FY 2011 Annual Report

For the Twin Cities Area Transportation Study
(TwinCATS)

January 2012

Prepared by the
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http://www.swmpc.org/twincats.asp

The preparation of this report has been financed in part through grants from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 and Metropolitan Planning Program, Section 104(f) of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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INTRODUCTION

The purpose of the Twin Cities Area Transpiration Study (TwinCATS) annual report, which is a federally mandated activity, is to identify work activities that were approved in the FY 2011 Unified Work Program (UWP) and describes the progress and accomplishments that occurred during the twelve-month period from October 1, 2010 through September 30, 2011. The UWP guides the TwinCATS transportation planning activities for each fiscal year. During that time, program tasks that will benefit member agencies, the region, and the state are undertaken to improve the efficiency of the overall transportation system. This report also identifies revenue sources utilized from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), including the corresponding local match amounts.

The Southwest Michigan Planning Commission is the designated Metropolitan Planning Organization (MPO) for the Twin Cities Area Transportation Study (TwinCATS). An MPO study area is an urbanized area that is designated by the U.S. Census and is determined by population density. This urbanized area can consist of one municipality or multiple municipalities. Within the MPO structure, there are two committees responsible for making transportation related decisions: the Technical Advisory Committee and the Policy Committee. Each municipality within the MPO study area has at least one representative on each of the MPO committees. MPO transportation planners supply information for the Technical Advisory and Policy Committees and serve as liaisons between local, state, and federal entities.

The Twin Cities Area Transpiration Study (TwinCATS) through coordination and technical support of the Southwest Michigan Planning Commission (SWMPC) provides an organizational structure to identify and guide local transportation planning activities.

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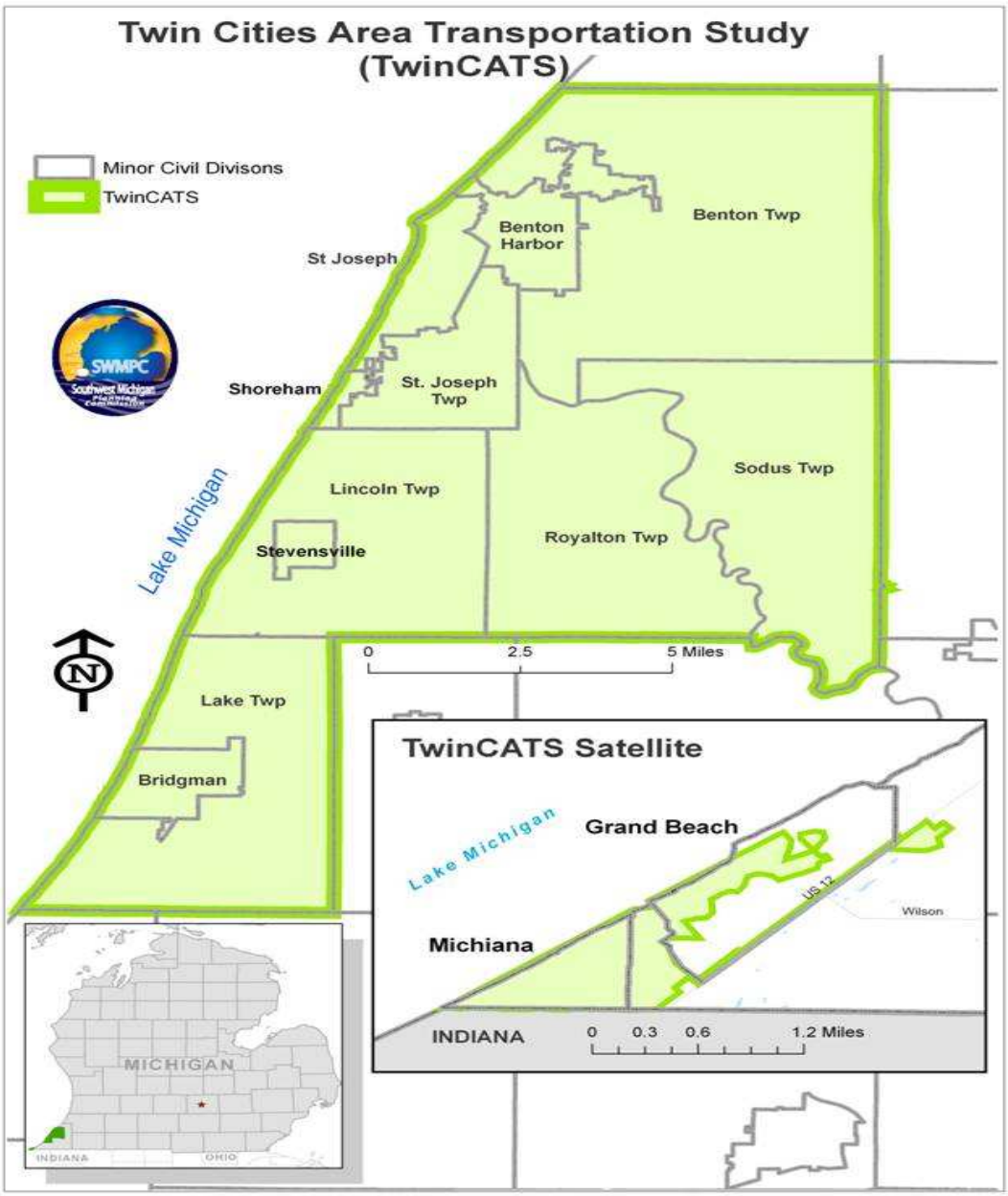

The Twin Cities Area Transportation Study (TwinCATS) is Benton Harbor-St. Joseph urbanized area, as designated by the United States Census. The Twin Cities Area Transportation Study encompasses twelve jurisdictions located in Berrien County, these municipalities are:

City of Benton Harbor, City of St. Joseph, City of Bridgman, Village of Shoreham, Village of Stevensville, Benton Charter Township, Lake Charter Township, Lincoln Charter Township, Royalton Township, Sodus Township, St. Joseph Charter Township, Village of Grand Beach (satellite), and Village of Michiana (satellite).

