

**North Central Texas Council of Governments**

**TO:** NCTCOG Executive Board                      **DATE:** February 16, 2017  
**FROM:** Mike Eastland  
            Executive Director  
**SUBJECT:** Executive Board Meeting

The next regular meeting of the **NCTCOG Executive Board** will be:

**DATE: February 23, 2017**

Please RSVP to the Executive Director's office as soon as possible by return email or call (817) 695-9100.

**Please note: Two committees are meeting this month!**

**COMMITTEES:**

**11:30** - Audit Committee (Tom Lombard, Chair; Clay Jenkins; Lee Kleinman; Dan McClendon; Keith Self; Glen Whitley)

**11:45** - Appointments Committee (John Horn, Chair; Bruce Archer; J.D. Clark; Jeff Leach; Kathryn Wilemon; Bruce Wood)

**LUNCH: 12:00 noon**

**BOARD MEETING: 12:45 p.m.**

**PLACE:** NCTCOG Offices  
            Centerpoint II Conference Center  
            616 Six Flags Drive  
            Arlington, TX 76011  
            Transportation Council Room

President Smith encourages you to attend this important meeting. We look forward to seeing you there!

ME:sc

**616 Six Flags Drive, Centerpoint Two  
P.O. Box 5888, Arlington, Texas 76005-5888  
(817) 640-3300 FAX: 817-608-2372  
[www.nctcog.org](http://www.nctcog.org)**

# North Central Texas Council of Governments

616 Six Flags Drive, Arlington, TX, 76011

## EXECUTIVE BOARD AGENDA

February 23, 2017

12:45 P.M.

### Executive Board

_____ Lissa Smith	_____ Kelly Allen Gray	_____ Keith Self
_____ Tom Lombard	_____ Clay Jenkins	_____ Ray Smith
_____ Kevin Strength	_____ Lee Kleinman	_____ Chris Watts
_____ John Horn	_____ Jeff Leach	_____ Glen Whitley
_____ Bruce Archer	_____ Dan McClendon	_____ Kathryn Wilemon
_____ J. D. Clark	_____ Bobbie Mitchell	_____ Bruce Wood

### Staff

_____ Mike Eastland	_____ Edith Marvin	_____ Christy Williams
_____ Monte Mercer	_____ Michael Morris	_____ Lucille Johnson
_____ Tim Barbee	_____ David Setzer	_____ Stephanie Cecil
_____ Doni Green	_____ Molly McFadden	

### REGULAR SESSION

Call to order time: \_\_\_\_\_

Pledge to the United States and Texas Flags

### ACTION:

Motion/ Second	Item #	Name of Item
_____/____	1	Approval of Minutes
_____/____	2	Resolution to Accept and Approve the Comprehensive Annual Financial Report for Fiscal Year 2016 - Monte Mercer
_____/____	3	Resolution Supporting Regional Amendments to the 2015 International Swimming Pool and Spa Code - Edith Marvin

- \_\_\_/\_\_\_ 4 Resolution Authorizing Receipt of Grant Funds and Additional Staff Position to Support the Tarrant County Hazard Mitigation Action Plan (HazMAP) Update - Molly McFadden
- \_\_\_/\_\_\_ 5 Resolution Authorizing the Receipt of Funds for Planning and Implementation Programs from the Texas Department of Transportation - Michael Morris
- \_\_\_/\_\_\_ 6 Resolution Authorizing an Agreement with the City of Dallas and Dallas County Concerning the Fiscal Year 2017 Highway Traffic Patrol Program - Michael Morris
- \_\_\_/\_\_\_ 7 Resolution Authorizing an Agreement with the City of Fort Worth for the Citywide Active Transportation Plan - Michael Morris
- \_\_\_/\_\_\_ 8 Resolution Approving Modifications to the FY2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning - Michael Morris
- \_\_\_/\_\_\_ 9 Resolution Authorizing the Transfer of Transit Buses to Ozark Regional Transit - Michael Morris
- \_\_\_/\_\_\_ 10 Resolution Accepting the Audit Report from Weaver and Tidwell, LLP, for Agreed Upon Procedures - Michael Morris
- \_\_\_/\_\_\_ 11 Resolution Appointing a Legislator as an Ex-Officio Member of the North Central Texas Council of Governments' Executive Board - Mike Eastland
- \_\_\_/\_\_\_ 12 Resolution Adopting Fiscal Year 2018 Criminal Justice Grants Policies and Procedures - Kelly Schmidt

**APPOINTMENTS:**

- \_\_\_/\_\_\_ 13 Appointments to the Criminal Justice Policy Development Committee (CJPDC) - Kelly Schmidt
- \_\_\_/\_\_\_ 14 Appointments to the Emergency Preparedness Planning Council 2017 (EPPC) - Molly McFadden

\_\_\_/\_\_\_

- 15 Appointment to the North Central Texas Economic Development District Board (NCTEDD) - Lucille Johnson

**STATUS REPORTS:**

- 16 Status Report Regarding the Economic Development District Designation for North Central Texas - Lucille Johnson
- 17 Status Report on The Big-X, North Central Texas Full-Scale Exercise Completion - Molly McFadden
- 18 Status Report on Emergency Management Working Group (EMWG) Upcoming SHSP Grant Projects - Molly McFadden

**MISCELLANEOUS:**

- 19 New & Old Business
- 20 Attendance & Calendar

Adjournment: \_\_\_\_\_



**North Central Texas Council of Governments**

**MEETING DATE:** February 23, 2017

**FROM:** Monte Mercer  
Deputy Executive Director

**SUBJECT:** Audit Committee Memo

Attached to the Executive Board Item #2 are the Comprehensive Annual Financial Report (CAFR) and single audit reports for the fiscal year ended September 30, 2016. Mr. Brad Jay, Partner, Weaver and Tidwell, L.L.P., will be presenting to the Committee the final reports along with any audit findings and/or Management Letter Comments. At this time, staff is not aware of, nor expects, any findings or comments that will be presented. The Committee will have the opportunity to ask questions of Mr. Jay or staff during the presentation. In addition, the Committee will be given the opportunity to address the auditors independent of staffs' presence.

I will be available to answer any questions at the Executive Board Meeting.

MM

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS  
EXECUTIVE BOARD MEETING**

Minutes — January 26, 2017

Transportation Council Room

616 Six Flags Drive  
Arlington, Texas

Vice-President Lombard called the regular meeting of the North Central Texas Council of Governments Executive Board to order at 12:46 pm on January 26, 2017.

**Members of the Board Present:**

Tom Lombard – Vice President, Councilmember, City of North Richland Hills  
Kevin Strength – Secretary/Treasurer, Mayor, City of Waxahachie  
John Horn – Past President, County Judge, Hunt County  
Bruce Archer, Deputy Mayor Pro Tem, City of Mesquite  
J.D. Clark, County Judge, Wise County  
Clay Jenkins, County Judge, Dallas County  
Dan McClendon, Mayor Pro Tem, City of Burleson  
Bobbie Mitchell, Commissioner, Denton County  
Keith Self, County Judge, Collin County  
Ray Smith, Mayor, City of Prosper  
Chris Watts, Mayor, City of Denton  
B. Glen Whitley, County Judge, Tarrant County  
Kathryn Wilemon, Councilmember, City of Arlington  
Bruce Wood, County Judge, Kaufman County

**Members of the Board Absent:**

Lissa Smith – President Mayor Pro Tem, City of Plano  
Kelly Allen Gray, Councilmember, City of Fort Worth  
Lee Kleinman, Councilmember, City of Dallas  
Jeff Leach, State Representative

**Members of the Staff Present:**

Mike Eastland, Executive Director  
Monte Mercer, Deputy Executive Director  
Tim Barbee, Director of Research and Information Services  
Doni Green, Director of Aging  
Michael Morris, Director of Transportation  
Edith Marvin, Director of Environment and Development  
Molly Thoerner, Director of Emergency Preparedness  
Christy Williams, Director of 9-1-1  
Lucille Johnson, Assistant to the Executive Director  
Stephanie Cecil, Administrative Assistant, EDO  
Dan Kessler, Assistant Director of Transportation  
Ken Kirkpatrick, Transportation Counsel  
James Powell, Assistant Counsel, Transportation  
Karen Richard, Chief Human Resources Officer  
Dana Buckholt, Operations Manager, Workforce  
Tamara Cook, Manager, Environment & Development  
Chris Klaus, Senior Program Manager, Transportation  
Mindy Mize, Program Manager, Transportation  
Molly Rendon, Assistant Director of Finance, Administration  
Pamela Burns, Communications Supervisor, Transportation  
Tim Reid, IT Manager, Research and Information Services

Berrien Barks, Sr. Planner, Transportation  
Kate Zielke, Planner, Transportation  
E.J. Harbin, Purchasing, Administration  
Heather Mazac, Compliance Legal Advisor, Administration  
Shelly Broyles, GIS Program Coordinator, Research and Information Services  
Leah Brown, Planner, Transportation

### **REGULAR SESSION**

#### **Presentation of NCTCOG Service Awards:**

The following members of NCTCOG staff were awarded for their years in service. Those present were acknowledged by Vice-President Lombard and Mike Eastland.

##### 45 Years

Kristy Keener

##### 40 Years

Alice Webster

##### 35 Years

Dan Kessler

##### 30 Years

Vercie Pruitt-Jenkins

Mark Stephens

##### 25 Years

Mike Hensley

Kelly Schmidt

Christy Williams

##### 20 Years

Doni Green

##### 15 Years

Ying Cheng

Dawn Dalrymple

Brian Flood

Shad Lancaster

Shannon Stevenson

##### 10 Years

Timothy Barbee

Michael Bort

##### 10 Years, con't.

Jason Brown

Pamela Burns

Merrily Carey

Stephanie Cecil

Clay Dilday

Camille Fountain

Dorothy Hale

April Leger

Laura Mardones

Terri Perry

Heriberto Quintana

Samuel Simmons

John Vickery II

Karla Weaver

Elizabeth Whitaker

Hua Yang

##### 5 Years

D'anza Alexander

Kenneth Bergstrom

Jonathan Blackman

Marcie Bruner

Shannon Byrd

Sarah Chadderdon

John Humphreys

Rodger Mann

Debra Murry

Jamie Patel

Hilaria Perez

Karen Price

#### **ACTION:**

##### **Item 1 Approval of Minutes**

Vice-President Lombard stated that the first item on the agenda was approval of the minutes from the December 2016 Board meeting.

Upon a Motion by Judge Whitley (seconded by Judge Horn), and unanimous vote of all members present, the Board approved the minutes of the December 2016 Executive Board meeting.

##### **Item 2 Resolution to Accept and Approve the Quarterly Investment Report**

Monte Mercer, Deputy Executive Director, asked the Board to accept and approve the quarterly investment report, which shows the investment activity for the quarter that ended on December 31, 2016, including: the

average rate of return, cumulative transactions, and beginning and ending balances for the quarter. A supplementary schedule regarding the State's investment activity for the Regional Toll Revenue funds, as well as the NTTA Hwy 161 funds, was also provided.

Upon a Motion by Judge Whitley (seconded by Councilmember Archer), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-02-AA*

**Item 3 Resolution Approving Reallocation of Materials Management Pass-Through Grant Funds**

Edith Marvin, Director of Environment and Development, explained that the Board previously approved projects for the 2016 Materials Management Call for Projects. Some of those originally funded projects may result in unused funds that need to be reallocated. She asked the Board to authorize the reallocation of unexpended funds, at the recommendation of the RCC and with approval from TCEQ, subject to the total program amount of \$1,300,438.

Upon a Motion by Commissioner Mitchell (seconded by Councilmember Archer), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-03-ED*

**Item 4 Resolution Authorizing Contracts for 9-1-1 Voice and Data Network Services**

Christy Williams, Director of 9-1-1 Programs, explained that in order to acquire much-needed capacity and increase 9-1-1 network reliability, NCTCOG contracted for hardware and services to build an alternate, resilient and robust network to carry critical 9-1-1 voice and data traffic. She requested authorization to award contracts with a maximum nine (9) year term, including an initial three-year term with three (3) optional two-year renewals to:

1. Masergy Cloud Communication Inc. for VPLS PSAP network services
2. GDT Advanced Solutions LLC for network monitoring and change management services
3. GTT Communications Inc. for microwave backhaul network services

Upon a Motion by Councilmember Archer (seconded by Councilmember Wilemon), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-04-911*

**Item 5 Resolution Endorsing Submittal of the Fiscal Year 2017 Regional Implementation Plan to the Office of the Governor (OOG) Homeland Security Office**

Molly McFadden, Director of Emergency Preparedness, asked the Board to endorse the submittal of the 2017 Regional Implementation Plan (RIP) to the Office of the Governor. The RIP is an annual state requirement that identifies accomplishments and future priorities for grant funds, including the State Homeland Security Program (SHSP) grant. The RIP was developed by the Emergency Preparedness Department, in conjunction with the Regional Emergency Preparedness Advisory Committee (REPAC) and the Emergency Preparedness Planning Council (EPPC). The Threat and Hazard Identification Risk Assessment (THIRA) and the State Preparedness Report (SPR) are attachments to the RIP. The THIRA identifies and assesses the region's threats and hazards, and the SPR identifies the region's capabilities and gaps using the Department of Homeland Security (DHS) core capabilities list.

Upon a Motion by Judge Horn (seconded by Judge Wood), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-05-EP*

**Item 6 Resolution Authorizing a Contract with 22nd Century Technologies for Website Services**

Tim Barbee, Director of Research and Information Services, explained that in 2016, NCTCOG procured American Eagle, through a GSA contract with Efiia, to begin the project of updating the NCTCOG website and web content



management system. To complete this project, staff desires to continue utilizing American Eagle through 22nd Century Technologies, which is also available through a GSA cooperative contract, in an amount not to exceed \$567,000 over three years.

Upon a Motion by Judge Whitley (seconded by Judge Horn), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-06-911*

**Item 7 Resolution Endorsing a Contract with AECOM for High-Resolution Orthophotography and Lidar Data**

Tim Barbee, Director of Research and Information Services, explained that NCTCOG routinely facilitates the cooperative purchase of high-resolution orthophotography, LiDAR and related services on behalf of its member governments through a Master Services Agreement (MSA) with Woolpert. Due to the expiration of the MSA, staff will continue to use Woolpert by utilizing a State of Texas Department of Information Resources cooperative contract with AECOM. This will allow the completion of the project according to the original schedule. He asked the Board to endorse a contract with AECOM in an amount not to exceed \$2,000,000.00. Project participants provide the funding necessary to carry out this initiative.

*Judge Horn left the meeting.*

Upon a Motion by Judge Whitley (seconded by Commissioner Mitchell), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-07-RIS*

**Item 8 Resolution Authorizing an Agreement with the North Texas Tollway Authority for Travel Demand Modeling and Traffic Forecasting Assistance**

Michael Morris, Director of Transportation, asked for authorization to enter into an agreement and receive funds from the North Texas Tollway Authority (NTTA), for technical assistance, in the amount of approximately \$75,000. He explained that NTTA has requested travel modeling technical assistance (such as forecasting, environmental analyses, toll road feasibility/viability assessments, and corridor studies) to support the analysis of potential toll road facilities.

Upon a Motion by Councilmember Wilemon (seconded by Judge Whitley), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-08-TR*

**Item 9 Resolution Endorsing INVEST Round 3 Grant Application to the Federal Highway Administration**

Michael Morris, Director of Transportation, explained that the Federal Highway Administration (FHWA) has funding available for the analysis and implementation of sustainability best practices in regional transportation studies. He asked the Board to endorse an application for these funds that was submitted on January 5, 2017, and for approval to receive approximately \$50,000 through the Infrastructure Voluntary Evaluation Sustainability Tool (INVEST) program. The local match of \$50,000 is from Regional Transportation Council (RTC) Local funds. The funds will be used to identify and implement sustainability best practices in the update of the Regional Outer Loop Corridor Feasibility Study that was completed in 2011.

Upon a Motion by Commissioner Mitchell (seconded by Mayor Strength), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-09-TR*

**Item 10 Resolution Authorizing Receipt of Additional Funds from the US Department of Energy for the Dallas-Fort Worth Clean Cities Coalition Programmatic Support**

Michael Morris, Director of Transportation, explained that with previous approval of the Board, NCTCOG applied for and was designated by the US Department of Energy (DOE) as a Clean Cities Coalition. Since that designation, NCTCOG has served as the host organization for the Dallas-Fort Worth Clean Cities Coalition (DFWCCC). He asked the Board to authorize the receipt of additional DOE funds, in the amount of approximately \$45,000, to continue to support the DFWCCC program.

Upon a Motion by Councilmember Wilemon (seconded by Judge Whitley), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-10-TR*

**Item 11 Resolution Authorizing Consultant Contracts for Completion of the Traffic Count and Classification Program**

Michael Morris, Director of Transportation, recommended approval of contracts with GRAM North Texas, Inc., in an amount not to exceed \$160,000 and to ETC Institute, in an amount not to exceed \$170,000, to conduct the Traffic Count and Classification Program. He explained that the purpose of the Traffic Count and Classification Program is to collect, analyze, and compile updated information regarding the hourly variations of traffic flows and the classification of vehicles at multiple locations throughout the region. The (FY) 2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning provides for conducting traffic counts. The data sets from the program will be used for freight planning and the calibration and validation of NCTCOG's Dallas-Fort Worth Regional Travel Model. The funding for this program is the Surface Transportation Block Grant Program and the match is satisfied by Regional Transportation Council Local funds and state match.

Upon a Motion by Councilmember Archer (seconded by Judge Whitley), and unanimous vote of all members present, the Board approved the resolution as presented.

*See Exhibit 2017-01-11-TR*

**APPOINTMENTS:**

Vice-President Lombard called upon Councilmember Wilemon to give a report on the meeting of the Appointments Committee. She reported that all the appointments were approved as presented to the committee and she made a motion to approve Appointment Items 11, 12, 13, 14 and 16, as recommended and described below.

Upon a Motion by Councilmember Wilemon (seconded by Judge Clark), and unanimous vote of all members present, the Board approved the appointments in Items 11, 12, 13, 14 and 16 as presented.

**Item 12 Appointments to the 9-1-1 Regional Advisory Committee**

Christy Williams, Director of 9-1-1 Programs, recommended the reappointment of Hood County Sheriff Rodger Deeds and Urban County Representative Mayor Steve Terrell for three year terms on the 9-1-1 Regional Advisory Committee.

