



NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL

MEETING AGENDA

**March 7, 2019
Larimer County Loveland Campus
200 Peridot Avenue
Loveland, CO**

Council Dinner 5:30 p.m.

MPO Council Meeting – 6:00 to 8:30 p.m.

Pledge of Allegiance

Public Comment- 2 Minutes each (accepted on items not on the Agenda) Anyone in the audience will be given time to speak to items on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the regular agenda. Members of the public will be given an opportunity to speak to all other items prior to Council action being taken.)

- 1) Acceptance of Meeting Agenda
- 2) Approval of Minutes-Lead Planning Agency for Air Quality/MPO-February 7, 2019 (Pg.8)

Lead Planning Agency for Air Quality Agenda

Estimated Time

COUNCIL REPORTS:

- | | | |
|--|-----------|--|
| 3) Air Pollution Control Division (APCD) | (Written) | |
| 4) Regional Air Quality Council (RAQC) | (Written) | |

Metropolitan Planning Organization (MPO) Agenda

Estimated Time

REPORTS:

- | | | |
|------------------------------|------------------|-------|
| 5) Report of the Chair | Melendez | 5 min |
| 6) Executive Director Report | Malette | 5 min |
| 7) Finance (Pg.15) | Written/D. Clark | |
| 8) TAC (Pg.18) | (Written) | |
| 9) Mobility | (Written) | |

CONSENT ITEMS:

- | | | |
|--|---------|--|
| 10) 2019 Public Involvement Plan (PIP) (Pg.19)
Resolution 2019-03 | Gordon | |
| 11) 2018 Q4 Unaudited Financial Statements (Pg.21) | Hedberg | |

ACTION ITEMS:

- | | | |
|---|--------------|--------|
| 12) FY2019 Program of Projects (POP) (Pg.35) | Kaley Zeisel | 10 min |
| 13) FY2022-23 Call For Projects Recommendations (Pg.47) | Karasko | 5 min |
| 14) Executive Director Policy (Pg.51) | Malette | 10 min |

DISCUSSION ITEMS:

- | | | |
|---|----------|-------|
| 15) FY2018 Transportation Improvement
Program Project Delay Review (Pg.58) | Bornhoft | 5 min |
|---|----------|-------|

COUNCIL REPORTS:

5 min

- | | |
|--|-----------|
| Transportation Commission | Gilliland |
| I-25 Update | Horak |
| Statewide Transportation Advisory Committee (STAC) | (Written) |
| Host Council Member Report | Donnelly |

MEETING WRAP UP:

Next Month's Agenda Topic Suggestions

**NEXT MPO COUNCIL MEETING:
April 4, 2019
City of Greeley**



MPO Planning Council

Town of Windsor

Kristie Melendez, Mayor - Chair

Alternate- Ken Bennett, Mayor Pro Tem

City of Loveland

Dave Clark, Councilmember- Vice Chair

Alternate- Steve Olson, Councilmember

Larimer County

Tom Donnelly, Commissioner - Past Chair

Alternate- Steve Johnson- Commissioner

Town of Berthoud

William Karspeck, Mayor

Alternate-Jeff Hindman, Mayor Pro Tem

Town of Eaton

Kevin Ross, Mayor

Alternate- Glenn Ledall, Trustee

City of Evans

Mark Clark, Mayor Pro Tem

Alternate- Brian Rudy, Mayor

City of Fort Collins, Transfort

Gerry Horak, Mayor Pro Tem

Alternate-TBA

Town of Garden City

Fil Archuleta, Mayor

Alternate-Alex Lopez, Councilmember

City of Greeley

Robb Casseday, Mayor Pro Tem

Alternate-John Gates, Mayor

Town of Johnstown

Troy Mellon, Councilmember

Town of LaSalle

Paula Cochran, Trustee

Alternate-Claudia Reich, Mayor Pro Tem

Town of Milliken

Elizabeth Austin, Mayor Pro Tem

Town of Severance

Donald McLeod, Mayor

Alternate- Mathew Gordon, Mayor Pro Tem

Town of Timnath

Aaron Pearson, Mayor Pro Tem

Weld County

Barbara Kirkmeyer, Commissioner

Alternate- Steve Moreno, Commissioner

CDPHE- Air Pollution Control Division

Rick Coffin, Planner

Colorado Transportation Commission

Kathy Gilliland, Commissioner

Alternate- Jim Eussen, Interim Region 4



MPO MEETING PROCEDURAL INFORMATION

1. The order of the agenda will be maintained unless changed by the MPO Planning Council Chair (MPO Chair).
2. "Public Comment" is a time for citizens to address the Planning Council on matters that are not specifically on the agenda. Each citizen shall be limited to a total of two (2) minutes time for public comment, or at the discretion of the MPO Chair.
3. Before addressing the Planning Council, each individual must be recognized by the MPO Chair, come and stand before the Council and state their name and address for the record. (All proceedings are taped.)
4. For each Action item on the agenda, the order of business is as follows:
 - MPO Chair introduces the item; asks if formal presentation will be made by staff
 - Staff presentation (optional)
 - MPO Chair requests citizen comment on the item (two minute limit for each citizen)
 - Planning Council questions of staff on the item
 - Planning Council motion on the item
 - Planning Council discussion
 - Final Planning Council comments
 - Planning Council vote on the item
5. Public input on agenda items should be kept as brief as possible, and each citizen shall be limited to two (2) minutes time on each agenda item, subject to time constraints and the discretion of the MPO Chair.
6. During any discussion or presentation, no person may disturb the assembly by interrupting or by any action such as applause or comments. Any side conversations should be moved outside the meeting room. Courtesy shall be given to all speakers.
7. All remarks during the meeting should be germane to the immediate subject.

GLOSSARY

5303 & 5304	FTA program funding for multimodal transportation planning (jointly administered with FHWA) in metropolitan areas and States
5307	FTA program funding for public transportation in Urbanized Areas (i.e. with populations >50,000)
5309	FTA program funding for capital investments
5310	FTA program funding for enhanced mobility of seniors and individuals with disabilities
5311	FTA program funding for rural and small Urban Areas (Non-Urbanized Areas)
5326	FTA program funding to define “state of good repair” and set standards for measuring the condition of capital assets
5337	FTA program funding to maintain public transportation in a state of good repair
5339	FTA program funding for buses and bus facilities
3C	Continuing, Comprehensive, and Cooperative
7th Pot	CDOT’s Strategic Investment Program and projects—originally using S.B. 97-01 funds
AASHTO	American Association of State Highway & Transportation Officials
ACP	Access Control Plan
ADA	Americans with Disabilities Act of 1990
ADT	Average Daily Traffic (also see AWD)
AIS	Agenda Item Summary
AMPO	Association of Metropolitan Planning Organizations
APCD	Air Pollution Control Division (of Colorado Department of Public Health & Environment)
AQC	Congestion Mitigation & Air Quality Improvement Program funds (also CMAQ)
AQCC	Air Quality Control Commission (of Colorado)
AWD	Average Weekday Traffic (also see ADT)
CAAA	Clean Air Act Amendments of 1990 (federal)
CBE	Colorado Bridge Enterprise funds
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Public Health and Environment
CMAQ	Congestion Mitigation and Air Quality (a FHWA funding program)
CMP	Congestion Management Process
CNG	Compressed Natural Gas
CO	Carbon Monoxide
CPG	Consolidated Planning Grant (combination of FHWA PL112 & FTA 5303 planning funds)
CFY	Calendar Fiscal Year
DOT	(United States) Department of Transportation
DRCOG	Denver Regional Council of Governments
DTD	CDOT Division of Transportation Development
DTR	CDOT Division of Transit & Rail
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
FAST ACT	Fixing America’s Surface Transportation Act (federal legislation, December 2015)
FASTER	Funding Advancements for Surface Transportation and Economic Recovery (Colorado’s S.B. 09-108)

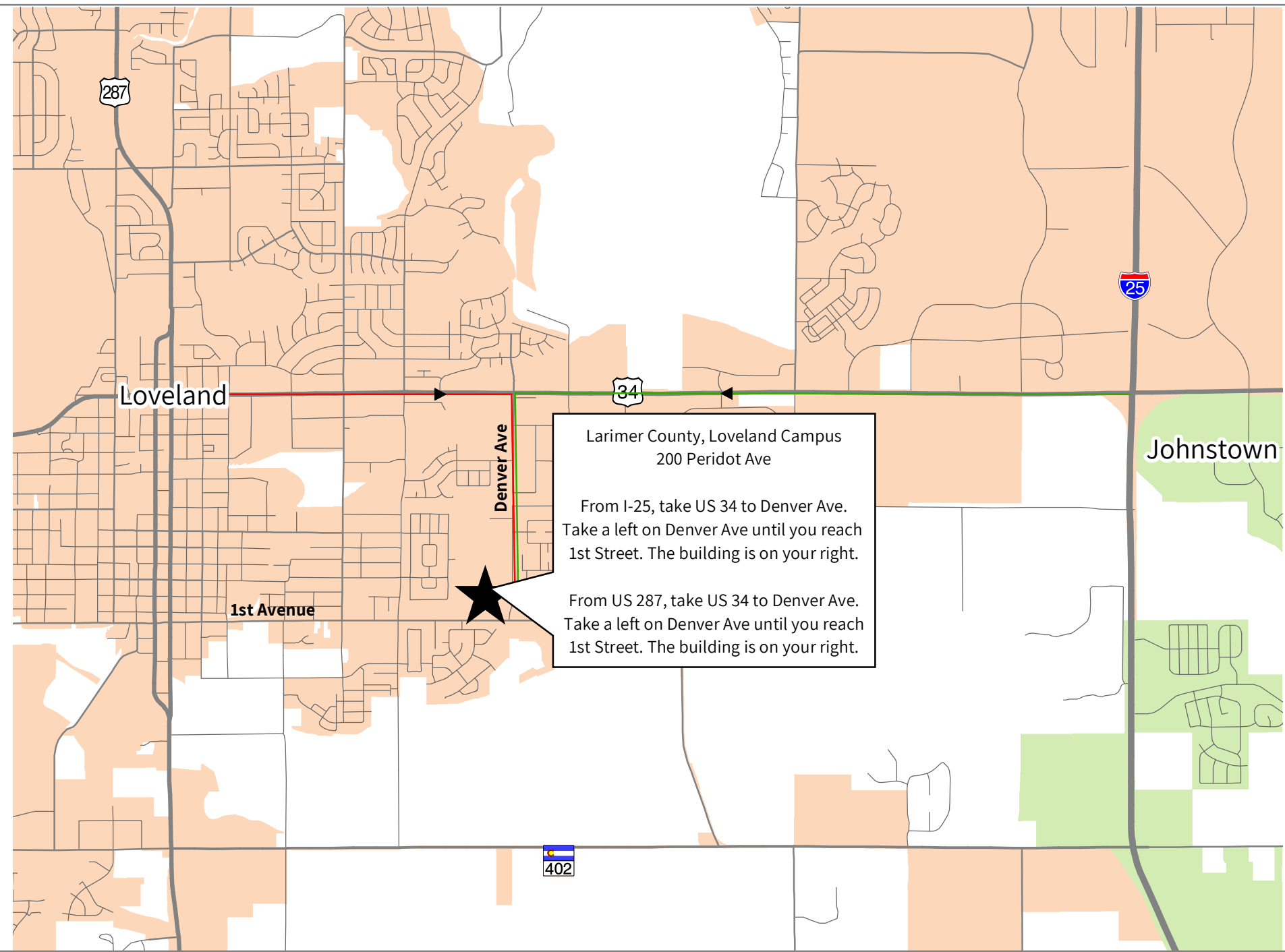
GLOSSARY (cont'd)

FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FRA	Federal Railroad Administration
FY	Fiscal Year (October - September for federal funds; July to June for state funds; January to December for local funds)
FFY	Federal Fiscal Year
HOV	High Occupancy Vehicle
HPTE	High-Performance Transportation Enterprise (Colorado)
HTF	Highway Trust Fund (the primary federal funding source for surface transportation)
HUTF	Highway Users Tax Fund (the State's primary funding source for highways)
INFRA	Infrastructure for Rebuilding America
I&M or I/M	Inspection and Maintenance program (checking emissions of pollutants from vehicles)
ITS	Intelligent Transportation Systems
LRP or LRTP	Long Range Plan or Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century (2012 federal transportation legislation)
MDT	Model Development Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MVEB	Motor Vehicle Emissions Budget
NAA	Non-Attainment Area (for certain air pollutants)
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NFRT & AQPC	North Front Range Transportation & Air Quality Planning Council (also NFRMPO)
NFRMPO	North Front Range Metropolitan Planning Organization (also NFRT & AQPC)
NHS	National Highway System
NO _x	Nitrogen Oxide
OBD	On-Board Diagnostics (of a vehicle's engine efficiency and exhaust)
O ₃	Ozone
PL112	Federal Planning (funds)
PPP (also P3)	Public Private Partnership
R4 or R-4	Region 4 of the Colorado Department of Transportation
RAQC	Regional Air Quality Council
RPP	Regional Priority Program (a funding program of the Colorado Transportation Commission)
RTP	Regional Transportation Plan
RTP (<i>see TAP or TA</i>)	Recreational Trails Funds - FHWA Environment funds
SH	State Highway
SIP	State Implementation Plan (air quality)
SOV	Single Occupant Vehicle

GLOSSARY (cont'd)

SPR	State Planning and Research (federal funds)
SRP	State Rail Plan
SRTS (<i>see TAP and TA</i>)	Safe Routes to School (a pre-MAP-21 FHWA funding program)
STAC	State Transportation Advisory Committee
STIP	Statewide Transportation Improvement Program
STU	Surface Transportation Metro (a FHWA funding program that is a subset of STP)
STP	Surface Transportation Program (a FHWA funding program)
STBG (previously STP-Metro)	Surface Transportation Block Grant (a FAST Act FHWA funding program)
TAC	Technical Advisory Committee (of the NFRMPO)
TA (previously TAP)	Transportation Alternatives program (a FHWA funding program)
TAZ	Transportation Analysis Zone (used in travel demand forecasting)
TC	Transportation Commission of Colorado
TDM	Transportation Demand Management
TIGER	Transportation Investment Generating Economic Recovery a competitive federal grant program
TIP	Transportation Improvement Program
Title VI	U.S. Civil Rights Act of 1964, prohibiting discrimination in connection with programs and activities receiving federal financial assistance
TMA	Transportation Management Area (federally-designated place >200,000 population)
TOD	Transit Oriented Development
TPR	Transportation Planning Region (state-designated)
TRAC	Transit & Rail Advisory Committee (for CDOT)
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
VOC	Volatile Organic Compound

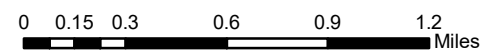
**Directions to Larimer County, Loveland Campus
200 Peridot Avenue**



Larimer County, Loveland Campus
200 Peridot Ave

From I-25, take US 34 to Denver Ave.
Take a left on Denver Ave until you reach
1st Street. The building is on your right.

From US 287, take US 34 to Denver Ave.
Take a left on Denver Ave until you reach
1st Street. The building is on your right.



**Meeting Minutes of the
NORTH FRONT RANGE TRANSPORTATION &
AIR QUALITY PLANNING COUNCIL**

**February 7, 2019
Eaton Area Community Center, Ponderosa Room
1675 3rd Street
Eaton, CO**

Voting Members Present:

Kristie Melendez - Chair -Larimer County
William Karspeck -Berthoud
Kevin Ross -Eaton
Mark Clark -Evans
Robb Casseday -Greeley
Paula Cochran -LaSalle
Dave Clark -Loveland
Don McLeod -Severance
Aaron Pearson -Timnath
Barbara Kirkmeyer -Weld County
Kristie Melendez -Windsor
Kathy Gilliland -Transportation Commission

Voting Members Absent:

Gerry Horak -Fort Collins
Fil Archuleta -Garden City
Troy Mellon -Johnstown
Elizabeth Austin -Milliken
Rick Coffin -CDPHE

MPO Staff:

Suzette Mallette, Executive Director; Becky Karasko, Transportation Planning Director; Renae Steffen, Administrative Director; and Alex Gordon, Transportation Planner II/ Mobility Coordinator.

In Attendance:

Dawn Anderson, Everett Bacon, Jeff Bailey, Allison Baxter, Drew Brooks, Doug Decker, Chad Crager, Jim Eussen, Butch Hause, Joel Hemeseth, Myron Hora, Will Jones, Tip Kemp, Dave Kisker, Dave Klockeman, Glenn Ledall, Kelly Maiorana, Rusty McDaniel, Steve Moreno, Mitch Nelson, Johnny Olson, Randy Ready, Claudia Reich, Karen, Schneiders, Jeff Schreier, Corey Stewart, Elizabeth Stolfus, Dennis Wagner, Wade Willis and Kaley Zeisel.

