

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

December 3, 2019



FY2018 - 2019 Unified Planning Work Program (UPWP)

Total FY2018-2019 Budget	\$ 2,941,458
Expended 10/01/18 through 09/30/19	\$ 2,940,402

Title VI Compliance

The North Front Range Metropolitan Planning Organization (NFRMPO) Planning Council approved the updated *Title VI Plan* on May 2, 2019. The NFRMPO has two program areas: Transportation and VanGo™. The NFRMPO did not receive any Title VI complaints during FY2019. The NFRMPO's *2019 Public Involvement Plan (PIP)* was approved by Planning Council on March 7, 2019.

1.0 MONITORING

Budget: \$177,166

Oct 1-Sept 30 Expenses: \$95,695

1.1 DATA COLLECTION AND ANALYSIS

- The NFRMPO mobile bicycle and pedestrian counters are available for check out by member communities to complete short duration counts to enhance the travel collection capabilities of the region. NFRMPO staff validated the accuracy of the counters in summer 2019. To date Eaton, Loveland, and Windsor have taken advantage of the counter program.
- NFRMPO staff analyzed continuous bicycle and pedestrian count data, available through local agencies, CDOT, and CSU for the *2045 Regional Transportation Plan (RTP)* and to assist with local agency grant applications.
- NFRMPO staff continued to analyze INRIX data, available through CDOT, for the *2019 Congestion Management Process (CMP)* and *Freight Northern Colorado*.
- NFRMPO staff collected updated bicycle and pedestrian facility information from local agencies for the *2045 RTP*.
- In May 2019 an Intern was hired to support the bicycle and pedestrian counter program and to geocode traffic crashes for 2016 and 2017. Geocoding for these years is in progress and will continue into FY2020.

1.2 SAFETY AND SECURITY

- NFRMPO staff participated in the CDOT-organized I-25 TIMP and US85 TIMP meetings.
- A construction location map was developed and is hosted on the NFRMPO website at <https://nfrmpo.org/newsletter/construction/>.

1.3 LOCAL PLAN REVIEWS

- NFRMPO staff completed five development reviews for the Town of Timnath and eight for the Town of Severance. Comments were provided on how proposed development could impact Regionally Significant Corridors (RSCs), Regional Non-Motorized Corridors (RNMCS), and safe routes to school.

1.4 CONGESTION MANAGEMENT PROCESS (CMP)

- NFRMPO staff submitted four functional classification change requests to CDOT in January 2019 for segments of the 2045 Regionally Significant Corridors (RSCs), which were approved by FHWA on July 29, 2019. Staff worked with local agency staff to prepare two additional functional classification change requests to segments of the 2045 RSCs.
- NFRMPO staff completed the *2019 CMP*, with an expanded focus on implemented strategies, congestion analysis, and recommended next steps. The *2019 CMP* was adopted by the NFRMPO Planning Council on July 11, 2019.
- NFRMPO staff assisted communities in submitting functional classification change requests to CDOT to meet revised criteria for RSCs. The RSCs were updated and included in the *2019 CMP* and adopted by the NFRMPO Planning Council as part of the *2045 RTP* on September 5, 2019.

1.5 PERFORMANCE MEASUREMENT AND REPORT

- Transit Asset Management (TAM) Performance Measures were set and adopted by Planning Council on November 1, 2018.
- The five Safety Performance Targets for 2015-2019 were set and adopted by Planning Council on February 7, 2019.
- The System Performance Report was completed and incorporated into the *2045 RTP*.

2.0 PLAN DEVELOPMENT

Budget: \$ 564,773
Oct 1-Sept 30 Expenses: \$ 490,913

2.1 REGIONAL TRANSPORTATION PLAN (RTP) MANAGEMENT

- Updates to the *2045 RTP* Goals, Objectives, Performance Measures, and Targets were adopted by Planning Council at their October 4, 2018 meeting.
- The Conformity Analysis for the *2045 RTP* was completed in August 2019. The Planning Council made a positive conformity determination at their September 5, 2019.
- The *2045 RTP* was adopted by the Planning Council on September 5, 2019.

2.2 TAZ UPDATE

- Staff made slight changes to the TAZ structure as requested by the Cambridge Systematics consulting team during Regional Travel Demand Model (RTDM) development.
- The TAZ Structure was finalized and incorporated into the final version of the Regional Travel Demand Model.