Committee Meetings Held

Technical Advisory Committee

The TwinCATS metropolitan planning organization (MPO) holds monthly meetings with member communities to ensure that the goals and strategies developed in the Long Range Transportation Plan (LRP) continue to take shape as outlined in the planning document.

Purpose of TAC Committee
The purpose of the Technical Advisory Committee shall be to provide technical advice to the Twin Cities Area Transportation Study (TwinCATS) Policy Committee. TwinCATS is the MPO responsible for coordinating the transportation planning process within the Benton Harbor-St. Joseph urbanized area. The TwinCATS MPO is a subset of the Southwest Michigan Planning Commission (SWMPC), southwest Michigan's state-designated regional planning organization. Together, they manage all aspects of the continuing, comprehensive and cooperative transportation planning process.
*Ex-officio means nonvoting member

Committee Members

Chair: Lee Scherwitz	Southwest Michigan Regional Airport
Vice-Chair: Tim Zebell	City of St. Joseph
Aaron Anthony/Alan Smaka	City of Bridgman
Michelle Bennett	Sodus Township
Brian Berndt	Berrien County Road Commission
*Bill Brown	Northwest Indiana Regional Planning Commission
Chris Cook	Abonmarche Consultants for City of Benton Harbor
*John Egelhaaf	SWMPC
Nora Jefferson	Benton Charter Township
Jason Latham/Darrell Harden	MDOT - Southwest Region
Ray Lenze	MDOT - Statewide Planning
*Stewart McKenzie	FTA
John Olson	Royalton Township
Debra Panozzo	Berrien County Commission
Gloria Payne	Lake Charter Township
Bill Purvis	Twin Cities Area Transportation Authority
Thad Rieder	Cornerstone Alliance
Brian Shutts	Village of Shoreham
Alan Smaka	St. Joseph Charter Township
Terrie Smith	Lincoln Charter Township
Joe Sobieralski	Village of Stevensville
Bruno Trapikas	Village of Shoreham
*Rachael Tupica,	FHWA
Darwin Watson	City of Benton Harbor
Sarah Woolcock/Erin Kercheval	MDOT Coloma TSC
Representative	Village of Grand Beach
Representative	Village of Michiana

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Representative	St. Joseph River Harbor Authority

Meetings were held on the following dates with the total Committee members attending and members of the public.

October 18, 2010	13 members attended +1 public
November 2010	No meeting held
December 20, 2010	13 members attended + 2 public
January 2011	No meeting held
February 28, 2011	13 members attended + 4 public
March 2011	No meeting held
April 18, 2011	13 members attended + 1 public
May 2011	No meeting held
June 20, 2011	13 members attended
July 2011	No meeting held
August 15, 2011	15 members attended
September 19, 2011	13 members attended + 1 public

Note: Two transportation planning staff members are in attendance at every meeting, in addition to the attendees listed above.

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Policy Committee

Purpose of the Policy Committee

The purpose of the Policy Committee shall be to provide policy level guidance, direction and necessary approvals to all aspects of the continuing, comprehensive, and cooperative transportation planning process. Deliberations, findings and approvals of the Policy Committee shall be made after due consideration of the recommendations of the TwinCATS Technical Advisory Committee and when necessary, shall be then be recommended to the SWMPC.

*Ex-officio means nonvoting member

Committee Members

Chair: Robert Judd	City of St. Joseph
Vice-Chair: Lee Scherwitz	Southwest Michigan Regional Airport
Aaron Anthony/Alan Smaka	City of Bridgman
Michelle Bennett	Sodus Township
*Bill Brown	Northwest Indiana Regional Planning Commission
*John Egelhaaf	SWMPC
Tim Fenderbosch	St. Joseph Charter Township
Carolyn Fowler	Benton Charter Township
John Gast	Lake Charter Township
Jason Latham/Darrell Harden	MDOT - Southwest Region
Ray Lenze	MDOT - Statewide Planning
Lawrence Merritt/Brian Berndt	Berrien County Road Commission
*Stewart McKenzie	FTA
Debra Panozzo	Berrien County Commission
Bill Purvis	Twin Cities Area Transportation Authority
Roger Seely	St. Joseph Charter Township
Joe Sobieralski	Village of Stevensville
Jim Soteriou	Royalton Township
Richard Stauffer	Lincoln Charter Township
Bruno Trapikas	Village of Shoreham
*Rachael Tupica	FHWA
Darwin Watson	City of Benton Harbor
Sarah Woolcock/Erin Kercheval	MDOT Coloma TSC
Representative	Village of Grand Beach
Representative	Village of Michiana
Representative	St. Joseph River Harbor Authority
Representative	Cornerstone Alliance

Meetings were held on the following dates with the total Committee members attending and members of the public.

