GRAND VALLEY METROPOLITAN COUNCIL

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GVMC
BOARD MEETING AGENDA

8:30 a.m. September 6, 2012

Kent County Commission Chambers

1) **Approval of July & August 2012 Minutes**

2) **Public Comments**

3) **GVMC 2012/2013 GVMC Budget**
   a) **Public Hearing**
   b) **Approve 2012/2013 GVMC Budget**

4) **Presentations**
   a) **Karen McCarthy – Consumers Energy**
   b) **Neil Carlson of Calvin College on Public/Private Survey**

5) **Resignation of Tom Fehsenfeld as At-Large Member**

6) **Change of Date & Location of October Board Meeting**
   a) **Monday, October 8, 10:30 a.m. Prince Center**

7) **Adjourn**

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GRAND VALLEY METRO COUNCIL

Board Meeting

July 9, 2012

10:30 a.m.

Prince Center

MINUTES

1. Call to Order

The meeting was called to order at 10:30 a.m. by Chairman Jim Buck.

Members Present:

Jerry Alkema	Allendale Township
Alex Arends	Alpine Township
Jim Buck	City of Grandville
Chris Burns	City of Cedar Springs
Richard Clanton	City of Kentwood
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Brian Donovan	City of East Grand Rapids
George Heartwell	City of Grand Rapids
John Helmholdt	At-Large Member
Carol Hennessey	Kent County
Don Hilton, Sr.	Gaines Township
Denny Hoemke	Algoma Township
Jim Holtrop	Ottawa County
John Hoppough	City of Greenville
Mark Howe	City of Lowell
Tom Fehsenfeld	At-Large Member
Rebecca Fleury	Village of Middleville
Cindy Janes	Cascade Township
Elias Lumpkins, Jr.	City of Grand Rapids
George Meek	Plainfield Township
Jim Miedema	Jamestown Township
Audrey Nevins-Weiss	Byron Township
Milt Rohwer	City of Grand Rapids
Al Vanderberg	Ottawa County
Bill VerHulst	City of Wyoming
Rob VerHeulen	City of Walker
Michael Young	City of Rockford
Patrick Waterman	City of Hudsonville

Members Absent:

Dale Bergman	Sparta Township
Tom Butcher	Grand Valley State University
Dan Carlton	Georgetown Township
Jason Eppler	City of Ionia
Steve Grimm	Cannon Township
Brian Harrison	Caledonia Township
Doyle Hayes	At-Large Member
Robert May	City of Hastings
Mick McGraw	At-large Member
Cy Moore	Treasurer
Steven Patrick	City of Coopersville
Jack Poll	City of Wyoming
Chuck Porter	Courtland Township
Jim Saalfeld	Kent County
Martin Super	Village of Sparta
Toby VanEss	Tallmadge Township
Roger Wills	City of Belding

Others Present:

Chris Brown	Grand Valley Metro Council
David Czurak	Grand Rapids Business Journal
Abed Itani	Grand Valley Metro Council
Dennis Kent	MDOT
Gayle McCrath	Grand Valley Metro Council
Keith VanBeek	Ottawa County
Don VanDoeselaar	City of Hudsonville
John Weiss	Grand Valley Metro Council
Austin Young	City of Grand Rapids

2. Approval of Minutes

MOTION – To Approve the Minutes of the June GVMC Board Meeting. MOVE – Heartwell. SUPPORT – Meek. MOTION CARRIED.

3. Public Comment

Dennis Kent discussed and distributed the public meeting schedule for the 2035 Michigan Transportation Plan.

4. Transportation – Unified Work Program

Abed Itani explained the 2012/2013 Unified Planning Work Program. The program has to go to the feds for approval early. If everything is not in place by October 1, there will be no compensation from the feds for dollars spent. Not much has changed from last year. There will be a new TIP and we will start to develop the 2040 Long Range Transportation Plan. The dues for the next fiscal year were also discussed.

MOTION – To Approve the 2012/2013 Unified Work Program. MOVE – Meek. SUPPORT – Donovan. MOTION CARRIED.

5. LGROW Presentation & Contracts

Brian Donovan distributed and reviewed handouts which reviewed LGROW's objectives, structure, and success.

Kevin Lignell presented a request for approval of three grants totaling $78,000 from the Wege, Grand Rapids Community, and Frey Foundations. The Wege grant would entail benchmarking watershed best practices, creating stakeholder focus groups, preparing a communications strategy, and enhanced media content. The Grand Rapids Community Foundation grant would focus on education and develop communications capacity. The Frey Foundation grant would be used to develop a business plan. Organizations contracted under the grants include Johnson Center, Center for Environmental Studies, Grand Rapids Community Media Center, and Fishbeck, Thompson, Carr & Huber.

MOTION – To Approve the Four LGROW Contracts. MOVE – DeVries. SUPPORT – Janes. MOTION CARRIED.

6. Nominating Committee

Michael Young reported on the Nominating Committee's deliberations on the open position on the GVMC Executive Committee. They unanimously nominate Mike DeVries, Supervisor of Grand Rapids Township, to the Executive Committee.

MOTION – To Appoint Mike DeVries to the GVMC Executive Committee. MOVE – Young. SUPPORT- Janes. MOTION CARRIED.

7. Lt. Governor Brian Calley

Lt. Governor Brian Calley joined the group for an informal question and answer session.

8. Adjournment – 11:45 a.m.

GRAND VALLEY METRO COUNCIL

Board Meeting

August 2, 2012

8:30 a.m.

Kent County Commission Chambers
300 Monroe

MINUTES

1. Call to Order

The meeting was called to order at 8:30 a.m. by Chairman Jim Buck.

