

**North Front Range Transportation &  
Air Quality Planning Council  
Year End Report**

**December 20, 2018**



North Front Range  
Metropolitan  
Planning  
Organization

**FY2018 -2019 Unified Planning Work Program (UPWP)**

<b>Total FY2018 -2019 Budget:</b>	<b>\$2,551,008</b>
<b>Total Expended 10/01/2017 – 09/30/2018:</b>	<b>\$1,846,500</b>

## **Title VI Compliance**

The North Front Range Metropolitan Planning Organization (NFRMPO) Planning Council approved the updated Title VI Plan on May 5, 2016 and updated the Plan on March 2, 2017. On May 18, 2016, Federal Transit Administration (FTA) provided a letter of concurrence that the NFRMPO's Title VI plan met the requirements set out in FTA's Title VI Circular 4702.1B. The NFRMPO has made two changes since the FTA concurrence: the Title VI Coordinator and to the Program Areas. The NFRMPO has three program areas: Transportation, VanGo™, and Finance and Administration.

To date, the NFRMPO has not received any Title VI complaints during FY2018. The NFRMPO Public Involvement Plan (PIP) was approved by Planning Council in November 2015.

### **1.0 MONITORING**

**Budget: \$212,278**

**October 1, 2017 - September 30, 2018 Expenses: \$151,158**

#### **1.1 DATA COLLECTION AND ANALYSIS**

- The NFRMPO mobile bicycle and pedestrian counters are available for check out for member communities to complete short-duration counts to enhance the travel collection capabilities of the region. To-date Loveland and Windsor have taken advantage of the counter program.
- NFRMPO staff analyzed counter data and reported it to the NoCo Bike & Ped Collaborative monthly, and to TAC and Planning Council quarterly.
- NFRMPO staff continued to collect INRIX data, available through CDOT for travel time calculations.
- NFRMPO staff collected updated transit routes and transit ridership data from COLT, GET, and Transfort.
- Crash data was provided by CDOT for Larimer and Weld counties for 2007-20210.
- An Intern was hired to geocode traffic crashes for 2007-2010 and 2016. Geocoding was completed in June 2018.

#### **1.2 SAFETY AND SECURITY**

- A construction location map was developed and included in the July-September 2018 edition of the *On the Move* newsletter.
- Staff participated in the CDOT-organized I-25 TIMP and US85 TIMP meetings.

#### **1.3 LOCAL PLAN REVIEWS**

- Staff completed three development reviews for the Town of Timnath, eight for the Town of Severance, and one for the City of Fort Collins. Comments were provided on

how proposed development could impact Regionally Significant Corridors, Regional Non-Motorized Corridors, and safe access to the regional transportation system for all users.

#### **1.4 CONGESTION MANAGEMENT PROCESS (CMP)**

- Staff developed criteria for Regionally Significant Corridors (RSCs). The process revealed outdated functional classifications and staff is working with communities to request changes by CDOT. Work on updating RSCs will continue in FY2019.
- The NFRMPO purchased three Acyclica devices for placement along RSCs where INRIX travel time data is not available, bringing the total number of devices purchased by the NFRMPO to 12. The City of Loveland installed the devices in June and will maintain the devices for at least five years. These devices capture travel time.

#### **1.5 PERFORMANCE MEASUREMENT AND REPORT**

- The five Safety Performance Targets were set and adopted by Planning Council on February 1, 2018.
- The Safety Performance Targets MOU with CDOT was signed on May 14, 2018.
- The PM2 (Pavement and Bridge Condition Measures) and PM3 (Performance of NHS, Freight, and CMAQ Measures) were set and adopted by Planning Council on September 6, 2018.

## **2.0 PLAN DEVELOPMENT**

**Budget: \$919,549**

**October 1, 2017 - September 30, 2018 Expenses: \$471,420**

### **2.1 REGIONAL TRANSPORTATION PLAN (RTP) MANAGEMENT**

- Updates to the 2045 RTP Goals, Objectives, Performance Measures, and Targets are underway. Staff presented the required performance measures and targets to TAC in November 2017. The Safety Targets were adopted by Planning Council on February 1, 2018.

### **2.2 TAZ UPDATE**

- Staff continued work on the Traffic Analysis Zones (TAZ) update to better align the TAZs with Census Block boundaries, community growth boundaries, regional development patterns, and the Travel Model Network. The update was completed in February 2018. Minor adjustments were made to the TAZ ID numbers in August 2018.
- Staff met with the two remaining NFRMPO member governments, the City of Loveland and Larimer County, and three governments within the air quality modeling boundary, including the Town of Wellington, the Town of Estes Park, and Rocky Mountain National Park to discuss TAZ alignment.

