

FY 2013 Annual Report

For the Twin Cities Area Transportation Study
(TwinCATS)

October 2013



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

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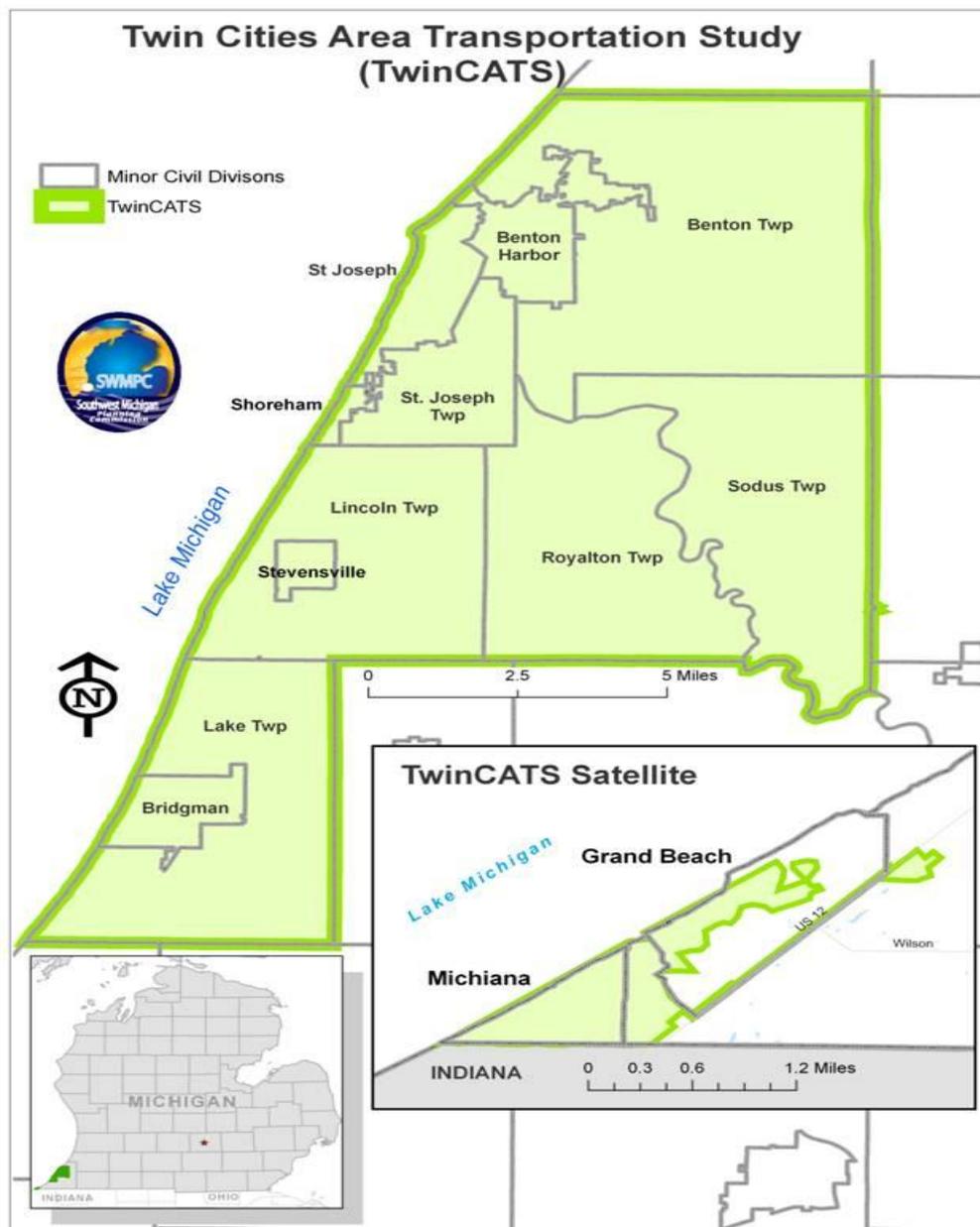
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INTRODUCTION