Chair Melendez called the MPO Council meeting to order at 6:04 p.m.

Public Comment:

Ross announced Gary Carsten, Eaton Town Administrator, was retiring after 42 years and introduced Jeff Schreier who had been selected as the new Town Administrator. He also introduced Glenn Ledall, Town Trustee and NFRMPO Council Alternate.

Move to Approve Agenda:

D. Clark **moved** to approve the *February 7, 2019 Meeting Agenda*. The motion was **seconded** and **passed** unanimously.

Move to Approve Minutes:

Casseday **moved** to approve the *January 3, 2019 Council Meeting Minutes as submitted*. The motion was **seconded** and **passed** unanimously.

Lead Planning Agency for Air Quality Agenda

Chair Melendez opened the Air Quality portion of the meeting.

Air Pollution Control Division (APCD)

A written APCD report was provided. Doug Decker, Colorado Department of Public Health and Environment (CDPHE) Mobile Sources Program Manager for APCD, Decker then presented Zero Emissions Vehicle Rule for Colorado-Status Update. Highlights of the presentation were as follows:

- January 17th Governor Polis signed Executive Order, *B 2019 002, Supporting a Transition to Zero Emission Vehicles*, which builds on the Low Emission Vehicle (LEV) standards recently adopted by CDPHE.
- On January 29th it was announced the Colorado Automobile Dealers Association (CADA) filed a law suit with the state government over those LEV standards, alleging they will hurt working families by increasing automobile prices and questioning the authority of AQCC in the development of these rules.
- How the ZEV mandate would work
 - Customer retains their choice of vehicle
 - Vehicle manufacturers must meet sales 'quotas' for ZEV's sold
 - ZEV credits are in use and based on the battery range of ZEV's and Hybrids sold
 - Some vehicle manufacturers are buying credits because they do not currently manufacture ZEV's in Colorado. Credits will expire between three to five years, dependent on certain criteria.
 - Because registration data is unclear, it cannot be estimated how many credits Colorado would have today, based on current sales of electric vehicles (EV's) without the standard in place, but approximately 1.5% of vehicle sales in the state are EV's.
- The majority of agricultural vehicles are naturally excluded because the rule applies only to light duty vehicles up to 8500 pounds gross vehicle weight. Nothing in the Executive Order supporting a transition to ZEV will impact tractors or farming equipment.
- The majority of ZEV standards may be met in Colorado's larger metropolitan areas that will benefit the entire State. Many requirements for the standard will be phased in by area over the next four years, including the infrastructure, some of which is already being built.
- CDPHE will refine an economic impact analysis of the proposed mandate ahead of the hearing.
- Penalties will be put in place for automakers out of compliance based on Colorado law.

Some Council members noted their concerns with the lack of accurate data, and presented their arguments against the ZEV rule, saying it appeared unattainable, and in essence, was mandating the need for community infrastructure to include charging stations and where citizens could purchase new vehicles. There are many challenges based on the differences between the needs of California versus Colorado driving which were noted, including terrain, climate and lifestyle.

Decker stated they were in the early stages of development and expressed the importance of feedback, strongly encouraging Council members to complete the CDPHE online survey as they had for Party Status at the LEV Hearing.

Melendez noted the Council was in consensus to have Director Mallette obtain legal counsel to assist in obtaining Party Status for the ZEV hearing and represent the Council through the process. Items of concern were:

- ZEV's do not contribute monetarily to the maintenance of transportation infrastructure through the Highway User Trust Fund (HUTF)
- Cost of non-ZEVs will go up to support the purchase of the ZEVs
- Non-ZEVs will be used more frequently in rural areas where there is a lower household income
- Tax payers are currently and will continue to subsidize the purchase of ZEVs
- Charging stations are not adequate, especially in rural areas, to make use of ZEVs and may not be for a long time
- Impact on County Clerks has recognized, but not been assessed
- Short turnaround time to offer thoughtful input on economic analysis and other components that have not yet been developed by CDPHE

Additional direction was given to prepare a Resolution Template identifying the issues for each Councilmember to take to their respective Councils/Boards/Commissions for possible adoption.

Regional Air Quality Council (RAQC)

No report was provided.

Metropolitan Planning Organization (MPO) Agenda

Chair Melendez opened the MPO portion of the meeting.

Reports:

Report of the Chair:

Chair Melendez recognized Becky Karasko, Transportation Planning Director and Karen Schneiders, Local Agency Planning & Environmental Manager, CDOT Region 4, for their knowledge, professionalism, and the exceptional work they do for the NFRMPO.

Members were asked if they desired to show their support as a Council to extend the Alternative Fuels Tax Credit (AFTC), which would reinstate benefits to those purchasing CNG and other alternative fuel vehicles for 2018 and 2019. Because the AFTC incentive would not benefit the local governments and was not a mandate, the Council chose not to support it collectively, but members were encouraged to support it individually, if suitable for their communities.

On January 29th Melendez attended the annual Joint TPR Chair meeting for Region 4 Transportation Planning Regions, and MPO's (TPR's), North Front Range, Upper Front Range, Eastern, and Denver Regional Council of Governments. At the meeting they reviewed comments from each of their final 2018 meetings and discussed the distribution of RPP funds. Of the many projects chosen by the TPR's, the higher priority projects were I-25, I-76, I-70, US 34, SH119, and SH52. It was agreed \$9M of the \$11.6M of the Region 4 CDOT-administered funds would rotate to the TPR's every four years, allowing larger projects to get funded. CDOT staff will set the fund rotation schedule.

Executive Director Report:

Mallete provided information on the following:

- Members and alternates were asked to sign and return the 2019 Conflict of Interest form.
- The MPO office will be installing new phones to separate their service currently held with the City of Fort Collins. Although the VanGo™ Toll-free number will remain the same all other numbers in the office will change. Updated information will go out to Council and others in multiple ways. The transition to the new phone system will be complete in about 60 days.
- The March Planning Council meeting has been moved to Larimer County's Loveland Campus at 200 Peridot Avenue, (Denver and First Avenues).

- MPO staff has been working with local government staffs to confirm their Regionally Significant Corridors (RSC's) meet roadway requirements with the correct functional classification in order to be eligible for Federal funding including STP, CMAQ, and TA. Changes were submitted to CDOT the last week of January. A response is expected soon.

TAC:

A written report was provided.

Mobility:

A written report was provided.

Q4 TIP Modifications:

A written report was provided.

Presentation:

Windsor Area Network Study (WANS)

Johnny Olson, CDOT R4, reviewed the WANS area map showing the Council where a new route is being considered to replace the one-mile section where SH 392 and SH 257 currently overlap in the central business district of Windsor. He explained how CDOT planned to work with Windsor, Greeley, Loveland, Timnath, Severance, Larimer County and Weld County on potential options, while ensuring improved safety, enhanced access management and effective connectivity. The WANS is a precursor to what may be next for the 2045 Regional Transportation Plan and CDOT's Long Range Transportation Plan. CDOT plans to begin meeting with impacted communities the week of February 11th and interested members of TAC on February 20th. The first public meeting will be held in March.

Move to Approve Consent Agenda:

Gilliland **moved** to *approve the consent agenda*. The motion was **seconded** and **passed** unanimously.

Items on the Consent Agenda included:

- *2015-2019 NFRMPO Targets for Safety Performance-Resolution 2019-02*
- *2045 Regional Transportation Plan Strategies*

Discussion Items:

FY2022-23 Call for Projects Recommendations

Becky Karasko, Transportation Planning Director, announced there were 18 project applications submitted for the three funding programs; 11- Congestion Mitigation and Air Quality Improvement Program (CMAQ), 6- Surface Transportation Block Grant Program (STBG), and 1-Transportation Alternative (TA). CMAQ and STBG applications were scored by the Scoring Committee which included voting representatives from the communities of Evans, Fort Collins, Greeley, Loveland, and Weld County, and non-voting representatives from CDOT, FHWA, NoCo Bike & Ped, RAQC, and NFRMPO staff. The TA application was reviewed by the NoCo Bike & Ped Collaborative (NoCo). Karasko reviewed information from FY2022-23 Scoring Committee Recommendations memo and presentation explaining projects were listed by their ranking. Presenters were introduced prior to a two-minute summary of their project recommendation as follows:

CMAQ Project Recommendations- CMAQ projects were ranked highest to lowest based on their emissions benefits and contribution to achievement of targets using the scoring criteria and point system identified in the 2018 Call for Project (CFP) Guidebook.

Citywide Signal Retiming-City of Greeley
Allison Baxter, Multimodal Transportation Planner

Transfort Electric Bus Purchase-City of Fort Collins
Drew Brooks, Transfort/Parking Services Director

Phase 3 Fiber-City of Greeley
Allison Baxter, Multimodal Transportation Planner

N. Taft Ave. & US 34 Intersection Widening/Improvements-City of Loveland
Dave Klockeman, Senior Civil Engineer, Loveland Public Works

College Ave. & Trilby Road Intersection Improvements-City of Fort Collins
Tim Kemp, Fort Collins Interim Capital Projects Program Manager

STBG Project Recommendations- STBG projects were ranked highest to lowest based on the scoring criteria and point system identified in the 2018 CFP Guidebook.

CR19 Improvements- Horsetooth Rd. to Harmony Rd.- Larimer County & City of Fort Collins
Tim Kemp, Fort Collins Interim Capital Projects Program Manager

Roundabout at WCR74 and WCR33-Weld County & Town of Eaton
Everett Bacon, Weld County Transportation Planner

37th Street Widening-City of Evans
Randy Ready, Evans Public Works and Community Development Director

US 34 Widening Boise to Rocky Mountain Avenue- City of Loveland
Dave Klockeman, Senior Civil Engineer, Loveland Public Works

WCR13 Alignment Improvements- Town of Windsor
Dennis Wagner, Director of Engineering

83rd Avenue Roadway Improvements-City of Greeley
Allison Baxter, Multimodal Transportation Planner

TA Project Recommendations-

Poudre River Trail Realignment- Town of Windsor
Wade Willis, Parks and Open Space Manager

Karasko noted the next steps for the 2022-2023 CFP Recommendations would be TAC action at their February 20th meeting to recommend Council's approval at their March 7th meeting. Once approved by Council the recommendations will be incorporated into the 2020-2023 TIP currently in development.

Kirkmeyer asked what the process was for generating the recommendation list, and the required percentage of match, noting the Greeley City -wide signal retiming had not been awarded the full amount requested. Karasko responded the list is new for every call and sponsor-projects may come from previous lists if they did not receive full funding. The Greeley signal project

included signals which were not federal aid-eligible, so approximately \$10k was deducted from the amount awarded. The percentage of match required for projects using any of the three funding sources is 17.21%, partnership projects require the partner provide at least 10% of that maximum, no additional match is allowed. Kirkmeyer requested Council members receive a tabulation of the total funds given to the communities over the past 3 CFP's or 6 years. Karasko agreed to provide information to the Council. Kirkmeyer questioned where the call's remaining funds go. Karasko explained the additional funds were allocated based on the ranking of the call's two waitlisted projects, because those funds were so small and essentially unusable, they are being held until additional funds come from reconciliations or project close-outs.

2019 Public Involvement Plan (PIP)

Alex Gordon, Mobility Coordinator/Transportation Planner II, said the PIP was federally-required every four years for all NFRMPO operations, including VanGo™, the TIP, the Long-Range Plan, etc., to ensure the goals, desired outcomes and strategies of these operations reflect the desires of the region's residents. The PIP must be approved prior the adoption of the 2045 Regional Transportation Plan (RTP). The Council will be asked to approve the PIP at the March 7th meeting.

Executive Policy Draft

Malette explained a policy of this type had been previously discussed with the Executive Committee and had been mentioned by the Federal Highway Administration and Federal Transit Administration in the most recent Certification Review as the organizations need for a succession plan or a delegation of authority. The intent of the policy is to give direction to anyone coming in to take on any, or all duties of the Executive Director duties. It outlines the Council's expectations of the Executive Director and their appropriate operating procedures.

Malette briefly reviewed the sections in the draft, highlighting sections 5 & 6, where specific documents are referenced and will need to be added to an appendix. Kirkmeyer suggested the policy was more similar to an Administrative Policy, which she would prefer and asked what other policies were in place. Malette responded the MPO had recently updated with Council approval, the MPO Personnel Policies and Articles of Association, the Executive Policy was drafted to lay a stronger foundation for the organization and address items not covered in the others. Kirkmeyer offered to review the document and send her suggestions and samples of similar policies.

Council Reports:

Transportation Commission Report /CDOT Region 4

A Project Status Update for February 4, 2019 was provided. Gilliland reported Shoshana Lew was the new Executive Director for CDOT who was expected to attend the March 7th meeting at Larimer County's Loveland Campus. The Commission is focused on watching the Legislature to see what changes there will be for transportation funding in the coming year. There is a possibility some revenue streams will no longer be an option, so the Commission is looking at ways to best use existing funds.

US 34 Coalition

Olson reported the US 34 Coalition met earlier that evening and clarified the desire to ratify resolutions of support from the local governments for the US 34 PEL rather than the Coalition support a resolution. The hope is Coalition members will ask for approval from their boards, councils, or commissions to accept the PEL, although it is not mandatory. He offered to provide a presentation to the communities or the MPO Council, prior to voting on any projects. The Coalition plans to meet quarterly with their next meeting on May 2nd in Evans.

Olson announced CDOT Director Lew was retaining all Regional Transportation Directors, including himself, however nine administration position openings were announced, and would

be open through February 8th. He credited Director Lew with recognizing regional importance, transit strategies and how to disseminate funding effectively. Olson said she likes and understands the importance of obtaining the \$250M needed for segments 7 & 8 on I-25.

North I-25 Updates

The meeting was cancelled- there was no report.

Host Council Member Report- Ross welcomed everyone to Eaton and reported CR 72 at the railroad crossing in Eaton would be open soon, although Union Pacific was holding up the installation of a traffic light and crossing arms.

Meeting Wrap-Up:

Next Month's Agenda Topic Suggestions:

No suggestions were made.

The meeting was adjourned at 8:43 p.m.

Meeting minutes submitted by: Renae Steffen, MPO Staff



FINANCE COMMITTEE REPORT

- Finance Committee met on February 20, 2019
- Carrie Enders from EideBailly met with the finance committee regarding the 2018 audit.
 - A new partner has been assigned to the audit
 - During preliminary work in January, no significant deficiencies were found
 - EideBailly will be in the office during the week of March 11, 2019 for yearend field work.
- The committee reviewed the 2018 4th Qtr. Unaudited Financial Statements.
- The Finance Committee recommends Council accept the 4th Qtr. Unaudited Financial Statements.
- Mallette reported legal costs to go before the Air Quality Commission for a rulemaking hearing would cost several tens of thousands of dollars (\$50,000) is a rough estimate.
 - A suggestion was made that MPO staff provide background information and one of the local entities could provide legal support through their lawyer.
 - A contact with the auto industry who might be able to provide support will be provided to Mallette.

Meeting Minutes of the
Finance Committee of the North Front Range Transportation & Air Quality Planning Council

February 20, 2019
7:30 a.m.
Egg & I
1205 Main Street
Windsor, CO

Members Present

Dave Clark
William Karspeck
Barbara Kirkmeyer
Kevin Ross

Staff Present

Suzette Mallette
Crystal Hedberg
Merideth Kimsey

Guests Present

Carrie Enders, Eide Bailly

The meeting was called to order by Chair Clark at 7:30 a.m.

Approval of Minutes:

The minutes of the December 18, 2018 meeting were accepted.

2018 Audit

Carrie Enders reported that a new partner has been assigned to the audit. EideBally staff had been at the MPO's office the week of January 7, 2019 for audit planning and preliminary review. During their preliminary work they found no significant deficiencies. EideBally staff will be at the MPO offices the week of March 11, 2019 for yearend fieldwork. A draft of the 2018 Audited Financial Statements will be presented to the finance committee in April and the completed audit will be taken to Council in May.

4th Quarter Unaudited Financial Statements and Investment Report

The 4th Quarter Unaudited Financial Statements were reviewed. The funding sources used on the MPO Revenue Chart were defined as listed in the table located below.