### **2.3 LAND USE MODEL DEVELOPMENT**

- NFRMPO staff used the models to complete data requests for member agencies and provided data to CDPHE-APCD for the development of the 2040 RTP Amendment #1 and associated conformity documents.
- The RFP for the 2045 Model update was developed and released in August 2017 with a proposal due date of September 22, 2017. Two bids were received. The Selection Committee met in October (FY2018) to score the bids. A contract with the selected firm was signed on DATE.
- Two constraint layers were developed for the 2045 Model, which reflect the residential and employment capacity for the region under current zoning codes and given future land use plans respectively. These inputs were developed under the guidance of local land use planners from the NFRMPO member jurisdictions and continued to undergo refinement as model calibration progressed.
- Staff developed an inventory of development recently constructed, approved for construction, or submitted for approval. Data for development projects were collected from local land use planning partners or from assessor's data. Projects contributing fewer than 20 new jobs or households were not included in the inventory.
- Population forecasts for the region were developed by applying household size distributions to household control totals provided by DOLA.
- Preliminary model outputs were visualized by Traffic Analysis Zone for community

review. Planning partners from the NFRMPO member jurisdictions provided several iterations of feedback regarding the distribution of households and jobs and overall growth rates for their communities.

- Following feedback from communities, the model was recalibrated, and model inputs were refined.
- Shapefiles for each member jurisdictions GMA were submitted to the model consultant to allow community-level model calibration. Growth ratios for Larimer and Weld county were later provided to further calibrate the model.

#### **2.4 TRANSPORTATION MODEL UPDATE AND MANAGEMENT**

- The 2045 Model Update RFP was scored by the Selection Committee in October 2017. The contract with the selected consultant was finalized in January 2018.
- Staff collected traffic count data for 2013-2017 and linked the data to the model network using unique IDs.
- Staff added collectors and arterials to the model network to improve usability of model outputs by local communities.
- Staff added speed limit data to the model network.
- Staff collected transportation projects through 2045 from member communities.
- The Model Steering Team met five times to provide input on model development.
- Scenarios for the 2045 Model and RTP were drafted and discussed with the Model Steering Team.

#### **2.5 FREIGHT PLAN**

- Work continued on the Freight Plan; however, work on the document slowed waiting on congestion, commodity, and economic data from CDOT Staff and CDOT's consultant working on the State Freight and Passenger Rail Plan and other priorities, including a change in NFRMPO staff.

#### **2.6 REGIONAL TRANSIT ELEMENT**

- NFRMPO staff held three *2045 Regional Transit Element* Steering Committee meetings, one each in January, March, and June.
- NFRMPO staff presented at seven community meetings and staffed tables at two additional community meetings, including one event held specifically for the LEP population.
- NFRMPO staff developed and distributed a *2045 Regional Transit Element* survey, which received 500 responses. 25 responses were in Spanish.

- NFRMPO drafted the *2045 Regional Transit Element*, which includes regional transit recommendations following an analysis of socioeconomic data, financing, and 2040 Regional Travel Demand Model results.
- The *2045 Regional Transit Element* was released for public comment between August 17 through August 31, discussed at the September 19, 2018 TAC meeting, and adopted by the Planning Council on November 1, 2018.

## **2.7 PLANNING COUNCIL AND TECHNICAL ADVISORY COMMITTEE (TAC) SUPPORT**

### Council –

- Packets, minutes, supporting documentation, calendars, and rosters have been produced, revised, sent to Council and/or the Council Packet Distribution List, and posted to the MPO website for each meeting.
- Meeting announcements have been produced, sent to the *Coloradoan*, *Greeley Tribune*, and the *Loveland Herald* and posted to the MPO website for each meeting.
- Minutes from each Council meeting have been produced, sent to Council members, and added to the next Council packet. Approved minutes have been posted to the NFRMPO website.
- Resolutions have been approved, signed, scanned, distributed as needed, and stored both as hard copy and electronically as needed.
- Correspondence has been disseminated as needed.

### TAC –

- Packets were produced and sent electronically to the TAC Packet Distribution list ahead of each meeting.
- Rosters and calendars were produced, revised, and distributed to TAC members.
- Staff prepared an Executive Summary of each meeting, which was added to the next month's Planning Council Agenda Packet.
- NFRMPO posted TAC meeting minutes on the website following approval by TAC members.
- Correspondence was disseminated as needed.