October 18, 2010	14 members attended + 1 public
November 2010	No meeting held

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December 20, 2010	12 members attended + 1 public
January 2011	No meeting held
February 28, 2011	9 members attended + 3 public
March 2011	No meeting held
April 18, 2011	13 members attended
May 2011	No meeting held
June 20, 2011	10 members attended
July 2011	No meeting held
August 15, 2011	16 members attended
September 19, 2011	12 members attended

Note: Two transportation planning staff members are in attendance at every meeting, in addition to the attendees listed above.

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ACCOMPLISHMENTS AND WORK ACTIVITIES

Each year, the SWMPC is responsible for a variety of tasks under five categories: program management, database management, long range planning, short range planning and other planning. Accomplishments in each of these categories are described below.

Program Management

The goal of the Program Management category is to effectively administer and manage the urban transportation planning program.

1. Participated in seminars, workshops, and classroom-type courses designed to develop technical skills and broader perspectives on transportation-related subjects.

- *Michigan Transportation Planning Association (MTPA)* - The Michigan Transportation Planning Association is a voluntary association of public organizations and agencies which are responsible for the administration of transportation planning activities throughout the State of Michigan. http://www.mtpa-mi.org/default.asp
    - January 18, February 15, March 22, 2011 (financial planning workshop), April 19, May 17, June 21, 2011, August 16, and September 20, 2011.
    - Michigan Transportation Planning Association Annual Conference July 12-15, 2011
- *Michigan Department of Transportation (MDOT) Training Opportunities*- Staff utilize free training opportunities offered by MDOT to stay abreast of new research and state requirements. These trainings provide the staff that opportunity.
    - Flexible match for federal funds, March 31, 2011
    - Disadvantaged Business Enterprise reporting, April 6, 2011
    - Title VI Non-Discrimination training August 9, 2011
- *Other Transportation Related Training Opportunities*- Staff are expected to stay current on new research and transportation topics that impact the development of planning documents and projects in the study area.
    - Clean Energy Coalition meeting, Grand Rapids, February 16, 2011
    - Transforming Transportation Research Consortium conference, Detroit, April 7-9, 2011
    - Michigan Passenger Rail Coalition webinar on Midwest high-speed rail and PRIIA legislation, April 20, 2011
    - MSU-Extension's Complete Streets workshop, Benton Harbor, May 3, 2011
    - Building Healthy Communities conference, Lansing, June 6-7, 2011
    - Disability Network Webinar on Physical Barriers to Public Transit Systems July 27, 2011
    - Data Visualization Techniques webcast September 6, 2011
    - 2011 Community Transportation Association Expo
- *Other Local Meetings Attended*-Staff are called upon to assist community led organizations and municipalities in the discussion of transportation related topics.
    - Twin Cities Area Transportation Authority (TCATA) Board

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- Berrien County Road Funding Committee-This committee explored the possibility of asking the voters in Berrien County to consider a road millage.
- Van Buren County Rural Task Force-The Rural Task Force program is administered by MDOT and impacts projects throughout the TwinCATS study area.
- St. Joseph River Harbor Authority-The Harbor Authority discusses the issues that the freight industry is faced with and its direct impact on the TwinCATS study area.
- WesTrain meeting- A regularly occurring meeting of the primary transportation planning and economic development organizations along the Pere Marquette Amtrak rail line in the Benton Harbor area, the Holland area, and the Grand Rapids area.

2. TwinCATS Walk and Roll Plan

The TwinCATS TAC and Policy Committees formed a subcommittee with the intent to identify and build a system or network for local and regional connectivity for safe transportation for all users. Users included pedestrians, individuals with disabilities, novice cyclists, serious cyclists, transit riders and through the use of sidewalks, bike lanes, shared lanes, paved shoulders, and off-road pathways. A plan was completed in 2011 and can be found at http://www.swmpc.org/walkbiketwincats.asp.

- Held five Subcommittee meetings to discuss Walk and Roll progress.
- Held stakeholder meetings in each TwinCATS member community regarding Walk and Roll.
- Developed and distributed survey about walk and roll uses in the region.
- Conducted 4 public outreach meetings during Bike to Work Week (May 2011).
- Submitted survey results to Subcommittee and full Committee.
- Maintained http://www.swmpc.org/walkbiketwincats.asp website as needed.
- Drafted and completed Walk and Roll Plan.

3. SWMPC Website

The SWMPC regularly maintains several websites and updates them as new information is ready for viewing.

- Maintained the SWMPC website for transportation information dissemination.
- Continued SWMPC website updates.
- Creation of a 2013 Long Range Transportation Plan website.
- Updated the monthly committee meeting pages.
- Updated Transportation Improvement Program (TIP) web page.
- Creation of Title VI Non-Discrimination Plan elements for throughout SWMPC website.

4. Committees

The SWMPC transportation planning staff staff is responsible for the day-to-day operations of the TwinCATS MPO.

TwinCATS TAC and Policy Committees

- Provided staff support to the TwinCATS TAC and Policy Committees
- Reported on TwinCATS activities to the federal and state agencies and to the SWMPC, as appropriate.
- Prepared for, facilitated, and generated minutes for monthly TwinCATS TAC and Policy Committee meetings.
- Conducted an annual review of membership and participation for the Technical Advisory and Policy committees.
- Established a schedule of public meetings as an ongoing element of the planning process for public information and input.

5. Public Participation Efforts

SWMPC engage in specific public participation efforts as outlined in the Public Participation Plan which can be found at http://www.swmpc.org/participation.asp.

