

# BOARD OF DIRECTORS

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## BUDGET & PERSONNEL



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Mid-America Regional Council • 600 Broadway, Suite 200 • Kansas City, Missouri 64105 • 816/474-4240

October 25, 2011

11:15 a.m.

MARC Conference Center  
2<sup>nd</sup> Floor - Heartland Room

600 Broadway, Suite 200, Kansas City, Missouri 64105

*NOTE: Please notify the Mid-America Regional Council at 816-474-4240 at least 48 hours in advance if you require special accommodations to attend this meeting (i.e., qualified interpreter, large print reader, hearing assistance). We will make every effort to meet reasonable requests.*

### AGENDA

1. VOTE: Approve the minutes of the September 27, 2011 meeting
2. REPORT: Review of Financial Statements
3. REPORT AND VOTE: Accept Head Start reports and approve agreements
  - a) Accept monthly reports of Head Start budget and expenditures, credit card transactions, free and reduced meals served and program data
  - b) Approve contract with Teachstone to provide training and technical support to implement the Classroom Assessment Scoring System (CLASS™) project
  - c) Authorize contract with Greater Kansas City Local Investment Corporation, Inc. (LINC) and accept and disburse funds to provide early learning professional scholarships for teaching staff in programs working to achieve accreditation
4. REPORT AND VOTE: Approve Transportation agreements, amendment and document
  - a) Authorize agreements and receive funds related to the US-71/Grandview Corridor Alternatives Analysis
  - b) Approve Amendment #5 to the 2011 Unified Planning Work Program
  - c) Approve the proposed 2012 Unified Planning Work Program
5. REPORT AND VOTE: Authorize amendment to agreement for housing planning and coordination services for Green Impact Zone
6. REPORT AND VOTE: Authorize an application to the City of Kansas City Neighborhood Tourist Development Fund Grant to support a Volunteer Awards Reception and Neighborhood Leadership Summit in the spring of 2012 for neighborhood leadership throughout the Kansas City metro area
7. VOTE: Authorize agreement with the city of Camden Point
8. REPORT AND VOTE: Authorize contracts to carry out new federal grants
9. REPORT AND VOTE: Approve Homeland Security/Emergency Services contracts, expenditures and grant applications
10. Other Business
11. Adjourn

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## **AGENDA REPORT**

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Budget and Personnel Committee

October 2011  
Item No. 1

**ISSUE:**

VOTE: Approve minutes of the September 27, 2011 meeting

**BACKGROUND:**

The minutes of the September 27, 2011 meeting are enclosed.

**RECOMMENDATION:**

Approve minutes of the September 27, 2011 meeting.



Mid-America Regional Council

BUDGET AND PERSONNEL COMMITTEE

MID-AMERICA REGIONAL COUNCIL

600 Broadway, Suite 200  
Kansas City, Missouri 64105

September 27, 2011  
11:15 a.m.

Minutes of Meeting

COMMITTEE MEMBERS PRESENT

Commissioner Ed Peterson, Johnson County, KS - MARC Board Treasurer  
Mayor Pro-Tem Jim Schultz, Independence, MO - MARC Board Chair  
Councilmember Marge Vogt, Olathe, KS - MARC Board 1<sup>st</sup> Vice Chair  
Councilmember Jan Marcason, Kansas City, MO - MARC Board 2<sup>nd</sup> Vice Chair  
Commissioner Kathy Dusenbery, Platte County, MO - MARC Board Secretary  
Commissioner Tom Cooley, Unified Government of Wyandotte County/Kansas City, KS -  
MARC Board Immediate Past Chair  
Mayor Ron Shaffer, Prairie Village, KS  
Commission Chairman Ed Eilert, Johnson County, KS  
Commissioner John Flower, Leavenworth County, KS  
Presiding Commissioner George Pretz, Miami County, KS  
Commissioner Jim Wise, Miami County, KS  
Councilmember Donna Owens, Overland Park, KS

STAFF PRESENT

David Warm  
Jim Caccamo  
Frank Lenk  
Marlene Nagel  
Dorothy Pope  
Ron Achelpohl  
Dave Cooper  
Bob Hogan  
Steve Marsh  
Mary Laird

OTHERS PRESENT

Jeff Buchanan

## CALL TO ORDER

Commissioner Peterson called the meeting to order at 11:16 a.m. A revised agenda item 17 was distributed.

