



**GRAND VALLEY
METROPOLITAN COUNCIL**

Board Meeting Agenda

Thursday December 2, 2010 • 8:30 a.m.

Kent County Commission Chambers – Grand Rapids

- 1. Call to Order by Chair**
- 2. Public Comment**
- 3. Approval of Minutes dated November 4, 2010**
- 4. Finance**
 - a. Update on the GVMC FY 2009-2010 Annual Financial Audit** (memorandum plus two attachments)
- 5. GVMC Strategic Initiatives Update**
 - a. Task Force on Metro Council Governance, Structure and Operations** (memorandum)
- 6. Legislative Advocacy**
 - a. Report of the Legislative Committee**
 - b. Reschedule of December Legislative Committee**
 - c. Governor's Transition Update**
 - d. Issues Update**
- 7. Transportation Department: Amendments to the GVMC FY 2011 Unified Planning Work Program** (memorandum plus two attachments)
- 8. Other items of business and comments from GVMC members**
- 9. Adjournment**

GRAND VALLEY METRO COUNCIL

Board Meeting

November 4, 2010

8:30 a.m.

Wyoming City Council Chambers

MINUTES

1. Call to Order

The meeting was called to order at 8:35 a.m. by Chairman Jim Buck.

Members Present:

Dale Bergman	Sparta Township
Jim Buck	City of Grandville
Tom Butcher	Grand Valley State University
Dan Carlton	Georgetown Township
Brian Donovan	City of East Grand Rapids
Tom Fehsenfeld	At-Large Member
Cindy Fox	Cascade Township
George Heartwell	City of Grand Rapids
Don Hilton, Sr.	Gaines Township
Jim LaPeer	Cannon Township
Elias Lumpkins, Jr.	City of Grand Rapids
Robert May	City of Hastings
George Meek	Plainfield Township
Jim Miedema	Jamestown Township
Cy Moore	Treasurer
Jack Poll	City of Wyoming
Chuck Porter	Courtland Township
Ken Snow	City of Greenville
Al Vanderberg	Ottawa County
Phil Van Noord	Village of Middleville
Rob VerHeulen	City of Walker
Bill VerHulst	City of Wyoming
Roger Wills	City of Belding

Members Absent:

Jerry Alkema	Allendale Township
Alex Arends	Alpine Township
Dick Bulkowski	Kent County
Chris Burns	City of Cedar Springs
Daryl Delabbio	Kent County
Sharon DeLange	Village of Sparta
Mike DeVries	Grand Rapids Township
Jason Eppler	City of Ionia

Brian Harrison	Caledonia Township
Doyle Hayes	At-Large Member
John Helmholdt	At-Large
Denny Hoemke	Algoma Township
Jim Holtrop	Ottawa County
Pauline Luben	City of Hudsonville
Mick McGraw	At-large Member
Milt Rohwer	City of Grand Rapids
Audrey Nevins	Byron Township
Sandi Frost Parrish	Kent County
David Pasquale	City of Lowell
Steven Patrick	City of Coopersville
Rick Root	City of Kentwood
Toby VanEss	Tallmadge Township
Chris Yonker	City of Wayland
Michael Young	City of Rockford

Others Present:

Andy Bowman	Grand Valley Metro Council
Leon Branderhorst	Grand Valley Metro Council
Abed Itani	Grand Valley Metro Council
Dennis Kent	MDOT
Gayle McCrath	Grand Valley Metro Council
Don Stypula	Grand Valley Metro Council
Don Tubbs	City of Hastings
Steve Warren	Kent County Road Commission

2. Public Comment

None

3. Approval of Minutes

MOTION – To Approve the Minutes of the October GVMC Board Meeting. MOVE – Heartwell. SUPPORT – Poll. MOTION CARRIED.

4. Strategic Initiatives

- 1) **Managing Emerging Issues:** An on-going service program to help GVMC-member counties and communities develop awareness and knowledge of and properly manage emerging public administration and public policy issues that affect county and municipal operations and service delivery.

- a. Monitor issues and activities throughout the region, state and nation and identify issues that impact county and local governments
- b. Identify and research problem-solving ideas and preferred practices that will help GVMC-member counties and communities effectively manage challenges and policy issues
- c. Work with GVMC members to develop new ordinances, policies and procedures that enable our counties and local governments to effectively manage emerging issues
- d. Assist GVMC members in obtaining additional background information on key issues that impact county and local governments
- e. Develop a web-based information portal where members can track and obtain additional background and information on emerging policy issues

Assigned staff and resources:

Lead(s): Don Stypula and Andy Bowman.

Assistance: All GVMC staff to monitor emerging issues in all disciplines with the assistance of MPA graduate-level interns. GVMC Systems Administrator to develop and maintain data and communications portal.

Timeframe: In progress. Working with School of Public and Non-Profit Administration at GVSU to provide graduate-level interns, working under the supervision of GVMC staff, to track issues, and develop and maintain the web-based information portal.

- 2) **Encouraging Collaborative Service Sharing:** Develop region-wide initiatives to encourage collaborative service and cost sharing models and assist sub-regional neighbors and the counties in identifying, analyzing and developing cost and service-sharing agreements for the delivery of public services.
 - a. Facilitate discussions among GVMC-member counties and communities to encourage the development of cost and service-sharing agreements
 - b. Work with the State of Michigan and the local government associations to identify and pursue service and cost-sharing opportunities for county and local governments.
 - c. Work on an on-going basis to identify existing service / cost-sharing initiatives and work with potential partners and project funders to encourage counties and local units to explore, in detail, service-sharing arrangements.
 - d. Partner with the School of Public and Non-Profit Administration at Grand Valley State University to provide MPA-candidate interns and other assistance to county and local governments seeking to develop service and cost sharing agreements.
 - e. Develop and maintain an on-line source of data and information on collaborative service and cost sharing models that can be accessed by GVMC members.
 - f. Assist GVMC members in obtaining additional information on and moving forward with the development of service and cost sharing agreements.

Assigned staff and resources:

Lead(s): Don Stypula and Andy Bowman.

Assistance: GVSU MPA graduate volunteer working with MPA graduate-level interns. Assistance from GVMC Network Administrator

Timeframe: In progress. Three months to identify existing service / cost-sharing initiatives and work with potential partners and project funders. Staff will explore additional opportunities to coordinate service and cost-sharing discussions and seek local funding opportunities to assist participating communities and counties.

- 3) **Coordinating a Region-Wide Training Exchange for GVMC Members:** Develop a region-wide initiative to share the costs of providing education and training programs on a wide-range of topics for elected officials, administrators and staff.
 - a. Identify and inventory available training activities available from all sources across the region, including training opportunities offered by MML, MTA and MAC.
 - b. Work with a sponsoring county, local unit of government, or institution of higher education to publicize training events, coordinate scheduling for multiple units, and assist with registration
 - c. Work with sponsoring agencies to explore cost sharing opportunities that will lower registration costs for participants
 - d. Develop and maintain an online calendar of training opportunities available to GVMC members.

Assigned staff and resources:

Lead(s): Don Stypula and Andy Bowman.

Assistance: All GVMC staff to monitor emerging issues in all disciplines with the assistance of MPA graduate-level interns. GVMC Systems Administrator to develop and maintain data and communications portal.

Timeframe: 4 months to develop details and work out the technical aspects.