- Actively implemented public involvement activities through community meetings, distribution of committee and planning information to radio, television and newspapers.
- Monthly communication with the press through press releases and via telephone about current transportation issues.
- Maintained a database of strategies and outcomes of public participation measures.
- Used appropriate visualization techniques to describe plans and perform other public participation activities as required by SAFETEA-LU.
- Updated the Transportation Participation Plan as required by SAFETEA-LU, including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
    - Administered a public survey and a TwinCATS member survey to assess effectiveness of public participation measures and presented results to TwinCATS committees.
    - Researched legislation governing public participation and added it into participation plan.
- Monthly email messages to interested citizens regarding transportation trainings, meetings, and topics related to transportation planning.
- Actively partnered with other agencies such as the Disability Network's Transportation Advocacy Group and others to obtain greater participation in, and information about, the diverse needs of the population.
- Consulted as appropriate with state, local, and private agencies, and Native American Tribes responsible for economic growth, land use management, natural resources, environmental protection, conservation, historic preservation, and human service transportation providers to

enhance the transportation planning process.

- Actively implemented public involvement activities through community meetings and distribution of committee and planning information to radio, television and newspapers.
- Communicated with the press monthly through press releases and via telephone about current transportation issues.

Products of Program Management Tasks:	**Status:**
1. Created, disseminated and uploaded Committee meeting information, including agendas, minutes, and handouts	Completed and published
2. Public notice of annual meeting schedule	Completed and published
3. FY 2010 Annual Report	Completed and published
4. FY 2012 UWP	Completed and published
5. Public notices of various transportation activities	Completed and published
6. Regularly updated SWMPC website	Completed and published
7. Annual listing of FHWA and FTA projects on the SWMPC website	Completed and published
8. Annual review of Transportation Participation Plan	In development
9. Wrote SWMPC Title VI Non-Discrimination Plan	Completed and published
10. Conducted TwinCATS member survey evaluating progress of public participation efforts and presented results	Completed and ongoing
11. Completed quarterly progress reports	Completed
12. Drafted and collected 20 Bike to Work Resolutions	Ongoing

Uncompleted Tasks:

- Review metropolitan planning organization (MPO) map boundaries to ensure that they reflect necessary representation. *This process has begun, and will be completed with availability of Census 2010 Data.*

Program Management Funds	**Budgeted in UWP**	**Spent**	**Under/(Over)**
FHWA	81,883	75,633	6,250
FTA	25,309	20,854	4455

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Database Management

The goal of Database Management is to continue to collect and maintain a solid database of information and the technical tools to accurately assess system priorities and to produce an accurate model of the transportation system for use in model updates for corridor studies and other planning endeavors. The SWMPC utilizes a combination of strategies to achieve this goal.

1. Collaboration activities with the Asset Management Council.

The SWMPC actively collaborates with the State Transportation Asset Management Council (TAMC) to maintain its partnership in the collection and analysis of road surface quality data. The SWMPC executive director is a TAMC board member.

- Collaborated with local entities in meeting the goals of the Asset Management Council established under P.A. 499.
- Scheduled, coordinated, and attended Investment Reporting Tool training.
- Attended PASER road rating webinar and PASER road rating training.
- Sent out a reminder to local communities about investment report for TAMC; answered their questions about the reporting process.
- Conducted PASER rating on all federal aid eligible roads in the northern half of Berrien County.
- Assisted local communities with information about local road rating eligibility and local asset management plans.
- Wrote manuals for asset management and traffic counting.
- Sent out a reminder to local communities about investment report for TAMC; answered their questions about the reporting process.
- Conducted PASER ratings on southern half of Berrien County Federal Aid Eligible road network and presented results to TwinCATS committees.
- Rated Benton Harbor and St. Joseph local roads.
- Began coordinating the development of a local asset management plan with the City of Benton Harbor.

2. Southwest Michigan Planning Commission Data Extract

The SWMPC created a data extract document in 2003 to assist communities and citizens in having relevant regional data including the 2000 U.S. Census data at their fingertips. As the SWMPC receives requests for data, the staff at SWMPC has started the process of refreshing and redefining this document to make it more accessible to all communities, agencies, and citizens of the region.

- Researched variables that would be needed for regional and state comparisons.
- Selected and retrieved data files from the U.S. Census Bureau.

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- Coded selected variables to be mapped in Geographic Information Systems (GIS) software.
- Displayed selected variables in different graphic representations that would be more usable to government agencies, businesses, and the general public.
- Continued to upload regional data to the SWMPC website.

3. Long Range Transportation Plan

The Long Range Transportation Plan provides a region wide vision of transportation planning for the next twenty years. There are many activities done throughout the duration of the plan that are updated on a regular basis.

- Assisted MDOT by providing the requested data and information for the development of the projections of Travel Demands in the TwinCATS area in preparation for Long Range Transportation Plan 2040.
- Assembled model 2010 base year data into legible Transportation Analysis Zone maps and distributed to TwinCATS committee members for verification. Changes were transmitted to MDOT.
- Analyzed and upgraded computing capabilities and training in support of transportation planning process.
- Continued to collect, compile, analyze, and maintain socioeconomic (SE), land use, transportation and transit data and information necessary for planning in the region.
- Maintained and updated critical management documents (i.e., LRP, TIP, UWP) on SWMPC website.
- Analyzed and upgraded computing capabilities and training in support of transportation planning process.
- Attended training on Performance Measure development (July 12, 2011) and began strategizing the implementation of performance measures for the next LRP.
- Reviewed and updated federal aid urban boundary, national functional classifications, and federal aid system.