The Twin Cities Area Transportation Study (TwinCATS) annual report is a federally mandated activity that identifies work activities approved in the FY 2013 Unified Work Program (UWP) and describes the progress and accomplishments that occurred during the period from October 1, 2012 through September 30, 2013. 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), the Federal Transit Administration (FTA), and 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. An 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 Transportation Study (TwinCATS), through the coordination and technical support of the Southwest Michigan Planning Commission (SWMPC), provides an organizational structure to identify and guide local transportation planning activities.



The Twin Cities Area Transportation Study (TwinCATS) is the 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)

Local Transportation Issues

The transportation planning program conducted by the SWMPC is designed to be responsive to federal and state regulations and concurrently address local transportation issues. The “local issues” are relevant both to the Twin Cities area and to the prescribed federal/state transportation planning guidelines.

The following items were local issues that will continue to be addressed by the MPO. What is provided after each issue is a brief description of what the MPO did throughout the year to address the issue.

1. Preservation and Maintenance of the Transportation System

In FY 2013, the total number of miles of federal aid roadway that were preserved and maintained throughout the MPO was **2.0 miles**. *Many projects are not planned for construction until future years so a very small amount of the total federal aid network of 364 miles was constructed during FY 2013. The projects account for less than 1% of the eligible miles.*

2. Continued Intergovernmental Cooperation in Transportation

Member communities throughout the MPO continued to stay engaged throughout the development of the Long Range Transportation Plan and Transportation Improvement Program documents. The involvement was demonstrated through consistent attendance at the meetings, outlined on pages 10-12.

3. Continued Focus on Public Participation, Environmental Justice, and Title IV

The MPO continues to monitor the progress of public participation by identified environmental justice populations and members of the general public. One new strategy that the MPO is engaged in is using advertisements instead of legal notices to better identify the opportunities for the members of the communities to engage in the process with the MPO.

4. Transportation and Economic Development including Freight Transportation

The complexity of freight movement throughout southwest Michigan has yet to be fully realized. There is a continued emphasis to move forward on a freight study of the region.

5. Emphasis on Including Safety and System Reliability in the Transportation Planning Process

Throughout the fiscal year the MPO staff has reviewed crash information for the MPO area for pedestrians, cars, and bicyclists through the efforts of the Walk and Roll Plan development. More attention has been placed upon this with the emergence of MAP-21.

6. Transportation Financing Issues and Financial Constraint

This continues to be an area that MPO Committee members and MPO staff struggle with. Information is shared with elected officials by the MPO and through the Michigan Transportation Planning Association. There is not much that can be done by the MPO to address this issue until legislative action is taken at the federal and state level. MPO staff continues to monitor the issues and present them to the MPO Committee members.

7. Public Transportation Service Levels and Delivery Alternatives

Meeting the specialized transportation needs of the three diverse and often overlapping segments of the population- seniors, people with disabilities, and lower income individuals – is challenging and will become even more so in the future. Throughout the year, work products focused on the following strategies to improve service levels and delivery alternatives:

- Address the unmet/underserved and individualized transportation needs of the targeted populations.
- Maintain consistency with current federal and state funding requirements.
- Build and/or increase overall system capacity and service quality.
- Leverage and maximize existing transportation funding and capital resources.

8. Multi-Modal Systems Review and Integration to Include Transit, Bikeways and Pedestrian Facilities, and Freight

Analysis has been underway to identify key corridors, activity centers, and gaps in the transit, pedestrian, and bicycle networks. This has been done with the Berrien County Transit Feasibility Study and also the TwinCATS Walk and Roll process that is in the implementation stage.

9. Consideration and Examination of the Inter-relationship Between Land Use, the Services Delivered by the Transportation System, and the Quality of Life in Berrien County.

