



## **Executive Committee**

**Thursday July 21, 2011 • 12 Noon**  
**GVMC Offices – Riverview Center -- 678 Front Ave. NW**

### **Agenda**

- 1. Approval of Minutes – June 16, 2011**
- 2. Finance – Report and Recommendations from the Finance Committee**
  - a. FY 2011 Quarter 3 Finance Report**
  - b. FY 2010 Financial Audit – Final**
  - c. Draft GVMC FY 2011-2012 General Fund Budget – First Review**
- 3. Strategic Initiatives**
  - a. Report and Recommendations of the GVMC Task Force on Governance, Structure and Operations – Final Review and Transmittal to the Metro Council**
- 4. Legislative Advocacy**
  - a. Report from the Legislative Committee**
  - b. Issues Update**
- 5. Reminder: September 12 meeting with Michael Finney, President and CEO of the Michigan Economic Development Corporation, 9:30 a.m. at the Kentwood Branch of the Kent District Library**
- 6. Other Items**
- 7. Executive Session to discuss Executive Director’s annual performance review**



## Memorandum

**To:** GVMC Executive Committee

**From:** Donald J. Stypula, Executive Director

**Date:** July 17, 2011

**Re:** Agenda items for our July 21, 2011 Executive Committee meeting

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Attached are the agenda and relevant documents for our next GVMC Executive Committee meeting, scheduled for **12 noon Thursday July 21, 2011 here the GVMC offices**. This month we will focus on two topics – finances and the report of the Governance Task Force. We will also have a report from the Legislative Committee and I will also bring the latest updates from Lansing and Washington. Please note that I have invited Grand Rapids Township Supervisor Mike DeVries to join us at the meeting in his role as the vice chair of the GVMC Finance Committee.

We'll start by reviewing and approving the attached minutes from our June 16, 2011 meeting.

### **FINANCE: GVMC FY 2011 Q-3 FINANCE REPORT**

The GVMC Finance Committee met on July 15 to review and report several items, including the attached GVMC third quarter finance report for FY 2011. We are performing as anticipated under the amended budget for our current fiscal year. The only variance from budget involves the billings for the GVMC's Storm Water Phase II Compliance Collaborative (Water/Sewer-NPDES). We have received payment for the program activities and work plan from all participating agencies, but we have only been billed a portion of the program costs from our contractor – FTCH, Inc. Aside from that, we are right on target for the fiscal year.

***Proposed Action: Review and forward to Metro Council the GVMC third quarter finance report for FY 2011.***

### **FINANCE: GVMC FY 2010 FINANCIAL AUDIT – FINAL**

Attached are the final GVMC Financial Audit and Single Audit Reports for FY 2010. Recall that our efforts to finalize these reports and financial statements was delayed due to the

uncertainty over the level of liability for Phase I of the MDOT Transportation Commission Audit of GVMC operations from 1998-2004.

With the resolution of that portion of the Commission audit, totaling \$364,924, Vredeveld-Haefner, our financial auditors, prepared and transmitted the final audit report for our previous fiscal year. Page 25 of the financial statements includes a note referencing the outcome of Phase I of the audit. Following discussion with Doug Vredeveld, the Finance Committee voted to report the audit to the Executive Committee with recommendation that it be accepted.

***Proposed Action: Review and accept the final GVMC FY 2010 audit.***

### **FINANCE: DRAFT GVMC FY 2011-2012 GENERAL FUND BUDGET**

I have attached for your review and consideration the GVMC FY 2011-2012 general fund budget. The budget is balanced and provides sufficient resources for GVMC to meet all of its strategic goals and objectives for the full fiscal year.

#### **FY 2011 GENERAL FUND BUDGET AT A GLANCE**

<b>Revenues</b>	<b>Expenditures</b>	<b>Net Revenues Over Expenditures</b>
<b>\$2,052,039.00</b>	<b>\$2,052,021.78</b>	<b>\$17.12</b>

In addition to the budget spreadsheets I have prepared a more detailed cover memo together with the staffing model and membership dues schedule. The REGIS budget has not yet been approved by the REGIS Board. When it is approved, I will schedule a telephone conference with the Finance Committee to discuss the REGIS budget and request authorization to transmit that budget to the Executive Committee.

***Proposed Action: Review and forward the Metro Council for first review only the proposed GVMC FY 2011-2012 budget.***

### **GVMC TASK FORCE ON GOVERNANCE, STRUCTURE AND OPERATIONS: REPORT AND RECOMMENDATIONS**

Last month, you reviewed the report and recommendations of the GVMC Task Force on Governance, Structure and Operations that calls positive changes to GVMC's bylaws and operations to improve operational efficiency and bring greater value for GVMC members. Per your instructions, I asked GVMC Counsel Jim Brown from Mika Meyers to review the Task Force recommendations and advise as to the best approach for implementing the recommended changes to the Council's meeting schedule, terms of officers and review of At-Large members'

terms on the Board. I have attached the letter from Jim outlining his recommendations. Most of these Task Force recommendations can be implemented via resolution of amendments to the Bylaws by majority vote of the Council members.

If you have no amendments or recommended changes to the Task Force recommendations as amended by the Executive Committee last month, I am requesting authorization to move the Task Force Report and Recommendations to the full Metro Council for first review at the August Board meeting, followed by final adoption of the recommendations at the September Board meeting.

***Proposed Action: Review and forward the Metro Council for first review only the amended recommendations from the GVMC Task Force on Governance, Structure and Operations.***

#### **LEGISLATIVE ADVOCACY – REPORT OF THE LEGISLATIVE COMMITTEE**

The Legislative Committee met on July 13 and received a detailed phone conference report on legislative activities in Lansing from MTA Legislative Liaison Bill Anderson. Several bills were discussed and Anderson confirmed reports that the House will return for a one-day legislative session on Wednesday July 27/

After extensive discussion, the Committee also developed a list of additional GVMC legislative priorities for the current 96<sup>th</sup> Michigan Legislature. I am drafting the Committee's recommendations into policy statements right now and the Committee will reassemble in August to review the revised list of GVMC Legislative Priorities before transmitting them to the Executive Committee for your consideration at the August meeting.

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.

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**

Thursday, June 16, 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
Cindy Fox	Cascade Township
Don Hilton, Sr.	Gaines Township
Cy Moore	Council Treasurer
Alan Vanderberg	Ottawa County
Rob VerHeulen	City of Walker
Michael Young	City of Rockford

**Absent**

George Heartwell	City of Grand Rapids
Rick Root	City of Kentwood

**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 May 2011.  
MOVE – VerHeulen. SUPPORT - Vanderberg. MOTION CARRIED.**

### 3. Strategic Initiatives Governance Taskforce Recommendations

Don Stypula reported on the recommendations of the Governance Taskforce

#### Grand Valley Metropolitan Council (GVMC Board of Directors)

**Authorization:** 1989 P.A. 292 (MCL 124.651) – the Metropolitan Councils Act; Article VIII, GVMC Articles of Incorporation.

**Officers:** Chairperson and Vice Chairperson: (MCL 124.655; Articles of Incorporation, Article XI; GVMC By-Laws, Section 3) elected at the first meeting following the start of the fiscal year (October). May be removed by a 2/3 vote of the Council.

Secretary and Treasurer: (MCL 124.655; Articles of Incorporation, Article XI; GVMC By-Laws, Section 3) The Secretary and Treasurer are not required to be members of the Council.