## RATIFY ACTIONS TAKEN AND APPROVE MINUTES OF THE AUGUST 23, 2011 MEETING

As there was not a quorum present, the actions taken at the August 23<sup>rd</sup> meeting need to be ratified and the minutes approved.

Councilmember Vogt moved to ratify the actions taken and approve the minutes of the August 23, 2011 meeting. The motion was seconded by Commissioner Dusenbery and carried.

## AUTHORIZE THE EXECUTIVE COMMITTEE (MARC BOARD OFFICERS AND PAST CHAIRS) TO CONTINUE TO ACT ON BEHALF OF THE BOARD IN CERTAIN MATTERS AND RATIFY AND APPROVE PAST ACTIONS BY THE EXECUTIVE COMMITTEE

David Warm asked that this agenda item be modified to a more narrow motion. This is a follow up to the report given in August, when it was reported that the Missouri Department of Natural Resources (MDNR) terminated its contract with MARC for the Low-Income Weatherization Program. What is important to MARC is that the termination be characterized as a termination of mutual convenience. We have received a verbal agreement from MDNR to enter into a mutual termination of the contract. By mutually agreeing to the termination, it allows MARC to move forward without having any implications from that action in other programs.

Over the past weeks, it was discovered that action by the MARC Board would be necessary to delegate authority specifically authorizing the Executive Committee to approve any required MARC response to MDNR. MARC's attorneys drafted the resolution included in the packet. However, the Executive Committee met earlier today and felt the wording was too broad. MARC staff will be asked to bring forward a revised resolution with more precise language in the next several months. In the meantime, in order to move forward with MDNR in a timely manner, the Executive Committee has recommended that they be authorized to act on behalf of the MARC Board to terminate the contract with MDNR as a matter of mutual convenience, which can be done in the next few days without having to convene the full Board.

Commissioner Dusenbery moved to table the general resolution to a future meeting. It was seconded by Councilmember Vogt.

Commissioner Flower asked if this action would meet the timing requirement with MDNR. Mr. Warm replied that what is needed is to be able to execute a timely agreement with MDNR to terminate the weatherization contract as a matter of mutual convenience. We have received a verbal agreement from MDNR, and a written agreement is expected very soon. Rather than convening the full Board to approve the agreement, it would be much more practical to work with the Executive Committee to act on behalf of the MARC Board to execute the termination of the weatherization contract. Commissioner Dusenbery reiterated that members of the Executive Committee were concerned that the language of the general resolution was too broad.

There was no further discussion, and the motion to table the resolution was approved.

Commissioner Wise moved to authorize the Executive Committee to act on behalf of the MARC Board to terminate the contract with MDNR as a matter of mutual convenience, which can be done in the next few days without having to convene the full Board. It was seconded by Councilmember Marcason and carried.

## REVIEW ANNUAL CONFLICT OF INTEREST POLICY FOR MARC BOARD AND COMMISSIONS

In August 2009, the MARC Board approved the attached Conflict of Interest Policy. MARC strives to operate in an open and transparent way that inspires confidence that the organization is an effective steward of public resources. The MARC Board of Directors and a number of MARC committees are responsible for authorizing grants and funding allocations that benefit local governments, public agencies and other organizations in the Kansas City metropolitan area. The committee processes ensure that federal, state and local funds available to the metropolitan area are invested in ways that benefit the region and local communities. The purpose of the Conflict of Interest Policy is to ensure that participants on the MARC board and committees have clear guidance when a participant in any MARC decisions-making process could have a conflict of interest and what the appropriate action would be in those circumstances.