10. Meeting Air Quality Standards Prescribed by the Environmental Protection Agency (EPA) and Identification of Ways to Reduce Climate Impact

The MPO continues to coordinate with the statewide CMAQ program and to look for new ways to reduce harmful emissions in the region by using various reduction methods such as: rideshare, signal upgrades throughout the roadway network, and replacing transit buses with more efficient models.

11. Consultation with Other Partners in the Development of the Transportation System

This process was done throughout the development of the Long Range Transportation

Plan and Transportation Improvement Program. There has also been extensive coordination and consultation with transit riders and transit agencies throughout the Berrien County Transit Feasibility Study.

12. Review of Potential Environmental Impacts (Mitigation) to Encourage Minimal Impacts Prior To and During Construction

During the development of the 2014-2017 Transportation Improvement Program, maps and analysis were done for projects that would be near sensitive areas. The analysis determined that the impacts were minimal. As those projects near the fiscal year in which they are to be obligated, those maps and lists of mitigation activities will be given to each agency prior to the start of their project.

13. Identification of Performance Measures

Performance measures were discussed at length internally at the MPO and some potential measures were listed in the 2013-2040 LRP. The MPO developed eight specific areas that are to be focused on prior to specific federal guidance. Staff will continue to monitor this topic and continue to engage with the MPO Committees as more guidance is given from U.S. DOT.

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/ St. Joseph River
Harbor Authority

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
*Andrea Dewey	FHWA
*John Egelhaaf	SWMPC
John Gruchot/Catherine Montoya	Berrien County Planning Commission
Jae Guetschow	Village of Stevensville
Nora Jefferson	Benton Charter Township
Jason Latham/Darrell Harden	MDOT - Southwest Region
Paul Lott/Kris Welch	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
John Olson	Village of Shoreham
Alan Smaka	St. Joseph Charter Township
Terrie Smith	Lincoln Charter Township
Bruno Trapikas	Village of Shoreham
Darwin Watson	City of Benton Harbor
Sarah Woolcock/Erin Jolivette	MDOT Coloma TSC
Representative	Village of Grand Beach
Representative	Village of Michiana

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

October 15, 2012	15 Committee members + 1 public
November 19, 2012	16 Committee members + 4 public
December 17, 2012	13 Committee members + 1 public
January 28, 2013	14 Committee members + 1 public
February 25, 2013	12 Committee members + 3 public
March 18, 2013	15 Committee members + 1 public
April 15, 2013	17 Committee members
May 20, 2013	10 Committee members
June 17, 2013	10 Committee members

July 15, 2013	12 Committee members + 2 public
August 19, 2013 (Joint TAC and Policy)	11 Committee members + 5 public
September 30, 2013	10 Committee members + 8 public

Notes:

The September 30, 2013 meeting was a joint meeting between the TwinCATS and NATS MPOs. Only TwinCATS TAC members are taken into account in the figure reported here.

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

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/ St. Joseph River Harbor Authority
Aaron Anthony/Alan Smaka	City of Bridgman
Michelle Bennett	Sodus Township
*Bill Brown	Northwest Indiana Regional Planning Commission
*Andrea Dewey	FHWA
*John Egelhaaf	SWMPC
Tim Fenderbosch	St. Joseph Charter Township
Carolyn Fowler	Benton Charter Township
John Gast	Lake Charter Township
Ron Griffin	St. Joseph Charter Township
Jae Guetschow	Village of Stevensville
William Hodge	Berrien County Planning Commission
John Lanum	MDOT - Statewide Planning
Jason Latham/Darrell Harden	MDOT - Southwest Region
Tim Lynch/Brian Berndt	Berrien County Road Commission
*Stewart McKenzie	FTA
Debra Panozzo	Berrien County Commission
Bill Purvis	Twin Cities Area Transportation Authority
Jim Soteriou	Royalton Township
Richard Stauffer	Lincoln Charter Township
Bruno Trapikas	Village of Shoreham
Darwin Watson	City of Benton Harbor
Sarah Woolcock/Erin Jolivette	MDOT Coloma TSC
Representative	Village of Grand Beach
Representative	Village of Michiana