Members Present:

Alex Arends	Alpine Township
Jim Buck	City of Grandville
Tom Butcher	Grand Valley State University
Richard Clanton	City of Kentwood
Daryl Delabbio	Kent County
Mike DeVries	Grand Rapids Township
Brian Donovan	City of East Grand Rapids
Doyle Hayes	At-Large Member
George Heartwell	City of Grand Rapids
Carol Hennessey	Kent County
Don Hilton, Sr.	Gaines Township
Jim Holtrop	Ottawa County
John Hoppough	City of Greenville
Rebecca Fleury	Village of Middleville
Cindy Janes	Cascade Township
George Meek	Plainfield Township
Jack Poll	City of Wyoming
Chuck Porter	Courtland Township
Michael Selden	City of Wayland
Al Vanderberg	Ottawa County
Bill VerHulst	City of Wyoming
Patrick Waterman	City of Hudsonville

Members Absent:

Jerry Alkema	Allendale Township
Dan Carlton	Georgetown Township
Jason Eppler	City of Ionia

Steve Grimm	Cannon Township
Brian Harrison	Caledonia Township
John Helmholdt	At-Large Member
Denny Hoemke	Algoma Township
Mark Howe	City of Lowell
Tom Fehsenfeld	At-Large Member
Elias Lumpkins, Jr.	City of Grand Rapids
Robert May	City of Hastings
Mick McGraw	At-large Member
Jim Miedema	Jamestown Township
Cy Moore	Treasurer
Audrey Nevins-Weiss	Byron Township
Steven Patrick	City of Coopersville
Milt Rohwer	City of Grand Rapids
Jim Saalfeld	Kent County
Toby VanEss	Tallmadge Township
Rob VerHeulen	City of Walker
Roger Wills	City of Belding
Michael Young	City of Rockford

Others Present:

Kelly Bartlett	MDOT
Chris Brown	Grand Valley Metro Council
David Czurak	Grand Rapids Business Journal
Art Green	MDOT
Abed Itani	Grand Valley Metro Council
Dharmesh Jain	REGIS / GVMC
Dennis Kent	MDOT
Eric Kind	MDOT
Gayle McCrath	Grand Valley Metro Council
Brenda McNabb-Stang	City of Hastings
Roger Safford	MDOT
Peter Varga	ITP / The Rapid
John Weiss	Grand Valley Metro Council

2. Approval of Minutes

To Approve the Minutes of the July GVMC Board Meeting to be Moved to the August Agenda.

3. Public Comments

None

4. Oath of Office

Kent County Clerk Mary Hollinrake administered the Oath of Office to Michael Selden, City Manager of Wayland.

Michael thanked the Council for welcoming him and said he looked forward to working with everyone.

5. Budget

John Weiss reviewed the budget. The transportation portion of the budget has previously been approved by the Policy committee and the GVMC Board. The full budget has been approved by the Finance and Executive committees. Over 50 people have reviewed the document at this stage. This is the first presentation of the budget. Formal Board approval will be in September along with the public hearing.

The format of the budget has changed. It has been simplified and allows for more transparency.

Everything water related now is recorded in the LGROW budget. NPDES is now shown under LGROW.

The budget is less than the previous year as the brownfield and 131 grants are finished. There may be a part II of the 131 grant, but we are not budgeting speculatively. If it develops, the budget will be amended at that time.

The budget includes a 2.7% COLA increase (which is covered 80% by federal match). There has been no COLA increase since 2008.

Two positions are currently open. The budget contains replacement at 1.5 FTE which could be an employee or a contractor. The position of Director of Finance has also been outsourced to save money.

GVMC has been fortunate to have Kevin Lignell, GVSU grade student, working as an intern. A new GVSU intern, working at no cost to GVMC, should be coming on board shortly.

Dues have been flat for transportation, GVMC & REGIS.

6. MDOT Presentation

Roger Safford, Kelly Bartlett and Dennis Kent gave the MDOT Update (see attached presentation).

MDOT's mission is to "provide the highest quality integrated transportation services for economic benefit and improved quality of life".

The group reviewed the reinvention of MDOT, the Governor's infrastructure message, the new international trade crossing, federal funding update, and legislative update.

7. Other

John Weiss reported he has been appointed to the Governor's Grand Rapids Urban Advisory Board along with Eric DeLong, Rich Houtteman and Daryl Delabbio. The transportation funding package is a high priority and three more meetings are scheduled.

John Weiss reported the October 8 Quarterly Luncheon would feature Michigan Attorney General Bill Schuette and is generously sponsored by Consumers Power.

8. Adjournment – 9:45 a.m.

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

GVMC

GRAND VALLEY METROPOLITAN COUNCIL

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TO: Grand Valley Metropolitan Council

FROM: John Weiss, Executive Director

DATE: July 24, 2012

RE: Draft GVMC FY 2012-2013 General Fund Budget

Attached for your review and consideration is the GVMC general fund budget for Fiscal Year 2012-2013. The GVMC Finance Committee met on July 13 to review and approve this balanced budget. The budget utilizes revenues from GVMC general fund dues, transportation allocations, and project-specific grants to fund the activities of the Council's Strategic Initiatives, Transportation, LGROW and Administration Departments as well as REGIS through September 30, 2013. The Executive Committee met on July 19th and recommends your approval.

This year we are using a very transparent approach to our budget with many of our members actively involved in development process for the budget. We have also allowed more than a month for review and consideration by the Board of Directors.

The Budget Calendar is as follows:

- May 16- Transportation Policy Committee Reviewed the Budget and recommended approval by the GVMC Executive Committee and Board of Directors.
- June 21 - The Unified Work Program was presented to the GVMC Executive Committee. The Executive Committee recommended to the Board to adopt.
- July 9 – The Unified Work Program was adopted by the GVMC Board
- July 10 – REGIS Executive Board recommends REGIS Budget to GVMC Finance Committee.
- July 13-REGIS, LGROW and GVMC Budget presented to the Finance Committee which recommends approval to the Executive Committee and Board of Directors.
- July 19- First Review of all the budgets by the GVMC Executive Committee.
- August 2-First Review of all GVMC Budgets by GVMC Board of Directors
- August 16-Final Approval (or amendments) REGIS, LGROW, GVMC Budgets by GVMC Executive Committee
- September 6-Final Approval REGIS, LGROW and GVMC Budget by the Board
- October 1- Beginning of the new fiscal year

What is GVMC?

The Grand Valley Metro Council (GVMC) is a regional organization dedicated to promoting cooperation and coordination among local governments in the metropolitan Grand Rapids area. Created in 1990, its membership now includes 35 local governments, representing nearly 650,000 people. Its mission is to advance the current and future well-being of our metropolitan area by bringing together public and private sectors to cooperatively advocate, plan for, and coordinate the provision of services and investments which have environmental, economic and social impact.

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Included within GVMC is the area Transportation Metropolitan Planning Organization with operating expenses of $1,831,180.77 and REGIS (Regional Geographic Information System) serving 19 governmental units with a budget of $845,554 for operations, LGROW (Lower Grand River Organization of Watersheds) with a budget $206,980 and finally our efforts relating to our Strategic Initiatives.

What are the major components of GVMC?

TRANSPORTATION

The Transportation Department is responsible for managing the 20-25 year, **$4 billion**, Long Range Transportation Plan (LRTP) and **$51 million** each year in the Annual Transportation Improvement Program for our region. The Department is responsible for administering these programs using strict guidelines established by the Federal Highway Administration (FHWA), and the Michigan Department of Transportation (MDOT). Transportation programs are generally funded on an 80/20 basis with the 20% local match being utilized to leverage 80% state and federal dollars. There are eight employees in the Department.