The policy is designed to help directors, officers, employees and volunteers identify conflicts of interest and disclose them to the appropriate authority. It is also designed to provide a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in all MARC operations. The policy is intended to supplement but not replace any state or federal laws that govern conflicts of interest in public, non-profit, and charitable organizations.

MARC boards and committees involved in making decisions or recommendations regarding funding awards will also have this topic on its agenda for its next meeting. Currently, this list includes:

- MARC Board of Directors
- MARC CSC Board of Directors
- MARC Budget and Personnel Committee
- Total Transportation Policy Committee (including its supporting planning and programming committees)
- Head Start Policy Council
- Commission on Aging
- Regional Homeland Security Coordinating Committee
- Solid Waste Management District

Mr. Warm stated that the policy is provided for review each year as a matter of best practices. He pointed out in Paragraph five of the policy, it is clear that dual representation on public bodies does not in and of itself constitute a conflict of interest.

## TERM FOR PROFESSIONAL AUDIT SERVICES AND UPDATE ON PROCUREMENT PROCESS

Dorothy Pope reported that at the August 23, 2011 meeting, the Budget & Personnel Committee (B&P) agreed to solicit proposals for professional audit services and directed staff to prepare a request for proposals (RFP) and initiate the selection process. The following timeline outlines the process:

Release of RFP	September 14, 2011
Proposal conference	September 23, 2011
Due date for proposals	October 14, 2011
Reviewers' meeting and selection of finalists	October 28, 2011
Oral Interviews	November 15, 2011
Approval of selected firm	November 22, 2011 B&P meeting

MARC's audit firm will be required to review and issue more than the core annual audit report. MARC's audit needs include:

1. MARC Comprehensive Annual Financial Report (CAFR)
2. Federal Circular A-133 Supplemental Financial Report (short version)

3. Federal Circular A-133 Supplemental Financial Report (long version, which contains one-page schedules on each grant active during the fiscal year)
4. Aging Mandated Audit Criteria and Mandated Compliance Review Procedures Report
5. MARC Solid Waste Management District Financial Statements
6. MARC CSC Internal Revenue Service Form 990
7. Metropolitan Health Organizations of the Kansas City Area (MOHAKCA) Financial Statements, if required by a grantor agency
8. MOHAKCA Internal Revenue Service Form 990, if required due to dollar threshold

MARC staff has directly contacted by email or mailed letter over 40 audit firms. A list of the audit firms was distributed. In addition, the RFP has been posted on Demand Star and classified ads have been placed in local newspapers. Nine firms have expressed interest for more information; it is uncertain how many firms will submit a proposal.

As in past years, MARC will ask several finance officers from area governments to assist in the review and evaluations of proposals. In addition, several B&P Committee members will be asked to volunteer to serve on the Auditor Selection Committee and to recommend an audit firm for approval at the November 22 meeting. The oral interviews will be held on Tuesday, November 15, probably from 10:00 a.m. to 1:00 p.m.

In past procurements, MARC has made a commitment of three years with an option for one more year. On occasion, MARC has used the same audit firm for five or six years before a change in audit firms was made. The Government Finance Officers Association (GFOA) has issued a Best Practice on Audit Procurement, which was distributed to the Committee. This document recommends that governmental entities enter into multi-year agreements of at least five years because:

- Such agreements allow for greater continuity.
- Help minimize the potential for disruption in connection with the independent audit.
- Can also help reduce audit costs by allowing auditors to recover certain "startup" costs over several years, rather than over a single year.

Due to the timing of the release of the RFP and not knowing whether or not the Committee prefers a five-year term, the RFP document contained the following language: "MARC staff will issue an addendum to the RFP informing interested firms on the preference of the B&P Committee".

Currently a three-year engagement is contemplated, subject to the annual review and recommendation of the B&P Committee, the satisfactory negotiation of terms (including a price acceptable to both MARC and the selected firm) and the concurrence of MARC's Board of Directors. Based on the GFOA's best practice guidance, MARC staff recommends that the Budget & Personnel Committee consider changing the three-year engagement to a five-year term. An update to the RFP will be posted shortly after the meeting to let all interested firms know whether the term is a three-year or a five-year engagement.

