



Executive Committee

Thursday August 18, 2011 • 12 Noon
GVMC Offices – Riverview Center -- 678 Front Ave. NW

Agenda

- 1. Approval of Minutes – July 21, 2011**
- 2. Finance**
 - a. GVMC FY 2011-2012 General Fund Budget – Final review and referral to Metro Council for final adoption**
- 3. Strategic Initiatives: Report and Recommendations of the GVMC Task Force on Governance, Structure and Operations**
 - a. Final Review and Transmittal to the Metro Council of recommendations and implementation resolutions**
- 4. Legislative Advocacy**
 - a. Report from the Legislative Committee**
 - b. Issues Update**
- 5. Transportation Department: TIP Amendment for ITP-The Rapid**
- 6. Other Items**
- 7. Executive Session to discuss executive search**



Memorandum

To: GVMC Executive Committee

From: Donald J. Stypula, Executive Director

Date: August 15, 2011

Re: Agenda items for our August 18, 2011 Executive Committee meeting

Attached are the agenda and relevant documents for our next GVMC Executive Committee meeting, scheduled for **12 noon Thursday August 18, 2011 here at the GVMC offices**. This month we finalize and send on to the Board for a public hearing and final vote the FY 2012 general fund budget. I am also bringing for your consideration a series of resolutions to implement the recommendations from the Task Force on Governance, Structure and Operations. We'll have a report from the Legislative Committee, which meets the day before our meeting, and we will have one TIP amendment for your consideration.

We'll start by reviewing and approving the attached minutes from our July 21, 2011 meeting.

FINANCE: GVMC FY 2011-2012 GENERAL FUND BUDGET

I have attached for your final review and approval the GVMC FY 2011-2012 general fund budget.

FY 2011 GENERAL FUND BUDGET AT A GLANCE

| Revenues | Expenditures | Net Revenues Over Expenditures |
|-----------------------|-----------------------|---------------------------------------|
| \$2,052,039.00 | \$2,052,022.00 | \$17.00 |

With the information that we have at the present time regarding continued availability of federal transportation funding, this budget is balanced. We have no way to predict how the President and the U.S. Congress will resolve their differences over the reauthorization of the federal surface transportation program or the need to extend the legal authority to levy the 18.4 cent federal gas tax beyond September 30, 2011. But, given the information we have at the present time, the budget I am recommending provides sufficient resources for GVMC to meet all of its strategic goals and objectives for the full fiscal year.

In addition to the budget spreadsheets I have attached the Board's more detailed cover memo together with the staffing model and membership dues schedule. I also have attached the REGIS budget for FY 2012 for your review and concurrence.

Proposed Action: Review, approve and recommend to the GVMC Board adoption of the GVMC FY 2012 general fund budget.

GVMC TASK FORCE ON GOVERNANCE, STRUCTURE AND OPERATIONS: IMPLEMENTATION RESOLUTIONS

Last month, you reviewed and reported to the GVMC Board the report and recommendations of the GVMC Task Force on Governance, Structure and Operations. I have not received any additional comment or suggestions from Board members so, as I said I would do, I have prepared several resolutions for your consideration to implement the recommendations put forth by the Task Force.

Attached are four draft resolutions to implement the recommendations of the Task Force. These include:

1. A resolution modifying the Board meeting schedule to include both "business" sessions on odd-numbered months and "work" sessions on even-numbered months.
2. A resolution to amend Section III of the GVMC Bylaws stating the Board's preference on officer's terms. This resolution is optional. The new Human Resources Committee can adopt, as a policy, the concept that it is preferred that Board officers serve a maximum of four, one-year terms in that office.
3. A resolution establishing protocols for approving GVMC MPO-related action items endorsed by the GVMC transportation committees.
4. A resolution establishing the GVMC standing committees, together with the duties and responsibilities for each standing committee.

A fifth Task Force recommendation – requiring a review of the terms of each "At-Large" member of the Board of Directors, requires no formal Board action. It can be implemented as a procedure of the new Human Resources Committee (if that committee is created by the Board of Directors via the resolution authorizing creation of the standing committees).

Upon your review and concurrence, I am requesting authorization to move the Task Force report implementation resolutions to the GVMC Board of Directors for review and approval at the September Board meeting.

Proposed Action: Review, approve and recommend to the GVMC Board adoption of the resolutions implementing the recommendations of the GVMC Task Force on Governance, Structure and Operations.

LEGISLATIVE ADVOCACY – REPORT OF THE LEGISLATIVE COMMITTEE

The Legislative Committee will meet at 8:30 a.m. Wednesday August 17 to review and approve a revised set of GVMC Legislative Priorities for the remainder of this year and all of 2012. We have achieved several current objectives and are poised to achieve a few more, so the Committee has developed a revised list of priorities that will be finalized and reported to the Executive Committee tomorrow.

The Legislature returns for a one-day session on August 24 to work on the public employees health care bill (the so-called “hard cap / 80-20 bill”) together with our preferred amendments to the Urban Cooperation Acts and creation of the new Municipal Partnership Act.

At this time, there is nothing new to report on legislative activities in Lansing or Washington, but if something arises in the next several days I will bring you at update at our meeting on Thursday.

TRANSPORTATION: AMENDMENT TO THE 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM

ITP-The Rapid is requesting an amendment to the GVMC FY 2011-2014 Transportation Improvement Program (TIP) to fund various studies associated with improvements to the public transit system in the metro area. I have attached a briefing memo prepared by GVMC Transportation Planner Darrell Robinson, together with supporting documents from the staff at The Rapid. The amendments have been reviewed and approved by the GVMC Technical Committee and will be reviewed by the GVMC Policy Committee on Wednesday.

Proposed Action: Review, endorse and forward to Metro Council the proposed amendment to the GVMC FY 2011-2014 TIP.

As always, we’re looking forward to seeing you and having a fruitful discussion on Thursday. If you have any thoughts, comments, questions or suggestions you can reach me anytime on my cell phone at 616-450-5217, in the office at 776-7604, at home at 257-3372.

**Grand Valley Metro Council
Executive Committee Meeting**

July 21, 2011

12:00 noon

Grand Valley Metro Council
678 Front Ave. NW, Suite 200
Grand Rapids, MI

MEETING NOTES

Present

| | |
|------------------|-----------------------|
| Jim Buck | City of Grandville |
| Daryl Delabbio | Kent County |
| Mike DeVries | Grand Rapids Township |
| Cindy Fox | Cascade Township |
| George Heartwell | City of Grand Rapids |
| Rick Root | City of Kentwood |
| Alan Vanderberg | Ottawa County |
| Rob VerHeulen | City of Walker |
| Michael Young | City of Rockford |

Absent

| | |
|-----------------|-------------------|
| Don Hilton, Sr. | Gaines Township |
| Cy Moore | Council Treasurer |

Other

| | |
|-------------------|----------------------------|
| Andy Bowman | Grand Valley Metro Council |
| Leon Branderhorst | Grand Valley Metro Council |
| Abed Itani | Grand Valley Metro Council |
| Gayle McCrath | Grand Valley Metro Council |
| Don Stypula | Grand Valley Metro Council |

1. Call to Order

The meeting was called to order at 12:15 p.m. by Chair Jim Buck.

2. Approval of Minutes

MOTION – Approval of GVMC Executive Committee Minutes of June 2011. MOVE – Root. SUPPORT – Fox. MOTION CARRIED.

3. Agenda Amendment – Delete Item #4

4. Financial Report

a. Third Quarter Financial Report

Don Stypula reviewed the third quarter financial report. Everything is in order and GVMC is on track to be on budget at the end of the fiscal year.

**MOTION – To Move the Third Quarter Financial Report to the GVMC Board.
MOVE – Root. SUPPORT – Fox. MOTION CARRIED**

b. FY 2010 Financial Statement

Don Stypula explained the final FY 2010 Financial Statement & Audit reflect the MDOT \$364,924 expense on page 24. The Finance committee reviewed the documents and recommended they be moved on to the Executive committee.

Mike DeVries stated the Finance committee recommended acceptance and question how the \$364,924 should be reflected in next year's budget. Should it be paid off all at once or over time? GVMC may want to get it off the books. REGIS' budget doesn't reflect their MDOT audit as they claim zero liability. Ultimately, GVMC is responsible for REGIS' obligations.

Don Stypula stated GVMC's audit obligation for phase II is expected to be about \$134,000. An August 1 meeting has been scheduled with MDOT to discuss.

Abed Itani reported about \$120,000 has been reserved for this expense.

Michael Young asked if GVMC would be charged interest if the obligation was paid off over time.

