

2019

OVERALL WORK PROGRAM



Southwest Michigan Planning Commission

April 2019

SOUTHWEST MICHIGAN PLANNING COMMISSION

2019 OVERALL WORK PROGRAM

Introduction

The Southwest Michigan Planning Commission during 2019 will be undertaking activities under the major areas and subareas as follows:

Management and Operations--SWMPC Management and Administration, Fiscal Management, Benefits Administration

Urban Transportation Planning--Twin Cities Area Transportation Study (TwinCATS), Niles/Buchanan/Cass Area Transportation Study (NATS), National Science Foundation (NSF).

Regional Transportation Planning--MDOT Regional Planning – Rural Transportation Planning (RTF), Small Urban, Congestion Mitigation Air Quality (CMAQ), Transportation Asset Management Council (TAMC) Program, Shorewood Hills Local Asset Management.

Rideshare of Southwest Michigan--Rideshare coordination services as supported by MDOT

Community and Economic Development--U.S. Economic Development Administration Economic Development District (EDD) Planning, Regional Prosperity Initiative (RPI), Corridors for Development.

Environmental Planning--Phase II Public Education Program, Ox Creek LID Phase I, Pine Mill Creek – Septic 319, Michigan Sea Grant – Invasive Species, Paw Paw River Water Trail Communities.

Local Services--Berrien County Be Healthy Berrien Initiative, Buchanan Master Plan.

The following summaries are intended to be a brief outline of major goals/work activities with associated objectives or tasks. Staff is assigned activities based on skills, experience, availability, and other factors deemed in the best interest of the SWMPC.

Funding sources are indicated and acronyms are defined as follows:

CMAQ	Congestion Mitigation and Air Quality
BHB	Be Healthy Berrien
EDA	U.S. Economic Development Administration
EPA	Environmental Protection Agency
FAST Act	Fixing America's Surface Transportation Act
FHWA	U.S. Federal Highway Administration
FTA	U.S. Federal Transit Administration
MAR	Michigan Association of Regions
MDEQ	Michigan Department of Environmental Quality
MDOT	Michigan Department of Transportation
MEDC	Michigan Economic Development Corporation
MGSSLC	Michigan's Great Southwest Strategic Leadership Council

The overall work program document is a companion to the SWMPC 2019 Budget and Cost Allocation Plan as the performance of work tasks by the staff is dependent upon related funding allocations.

It should be noted that programs or activities may be added, deleted or amended during the year along with their associated budgets. More in-depth work programs for major program areas are available upon request.

Management and Operations

The management and operations of the SWMPC are under the direction of the Executive Director, with the assistance of the SWMPC Officers and Administration Committee, and Business Manager.

Funding Sources: Indirect Cost Allocation, County Contributions

I. SWMPC Administration and Management

A. Plan and conduct required and special meetings of the SWMPC

1. Six regular board meetings
2. Other Executive Committee meetings as required
3. Seek out areas of need in the region that are within the scope of the SWMPC

B. Communicate activities of the SWMPC

1. Publish the 2018 Annual Report, distribute to county boards, townships, and others
2. Publish four newsletters (*The Quarterly*)
3. Attend meetings and events to raise the community awareness of the SWMPC both within and outside the region.
4. Update and maintain an agency-wide computerized mailing database
5. Maintain a current website, updated regularly, reflecting existing project status

C. Maintain State-level relationships and secure information relating to State and Federal legislation/issues/potential funding sources

1. Attend bi-monthly Michigan Association of Regions (MAR) meetings when possible and attend the MAR Annual Conference
2. Visit or contact legislative or departmental offices as appropriate
3. Review National Association of Regional Councils (NARC) and Association of Metropolitan Planning Organizations (AMPO) materials
4. Secure and review information relative to grant and new program opportunities that are appropriate for southwest Michigan.
5. Meet quarterly with the Quad State Directors (Indiana, Illinois, Wisconsin).
6. Attend monthly meetings of the Michigan Transportation Planning Association (MTPA)

D. Maintain an efficient, effective staff

1. Hire, orient, and maintain an adequate staffing level
2. Manage the clerical support function of the agency
3. Hold weekly staff meetings, as well as special internal staff meetings
4. Oversee purchase of equipment, supplies, and materials
5. Evaluate staff
6. Maintain personnel records
7. Maintain current, effective computer software and hardware

II. Financial Management

A. Operate and maintain the financial management systems of the SWMPC

1. Complete monthly accounting activities
2. Generate and monitor reports
3. Review and approve time sheets and vouchers
4. Complete 26 payrolls and 26 payable cycles