- 4) **Nurturing a Regional Economic Development Partnership:** Galvanize and grow Metro Council's existing partnerships with the area Chambers of Commerce, the Right Place, Inc., Lakeshore Advantage, the Ottawa County Economic Development Office, the Michigan Economic Development Corporation and other organizations to communicate a unified, public-private voice on economic development issues and opportunities.
 - a. Work expeditiously through the GVMC Regional Cooperation Committee to finalize the Regional Economic Development "Welcome Mat" paper – a statement of principles on how communities in the region can work collaboratively with economic development agencies to embrace investors interested in expanding existing businesses and developing new business ventures within the GVMC region.
 - b. Work with the Regional Cooperation Committee to develop region-wide "preferred practices" with respect to the granting of Act 198 tax abatements
 - c. Work with partners to sponsor periodic workshops on economic development trends, issues and practices for GVMC members.

- d. Monitor the crafting of legislation, rules and regulations affecting local and regional economic development and advocate for legal tools that enhance local economic development opportunities.

Assigned staff and resources:

Lead: Don Stypula

Assistance: Executives and staff from The Right Place, Inc., and other economic development agencies and Chambers of Commerce, together with the MEDC or its successor agency. GVMC Systems Administrator to develop and maintain data and communications portal.

Timeframe: In progress. Schedule a meeting of the Regional Cooperation Committee to update draft of the economic development Welcome Mat; November to finalize statement of principles and tax incentives policy.

- 5) **Planning for Sustainable Communities:** Encourage, promote and directly assist GVMC-member communities in sustainable growth practices through updated master plans, capital improvement plans, and other development tools and regulations. This includes facilitation and direct involvement in regional and multi-jurisdictional planning efforts to encourage sustainable growth and infrastructure investment. Activities include:
 - a. Continually monitoring state and national trends in community planning and working with local planners and planning commissions to incorporate relevant planning innovations.
 - b. Collaborating with local planners on the use of updated tools, techniques and procedures that encourage sustainable development and redevelopment.
 - c. Working to coordinate sustainability plans, standards and practices across numerous regional planning entities, including the development and rollout of a protocol and template for updating individual community master plans.
 - d. Collaborating with existing sustainability groups to identify and pursue grant funding to assist local communities and the region in adopting sustainability elements into local plans.
 - e. Developing metropolitan partnerships supporting and guiding regional sustainability efforts, including consortia similar to that recently proposed in a GVMC-based U.S. Department of Housing and Urban Development Community Sustainability Planning Grant.

Assigned staff and resources:

Lead: Jay Hoekstra

Assistance: Andy Bowman and Transportation Department staff to meld trends in both land use and transportation planning. GVMC Systems Administrator to develop and maintain data and communications portal.

Timeframe: In progress.

- 6) **Retooling GVMC's Governance, Structure and Operations:** Empanel a Task Force consisting of GVMC members to review and recommend changes to GVMC's organizational structure and develop an operational model for Metro Council that improves efficiency and addresses members' needs.

Assigned staff and resources:

Lead(s): Don Stypula, Andy Bowman and Gayle McCrath.

Oversight: Chairman James Buck and the GVMC Executive Committee

Assistance: MPA and MNPA graduate-level interns. GVMC Systems Administrator to assist as needed.

Timeframe: 2 months for staff to scope out the charge, develop a recommendation and begin the work of the task force. The Task force shall its work and forward recommendations to the executive committee and the Metro Council by June 30, 2011.

George Heartwell noted under 5C – GVSU and the City of Grand Rapids worked together to form a framework which is highly adaptable and the City would offer it up for a template others could use.

5. Legislative Advocacy

Don Stypula reviewed the presentation given by Mitch Bean to Snyder’s transition team. There will be a lot of challenges. First on the agenda will be restructuring of the business tax.

There is a possibility transportation legislation could move during the lame duck session

6. Transportation Amendment to the FY2011-2014 Transportation Improvement Program (TIP).

Abed Itani explained the requested transportation amendment. Due to several changes being requested by several jurisdictions to the yet to be approved FY2011-2014 TIP, staff is requesting approval of the following:

FY2011

- Delete Hall Street from Kalamazoo to Eastern – City of Grand Rapids.
- Delete Eastern Avenue from 52nd to 60th (former ACC Project) – City of Kentwood.
- Delete GVMC’s “Planning Studies” (Pavement Management System, Congestion Management System, GIS Maintenance).
- Add a new project Fulton Street from the Grand River to Division. The cost breakdown is \$260,085 Federal, \$89,915 local and \$350,000 total. This project will be pending public involvement, EJ and consultation.
- Change the limits on Hall Street from Madison to Eastern to Madison to Union and reduce the cost.
- Move 28th Street Kraft to I-96 ramps from FY2014 to FY2011 – KCRC.
- The remaining STP Urban Federal funds; redistribute to all projects. This will increase the Federal percentage to 74.31%.

- Add Burton Street at Conrail Railroad (BHT Federal fund source) Bridge grant – City of Grand Rapids.
- Add Alger Street at C&O Railroad and Market Avenue at Conrail Bridge for guardrail upgrades (Safety Project Grant) – City of Grand Rapids.
- Add 68th Avenue from Fillmore Street to M-45 (EDDF Funded) – OCRC.
- Hope Network would like to add the attached capital project requests utilizing 5310 funds.
- American Red Cross would also like to add the attached capital project requests utilizing 5310 funds.
- ITP The Rapid has several changes to the FY2011 – 2014 TIP. An updated list of projects is attached to the agenda.
- The City of Lowell in conjunction with Lowell Charter Township, Vergennes Township and the Lowell Area Recreation Authority (LARA) was awarded Enhancement funding for a non-motorized trail at a total cost of \$1,065,000. This project needs to be listed in the TIP to be funded.
- Staff is recommending adding the (GVMC approved) FY2011 CMAQ program to the FY2011 – 2014 TIP. The FY2011 CMAQ program is in the final stages of approval at MDOT and is pending approval at FHWA.
- MDOT requests several changes to the FY2011-2014 TIP.

FY2012

- Delete 17 Mile Road US-131 Ramps to West Street – KCRC.
- Move East Paris Avenue from Cascade to Kentwood City Limit from FY2014 to FY2012 - KCRC.
- Add 6th Street Bridge over the Grand River (MCS State fund source) to FY2012 – City of Grand Rapids.
- Add 68th Street over Plaster Creek (BHT Federal fund source) Bridge grant – KCRC.

FY2014

- Add a total of \$630,000 Federal (ACC) Division Avenue 54th to 60th project from the two projects that moved up in the TIP – City of Kentwood. There is still \$396,479 Federal Advance Construction Conversion in FY2015.

MOTION – To Amend the FY2011-2014 Transportation Improvement Program (TIP) as Presented. MOVE - Heartwell. SUPPORT – Meek. MOTION CARRIED.

7. Adjournment – 9:40

MOTION – To Adjourn. MOVE – Poll. SUPPORT – Meek. MOTION CARRIED.



The Grand Valley Metropolitan Council

MEMORANDUM

TO: Grand Valley Metropolitan Council

FROM: Donald J. Stypula, Executive Director

DATE: November 30, 2010

RE: Update on GVMC's Annual Financial Audit

On Wednesday November 24, I met with Peter Haefner, partner at Vredeveld-Heafner (GVMC's auditing firm), together with GVMC Finance Director Leon Branderhorst and Transportation Director Abed Itani to review the field work that was completed by Vredeveld-Heafner for the Metro Council's annual financial audit. Since we are still working with MDOT staff and the Office of Transportation Commission Audit at MDOT regarding a final resolution of Phase 1 of the audit of GVMC from the period 1996-2004, Peter Haefner suggested that we delay the completion and release of GVMC's annual financial audit until all matters of difference between GVMC and the Office of Commission Audit are satisfactorily resolved.