Abed Itani responded that GVMC has received no instruction yet on options, but they probably would charge interest.

MOTION – To Move the GVMC FY 2010 Audit and Financial Statement to the GVMC Board. MOVE – Heartwell. SUPPORT – Root. MOTION CARRIED.

c. Draft Budget GVMC FY 2011-2012

Don Stypula reported the draft FY 2011-2012 budget reflects a balanced budget for the full fiscal year and includes the transportation budget previously approved. He has tried to align the budget with the GVMC strategic plan.

Andy and Don reviewed the work plan for GVMC Planning & Strategic Initiatives. Andy was asked to refashion it and send it out with a narrative.

Al Vanderberg questioned if funds should be in the budget for “planning” and strategic initiatives as planning came in last in the GVMC survey. We need to be able to track and be held accountable for aspects of the strategic plan and the dollars which are allocated. It could just be reported differently on the financial statement accounting. List as one department but with two cost centers.

Don Stypula stated he would put that together and forward it to all.

Rob VerHeulen questioned the way the report reflected benefits.

Don Stypula responded he would go to a narrative style and take out the benefits information.

Daryl Delabbio questioned why the report shows 59% of funding for planning. It should be more heavily weighted towards strategic initiatives as that are the priority.

Abed Itani reported most of the funding for actual planning activities comes from transportation.

MOTION – To Forward the Draft FY 2011-2012 Budget to the GVMC Board for First Review with Changes Suggested. MOVE – Vanderberg. SUPPORT – Delabbio. MOTION CARRIED.

5. Strategic Initiatives Report and Recommendations of the GVMC Task Force on Governance

Don Stypula reviewed Attorney Jim Brown’s responses to questions on amendments to the GVMC Articles of Incorporation and / or Bylaws necessary to enact the proposed recommendations.

Board Meetings – Recommendation for regular business meetings every other month with educational or work sessions on the off months.

Jim Brown replied that this could be accomplished with an amendment to the bylaws or through a pilot program for a year before changes are made to the bylaws.

Daryl Delabbio stated he liked the second option as this would only be a trial at this point.

Rick Root questioned the ability to carry out business items on the off months if necessary.

Don Stypula reported GVMC could still carryout business items on the off months if need be.

Rick Root asked if there was anticipated fallout of participation.

George Heartwell stated the work sessions will have to be very stimulating and substantive.

Officers' Terms – Maximum of four one-year terms in the same position.

Jim Brown replied that since current language stipulates “Each officer shall serve for the fiscal year for which the officer was elected and thereafter until a successor is elected,” it would require an amendment to the Articles of Incorporation to enact. Otherwise, he suggested it could be considered a policy within the Human Resources committee or a provision could be written into the Bylaws.

Daryl Delabbio said he would like to see it added to the Articles of Incorporation, but we should wait until there are more items to add, not do a special amendment just for this. The Human Resources committee should be directed to take this guideline into consideration when they propose their slate of candidates for officers.

At-Large Members – Review terms of at-large members on an annual basis.

Jim Brown replied that the Human Resources committee could have the opportunity to change out the at-large representatives dependent on the needs of the Council. This could be accomplished by an amendment to the Bylaws.

Daryl Delabbio said it is important we put a list of current at-large members together, list their terms, and have staggered terms. The Human Resources committee should put through a slate of at-large members every year when they propose the officers.

MPO Agenda Items – Major transportation-MPO related business items be considered by the transportation committees and presented for final approval to the GVMC Board of Directors including annual Unified Planning Work Program and budget amendments thereto; adoption of GVMC Long-Range Transportation Plan; and new four-year Transportation Improvement Program. Routine items to be delegated to the Transportation committees.

Jim Brown recommends this could either be written into the Bylaws under Section V, or by adoption of policy through a resolution of the Council.

Rick Root questioned how MPO item voting would be segregated at the Board meeting.

Abed Itani stated it should be noted on the agenda, reiterated by the Board Chair at the time of the vote, and noted on the minutes.

Al Vanderberg suggested a listing of MPO members be sent out yearly also.

6. Other – One Kent Discussion

Jim Buck stated several members have expressed interest in having ongoing discussion regarding One Kent.

Rick Root reported he suggested to the former study group that the discussion be held through the Metro Council. Rick distributed a paper supporting this suggestion.

George Heartwell stated there is unanimity of thought that Metro Council has the best mission to take on this subject. It has to be a wide and inclusive process. The One Kent group is still determined to present legislation based on the idea.

Daryl Delabbio reported Sandi Frost-Parrish wants to take a look at the legislation and see how it impacts Kent County internally. Several questions have not been answered by the One Kent group. We believe it should be a from the bottom up convening. People don't know the differences in how the City and County function. Next week a subcommittee of six will be created at the County to study the implications.

7. Executive Session

Staff was excused for an executive session.

8. Adjournment – 2:00 p.m.



MEMORANDUM

TO: Grand Valley Metropolitan Council
FROM: Donald J. Stypula, Executive Director
DATE: August 15, 2011
RE: Draft GVMC FY 2011-2012 General Fund Budget

Attached for your review and consideration is the draft of the GVMC general fund budget for Fiscal Year 2011-2012. The GVMC Finance Committee met on July 15 to review and approve this is balanced budget for the entire fiscal year that utilizes revenues from GVMC general fund dues, transportation allocations, and project-specific grants to fund the myriad activities of the Council's Planning and Strategic Initiatives, Transportation and Administration Departments through September 30, 2012.

FY 2011 GENERAL FUND BUDGET AT A GLANCE

| Revenues | Expenditures | Net Revenues Over Expenditures |
|----------------|----------------|--------------------------------|
| \$2,052,039.00 | \$2,052,022.00 | \$17.00 |

This GVMC general fund budget reflects general membership dues calculated using population figures from the 2010 decennial census. I have attached the spreadsheet with the FY 2012 dues structure for your review.

Employee health care costs are projected to rise eight (8) percent. And, for or the third consecutive fiscal year, the general fund budget includes no cost-of-living adjustments in employee compensation within the Administration, Transportation and Planning and Strategic Initiatives departments.

We have worked diligently across all departments to carefully monitor costs and reduce expenditures. We also have leveraged – to the maximum extent possible – our federal transportation MPO allocations to properly fund the Council's administrative operations together with those of the Planning and Strategic Initiatives Department that are directly associated with our transportation planning activities.

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. I have included full year funding for two staff professionals in the Planning and Strategic Initiatives Department tasked, among other duties, with assisting communities in developing multi-jurisdictional cost-sharing agreements; monitoring and analyzing emerging issues and trends and assisting member-counties and communities to understand and manage those issues; monitoring – through GVMC's web-based communication portal – the training needs of member communities and coordinating members' training opportunities.

With this budget, we have developed separate cost centers for both regional planning services and strategic initiatives. Regional planning services includes nearly 1,000 hours of planning work associated with transportation planning, together continued work on the brownfields study and multi-jurisdictional land use/economic development planning activities within the Division Avenue corridor

With respect to our goal of encouraging collaborative service sharing, we have sufficient resources in this budget for staff to assist GVMC communities in exploring service-sharing agreements on a sub-regional scale and examining the potential for a sub-regional training for incident commanders and firefighters at multiple departments. To address the anticipated growth in interest for these two elements of GVMC's strategic initiatives, we are engaging various private and philanthropic funding sources to help GVMC meet the demand for these services.

The budget also supports our on-going collaborative initiatives with the Right Place, Inc., the Grand Rapids Area Chamber and other metro area Chambers, the Barry County Chamber and other private sector partners to promote regional economic development. We are also working with Kent County, MDOT, and the cities of Grand Rapids, Kentwood and Wyoming to develop sustainable land use and transportation plans that encourage economic development along the Division Avenue corridor.

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.

MONITORING COSTS AND CUTTING EXPENDITURES

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 grant

revenues for projects that benefit GVMC-member counties and communities. Over the past several years, GVMC Administration has been very diligent in working with our staff and Priority Health – our health insurance provider – 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. Over the past several fiscal years, these steps included:

- Changing insurance carriers from Blue Cross to Priority Health to achieve cost savings
- Industry change to an age-based rating system for employees resulted in a 15% decline in GVMC’s health insurance premiums by.
- Offering employees the option of waiving GVMC-provided health benefits in exchange for a stipend equal to one-half the premium value. This has resulted in significant savings for GVMC by cutting the effective per person rate to \$718/month. By enabling this option for employees, we were able to switch to the less-costly age-based premium rate.
- Increasing prescription co-pay for employees.
- Excluding insurance coverage for certain prescriptions
- Increasing employee co-pay on name brand prescriptions
- Increasing employee office visit co-pay
- Decreasing hospitalization and diagnostic coverage 80/20 up to \$800/\$2400 out of pocket.
- GVMC dropped its vision coverage, mitigating the increase in insurance rates by approximately 2%.
- GVMC has no legacy costs because it has never offered health insurance coverage to retirees
- There are also no legacy costs associated with retirement benefits because the Metro Council has, since its founding, offered employees a 401 K-style, defined contribution retirement savings system provided by the ICMA Retirement Corporation.