In order to meet the requirements of the programs and provide the highest levels of coordination, there are six major focus areas for the Transportation Department. Also, I have provided the degree at which GVMC leverages local funding to obtain state and federal grants.

1. Database Management- Work tasks needed to monitor area travel characteristics and factors affecting travel such as socio-economic and land use data, transportation system data, and environmental issues and concerns. Priorities include data collection and analysis, and GIS development and updates.

LOCAL	TOTAL
46,890	253,182.87

2. Long Range Planning- Identifying transportation planning tasks related to long range transportation systems planning. Priorities include the development/update of the LRTP, identification of long range needs, and updating and maintaining of the travel demand model.

LOCAL	TOTAL
38,059	203,379.57

3. Short Range Planning- Identifying transportation system planning tasks related to short range transportation needs. Priorities include the development/update of the TIP (Transportation Improvement Plan), providing technical assistance to MPO members, Intelligent Transportation System (ITS) planning, Safety planning, non-motorized planning, and managing the Clean Air Action Program.

LOCAL	**TOTAL**
37,882	**303,260.70**

4. Transportation Management Systems- Priorities include collecting transportation system data and analysis, coordination with MDOT and local transportation providers, development of

congestion and pavement investment plans, and implementation and monitoring of ITS solutions. GVMC is also involved in a statewide effort to develop, collect data, and implement Michigan's Asset Management System.

LOCAL	TOTAL
82,156	473,018.37

5. Program Coordination-Work necessary to manage the transportation planning process on a continual basis, including program administration, development, review, and reporting. Priorities include the UPWP, public involvement, environmental justice, timely submittal of documents, MPO scheduled meetings, and coordination with all MPO member units.

LOCAL	TOTAL
48,700	262,959.09

6. Land Use and Transportation Coordination –The scope of this activity is limited to the MPO boundary area. Priorities include Committee meetings in public sessions to review the progress being made, emphasis on successful efforts and encouragement of local government's participation, generating reports to Metro Council, development of socio-economic data, and public education and information. Leadership in public participation and development of the Long Range Transportation Plan will be a priority for 2013-2014.

LOCAL	TOTAL
25,127	135,000.00

REGIS

Regional **G**eographic **I**nformation **S**ystem (REGIS) – For the past 13 years, REGIS has been a single centralized GIS department for over 19 local governments and approximately 750 end users. REGIS operates on an annual budget of $845,554 with five full time and two part time employees. It is a nationally recognized working model of regionalism and collaboration among government agencies that has achieved savings through the sharing of services and costs and a high level of cooperation. In 2007, REGIS won the Exemplary Systems in Government Award from the Urban and Regional Information Systems Association. REGIS is one point of service to local governments, the private sector, the education community and our citizens.

Through REGIS, local decision makers and their staff can view and analyze relevant information at once rather than having to go to several different locations or systems. A full-service provider of Geographic Information Services, REGIS is an integral component of its members' operations. One of REGIS' current strategic goals is to expand its service boundary and serve government entities throughout the state.

In addition, REGIS offers a cost-effective way to utilize GIS technology to enhance the growth and success of the region's private and non-profit organization without investing in and maintaining an in-house GIS function. REGIS has also successfully started offering practical

GIS education and training programs to local educational institutions. REGIS' service delivery mechanism is similar to cloud computing; users can access REGIS from anywhere with a high speed Internet connection. Citizens may also access REGIS information on its public mapping website at http://ims.gvmc-regis.org/website/public. For REGIS membership questions and comments, please contact Regional GIS Director, Dharmesh Jain, Ph.D., at 616-776-7617 or jaind@gvmc.org.

LGROW

The Lower Grand River Organization of Watersheds is an agency of GVMC dedicated to the preservation, improvement and monitoring of the Grand River. LGROW is an excellent example of cooperation and collaboration in our area. LGROW is a broad stakeholder organization dedicated to the ongoing health, use and enjoyment of the Grand River. The organization has 48 public, private and environmental members. It involves over 1.8 million acres of property, 2900 square miles and all or portions of 10 counties. LGROW is also the coordinating agency for 23 communities working together to obtain their storm-water discharge permits (NPDES) required by the U.S. Environmental Protection Agency and the Michigan Department of Natural Resources. Funding for LGROW comes from public member and municipal dues and grants. The total budget for LGROW is $206,980. The overwhelming majority of those funds are associated with highly successful the NPDES collaboration effort which is a model for intergovernmental cooperation. This program is also supported by grants from the Frey, Wege and Grand Rapids Foundations.

STRATEGIC INITIATIVES

The Board of Directors and Executive Committee adopted five Strategic Initiatives in which to focus our efforts in collaboration and cooperation. Those initiatives are:

1. Managing Emerging Issues
2. Encouraging Collaborative Service Sharing
3. Coordinating a Region-Wide Training Exchange
4. Nurturing a Regional Economic Development Partnership
5. Planning for Sustainable Communities

Along with Transportation, LGROW and REGIS, these five strategic initiatives are the focus of our efforts. We have made dramatic improvements to our communications, involvement, transparency, member participation and influence in these five critical areas. Reorganization of some GVMC functions to focus more directly on these items, as well as, further member participation will enhance our success in the future.

GENERAL FUND BUDGET AT A GLANCE

Net Revenue $1,835,490 to expenses of $1,831,180.77 equals net income of $4,309.23

Our budget shows a dramatic reduction in revenues caused by the expiration of outside grants like our Brownfield and 131 Study Grants. We have only factored into our budget funds with a high degree of assurance and did not include grant funding that is competitive, unknown or unlikely. This budget is conservative in nature and no contingent funding is included in the 2013 budget.

During Fiscal Year 2012, we have privatized our finance operations which resulted in a dramatic decrease in cost for financial administration. We now share the services of our finance director with the Macatawa Area Coordinating Council which is the MPO in Holland. This resulted in a reduction in costs for GVMC/REGIS and even more for MDOT and Federal Highway Administration (FHA).

In addition, we are restructuring our Strategic Initiatives efforts in order to insure that our staffing skills and levels meet the requirements and needs of our members. The budget includes funds for staffing and/or consultants to assist us with our Strategic Initiatives as well as the development of the Long Range Transportation Plan. The Long Range Plan is a critical component necessary to assure continued federal and state funding of our region's most critical transportation needs.

