



## DRAFT MINUTES

### City of Flagstaff TRANSPORTATION COMMISSION

4:00 PM, Wednesday June 7, 2017

City Council Chambers  
211 W. Aspen Avenue

The following link will direct you to live streaming of this meeting.

<http://www.flagstaff.az.gov/index.aspx?NID=1461>



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#### CALL TO ORDER

COMMISSION MEMBERS, voting:

Bob Kuhn, Flagstaff Unified School District - **Present**  
Julie Leid - **Present**  
Erika Mazza, NAIPTA - **Present**  
Bob Mullen - **Present**  
Vacant  
Gary Robbins, Chair - **Present**  
Derik Spice, Vice-Chair

COMMISSION MEMBERS, non-voting:

Lt. Frank Higgins, Flagstaff Police Department  
Jeff Bauman, Traffic Engineer

CITY STAFF:

Rita Severson, Recording Secretary

## **I. PRELIMINARY GENERAL BUSINESS**

### **PUBLIC COMMENT**

*At this time any member of the public may address the Commission on any subject within the Commission's jurisdiction that is not on this meeting's agenda. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item that is not listed on the prepared agenda. Commissioners may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda.*

*To address the Commission 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.*

Nat White a former City Council Member approached the Commission with a couple of items:

TIA: Mr. White told the Commission he has attended the HUB public meetings and would like the City to consider having the companies that are here for profit to help foot the bill on the traffic impacts that they may contribute to and not affect the taxpayers.

Aztec Street: This particular street is used as a cut through street and it also serves as a residential street with multi uses, neighborhood activities, schools and parking for the ball fields. Mr. White would like the City to consider some improvements to make this a safer street for pedestrians and vehicles.

### **APPROVAL OF MINUTES**

Regular Meeting of December 7, 2016

Regular Meeting of February 1, 2017

Commissioner Leid made a motion to approve December 7, 2016 & February 1, 2017 minutes as presented. Commissioner Mazza seconded the motion after clarification that the resubmittal of the December minutes was to show corrections in the highlighted area. All in favor, motion carried.

## **II. OLD BUSINESS - NONE**

## **III. NEW BUSINESS**

### **A. FMPO - Regional Transportation Plan – Blue Print 2040**

The Flagstaff Metropolitan Planning Organization (FMPO) prepared its latest version of the Region's Transportation Plan (RTP), BluePrint 2040. This document was to be presented in March as a Draft for comment, but the Transportation Commission meeting was cancelled in March. Commissioner's were sent electronic versions of the Draft and offered the chance to submit comments through Transportation Engineering and directly to the FMPO.

The RTP was formally adopted the the FMPO's Executive Board in May.

FMPO staff will present an overview of the RTP and outline how this document begins the process of creating projects for a Transportation Tax Ballot Initiative in November 2018 for the renewal of Transportation Tax 2000 which sunsets in 2020.

Transportation Tax 2000 is the capital improvement program that has built many City streets, sidewalks and trails since 2000. This is the same 'Transportation Program' for which the Transportation Commission reviews and approves its Annual Report of expenditures.

A link to the recent Arizona Daily Sun article on this topic:

[http://azdailysun.com/news/local/transportation-plan-includes-widening-roads-adding-transit/article\\_18c92e55-241a-57ae-9311-102659ba419c.html#tncms-source=article-nav-next](http://azdailysun.com/news/local/transportation-plan-includes-widening-roads-adding-transit/article_18c92e55-241a-57ae-9311-102659ba419c.html#tncms-source=article-nav-next)

The document and supporting information can be found in the top right corner of the following webpage 'Blueprint 2040 RTP':

<http://www.flagstaff.az.gov/index.aspx?nid=995>

**Staff Recommendation:** Review and comment on the materials and presentation provided by FMPO staff.

David Wessel, the FMPO Manager presented the RTP which was adopted by the FMPO Executive Board in May. Mr. Wessel presented a PowerPoint presentation that included:

- Public Outreach
- Funding
- Projects
- Partnership Opportunities

- Council Priorities
- Studies to be Completed
- Bike & Pedestrian Improvements
- Future Development Involvement
- Future Road Connections
- Costs of each Project Including Inflation
- Renewal of the Transportation Tax that Sunsets in 2020 for the Citizens to Cast Vote on
- Commission Roles

Commission Discussion:

Commissioner Mullen asked about the availability of the resources used for the Traffic Analysis. Mr. Wessel said yes these resources are available for review, Mr. Wessel then gave a detailed account of how this process was completed. Commissioner Mullen added that an easier version would help the public comprehend the facts and impacts to the system if or if not the transportation tax is renewed.

There was also a brief discussion on the widening of Milton and the benefits to the community.