Following our discussions with Priority Health, we will make additional downward adjustments in employee coverage and we anticipate limiting the increase in premiums to eight-percent over the current fiscal year.

FUND RAISING

Together with the professionals in our Transportation and Planning and Strategic Initiatives Departments, I meet on a regular basis 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. Working with a detailed matrix that identifies specific projects outlined in our strategic plan and potential funding sources, we are continually searching out, identifying and pursuing grants, gifts, work contracts and other sources of funding.

FY 2012 REGIS AGENCY BUDGET

The REGIS Executive Board and Board of Directors have been developing new membership and services agreements over the past several months. Based on those agreements, REGIS Director Dr. Dharmesh Jain has assembled a draft budget that will be reviewed and approved by REGIS Board members on August 27. That budget, totaling \$770,630 is balanced and reflects the efforts of Dr. Jain and the REGIS Board to control costs and provide effective services in a challenging fiscal environment.

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 616-450-4217, in the office at 776-7604, at home at 2573372 or via email at stypulad@gvmc.org.

GVMC FY 11-12 BUDGET

Summary

| Activitiy | Prior Year Actual FY 09-10 | Approved Budget FY 10-11 | Projected Actual FY 10-11 | Proposed Budget FY 11-12 |
|----------------------------|----------------------------------|--------------------------------|---------------------------------|--------------------------------|
| Revenues: | | | | |
| Revenues | <u>\$1,843,910.20</u> | <u>\$2,330,626.00</u> | <u>\$2,109,627.00</u> | <u>\$2,052,039.00</u> |
| Expenditures: | | | | |
| GVMC Board | \$1,678.88 | \$2,200.00 | \$1,850.00 | \$2,200.00 |
| Administration | \$339,329.70 | \$317,453.00 | \$316,713.70 | \$340,545.00 |
| Pavement Manage. Veh. | \$130,263.49 | \$140,990.00 | \$126,240.00 | \$48,800.00 |
| Transportation | \$1,179,264.04 | \$1,180,035.00 | \$996,417.70 | \$1,152,411.00 |
| Rogue River | \$122.97 | \$500.00 | \$75.00 | \$500.00 |
| Regional Planning Services | \$313,565.96 | \$252,715.00 | \$247,496.00 | \$187,116.00 |
| Strategic Initiatives | \$0.00 | \$0.00 | \$0.00 | \$64,689.00 |
| Special Services | <u>\$338,547.37</u> | <u>\$429,861.00</u> | <u>\$416,356.00</u> | <u>\$255,761.00</u> |
| Total | <u>\$2,302,772.41</u> | <u>\$2,323,754.00</u> | <u>\$2,105,148.40</u> | <u>\$2,052,022.00</u> |
| Net Rev. over Exp. | (\$458,862.21) | \$6,872.00 | \$4,478.60 | \$17.00 |

GVMC FY 11-12 BUDGET

Revenues

| Acct No. | Activity | Prior Year Actual FY 09-10 | Approved Budget FY 10-11 | Projected Actual FY 10-11 | Proposed Budget FY 11-12 |
|-----------------------|----------------------------|----------------------------------|--------------------------------|---------------------------------|--------------------------------|
| Dues | | | | | |
| | GVMC | \$247,008.00 | \$249,507.00 | \$250,875.00 | \$260,939.00 |
| | Transportation | <u>\$152,246.00</u> | <u>\$199,256.00</u> | <u>\$201,923.00</u> | <u>\$188,696.00</u> |
| | Sub total | \$399,254.00 | \$448,763.00 | \$452,798.00 | \$449,635.00 |
| Transportation | | | | | |
| | PL 112 | \$592,653.88 | \$675,837.00 | \$661,000.00 | \$795,891.00 |
| | Section 5303 | \$151,294.45 | \$193,445.00 | \$160,000.00 | \$222,842.00 |
| | CMAQ | \$64,956.99 | \$125,069.00 | \$75,000.00 | \$81,293.00 |
| | SPR | \$0.00 | \$75,000.00 | \$60,000.00 | \$0.00 |
| | Trans. Needs Assess. Fds | \$47,846.00 | \$128,550.00 | \$128,550.00 | \$0.00 |
| | MTF | \$15,201.16 | \$19,907.00 | \$18,000.00 | \$20,631.00 |
| | STP | <u>\$130,471.26</u> | <u>\$185,000.00</u> | <u>\$70,000.00</u> | <u>\$149,786.00</u> |
| | Sub total | \$1,002,423.74 | \$1,402,808.00 | \$1,172,550.00 | \$1,270,443.00 |
| Reimbursements | | | | | |
| | Contrib.-Clean Air | \$12,500.00 | \$7,000.00 | \$12,200.00 | \$10,000.00 |
| | Contrib.-Bike Summit | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | Misc. Sales, Etc. | \$150.03 | \$100.00 | \$103.00 | \$100.00 |
| | Cont. Rogue River | \$0.00 | \$500.00 | \$50.00 | \$500.00 |
| | REGIS-Indirect | \$0.00 | \$6,000.00 | \$6,000.00 | \$6,000.00 |
| | LGROW-Land Use Serv. | | \$8,712.00 | \$8,712.00 | \$8,700.00 |
| | Land Use Services | \$10,800.00 | \$1,882.00 | \$1,882.00 | \$0.00 |
| | Data Collection | \$0.00 | \$0.00 | \$0.00 | \$21,000.00 |
| | Local Participation Fee | \$7,104.00 | \$0.00 | \$15,974.00 | \$12,400.00 |
| | Water/Sewer-NPDES | \$187,750.93 | \$177,761.00 | \$200,356.00 | \$177,761.00 |
| | Events-Growing Comm | \$9,375.00 | \$0.00 | \$0.00 | \$0.00 |
| | Events | <u>\$4,020.00</u> | <u>\$6,000.00</u> | <u>\$3,500.00</u> | <u>\$6,000.00</u> |
| | Sub total | \$231,699.96 | \$207,955.00 | \$248,777.00 | \$242,461.00 |
| Grants | | | | | |
| | MDEQ-L.G.R.-Storm Educ | \$9,613.87 | \$0.00 | \$0.00 | \$0.00 |
| | MDEQ-L.G.R.-WS Initiatives | \$135,131.11 | \$0.00 | \$0.00 | \$0.00 |
| | EPA-Haz Mater. & Petrol. | <u>\$59,443.88</u> | <u>\$269,100.00</u> | <u>\$233,502.00</u> | <u>\$88,000.00</u> |
| | Sub total | \$204,188.86 | \$269,100.00 | \$233,502.00 | \$88,000.00 |
| Interest | | | | | |
| | | <u>\$6,343.64</u> | <u>\$2,000.00</u> | <u>\$2,000.00</u> | <u>\$1,500.00</u> |
| Total | | | | | |
| | | \$1,843,910.20 | \$2,330,626.00 | \$2,109,627.00 | \$2,052,039.00 |

GVMC FY 11-12 BUDGET

Fund: General
Depart: GVMC Board

| Acct No. | Activitiy | Prior Year | Approved | Projected | Proposed |
|----------|-------------|-------------------|-------------------|-------------------|-------------------|
| | | Actual | Budget | Actual | Budget |
| | | FY 09-10 | FY 10-11 | FY 10-11 | FY 11-12 |
| 810.000 | Meeting Exp | <u>\$1,678.88</u> | <u>\$2,200.00</u> | <u>\$1,850.00</u> | <u>\$2,200.00</u> |
| | Total | \$1,678.88 | \$2,200.00 | \$1,850.00 | \$2,200.00 |

