

**RESOLUTION NO. 2013-013
(NOACA'S FY 2014 OVERALL
WORK PROGRAM, BUDGET AND
ANNUAL SELF-CERTIFICATION)**

**RESOLUTION OF THE GOVERNING BOARD
OF THE
NORTHEAST OHIO AREAWIDE COORDINATING AGENCY**

WHEREAS, the Northeast Ohio Areawide Coordinating Agency (NOACA) is required by federal law to develop an Overall Work Program (OWP); and

WHEREAS, the Governing Board has the responsibility to approve the work activities, revenues and expenditures of the Agency and does so through approval of the agency's fiscal year Overall Work Program (OWP) and budget; and

WHEREAS, an OWP and budget, incorporating activities to be performed by the agency under various grants for fiscal year (FY) 2014, have been prepared for the Governing Board, based on local input and areawide needs, as supplemented by state and federal requirements; and

WHEREAS, proposed OWP activities have been reviewed by local jurisdictions, agencies, Board committees, and state and federal funding agencies; and

WHEREAS, the transportation and environmental elements of the NOACA FY 2014 OWP are designed to address the policies of the NOACA Governing Board, and meet applicable regulations of the U.S. Department of Transportation and the U.S. Environmental Protection Agency; and

WHEREAS, the draft OWP and funding information indicating project costs have been presented to the appropriate committees, subcommittees and councils; and

WHEREAS, the OWP includes expected planning activities from public transit agencies that will be using federal funds; and

WHEREAS, the draft OWP has been reviewed by Federal Highway Administration (FHWA), Federal Transit Administration (FTA) and the Ohio Department of Transportation (ODOT); and

WHEREAS, comments and suggestions received through this process have been incorporated into the final OWP and fully reported to the NOACA Governing Board; and

WHEREAS, the OWP has been processed consistent with NOACA's Board-approved Public Interaction Policy; and

WHEREAS, based upon the OWP activities, the FY 2014 budget has been prepared containing line item detail related to the Agency's projected FY 2014 operations; and

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WHEREAS, the project scope and funding tables in the OWP are based on estimates of available funding and will be adjusted when final funding amounts are announced; and

WHEREAS, the FY 2014 budget includes \$706,748 in local dues from the region's local governments and certain regional authorities, which will be used to access federal transportation planning funds and to help fund the region's water quality planning program; and

WHEREAS, dues from member local governments and regional authorities are invoiced at the beginning of each new fiscal year budget so that local funds are available to match available federal grants; and

WHEREAS, as a Metropolitan Planning Organization (MPO), NOACA is certified every four years by federal agencies; and

WHEREAS, NOACA was successfully certified by federal agencies in 2013 and continues to carry out its responsibilities in accordance with federal law; and

WHEREAS, federal regulations also require that NOACA and ODOT must annually self-certify the MPO planning process; and

WHEREAS, in accordance with Moving Ahead for Progress in the 21st Century (MAP-21), NOACA and ODOT are carrying out their respective duties under applicable provisions of federal law, and as outlined in ongoing biennial agreements between the two entities.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Northeast Ohio Areawide Coordinating Agency, consisting of forty-four principal officials serving general purpose local governments throughout and within the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina that:

Section 1. The FY 2014 Overall Work Program as it exists on NOACA's website as of June 14, 2013, has been appropriately reviewed and is approved as meeting federal requirements for comprehensive, cooperative, and continuing areawide planning.

Section 2. The FY 2014 budget, as summarized in Exhibit 1, is adopted with the understanding that the work scope, staffing, and budget may need to be modified as a result of available federal and state funds.

Section 3. The Governing Board authorizes commitment of sufficient local funds to provide for said work activities, as matching share for grants tendered to this Agency for FY 2014, and otherwise as support for local activities.

Section 4. The Executive Director is authorized to issue invoices for a total of \$706,748 in local dues for FY 2014, according to the NOACA Code of Regulations and the NOACA dues allocation plans formulated by the respective Boards of Commissioners in each of the four counties and by the Cuyahoga County Executive's office.

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Section 5. The urban transportation planning process is being carried out in conformance with all applicable federal requirements and the Executive Director is authorized to sign Exhibit 2 and forward it with necessary documentation to the appropriate agencies, and to execute the ongoing biennial agreements with the Ohio Department of Transportation.