B. Secure and complete the annual audit for the SWMPC

C. Monitor the 2019 budget and make necessary amendments

D. Secure county contributions

E. Secure and monitor grant contracts

F. Develop the preliminary and final 2020 budget and cost allocation plan package

- G. Update and maintain complete inventories of equipment
- III. Benefits Administration
 - A. Complete year-end reporting for pension plan; assist in payouts
 - B. Review travel reimbursement requests
 - C. Maintain Commission attendance records and monitor per diem requests
- IV. Office Space
 - A. Maintain and organize an efficient records system, maintain historical documents, and purge archive area of unnecessary documents
 - B. Maintain a SWMPC library as an effective resource for staff and the region

Urban Transportation Planning Programs

The SWMPC is the designated Metropolitan Planning Organization (MPO) for two urban area transportation planning programs: 1) Twin Cities Area Transportation Study for the urbanized area consisting of the Cities of Benton Harbor, St. Joseph, and Bridgeman, the Villages of Shoreham and Stevensville, Grand Beach, and Michiana and the Townships of Benton Charter, Hagar, Lake Charter, Lincoln Charter, Royalton, St. Joseph Charter, and Sodus; also referred to as TwinCATS. 2) Niles/Buchanan/Cass Area Transportation Study, or NATS, whose participating jurisdictions include the Cities of Niles and Buchanan, the Village of Edwardsburg, the townships of Bertrand, Buchanan, Howard, Mason, Milton, Niles Charter, Ontwa, and the Pokagon Band of Potawatomi Indians.

***Funding Sources:** Federal Highway Administration, Federal Transit Administration, Michigan Department of Transportation, local match from participating jurisdictions*

Twin Cities Area Transportation Study (TwinCATS)

- I. Program Management and Development
 - A. Publish the 2018 *Annual Report*
 - B. Develop the *FY2020 Unified Work Program (UWP)*
 - C. General administration of program, progress reports, and financial management

- D. Communicate with partners, promote public participation, and report regularly to the SWMPC
- E. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
- F. Participate in staff development training and educational opportunities.
- G. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, television, and newspapers.
- H. Maintain the Transportation Participation Plan as required by the FAST Act and including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
- I. Address FAST Act requirements for consultation and environmental mitigation.
- J. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by FAST Act.
- K. Maintain and refine website for transportation information dissemination.

II. Database Management

- A. Continue coordination w/MDOT to maintain a database resource of regional contacts and addresses
- B. Update and maintain information for input into the travel demand model for TwinCATS with current traffic counts, socio-economic, and land use data for the region.
- C. Obtain and analyze other data to facilitate planning studies that meet the needs of the SWMPC and TwinCATS
- D. Continue to ensure that the principles of Environmental Justice for including minority and low-income communities are incorporated in all public outreach efforts.
- E. Monitor and update functional road classifications.

- F. Compile and analyze freight classifications, counts and related data and freight terminal locations for use in the long-range plan development. Update functional classifications and freight network characteristics through data searches and surveys.
- G. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. The regional transportation planning work program identifies inputs for building a statewide database of local road ratings using the PASER system. The data collection and fieldwork are covered under a separate contract between the Asset Management Council and SWMPC. SWMPC will display the results of the local PASER ratings on its website. Asset Management is based on managing our transportation infrastructure by focusing on performance/function, rather than ownership.
 - 1. Staff will attend training and participate in the rating of the federal aid eligible roads in the Benton Harbor/St. Joseph Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
 - 2. SWMPC will display the results of the local PASER ratings on its website.
 - 3. Incorporate PASER ratings and Asset Management data into the SWMPC Long Range Transportation Plan.
- H. Continue to receive and analyze transit data from the Twin Cities Area Transportation Authority and to work with them to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
- I. Provide MPO review and comments on travel demand model forecasts, land use proposals and grant applications.
- J. Identify opportunities to initiate safety data information collection, to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process.
- K. Analyze and upgrade computing capabilities and training in support of transportation planning process.
- L. Upload critical management documents (Long Range Plan (LRP), Transportation Improvement Program (TIP), 2018 Annual Report, and Unified Work Program (UWP)) to SWMPC website.