Fund: General
Depart: Administration

| Acct No. | Activitiy | Prior Year | Approved | Projected | Proposed |
|----------|--------------------------|-----------------|-----------------|-----------------|-----------------|
| | | Actual | Budget | Actual | Budget |
| | | FY 09-10 | FY 10-11 | FY 10-11 | FY 11-12 |
| 702.000 | Salaries | \$204,961.65 | \$197,460.00 | \$213,130.00 | \$221,257.00 |
| 712.100 | Social Security Tax | \$12,816.31 | \$12,243.00 | \$13,214.00 | \$13,719.00 |
| 712.200 | Medicare Tax | \$3,055.28 | \$2,864.00 | \$3,091.00 | \$3,499.00 |
| 712.300 | State Unemployment Tax | \$609.37 | \$610.00 | \$677.00 | \$676.00 |
| 712.500 | Health/Dental Insurance | \$17,153.17 | \$24,235.00 | \$18,000.00 | \$26,211.00 |
| 712.600 | Life/Long Term Disb. Ins | \$2,342.64 | \$2,631.00 | \$2,615.00 | \$2,804.00 |
| 712.700 | Parking | \$1,421.50 | \$0.00 | \$0.00 | \$0.00 |
| 712.800 | Pension Plan Expense | \$19,681.60 | \$17,775.00 | \$19,181.70 | \$19,914.00 |
| 726.000 | Office Supplies | \$1,867.40 | \$2,000.00 | \$1,250.00 | \$1,500.00 |
| 726.200 | Postage | \$781.89 | \$1,000.00 | \$800.00 | \$1,000.00 |
| 801.100 | Audit | \$2,600.00 | \$3,100.00 | \$2,500.00 | \$2,800.00 |
| 801.200 | Legal Services | \$21,914.50 | \$5,500.00 | \$4,000.00 | \$4,500.00 |
| 801.400 | Contractual Serv | \$11,312.75 | \$0.00 | \$100.00 | \$0.00 |
| 805.000 | Adv/Legal Notice | \$1,040.15 | \$1,000.00 | \$950.00 | \$1,000.00 |
| 810.000 | Meeting Exp | \$8,520.53 | \$10,000.00 | \$7,000.00 | \$8,000.00 |
| 815.000 | Insurance | \$2,584.77 | \$2,500.00 | \$2,500.00 | \$2,600.00 |
| 820.000 | Dues and Sub | \$1,140.00 | \$1,750.00 | \$1,100.00 | \$1,250.00 |
| 825.000 | Professional Dev | \$1,594.65 | \$5,000.00 | \$750.00 | \$2,000.00 |
| 860.000 | Mileage | \$5,672.55 | \$7,300.00 | \$6,900.00 | \$7,000.00 |
| 900.100 | Printing | \$0.00 | \$400.00 | \$0.00 | \$400.00 |
| 920.100 | Electricity | \$783.49 | \$1,200.00 | \$875.00 | \$950.00 |
| 920.200 | Telephone | \$3,688.33 | \$3,300.00 | \$3,400.00 | \$3,500.00 |
| 930.000 | Repairs and Maint | \$1,252.44 | \$1,000.00 | \$300.00 | \$1,000.00 |
| 940.100 | Equipment Rent | \$1,111.55 | \$1,200.00 | \$1,150.00 | \$1,200.00 |
| 940.200 | Rent | \$10,874.76 | \$12,835.00 | \$12,730.00 | \$13,215.00 |
| 955.000 | Misc | <u>\$548.42</u> | <u>\$550.00</u> | <u>\$500.00</u> | <u>\$550.00</u> |
| | Total | \$339,329.70 | \$317,453.00 | \$316,713.70 | \$340,545.00 |

Fund: General
Depart: Pavement Management Vehicle

| Acct No. | Activitiy | Prior Year | Approved | Projected | Proposed |
|----------|-------------------------|--------------------|-------------------|-------------------|---------------|
| | | Actual | Budget | Actual | Budget |
| | | FY 09-10 | FY 10-11 | FY 10-11 | FY 11-12 |
| 738.000 | Other Supplies | \$287.43 | \$1,500.00 | \$400.00 | \$900.00 |
| 738.050 | Other-Software | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 |
| 815.000 | Insurance | \$5,740.01 | \$9,300.00 | \$6,500.00 | \$7,000.00 |
| 825.000 | Professional Develop | \$0.00 | \$2,500.00 | \$500.00 | \$2,500.00 |
| 850.000 | Vehicle Storage | \$0.00 | \$600.00 | \$600.00 | \$600.00 |
| 881.000 | Gas, Grease & Oil | \$967.15 | \$3,000.00 | \$1,200.00 | \$1,500.00 |
| 920.200 | Telephone | \$4,132.78 | \$4,100.00 | \$4,050.00 | \$4,300.00 |
| 931.000 | Vehicle Repair & Maint. | \$21,489.00 | \$31,000.00 | \$25,000.00 | \$31,000.00 |
| 994.000 | Loan Repayment | \$87,571.91 | \$84,860.00 | \$84,860.00 | \$0.00 |
| 995.000 | Interest | <u>\$10,075.21</u> | <u>\$3,130.00</u> | <u>\$3,130.00</u> | <u>\$0.00</u> |
| | Total | \$130,263.49 | \$140,990.00 | \$126,240.00 | \$48,800.00 |

GVMC FY 11-12 BUDGET

Fund: General
Depart: Transportation

| Acct No. | Activitiy | Prior Year | Approved | Projected | Proposed |
|----------|----------------------------|-------------------|--------------------|-------------------|----------------|
| | | Actual | Budget | Actual | Budget |
| | | FY 09-10 | FY 10-11 | FY 10-11 | FY 11-12 |
| 702.000 | Salaries | \$435,918.55 | \$477,035.00 | \$460,000.00 | \$475,616.00 |
| 712.100 | Social Security Tax | \$27,005.82 | \$29,580.00 | \$28,520.00 | \$29,490.00 |
| 712.200 | Medicare Tax | \$6,446.29 | \$6,925.00 | \$6,670.00 | \$6,897.00 |
| 712.300 | State Unemployment Tax | \$1,631.57 | \$2,250.00 | \$2,076.00 | \$2,338.00 |
| 712.500 | Health/Dental Insurance | \$83,703.02 | \$98,400.00 | \$80,475.00 | \$105,460.00 |
| 712.600 | Life/Long Term Disabilitiy | \$6,153.84 | \$6,410.00 | \$6,230.00 | \$6,410.00 |
| 712.700 | Parking | \$13.00 | \$0.00 | \$0.00 | \$0.00 |
| 712.800 | Pension Plan Expense | \$40,429.16 | \$40,800.00 | \$41,400.00 | \$41,225.00 |
| 726.000 | Office Supplies | \$4,072.40 | \$8,000.00 | \$4,000.00 | \$6,000.00 |
| 726.200 | Postage | \$3,011.79 | \$3,000.00 | \$2,200.00 | \$3,500.00 |
| 801.100 | Audit | \$6,125.00 | \$6,250.00 | \$5,500.00 | \$6,200.00 |
| 801.300 | Professional Fees | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 |
| 801.400 | Contractual Serv | \$143,465.28 | \$400,150.00 | \$290,000.00 | \$381,500.00 |
| 805.000 | Adv/Legal Notice | \$2,109.14 | \$3,750.00 | \$2,200.00 | \$3,750.00 |
| 810.000 | Meeting Exp | \$5,160.15 | \$8,000.00 | \$3,500.00 | \$6,000.00 |
| 815.000 | Insurance | \$4,282.02 | \$3,500.00 | \$3,600.00 | \$4,500.00 |
| 820.000 | Dues and Sub | \$0.00 | \$2,000.00 | \$1,100.00 | \$2,000.00 |
| 825.000 | Professional Dev | \$120.00 | \$9,000.00 | \$3,500.00 | \$6,000.00 |
| 860.000 | Mileage | \$5,569.03 | \$18,000.00 | \$8,000.00 | \$18,000.00 |
| 900.100 | Printing | \$0.00 | \$1,000.00 | \$600.00 | \$1,000.00 |
| 920.100 | Electricity | \$1,901.08 | \$2,000.00 | \$2,100.00 | \$2,100.00 |
| 920.200 | Telephone | \$5,348.87 | \$5,600.00 | \$5,450.00 | \$5,600.00 |
| 930.000 | Repairs and Maint | \$1,594.20 | \$2,500.00 | \$1,100.00 | \$2,000.00 |
| 940.100 | Equipment Rent | \$2,223.26 | \$3,500.00 | \$2,950.00 | \$3,500.00 |
| 940.200 | Rent | \$25,540.83 | \$31,385.00 | \$31,050.00 | \$32,325.00 |
| 955.000 | Miscellaneous | \$364,924.13 | | | |
| 980.100 | Office Equipment | <u>\$2,515.61</u> | <u>\$10,000.00</u> | <u>\$4,196.70</u> | <u>\$0.00</u> |
| | Total | \$1,179,264.04 | \$1,180,035.00 | \$996,417.70 | \$1,152,411.00 |