CPG	Consolidated Planning Grant	A combination of planning funds from Federal Highways along with a small amount of funds from FTA
STBG	Surface Transportation Block Grant	Used for Planning
CDPHE	Funds received from the Colorado Health Department	Used for Air Quality modeling and outreach
Section 5310	FTA Section 5310 Funds	Funds the Mobility Management Program
SPR	State Planning and Research Funds	Funds from CDOT for modeling work completed for the Upper Front Range
Local Match Members	Received from Local Entities	This is the required match for grants that are received by the MPO
100% Local	Received from Local Entities	Remaining amount of funds from local entities not required to match grants
Other	Other funding sources	Mainly Interest

In reviewing the MPO expenses chart, it was noted most of the expenses are for payroll.

The Statement of Net Position for the MPO was reviewed with the notation that prepaid expenses were 2019 dues and memberships that were paid in 2018. While reviewing the Statement of Revenues, Expenditures & Changes in Fund Balance, staff explained large budget variances were flagged and explained in the accompanying footnotes.

Chair Clark noted that the VanGo fund is an enterprise fund with its own finance statements. In reviewing the charts for VanGo revenue and expenses, staff noted the program is funded by participant fares and federal funds exchanged with the City of Fort Collins with a small amount of interest. The two largest expenses for the program are fleet expense (which includes, maintenance, fuel, and insurance) and payroll.

The committee also reviewed the Statement of Net Assets and Statement of Revenue, Expenditures and Changes in Fund Balance for VanGo. Once again it was noted that explanations for large budget variances were included in the footnotes.

The committee reviewed in more detail consultant and professional costs. Staff noted ongoing consultant costs include information technology services, audit and legal services, and human resource services. Consultants used for planning services is project dependent but is typically building the Land Use and Travel Demand models.

Staff noted that a Schedule of Expenditures of Federal Awards and a Cash and Investment Listing is included with the statements.

The committee recommends the Council accept the 4th Quarter Unaudited Financial Statements.

Other Business

Mallette reported after consulting Chris Colclasure, legal costs to go before the Air Quality Commission for a rulemaking hearing would cost several tens of thousands of dollars (\$50,000 is a rough estimate). Kirkmeyer suggest MPO staff provide background information and one of the local entities could provide legal support. She stated she would bring it up at the next Weld County Commissioners meeting for the County to provide the legal support through their lawyer. Ross provided a contact with the auto industry who might be able to provide support.

Staff will be bringing financial policies and a budget timeline before the finance committee.

Meeting dates were set for the third Wednesday of the month at 7:30 a.m.

The meeting was adjourned at 8:45 a.m.

**EXECUTIVE SUMMARY of the
TECHNICAL ADVISORY COMMITTEE (TAC)
North Front Range Transportation and Air Quality Planning Council
February 20, 2019**

APPROVAL OF THE JANUARY 16, 2019 TAC MINUTES

Nelson moved to approve the January 16, 2019 TAC meeting minutes. The motion was seconded by McDaniel and approved unanimously.

CONSENT AGENDA

2019 Public Involvement Plan (PIP)– Schneiders moved to approve the Consent Agenda. The motion was seconded by Nelson and approved unanimously.

ACTION ITEMS

FY2019 Program of Projects (POP)– Phillips stated the City of Fort Collins/Transfort is the designated recipient of FTA Section 5307, 5310, and 5339 apportionments for the Fort Collins Transportation Management Area (TMA). Phillips reviewed how FTA Sections 5307, 5310, and 5339 funding will be used within the TMA for FY2019. Transfort received no public comment regarding the FY2019 funding at the public hearing held on December 21, 2018. Schneiders moved to approve the FY2019 POP. The motion was seconded by Nelson and approved unanimously.

FY2022-2023 Call for Projects Recommendations – Karasko stated 18 projects were submitted; 11 CMAQ, six STBG and one TA application. An analysis requested by the NFRMPO Planning Council found, in the last three Calls, CMAQ funding was split evenly between the counties, while Larimer County communities applied for and received more in STBG funding than Weld County communities. McDaniel moved to approve the FY2022-2023 Call for Projects Recommendations. The motion was seconded by Nelson and approved unanimously.

PRESENTATION

Owl Canyon Road Feasibility Study – Wakefield stated CDOT is studying the feasibility of Owl Canyon Road as the upper alignment for a potential reroute of US 287 to divert truck traffic away from downtown areas between Longmont and Fort Collins. The Study will analyze the feasibility of bringing Owl Canyon Road up to State Highway standards. If feasible, the existing US 287 alignment could be converted to a business route and eventually devolved to a locally-controlled road. CDOT will model road improvements to assess benefits and begin holding public meetings with affected residents in March or April. A decision on next steps will be made by July. McDaniel stated some improvements will be made to Owl Canyon Road regardless of CDOT's decision.

Region 4 Intersection Prioritization Study – Kloberdanz presented a map of 15 intersections identified in Phase 2 of the Study located within the North Front Range. Intersections were ranked based on expected crash values, the Do Not Cull List, and whether problems would be exacerbated by future growth or higher truck percentages. Projects with recently completed or planned improvements were not considered. Phase 3 will involve data collection and analysis at the 40 locations identified statewide. Kloberdanz will provide more details on how locations were selected and ranked to Karasko for distribution to TAC.

Larimer County Senior Transportation Project – Mallette stated the One Call/One Click Center project was generated from a *2013 Larimer County Strategic Plan* goal and is consistent with recommendations from the *Larimer County Senior Transportation Needs Assessment*. Gordon stated NFRMPO is taking on project management to improve communication and build relationships between providers and expand coordination efforts beyond Larimer County. The project has received two grants and applied for a third, which is a proof of concept project with Via Mobility's Call Center.

DISCUSSION ITEMS

2045 Regional Transportation Plan (RTP) Draft Environmental Profile and NFRMPO System Sections – Karasko summarized the contents of the draft sections up for review by TAC. Karasko requested comments on these sections by March 8, 2019. NFRMPO staff plans to bring draft sections to TAC according to the schedule provided in the TAC packet.

FY2018 TIP Project Delay Review – Bornhoft stated three projects from the City of Greeley, City of Loveland, and Weld County are eligible for a second project delay review because they have not met the advertisement date or notice to proceed dates. Bacon and Klockeman stated they will follow up with Bornhoft with more details on their respective projects. Schuch stated the Greeley project should be approved for advertisement next week.

MEMORANDUM

To: NFRMPO Planning Council
From: Alex Gordon
Date: March 7, 2019
Re: 2019 Public Involvement Plan ****CONSENT****

Background

The NFRMPO updates the *Public Involvement Plan (PIP)* prior to the adoption of the long-range *Regional Transportation Plan* every four years. The *2019 PIP* updates the goals, objectives, desired outcomes, and strategies the NFRMPO will undertake over the next four years to ensure an efficient, well-received, public-facing transportation planning process. Additionally, updates were made based on feedback from the Federal Highway Administration (FHWA) during the NFRMPO's 2018 Certification Review.

The NFRMPO released the *2019 PIP* for a 45-day public comment period from December 19, 2018 and through February 2, 2019. Five comments were received: two from CSU, one from the City of Fort Collins, one from FHWA, and one from the Larimer County Department of Health and Environment. These comments were incorporated into the Plan and are included as **Appendix E**.

After discussing the item at the January 16, 2019 TAC meeting, the *2019 PIP* was taken to Planning Council for discussion on February 7, 2019. At their February 20, 2019 meeting, TAC recommended Planning Council adopt the *2019 PIP*.

The 2019 PIP is available for download at: <https://nfrmpo.org/wp-content/uploads/2019-public-involvement-plan.pdf>.

Action

TAC recommends Planning Council adopt the *2019 Public Involvement Plan* at their March 7, 2019 meeting.



**RESOLUTION NO. 2019-03
OF THE NORTH FRONT RANGE TRANSPORTATION & AIR QUALITY PLANNING COUNCIL
ADOPTING THE 2019 NFRMPO PUBLIC INVOLVEMENT PLAN (PIP)**

WHEREAS, the North Front Range Transportation & Air Quality Planning Council is designated as the Metropolitan Planning Organization (MPO) in cooperation with local elected officials and is authorized to carry out the continuing, cooperative, and comprehensive (“3C”) multimodal transportation planning process as mandated by Congress in Titles 23 and 49 U.S.C.; and

WHEREAS, the Fixing America’s Surface Transportation (FAST) Act and 23 CFR 450.316 require MPOs to engage in a metropolitan planning process that creates opportunities for public involvement, participation, and consultation; and

WHEREAS, the NFRMPO opened the PIP for a 45-day public comment period commencing December 19, 2018 and closing February 2, 2019, and received five comments which were incorporated into the Plan; and

WHEREAS, public input is critical to the NFRMPO transportation planning process including the Long Range Transportation Plan, the Transportation Improvement Program and the Unified Planning Work Program and is required by federal regulations (MAP-21) and state guidelines; and

WHEREAS, the PIP was first adopted in 2003, and was updated in 2005, 2008, 2011, and 2015; and

WHEREAS, the PIP defines NFRMPO’s public involvement policies, tools, and evaluation measures for determining the effectiveness of the program; and

WHEREAS, the Planning Council approves the 2019 PIP and submits copies for informational purposes to the Colorado Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration; and

NOW THEREFORE, BE IT RESOLVED, the North Front Range Transportation & Air Quality Planning Council hereby agrees to adopt the 2019 PIP to guide public outreach efforts at the NFRMPO.

Passed and adopted at the regular meeting of the North Front Range Transportation & Air Quality Planning Council held this 7th day of March 2019.

Kristie Melendez, Chair

ATTEST:

Suzette Mallette, Executive Director

MEMORANDUM

To: NFRMPO Council

From: Crystal Hedberg

Date: March 7, 2019

Re: CY 2018 4th Quarter Unaudited Financial Statements

The North Front Range Transportation and Air Quality Planning Council (NFRT&AQPC) Unaudited Financial Statements for the 4th Quarter of Calendar Year 2018 are attached for your review and acceptance. This includes financial statements for the Metropolitan Planning Organization (MPO) and the VanGo™ program (VanGo). (See notes below for basis of accounting and explanation of indirect costs.)

MPO Highlights-4th Quarter

During the 4th quarter, the MPO received funds from the National Aging and Disability Transportation Center to establish an expert panel composed of representatives from transit agencies, volunteer transportation agencies, human service providers and riders to produce evaluation criteria for software to facilitate a “One Call, One Click” center to increase accessible transportation for older adults and people with disabilities living in the community. This project was budgeted to be completed in January 2019 but was completed in December 2018.

The contract for the consultant performing modeling work for the Travel Demand Model update was executed in January. This project was originally scheduled to be completed by September 30, 2018. It is currently scheduled to be completed by April 2019. The Travel Demand Model update is funded with Consolidate Planning Grant (CPG) funds and State Planning and Research (SPR) funds.

Funds billed to Fort Collins in exchange for \$5310 funds (\$28,154) remain unpaid and are included as part of the recorded accounts receivable as of December 31, 2018.

The fourth quarter revenues exceeded expenditures resulting in a net annual increase of \$102,468. Most of the excess is from member entities local match.

Detailed notes regarding budget variances are provided on the North Front Range MPO statements.



VanGo™ Highlights-4th Quarter

FY 2018 §5307 and §5339 funds were exchanged with the City of Fort Collins for local dollars. This agreement provides the VanGo™ program with 62% of the allocated federal amount in local funds which do not require a Buy America waiver. The FY 2018 §5307 funds (\$564,068) and §5339 (\$72,031) were billed in 2018. The §5307 funds were received during the 4th quarter of 2018. The §5339 funds have not been collected as of December 31, 2018 and remain as part of the recorded accounts receivable at year end.

Consulting services were budgeted to add a module to the VanGo™ portal for FTA National Transit Database Reporting. It was determined not to pursue this portion of the portal.

Fourth quarter expenses exceeded revenue resulting in a deficiency for the quarter of \$165,063 with a net annual increase of \$383,299. Most of this increase is due to the amount of funds received from Fort Collins.

Detail notes regarding budget variances are provided on the VanGo™ statements.

Action

The Finance Committee recommends that the North Front Range Transportation & Air Quality Planning Council review and accept the 2018 fourth quarter Unaudited Financial Statements dated December 31, 2018.

Notes

Note 1:

The NFRMPO operates on an accrual basis of accounting for the for reporting financial records. Accrual basis of accounting means that revenues are recognized when earned and expenses when incurred.

Note 2:

The NFRMPO is reimbursed for indirect costs using a CDOT approved indirect cost rate. Indirect costs are those costs not readily identified with a specific project or organizational activity but incurred for the joint benefit to both projects and activities. Indirect costs include costs which are frequently referred to as overhead expenses (for example rent) and general administrative expenses (for example accounting department costs and office supplies). In approving annual indirect cost rates, CDOT uses expenditures based on the last audited financial statements, usually two years in arrears (for example, the 2018 indirect cost rate was calculated using the 2016 audited financial statement information). If the approved rate results in an overage or a shortfall compared to actual expenses, these amounts are added or subtracted from indirect costs the following year. The rate is calculated by dividing the indirect costs by direct payroll which includes salaries and benefits.

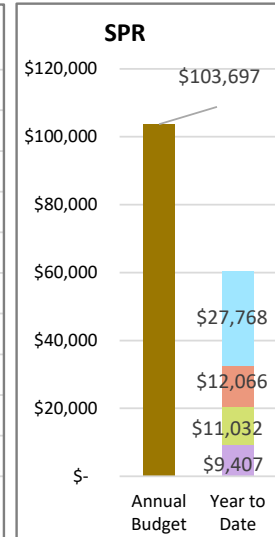
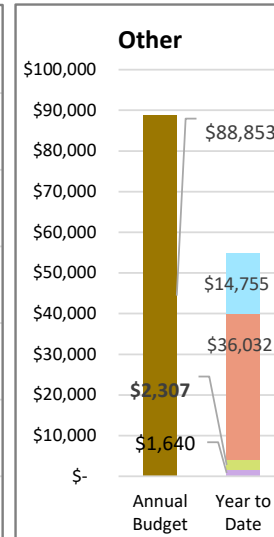
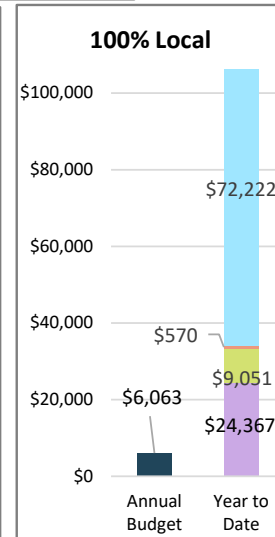
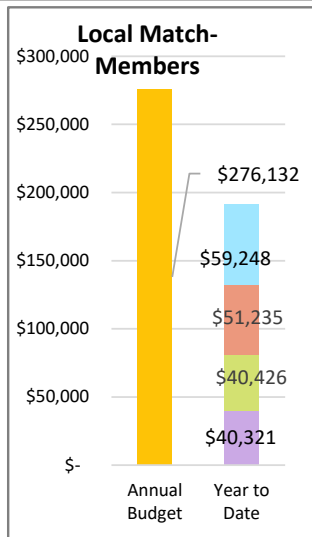
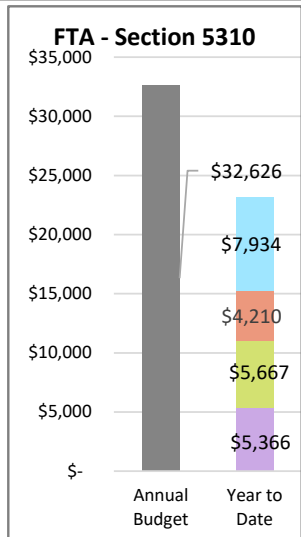
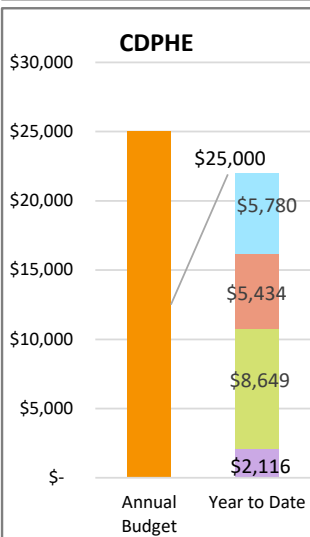
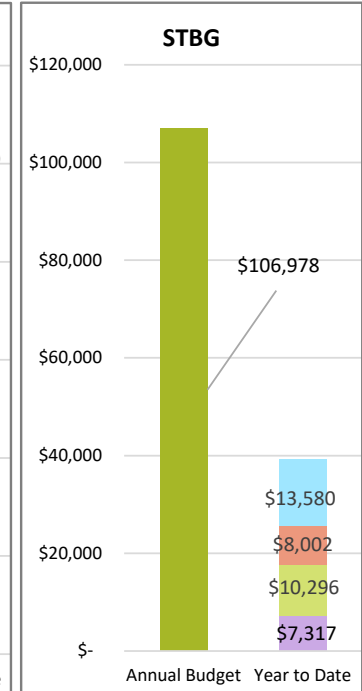
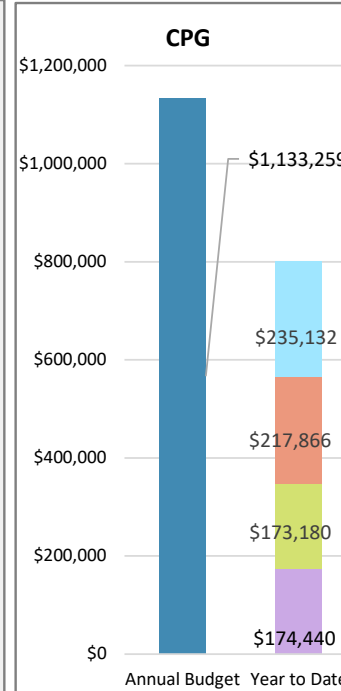
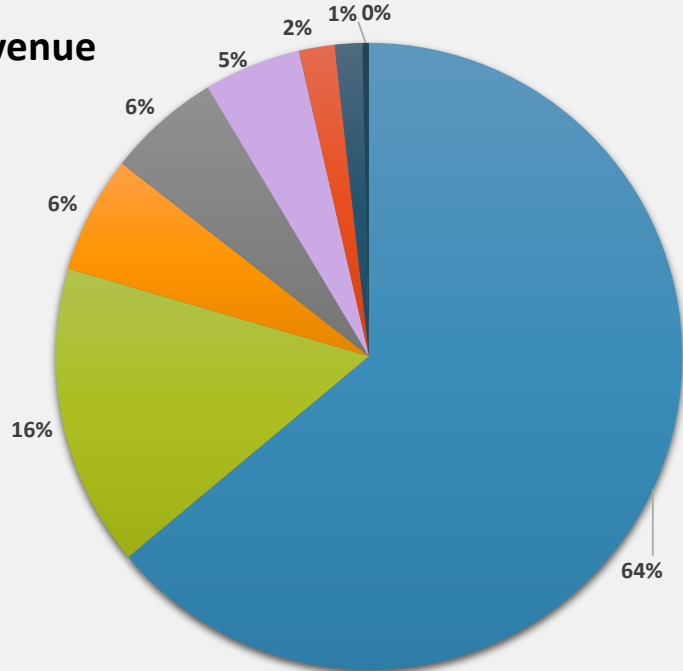
Metropolitan Planning Organization - REVENUE