## **2.8 UNIFIED PLANNING WORK PROGRAM (UPWP)**

- The NFRMPO completed the second Unified Planning Work Program amendment, which was approved by Planning Council at their January 4, 2018 meeting.
- NFRMPO staff responded to a request for information related to the upcoming MPO Federal Certification Review, which was completed in spring 2018.
- The FY2018-2019 UPWP and FY2019 budget were adopted by Planning Council on May 3, 2019. Amendment #1 to the FY2018-2019 UPWP was approved by Planning Council on September 6, 2018.

## **2.9 TRANSFORT — TRANSIT MASTER PLAN UPDATE**

- Scenario development phase is nearly complete and preferred transit scenario is being developed based on extensive community feedback on three scenarios.
- The three big ideas are: 1) high frequency transit service on key corridors; 2) innovation zones of alternative service to fill in gaps of the fixed-route network; and 3) mobility hubs at key activity centers to tie together transit service, innovations zones and other modes of travel.
- Community engagement has included public meetings, ambassador groups, website, and other tools.
- Two recent Work Sessions have been held with the Fort Collins City Council on the project.
- A draft plan will be prepared in January for public review and comment.

## **2.10 GET REGIONAL TRANSIT STUDY**

- Working on development of a regional bus route between Greeley and Fort Collins with stops in Windsor.
- Presented to City of Greeley Council. Gained favorable feedback and approval to move forward and present to Windsor and Fort Collins.
- Presented to NFRMPO TAC and received favorable feedback.
- Presented to Town of Windsor Board and received favorable feedback.
- The City of Greeley is working with City of Fort Collins to determine next steps.

## **2.11 LOCAL TRANSPORTATION PLAN**

- The Local Transportation Plan for the Town of Severance is in the early stages of development, with an RFP anticipated in FY2018.
- Monthly coordination meetings between the communities along the corridor.

### **3.0 PLANNING SERVICES**

**Budget: \$171,377**

**October 1, 2017 - September 30, 2018 Expenses: \$172,236**

#### **3.1 SPECIAL PARTICIPATION**

- Staff participated in US34 PEL Executive Committee meetings.
- Staff participated on the US34 PEL TAC and provided technical assistance to CDOT.
- Staff attended Statewide MPO meetings.
- Staff attended State Transportation Advisory Committee (STAC) meetings.
- Staff attended North Area Transit Alliance (NATA) meetings.
- Staff attended Transportation Environmental Resource Council (TERC) meetings.
- Staff participated in and attended the Annual Association of Metropolitan Planning Organization (AMPO) Meeting.
- Staff attended Air Quality Interagency Coordination Group (ICG) meetings.
- Staff attended Regional Air Quality Council (RAQC) meetings.
- Staff attended Engage Fort Collins (EnFoCo) meetings.
- Staff attended a Freedom Parkway Coalition meeting and reviewed the draft Access Control Plan (ACP).
- Staff participated on CDOT's Freight Advisory Council.
- Staff participated on CDOT's Rail Plan Working Group.
- Staff participated on CDOT's Joint Planning Advisory Committee (JPAC).
- Staff attended North I-25 Coalition meetings.
- Staff supported 13 North I-25 Funding Committee meetings.
- Staff participated on the Southwest Chief & Front Range Passenger Rail Commission.
- Staff supported Northern Colorado Bicycle & Pedestrian Collaborative meetings.
- Staff created and submitted an INFRA application for North I-25 improvements (SH402 to SH66).
- Staff created, worked with CDOT R4, and submitted a BUILD application for North I-25 improvements (SH402 to SH66).

#### **3.2 OUTREACH/COMMUNICATIONS**

- The agency continued to develop the NFRMPO blog and linked it to Twitter, Facebook, and LinkedIn to automatically tweet or post when a new blog post is made. NFRMPO staff distributed information regarding training sessions, webinars, reports, and other important non-motorized information to TAC members and Northern Colorado Bicycle & Pedestrian Collaborative.
- The NFRMPO created a new agency website and updated it as needed. The NFRMPO website (<https://nfrmpo.org>) provides additional information not available on the NFRMPO Blog or Twitter sites, such as current and archived projects, information about MPO staff, TAC and Planning Council members, and meeting materials and a



calendar for upcoming meetings.

