

# **FY 2014 Annual Report**

For the Twin Cities Area Transportation Study  
(TwinCATS)

October 2014



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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 Twin Cities Area Transportation Study (TwinCATS) annual report is a federally mandated document that identifies work activities approved in the FY 2014 Unified Work Program (UWP) and describes the progress and accomplishments that occurred during the period from October 1, 2013 through September 30, 2014. 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 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, Hagar Township, Village of Grand Beach (satellite), and Village of Michiana (satellite)

# Twin Cities Area Transportation Study (TwinCATS)



TwinCATS Area (proposed)  
 County  
 Municipal Boundary

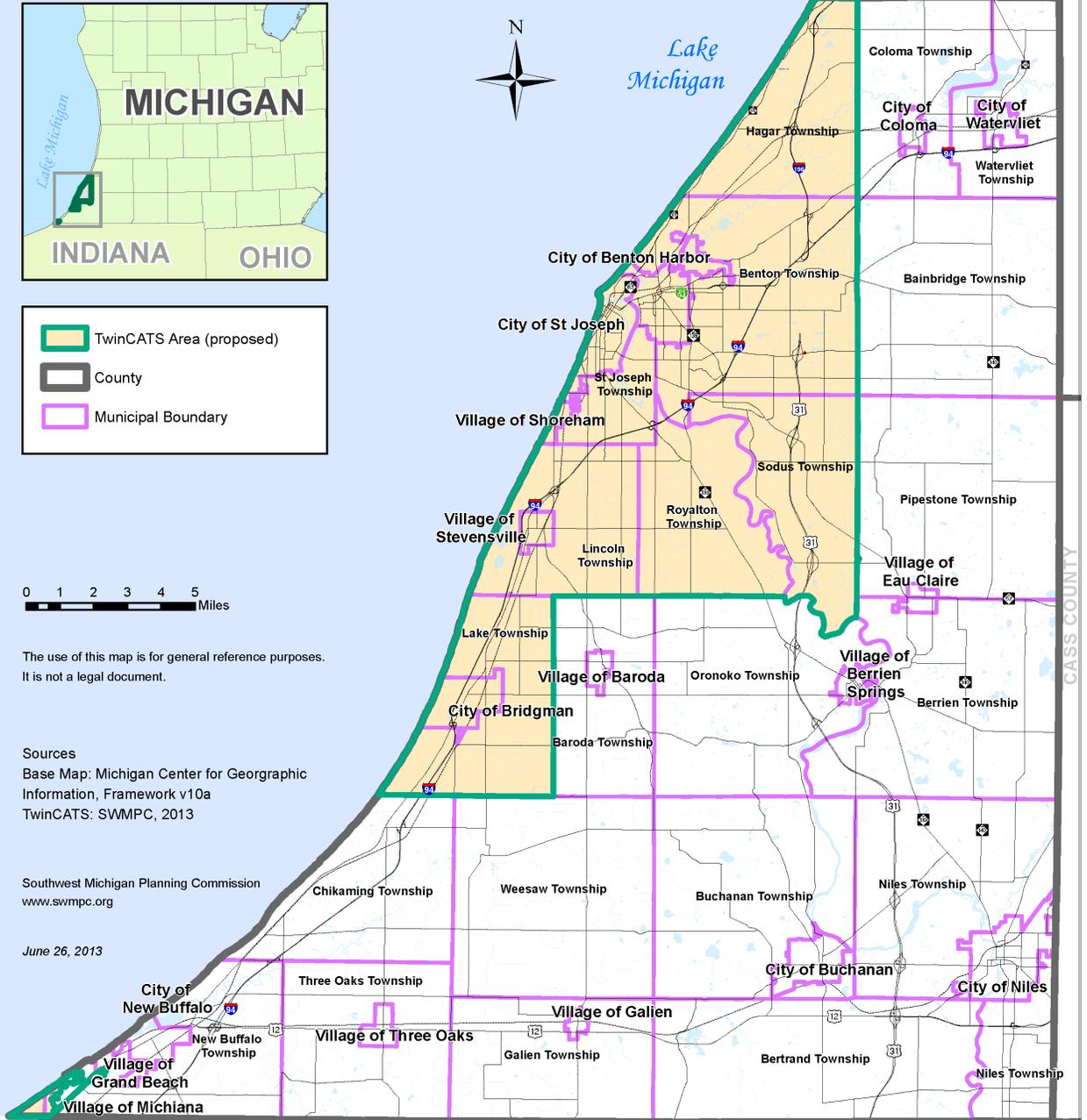


The use of this map is for general reference purposes. It is not a legal document.