Annual Budgeted Revenue vs. Revenue - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Revenue

- CPG
- STBG
- CDPHE
- FTA - Section 5310
- State Planning Funds (SPR)
- Local Match - Members
- 100% Local
- Other



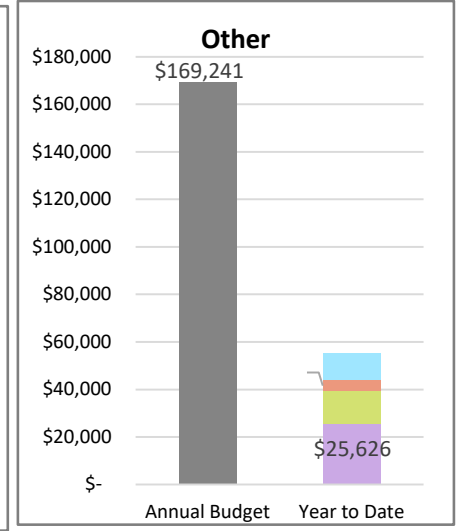
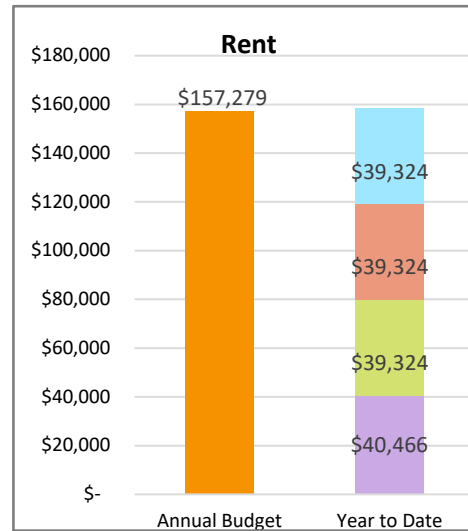
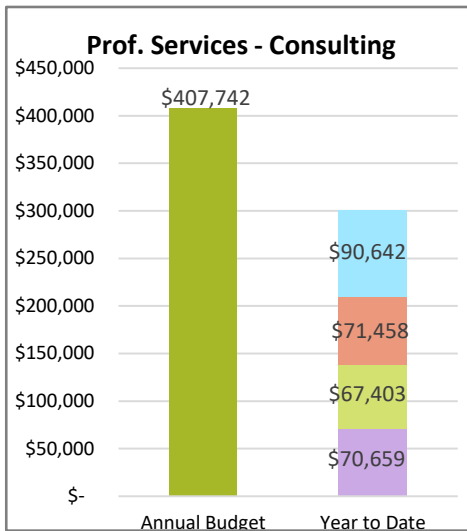
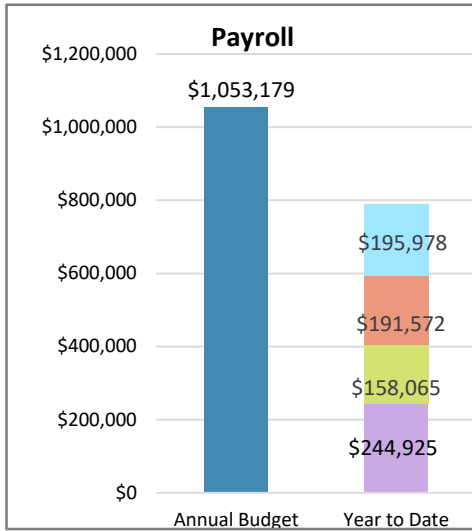
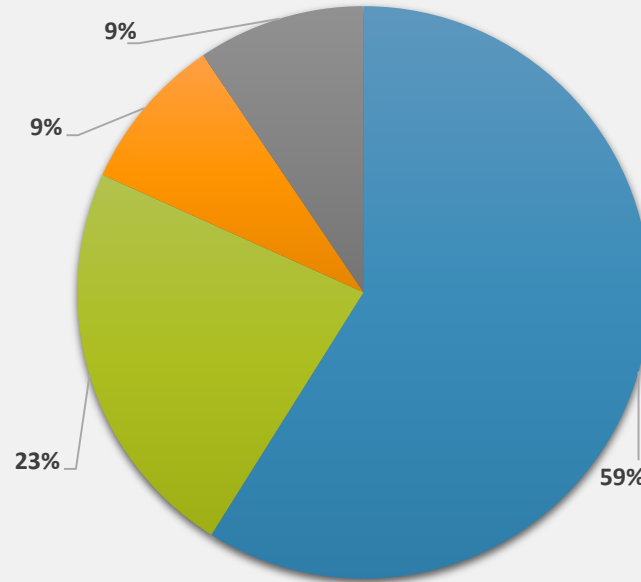
Metropolitan Planning Organization - EXPENSES

Annually Budgeted Expenses vs. Expenses - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Expenses

- Payroll
- Prof. Services - Consulting
- Rent
- Other



METROPOLITAN PLANNING ORGINAZATION
Statement of Net Position
December 31, 2018

ASSETS	
Cash and Cash Equivalents	\$32,573
Investments	310,464
Receivables	370,383
Prepays	4,882
Capital Assets, net	39,803
Total Assets	<u>758,105</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Accounts Payable and Acrued Liabilities	56,608
Deferred Revenue	
Long-Term Liabilities	
Accumulated Leave	34,353
Total Liabilities	<u>90,961</u>
FUND BALANCE	
Unreserved	669,034
Expenditures	(1,890)
Total Fund Balance	<u>667,144</u>
Total Liabilities and Fund Balance	<u>758,105</u>

METROPOLITAN PLANNING ORGANIZATION
 Revenues, Expenditures & Changes in Fund Balance
 For the Twelve Months Ending December 31, 2018

	4th Qtr Actual	Annual Actual	Annual Budget	Annual Variance	% Complete	
REVENUE						
FHWA-Federal Income-CPG	\$235,132	\$800,617	\$1,133,259	\$332,642	70.65%	
FHWA-Federal Income-STBG	13,580	39,196	106,978	67,782	36.64%	
FTA-Federal Income-405C		1,752	3,323	1,571	52.73%	①
FTA-Federal Income-Section 5304			10,000	10,000	0.00%	②
FTA-Federal Income-5310	7,934	23,178	32,626	9,448	71.04%	
NADCT Funding	14,755	19,937	15,000	(4,937)	132.91%	③
State Planning Funds	27,768	60,273	103,697	43,424	58.12%	④
State-CDPHE	5,780	21,979	25,000	3,021	87.92%	
Subtotal Grant Revenue	304,949	966,931	1,429,882	462,951	67.62%	
Local Match-Member Entities	59,248	191,230	283,055	91,825	67.56%	
100% Local	72,222	106,210	6,894	(99,316)	1540.73%	⑤
Subtotal Local - All Sources	131,470	297,439	289,948	(7,491)	102.58%	
Other Funds	953	953		(953)	0.00%	
City of Fort Collins Funds	30	28,184	32,666	4,482	86.28%	⑥
Subtotal Revenue from Other Sources	983	29,137	32,666	3,529	89.20%	
Miscellaneous Revenue	116	438		(438)	0.00%	⑦
Interest Earned	2,058	8,380		(8,380)	0.00%	⑦
Use of Reserves			37,864	37,864	0.00%	⑦
Subtotal Other Revenue Sources	2,174	8,817	37,864	29,046	23.29%	
Total Revenue- Combined Sources	439,575	1,302,325	1,790,360	488,035	72.74%	
EXPENDITURES/EXPENSES						
Administration	33,977	228,972	219,827	(9,145)	104.16%	⑧
Transportation Planning	151,762	532,121	786,161	254,039	67.69%	⑧
Mobility Management	10,239	29,447	47,628	18,181	61.83%	
Subtotal Payroll Expense	195,978	790,540	1,053,615	263,075	75.03%	
Professional Services & Consulting	90,642	300,162	407,742	107,581	73.62%	⑨
Subtotal professional Services & Consulting	90,642	300,162	407,742	107,581	73.62%	
Fleet Expense/Depreciation	18,665	18,665	3,375	(15,290)	553.04%	⑩
Insurance Expense	464	2,854	6,200	3,346	46.04%	⑪
Office Furniture/Equipment (non-cap)	2,856	27,199	17,413	(9,786)	156.20%	⑫
Office Supplies	1,258	3,506	4,772	1,266	73.48%	
Communications (phone/data/fax)	2,472	8,562	10,003	1,442	85.59%	
Postage	350	1,099	2,308	1,208	47.64%	
Printing						
Rent	39,324	158,437	157,279	(1,158)	100.74%	
Other Office Operating (Facility, Repairs, Furniture move Recycling, Office Equipment Lease)	1,837	5,304	3,613	(1,691)	146.80%	⑬
Dues, licensing and Subscriptions	824	5,440	6,007	567	90.56%	
Maintenance Contracts - Copier maintenance/usage	2,652	9,309	36,172	26,863	25.74%	⑭
Software maintenance	897	18,040	33,926	15,885	53.18%	
Outreach	981	5,789	4,557	(1,232)	127.03%	⑮
Other Operating Costs	39	39		(39)	0.00%	
Event/Meeting Expense	2,657	9,488	11,936	2,447	79.50%	
Indirect Costs	(26,672)	(81,537)	(57,115)	24,422	142.76%	⑯
Travel/Conference/Training Expense	1,884	21,280	30,058	8,778	70.80%	
Capitalized Equipment /Vehicles			49,500	49,500	0.00%	
Interest Expense		37		(37)	0.00%	
Loan Payments			9,000	9,000	0.00%	
Subtotal Other Expenses	50,487	213,513	329,002	115,490	64.90%	
Total Expenditures/Expenses	337,107	1,304,215	1,790,360	486,145	72.85%	
Excess(Deficiency of Revenue over Expenditures)	102,468	(1,890)	0	1,890		

METROPOLITAN PLANNING ORGANIZATION
Revenues, Expenditures & Changes in Fund Balance
For the Twelve Months Ending December 31, 2018

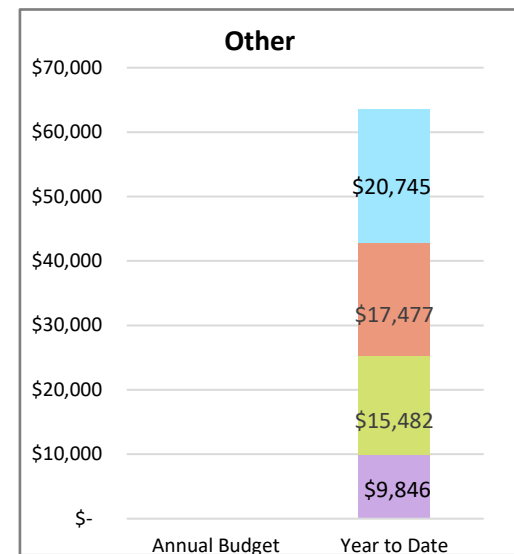
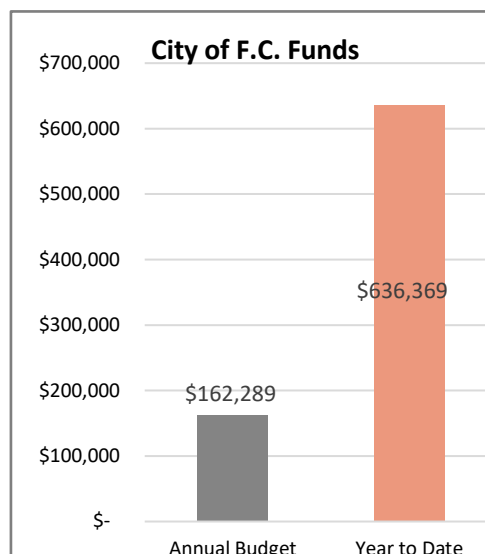
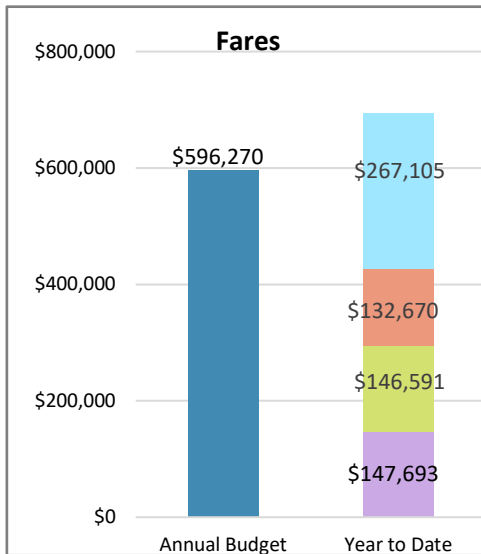
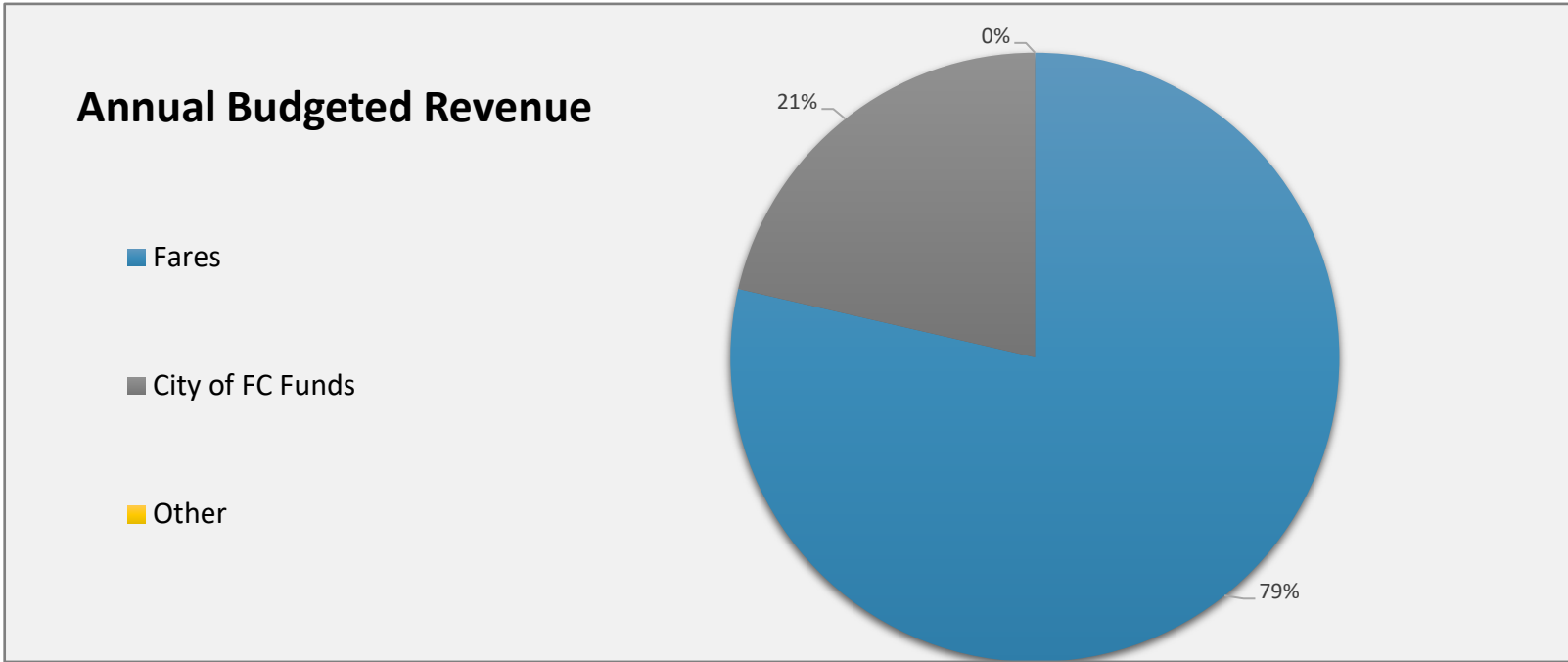
Explanation of Variances

