

ADMINISTRATIVE AFFAIRS COMMITTEE

February 23, 2011

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, February 23, 2011**, at **2:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of AAC Minutes – January 26, 2011
3. RPC Insurance Update
4. Healthy Communities Institute Contract
5. Final FMLA Policy
6. ODOT Update
7. Other
8. Adjournment

A quorum being present, Thomas Tebben brought the meeting to order and proceeded with the agenda.

1. ROLL CALL

Mr. Dick Accountius	Allen County
Mr. Howard Elstro	City of Lima
Mr. Roy Hollenbacher	Bath Township
Mr. Jim Link	Allen County
Mr. Dan Reiff	Allen County
Mr. Thomas Tebben	City of Lima

STAFF

Mr. Thomas Mazur	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission

2. APPROVAL OF AAC MINUTES – JANUARY 26, 2011

Motion 10 (2-23-11) AAC

Roy Hollenbacher made the motion to accept and approve the AAC minutes of January 26, 2011. Seconded by Howard Elstro; motion carried.

3. RPC INSURANCE UPDATE

Marlene Schumaker gave the committee a printout of the agency building, vehicle and liability coverage and explained that the same coverage for 2011 will cost \$1.05 more than 2010.

Motion 11 (2-23-11) AAC

Howard Elstro made the motion to continue with Webb Insurance Agency for Agency coverage. Seconded by Dick Accountius; motion carried.

4. HEALTHY COMMUNITIES INSTITUTE CONTRACT

Thomas Mazur explained the Healthy Communities Institute Contract to the Committee. Thomas Mazur reported that the Regional Planning Commission has recognized the need to develop a broad based coalition of strategies and tools to address future development within and across Allen County. The Planning Commission is looking to advance strategies to support future economic development including broadened employment opportunities, improved air and water quality, increased energy efficiency and the creation of wealth amongst the communities impoverished neighborhoods. The Planning Commission subsequently identified a group of prominent local community stakeholders from both the public and private sectors to advance just such a sustainability initiative. Thomas Mazur reported that working with the local community stakeholders, staff identified the creative efforts and accomplishments of the Healthy Communities Institute. The HCI was developed as a collaborative research project predicated on the work of the Harvard Medical School, the University of California - Berkley and the Center for Disease Control and Prevention. HCI subsequently developed a community development tool referred to as the Healthy Communities Network (HCN) which offers web based technical information and program information services, an amazing resource for the community. Thomas Mazur reported that the Regional Planning Commission has reviewed the HCN capabilities with the local governments, social service agencies and area hospitals as well as with the Ohio Division of the Federal Highway Administration and the Ohio Department of Transportation to secure federal, state and local fiscal support for the implementation of the sustainability initiative and the HCN services. Thomas Mazur reported that based on our technical review and stakeholder input, staff requests permission to enter into a contract with the Healthy Communities Institute (HCI) as a single source provider and establish the Healthy Communities Network (HCN) locally at an annual license cost of \$25,000; and, recognizing and supporting a one-time set-up fee of \$20,000. This contract falls under Ohio Revised Code 307.86 for competitive bidding exceptions, as the contract is for services related to information technology that are proprietary and limited to a single source provider.

Motion 12 (2-23-11) AAC

Howard Elstro made the motion to give permission for LACRPC to enter into a contract with the Healthy Communities Institute (HCI) as a single source provider and establish the Healthy Communities Network (HCN) locally at an annual license cost of \$25,000; and, recognizing and supporting a one-time set-up fee of \$20,000. Seconded by Jim Link; motion carried with one (1) nay (Dick Accountius).

5. FINAL FMLA POLICY

Marlene Schumaker explained that the Final FMLA policy was being brought back to the Committee. Last month each of the members received a copy of the policy. The County Commissioners passed the policy on February 9, 2011 and the LACRPC will be adopting the same policy. Marlene Schumaker reported that the only changes since last month were a few typos.

Motion 13 (2-23-11) AAC

Jim Link made the motion to adopt the final FMLA policy. Seconded by Dick Accountius; motion carried.

6. ODOT UPDATE

a. ODOT Audit

Marlene Schumaker explained that the ODOT audit final paperwork has not been received at this time.

6. **ODOT UPDATE** (Continued)

b. Spanish Placards

Thomas Mazur explained to the Committee the cost of publishing document placards in Spanish for documents produced by the LACRPC. Thomas Mazur explained that in the past the LACRPC has done so, with very little interest.