For the first time since 2008, we have incorporated into the budget a 2.7% Cost of Living increase for the employees. For our Transportation and Administration staff over 80% percent of this increase will be paid by our MDOT and Federal Highway Grants and is an allowable expense. The COLA increase is also included in the budget for REGIS and has been factored into their budget as well and approved by the REGIS Executive Committee.

BUDGET ALIGNS WITH GVMC'S STRATEGIC OBJECTIVES

This budget includes sufficient resources to support GVMC's strategic goals, objectives and initiatives for the entire fiscal year and all Transportation, LGROW and REGIS needs. While we currently do not have some positions filled, I have allocated funding for 1.5 FTE professionals or consultants to assist our members with our Strategic Initiatives. Once reorganized, our staff in addition to helping to develop The Long Range Transportation Plan will be available to assist communities in developing multi-jurisdictional cost-sharing and cooperation/collaboration agreements, as well as, monitoring and analyzing emerging issues, legislation and trends. They will also assist member municipalities to understand and manage those issues, further enhance our communications opportunities and develop a training exchange. Our goal in this budget is to continue to advance the resources, staff skills of GVMC and to align our resources with the needs of our members while bringing increased value. This effort will involve further reorganization of GVMC and the Executive Director and Executive Committee are currently involved in that process.

The budget also supports our on-going collaborative initiatives with the Right Place, Inc., the Grand Rapids Area Chamber (I serve on the Board of Directors and several committees) and other metro area Chambers, the Barry County Chamber and other private sector partners to promote regional economic development. We are also working closely with many of our member governments on a wide variety of issues involving legislation, taxation and discussions on enhanced cooperation and collaboration.

Not reflected in this budget, but a critical component of our ability to achieve our strategic objectives, is a twenty hour per week GVSU Graduate Assistant from the GVSU School of Public, Non-Profit and Health Care Administration. This individual's stipend and tuition are paid in-full by Grand Valley State University. This person is tasked with assisting GVMC professional staff in achieving all of the Metro Council's strategic goals in the future will be most focused on our LGROW Initiative.

MONITORING COSTS AND CUTTING EXPENDITURES

Employee health care costs are projected to rise ten (10) percent and this has been verified by our insurance consultants for our primary health insurance. Estimates for our dental insurance

coverage will not be available until mid-August, but an increase has been factored in to our budget. Due to the nature of our policies and coverage's available our increase is not anticipated beyond ten percent.

To ensure that we maintain financial health long into the future, we continually work at a staff-wide level to limit expenditures and reduce costs, while we aggressively pursue new sources of grants revenues for projects that benefit GVMC-member counties and communities. As in the past, we have been very diligent in working with our staff and insurance consultants to hold down employee health care costs. Historically, GVMC's health insurance costs have been held to a minimum because each year, as we prepare the next fiscal year budget, we take steps to modify GVMC's employee health insurance plan to control costs.

FUND RAISING AND OTHER INCOME

We will continue to pursue all avenues for funding for both foundation grants and special projects. We meet with regularly with representatives of local, state and regional foundations, representatives of the Governor's office and our state legislators, institutions of higher education, and other groups to seek funding for on-going regional activities that support our strategic goals and initiatives. We are continually searching out, identifying and pursuing grants, gifts, work contracts and other sources of funding. As an example, for the first time, not only have our revenues from our Quarterly Lunches dramatically increased, but Meijer was a $1,000 sponsor of the event and covered the costs of the room rentals and Board Meeting. LGROW will continue into our next fiscal year with grants from the Wege, Grand Rapids and Frey Foundations and we pursuing other funding opportunities for all areas of GVMC including REGIS.

I hope this information is helpful and informative as you review the GVMC Budget for the 2012-2014.

If you have any thoughts, comments, questions or suggestions, or if I can be of further assistance, you can reach me anytime on my cell phone at 616-340-9603, in the office at 776-7604, at home at 878-1227 or via email at john.weiss@gvmc.org.

GRAND VALLEY METRO COUNCIL
2012-2013 Budget

	GENERAL FUND ONLY 2012-2013 Budget	2011-2012 Budget	Difference	YEAR TO DATE 7.15.12
INCOME				
43001 · PL 112 Income	873,978.00	845,891.00	28,087.00	488,362.02
43002 · Section 5303 Income	207,012.00	222,842.00	(15,830.00)	112,600.68
43004 · STP Congestion Mgt. Income	57,295.00	149,786.00	(92,491.00)	6,467.34
43005 · SPR Income US131 Corrider Study	-	75,000.00	(75,000.00)	35,933.67
43006 · STP MPO GIS Maintenance	35,400.00	-	35,400.00	20,380.65
43007 · Pavement Mangement Income	57,295.00	-	57,295.00	-
43008 · Asset Management Income	20,366.00	20,631.00	-	-
43010 · Clean Air Action	100,639.00	81,293.00	19,346.00	66,655.88
43012 · Member Dues GVMC	260,939.00	260,939.00	-	260,791.00
43013 · Member Dues Transportation	190,716.00	188,696.00	2,020.00	190,429.00
43020 · Miscellaneous	100.00	100.00	-	2,404.51
43025 · Interest Income	1,850.00	1,500.00	350.00	4,038.05
43026 · Contributions	2,500.00	2,500.00	-	2,000.00
43030 · Contributions - Clean Air	3,000.00	10,000.00	(7,000.00)	5,400.00
43031 · Traffic Count Equip-Local Match	-	-	-	530.31
43060 · Brownfield Income	-	88,000.00	(88,000.00)	162,251.53
43100 · Reimbursements	-	6,000.00	(6,000.00)	1,980.00
43110 · Reimbursements Data Collection	-	28,670.00	(28,670.00)	27,592.73
43200 · GVMC Meetings and Conferences	6,000.00	-	6,000.00	3,595.00
43300 · Local Participation Fee	12,400.00	12,400.00	-	28,916.82
LGROW - Land Use Services	-	11,952.00	(11,952.00)	
Regis Indirect	6,000.00	6,000.00	-	
43000 · General Fund Income - Other	-	-	-	7,000.00
Total 43000 · General Fund Income	1,835,490.00	2,012,200.00	(176,445.00)	1,427,329.19
	1,835,490.00	2,012,200.00	(176,445.00)	1,427,329.19
Expenses				
50000 · Program Expenses				
50010 · Wages	667,260.32	640,658.00	26,602.32	489,317.00
50011 · Payroll Taxes	57,718.02	51,874.00	5,844.02	39,961.97
50012 · Employer Retirement	60,053.43	56,079.00	3,974.43	44,778.68
50013 · Health/dental/life/disabilty Insurance	152,754.00	142,625.00	10,129.00	78,259.55
50050 · PL 112 Expenses	-	-	-	55.50
50100 · Tech Assistance 131/96 Study	-	-	-	0.00
50120 · Clear Air Action	30,000.00	-	30,000.00	9,275.20
50140 · Congestion Management System	70,000.00	-	70,000.00	23,110.50
50145 · MPO GIS Expense	43,250.00	-	43,250.00	-
50160 · STP Pavement Management System	-	-	-	-