Fund: General
Depart: Rogue River

| Acct No. | Activitiy | Prior Year | Approved | Projected | Proposed |
|----------|-----------|-----------------|-----------------|----------------|-----------------|
| | | Actual | Budget | Actual | Budget |
| | | FY 09-10 | FY 10-11 | FY 10-11 | FY 11-12 |
| 900.100 | Printing | <u>\$122.97</u> | <u>\$500.00</u> | <u>\$75.00</u> | <u>\$500.00</u> |
| | Total | \$122.97 | \$500.00 | \$75.00 | \$500.00 |

GVMC FY 11-12 BUDGET

Fund: General
Depart: Regional Planning Services

| Acct No. | Activitiy | Prior Year | Approved | Projected | Proposed |
|----------|---------------------------|--------------|--------------|--------------|--------------|
| | | Actual | Budget | Actual | Budget |
| | | FY 09-10 | FY 10-11 | FY 10-11 | FY 11-12 |
| 702.000 | Salaries | \$164,623.49 | \$165,024.00 | \$166,007.00 | \$122,131.00 |
| 712.100 | Social Security Tax | \$10,161.66 | \$10,233.00 | \$10,292.00 | \$7,573.00 |
| 712.200 | Medicare Tax | \$2,376.55 | \$2,394.00 | \$2,407.00 | \$1,772.00 |
| 712.300 | State Unemployment Tax | \$427.31 | \$522.00 | \$676.00 | \$386.00 |
| 712.500 | Health/Dental Insurance | \$24,155.52 | \$26,700.00 | \$26,219.00 | \$20,764.00 |
| 712.600 | Life/Long Term Disb. Ins. | \$2,155.92 | \$2,250.00 | \$2,160.00 | \$1,665.00 |
| 712.800 | Pension Plan Expense | \$14,981.30 | \$14,855.00 | \$14,940.00 | \$10,992.00 |
| 726.000 | Office Supplies | \$768.61 | \$750.00 | \$425.00 | \$518.00 |
| 726.200 | Postage | \$798.03 | \$1,000.00 | \$500.00 | \$592.00 |
| 801.400 | Contractual Serv | \$63,997.20 | \$1,882.00 | \$0.00 | \$0.00 |
| 810.000 | Meeting Exp | \$113.11 | \$500.00 | \$175.00 | \$500.00 |
| 810.010 | Growing Comm. Conf. | \$7,169.20 | \$0.00 | \$0.00 | \$0.00 |
| 815.000 | Insurance | \$2,021.83 | \$2,000.00 | \$1,900.00 | \$1,480.00 |
| 820.000 | Dues and Sub | \$878.00 | \$1,000.00 | \$500.00 | \$1,000.00 |
| 825.000 | Professional Dev | \$35.00 | \$0.00 | \$0.00 | \$0.00 |
| 860.000 | Mileage | \$469.87 | \$1,500.00 | \$750.00 | \$1,000.00 |
| 900.100 | Printing | \$0.00 | \$500.00 | \$0.00 | \$500.00 |
| 920.100 | Electricity | \$898.13 | \$1,100.00 | \$1,000.00 | \$814.00 |
| 920.200 | Telephone | \$3,676.00 | \$3,650.00 | \$3,500.00 | \$2,738.00 |
| 930.000 | Repairs and Maint | \$546.13 | \$700.00 | \$450.00 | \$407.00 |
| 940.100 | Equipment Rental | \$1,243.11 | \$1,300.00 | \$900.00 | \$962.00 |
| 940.200 | Rent | \$12,069.99 | \$14,855.00 | \$14,695.00 | \$11,322.00 |
| Total | | \$313,565.96 | \$252,715.00 | \$247,496.00 | \$187,116.00 |

Fund: General
Depart: SPECIAL SERVICES

| Acct No. | Activitiy | Prior Year | Approved | Projected | Proposed |
|----------|-------------------------|--------------|--------------|--------------|--------------|
| | | Actual | Budget | Actual | Budget |
| | | FY 09-10 | FY 10-11 | FY 10-11 | FY 11-12 |
| 801.022 | Other-NPDES | \$187,751.18 | \$177,761.00 | \$200,356.00 | \$177,761.00 |
| 801.048 | Other-LGR-Org Wtsd Init | \$131,025.01 | \$0.00 | \$0.00 | \$0.00 |
| 801.045 | Other-LGR-St Wat Educ | \$8,344.28 | \$0.00 | \$0.00 | \$0.00 |
| 801.056 | Other-EPA Haz Mat & Pet | \$11,426.90 | \$252,100.00 | \$216,000.00 | \$78,000.00 |
| Total | | \$338,547.37 | \$429,861.00 | \$416,356.00 | \$255,761.00 |

Fund: General
Depart: Strategic Initiatives

| Acct No. | Activitiy | Prior Year | Approved | Projected | Proposed |
|----------|---------------------------|------------|----------|-----------|-------------|
| | | Actual | Budget | Actual | Budget |
| | | FY 09-10 | FY 10-11 | FY 10-11 | FY 11-12 |
| 702.000 | Salaries | \$0.00 | \$0.00 | \$0.00 | \$42,911.00 |
| 712.100 | Social Security Tax | \$0.00 | \$0.00 | \$0.00 | \$2,660.00 |
| 712.200 | Medicare Tax | \$0.00 | \$0.00 | \$0.00 | \$622.00 |
| 712.300 | State Unemployment Tax | \$0.00 | \$0.00 | \$0.00 | \$136.00 |
| 712.500 | Health/Dental Insurance | \$0.00 | \$0.00 | \$0.00 | \$7,296.00 |
| 712.600 | Life/Long Term Disb. Ins. | \$0.00 | \$0.00 | \$0.00 | \$585.00 |
| 712.800 | Pension Plan Expense | \$0.00 | \$0.00 | \$0.00 | \$3,862.00 |
| 726.000 | Office Supplies | \$0.00 | \$0.00 | \$0.00 | \$182.00 |
| 726.200 | Postage | \$0.00 | \$0.00 | \$0.00 | \$208.00 |
| 815.000 | Insurance | \$0.00 | \$0.00 | \$0.00 | \$520.00 |
| 920.100 | Electricity | \$0.00 | \$0.00 | \$0.00 | \$286.00 |
| 920.200 | Telephone | \$0.00 | \$0.00 | \$0.00 | \$962.00 |
| 930.000 | Repairs and Maint | \$0.00 | \$0.00 | \$0.00 | \$143.00 |
| 940.100 | Equipment Rental | \$0.00 | \$0.00 | \$0.00 | \$338.00 |
| 940.200 | Rent | \$0.00 | \$0.00 | \$0.00 | \$3,978.00 |
| Total | | \$0.00 | \$0.00 | \$0.00 | \$64,689.00 |

GVMC FY 11-12 BUDGET

Lower Grand River Organization of Watersheds

Fund: LGROW
Depart: Revenues

| Acct No. | Activity | Prior Year | Approved | Projected | Proposed |
|----------|---------------|--------------------|--------------------|--------------------|--------------------|
| | | Actual FY 09-10 | Budget FY 10-11 | Actual FY 10-11 | Budget FY 11-12 |
| 581.000 | Member Dues | \$2,385.00 | \$11,800.00 | \$9,970.00 | \$10,175.00 |
| 675.000 | Contributions | <u>\$137.43</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> |
| | Total | \$2,522.43 | \$11,800.00 | \$9,970.00 | \$10,175.00 |

Fund: LGROW
Depart: LGROW - Administration

| Acct No. | Activity | Prior Year | Approved | Projected | Proposed |
|----------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | Actual FY 09-10 | Budget FY 10-11 | Actual FY 10-11 | Budget FY 11-12 |
| 738.000 | Other Supplies | 635.25 | \$0.00 | \$0.00 | \$0.00 |
| 801.400 | Contractual Serv | \$0.00 | \$8,712.00 | \$8,712.00 | \$8,712.00 |
| 810.000 | Meeting Exp | \$1,235.50 | \$1,100.00 | \$1,175.00 | \$550.00 |
| 900.100 | Printing | \$0.00 | \$0.00 | \$95.00 | \$0.00 |
| 955.000 | Misc | <u>\$0.00</u> | <u>\$1,988.00</u> | <u>\$0.00</u> | <u>\$550.00</u> |
| | Total | \$1,870.75 | \$11,800.00 | \$9,982.00 | \$9,812.00 |
| | Net Rev. over Exp. | \$651.68 | \$0.00 | (\$12.00) | \$363.00 |