**Item 13 Appointments to the Regional Aging Advisory Committee (RAAC) and Election of Officers**

Doni Green, Director of Aging, presented nine nominations to fill 13 vacancies on the North Central Texas Area Agency on Aging Regional Aging Advisory Committee (RAAC). She also explained that RAAC has selected 2017 officers, as follows:

- Officers:
- President: Allen Sumners of Somervell County
- Vice-President: Berniece Reeves-Brown of Hunt County
- Secretary: Sue Whitehurst of Collin County

Appointments:

Navarro County: Carroll Sigman and Camesha Busby

Hunt County: Berniece Reeves-Brown

Wise County: Tim Woodruff

Erath County: Bailee McCauley

Somervell County: Laverne West

Parker County: Shirley Leverett

Kaufman County: Homer Norville

Rockwall County: Monte Allred

**Item 14 Appointments to the North Central Texas Economic Development District Board - Lucille Johnson**

Lucille Johnson, Assistant to the Executive Director, explained that in December of 2016, NCTCOG received notification from the Assistant Secretary of Commerce for Economic Development, U.S. Department of Commerce, that the North Central Texas region is approved for designation as an Economic Development District (EDD), which will be known as the North Central Texas Economic Development District (the District). She reminded the Board that the bylaws of the District were approved at the October 27, 2016 Board meeting. The District, which is charged with the maintenance and implementation of the Comprehensive Economic Development Strategy (CEDs) for North Central Texas, will facilitate Economic Development Administration (EDA) grant opportunities. The District requires a Board, which serves as an advisory board to the NCTCOG Executive Board, and adequate staff support to carry out its functions. According to the bylaws, the NCTCOG Executive Board will appoint no less than 36 and not more than 43 EDD Board members to initial three year terms according to the parameters provided for in the bylaws. She asked the Board to appoint 31 initial members, as follows:

1. Rick Loessberg, Director of Planning & Development, Dallas County
2. Lisa McMillan, Economic Development Coordinator, Tarrant County
3. Scott Jones, Director of Economic Development, Navarro County and City of Corsicana
4. Judge Bruce Wood, County Judge, Kaufman County
5. Greg Sims, President & CEO, The Greenville Board of Development & The Greenville 4a Economic Development Corporation
6. Marty Nelson, Director of Economic Development, City of Ennis
7. Sheri Franza, President, Rockwall Economic Development Corporation
8. Judge J. D. Clark, County Judge, Wise County
9. Robert Sturns, Economic Development Director, City of Fort Worth
10. David Schleg, Senior Coordinator, City of Dallas Economic Development
11. Marty Wieder, Economic Development Director, City of Grand Prairie
12. Erica Sullivan, Economic Development Analyst, City of Denton
13. Craig Hulse, Director of Economic Development, City of North Richland Hills
14. Scott Welmaker, Director of Economic Development, City of Mansfield
15. Kassandra Carroll, Economic Development Coordinator, City of Waxahachie
16. Jennette Killingsworth, Executive Director, Little Elm Economic Development Cooperation
17. Warren Kettman, Director of Economic Development, City of Forney
18. Orlando Campos, Director, Economic Development & Tourism, Town of Addison
19. Michael Talley, Director of Economic Development, City of Keene
20. John Hubbard, Executive Director, Stephenville Economic Development Authority
21. Jami Woodall, Economic Development Coordinator, City of Lake Worth
22. Mickey Hillock, President, Hillock Foods, Inc., Navarro County
23. Jack Thompson, Economic Developer and President of Orasi Development
24. Dr. Jim Quick, Associate Vice President for Research and Dean of Graduate Studies, SMU
25. Fred Schmidt, Director Community & Industry Education Program Development, Tarrant County College
26. Judy McDonald, Executive Director, Workforce Solutions for Tarrant County
27. Kevin Holzbog, Executive Director, Bridgeport Economic Development Corporation
28. Margaret Selid, Director of Economic Development, Dallas Regional Chamber
29. Leslie Leerskov, Director, Navarro Small Business Development Center
30. Janie Havel, Economic Development and Tourism, Governor's Office
31. Karen Wright, Executive Director, Dublin Economic Development Corporation

**Item 15 Appointments to the Emergency Preparedness Planning Council 2017 (EPPC)**

This item was postponed.

**Item 16 Appointments to the Collaborative Adaptive Sensing of the Atmosphere (CASA Wx) Executive Council 2017**

Molly McFadden, Director of Emergency Preparedness, recommended appointing Albert Martinez, Chief Meteorologist for Univision and Nestor Flecha, Chief Meteorologist for Telemundo, to the Collaborative Adaptive Sensing of the Atmosphere (CASA Wx) Executive Council 2017.

**MISCELLANEOUS:**

**Item 17 Old and New Business**

There was no old or new Business.

**Item 18 Attendance and Calendar**

The Board was provided with a Calendar of meetings and a record of Attendance.

Vice-President Lombard adjourned the meeting at 1:40 pm.

Approved by:

Checked by:

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Lissa Smith  
President, North Central Texas Council of Governments  
Mayor Pro Tem, City of Plano

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Mike Eastland, Executive Director  
North Central Texas Council of Governments



**North Central Texas Council of Governments**

**Item 2**

***Exhibit: 2017-02-02-AA***

**MEETING DATE:** February 23, 2017

**FROM:** Monte Mercer  
Deputy Executive Director

**SUBJECT:** Resolution to Accept and Approve the Comprehensive Annual  
Financial Report for Fiscal Year 2016

The CAFR and related reports are located at: <http://www.nctcog.org/edo/board.asp>

The North Central Texas Council of Governments' (NCTCOG) Comprehensive Annual Financial Report (CAFR), single audit reports, and the accompanying independent auditor's report for fiscal year ended September 30, 2016, are presented for acceptance and approval to the Executive Board. Representatives from NCTCOG's independent auditing firm, Weaver & Tidwell, LLP, will be available to review the reports with Board members.

The Executive Board Audit Committee will meet with NCTCOG staff and audit firm representatives prior to the Executive Board meeting to review the reports.

I will be available to answer any questions at the Executive Board Meeting.

MM:mdm

**RESOLUTION TO ACCEPT AND APPROVE THE COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2016**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG's Comprehensive Annual Financial Report along with single audit reports for fiscal year ended September 30, 2016, are hereby submitted as audited by independent auditing firm Weaver & Tidwell, LLP; and,

**WHEREAS**, the Audit Committee of the Executive Board and the Executive Board have reviewed the documents.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** The NCTCOG Executive Board hereby accepts and approves the Comprehensive Annual Financial Report along with single audit reports for fiscal year 2016.

**Section 2.** This resolution shall be in effect immediately upon its adoption.

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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie



**North Central Texas Council of Governments**

**Item 3**

***Exhibit: 2017-02-03-ED***

**MEETING DATE:** February 23, 2017

**FROM:** Edith Marvin, P.E.  
Environment and Development

**SUBJECT:** Resolution Supporting Regional Amendments to the 2015  
International Swimming Pool and Spa Code

The North Central Texas Council of Governments (NCTCOG), working in partnership with its member governments, has actively promoted the standardization of model construction codes since 1967. NCTCOG has continued to serve as a facilitator in the recommendation of model codes, code standards, and development of regional amendments to the model codes through support of the Regional Codes Coordinating Committee (RCCC).

To continue these code uniformity initiatives, the RCCC's Building and Residential Advisory Board (BRAB) conducted a review of the 2015 International Swimming Pool and Spa Code (ISPS). This review included input from representatives of the pool and spa industry and a comparison to the Texas Department of State Health Services Standards for Public Pools and Spas. The ISPS Code is an optional code that local governments do not have to adopt, however, the RCCC is seeking NCTCOG Executive Board's support of the Regional Amendments to the 2015 ISPS Code as an advisory document for those cities that may be considering adopting the code. The 2015 International Swimming Pool and Spa Code amendments are available at [www.nctcog.org/envir/codes](http://www.nctcog.org/envir/codes).

The RCCC has suggested two courses of action based on a local government's 2015 code adoption status:

**Option 1: Guidance for cities that have not adopted the 2015 Code**

**A)** Defer adoption until 2018, or

**B)** If a local government has not adopted the 2015 International Residential Code (IRC), the RCCC is recommending that cities consider using the 2015 ISPS Code regional amendment package posted at [www.nctcog.org/envir/codes](http://www.nctcog.org/envir/codes) in place of adopting Appendix Q of the 2015 IRC.

**Option 2: Guidance for cities that have adopted the 2015 Code**

**A)** Do nothing further at this time, or

**B)** If a local government has already adopted the 2015 IRC, the RCCC is recommending that in 2018, cities consider adopting the regional amendment package to the 2015 ISPS Code in place of Appendix Q of the 2018 IRC.

A brief presentation of this item will be provided, and I will be available to answer any questions prior to requesting Board approval.

**RESOLUTION SUPPORTING REGIONAL AMENDMENTS TO THE 2015 INTERNATIONAL SWIMMING POOL AND SPA CODE**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG has been active in promoting construction code uniformity in the region for more than four decades; and,

**WHEREAS**, code uniformity has been documented to lead to a decrease in confusion and delays for builders, developers, and architects; a decrease in costs to municipalities in the development of codes; and, ultimately a decrease in construction and insurance costs to consumers; and,

**WHEREAS**, the 2015 International Codes are the most current nationally recognized industry standard for buildings and construction; and,

**WHEREAS**, the 2015 International Swimming Pool and Spa Code is a voluntary code that local governments do not have to adopt; and,

**WHEREAS**, the Regional Codes Coordinating Committee (RCCC), through its respective code advisory board, has reviewed the 2015 International Swimming Pool and Spa Code and developed regional amendments to the code; and,

**WHEREAS**, the RCCC has approved regional code amendments to the 2015 International Swimming Pool and Spa Code.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** The NCTCOG Executive Board firmly supports the current activities in promoting building code uniformity in the North Central Texas region.

**Section 2.** The NCTCOG Executive Board supports the RCCC's Regional Amendments to the 2015 International Swimming Pool and Spa Code.

**Section 3.** The NCTCOG Executive Board directs staff to send the Regional Amendments to the 2015 International Swimming Pool and Spa Code to member governments with the associated recommended Guidance for cities to use when considering adopting their own codes.



**Section 4.** This resolution shall be in effect immediately upon its adoption.

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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro-Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie



**North Central Texas Council of Governments**

**Item 4**

***Exhibit: 2017-02-04-EP***

**MEETING DATE:** February 23, 2017

**FROM:** Molly McFadden  
Director of Emergency Preparedness

**SUBJECT:** Resolution Authorizing Receipt of Grant Funds and Additional Staff Position to Support the Tarrant County Hazard Mitigation Action Plan (HazMAP) Update

In June 2016, the NCTCOG applied for 2016 Pre-Disaster Mitigation Grant funds in the amount of \$264,000 to update the Tarrant County HazMAP. It is expected NCTCOG will be awarded the full \$264,000 requested.

When complete, the Tarrant County HazMAP will cover 35 jurisdictions, helping each to recognize hazards, risks and vulnerabilities common to Texas as identified by the Texas Division of Emergency Management. Data from the plans will be used to create policy, procedures, plans and/or projects to mitigate identified hazards and reduce risk and vulnerabilities. Once adopted, the plans will also result in eligibility for future federal mitigation grant funds.

Each participating jurisdiction understands the level of commitment necessary to complete the project, and has agreed to commit in-kind time and resources equaling 25% total project cost, \$88,000 for a total project cost of \$352,000. The 35 participating jurisdictions will share responsibility for required match equally, currently at \$2,514.29 each for 35 jurisdictions.

The \$264,000 PDM-16 request was included in the EP department's budget. One additional FTE staff will be necessary.

Should either you or the Executive Board members have questions, staff and I will be present at the meeting to summarize and address any questions, or I may be contacted by phone at 817-608-2322 or by e-mail at [mmcfadden@nctcog.org](mailto:mmcfadden@nctcog.org).

MMc: jm

**RESOLUTION AUTHORIZING RECEIPT OF GRANT FUNDS AND ADDITIONAL STAFF POSITION TO SUPPORT THE TARRANT COUNTY HAZARD MITIGATION ACTION PLAN (HAZMAP) UPDATE**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, the NCTCOG is working with local governments and others in building regional emergency preparedness capacity; and,

**WHEREAS**, the health, safety and welfare of people in North Central Texas is threatened by a variety of natural and technological hazards including severe weather and terrorism; and,

**WHEREAS**, NCTCOG applied for grant funding under the Pre-Disaster Mitigation grant program totaling \$352,000, which includes a 25% local non-federal share of \$88,000 and a 75% federal share of \$264,000, to update the HazMAP for Tarrant County and the participating jurisdictions therein; and,

**WHEREAS**, NCTCOG intends to utilize a portion of these grant funds to support an additional full-time equivalent (FTE) staff position in the Emergency Preparedness Department to support this initiative.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

- SECTION 1.** NCTCOG is authorized to receive funds from FEMA, through the Texas Department of Emergency Management's Mitigation Section, in the amount of approximately \$264,000 to support the Tarrant County HazMAP update.
- SECTION 2.** The NCTCOG Executive Board authorizes one (1) new full-time equivalent (FTE) staff position for the Emergency Preparedness Department.
- SECTION 3.** These funds will be incorporated into the appropriate fiscal year budget.
- SECTION 4.** The Executive Director or designee is authorized to execute necessary agreements to carry out the initiatives described herein, including receipt of local funds, in the name of the North Central Texas Council of Governments.
- SECTION 5.** This resolution shall be in effect immediately upon its adoption.

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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro-Tem, City of Plano

I hereby certify that the Executive Board of the North Central Texas Council of Governments adopted this resolution on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie



**North Central Texas Council of Governments**

**Item 5**

***Exhibit: 2017-02-05-TR***

**MEETING DATE:** February 23, 2017

**FROM:** Michael Morris, P.E.  
Director of Transportation

**SUBJECT:** Resolution Authorizing the Receipt of Funds for Planning and Implementation Programs from the Texas Department of Transportation

In December 2016, the Executive Board approved funding for continuation and enhancement of existing transportation and air quality initiatives for Fiscal Years (FY) 2016 through 2018. The Regional Transportation Council approved the programming of additional Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds and Surface Transportation Block Grant Program (STBGP) funds, for a total of approximately \$1,530,000, to fund two new projects.

The two new projects are completion of Preliminary Engineering to design Veloweb Trail Connections in Carrollton for \$625,000 (\$500,000 CMAQ plus \$125,000 local match from partner agencies). The second project is implementation of a Regional Aerial Photography and Data Collection Program for \$905,000 (\$724,000 STBGP funds plus \$181,000 State match).

NCTCOG will coordinate with the Texas Department of Transportation (TxDOT) to enter into agreements to receive these funds. A draft resolution authorizing the receipt of funds for planning and implementation programs is attached for Executive Board consideration. I will provide a brief presentation of this item and will be available to answer any questions.

EB  
Attachment

**RESOLUTION AUTHORIZING THE RECEIPT OF FUNDS FOR PLANNING AND IMPLEMENTATION PROGRAMS FROM THE TEXAS DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG has been designated as the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metropolitan Area by the Governor of the State of Texas in accordance with federal law; and,

**WHEREAS**, the Regional Transportation Council (RTC), comprised primarily of local elected officials, is the regional transportation policy body associated with NCTCOG, and has been and continues to be a forum for cooperative decisions on transportation; and,

**WHEREAS**, the Dallas-Fort Worth region is in nonattainment of the federal air quality standards and NCTCOG is actively involved in the development and implementation of the State Implementation Plan for air quality; and,

**WHEREAS**, on January 8, 2017, the RTC authorized the programming of Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Surface Transportation Block Grant Program (STBGP) funds and associated local match funds of approximately \$1,530,000 for planning and implementation programs to be administered and managed by NCTCOG.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** NCTCOG is authorized to receive Congestion Mitigation and Air Quality Improvement Program funds and Surface Transportation Block Grant Program funds, and associated local match funds in the amount of approximately \$1,530,000 as reflected in Attachment 1.

**Section 2.** These funds are programmed for multiple fiscal years and shall be incorporated into the appropriate fiscal year budgets and Unified Planning Work Program.

**Section 3.** The Executive Board accepts the fiduciary responsibility to administer the planning and implementation programs carried out with these funds.

**Section 4.** The Executive Director or designee is authorized to enter into agreements with the Texas Department of Transportation for each project specified in Attachment 1.

**Section 5.** NCTCOG is authorized to expend funds for the projects and in the amounts specified in Attachment 1.

**Section 6.** The Executive Director or designee is authorized to enter into agreements with other partners to carry out these programs, including agreements for the receipt of local match.

**Section 7.** This resolution shall be in effect immediately upon its adoption.

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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie

ATTACHMENT 1

Program Title	Funding Source	Match Source	Total Funding Amount	Fiscal Year	Program Status
<b>New Approval for FY2017-2018 Funds</b>					
Preliminary Engineering for Veloweb Trail Connections	CMAQ	Local	\$625,000	2018	New
Regional Aerial Photography & Data Collection Program	STBGP	State	\$905,000	2017	New

TOTAL **\$1,530,000**



**North Central Texas Council of Governments**

**Item 6**

***Exhibit 2017-02-06-TR***

**MEETING DATE:** February 23, 2017

**FROM:** Michael Morris, P.E.  
Director of Transportation

**SUBJECT:** Resolution Authorizing an Agreement with the City of Dallas and Dallas County Concerning the Fiscal Year 2017 Highway Traffic Patrol Program

The Dallas County Sherriff's Office operates a highway traffic program to patrol limited-access highways in a portion of Dallas County. Dallas County, the City of Dallas, and the Regional Transportation Council (RTC) have been working to develop a strategy to address a funding shortfall for Fiscal Year (FY) 2017 through a combination of financial contributions. This is an ongoing partnership.

The Dallas County Highway Traffic Program for FY2017 has an estimated program cost of \$6,600,000. The financial contributions from the partners include a \$3,000,000 commitment from RTC, \$3,000,000 from Dallas County, and a \$600,000 commitment from the City of Dallas. RTC will provide \$2,400,000 in Congestion Mitigation and Air Quality Improvement Program funds with a \$600,000 state match. This program was transmitted to United States Secretary of Transportation Elaine Chao as an example of a national protocol for safety, reliability, and community policing.

A draft resolution authorizing the execution of necessary agreements to carry out this initiative is attached. I will provide a brief presentation of this item and will be available to answer any questions prior to requesting Board approval.

NB:lk  
Attachment



**RESOLUTION AUTHORIZING AN AGREEMENT WITH THE CITY OF DALLAS AND DALLAS COUNTY CONCERNING THE FISCAL YEAR 2017 HIGHWAY TRAFFIC PATROL PROGRAM**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG has been designated as the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metropolitan Area by the Governor of the State of Texas in accordance with federal law; and,

**WHEREAS**, the Regional Transportation Council (RTC), comprised primarily of local elected officials, is the regional transportation policy body associated with NCTCOG, and has been and continues to be a forum for cooperative decisions on transportation; and,

**WHEREAS**, the Dallas-Fort Worth region is in nonattainment of the federal air quality standard for ozone and NCTCOG is actively involved in the development and implementation of the State Implementation Plan for air quality; and,

**WHEREAS**, Element 5.05 of the Fiscal Year (FY) 2016 and FY2017 Unified Planning Work Program provides for Congestion Management Operations, including implementation of the Texas Department of Transportation Partnership for Congestion Management to rapidly clear collisions and stalled vehicles; and,

**WHEREAS**, the highway traffic program for FY2017 in Dallas County serves as one of the initiatives to reduce congestion, and a funding shortfall for the operation of this program has been identified; and,

**WHEREAS**, Dallas County, the City of Dallas, and the Regional Transportation Council have developed a partnership funding strategy to address the funding shortfall through a mix of financial contributions and cost savings; and,

**WHEREAS**, under this partnership, the City of Dallas will contribute \$600,000 and RTC will contribute \$3,000,000; and,

**WHEREAS**, under this partnership, the contributions will be adjusted by additional revenues generated from: 1) increased collection of traffic court fees and 2) potential partnerships with tow truck operators or others; and,

**WHEREAS**, under this partnership, any additional revenues generated will reduce each partner's contribution to the program; and,

**WHEREAS**, RTC has programmed \$3,000,000 for the benefit of Dallas County for the RTC's financial contribution to the Dallas County Highway Traffic Program; and,

**WHEREAS**, Chapter 791 of the Government Code provides authority for NCTCOG and local governments to enter into agreements for the provision of governmental functions and services of mutual interest.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** NCTCOG is authorized to enter into an agreement with the City of Dallas and Dallas County to provide up to \$3,000,000 (Congestion Mitigation and Air Quality Improvement Program funds and associated state match) for Fiscal Year 2017 for the RTC contribution for the Dallas County Highway Traffic Program. Dallas County will fund \$3,000,000 as well, and the City of Dallas will fund \$600,000.

**Section 2.** The Executive Director or designee is authorized to execute this agreement on behalf of the North Central Texas Council of Governments.

**Section 3.** This resolution shall be in effect immediately upon its adoption.

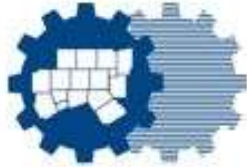
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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie



**North Central Texas Council of Governments**

**Item 7**

***Exhibit: 2017-02-07-TR***

**MEETING DATE:** February 23, 2017

**FROM:** Michael Morris, P.E.  
Director of Transportation

**SUBJECT:** Resolution Authorizing an Agreement with the City of Fort Worth for the  
Citywide Active Transportation Plan

The Regional Transportation Council (RTC) will assist the City of Fort Worth in developing a citywide active transportation plan. The plan for the City of Fort Worth, in accordance with the City's Comprehensive Plan and the Complete Streets Policy, would integrate the adopted Bike Fort Worth Plan, Walk Fort Worth Plan, Master Thoroughfare Plan, and The T Master Plan to create a seamless network of on- and off-street pedestrian and bicycle facilities integrated with the public transportation and thoroughfare networks. The Plan is expected to be used as a pilot for the region.

The funding partnership will include \$250,000 in RTC Local funds and a City of Fort Worth contribution of \$215,000. Consultant assistance will be utilized for this project and be brought back at a later date. Executive Board approval will be requested to enter into an Agreement with the City of Fort Worth.