2.3 LAND USE MODEL DEVELOPMENT

- NFRMPO staff used the Land Use Allocation Model (LUAM) to complete data requests for member agencies.
- NFRMPO staff, in partnership the Model Steering Team, executed several iterations of review for the 2045 LUAM, also known as the 2010 Base Year LUAM.
- Model inputs were adjusted, and the model was re-specified, to produce a final base-case model for forecast years 2015 and 2045. The final model inputs and outputs were approved by most member communities.
- NFRMPO staff developed a High-Density Scenario and included the results in the *2045 RTP*.

2.4 TRANSPORTATION MODEL UPDATE AND MANAGEMENT

- Staff collected transportation projects from member communities for inclusion in the Regional Travel Demand Model (RTDM).
- The 2045 RTDM, also known as the 2015 Base Year RTDM, was completed in September 2019 by the modeling consultant and approved by most of the member communities.
- Model runs for air quality conformity determination of the *2045 RTP* were completed for the years 2020, 2030, 2040, and 2045.

2.5 FREIGHT PLAN

- *Freight Northern Colorado* was completed and adopted by the NFRMPO Planning Council on August 1, 2019.

2.6 REGIONAL TRANSIT ELEMENT

- The *2045 Regional Transit Element (RTE)* was adopted by the NFRMPO Planning Council on November 1, 2018.

2.7 PLANNING COUNCIL AND TECHNICAL ADVISORY COMMITTEE (TAC) SUPPORT

Planning Council

- Packets, minutes, supporting documentation, calendars, and rosters were produced, revised, sent to the Planning Council and/or the Council Packet Distribution List, and posted to the NFRMPO website for each meeting.
- Meeting announcements were produced, sent to the *Coloradoan*, *Greeley Tribune*, and the *Loveland Reporter-Herald* and posted to the NFRMPO website for each meeting.
- NFRMPO staff posted Planning Council meeting minutes on the website following approval by Planning Council members.
- Resolutions were approved, signed, scanned, distributed as needed, and stored both as hard copy and electronically.
- Correspondence was disseminated, as needed.

TAC

- Packets were produced and sent electronically to TAC members and the TAC Packet Distribution list a week prior to each scheduled TAC meeting.
- Rosters and calendars were produced, revised, and distributed to TAC members, as needed.
- NFRMPO staff prepared an Executive Summary of each meeting, which was added to the next month's Planning Council Agenda Packet.
- NFRMPO staff 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 developed the *FY2020-2021 Unified Planning Work Program (UPWP)*, which was approved by Planning Council at their June 6, 2019 meeting.
- NFRMPO staff continued to work on the recommendations from the quadrennial MPO Federal Certification Review, conducted in Spring 2018, and created a spreadsheet to

track progress.

2.9 TRANSFORT MAX AREA PLANNING PROJECT

- Completed in FY2018.

2.10 GET REGIONAL TRANSIT STUDY

- Completed in FY2018.

2.11 LOCAL TRANSPORTATION PLAN

- The Local Transportation Plan is in the early stages of development, with work to be completed by Severance staff in FY2020. This project will be rolled into the *FY2020-2021 UPWP*.
- Monthly coordination meetings between the communities along the corridor.

3.0 PLANNING SERVICES

Budget: \$ 254,300

Oct 1-Sept 30 Expenses: \$ 247,911

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 participated on the Windsor Area Network (now the CO257 and CO392 Network Feasibility Study) TAC meetings.
- Staff attended CDOT's Colorado Model User Group (COMUG) meetings.
- Staff attended Statewide MPO (SWMPO) 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 attended Air Quality Interagency Coordination Group (ICG) meetings.
- Staff attended Regional Air Quality Council (RAQC) meetings.
- Staff attended the RAQC's Transportation and Land Use Subcommittee 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 in CDOT's Freight Advisory Council meetings.
- Staff participated on the Connect Loveland Steering Committee.
- Staff attended North I-25 Coalition meetings.
- Staff supported nine 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.