- ① Project completed in September. Due to the grant not being approved until March, less time was spent on the project than anticipated.
- ② Grant contract was expected to be finalized in 2018, due to delays this did not happen.
- ③ Project was budgeted to carry over into 2019, all work was completed in 2018
- ④ Consultant contract was finalized in January. This project has been delayed. Originally scheduled to be completed by September 30, 2018. Is currently scheduled to be completed by April 2019
- ⑤ Payments for administrative leave for the previous executive director and legal fees to defend the MPO are a non allowable expenses for grant reimbursement. Therefore these fees were funded 100% by local match.
- ⑥ Received less Fort Collins funds than anticipated.
- ⑦ Interest and miscellaneous revenue are not budgeted for the UPWP
- ⑧ Severance payments for the previous executive director had to be booked as administrative payroll. A portion of the executive director's time was budgeted as transportation planning payroll.
- ⑨ Travel model consultant contract was finalized in January. This project has been delayed. Originally scheduled to be completed by September 30, 2018. Is currently scheduled to be completed by April 2019
- ⑩ Depreciation not budgeted for the UPWP
- ⑪ The insurance budget included insurance for a MPO vehicle. The MPO no longer has a vehicle.
- ⑫ Replaced Executive Director computer with a laptop and purchased hard drives for the server to help keep it from going down. Neither of these items were budgeted.
- ⑬ Unexpected expenses were incurred for website maintenance
- ⑭ Over budgeted
- ⑮ Additional Air Quality outreach supplies that were not budgeted.
- ⑯ CDOT's approved indirect cost rate was significantly higher than budgeted indirect costs.

VanGo™ - REVENUE

Annual Budgeted Revenue vs. Revenue - 2018

Q1 Q2 Q3 Q4



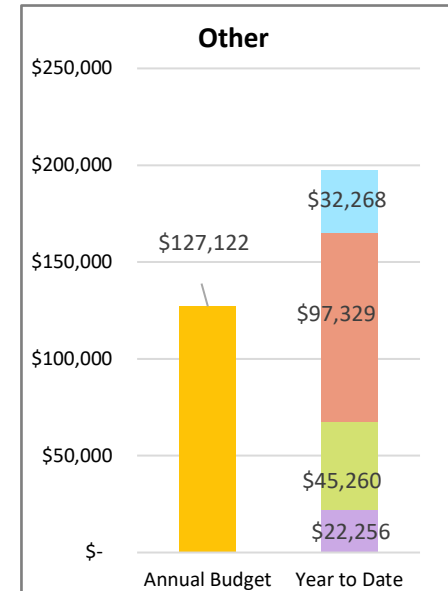
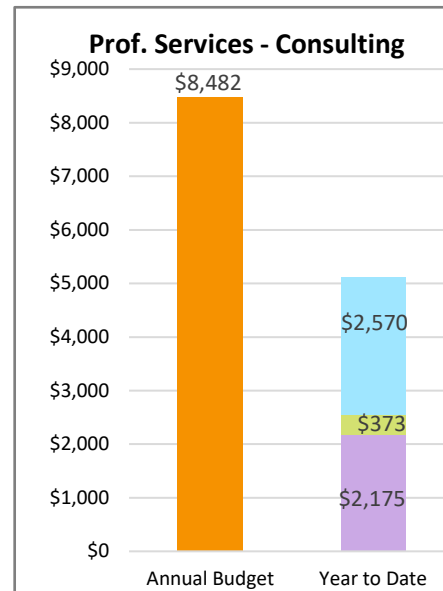
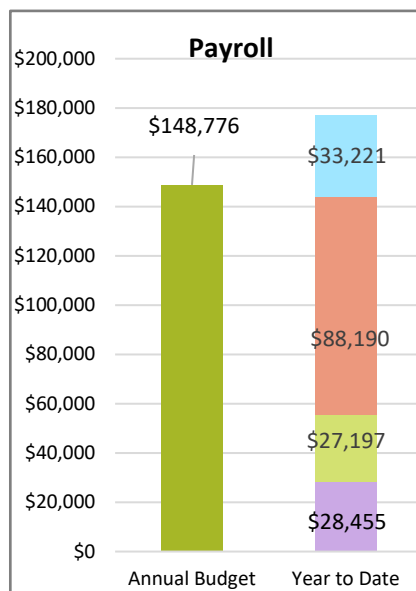
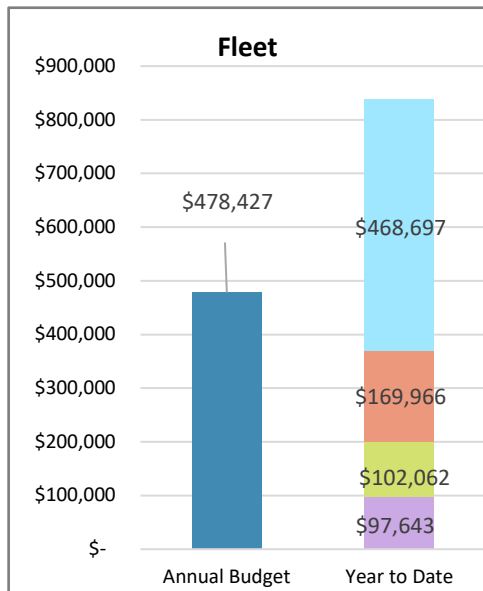
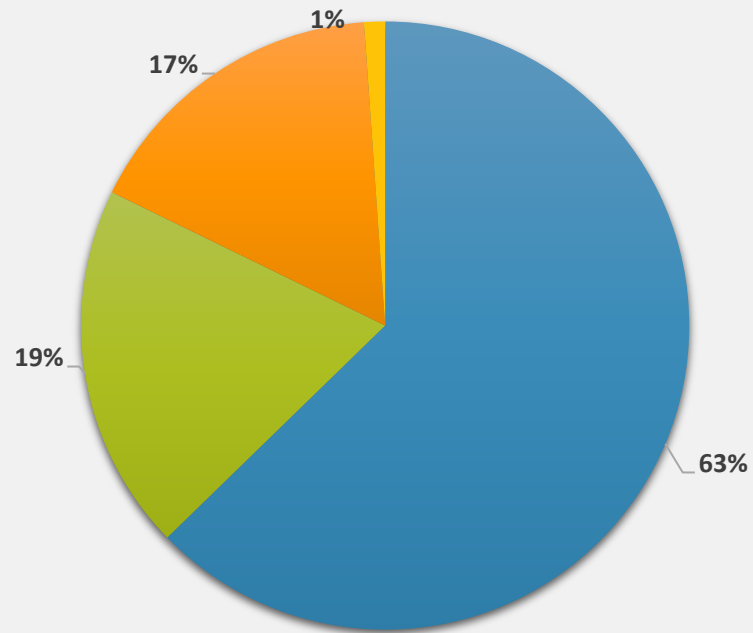
VanGo™ - EXPENSES

Annual Budgeted Expenses vs. Expenses - 2018

Q1 Q2 Q3 Q4

Annual Budgeted Expenses

- Fleet
- Payroll
- Prof. Services - Consulting
- Other



VanGo
Statement of Net Assets
December 31, 2018

ASSETS	
Cash and Cash Equivalents	\$153,519
Investments	3,415,525
Receivables	73,784
Advances to Other Funds	512
Loan Receivable	25,190
Capital Assets, net	628,207
Total Assets	<u>4,296,737</u>
LIABILITIES AND NET ASSETS	
LIABILITIES	
Accounts Payable and Accrued Liabilities	26,621
Deferred Revenue	8,455
Due to Other Funds	19,153
Accumulated Leave - Due in less than one year	3,335
Long-Term Liabilities	
Accumulated Leave - Due in more than one year	1,478
Total Liabilities	<u>59,042</u>
FUND BALANCE	
Unreserved	3,854,396
Current Year Revenue over (under) Expenditures	383,299
Total Fund Balance	<u>4,237,695</u>
Total Liabilities and Fund Balance	<u>4,296,737</u>

VanGo
Revenue, Expenditures & Changes in Fund Balance
For the Twelve Months Ending December 31, 2018

	4th Qtr Actual	Annual Actual	Annual Budget	Annual Variance	% Complete	
REVENUE						
Program Revenue - Fares	\$267,105	\$694,059	\$596,270	(\$97,789)	116.40%	
City of Fort Collins Funds		636,369	166,537	(469,832)	382.12%	(a)
Subtotal VanGo Revenue-All Sources	267,105	1,330,428	762,807	(567,621)	174.41%	
Interest Earned	20,745	63,550		(63,550)	0.00%	(b)
Gain on Sale of Fixed Assets	83,843	83,843		(83,843)	0.00%	(c)
Subtotal Other Revenue Sources	104,588	147,393		(147,393)	0.00%	
Total Revenue- Combined Sources	371,693	1,477,821	762,807	(715,014)	193.73%	
EXPENDITURES/EXPENSES						
Fleet Expense						
Fleet Insurance	27,817	111,208	117,719	6,511	94.47%	
Fleet Motor Fuel & Oil	35,710	137,706	131,293	(6,413)	104.88%	
Fleet Repairs & Maintenance	98,724	276,647	199,095	(77,552)	138.95%	(d)
Fleet Repairs & Maintenance-Insurance Deductible	780	3,000	2,625	(375)	114.29%	(d)
Guaranteed Ride Home	590	1,437	20,639	19,202	6.96%	(e)
Fleet Other	2,020	5,343	7,056	1,713	75.72%	(f)
FTA Repayments	9,240	9,240		(9,240)	0.00%	(g)
Depreciation	293,816	293,816		(293,816)	0.00%	(h)
Subtotal Fleet Expense	468,697	838,397	478,427	(359,970)	175.24%	
VanGo Payroll	33,221	121,412	148,776	27,364	81.61%	(i)
Professional Services and Consulting	2,570	5,118	8,482	3,364	60.34%	(j)
Office Supplies	181	181	300	119	60.33%	
Postage	42	126	301	175	41.86%	(k)
Credit Card Fees	4,759	15,629	14,250	(1,379)	109.68%	
Other Office operating (Facility, Repairs, Furniture move, Recycling, Office Equipment lease)	71	71	21	(50)	338.10%	(l)
Dues, Licensing and Subscriptions	723	723	1,170	447	61.79%	(m)
Maintenance Contracts - Copier maintenance/usage	70	18,999	24,810	5,811	76.58%	
Bad Debt	724	4,345	1,438	(2,908)	302.23%	(n)
Rideshare Promotion	100	600	20,000	19,400	3.00%	(o)
Event/Meeting Expense	(100)	2,965	3,218	253	92.14%	
Indirect Costs	26,672	81,537	57,321	(24,216)	142.25%	(p)
Travel/Conference/ Training	(974)	4,419	4,293	(126)	102.94%	(q)
Interest Expense						
Subtotal Other Expenses	32,268	129,595	127,122	(2,474)	101.95%	
Total Expenditures/Expenses	536,756	1,094,522	762,807	(331,716)	143.49%	(r)
Excess(Deficiency) of Revenue over Expenditures	(165,063)	383,299		(383,298)	0.00%	

Explanation of Variances

- (a) Fort Collins exchange fund amounts determined during September. Amount was more than what was budgeted.
- (b) Interest not budgeted for the UPWP
- (c) 12 vans were sold due to prior years decreases in routes, no van sales were budgeted.
- (d) Hail Damage to multiple vehicles
- (e) Guaranteed Ride Home budgeted on prior year. During the third quarter we changed from taxi service to Uber/Lyft which reduced the cost on a per trip
- (f) Fleet Other includes rider incentive gift cards which are budgeted based on the previous year, less participant recruitment happened in 2018
- (g) Van purchased with FTA funds was totaled, 80% of the insurance payment was required to be paid back to the FTA.
- (h) Depreciation is not budgeted for the UPWP
- (i) Payroll budget included a portion of ED salary. No charges for that position thru 2nd quarter.
- (j) Consulting services were budgeted for adding the national transit database module to the VanGo portal. Determined during January 2018 not to pursue this portion of the portal.
- (k) Postage was budgeted to mail invitations for the safety meeting. The invitations were evite only so no postage was necessary
- (l) Printing of mileage logs for National Transportation Database reporting was not budgeted due to the expectation of going digital that was not pursued.
- (m) Subscription for newsletter was budgeted on an annual basis due in November, new subscription is paid monthly
- (n) Accounts that should have been sent to collections at the end of 2017 were delayed until 2018. It is our policy to write off accounts as bad debt when we send them to collections.
decided not to advertise in this manner. Based on responses from new riders, the majority called because they had either saw the vans or a current vanpooler had recruited them.
- (p) CDOT's approved indirect cost rate was significantly higher then budgeted indirect costs.
- (q) Accrual entry for the third quarter was entered incorrectly, the correcting entry cause the fourth quarter to show a negative, annual expense is accurate.
- (r) The majority of the excess revenue over expenses is due to the additional Fort Collins exchange funds received

North Front Range Transportation & Air Quality Planning Council
Schedule of Expenditures of Federal Awards
Year Ended December 31, 2018

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-through Entity Identifying Number	Total Federal Expenditures
<u>U.S. Department of Transportation</u>			
Passed through Colorado Department of Transportation			
<i>Highway Planning and Construction Cluster:</i>			
Highway Planning and Construction	20.205	18-HTD-ZL-00053	\$ 800,617
Highway Planning and Construction	20.205	18-HTD-SL-00054	39,196
Highway Planning and Construction	20.205	18-HTD-ZL-00139	<u>60,273</u>
Total Highway Planning and Construction Cluster			<u>900,086</u>
 <i>Transit Services Programs Cluster:</i>			
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	18-HTR-ZL-00139	<u>23,178</u>
Total Transit Services Programs Cluster			<u>23,178</u>
Total U.S. Department of Transportation			<u>923,264</u>
Total Federal Financial Assistance			<u>\$ 923,264</u>