Mrs. Pope noted that while MARC would commit to either a three or five-year term, the B&P Committee have the option to renegotiate the contract annually.

Councilmember Marcason asked if a change in the term would result in more responses from the audit firms. Mrs. Pope said it was unlikely. Over the years, it has been shown that audits of local governments are a niche market requiring technical expertise, particularly with the increased requirements of federal grant compliance. Many of the larger audit firms have decided not to participate in government audits.

Commissioner Flower asked if there was a fee involved in terminating the audit services at the end of the year. Mrs. Pope said each year the audit firm prepares an engagement letter outlining the fees proposed and the work to be conducted for the following year. There is no early termination fee. Chairman Eilert commented that he preferred the current three-year term. Commissioner Dusenbery said that MARC is a very different organization from other local governments with wider audit needs, and a five-year term was acceptable to her. Councilmember Marcason said that GFOA has recommended five-year engagements. They have more expertise in this area, and she could support a five-year audit engagement.

Councilmember Marcason moved to approve the change in the audit procurement process to commit to a minimum five-year engagement with the selected audit firm with the understanding that the services are subject to an annual review, satisfactory negotiations of terms (including a price acceptable to both MARC and the selected firm) and the concurrence of MARC's Board of Directors. It was seconded by Commissioner Flower and carried.

Jim Caccamo said the Head Start items 5-a through 5-d can be voted on separately at the wish of the Committee.

ACCEPT MONTHLY REPORTS OF HEAD START BUDGET AND EXPENDITURES, CREDIT CARD TRANSACTIONS, FREE AND REDUCED MEALS SERVED AND PROGRAM DATA

The Head Start Grantee must report monthly to the Governing Board on Head Start Budget and Expenditures, Head Star Credit Card Expenditures, Free and Reduced Meals Served and Monthly Program Data. The monthly reports were enclosed.

Staff recommends acceptance of the monthly Head Start budget and expenditures, credit card transactions, free and reduced meals served, and program data.

APPROVE CONTRACT WITH THE METROPOLITAN COMMUNITY COLLEGE DISTRICT FOR THE FRANCIS INSTITUTE TO PROVIDE COACHING SUPPORT FOR THE HALL PROGRAM ADMINISTRATION SCALE PROJECT

The Mid-America Regional Council's (MARC) Metropolitan Council on Early Learning (MCEL) with funding from the Hall Family Foundation Grant plans to provide Program Administration Scale (PAS) technical assistance and coaching support to 20 early learning center directors participating in a three year project. The PAS was developed by the McCormick Center for Early Childhood Leadership scholars, to provide a reliable and easy-to-administer tool for measuring the overall quality of administrative practices of early care and education programs and to help directors and program administrators improve management practices.

MCEL wishes to contract with The Francis Institute at Penn Valley Community College to provide PAS technical assistance and coaching support to early learning center directors participating in a three-year project.

Staff recommends authorization of a contract with the Metropolitan Community College District for The Francis Institute to provide coaching support to early learning programs participating in PAS project for an amount not to exceed \$85,621 over three years. Funding for this agreement will be supported through funding from the Hall Family Foundation.

APPROVE CONTRACT WITH THE METROPOLITAN COMMUNITY COLLEGE DISTRICT FOR THE FRANCIS INSTITUTE TO PROVIDE COACHING SUPPORT FOR THE HALL CLASSROOM ASSESSMENT SCORING SYSTEM (CLASS) PROJECT

MARC's Metropolitan Council on Early Learning (MCEL), with funding from the Hall Family Foundation Grant, intends to expand the CLASS project to include community based and school district Pre-K programs through a three year longitudinal model. The CLASS model is designed to improve

curriculum fidelity and teacher child interactions leading to better outcomes for children. This promising model is currently being implemented in Mid-America Head Start programs.