**Membership:** Each public corporation may appoint members to the Council under the following formula: Population of 0-50,000 – One member; Population of 50,000-99,999 – Two members; Population greater than 100,000 – Three members (Articles of Incorporation – Article VIII). Each member serves a two-year term, coinciding with the Council’s fiscal year.

“At-Large” members (Articles of Incorporation, Article VIII). The Council may select up to one at-large member, who shall have one vote, for every 10 governmental units participating in the Council

#### **Weighted Voting:**

The member of members representing a participating unit of government shall have one vote for each \$1,000 or fraction thereof of the total amount of the unit’s annual membership fee.

#### **Meeting**

**Frequency:** Once per month as stipulated in Articles of Incorporation Article IX and By-Laws Section 1.2

#### **Task Force Recommendations:**

- 1. Business and Work Sessions:** Amend Section 1.2 of the GVMC By-Laws to specify that Council meetings on even-numbered months shall be designated as “work” sessions, where Council members discuss and analyze issues. Council meetings conducted in odd-

numbered months shall be designated as formal “business” sessions where Council members formally vote on issues and business properly before the Council. Council sessions conducted on even-numbered months would be designated as “Work Sessions,” (Committee of the Whole) where issues could be discussed in a more detailed manner and recommendations forwarded to the Board for formal action. Work sessions would be scheduled for up to two hour time blocks. At the discretion of the Board Chair, business items, requiring a vote of Council members, may be brought for consideration at designed “work” sessions. Trial period for 12 months.

Jim Buck commented that he felt the camaraderie of monthly meetings could be lost, but he could support a trial period.

- 2. Term Limits for Council Officers:** The Task Force recommends that officers of the Grand Valley Metro Council, including the Board Chair, the Board Vice-Chair, the Secretary, and the Treasurer shall serve for a maximum of 4 one-year terms for the same position.

Don Stypula reported the terms would not be retroactive. Everyone would start with a clean slate.

Cy Moore stated that under extraordinary circumstances terms of officers could be extended. This provision could be talked about at the full Board meeting.

It was also suggested that an administrative reminder should go out to all members to reappoint their representative annually.

- 3. Term Review for “At-Large” members:** The Task Force recommends that the terms of “at-large” members of the GVMC Board be reviewed by the Human Resources Committee on an annual basis and recommendations from the Committee be brought for consideration by the Board of Directors at the GVMC annual meeting in October.

Al Vanderberg suggested a more contentious approach to reappointments taking into consideration the experience and industry expertise of the member in relation to what is currently relevant to the Council.

- 4. Transportation-MPO Agenda Items:** The Task Force recommends that transportation-MPO related business 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 be considered by the Committees and presented for final approval by the GVMC Board of Directors. The GVMC Transportation Policy Committee is authorized to review and give final approval to routine amendments and administrative adjustments to the Transportation Improvement Program (TIP) and to routine amendments and administrative adjustments to the Long-Range Transportation Plan.

**Grand Valley Metropolitan Council Standing Committees**  
*Executive Committee*

**Authorization:** Article XIII, GVMC Articles of Incorporation. Section IV of the GVMC By-Laws

**Membership:** Chairperson, Vice Chairperson, Secretary, Treasurer and Executive Director (non-voting member), and up to that number of other Members of the Metropolitan Council so that the total number of Executive Committee members will equal in number up to one-third (1/3) of the total number of County and Local Units in the Council.

Members of the Executive Committee are selected by the Metropolitan Council at its annual meeting in October.

**Meeting**

**Frequency:** Currently meets once per month by historic practice. GVMC By-Laws Section 4.1 specifies that the Executive Committee shall meet upon the call of the Chairperson or Vice Chairperson with 24 hours notice “except in emergency situations.”

**Draft 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 GVMC annual budget, budget amendments, and quarterly financial statements 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.*

Cy Moore recommended adding the reviewing and recommendation by the Executive Committee to the Finance Committee of the outside auditing contract.

### **Grand Valley Metropolitan Council Standing Committees Finance Committee**

**Authorization:** Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

**Membership:** Members of the Finance Committee, appointed by the GVMC Board Chair, include the GVMC Treasurer and other individuals with the background, talent, knowledge and skill sets to thoroughly understand public corporation finance, budgeting protocols and financial management techniques.

**Meeting**

**Frequency:** Quarterly schedule with a special meeting in the spring of each year to review and approve the Transportation-MPO budget.

### **Draft Committee Duties and Responsibilities**

1. *Periodically review the financial status of the GVMC 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 GVMC annual budget, budget amendments, and quarterly financial statements that have been prepared by management.*
3. *Review, approve and forward to the Executive Committee and the Board the GVMC's annual financial audit.*
4. *Perform all other duties and assume all other responsibilities as directed by the GVMC Executive Committee and Board*

Approval of agency budgets is to be added as well as language related to the approval of the outside auditing firm.

**Grand Valley Metropolitan Council Standing Committees  
Legislative Committee**

**Authorization:** Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

**Membership:** Members of the Legislative Committee, appointed by the GVMC Board Chair, are county and local officials with background in and knowledge of the policy making activities at the State Capitol in Lansing and the U.S. Capitol in Washington. They are experienced in issues advocacy and possess the skills to thoroughly understand creation of public policy in a political environment.

**Meeting**

**Frequency:** One per month, with special meetings scheduled as needed.

**Draft 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*

**Grand Valley Metropolitan Council Standing Committees  
Human Resources Committee  
(NEW- combines existing Personnel and Nominating Committees)**

**Authorization:** Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

**Membership:** Members of the Human Resources Committee, appointed by the GVMC Board Chair, are county and local officials with an interest in reviewing and making recommendations regarding the annual performance of the Executive Director;

and reviewing the qualifications of members interested in serving as officers of the GVMC and individuals in the private sector interested in serving as “At-Large” members of the GVMC Board.

**Meeting**

**Frequency:** At least once per year, prior to the annual meeting in October; periodically as required to review and make recommendations on the Executive Director’s performance and to recommend individuals to serve in vacant positions for Officers and At-Large Board members.

**Draft 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 the wage and benefit structure for GVMC employees*
- 4. On an annual schedule, recommend to the GVMC Board a slate of candidates to serve 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. 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*

The new HR Committee will be a combination of the Personnel and Nominating committee. Language will be added regarding the Executive Committee nominations.

Rob VerHeulen stated there should be an orientation packet for new members, although that shouldn’t be a responsibility of the HR Committee.

Al Vanderberg reported the committee could review job descriptions as well as wage and benefit information.

**Grand Valley Metropolitan Council Standing Committees  
Emerging Issues Committee (formerly Regional Cooperation Committee)**

**Authorization:** Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

**Membership:** Members of the Regional Cooperation Committee include all members – public officials as well as At-Large members – of the GVMC Board of Directors who are interested in meeting on a periodic basis to discuss issues of regional significance.

**Meeting**

**Frequency:** As need to discuss and make recommendations on challenges, opportunities and issues facing GVMC-member counties and communities.

**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*

**4. Legislative**

The legislature is working on amendments to PA 312. Intergovernmental cooperation bills are coming up in Senator Jansen’s committee probably Wednesday and Thursday or next week.

The next big item on the Governor’s plate is the bridge to Canada. It does not appear to have the votes to be approved by the end of the month.