Attached is a draft resolution for the Executive Board's consideration. I will provide a brief presentation of this item and will be available to answer any questions prior to requesting Board approval.

KK:bw  
Attachment

**RESOLUTION AUTHORIZING AN AGREEMENT WITH THE CITY OF FORT WORTH FOR THE CITYWIDE ACTIVE TRANSPORTATION PLAN**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG has been designated as the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metropolitan Area by the Governor of the State of Texas in accordance with federal law; and,

**WHEREAS**, the Regional Transportation Council (RTC), comprised primarily of local elected officials, is the regional transportation policy body associated with NCTCOG, and has been and continues to be a forum for cooperative decisions on transportation; and,

**WHEREAS**, the Fiscal Year (FY) 2016 and FY2017 Unified Planning Work Program Element 5.03 provides for bicycle and pedestrian planning activities; and,

**WHEREAS**, on January 12, 2017, the RTC approved the 2017-2020 Transportation Improvement Program Development Draft Final Listings which included funding for the City of Fort Worth Active Transportation Plan; and,

**WHEREAS**, under this partnership, the City is responsible for any cost overruns; and,

**WHEREAS**, Chapter 791 of the Government Code provides authority for NCTCOG and Local Governments to enter into Agreements for the provision of governmental functions and services of mutual interest.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** NCTCOG is authorized to enter into an agreement with the City of Fort Worth to develop a citywide active transportation plan.

**Section 2.** NCTCOG is authorized to receive approximately \$215,000 from the City of Fort Worth to support the citywide active transportation plan. These funds will serve as the local match to the \$250,000 in RTC Local funds allocated to this effort by the Regional Transportation Council.

**Section 3.** These funds shall be incorporated into the appropriate fiscal year budget and the Unified Planning Work Program.

**Section 4.** The Executive Director or designee is authorized to execute an agreement with the City of Fort Worth on behalf of the North Central Texas Council of Governments.

**Section 5.** This resolution shall be in effect immediately upon its adoption.

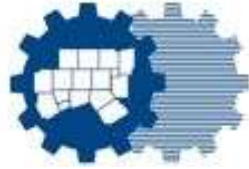
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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro-Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie



**North Central Texas Council of Governments**

**Item 8**

***Exhibit: 2017-02-08-TR***

**MEETING DATE:** February 23, 2017

**FROM:** Michael Morris, P.E.  
Director of Transportation

**SUBJECT:** Resolution Approving Modifications to the FY2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning

The Unified Planning Work Program for Regional Transportation Planning (UPWP) is required by federal and State transportation planning regulations and provides a summary of the transportation and related air quality planning tasks to be conducted by Metropolitan Planning Organization (MPO) staff. The FY2016 and FY2017 UPWP identifies the activities to be carried out between October 1, 2015, and September 30, 2017.

Listed below, and in the following attachment, are proposed modifications to the FY2016 and FY2017 UPWP. Included in these amendments are new initiatives, a funding adjustment, and text updates to clarify project funding sources. The proposed modifications were presented to the public through the December 2016 online public input opportunity. No public comments were received. The Regional Transportation Council took action to approve the modifications at its February 9, 2017, meeting.

**New Initiatives**

- 1.04 Program Administration – Computer System Administration and Application Coordination – 2017 Aerial Photography Data Collection (Add project and program \$724,000 STBGP and \$181,000 TxDOT funds to support 2017 aerial photography data collection) Note: Executive Board approval also being sought in February 2017 to receive STBGP funds and associated match.
- 5.03 Land-use/Transportation Initiatives – Fort Worth Active Transportation Plan (Add project and program \$27,000 RTC Local and \$23,000 local funds for FY2017 to support the development of a citywide Active Transportation Plan) Note: Executive Board approval also being sought in February 2017 to execute an agreement with the City of Fort Worth and receive funds from the City.
- 5.03 Land-use/Transportation Initiatives – DART Red and Blue Lines TOD Planning Study (Add project and program \$40,000 FTA, \$8,500 RTC Local and \$1,500 local funds for FY2017 to support Transit Oriented Development planning around 28 DART Red and Blue Line Light Rail Stations) Note: Executive Board authorized submittal of grant application and receipt of funds, if awarded, in May 2016.

**Funding Adjustment for Existing Project**

- 5.05 Congestion Management Planning and Operations – TxDOT Partnership for Congestion Management (Program the remaining grant funds in the amount of \$2,604,000 CMAQ and \$651,000 TxDOT funds to support the implementation of strategies to improve the efficiency of the transportation system, including the Dallas County Highway Traffic Patrol Program) Note: Executive Board approval is also being sought in February 2017 to execute an agreement with the City of Dallas and Dallas County for the Regional Transportation Council's contribution to the Traffic Program.

**Funding Source Text Modifications**

Various Projects in Tasks 2, 3, and 5 – Update text in various projects to reflect all sources of project funding as outlined in the table below. No additional funding is being programmed.

<b>Subtask</b>	<b>Subtask Title</b>	<b>Proposed Funding Source Adjustments</b>
2.01	Travel Forecasting Support – Development of a Regional Dynamic Traffic Assignment (DTA) Model	Add local funds as a source of matching funds
2.01	Travel Forecasting Support – Regional Traffic and Travel Data Collection Airport Passenger Survey Transit Travel Survey External Travel Survey Toll Road User Survey Speed Data Traffic Count Data	Add local funds as a source of matching funds
3.03	Air Quality Management and Operations – Enforcement Activities	Add Regional Transportation Council Local funds as a source of matching funds
3.04	Transportation and Air Quality Communications – Clean Cities Program	Add Regional Transportation Council Local funds as an additional funding source
3.06	Transit Operations – FTA Urban Funding Grant Administration	Add Congestion Mitigation and Air Quality Improvement Program funds as an additional funding source
5.03	Land-use/Transportation Initiatives – Sustainable Development (2009-2010 infrastructure and planning projects)	Add Transportation Development Credits as a source of funding match for staff oversight activities
5.03	Land-use/Transportation Initiatives - Bicycle and Pedestrian Planning (Bicycle/ Pedestrian Sustainable Development Initiatives)	Add Transportation Development Credits as a source of funding match

<b>Subtask</b>	<b>Subtask Title</b>	<b>Proposed Funding Source Adjustments</b>
5.03	Land-use/Transportation Initiatives – Bicycle and Pedestrian Planning (Bicycle/ Pedestrian infrastructure projects)	Replace Regional Transportation Council Local funds as the funding source for staff oversight with Surface Transportation Program – Metropolitan Mobility funds and Transportation Development Credits
5.05	Congestion Management and Operations – Value Pricing Pilot Program	Add Regional Transportation Council Local funds as a source of matching funds
5.05	Congestion Management and Operations - Freeway Incident Management (FIM) Training	Add local funds as an additional funding source
5.05	Congestion Management and Operations – Regional Traffic Signal Retiming Project	Add Texas Department of Transportation funds as a source of funding match

An Executive Board resolution supporting approval of the proposed UPWP modifications is attached. Staff will provide a brief presentation of this item and will be available to answer any questions.

jh  
Attachments



**RESOLUTION APPROVING MODIFICATIONS TO THE FY2016 AND FY2017 UNIFIED PLANNING WORK PROGRAM FOR REGIONAL TRANSPORTATION PLANNING**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG has been designated as the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metropolitan Area by the Governor of Texas in accordance with federal law; and,

**WHEREAS**, the Regional Transportation Council (RTC), comprised primarily of local elected officials, is the regional transportation policy body associated with the North Central Texas Council of Governments and has been and continues to be the regional forum for cooperative decisions on transportation; and,

**WHEREAS**, federal law, Fixing America's Surface Transportation (FAST) Act, assigns the MPO the responsibility for carrying out the metropolitan planning process, in cooperation with the State and operators of publicly owned transit services; and,

**WHEREAS**, the FAST Act assigns the MPO the responsibility for development of a Unified Planning Work Program which addresses the planning priorities of the metropolitan area and describes the metropolitan transportation and related air quality planning activities to be undertaken and capital purchases to be made to support the planning process; and,

**WHEREAS**, project additions, a funding adjustment, and text updates have resulted in the need to amend the FY2016 and FY2017 Unified Planning Work Program; and,

**WHEREAS**, the proposed modifications to the FY2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning were approved by the Regional Transportation Council on February 9, 2017.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** The Executive Board approves Amendment #5 to the FY2016 and FY2017 Unified Planning Work Program for Regional Transportation Planning.

**Section 2.** The proposed FY2016 and FY2017 Unified Planning Work Program modifications include funds that have become available since the adoption of the FY2017 budget, and the FY2017 budget is hereby amended to incorporate the resources associated with the approval of this resolution.

**Section 3.** This resolution shall be in effect immediately upon its adoption.

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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie

## AMENDMENT #5 TO THE FY2016 AND FY2017 UNIFIED PLANNING WORK PROGRAM

### 1.04 Computer System Administration and Application Coordination

The overall goal of this subtask is to provide NCTCOG staff with the tools and technical support needed to complete work tasks in an efficient and timely manner.

Regional Aerial Photography – This project will produce high-resolution color digital orthophotography for areas of North Central Texas. Data will be collected using a high-resolution aerial mapping camera and a high-accuracy Global Positioning System. Digital orthophotos will be created using industry-accepted procedures and standards, and image accuracy will be ensured through ground control and surface integration. The resulting photos will be used for a wide variety of planning purposes, including improvements to travel demand modeling, corridor alignment planning, outer loop planning, and population/employment change tracking. In addition, there may be some enhanced aerial photography needs specifically for aviation planning purposes. This work will be supported through Surface Transportation Block Grant program funds and Texas Department of Transportation funds. Anticipated products include:

- Digital orthophotos for use in a wide variety of planning purposes.

### 2.01 Travel Forecasting Support

#### Development of a Regional Dynamic Traffic Assignment (DTA) Model

##### *Other Funding Sources*

Dynamic Traffic Assignment represents a further improvement upon the existing time-of-day static assignment as it seeks to provide a more detailed means to represent the interaction between travel choices, traffic flows, and time and cost measures in a temporally coherent manner. Specifically, dynamic traffic assignment models aim to describe such time-varying network and demand interaction using a behaviorally sound approach. The foundations for a DTA will be set and its implementation will start using available software applications in the industry. This activity will include the collection of detailed operational data, such as traffic counts by time of day. Surface Transportation Program—Metropolitan Mobility **and local** funds, and Transportation Development Credits will be utilized to support work activities. Anticipated products include:

- A DTA model and software integrated in the regional travel model.

#### Regional Traffic and Travel Data Collection

##### *Other Funding Sources*

This element is ongoing throughout FY2016 and FY2017 and includes traffic and travel data collection and surveys. Specific survey initiatives include household, airport, toll road user and external surveys. Data collection initiatives include traffic speed and counts on major roadways. These efforts will result in the creation of several travel databases that will be used in the development of new travel forecasting tools. Major projects in this area are described below:

- Household Travel Survey – NCTCOG, in collaboration with TxDOT, has joined the FHWA-managed National Household Travel Survey (NHTS) 2015 project, which utilizes consultant assistance. Data collection will begin in the fall 2015 and continue in 2016. The estimated overall household samples in the 12-county MPA is expected to be around

7,500. The final survey results will be available in FY2018. NCTCOG staff will also analyze and summarize previous household surveys. Work efforts will be supported through Surface Transportation Program—Metropolitan Mobility and local funds, as well as Transportation Development Credits. Anticipated products during FY2016 and FY2017 include:

- Intermediate progress reports; and
  - Various databases.
- Airport Passenger Survey – The NCTCOG airport passenger survey program will continue in FY2016. This program started in FY2014 with a Dallas Love Field survey and continued with two more surveys in FY2015 at Dallas/Fort Worth International Airport (DFWIA) and Dallas Love Field. Love Field was surveyed twice to capture the effect of lifting the Wright Amendment in October 2014. Work efforts will be supported through Surface Transportation Program—Metropolitan Mobility **and local** funds, and Transportation Development Credits. Consultant assistance will be utilized. Anticipated products include:
  - Intermediate progress reports and a final report; and
  - Various databases.
- Transit Travel Survey – NCTCOG, in participation with DART, The T, and DCTA, conducted a regional transit onboard survey in FY2014 and FY2015. This survey will be heavily used in updating the travel demand model and in the creation of the alternative transit ridership model. Work efforts will be supported through Surface Transportation Program—Metropolitan Mobility **and local** funds, and Transportation Development Credits. Anticipated products in FY2016 include:
  - Intermediate progress reports; and
  - Various databases which will be available in FY2016.
- External Travel Survey – In cooperation with the Texas Department of Transportation and the Texas Transportation Institute, an external travel survey is planned for FY2016. This survey will include innovative approaches in data collection, such as cellphone location data, Global Positioning System (GPS) data, and the deployment of Bluetooth reader devices in the region. Staff activities in this project will include coordination of the technical process, analysis of data, development of sampling and weighting procedure, and analyzing the data products. Final survey results are expected in FY2018. Work efforts will be supported through Surface Transportation Program—Metropolitan Mobility **and local** funds, and Transportation Development Credits. Consultant assistance will be utilized. Anticipated products during FY2016 and FY2017 include:
  - Intermediate progress reports; and
  - Various databases.
- Toll Road User Survey – In cooperation with the North Texas Tollway Authority (NTTA), NCTCOG will conduct a survey of toll and non-toll users in several corridors related to the socio-economic characteristics of the travelers and to their trip behavior and their willingness to pay for use of the tolled facilities. This study will also be used in an evaluation of environmental justice related to building the tolled facilities. Final survey results are expected in FY2018. Work efforts will be supported through Surface Transportation Program—Metropolitan Mobility **and local** funds, and Transportation Development Credits. Consultant assistance will be utilized. Anticipated products during FY2016 and FY2017 include:

- Intermediate progress reports; and
- Various databases.
- Speed Data – Since 2013, FHWA has provided speed data, collected by HERE, to Metropolitan Planning Organizations. The coverage of this data encompasses the entire NCTCOG region and is delivered on a monthly basis, for five-minute intervals on most roadways. Staff will continue to develop databases for maintenance and use of this massive data. Work efforts will be supported through Surface Transportation Program—Metropolitan Mobility **and local** funds, and Transportation Development Credits. Anticipated products include:
  - Database of speed on all roadway segments that are part of the National Highway System within the MPA; and
  - Geographical database of the speed data.
- Traffic Count Data – NCTCOG has been acquiring and archiving traffic count data in the region for more than 10 years. This effort will continue in the next two fiscal years. The source of most of these counts is the TxDOT Saturation Count program managed by TxDOT headquarters in Austin. There are significant count data collection projects in the region, managed by TxDOT districts and local governments that can add value to the NCTCOG archive count database. The efforts in this activity are focused on creating cooperative relationships with the local entities, mostly TxDOT districts and cities that collect counts in a way that can be transferred to NCTCOG. The success in this task can be measured through the sustainable flow of data from various entities to NCTCOG. For the duration of this document, staff will focus on obtaining the data from TxDOT districts in the region, cities and NTTA. Work efforts will be supported through Surface Transportation Program—Metropolitan Mobility **and local** funds, and Transportation Development Credits. Anticipated products include:
  - Set of data files of the traffic counts, which will be used to create final products for general public and data analysts.

### **3.03 Air Quality Management and Operations**

#### Enforcement Activities

##### *Other Funding Sources*

Enforcement is a critical component to ensuring adherence to established policies. Various initiatives are designed to specifically target vehicles producing excessive emissions and not in compliance with automobile emissions standards. Through these efforts, counties will continue to be encouraged to enhance Regional Emissions Enforcement Programs to include other enforcement-related projects, including truck-lane restrictions and idling restrictions. In addition, staff will continue to expand and improve various information systems, and continue to provide training and support to local law enforcement agencies.

Staff will also continue administering the Regional Smoking Vehicle Program (RSVP). Enforcement efforts will be supported by CMAQ funds, STP-MM funds, **Regional Transportation Council local funds**, and Transportation Development Credits. This element is ongoing throughout FY2016 and FY2017. Anticipated products include:

- Emissions enforcement database enhancements;
- Continued partnerships with law enforcement, State and federal agencies, and other I/M interested parties;
- Periodic meetings and training classes regarding emissions enforcement issues;
- Education and training for both law enforcement and the general public regarding impacts of an integrated single sticker for both vehicle registration and inspection;
- Evaluation of RSVP enhancements; and
- Correspondence and follow-up with vehicle owners regarding RSVP.

### **3.04 Transportation and Air Quality Communications**

#### Clean Cities Program

##### *Other Funding Sources*

The Dallas-Fort Worth (DFW) Clean Cities Program will continue to serve as a locally based, public/private partnership that seeks to advance energy security, protect environmental and public health, and stimulate economic development by promoting practices and decisions to reduce petroleum consumption and improve air quality, primarily in the transportation sector. The program consists of facilitating the deployment of alternative fuel vehicles (AFVs); supporting installation of alternative fuel refueling infrastructure throughout the North Texas region; increasing the use of fuel blends (i.e., diesel/biodiesel and ethanol/gasoline); accelerating sales of hybrid electric vehicles; promoting informed consumer choice on fuel economy; and encouraging the use of idle reduction technologies and strategies. This work element will be supported through CMAQ funds, STP-MM funds, US Department of Energy funds, **Regional Transportation Council Local funds**, Transportation Development Credits, and other funding sources. Consultant assistance may be utilized. NCTCOG will also participate as a subcontractor in the development of curriculum for alternative fuel vehicle training. This element is ongoing throughout FY2016 and FY2017. Anticipated products include:

- Education, outreach, events, technical guidance, fleet recognition, video/online media, interactive Web site (including hosting and maintenance) and other initiatives;
- Purchase of electronic equipment and devices, and computers for the purpose of outreach, technical guidance, and video production;
- Barrier reduction initiatives, including, but not limited to, AFV Preferential Parking, to address alternative fuel adoption;
- Workshops and training regarding all aspects of acquiring, operating, and maintaining AFVs and advanced technology vehicles and infrastructure;
- Sub-awardee contract monitoring;

- Meetings and conference calls regarding Clean Cities initiatives; and
- Regular DFW Clean Cities Coalition meetings and subcommittee meetings as needed.

### **3.06 Transit Operations**

#### FTA Urban Funding Grant Administration

##### *Other Funding Sources*

This implementation activity is ongoing throughout FY2016 and FY2017, supporting all responsibilities NCTCOG assumes as the designated recipient for Federal Transit Administration (FTA) grant funds received for urbanized areas in the region. General responsibilities include program administration, project implementation, grant management and program oversight for all subgrantees who receive funds through the Bus and Bus Facilities Program, Congestion Mitigation and Air Quality (CMAQ) Improvement Program, Enhanced Mobility of Seniors and Individuals with Disabilities Program, Job Access/Reverse Commute Program, New Freedom Program and the Urbanized Area Formula Program. Federal Transit Administration funds, **Congestion Mitigation and Air Quality Improvement Program funds**, Regional Transportation Council Local funds, local funds, and Transportation Development Credits will support these activities. Consultant assistance will be used. Anticipated products include:

- FY2016 and FY2017 funding allocations;
- Calls for Projects;
- Grant and agreement management;
- Funding disbursement of reimbursable project expenses to subgrantees;
- Implementation of a vehicle lease program;
- Submittal of coordinated reports on behalf of subgrantees; and
- Procurements for services and equipment, including buses, on behalf of subgrantees.

