyd Roehrich, ADOT Present

I. PRELIMINARY GENERAL BUSINESS

A. PUBLIC COMMENT

There was no public comment.

B. ANNOUNCEMENTS

Chair Meilbeck noted that Mayor Evans was intending to present item IIB and that may be moved back pending her arrival.

C. ITEMS FROM THE BOARD

None

D. APPROVAL OF MINUTES

(pages 8-14)

Minutes of September 28, 2017

Motion: Mr. McCarthy made a motion to approve the minutes as written. Ms. Barotz seconded. Motion passed unanimously.

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

A. **Update on Milltown Project**

(no handout)

FMPO Staff: David Wessel, Manager

Mr. Wessel introduced Mr. Crutchfield from Vintage Partners who is involved in a number of projects with the City of Flagstaff and would provide an update on the Milltown Project.

Mr. Crutchfield noted when working on the Timber Sky development (part of which is "Park and Ride" with an EcoPass program), he purchased a book, "*Transit Design Guide*" to better understand the data related to transit and he shared the following verbiage from the book: "*Transit streets allow growth and economic activity and in developmental density without growth and traffic congestion by serving more people in less space. Transit is most productive for a city and most effective for riders when a large number of people want to travel along one street but these types of streets are inherently prone to automobile congestion without unreliable travel time when the most people need to travel. (ie: Milton Road) Streets designed for rapid transit reverse this equation making transit trips fastest on streets with high travel demand where frequency is greatest. A public transit based mobility system benefits everyone in a city whether or not they choose to ride transit.*"

He continued that as a developer, he feels having these types of conversations early is the best way to get the best outcome. He noted that TOD development in Phoenix is working well next to the light rail and the outcomes are amazing growing areas around transit. He added the Milltown Project, because it is a partnership between the City of Flagstaff, Arizona Department of Transportation, and a private development company, he saw this as an opportunity to shape a TIA that recognizes transit. He was happy to report that he had recently completed a report and pointed out the photographic renderings for the board's perusal. He continued that they had also looked at the Portland area as a peer city example and felt if adding bus-only lanes would be a great suggestion for this project.

Ms. Barotz asked for clarification on the number of units, beds, and height. Mr. Crutchfield responded it would be 368 units which translated to 1,211 beds and he noted the first story would be retail and the building would **predominantly** conform to the 60' height. **(There's one corner of one part of one building that exceeds)**

Mr. Meilbeck added that Mr. Crutchfield presented to the NAIPTA Board of Directors and Transit Advisory Committee to get feedback last month and NAIPTA, in working on the 5-year plan, they identify this area as part of their permanent transit network and this project is consistent with what NAIPTA is doing.

B. FMPO Staffing Plan

(pages 15-31)

FMPO Staff:

Coral Evans, Mayor

Requested Action:

Discussion and possible action

The Staffing Plan Task Force will present its recommendations.

Recommended Action:

The FMPO staffing task force recommends the FMPO Executive Board take the following actions: 1) approve creation of an Executive Director level position for the FMPO; 2) approve a job description for the Executive Director and an amended one for the FMPO Manager; 3) adopt a timeline for an open, competitive Executive Director recruitment process; and 4) ask the City of Flagstaff to manage the recruitment process.

Mayor Evans highlighted what the task force recommended and noted the task force consisted of herself, Ms. Barotz and Mr. Meilbeck. She continued that their recommendation is to hire an Executive Director which would go on the July 2018 hire date which is a similar budget cycle as our partners. Looking at a potential \$77,600 estimate on what is needed to make the plan work. Will work with the City of Flagstaff to finalize job descriptions. She continued that by doing this, it will strengthen the FMPO and still continue to deliver a solid work program. She added that they interviewed the FMPO manager twice, they looked at staffing structures of other organizations, contacted the Association of MPO, met with the City's HR Department (the current host organization) and they considered the impacts to the staff. They looked at the revenue sources for the FMPO and they came up with a plan that is sustainable for 5 years. She continued they looked at 48 different MPOs across the US, over 77% use this model. The role of the Executive Director and the FMPO Manager be split and the timeline is appropriate as it sets a clear line of the direction moving forward. Will put out an invitation to apply and the City of Flagstaff will manage the process. Want to continue the Manager, Multi-Modal and the PT administrative staff. They do believe the PT position is going to need to be full time but it will be up to the Executive Director to make that happen as well as find the funding to support it. Ms. Barotz added that it was a very thorough process with a lot of careful consideration which the report reflects and she asked for the board's support. Mr. McCarthy asked for further clarification on reporting. Mr. Meilbeck responded that the Executive Director reports to the Executive Board and the remaining positions report to the Executive Director. Mr. Roehrich noted that as one who works closely with the COGs and coordinates with others in other states, he said this is a model that is extremely effective.

Motion: Mr. McCarthy moved that the Executive Board approve creation of an Executive Director level position for the FMPO, approve the job description for the Executive Director that's in the packet, amend one for the FMPO Mgr per the packet and approve the timeline for an open competitive process we've talked about that's in the packet and that we ask that the City of Flagstaff manage the recruitment process through their HR Department. Ms. Barotz seconded the motion. Motion passed unanimously.