	Budget	Budget	Difference		7.15.12
52000 · Asset Management	6,000.00	-	6,000.00		660.81
53000 · Brownfield Expense	-	78,000.00	(78,000.00)		92,530.26
57500 · Computer and Software Expense	-	-	-		1,730.55
50000 · Program Expenses - Other Land Use Coordi	135,000.00	-	135,000.00		0.00
Total 50000 · Program Expenses	1,222,035.77	969,236.00	252,799.77		779,680.02
60000 · Administrative and Indirect					
60001 · Wages	185,000.00	240,647.00	(55,647.00)		170,459.77
60002 · Payroll Taxes	16,002.50	19,379.00	(3,376.50)		20,147.58
60004 · Employer Retirement	16,650.00	21,664.00	(5,014.00)		16,028.25
60009 · Health/dental/life/disability Insurance	30,150.50	29,140.00	1,010.50		46,560.80
60040 · Office Supplies	13,500.00	13,500.00	-		7,319.48
60050 · Advertisements/Legal Notices	6,950.00	6,950.00	-		380.46
60055 · Meeting Expenses	16,500.00	15,500.00	1,000.00		13,205.13
60060 · Insurance	9,100.00	9,100.00	-		1,661.17
60065 · Dues and Subscriptions	4,250.00	4,250.00	-		1,544.80
60070 · Professional Development	8,000.00	8,000.00	-		593.20
60075 · Mileage Reimbursement	27,330.00	27,330.00	-		7,264.57
60080 · Printing	1,900.00	1,900.00	-		139.90
60085 · Utilities	4,150.00	4,150.00	-		2,496.90
60090 · Telephone, Telecommunications	12,800.00	12,800.00	-		11,249.88
60095 · Repairs & Maintenance	4,350.00	4,350.00	-		2,769.08
60100 · Equipment Rental/Lease	6,000.00	6,000.00	-		3,156.94
60150 · Rent	61,200.00	60,840.00	360.00		45,475.04
60300 · Accounting Fees	34,000.00	9,000.00	25,000.00		20,914.44
60305 · Legal Fees	9,000.00	7,000.00	2,000.00		7,073.00
60310 · Other Professional Services	3,500.00	1,000.00	2,500.00		2,558.78
60315 · Contractural Services	57,512.00	435,785.00	(378,273.00)		105,829.63
60400 · Miscellaneous	7,500.00	550.00	6,950.00		10,625.39
60450 · Office Equip & Furniture	25,000.00	-	25,000.00		4,813.51
60500 · Pavement Management Vehicle Exp	48,800.00	48,800.00	-		47,158.51
60600 · Rougue River Watershed	-	500.00	(500.00)	Tfer	-560.00
		-	-		
Total 60000 · Administrative and Indirect	609,145.00	988,135.00	(378,990.00)		548,866.21
Total 100 · General Fund Expenses	1,831,180.77	1,957,371.00	(126,190.23)		1,328,546.23
Net Income	**4,309.23**	**54,829.00**	**(50,254.77)**		98,782.96

GRAND VALLEY METRO COUNCIL

2012-2013 Budget

	LGROW 2012-2013 Budget	2011-2012 Budget	Difference	YEAR TO DATE 07.15.12
L43800 · LGROW Income				
NPDES Income	165,261.00	177,761.00	(12,500.00)	186,843.00
Wege Foundation Grant	20,000.00	-		-
Lgrow Local Units of Watershed				445.11
L43801 · Membership Dues - LGROW	7,755.00	10,175.00	(2,420.00)	7,755.00
L43805 · LGrow Contributions	5,000.00	-	5,000.00	18,200.00
Total L43800 · LGROW Income	198,016.00	187,936.00	10,080.00	213,243.11
			-	
115 · LGROW Expenses			-	
L66015 · LGrow Printing	1,000.00	-	-	754.79
L66010 · LGrow Meeting Expenses	600.00	550.00	50.00	407.20
L66020 Contractural Services	25,160.00	8,712.00	16,448.00	-
L66001 · LGrow Wages	11,967.00	-	11,967.00	1,964.72
L66002 · LGrow Payroll Taxes	915.48	-	915.48	150.30
L66003 · LGrow Employer Retirement	1,077.03	-	1,077.03	176.82
NPDES Expense	165,261.00	177,761.00	(12,500.00)	93,917.84
Rouge River Watershed	500.00	-	500.00	-
L66025 Miscellaneous	500.00	550.00	(50.00)	958.50
Total 115 · LGROW Expenses	206,980.51	187,573.00	19,407.51	98,330.17
Net Income	(8,964.51)	363.00	(9,327.51)	114,912.94
			-	
Estimated Fund Balance Carryforward 10/1/12	24,500.00			
Remaining Fund Balance	15,535.49			