### **5.03 Land-use/Transportation Initiatives**

#### Sustainable Development Initiatives

The Regional Transportation Council (RTC) selected a series of infrastructure/construction, planning, and land banking projects during three Sustainable Development Calls for Projects (SDCFP) in 2001, 2005-2006, and 2009-2010. Efforts in overseeing pass-through construction dollars will be conducted in conjunction with local governments to better coordinate transportation investments and land use. This program of projects was originally funded by Surface Transportation Program – Metropolitan Mobility (STP-MM) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds and was established in 2001, when the RTC selected the first Land-use/Transportation Joint Venture projects. Additional RTC Local funds

were programmed to fund these projects through the 2005-2006 Sustainable Development Call for Projects (SDCFP). Regional Toll Revenue (RTR), STP-MM, and local funds were allocated to the program with the 2009-2010 Sustainable Development Call for Projects. In addition to the projects selected through the three Calls for Projects, three other projects have been identified: 1) SH183 Corridor Master Plan – through the Planning Livable Military Communities (PLMC) effort, River Oaks Boulevard (SH183) was identified as a vital regional transportation facility to conduct a corridor master plan to identify costs and constraints associated with implementing community vision; 2) Northwest Highway and Preston Center Area Plan – in response to a request from the City of Dallas, NCTCOG identified the need to develop an Area Plan at Northwest Highway and Preston Road in Dallas to address various land-use transportation issues in the area to guide future land development policy and transportation investment and 3) a regional parking analysis that will provide for innovation in technology, design, access, and interface with parking and multi-modal facilities such as rail, people movers, and high capacity corridors in relation to various land uses. Exhibit VI-1 contains the listing of the sustainable development projects still underway. The funds are used to provide:

- Infrastructure projects such as road construction, sidewalks, pedestrian amenities, bike trails, etc.;
- Planning reports developed by consultants;
- Land purchases; and
- Parking analysis.

**EXHIBIT VI-1**

**SUSTAINABLE DEVELOPMENT PROJECTS**

Project Name	Type	Funding Source
Plano Transit Village	Infrastructure	STP-MM/CMAQ/RTC Local
Fort Worth Ridglea Village (Westridge)	Infrastructure	CMAQ/RTC Local
Irving Northwest Corridor	Infrastructure	CMAQ/RTC Local
Fort Worth West Berry Streetscape - Grandmarc Development	Infrastructure	RTC Local
Fort Worth West Rosedale Improvements- Magnolia Green	Infrastructure	RTC Local
Fort Worth US 287 Berry Vaughn	Infrastructure	RTC Local
Dallas Mockingbird Plaza & Midtown/Central/University	Infrastructure	RTC Local
Rowlett Downtown Mixed-Use Development	Infrastructure	RTC Local
Carrollton TOD Catalyst Infrastructure Project	Infrastructure	RTR/STP-MM
Dallas Routh Street Underpass	Infrastructure	RTR/STP-MM
Dallas Zang Triangle	Infrastructure	RTR/STP-MM
Dallas Project Paseo	Infrastructure	RTR/STP-MM
Dallas Continental Mixed-Use Development	Infrastructure	RTR/STP-MM
Dallas La Reunion Town Center - The Orleans & The Courtyards	Infrastructure	RTR/STP-MM



Project Name	Type	Funding Source
Dallas Lake Highlands TOD Multimodal Connectivity Project	Infrastructure	RTR/STP-MM
Farmers Branch Station Area Sidewalks	Infrastructure	RTR/STP-MM
Lewisville Old Town Transit Oriented Development	Infrastructure	RTR/STP-MM
Lewisville Old Town Plaza	Infrastructure	RTR/STP-MM
McKinney Historic Flour Mill Catalyst TOD Project	Infrastructure	RTR/STP-MM
Mesquite Thomasson Square	Infrastructure	RTR/STP-MM
Addison Vitruvian Park Trail Infrastructure Project	Infrastructure	RTR/STP-MM
Colleyville Pleasant Run Pathway Connection	Infrastructure	RTR/STP-MM
Fort Worth Polytechnic/TWU Streetscape Enhancements	Infrastructure	RTR/STP-MM
Fort Worth South Main Urban Village	Infrastructure	RTR/STP-MM
Fort Worth Summer Creek Station TOD	Infrastructure	RTR/STP-MM
Connecting Kennedale: Revitalizing the City Center	Infrastructure	RTR/STP-MM
North Richland Hills Snider Street Extension Project	Infrastructure	RTR/STP-MM
Grapevine Hudgins Street Corridor Roadway & Pedestrian Improvements	Infrastructure	Local/STP-MM
Hurst Bellaire	Infrastructure	STP-MM
Joshua Station TOD Infrastructure Project	Infrastructure	STP-MM
Fort Worth Texas Christian University/Berry Station Area Transit Oriented Development Plan	Planning	RTC Local/STP-MM
Preston Center – Northwest Highway	Planning	RTC Local/STP-MM
SH 183 Corridor Planning Project	Planning	RTC Local/Local/STP-MM
Regional Parking Analysis	Planning	RTC Local/STP-MM

The 2001 projects are coordinated directly between the implementing agencies and the Texas Department of Transportation. Utilizing RTC Local funds, NCTCOG staff will provide oversight for the implementation of the 2005-2006 infrastructure, landbanking, and planning studies. Utilizing STP-MM funds **and Transportation Development Credits**, staff will oversee the implementation of the 2009-2010 infrastructure and planning projects and other planning projects that may be assigned that are project/corridor specific. Consultant assistance will be utilized to implement planning projects. Anticipated products include:

- Implementation and tracking of infrastructure projects;
- Project tracking and technical assistance to local governments developing sustainable development projects;
- An approved acquisition plan for funded Sustainable Development Landbanking Projects which involve parcel assembly for redevelopment and future use;

- Work scopes for plan procurements; and
- Consultant selection.

**Bicycle and Pedestrian Planning**

*Other Funding Sources*

Staff will also oversee the implementation of the Regional Bicycle/Pedestrian Sustainable Development Initiatives projects which utilize pass-through Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds and Transportation Development Credits available to local governments for the implementation of various bicycle and pedestrian projects, and may include, but not be limited to: spot improvements, safety countermeasures, innovative facilities, street reconstruction and rehabilitation as part of bicycle and pedestrian accommodation projects, multi-use trails, signage, pavement markings, traffic signals, and other supportive infrastructure. Staff oversight activities will be supported by STP-MM and local funds, **and Transportation Development Credits.** ~~and a~~Anticipated products include:

- Identification of funding needs and project scopes.

Utilizing ~~RTC Local~~ **STP-MM funds and Transportation Development Credits**, staff will oversee the Local Air Quality (LAQ) Call for Projects: Bicycle/Pedestrian Infrastructure program which includes construction projects funded in the 2005-2006 Local Air Quality Call for Projects with pass-through dollars that are implemented by local agencies and funded with RTC Local funds. Exhibit VI-2 provides an inventory of these projects remaining for complete implementation.

**EXHIBIT VI-2**

**BICYCLE AND PEDESTRIAN INFRASTRUCTURE PROJECTS**

<b>Project Name</b>	<b>Type</b>	<b>Funding Source</b>
Richardson Sidewalks to DART Rail Stations	Infrastructure	RTC Local
Plano Park Blvd. Pedestrian Bridge/Trail	Infrastructure	RTC Local

Anticipated products include:

- Implementation plan for construction projects; and
- Invoice review and project tracking.

**Fort Worth Active Transportation Plan**

*Other Funding Sources*

**Staff will oversee the development of a citywide Active Transportation Plan for the City of Fort Worth focused on a seamless network of on- and off-street bicycle and pedestrian facilities integrated with the public transportation and thoroughfare networks. The Plan will include stakeholder involvement and the analysis of the existing and planned**

walking/bicycling/public transportation infrastructure network, including gaps in the network and crash data. RTC Local funds and other local funds will be used to support planning activities, and existing Surface Transportation Program – Metropolitan Mobility funds will be used for staff oversight activities. Anticipated products include:

- Updated citywide bicycle network plan;
- Network analysis including appropriate corridors in the citywide network as low-stress routes for bicyclists of “All Ages and Abilities (AAA)”;
- Recommended policies and programs;
- Project prioritization, implementation plan, and funding strategies; and
- Performance measures.

#### DART Red and Blue Lines TOD Planning Study

##### *Other Funding Sources*

The Transit Oriented Development (TOD) Planning Pilot Grant was awarded to NCTCOG in October 2016 to support TOD planning around 28 DART Red and Blue Line Light Rail Stations. The planning work will be coordinated with DART and the Cities of Dallas, Garland, Plano, and Richardson, with NCTCOG administering the grant and leading planning activities. Staff will coordinate with these project partners by hosting meetings, preparing draft scopes of work, and taking part in planning work and data collection as needed. The planning work has three elements: a pedestrian and bicycle last-mile infrastructure study, a parking utilization study, and a survey of TOD residents and employers. Federal Transit Administration, Regional Transportation Council Local, and other local funds will be used to support work activities. Consultant assistance will be utilized. Anticipated products include:

- An implementation plan for prioritizing and understanding cost to improve last-mile pedestrian and bicycle connections to these rail stations;
- Data collection of parking utilization at specific sites around a sample of the 28 stations and comprehensive policy recommendation related to analysis of that data;
- Survey data collection and analysis of residents and/or employers in the station areas focused on their travel behavior, demographics, and preferences related to TOD; and
- Strategic recommendations for policy adjustment based on data collected and a process for replicating similar data collection and study across the region.

## 5.05 Congestion Management Planning and Operations

### Value Pricing Pilot Program

#### *Other Funding Sources*

The Value Pricing Pilot Program will establish local programs and gather information about the role that various types of value pricing methods can play in improving the efficiency of transportation systems and in dealing with congestion, pollution, energy, and other problems related to automobile use in congested areas. This pilot program will be implemented on the IH 30 test corridor, which is the region's permanent test corridor. This project will utilize funding from the Federal Highway Administration, **Regional Transportation Council Local funds**, and contributions from local partners. Consultant assistance will be utilized. Anticipated products include:

- Implementation of a pilot to develop incentives to change travel behavior such as mode and time of travel;
- Evaluation of the effectiveness of several types of incentives encouraging drivers to seek alternatives to driving alone or during the peak periods;
- Use of technology to collect actual travel patterns to determine how managed lanes impact all users, including low-income populations; and
- Coordination with partner agencies.

### Freeway Incident Management (FIM) Training

#### *Other Funding Sources*

This program is ongoing throughout FY2016 and FY2017, providing training for agencies responsible for managing and clearing traffic incidents. This training has been demonstrated to improve responder and motorist safety, and to significantly reduce the length and size of roadway closures. The Dallas-Fort Worth area was the first area in the nation to formalize the training process to reach out to all responders and generate improvements in the management of traffic incidents. The goal of NCTCOG FIM training is to initiate a common, coordinated response to traffic incidents that will build partnerships, enhance safety for emergency personnel, reduce upstream traffic accidents, improve the efficiency of the transportation system, and improve air quality in the Dallas-Fort Worth region. By implementing best practices techniques throughout the region, clearance times can be reduced by as much as 40 percent. Such an improvement will reduce the impact of congestion, improve regional air quality, and improve the safety and efficiency of travel for all residents and visitors in the area. Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds, Regional Transportation Council (RTC) Local funds, **local funds**, and Transportation Development Credits support this program, and consultant services will be utilized. Anticipated products include:

- FIM First Responder and Manager's Courses and FIM Executive Level Courses;
- Basic and Advanced Photogrammetry Training workshops;
- Commercial Vehicle Enforcement Training and Equipment;
- Incident Management Equipment Replacement Call for Projects; and

- Support of general training and educational projects that promote the implementation of strategies that mitigate traffic incidents.

### Regional Traffic Signal Retiming Project

#### *Other Funding Sources*

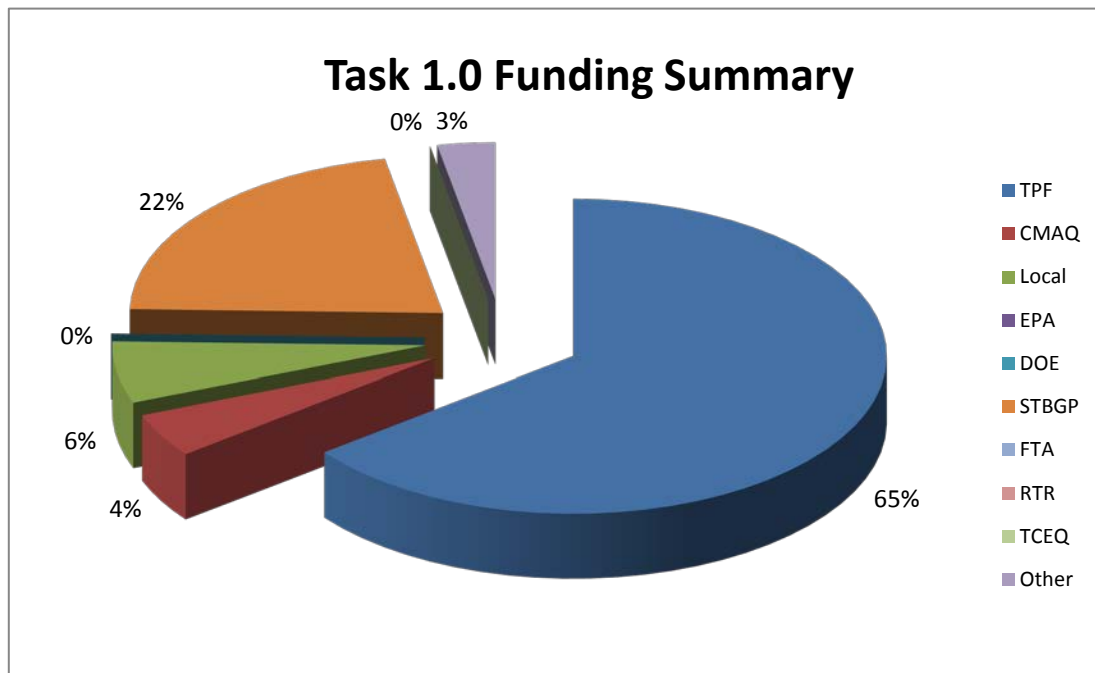
This project is ongoing throughout FY2016 and FY2017. Congestion Mitigation and Air Quality Improvement Program Funds (CMAQ), **Texas Department of Transportation (TxDOT) funds**, Regional Transportation Council (RTC) Local funds, other local funds, and Transportation Development Credits will be utilized. The Regional Traffic Signal Retiming Project targets the improvement of the arterial transportation system, including frontage roads, in the Dallas-Fort Worth region. NCTCOG has two consultants to implement the Regional Traffic Signal Retiming Project (RTSRP). Staff worked with public sector partners to select corridors to include in this project. The corridors were selected based on several factors, including but not limited to, high volumes, regional distribution, and previously funded and unfunded projects. NCTCOG staff will continue implementation of the project through coordination with public-sector partners to select additional corridors for signal retiming improvement. This project also includes the installation of minor intersection equipment. Staff will work with partner agencies to identify where these improvements are needed. NCTCOG staff will provide oversight of this project. Anticipated products include:

- A baseline analysis;
- Recommendation and implementation of low-cost capital improvements;
- Implementation of signal retiming plans;
- Identification and support for the implementation of major and minor improvements;
- An analysis of improved conditions;
- Monthly progress meetings with consultants and TxDOT, as well as meetings with cities and consultants as appropriate; and
- Review of corridor reports, project summary reports, consultant invoices and progress reports.

## E. FUNDING SUMMARY

Subtask	TPF <sup>1</sup>	Additional Funding		Total
		Amount	Source	
1.01	\$1,943,000	\$4,000	NCTCOG Local	
<b>Subtotal</b>				<b>\$1,947,000</b>
1.02	\$4,260,000	\$153,000 \$190,000 \$212,500	NCTCOG Local Local STBGP	
<b>Subtotal</b>				<b>\$4,815,500</b>
1.03		\$20,000 \$1,655,000 \$549,000	NCTCOG Local STBGP Local	
<b>Subtotal</b>				<b>\$2,224,000</b>
1.04	\$1,541,000	\$724,000 \$181,000	STBGP TxDOT	
<b>Subtotal</b>				<b>\$2,446,000</b>
1.05		\$543,000 \$15,265	CMAQ Local	
<b>Subtotal</b>				<b>\$558,265</b>
<b>Total</b>	<b>\$7,744,000</b>	<b>\$4,246,765</b>		<b>\$11,990,765</b>

<sup>1</sup> Transportation Planning Funds (TPF) includes both FHWA PL-112 and FTA 5303 funds. TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor person-hours, they are not reflected in the funding tables.



## E. FUNDING SUMMARY

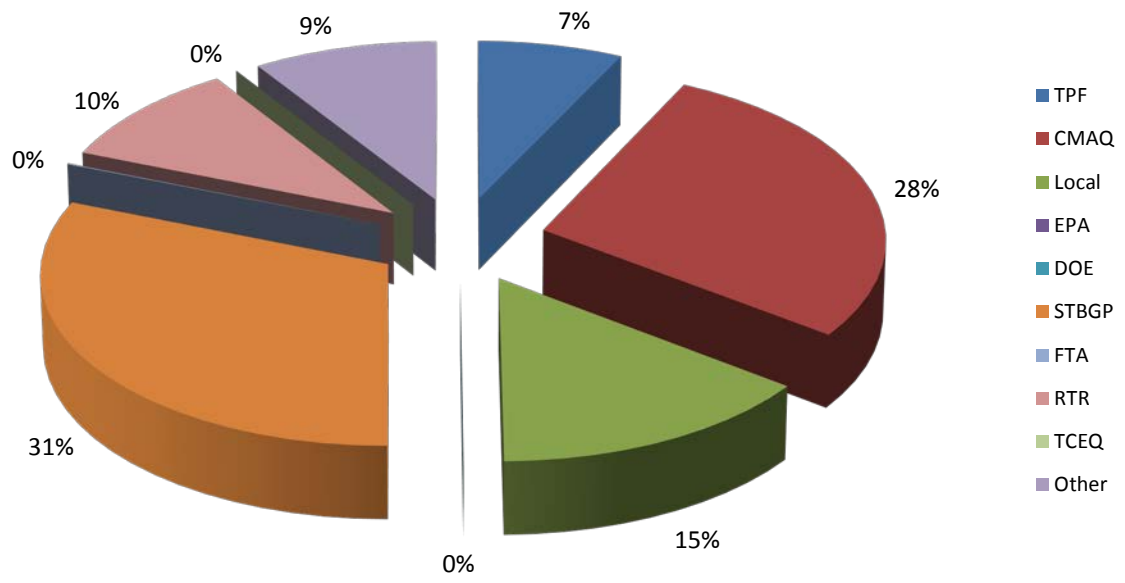
Subtask	TPF <sup>1</sup>	Additional Funding		Total
		Amount	Source	
5.01	\$709,000			
		\$45,000	Local	
		\$41,000	NTTA	
		\$4,465,000	RTR	
		\$3,334,500	STBGP	
		\$559,000	TxDOT	
<b>Subtotal</b>				<b>\$9,153,500</b>
5.02	\$935,000			
		\$229,000	RTR	
<b>Subtotal</b>				<b>\$1,164,000</b>
5.03	\$474,000			
		\$354,000	CMAQ	
		\$638,700	FHWA	
		<b>\$40,000</b>	<b>FTA</b>	
		<b>\$4,828,400</b>	<b>Local</b>	
		\$1,923,000	STBGP	
<b>Subtotal</b>				<b>\$8,258,100</b>
5.04	\$280,000			
		\$78,000	Local	
		\$435,000	STBGP	
		\$32,000	TXDOT	
<b>Subtotal</b>				<b>\$825,000</b>
5.05	\$782,000			
		<b>\$15,198,000</b>	<b>CMAQ</b>	
		\$526,000	FHWA	
		\$2,596,292	Local	
		\$665,000	RTR	
		\$8,503,960	STBGP	
		<b>\$1,829,240</b>	<b>TXDOT</b>	
<b>Subtotal</b>				<b>\$30,100,492</b>
5.06				
		\$126,000	Local	
		\$1,408,000	STBGP	
		\$226,000	TxDOT	
<b>Subtotal</b>				<b>\$1,760,000</b>

Subtask	TPF <sup>1</sup>	Additional Funding		Total
		Amount	Source	
5.07	\$66,000			
<b>Subtotal</b>				\$66,000
5.08	\$394,000			
		\$48,000	Local	
		\$164,000	STBGP	
<b>Subtotal</b>				\$606,000
5.09	\$126,000			
		\$195,000	FAA	
		\$229,000	Local	
		\$40,000	STBGP	
<b>Subtotal</b>				\$590,000
5.10				
		\$440,000	DOD	
		\$127,000	Local	
<b>Subtotal</b>				\$567,000
5.11				
		\$13,400	Local	
		\$1,428,600	STBGP	
		\$75,000	RTR	
		\$610,835	TXDOT	
<b>Subtotal</b>				\$2,127,835
5.12	\$250,000			
<b>Subtotal</b>				\$250,000
<b>Total</b>	\$4,016,000	<b>\$51,451,927</b>		<b>\$55,467,927</b>

<sup>1</sup> Transportation Planning Funds (TPF) includes both FHWA PL-112 and FTA 5303 funds. TxDOT will apply transportation development credits sufficient to provide the match for FHWA PL-112 and FTA Section 5303 programs. As the credits reflect neither cash nor person-hours, they are not reflected in the funding tables.