4. SWMPC Traffic Count Program

The SWMPC provides a service to municipalities and others interested in learning more about the travel volumes and patterns on their roadways.

- Reviewed and directed the urban traffic count program.
- Conducted approximately 100 traffic counts for the three-county area and began process of uploading them to the SWMPC website.
- Continued refining traffic count database for SWMPC website.
- Conducted traffic counts for the HPMS program.

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- Maintained the SWMPC asset management website http://www.swmpc.org/asset_mgmt.asp.

5. TwinCATS Walk and Roll

- Digitized non-motorized path proposals, compiled pedestrian and bicycle crash data, and compiled non-motorized origination and destination data for Walk and Roll committee.
- Continued to update Walk and Roll maps with existing and proposed non-motorized facilities.
- Compiled database of road segment information for Walk and Roll plan.

6. Additional Tasks Completed

SWMPC Transportation staff is involved in activities that relate to the multi-modalism of transportation planning. Regional public transit and coordination with local road commissions are activities that are seen as important to the planning for regional transportation.

- Updated TransCAD software and attended training on using TransCAD software.
- Attended Transportation Technical Committee workshop on Census data, February 8, 2011
- Met with MDOT and Berrien County Road Commission regarding travel demand model development, March 30, 2011

Products of Database Management Tasks:	**Status:**
Updated SE data	In progress
Traffic count data	In progress
PASER results (report and maps)	Reports completed and published.

Uncompleted Tasks:

- Use traffic count data to begin to model critical areas within the metropolitan area. *A two-year program of traffic counts was developed for streets on which traffic counts are still needed. New traffic counts for travel demand model will be completed in FY 2011.*

Database Management Funds	**Budgeted in UWP**	**Spent**	**Under/(Over)**
FHWA	41,274	37,076	4,198
FTA	12,757	10,426	2331

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Long Range Planning

The goal of the Long Range Planning category is to research the new federal focus areas of livability, sustainability, climate change, and greenhouse gas reduction and to develop strategies to incorporate them into the transportation planning process.

1. Long Range Transportation Plan

The Long Range Transportation Plan provides a region wide vision of transportation planning for the next twenty years. There are many activities done throughout the duration of the plan that are updated on a regular basis.

- Developed and conducted two public input meetings regarding the development of the 2013-2040 Long Range Transportation Plan.
- Developed meeting materials and was sent to all clerks throughout Berrien, Cass, and Van Buren Counties.
- Engaged high school students and teachers in the long range plan development process.
- Monitored and discussed at monthly committee meetings the impacts of projects through the MPO.
- Performed air quality conformity analysis in cooperation with MDOT for pertinent parts of the Transportation Improvement Program (TIP).
- With the assistance of the Interagency Work Group (IAWG), assessed the air quality conformity of proposed projects from the LRP and the corresponding TIP.
- Assisted in completing the Southwest Michigan Non-Motorized Transportation Plan and map.
- Cooperated with MDOT in encouraging public input in the planning of MDOT-managed transportation projects. Provided internet links to MDOT websites and announcements. Communicated MDOT activities in SWMPC quarterly publications.
- Continued to provide resources to TWINCATS committee members related to long range planning topics such as non-motorized transportation and the status of the TwinCATS Walk and Roll Plan.
- Developed website for the 2013 Long Range Transportation Planning Process at www.swmpc.org/2013lrp.asp.

2. Non-Motorized Transportation

The SWMPC has been involved in the development and advancement of non-motorized transportation as an integral part of a connected transportation network.

- Coordinated non-motorized transportation subcommittee.
- Developed booklet to explain the importance of non-motorized transportation to stakeholders, with computerized drawings of potential redesigns of local streets.

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- Drafted Walk and Roll Plan sections.
- Created and implemented TwinCATS Walk and Roll survey instrument.
- Presented findings of survey to TwinCATS Committee.
- Developed and collected over 20 resolutions in support of Bike to Work Week (May 16- 20, 2011).
- Participated in regional and local planning initiatives for non-motorized paths; provided information and regional coordination to local interests.

3. Freight

The movement of goods throughout our region is an area of study for the MPO.

- Worked closely with local officials and stakeholders to monitor freight related issues within the metropolitan area.
- Attended St. Joseph Harbor meetings to stay informed of the freight impacts on the region
- Worked closely with state and federal transportation partners to further integrate freight planning into the transportation planning process.

4. Passenger Rail

SWMPC is actively engaged in discussions regarding the importance of passenger rail service in the region. Moving people safely and efficiently throughout the state by passenger rail service is one way that transportation planning strives to be truly multi-modal.

- Collaborated with the Michigan Association of Rail Passengers (MARP) in the dissemination of passenger rail subject topics.
- Collaborated with Berrien and Cass Counties to develop strategies to maintain and improve passenger rail service in the TWINCATS area.
- Presented information on the status of high-speed rail in Michigan.
- Encouraged committee members and public to submit comments to MDOT for State Rail Plan update.
- Sent out two draft letters for regional rail for approval by MPO committees and WesTrain members.

5. Air Transportation

The SWMPC planning region is home to several airports and ensuring that the airports can function as part of the movement of people and goods.

- Provide planning assistance in the development of long and short-range strategies.

6. Additional work tasks

SWMPC Transportation staff is involved in activities that relate to the multi-modalism of transportation planning. Coordinating with local road commissions are activities that are seen as important to the planning for regional transportation, along with providing technical support requests.