**5. Transportation Amendment**

**TRANSPORTATION: AMENDMENT TO THE 2011-2014 TRANSPORTATION IMPROVEMENT PROGRAM**

Due to several changes being requested by ITP The Rapid, the City of Hudsonville, KCRC, MDOT and GVMC staff to the FY2011-2014 TIP, staff is requesting approval of the following changes:

- ITP The Rapid is requesting to add more funds to two Activity Line Items for the 5307 program in FY2011.
- The City of Hudsonville is requesting an administrative modification of 32<sup>nd</sup> Avenue (an advance construction project in FY2011 with conversion in FY2012) to remove the advance construction designation and construct the project in FY2012.
- The KCRC is requesting to add several awarded FY2012 Safety projects as well as one FY2011 Enhancement project to the TIP.
- MDOT is requesting several Administrative Modifications as well as Amendments to the FY2011-2014 TIP.
- Staff is requesting the approval of amending the FY2011 – 2014 TIP to add the FHWA/MDOT approved FY2011 CMAQ projects proposed earlier this year as the result of several changes (including the delay of one project to FY2012) to the FY2011 program. Also, staff is requesting to possibly add several awarded Safety, Enhancement and Bridge projects provided that the sponsoring jurisdiction is prepared to add those projects to the TIP (projects could be added at a later time).

**MOTION – To Approve the Proposed TIP Amendment and forward it to the GVMC Board. MOVE – Young. SUPPORT – Hilton. MOTION CARRIED.**

## **6. Executive Session**

Staff was excused for an executive session.

## **7. Adjournment**

GVMC FY 10-11 Revenue\Expense Report - March 31, 2011

Activitiy	Prior YTD Expended FY 09-10	Total Budget FY 10-11	YTD Expended FY 10-11	% Unexpended FY 10-11
<b>Revenues:</b>				
Revenues	<u>\$1,326,484.46</u>	<u>\$2,330,626.00</u>	<u>\$1,614,975.04</u>	<u>30.71%</u>
<b>Expenditures:</b>				
GVMC Board	\$1,432.00	\$2,200.00	\$1,331.05	39.50%
Administration	\$232,950.50	\$317,453.00	\$223,278.39	29.67%
Pav Manage Vehicle	\$77,068.72	\$140,990.00	\$92,182.20	34.62%
Transportation	\$547,595.99	\$1,180,035.00	\$737,479.01	37.50%
Lower Grd Watershed	\$0.00	\$0.00	\$0.00	0.00%
Planning & Strategic Init.	\$192,100.40	\$252,715.00	\$176,272.07	30.25%
Rogue River	\$122.97	\$500.00	\$0.00	0.00%
Special Services	<u>\$253,422.45</u>	<u>\$429,861.00</u>	<u>\$211,065.48</u>	<u>50.90%</u>
Total	<u>\$1,304,693.03</u>	<u>\$2,323,754.00</u>	<u>\$1,441,608.20</u>	<u>37.96%</u>
Net Rev. over Exp.	\$21,791.43	\$6,872.00	\$173,366.84	

GVMC FY 10-11 Revenue\Expense Report - March 31, 2011

**Fund:** General  
**Depart:** REVENUES

Acct No.	Activity Activity	Prior YTD Received FY 09-10	Total Budget FY 10-11	YTD Received FY 10-11	% Unexpended FY 10-11
<b>Dues</b>					
	GVMC	\$245,875.00	\$249,507.00	\$250,875.00	-0.55%
	<u>Transportation</u>	<u>\$153,056.00</u>	<u>\$199,256.00</u>	<u>\$201,923.00</u>	<u>-1.34%</u>
	Sub total	\$398,931.00	\$448,763.00	\$452,798.00	-0.90%
<b>Transportation</b>					
	PL 112	\$398,974.50	\$675,837.00	\$450,603.51	33.33%
	Section 5303	\$112,994.02	\$193,445.00	\$121,600.63	37.14%
	CMAQ	\$12,148.70	\$125,069.00	\$66,888.11	46.52%
	SPR	\$0.00	\$75,000.00	\$0.00	0.00%
	STP	\$29,073.12	\$185,000.00	\$55,180.00	70.17%
	Trans. Needs Assess. Fds	\$0.00	\$128,550.00	\$128,538.61	0.00%
	Michigan Transp. Fds	\$13,264.02	\$19,907.00	\$5,468.50	0.00%
	<u>Westrain</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
	Sub total	\$566,454.36	\$1,402,808.00	\$828,279.36	40.96%
<b>Reimbursements</b>					
	Contributions	\$0.00	\$7,000.00	\$12,261.96	0.00%
	Cont. - Rogue River	\$0.00	\$500.00	\$50.00	90.00%
	REGIS-Direct	\$0.00	\$6,000.00	\$0.00	100.00%
	Pave. Manage Survey	\$0.00	\$0.00	\$0.00	0.00%
	LGROW-Land Use Serv	\$0.00	\$8,712.00	\$8,712.00	0.00%
	Land Use Services	\$12,682.03	\$1,882.00	\$1,882.00	0.00%
	Local Participation Fee	\$0.00	\$0.00	\$15,974.21	0.00%
	Data Collection	\$0.00	\$0.00	\$0.00	0.00%
	Local Match-Transit Sty	\$0.00	\$0.00	\$0.00	0.00%
	Sales-Materials, Etc.	\$0.00	\$100.00	\$73.65	26.35%
	Water/Sewer	\$220,802.93	\$177,761.00	\$200,356.00	-12.71%
	Events-Grow Comm.	\$9,375.00	\$0.00	\$0.00	0.00%
	<u>Events-Regular</u>	<u>\$3,360.00</u>	<u>\$6,000.00</u>	<u>\$2,155.00</u>	<u>64.08%</u>
	Sub total	\$246,219.96	\$207,955.00	\$241,464.82	-16.11%
<b>Grants</b>					
	UCB - Lower Grand	\$0.00	\$0.00	\$0.00	0.00%
	DNR/DEQ	\$0.00	\$0.00	\$0.00	0.00%
	MDEQ-LGR Storm Educ	\$1,821.11	\$0.00	\$0.00	0.00%
	MDEQ-LGR-WS Init.	\$100,090.27	\$0.00	(\$513.39)	0.00%
	EPA-Haz Mater. & Petrol.	\$8,237.94	\$269,100.00	\$91,840.62	65.87%
	<u>PAL - Land Use</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
	Sub total	\$110,149.32	\$269,100.00	\$91,327.23	66.06%
<b>Interest</b>					
		<u>\$4,729.82</u>	<u>\$2,000.00</u>	<u>\$1,105.63</u>	<u>44.72%</u>
<b>Total</b>					
		<b>\$1,326,484.46</b>	<b>\$2,330,626.00</b>	<b>\$1,614,975.04</b>	<b>30.71%</b>

GVMC FY 10-11 Revenue\Expense Report - March 31, 2011

**Fund:** General  
**Depart:** GVMC Board

Acct No.	Activitiy	Prior YTD	Total	YTD	%
		Expended	Budget	Expended	Unexpended
		FY 09-10	FY 10-11	FY 10-11	FY 10-11
810.000	Meeting Exp	<u>\$1,432.00</u>	<u>\$2,200.00</u>	<u>\$1,331.05</u>	<u>39.50%</u>
	Total	\$1,432.00	\$2,200.00	\$1,331.05	39.50%