Representative

Cornerstone Alliance

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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>
 - October 16, November 20, December 18, January 15, February 19, March 19, April 16, May 21, June 18, August 20, September 17.
 - SWMPC also was elected as Chair of the MTPA Committee for 2013 and 2014.
 - Michigan Transportation Planning Association Annual Conference July 16-19, 2013 in Muskegon, MI.
- *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.
 - Safe Routes to School Training- August 2013
 - MDOT Bike/Ped Safety Planning Meeting- August 2013
 - MDOT Passenger Division Transportation Solutions for Employment Related Mobility
 - MDOT Passenger Division Annual Meeting
- *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.
 - October 2012
 - Michigan Association of Planning Annual Conference
 - USDOT Talking Freight Webinar
 - November 2012
 - Context Sensitive Solutions Webinar
 - USDOT Talking Freight Webinar

- December 2012
 - USDOT Talking Freight Webinar
- February 2013
 - Resilient Communities Meeting
 - AARP Age Friendly Communities Meeting
- March 2013
 - Michigan Traffic Safety Summit
 - PASER Training
 - State of Michigan Rural Public Transit Annual Meeting & Training
- April 2013
 - American Planning Association Annual Conference
 - FHWA Transborder Workgroup Conference (via webcast)
 - Municipal Roundtable in Coloma, MI
- May 2013
 - Asset Management Spring Conference
- June 2013
 - Community Transportation Association of America Conference
 - Design Thinking for Mobility Solutions Workshop
 - Transit Asset Management Principles for Small Urban Systems
- August 2013
 - Association of Travel Trainer Conferences
- September 2013
 - FHWA/FTA Climate Webinar
- *Other Local Meetings Attended* - Staff are called upon to assist community led organizations and municipalities in the discussion of transportation related topics.
 - WesTrain meeting-A regularly occurring meeting of the primary transportation planning and economic development organizations along the Pere Marquette Amtrak rail line.
 - Pipestone Interchange Feasibility Study and Safety Review- MDOT conducted a preliminary study for a possible redesign of the I-94 interchange at Pipestone Road in Benton Charter Township. SWMPC staff helped convey information regarding public meetings and design alternatives to committee members and members of the public. SWMPC staff also attended meetings regarding the alternatives in June, July, and August

of 2013, and participated in stakeholder discussion groups. SWMPC staff participated in the safety audit in September 2013.

- Southwest Michigan Traffic Safety Committee-This committee explores the issues of safety on roadways throughout southwest Michigan and the group is comprised of engineers, state and local police, transportation planners, legislators, and is sponsored by AAA of Michigan and the Office of Highway Safety Planning.
- *MPO Awareness* – Staff make an effort to engage communities within the MPO to keep them up to date on what the MPO is and how their community benefits from the region receiving this designation.
 - Lincoln Charter Township
 - Village of Stevensville

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 1 Subcommittee meeting to discuss Walk and Roll progress.
- Developed a Top Ten List of areas with the greatest need of non-motorized facilities in the TwinCATS MPO area selected by local jurisdictions.

3. SWMPC Website

The SWMPC regularly maintains several webpages.

- Maintained the SWMPC website for transportation information dissemination.
- Continued SWMPC website updates.
- Maintained a 2013-2040 Long Range Transportation Plan website.
- Maintained a 2014-2017 Transportation Improvement Program website.
- Updated the monthly committee meeting pages.
- Updated the 2011-2014 Transportation Improvement Program (TIP) web page.
- Maintained the TwinCATS Walk and Roll website.
- Maintained pages for traffic counts and asset management.