- Four *On the Move* newsletters were drafted and published. The newsletters cover transportation news, construction updates, planning news, study updates, NFRMPO departments, spotlight on NFRMPO communities, and upcoming events and community calendar.
- NFRMPO staff piloted purchasing sponsored Facebook ads to help improve the number of people reached by NFRMPO social media posts. Boosted posts included I-25 updates and other regional project completions.
- The @nfrmpo Instagram was used to show NFRMPO activities and to spread awareness of different events happening in the region.

### **3.3 LOCAL ASSISTANCE WITH SAFE ROUTES TO SCHOOL**

- Assistance with the Safe Routes to School has not begun due to a lack of interest from the Local Communities.

## **4.0 PLAN IMPLEMENTATION**

**Budget: \$207,530**

**October 1, 2017 - September 30, 2018 Expenses: \$ 78,451**

### **4.1 PROJECT ASSISTANCE**

- Staff provides support for the Northern Colorado Bicycle & Pedestrian Collaborative that is implementing the *Non-Motorized Plan*.
- Staff participated in CDOT's North I-25 Segments 5 & 6 Travel Demand Modeling meetings.
- Staff participated in CDOT's US34/US85 Interchange Stakeholder meetings.
- Staff participated in CDOT's Express Lanes Master Plan meetings.
- Staff also participated in the Interagency Consultation Group (ICG) meetings.

### **4.2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

- The NFRMPO staff processed 17 Amendments and 45 Modifications to the FY2018-2021 TIP.
- The Annual List of Federally Obligated Projects (ALOP) was completed and posted on the NFRMPO website in December 2017. The ALOPs for 2016 and 2017 were revised on August 13, 2017.
- The FY2019-2022 TIP began development in January 2018. A Call for Projects was held in February for projects with identified funding sources in 2022 to be added to the TIP. The new TIP and its conformity determination were adopted by Planning Council in June 2018.
- NFRMPO staff processed 35 Modifications to the FY2019-2022 TIP.

### **4.3 FEDERAL FUNDS MANAGEMENT**

- Additional unprogrammed TA federal funds were returned to the NFRMPO in July 2017. The NoCo Bike & Ped Collaborative reviewed projects beginning in July 2017 and provided a recommendation to TAC in December. Planning Council approved the additional award in February 2018.
- In January 2018, the CDOT reconciliation identified additional unprogrammed CMAQ and STP Metro federal funds. TAC recommended allocating the unprogrammed funds to six projects from the 2014 Call for Projects. Planning Council approved the additional award in June 2018.
- The annual review of projects was a Discussion Item at the September 2018 TAC meeting. Six projects were identified as having their first delay and three projects as having a second delay. Action on delayed projects will occur in FY2019.
- In August 2018, TAC recommended Planning Council approve the process for the 2018 Call for Projects. Discussion on the CMAQ emissions benefits formulas began in June 2018 with TAC. Work on the Call for Projects will continue through FY2019.

#### **4.4 MOBILITY MANAGEMENT**

- The Online Resource Guide was updated to ensure all services are shown properly, fixing a previous issue.
- Discussions began about creating a regional Travel Training Program, including Transfort, COLT, Bustang, and RTD. Work continues on setting up these trainings. The Senior Transportation Coalition (STC) continues to partner with Transfort to promote regional travel trainings.
- Staff chaired STC meetings in October and December 2017 and February 2018. STC is the Mobility and Access Priority Group of the Larimer County Partnership for Age-Friendly Communities (PAFC).
- The Larimer County Mobility Committee (LCMC) met three times between October 2017 and February 2018, with an average of eight to 10 attendees.
- The Weld County Mobility Committee (WCMC) met twice between October 2017 and February 2018, with an average of five attendees.
- A CDOT year-end report was completed in January 2018 and the 3<sup>rd</sup> Quarter 2017 report was completed in October 2017.
- Rider's Guides were distributed at local meetings and upon request.
- Quarterly newsletters were published in October 2017 and January 2018.
- The *2017 Coordinated Public Transit/Human Services Transportation Plan* draft was adopted by the NFRMPO Planning Council in October 2017 with support from the Larimer County and Weld County Mobility Committees. Two public comments were received.
- NFRMPO staff presented to the Loveland Transportation Advisory Board in December to give an update on the 2017 Coordinated Plan.
- Staff participated on the Larimer County Senior Transportation Work Group.
- The NFRMPO continues to partner with the Senior Resource Services (SRS) Volunteer Driver Program in Weld County. Between October 2017 and February 2018, SRS provided more than 3,000 rides to seniors.