**Fund:** General  
**Depart:** Administration

Acct No.	Activitiy	Prior YTD	Total	YTD	%
		Expended	Budget	Expended	Unexpended
		FY 09-10	FY 10-11	FY 10-11	FY 10-11
702.000	Salaries	\$143,678.74	\$197,460.00	\$147,716.33	25.19%
712.100	Social Security Tax	\$8,936.03	\$12,243.00	\$9,586.83	21.70%
712.200	Medicare Tax	\$2,147.81	\$2,864.00	\$2,269.26	20.77%
712.300	State Unemployment Tax	\$609.37	\$610.00	\$676.29	-10.87%
712.500	Health/Dental Insurance	\$13,405.35	\$24,235.00	\$13,818.27	42.98%
712.600	Life/Long Term Disb. Ins.	\$1,952.20	\$2,631.00	\$2,171.20	17.48%
712.700	Parking	\$1,437.50	\$0.00	\$0.00	0.00%
712.800	Pension Plan Expense	\$13,882.98	\$17,775.00	\$14,275.40	19.69%
726.000	Office Supplies	\$1,377.80	\$2,000.00	\$866.63	56.67%
726.200	Postage	\$506.89	\$1,000.00	\$180.00	82.00%
801.100	Audit	\$2,600.00	\$3,100.00	\$2,410.00	22.26%
801.200	Legal Services	\$3,392.50	\$5,500.00	\$3,080.50	43.99%
801.400	Contractual Serv	\$11,312.75	\$0.00	\$79.75	0.00%
805.000	Adv/Legal Notice	\$887.74	\$1,000.00	\$703.80	29.62%
810.000	Meeting Exp	\$6,430.72	\$10,000.00	\$4,020.57	59.79%
815.000	Insurance	\$503.92	\$2,500.00	\$559.08	77.64%
820.000	Dues and Sub	\$1,140.00	\$1,750.00	\$845.00	51.71%
825.000	Professional Dev	\$621.61	\$5,000.00	\$125.00	97.50%
860.000	Mileage	\$4,400.30	\$7,300.00	\$5,115.37	29.93%
900.100	Printing	\$0.00	\$400.00	\$0.00	100.00%
920.100	Electricity	\$568.58	\$1,200.00	\$640.40	46.63%
920.200	Telephone	\$2,621.75	\$3,300.00	\$2,493.55	24.44%
930.000	Repairs and Maint	\$271.06	\$1,000.00	\$215.24	78.48%
940.100	Equipment Rent	\$832.22	\$1,200.00	\$835.02	30.42%
940.200	Rent	\$8,960.46	\$12,835.00	\$10,538.09	17.90%
955.000	Misc	<u>\$472.22</u>	<u>\$550.00</u>	<u>\$56.81</u>	<u>89.67%</u>
	Total	\$232,950.50	\$317,453.00	\$223,278.39	29.67%

**Fund:** General  
**Depart:** Pavement Management Vehicle

Acct No.	Activitiy	Prior YTD	Total	YTD	%
		Expended	Budget	Expended	Unexpended
		FY 09-10	FY 10-11	FY 10-11	FY 10-11
738.000	Other Supplies	\$278.67	\$1,500.00	\$287.83	80.81%
738.500	Other-Software	\$0.00	\$1,000.00	\$0.00	100.00%
815.000	Insurance	\$0.00	\$9,300.00	\$0.00	100.00%
825.000	Professional Devel.	\$0.00	\$2,500.00	\$300.00	88.00%
850.000	Vehicle Storage	\$0.00	\$600.00	\$0.00	100.00%
881.000	Gas, Oil & Grease	\$316.11	\$3,000.00	\$303.83	89.87%
920.200	Telephone	\$3,238.60	\$4,100.00	\$3,028.11	26.14%
931.000	Vehicle Repair & Maint.	\$0.00	\$31,000.00	\$23,162.37	25.28%
994.000	Loan Repayment	\$65,076.82	\$84,860.00	\$62,229.46	26.67%
995.000	Interest	<u>\$8,158.52</u>	<u>\$3,130.00</u>	<u>\$2,870.60</u>	<u>8.29%</u>
	Total	\$77,068.72	\$140,990.00	\$92,182.20	34.62%

GVMC FY 10-11 Revenue\Expense Report - March 31, 2011

Fund: General  
 Depart: Transportation

Acct No.	Activitiy	Prior YTD	Total	YTD	%
		Expended FY 09-10	Budget FY 10-11	Expended FY 10-11	Unexpended FY 10-11
702.000	Salaries	\$305,232.87	\$477,035.00	\$316,608.25	33.63%
712.100	Social Security Tax	\$18,797.68	\$29,580.00	\$19,921.06	32.65%
712.200	Medicare Tax	\$4,504.38	\$6,925.00	\$4,659.02	32.72%
712.300	State Unemployment Tax	\$1,631.57	\$2,250.00	\$2,075.51	7.76%
712.500	Health/Dental Insurance	\$69,045.82	\$98,400.00	\$67,044.33	31.87%
712.600	Life/Long Term Disb. Ins.	\$5,128.20	\$6,410.00	\$5,189.30	19.04%
712.700	Parking	\$8.00	\$0.00	\$0.00	0.00%
712.800	Pension Plan Expense	\$28,367.76	\$40,800.00	\$30,002.73	26.46%
726.000	Office Supplies	\$3,508.74	\$8,000.00	\$2,986.25	62.67%
726.200	Postage	\$2,393.24	\$3,000.00	\$570.00	81.00%
801.100	Audit	\$6,125.00	\$6,250.00	\$5,500.00	12.00%
801.300	Professional Fees	\$0.00	\$1,000.00	\$0.00	100.00%
801.400	Contractual Serv	\$62,215.28	\$400,150.00	\$230,501.65	42.40%
805.000	Adv/Legal Notice	\$1,815.89	\$3,750.00	\$1,423.26	62.05%
810.000	Meeting Exp	\$4,292.04	\$8,000.00	\$2,738.60	65.77%
815.000	Insurance	\$980.72	\$3,500.00	\$1,174.09	66.45%
820.000	Dues and Sub	\$0.00	\$2,000.00	\$958.50	52.08%
825.000	Professional Dev	\$120.00	\$9,000.00	\$2,806.57	68.82%
860.000	Mileage	\$4,169.03	\$18,000.00	\$4,502.53	74.99%
900.100	Printing	\$0.00	\$1,000.00	\$458.95	54.11%
920.100	Electricity	\$1,393.51	\$2,000.00	\$1,566.49	21.68%
920.200	Telephone	\$4,008.79	\$5,600.00	\$4,053.04	27.62%
930.000	Repairs and Maint	\$217.37	\$2,500.00	\$653.78	73.85%
940.100	Equipment Rent	\$1,664.54	\$3,500.00	\$2,191.74	37.38%
940.200	Rent	\$21,019.95	\$31,385.00	\$25,696.66	18.12%
980.100	Office Equipment	<u>\$955.61</u>	<u>\$10,000.00</u>	<u>\$4,196.70</u>	58.03%
	Total	\$547,595.99	\$1,180,035.00	\$737,479.01	37.50%