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- Researched potential impacts of climate change on Southwest Michigan and developed strategies for addressing climate change, including planning a "Transportation & Environment" workshop.
- Planned Transportation & Environment workshop to educate committee members and public on issues related to transportation and land use, environment, and climate change.
- Provided input to University of Michigan students on Benton Harbor climate change study.

Products of Long Range Planning Tasks:	**Status:**
Updated Public Participation Plan	In progress
Updated socioeconomic data	Completed/In progress

Uncompleted Tasks:

- Delineate linkage between local land use policies and activities and the transportation system. *In progress. Will be addressed in more detail in FY 2012 as the Long Range Plan will be in development.*
- Work closely with local officials and interests to inventory and monitor freight routes and intermodal facilities within the metropolitan area. *This task will be addressed in more detail in FY 2012 as the Long Range Plan will be in development.*
- Gather input from freight stakeholders and integrate freight planning into existing transportation planning processes. *This will be addressed in FY 2012.*

Long Range Planning Funds	**Budgeted in UWP**	**Spent**	**Under/(Over)**
FHWA	13,254	11,864	1,390
FTA	4,097	3,337	760

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Short Range Planning

The goal of the Short Range Planning category is to monitor and coordinate regional work activities identified in the 2011-2014 TIP, in addition to other studies and reports required by changing circumstances.

1. 2011-2014 Transportation Improvement Program (TIP)

The Transportation Improvement Program (TIP) is the four-year project document that details transportation projects funded by FHWA and FTA to be constructed in the region.

- Published 2010 annual listing of obligated projects.
- Monitored projects for the TIP and LRP for air conformity.
- Tracked progress of projects in TIP.
- Monitored the financial constraint document for FY 2011-2014 TIP.
- Monitored the status of FY 2011 TIP projects as they affect the FY 2011-2014 TIP.
- Monitored and revised the FY 2011-2014 TIP in accordance with the current LRP to address changes in local circumstances and local priorities in transportation.
- Processed the following amendments in the FY 2011-2014 TIP (for a complete description of which specific projects changed during these months, see the corresponding TwinCATS Policy Committee Meeting minutes at www.swmpc.org/twincats.asp):
    - **October 18, 2010**-FY 2011-Added 6 MDOT projects
    - **November 2010** - No meeting held
    - **December 20, 2010**-FY 2011-Added 2 local road projects and amended 3 local road project; FY 2012-amended 1 local road project; FY 2013-amended 1 local road project; Illustrative list-FY 2012-added 1 local road project
    - **January 2011** - No meeting held
    - **February 28, 2011**- FY 2012-Modification of 1 transit projects
    - **March 2011** - No meeting held
    - **April 18, 2011**- FY 2011-Added 3 local road projects, added 2 MDOT projects, modified 2 MDOT projects, modified 1 transit project; FY 2012-Modification of 3 MDOT projects
    - **May 2011** - No meeting held
    - **June 20, 2011**- FY 2011-Added 1 local road project and added 1 SWMPC project, added 2 MDOT projects, Amended 1 local road project and amended 2 MDOT projects, Deleted 1 MDOT project; FY 2012-Added 1 transit project, added 4 MDOT projects, amended 2 MDOT projects, FY 2013-1 MDOT project added. Illustrative List-FY 2012-1 MDOT project added, 1 local road project amended; FY 2013-Added 1 MDOT project, 1 local road project deleted
    - **July 2011**- No meeting held

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- **August 15, 2011** -FY 2011-Modification of 1 local road project; FY 2012-Added 1 MDOT project, added 1 local road project, modified 1 local road project; FY 2013-Added 1 MDOT project, modified 1 local road project
- **September 19, 2011**- FY 2011-Ameended 1 local road project; FY 2012-Added 2 MDOT project

2. Congestion Mitigation and Air Quality (CMAQ)

This program provides a flexible funding source for state and local governments to fund transportation projects and programs to help meet the requirements of the Clean Air Act (CAA) and its amendments. CMAQ funding supports transportation projects that reduce mobile source emissions in areas designated by the U.S. Environmental Protection Agency (EPA) as in nonattainment or maintenance of national ambient air quality standards.

- Submitted FY 2011 CMAQ project applications.
- Coordinated a CMAQ 2012-14 call for projects meeting.
- Submitted FY 2012-2014 CMAQ project applications.
- Announced another CMAQ call for projects for FY 2010 remaining funds.
- Assisted local agencies with CMAQ applications
- Continued to coordinate the local agencies receiving Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds in Berrien County.

3. Non-Motorized Transportation

The SWMPC has been involved in the development and advancement of non-motorized transportation as an integral part of a connected transportation network.

- Monitored local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as rail, air and bicycle trails.
- Provided data, technical assistance, and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.
- Advertised through Volunteer Center SWMI for volunteers for Walk and Roll and public transit.
- Participated and Facilitation of Complete Streets workshop in Berrien Springs.
- Worked with Berrien Springs on their development of their Safe Routes to School application.
- Coordinated the bicycle safety program, including the following tasks:
  - Planned bicycle safety workshops at 8 public libraries for summer 2011, including: reaching out to libraries, scheduling workshops; ordering supplies; creating flyer and permission slip, and creating curriculum which served over 100 participants.