<u>4th Quarter Professional Services & Consulting</u>	Year-to-Date			
	2018	2018		%
<u>Professional Services & Consulting Administration</u>	Budget	Actual	Variance Under (over)	
<u>Information Technology Services</u>				
Greystone	\$ 33,000.00	\$ 28,500.00	\$ 4,500.00	86.36%
Njevity	\$ 2,757.00	\$ 7,626.50	\$ (4,869.50)	276.62%
<u>Audit Services</u>				
Eidi Bailly	\$ 20,750.00	\$ 16,500.00	\$ 4,250.00	79.52%
<u>Legal Services</u>				
Bell, Gould & Scott PC	\$ 7,607.00	\$ 19,938.50	\$ (12,331.50)	262.11%
Hoffmann, Parker, Wilson & Carberry PC		\$ 2,581.60		
<u>Human Services</u>				
Turning the Corner-HR Services	\$ 12,000.00	\$ 17,981.74	\$ (5,981.74)	149.85%
Larimer County-Interim Executive Director	\$ -	\$ 30,685.00	\$ (30,685.00)	
<u>Other Admin</u>				
One Tribe-New Logo		\$ 3,300.00		
	\$ 76,114.00	\$ 127,113.34	\$ (45,117.74)	167.00%
<u>VanGo™ Program</u>				
Portal- NTD Module	\$ 6,225.00	\$ 2,000.00	\$ 4,225.00	32.13%
<u>Planning</u>				
Transportation Model Update	\$ 258,743.00	\$ 147,178.86	\$ 111,564.14	56.88%
Land Use Model	\$ 44,792.00		\$ 44,792.00	0.00%
Larimer County Senior Transportation Implementation Plan	\$ 15,750.00	\$ 24,000.00		152.38%
Local Transportation Plans	\$ 9,000.00	\$ -	\$ 9,000.00	0.00%
	\$ 328,285.00	\$ 171,178.86	\$ 165,356.14	52.14%
Translation Services	\$ 600.00		\$ 600.00	0.00%
Volunteer Drivers Program	\$ 5,000.00	\$ 4,987.80	\$ 12.20	99.76%
	\$ 5,600.00	\$ 4,987.80	\$ 612.20	99.76%
Year-to-Date Professional Services & Consulting Total	\$ 416,224.00	\$ 305,280.00	\$ 125,075.60	73.35%

Explanation of Variances

- (a) Greystone consulted Njevity to set up replacement computers
- (b) Audit is paid during the first and second quarter of the year. Audited was budget as a indirect cost and a 100% local match due to uncertainty if a Single Audit would be required. Includes a portion of the 2019 budget for NTD audit.
- (c) Additional legal fees for human resources items involving the previous executive director
- (d) Hr Consultant had extra hours due to Executive Director replacement
- (e) Interium executive director's contract not budgeted
- (f) Decided in January not to pursue this piece of the portal.
- (g) Transportation and land use model delayed. Scheduled to be completed in April 2019.
- (h) Project budgeted to continue into 2019, all work was completed in 2018
- (i) Local entity has not started the local transportation plan

North Front Range Transportation and Air Quality Planning Council
Cash and Investment Institution Listing
As of December, 2018

Institution	Account Number	Balance as of September 30, 2018		
		MPO	VanGo	Total
Cash				
1st National Bank	8629	\$ 32,236.58		\$ 32,236.58
1st National Bank	7343		\$ 153,518.92	\$ 153,518.92
Petty Cash		\$ 75.00		\$ 75.00
Total Cash		\$ 32,311.58	\$ 153,518.92	\$ 185,830.50
Investments				
COLOTRUST	8001	\$ 310,463.41	\$ 3,415,525.14	\$ 3,725,988.55
Total Investments		\$ 310,463.41	\$ 3,415,525.14	\$ 3,725,988.55
Total Savings and Investments		\$ 342,774.99	\$ 3,569,044.06	\$ 3,911,819.05

Operating Reserves		Capital Reserve	Other	Other	Total
MPO	VanGo	VanGo	MPO	VanGo **	
			\$ 32,236.58		\$ 32,236.58
				\$ 153,518.92	\$ 153,518.92
			\$ 75.00		\$ 75.00
\$ -	\$ -	\$ -	\$ 32,311.58	\$ 153,518.92	\$ 185,830.50
\$ 310,463.41	\$ 387,294.50	\$ 407,295.68	\$ -	\$ 2,620,934.96	\$ 3,725,988.55
\$ 310,463.41	\$ 387,294.50	\$ 407,295.68	\$ -	\$ 2,620,934.96	\$ 3,725,988.55
\$ 310,463.41	\$ 387,294.50	\$ 407,295.68	\$ 32,311.58	\$ 2,774,453.88	\$ 3,911,819.05

** Funds in excess of required reserves, the majority of which are capital funds exchanged for local sales tax.

AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
March 7, 2019 Larimer County	FY2019 Program of Projects (POP)	Kaley Zeisel Transfort
Objective/Request Action		
Planning Council approval of the TIP Amendment for the Program of Projects (POP) for FFY 2019 FTA sections 5307, 5310 and 5339 apportionment for the Fort Collins TMA.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action
Key Points		
<p>The City of Fort Collins/Transfort has planned the following Program of Projects for Federal Fiscal Year (FFY) 2019 Federal Transit Administration (FTA) Section’s 5307, 5310 & 5339 apportionment for the Fort Collins Transportation Management Area (TMA). Once final apportionments have been announced by the FTA, final dollar amounts may change, but identified projects will remain the same. The City of Fort Collins is the Designated Recipient of FTA Section 5307, 5310 & 5339 funding for the Fort Collins TMA. Section 5307 & 5339 funds are used for public transportation facilities and projects, and Section 5310 funding is used for the Enhanced Mobility of Seniors and Individuals with Disabilities.</p> <p>Fort Collins works with other TMA members to develop a distribution of available funds and identify the projects to be funded.</p> <p>Of particular note with the FY19 funding:</p> <ul style="list-style-type: none"> • A public meeting was held from 1-2 pm at the Downtown Transit Center in Fort Collins on December 21, 2018. Public notice of the meeting was published in the two primary TMA newspapers. • An online notice was on the Transfort website for two weeks with contact information to provide feedback. • Full FY19 apportionments have not yet been released, program funding amounts were estimated using FY18 full apportionments. 		
Committee Discussion		
<p>This is the first and only time Planning Council will discuss the FFY 2019 TMA POP for approval and amendment into the FY2019-2022 TIP.</p>		
Supporting Information		
<p>There is a planning requirement under 49 USC Chapter 53 for designated recipients of FTA sections 5307, 5310, and 5339 funding to develop a POP for inclusion in the Transportation Improvement Program (TIP). A POP is a project list proposed by the Designated Recipient in cooperation with the MPO funded using the urbanized area’s 5307, 5310, and 5339 apportionments.</p> <p>The POP includes a brief project description, including any sub-allocation among public transportation providers, total project costs, and the federal share for reach project.</p> <p>The responsibilities of the Designated Recipient are as follows:</p> <ul style="list-style-type: none"> • Allocate the relevant apportionment among recipients in the urbanized area or areas based on local needs and arrangements, and in coordination with the MPO(s). • Identify and select the projects that the MPO will include in a Metropolitan Transportation plan, TIP, long range statewide transportation plan, statewide transportation improvement program (STIP), and/or unified planning work program (UPWP) • Submit a grant application for the applicable Section POP and/or authorize other eligible applicants to apply for all or part of the apportionment, and notify FTA of such authorizations • Ensure the annual POP complies with the requirements that at least one percent is used for public transportation security projects unless all security needs are certified to have been met • Each Designated Recipient must verify that appropriate documentation of designation is on file with FTA and, if not, provide such documentation 		

The City of Fort Collins, with the assistance of the TMA members, developed a POP for each Section's funding. Fort Collins is submitting the POP for TAC approval. This item will be presented at the March 7, 2019 Planning Council meeting for approval and subsequent inclusion in the FY2019-FY2022 TIP and STIP.

Advantages

Complies with the public participation process as determined by 49 USC Chapter 35 and prepares or authorizes funding use by the various agencies.

Disadvantages

None noted.

Analysis/Recommendation

The City of Fort Collins has done their due diligence in preparing and working with the TMA partners. They have met all federal requirements as the Designated Recipient of these specific FTA funds. This includes posting public notice of the Program of Projects in TMA publications and holding a public meeting for comment.

Attachments

- FFY 2019 Program of Projects (POP)
- December 21, 2018 Public Hearing Public Notice
- FTA 5307, 5310, and 5339 Factsheets
- [FFY18 5307 Full Apportionment Notice](#)
- [FFY18 5310 Full Apportionment Notice](#)
- [FFY18 5339 Full Apportionment Notice](#)

Rev. 11/28/2018

2019 FTA SECTIONS 5307, 5310, & 5339 - CITY OF FORT COLLINS PROGRAM OF PROJECTS

FFY 2019 FTA SECTION 5307 - \$4,501,848

Project Description	Project Sponser	Total Project Cost	Source of Funds (Federal and Local)		
			Federal	Local	Local Match Requirement
Maintain, Repair & Replace Assets	Fort Collins	\$ 2,335,700	\$ 1,868,560	\$ 467,140	20%
1% Security Projects	Fort Collins	\$ 56,273	\$ 45,018	\$ 11,255	20%
Capital Costs of Contracting	Fort Collins	\$ 1,181,000	\$ 472,400	\$ 708,600	60%
Fixed Route Operating Expenses	Fort Collins	\$ 4,231,740	\$ 2,115,870	\$ 2,115,870	50%
	Total Project Costs - Fort Collins	\$ 7,804,713			
	Total Federal Costs - Fort Collins	\$ 4,501,848			

FFY 2019 FTA SECTION 5310 - \$207,229

Project Description	Project Sponser	Total Project Cost	Source of Funds (Federal and Local)		
			Federal	Local	Local Match Requirement
Goods and Services for Seniors and Individuals with Disabilities	Fort Collins	\$ 259,036	\$ 207,229	\$ 51,807	20%
	Total Project Costs - Fort Collins	\$ 259,036			
	Total Federal Costs - Fort Collins	\$ 207,229			

FFY 2019 FTA SECTION 5339 - \$532,054

Project Description	Project Sponser	Total Project Cost	Source of Funds (Federal and Local)		
			Federal	Local	Local Match Requirement
Repair/Replace/Enhance projects related to Rolling Stock, Facilities, and Technology	Fort Collins	\$ 665,068	\$ 532,054	\$ 133,014	20%
	Total Project Costs - Fort Collins	\$ 665,068			
	Total Federal Costs - Fort Collins	\$ 532,054			



NOTICE

The City of Fort Collins/Transfort has planned the following Program of Projects for Federal Fiscal Year (FFY) 2019 Federal Transit Administration (FTA) Sections 5307, 5310 & 5339 apportionment for the Fort Collins Transportation Management Area (TMA). Once final apportionments have been announced by the FTA, final dollar amounts may change, but identified projects will remain the same. The City of Fort Collins is the Designated Recipient of FTA Section 5307, 5310 & 5339 funding for the Fort Collins TMA. Section 5307 & 5339 funds are used for public transportation facilities and projects, and Section 5310 funding is used for the Enhanced Mobility of Seniors and Individuals with Disabilities.

- FY19 Section 5307 approximate available funding: \$4,501,848
- FY19 Section 5310 approximate available funding: \$207,229
- FY19 Section 5339 approximate available funding: \$532,054

The Proposed Program of Projects (POP) includes:

5307 Program

- Maintain, Repair and Replace Assets \$1,868,560 Federal, \$467,140 Local Match
- Security Projects \$45,018 Federal, \$11,255 Local Match
- Capital Costs of Contracting \$472,400 Federal, \$708,600 Local Match
- Fixed Route Operating Expenses \$2,115,870 Federal, \$2,115,870 Local Match

5310 Program

- Goods and Services for Seniors and Individuals with Disabilities - \$207,229 Federal, \$51,807 Local Match

5339 Program

- Repair/Replace/Enhance projects related to Rolling Stock, Facilities & Technology - \$532,054 Federal, \$133,014 Local Match

Total Project Costs - \$8,728,817

Total Federal Costs - \$5,241,131

Detailed information on the aforementioned projects may be obtained by contacting Kaley Zeisel at Transfort / Dial A Ride (970) 224-6067 / kzeisel@fcgov.com). Public comment is encouraged and if warranted, the Program of Projects may be amended prior to publication of the final Program of Projects. The public is invited to comment on the POP and other amendments to the FY 2019



Transportation Improvement Program (TIP) through the North Front Range Metropolitan Planning Organization (NFRMPO). A public hearing will be held from 1-2 pm December 21,

2018 in Fort Collins at the Downtown Transit Center - 250 N. Mason Street. Comments can also be submitted via the Transfort website (ridetransfort.com) under Plans and Projects, Program of Projects. All members of the public are encouraged to attend and provide comment at this open public hearing.

Pending no amendments after the public hearing, this proposed FFY2019 Program of Projects will be considered the final Program of Projects and will be forwarded to the Transportation Advisory Council and NFRMPO Planning Council for initial review. This public notice and time established for public review and comments on the TIP will satisfy the FTA Program of Projects requirements for the Urbanized Area Formula Program. This notice will serve as the final POP unless projects contained within are amended.



U.S. Department of Transportation
Federal Transit Administration



FACT SHEET:
URBANIZED AREA FORMULA PROGRAM GRANTS
49 U.S.C. Chapter 53, Sections 5307 & 5340

	FY16 (in millions)	FY17 (in millions)	FY18 (in millions)	FY19 (in millions)	FY20 (in millions)
Passenger Ferry	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Urbanized Area Formula (5307)	\$4,508.90	\$4,599.68	\$4,696.90	\$4,797.11	\$4,899.45
Growing States/High Density Formula (5340)	\$536.26	\$544.43	\$552.78	\$561.31	\$570.03
Urbanized Area Formula Program TOTAL	\$5,075.16	\$5,174.11	\$5,279.68	\$5,388.42	\$5,499.48

PROGRAM PURPOSE: The Urbanized Area Formula Funding program (49 U.S.C. 5307) makes Federal resources available to urbanized areas and to Governors for transit capital and operating assistance and for transportation related planning in urbanized areas. An urbanized area is an Census-designated area with a population of 50,000 or more as determined by the U.S. Department of Commerce, Bureau of the Census.

Statutory References: 49 U.S.C. Section 5307 and 5340 / FAST ACT Sections 3004, 3016

Program Requirement: <https://www.transit.dot.gov/regulations-and-guidance/fta-circulars/urbanized-area-formula-program-program-guidance-and>

Eligible Recipients: Funding is made available to designated recipients, which must be public bodies with the legal authority to receive and dispense Federal funds. Governors, responsible local officials and publicly owned operators of transit services are required to designate a recipient to apply for, receive, and dispense funds for urbanized areas pursuant to 49 U.S.C. 5307(a)(2). The Governor or Governor’s designee is the designated recipient for urbanized areas between 50,000 and 200,000.

Eligible Activities: Eligible activities include planning, engineering, design and evaluation of transit projects and other technical transportation-related studies; capital investments in bus and bus-related activities such as replacement of buses, overhaul of buses, rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities; and capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, communications, and computer hardware and software. All preventive maintenance and

some Americans with Disabilities Act complementary paratransit service costs are considered capital costs. For urbanized areas with populations less than 200,000, operating assistance is an eligible expense.

For urbanized areas with 200,000 in population and over, funds are apportioned and flow directly to a designated recipient selected locally to apply for and receive Federal funds. For urbanized areas under 200,000 in population, the funds are apportioned to the Governor of each state for distribution.

What's Changed?

The 100 Bus Rule has been expanded to include demand-response service, excluding ADA complementary paratransit service. An exception to the 100 Bus Rule has been added as well. If a public transportation system executes a written agreement with one or more other public transportation systems within the urbanized area to allocate funds by a method other than by measuring vehicle revenue hours, each public transportation system that is part of the written agreement may follow the terms of the written agreement instead of the measured vehicle revenue hours.

Under Grant Recipient Requirements, a provision has been added that directs recipients to maintain equipment and facilities in accordance with their transit asset management plan.

Recipients are no longer required to expend 1% of their funding for associated transit improvements. However, recipients are still required to submit an annual report listing projects that were carried out in the preceding fiscal year.

Funding:

Federal Share: The Federal share is not to exceed 80 percent of the net project cost. The Federal share may be 90 percent for the cost of vehicle-related equipment attributable to compliance with the Americans with Disabilities Act and the Clean Air Act. The Federal share may also be 90 percent for projects or portions of projects related to bicycles. The Federal share may not exceed 50 percent of the net project cost of operating assistance.

Formula Details: Funding is apportioned on the basis of legislative formulas. For areas of 50,000 to 199,999 in population, the formula is based on population and population density. For areas with populations of 200,000 and more, the formula is based on a combination of bus revenue vehicle miles, bus passenger miles, fixed guideway revenue vehicle miles, and fixed guideway route miles as well as population and population density.