I immediately called GVMC Treasurer and Finance Committee Chair Cyril Moore to discuss the matter and seek his advice. Cy concurred that our best approach would be to delay the completion of the annual GVMC financial audit until we have resolved the matters of difference between GVMC and the Office of Commission Audit over work that was completed and staff hours billed from 1996-2004. We are currently working with MDOT managers, who will present GVMC's position and our settlement offer to the Dispute Audit Resolution Team (DART) in December. We fully believe that the most prudent approach for resolving our differences with MDOT Commission Audit is to work with MDOT program staff to argue our position in detail and make a reasonable offer to pay back -- over a period of years -- a portion of what we owe MDOT for disputed billings from past years.

With guidance from the GVMC Finance and Executive Committees, we have carefully prepared and hand-delivered transmittal letters, work products and documents supporting our position on these matters of difference to the appropriate officials at MDOT and the Office of Commission Audit. I have attached our latest transmittal letter that was presented to MDOT earlier this week.

I have also placed on secure section of the GVMC web site "Attachments A, B, and C" that are referenced in the letter (they are too voluminous to send via email so you may download and view

GVMC Financial Audit Memo
November 30, 2010
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these files at a time that is convenient for you). To download and view those documents, please click this link:

<http://gvmc.org/documents/AttachmentABC.pdf>

It takes a few moments to load the document and then you can save the file (as a .pdf) to your hard drive.

We are very confident that we can resolve these matters in the near future.

Once we have reached an agreement with the Office of Commission Audit, we will work with Vredeveld-Haefner to complete and report to this Board the financial audit for FY 2009-2010.



GRAND VALLEY METROPOLITAN COUNCIL

ALGOMA TOWNSHIP • ALLENDALE TOWNSHIP • ALPINE TOWNSHIP • BELDING • BYRON TOWNSHIP • CALEDONIA TOWNSHIP • CANNON TOWNSHIP • CASCADE TOWNSHIP • CEDAR SPRINGS • COOPERSVILLE
COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE • GREENVILLE • HASTINGS • HUDSONVILLE
IONIA • KENT COUNTY • KENTWOOD • LOWELL • MIDDLEVILLE • OTTAWA COUNTY • PLAINFIELD TOWNSHIP • ROCKFORD • SPARTA • SPARTA TOWNSHIP • TALLMADGE TOWNSHIP • WALKER • WAYLAND • WYOMING
GRAND VALLEY STATE UNIVERSITY

November 29, 2010

*Via: U.S. Mail
Electronic Mail*

Jean Gould, Contract Administrator
Contract Services Division
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

**RE: Audit Report No. 2010-159
Grand Valley Metro Council Updated Response**

Dear Ms. Gould:

Per our conversation regarding the Grand Valley Metro Council (GVMC) Audit Report No. 2010-159, GVMC is submitting for your review and consideration, additional detailed materials in support of the Grand Valley Metropolitan Council's response to the Commission Audit of GVMC operations for the period July 1, 1995 to September, 2004.

CORRECTIVE ACTIONS TAKEN

Let me start with the recognition by GVMC of serious deficiencies, prior to FY 2010, in our staff time reporting and financial systems, as highlighted by the audit. Although the transportation department fully complied with federal Circular A-87 requirements, other departments were not fully aware of these requirements. The GVMC has taken a series of corrective actions to ensure that the agency's record keeping practices fully comply – to the maximum extent practicable – with the federal Circular A-87 requirements.

Acting upon the recommendations of Commission Audit's Staff person Cynthia Hickey and the advice of GVMC's financial auditing firm – Vredeveld Haefner, LLC of Grand Rapids – the Metro Council immediately adopted the following procedures effective at the beginning of the 2009-2010 fiscal year on October 1, 2009:

- Accounting for salaries and wages for staff in the GVMC Land Use Department is now divided into separate accounts for each activity in which the Land Use Department staff is engaged;
- Vacation, Holiday and Sick Leave payments are charged to separate line item accounts under Administration, Transportation Department and Land Use Department;

- Amended time reports are now required before corrections are made to charges on the original time report; and
- MDOT billings are reconciled to the GVMC General Ledger.

You have my assurance that continuing into the future, Grand Valley Metropolitan Council employee time records will be prepared in a manner that fully complies with federal Circular A-87 protocols for all departments.

AUDIT FINANCIAL FINDINGS

The Audit Report covered many federal grants to fund programs such as the Ozone Action! Program, Pavement Management System, Congestion Management System, Non-motorized plan, Blueprint/Framework SPR grant, and other annual activities found in the GVMC Unified Planning Work Program. We will highlight by program or activity where we know GVMC has done the actual work but due to book keeping errors we were denied the proper credit for these activities. We will also identify where GVMC concurs with the Audit findings.

- **Ozone Action Program**

	<u>FY1995-2000</u>	<u>FY2001</u>	<u>FY2002</u>	<u>FY2003</u>	<u>FY2004</u>
Reported Cost	\$384,600.00	\$91,472.00	\$76,752.00	\$77,715.00	\$80,631.00
Cost in Excess of Reported Cost	\$171,232.00	\$29,137.00	\$10,005.00	(\$3,455.00)	\$4,644.00
Actual Cost	\$555,832.00	\$120,609.00	\$86,757.00	\$74,260.00	\$85,275.00
Reimbursement Rate	80.00%	80.00%	80.00%	80.00%	80.00%
GVMC Reimbursable Cost	\$444,665.60	\$96,487.20	\$69,405.60	\$59,408.00	\$68,220.00
Authorization Maximums	\$307,680.00	\$73,189.00	\$73,189.00	\$59,408.00	\$70,293.00
Progress Payments	\$307,680.00	\$73,189.00	\$61,402.00	\$59,408.00	\$64,505.00
Amount Due to Council/(MDOT)	\$0	\$0	\$8,004	\$0	\$3,715
				Total	\$11,719

GVMC concurs with the Audit Report findings regarding the Ozone Action! Program. GVMC is due credit of \$11,719.

• **Pavement Management System**

	<u>FY1996-1999</u>	<u>FY2000-2002</u>
Reported Cost	\$512,015.00	\$431,127.00
Cost in Excess of Reported Cost	\$62,230.00	\$50,986.00
Actual Cost	\$574,245.00	\$482,113.00
Reimbursement Rate	81.85%	81.85%
GVMC Reimbursable Cost	\$470,019.53	\$394,609.49
Authorization Maximums	\$574,245.00	\$595,666.00
Progress Payments	\$419,084.00	\$352,878.00
Amount Due to Council/(MDOT)	\$50,936	\$41,731
	Total	\$92,667

GVMC concurs with the Audit Report findings regarding the Pavement Management System. GVMC is due credit of \$92,667.

• **Congestion Management System**

	<u>FY1997-1998</u>	<u>FY1999-2000</u>	<u>FY2001</u>	<u>FY2002</u>	<u>FY2003</u>	<u>FY2004</u>
Reported Cost	\$77,344.00	\$66,505.00	\$16,849.00	\$51,757.00	\$12,221.00	\$44,017.00
Cost in Excess of Reported Cost	(\$2,798.00)	(\$29,121.00)	\$14,262.00	(\$17,917.00)	\$2,447.00	\$10,363.00
Actual Cost	\$74,546.00	\$37,384.00	\$31,111.00	\$33,840.00	\$14,668.00	\$54,380.00
Reimbursement Rate	80.00%	81.85%	81.85%	81.85%	81.85%	81.85%
GVMC Reimbursable Cost	\$59,636.80	\$30,598.80	\$25,464.35	\$27,698.04	\$12,005.76	\$44,510.03
Authorization Maximums	\$90,000.00	\$70,231.00	\$45,171.00	\$33,842.00	\$173,277.00	\$173,227.00
Progress Payments	\$61,875.00	\$54,223.00	\$13,791.00	\$35,581.00	\$10,003.00	\$36,028.00
Amount Due to Council/(MDOT)	(\$2,238)	(\$23,624)	\$11,673	(\$7,883)	\$2,003	\$8,482
				Total		(\$11,587)

GVMC concurs with the Audit Report findings regarding the Congestion Management System. MDOT is due credit of \$11,587.