4. Committees

The SWMPC transportation planning 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.
- 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, 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 2012 Annual Report	Completed and published
4. FY 2014 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	Completed and published
9. Wrote SWMPC Title VI Non-Discrimination Plan	Completed and published
10. Conducted yearly evaluation of Title VI Non-Discrimination Plan	Completed
11. Completed quarterly progress reports	Completed

Program Management Funds	Budgeted in UWP	Spent	Under/(Over)
FHWA	82,629	82,629	0
FTA	25,220	25,220	0

Database Management

The goals of Database Management include the collection and maintenance of a solid database of information. They also the implementation of 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 these goals.

1. Collaboration 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 reporting for TAMC; answered their questions about the reporting process.
- Conducted PASER ratings on all federal aid eligible roads in the southern half of Berrien County.
- Assisted local communities with information about local road rating eligibility and local asset management plans.
- Continued coordinating the development of a local asset management plan with the City of Benton Harbor.

2. Southwest Michigan Planning Commission State of the Region Report

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 taken up the process of refreshing and redefining this document to make it more accessible to all communities, agencies, and citizens of the region. This document is now known as a State of the Region Report.

- Displayed selected variables in different graphic representations that will be more useful to a diverse group of government agencies, non-profit groups, businesses, and private citizens.
- Developed narrative text to aid interpretation and promote greater understanding of the regional trends and conditions.
- Compiled detailed appendices and source information for the data, to allow groups and individuals to perform their own analyses on the raw data to best suit their specific needs. Posted these appendix files.

- Worked with graphic designer on layout of final document.
- Modified graphics and text for repackaging as part of other documents, including MPO Long Range Plan and TIP.

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 Demand in the NATS area in preparation for Long Range Transportation Plan 2040.
- Assembled model 2010 base year data into legible Transportation Analysis Zone maps and distributed to NATS committee members for verification. Changes were transmitted to MDOT.
- Analyzed and upgraded computing capabilities and training in support of transportation planning process.
- Maintained and updated critical management documents (i.e., LRP, TIP, UWP) on SWMPC website.
- Continued to collect, compile, analyze, and maintain socioeconomic (SE), land use, transportation, and transit data and information necessary for planning in the region.
- Compiled employment data updates into maps and spreadsheets and facilitated NATS member data review at NATS monthly committee meeting.
- Approved the Travel Demand Model data for the future years of the 2013-2040 TwinCATS Long Range Plan.

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 traffic counts for the three-county area and began process of uploading them to the SWMPC website.
- Continued refining traffic count database for the new SWMPC traffic count website.
- Conducted traffic counts for the HPMS program.
- Maintained the SWMPC asset management website http://www.swmpc.org/asset_mgmt.asp.

5. 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.

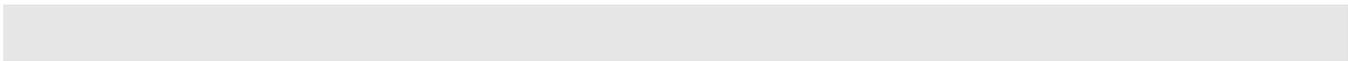
- Updated Roadsoft software and attended Roadsoft training

Products of Database Management Tasks:	Status:
Updated SE data	Completed
Traffic count data	Ongoing
PASER results (report and maps)	Data collected, reports published

Ongoing Tasks:

- Use traffic count data to begin to model critical areas within the metropolitan area.
- Develop specific locations to monitor seasonal traffic pattern changes within the MPO.

Database Management Funds	Budgeted in UWP	Spent	Under/(Over)
FHWA	27,542	27,542	0
FTA	8,407	8,407	0



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 activities done throughout the duration of the plan that are updated on a regular basis.

- Drafted goals, objectives, and performance measures for long range plan.
- 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).
- Monitored and assisted communities with incorporating non-motorized transportation in their community plans and projects.
- 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 NATS committee members related to long range planning topics such as non-motorized transportation and the status of the TwinCATS Walk and Roll Plan.
- Maintained website for the 2013 Long Range Transportation Planning Process at www.swmpc.org/2013lrp.asp.
- Researched potential impacts of climate change on Southwest Michigan and developed strategies for addressing climate change, including planning work for Transportation and Environment workshop.
- Reviewed long range transportation plans from surrounding regions and continued to perform literature review of other MPO long range plans.