Passenger Ferry Grant Program: \$30 million is set aside for passenger ferry grants, to be allocated through competitive selection.

Anything else relevant: Funds are available the year appropriated plus five years.

Other:

- Match can come from [other Federal \(non-DOT\) funds](#). This can allow local communities to implement programs with 100 percent federal funding.
- Agencies that receive Section 5307 funding must offer [half fare or reduced fare](#) to people with disabilities and seniors during off-peak hours for fixed-route services.

For Additional Information on FTA and the FAST Act, please visit: www.transit.dot.gov/fastact



U.S. Department of Transportation
Federal Transit Administration



FACT SHEET:
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
Chapter 53 Section 5310

	FY 2015/ MAP-21	FY 2016 (in millions)	FY 2017 (in millions)	FY 2018 (in millions)	FY 2019 (in millions)	FY 2020 (in millions)
5310 Formula Grants	\$258.3	\$262.95	\$268.21	\$273.84	\$279.65	\$285.58
Competitive Pilot Program	<i>n/a</i>	\$2.00	\$3.00	\$3.25	\$3.50	\$3.50
5310 Total	\$258.3	\$264.95	\$271.21	\$277.09	\$283.15	\$289.08

PROGRAM PURPOSE:

To improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas – large urbanized (over 200,000), small urbanized (50,000-200,000), and rural (under 50,000). Eligible projects include both traditional capital investment and nontraditional investment beyond the Americans with Disabilities Act (ADA) complementary paratransit services.

Statutory References: 49 U.S.C. Section 5310 / FAST Act Section 3006

Program Guidance: [FTA Circular C. 9070.1G Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance and Application Instructions](#)

Eligible Recipients:

Formula funds are apportioned to direct recipients:

- States for rural and small urban areas (small UZAs) and designated recipients chosen by the Governor of the State for large urban areas (large UZAs); or
 - State or local governmental entities that operates a public transportation service.
- Direct recipients have flexibility in how they select subrecipient projects for funding, but their decision process must be clearly noted in a state/program management plan.
 - The selection process may be: Formula-based, Competitive, or Discretionary and subrecipients can include: States or local government authorities, private non-profit organizations, or operators of public transportation.

Eligible Activities:

- At least 55 percent of program funds must be used on capital or “traditional” 5310 projects. Examples include:

- Buses and vans; wheelchair lifts, ramps, and securement devices; transit-related information technology systems including scheduling/routing/one-call systems; and mobility management programs.
- Acquisition of transportation services under a contract, lease, or other arrangement. Both capital and operating costs associated with contracted service are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement. Funds may be requested for contracted services covering a time period of more than one year. The capital eligibility of acquisition of services as authorized in 49 U.S.C. 5310(b)(4) is limited to the Section 5310 program.
- The remaining 45 percent is for other “nontraditional” projects. Under MAP-21, the program was modified to include projects eligible under the former 5317 New Freedom program, described as: Capital and operating expenses for new public transportation services and alternatives beyond those required by the ADA, designed to assist individuals with disabilities and seniors. Examples include:
 - Travel training; volunteer driver programs; building an accessible path to a bus stop including curb-cuts, sidewalks, accessible pedestrian signals or other accessible features; improving signage, or way-finding technology; incremental cost of providing same day service or door-to-door service; purchasing vehicles to support new accessible taxi, rides sharing and/or vanpooling programs; and mobility management.

What’s Changed?

- A State or local governmental entity that operates a public transportation service and that is eligible to receive direct grants under 5311 or 5307 is now an eligible direct recipient for Section 5310 funds.
- FTA shall disseminate a collection of *Best Practices* to public transportation stakeholders on innovation, program models, new services delivery options, performance measure findings, and transit cooperative research program reports.
- Section 3006(b): a new competitive pilot program for innovative coordinated access and mobility - open to 5310 recipients and subrecipients – to assist in financing innovative projects for the transportation disadvantaged that improve the coordination of transportation services and non-emergency medical transportation (NEMT) services; such as: the deployment of coordination technology, projects that create or increase access to community One-Call/One-Click Centers, etc.
- Section 3006(c): Requires the interagency transportation Coordinating Council on Access and Mobility (CCAM) to create an updated strategic plan on transportation coordination across federal agencies, and develop a cost-sharing policy

Funding:

Federal Share:

- Federal share is 80 percent for capital projects
- Federal share is 50 percent for operating assistance

Formula Details:

- Based on Census data, the formula funds are apportioned to each State based on the number of older adults and individuals with disabilities and allocated by area:
 - Large UZAs: 60%
 - Small UZAs: 20%
 - Rural: 20%
 - States can transfer small urban or rural allocations to large UZA’s but not the other way around.

Other:

- Match can come from [other Federal \(non-DOT\) funds](#). This can allow local communities to implement programs with 100 percent federal funding. One example is [Older Americans Act \(OAA\) Title IIIB Supportive Services Funds](#).
- 5310 program recipients may partner with meal delivery programs such as the OAA-funded meal programs ([find local programs](#)) and the [USDA Summer Food Service Program](#). Transit service providers receiving 5310 funds may coordinate and assist in providing meal delivery services on a regular basis if they do not conflict with the provision of transit services.
- FTA requires its formula grantees to provide [half-fare service for fixed-route service](#) supported with FTA funds to older adults and individuals with disabilities who present a Medicare card.

For Additional Information on FTA and the FAST Act, please visit: www.transit.dot.gov/fast



U.S. Department of Transportation
Federal Transit Administration



**FACT SHEET:
 GRANTS FOR BUS AND BUS FACILITIES
 SECTION 5339**

Program Component	FY 2015/ MAP-21	FY 2016 (in millions)	FY 2017 (in millions)	FY 2018 (in millions)	FY 2019 (in millions)	FY 2020 (in millions)
Formula	\$427.80	\$427.80	\$436.36	\$445.52	\$454.96	\$464.61
Bus Discretionary	n/a	\$213.00	\$228.60	\$246.51	\$267.06	\$289.04
Low & No Emissions Discretionary	n/a	\$55.00	\$55.00	\$55.00	\$55.00	\$55.00
5339 Program TOTAL	\$427.8	\$695.80	\$719.96	\$747.03	\$777.02	\$808.65

Purpose

The Grants for Buses and Bus Facilities program (49 U.S.C. 5339) makes Federal resources available to States and designated recipients to replace, rehabilitate and purchase buses and related equipment and to construct bus-related facilities including technological changes or innovations to modify low or no emission vehicles or facilities. Funding is provided through formula allocations and competitive grants. A sub-program provides competitive grants for bus and bus facility projects that support low and zero-emission vehicles.

Statutory References

49 U.S.C. Section 5339 / FAST Act Section 3017

Program Guidance: [FTA Circular C 5100.1 Bus and Bus Facilities Program: Guidance and Application Instructions.](#)

Eligible Recipients

- Eligible Recipients include designated recipients that operate fixed route bus service or that allocate funding to fixed route bus operators; and State or local governmental entities that operate fixed route bus service that are eligible to receive direct grants under 5307 and 5311.
- Subrecipients: An eligible recipient that receives a grant under the formula or discretionary programs may allocate amounts from the grant to subrecipients that are public agencies or private nonprofit organizations engaged in public transportation.

Eligible Activities

- Capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations to modify low or no emission vehicles or facilities.

What's Changed?

- State and local government entities that operate fixed route bus service and that are eligible to receive direct grants under 5307 and 5311 may now be direct recipients of Section 5339 funds, regardless of their designated recipient status.
- Two discretionary components have been added to the program: A bus and bus facilities competitive program based on asset age and condition, and a low or no emissions bus deployment program. A solicitation of proposals for competitive funding including requirements and procedures will be published in an annual Notice of Funding Availability (NOFA) as soon as possible.
- A new pilot provision allows designated recipients in urbanized areas between 200,000 and 999,999 in population to participate in voluntary state pools to allow transfers of formula funds between designated recipients from FY 2016 through FY 2020.
- Allows states to submit statewide applications for bus needs.
- The minimum state allocation under the formula was raised to \$1.75M from \$1.25M; the territory allocation was unchanged.
- Grantees may use up to 0.5% of their 5339 allocation on Workforce Development activities.

Funding

- Federal Share: The Federal share is not to exceed 80 percent of the net project cost.
- Formula Details
 - National Distribution – \$90.5 million will be allocated each year among all States and territories, with each state receiving \$1.75 million and each territory (including D.C. and Puerto Rico) receiving \$500,000.
 - Apportionment Formula – The remainder of program funds will be apportioned based on population and service factors using the Section 5307 Urbanized Area Formula Program apportionment formula.
- Period of Availability: Funds are available for three years after the fiscal year in which the amount is apportioned.

For Additional Information on FTA and the FAST Act, please visit: www.fta.dot.gov/fastact

MEMORANDUM

To: NFRMPO Planning Council

From: Becky Karasko

Date: March 7, 2019

Re: FY2022-2023 Call for Projects Recommendations

Background

A total of 18 project applications were submitted to the FY2022-2023 Call for Projects: 11 Congestion Mitigation Air Quality (CMAQ), six Surface Transportation Block Grant (STBG), and one Transportation Alternatives (TA). The CMAQ and STBG applications were scored by the Call for Projects Scoring Committee (Scoring Committee) and the TA application was reviewed by the NoCo Bike & Ped Collaborative (NoCo). As shown in **Table 1**, the Scoring Committee recommends funding five CMAQ projects and four STBG projects, and NoCo recommends funding the TA project.

Table 1. Call for Projects Overview

Funding Pool	Total Funding Available	Applications Received	Total Funding Requested	Projects Recommended for funding
CMAQ	\$10.7M	11	\$19.0M	5
STBG	\$7.9M	6	\$10.4M	4
TA	\$0.5M	1	\$0.5M	1
Total	\$19.2M	18	\$30.0M	10

The Call for Projects Scoring Committee met on January 8, 2019 to score the CMAQ and STBG applications. The Scoring Committee included voting representatives from the communities of Evans, Fort Collins, Greeley, Loveland, and Weld County and non-voting representatives from CDOT, FHWA, NoCo, RAQC, and NFRMPO staff.

The CMAQ projects were ranked highest to lowest based on their emissions benefits and contribution to achievement of targets using the scoring criteria and point system identified in the 2018 Call for Projects Guidebook, available at <https://nfrmpo.org/wp-content/uploads/2018-call-for-projects-guidebook-revised-10172018.pdf>. As identified in **Table 2**, TAC recommends partially funding one and fully funding four CMAQ projects.



Table 2. Congestion Mitigation & Air Quality (CMAQ) Recommendations

Project Sponsor	Project Name	Rank	Federal Request	Funding Recommendation
Greeley	Citywide Signal Retiming	1	\$283,000	\$273,000
Fort Collins	Transfort Electric Bus Purchase	2	\$4,366,593	\$4,366,593
Greeley	Phase 3 Fiber	3	\$2,375,653	\$2,375,653
Loveland	North Taft Avenue & US 34 Intersection Widening/Improvements	4	\$3,330,637	\$3,330,637
Fort Collins	College and Trilby Road Intersection Improvements	5	\$1,000,000	\$387,371
Weld County	WCR 74 / WCR 31 Roundabout	6	\$4,161,323	\$0
Loveland	COLT Bus Replacement	7	\$848,781	\$0
Loveland	US 34 & Namaqua Signal	8	\$827,900	\$0
Loveland	Loveland ITS Expansion	9	\$359,309	\$0
Greeley	14th Avenue Signal Detection and Hardware Upgrade	10	\$615,049	\$0
Greeley	11th Avenue Signal Detection and Hardware Upgrade	N/A	\$849,830	\$0*
TOTAL FEDERAL FUNDING AVAILABLE				\$10,733,254
TOTAL FEDERAL FUNDING RECOMMENDED				\$10,733,254

**Project deemed ineligible: applicant did not submit CDOT mini application or CDOT letter of support. Project could receive funding via CDOT.*

The STBG projects were ranked highest to lowest based on the scoring criteria and point system identified in the Guidebook. As identified in **Table 3**, the Scoring Committee recommends fully funding four STBG projects. An additional \$428,382 funding in STBG is available; however, instead of receiving partial funding, the City of Greeley and the Town of Windsor have requested to waitlist their projects. If additional STBG funding becomes available to provide substantial partial funding or full funding to the waitlisted projects, the applicants could opt to receive the funding at that time.

As approved by Planning Council on October 4, 2018, the Regional Air Quality Council (RAQC) will receive a \$25,000 per year set-aside of STBG funding in FY2022 and FY2023 for ozone modeling of the North Front Range region.



Table 3. Surface Transportation Block Grant (STBG) Recommendations

Project Sponsor	Partner Agency	Project Name	Rank	Federal Request	Funding Recommendation
Fort Collins	Larimer County	CR 19 (Taft Hill Rd) Improvements - Horsetooth Rd to Harmony Rd	1	\$3,834,025	\$3,834,025
Weld County	Eaton	Roundabout at WCR 74 and WCR 33	2	\$1,091,818	\$1,091,818
Evans	Weld County	37th St Widening	3	\$1,118,565	\$1,118,565
Loveland	N/A	US 34 Widening - Boise to Rocky Mountain Ave	4	\$1,361,496	\$1,361,496
Greeley	N/A	83rd Avenue Roadway Improvements	5	\$1,873,374	Project Waitlisted
Windsor	N/A	WCR 13 Alignment Improvements	6	\$1,187,311	Project Waitlisted
TOTAL FEDERAL FUNDING AVAILABLE					\$7,834,286
TOTAL FEDERAL FUNDING RECOMMENDED					\$7,405,904

The TA application was reviewed by the NoCo at their meeting on January 9, 2019. As shown in **Table 4**, the NoCo recommends fully funding the project.

Table 4. Transportation Alternatives (TA)

Project Sponsor	Project Name	Federal Request	Funding Recommendation
Windsor	Poudre River Trail Realignment Improvements	\$544,075	\$544,075
TOTAL FEDERAL FUNDING AVAILABLE			\$544,075
TOTAL FEDERAL FUNDING RECOMMENDED			\$544,075

TAC discussed the Scoring Committee's and NoCo's recommendations at their meeting on January 16, 2019. The projects recommended for funding were presented at the February 7, 2019 Planning Council meeting in Easton. At that meeting Planning Council members requested an analysis of the last three Calls for Projects (held in 2014, 2016, and 2018) be conducted and provided to them. This analysis was sent to Planning Council members on February 11, 2019 and is also provided as an attachment to this memo. TAC members also received this analysis ahead of their February 20, 2019 meeting. At their February 20, 2019 meeting TAC recommended Planning Council approval of the funding for the projects as presented in this memo.

Action

TAC requests Planning Council approve the projects recommended for funding in the FY2022-2023 Call for Projects as summarized in this memo for CMAQ, STBG, and TA funding.