- **Non-Motorized Planning Grant**

	<u>FY2001</u>	<u>FY2002</u>
Reported Cost	\$46,759.00	\$20,155.00
Cost in Excess of Reported Cost	\$24,266.00	\$4,155.00
Actual Cost	\$71,025.00	\$24,310.00
Reimbursement Rate	80.00%	80.00%
GVMC Reimbursable Cost	\$56,820.00	\$19,448.00
Authorization Maximums	\$46,759.00	\$46,759.00
Progress Payments	\$37,407.00	\$16,124.00
Amount Due to Council/(MDOT)	\$0	\$3,324
	Total	\$3,324

GVMC concurs with the Audit Report findings regarding the Non-Motorized Planning Grant. GVMC is due credit of \$3,324.

- **FHWA Section 112 Planning Grants**

	<u>FY1998</u>	<u>FY1999</u>	<u>FY2000</u>	<u>FY2001</u>	<u>FY2002</u>	<u>FY2003</u>	<u>FY2004</u>
Reported Cost	\$183,005.00	\$264,707.00	\$555,111.00	\$485,507.00	\$455,615.00	\$438,494.00	\$378,679.00
Cost in Excess of Reported Cost	(\$706.00)	(\$89,328.00)	(\$252,754.00)	(\$228,586.00)	(\$116,700.00)	(\$69,501.00)	(\$75,342.00)
Actual Cost	\$182,299.00	\$175,379.00	\$302,357.00	\$256,921.00	\$338,915.00	\$368,993.00	\$303,337.00
Reimbursement Rate	81.85%	81.85%	81.85%	81.85%	81.85%	81.85%	81.85%
GVMC Reimbursable Cost	\$149,211.73	\$143,547.71	\$247,479.20	\$210,289.84	\$277,401.93	\$302,020.77	\$248,281.33
Authorization Maximums	\$336,617.00	\$527,705.00	\$526,372.00	\$514,375.00	\$532,981.00	\$500,699.00	\$422,263.00
Progress Payments	\$149,789.00	\$216,662.00	\$430,835.00	\$397,388.00	\$372,921.00	\$358,907.00	\$309,949.00
Amount Due to Council/(MDOT)	(\$577)	(\$73,114)	(\$183,356)	(\$187,098)	(\$95,519)	(\$56,886)	(\$61,668)
						Total	(\$658,218)

GVMC does not concur with the Audit Report findings regarding FHWA Section 112 Planning Grants.

• **FTA Section 5303 Planning Grants**

	<u>FY1998</u>	<u>FY1999</u>	<u>FY2000</u>	<u>FY2001</u>	<u>FY2002</u>	<u>FY2003</u>	<u>FY2004</u>
Reported Cost	\$47,186.00	\$57,425.00	\$78,256.00	\$57,524.00	\$135,138.00	\$171,098.00	\$157,777.00
Cost in Excess of Reported Cost	\$14,353.00	\$4,114.00	\$21,890.00	\$39,190.00	(\$51,607.00)	(\$48,927.00)	(\$47,337.00)
Actual Cost	\$61,539.00	\$61,539.00	\$100,146.00	\$96,714.00	\$83,531.00	\$122,171.00	\$110,440.00
Reimbursement Rate	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%
GVMC Reimbursable Cost	\$49,231.20	\$49,231.20	\$80,116.80	\$77,371.20	\$66,824.80	\$97,736.80	\$88,352.00
Authorization Maximums	\$61,539.00	\$61,539.00	\$100,146.00	\$151,463.00	\$142,336.00	\$221,745.00	\$180,751.00
Progress Payments	\$37,754.00	\$45,940.00	\$62,605.00	\$46,020.00	\$108,110.00	\$136,878.00	\$126,222.00
Amount Due to Council/(MDOT)	\$11,477	\$3,291	\$17,512	\$31,351	(\$41,285)	(\$39,141)	(\$37,870)
						Total	(\$54,665)

GVMC does not concur with the Audit Report findings regarding FTA Section 5303 Planning Grants.

• **Blueprint SPR Grants**

	<u>FY2002</u>	<u>FY2003</u>	<u>FY2004</u>
Reported Cost	\$99,878.00	\$99,999.00	\$99,990.00
Cost in Excess of Reported Cost	(\$99,878.00)	(\$87,364.00)	(\$99,990.00)
Actual Cost	\$0.00	\$12,635.00	\$0.00
Reimbursement Rate	100.00%	100.00%	100.00%
GVMC Reimbursable Cost	\$0.00	\$12,635.00	\$0.00
Authorization Maximums	\$300,000.00	\$100,000.00	\$100,000.00
Progress Payments	\$99,878.00	\$99,999.00	\$99,990.00
Amount Due to Council/(MDOT)	(\$99,878)	(\$87,364)	(\$99,990)
		Total	(\$287,232)

GVMC does not concur with the Audit Report findings regarding the Blueprint SPR Grants and concurs with the Department that GVMC had met its obligation under this grant and should be compensated fully for the work performed.

GVMC concurs with the calculated Fringe and Indirect Rates produced by the auditor. Due to the new rates GVMC undercharged the department in some years and over charged in others.

The main disagreement GVMC has with the Audit findings is the total disallowance of labor cost of work tasks performed by the GVMC Land Use Planning Department staff. As we noted in a previous communication, a portion of the GVMC Land Use Planning Department activities are to support the myriad transportation planning activities conducted by the staff of the GVMC MPO. The Land Use Department staff worked on tasks that were essential to meet federal requirements such as developing the Long Range Transportation Plan, Transportation Improvement Program, Travel Demand Modeling, Air Quality Modeling, Environmental Justice, and Land Use/Transportation coordination and consultation. All these work tasks and their products were listed in the Unified Planning Work Program and approved annually by MDOT and FHWA (see Attachment A).

During the last thirteen years, the Land Use Department staff participated in zoning data collection, provided forums for future growth discussions and livable communities concepts, provided population and employment analyses, presentations and reports to the Policy and Technical Committees, planning tools for modeling land use scenarios, regional and sub-regional planning meetings, conferences and other products that were essential in meeting the MPO's obligations under TEA-21 and SAFETEA-LU. Let me add that MDOT Staff were invited to all these meeting and were major participants and contributors in them.

With our formal response to the Commission Audit Report No. 2010-159, hand delivered to you in Lansing on June 28, 2010, we provided copies of the valuable products that GVMC's Land Use Planning staff created in connection with these projects.

As previously mentioned, the major areas of disagreement are activities funded by FHWA Section 112 and FTA section 5303. Based on our conversations and the agreed upon process GVMC produced summary reports by fiscal year that covers all the Land Use Department activities (see attachment B). Furthermore, GVMC Land Use Planning Department staff produced a report related only to transportation planning work tasks that were annually completed by them. The report lists the specific activities that were undertaken and the time estimates by the staff to complete the activity (see attachment C). Per our conversation and agreement the report lists the best **reasonable estimation** of total number of staff hours for each activity for each fiscal year.