**Sources**  
 Base Map: Michigan Center for Geographic Information, Framework v10a  
 TwinCATS: SWMPC, 2013

Southwest Michigan Planning Commission  
[www.swmpc.org](http://www.swmpc.org)

June 26, 2013



INDIANA

OHIO

## ***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 2014, the total number of miles of federal aid roadway that were preserved and maintained throughout the MPO was approximately **9.8 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 2014. The projects account for less than 3% of the eligible miles.

### **2. Continued Intergovernmental Cooperation in Transportation**

Member communities throughout the MPO continued to stay engaged throughout the development of the Unified Planning Work Program (UWP), revisions to the public participation plan, bylaws, and the Complete Streets Policy. 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 strategy that the MPO is engaged in is using advertisements instead of legal notices to better identify the opportunities to engage in the MPO processes. In FY 2014, MPO staff began work on reconfiguring the transportation section of the SWMPC website to allow for greater citizen engagement.

### **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, motorists, and bicyclists through the efforts of the Walk and Roll

Plan development. MPO staff have also encouraged MPO member communities to apply for grant funds that address their safety concerns.

#### **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, while encouraging committee members to avail themselves of all currently available funding sources.

#### **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 the TwinCATS Walk and Roll process that is in the implementation stage, as well as with revisions to the TwinCATS Complete Streets Policy to take into account more modes.

#### **9. 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, non-motorized path projects, signal upgrades throughout the roadway network, and replacing transit buses with more efficient models.

**10. 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.

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

During the implementation 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.

**12. 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. MPO staff reported back information on performance measures gained at Michigan Transportation Planning Association monthly meetings. 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
Donald Schlipp	Village of Stevensville
Nora Jefferson	Benton Charter Township
Joanne Johnson	Disability Network Southwest Michigan
Erin Jolivette	MDOT Coloma TSC
Matthew Kodis	Kinexus
Jason Latham/Darrell Harden	MDOT - Southwest Region
Paul Lott/Kris Welch	MDOT - Statewide Planning
*Stewart McKenzie	FTA
John Olson	Village of Shoreham and Village of Stevensville
Debra Panozzo	Berrien County Board of Commissioners
Gloria Payne	Lake Charter Township
Bill Purvis	Twin Cities Area Transportation Authority
Thad Rieder	Cornerstone Alliance
Alan Smaka	St. Joseph Charter Township
Terrie Smith	Lincoln Charter Township
Darwin Watson	City of Benton Harbor
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 21, 2013	15 Committee members + 3 public
November 18, 2013	13 Committee members + 4 public
December 16, 2013	13 Committee members + 2 public
January 27, 2014	5 Committee members
February 24, 2014	12 Committee members + 1 public
March 17, 2014	12 Committee members + 1 public

April 30, 2014 *	5 Committee members + 3 public
May 19, 2014	11 Committee members + 1 public
June 16, 2014	12 Committee members + 2 public
July 21, 2014	10 Committee members + 1 public
August 18, 2014	8 Committee Members
September 25, 2014*	9 Committee Members

*Notes:*

*\*The April 30 meeting and the September 25 meeting were joint meetings between the TwinCATS and NATS MPOs. Only TwinCATS TAC members are taken into account in the figure reported here.*

*At least two transportation planning staff members are in attendance at every meeting, in addition to the attendees listed above. The one exception to this arrangement was the January 27, where only one transportation planning staff member was able to attend.*