REGIS BUDGET FY 11-12 (DRAFT)

| EXPENDITURES | | Subject Year FY 11-12 (Oct 1, 11 thru Sep 30, 12) | Current Year 10-11 (10/1/10 - 9/30/11) |
|---------------------------|-----------------------------------|--|---|
| Expense Items | | | |
| 702.000 | Salaries | \$315,452 | \$280,552 |
| 702.100 | Social Security Tax | \$20,504 | \$18,236 |
| 712.200 | Medicare Tax | \$4,574 | \$4,068 |
| 712.300 | State Unemployment Tax | \$4,318 | \$4,318 |
| 712.500 | Health/Dental Insurance | \$59,280 | \$50,000 |
| 712.600 | Life/Long Term Disability Ins | \$5,211 | \$4,104 |
| 712.700 | Parking | \$0 | \$0 |
| 712.800 | Pension Plan | \$26,562 | \$23,450 |
| 702.110 | GVMC Salaries | \$31,306 | \$39,328 |
| | GVMC Fringe Benefits | \$13,767 | \$14,940 |
| 726.000 | Office Supplies | \$8,768 | \$8,768 |
| 726.200 | Postage | \$563 | \$563 |
| 726.200 | Fedex Shipping | \$450 | \$450 |
| 801.100 | Audit | \$3,500 | \$3,200 |
| 801.200 | Legal Services | \$3,478 | \$3,478 |
| 801.300 | Professional Fees | \$15,000 | \$12,875 |
| 801.400 | Contractual Services | \$3,000 | \$3,000 |
| 801.420 | Cont Svc - Software Lic | \$16,500 | \$16,500 |
| 801.421 | Cont Svc - Software Main | \$120,633 | \$118,450 |
| 801.430 | Cont Svc - Network Svc | \$0 | \$0 |
| 801.440 | Cont Svc - Systems & Database Adm | \$30,000 | \$30,000 |
| 801.450 | Cont Svc - Systems Adm | \$0 | \$0 |
| 805.000 | Adv/Legal Notice | \$1,688 | \$1,688 |
| 810.000 | Meeting Expense | \$5,000 | \$5,000 |
| 815.000 | Insurance | \$6,883 | \$6,883 |
| 820.000 | Dues and Subscriptions | \$1,159 | \$1,159 |
| 825.000 | Professional Development | \$5,000 | \$5,000 |
| 860.000 | Mileage | \$5,500 | \$5,500 |
| 800.100 | Printing | \$1,500 | \$1,500 |
| 920.100 | Electricity | \$5,464 | \$5,464 |
| 920.200 | Telephone | \$9,804 | \$8,240 |
| 930.000 | Repairs and Maintenance | \$3,377 | \$3,377 |
| 940.100 | Equipment Rent | \$3,939 | \$3,939 |
| 940.200 | Rent | \$45,000 | \$42,230 |
| 955.000 | Miscellaneous/Contingency | \$10,000 | \$20,000 |
| 977.003 | Small Equipment | \$2,251 | \$2,251 |
| 980.100 | Office Equipment | \$2,120 | \$2,120 |
| 985.000 | Transfer to capital | \$20,000 | \$20,000 |
| TOTAL EXPENDITURES | | \$811,550 | \$770,630 |
| FY 11-12 REVENUES | | | |
| 501.500 | Grants | \$0 | \$0 |
| 676.013 | Reimbursements-Data | \$10,000 | \$15,000 |
| | Use of General Fund Balance | \$93,847 | \$106,419 |
| | Use of Capital Fund Balance | \$0 | \$0 |
| 501.500 | Member Dues | \$635,306 | \$542,369 |
| | Recovery/Buy-in/Other Contrib. | \$21,400 | \$21,500 |
| | Interest on fund balance | \$5,997 | \$10,342 |
| | Pay-as-you-go Services | \$45,000 | \$75,000 |
| TOTAL REVENUES | | \$811,550 | \$770,630 |



The Grand Valley Metropolitan Council

FY 2011-2012 Staffing Model for General Administration, Planning and Strategic Initiatives and Transportation Departments

GENERAL ADMINISTRATION

General Administration activities are funded through general membership dues and the indirect cost rate (overhead) as stipulated by the federal OMB CircularA-87 policies and principles.

Donald J. Stypula, Executive Director

Chief executive officer and senior administrator. Responsible for administration of all GVMC departments, programs and functions and direction of staff. Represents GVMC on myriad boards and commissions in the Grand Rapids metro area and directs advocacy activities at the Capitol and state agencies in Lansing and the U.S. Capitol and federal agencies in Washington, D.C.

Leon Branderhorst, Finance and Budget Director

Chief financial officer of GVMC responsible for maintaining financial records of all divisions, preparing the annual general fund budget, processing invoices, preparing checks, preparing monthly financial summaries and working with the GVMC Treasurer, Finance Committee and Executive Director to maintain financial controls.

Gayle McCrath, Director Human Resources and Administration

Responsible for developing and administering all human resources-related services for GVMC and REGIS; tracks statutes and rules governing human resources issues and works with Executive Director to maintain compliance with statutes and rules. Provides day to day administrative support to Executive Director. Serves as meeting planner and recording secretary for Executive Committee, Public Information and Education Committee and GVMC Board. Provides outreach to local K-12 schools, area ISDs and area colleges and universities.

Michael Brameijer, GVMC System Administrator

Serves as computer network administrator for all GVMC departments. Manages multi-server computer network, desktop and laptop computers, printers, VOIP telephone system and related hardware and software applications. Coordinates with vendors and maintains information technology infrastructure for GVMC.

GVMC PLANNING AND STRATEGIC INITIATIVES DEPARTMENT

Andrew Bowman, Planning Director

Directs implementation of GVMC's strategic goals and initiatives and manages the organization's sustainable land use planning activities and services. Supervises a two-person staff, together with the GVSU graduate assistant in implementing GVMC's strategic goals and initiatives; works with the Executive Director and staff to identify and address the services needs of member counties and communities; and supervises the provision of regional land use planning services. Administers grants for program activities and projects; facilitates public involvement in sustainable land use planning activities and coordinates grant-funded natural resources management activities and the work of the Lower Grand River Watershed Council.

Jay Hoekstra, Senior Land Use Planner

Works with Planning Director to coordinate all sustainable land use planning activities in the Grand Rapids Metropolitan Area. Works with member communities to develop socio-economic data, analyze community master plans and provide advice and input into the community planning process. Provides master plan collection and review services for GVMC Transportation Department. Interfaces with consultants and service providers to develop sustainable land use planning tools. Trained and recognized by the National Charrette Institute as a Certified Charrette Planner.

GVMC TRANSPORTATION DEPARTMENT

FY 2011-2012 Budget allocations: All Positions 100% Transportation Planning

Abed Itani, Transportation Director

Directs all GVMC-MPO transportation activities and services. Supervises eight-person professional staff that provides transportation planning services to the Grand Rapids metropolitan area. Works with Executive Director and Finance Director to develop annual transportation budget. Responsible for the development of the Council's transportation unified work program and policies, the Transportation Improvement Program (TIP), the Long Range Transportation Plan, establishment of project budgets, management of the transportation department budget. Supervises communications, outreach and project management with MPO-member communities, counties, MDOT and FHWA. Works with area Congressional representatives and U.S. Senators to secure funding for regional transportation projects.

James Snell, Senior Transportation Planner

Serves as senior level transportation planning professional who performs travel demand modeling and regional multi-modal transportation planning services. Works with Transportation Director to coordinate all GVMC transportation services. Lead transportation planner on geographic information system-related services and GVMC's plan to develop an Intelligent Transportation System for the Grand Rapids metropolitan area. Lead transportation planner on GVMC's mobile pavement management system.

Yongqiang (George) Yang, Ph.D., Senior Transportation Planner

Senior level position involved in travel demand modeling, traffic impact studies, travel time studies, traffic signal optimization, GIS data development and updating and the development and the updating of transportation management systems. Also assists with the development and updating of the Long Range Transportation Plan.

Darrell Robinson, Transportation Planner

Coordinates with MDOT and Federal Highway Administration officials on the development of the regional Transportation Improvement Plan (TIP); lead MPO staff to the asset management system, helps coordinate the activities of GVMC's mobile pavement management system; provides technical assistance to local units of government; and assists with all other activities associated with GVMC transportation planning activities.

Andrea Dewey, Transportation Planner

Coordinates the development of the Long Range Transportation Plan (LRTP), Non-motorized Plan, and assists with the Congestion Mitigation/Air Quality activities and other GVMC transportation department activities such as environmental justice public outreach programs.