Total Labor Hours Disallowed for FTA Section 5303

<u>Fiscal Year</u>	<u>Fringe Rate</u>	<u>Indirect Rate</u>	<u>Andy</u>	<u>Jay</u>	<u>Priscilla</u>	<u>Aimee</u>	<u>Total Amount in Dispute</u>
1997-1998	27.51%	160.67%	0	0	0	0	\$0.00
1998-1999	27.71%	144.74%	0	0	0	0	\$0.00
1999-2000	28.54%	116.09%	0	0	0	0	\$0.00
2000-2001	30.74%	104.11%	0	249	0	0	\$13,717.59
2001-2002	31.93%	81.89%	220.8	254.4	25.6	0	\$31,353.47
2002-2003	35.61%	86.70%	271	225	0	0	\$35,742.05
2003-2004	37.11%	81.06%	200	200	0	0	\$28,323.76
							\$109,136.9

Proposed Total Labor Hours Allowed for FHWA Section 112

<u>Fiscal Year</u>	<u>Fringe Rate</u>	<u>Indirect Rate</u>	<u>Andy</u>	<u>Jay</u>	<u>Priscilla</u>	<u>Aimee</u>	<u>Total Amount in Dispute</u>
1997-1998	27.51%	160.67%	0	0	0	0	\$0.00
1998-1999	27.71%	144.74%	170	0	0	264	\$22,326.75
1999-2000	28.54%	116.09%	581	620	0	0	\$78,842.07
2000-2001	30.74%	104.11%	474	0	0	0	\$37,681.45
2001-2002	31.93%	81.89%	308.4	360	38.4	0	\$44,134.06
2002-2003	35.61%	86.70%	205	212.5	0	0	\$29,464.51
2003-2004	37.11%	81.06%	168	200	0	0	\$25,603.51
							\$238,052.3
					RR=81.85%		\$194,845.8

Proposed Total Labor Hours Allowed for FTA Section 5303

<u>Fiscal Year</u>	<u>Fringe Rate</u>	<u>Indirect Rate</u>	<u>Andy</u>	<u>Jay</u>	<u>Priscilla</u>	<u>Aimee</u>	<u>Total Amount in Dispute</u>
1997-1998	27.51%	160.67%	0	0	0	0	\$0.00
1998-1999	27.71%	144.74%	0	0	0	0	\$0.00
1999-2000	28.54%	116.09%	0	0	0	0	\$0.00
2000-2001	30.74%	104.11%	0	249	0	0	\$13,717.59
2001-2002	31.93%	81.89%	205.6	240	25.6	0	\$29,422.71
2002-2003	35.61%	86.70%	205	212.5	0	0	\$29,464.51
2003-2004	37.11%	81.06%	168	200	0	0	\$25,603.51
							\$98,208.3
							RR=80% \$78,566.7

Based on our analysis as illustrated in the table listed below GVMC should refund MDOT for the amount \$320,173.50 for overcharges relating to transportation planning activities spanning between FY1998 and FY2004.

<u>Summary Of GVMC Proposal</u>	<u>Audit Results Unadjusted</u>	<u>Audit Results Adjusted</u>
Ozone Action! Program	\$11,719.00	\$11,719.00
Pavement Management System	\$92,667.00	\$92,667.00
Congestion Management System	(\$11,587.00)	\$11,587.00
FHWA Section 112	(\$658,218.00)	(\$463,372.15)
FTA Section 5303	(\$54,665)	\$23,901.65
Non Motorized Planning Grants	\$3,324.00	\$3,324.00
BluePrint SPR Grants	(\$287,232.00)	\$0.00
Total Amount Due to GVMC/(MDOT)	(\$903,992.00)	(\$320,173.50)

CONCLUSION

Since the inception of the federal MPO-based transportation planning process, the GVMC and its predecessor agency has worked closely with our partners at the Michigan Department of Transportation to conduct transportation planning and related land use planning activities in a manner that complies with federal and state law and brings great value to the Grand Region. It is our sincere desire to continue that strong and vital partnership long into the future.

Through this submittal of time records and our previous submittal of planning-related documents, reports and products we sincerely believe that there is no question that employees from the Grand Valley Metropolitan Council Land Use Planning Department devoted thousands of hours over the years at issue to assist GVMC Transportation planners and MDOT staff in achieving tangible planning goals for the Grand Region.

In addition, GVMC is also ensuring that its current and future employee records will be prepared in accordance with Circular A-87.

We respectfully request that the Land Use Planning Department employee costs at issue be allowed.

Respectfully submitted,
THE GRAND VALLEY METROPOLITAN COUNCIL



Donald J. Stypula
Executive Director

LAND USE PLANNING AT GVMC

A Brief History

In 1991, several planners, public and private, met to discuss the creation of metropolitan-wide regional plan for the Grand Rapids area. MDOT and the Michigan Dept of Commerce contributed \$120,000 to the recently created Grand Valley Metropolitan Council to create a visionary region-wide planning project for Grand Rapids metro. GVMC then contracted with a local planning firm and, with the guidance of GVMC's Growth Management Committee, created the Metropolitan Development Blueprint (MDB) the first truly regional plan for Grand Rapids. The MDB was officially adopted by Grand Valley Metro Council in 1994.

Many of the strategies and recommendations in the MDB required a professional community planning presence to ensure that current preferred land use practices are promoted and that new initiatives were implemented. GVMC had only recently become designated the MPO for the Grand Rapids region, though they had not merged staffs until 1995. GVMC still had no specific land use planning staff and when the existing MPO transportation staff came to the new GVMC offices, this brought in several transportation planners including one planner, Jay Hoekstra, who had an academic background in urban planning. Implementing the MDB consisted at this time of the new GVMC Director initiating several important studies including the Northeast Beltline Planning Study, the MARC Study on regional tax base sharing and a cost-benefit study on the sharing of local government services.

With MDB implementation and spin-off initiatives getting under way, GVMC established a new division that could handle these new metropolitan development concerns as well as to provide input to the transportation planning process which was in need of land use related expertise covering areas such as socio-economic trends and projections and advising on future transportation needs and elements in the Long Range Transportation Plan. In Spring of 1998, the new GVMC "Blueprint" or "Land Use Planning" Department was created and specifically tasked with advancing recommendations of the MDB and providing planning expertise to the Transportation Division in coordinating a variety of transportation interests (such as programming street improvements, mitigating traffic congestion, providing for public transit options and planning for long range public investment in transportation infrastructure). Transportation interests would be coordinated with regional land use interests (such as project growth trends, promoting good urban design in compact walkable areas, promoting appropriate open land preservation, and ensuring development concurrency with a wide range of infrastructure including transportation facilities).

GVMC hired a Professional Community Planner, Andrew Bowman, who became the director of this GVMC Planning Department. Organizationally, the department would be working on both Blueprint (MDB) activities and Transportation related planning functions. Reflecting this dual role, funding would come from both GVMC dues and from a portion of federal funds earmarked for transportation activities. Further, in 1999, an effort to combine similar planning needs being sought by the Interurban

Transit Partnership (ITP), led to the consideration of Jay Hoekstra of the GVMC-MPO staff as a shared-time employee between ITP and GVMC's new Planning Department. This shared-time position was never consummated, though Jay stayed on as a Senior Planning under the new Planning Department and assumed many of the tasks associated with coordinating land use planning activities with transportation department data and analytical needs.