## 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: Lee Scherwitz	City of St. Joseph
Vice-Chair: None	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
William Hodge	Berrien County Planning Commission
Erin Jolivette	MDOT Coloma TSC
John Lanum	MDOT - Statewide Planning
Jason Latham/Darrell Harden	MDOT - Southwest Region
Tim Lynch/Brian Berndt	Berrien County Road Commission
*Stewart McKenzie	FTA
John Olson	Village of Shoreham and Village of Stevensville
Debra Panozzo	Berrien County Commission
Bill Purvis	Twin Cities Area Transportation Authority
Jim Soteriou	Royalton Township
Richard Stauffer	Lincoln Charter Township
Darwin Watson	City of Benton Harbor
Representative	Village of Grand Beach
Representative	Village of Michiana
Representative	Cornerstone Alliance

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

October 21, 2013	17 Committee members + 2 public
November 18, 2013	16 Committee members + 2 public
December 16, 2013	15 Committee members + 1 public
January 27, 2014	7 Committee members
February 24, 2014	14 Committee members + 2 public
March 17, 2014	12 committee members
April 30, 2014 *	6 Committee members + 8 public
May 19, 2014	15 Committee members + 1 public
June 16, 2014	10 Committee members + 1 public
July 21, 2014	12 Committee members + 1 public
August 18, 2014	11 Committee Members
September 25, 2014*	7 Committee Members

*\*The April 30 meeting and the September 25 meeting were joint meetings between the TwinCATS and NATS MPOs. Only TwinCATS TAC members are taken into account in the figure reported here.*

*At least two transportation planning staff members are in attendance at every meeting, in addition to the attendees listed above. The one exception to this arrangement was the January 27, where only one transportation planning staff member was able to attend due to weather conditions.*

## 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 15, November 19, December 17, January 21, February 18, March 18, April 15, May 20, June 17, August 7, August 19, September 16.
  - SWMPC also served as Chair of the MTPA Committee from August 2012-August 2014, and Secretary of the MTPA Committee beginning in August 2014.
  - Michigan Transportation Planning Association Annual Conference August 5-8, 2014 in Port Huron, 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.
  - MDOT Long Range Plan Training- March 2014
- *Michigan Public Transit Association (MPTA)* -  
The MPTA is a professional association which provides leadership, resources, support and technical assistance to public transit agencies in Michigan. The association acts as a unified voice advocating and strengthening the role of public transportation in improving the quality of life for all Michigan citizens.
  - Attended MPTA annual Legislative meeting
  - Attended MPTA Annual Conference August 2014
- *Community Transportation Association of America (CTAA)*  
CTAA is a professional organization consists of organizations and individuals that supports creating mobility for all Americans regardless of where they live or work.

Attended CTAA annual EXPO sessions that included the following:

- Improving Transit Service Delivery
- New Models to Meet Health Care and Job Access Realities
- Federal Transportation Funding Update

- *2014 Michigan Traffic Safety Summit Annual Meeting - February 2014*

Attended and presented "Online Solutions for Older Drivers" that highlighted SWMPC work with the MyWayThere.org website at the Michigan Safety Summit-

- *Michigan Department of Transportation (MDOT) Technical Assistance* – In addition to attending trainings, MPO also assisted MDOT with two ongoing projects.
  - Climate Change Vulnerability Assessment Technical Advisory Panel- Attended meetings and provided feedback in February and May 2014.
  - Southwest Region Pedestrian and Bicycle Committee - Facilitated stakeholder outreach and attended meetings in February, May, and August
- *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 2013
    - Greentown Michiana Conference
    - Michigan Association of Planning Annual Conference
  - November 2013
    - NIRPC Livable Communities Webinar
    - Southwest Michigan Traffic Safety Committee Meeting
  - December 2013
    - National Charrette Institute Training
    - Statewide Rideshare Meeting
  - February 2014
    - Michigan Association of Planning Transportation Bonanza
  - March 2014
    - Michigan Traffic Safety Summit
    - FHWA Freight and Land Use Workshop
  - April 2014