Section 6. The Executive Director is authorized to apply for, receive and utilize such funds as provided for within the Overall Work Program and budget, including execution of contracts, agreements, certifications and civil rights assurances, as necessary to accomplish the intent of this Resolution. The Executive Director is to secure Governing Board approval for adjustments involving significant budget changes or significant changes in work program direction.

Section 7. The Executive Director is hereby authorized to transmit a certified copy of this Resolution and other appropriate documentation to federal, state and local agencies.

Certified to be a true copy of a Resolution of the Governing Board of the Northeast Ohio Areawide Coordinating Agency adopted this 14th day of June 2013.

Secretary: _____

Daniel P. Troy

Date Signed: _____

6/14/13

	2011 AUDITED	2012 AUDITED	2013 ESTIMATED	2014 BUDGET	2013 BUDGET	PERCENT OF 2013 BUDGET	PERCENT OF 2013 Estimated
Cash/Investment Balances Forward:							
Charter One Bank	\$ 289,036	\$ 249,320	\$ 225,000	\$ 225,000	250,000	90%	100%
Debt Service Reserve	334,978	335,846	335,000	335,000	335,000	100%	100%
STAR Ohio	102	200,127	101	101	101	100%	100%
Tristate Capital Bank - CDARS	885,808	685,012	669,752	669,752	1,146,500	58%	100%
Tristate Capital Bank - MWDA	248,262	249,744	249,975	249,975	248,800	101%	100%
Tristate Capital Bank - Business Checking	227,969	0	0	0	0		
Charter One Bank - CD's	0	0	0	0	0		
Charter One Bank - MRA	190,653	100,073	376,921	376,921	351,000	107%	100%
Charter One Bank - HUD	3,554	0	0	0	0		
Morgan Stanley	0	249,605	0	0	0		
Huntington - CDARS	551,607	450,000	450,000	450,000	409,000	110%	100%
BALANCE BEGINNING OF YEAR	\$ 2,731,969	\$ 2,499,727	\$ 2,306,749	\$ 2,306,749	2,739,601	84%	100%
EXPENDITURES:							
SALARIES AND WAGES							
NOACA Staff	\$ 2,890,719	\$ 2,770,526	\$ 2,831,380	\$ 3,468,543	2,976,240	1	123%
Longevity	22,236	19,627	18,000	15,800	21,000	1	85%
Part-Time/Temporary Interns	27,647	0	0	0	31,200	2	0%
Total	\$ 3,040,602	\$ 2,790,153	\$ 2,849,380	\$ 3,484,343	3,028,440	115%	122%
EMPLOYEE BENEFITS							
Health Insurance	\$ 382,490	\$ 387,141	\$ 403,014	\$ 506,400	479,000	3	126%
Public Employees Retirement Sys.	411,786	405,591	398,913	487,808	423,982	4	122%
Medicare	32,507	34,360	37,000	44,636	42,000	5	121%
Worker's Compensation	5,254	4,647	6,000	6,969	4,700	6	116%
Unemployment Compensation	3,100	2,636	2,700	2,774	5,250	7	103%
Transit Passes	6,764	7,240	6,900	11,220	7,140	8	163%
Tuition/Professional Dues	12,446	3,808	3,200	10,000	10,000	9	313%
Total	\$ 854,347	\$ 845,423	\$ 857,727	\$ 1,069,807	972,072	110%	125%
TRAINING AND PROFESSIONAL DUES							
* Travel	\$ 26,537	\$ 40,640	\$ 35,463	\$ 46,300	37,600	10	131%
Training	9,424	33,929	28,650	43,000	18,038	10	150%
Regional Council Dues	14,980	15,279	16,834	17,000	15,250	10	101%
Total	\$ 50,941	\$ 90,148	\$ 80,947	\$ 106,300	70,888	150%	131%

* INCLUDES COSTS FOR LODGING, MILEAGE, AND MEALS.
BUDGET COMPUTATIONS ARE FOOTNOTED ON PAGES 4 THROUGH 7.