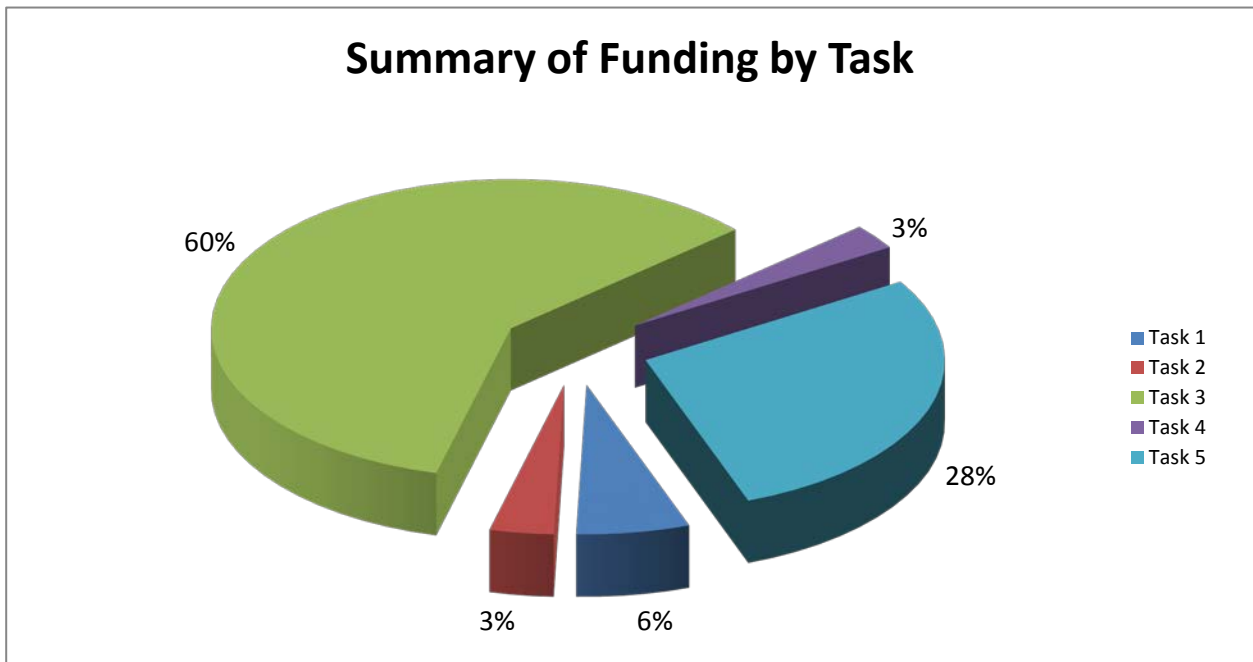


# Task 5.0 Funding Summary

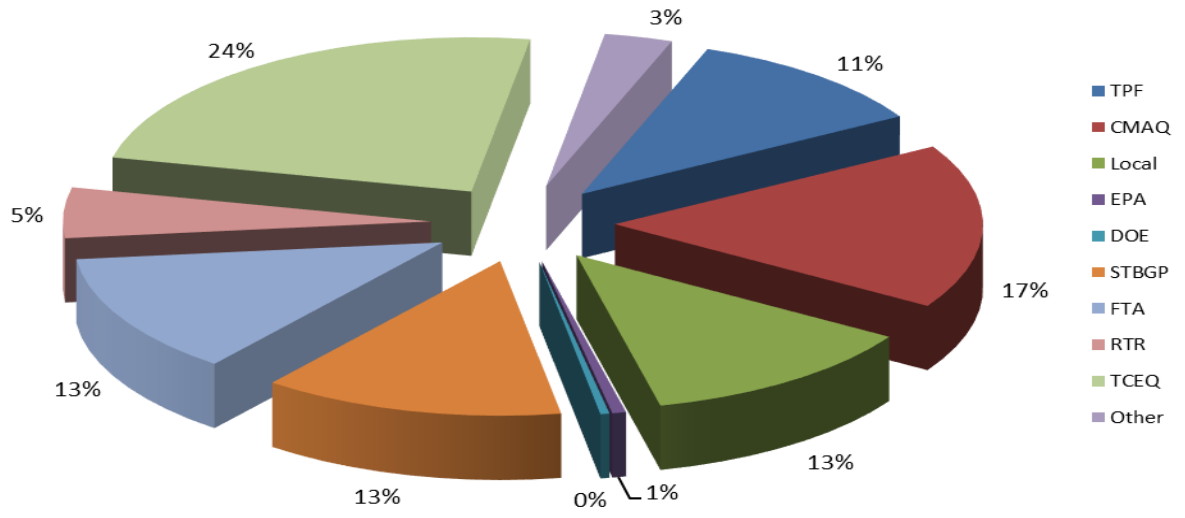


**EXHIBIT VIII-3  
FY2016 AND FY2017 UPWP FUNDING SUMMARY**

Funding Source	Task 1.0 Administration	Task 2.0 Data Development	Task 3.0 Short Range Planning	Task 4.0 Metropolitan Transportation Planning	Task 5.0 Special Studies	Total
FTA Activities	44.21.00	44.22.00	44.24.00	44.23.01	44.23.02	
			44.25.00		44.24.00	
					44.22.00	
					44.27.00	
TPF	\$7,744,000	\$3,237,000	\$4,355,000	\$2,349,000	\$4,016,000	\$21,701,000
CMAQ	\$543,000	\$0	\$17,786,000	\$0	\$15,552,000	\$33,881,000
DOD	\$0	\$0	\$0	\$0	\$440,000	\$440,000
DOE	\$0	\$0	\$781,800	\$0	\$0	\$781,800
EPA	\$0	\$0	\$1,185,000	\$0	\$0	\$1,185,000
FAA	\$0	\$0	\$0	\$0	\$195,000	\$195,000
FHWA	\$0	\$96,000	\$0	\$324,200	\$1,164,700	\$1,584,900
FTA	\$0	\$239,000	\$24,558,000	\$0	\$40,000	\$24,837,000
HUD	\$0	\$0	\$0	\$0	\$0	\$0
Local	\$754,265	\$637,000	\$14,610,442	\$411,009	\$8,091,092	\$24,503,808
NCTCOG Local	\$177,000	\$0	\$0	\$0	\$0	\$177,000
NTTA	\$0	\$0	\$0	\$0	\$41,000	\$41,000
RTR	\$0	\$0	\$2,723,000	\$2,226,500	\$5,434,000	\$10,383,500
SECO	\$0	\$0	\$0	\$0	\$0	\$0
STBGP	\$2,591,500	\$2,559,000	\$3,661,000	\$0	\$17,237,060	\$26,048,560
TBD	\$0	\$0	\$0	\$0	\$0	\$0
TCEQ	\$0	\$0	\$47,136,613	\$0	\$0	\$47,136,613
TxDOT	\$181,000	\$0	\$8,000	\$0	\$3,257,075	\$3,446,075
<b>Subtotal</b>	<b>\$11,990,765</b>	<b>\$6,768,000</b>	<b>\$116,804,855</b>	<b>\$5,310,709</b>	<b>\$55,467,927</b>	<b>\$196,342,256</b>



### Summary of Total Funding





**North Central Texas Council of Governments**

**Item 9**

***Exhibit 2017-02-09-TR***

**MEETING DATE:** February 23, 2017

**FROM:** Michael Morris, P.E.  
Director of Transportation

**SUBJECT:** Resolution Authorizing the Transfer of Transit Buses to Ozark Regional Transit

Since 2003, the North Central Texas Council of Governments (NCTCOG) has served as the designated recipient of Federal Transit Administration (FTA) funds on behalf of small transit providers in the region. NCTCOG's role as the federal grantee includes responsibilities for administration, grant management and compliance for FTA programs. In this role, NCTCOG ensures transit vehicles procured on behalf of or by small transit providers are kept in a state of good repair and vehicles no longer needed by small transit providers are transferred to other transit agencies in the region to maximize the use of these federal assets.

In September 2014, the Texoma Area Paratransit System (TAPS) purchased three (3) non-Americans with Disabilities Act (ADA) accessible Glaval Concorde II buses through an agreement with NCTCOG. In late 2015 when TAPS discontinued providing public transportation services, NCTCOG took possession of these vehicles and attempted to find other providers in the region and state who would be able to use them. There was no interest from small transit providers or transit authorities since these vehicles do not comply with services in the urban portions of the region

In addition, NCTCOG has terminated all agreements with TAPS resulting in millions of dollars returned to the region.

In January 2017, Ozark Regional Transit (ORT) in Springdale, Arkansas experienced a fire that destroyed a majority of their fleet. NCTCOG reached out to ORT to gauge their interest and ability to use these non-ADA vehicles in their service. The agency has confirmed that they are able to utilize the vehicles as soon as possible. The Texas Department of Transportation (TxDOT) Public Transportation Division and FTA Region 6 Office have expressed support of this transfer effort and are working concurrently with staff to expedite necessary approvals. In order to meet FTA requirements associated with vehicle transfers, staff is requesting Executive Board authorization for the transfer of three transit buses to ORT, as outlined in the attached draft resolution.

I will provide a brief presentation of this item and will be available to answer any questions prior to requesting Board approval.

KM:  
Attachment

**RESOLUTION AUTHORIZING THE TRANSFER OF TRANSIT BUSES TO  
OZARK REGIONAL TRANSIT**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG has been designated as the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metropolitan Area by the Governor of the State of Texas in accordance with federal law; and,

**WHEREAS**, the Regional Transportation Council (RTC), comprised primarily of local elected officials, is the regional transportation policy body associated with NCTCOG, and has been and continues to be a forum for cooperative decisions on transportation; and,

**WHEREAS**, NCTCOG is a Designated Recipient for Federal Transit Administration (FTA) funds in the Dallas-Fort Worth-Arlington and Denton-Lewisville Urbanized Areas for multiple funding programs, as delegated by the Governor of the State of Texas; and,

**WHEREAS**, element 3.06 of the Fiscal Year (FY) 2016 and FY 2017 Unified Planning Work Program provides for NCTCOG to serve as the federal grantee for public transit providers operating service in the Dallas-Fort Worth-Arlington and Denton-Lewisville Urbanized Areas, with responsibilities of administration, grant management and compliance for FTA programs; and,

**WHEREAS**, Ozark Regional Transit (ORT) is a public transportation provider in Northwest Arkansas and has identified an immediate need for transit vehicles; and,

**WHEREAS**, the Texas Department of Transportation (TxDOT) and FTA have expressed support to meet this expedited need for transit vehicles; and,

**WHEREAS**, NCTCOG intends to transfer three vehicles no longer required by NCTCOG, and for which NCTCOG is the lienholder, to ORT through a grantee-to-grantee transfer with FTA approval.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** The Executive Director or designee is authorized to execute the necessary agreements to effectuate the transfer (permanent or temporary) of vehicles between NCTCOG, as an FTA grantee, and other FTA grantees including the release of liens as needed.

**Section 2.** The Executive Director or designee confirms that the following vehicles are no longer needed by NCTCOG and may be transferred to ORT with the remaining federal interest amount:

<b>Year/Make/Model</b>	<b>VIN</b>	<b>Federal Interest</b>
2015 Glaval Concorde II	3FRNF6FL9FV554732 <sup>1</sup>	\$ 119,666.99
2015 Glaval Concorde II	3FRNF6FL0FV554733 <sup>2</sup>	\$ 111,210.31
2015 Glaval Concorde II	3FRNF6FL2FV554734 <sup>3</sup>	\$ 67,013.52

**Section 3.** For vehicles that have federal interest remaining when transferred as authorized above, the Executive Director or designee shall ensure that the receiving agency agrees to maintain the vehicles in accordance and in compliance with FTA requirements and that the transferred vehicles will be included in the receiving agency's equipment inventory records.

**Section 4.** This motion shall be in effect immediately upon adoption.

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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro-Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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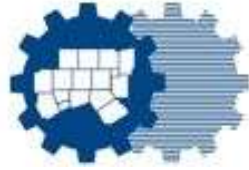
Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie

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<sup>1</sup> Federal funds utilized from NCTCOG grant with FTA (100% federal share)

<sup>2</sup> Federal funds utilized from NCTCOG grant with FTA and TxDOT (66% and 27% federal share)

<sup>3</sup> Federal funds utilized from NCTCOG grant with TxDOT (56% federal share)



**North Central Texas Council of Governments**

**Item 10**

***Exhibit 2017-02-10-TR***

**MEETING DATE:** February 23, 2017

**FROM:** Michael Morris, P.E.  
Director of Transportation

**SUBJECT:** Resolution Accepting the Audit Report from Weaver and Tidwell, LLP,  
for Agreed Upon Procedures

In October 2016, the accounting firm of Weaver and Tidwell, LLP, conducted an external audit of Transportation Department consultant and subgrantee contracts in excess of \$250,000 that closed during Fiscal Years 2014 and 2015. This review is a requirement of the Metropolitan Planning Organization's procurement policies under agreement with the Texas Department of Transportation (TxDOT).

The audit consisted of a financial and non-financial review of Transportation Department consultant and subgrantee contracts to verify the Agency's adherence with invoice and contract compliance procedures. A total of 14 contracts were reviewed. Ten contracts were funded in whole or in part through Agreements with TxDOT and are required to be reviewed. Four contracts were funded through other federal or State sources and were selected through a random sample out of 12 contracts that the Department desired to be reviewed, although not required under the contracting procedures. Specifically, auditors reviewed the following:

1. Proper documentation and review of labor hours and rates;
2. Evidence of verification and calculation of overhead rates;
3. Evidence of verification and calculation of allowable profit;
4. Proper verification of review of final work product to authorize final payment;
5. Evidence of Disadvantaged Business Enterprise (DBE) participation;
6. Proper determination of allowable costs; and
7. Verification of allowable travel costs

The auditor's report is included in the attached resolution. The report concluded that there were no exceptions in any of the above procedural areas for the contracts reviewed. A draft resolution accepting the audit report is attached for Executive Board consideration. I will also be available to answer any questions prior to requesting Board approval.

DD:  
Attachments

**RESOLUTION ACCEPTING THE AUDIT REPORT FROM WEAVER AND TIDWELL, LLP,  
FOR AGREED UPON PROCEDURES**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG has been designated as the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metropolitan Area by the Governor of the State of Texas in accordance with federal law; and,

**WHEREAS**, the Regional Transportation Council (RTC), comprised primarily of local elected officials, is the regional transportation policy body associated with NCTCOG, and has been and continues to be a forum for cooperative decisions on transportation; and,

**WHEREAS**, the Unified Planning Work Program (UPWP) provides that consultant assistance may be requested to perform planning and implementation projects in the UPWP; and,

**WHEREAS**, NCTCOG's Transportation Department utilizes contracting procurement procedures in the selection and contracting with consultants to perform these activities; and,

**WHEREAS**, NCTCOG's Transportation Department's contracting procurement procedures have been approved by the Texas Department of Transportation (TxDOT); and,

**WHEREAS**, NCTCOG's Transportation Department's contracting procurement procedures requires an external audit of contracts in excess of \$250,000; and,

**WHEREAS**, the accounting firm of Weaver and Tidwell, LLP, performed an audit of the Transportation Department's consultant and subgrantee contracts in excess of \$250,000 that closed during Fiscal Years (FY) 2014 and 2015, to determine compliance with the department's contracting procedures; and,

**WHEREAS**, the audit consisted of a financial and non-financial review of a total of 14 contracts. Ten contracts were funded in whole or part through agreements with TxDOT and are required to be reviewed. Four contracts were funded through other federal or State sources and were selected through a random sample out of 12 contracts that the department desired to be reviewed, although not required under the contracting procedure; and,



**WHEREAS**, Weaver and Tidwell, LLP, prepared a final report finding that no exceptions existed for any of the contracts reviewed.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** NCTCOG accepts the Agreed-Upon Procedures Audit Report, included as Attachment 1, prepared by Weaver and Tidwell, LLP, on Transportation Department consultant and subgrantee contracts in excess of \$250,000 for FY2014 and FY2015.

**Section 2.** The report shall be transmitted to TxDOT and other funding agencies as appropriate.

**Section 3.** This resolution shall be in effect immediately upon its adoption.

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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro-Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

**AGREED UPON PROCEDURES**

**SEPTEMBER 30, 2016**



## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Mr. Monte Mercer  
Deputy Executive Director  
North Central Texas Council of Governments  
Arlington, Texas

We have performed the procedures listed below, which were agreed to by North Central Texas Council of Governments (the Council) in the engagement letter dated September 26, 2016, solely to assist the Council in verifying the invoices related to the Transportation consultant contracts listed in Schedule B of this report, are in compliance with the procedures listed in the attached Schedule A. The Council's management is responsible for the Council's compliance with those procedures. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in the attached document either for the purpose for which this report has been requested or for any other purpose.

### PROCEDURES PERFORMED AND FINDINGS

In accordance with your instructions, our procedures and findings on the vouchers selected from the selected contracts listed in Schedule B are as follows:

- A. We verified the consulting contracts listed in Schedule B contained documented and reviewed labor hours and rates by reviewing the Form 60 or applicable budget pages. From the vouchers selected, we reviewed invoices for proper documentation and approval of overhead rates, profit calculations, and new salary rates.

No exceptions were found as a result of applying those procedures.

- B. We performed a financial review of invoices related to the consulting contracts listed in Schedule B for evidence of verification and calculation of overhead rates as agreed upon in the contract.

No exceptions were found as a result of applying those procedures.

- C. We performed a financial review of invoices related to the consulting contracts listed in Schedule B for evidence of verification and calculation of allowable profit as agreed upon in the contract.

No exceptions were found as a result of applying those procedures.

- D. We reviewed documentation of final work product and final Payment Authorization Memos (PAM) to confirm that the process included proper verification from program management of project completion and/or product delivery to authorize final payment, including release of retainage when applicable.

No exceptions were found as a result of applying those procedures.

- E. For all contracts listed in Schedule B, we performed a financial review of invoices related to the consulting contracts listed in Schedule B for evidence of DBE (Disadvantaged Business Enterprises) participation as agreed upon in the contract.

No exceptions were found as a result of applying those procedures.

- F. We verified invoices related to the consulting contracts listed in Schedule B contained proper determination of allowable costs in accordance with OMB Circular A-87, *Cost principles for State, Local, and Indian Tribal Governments*.

No exceptions were found as a result of applying those procedures.

- G. We verified invoices related to the consulting contracts listed in Schedule B reflected travel costs as agreed upon in the contract (\$125 sustenance per day).

No exceptions were found as a result of applying those procedures.

We were not engaged to, and did not; conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Council's Executive Director, the Transportation department, management, and the Funding Agency, and is not intended to be and should not be used by anyone other than these specified parties.

*Weaver and Tidwell, L.L.P.*  
WEAVER AND TIDWELL, L.L.P.

Fort Worth, Texas  
February 10, 2017

**AGREED-UPON PROCEDURES  
FOR THE  
NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

We applied the following procedures to the contracts listed in Schedule B. If the contract had 5 or fewer total vouchers, then we applied these procedures to 100% of the vouchers. If the contract had more than 5 total vouchers, then we randomly sampled 15% of the vouchers and applied these procedures to the vouchers selected.

1. Documentation and review of labor hours and rates by reviewing Form 60 (or applicable budget pages) for proper documentation and approval of overhead rates, profit calculations, and new salary rates.
2. Verification and calculation of overhead rates as agreed upon in the contract.
3. Verification and calculation of allowable profit as agreed upon in the contract.
4. Documentation and review of final work product and final Payment Authorization Memos (PAM) to confirm that the process included proper verification from program management of project completion and/or product delivery to authorize final payment, including release of retainage when applicable.
5. Verification of Disadvantaged Business Enterprise Participation as agreed upon in contracts.
6. Determination of allowable costs per OMB Circular A-87 (2 CFR 225), *Costs Principles for State, Local and Indian Tribal Governments*.
7. Determination if travel costs are as agreed upon in the contract (\$125 sustenance per day).

