



MEMORANDUM

TO: Grand Valley Metropolitan Council
FROM: Donald J. Stypula, Executive Director
DATE: August 25, 2011
RE: Draft GVMC FY 2011-2012 General Fund Budget

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

FY 2011 GENERAL FUND BUDGET AT A GLANCE

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

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

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

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

BUDGET ALIGNS WITH GVMC'S STRATEGIC OBJECTIVES

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

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

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

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

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

MONITORING COSTS AND CUTTING EXPENDITURES

To ensure that we maintain financial health long into the future, we continually work at a staff-wide level to limit expenditures and reduce costs, while we aggressively pursue new sources of grant

revenues for projects that benefit GVMC-member counties and communities. Over the past several years, GVMC Administration has been very diligent in working with our staff and Priority Health – our health insurance provider – to hold down employee health care costs. Historically, GVMC’s health insurance costs have been held to a minimum because each year, as we prepare the next fiscal year budget, we take steps to modify GVMC’s employee health insurance plan to control costs. Over the past several fiscal years, these steps included:

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

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

FUND RAISING

Together with the professionals in our Transportation and Planning and Strategic Initiatives Departments, I meet on a regular basis with representatives of local, state and regional foundations, representatives of the Governor’s office and our state legislators, institutions of higher education, and other groups to seek funding for on-going regional activities that support our strategic goals and initiatives. Working with a detailed matrix that identifies specific projects outlined in our strategic plan and potential funding sources, we are continually searching out, identifying and pursuing grants, gifts, work contracts and other sources of funding.

TRANSPORTATION FUNDING

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

If President Obama and the U.S. Congress fail to agree on transportation funding levels that are at least equal to current obligational authority for MPO transportation planning activities, I will immediately call a joint meeting of the Executive and Finance Committees to recommend FY 2012 budget amendments to this Board that bring GVMC expenditures in-line with anticipated revenues.

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.

GVMC FY 11-12 BUDGET

Summary

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

GVMC FY 11-12 BUDGET

Revenues

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

GVMC FY 11-12 BUDGET

Fund: General
Depart: GVMC Board

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

Fund: General
Depart: Administration

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

Fund: General
Depart: Pavement Management Vehicle

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

GVMC FY 11-12 BUDGET

Fund: General
Depart: Transportation

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

Fund: General
Depart: Rogue River

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

GVMC FY 11-12 BUDGET

Fund: General
Depart: Regional Planning Services

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

Fund: General
Depart: SPECIAL SERVICES

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

Fund: General
Depart: Strategic Initiatives

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

GVMC FY 11-12 BUDGET

Lower Grand River Organization of Watersheds

Fund: LGROW
Depart: Revenues

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

Fund: LGROW
Depart: LGROW - Administration

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

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	4970	1,342	719	2,061	gvmc/trans
subtotal	265,727	\$68,198	\$37,446	105,644	\$105,644
Cities/Villages					gvmc/trans
Cedar Springs	3,509	947	657	1,604	gvmc/trans
East Grand Rapids	10,694	2,887	1,943	4,830	gvmc/trans
Grand Rapids	188,040	50,771	35,861	86,632	gvmc/trans
Grandville	15,378	4,152	4,149	8,301	gvmc/trans
Hudsonville	7,116	1,921	1,651	3,572	gvmc/trans
Kentwood	48,707	13,151	10,153	23,304	gvmc/trans
Lowell	3,783	1,021	815	1,836	gvmc/trans
Rockford	5,719	1,544	1,233	2,777	gvmc/trans
Sparta	4,140	1,118	769	1,887	gvmc/trans
Walker	23,537	6,355	5,967	12,322	gvmc/trans
Wyoming	72,125	19,474	15,757	35,231	gvmc/trans
subtotal	382,748	\$103,342	\$78,955	182,297	
Totals					
Non-MPO Members					
Belding	5,757	1,554		1,554	gvmc
Coopersville	4,275	1,154		1,154	gvmc
Greenville	8,481	2,290		2,290	gvmc
GVSU		5,000		5,000	
Hastings	7,350	1,985		1,985	gvmc
Ionia	11,394	3,076		3,076	gvmc
Middleville	3,319	896		896	gvmc
Wayland	4,079	1,101		1,101	gvmc
sub-non MPO	44,655	\$17,057		17,057	
Kent County	602,622	63,177	3,000	66,177	gvmc
Ottawa County	89,418	9,165	1,476	10,641	gvmc
	692,040	72,342	4,476	76,818	
Totals					
Other Transportation Members					
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			1,500	1,500	trans
			67,819	67,819	
Sub					
Totals		\$260,939	\$188,696	\$449,635	