5. Other Tasks

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- Coordinated regional transportation strategies with community transportation needs, development and land uses and assisted in the development of local plans, strategies and actions to integrate regional goals and local goals.
- Worked with MDOT, the Berrien County and Cass County road commissions, and the local units of government on the development of local inputs to the State Asset Management Plan.
- Continued to coordinate, monitor, and follow-up on transportation issues with transportation studies such as corridor studies, local traffic impact studies, and/or site plan review.

6. Transit Projects

- Presented to SWMPC board about public transit work, February 1, 2011.
- Researched data collection software for automatically analyzing transit stop locations.
- Continued work with area transit providers to implement scheduling software.
- Gave presentations about regional bus transportation to the TwinCATS committees and the Berrien Health Consortium.
- Met with representatives of Michigan Association of Railroad Passengers about multi-modalism and planning shuttle bus connections to train stations; answered their questions about funding sources for transit projects.

Products of Short Range Planning:	**Status:**
Amendments and administrative changes to the TIP, as needed	Completed and submitted
Regularly updated TIP and Fiscal Constraint tables	Published
Public participation notices	Completed

Uncompleted Tasks:

- Utilize the local schools as a source of disseminating safety information.
- Conducted local safety summits.
- **Note-the Southwest Michigan Safety Committee sponsored by AAA of Michigan was disbanded.*

Short Range Planning Funds	**Budgeted in UWP**	**Spent**	**Under/(Over)**
FHWA	15,553	14,830	723
FTA	4,807	4,171	636

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Other Planning Activities

The goal of Other Planning Activities category is to be responsive to the needs of the local area in meeting safety-conscious planning, non-motorized activities, and various unanticipated transportation-related planning activities as work arises.

1. Revenue Assistance

As revenues to local communities continue to shrink, the SWMPC works with agencies on how to utilize other funding sources to fund transportation related projects.

- Assisted local communities in researching grant opportunities for funding transportation-related projects.
- Researched revenue sources for communities to meet growing funding gap.
- Researched transportation funding / state budget issues, including complete streets rule for Transportation Enhancement funding.
- Hosted and developed Transportation Funding 101 Workshop.

2. Non-Motorized Transportation

The SWMPC has been involved in the development and advancement of non-motorized transportation as an integral part of a connected transportation network.

- Planned bicycle safety workshops for summer 2011, including: reaching out to libraries, scheduling workshops; ordering supplies; creating flyer and permission slip, and creating curriculum.
- Held seven Bicycle safety workshops in various communities throughout the region.
- Hosted and developed Complete Streets workshop in coordination with the Michigan Trails and Greenways Alliance.
- Provided input and planning to non-motorized activities, multi-modal initiatives and educational opportunities regarding transportation planning.
- Encouraged municipalities to pass Bike to Work Week resolutions and collected twenty resolutions.
- Presented to the Berrien Unitarian Seniors about public transit and non-motorized transportation, Lincoln Township, May 18, 2011.

3. Transit

Reduction of demand response trips in TCATA service area.

Conducted detailed ridership analysis of to improve the performance, availability and integrations of transportation services to seniors, and people with disabilities: Analysis included:

- Entered data from handwritten TCATA driver logs for a thirty day period with approximately 12,000 entries that include origin/destination locations, times, passenger type, and no shows.
- Analyzed data to look at the feasibility of adjusting or creating new fixed route service(s) that will alleviate the long waits for demand response service to seniors and people with disabilities

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by taking the strain off a transit system that is over capacity providing demand response to people who could otherwise utilize fixed route service.

- Provided maps of potential new and revised routes to TCATA management for consideration.

Travel Training Video
Facilitated the production of a video to educate transit users and human service agencies on the benefits of utilizing TCATA's fixed route services.

MyWayThere.org
Assisted in the expanded use of technology, specifically, the creation of a new website called MyWayThere.org that serves as a gateway to transportation options in Berrien County by providing links to transportation tools such as a trip planner and a searchable database to allow people, case managers and agencies to find transportation options in Berrien County.

Berrien County Transportation Coalition
Assisted in the facilitation of Berrien County Transportation Coalition bi-monthly meetings to bring about the following work products:

- Regional Reduced Fare Card for seniors and people with disabilities.
- Standardized Operating Policies for future adoption by all Berrien County transit agencies. Policies include: R*equesting rides, Same day service requests, Personal care attendants, Pets and service animals, Transporting children, Mobility devices, Canceling rides, No-shows, Subscription trips, Inclement weather.*
- Prepared draft Para-Transit Application for consideration by TCATA board of Trustees.
- Hosted the following workshops:
    - "Determining ADA Para-Transit Eligibility"
    - "Coordinating Non-Emergency Medical Transportation Into the Mix"
    - "ADA Essentials for Transit Board Members and Local Advisory Committees"
    - "FTA Civil Rights Training"

TCATA Local Advisory Committee Bylaws and Guide to Public Participation
Prepared draft bylaw and public participation documents to improve facilitation of meetings and increase opportunities for public participation.

Berrien County Transit Consolidation Feasibility Study
Secured funding and hired a third-party consultant to look at the feasibility of consolidation of urban and rural public transit agencies in Berrien County. Conducted the following activities to secure the third party consultant:

- Drafted RFP and scope of work
- Advertised the RFP
- Assembled Selection Committee

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- Responded to Questions
- Conducted Analysis of RFP Responses
- Convened Selection Committee
- Conducted Interviews
- Selection of Top Firms and Negotiation
- Developed Contract
- Documented Process

4. Passenger Rail

SWMPC is actively engaged in discussions regarding the importance of passenger rail service in the region. Moving people safely and efficiently throughout the state by passenger rail service is one way that transportation planning strives to be truly multi-modal.