**CONSULTING CONTRACTS  
TO PERFORM  
AGREED-UPON PROCEDURES**

<b>P/O Number</b>	<b>Project Name</b>	<b>Consultant</b>	<b>Beg Date</b>	<b>Ending Date</b>	<b>Close Out Date*</b>	<b>Project Mgr</b>	<b>Project Status</b>	<b>Audit Schedule</b>
TR-11-0354	Regional Traffic Signal Remitting Project	Kimley-Horn & Associates, Inc	10/11/2010	4/30/2014	7/10/2014	Natalie Bettger	Complete	Sep-16
19224	Transit Needs Assessment Planning Studies	Nelson/NYGAARD Consulting	9/17/2012	9/30/2013	1/30/2014	Jessie Huddleston	Complete	Sep-16
TR-11-0410	Regional Vanpool Program	DART Vanpool FY 12	10/1/2011	9/30/2012	4/12/2013	Sonya Landrum	Complete	Sep-16
19308	Regional Vanpool Program	DART Vanpool FY 13	10/1/2012	9/30/2013	11/18/2013	Sonya Landrum	Complete	Sep-16
19995	Regional Vanpool Program	DART Vanpool FY 14	10/1/2013	9/30/2014	10/27/2014	Sonya Landrum	Complete	Sep-16
TR-11-0355	Regional Traffic Signal Remitting Program	HDR Engineering	11/3/2010	6/9/2014	10/28/2014	Natalie Bettger	Complete	Sep-16
19808	Backlands Corridor Feasibility Study	Half Associates, Inc	9/10/2013	1/30/2015	2/16/2015	Chad McKeown	Complete	Sep-16
19809	2014 Transit Travel Survey	ETC Institute	9/3/2013	8/31/2015	10/9/2015	Kathy Yu	Complete	Sep-16
TR-12-0436	Photogramery Training and Technical Support	Dechant Consulting Services	9/30/2011	9/30/2014	5/15/2014	Ken Kirkpatrick	Complete	Sep-16
19297	Passenger Shuttle Services	City of Mesquite	3/3/2014	9/30/2015	7/22/2016	Jessie Huddleston	Complete	Sep-16
21054	Enhanced Mobility for Seniors and Individuals with Disabilities Program	City of Arlington	3/6/2014	7/29/2015	7/29/2015	Jessie Huddleston	Complete	Sep-16
TR-11-0346	Alternative Fuel Advanced Technology	P.A.M Transport	5/14/2010	1/29/2012	12/17/2013	Carrie Reese	Complete	Sep-16
20414	Highway Traffic Program FY 2013	Dallas County	10/2/2012	8/25/2014	8/26/2014	Natalie Bettger	Complete	Sep-16
20487	Highway Traffic Program FY 2014	Dallas County	12/19/2013	12/10/2014	12/10/2014	Natalie Bettger	Complete	Sep-16

**VOUCHER SELECTIONS  
TO PERFORM  
AGREED-UPON PROCEDURES**

**P/O Number** TR-11-0354  
**Project name** Regional Traffic Signal Retiming Project  
**Consultant** Kimley Horn & Assoc., Inc.  
**Sample Method** Random (15%)

<b>Items sampled</b>	<b>Voucher #</b>	<b>Amount</b>
1	212085	12,969.22
2	213328	22,836.19
3	220458	85,626.04
4	228724	4,862.39
5	234271	41,037.61
6	246654	10,977.79
7	254751	16,562.13
8	261896	28,729.95
9	271403	8,439.08
10	280208	19,884.64
11	288210	22,292.56
12	293829	39,512.35
13	298152	51,651.13
14	306334	13,430.10
15	319527	40,268.60
16	324671	15,170.60
17	337415	108,432.63

**P/O Number** 19224  
**Project name** Transit Needs Assessment Planning Studies  
**Consultant** Nelson NY GAARD  
**Sample Method** Random (15%)

<b>Items sampled</b>	<b>Voucher #</b>	<b>Amount</b>
1	213047	18,809.64
2	214393	27,476.26
3	216042	57,260.11
4	220550	21,434.56
5	222753	28,687.94
6	226327	35,715.82
7	228673	20,174.47
8	230996	13,681.19
9	240022	30,781.07
10	258795	32,140.24
11	264590	49,644.20
12	269024	32,620.22
13	281809	4,534.52
14	294263	5,874.18
15	306343	17,396.47
16	317342	6,671.08
17	319526	48,144.47
18	328612	41,919.55
19	337403	90,200.07

**P/O Number** TR-11-0410  
**Project name** Regional Vanpool Services FY 12  
**Consultant** DART  
**Sample Method** Random (15%)

<b>Items sampled</b>	<b>Voucher #</b>	<b>Amount</b>
1	231051	136,433
2	248200	140,614
3	274175	140,853

**P/O Number** 19308  
**Project name** Regional Vanpool Program FY 13  
**Consultant** DART  
**Sample Method** Random (15%)

<b>Items sampled</b>	<b>Voucher #</b>	<b>Amount</b>
1	288338	139,314.85
2	295623	128,149.86

**P/O Number** 19224  
**Project name** Transit Needs Assessment Planning Studies  
**Consultant** Nelson NY GAARD  
**Sample Method** Random (15%)

<b>Items sampled</b>	<b>Voucher #</b>	<b>Amount</b>
1	277223	20,677.90
2	296894	40,403.53

**P/O Number** 19995  
**Project name** Regional Vanpool FY 14  
**Consultant** DART  
**Sample Method** Random (15%)

<b>Items sampled</b>	<b>Voucher #</b>	<b>Amount</b>
1	317687	128,237.87
2	325651	124,689.65

**VOUCHER SELECTIONS  
TO PERFORM  
AGREED-UPON PROCEDURES**

**P/O Number** 19808  
**Project name** Backlands Corridor Feasibility Study  
**Consultant** Half Associates  
**Sample Method** Random (15%)

Items sampled	Voucher #	Amount
1	313799	48,519.58
2	318709	64,485.87
3	328336	39,455.67
4	352802	19,380.29

**P/O Number** TR-11-0436  
**Project name** Photogramery Training and Technical Support  
**Consultant** Dechant Consulting Services  
**Sample Method** Random (15%)

Items sampled	Voucher #	Amount
1	246123	47,690.00
2	309515	48,935.00

**P/O Number** TR-10-0346  
**Project name** Alternative Fuel Advanced Technology Project  
**Consultant** PAM Transport  
**Sample Method** Random (15%)

Items sampled	Voucher #	Amount
1	212809	1,633,877.00

**P/O Number** 20414  
**Project name** Highway Traffic Program  
**Consultant** Dallas County  
**Sample Method** 100%

Items sampled	Voucher #	Amount
1	337184	800,000.00

**P/O Number** 19809  
**Project name** 2014 Transit Travel Survey  
**Consultant** ETC Institute  
**Sample Method** Random (15%)

Items sampled	Voucher #	Amount
1	325054	307,661.09
2	337405	105,331.12
3	376744	150,455.94

**P/O Number** 19297  
**Project name** Passenger Shuttle Services  
**Consultant** City of Mesquite  
**Sample Method** Random (15%)

Items sampled	Voucher #	Amount
1	302908	39,474.39
2	358430	43,490.76

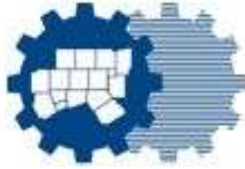
**P/O Number** 21054  
**Project name** Enhanced Mobility for Seniors and Individuals with Disabilities Program  
**Consultant** City of Arlington  
**Sample Method** 100%

Items sampled	Voucher #	Amount
1	368823	654,818.00

**P/O Number** 20487  
**Project name** Highway Traffic Program FY 2014  
**Consultant** Dallas County  
**Sample Method** 100%

Items sampled	Voucher #	Amount
1	347755	1,000,000.00





**North Central Texas Council of Governments**

**Item 11**  
***Exhibit: 2017-02-11-EDO***

**MEETING DATE:** February 23, 2017

**FROM:** Mike Eastland  
Executive Director

**SUBJECT:** Resolution Appointing a Legislator as an Ex-Officio Member of  
the North Central Texas Council of Governments Executive Board

House Bill 2160 became law after the 82nd Session of the State Legislature. It requires Councils of Governments to offer an ex-officio, non-voting seat on each of their Executive Boards to a member of the legislature whose district is located wholly or partly within their region. The Executive Board, by resolution, specified the process for choosing a legislator to fill this seat. Thus, letters were mailed to each of the eligible legislators asking them to acknowledge their interest in holding this seat, with the understanding that they would be placed in a lottery to assure an impartial selection. We received four letters of interest. The lottery will be conducted when this item is considered and the person chosen in this lottery will be appointed by a resolution of the Board to hold this seat through January 31, 2019. A listing of the legislators who expressed an interest in this seat is as follows:

Senators:

1. Senator Konnie Burton

Representatives:

2. Representative Giovanni Capriglione
3. Representative Nicole Collier
4. Representative Victoria Neave
5. Representative Ron Simmons

Resolution Appointing a Legislator as an Ex-Officio Member of the North Central Texas Council of Governments Executive Board

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, HB 2160 was passed during the 82nd Session of the Texas State Legislature and requires a Council of Governments to offer a legislator a seat on its Executive Board; and,

**WHEREAS**, a legislator eligible to hold said seat must represent a Legislative District that is located in-whole or in-part in a county holding membership in the North Central Texas Council of Governments; and,

**WHEREAS**, said seat is ex-officio and non-voting; and,

**WHEREAS**, there is no provision for the assignment of this seat to another person or for an alternate to be named; and,

**WHEREAS**, the Executive Board has conducted an impartial lottery to determine the legislator to hold this seat, and,

**WHEREAS**, Senator/Representative \_\_\_\_\_ was selected through this lottery process.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** Senator/Representative \_\_\_\_\_ is appointed to be a member of the NCTCOG Executive Board in accordance with HB 2160.

**Section 2.** Senator/Representative \_\_\_\_\_ is to serve on the Executive Board until January 31, 2019.

\_\_\_\_\_  
Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

\_\_\_\_\_  
Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie



**North Central Texas Council of Governments**

**Item 12**

***Exhibit: 2017-02-12-CJ***

**MEETING DATE:** February 23, 2017

**FROM:** Kelly Schmidt  
Senior Criminal Justice Planner

**SUBJECT:** Resolution Adopting Fiscal Year 2018 Criminal Justice Grants Policies and Procedures

The Office of the Governor's Criminal Justice Division (CJD) and the North Central Texas Council of Governments have an Interlocal Cooperation Agreement to provide services to units of local government, ISDs, and non-profit agencies.

Among many services, NCTCOG is responsible for reviewing and scoring local agencies' criminal justice grant applications. In this capacity, NCTCOG is required to adopt Policies and Procedures that guide the application process. This document is attached for Board review and approval.

On December 19, 2016 the Criminal Justice Policy Development Committee (CJPDC), which is appointed by the NCTCOG Executive Board, reviewed and approved the FY 2018 Policies and Procedures and recommends Executive Board adoption.

Policy language remains the same from the prior year with minor changes to align with new grant period timeframes, minor sentence restructuring for clarity and date revisions.

A draft resolution adopting the FY 2018 Criminal Justice Grants Policies and Procedures is attached for Executive Board consideration.

I will be available February 23<sup>rd</sup> should you or the Board have questions.

Thank you.

**RESOLUTION ADOPTING FISCAL YEAR 2018 CRIMINAL JUSTICE GRANTS POLICIES AND PROCEDURES**

**WHEREAS**, the North Central Texas Council of Governments (NCTCOG) is a Texas political subdivision and non-profit corporation organized and operating under Texas Local Government Code Chapter 391 as the regional planning commission for the 16-county North Central Texas region; and,

**WHEREAS**, NCTCOG is a voluntary association of, by and for local governments established to assist in planning for common needs, cooperating for mutual benefit, and coordinating for sound regional development; and,

**WHEREAS**, NCTCOG is responsible for reviewing and scoring local agencies' criminal justice grant applications; and,

**WHEREAS**, the Criminal Justice Division's Interlocal Cooperation Agreement with NCTCOG requires Criminal Justice Grants Policies and Procedures to be adopted by NCTCOG's Executive Board; and,

**WHEREAS**, the Criminal Justice Policy Development Committee (CJPDC), which is appointed by the Executive Board, reviewed, approved and recommended Executive Board adoption of the Fiscal Year 2018 Criminal Justice Grants Policies and Procedures on December 19, 2016.

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:**

**Section 1.** The NCTCOG Executive Board adopts the Fiscal Year 2018 Criminal Justice Grants Policies and Procedures, included in Attachment 1.

**Section 2.** This resolution shall be in effect immediately upon its adoption.

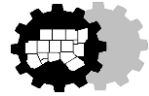
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Lissa Smith, President  
North Central Texas Council of Governments  
Mayor Pro Tem, City of Plano

I hereby certify that this resolution was adopted by the Executive Board of the North Central Texas Council of Governments on February 23, 2017.

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Kevin Strength, Secretary-Treasurer  
North Central Texas Council of Governments  
Mayor, City of Waxahachie



## **Criminal Justice Policy Development Committee Policies and Procedures**

The following policies and procedures define rules and regulations governing the application processes for Criminal Justice Division (CJD) programs. CJD has identified four core program areas:

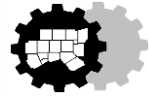
- General Victim Assistance (GVA) Direct Services Program
- Justice Assistance Grant (JAG) Program
- Juvenile Justice Grant (JJ) Program
- Violence Against Women (VAW) Justice and Training Program

In addition, these policies and procedures govern the operation of the North Central Texas Council of Governments (NCTCOG) and the Criminal Justice Division as outlined in the Interlocal Cooperation Agreement between the CJD and NCTCOG as it relates to NCTCOG's Criminal Justice Policy Development Committee (CJPDC).

The COG shall provide general planning and coordination activities for issues related to criminal justice, juvenile justice, delinquency prevention, victims services, and related topics throughout the year. Such services may include providing feedback on, input to, or communicating CJD's real or proposed priorities.

### **1. COMPLIANCE WITH ADMINISTRATIVE RULES**

- 1.1. All policies, rules, and regulations set forth in this document are in compliance with the Texas Administrative Code (TAC), Title 1, Part 1, Chapter 3. The above can be viewed at: <https://egrants.gov.texas.gov/updates.aspx>.
- 1.2. Section 3.1 of the Texas Administrative Code; Applicability: Subchapters A through F of this chapter apply to all applications for funding and grants submitted to the Criminal Justice Division (CJD) Office of the Governor. Subchapter A covers the general provisions for grant funding. Subchapter B addresses budget rules for grant funding. Subchapter D provides rules detailing the conditions CJD may place on grants. Subchapter E sets out the rules related to administering grants. Subchapter F specifies rules regarding program monitoring and audits.
- 1.3. NCTCOG Criminal Justice Policies and Procedures will also comply with Texas Government Code, Chapter 551 – The Texas Open Meetings Act.



## 2. APPLICATION WORKSHOP ATTENDANCE REQUIREMENT

- 2.1. Prior to each grant cycle, NCTCOG's Criminal Justice Program staff will hold Grant Application Workshops. Workshop schedules will be posted on NCTCOG's Criminal Justice Program website.

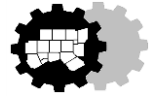
During the application process COG staff will provide current grantees, potential applicants, and other requestors a copy of the scoring instrument, the criteria used in the scoring of applications, and other relevant materials.

In addition, COG staff will provide information on the policies and procedures to potential applicants.

### 2.2. MANDATORY ATTENDANCE:

- 2.2.1. Attendance is mandatory for all FY18 applicants wishing to submit a new application and/or a continuation application in Juvenile Justice, JAG, or Violence Against Women.
- 2.2.2. Attendance is mandatory for agencies that are not currently funded in the General Victim Assistance category and wish to submit a new FY18 GVA application.
- 2.2.3. Attendance is mandatory for agencies currently funded with a 12-month GVA grant (10-1-2016 through 9-30-2017) that wish to submit an FY18 GVA *continuation and/or new* application.
- 2.2.4. Attendance is mandatory for agencies currently funded with a 25-month GVA grant (9-1-2015 through 9-30-2017) that wish to submit an FY18 GVA *continuation and/or new* application.
- 2.2.5. Agencies currently funded with a 24-month GVA grant (10-1-2016 through 9-30-2018) are NOT required to attend an FY18 GVA Grant Application Workshop unless they wish to submit a distinctly different project that extends beyond the scope of the currently funded project.

- 2.3. TECHNICAL ASSISTANCE: Applicants may request technical assistance from Criminal Justice Program staff during the development of applications prior to submission. CJD staff will also provide technical assistance on the operation of eGrants applications.
- 2.4. NCTCOG may require that additional information be submitted directly to NCTCOG for scoring purposes. Applications received on incorrect NCTCOG forms will be marked as ineligible and will not be scored.
- 2.5. DEADLINES: Application submission deadlines will be set by CJD and applications in all program categories will be submitted directly to the Criminal Justice Division



electronically. NCTCOG may require that additional information be submitted directly to NCTCOG for scoring purposes. eGrants submissions and any other required documents are due by the CJD-determined due date. Deadlines are final. No late applications will be accepted, without exceptions. There is no appeal process.

### **3. FUNDING GUIDELINES**

#### **3.1. LOCAL PRIORITIES AND STRATEGIC PLANNING**

3.1.1. Local needs and priorities will be identified through the strategic planning process, with guidelines set forth by CJD. The criminal justice needs relevant to the plan include, but are not limited to: criminal justice system improvements, juvenile justice system improvements, direct victim services, mental health, and substance abuse treatment. Local priorities will be presented to applicants during mandatory grant application workshops and will be incorporated into the scoring criteria.

Local needs and priorities for the strategic planning process may be gathered via electronic surveys, on-site meetings, or other reasonable methods.

NCTCOG will evaluate, update and submit the Strategic Plan and an Executive Summary by a deadline set by CJD.

3.1.2. Grant application workshop attendees will be made aware of the importance of justice-related strategic planning. All strategic planning documents will be posted on NCTCOG's website.

3.2. **APPLICANT ELIGIBILITY:** Eligibility for funding is determined by CJD and applicant agencies must adhere to guidelines set forth by CJD in the Funding Announcement (FA) as posted in the Texas Register. Funding allocated to NCTCOG's 16-county region may only serve the NCTCOG region. Therefore, applicants desiring to serve counties in other COG regions must submit a separate application to that COG and follow the policies and procedures set forth by each.

3.2.1. Agencies that receive funds directly from their state association or directly from CJD for basic service programs must apply directly through their state association or CJD and may not apply for funds that are allocated to NCTCOG's region. Examples include but are not limited to: Children's Advocacy Centers and Court Appointed Special Advocates.

3.2.2. CJD will make the final determination as to which funding source is most appropriate for each application.

3.3. **FUNDING LIMITATIONS:** For the FY18 grant cycle, the following guidelines apply to the four program categories:



### 3.3.1. Justice Assistance Grant (JAG) Program:

- 3.3.1.1. A cap of \$80,000 has been placed on new JAG applications being scored and prioritized that benefit one (1) service area/jurisdiction.
- 3.3.1.2. A cap of \$160,000 has been placed on new JAG applications being scored and prioritized that benefit two (2) service areas/jurisdictions.\*
- 3.3.1.3. A cap of \$240,000 has been placed on new JAG applications being scored and prioritized that benefit three (3) or more service areas/jurisdictions.\*

\* JAG collaboration projects may be subject to additional supporting documentation at the time of grant submittal. Supporting documents may include items such as Letters of Intent from all collaborators and Cooperative Working Agreements.

- 3.3.2. Juvenile Justice Grant Program: A cap of \$100,000 has been placed on new applications being scored and prioritized.
- 3.3.3. Violence Against Women Justice and Training Program: A cap of \$100,000 has been placed on new applications being scored and prioritized.
- 3.3.4. Continuation projects in the above program categories in year two or three for FY18 may either continue in the 3-year cycle at the currently funded amount or submit the project as “new”, follow the new funding limitations and enter back in the competition to be scored.
- 3.3.5. General Victim Assistance Direct Services Program: Per direction from CJD, funding limits do not apply for *new* applications submitted in this category.