Congestion Mitigation and Air Quality (CMAQ)

		2014 Call		2016 Call	2018 Call	Average of Last 3 Calls
		Awarded	Allocated to Date**	Awarded	Awarded	
Weld County	Weld County	\$ 4,507,000.00	\$ 5,303,429.00	\$ 2,200,000.00	\$ -	
	Greeley	\$ 185,000.00	\$ 185,000.00	\$ 430,500.00	\$ 2,648,653.00	
	GET	\$ 3,880,000.00	\$ 4,625,831.00	\$ 1,513,000.00	\$ -	
Weld County Subtotal		\$ 8,572,000.00	\$ 10,114,260.00	\$ 4,143,500.00	\$ 2,648,653.00	\$ 16,906,413.00
Weld County Percentage		65%	64%	54%	25%	49.4%
Larimer County	Larimer County	\$ 383,147.00	\$ 383,147.00	\$ 827,900.00	-	
	Loveland*	\$ 764,000.00	\$ 636,000.00	\$ 384,000.00	\$ 3,330,637.00	
	Fort Collins	\$ -	\$ -	\$ -	\$ 387,371.00	
	Transfort	\$ 2,763,000.00	\$ 3,964,989.00	\$ 1,900,000.00	\$ 4,366,593.00	
	COLT	\$ 726,616.00	\$ 726,616.00	\$ 384,000.00	\$ -	
Larimer County Subtotal		\$ 4,636,763.00	\$ 5,710,752.00	\$ 3,495,900.00	\$ 8,084,601.00	\$ 17,291,253.00
Larimer County Percentage		35%	36%	46%	75%	50.6%
TOTAL		\$ 13,208,763.00	\$ 15,825,012.00	\$ 7,639,400.00	\$ 10,733,254.00	\$ 34,197,666.00

*Loveland was awarded funds for two projects

**Allocated to date indicates additional funds awarded following CDOT reconciliations and project close-outs

Surface Transportation Block Grant (STBG)

		2014 Call		2016 Call	2018 Call	Average of Last 3 Calls
		Awarded	Allocated to Date**	Awarded	Awarded	
Weld County	Eaton	\$ 104,000.00	\$ 103,440.00	\$ -	\$ -	
	Evans	\$ 1,394,000.00	\$ 1,423,554.00	\$ 982,141.00	\$ 1,118,565.00	
	Greeley	\$ 1,498,000.00	\$ 2,010,958.00	\$ 1,329,008.00	\$ 242,000.00	
	Weld County	\$ -	\$ -	\$ -	\$ 1,091,818.00	
	Windsor	\$ -	\$ -	\$ 1,000,000.00	\$ 186,000.00	
Weld County Subtotal		\$ 2,996,000.00	\$ 3,537,952.00	\$ 3,311,149.00	\$ 2,638,383.00	\$ 9,487,484.00
Weld County Percentage		36%	35%	48%	34%	38.2%
Larimer County	Larimer County	\$ -	\$ -	\$ 452,419.00	\$ -	
	Loveland	\$ 1,109,000.00	\$ 2,320,000.00	\$ 982,891.00	\$ 1,361,496.00	
	Fort Collins	\$ 2,368,000.00	\$ 2,400,000.00	\$ 2,100,442.00	\$ 3,834,025.00	
	Berthoud	\$ 1,866,000.00	\$ 1,865,855.00	\$ -	\$ -	
Larimer County Subtotal		\$ 5,343,000.00	\$ 6,585,855.00	\$ 3,535,752.00	\$ 5,195,521.00	\$ 15,317,128.00
Larimer County Percentage		64%	65%	52%	66%	61.8%
TOTAL		\$ 8,339,000.00	\$ 10,123,807.00	\$ 6,846,901.00	\$ 7,833,904.00	\$ 24,804,612.00

*Red font indicates waitlisted projects

**Allocated to date indicates additional funds awarded following CDOT reconciliations and project close-outs

Transportation Alternatives (TA)

		2014 Call		2016 Call	2018 Call	Average of Last 3 Calls
		Awarded	Allocated to Date**	Awarded	Awarded	
Weld County	Johnstown	\$ -	\$ -	\$ 250,000.00	\$ -	
	Windsor	\$ 550,000.00	\$ 665,000.00	\$ -	\$ 544,075.00	
Weld County Subtotal		\$ 550,000.00	\$ 665,000.00	\$ 250,000.00	\$ 544,075.00	\$ 1,459,075.00
Weld County Percentage		55%	100%	49%	100%	84.7%
Larimer County	Larimer County	\$ 456,000.00	\$ -	\$ 264,000.00	\$ -	
Larimer County Subtotal		\$ 456,000.00	\$ -	\$ 264,000.00	\$ -	\$ 264,000.00
Larimer County Percentage		45%	0%	51%	0%	15.3%
TOTAL		\$ 1,006,000.00	\$ 665,000.00	\$ 514,000.00	\$ 544,075.00	\$ 1,723,075.00

**Allocated to date indicates additional funds awarded following CDOT reconciliations and project close-outs

TOTAL

County	Total Funding	Percentage
Larimer County	\$ 32,872,381.00	54%
Weld County	\$ 27,852,972.00	46%
TOTAL	\$ 60,725,353.00	100%

MEMORANDUM

To: NFRMPO Planning Council
From: Suzette Mallette, Executive Director
Date: March 7, 2019
Re: NFRMPO Executive Policies – Draft

The recent turnover in the Executive Director position prompted FHWA/FTA to request an Immediate Succession plan as part of the NFRMPO's Certification Review in June 2018. This request shed light on the need for more formal policies in regard to the Executive Director position. These policies are intended to define the responsibilities of the position as well as create an operating framework.

Council reviewed the draft at the February 7, 2019 meeting where Council stated they would submit changes regarding these policies. As of February 25th, one comment had been submitted regarding Immediate Succession, Section 7.1, as highlighted in the attached document. Other areas of delegation are highlighted in 5.10

Attached is a draft of the NFRMPO Executive Policies with amendments received from last month for review and discussion with the Council. The creation of these Policies is incorporated into the 2019 Goals for the Executive Director.

Action: This is an action item.

NFRMPO Executive Polices

Adopted Month, 2019



North Front Range
Metropolitan
Planning
Organization

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Executive Policies

Executive policies provide the necessary guidance for the Executive Director to effectively lead the organization toward the goals and priorities of the NFRMPO. Executive policies identify conditions that must exist to achieve organizational stability and efficiency. For the purposes of this document, the term "Council" refers to the full NFRMPO Council and their alternates acting as such.

1. GENERAL

Within the scope of authority delegated to him/her by the NFRMPO Council, the Executive Director shall ensure that any practice, activity, decision or organizational circumstance is lawful and prudent and adheres to commonly accepted business and professional ethics. The Executive Director shall ensure that conditions are safe, fair, honest, respectful and dignified.

2. TREATMENT OF STAFF, INTERNS, AND VOLUNTEERS

The success of the NFRMPO depends upon the partnership between the NFRMPO Council, agencies, jurisdictions, citizens, taxpayers, elected officials and NFRMPO staff.

The Executive Director shall ensure:

- 2.1 Staff is competent, respectful and effective in interactions with the Council, public, etc.
- 2.2 Confidential information is protected from unauthorized disclosure.

Accordingly, pertaining to paid staff, interns and volunteers within the scope of his/her authority, the Executive Director shall ensure:

- 2.3 Written personnel policies and/or procedures, approved by legal counsel, which clarify personnel rules for staff, provide for effective handling of grievances, and protection against wrongful conditions are in effect.
- 2.4 Staff, interns and volunteers are acquainted with their rights upon entering and during their tenure with the NFRMPO.
- 2.5 Avenues are available for non-disruptive internal expressions of dissent, and protected activities are not subject to retaliation.
- 2.6 The NFRMPO Council is appropriately apprised of violations of Council policies and matters affecting the Council.

3. COMPENSATION, BENEFITS, EMPLOYMENT

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Executive Director shall ensure:

3.1 The fiscal integrity of the NFRMPO is maintained.

Accordingly, the Executive Director shall ensure:

- 3.2 His/her own compensation is approved by the NFRMPO Council according to adopted procedures generally outlined in the Executive Director's contract and in conjunction with Human Resources.
- 3.3 Compensation and benefits are consistent with wage data compiled in the NFRMPO's regular salary survey and approved in the annual budget.
- 3.4 Adherence to appropriate employment law practices.

4. FINANCIAL PLANNING AND BUDGET

With respect to strategic planning for projects, services and activities with a fiscal impact, the Executive Director shall ensure:

4.1 The programmatic and fiscal integrity of the NFRMPO is maintained.

Accordingly, the Executive Director shall ensure:

- 4.2 Financial practices are consistent with all applicable constitutional and statutory requirements.
- 4.3 Adequate information is available to enable: credible projections of revenues and expenses; separation of capital and operational items; cash flow projections; audit trails; identification of reserves, designations and undesignated fund balances; and disclosure of planning assumptions.
- 4.4 During any fiscal year, plans for expenditures match plans for revenues.
- 4.5 A minimum 6 months of operating expenses, excluding amounts for in-kind and pass-through expense or as recommended by the independent auditor and approved in the NFRMPO Fiscal Management Control Policy.

5. FISCAL MANAGEMENT AND CONTROLS

With respect to the actual, ongoing financial condition of NFRMPO, the Executive Director shall ensure:

- 5.1 Funds for expenditures are available during each fiscal year.
- 5.2 NFRMPO obligations are paid in a timely manner and within the ordinary course of business.
- 5.3 Prudent protection is given against conflicts of interest in purchasing and other financial practices, consistent with the law and established in the NFRMPO's Fiscal Management Control Policy.

- 5.4 Funds are used for their intended purpose.
- 5.5 Competitive purchasing policies and procedures are in effect to ensure openness and accessibility to contract opportunities.
- 5.6 Purchases, contracts and obligations which may be authorized by the Executive Director do not exceed the financial authority approved by the NFRMPO Council per Resolution 2001-04.
- 5.7 Adequate internal controls over receipts and disbursements prevent the material dissipation of assets.
- 5.8 The NFRMPO's audit is independent and external monitoring or advice is readily accepted and available.
- 5.9 Negotiates and enters into agreements with local governments for the provision of services
- 5.10 In the absence of the Executive Director, the Transportation Planning Director, signs on behalf of the Executive Director. If the Executive Director and the Transportation Planning Director are unavailable for a signature, the Finance Director provides authorizing signatures, unless there is a violation of internal controls.
- 5.11 The Executive Director's timesheets are submitted to the Chair and Vice Chair electronically for approval as close to the submission date and time as possible.

6. PROTECTION OF ASSETS

Within the scope of his/her authority in the Executive Director and given available resources, the Executive Director shall ensure:

- 6.1 Assets are protected and adequately maintained against unnecessary risk.
- 6.2 An insurance program exists to protect the NFRMPO in the event of a property and/or liability loss, including coverage insuring the Council, officers, employees, authorized volunteers and the NFRMPO against liabilities relating to the performance of their duties and the NFRMPO's activities in an amount equal to or greater than the average for comparable organizations and, for tort liabilities, in an amount equal to or greater than statutory limits on amounts the NFRMPO may be legally obligated to pay.
- 6.3 A policy exists to insure against employee dishonesty and theft.
- 6.4 Facilities and/or equipment are used properly and maintained (except normal deterioration and financial conditions beyond the Executive Director's control.)
- 6.5 Practices and policies are in place for the NFRMPO, Council and staff to minimize or prevent liability claims.
- 6.6 A policy exists to ensure protection from loss or significant damage of intellectual property (including intellectual property developed using NFRMPO resources), information, and files.
- 6.7 Adequate planning is done for short-term and long-term capital or facility

needs.

7. IMMEDIATE SUCCESSION

- 7.1** To protect the Council from sudden loss of Executive Director services, the Executive Director shall have at least one other member of the management team familiar with Council and NFRMPO issues and processes. This member will serve in the short term with a long-term appointment made by the MPO Council.
- 7.2** If the Executive Director is unavailable to fulfill their responsibilities, a letter from the Executive Committee will be sent to FTA, FHWA and CDOT outlining the situation and identifying the person(s) responsible for the Executive Director's duties.

8. COMMUNICATIONS WITH AND SUPPORT OF THE NFRMPO COUNCIL

The Executive Director shall ensure:

- 8.1** The Council is informed and supported in its work.
- 8.2** The Council is provided decision information it requests, information on relevant trends, or other points of view, issues and options for well-informed Council decisions.
- 8.3** The Council is aware of incidental information it requires, including anticipated adverse media coverage or material external and internal/organizational changes. Notification of planned, non-personnel-related internal changes is provided in advance when feasible.
- 8.4** In consultation with legal counsel, Council is appropriately apprised of pending or threatened litigation.
- 8.5** The Council is informed when the Council is not in compliance with its own policies, particularly in the case of the Council behavior that is detrimental to the work relationship between the Council and the Executive Director.
- 8.6** Information provided to the Council is not overly complex or lengthy

Commented [SM1]: From Kevin Ross - Under immediate succession I think that person who fulfills that role would need to be approved by the council. Now that can happen prior to a loss of the Executive director ie. You brought us Becky to be your emergency back-up, we as a council could approve her and have an understanding that she is acting director in your absence...
I look at that as a similar to Attorney general and deputy attorney general, both have to be approved by congress

AGENDA ITEM SUMMARY (AIS)

North Front Range Transportation & Air Quality Planning Council



Meeting Date	Agenda Item	Submitted By
March 7, 2019 Larimer County	FY2018 Transportation Improvement Program (TIP) Project Delay Review	Medora Bornhoft
Objective/Request Action		
To discuss TIP projects with a second delay in preparation for Action at the April 4, 2019 Planning Council meeting.		<input type="checkbox"/> Report <input type="checkbox"/> Work Session <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action
Key Points		
<ul style="list-style-type: none"> • Two projects awarded through NFRMPO Calls for Projects and initially programmed in FY18 or earlier are delayed for the second time: <ul style="list-style-type: none"> ○ Loveland’s <i>US 287 & US 34 VMS Signs</i> project with \$497K in federal funding. ○ A portion of Weld County’s <i>CNG Vehicles & Expansion</i> project with \$2,230K in federal funding with a second delay. • Both projects were granted a first one-year extension by the Technical Advisory Committee (TAC) on August 16, 2017. • The first time a project is delayed, the TIP Project Delay Procedure allows TAC to recommend a one-year extension if CDOT can guarantee the funds in the next fiscal year. • If a project requires a second extension, TAC may either: <ol style="list-style-type: none"> (1) recommend Planning Council issue a second extension, or (2) recommend Planning Council remove the funds from the project and either return the funds to the pool or fund another project partially funded in the 2014 Call for Projects. 		
Committee Discussion		
<ul style="list-style-type: none"> • TAC discussed the FY2018 TIP Project Delay Review at their September 19, 2018 meeting and their February 20, 2019 meeting. Action was postponed following the September 19, 2018 meeting to allow project sponsors time to address delays caused by the Buy America (BA) waiver process suspension. Although solutions for projects impacted by the BA waiver have not been implemented, they have been identified. • At the February 20, 2019 meeting, TAC discussed the six projects with first delays and three projects with second delays. Following the meeting, it was recognized that Greeley’s <i>10th Street Phase II Construction</i> project, which was identified as having a second delay, had gone to ad on February 15, 2019 and is no longer delayed. • At the upcoming March 20, 2019 meeting TAC will provide a recommendation to Planning Council to either grant a second one-year extension or remove funds for the two projects with a second delay. 		
Supporting Information		
<p>The TIP Project Delay Procedure is identified in the FY19-22 Transportation Improvement Program (TIP). “Delay” is defined as:</p> <ul style="list-style-type: none"> • when a construction-related project is not advertised during the fiscal year assigned in the TIP; or • when a non-construction project or program is not issued a “Notice to Proceed” (NTP) during the fiscal year programmed in the TIP. 		

Advantages

The TIP Project Delay Procedure promotes the effective and timely use of federal funds by ensuring projects receiving Congestion Mitigation and Air Quality (CMAQ), Surface Transportation Block Grant (STBG), and/or Transportation Alternative (TA) funds (or their equivalents in past or future federal surface transportation legislation) are making progress.

Disadvantages

None noted.

Analysis/Recommendation

Staff recommends Planning Council discuss the two projects with a second delay.

Attachments

- FY2018 Delay Review - TIP Projects with a Second Delay

Table 1. FY2018 Delay Review - TIP Projects with a Second Delay

PROJECT NAME	SPONSOR	FUNDING PROGRAM	INITIAL PROGRAM YEAR IN TIP	AD DATE or NOTICE TO PROCEED	PROJECT STATUS COMMENTS	Federal Funds Programmed in FY16-19 (in thousands)	2017 Review Outcome	2018 Delay Status
10th Street Phase II Construction*	Greeley	STP Metro	FY15	2/15/2019	Bids are due March 13 th .	\$378	1 st Extension	2 nd Delay
US 287 & US 34 VMS Signs	Loveland	CMAQ	FY15	Anticipated October 2019	IGA Complete. CDOT Region 4 Traffic policy review underway.	\$497	1st Extension	2nd Delay
Weld County CNG Vehicles & Expansion	Weld County	CMAQ	FY16-FY17	8/2/2017	<u>CNG Station</u> - CNG station upgrades are near completion.	\$961	<i>Not Delayed</i>	
				8/11/2016	<u>2016 Vehicle Purchase</u> - Contract approved in 2016 and five vehicles purchased.	\$189	<i>Not Delayed</i>	
				2/6/2019	<u>2019 Vehicle Purchase</u> - BA Waiver for one vehicle approved in April 2018. Includes \$98K for three heavy-duty (Class 8) vehicle conversions which may not be procurable.	\$134	1 st Extension	<i>Not Delayed</i>
				-	FY16-17 Remaining Vehicles - On hold due to BA Waiver suspension.	\$2,230	1st Extension	2nd Delay
			FY18	-	<u>FY18 Vehicles</u> - On hold due to BA Waiver suspension.	\$888	-	1 st Delay
			FY19	-	<u>FY19 Vehicles</u> - On hold due to BA Waiver suspension.	\$901	-	-

* Greeley's 10th Street Phase II Construction project is no longer delayed. The ad date was provided after the February 20, 2019 TAC meeting.