- Greentown Michiana 2.0
  - May 2014
    - Asset Management Spring Conference in Bay City
    - Great Lakes Water Trails Conference
  - June 2014
    - Southwest Michigan Traffic Safety Meeting
  - July 2014
    - MACOG Livable Communities Workshop
  - August 2014
    - Non-Motorized Solutions Outside Urban Areas Webinar from the Association of Pedestrian and Bicycle Professionals
    - MTPA Annual Conference in Port Huron
  - September 2014
    - Asset Management Workshop
  
- *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. This group meets quarterly to discuss progress in promoting the route as a viable transportation option. However, in 2014, in preparation of the celebration of the 30<sup>th</sup> Anniversary of the line, the group met more frequently via conference call.
  - 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 educate local boards and members of the public on how MPO processes take place and what benefits they receive from the MPO.
  - Hagar Township
  - Sodus Township

## **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. Infrastructure includes 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 2 Subcommittee meetings to discuss Walk and Roll progress.
- Revised Complete Streets Policy to clarify exemptions and create more universal applicability of the standards set forth. Continued to review projects to see if they met these standards.

## **3. SWMPC Website**

The SWMPC regularly maintains several webpages in order to provide information to the interested public and committee members.

- 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.
- 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 MAP-21.
- Updated the Transportation Participation Plan as required by MAP-21, 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.

<b>Products of Program Management Tasks:</b>	<b>Status:</b>
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 2013 Annual Report	Completed and published
4. FY 2015 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. Monitored 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

<b>Program Management Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	79,014	79,014	0
FTA	23,229	23,229	0

## **Database Management**

The goals of Database Management include the collection and maintenance of key information in the region; including traffic counts, demographic information, and economic performance indicators. Database management 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 northern half of Berrien County.
- Assisted local communities with information about local road rating eligibility and local asset management plans. Conducted road ratings on the local system in Berrien County.
- 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 document known as the State of the Region Report to compile relevant data from the Census and other sources into an easy to read format.

- 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.
- 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.
- Distributed document to partner agencies and interested citizens.
- Guided MPO committee members and SWMPC board members through navigating the document, both online and in paper format.

### **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 TwinCATS area in preparation for the next Long Range Plan Update.
- 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 TwinCATS member data review at TwinCATS monthly committee meetings.
- Began collecting local data on zoning and projected land uses to better inform next Long Range Plan Update.

### **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 uploaded 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](http://www.swmpc.org/asset_mgmt.asp).

### **5. Public Transit**

- Performed a fully allocated cost allocation peer review for the four public transit systems in Berrien County. Analysis included: per hour costs – driver wages and fringe. per mile costs – maintenance wages and fringe, parts, fuel, tires, per vehicle – management, advertising, legal fees, office supplies, training, overhead items, utilities, etc.
- Researched tax equalization values to support the Berrien County Public Transit Consolidation Feasibility Study. Created map illustrating areas of Berrien County that currently collect millages to support public transit.

**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 Roadsoft software and attended Roadsoft and asset management training

<b>Products of Database Management Tasks:</b>	<b>Status:</b>
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.

<b>Database Management Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	\$38,630	\$38,630	0
FTA	\$11,357	\$11,357	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.

- 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 TwinCATS 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](http://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 to find applicable measures in our own community.

### 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.
- Revised 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.

- Facilitated presentation by FHWA to MPO Committee members regarding freight patterns in the state of Michigan and emerging data sources
- Attended FHWA’s Freight and Land Use Workshop, which discussed how to make development patterns and transportation projects compatible with freight production, in addition to other modes.

### 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 (MARPC) in the dissemination of passenger rail topics and possible new rail connectivity in Michigan.
- Assisted with plans to commemorate 30<sup>th</sup> Anniversary of Pere Marquette Rail Route to raise awareness of the route and the benefits that it brings to Southwest Michigan.
- Collaborated with Berrien County 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 to the MPO committees.

### 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.

<b>Products of Long Range Planning Tasks:</b>	<b>Status:</b>
Updated Public Participation Plan	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*

<b>Long Range Planning Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	29,850	29,850	0
FTA	8,776	8,776	0

## Short Range Planning

The goal of the Short Range Planning category is to monitor and coordinate regional work activities identified in the 2014-2017 TIP, in addition to other studies and reports required by changing circumstances.