### 3.4. APPLICATION LIMITATIONS:

- 3.4.1. For the FY18 grant cycle, an agency may submit no more than two (2) new distinctly different projects to be scored in the following categories:

- Justice Assistance Grant Program\*
- Juvenile Justice Grant Program\*
- Violence Against Women Justice and Training Program\*

- 3.4.2 General Victim Assistance Direct Services: The two-project limit will not apply to the General Victim Assistance category.

\*EXCEPTION: The exception applies only to government entities. For cities and counties with distinct departments, each department may submit no more than two (2) new applications to be scored in JAG, Juvenile Justice, and Violence Against Women. For example, a county’s juvenile probation department, district attorney’s office and county sheriff’s office may each submit up to two (2) new distinctly different applications





in JAG, Juvenile Justice and Violence Against Women. A government entity is not limited in the number of their departments that apply.

### 3.5. APPLICATION CYCLES

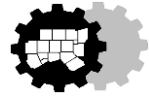
3.5.1. A three-year prioritization cycle applies to the following program categories:

Justice Assistance Grant Program  
Juvenile Justice Local Grant Program  
Violence Against Women Justice and Training Program

- 3.5.1.1. Based on scoring results, the CJPDC and NCTCOG's Executive Board will develop priority list recommendations for a period of three years (equipment-only projects are one-year recommendations).
- 3.5.1.2. CJD will not make funding allocations directly to the COG's, therefore a recommendation for a three-year period only means the application will be scored the first year, and will move up the priority level for the second and third year without being scored again. All final funding decisions are made by CJD, and an NCTCOG recommendation is not a guarantee of funding.
- 3.5.1.3. For FY18, new projects will enter the three-year application cycle at 100% of the awarded amount in the first year, and will be prioritized at 100% of the original awarded amount for the second and third year of the three-year prioritization cycle.

3.5.2. All funded FY18 General Victim Assistance projects will have a 12-month (new projects) or 24-month grant period (continuation projects). COG will make prioritization recommendations of no more than two consecutive grant periods.

- 3.5.2.1. Based on scoring results, the CJPDC and NCTCOG's Executive Board will develop priority list recommendations for a period of two consecutive grant periods for General Victim Assistance applications.
- 3.5.2.2. CJD will not make funding allocations directly to the COG's, therefore a recommendation for two consecutive grant periods only means the General Victim Assistance application will be scored during the initial submission, and will move up the priority level for the second grant period without being scored again. All final funding decisions are made by CJD, and an NCTCOG recommendation is not a guarantee of funding.
- 3.5.2.3. For FY18, new projects funded in the General Victim Assistance program category will enter the two-grant period prioritization cycle at 100% of the awarded amount in the first grant period, and will be prioritized at 100% of the original awarded amount for the subsequent grant period.\*

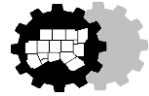


\*If the first grant period covers 12 months and CJD allows subsequent grant period to cover 24 months, the 24 month continuation application may request no more than twice the amount awarded for the 12-month project.

- 3.5.3. Applications funded by CJD out of prioritization order will be one-grant period commitments.
- 3.5.4. One year grant-cycle approval may occur when the applicant is seeking funds to acquire and/or install equipment, purchase vehicles, or provide training.
- 3.5.5. Grant Adjustment Policy: An authorized person for a funded project will notify NCTCOG in writing prior to submitting a grant adjustment request through the CJD eGrants system. Should NCTCOG staff determine the adjustment results in a deviation from the scope of services presented in the original application, the grant adjustment request may be forwarded to the CJPDC for review. If the CJPDC determines the change in budget or scope of the funded project impacts how the project would have been prioritized, the prioritization may be withdrawn and future recommendations may be affected.

#### **4. APPLICATION REVIEW AND SCORING PROCESS**

- 4.1. Applications will be scored by members of the CJPDC.
- 4.2. PROJECT SCORING CRITERIA: The CJPDC-approved scoring criteria will be used to evaluate each new application submitted for review.
- 4.3. MINIMUM SCORE:
  - 4.3.1. A minimum score of seventy (70) is required for a project to be recommended for funding regardless of program category.
- 4.4. PROJECT SCORING PROCESS
  - 4.4.1. Once CJD determines the eligibility of applications within a program category, the applications will be forwarded to the COG for scoring and prioritization.
  - 4.4.2. In order to promote uniformity in scoring of applications, each CJPDC member will participate in scoring training provided by NCTCOG Criminal Justice Program staff.
  - 4.4.3. When necessary, as a result of the number of submitted applications for review, scoring, and prioritization, the NCTCOG staff will divide the CJPDC members into scoring teams. NCTCOG Criminal Justice program staff will attempt to divide members into teams with a system that maintains diversity of CJD multi-disciplinary representation of members and considers prior history of individual member's scoring average.



- 4.4.4. Scores from each scoring team member will be recorded, totaled, and averaged with the other team member scores for each individual project. The average score for each application will be used to rank the applications from high to low which will determine the NCTCOG-recommended priority within each program category.
- 4.4.5. In the event of a tie score when the projects are ranked, staff will delete a high score and a low score until the tie is broken. Projects will be placed on the priority list in the order of the tiebreaker score.

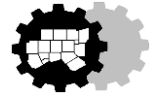
For example: Project 1 and Project 2 both have an average of 85.0000. After removing the high and low individual scores from each project, Project 1 now has an average of 84.333333 and Project 2 has an average of 86.55555. Project 2 will be listed above Project 1 on the priority ranking list.

- 4.5. **VENDOR HOLD:** The COG shall provide technical assistance throughout the contract period to grantee organizations placed on CJD's Vendor Hold list. The COG shall provide the CJPDC with a list of grantees that were contacted and the reason those grantees were shown on the vendor hold list.

## **5. NCTCOG RECOMMENDATIONS FOR FUNDING**

- 5.1. The CJPDC must make funding recommendations on applications based upon local criminal justice priorities identified in the COG's strategic plan; the eligibility, reasonableness, and cost-effectiveness of the proposed project; and current COG policies and procedures. The CJPDC has the discretion to recommend an application at a reduced amount.
  - 5.1.1. The CJPDC will make priority recommendations to NCTCOG's Executive Board. The Executive Board will make the final determination on the CJPDC priority lists.
  - 5.1.2. Following Executive Board endorsement, applicants will be notified within fourteen (14) calendar days that their application was either "Recommended for Funding" or "Not Recommended for Funding" to the Criminal Justice Division. Spreadsheets identifying the scores and priority ranking for each program category will be posted on the NCTCOG website, which will include the following statement:

"After the Criminal Justice Advisory Committee prioritizes the grant applications and the COG's governing body approves the priority listing, the COG submits the written priority listing to CJD. Based upon the COG's priority listing, CJD will verify the eligibility, reasonableness and cost-effectiveness strategy of the proposed project, and the availability of funding, and will



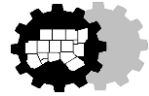
render final funding decisions on these grant applications. The COG will notify grantees of any changes in the funding recommendations.”

## 5.2. PRIORITY RANKING PROCEDURE

- 5.2.1. NCTCOG staff will place all continuation projects in their priority ranking from the previous year in each program category. All applications will maintain their initial score until the prioritization period expires.
- 5.2.2. New projects will be placed in priority (according to score, high to low) immediately following continuation projects in each program category.
- 5.2.3. If a project is deemed ineligible either by CJD, COG staff or the CJPDC, it will be listed on a priority ranking as “ineligible” directly below eligible applications.
- 5.2.4. In the event more than one agency submits an application for identical services serving the same geographical area and each receives a “recommended for funding” score, the CJPDC will determine if the geographic area to be served is sufficient to support more than one program. If not, the organization receiving the highest score will be recommended for funding and the lower-scored application(s) will not be recommended for funding.
- 5.2.5. The CJPDC reserves the right not to recommend a project based upon chronic or egregious violations including but not limited to CJD monitoring reports verifying non-compliance, failure to complete CJD-required program progress reports and/or CJD-required financial reports, misuse of CJD funds, or at the discretion of the CJD.
- 5.2.6. In the event CJD provides the COG with projected allocations for a project category, and if there are insufficient applications recommended for funding with a minimum score of 70 points to expend the allocation, the CJPDC may continue to recommend projects in ranking order until the funding is expended or a minimum score of 60 points is reached.

5.3. **CRIMINAL JUSTICE DIVISION FUNDING ANNOUNCEMENT (FA):** The Criminal Justice Division will notify the Councils of Government when the FAs for all program categories are posted in the Texas Register. NCTCOG’s Criminal Justice Program staff will then notify current grantees and potential applicants of the posting, the grant application workshop schedule, and the location of the grant application on the CJD website.

5.4. **EX-PARTE CONTACT:** Any form of contact between a committee member and an applicant agency’s representative, employee or contractor in which the application or the scoring of the application is discussed is prohibited. Such contact should immediately be reported to NCTCOG’s Criminal Justice Programs staff. Such contact may result in an applicant agency being ineligible for future funding consideration.



## 6. CRIMINAL JUSTICE POLICY DEVELOPMENT COMMITTEE

6.1. MEMBERSHIP: The CJPDC is a multi-disciplinary representation of members from the North Central Texas region.

6.1.1. The representation must include citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, non-profit organizations, municipalities, counties, prosecution or courts, and victim services. No single group may constitute more than one-third (1/3) of the Committee.

6.1.2. Membership shall roughly reflect a county's percentage of the region's population. Every attempt will be made to have at least one representative from each of the region's 16 counties.

6.1.3. NCTCOG's Executive Board will appoint new members, to serve staggered three-year terms, ending December 31<sup>st</sup> of each calendar year, with a maximum committee size of fifty members. Every effort will be made to balance committee representation based on county population.

6.1.4. The Committee includes a permanent representative for each of the following agencies: City of Dallas and City of Fort Worth Police Departments; Dallas County and Tarrant County Sheriff's Offices; Dallas County and Tarrant County District Attorney's Offices; Dallas County and Tarrant County Juvenile Probation Departments; Dallas County and Tarrant County Community Supervision and Corrections Department (Adult Probation).

6.1.4.1. One alternate may be designated for the above referenced permanent representatives. If the designated alternate is scoring applications for a program category, the alternate must be present at the program category scoring review(s).

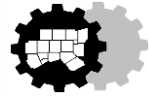
6.1.5. New member nominations may be solicited from a variety of sources, including elected officials, current members, community plan participants, and community contacts. Members in good standing may serve two consecutive 3-year terms.

6.1.6. Appointed members are expected to attend each meeting to carry out the grant review and prioritization process and other CJPDC business.

6.1.7. A quorum is at least 50% of the Committee's active membership. A vote may be carried by a majority of those Committee members participating at a meeting at which a quorum is present.

### 6.2. OFFICERS & DUTIES

6.2.1. During the last quarter of the calendar year, a Nominations Subcommittee will be appointed by the Chairperson to develop a list of candidates for the committee's



consideration. This Subcommittee will include the Chair, or in the Chair's absence, the Vice-Chair and at least four (4) other Committee members.

6.2.2. The Chair will:

- Preside at all meetings of the CJPDC
- Call regular and special meetings of the CJPDC
- Appoint temporary sub-committees at his/her discretion to perform specific tasks related to the business of the CJPDC
- Appoint special sub-committees at his/her discretion

6.2.3. The Vice-Chair will:

- Act as the presiding officer during the absence or incapacity of the Chair and shall have all the duties, responsibilities, powers, and privileges of the Chair

6.2.4. TERM OF OFFICE - Term of office for officers shall be limited to two one-year terms. He/she must be a Committee member and not a designated alternate, and be recommended to NCTCOG's Executive Board for confirmation annually.

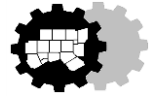
6.2.5. VACANCY- In the event of a vacancy for the position of any officer, the Committee will recommend a replacement to the Executive Board no later than the next regular meeting following notification that such vacancy exists.

6.3. NCTCOG will ensure that all COG governing board meetings and meetings of the CJPDC (with a quorum present) at which CJD related matters are discussed comply with the Texas Open Meetings Act, Texas Government Code Chapter 551.

6.4. Regular meetings will be held to review and modify the Policies and Procedures for a new grant cycle and to address other business the CJPDC deems necessary. Special sessions will be held for new member orientation, scoring training, and grant application team reviews.

6.5. NCTCOG will maintain a written record documenting all CJPDC proceedings related to CJD business. Processed minutes must be certified with the signature of a CJPDC member who was in attendance at the meeting and was not disqualified from voting by subsection 6.7 (conflict of interest).

6.6 The COG shall retain the Records for a period of seven (7) years after the final payment by CJD under the terms of this Agreement with the following qualification: if any audit, claim, or litigation is initiated before the expiration of the seven-year period, the Records shall be retained until the audit, claim, or litigation is resolved or until the end of the regular seven-year period, whichever is later. At the end of the seven-year period, the COG shall request disposition instructions for the Records from CJD, and shall dispose of the Records in accordance with CJD's instructions.



6.7 CONFLICT OF INTEREST POLICY: The COG shall ensure that members of the COG's governing body, the CJPDC, and COG staff abstain from scoring and voting on any grant application, other than a grant application submitted by a COG, during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:

- Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;
- Serves on any governing board that oversees the unit or division that would administer the grant, if awarded;
- Owns or controls any interest in a business entity or other non-governmental organization that benefits, directly or indirectly, from activities with the applicant agency; or
- Receives any funds, or a substantial amount of tangible goods or routine services, from the applicant agency as a result of the grant, if awarded.

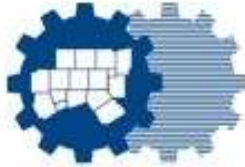
If a CJPDC member has a conflict of interest regarding a particular grant application, the COG will ensure that the CJPDC member is not assigned, and will not review, that application. A CJPDC member that has a conflict of interest regarding a particular grant application must vacate the CJPDC meeting room whenever that application is presented to or reviewed by the CJPDC, and the member must not take part in or be present for any discussion on the application with any other member of CJPDC.

If any applicant, CJPDC member, COG personnel or other individual has reason to believe that favoritism or inappropriate actions were displayed during the scoring or prioritization of projects, the COG shall ensure that the concerns are shared with CJD as soon as possible.

## 7. PUBLIC INFORMATION ACT REQUESTS

7.1. NCTCOG shall notify CJD of any Public Information Act or media request received by the COG relating to any application for CJD funding or CJD-funded grant program no later than one (1) business day after receiving the request. The notification shall include the name of the requestor, the date the request was received by NCTCOG, and a description of the information requested. NCTCOG shall give CJD opportunity to review any information prior to release, if requested by CJD.

7.2 NCTCOG shall notify CJD as to its response to any Public Information Act or media request received by the NCTCOG relating to any application for CJD funding or CJD-related grant program no later than one (1) business day after providing its response to the requestor. The notification shall include a description of the response (or a copy of the response, if the request was made to the requestor in writing), any responsive documents, the date the response was provided to the requestor, and the name of the NCTCOG staff person who responded to the request. NCTCOG shall provide CJD with any responsive documents provided to the requestor, if requested by CJD.



**North Central Texas Council of Governments**

**Item 13**  
***Exhibit: 2017-02-13-CJ***

**MEETING DATE:** February 23, 2017

**FROM:** Kelly Schmidt  
Senior Criminal Justice Planner

**SUBJECT:** Appointments to the Criminal Justice Policy Development Committee (CJPDC)

The Criminal Justice Policy Development Committee reviews funding requests for local justice-related grants. Members serve as the grant review and priority-setting committee for approximately \$24.7 million in law enforcement, courts, juvenile and victims' services funds.

According to the Office of the Governor's Criminal Justice Division (CJD) guidelines, membership of the committee must include representatives from the following 11 areas: citizens or parents, substance abuse prevention, education, juvenile justice, law enforcement, mental health, counties, municipalities, nonprofit organizations, prosecution or courts, and victim services. In addition, the Interagency Cooperation Agreement with CJD requires that no one category exceed one-third of the total membership.

Per the Committee's approved Policies and Procedures, membership reflects the geographic area's percentage of the region's population. Every attempt has been made to have at least one representative from each of this region's 16 counties.

The CJPDC Nominations Subcommittee reviewed all nominations and presents for Executive Board approval ten (10) new appointment recommendations; profile sheets for these nominees are attached. Additionally, of the continuing members, three (3) are recommended to be reappointed to another three-year term.

Also per the Policies and Procedures, Committee officers include a Chair and Vice-Chair. With that in mind, the CJPDC Nominations Subcommittee recommends for Chair and Vice-Chair Ms. Jewel West, Director of Finance and Grant Management, Hunt County Children's Advocacy Center/Hunt County Rape Crisis Center, and Judge Craig Johnson, Justice of the Peace – Precinct 2, Wise County, respectively.

I will be available February 23<sup>rd</sup> should you or the Board have questions.

Thank you.



## **PRIMARY RESPONSIBILITY OF COMMITTEE**

The Criminal Justice Policy Development Committee is appointed by and serves at the pleasure of NCTCOG's Executive Board. This Committee assists the Executive Board in establishing criminal justice planning policy and priorities, reviews requests for criminal justice funding, and encourages public awareness of criminal justice matters.

## **NUMBER OF COMMITTEE MEMBERS**

Not more than 50

## **TERMS OF MEMBERSHIP**

Terms of membership are based on staggered three-year terms with approximately one-third of the membership appointed each year. There may be years when the one-third provision does not work because of early retirements from the Committee, reappointments, and members fulfilling one of the ten permanent positions.

## **STANDARD MEETING DATE**

The Committee meets as needed, usually no more than six times a year.