NORTHEAST OHIO AREA-WIDE COORDINATING AGENCY

FISCAL YEAR 2014 BUDGET

	2011 AUDITED	2012 AUDITED	2013 ESTIMATED	2014 BUDGET	2013 BUDGET	PERCENT OF 2013 BUDGET	PERCENT OF 2013 Estimated
OCCUPANCY AND EQUIPMENT							
Furniture/Equipment	\$ 65,130	\$ 84,727	\$ 29,145	\$ 96,000	60,000	160%	329%
Hardware/Software	26,087	24,164	71,501	62,504	126,000	50%	87%
Rent - Office Space	288,774	288,092	286,908	285,176	286,908	99%	99%
Utilities	42,392	36,494	43,600	44,000	45,000	98%	101%
Cleaning/Windows/Garbage	16,867	19,782	21,000	23,000	22,000	105%	110%
Repairs/Maint - Building	15,498	18,072	17,000	19,000	15,000	127%	112%
Grounds/Security	542	533	750	1,000	1,000	100%	133%
Parking	2,868	2,852	3,250	3,300	4,250	78%	102%
Telephone	16,344	16,165	16,000	16,500	13,000	127%	103%
Equipment Leasing	2,674	2,674	2,675	2,750	2,750	100%	103%
Maintenance & Repair - Equipment	27,429	57,364	66,650	74,427	44,285	165%	107%
Total	\$ 506,355	\$ 550,919	\$ 561,479	\$ 627,657	620,193	101%	112%
CONTRACTUAL SERVICES							
Consultants	\$ 786,888	\$ 1,452,191	\$ 1,282,876	\$ 1,569,600	2,016,140	78%	122%
TLCI - Community Share	147,170	125,329	145,000	200,000	200,000	100%	136%
GLRIA TRAVEL SURVEY	0	120,000		120,000			0%
HUD/NEOSCC - Sustainable Communities	0	1,453,291	1,576,746	55,000	55,000	100%	110%
Legislative Liaisons	48,711	50,000	50,000	17,000	16,500	105%	106%
Consultants - Audit	12,011	15,990	16,000				
Total	\$ 994,780	\$ 3,216,801	\$ 3,070,622	\$ 1,841,600	2,407,640	76%	60%
OTHER OPERATING							
Outreach/Advertising/Meetings	\$ 71,123	\$ 58,487	\$ 56,000	\$ 62,750	104,500	60%	112%
Supplies	32,840	22,906	25,000	25,600	24,000	107%	102%
Postage	3,056	5,385	4,000	5,000	5,000	100%	125%
Meeting Costs	17,829	17,893	10,000	36,000	32,500	111%	360%
Outside Reproduction	18,167	10,771	2,500	6,000	23,850	25%	240%
Publications	2,798	827	2,000	1,800	6,500	28%	90%
Accounting Services	640	304	1,000	1,250	1,500	85%	125%
Insurance	20,377	20,271	22,000	22,500	22,000	102%	102%
Other Miscellaneous	4,790	0	500	1,500	1,500	100%	300%
Total	\$ 171,620	\$ 136,844	\$ 123,000	\$ 162,400	221,350	75%	132%
TOTAL EXPENDITURES	\$ 5,617,645	\$ 7,630,288	\$ 7,543,155	\$ 7,292,107	7,320,583	100%	97%

NORTHEAST OHIO AREA-WIDE COORDINATING AGENCY

FISCAL YEAR 2014 BUDGET

REVENUES:	2011 AUDITED	2012 AUDITED	2013 ESTIMATED	2014 BUDGET	2013 BUDGET	PERCENT OF 2013 BUDGET	PERCENT OF 2013 ESTIMATED
Local Dues	\$ 706,748	\$ 706,748	\$ 706,748	\$ 706,748	706,748	100%	100%
Interest Revenue	16,130	21,971	8,000	10,000	16,000	63%	125%
Household Travel Survey					90,852		
GORTA Travel Survey					120,000		
Add'l Local Reserves - Match					50,000		58%
* Federal Grant - Revenue	3,536,954	3,330,209	3,232,528	4,401,763	4,417,633	100%	136%
** State Grant - Revenue	370,995	359,060	362,365	543,711	447,864	121%	150%
HURV/NEOSCC - Sustainable Communities	0	1,453,291	1,576,746	0	0		
Transportation for Livable Communities	706,797	652,274	681,400	902,560	952,267	95%	132%
TLCI - Community Share	147,170	125,329	145,000	200,000	200,000	100%	138%
604 (B) Program - Water Quality	0	77,267	56,000	150,064	54,219	277%	268%
Water Quality Programs	179,454	59,526	75,000	44,335	0		59%
Household Travel - Misc	0	712,951	659,262		250,000		
Other Miscellaneous Revenue	42,836	34,018	40,106	39,054	15,000	260%	97%
Total Revenue	\$ 5,707,084	\$ 7,533,444	\$ 7,543,155	\$ 7,292,107	7,320,583	100%	97%