Michael Zonyk, Senior Transportation Planner

Coordinates traffic count activities and works with MDOT and Federal Highway Administration officials on the development of the regional transportation safety plan; HPMS; helps coordinate the GIS activities of GVMC's mobile pavement management system; provides technical assistance to local units of government; and assists with all other activities associated with GVMC transportation planning activities.

Andrea Faber, Transportation Administrator

Serves as department administrator for GVMC Transportation Department. Provides daily administrative and secretarial services; coordinates meetings of and serves as recording secretary for GVMC Technical and Policy Committees. Works with transportation staff to prepare documents and meeting packets and assists the Administration Division as needed.

Transportation Interns (2)

Assist GVMC's senior transportation planners to coordinate the activities of GVMC's mobile pavement management system and traffic count program; provide technical assistance to local units of government; and assist with all other activities associated with GVMC transportation planning.

GRAND VALLEY METROPOLITAN COUNCIL

1,902

| | | GVMC | TRANS | | |
|-------------------------------------|------------------------|------------------|------------------|------------------|-------------------|
| Townships | 2010 Population | 0.27 | | | |
| Ada | 13,142 | | 1,902 | 1,902 | <i>trans</i> |
| Algoma | 9,932 | 2,682 | 1,438 | 4,120 | gvmc/trans |
| Allendale | 20,708 | 5,591 | 2,741 | 8,332 | gvmc/trans |
| Alpine | 13,336 | 3,601 | 1,931 | 5,532 | gvmc/trans |
| Byron | 20,317 | 5,486 | 2,941 | 8,427 | gvmc/trans |
| Caledonia | 10,821 | 2,922 | 1,566 | 4,488 | gvmc/trans |
| Cannon | 13,336 | 3,601 | 1,931 | 5,532 | gvmc/trans |
| Cascade | 17,134 | 4,626 | 2,480 | 7,106 | gvmc/trans |
| Courtland | 7,678 | 2,073 | 1,111 | 3,184 | gvmc/trans |
| Gaines | 25,146 | 6,789 | 3,640 | 10,429 | gvmc/trans |
| Georgetown | 46,985 | 12,686 | 6,219 | 18,905 | gvmc/trans |
| Grand Rapids | 16,661 | 4,498 | 2,412 | 6,910 | gvmc/trans |
| Jamestown | 7,034 | 1,899 | 931 | 2,830 | gvmc/trans |
| Plainfield | 30,952 | 8,357 | 4,481 | 12,838 | gvmc/trans |
| Tallmadge | 7,575 | 2,045 | 1,003 | 3,048 | gvmc/trans |
| Sparta | <u>4970</u> | <u>1,342</u> | 719 | 2,061 | gvmc/trans |
| subtotal | 265,727 | \$68,198 | \$37,446 | 105,644 | \$105,644 |
| Cities/Villages | | | | | gvmc/trans |
| Cedar Springs | 3,509 | 947 | 657 | 1,604 | gvmc/trans |
| East Grand Rapids | 10,694 | 2,887 | 1,943 | 4,830 | gvmc/trans |
| Grand Rapids | 188,040 | 50,771 | 35,861 | 86,632 | gvmc/trans |
| Grandville | 15,378 | 4,152 | 4,149 | 8,301 | gvmc/trans |
| Hudsonville | 7,116 | 1,921 | 1,651 | 3,572 | gvmc/trans |
| Kentwood | 48,707 | 13,151 | 10,153 | 23,304 | gvmc/trans |
| Lowell | 3,783 | 1,021 | 815 | 1,836 | gvmc/trans |
| Rockford | 5,719 | 1,544 | 1,233 | 2,777 | gvmc/trans |
| Sparta | 4,140 | 1,118 | 769 | 1,887 | gvmc/trans |
| Walker | 23,537 | 6,355 | 5,967 | 12,322 | gvmc/trans |
| Wyoming | <u>72,125</u> | <u>19,474</u> | 15,757 | 35,231 | gvmc/trans |
| subtotal | 382,748 | \$103,342 | \$78,955 | 182,297 | |
| Totals | | | | | |
| Non-MPO Members | | | | | |
| Belding | 5,757 | 1,554 | | 1,554 | gvmc |
| Coopersville | 4,275 | 1,154 | | 1,154 | gvmc |
| Greenville | 8,481 | 2,290 | | 2,290 | gvmc |
| GVSU | | 5,000 | | 5,000 | |
| Hastings | 7,350 | 1,985 | | 1,985 | gvmc |
| Ionia | 11,394 | 3,076 | | 3,076 | gvmc |
| Middleville | 3,319 | 896 | | 896 | gvmc |
| Wayland | <u>4,079</u> | <u>1,101</u> | | <u>1,101</u> | gvmc |
| sub-non MPO | 44,655 | \$17,057 | | 17,057 | |
| Kent County | 602,622 | 63,177 | 3,000 | 66,177 | gvmc |
| Ottawa County | <u>89,418</u> | <u>9,165</u> | <u>1,476</u> | <u>10,641</u> | gvmc |
| | 692,040 | 72,342 | 4,476 | 76,818 | |
| Totals | | | | | |
| Other Transportation Members | | | | | |
| Kent Co Rd Comm-Urban | | | 35,385 | 35,385 | <i>trans</i> |
| Kent Co Rd Comm-Rural | | | 5,582 | 5,582 | <i>trans</i> |
| Ottawa Co Rd Comm-Urban | | | 10,509 | 10,509 | <i>trans</i> |
| Ottawa Co Rd Comm-Rural | | | 343 | 343 | |
| ITP | | | 14,500 | 14,500 | <i>trans</i> |
| MDOT | | | 0 | 0 | <i>trans</i> |
| Kent Co Airport | | | <u>1,500</u> | <u>1,500</u> | <i>trans</i> |
| | | | 67,819 | 67,819 | |
| Sub | | | | | |
| Totals | | \$260,939 | \$188,696 | \$449,635 | |



RESOLUTION

A Resolution Authorizing a Temporary Change in the GVMC Board of Directors Meeting Schedule

WHEREAS, the Grand Valley Metropolitan Council, as authorized under 1989 P.A. 292 (MCL 124.651) – the Metropolitan Councils Act, and Article VIII, of the GVMC Articles of Incorporation, desires to modify – on a temporary, trial basis – the meeting schedule and meeting procedures of the GVMC Board of Directors; and

WHEREAS, under this new meeting schedule and operational procedure, meetings of the GVMC Board of Directors conducted during even-numbered months shall be designated as “work” sessions (Committee of the Whole), where Council members can hear presentations on public policy topics, discuss and analyze policy issues and make recommendations to the Board of Directors for formal action; and

WHEREAS, meetings of the GVMC Board of Directors conducted during odd-numbered months shall be designated as formal “business” sessions where Council members formally vote on issues and business items that are properly before the Council Board of Directors; and

WHEREAS, the Chairman of the Board of the Grand Valley Metropolitan Council may, from time to time at his or her discretion, bring agenda items requiring Board approval for formal consideration and adoption at designated “work” sessions.

NOW THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council hereby affirms its desire to modify the meeting schedule and procedures of the GVMC Board of directors to provide for “work” sessions on even-numbered months and “formal “business” sessions on odd-numbered months. This meeting schedule shall remain in effect for a one-year period unless amended by the GVMC Board of Directors.

This Resolution declared adopted by the Grand Valley Metropolitan Council on September 1, 2011.

Hon. James R. Buck
Chairman of the Board

Donald J. Stypula
Executive Director



RESOLUTION

A Resolution Establishing Guidance on Officer's Terms

WHEREAS, the Grand Valley Metropolitan Council, as authorized under Article XVII, of the GVMC Articles of Incorporation, desires to amend Section III the GVMC Bylaws to provide guidance on the terms of GVMC officers;

WHEREAS, the GVMC Board of Directors amends Section III of the GVMC Bylaws by adding a new Section 3.6 to read as follows:

3.6 Officer's Terms. It is preferred that officers serve no more than four consecutive one-year terms in the same position.

NOW THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council hereby approves the amendment to Section III of the Bylaws.

This Resolution declared adopted by the Grand Valley Metropolitan Council on September 1, 2011.