MCEL wishes to contract with The Francis Institute at Penn Valley Community College to provide CLASS technical assistance and coaching support to early learning classrooms participating in this project over three years. The Francis Institute has over 20 years experience providing early learning quality improvement technical assistance.

Staff recommends that MARC be authorized to contract with the Metropolitan Community College District for The Francis Institute to provide coaching support to early learning programs participating in the Hall CLASS project for an amount not to exceed \$270,000 over three years. Funding for this agreement will be supported through funding from the Hall Family Foundation.

APPROVE CONTRACT WITH THE FAMILY CONSERVANCY TO PROVIDE COACHING SUPPORT FOR THE CLASSROOM ASSESSMENT SCORING SYSTEM (CLASS) PROJECT

MARC's Metropolitan Council on Early Learning (MCEL), with funding from the Hall Family Foundation Grant, intends to expand the CLASS project to include community based and school district Pre-K programs through a three year longitudinal model. The CLASS model is designed to improve curriculum fidelity and teacher child interactions leading to better outcomes for children. This promising model is currently being implemented in Mid-America Head Start programs.

MCEL wishes to contract with The Family Conservancy (TFC) to provide CLASS technical assistance and coaching support to early learning classrooms participating in this project over three years. TFC has over 18 years experience providing early learning quality improvement technical assistance.

Staff recommends that MARC be authorized to contract with TFC to provide coaching support to early learning programs participating in the Hall CLASS project for an amount not to exceed \$410,000 over three years. Funding for this agreement will be supported through funding from the Hall Family Foundation.

Commissioner Cooley moved to approve the Head Start reports and Early Learning contracts as described above. It was seconded by Councilmember Marcason and carried.

Mr. Caccamo stated that there is an emerging Head Start issue of which he wanted the Committee to be aware. He reminded the Committee that one of the deficiencies noted in the 2010 Triennial Federal Review was that eight teachers in the Kansas City, Mo. School District were identified who had not had criminal background checks conducted prior to their employment. This is a requirement of all Head Start delegate agencies. The rationale by the District for not doing background checks was that these were teachers hired in 1980's and 1990's, who were tenured teachers with no issues of misconduct. As a result of the noted deficiency, criminal background checks were conducted on those teachers in December 2010. In July 2011, the Office of Head Start did a random check of current employees, and found all background checks had been performed. With the new school year beginning in August 2011, teachers had again been hired who did not have background checks performed prior to employment. One teacher was already working in the District. Mr. Caccamo sent a letter to the Kansas City, Mo. School District requesting that teacher be immediately removed from the classroom until her criminal background check was done. That has now been completed. However, the concern is that the Office of Head Start will return in December to review all deficiencies, and when they see that another deficiency in criminal background checks has occurred, it could very problematic for the Mid-America Head Start program.

Mr. Caccamo met yesterday with officials from the regional Head Start office, and developed a plan to ensure that all deficiencies and health and safety non-compliance issues are corrected by December. If that happens, the deficiency will be lowered to a non-compliance finding. A meeting with the interim superintendent of the District is scheduled later today to discuss the implementation plan.

Councilmember Owens asked if there was a compliance review official at each of the delegate agencies. Mr. Caccamo confirmed that there are compliance officers on staff at each agency. Mid-America Head Start also has staff that regularly monitors the delegate agencies for compliance issues. The Committee will be updated on the situation next month.

AUTHORIZE CONTRACT MODIFICATIONS WITH HOMECARE OF MID-MISSOURI

Due to increased demand in eastern Jackson County and Ray County, HomeCare of Mid-Missouri has requested increased units within their contracts for Family Caregiver Respite and Personal Care programs:

	ORIGINAL CONTRACT AMOUNT	NEW CONTRACT AMOUNT	NET GAIN/ (LOSS)	OLD UNITS	NEW UNITS	GAIN/ (LOSS)
Respite	\$19,136.00	\$28,573.50	\$9,437.50	1,150	2,150	1,000
P. Care	25,625.60	47,046.60	21,421.00	1,540	3,540	2,000
	\$44,761.60	\$75,620.10	\$30,858.50	2,690	5,690	3,000

MARC’s caregiver programs are funded through Title III-E of the Older Americans Act. At the present time, we have been allotted more than enough funds to cover these contract modifications.