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.
- Adopted TwinCATS Walk and Roll Plan.

- Adopted TwinCATS Complete Streets Policy.
- 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.
- 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 (MARF) in the dissemination of passenger rail 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.

5. Air Transportation

The SWMPC planning region is home to several airports. Their function is integrated 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 planners are involved in activities that relate to the multi-modalism of the transportation network, as well as potential threats and opportunities to the overall transportation system.

- Worked with partners from the Great Lakes Integrated Science Assessment (GLISA) and Michigan State University Extension to collect data on observed climate trends and attitudes towards climate change in the TwinCATS MPO area.
- Facilitated and led two public meetings regarding climate change in the area.
- Assisted partners with development of a report detailing concerns regarding climate in the region and recommendations for adapting the transportation network for future anticipated climate trends. The report is designed so that sections of it could be incorporated into the long range plan, should the TwinCATS MPO committee members so choose.

Products of Long Range Planning Tasks:	Status:
Updated Public Participation Plan	Completed
Updated socioeconomic data	Completed
Created Climate Report in consultation with partners and members of the public	Completed

Ongoing Tasks:

- 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 future fiscal years as we gather more data on freight in the region.*
- Gather input from freight stakeholders and integrate freight planning into existing transportation planning processes. *This task will be addressed in more detail in future fiscal years as we gather more data on freight*

Long Range Planning Funds	Budgeted in UWP	Spent	Under/(Over)
FHWA	37,873	37,873	0
FTA	11,561	11,561	0

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 2012 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 2012**-No amendments were requested.
 - **November 2012**-FY 2013: added 1 MDOT Project, 1 City of Benton Harbor Project, one TCATA Project, and 1 SWMPC project; FY 2014: adding 1 MDOT Project, 1 Berrien County Road Commission Project, 1 TCATA Project, 1 City of Benton Harbor Project, and 1 SWMPC Project.
 - **December 2012**-No amendments were requested.
 - **January 2013**-FY 2013: amended 2 MDOT projects, added 1 Berrien Bus project and 1 TCATA project, and deleted one City of Benton Harbor project; FY 2014: Amended 1 MDOT Project and 1 City of Benton Harbor project.
 - **February 2013**-No amendments were requested
 - **March 2013**- FY 2013: Amended 2 MDOT Projects and Amended 1 Berrien County Road Commission Project. Added 1 MDOT Project; FY 2014: Deleted 1 MDOT Project, and Amended 1 Berrien County Road Commission Project
 - **April 2013**- No amendments were requested.
 - **May 2013**-FY 2013: Added 4 MDOT Projects, Amended 1 MDOT Project and 1 Berrien County Road Commission Project and deleted 1 City of Benton Harbor project;

FY 2014: Added 4 MDOT Projects, 2 Berrien County Road Commission Projects, 3 TCATA Projects, 1 Village of Shoreham Project and 1 Berrien Bus Project, and amended 1 MDOT Project.

- **June 2013**-No amendments were requested.
- **July 2013**- FY 2013: Added 5 TCATA Projects and 3 MDOT Projects and amended 1 MDOT Project; FY 2014: Added 3 MDOT Projects
- **August 2013**- No amendments were requested.
- **September 2013**-No amendments were requested.

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 nonattainment or maintenance of national ambient air quality standards.

- Monitored CMAQ funding with the passage of new federal transportation legislation MAP-21.
- Issued a Call for Projects for 2014-2017 CMAQ funds to all Act 51 agencies in Berrien County
- Conducted outreach for three project selection meetings in Berrien County
- Compiled, catalogued, and submitted applications and amendments to MDOT from all applicants in Berrien County.
- Assisted local agencies with CMAQ application and eligibility questions.

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, planning services, and advice to local agencies seeking to improve their non-motorized transportation facilities.