- Discussions with Amtrak about importance of the St. Joseph, MI rail stop September 8, 2011.
- Mailed a letter to MDOT with comments regarding the state rail plan update from the WesTrain Coalition.
- Mailed a letter to Congressman Upton regarding the importance of investing in regional rail.

4. Other Activities

- Identified opportunities to initiate safety data information collection and to conduct and/or coordinate outreach activities among interested parties. Expanded efforts to establish safety as a priority element in the transportation planning process.
- Wrote and submitted ESRI mobile governments grant.
- Participated in Michigan Association of Planning Social Equity committee conference calls.
- Assisted Benton Harbor with data gathering for their Community Development Block Grant process

Products of Other Planning Tasks:	**Status:**
Berrien County Transit Study Implementation Plan	Completed
Southwest Michigan Non-Motorized Transportation Plan and Map	Completed

Other Planning Funds	**Budgeted in UWP**	**Spent**	**Under/(Over)**
FHWA	10,228	8,897	1,331
FTA	3,161	2,918	243

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FINANCIAL SUMMARY

The table that follows displays the revenue received for transportation planning from the Federal Highway Administration (FHWA) and Federal Transit Authority (FTA). The "Budgeted in UWP" numbers are reflective of the estimated transportation planning costs as outlined in the Unified Work Program for FY 2011 for each program element. The table then shows the dollars spent on each program element. The last column demonstrates the SWMPC ability to be good stewards of federal funds as reflected in money being saved in each program element.

**Please note that figures displayed in this table are not final and are subject to audit.*

Federal Highway Administration (FHWA)

Program Element	**Budgeted in UWP**	**Spent**	**Under/(Over)**
Program Management	81,883	75,633	6,250
Data Management	41,274	37,076	4,198
Long Range Planning	13,254	11,864	1,390
Short Range Planning	15,553	14,830	723
Other Planning	10,228	8,897	1,331
Total	**162,192**	**148,300**	**13,892**

Federal Transit Authority (FTA)

Program Element	**Budgeted in UWP**	**Spent**	**Under/(Over)**
Program Management	25,309	20,854	4455
Data Management	12,757	10,426	2331
Long Range Planning	4,097	3,337	760
Short Range Planning	4,807	4,171	636
Other Planning	3,161	2,918	243
Transit Pass Through	2,415	2,415	0
Total	**52,546**	**44,121**	**8425**

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PUBLIC ENGAGEMENT EFFORTS

Web page visits

The following table shows web page visits in fiscal year 2011 for the transportation pages on www.swmpc.org. The table shows the total number of views for FY 2010 (October 1, 2009-September 30, 2010) as a means to compare the difference in activities that the SWMPC focuses on. Web pages are added and removed as projects begin and end. Therefore, some web pages may not have existed in FY 2010 to compare to FY 2011.

Page	Page views in FY 2011	Page views in FY 2010	Average time spent on page in FY 2011
TRANSPORTATION Transportation.asp	812	881	0:41
TwinCATS MAIN PAGE twincats.asp	699	1118	0:47
TRANSPORTATION DOCUMENTS twincats_docs.asp	290	257	2:47
Transportation Improvement Program Long Range Plan Unified Work Program Annual Report	224	176	3:54
Transportation Improvement Program Project Application tcats_tipapp.asp	94	179	1:36
Midwest Rail Initiative mwrri.asp	93	96	1:47
2013 Long Range Plan 2013lrp.asp	34	N.A.	2:46
TwinCATS Walk and Roll walkbiketwincats.asp	291	255	3:52
COMMITTEE MEETINGS			
FY 2010 twincats_fy_10.asp	57	966	3:05
FY 2011 twincats_fy_11.asp	732	21	2:51
EVENTS			
Transportation Funding 101 funding.asp	361	N.A.	2:44
Transportation and the Environment trans_water.asp	127	N.A.	3:41

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Trails Workshop Trailswkshop.asp	127	395	1:29
Complete Streets Completestreets.asp	183	N.A.	2:03
PASSENGER TRANSPORTATION			
Rail regionalrail.asp	183	313	0:59
Transit swmitransit.asp	327	338	0:37
Transit Study transit_study.asp	792	222	3:40
NON-MOTORIZED TRANSPORTATION trailwayseffortsasp	207	420	0:57
U.S. Bicycle Route 35 usbr35.asp	212	633	2:05
SMART Plan smart_plan.asp	343	1,349	2:19
Michigan Bicycle Laws mibicyclelaws.asp	514	283	4:28
Bicycle Safety bicycle_safety.asp	78	N.A.	2:29
DATA			
Asset Management asset_mgmt.asp	190	174	1:16
Traffic Counts traffic_counts.asp	774	715	0:59
Traffic Count Database traffic_counts.asp	475	504	3:00
CONGESTION MITIGATION AIR QUALITY cmaq.asp	206	336	2:11
OTHER			
Calendar of Events calendar.asp	702	588	1:07
Transportation Library trans_library.asp	125	78	2:59
In the News inthenews_2.asp	468	285	1:30

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Other measurable indicators

Number of Facebook fans	85
News articles	10
Herald Palladium	
Benton Spirit	
South Bend Tribune	
Public comments/responses gathered	
Goal Development Workshop total attendees in both locations	50
TwinCATS Walk and Roll Surveys	95

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