- M. Upload regional data to the SWMPC website.
 - N. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.
- III. Long Range Plan
- A. Revise Long Range Plan document as needed
 - B. Begin work on new transportation travel demand model data
- IV. Short Range Planning
- A. Monitor and revise the FY2020-2023 Transportation Improvement Program (TIP) in accordance with the current Transportation Long Range Plan to address changes in local circumstances and local priorities in transportation.
 - B. Monitor the financial constraint document for FY2017-2020 TIP.
 - C. Complete consultation, environmental mitigation, and other participant activities including visualization to define TIP as required by the FAST Act.
 - D. Monitor the status of FY2019 TIP projects as they affect the FY2017-2020 Transportation Improvement Program.
 - E. Monitor local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as, rail, air and bicycle trails.
 - F. Coordinate regional transportation strategies with community transportation needs, development and land uses and assist in the development of local plans, strategies and actions to integrate regional goals and local goals.
 - G. Provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.

H. Continue 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.

V. Other Planning

A. Assist local communities in researching grant opportunities for funding transportation-related projects.

B. Develop Safety Conscious Planning Activities for the urban area.

C. Assist local partners in planning short-term activities that have potential impact on the transportation system.

D. Provide staff assistance in identifying transportation/land use issues in the urban area.

E. Respond to requests regarding ride sharing, as resources permit, as well as disseminate existing and available materials to those expressing interest.

F. Provide input and planning for non-motorized activities, multi-modal initiatives, and educational opportunities regarding transportation planning.

G. Provide assistance to public transit to improve efficiency.

H. Work in partnership and coordinate with other stakeholders and community groups as part of its community Safe Routes to School team.

Niles Area Transportation Study (NATS)

- I. Program Management and Development
 - A. Publish the 2018 *Annual Report*
 - B. Develop the *FY2020 Unified Work Program (UWP)*
 - C. General administration of program, progress reports, and financial management
 - D. Communicate with partners, promote public participation, and report regularly to the SWMPC
 - E. Attend Michigan Transportation Planners Association (MTPA) meetings and annual conference.
 - F. Participate in staff development training and educational opportunities.
 - G. Actively implement public involvement activities through community meetings, distribution of committee and planning information to radio, television and newspapers.
 - H. Update the Transportation Participation Plan as required by the FAST Act, including community outreach to address air quality conformity, Title VI, and Environmental Justice requirements.
 - I. Address FAST Act requirements for consultation and environmental mitigation.
 - J. Use appropriate visualization techniques to describe plans and perform other public participation activities as required by FAST Act.
 - K. Maintain and refine website for transportation information dissemination.
- II. Database Management
 - A. Continue coordination w/MDOT to maintain a database resource of regional contacts and addresses
 - B. Update and maintain information for input into the travel demand model for NATS with current traffic counts, socio-economic, and land use data for the region.

- C. Obtain and analyze other data to facilitate planning studies that meet the needs of the SWMPC and NATS
- D. Continue to ensure that the principles of Environmental Justice for including minority and low-income communities are incorporated in all public outreach efforts.
- E. Monitor and update functional road classifications.
- F. Compile and analyze freight classifications, counts and related data and freight terminal locations for use in the long-range plan development. Update functional classifications and freight network characteristics through data searches and surveys.
- G. Collaborate with local entities in meeting the goals of the Asset Management Council established under P.A. 499. The regional transportation planning work program identifies inputs for building a statewide database of local road rating using the PASER system. The data collection and fieldwork are covered under a separate contract between the Asset Management Council and SWMPC. SWMPC will display the results of the local PASER ratings on its website. Asset Management is an emerging concept in transportation planning. It is based on managing our transportation infrastructure by focusing on performance/function, rather than ownership.
 - 1. Staff will attend training and participate in the rating of the federal aid eligible roads in the Niles/Buchanan Urbanized Area, as well as other parts of the three-county area, as needed. Results will be provided to local entities for their use.
 - 2. SWMPC will display the results of the local PASER ratings on its website.
 - 3. Incorporate PASER ratings and Asset Management data into the SWMPC Long Range Transportation Plan.
- H. Continue to receive and analyze transit data from the NATS area transit providers and to work with them to facilitate cooperative arrangements with local entities and organizations for improving equitable and effective access to public transportation.
- I. Provide MPO review and comments on travel demand model forecasts, land use proposals and grant applications.