The Commission on Aging recommended, at its September 14<sup>th</sup> meeting, that the executive director be authorized to increase these SFY 2012 contracts with HomeCare of Mid-Missouri, as indicated above.

Mayor Pro Tem Schultz moved to authorize the executive director to increase the SFY 2012 family caregiver respite and personal care contracts with HomeCare of Mid-Missouri, as indicated above. It was seconded by Councilmember Marcason and carried.

Ron Achelpohl said the Transportation items 7-a through 7-c can be voted on separately at the wish of the Committee.

APPROVAL TO APPLY FOR AND RECEIVE VETERANS TRANSPORTATION & COMMUNITY LIVING INITIATIVE FUNDS FROM THE FEDERAL TRANSIT ADMINISTRATION

The Department of Transportation has joined with the Departments of Veterans Affairs, Labor, Defense, and Health and Human Services to establish an initiative that will improve transportation options and mobility for America's veterans, service members, and their families. FTA has issued a notice of funding availability for the new Veterans Transportation & Community Living Initiative for projects to provide or improve one call/one click transportation information services for veterans, their families and other people with special transportation needs.

A coalition of organizations with interest in these transportation information services has worked together to develop a project proposal for these funds. The coalition includes MARC; Central Plains Center for Geriatric Studies, University of Kansas Medical Center; the Mr. Goodcents Foundation For Senior Independence; Midwest Center for Non-Profit Leadership, University of Missouri-Kansas City; United Way of Greater Kansas City 211; Kansas City Area Transportation Authority; Unified Government Transit; Johnson County Transit; the VA Medical Centers in Leavenworth, KS and Kansas City, MO; and the Full Employment Council. The project will use up to \$210,472 in FTA funds and \$52,618 from MARC's coalition partners to join existing data from multiple service providers and local agency partners to develop an integrated and shared service database and web tools to improve the accessibility and usefulness of the data for veterans, regional information providers, and transportation agencies.

The development of a collaborative database will support the ability of a multitude of one-stop destinations to share mobility data and access information regarding the region's transportation providers. If awarded, these funds will be added to the TIP and MARC budget.

The proposed project and funding application were reviewed with the MARC Transit Committee on September 7, 2014 and with the Special Transportation-Job Access Partnership Committee on September 14, 2011. TTPC approved the application at its meeting on September 20, 2011.

Staff recommends authorization for the executive director to apply for and receive up to \$210,472 in FTA funds and \$52,618 from MARC's coalition partners to develop a one-call/one-click integrated and shared Kansas City database for the Veterans Transportation & Community Living Initiative.

Commissioner Flower asked about the content of the database. Mr. Achelpohl responded that it will be a database primarily of transportation services that are available to veterans, their families and other people with special transportation needs. The database can be used by the KCATA, Veterans Administration, and United Way 2-1-1 call centers, and other coalition partners. The basic platform will be housed on a sequel server database, but a user interface will be developed which will allow it to be web-based so that anyone can access the information. Commissioner Flower asked if the user interface would be in addition to the cost of the database. Mr. Achelpohl said it was included in the total cost.

*AUTHORIZE AN AGREEMENT WITH INRIX, INC. TO PURCHASE ARCHIVED TRAVEL DATA FOR THE PURPOSE OF UPDATING THE MARC REGIONAL TRAVEL TIME STUDY*

As part of its ongoing responsibility to monitor the quality of the region's transportation system performance, MARC has historically conducted periodic travel time studies about every five years. The last travel time study for the MARC region was completed in 2007. For the next update, MARC intends to purchase travel data collected by a third-party vendor instead of collecting the data in-house. This approach will allow MARC to obtain more reliable data with greater spatial coverage.