GVMC FY 10-11 Revenue\Expense Report - March 31, 2011

**Fund:** General  
**Depart:** Planning & Strategic Init.

Acct No.	Activitiy	Prior YTD	Total	YTD	%
		Expended	Budget	Expended	Unexpended
		FY 09-10	FY 10-11	FY 10-11	FY 10-11
702.000	Salaries	\$114,068.77	\$165,024.00	\$114,487.54	30.62%
712.100	Social Security Tax	\$7,042.67	\$10,233.00	\$7,086.27	30.75%
712.200	Medicare Tax	\$1,647.11	\$2,394.00	\$1,657.26	30.77%
712.300	State Unemployment Tax	\$427.31	\$522.00	\$521.99	0.00%
712.500	Health/Dental Insurance	\$20,129.60	\$26,700.00	\$21,849.40	18.17%
712.600	Life/Long Term Disb. Ins.	\$1,796.60	\$2,250.00	\$1,796.60	20.15%
712.800	Pension Plan Expense	\$10,389.69	\$14,855.00	\$10,353.94	30.30%
726.000	Office Supplies	\$562.36	\$750.00	\$184.28	75.43%
726.200	Postage	\$798.03	\$1,000.00	\$140.00	86.00%
801.400	Contractual Serv	\$12,862.35	\$1,882.00	\$1,279.75	0.00%
810.000	Meeting Exp	\$65.09	\$500.00	\$33.37	93.33%
810.010	Growing Com. Confer.	\$6,201.80	\$0.00	\$0.00	0.00%
815.000	Insurance	\$385.32	\$2,000.00	\$389.34	80.53%
820.000	Dues and Sub	\$878.00	\$1,000.00	\$380.00	62.00%
825.000	Professional Dev	\$0.00	\$0.00	\$0.00	0.00%
860.000	Mileage	\$433.27	\$1,500.00	\$423.17	71.79%
900.100	Printing	\$0.00	\$500.00	\$0.00	0.00%
920.100	Electricity	\$658.26	\$1,100.00	\$741.48	32.59%
920.200	Telephone	\$2,787.33	\$3,650.00	\$2,138.34	41.42%
930.000	Repairs and Maint	\$69.55	\$700.00	\$126.29	81.96%
940.100	Equipment Rental	\$963.78	\$1,300.00	\$521.86	59.86%
940.200	Rent	<u>\$9,933.51</u>	<u>\$14,855.00</u>	<u>\$12,161.19</u>	<u>18.13%</u>
	Total	\$192,100.40	\$252,715.00	\$176,272.07	30.25%

**Fund:** General  
**Depart:** Rogue River

Acct No.	Activitiy	Prior YTD	Total	YTD	%
		Expended	Budget	Expended	Unexpended
		FY 09-10	FY 10-11	FY 10-11	FY 10-11
810.000	Meeting Expense	\$0.00	\$0.00	\$0.00	0.00%
900.100	Printing	<u>\$122.97</u>	<u>\$500.00</u>	<u>\$0.00</u>	<u>100.00%</u>
	Total	\$122.97	\$500.00	\$0.00	100.00%

**Fund:** General  
**Depart:** SPECIAL SERVICES

Acct No.	Activitiy	Prior YTD	Total	YTD	%
		Expended	Budget	Expended	Unexpended
		FY 09-10	FY 10-11	FY 10-11	FY 10-11
801.022	Other-NPDES	\$111,055.48	\$177,761.00	\$104,862.16	41.01%
801.025	Oth.-Lower Grd-E.Coli	\$0.00	\$0.00	\$0.00	0.00%
801.048	Other-LGR Org Wtsd Init	\$111,980.65	\$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	\$22,042.04	\$252,100.00	\$106,203.32	57.87%
810.000	Meeting Exp	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
	Total	\$253,422.45	\$429,861.00	\$211,065.48	50.90%

BALANCE SHEET

Grand Valley Metro Council

As of: 6/30/2011

Balances

Fund: 101 - General Fund

Assets

001.000	Checking	321,723.51
002.000	Savings/Investments	411,954.14
035.000	Dues Receivable	7,716.00
040.000	Accounts Receivable	427,656.57
123.000	PREPAID EXPENSE	3,930.61
<hr/>		
Total Assets		<u>1,172,980.83</u>

Liabilities

202.000	Accounts Payable	639,014.89
231.100	Pension Plan	0.06
231.200	Flexible Benefits Plan	3,403.74
258.100	Local Withholding Tax	-74.06
258.200	State Withholding Tax	-213.88
258.300	Federal Withholding Tax	478.20
258.400	Social Security Tax Payable	-7.75
<hr/>		
Total Liabilities		<u>642,601.20</u>

Reserves/Balances

390.000	Fund Balance	357,012.79
398.000	Change in Fund Balance	173,366.84
<hr/>		
Total Reserves/Balances		<u>530,379.63</u>

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Total Liabilities & Balances		<u><u>1,172,980.83</u></u>



## MEMORANDUM

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**TO:** GVMC Executive Committee  
**FROM:** Donald J. Stypula, Executive Director  
**DATE:** July 17, 2011  
**RE:** Draft GVMC FY 2011-2012 General Fund Budget

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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	\$2,052,021.78	\$17.12

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 budget includes no cost-of-living adjustments in employee compensation.

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 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 waving 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 offers employees a 401 K-style, defined contribution retirement savings system.

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 first draft that will be reviewed by REGIS Board members later this week. As soon as the REGIS budget is adopted by the full REGIS Board I will bring that to you at our August meeting for your review and concurrence.

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](mailto: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
<b>Revenues:</b>				
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>
<b>Expenditures:</b>				
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	\$814,339.91	\$1,180,035.00	\$996,417.70	\$1,152,411.00
Rogue River	\$122.97	\$500.00	\$75.00	\$500.00
Planning & Strategic Init.	\$313,565.96	\$252,715.00	\$247,496.00	\$251,804.78
Special Services	<u>\$338,547.37</u>	<u>\$429,861.00</u>	<u>\$416,356.00</u>	<u>\$255,761.00</u>
Total	<u>\$1,937,848.28</u>	<u>\$2,323,754.00</u>	<u>\$2,105,148.40</u>	<u>\$2,052,021.78</u>
Net Rev. over Exp.	(\$93,938.08)	\$6,872.00	\$4,478.60	\$17.22

# GVMC FY 11-12 BUDGET

Fund: General  
 Depart: 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
<b>Dues</b>					
	GVMC	\$247,008.00	\$249,507.00	\$250,875.00	\$260,939.00
	<u>Transportation</u>	<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
<b>Transportation</b>					
	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
	<u>STP</u>	<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
<b>Reimbursements</b>					
	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
	<u>Events</u>	<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
<b>Grants</b>					
	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
	<u>EPA-Haz Mater. &amp; Petrol.</u>	<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
<b>Interest</b>					
		<u>\$6,343.64</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$1,500.00</u>
<b>Total</b>					
		<b>\$1,843,910.20</b>	<b>\$2,330,626.00</b>	<b>\$2,109,627.00</b>	<b>\$2,052,039.00</b>