5. Other Tasks

- 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.

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

Short Range Planning Funds	Budgeted in UWP	Spent	Under/(Over)
FHWA	17,217	17,217	0
FTA	5,255	5,255	0

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.

2. Transit

Reduction of demand response trips in TCATA service area.

- 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 by taking the strain off a transit system that is over capacity. The change sought to provide demand response to people who could not otherwise utilize fixed route service.
- Provided maps of potential new and revised routes to TCATA management for consideration.

MyWayThere.org

Assisted in the expanded use of technology, specifically the creation of a new website called www.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: Requesting rides, same day service requests, personal care attendants, pets and service animals, transporting children, mobility devices, canceling rides, no-shows, subscription trips, and inclement weather.
- Continue pursuing opportunities for coordination between consumers, human service agencies, and transportation providers.

- Gather senior center transportation service information to begin the coordination process between the nine senior service agencies in the region that provide transportation to seniors.
- Continue developing and aggregating useful disability resources for the website www.Mywaythere.org.
- Assisted State and local government bodies to build the capabilities and capacity of human service and other service networks in addressing their customers' mobility needs. SWMPC participated and provided input/feedback on transportation needs/issues in collaborative local or regional coordinated public transit/human services transportation planning processes.

Technical Assistance

Assisted TCATA in writing and implementation of an RFP for fixed route service planning

- Researched and wrote an RFP draft for Fixed Route Service Planning.
- Contacted various transit consultants to request a cost estimate for similar projects.
- Provided assistance in advertising RFP and uploaded RFP material on MyWayThere.org/TCATA webpage.
- Provided TCATA with data base of over 30 transit consultants to send RFP out to.
- Answered all RFP questions from consultants and forwarded to TCATA director to forward to consultant.
- Compiled all questions and uploaded document to [MyWayThere/TCATA](http://MyWayThere.org/TCATA) webpage
- Assisted TCATA in final preparation of para-transit application to satisfy compliancy issue on FTA triennial review. The material was presented for consideration to TCATA board of Trustees.
- Attended monthly Twin Cities Area Transportation Authority Board meeting to advocate and promote change in internal and external operations to increase service efficiency and accessibility options for people with disabilities, low-incomes, and seniors.
- Attended the following Local Advisory Committee meetings to present and document needs of seniors and people with disabilities.
 - Twin Cities Area Transportation Authority and Berrien Bus
- Researched and provided information to TCATA regarding the purchase and implementation of an alternative propane fuel program for their fleet.

Berrien County Transit Consolidation Feasibility Study

Assisted in the facilitation of meetings with study advisory committee that included discussion of the following Technical Memorandums produced by consultant:

- **Evaluation of Proposed Options:** Memorandum reviewed and discussed the range of alternatives, from improved coordination through to a countywide system operated by one entity.

- **Preliminary Financing Plan for a Countywide Transit System:** A preliminary financial plan reviewed the various revenue sources. The review provided information on current conditions and discussed considerations related to a countywide transit system, including those related to local millage support for countywide transit services.
 - **Considerations for Establishment of a Berrien County Transit Authority:** This technical memorandum discussed the issues and factors related to such a structure, a proposed Berrien County Transit Authority. Much of this document relates to the governance implications of establishing an authority, an area that will need the most attention initially.
- Drafted community criteria that utilize certain community assets to help analyze what communities in Berrien County can support various transit services including; fixed routes, dial a ride and twenty four hour reservation service. (Primary Activity Center Criteria, Secondary Center Criteria and Rural Areas)
 - Prepared a two page document for MPO member agencies that discussed current issues in transit service that could be addressed by consolidation.

3. 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.

- Continued the coordination of the Westrain coalition through two meeting facilitations.
- 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.

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.
- Assisted in the development of the City of Benton Harbor’s Complete Streets strategy.