C. UPWP Work Program Amendment – Data Support (pages 32-37)

FMPO Staff: David Wessel, Manager

Mr. Wessel noted this amendment now includes letters of support from ADOT (Project Manager on the Milton & US 180 corridor master plan), and NAIPTA for their planning efforts. He continued that when attending the AMPO conference in Savannah GA, last week, he was able to come up with a working cost estimate with an ADOT vendor. He continued that in reviewing the various corridors, the John Wesley Powell Airport (a priority corridor), does not have a corridor plan and having improved modeling that this data will support will be a direct benefit to bringing this project into the development phase. He reminded the board that the funding was due to bid savings.

Mr. Meilbeck added that Mr. Wessel had been working on this over the last couple of months.

Motion: Ms. Barotz made a motion to amend the work program shifting \$65,000 to data acquisition. Mr. McCarthy seconded. Motion passed unanimously.

D. Legislative Agenda (pages 38-42)

FMPO Staff: David Wessel, Manager

Requested Action: Discussion and possible action

Staff will present a one page legislative agenda based on last month's direction.

Recommended Action: Adopt an action plan to implement legislative priorities

Mr. Wessel updated the board that at last month's meeting, an action was taken supporting the recommendation to advance funding (Vehicle Fuel Tax and Alternative Vehicle Fuel Tax) to raise money for the Highway Patrol and stop the highway user revenue funds sweeps by the legislature. He continued with the update from RTAC, 8 legislatures were present at the Rural Transportation Summit and much of the legislation being advocating is advancing. In addition, they were looking at a fuel tax on liquid nitrogen gas & compressed nitrogen gas vehicles that would be addressed so everyone is paying their "fair share" for use of the highways. Thus, if DPS is successfully funded, the need for the sweeps would go away. Governor Ducey announced that they will be working hard to hold local governments harmless in the local sweeps, (*would potentially come out of ADOT's HURF budget*). Ms. Barotz suggested changing the wording as follows: "... eliminate highway user revenue funds sweeps by the state legislature (transfers "sounds" more like a routine action and sweeps is more precise).

Mr. Roehrich concurred and added that Representative Campbell (Chair of the House Transportation Committee), who he spoke with last week at the State Transportation Board Meeting, and he noted Mr. Campbell is really looking at these fees – he feels it’s important to preserve the rural communities HURF Funds. He continued that ADOT has been working with the Governor’s staff to identify additional fees that will help to balance out the ability to fund the highway patrol portion of DPS, as well as to bring in the fair share discussion for all the alternative fuel vehicles that are expanding their use and ADOT wants to support that technology because it is great for the environment and evolution of our transportation system, but they still have an impact on the roadway. Thus, working on putting together a package that the Governor can support and work with the legislature to move this forward.

Motion: Ms. Barotz moved to amend the language in Priority 1 to read eliminate highway user revenue fund sweeps by the state legislature and that we adopt the action plan to implement legislative priorities. Mr. McCarthy seconded. Motion passed unanimously.

III. NEW BUSINESS

A. **Strategic Retreat Planning** (no handout)

FMPO Staff: David Wessel, Manager

Requested Action: Discussion and possible action

Staff will request a task force of Board members be assigned for retreat planning.

Recommended Action: Assign a task force to plan the retreat

Mr. Wessel requested two or three appointees to assist in planning for the next retreat.

Motion: Ms. Barotz recommended that chair Meilbeck chair this effort, chair the task force and take charge of assembling one and hosting the meetings to plan the retreat. Mr. McCarthy seconded. Motion passed unanimously.

IV. CONCLUDING GENERAL BUSINESS

A. REPORTS

1. TAC Action Summary: No meeting for October

2. Staff Reports: None

3. Legislative Activity: Rural Transportation Advocacy Council
legislative update (pages)

Mr. Wessel said the TAC did not meet in October and he continued the MPO worked with the City and successfully applied for the Tiger Grant and has also submitted to ADOT for a modeling grant (*transit modeling*) and should hear on both of those by the end of the year.

B. ANNOUNCEMENTS

1. Future Agenda Items

a) Addition of NAU

b) Citizens’ Transportation Tax Committee update

c) Retreat planning

Mr. Wessel noted bringing NAU on board was still on the back burner.

He continued that the next meeting falls on Thanksgiving, so the board looked at their calendars to see about a meeting after Thanksgiving that will serve for the November and December Executive Board Meetings. Upon perusal, December 14th, 2017 worked for everyone at 8:00 AM. Mr. Wessel and Ms. Rhoton to follow up to see if that date will work for the others.

Ms. Barotz thanked Mr. Roehrich for attending the meeting today.

2. Meeting Schedule

- a) Executive Board 11/23/17
(1) City Council Chambers
- b) Management Committee 11/10/17
(1) City Hall Small CD Conference Room
- c) Technical Advisory Committee 11/2/17
(1) Staff Conference Room – 2nd Floor

ADJOURNMENT Chair Meilbeck adjourned the meeting at 11:40 am.

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 October 19, 2017 at 12:35 pm in accordance with the statement filed by the Recording Secretary with the City Clerk.

Dated this 19th day of October 2017.

Dusty Rhoton, FMPO Administrative Specialist