# GVMC FY 11-12 BUDGET

**Fund:** General  
**Depart:** GVMC Board

Acct No.	Activity	Prior Year Actual FY 09-10	Approved Budget FY 10-11	Projected Actual FY 10-11	Proposed Budget 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.	Activity	Prior Year Actual FY 09-10	Approved Budget FY 10-11	Projected Actual FY 10-11	Proposed Budget 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.	Activity	Prior Year Actual FY 09-10	Approved Budget FY 10-11	Projected Actual FY 10-11	Proposed Budget 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 FY 09-10	Budget FY 10-11	Actual FY 10-11	Budget 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 Disabilty	\$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
980.100	Office Equipment	<u>\$2,515.61</u>	<u>\$10,000.00</u>	<u>\$4,196.70</u>	<u>\$0.00</u>
	Total	\$814,339.91	\$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 FY 09-10	Budget FY 10-11	Actual FY 10-11	Budget 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:** Planning and Strategic Initiatives

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual FY 09-10	Budget FY 10-11	Actual FY 10-11	Budget FY 11-12
702.000	Salaries	\$164,623.49	\$165,024.00	\$166,007.00	\$165,042.00
712.100	Social Security Tax	\$10,161.66	\$10,233.00	\$10,292.00	\$10,233.00
712.200	Medicare Tax	\$2,376.55	\$2,394.00	\$2,407.00	\$2,394.00
712.300	State Unemployment Tax	\$427.31	\$522.00	\$676.00	\$522.00
712.500	Health/Dental Insurance	\$24,155.52	\$26,700.00	\$26,219.00	\$28,060.00
712.600	Life/Long Term Disb. Ins.	\$2,155.92	\$2,250.00	\$2,160.00	\$2,250.00
712.800	Pension Plan Expense	\$14,981.30	\$14,855.00	\$14,940.00	\$14,853.78
726.000	Office Supplies	\$768.61	\$750.00	\$425.00	\$700.00
726.200	Postage	\$798.03	\$1,000.00	\$500.00	\$800.00
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	\$2,000.00
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	\$1,100.00
920.200	Telephone	\$3,676.00	\$3,650.00	\$3,500.00	\$3,700.00
930.000	Repairs and Maint	\$546.13	\$700.00	\$450.00	\$550.00
940.100	Equipment Rental	\$1,243.11	\$1,300.00	\$900.00	\$1,300.00
940.200	Rent	<u>\$12,069.99</u>	<u>\$14,855.00</u>	<u>\$14,695.00</u>	<u>\$15,300.00</u>
	Total	\$313,565.96	\$252,715.00	\$247,496.00	\$251,804.78

**Fund:** General  
**Depart:** SPECIAL SERVICES

Acct No.	Activitiy	Prior Year	Approved	Projected	Proposed
		Actual FY 09-10	Budget FY 10-11	Actual FY 10-11	Budget 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	<u>\$11,426.90</u>	<u>\$252,100.00</u>	<u>\$216,000.00</u>	<u>\$78,000.00</u>
	Total	\$338,547.37	\$429,861.00	\$416,356.00	\$255,761.00



## **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 Circular A-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

	2010	GVMC	TRANS		
Townships	Population	0.27			
Ada	13,142		1,902	1,902	trans
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
<b>subtotal</b>	<b>265,727</b>	<b>\$68,198</b>	<b>\$37,446</b>	105,644	<b>\$105,644</b>
<b>Cities/Villages</b>					<b>gvmc/trans</b>
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
<b>subtotal</b>	<b>382,748</b>	<b>\$103,342</b>	<b>\$78,955</b>	182,297	
<b>Totals</b>					
<b>Non-MPO Members</b>					
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
<b>sub-non MPO</b>	<b>44,655</b>	<b>\$17,057</b>		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	
<b>Totals</b>					
<b>Other Transportation Members</b>					
Kent Co Rd Comm-Urban			35,385	35,385	trans
Kent Co Rd Comm-Rural			5,582	5,582	trans
Ottawa Co Rd Comm-Urban			10,509	10,509	trans
Ottawa Co Rd Comm-Rural			343	343	
ITP			14,500	14,500	trans
MDOT			0	0	trans
Kent Co Airport			<u>1,500</u>	<u>1,500</u>	trans
Sub			67,819	67,819	
<b>Totals</b>		<b>\$260,939</b>	<b>\$188,696</b>	<b>\$449,635</b>	

## Grand Valley Metropolitan Council (GVMC Board of Directors)

**Authorization:** 1989 P.A. 292 (MCL 124.651) – the Metropolitan Councils Act; Article VIII, GVMC Articles of Incorporation.

**Officers:** Chairperson and Vice Chairperson: (MCL 124.655; Articles of Incorporation, Article XI; GVMC By-Laws, Section 3) elected at the first meeting following the start of the fiscal year (October). May be removed by a 2/3 vote of the Council.

Secretary and Treasurer: (MCL 124.655; Articles of Incorporation, Article XI; GVMC By-Laws, Section 3) The Secretary and Treasurer are not required to be members of the Council.

**Membership:** Each public corporation may appoint members to the Council under the following formula: Population of 0-50,000 – One member; Population of 50,000-99,999 – Two members; Population greater than 100,000 – Three members (Articles of Incorporation – Article VIII). Each member serves a two-year term, coinciding with the Council’s fiscal year.

“At-Large” members (Articles of Incorporation, Article VIII). The Council may select up to one at-large member, who shall have one vote, for every 10 governmental units participating in the Council.

### **Weighted Voting:**

The number of members representing a participating unit of government shall have one vote for each \$1,000 or fraction thereof of the total amount of the unit’s annual membership fee.

### **Meeting**

#### **Frequency:**

Once per month as stipulated in Articles of Incorporation Article IX and By-Laws Section 1.2.

### **Task Force Recommendations:**

- 1. Business and Work Sessions:** Amend Section 1.2 of the GVMC By-Laws to specify that Council meetings on even-numbered months shall be designated as “work” sessions, where Council members discuss and analyze issues. Council meetings conducted in odd-numbered months shall be designated as formal “business” sessions where Council members formally vote on issues and business properly before the Council. Council sessions conducted on even-numbered months would be designated as “Work Sessions,” (Committee of the Whole) where issues could be discussed in a more detailed manner and recommendations forwarded to the Board for formal action. Work sessions would be scheduled for up to two hour time blocks. At the discretion of the Board Chair, business

items, requiring a vote of Council members, may be brought by the Executive Committee for consideration at designed “work” sessions. This meeting schedule shall be maintained for a trial period of 12 months.

- 2. Term Limits for Council Officers:** The Task Force recommends that officers of the Grand Valley Metro Council, including the Board Chair, the Board Vice-Chair, the Secretary, and the Treasurer will normally serve a maximum of 4 one-year terms for the same position, unless, at the discretion of the GVMC Board of Directors at the GVMC annual meeting in October, extended for an additional year.
- 3. Term Review for “At-Large” members:** The Task Force recommends that the terms of “at-large” members of the GVMC Board be reviewed by the Human Resources Committee on an annual basis. Based on emerging issues and the strategic needs of the Metro Council, the Human Resources Committee shall identify and interview candidates and make recommendations to the Board of Directors at the GVMC annual meeting in October.
- 4. Transportation-MPO Agenda Items:** The Task Force recommends that transportation-MPO related business 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 be considered by the Committees and presented for final approval by the GVMC Board of Directors. The GVMC Transportation Policy Committee is authorized to review and give final approval to routine amendments and administrative adjustments to the Transportation Improvement Program (TIP) and to routine amendments and administrative adjustments to the Long-Range Transportation Plan.