GRAND VALLEY METRO COUNCIL

2012-2013 Budget

	REGIS 2012-2013 Budget	2011-2012 Budget	Difference	YEAR TO DATE 07.13.2012
Income				
R47010 · Regis Member Dues	656,285.00	642,649.00	13,636.00	640,444.00
R47020 · Regis Member Recovery Costs	21,400.00	21,400.00	-	21,532.00
R47030 · Regis Data Reimbursements	18,000.00	10,000.00	8,000.00	12,831.48
R47025 · Regis Pay As You Go Services	48,000.00	45,000.00	3,000.00	24,979.75
R47060 · Regis Interest Income	5,997.00	5,997.00	-	3,006.14
Total Income	749,682.00	725,046.00	24,636.00	702,793.37
Expense				
R66000 · Regis Wages	345,205.00	315,452.00	29,753.00	212,746.45
R66001 · Regis Administration Wages	16,925.00	31,306.00	(14,381.00)	17,807.07
R66002 · Regis Payroll Taxes	29,943.00	29,396.00	547.00	17,269.08
R66003 · Regis Admin Payroll Taxes	10,871.00	13,767.00	(2,896.00)	1,362.28
R66004 · Regis Health Insurance	69,920.00	59,280.00	10,640.00	34,317.94
R66005 · Regis Administration Health Ins	-	-	-	2,674.46
R66007 · Regis Life, Dental, Disability	6,804.00	5,211.00	1,593.00	6,022.66
R66008 · Regis Admin Life, Dental, Disab	-	-	-	316.79
R66009 · Regis Employer Retirement	30,351.00	26,562.00	3,789.00	18,125.26
R66010 · Regis Admin Employer Retirement	-		-	1,452.81
R65040 · Regis Office Supplies	8,768.00	8,768.00	-	6,592.45
R65045 · Regis Postage	500.00	1,013.00	(513.00)	5.99
R65050 · Regis Audit	3,500.00	3,500.00	-	2,310.00
R65055 · Regis Legal Fees	5,000.00	3,478.00	1,522.00	4,784.00
R65060 · Regis Professional Services	17,500.00	15,000.00	2,500.00	4,620.24
R65065 · Regis Contractural Services	3,090.00	3,000.00	90.00	1,338.55
R65070 · Regis Software Licenses	12,500.00	16,500.00	(4,000.00)	6,493.29
R65075 · Regis Software Maintenance Agre	125,000.00	120,633.00	4,367.00	105,298.80
R65080 · Regis Other Contracts-Netwk/Dat	32,000.00	30,000.00	2,000.00	25,240.81
R65085 · Regis Adverstiements and Notices	1,688.00	1,688.00	-	-
R65090 · Regis Meeting Expenses	4,000.00	5,000.00	(1,000.00)	744.56
R65095 · Regis Insurance	5,500.00	6,883.00	(1,383.00)	524.58
R65100 · Regis Dues and Subscriptions	2,000.00	1,159.00	841.00	1,596.50
R65105 · Regis Professional Development	5,000.00	5,000.00	-	1,085.29
R65110 · Regis Mileage Reimbursement	5,665.00	5,500.00	165.00	2,146.12
R65115 · Regis Admin Mileage Reimburse	-	-	-	275.00
R65120 · Regis Printing	1,545.00	1,500.00	45.00	739.51
R65125 · Regis Electricity	3,200.00	5,464.00	(2,264.00)	1,747.28
R65130 · Regis Telecommunications	10,098.00	9,804.00	294.00	6,475.11
R65135 · Regis Rent	42,000.00	45,000.00	(3,000.00)	29,495.96
R65140 · Regis Eqpt Rental	2,500.00	3,939.00	(1,439.00)	1,291.47
R65143 · Regis Repair & Maintenance	3,478.00	3,377.00	101.00	1,966.06
R65145 · Regis Miscellaneous	8,000.00	10,000.00	(2,000.00)	209.00
R65150 · Regis Equipment Software	2,319.00	2,250.00	69.00	828.94
R65155 · Regis Office Equipment & Furn	2,184.00	2,120.00	64.00	206.35
R65190 · Regis Transfer Account to Capital	28,500.00	20,000.00	8,500.00	20,000.00
TOTAL 105 Regis Expense	845,554.00	811,550.00	34,004.00	538,110.66
Net Income/(loss)	(95,872.00)	(86,504.00)	(9,368.00)	164,682.71
			-	
Estimated Fund Balance	985,000.00			
Estimated Remaining Fund Balance	889,128.00			

GRAND VALLEY METRO COUNCIL

2012-2013 Budget

	REGIS CAPITAL 2012-2013 Budget	2011-2012 Budget	Difference	YEAR TO DATE 07.13.2012
Income				
RC43600 Regis Capital Income				
RC43605 Interest Income	1,000.00	1,000.00	-	488.93
RC43610 Regis Operations Transfer	28,500.00	20,000.00	8,500.00	20,000.00
TOTAL RC43600 Regis Capital Income	29,500.00	21,000.00	8,500.00	20,488.93
Expense			-	
110 Regis Capital Expenses			-	
RC65005 Regis Professional Fees	8,000.00	8,000.00		
RC65010 Regis Capital Miscellaneous	2,000.00	2,000.00	-	754.79
RC 65015 Regis Capital Purchases	32,000.00	32,000.00	-	407.20
TOTAL 110 Regis Capital Expenses	42,000.00	34,000.00	8,000.00	1,161.99
Net Income/(loss)	(12,500.00)	(13,000.00)	500.00	19,326.94
			-	
Estimated Fund Balance	260,000.00			
Estimated Remaining Fund Balance	247,500.00			

REGIONAL GEOGRAPHIC INFORMATION SYSTEM AGENCY
AN AGENCY OF THE GRAND VALLEY METROPOLITAN COUNCIL
DHARMESH JAIN, PH.D., DIRECTOR

ADA TOWNSHIP • ALPINE TOWNSHIP • BYRON TOWNSHIP • CANNON TOWNSHIP • CASCADE CHARTER TOWNSHIP • CITY OF CEDAR SPRINGS • CITY OF EAST GRAND RAPIDS • GAINES CHARTER TOWNSHIP • CITY OF GRAND RAPIDS • GRAND RAPIDS CHARTER TOWNSHIP • CITY OF GRANDVILLE • CITY OF HUDSONVILLE • INTERURBAN TRANSIT PARTNERSHIP • CITY OF LOWELL KENT COUNTY • KENT COUNTY ROAD COMMISSION • CITY OF KENTWOOD • PLAINFIELD CHARTER TOWNSHIP • CITY OF ROCKFORD • VILLAGE OF SPARTA • CITY OF WALKER • CITY OF WYOMING

TO: REGIS Board of Directors

FROM: Dharmesh Jain, Regional GIS Director

DATE: July 20, 2012

SUBJECT: Recommended REGIS Budget for FY 2012-13

Attached is the 2012-13 REGIS budget for your review and consideration of approval. The budget has been reviewed by the REGIS Executive Board on July 10, 2012. The Executive Board has consented and recommended to present the budget to the full REGIS Board in the July 25, 2012 meeting. The budget includes revenues and expenditures for the General and Capital funds. The following are a few of our regular budgetary guidelines used in developing the budget.

- General fund balance is maintained at least 20% of the current operating budget.
- The Capital budget is maintained at $250,000 to have sufficient funding for five-years of capital. To accomplish this goal an annual transfer of funds equal to the current year's capital spending is made from the General fund to the Capital budget of the following year.

Below is a synopsis of various financial components that were considered in the budget development process:

FY 2011-12 Estimates:

It's currently estimated that our expenditures will be well under revenues. Our current estimate of savings, revenues over expenditures, is approximately $44,469. It's only an estimate made at the start of the 4th quarter, therefore, the actual expenditures at the end of the year may be different.