3.2 OUTREACH/COMMUNICATIONS

- The agency continued to enhance the NFRMPO blog, which is linked to the NFRMPO's 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 (NoCo).
- The NFRMPO continued to refine the agency's 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.
- The *On the Move* newsletters were transitioned to an electronic format to expand reach and reduce environmental impacts.
- NFRMPO staff purchased 19 sponsored Facebook ads during FY2019 to help improve the number of people reached by NFRMPO social media posts. Boosted posts included I-25 project 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:	\$ 330,295
Oct 1-Sept 30 Expenses:	\$ 226,443

4.1 PROJECT ASSISTANCE

- Staff provides support for the Northern Colorado Bicycle & Pedestrian Collaborative, which is implementing the 2016 *Non-Motorized Plan*.
- Staff participated in CDOT's North I-25 Segments 5 & 6 Travel Demand Modeling meetings.
- Staff also participated in the Interagency Consultation Group (ICG) meetings.

4.2 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- The NFRMPO staff processed 24 Amendments and 83 Modifications to the *FY2019-2022 TIP*.
- The Annual List of Federally Obligated Projects was completed and posted on the NFRMPO website in December 2018.
- The *FY2020-2023 TIP* was adopted by Planning Council on June 6, 2019 and was readopted under the *2045 RTP* on September 5, 2019. The *FY2020-2023 TIP* is not yet effective as it has not been incorporated into CDOT's Statewide TIP (STIP).
- The NFRMPO Planning Council determined conformity for the *FY2020-2023 TIP* on June 6, 2019 based on emissions analysis of the 2012 base-year Regional Travel Demand Model (RTDM).

4.3 FEDERAL FUNDS MANAGEMENT

- The application window for the FY2022-2023 Call for Projects opened on October 12, 2018 and closed on December 21, 2018. Seven NFRMPO member communities submitted a total of 18 applications. The Planning Council approved funding for 10 projects as recommended by the Scoring Committee, NoCo, and the TAC.
- The FY18 TIP Project Delay Review found five projects with first time delays and two projects with second delays. TAC provided one-year extensions to the projects with first delays. The NFRMPO Planning Council provided second one-year extensions to the two projects with second delays.

4.4 MOBILITY MANAGEMENT

- The *Online Resource Guide* was updated to ensure all services are shown properly. Approximately 615 people accessed the website between October 2018 and September 2019.
- *Rider's Guides* were distributed at local meetings and upon request. NFRMPO staff updated the *2019 NFRMPO Rider's Guide* to be taken to the Mobility Committees. In

addition, a *Provider's Guide* was taken to the Larimer County Mobility Committee (LCMC).

- The Senior Transportation Coalition (STC) planned a CarFit event for September 2019, but the event was canceled. In addition, NFRMPO staff began planning a Spanish language Bustang Travel Training. NFRMPO Staff chaired six STC meetings between October 2018 and September 2019. STC is the Mobility and Access Priority Group of the Larimer County Partnership for Age-Friendly Communities (PAFC).
- LCMC met seven times between October 2018 and September 2019, with an average of 15 attendees. Three additional meetings were held for the group in their capacity as the Stakeholder Committee for the *Larimer County Senior Transportation Implementation Plan*.
- The Weld County Mobility Committee (WCMC) met seven times between October 2018 and September 2019, with an average of eight to 10 attendees.
- A CDOT year-end report was completed in January 2019 and the quarterly reports were completed in April and August. Quarterly newsletters were published in October 2018, January 2019, April 2019, and July 2019.
- The NFRMPO continues to partner with the 60+ Ride Volunteer Driver Program in Weld County. Between October 2018 and September 2019, the program provided approximately 8,600 rides to seniors.
- NFRMPO staff assisted Greeley Center for Independence with the purchase of an ADA-accessible van through CDOT's Consolidated Capital Call for Projects. This included phone calls and discussions with the distributor and CDOT consultant. The van will arrive in Q4 2019 or Q1 2020.
- NFRMPO staff provided initial consultation with 60+ Ride to help the organization apply for an ADA-accessible van through CDOT's Consolidated Capital Call for Projects. The application will be submitted in Q4 2019.

4.5 LARIMER COUNTY SENIOR TRANSPORTATION IMPLEMENTATION PLAN

- The Expert Panel met four times between October 2018 and January 2019.
- The Expert Panel agreed to become part of the Larimer County Mobility Committee (LCMC) starting in March 2019.
- The Expert Panel piloted two software options: RouteMatch and Cambridge Systematics.
- The Request for Proposals for the §5304 *Larimer County Senior Transportation Implementation Plan* was released on February 12, 2019. Three proposals were received by the due date, March 8, 2019. TransitPlus was chosen as the consultant by a Scoring Committee. A contract was signed, and work began in April 2019.
- A draft Plan was distributed to the LCMC prior to their September 2019 meeting. A recommendation will be taken to the Larimer County Board of County Commissioners and the Planning Council once approved by the LCMC.