Though it was not always easy to clearly distinguish between these roles, the Planning Department started working on a range of activities including: trend analysis, reviewing local planning efforts, promoting best practices in key aspects of the MDB (new urbanism, compact urban form, urban infill, growth boundaries, new street designs, transit options, and regional open space practices such as greenways and farmland preservation), and working to coordinate regional land use visions with the Long Range Transportation Planning process. The need for a continuation of the MDB process to produce a specific graphically rendered plan for broad development patterns throughout the metro area was also being considered and by 2002, this need eventually led to a Special Planning and Research planning grant from MDOT to create the Blueprint II – Metropolitan Development Framework.

With this range of planning activities, there seemed to be no clear way to distinguish between work elements for billing purposes. Most professional planners would agree that a significant part of land use, development practice and urban design is directly related to transportation design and implementation. At GVMC we considered about 20% of all regional land use activities worked on at GVMC would be related to transportation. This is especially true since the GVMC Planning Department was the only organization in the metropolitan region interacting with local governments in this kind of planning activity.

From 1998 to 2004, the GVMC Planning Department had been performing the work they were asked to do. They have been directly involved in the development of 3 Long Range Transportation Plans, have facilitated or attended hundreds of meetings throughout the region and have produced many important documents, presentations, workshops, maps, spin-off organizations, and other products that have been well received in professional organizations and the region. They have also established key working relationships with their member municipalities as well as numerous organizations in the region including Kent and Ottawa County, The Right Place, West Michigan Environmental Action Council, West Michigan Strategic Alliance, Annis Water Research Institute (GVSU), United Growth for Kent County, Greater Grand Rapids Food Systems Council, Greater Grand Rapids Home and Builders Association, Michigan Chapter of the Congress for New Urbanism, and many others.



The Grand Valley Metropolitan Council

MEMORANDUM

TO: Grand Valley Metropolitan Council

FROM: James Buck, Chairman

DATE: November 30, 2010

RE: Appointment of GVMC Task Force on Governance, Structure and Operations

The following GVMC Board members are appointed to the GVMC Task Force on Governance, Structure and Operations:

Jim Buck, Mayor, Grandville

Daryl Delabbio, Administrator, Kent County

Brian Donovan, City Manager, East Grand Rapids

Tom Fehsenfeld, President and CEO, Crystal Flash Energy

Cindy Fox, Trustee, Cascade Charter Township

George Heartwell, Mayor, Grand Rapids

Jim Miedema, Supervisor, Jamestown Charter Township

Kenneth Snow, Mayor, City of Greenville

Al Vanderberg, Administrator, Ottawa County

Michael Young, Manager, City of Rockford

I believe this is a very reasonable and manageable group of thoughtful people who can work over the next several months to review our entire GVMC governance and operations portfolio and make recommendations to the Board by the June 30, 2011 deadline.

GVMC Task Force Memorandum
November 30, 2010
Page 2

To that end, I am scheduling the first meeting of the **Task Force for 3 p.m. to 4:30 p.m. Wednesday December 15, 2010 at the GVMC offices.** We will begin with a brief overview of the Task Force's purpose and review the articles, bylaws and other documents that currently govern the operations of the Metro Council.

At 3:30 p.m., we will be joined by former East Grand Rapids Mayor Nyal Deems, one of the original founders of the Metro Council, who will give us a brief look at the history of the Council and share his keen recollection about why the Council's architects and founders chose the governance structure that still serves us today.



GRAND VALLEY METROPOLITAN COUNCIL

ALGOMA TOWNSHIP • ALLENDALE TOWNSHIP • ALPINE TOWNSHIP • BELDING • BYRON TOWNSHIP • CALEDONIA TOWNSHIP • CANNON TOWNSHIP • CASCADE TOWNSHIP • CEDAR SPRINGS • COOPERSVILLE • COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE • GREENVILLE • HASTINGS • HUDSONVILLE • IONIA • JAMESTOWN TOWNSHIP • KENT COUNTY • KENTWOOD • LOWELL • MIDDLEVILLE • OTTAWA COUNTY • PLAINFIELD TOWNSHIP • ROCKFORD • SPARTA • SPARTA TOWNSHIP • TALLMADGE TOWNSHIP • WALKER • WAYLAND • WYOMING

MEMORANDUM

TO: GVMC Board Members

FROM: Abed Itani, Director of Transportation Planning

DATE: Monday, November 29, 2010

RE: FY2011 Unified Planning Work Program Amendment

The FY2011 Unified Planning Work Program (UPWP) for the Grand Valley Metropolitan Council (GVMC) includes the budget for all federally assisted transportation planning activities that the GVMC Transportation Division, the Interurban Transit Partnership (ITP) and the Michigan Department of Transportation (MDOT), will undertake. Any changes in the federal funding amounts under work items in the UWP warrant a UWP amendment and approval by the GVMC Board.

Staff is requesting the amendment of the FY2011 UWP, to reflect federal Surface Transportation Program (STP) and Congestion Mitigation/Air Quality (CMAQ) Program, previously obligated unspent funds from FY2010. The unspent funds are related to work items "1.3"- Geographic Information System (GIS), "3.3"- Clean Air Action! Program, "4.1"- Pavement Management System (PMS), and "4.2"- Congestion Management System (CMS). Staff is also requesting amendment of ITP program due to changes in state matching funds from Toll Revenue Credit (TRC) to Comprehensive Transportation Fund (CTF) funds.

Staff is requesting to amend "Work Item 1.3" for the amount of \$159,452, "Work Item 3.3" for the amount of \$111,085, "Work Item 4.1" for the amount of \$82,763, and "Work Item 4.2" for the amount of \$108,750. The annual expenditures of the GVMC Transportation Department for FY2011 will not increase due to the FY2010 previously obligated unspent funds.

In order for GVMC to retain these funds the FY2011 UPWP needs to be amended.

Recommendation: Approval to Amend 2011 UPWP.

2011UWPAMEND

1.3 Transportation Geographic Information System Maintenance & Update

Objectives

The primary objective of this work item is designed to update and expand the GVMC database for the Transportation Geographic Information System (TGIS) developed in 1997. The TGIS incorporates all of the transportation-related databases into a TransCad/GIS platform. The objective of this work item will be to verify that the data in the TGIS is current and as up to date as the data itself. In addition, additional information will be added to the TGIS under this work item, such as, data for the pavement and congestion management systems, and other various transportation variables. Staff will also work with the Regional Geographic Information System Division (REGIS) to develop, build, and input all transportation data and planning tools for the Grand Rapids Metro Area into the REGIS system. Staff will coordinate efforts with the consultant to convert and digitize all transportation-related data and maps to the REGIS platform (ARCINFO). This activity will provide mapping data and manage the transportation system as a technical tool used in the Revised Planning Process.

Procedures and Tasks

The procedures used to update the TGIS will be to manually check each of the links in the database for accuracy when compared to the stand-alone transportation databases. Traffic Count Data, socio-economic data, and other pertinent data will be checked and verified as it changes or as time allows for existing data. Staff will meet with various agencies and REGIS to develop a comprehensive database and planning applications/interfaces for the MPO. GVMC will contract with REGIS to update pavement management data, traffic count data, and SE data on the regional GIS system.

Products

- The product shall be a current TGIS database to be used in everyday planning activities.
- A REGIS database, which will provide GIS covering for the entire MPO area.

Budget

Funding Source

STP	\$161,205.21	Person Weeks	33.10
PL-112	\$35,022.99	Salaries	\$28,311.96
CMAQ	\$0.00	Fringes	\$10,265.90
MDOT-SPR	\$0.00	Direct Cost	\$10,000.00
FTA-Sec 5303	\$28,007.50	Indirect Cost	\$29,220.76
GVMC- Match	\$50,514.91	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	\$196,952.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$274,750.62	TOTAL	\$274,750.62

3.3 Clean Air Action Program

Objectives

This activity is designed to provide public education and information regarding climate change and reduction of greenhouse mobile emissions and information. The program is designed to encourage voluntary actions to help maintain seasonal ozone air quality and annual particulate matter standards in Kent and Ottawa Counties.