Use of Fund Balance in FY 2011-12: It was estimated to use $86,504 from the general fund balance in order to balance the current FY 11-12 budget. However, through careful planning and constant monitoring of financial resources, the use of fund balance is anticipated to be $0.00. At this time, it's estimated that we may add $44,469 to the fund balance at the start of the FY 2012-13.

Current Staffing:
REGIS organization has been serving the nineteen member consortium of approximately 750 end users with a small staffing model of five full time and two part-

time employees. It has been a challenge to maintain our comprehensive service model with the limited resources. However, through strategic planning and management of resources, we are able to provide daily and long-term services with strong emphasis on quality and customer service.

Revenues:
REGIS is actively working on making its data and custom mapping services more visible and readily accessible to the citizens and private sector customers. Therefore, a small increase in sales of maps and data is anticipated and included in the proposed FY 2012-13 budget.

The annual dues for the FY 2012-13 are the same as projected last year. A new dues formula was developed and implemented in the FY 2011-12 with a 5-year transition plan to progressively implement the new dues formula. The upcoming FY 2012-13 will be the second year of the transition plan, where a larger portion of the new dues formula will be applied. This will bring a small increase of 2.12% in dues revenue.

Capital:
We have been maintaining a separate Capital budget since the FY 2008-09. Our strategic goal is to keep it at $250,000 at the start of a new fiscal year. Therefore, an amount equal to the capital expenditures in the previous fiscal year is transferred out from the General to the Capital fund. This transfer amount for the FY 2012-13 is estimated to be $28,500. In the FY 2011-12 budget, $36,500 was budgeted for technology upgrades and routine replacements. The technology upgrade program is a two year plan. A part of the program is being accomplished this year and the remaining part is planned for the next fiscal year of 2012-13.

Summary of Changes in the Proposed Expenditures:

- Salaries and Benefits: REGIS' current mission is to expand its service boundary and diversify the services. If we are able to add members from the public and private sectors and continue offering new services to educational institutions, we need to incrementally expand our staffing model. There is a slight increase of $30,000 in wages with corresponding increases in benefits to add an entry level position, only if needed. We will use a reactive approach in this case. The expansion will occur only if there is sufficient additional demand for services from new full and/or associate members. This year's estimated savings of the $44,469 will help us pay for the expansion. The proposed budget also includes a 2.7% increase for COLA and 10% increase for medical insurance.
- GVMC Salaries: Per the cost allocation plan, a portion of the three GVMC administrative positions' salaries are charged to REGIS budget including the Finance Director position for accounting services. The accounting services are now being outsourced. Therefore, the REGIS portion of the accounting services cost has been moved to the professional services fees account.
- Professional Services Fees: We have been putting more emphasis on training and utilizing in-house resources to reduce the cost of professional services. Based on

the successes we had this year and the past two years, the professional services amount is further reduced from $15,000 to $10,000. Per the explanation provided in the previous bullet, the accounting services cost has been added to the professional fees expense line item bringing it to a total of $17,500.

The rest of the changes are minor. The budget is balanced with a 9.7% use of fund balance. This fund balance use estimate is based on a more severe scenario. We may not use this much or any fund balance. However, at this time, no use of the fund balance is anticipated. In the last fiscal year 2010-11, we used 1.28% of the fund balance in the operating budget. We estimate to keep our FY 11-12 expenditures under the revenues and may increase the fund balance approximately by 4.71%. The estimated use of fund balance in the FY 2012-13, if needed, will be a prudent investment for future growth of revenues through the expansion and diversification of our unique service model.

RECOMMENDATIONS:

I respectfully request your review of the proposed budget and consideration of approval.

Thank you.

Enclosures:

1. Proposed REGIS general and capital budgets
2. Actual and projected finances
3. FY 2012-13 REGIS Dues

7/25/2012 REGIS Board Meeting
Agenda Item No. 4

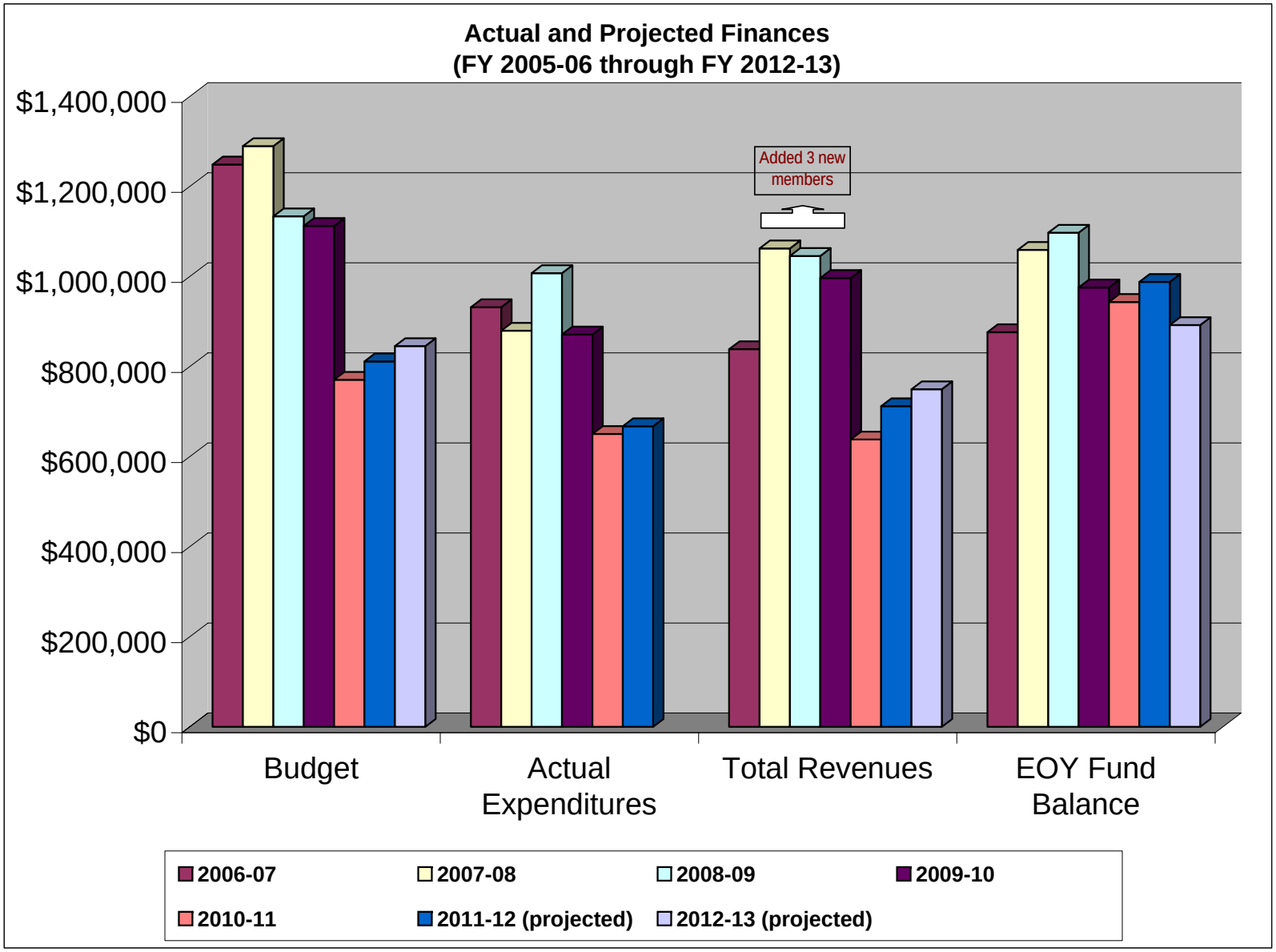
The REGIS Board of Directors has reviewed and unanimously approved the REGIS FY 2012-13 budget in the July 25, 2012 REGIS Board meeting.