- NFRMPO staff managed the National Aging and Disability Transportation Center (NADTC) grant and submitted monthly billings to NADTC. Five providers joined and the NFRMPO worked with Via Mobility to provide the call center. PAFC acted as the project manager and submitted invoices to the NFRMPO.
- NFRMPO staff attended the National Association of Area Agencies on Aging (N4A) conference on July 27, 2019 in New Orleans to present on the NADTC project.
- In early August, the NADTC grant was extended to October 31, 2019. Rides were completed by September 2019 to allow PAFC to write a final report, due by October 31, 2019.

5.0 PLAN ADMINISTRATION

Budget: \$331,265
Oct 1-Sept 30 Expenses: \$507,646

5.1 PROGRAM MANAGEMENT

- Q4 2018, Q1 and Q2 2019 Financial Statements were created and presented to Council. Q3 2019 Financial Statements are in the process of being prepared.
- All grants are current regarding monthly billing. The September billing was completed in October 2019.
- Interim audit work for the 2019 audit is scheduled for January 2020.
- 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
- The FY2020 CPG contract was approved on October 30, 2019.
- All contracts with CDOT are in place except for the 2019 §5310 grant, which runs on the calendar year and not the state or federal fiscal years. This contract has been signed by NFRMPO and we are waiting for an executed copy.
- An indirect cost allocation plan was approved for FY2020 by CDOT in August 2019. The NFRMPO will submit its plan for FY2021 by June 30, 2020.
- The 2018 Audited Financials was completed with no findings and accepted by the Planning Council on May 2, 2019.

5.2 GRANT REPORTING AND MANAGEMENT

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

5.3 HUMAN RESOURCES/IT

Advertisements

- The NFRMPO's Finance Director retired as of August 31, 2019. The NFRMPO is actively working to fill this position.

Benefits Education and Management

- Open enrollment was completed for all eligible employees.
- Updated Personnel Policies were implemented.
- A Wireless Communication Policy was implemented.
- A Promotion Process Policy was implemented.
- A Phone Reimbursement Policy was implemented.
- 2019 Conflict of Interest forms were signed and filed for all employees.

- 2019 Conflict of Interest forms were disseminated to Planning Council members and their alternates at the February 7, 2019 Planning Council meeting. Forms were collected for all members and alternates and filed electronically.
- Updated Data Security & Data Breach Policies were drafted, signed, and filed for all employees in April 2019.

CIRSA Audit Paperwork

- Trainings on Employee Safety Awareness, Office Safety, Developing Effective Communications Skills, and Computer Security Basics were provided to all staff members in compliance with the CIRSA audit process.
- All trainings were logged on the NFRMPO Training Log.

IT

- As of September 20, 2019, the NFRMPO moved servers and ISP service away from the City of Fort Collins. Equipment now resides in the NFRMPO office with back-ups to the Cloud and Comcast serving as the ISP provider.
- NFRMPO purchased a new phone system that will be installed in early FY2020.
- One new desktop and one new laptop computers were purchased.

6.0 OPERATIONS

Budget: \$ 1,283,659
Oct 1-Sept 30 Expenses: \$ 1,371,794

6.1 VANPOOL SERVICES

- Produced and distributed newsletters in December 2018 and June 2019.
- 79 new riders joined VanGo™ between October 1, 2018 and September 30, 2019.

6.2 VANGO™ BILLING AND OUTREACH

- Coordination with Transportation Management Associations included:
 - Way to Go – Commuter Services (DRCOG),
 - 36 Commuting Solutions,
 - Boulder Transportation Connection/GO Boulder,
 - Transportation Solutions, and
 - Smart Commute Metro North.
- Promotion activities included:
 - Social media - Facebook and Twitter
 - Partial Vinyl Wrap of vanpool fleet with a more eye-catching design.
- 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 on the NFRMPO website and shared with TAC and Planning Council quarterly.

6.3 VEHICLE ACQUISITION AND MANAGEMENT

- 15 new Toyota Sienna vans were purchased.

6.4 VANGO™ GRANT MANAGEMENT

- No grants were utilized by VanGo™.

6.5 VANGO™ GRANT REPORTING

- Monthly NTD data for October 2018 through September 2019 (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.