TOTAL REV OVER (UNDER) EXPENDITURES

\$ 89,439	\$ (96,844)	\$ 0	\$ (0)	0
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* FEDERAL GRANT - REVENUE:

OCFG FY 2013	1,200,000
OCFG FY 2014	3,149,681
Transp For Livable Comm	902,560
Agency Outreach	19,153
HRID Fiscal Agent	32,889
Total	5,304,323

** STATE GRANT - REVENUE:

OCFG - State

543,711

NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

FISCAL YEAR 2014 BUDGET

BUDGET COMPUTATIONS

1. NOACA STAFF

NOACA STAFF - (JULY - JUNE) = \$189,489/PAY PERIOD X 26 = 2,344,506
 PERFORMANCE PROMOTIONS 94,987
 REPLACEMENT HIRES 488,000
 LEAVE CONVERSIONS 48,000
 TOTAL FULL-TIME 3,468,543 + \$15,000 (LONGEVITY) = \$3,484,343

2. PART - TIME EMPLOYEES AND TEMPORARY INTERNS

PLANNING & PROGRAMS (2) 0

3. HEALTH INSURANCE

MEDICAL MUTUAL of OHIO - Lorain County 489,846
 S-7 DISABILITY INSURANCE 12,000
 LIFE INSURANCE 4,554
 TOTAL 506,400

4. PUBLIC EMPLOYEES RETIREMENT SYSTEM

FY 2013 SALARIES 3,484,343
 EMPLOYER MULTIPLIER (PERS) X 0.1400
 Subtotal 487,898

5. MEDICARE

THIRD QUARTER (CY) 11,159
 FOURTH QUARTER (CY) 11,159
 FIRST QUARTER (CY) 11,159
 SECOND QUARTER (CY) 11,159
 TOTAL 44,636

6. WORKERS COMPENSATION

FISCAL YEAR 2014 SALARIES 3,484,343
 X 0.0812
 TOTAL 283,031

NORTHEAST OHIO AREAWIDE COORDINATING AGENCY
 FISCAL YEAR 2014 BUDGET
 BUDGET COMPUTATIONS

7. UNEMPLOYMENT COMPENSATION

NOACA STAFF (46 x \$9,000 maximum) x .0667

2,774

8. TRANSIT PASSES

TOTAL MONTHLY PASSES
 COST PER MONTHLY PASS

\$ 22
 85
 \$ 1,870
 x 12

TOTAL ANNUAL COST \$ 22,440 / 2 = \$11,220

9. TUITION REIMBURSEMENT

FY 2012 UTILIZATION (Projected)

\$ 10,000

10. TRAVEL/TRAINING

TRAVEL
 TRANSPORTATION PLANNING 30,300
 ADMINISTRATION 5,000
 LOCAL 11,000
 TOTAL 46,300

TRAINING
 26,000
 12,000
 5,000
 43,000

11. FURNITURE/EQUIPMENT

TELEPHONE SYSTEM
 BOARD ROOM FURNITURE/AV
 PLANNING & PROGRAMS
 MISCELLANEOUS

25,000
 60,000
 6,000
 5,000
 96,000

12. HARDWARE/SOFTWARE/EQUIPMENT

PLAN/PROGRAM/RESEARCH/EXTERNAL REL. (Software)
 PLAN/PROGRAM/RESEARCH/EXTERNAL REL. (Hardware)
 ADMINISTRATION (Software)
 ADMINISTRATION (Hardware)

6,575
 12,500
 15,029
 25,000
 62,504

TOTAL

NORTHEAST OHIO AREAWIDE COORDINATING AGENCY
 FISCAL YEAR 2014 BUDGET
 BUDGET COMPUTATIONS

13. RENT/UTILITIES	
LEASE - CCCCFA	285,176
<u>UTILITIES</u>	
Electric	48,000
Gas	1,500
Water/Sewer	2,500
Total Utilities	44,000