To supplement GVMC/MDOT/MDNRE ongoing activities and responsibilities with regard to air quality planning under the Clean Air Act Amendments of 1990, and SAFETEA-LU.

Procedures and Tasks

Tasks which will be undertaken by GVMC staff and consultants are:

- educational information programs for local governments, business and industry
- educational information programs for K-12 curriculum
- media relations to help notify the public of clean air action days
- contract with media outlets to promote public education to help get the message out correctly
- website maintenance
- public survey to determine the level of outreach and interest in the Clean Air Action Program

Products

- Public service announcements, advertising, promotion of ridesharing and use of public transit, a variety of products related to public education materials will be produced by consultants.
- Staff will produce a summary of activities undertaken during the previous year.

Budget

Funding Source

STP	\$0.00	Person Weeks	47.38
PL-112	\$0.00	Salaries	\$35,337.86
CMAQ	\$204,566.82	Fringes	\$12,813.49
MDOT-SPR	\$0.00	Direct Cost	\$0.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$36,472.18
GVMC- Match	\$31,141.71	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-CMAQ	\$151,085.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$235,708.53	TOTAL	\$235,708.53

4.0 TRANSPORTATION MANAGEMENT SYSTEMS

4.1 Pavement Management System

Objective

The GVMC Pavement Management System is an essential tool in implementing the Revised Planning Process. The Pavement Management System will be updated for GVMC member agencies which will cover all the federal aid roadway system. The system will allow the local units of government to develop pavement maintenance strategies and priorities for the federal aid system.

This activity will provide the tools and data to prioritize resurfacing and reconstruction projects for the federal aid system as required by the Revised Planning Process.

Procedures and Tasks

GVMC staff and member agencies will review pavement management systems data collected by GVMC staff utilizing the Pavement Data Collection Van. After this review, this information will then be the basis for developing some pavement management system priorities with the MPO concurrence. Staff will upgrade the computer hardware and software as needed to complete this task. The GVMC Transportation Department will contract the services of the Data Collection Van from the Metro Council. All expenses associated with the data collection regarding equipment rental and overhead are included under contractual budget.

Products

- Pavement management data collected by staff for the federal aid system
- Deficiency report produced by staff
- Procedural guidelines, and a priority needs list produced by staff.

Budget

Funding Source

STP	\$215,071.52	Person Weeks	46.50
PL-112	\$118,235.80	Salaries	\$52,388.32
CMAQ	\$0.00	Fringes	\$18,995.98
MDOT-SPR	\$0.00	Direct Cost	\$19,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$54,069.95
GVMC- Match	\$73,909.93	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	\$262,763.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$407,217.25	TOTAL	\$407,217.25

4.2 Congestion Management System

Objective

Update and maintain the Congestion Management Process for GVMC member agencies using the information/data collected by the GVMC. Congestion Management Process is required by SAFETEA-LU for TMAs. The GVMC Congestion Management Process is an essential tool in implementing the Revised Planning Process. The Process will allow the local units of government to develop congestion mitigation strategies and prioritize the improvements on the federal aid system. GVMC will also seek to introduce and implement Intelligent Highway System (ITS) solutions/projects according to the ITS deployment plan developed for the region.

This activity will provide the tools and data to prioritize expand and widen projects, as well as improving intersections traffic flow as required by the Revised Planning Process. MPO staff will work closely with local officials and interest groups to inventory and monitor freight routes and intermodal facilities within the metropolitan area.

Procedures and Tasks

GVMC staff will work in close coordination with MDOT staff in the implementation and updating of the congestion management Process/ITS for the GVMC region. Staff will upgrade computer hardware and software as needed to complete this task. GVMC will continue to contract with the local agencies to collect traffic count data, including speeds and vehicle classification, covering the federal aid system. GVMC will perform travel time studies to update speeds in the travel demand model.

Products

- Congestion management data collection collected consultants
- Traffic studies performed by staff
- Procedural guidelines developed by staff.

Budget

Funding Source

STP	\$150,399.38	Person Weeks	26.35
PL-112	\$71,436.03	Salaries	\$24,753.33
CMAQ	\$0.00	Fringes	\$8,975.54
MDOT-SPR	\$0.00	Direct Cost	\$28,000.00
FTA-Sec 5303	\$0.00	Indirect Cost	\$25,547.89
GVMC- Match	\$49,191.36	Contractual-SPR	N/a
ITP-Match	N/A	Contractual-STP	\$183,750.00
STP-FLEX	N/A	Contractual-PL-112	N/a
		Contractual-Sec-5303	N/a
TOTAL	\$271,026.76	TOTAL	\$271,026.76

INTERURBAN TRANSIT PARTNERSHIP

UNIFIED PLANNING WORK PROGRAM
(UPWP)

TRANSIT PORTION

Fiscal Year 2011

ADA PLANNING/COMPLIANCE – SPECIAL SERVICES

Objectives

To plan and implement policies, procedures and training methods for increasing transit related American with Disabilities Act (ADA) awareness and compliance.

Procedures and Tasks

Staff, with assistance from local agencies, consultants, as well as the disabled community will develop procedures to ensure compliance with the Americans with Disabilities Act. Procedures include ongoing development of monitoring and review process for all ADA applications, as well as staff training and education. Disability Advocates of Kent County (DAKC) performs all ADA application eligibility reviews. The consultant is a registered occupational therapist (OTR) who makes the initial review of all ADA applications and who follows-up with the applicant or medical/rehab professional if necessary. They make recommendations for which applicants will be seen for an in-person assessment.

Products

A monitoring program of the ADA process to insure that ADA applications are reviewed and processed in accordance with federal guidelines.

Budget

Funding Agency

Performing Agency- *ITP/The Rapid*

FTA-Section 5307	\$55,520	Contractual	\$55,520
MDOT-(CTF)	\$13,880	Direct	\$13,880
TOTAL	\$69,400	TOTAL	\$ 69,400

COMMUNITY INFORMATION AND EDUCATION

Objectives

To communicate agency information to the community using a variety of media and outreach.

Procedures and Tasks

We will develop and implement a strategic marketing and communications strategy to reach stakeholders in the community and the general public. Work with our contracted market research firm(s) to develop appropriate survey instruments, perform field surveying, and provide analysis, and present the results. Consultants will be utilized to complete surveys regarding service perception and needs. We will also use consultants to develop outreach strategies and materials (design and production) to assist in our outreach efforts.

Products

Materials to include an annual report, a community newsletter, web-based content, and community forums. May include survey or other research work.

Budget

Funding Agency

Performing Agency- *ITP/The Rapid*

FTA-Section 5307	\$ 140,000	Contractual	\$ 140,000
MDOT-(CTF)	35,000	Direct	\$ 35,000
TOTAL	\$ 175,000	TOTAL	\$ 175,000

HUMAN RESOURCE PLANNING

Objectives

To continue Human Resource plans and goals by developing trainings which include EEO annual leadership update, continued advanced diversity and harassment training for all staff, recruitment strategies and updates, management training for new management/supervisory staff, HR policies and procedures training for all staff, implementation of phase II of the wellness program, ongoing ergonomics updates and training, benefit strategies, and investment counseling. Consultants help to assist in reaching EEO and Diversity goals which are required by FTA/EEOC. The research on harassment, diversity, EEO and Civil Rights initiatives which are constantly changing and must be kept up to date in order to keep policies and procedures current and accurate (ADA, Civil Rights, EEOC), updates to handbooks, training of staff and leadership teams and keeping the company apprised of new diversity initiatives in order to remain committed to delivering a fair and pleasurable work environment at *The Rapid*.