The Grand Valley Metropolitan Council

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

GENERAL ADMINISTRATION

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

Donald J. Stypula, Executive Director

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

Leon Branderhorst, Finance and Budget Director

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

Gayle McCrath, Director Human Resources and Administration

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

Michael Brameijer, GVMC System Administrator

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

GVMC PLANNING AND STRATEGIC INITIATIVES DEPARTMENT

Andrew Bowman, Planning Director

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

Jay Hoekstra, Senior Land Use Planner

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

GVMC TRANSPORTATION DEPARTMENT

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

Abed Itani, Transportation Director

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

James Snell, Senior Transportation Planner

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

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

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

Darrell Robinson, Transportation Planner

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

Andrea Dewey, Transportation Planner

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

Michael Zonyk, Senior Transportation Planner

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

Andrea Faber, Transportation Administrator

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

Transportation Interns (2)

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

REGIS BUDGET FY 11-12 (As Approved in a Regular REGIS Board of Directors meeting on August 24, 2011 - Agenda Item No. 6)

EXPENDITURES		Subject Year FY 11-12 (Oct 1, 11 thru Sep 30, 12)	Current Year 10-11 (10/1/10 - 9/30/11)
Expense Items			
702.000	Salaries	\$315,452	\$280,552
702.100	Social Security Tax	\$20,504	\$18,236
712.200	Medicare Tax	\$4,574	\$4,068
712.300	State Unemployment Tax	\$4,318	\$4,318
712.500	Health/Dental Insurance	\$59,280	\$50,000
712.600	Life/Long Term Disability Ins	\$5,211	\$4,104
712.700	Parking	\$0	\$0
712.800	Pension Plan	\$26,562	\$23,450
702.110	GVMC Salaries	\$31,306	\$39,328
	GVMC Fringe Benefits	\$13,767	\$14,940
726.000	Office Supplies	\$8,768	\$8,768
726.200	Postage	\$563	\$563
726.200	Fedex Shipping	\$450	\$450
801.100	Audit	\$3,500	\$3,200
801.200	Legal Services	\$3,478	\$3,478
801.300	Professional Fees	\$15,000	\$12,875
801.400	Contractual Services	\$3,000	\$3,000
801.420	Cont Svc - Software Lic	\$16,500	\$16,500
801.421	Cont Svc - Software Main	\$120,633	\$118,450
801.430	Cont Svc - Network Svc	\$0	\$0
801.440	Cont Svc - Systems & Database Adm	\$30,000	\$30,000
801.450	Cont Svc - Systems Adm	\$0	\$0
805.000	Adv/Legal Notice	\$1,688	\$1,688
810.000	Meeting Expense	\$5,000	\$5,000
815.000	Insurance	\$6,883	\$6,883
820.000	Dues and Subscriptions	\$1,159	\$1,159
825.000	Professional Development	\$5,000	\$5,000
860.000	Mileage	\$5,500	\$5,500
800.100	Printing	\$1,500	\$1,500
920.100	Electricity	\$5,464	\$5,464
920.200	Telephone	\$9,804	\$8,240
930.000	Repairs and Maintenance	\$3,377	\$3,377
940.100	Equipment Rent	\$3,939	\$3,939
940.200	Rent	\$45,000	\$42,230
955.000	Miscellaneous/Contingency	\$10,000	\$20,000
977.003	Small Equipment	\$2,251	\$2,251
980.100	Office Equipment	\$2,120	\$2,120
985.000	Transfer to capital	\$20,000	\$20,000
TOTAL EXPENDITURES		\$811,550	\$770,630
FY 11-12 REVENUES			
501.500	Grants	\$0	\$0
676.013	Reimbursements-Data	\$10,000	\$15,000
	Use of General Fund Balance	\$86,504	\$106,419
	Use of Capital Fund Balance	\$0	\$0
501.500	Member Dues	\$642,649	\$542,369
	Recovery/Buy-in/Other Contrib.	\$21,400	\$21,500
	Interest on fund balance	\$5,997	\$10,342
	Pay-as-you-go Services	\$45,000	\$75,000
TOTAL REVENUES		\$811,550	\$770,630