Hon. James R. Buck
Chairman of the Board

Donald J. Stypula
Executive Director



RESOLUTION

A Resolution Establishing Protocols for Approval of GVMC Transportation-MPO Agenda Items

WHEREAS, the Grand Valley Metropolitan Council, as the federally-designated Metropolitan Planning Organization (MPO) and Transportation Management Area (TMA) for the Grand Rapids metropolitan region, desires to establish protocols governing formal approval of transportation planning-related agenda items recommended by the GVMC MPO committees; and

WHEREAS, the GVMC Board of Directors hereby declares that GVMC MPO-related items including the annual Unified Planning Work Program and Budget (UPWP); amendments to the UPWP; adoption of the GVMC Long-Range Transportation Plan; and each new, four-year Transportation Improvement Program (TIP) be considered and approved by the MPO Committees and presented for final review and approval by the GVMC Board of Directors; and

WHEREAS, the GVMC Board of Directors also declares that GVMC Policy Committee is authorized to review and give final approval to routine GVMC MPO-related agenda items, including amendments and administrative adjustments to the Transportation Improvement Program (TIP) and the Long Range Transportation Plan, and

NOW THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council hereby approves the new protocols governing final approval of GVMC MPO-related agenda items.

This Resolution declared adopted by the Grand Valley Metropolitan Council on September 1, 2011.

Hon. James R. Buck
Chairman of the Board

Donald J. Stypula
Executive Director



RESOLUTION

A Resolution Establishing Standing Committees of the Grand Valley Metropolitan Council

WHEREAS, the Grand Valley Metropolitan Council, as authorized under Articles XIII and XV of the GVMC Articles of Incorporation and Sections IV and V of the GVMC Bylaws, desires to establish standing committees, with corresponding duties and responsibilities, to assist in the administration of the GVMC and the analysis of issues that come before the GVMC Board of Directors;

NOW THEREFORE BE IT RESOLVED, that the Grand Valley Metropolitan Council hereby establishes the following Standing Committees with corresponding duties and responsibilities:

Executive Committee

Committee Duties and Responsibilities

1. Provide guidance and direction to management to improve the GVMC's operations and scope of services provided to members.
2. Review, approve and recommend to the Board of Directors the annual budgets for GVMC, the REGIS Agency and other GVMC agencies, budget amendments and quarterly financial statements, the contract with an outside financial auditing firm, and other financial matters that have been recommended by management and approved by the GVMC Finance Committee.
3. Review, approve and recommend to the Board of Directors the policies of the GVMC, consistent with the GVMC Articles of Incorporation and Bylaws.
4. Receive and review the executive director's annual performance evaluation completed by the Human Resources committee and recommend further action to the GVMC Board, including salary adjustments, termination or other actions.
5. Develop, discuss and recommend to the Board of Directors strategic objectives for GVMC designed to help GVMC-member counties and communities manage challenges and take advantage of opportunities.

6. Ensure that the Executive Director and staff are developing strategies, tactics, and accountability mechanisms for achieving GVMC's strategic objectives; track performance and report to the GVMC Board on a bi-monthly basis.
7. Make formal recommendations to the GVMC Board regarding updates to the GVMC Strategic Plan.
8. Develop and recommend to the GVMC Board topics for the Board to discuss, analyze and develop strategies for addressing during the Board Work Sessions scheduled for odd-numbered months of the year.
9. Work with the Executive Director and staff to develop periodic training and educational opportunities for GVMC Board members that bring added value for GVMC membership.
10. Perform all other duties and assume all other responsibilities as may be required by law or by the direction of the GVMC Board of Directors.

Finance Committee

Committee Duties and Responsibilities

1. Periodically review the financial status of the GVMC, the REGIS Agency and other GVMC agencies and make recommendations to the Executive Committee and the Board to improve the financial performance of the Council.
2. Review, approve and recommend to the Executive Committee and the Board of Directors the annual budgets for GVMC, the REGIS Agency and other GVMC agencies, budget amendments, quarterly financial statements, and other financial matters that have been recommended by management.
3. Recommend to the Executive Committee, annually, the hiring of a financial auditing firm and periodically review the performance of that firm.
4. Review, approve and forward to the Executive Committee and the Board of Directors the GVMC, the REGIS Agency, and other GVMC Agencies annual financial audits.
5. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

Legislative Committee

Committee Duties and Responsibilities

1. Develop, discuss and recommend to the Executive Committee and the GVMC Board legislative policy priorities for the Council to pursue during each two-year legislative session.
2. Oversee GVMC's legislative advocacy activities and provide direction to management and staff on GVMC's advocacy positions and approaches.
3. Review legislation, bill amendments, position papers and state and federal administrative rules and regulations, make recommendations to the GVMC Executive Committee and Board, and report – via a scorecard matrix on a quarterly basis – the status of GVMC Board Legislative Priorities.
4. Meet with legislators and their staffs and participate, as needed, in the legislative activities of GVMC, the Michigan Municipal League, the Michigan Townships Association, the Michigan Association of Counties, the Michigan Municipal Finance Officers Association and other groups.
5. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

Human Resources Committee

Committee Duties and Responsibilities

1. On an annual schedule, review the performance of the GVMC Executive Director, offer advice and coaching to improve the performance of the Executive Director and recommend further action to the GVMC Executive Committee and Board, including salary adjustments, termination or other actions changes in the Executive Director's compensation.
2. At times when the Executive Director's position is vacated, work jointly with the Executive Committee to identify and interview qualified candidates for the Executive Director position and make a formal recommendation to the Board a candidate to serve as Executive Director of the GVMC.
3. Periodically review and recommend amendments to the GVMC Personnel Policies and Procedures together with position descriptions and the wage and benefit structure for GVMC employees.
4. On an annual schedule, recommend to the GVMC Board a slate of candidates to serve on the Executive Committee and as officers of the GVMC Board for the fiscal year.

5. Work with current and new Board members to familiarize them with GVMC operations, member services and the roles and responsibilities of the Board and the GVMC Committees.
6. Based on emerging issues and the strategic needs of the Metro Council, identify, interview and recommend to the GVMC Executive Committee and Board candidates to serve as At-Large members of the Grand Valley Metro Council.
7. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

Emerging Issues Committee

Draft Committee Duties and Responsibilities

1. Meet as needed to review and discuss as a “Committee of the Whole” an issue or topic of regional significance.
2. Discuss region-wide approaches to policy issues and work with GVMC staff to analyze data and trends and develop position papers on issues and challenges.
3. Make formal recommendations to the GVMC Executive Committee and Board regarding policy positions for GVMC.
4. Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board.

This Resolution declared adopted by the Grand Valley Metropolitan Council on September 1, 2011.

Hon. James R. Buck
Chairman of the Board

Donald J. Stypula
Executive Director



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

DATE: August 15, 2011
TO: Grand Valley Metro Council Board
FROM: Darrell T. Robinson, Transportation Planner
RE: FY2011 TIP Changes

Due to an amendment being requested by ITP The Rapid to the FY2011-2014 TIP, staff is requesting approval of the following changes:

- ITP The Rapid is requesting an Amendment to the FY2011-2014 TIP, specifically to FY2012. (Please see attached).

If you have any questions please do not hesitate to contact me at (616) 776-7609.



Interurban Transit Partnership

300 Ellsworth Avenue SW Grand Rapids, MI 49503-4005 616.456.7514 • Fax 616.774.1195

August 12, 2011

Mr. Darrell Robinson
Grand Valley Metro Council
678 Front Ave, N.W., Suite 200
Grand Rapids MI 49504-5319

Dear Darrell,

In preparation of the FY 2011 Earmarks of Section 5309, State of Good Repair (SGR), and Section 5339 Alternative Analysis *The Rapid* is requesting an amendment to the Transportation Improvement Program (TIP) for FY 2012.

The Intelligent Transportation System (ITS) project is in support of the completion of the ITS activities for its entire fleet.

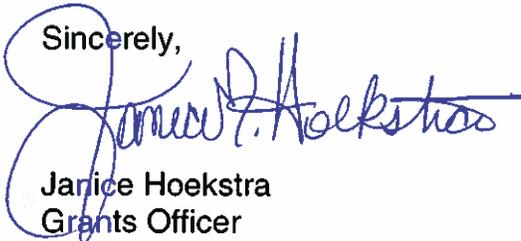
The Laker Corridor Study project is a 12 mile Bus Rapid Transit (BRT) study in the Lake Michigan Drive/Allendale Corridor.

| Section 5309 | Original Federal Budget | Amended Federal Requested |
|---|-------------------------|---------------------------|
| Intelligent Transportation System (ITS) | \$2,500,000 | \$3,168,000* |
| Section 5339 | | |
| Laker Corridor Study | \$0 | \$600,000* |

* Both projects are state matched at 80/20%.

If you have any questions or require additional information please call me at 774-1183.

Sincerely,



Janice Hoekstra
Grants Officer