Procedures and Tasks

Human Resource staff, along with consultants and other agencies, will assist in developing training programs as indicated above. The above areas of training provide *The Rapid* staff important tools useful in developing ways to keep current or become informed of changes in the workplace, including safety issues; mental health and wellness issues; control benefit costs, employee hiring and retention; and ways to diversify the culture of the organization.

Products

Training provides better health and morale in employees, thus a more productive and conducive workplace.

Budget

Funding Agency

Performing Agency- ITP/*The Rapid*

FTA-Section 5307	\$ 50,000	Contractual	\$ 50,000
MDOT- (CTF)	\$ 12,500	Direct	\$ 12,500
TOTAL	\$ 62,500	TOTAL	\$ 62,500

LONG RANGE PLANNING

Objectives

Continue work on Short and Long Range Planning activities.

Procedures and Tasks

Staff time will be devoted to update the Annual Service Plan (short-range plan), the long-range plan, both of which provide the blueprint of transit activities for the next five years. Tasks include updating transit database information, collection of National Transit Database data, updating the short and long range transit plans, public outreach effort, education and travel, technical assistance of general engineer support services and collection of data for the Travel Demand Model.

Products

The Annual Service Plan provides staff and the public with a working document that explains the annual service goals and activities of the Rapid's fixed route transit system. The Long Range Plan will serve as a visionary document, assess current transit service level and its update will allow staff to develop a plan that will form the basis of an expanded transit service in the service area for the future.

Budget

Funding Agency

FTA Section 5307	\$ 462,630
MDOT-(CTF)	\$ 115,657
TOTAL	\$ 578,287

Performing Agency

ITP/The Rapid

Contractual	\$ 462,630
Direct	\$ 115,657
TOTAL	\$ 578,287

REGIS/GVMC

Objectives

To update the REGIS GIS database.

Procedures and Tasks

The funding will provide for the updating of the regional GIS system. The GIS system is used extensively by the Rapid in route planning and as a database for bus stops, bus routes, transit amenities and other major projects. The funds will be used to pay fees and dues for GVMC and REGIS staff to perform data updates and upgrades. Regis dues are paid in order to access Regional Geographic Information System (GIS) data that is collected from the member communities and housed at REGIS. This data is integral to The Rapid's planning activities and is incorporated into all of our short-range and long-range plans including the Long Range Plan update that will be started in August, the BRT project, and the Streetcar Feasibility Study.

Products

The updating of the regional GIS system used for transit planning.

Budget Requested

The Rapid is requesting \$40,000 for GVMC dues, REGIS dues and for internal GIS/software upgrade activities.

Budget

Funding Agency

Performing Agency

ITP/The Rapid

FTA Section 5307	\$34,000	Contractual	\$34,000
MDOT-(CTF)	\$ 6,000	Direct	\$ 6,000
TOTAL	\$40,000	TOTAL	\$40,000

WEB SITE DEVELOPMENT

Objectives

To increase the functionality and usefulness of the web site for riders and potential riders: contractors and those interested in doing business with ITP: and the community at large by developing and enhancing our web site functionality.

Procedures and Tasks

Using consultant assistance and in-house resources, we will evaluate existing tools and determine if custom development is needed; prepare and integrate data; develop interfaces as needed; and develop content management tools to allow for in-house maintenance. As we continue to expand our social media presence, we will use consultants to assist in developing content as well as the next upgrade to our website, introducing more rider information tools and an interactive purchasing portal.

Products

Tools may include: trip planning, automated notification, mobile applications, and customizable customer databases databases to save trip planning results.

We will also be developing web-based tools related to the long range planning effort to facilitate community involvement and information sharing.

We will be adding functionality to make a more robust purchasing portal to better provide information and reduce paper and other resources.

We will focus on an increased presence in social media to better reach a younger demographic.

Budget

<u>Funding Agency</u>		<u>Performing Agency-</u> <i>ITP/The Rapid</i>	
FTA-Section 5307	\$ 48,000	Contractual	\$ 48,000
MDOT-(CTF)	\$ 12,000	Direct	\$ 12,000
TOTAL	\$ 60,000	TOTAL	\$ 60,000

RIDESHARING

Objectives

The rideshare program at the Interurban Transit Partnership is named Business Transportation Services. The goal of Business Transportation Services is to provide alternative commute options to those driving in single occupant vehicles. The primary objective is to promote and implement ridesharing arrangements with vanpools and carpools. Individuals are matched to form shared ride arrangements and assistance is provided to employers and organizations to conduct rideshare promotions and develop employee transportation programs. The results are reduced commuting costs, reduced traffic congestion, reduced parking needs, reduced fuel consumption and reduced air pollution.

Procedures and Tasks

Business Transportation Services offers a variety of options which include designing customized transportation programs for employees. Staff continues to outreach through targeted marketing campaigns that include mailings, presentations to area companies, and development and distribution of marketing materials that promote the benefits of vanpooling and carpooling. Staff also advertises and answers a phone line for individuals to obtain information of vanpooling and carpooling. Contractual funds for Rideshare will be used for consultant help with the design and delivery of a local rideshare campaign to promote alternative commuting in the Grand Rapids, Holland and Allegan areas.

Products

Business Transportation Services provides free carpooling information and matching on The Rapid's new on-line carpooling website entitled Greenride, which is accessed by a link on www.ridetherapid.org. Registration is open to area residents and is free. Information on park and ride lots and transit services and other resources are available at www.ridetherapid.org. The Rapid also operates a vanpool program entitled, RapidVan. Staff surveys company employees to assess the need for alternative transportation and develops programs to meet those specific needs. Quarterly reports are submitted to MDOT describing the activities and projects of the program in extensive detail. Quarterly reports are also submitted to the ITP Board. An annual report is given to the TIP Committee of the Metropolitan Planning Organization.

Budget

<u>Funding Agency</u>		<u>Performing Agency</u>	
100% Federal		ITP/ <i>The Rapid</i>	
FTA- CMAQ	\$154,822	Contractual	\$ 12,000
		Direct	142,822
TOTAL	\$154,822*	TOTAL	\$154,822

*Total includes funds from GVMC, MACC and Allegan County

Feasibility Study

Objectives

The focus will be on the analysis of public transportation alternatives that take advantage of corridors with excess capacity, highly probable new corridors for capacity creation, or existing corridors capable of being retrofitted to create new capacity.

Procedures and Tasks

The study will require several major products, including: 1) evaluation of candidate corridor(s) that were identified in the previous Major Investment Study as potential corridors for service improvements, 2) Develop a community participation plan, 3) an approval of the selected corridor(s) by THE RAPID Board, the respective local jurisdictions and the Grand Valley Metropolitan Council, 4) an alternatives analysis that includes a notice of intent, environmental scoping, alignment refinement, service refinement, mode choice, travel demand and ridership estimations, cost estimates and neighborhood plans, and 5) a financial strategy.

Products

The alternative analysis may include a CE/DEIS – conceptual engineering and draft environmental impact statement. A draft report shall be issued, and approved by THE RAPID, as well as a final report.

Budget

<u>Funding Agency</u>		<u>Performing Agency</u>	
		<i>ITP/The Rapid</i>	
FTA Section 5307	\$2,500,000	Contractual	\$2,500,000
MDOT (CTF)	\$ 625,000	Direct	\$ 625,000
TOTAL	\$ 3,125,000	TOTAL	\$3,125,000