- J. Identify opportunities to initiate safety data information collection, to conduct and/or coordinate outreach activities among interested parties. Expand efforts to establish safety as a priority element in the transportation planning process. Continue NATS participation in and support of the Southwest Michigan Traffic Safety Committee.
 - K. Analyze and upgrade computing capabilities and training in support of transportation planning process.
 - L. Upload critical management documents (Long Range Plan (LRP), Transportation Improvement Program (TIP), 2018 Annual Report, and Unified Work Program (UWP)) to SWMPC website.
 - M. Upload regional data to the SWMPC website.
 - N. Review and update federal aid urban boundary, national functional classifications, and federal aid system as appropriate.
- III. Long Range Plan
- A. Complete and submit 2040 Long Range Plan document for approval.
 - B. Begin work on new transportation travel demand model data.
- IV. Short Range Planning
- A. Monitor and revise the FY2017-2020 Transportation Improvement Program (TIP) in accordance with the current Transportation Long Range Plan to address changes in local circumstances and local priorities in transportation.
 - B. Monitor the financial constraint document for FY2017-2020 TIP.
 - C. Complete consultation, environmental mitigation, and other participant activities including visualization to define TIP as required by the FAST Act.
 - D. Monitor the status of FY2019 TIP projects as they affect the FY2017-2020 TIP.

- E. Monitor local initiatives and legislative actions that have possible impacts on non-automobile oriented means of transportation, such as, rail, air and bicycle trails.
 - F. Coordinate regional transportation strategies with community transportation needs, development and land uses and assist in the development of local plans, strategies and actions to integrate regional goals and local goals.
 - G. To provide data, technical assistance and planning services to local initiatives for incorporating non-motorized system(s) into the transportation system.
 - H. Continue 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.
- V. Other Planning
- A. Assist local communities in researching grant opportunities for funding transportation-related projects.
 - B. Develop Safety Conscious Planning Activities for the urban area.
 - C. Assist local partners in planning short-term activities that have potential impact on the transportation system.
 - D. Provide staff assistance in identifying transportation/land use issues in the urban area.
 - E. Provide input and planning to non-motorized activities, multi-modal initiatives and educational opportunities regarding transportation planning.
 - F. Provide assistance to public transit to improve efficiency.
 - G. Work in partnership and coordinate with other stakeholders and community groups as part of its community Safe Routes to School team.

Regional Transportation Program

The Regional Transportation Program serves local units of government and the Michigan Department of Transportation by providing a variety of transportation-related information and analysis needed for decision-making in areas that lie outside of the NATS and TwinCATS metropolitan areas.

Funding Source: Michigan Department of Transportation

- I. Program Management
 - A. Develop 2020 *Work Program*
 - B. Complete the 2018 *Final Acceptance Report* (FAR)
 - C. Perform general administrative tasks, including progress reporting and billings, as well as communications with the SWMPC, transportation providers, officials, and the public

- II. Technical Assistance to MDOT
 - A. Assist in providing public review and comment on the Statewide Long Range Plan (SLRP) and Statewide Transportation Improvement Program (STIP)
 - B. Assist MDOT in projects, program/project development issues, or other initiatives

- III. Management of the Rural Task Force Process
 - A. Assist MDOT in management of RTF meetings

- IV. Traffic Counting
 - A. Continue the regional off-trunkline count program in coordination with local jurisdictions and agencies
 - B. Complete a status check for the traffic counting program, including an equipment maintenance and replacement assessment.
 - C. Load historic counts and new counts into the SWMPC traffic count database online.

V. Public Involvement and Consultation Process

- A. Provide for the participation of local officials in the development of the State Long-Range Transportation Plan (LRTP) and the State Transportation Improvement Plan (STIP).
- B. Provide opportunities for the public to review and comment on the development of the LRTP and the STIP.
- C. Manage consultation with local elected officials, public agencies, general public, Pokagon Band of Potawatomi Indians, and businesses in accordance with the Statewide Planning Process Public Participation Plan.

VI. Technical Assistance to Member Agencies

- A. Provide services to improve existing and new multi-modal systems and to identify actions to improve the region's transportation system.

Asset Management Program

The asset management program is a joint effort by the State Transportation Asset Management Council (TAMC) and the MPOs across the state to systematically assess the condition and certain other characteristics of trunk lines throughout the region.

Funding Source: Michigan Department of Transportation

- I. Program Initiation
 - A. Secure contract for 2020
 - B. Monitor statewide implementation issues
 - A. Facilitate discussions with local road agencies on implementation
 - B. Attend statewide training sessions to further refine expertise on equipment and software
- II. Data Collection
 - A. Check for proper laptop and software operation
 - B. Determine schedule for 2019 data collection
 - C. Conduct road pavement condition assessment
- III. Reporting
 - A. Sort, check, and aggregate data
 - B. Submit reports for use by the Asset Management Council

Rideshare Program

The Rideshare Program is a service that matches commuters for carpooling and vanpooling based on their home and work/school locations. The program targets individuals, schools, businesses, and organizations. All services are offered free of charge.