REGIS BUDGET FY 12-13 (DRAFT) FOR REGIS EXECUTIVE BOARD MTG. JULY 10, 2012

EXPENDITURES	Fiscal Year FY 2012-13 (Oct 1, 12 thru Sep 30, 13)	Current Year 11-12 (10/1/11 - 9/30/12)
Expense Items		
Salaries	$345,205	$315,452
Social Security Tax	$22,438	$20,504
Medicare Tax	$5,005	$4,574
State Unemployment Tax	$2,500	$4,318
Health/Dental Insurance	$69,920	$59,280
Life/Long Term Disability Ins	$6,804	$5,211
Pension Plan	$30,351	$26,562
GVMC Salaries	$16,925	$31,306
GVMC Fringe Benefits	$10,871	$13,767
Office Supplies	$8,768	$8,768
Postage	$250	$563
Fedex Shipping	$250	$450
Audit	$3,500	$3,500
Legal Services	$5,000	$3,478
Professional Fees	$17,500	$15,000
Contractual Services	$3,090	$3,000
Cont Svc - Software Lic	$12,500	$16,500
Cont Svc - Software Main	$125,000	$120,633
Cont Svc - Systems & Database Adm	$32,000	$30,000
Adv/Legal Notice	$1,688	$1,688
Meeting Expense	$4,000	$5,000
Insurance	$5,500	$6,883
Dues and Subscriptions	$2,000	$1,159
Professional Development	$5,000	$5,000
Mileage	$5,665	$5,500
Printing	$1,545	$1,500
Electricity	$3,200	$5,464
Telephone	$10,098	$9,804
Repairs and Maintenance	$3,478	$3,377
Equipment Rent	$2,500	$3,939
Rent	$42,000	$45,000
Miscellaneous/Contingency	$8,000	$10,000
Small Equipment	$2,319	$2,251
Office Equipment	$2,184	$2,120
Annual transfer to capital fund	$28,500	$20,000
Total Expenditures	$845,554	$811,550
FY 11-12 REVENUES		
Grants	$0	$0
Reimbursements-Data	$18,000	$10,000
Use of General Fund Balance	$95,872	$86,504
Use of Capital Fund Balance	$0	$0
Member Dues	$656,285	$642,649
Recovery/Buy-in/Other Contrib.	$21,400	$21,400
Interest on fund balance	$5,997	$5,997
Pay-as-you-go Services	$48,000	$45,000
Total Revenues	$845,554	$811,550

7/11/2012

REGIS CAPITAL BUDGET FY 12-13 (DRAFT)		
Fund: REGIS CAPITAL		
Revenues		
	Interest Income	$1,000
	REGIS Operating Fund Appropriation from Capital Fund Balance	$220,500
	Transfer In from General Fund	$28,500
	Total REGIS Capital	$250,000
Expenditures		
	Captial	$32,000
	(Routine Replacements and Technology Upgardes)	
	Professional Fees	$8,000
	Miscelleneous	$2,000
	Total Expenditures	$42,000
Grand Total Net Effect		$208,000


Actual and Projected Finances
(FY 2005-06 through FY 2012-13)
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
Added 3 new members
Budget
Actual Expenditures
Total Revenues
EOY Fund Balance
2006-07
2007-08
2008-09
2009-10
2010-11
2011-12 (projected)
2012-13 (projected)

REGIS Members	REGIS Dues - FY 2012-13
Ada Township	$26,730
Alpine Township	$21,170
Byron Township	$36,066
Cascade Township	$33,367
City of Cedar Springs	$6,192
City of East Grand Rapids	$21,556
City of Grandville	$28,278
City of Hudsonville	$12,480
City of Kentwood	$81,617
City of Lowell	$7,727
City of Rockford	$11,166
City of Walker	$40,445
City of Wyoming	$128,949
Gaines Township	$38,200
Grand Rapids Township	$30,914
ITP	$10,636
KCRC	$42,618
Plainfield Township	$62,322
Village of Sparta	$15,853
Actual Dues Collection	***$656,285***

Thomas V. Fehsenfeld
3460 Reeds Lake Blvd. SE
Grand Rapids, Michigan 49506
Email: tom.fehsenfeld@gmail.com

August 23,2012

John –
FYI
Jim

Hon. James Buck, Chairman
Grand Valley Metropolitan Council
Suite 200
678 Front Ave. NW
Grand Rapids, MI 49504

Dear Jim:

We recently made a change at my work that leads to an unavoidable conflict with Metro Council's Thursday morning meeting schedule. It appears that I will no longer be able to attend the meetings, so I think it best that I resign and let someone who can be more active assume my seat at the table.

I cannot remember the number of years I have been involved with Metro Council, first with the Blueprint Committee and then with the Board, but it has been a while. As our community issues and the Council evolved over the years, I have always been impressed with your constructive leadership and the thoughtful contributions of many around the table. Metro Council deserves to have a bright future and a creative role in the development of our region. I wish you, John, and all of the members well in your efforts.

If there is any way that I can help in a volunteer role with a committee, project, or with one of our member communities, please let me know. My 38 years experience in business and PhD in Organizational Development probably make me qualified for something.

All the best,

cc. John Weiss