Also discussed was the role the Transportation Commission would play in the transportation tax initiative. Rick Barrett the City Engineer informed the Commission that the City Council has determined that a Commission should be built to oversee the process to the public for the transportation tax. Unfortunately because the Council has recommended a Commission for this task instead of an Advisory Committee that would eliminate representation from other Commissions. The Transportation Commission was concerned about not being involved and being able to be proactive in discussions and decisions that another Commission would be able to recommend to Council because of the experience that the Transportation Commission has acquired throughout the years. Commissioner Leid said per ordinance this body should be involved regarding the future of the RTP and how it moves forward. Mr. Barrett said that he is involved with the efforts among City staff to build the membership and bylaws for the new Commission and he will take these comments to the next meeting scheduled on Monday June 12<sup>th</sup>. Jeff Bauman the City's Engineer urged the Transportation Commission to draft a letter to Mayor and Council outlining their concerns and desire to be part of the body that will oversee the Transportation Tax Incentive.

At the next Transportation Commission on August 2<sup>nd</sup> Mr. Barrett will give an update on the progress of the new Commission for the Transportation Tax, he added that these meetings also include the legal division of the City.

## **B. City of Flagstaff - User Fees**

The City of Flagstaff currently collects user fees for a number of activities that the Engineering Section performs. Staff is soliciting community

feedback from a number of community groups and city commissions regarding the level of staff cost recovery for each activity.

An example of a cost recovery activity would be the City reviews Transportation Impact Analysis, this takes staff time. That time has value, what percentage of the staff time should be recovered, or charged through review (user ) fees?

**Staff Recommendation:** Review and comment on the materials and presentation provided by City staff.

The overview of this item was presented by Rick Barrett, City Engineer and Dan Folke the Planning & Development Services Director. Mr. Barrett started the presentation by letting the Commission know that this presentation was in front of Council last night. Mr. Barrett, Mr. Floke and a representative from the Fire Department have been conducting several different Open Housess and meeting with other direct organization to help ensure the understanding of User Fees. These User Fees have been in the works for several years, basically User Fees are the reflection of the cost to provide a service. The policy will be in the hands of Council to determine what level of cost they would like to recover.

After the brief introduction Mr. Barrett presented a PowerPoint presentation to the Commission which encompassed the Engineering Section of the City of Flagstaff. The PowerPoint reviewed the following aspects of the Engineering User Fees:

- Outreach process and events
- Eleven different User Fees which, included three new fees, the other existing fees will either increase or drop in cost
- Some of the fees are subsidized by general fund, which could be questionable because they may not have a public interest element to them
- User Fees will help the City to maintain a service level the community is accustomed to
- Entitlement Phase has public interest element of 50% suggesting that general fund should subsidize 50% of the fee
- Recommendation of 100% recovery fee for the issue of construction plans
- Mr. Barrett presented a spreadsheet with the previous fees vs the recommended fees. Mr. Barrett did go into further detail by each line item in the spreadsheet, showing that some fees were overcharged and others undercharged.
- Mr. Barrett also shared a comparison of costs to the end user showing current vs proposed new fees, this was requested by Council.

Dan Folk the Planning & Development Services Director for the City of Flagstaff presented handouts and a PowerPoint that would address the Planning & Development Services Section's User Fees recommendations.

- The Planning program fees, which took effect in 2013 increased the fees from 50% to 71%.
- Mr. Folk went into detail regarding the tiered structured fees with a recommendation of a 20% increase of these fees

- Also, Mr. Folk addressed the spreadsheet that reflected current and proposed fees and within the recommendation some fees were lowered while others increased
- Mr. Folk also talked about the User Fees in the building permit and review program. These fees were last changed in 2007, the newer fee structure will take on a different methodology which will cover the cost to run the City's Building and Review program to 100%
- As in Mr. Barrett's presentation Mr. Folk also gave examples of the cost to the end user comparing the current fee structure to the new proposed fee structure.

Mr. Folk told the Commission, if the new fees, all or part are approved by Council they will be effective August 1, 2017.

#### **IV. CONCLUDING GENERAL BUSINESS**

##### **A. Reports**

1. Report from the Bicycle Advisory Committee:

<http://www.flagstaff.az.gov/index.aspx?nid=1822>

2. Report from the Pedestrian Advisory Committee:

<http://www.flagstaff.az.gov/index.aspx?nid=1824>

##### **B. Informational Items to/from Commissioners and Staff**

1. Commissioner Discussion

Commissioner Leid expressed the desire that the JWP extension study to be shared with the Commission for comments. Also, the study for West Street to 89 efforts to be shared with the Commission for comments.

Commissioner Mazza told the Commission that the NAIPTA 5 year plan is onto the next phase and would like to have an update in the August Commission meeting. She added that NAIPTA did receive the ADOT grants for the plan. Commissioner Mazza stated that she would also like to hear feedback from the community on how the CIP street construction is going.

2. Membership Vacancies

<http://www.flagstaff.az.gov/index.aspx?NID=1886>

3. Kinsey Elementary School update

No Changes

4. Linda Vista Counts

Counts aren't in yet

5. Butler Avenue Radar Feedback Installation

Radar installed and working, informational speed only

6. Summer City Capital Improvement Program

Commissioners received a handout of the calendar

**C. Next Meeting**

1. **Regular Meeting: August 2, 2017**

Tentative Agenda Items:

1. None at this time

**IV. ADJOURNMENT**

Commissioner Mullen made a motion to adjourn, motion seconded by Commissioner Mazza, all in favor, meeting adjourned.