## **5.0 PLAN ADMINISTRATION**

**Budget: \$265,685**

**October 1, 2017 - September 30, 2018 Expenses: \$199,255**

### **5.1 PROGRAM MANAGEMENT**

- Fourth Quarter 2017, First and Second Quarter 2018 Financial Statements were created and presented to Council. Third Quarter 2018 Financial Statements are in the process of being prepared.
- All grants are current with regard to monthly billing. The September billing was completed in October 2018.
- Interim audit work for the 2018 audit is scheduled for the week of January 7, 2019.
- All quarterly and annual payroll tax reports were filed on time.
- Required oversight of employee payroll and pension benefits and accounts payable and expenses is Ongoing
- All contracts with CDOT are in place except for the 2019 Section 5310 grant. This contract has been signed by NFRMPO and we are waiting for an executed copy.
- An indirect cost allocation plan was approved for FY2019 by CDOT in August 2018. We will submit our plan for FY2020 by June 30, 2019.

### **5.2 GRANT REPORTING AND MANAGEMENT**

- All monthly NTD reports have been filed. Annual NTD reporting will be completed in April 2019.

### **5.4 HUMAN RESOURCES/IT**

#### **Advertisements**

- Job postings for a Transportation Planning Intern were made on November 9, 2017.
- Executive Sessions, partially regarding hiring a new Executive Director, were noticed for January 25, May 3, and May 29, 2018.

#### **Policies**

- Personnel Policies were updated and approved by Council September 6, 2018.

#### **Benefits education and management-**

- Open enrollment was completed for all eligible employees.
- An Employment Agreement was entered into with the new Executive Director on May 29, 2018.
- New enrollment was completed for one employee who transitioned from part-time to full-time.
- One employee was terminated on January 10, 2018.

### CIRSA Audit Paperwork-

- Trainings on Employee Safety Awareness, Office Safety, Sexual Harassment Prevention and Workplace Bullying and Violence Prevention, Back Safety, Slip, Trip Fall Injury prevention, General Ergonomics and Office/Workstation Ergonomics and Evaluations were provided to all staff members in compliance with the CIRSA audit process.
- Trainings on Defensive Driving; Sexual Harassment Prevention; Workplace Violence; Back Safety; Slips, Trips, and Falls; and General Ergonomics were provided to one new employee.
- All trainings were logged on the MPO Training Log.
- The CIRSA Loss Control Audit was completed for Worker's Comp with a Final Audit Score of 100 plus 28 bonus points.
- The CIRSA Loss Control Audit was completed for Property/Casualty with a Final Audit Score of 100 plus 27 bonus points.

### IT

- Three new desktop computers were purchased.
- Two new laptop computers were purchased.
- Hard drives were purchased to increase the performance of the server.

## **6.0 OPERATIONS**

**Budget: \$774,589**

**October 1, 2017 - September 30, 2018 Expenses: \$772,981**

### **6.1 VANPOOL SERVICES**

- Produced and distributed newsletter in December 2017 and June 2018.
- 64 new riders joined VanGo™ in the period of 10/1/17-9/30/18.
- 2 new routes were initiated & sustained (Ft. Collins to Denver & Platteville to Boulder)

### **6.2 VANGO™ BILLING AND OUTREACH**

- Coordination with Transportation Management Associations included:
  - Way to GO (DRCOG),
  - 36 Commuting Solutions,
  - Boulder Transportation Connection/GO Boulder,
  - Smart Commute Metro North.
- Promotion activities include:
  - Social media - Facebook and Twitter
  - Brochures at NFRMPO outreach events
  - Participation in CSU's Alternative Transportation Fair and Earth Day Events
- Customer recruitment and retention tools included:
  - \$50.00 gift card rider incentives for recruitment of new riders and
  - Recurring payment method.
- 50 VanGo™ vanpools in operation.
- Updates of the VanGo™ Dashboard were published quarterly; posted to NFRMPO website and shared with TAC and Planning Council quarterly.

### **6.3 VEHICLE ACQUISITION AND MANAGEMENT**

- No vans were purchased.

### **6.4 VANGO™ GRANT MANAGEMENT**

- No grants were utilized from October 2017 through September 2018

### **6.5 VANGO™ GRANT REPORTING**

- Monthly NTD data for October 2017 through September 2018 (revenue vehicle miles, revenue vehicle hours, passenger miles travelled, unlinked passenger trips, safety & security reports) was compiled and reported prior to the required deadline by the end of each month. The data is reported one month in arrears of receipt of the VanGo™ mileage logs.