14. MAINTENANCE AND REPAIR	
EXPERIMENT - Internet	16,000
DISASTER RECOVERY - Orbits	15,000
ARCIS	12,500
EXTENDED WARRANTIES PRECISION	6,000
ADMINISTRATION	5,034
PLANPROG/RESEARCH/EXTERNAL REL	4,758
SYNARTEC	3,000
ACCOUNTING SYSTEM	2,500
BACKUP EXEC	2,500
WEBSERVER/UPS	3,500
AUTOCAD	1,825
TRANSCAD	508
MCTRANS	368
PETRAJAMAR TECH	850
	74,427

15. CONSULTANTS *	
TRANSP FOR LIVABLE COMMUNITIES	860,000
PAVEMENT MANAGEMENT	6,000
TRAFFIC COUNTING	95,000
TRANSPORTATION IMPROV PROGRAM	9,000
STRATEGIC PLAN	100,000
ASSET MANAGEMENT	500,000
AD AGENCY OUTREACH	20,000
AGENCY OUTREACH	18,000
COMPUTER SYSTEMS	5,000
PUBLIC RELATIONS	18,000
PERSONNEL	1,500
ADMINISTRATION	12,000
	1,565,000

* Services include consultant securing advertising media, publications, newsletters, signs and other promotional items.

NORTHEAST OHIO AREAWIDE COORDINATING AGENCY
 FISCAL YEAR 2014 BUDGET
 BUDGET COMPUTATIONS

16. CONSULTANTS - AUDIT

STANDARD A-133 AUDIT 17,000

17. ADVERTISEMENTS/RECRUITMENT

AQ OUTREACH 37,850
 PUBLIC INVOLVEMENT 21,200
 NEWSPAPER ADS 3,800
 TOTAL 62,750

18. SUPPLIES

OFFICE SUPPLIES 2,750
 PAPER SUPPLIES 4,000
 AIR QUALITY PROGRAM 2,500
 LETTERHEAD/ENVELOPES/BUSINESS CARDS 2,750
 COMPUTER SUPPLIES 7,858
 GRAPHICS SUPPLIES 2,500
 PHOTOGRAPHY SUPPLIES 1,500
 ENGINEERING SUPPLIES 1,758
 TOTAL 25,600

19. MEETING COSTS

SUMMIT/PROGRAM SUP 31,550
 PUBLIC INVOLVEMENT 2,000
 AIR QUALITY OUTREACH 2,450
 TOTAL 36,000

20. OUTSIDE REPRODUCTION / PRINTING

AIR QUALITY OUTREACH 2,000
 GENERAL AGENCY USE 1,500
 PUBLIC INVOLVEMENT 2,500
 TOTAL 6,000

NORTHEAST OHIO AREAWIDE COORDINATING AGENCY

COMPARISON OF STAFFING LEVELS

POSITION	2011	2012	2013	BUDGET 2014
EXECUTIVE DIRECTOR				
Chief of Staff	1	1	1	1
Legal Counsel - Part - Time	0	0	0	1
	0.25	0.375	0.5	0.5
	1.25	1.375	1.5	2.5
FINANCE & OPERATIONS				
Director	1	1	1	1
Manager	1	1	1	1
Other Staff	8	7	7	5
	10	9	9	7
PLANNING AND PROGRAMS				
Directors	2	2	2	4
Associate Directors	2	1	1	1
Other Staff	27.75	27.83	28	31.5
Vacancy/Replacement Hires	3	4.89	6.5	8
	34.75	35.82	36.5	36.5
TOTAL SALARIED STAFF	48	49	48	48

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EXHIBIT 2

Metropolitan Transportation Planning Process Certification

In accordance with 23 CFR 450, the Ohio Department of Transportation and the Northeast Ohio Areawide Coordinating Agency, the Metropolitan Planning Organization for the Cleveland/Lorain urbanized areas, hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR 450.218;
- (2) Sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- (5) Section 1101(b) of MAP-21 (Pub. L. 112-141) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- (8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (9) Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Metropolitan Planning Organization

Ohio Department of Transportation

Signature

Signature

Title

Title

Date

Date