Motion 14 (2-23-11) AAC

Dick Accountius made the motion not to publish legal adds in Spanish. Seconded by Jim Link; motion carried.

c. Title VI Update

Thomas Mazur reported that Title VI of the Civil Rights Act suggests that you will not deprive any person access to federal programs or services based on race, color, creed, disability, etc. Thomas Mazur commented that staff is trying to figure out how to satisfy all of those different issues. Staff has historically prepared Title VI statements that look at LACRPC's minority staff composition and how funding is allocated through the EJ analysis. Thomas Mazur reported that staff has tried to hold constant some of the project impacts. Most recently ODOT has added new capabilities to our model which is not yet reflected in our EJ analysis but will be reflected in our next Comprehensive Plan. All of our TIP projects have to be analyzed in the Comprehensive Plan and have to be included in the document to be eligible for the TIP. Thomas Mazur reported that our Long Range Plan has two appendices, one being the Social, Economic and Environmental Analysis which looks at the big picture. Another appendix includes the Environmental Justice Analysis which looks at the projects in more detail. Thomas Mazur commented that this is our attempt to try to meet the requirements in the code of federal regulations. Thomas Mazur reported that ODOT has a Disadvantaged Business Enterprise (DBE) goal and the LACRPC has a DBE goal of 12 percent. Based on our limited federal grants the goal would be used to secure professional planning services. Thomas Mazur reported that for the crash data the RPC uses TSASS out of Columbus who then hires a subcontractor for 12 percent of the contract. Thomas Mazur reported that staff does not reflect the 12 percent minority goal. Thomas Mazur reported that he has been speaking with the Chamber, ODOT, Central Office and the local NAACP to try to identify individuals that are DBE certified. Thomas Mazur presented a map to the Committee identifying the number of DBE's within a 50, 75 and 100 mile radius of Lima. There are none within 50 miles. There are a few within 75 miles by Toledo and the suburbs of Columbus. Thomas Mazur reported that he has been working with George Ricks with the Chamber who shares the frustration trying to get the minority businesses to jump through the hoops to get the certification. Thomas Mazur commented that he does not know what can be done differently. Thomas Mazur commented that when the City was trying to get the Vine Street project moving there were a number of minority contractors who came to the public meetings and complained that they were getting shut out but they were not certified. Thomas Mazur reported that staff went through the entire list of consultants that were certified. Thomas Mazur reported that the only RPC Committee that has much minority representation is the Citizens Advisory Committee. Thomas Mazur commented that there are some large sophisticated minority businesses in the community that have not gone through the certification process. Thomas Mazur commented that those who have the wherewithal to accomplish the process are finding that it is either too burdensome or they are not interested in the contracts. Thomas Mazur commented that staff has met with Jason Upthegrove and Jerome O'Neil trying to explain how the process works. Thomas Mazur commented that staff is concerned with trying to establish certain goals without being able to address the actual certification and taking credit for that. Thomas Mazur commented that if they do not prove to you that they are DBE certified you have no idea whether or not you are meeting the stated goal.

6. ODOT UPDATE (Continued)

c. Title VI Update (Continued)

Thomas Mazur commented that we do allocate federal dollars and in order to take federal monies from ODOT we have to guarantee that we are at least participating in this process.

d. 2nd Draft FY 2012-2015 Transportation Improvement Program

Thomas Mazur reported that last month the FY 2012-2015 TIP was presented and reviewed. Thomas Mazur reported that there will also be a 3rd draft and a final document presented. Staff has not received changes to the document since the 1st draft. Thomas Mazur reported that Table 2 identifies 30 projects. Table 3 looks at RTA's transit projects. Thomas Mazur reported that this year, to ensure fiscal constraint issues are adequately met, project sponsors had to sign certifications that their project had the required local match. Table 6 reflects the funds coming into the MPO of approximately \$2 million annually over the four-year time period. Table 7 reflects the projects that the MPO will be funding. Table 7 reveals that several projects have had their funding capped at this time to meet the ODOT fiscal constraint regulations. Thomas Mazur reported that in FY 2012 some funds had to be removed from the Elm Street Project. In FY 2013, some funds had to be removed out of the Shawnee Road Project; the proposal for the IORR Interlock Project had to be pushed back to FY 2015. Thomas Mazur reported that in addition, the LACRPC will be borrowing \$250,000 from ODOT District One in FY 2013 to allow ODOT to program sidewalks in FY 2013. The funds will be paid back in FY 2014. Thomas Mazur reported that District One and the Planning Commission have an MOU in place. In FY 2014 funding was rearranged for the Kibby/Bellefontaine Intersection Project to reflect \$490,000 STP and \$510,000 in CMAQ. Thomas Mazur reported that Table 8 starts on page 18 and provides a lot more detail regarding the projects. The project map is also included in the document. Thomas Mazur reported that there are approximately \$265 million in projects with approximately 95 percent of the projects for ODOT, 3 percent for the MPO and 2 percent for ACRTA. Thomas Mazur reported that we still need to identify funding for the Lincoln Highway project through Cairo and the Village of Bluffton Hike/Bike Project has been pushed back to FY 2017 because they could not commit to the funding. Thomas Mazur reported that there will be a joint MPO/ODOT District One meeting at the LACRPC office on April 5th to review the TIP for FY 2012-2015.