### 1. 2014-2017 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 2013 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 2014-2017 TIP.
- Monitored the status of FY 2014-2017 TIP projects as they affect the FY 2014-2017 TIP.
- Monitored and revised the FY 2014-2017 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 2014-2014 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/twincatsfy2014.asp](http://www.swmpc.org/twincatsfy2014.asp)):
  - **October 2013**-No amendments were requested.
  - **November 2013**-FY 2014: Deleted one MDOT project, added six TCATA projects; FY 2015: added one City of St. Joseph project
  - **December 2013**-No amendments were requested.
  - **January 2014**-FY 2014: added three MDOT projects, deleted one Berrien County Road Commission project, amending one Berrien County Road Commission project and one Village of Shoreham project; FY 2015: amending one MDOT project. FY 2016; moving one City of Benton Harbor project to FY 2014; FY 2017: added one MDOT project.
  - **February 2014**-No amendments were requested
  - **March 2014**- FY 2014: Added two TCATA projects and four MDOT projects; FY 2015: added three TCATA projects. FY 2016: added one MDOT project.
  - **April 2014**- No amendments were requested.
  - **May 2014**-FY 2014: Amended two MDOT projects
  - **June 2014**-FY 2014: Added 1 MDOT project and three TCATA projects, amended 4 MDOT projects, suspended 1 MDOT project; FY 2015: Added 1 MDOT Project and 1

SWMPC Project, amended 1 MDOT Project; FY 2016: Added 1 SWMPC Project and Amended 1 MDOT Project; FY 2017: Added 1 MDOT Project and 1 SWMPC Project. Suspended 1 MDOT Project.

- **July 2014-** No amendments were requested
- **August 2014-** No amendments were requested.
- **September 2014-** FY 2015: Added 2 TCATA Projects, amended 1 Berrien County project and 1 MDOT Project. FY 2016: Amended 1 Berrien County 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 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 2015-2019 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 Road Commission, 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.

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

<b>Short Range Planning Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	19,315	19,315	0
FTA	5,678	5,678	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 rules for Transportation Alternatives funding.
- Held Transportation Funding presentation with representative from the House Fiscal Agency on September 25th.

### 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.
- Participated in the Niles Dial a Ride FTA Triennial Review and helped respond and rectify the issues found in a timely fashion.
- Provided technical assistance to Twin Cities Area Transportation Authority by uploading material for Title IV to TCATA webpage.

*MyWayThere.org*

Manage and make timely updates to this website that was created to serve as a gateway to transportation options in Berrien County and the region 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. This website serves as the website portal for Twin Cities Area Transportation Authority. <http://www.mywaythere.org/tcata.asp>

- 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](http://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*

- Attended monthly Twin Cities Area Transportation Authority Board meetings 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 and public outreach for the final drafts of the that included discussion of the following:

- Prepared materials and facilitated meeting with Berrien County officials and transit providers to discuss future countywide transit authority formation, including the following: SWMPC Board Meeting, Berrien County Commission Meeting, NATS Meeting, Michigan's Great Southwest Strategic Leadership Council, Regional Interagency Council.
- Presentation by Kim Gallagher to Board of Commissioners on Berrien County Transit Consolidation Study (June)
- Created new web pages and narrative to house narrative for Berrien County Final Draft transit plan and public comment section.
- Made changes to web pages and Public Participation Plan to reach compliance with FTA.
- 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. '

## **Mobility Management Efforts**

- Attended Berrien County Local Advisory Council Meetings (October, January, February, and March).
- Attended meeting with MPTA NEMT agency and Niles Dial a Ride to discuss Berrien County NEMT pilot program for DHS brokerage service in September 2014.
- Assisted Mobility Manager in preparing meeting materials and presentation for regional Aging and Disability Conference.
- Attended monthly meeting of Office of Emergency Planning(EOP) to discuss incorporating public transit into role of evacuating vulnerable citizens.
- Provided OEP Countywide vehicle and facility inventory for public transit. Also provided her with senior center vehicle inventory and service info.
- Assisted MDOT passenger division with regional transportation provider information that met the requirements of the new United Way 211 taxonomy.
- Made several updates to MyWayThere Find a Ride pages.
- Attended the North America Conference on Elderly Mobility. Participated in land use and transportation track courses that included Aging In Place and livability initiatives.