Products of Other Planning Tasks:	Status:
Berrien County Transit Study Implementation Plan	85% complete

Other Planning Funds	Budgeted in UWP	Spent	Under/(Over)
FHWA	6,886	6,886	0
FTA	2,102	2,102	0

FINANCIAL SUMMARY

The table below 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 2013 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	82,629	82,629	0
Data Management	27,542	27,542	0
Long Range Planning	37,873	37,873	0
Short Range Planning	17,217	17,217	0
Other Planning	6,886	6,886	0
Total	162,147	162,147	0

Federal Transit Authority (FTA)

Program Element	Budgeted in UWP	Spent	Under/(Over)
Program Management	25,220	25,220	0
Data Management	8,407	8,407	0
Long Range Planning	11,561	11,561	0
Short Range Planning	5,255	5,255	0
Other Planning	2,102	2,102	0
Total	52,515	52,515	0

PUBLIC ENGAGEMENT EFFORTS

Web page visits

The following table shows web page visits in fiscal year 2012 for the transportation pages on www.swmpc.org. The table shows the total number of views for FY 2011 (October 1, 2012-September 30, 2013) 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 2012 to compare to FY 2013.

Pages	Page Views in FY 2013	Page views in FY 2012	Page views in FY 2011	Average Time Spent on Page in FY 2013	Average time spent on page in FY 2012
TRANSPORTATION Transportation.asp	714	855	812	:38	:54
TwinCATS MAIN PAGE twincats.asp	1120	879	699	1:14	:54
TRANSPORTATION DOCUMENTS twincats_docs.asp	163	317	290	2:17	2:26
Documents located on this page <ul style="list-style-type: none"> ○ Transportation Improvement Program ○ Long Range Plan ○ Unified Work Program ○ Annual Report 					
Midwest Rail Initiative mwri.asp	76	130	93	1:08	1:31
Climate Change Climatechange.asp	293	NA	NA	1:10	NA
2013 Long Range Plan Twincats2040.asp	90	194	34	1:26	0:51
2014-2017 TIP Twincats14-17tip.asp	335	NA	NA	2:21	NA
TwinCATS Walk and Roll walkbiketwincats.asp	221	227	291	2:37	4:39
COMMITTEE MEETINGS					
FY 2013 fy_2013_twincats.asp	891	NA	NA	4:05	NA
FY 2012 Fy_2012_twincats.asp	71	881	NA	1:42	3:47

PASSENGER TRANSPORTATION					
Transit swmitransit.asp	189	174	327	1:59	0:37
Berrien County Transit Study transit_study.asp	111	181	792	3:48	2:58
NON-MOTORIZED TRANSPORTATION	128	235	207	0:49	0:39
trailwaysefforts.asp					
U.S. Bicycle Route 35 usbr35.asp	386	521	212	2:23	3:10
SMART Plan smart_plan.asp	1,000	2,613	343	1:50	2:03
DATA					
Asset Management asset_mgmt.asp	115	108	190	1:56	2:17
Traffic Counts traffic_counts.asp	1091	884	774	0:57	0:58
CONGESTION MITIGATION AIR QUALITY	338	188	206	1:51	2:11
cmaq.asp					
OTHER					
Calendar of Events calendar.asp	605	626	702	1:23	1:07
Transportation Library trans_library.asp	23	42	125	2:05	2:59
SWMPC Press inthenews_2.asp	331	458	468	2:04	2:13
Legislative Updates legupdate.asp	122	91	NA	2:04	2:11

Other Measurable Indicators

Number of Facebook fans	FY 2013: 226 FY 2012: 156
Total number of attendees at meetings other than Committee <ul style="list-style-type: none"> • LRP and TIP Open Houses (3 meetings) • CMAQ Meetings <ul style="list-style-type: none"> ○ Berrien County 	10 16
Number of Facebook fans	FY 2013-226 FY 2012-156

Email Outreach (Total number of interested in transportation)	FY 2013-437
Media Outreach (Total number of media contacts)	FY 2013-105
Total number of articles in SWMPC newsletter about transportation	FY 2013-4