Funding Sources: FHWA Congestion Mitigation and Air Quality (CMAQ) Funds

- I. Program Administration
 - A. Prepare CMAQ Application for 2020
 - B. Perform general administrative tasks, including quarterly reports, billings, and financial management; and attend statewide Rideshare meetings and workshops
- II. Database Management
 - A. Maintain rideshare database by entering new applicant information
 - B. Conduct quarterly updates and purges
- III. Program Marketing
 - A. Employer Promotions
 - 1. Contact and work with area employers, colleges, and other centers for regional commuting
 - B. General Awareness
 - 1. Update, expand and maintain web page

Community and Economic Development

The Community and Economic Development Program has the fundamental purpose to support local units of government and economic development organizations in their work to improve the business climate and quality of life of southwestern Michigan. The principal of the Comprehensive Economic Development Strategy is to: 1) conduct a regional planning process that analyzes area needs and identifies strategies to achieve economic development goals; 2) provide technical assistance in grant writing and administration; and, 3) offer services in information and research.

Funding Sources: U.S. Economic Development Administration, county dues, local contracts, and fees

I. Economic Development District (EDD) Administration

- A. Complete financial and progress reports including the 2019 Annual Report under the terms of the EDA planning grant
 - 1. Carry out operations policies and procedures
 - 2. Maintain and develop the print, digital, and on-line data collection and reports
 - 3. Issue annual service delivery report (GPRA)

II. Information Center

- A. Prepare, publish, and promote data products in response to client needs
 - 1. Continue revising Census data as received
 - 2. Develop other products as time permits and demand warrants, including GIS mapping products.
 - 3. Continue information distribution via the SWMPC website
 - a. Include sections to assist communities with issuing RFP, RFQ
 - b. Include information to assist communities in realizing their planning goals
 - 4. Communicate availability of new data
- B. Assist regional partners by researching other potential grant funding sources for important projects of regional impact.

III. Planning and Projects

- A. Build membership of CEDS committee for 2019 that complies with EDA guidance.

- B. Hold CEDS committee meetings and communications to monitor the regional progress against CEDS benchmarks.
 - C. Assist regional partners in project development for potential EDA investment.
- IV. Other Related Efforts
- A. Identify gaps in broadband internet coverage and develop strategies to close the gaps.
 - B. Corridors for development project to couple Target Industry Analysis with GIS spatial analysis to identify optimum corridors for economic development in Berrien County.
 - C. Serve on the board of directors and advance efforts of Michigan’s Great Southwest Sustainable Business Forum.
 - D. Serve on the Consultative Panel for the Michigan State University Center for Regional Economic Innovation.
 - E. Promote the Ten Cents a Meal program in collaboration with the Michigan Department of Education
- V. Regional Prosperity Initiative
- A. Manage the Region 8 RPI process.
 - B. Further develop the collaboration of organizations engaged in workforce development, economic development, higher education, transportation, and adult education across the seven counties of southwest Michigan.
 - C. Cultivate projects that will promote regional prosperity

Watershed Planning and Implementation

The SWMPC is conducting watershed related planning and implementation efforts.

Funding Sources: Michigan Department of Environmental Quality (MDEQ), Environmental Protection Agency, various grants and contracts

I. Paw Paw & Black River Watershed

II. Stormwater Phase II

- A. Update the Public Education Plan
- B. Implement the current Public Education Plan

III. Special Projects

- A. Pine Mill nonpoint source water quality assistance
- B. Assist City of Niles with securing funding and implementing the Pucker Street Dam Removal Project
- C. Administer the funding and maintenance of the Paw Paw River Water Trail
- D. Michigan Sea Grant invasive species analysis

Local Technical Assistance

The SWMPC provides assistance to local units of government and organizations under contract on a cost-recovery basis.

Funding Sources: Fees, county contributions, and applicable grant funds when available

- I. Local Assistance Program Development
 - A. Attend meetings and participate as resources permit in groups that address planning and development related issues; e.g., MAR, Kinexus.
- II. Master, Land Use, Recreation and Other Local Planning
 - A. The City of Buchanan Master Plan
 - B. Shorewood Hills Local Road Asset Management Plan
- III. Special Projects
 - A. Provide technical assistance to governments, organizations, or individuals as appropriate
 - B. Monitor legislation of interest to SWMPC and local units of government