## **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 County 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.

<b>Products of Other Planning Tasks:</b>	<b>Status:</b>
Berrien County Transit Consolidation Study and Implementation Plan	100% Completed

<b>Other Planning Funds</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
FHWA	8,779	8,779	0
FTA	2,581	2,581	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 2014 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)

<b>Program Element</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
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
<b>Total</b>	<b>162,147</b>	<b>162,147</b>	<b>0</b>

### Federal Transit Authority (FTA)

<b>Program Element</b>	<b>Budgeted in UWP</b>	<b>Spent</b>	<b>Under/(Over)</b>
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
<b>Total</b>	<b>52,515</b>	<b>52,515</b>	<b>0</b>

## PUBLIC ENGAGEMENT EFFORTS

### Web page visits

The following table shows web page visits in fiscal year 2014 for the transportation pages on [www.swmpc.org](http://www.swmpc.org). The table shows the total number of views for FY 2011 (October 1, 2013-September 30, 2014) 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 2013 to compare to FY 2014.

Pages	Page Views in FY 2014	Page views in FY 2013	Page views in FY 2012	Average Time Spent on Page in FY 2014	Average time spent on page in FY 2013
<b>TRANSPORTATION</b> Transportation.asp	633	714	812	:48	:38
<b>TwinCATS MAIN PAGE</b> <a href="http://twincats.asp">twincats.asp</a>	959	1120	699	:48	1:14
<b>TRANSPORTATION DOCUMENTS</b> twincats_docs.asp	28	163	290	1:31	2:17
Documents located on this page <ul style="list-style-type: none"> <li>○ Transportation Improvement Program</li> <li>○ Long Range Plan</li> <li>○ Unified Work Program</li> <li>○ Annual Report</li> </ul>					
Midwest Rail Initiative mwri.asp	65	76	130	2:18	1:08
Climate Change Climatechange.asp	191	293	NA	3:49	1:10
2013 Long Range Plan Twincats2040.asp	85	90	194	1:54	1:26
2014-2017 TIP Twincats1417tip.asp	144	335	NA	1:46	2:21
TwinCATS Walk and Roll walkbiketwincats.asp	250	221	227	2:33	2:37
<b>COMMITTEE MEETINGS</b>					
FY 2014 TwincatsFy2014.asp	926	891	NA	3:58	4:05
FY 2013 Tcatsfy2013.asp	90	71	881	1:38	1:42
<b>PASSENGER TRANSPORTATION</b>					

Transit swmitransit.asp	126	189	174	1:27	1:59
Berrien County Transit Study transit_study.asp	97	111	181	2:21	3:48
<b>NON-MOTORIZED TRANSPORTATION</b> trailwaysefforts.asp	711	128	235	0:50	0:49
U.S. Bicycle Route 35 usbr35.asp	177	386	521	2:26	2:23
SMART Plan smart_plan.asp	1,252	1,000	2,613	2:01	1:50
<b>DATA</b>					
Asset Management asset_mgmt.asp	114	115	108	1:13	1:56
Traffic Counts traffic_counts.asp	1,203	1091	884	0:54	0:57
<b>CONGESTION MITIGATION AIR QUALITY</b> cmaq.asp	150	338	188	1:27	1:51
<b>OTHER</b>					
Calendar of Events calendar.asp	428	605	626	1:12	1:23
Transportation Library trans_library.asp	17	23	42	1:32	2:05
SWMPC Press inthenews_2.asp	304	331	458	2:34	2:04
Legislative Updates legupdate.asp	66	122	91	0:54	2:04

### Other Measurable Indicators

Number of Facebook fans	FY 2014-316 FY 2013-226
Email Outreach (Total number of interested in transportation)	FY 2014-510 FY 2013- 437
Media Outreach (Total number of media contacts)	FY 2014-105
Total number of articles about Transportation in SWMPC newsletter	FY 2014-4 FY 2013-4