## **Grand Valley Metropolitan Council Standing Committees** *Executive Committee*

**Authorization:** Article XIII, GVMC Articles of Incorporation. Section IV of the GVMC By-Laws

**Membership:** Chairperson, Vice Chairperson, Secretary, Treasurer and Executive Director (non-voting member), and up to that number of other Members of the Metropolitan Council so that the total number of Executive Committee members will equal in number up to one-third (1/3) of the total number of County and Local Units in the Council.

Members of the Executive Committee are selected by the Metropolitan Council at its annual meeting in October.

### **Meeting**

**Frequency:** Currently meets once per month by historic practice. GVMC By-Laws Section 4.1 specifies that the Executive Committee shall meet upon the call of the Chairperson or Vice Chairperson with 24 hours notice “except in emergency situations.”

### **Draft 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.***

## **Grand Valley Metropolitan Council Standing Committees Finance Committee**

**Authorization:** Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

**Membership:** Members of the Finance Committee, appointed by the GVMC Board Chair, include the GVMC Treasurer and other individuals with the background, talent, knowledge and skill sets to thoroughly understand public corporation finance, budgeting protocols and financial management techniques.

### **Meeting**

**Frequency:** Quarterly schedule with a special meeting in the spring of each year to review and approve the Transportation-MPO budget.

### **Draft 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.*

## **Grand Valley Metropolitan Council Standing Committees Legislative Committee**

**Authorization:** Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

**Membership:** Members of the Legislative Committee, appointed by the GVMC Board Chair, are county and local officials with background in and knowledge of the policy making activities at the State Capitol in Lansing and the U.S. Capitol in Washington. They are experienced in issues advocacy and possess the skills to thoroughly understand creation of public policy in a political environment.

### **Meeting**

**Frequency:** One per month, with special meetings scheduled as needed.

### **Draft 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.*

**Grand Valley Metropolitan Council Standing Committees**  
**Human Resources Committee**  
**(NEW- combines existing Personnel and Nominating Committees)**

**Authorization:** Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

**Membership:** Members of the Human Resources Committee, appointed by the GVMC Board Chair, are county and local officials with an interest in reviewing and making recommendations regarding the annual performance of the Executive Director; and reviewing the qualifications of members interested in serving as officers of the GVMC and individuals in the private sector interested in serving as “At-Large” members of the GVMC Board.

**Meeting**

**Frequency:** At least once per year, prior to the annual meeting in October; periodically as required to review and make recommendations on the Executive Director’s performance and to recommend individuals to serve in vacant positions for Officers and At-Large Board members.

**Draft 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.*

## **Grand Valley Metropolitan Council Standing Committees Emerging Issues Committee (formerly Regional Cooperation Committee)**

**Authorization:** Article XV, GVMC Articles of Incorporation. Section V of the GVMC By-Laws.

**Membership:** Members of the Emerging Issues Committee include all members – public officials as well as At-Large members – of the GVMC Board of Directors who are interested in meeting on a periodic basis to discuss issues of regional significance.

### **Meeting**

**Frequency:** As need to discuss and make recommendations on challenges, opportunities and issues facing GVMC-member counties and communities.

### **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.*

# Mika Meyers Beckett & Jones<sup>PLC</sup>

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July 19, 2011

Mr. Donald J. Stypula  
Executive Director  
Grand Valley Metropolitan Council  
678 Front Avenue, NW, Suite 200  
Grand Rapids, MI 49504-5319

Re: Recommendations of GVMC Task Force on Governance, Structure and Operations

Dear Don:

As you requested, I have reviewed the memorandum prepared by the GVMC Task Force on Governance, Structure and Operations that you forwarded to me.

Upon reviewing the recommendations, and the applicable provisions of Metro Council's Articles of Incorporation and Bylaws, and the provisions of the Metropolitan Councils Act, I am setting forth below my conclusions on how the various recommendations could properly be accomplished.

### **A. Work Sessions and Business Sessions for Metro Council Meetings**

Recommendation No. 1 was to designate the Council meetings in even-numbered months as "work sessions," or "Committee of the Whole," where the Council members would discuss pending issues in some detail, but without the need to adhere to the usual agenda for the monthly meetings. Recommendations resulting from a work session meeting would be designated for Council action at a later time. Business items that had been acted upon by the executive committee could be taken up by Council members in these work sessions, for further discussion.

In odd-numbered months, however, Council meetings would be designated as "business" sessions, at which Council members would vote on issues properly before the Council. Matters that had been discussed and voted upon at the Committee of the Whole would be taken up at these business meetings. It was suggested that this work session/business session meeting schedule be undertaken on a trial basis for one year.

This recommendation could be implemented as follows:

1. Section 1.2 of the Council Bylaws could be amended to provide for the division of the monthly Council meetings into work sessions and business sessions. Amendment of the Articles of Incorporation is not necessary.

2. Under Article XVII of the Articles, the Bylaws (except Section II) can be amended by approving majority vote of (a) the total number of weighted votes of Council members, and (b) the total number of members of the Council. Except for any amendment in Section II of the Bylaws, Bylaw amendments need not be submitted to the legislative bodies of the member governmental Units.

3. If, however, it is desired to attempt this change in Council meetings on only a one-year trial basis, the members may wish to adopt merely a temporary policy change, so as to try out the new system, rather than amending the Bylaws, until it is known whether the new system will work out or what particular points might need to be included so that the new arrangement would work smoothly.

If this approach were desired, the Council members could merely adopt by resolution a temporary, trial policy regarding work session meetings and business session meetings; after the trial period, if it is decided to continue with the new arrangement, then a Bylaw change could be adopted.

## **B. Term Limits for Council Officers**

The Task Force recommended that the four officers of the Council, the chair, the vice chair, the secretary and the treasurer, normally serve a maximum of four one-year terms in the same position, unless the Council voted at its October meeting to extend a particular term for one additional year.

This change will require an amendment in the Articles of Incorporation. Article XI states, "Each officer shall serve for the fiscal year for which the officer was elected and thereafter until a successor is elected." There is no prohibition on re-election to succeeding terms. Accordingly, there is now no limit on the number of terms that an officer may serve.

This recommendation could be implemented as follows:

1. The above-stated provision in Article XI of the Articles could be amended to read approximately as follows:

"Each officer shall serve for the fiscal-year for which the officer was elected and thereafter until a successor is elected; provided, however, that an officer shall not serve more than four consecutive fiscal year terms in the same position, except that the Council may, in a separate motion, determine to approve an additional term of one fiscal year for a particular officer, and if the same be approved, the officer may be nominated for, and may be elected to, a term of one additional fiscal year."

2. Alternatively, if it is preferred that there not be a requirement for a separate motion to extend an officer's terms for an additional year, the provision could merely state that an officer shall serve a maximum of five fiscal years; in that case, if the Council prefers that an officer who has had four one-year terms not have a fifth term, the Council members could merely nominate and elect a new person for that position.

3. As you know, Article XVIII of the Articles provide that they may be amended only by an approving majority vote of (a) the total number of weighted votes of Council members; (b) the total number of Council members; and (c) the total number of members serving on the legislative bodies of the participating local governmental Units "if a vote by such local Legislative Body members is required by law." Such a vote by local legislative body members is in fact required by law, because Section 9(1) of the Metropolitan Councils Act states that the Articles are to be adopted and amended "by an affirmative vote of a majority of the members elected to and serving on the legislative body of each participating local governmental unit." MCL 124.659(1).