## **SPECIAL REQUIREMENTS**

The composition of the Committee includes representation from the following sectors, per NCTCOG's contract with the Office of the Governor's Criminal Justice Division:

- Citizens or Parents
- Counties
- Municipalities
- Substance Abuse Prevention
- Education
- Juvenile Justice
- Law Enforcement
- Mental Health
- Nonprofit Organizations
- Prosecution or Courts
- Victim Services

**NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS  
CRIMINAL JUSTICE POLICY DEVELOPMENT COMMITTEE**

Officers

Name		Title	Entity	Committee Status / County
Ms. Jewel	West	Director of Finance and Grant Management	Hunt County Children's Advocacy Center / Hunt County Rape Crisis Center	Chair – Hunt County
Judge Craig	Johnson	Justice of the Peace – Precinct 2	Wise County	Vice Chair – Wise County

Proposed New Members:

Mr. Rudy	Acosta	Deputy Director of Probation Services	Dallas County Juvenile Department	Proposed New Member – Dallas County (Recommended by Dr. Terry Smith, Executive Director, Dallas County Juvenile Department)
Judge Cody	Beauchamp	Municipal Court	City of Corsicana	Proposed New Member – Navarro County (Recommended by Karen Williams, Victim Assistance Coordinator, Navarro County <b>District Attorney's Office</b> )
Ms. Theresa	Donsbach	Executive Director	Youth and Family Counseling	Proposed New Member – Denton County (Recommended by Kevin Deaver, Assistant Chief of Police, City of Lewisville)
Mr. Mitch	Galvan	Chief of Police	City of Granbury	Proposed New Member – Hood County (Recommended by The Honorable Darrell Cockerham, County Judge)
Mr. Dwayne	Griffin	Chief Deputy	<b>Somervell County Sheriff's Office</b>	Proposed New Member – Somervell County (Recommended by The Honorable Danny Chambers, County Judge)
Mr. Gary	McHone	Assistant Chief of Police	Town of Prosper	Proposed New Member – Collin County (Recommended by Doug Kowalski, Chief of Police, City of Prosper)
Ms. Julie	Monge	Teen Court Coordinator / Juvenile Case Manager	Collin County	Proposed New Member – Collin County (Recommended by The Honorable Keith Self, County Judge)
Ms. Nikki	Rosenboom	Victim Services Supervisor	City of Arlington	Proposed New Member – Tarrant County (Recommended by Os Flores, Deputy Chief of Police, City of Arlington)
Mr. Toby	Ross	Director	Denton County CSCD	Proposed New Member – Denton County (Recommended by Chris Alexander, Assistant Director, Denton County CSCD)
Mr. Tony	Simmons	Police Sergeant / Professional Standards Unit Supervisor	Town of Trophy Club	Proposed New Member – Denton County (self nominated)

Reappointments

Mr. Brian	Harvey	Chief of Police	City of Allen	Collin County
Mr. Curt	Krohn	Senior Pastor	Faith Bible Church	Dallas County
Ms. Jewel	West	Director of Finance and Grant Management	Hunt County Rape Crisis Center / <b>Children's Advocacy Center</b>	Hunt County

Continuing Members

Mr. Chris	Alexander	Assistant Director	Denton County CSCD	Denton County
Mr. Sam	Allen	Community Service Liaison	City of Balch Springs	Dallas County
Ms. Patricia	Anthony	Chair of Community Multicultural Commission	City of Garland	Dallas County
Ms. Linda	Brooke	Assistant Director	Tarrant County Juvenile Services	Tarrant County
Ms. Deborah	Caddy	Director of Rape Crisis and Victims Services	The Womens Center	Tarrant County
Mr. Santos	Cadena	Assistant Chief of Police	City of Dallas	Dallas County
Dr. Kary	Cooper	Assistant Superintendent of District Services	Plano ISD	Collin County
Ms. Pam	Corder	Project Manager	Kaufman County	Kaufman County
Mr. Chris	Crawford	Deputy Chief of Police	City of Weatherford	Parker County
Ms. Kendra	Culpepper	District Attorney	Rockwall County Criminal District <b>Attorney's Office</b>	Rockwall County
Ms. Michelle	Espy	Budget and Program Coordinator	Tarrant County CSCD	Tarrant County
Mr. Donald	Feare III	Law Enforcement Academy Program Coordinator	Weatherford College	Parker County
Ms. Holly	Griffin	Assistant District Attorney	<b>Collin County District Attorney's Office</b>	Collin County
Ms. Nancy	Hagan	Citizen-At-Large	Tarrant County	Tarrant County
Dr. Arrick	Jackson	Vice President of Continuing Education	Tarrant County College District	Tarrant County
Ms. Sasha	Kane	Grants Manager	City of Fort Worth	Tarrant County
Ms. Gina	Kennedy	Grant Manager	<b>Dallas County District Attorney's Office</b>	Dallas County
Ms. Jodee	Lucero	President/CEO	Cross Timbers Family Services	Erath County
Ms. Kelli	Martin	Research Unit Supervisor	Tarrant County CSCD	Tarrant County
Mr. Ernie	McCoulskey	Director	Kauf-Van Baptist Association	Kaufman County
Ms. Emily	Owens	Deputy	<b>Dallas County Sheriff's Office</b>	Dallas County
Dr. Jennifer	Reingle	Assistant Professor	UT School of Public Health	Dallas County
Mr. Kevin	Rousseau	Assistant Criminal District Attorney	<b>Tarrant County District Attorney's Office</b>	Tarrant County
Mr. Jerry	Rucker	Records Manager	Tarrant County Sheriff's Office	Tarrant County
Mr. John	Sands	Citizen-At-Large	Hunt County	Hunt County
Mr. Robert	Severance	Chief of Police	City of Cleburne	Johnson County
Mr. Dale	Sigler	Assistant Chief of Police	City of Waxahachie	Ellis County
Dr. Terry	Smith	Director	Dallas County Juvenile Services	Dallas County
Mr. Duane	Steele	Program Manager	Dallas County Pretrial Release/Bond Supervision Unit	Dallas County
Mr. Jerry	Stringer	Commissioner – Precinct 3	Johnson County	Johnson County
Ms. Suzanne	Walters	Grant Writer	Dallas County CSCD	Dallas County
Ms. Carmen	White	Assistant District Attorney	<b>Dallas County District Attorney's Office</b>	Dallas County
Judge Cheryl	Williams	Municipal Court	City of Dallas	Dallas County
Mr. Kelly	Willis	Victim Assistance Supervisor	Tarrant County Juvenile Services	Tarrant County
Mr. Patrick	Wilson	County and District Attorney	Ellis County	Ellis County
Mr. Gary	Word	Senior Pastor	Cityview Community Church Assembly of God	Palo Pinto County

Leaving Committee:

Ms. Lee Ann	Breading	Citizen-At-Large	Denton County	Denton County
Mr. Joseph	Costa	Chief of Police	City of DeSoto	Dallas County
Ms. Tonia	Cunningham	Victim Assistance and Grants Administrator	City of Frisco	Collin County
Mr. Ed	Drain	Assistant Chief of Police	City of Plano	Collin County
Judge. Sherry	Shipman	16 <sup>th</sup> Judicial District Court	Denton County	Denton County
Mr. Steve	Smith	Chief Deputy	<b>Hood County Sheriff's Office</b>	Hood County
Mr. Luis	Soler	Chief of Police	City of Crowley	Tarrant County
Ms. Kathryn	Taylor	Citizen-At-Large	Denton County	Denton County
Ms. Lisa	Tomlinson	Chief Probation Officer	Johnson-Somervell County Juvenile Department	Somervell County



**North Central Texas Council of Governments**

**Item 14**

***Exhibit: 2017-02-14-EP***

**MEETING DATE:** February 23, 2017

**FROM:** Molly McFadden  
Director of Emergency Preparedness

**SUBJECT:** Appointments to the Emergency Preparedness Planning Council 2017 (EPPC)

The Emergency Preparedness Planning Council (EPPC) serves in an advisory role to the North Central Texas Council of Government (NCTCOG) Executive Board. From a pool of nominations, the Board appoints qualified local elected officials to serve for a two-year term. The Council is responsible for providing policy direction and oversight functions pertaining to the development and maintenance of a coordinated and integrated regional approach to emergency management planning and response systems. The Council may also make recommendations as to how the region can most efficiently and effectively utilize state and/or federal financial assistance made available for emergency and disaster planning, mitigation, and recovery.

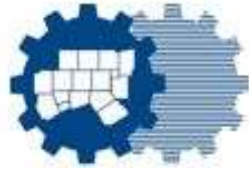
Due to end-of-term rotations and new Emergency Preparedness membership, the EPPC currently has nine population category positions, and one county position open on the Council. To fill these vacancies, staff requests approval to appoint representatives at the next EPPC meeting. Biographical information for Council nominees will be made available at the Appointments Committee meeting.

Nominees Includes:

Gerald Joubert - City of Forest Hill  
Nin Hulett – City of Granbury  
Carol Strain-Burk – City of Lancaster  
James Zander – City of Desoto  
TJ Gilmore – City of Lewisville  
Ron Jensen – City of Grand Prairie  
Mike Hunt – Kaufman County  
Adam McGough – City of Dallas

Should either you or the Executive Board members have questions, staff will be present at the meeting to address any questions, or I may be contacted by phone at 817-608-2322 or via e-mail at [mmcfadden@nctcog.org](mailto:mmcfadden@nctcog.org).

MMc: jm



**North Central Texas Council of Governments**

**Item 15**

***Exhibit: 2017-02-15-EDO***

**MEETING DATE:** February 23, 2017

**FROM:** Lucille Johnson  
Assistant to the Executive Director

**SUBJECT:** Appointment to the North Central Texas Economic Development  
District Board (NCTEDD)

The Board is being asked to appoint one member to the NCTEDD Board to complete Board representation for cities with populations less than 25,000. NCTCOG received notification from the Assistant Secretary of Commerce for Economic Development, U.S. Department of Commerce, in a letter dated December 15, 2016, that the North Central Texas region is approved for designation as an Economic Development District (EDD), known as the North Central Texas Economic Development District (the District).

The District is charged with the maintenance and implementation of the Comprehensive Economic Development Strategy (CEDS) plan for North Central Texas and will serve as the connection between the region's communities and the Economic Development Administration (EDA) to facilitate EDA grant opportunities and update the CEDS in accordance with federal regulations.

This District is organized as specified in 13 C.F.R., Chapter III, Part 304.2 – Economic Development Districts and requires an Economic Development District Board, known as the North Central Texas Economic Development District Board (EDD Board) and adequate staff support to carry out its functions. The EDD Board functions as an advisory board to the NCTCOG Executive Board.

EDD Board membership shall include officials and/or employees of general purpose local governments, educational institutions and private sector representatives, and they must be residents of and/or work in State Planning Region 4 – the North Central Texas Region.

As set forth in the bylaws of the District, approved by the NCTCOG Executive Board at its October 27, 2016 Board meeting, the NCTCOG Executive Board will appoint no less than 36 and not more than 43 EDD Board members. Each Board member shall serve terms of three years and may not serve more than three consecutive three-year terms, so long as they continue to meet qualifications for the category they represent.

The EDD Board will be comprised of the following representatives:

**Local Government.**

**(a) Counties (16 Seats)**

- Each County government which has resolved to support and join the District may nominate one representative. Total EDD Board membership representing County government will not exceed sixteen (16).

(b) **Cities (16 Seats)**. EDD Board representatives from each NCTCOG member city shall be nominated by their city officials as prescribed below:

- Two EDD Board members may be representatives from a NCTCOG member City with a population of more than 350,000, as of the last official census.
- Two EDD Board member may be from a NCTCOG member City with a population of between 200,000 and 350,000, as of the last official census.
- Two EDD Board member may be from a NCTCOG member City with a population of between 100,000 and 200,000, as of the last official census.
- Two EDD Board member may be from a NCTCOG member City with a population of between 50,000 and 100,000, as of the last official census.
- Two EDD Board members may be from a NCTCOG member City with a population of between 25,000 and 50,000, as of the last official census.
- Six EDD Board members may be from a NCTCOG member City with a population of less than 25,000, as of the last official census.

The initial EDD Board representatives for the cities based on these thresholds shall be proposed by the NCTCOG staff; thereafter, nominations by the cities shall be presented to the EDD Board, which shall make recommendations to the NCTCOG Executive Board.

**Private Sector Representatives (2 Seats)**. Two Private Sector Representative will be appointed by the NCTCOG Executive Board.

**Regional Principal Economic Interest Representatives (9 Seats)**. Nine Regional Principal Economic Interests Representatives will be appointed by the NCTCOG Executive Board. Those individuals must come from one of the following categories: Executive Directors of Chambers of Commerce, Economic Development Corporations, or representatives of institutions of post-secondary education, workforce development groups or labor groups.

The Board is being asked to appoint one member to the EDD Board, Tina Stelnicki, City of Murphy Economic Development/Community Development Coordinator. If appointed, Ms Stelnicki will represent one of six seats for cities with populations less than 25,000.

Attached is a copy of the EDD Board make up as set forth in the bylaws, along with information regarding the responsibilities of the Board. Ms. Stelnicki's bio will be available at the Appointments Committee meeting. I will be available at the Appointments Committee meeting and the Board meeting to answer questions, or Board members can contact me at 817-695-9103.

## North Central Texas Economic Development District Board Make Up

### Local Government.

#### (a) Counties (16 Seats)

- Each County government which has resolved to support and join the District may nominate one representative. Total EDD Board membership representing County government will not exceed sixteen (16).

#### (b) Cities (16 Seats). EDD Board representatives from each NCTCOG member city shall be nominated by their city officials as prescribed below:

- **Two** EDD Board members may be representatives from a NCTCOG member City with a population of more than 350,000, as of the last official census.
- **Two** EDD Board member may be from a NCTCOG member City with a population of between 200,000 and 350,000, as of the last official census.
- **Two** EDD Board member may be from a NCTCOG member City with a population of between 100,000 and 200,000, as of the last official census.
- **Two** EDD Board member may be from a NCTCOG member City with a population of between 50,000 and 100,000, as of the last official census.
- **Two** EDD Board members may be from a NCTCOG member City with a population of between 25,000 and 50,000, as of the last official census.
- **Six** EDD Board members may be from a NCTCOG member City with a population of less than 25,000, as of the last official census.

The initial EDD Board representatives for the cities based on these thresholds shall be proposed by the NCTCOG staff; thereafter, nominations by the cities shall be presented to the EDD Board, which shall make recommendations to the NCTCOG Executive Board.

**Private Sector Representatives (2 Seats)**. Two Private Sector Representative will be appointed by the NCTCOG Executive Board.

**Regional Principal Economic Interest Representatives (9 Seats)**. Nine Regional Principal Economic Interests Representatives will be appointed by the NCTCOG Executive Board. Those individuals must come from one of the following categories: Executive Directors of Chambers of Commerce, Economic Development Corporations, or representatives of institutions of post-secondary education, workforce development groups or labor groups.



## **North Central Texas Economic Development District Board**

### **PRIMARY RESPONSIBILITY OF BOARD**

The North Central Texas Economic Development Board (EDD Board) is the primary policy advisory board to the NCTCOG Executive Board in fulfilling the responsibilities as the North Central Texas' Regional Economic Development District (the District) in state planning Region IV (NCTCOG's 16-county area). The EDD Board is responsible to ensure:

- (a) the performance of any and all duties imposed on them collectively or individually by law, or by the District Bylaws;
- (b) the development of plans, as well as an oversight and evaluation system for all Economic Development District programs;
- (c) the attainment of effective outcomes consistent with CEDS goals, objectives and performance standards approved by EDA;
- (d) the effective administration of the EDA EDD required programs; and
- (e) meetings take place at such times and places as required by the District Bylaws

**NUMBER OF COMMITTEE MEMBERS: 36 - 43**

**TIME OF APPOINTMENT:** Members are appointed annually in September by the NCTCOG Executive Board.

**APPOINTING AUTHORITY:** NCTCOG Executive Board

**TERMS OF OFFICE:** Three-year terms

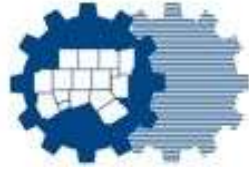
Each EDD Board member shall serve terms of three years. Upon expiration of their term, each member shall hold his/her term until they are reappointed or replaced by the NCTCOG Executive Board as established in the District Bylaws. EDD Board members may not serve more than three consecutive three-year terms, and only so long as they continue to meet qualifications for the category they represent.

**STANDARD MEETING TIME, DATE, LOCATION:**

To be determined

**SPECIAL REQUIREMENTS:**

EDD Board membership shall include officials and/or employees of general purpose local governments, educational institutions and private sector representatives, and they must be residents of and/or work in State Planning Region 4 – the North Central Texas 16-County Region.



**North Central Texas Council of Governments**

**Item 16**

***Exhibit: 2017-02-16-EDO***

**MEETING DATE:** February 23, 2017

**FROM:** Lucille Johnson  
Assistant to the Executive Director

**SUBJECT:** Status Report Regarding the Economic Development District Designation for  
North Central Texas

NCTCOG received notification from the Assistant Secretary of Commerce for Economic Development, U.S. Department of Commerce, in a letter dated December 15, 2016, that the North Central Texas region is approved for designation as an Economic Development District (EDD), known as the North Central Texas Economic Development District (NCTEDD).

The NCTEDD is charged with the maintenance and implementation of the Comprehensive Economic Development Strategy (CEDS) plan for North Central Texas and will serve as the connection between the region's communities and the Economic Development Administration (EDA) to facilitate EDA grant opportunities and update the CEDS in accordance with federal regulations.

Jorge Ayala, EDA Regional Director for the Austin Region, which covers five States – Texas, Louisiana, Oklahoma, Arkansas and New Mexico, will present Regional Economic Development District Designation congratulations on behalf of EDA and provide a brief introduction to the partnership with the Region, NCTOG and EDA.



**North Central Texas Council of Governments**

**Item 17**

***Exhibit: 2017-02-17-EP***

**MEETING DATE:** February 23, 2017

**FROM:** Molly McFadden  
Director of Emergency Preparedness

**SUBJECT:** Status Report on The Big-X, North Central Texas Full-Scale Exercise  
Completion

After a year of hard work and dedication in planning from regional partners and stakeholders, the Big-X Regional Full-Scale Exercise concluded on November 13, 2016, with the End-X of the wildland fire scenario in Palo Pinto County. The Big-X was a three-day full scale exercise that started on November 11, 2016, and included exercise play for 13 emergency response disciplines that encompassed 41 scenarios at 36 locations with over 1,500 total participants.

Both planners and participants have called the Big-X a success with many first responders asking, "when can we do this again." Big-X 2016 officially concluded on January 25, 2017, with the Big-X After Action Report and Improvement Plan (AAR/IP) Conference. The Big-X AAR/IP Conference brought all exercise planners and participating disciplines back together to discuss the identified strengths and areas for improvement found during exercise conduct. The final Big-X AAR/IP was published on January 31, 2017.

Exercises of this scale are instrumental in providing emergency response disciplines the opportunity to work with regional partners that day-to-day operations do not facilitate in complex and challenging scenarios. The region will use the information gathered in the Big-X AAR/IP to not only identify gaps and areas for improvement; this information will be used to develop needed areas in training and will be the basis for procuring needed equipment to fill gaps.

MMc: th



**North Central Texas Council of Governments**

**Item 18**

***Exhibit: 2017-02-18-EP***

**MEETING DATE:** February 23, 2017

**FROM:** Molly McFadden  
Director of Emergency Preparedness

**SUBJECT:** Status Report on the Emergency Management Working Group (EMWG)  
Upcoming SHSP Grant Projects

The EMWG has started two SHSP grant projects. The first is the second phase of the FY15 Emergency Operation Center (EOC) SHSP grant. This project supports the EOC Support Team (EST), a regional response team of professional emergency managers that can quickly mobilize to support jurisdictions in the North Central Texas (NCT) region during disasters for response, relief, and immediate recovery efforts. The intent of this project is to develop orientation training for members, EST handbooks and business doctrine to support EST operations. The kick-off for this project was on January 25, 2017 and the project will conclude on April 30, 2017. This is the final project for the EOC SHSP FY15 grant with a performance end period of May 31, 2017.

The EMWG's second project is for the FY16 EOC SHSP grant. This project will be to organize and conduct a regional response summit. The regional response summit will assemble personnel from various functional and/or discipline-specific response teams to provide awareness, education, networking, and collaboration opportunities. The purpose of this project is to enhance the NCT response mission areas by educating regional response teams and groups on available mutual aid response assets, as well as resources in the public, private and non-profit sectors.

The recent Big X Regional Response Exercise After Actions Report and Improvement Plan (AAR/IP) identified the need for the NCT area to increase integrated response efforts and education. Additionally, the NCT THIRA identified integrated efforts of both public and private stakeholders as a capability target for response efforts under Operational Coordination. The THIRA also identifies the core capability of Public and Private Services and Resources and the use of governmental, nongovernmental and private-sector resources in the initial response phase of an incident. The regional response summit will directly support these gaps from the AAR/IP and THIRA by providing a platform to inform and educate all specialized teams, emergency managers, and responders on what the region's capabilities are which will directly facilitate integration and collaboration of the region's response elements.

MMc: th

## EXECUTIVE BOARD ATTENDANCE

June 2016 - May 2017

Name	June	July	August	September	October	November	December	January	February	March	April	May	TOTAL
Lissa Smith President	P	P	P	P	P	P	P	A					7
Tom Lombard Vice-President	P	P	P	P	P	P	P	P					8
Kevin Strength Secretary/Treasurer	P	P	A	P	A	P	P	P					6
John Horn Past President	P	P	P	A	A	P	P	P					6
Bruce Archer	A	P	P	A	P	A	A	P					4
J. D. Clark	P	A	A	P	P	P	P	P					6
Kelly Gray	A	A	P	P	P	P	P	A					5
Clay Jenkins	P	A	P	P	P	A	A	P					5
Lee Kleinman	A	P	A	P	P	P	P	A					5
Dan McClendon	P	A	P	A	P	A	A	P					4
Bobbie Mitchell	P	P	A	P	P	P	P	P					7
Keith Self	A	A	P	P	P	P	P	P					6
Ray Smith	P	P	P	P	P	P	P	P					8
Chris Watts	A	A	A	A	A	A	A	P					1
Kathryn Wilemon	P	P	P	P	P	P	P	P					8
Glen Whitley	P	P	A	P	P	A	A	P					5
Bruce Wood	P	P	A	P	P	P	P	P					7
Jeff Leach - Ex Officio, Non-Voting Member	P	A	P	A	P	A	A	A					3
<b>TOTAL PRESENT</b>	13	11	11	12	15	12	12	14					
<b>Attendance Code:</b>	P=Present    A=Absence    NM=No meeting												



**North Central Texas Council of Governments**

**2017 NCTCOG Executive Board Calendar**

<b>March 23, 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>April 27, 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>May 25, 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>June 22, 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>July 27, 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>August 24, 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>September 28, 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>October 26, 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>November 16 , 2017</b>	Executive Board Meeting – NCTCOG Offices
<b>December 21, 2017</b>	Executive Board Meeting – NCTCOG Offices