e. Draft FY 2012 Unified Planning Work Program (UPWP)

Thomas Mazur reported that review and submission of the UPWP is an annual event. Thomas Mazur reported that the FY 2012 UPWP is required to include a prospectus reviewing the Agency's history, mission and organizational structure. It is also required to include an overview of the transportation planning process and outlines the federal requirements of an MPO including its service area and the parameters of our public involvement process. Thomas Mazur reported that there is a new committee, the Sustainability Committee being added. Thomas Mazur reported that the 100 series details local government services. The 200 series reflects safety services. The 300 series reflects environmental issues. The 400 series reflects housing. The 500 series reflects regulatory controls. Thomas Mazur reported that the 100, 300, 400 and 500 series are locally funded and therefore do not have much staff time allocated to them. Thomas Mazur reported that subcategory 415 is new, and funded by the County. The 200 series is primarily funded by ODPS. The 600 series is ODOT and FHWA and reflects the bulk of activity. Thomas Mazur reported that a comparison to last year's work program reveals changing priorities. For example staff has added 39 more hours in subcategory 105, page 17, in an attempt to accommodate census driven data requests stemming from the release of the 2010 census. Thomas Mazur reported that recognizing

6. **ODOT UPDATE** (Continued)

e. **Draft FY 2012 Unified Planning Work Program (UPWP)** (Continued)

tightening budgets staff has identified cuts in overall funding across the 100, 300, 400 and 500 series between 11 percent and 15 percent in total staff hours. Thomas Mazur reported that this excludes subcategory 415, page 26, which will be funded by the County Commissioners. Thomas Mazur reported that staff has streamlined subcategories in the 600 series; omitting any reference other than to simply 601 or 605 unless it is tied to carryover or STP funding. The products will remain the same it just eases the accounting and reporting paperwork required by staff and RPC's ODOT handlers. Thomas Mazur reported that in subcategory 602, hours assigned to the TIP were drastically cut by 50 percent. Thomas Mazur reported that staff hopes to have the TIP finalized and adjusted with quarterly amendments now that the ARRA monies are gone and we will back on a 2-year TIP update schedule. Thomas Mazur reported that the collapsed subcategory 605 is where staff has the bulk of traffic data collection and crash data analysis. Staff has been able to trim that back a little from last year, about 15 percent. Thomas Mazur reported that staff is adding some hours in order to look at developing a pavement management system across the county. Thomas Mazur reported that staff is going to build off of what ODOT has already accomplished and dovetailing our efforts with theirs using the same methodologies by political subdivision. Thomas Mazur reported that the Sustainability Initiative has been added. Subcategory 610 remains the same; while funding for village plans and maintenance of existing plans wane by some 80 percent. Subcategory 674 is scheduled for a drop of some 33 percent while 675 transit is being reduced by 5 percent. Thomas Mazur reported that the rationale and distribution of funding is included in a table. Direct and fringe benefits are identified and total some 74 percent of the agency budget. Thomas Mazur reported that the document is intended to provide the rationale and justification for our federal, state and local funding. The document reflects a budget of \$818,000 and some 18,348 staff hours.

f. **Public Transit-Human Services Transportation Coordination Plan**

Thomas Mazur reported that the document was approved in April of 2008 and is required by ODOT to secure access to federal funds. Thomas Mazur reported that the document has had to evolve along with coordination efforts. Thomas Mazur commented that staff had always envisioned RTA as being the backbone of the coordination effort. However, the County Commissioners have eliminated all funding to RTA. Therefore, there is no funding and no political leadership. Thomas Mazur commented that until elected officials become engaged in the process, nothing will happen because the agencies are tied to too much public funding. Thomas Mazur reported that staff has tried to update the plan. Thomas Mazur presented Committee members with a handout outlining Appendix N which is the update. Thomas Mazur reported that under the short term action steps the ticking clock icon means that the goal is being worked towards and some progress has been made. The x icon means nothing has been done. Thomas Mazur reported that most of the easy items have been addressed. There have been some serious problems with the technology aspect with some of the issues being too technical and beyond the capabilities of RTA. Thomas Mazur reported that Table 76 reflects the evolving nature of the various non profits and that agencies have recently asked for vehicles that in the past were not included.

7. **OTHER**

Thomas Mazur explained to the Committee that WSOS will be using the front office several days per week and presented the contract to the Committee.

7. **OTHER** (Continued)

Motion 15 (2-23-11) AAC

Roy Hollenbacher made the motion to enter into contract with WSOS. Seconded by Jim Link; motion carried.

8. **ADJOURNMENT**

Motion 16 (2-23-11) AAC

Dick Accountius made the motion that the meeting be adjourned. Seconded by Roy Hollenbacher; motion carried.