4. An alternative to an amendment in the Articles could be a provision in the Bylaws stating that it is "preferred" that officers serve no more than four consecutive fiscal-year terms," or some similar wording, but this would obviously not prevent the Council from electing a given officer to more than four terms, nor could the Bylaws have the effect of establishing a maximum of four fiscal-year terms.

### **C. Terms of At-Large Members**

The Task Force recommended that the terms of at-large members of the Council "be reviewed by the Human Resources Committee on an annual basis." It was suggested that the Committee might identify and interview new candidates for at-large members, "based on emerging issues and the strategic needs" of the Council. It is unclear whether the intent is to substitute a new at-large member for one who has not yet completed his or her appointed term, though this may be implied.

This recommendation could be implemented as follows:

1. If the recommendation is to enable the Human Resources Committee to interview, for example, a new candidate who has expertise in newly emerging issues, for a current at-large member whose term is expiring, this could be accomplished without any change in the Council's foundation documents. In such a case, the Human Resources Committee would merely recommend its new candidate and presumably one of the Committee members would nominate the new candidate, and the Council either would, or would not, elect the at-large member instead of the member whose term was expiring. If both were nominated, it would be a contested election and the nominee with the most votes would be chosen.

2. If, however, it is desired to relieve an at-large member from his or her position, before the term has ended, or if it is desired that an at-large member shall not run again if the Human

Resources Committee has recommended some other nominee, then an amendment in the Articles would be necessary.

Subsection (A) of Article VIII of the Articles states in part, “Each at-large Member shall be selected from the Council Area and shall serve a term of two (2) years.” Accordingly, if the two-year term is to be interrupted by the election of a new nominee who has, for example, expertise on “emerging issues and strategic needs” then the current provision for a two-year term would need to be amended. Likewise, if it is intended that a current at-large member not run again at the end of his or her term, if the Human Resources Committee has recommended another candidate, then the Articles would need to be amended.

3. There is also another possibility. Article VIII.B of the Articles states in part, “[E]ach Member who is appointed at-large shall serve at the pleasure of the Council, during the term for which the Member was appointed and thereafter until a successor is appointed.” Because every at-large member serves “at the pleasure” of the Council, this means that the Council can discharge an at-large member at any time, with or without cause. This could include a circumstance in which the Human Resources Committee identified someone who is considered a superior candidate for an existing at-large position. Obviously, however, ill feelings can result if an at-large member is removed from office, even though the Council has the power to do so. Goodwill toward the proceedings of the Council could be adversely affected, and future at-large members might be reluctant to serve if there is a history of other at-large members being removed in favor of some other desired candidate.

4. Before determining how best to implement this recommendation, I ask that the task force supplement the recommendation with more specifics as to this “term review” for at-large members.

#### **D. Transportation – MPO Agenda Items**

The Task Force has recommended that major transportation-MPO related business items “be considered by the Committees and presented for final approval by the GVMC Board of Directors.” These major business items are identified as the annual Unified Planning Work Program and Budget and amendments thereto; adoption of the GVMC Long-Range Transportation Plan; and each new four-year Transportation Improvement Program. The recommendation does not state which Committees are being referred to, but perhaps they are the Executive Committee and the standing committee(s) having responsibility for road and highway planning, public transit and the like.

The recommendation further proposes that the Transportation Policy Committee be authorized to review and give final approval to “routine” amendments and “administrative adjustments” to the Transportation Improvement Program and the Long-Range Transportation Plan. The recommendation is not specific as to what are “routine” amendments or “administrative adjustments.”

This recommendation could be implemented as follows:

1. Except for the Executive Committee, neither the Articles nor the Bylaws determine what the standing committees of the Council shall be, nor do they address how matters of business move from the committees to consideration by the Council itself.

Section 5.1 of the Bylaws authorizes the Council to establish standing committees that it “deems necessary.” Section 5.3 states very generally the functions of standing committees. These functions include studying areas of concern and interest to the Council and the reporting of information to the Council, but there are no provisions on when or how items of business, such as transportation-related business, actually reach the Council, nor what type of extent or Committee-approval is needed before any particular matters reach the Council agenda.

2. If it is desired to include in the Bylaws the recommended prior Committee action before the stated transportation-related business items reach the Council, this could be accomplished by an amendment in Section V of the Bylaws. An amendment in the Articles would not be necessary.

3. Alternatively, the suggested procedures as to the handling of these transportation-related items could be established as a policy of the Council, by the adoption of a resolution, including the desired specific procedures. This would be consistent with the current method of handling details of Committee operations, which are likely covered by Council policies and/or resolutions, inasmuch as they have not been included in the Bylaws. However, it is entirely appropriate to include the recommendations in a Bylaw amendment, if desired.

#### **E. Duties and Responsibilities of Standing Committees**

Included in the task force’s recommendations are drafts of the duties and responsibilities of the Executive Committee; the Finance Committee; the Legislative Committee; the Human Resources Committee (which combines the current Personnel and Nominating Committees); and the Emerging Issues Committee (formerly the Regional Cooperation Committee).

The various duties and responsibilities included in the draft as to each of these Committees are all appropriate in relation to the authority of the Council to establish committees and delegate functions to them, based on the Metropolitan Councils Act and the Articles of Incorporation.

These draft committee duties and responsibilities could be implemented as follows:

1. All of the listed duties and responsibilities could, if desired, be added to the Bylaws, by appropriate amendments in Section V, covering standing committees, except that the duties and responsibilities of the Executive Committee would be added Section IV, dealing with that committee.

Mr. Donald J. Stypula  
July 19, 2011  
Page 6

As noted above, the Bylaws may be amended only by an approving vote of a majority of the total number of weighted votes of Council members and an approving majority vote of the members of the Council (meaning all Council members, not merely those who are present).

2. Alternatively, the draft committee duties and responsibilities could be adopted by Council resolution, with basically the same effect, though perhaps less formal. There is a difference in the voting requirement between a resolution and a Bylaw amendment, in that a resolution must be decided by an approving majority of the weighted votes of the Council members "in attendance" and an approving majority vote of the number of members "in attendance." Thus, the number of votes required to pass a resolution is determined by the number of members attending the meeting, assuming a quorum is present, yet the corresponding number of votes to adopt a Bylaw amendment is determined by the total number of weighted votes and the total number of members, irrespective of how many members are present at the meeting.

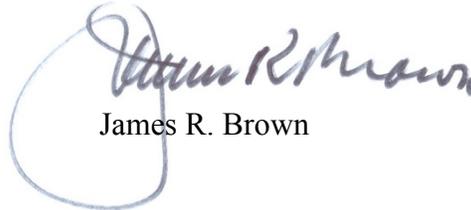
#### F. Other Matters

Please forward this letter to the members of the Executive Committee for their review and consideration.

I will be pleased to prepare proposed amendments in the Articles and/or Bylaws, and to prepare any desired resolutions, to implement the various recommendations of the Task Force.

If it would be helpful for me to meet with the Task Force and/or the Executive Committee, to review and discuss drafts of the proposed amending documents, please let me know and I will be pleased to do so.

Yours very truly,

A handwritten signature in blue ink, appearing to read "James R. Brown", is written over a large, light blue circular scribble or stamp.

James R. Brown

cmj  
Enclosure  
By e-mail  
cc: James R. Buck