MARC issued a Request for Proposals/Invitation to Bid on August 12, 2011 inviting vendors to submit a response by September 14, 2011. The RFP established minimum requirements in terms of data quantity and quality, and explained that the vendor submitting the lowest bid would be chosen.

During the procurement process, MARC received responses from two qualified vendors. A selection panel comprising members of MARC staff and a representative from the Kansas Department of Transportation (KDOT) reviewed the bids, and recommends the selection of the INRIX "Nationwide Average Speeds" data product. The total cost of the INRIX data product is estimated to be \$80,000. TTPC approved the agreement with INRIX at its meeting on September 20, 2011.

Staff recommends authorization of an agreement with INRIX, Inc. for the purchase of archived travel data to update the MARC Regional Travel Time Study in the amount of \$80,000.

*AUTHORIZE CONSULTANT AGREEMENT FOR A MARC COMPLETE STREETS POLICY GUIDEBOOK*

*Transportation Outlook 2040* includes policies and strategies to support implementation of Complete Streets, which are roadways designed to safely and comfortably accommodate all users, including, but not limited to, motorists, cyclists, pedestrians, transit and school bus riders, delivery and service personnel, freight haulers, and emergency responders. Users include people of all ages and abilities.

As a follow-up to the long-range transportation plan's adoption, MARC is initiating the development of a Complete Streets Policy Guidebook intended to help guide and inform local jurisdictions in adopting and implementing Complete Streets policies, with a stronger focus on providing guidance for Complete Streets implementation within constrained local budgets.

MARC conducted an open competitive request for proposals (RFP) process. Through the procurement process, proposals were received from TranSystems and Nelson\Nygaard Consulting Associates. Members of the selection committee met to interview qualified firms and review proposals. They have recommended Nelson\Nygaard Consulting Associates team to help develop a Complete Streets Policy Guidebook.

Total project costs are estimated to be \$20,000. The project is included in the 2011 Unified Planning Work Program and will be funded by MARC's Consolidated Planning Grant (CPG) funds.

Staff recommends authorizing an agreement with the Nelson\Nygaard Consulting Associates to support the MARC Complete Streets Policy Guidebook in an amount not to exceed \$20,000.

Councilmember Marcason moved to approve the Transportation application for and receipt of grant funds, and agreements as described above. It was seconded by Commissioner Dusenbery and carried.

#### AUTHORIZE AN AGREEMENT WITH A VENDOR FOR 2012 AERIAL IMAGERY OF THE KANSAS CITY AREA REGION AND VICINITY

Frank Lenk introduced Steve Marsh, MARC's new GIS Manager. Mr. Lenk then reported that since 2006, MARC, under the auspices of KC MetroGIS, the region's consortium of local GIS managers, has coordinated a bi-annual joint purchase of aerial imagery services by local governments. In the past, federal agencies have also shared in the cost, such as USGS and the Army Corps of Engineers, and this is expected to continue in 2012. As a result of competitively bidding a larger geographic area and obtaining federal partners, MARC has been able to save local governments thousands of dollars. In addition, because the imagery shares a common specification, it is easier to share and view the imagery across jurisdictional boundaries.

This project is entirely locally funded, with MARC as the contracting agent. Local governments sign an MOU with MARC agreeing pay for their portion of the imagery and to share the imagery with the other project participants as they request it. That portion is primarily determined by the each jurisdiction's area in square miles as a proportion of the total project area. MARC acts as the project manager and coordinates communication between the vendor and local governments, as well as processes all invoices. MARC may also assist some counties in reviewing imagery to assure images meet specifications. For these services, MARC obtains unlimited access to all the aerial imagery to use in its regional plans and initiatives.

For 2012, the participating counties in the MARC region are: Johnson, Leavenworth, Wyandotte, Clay, and Jackson. In addition, the cities of Kansas City, Mo., Parkville, Belton, Raymore and Harrisonville have also indicated a desire to participate, which means that significant portions of southern Platte County and northern Cass County will also be flown. Finally, several neighboring counties have asked the join in the joint purchase. They are Shawnee, Jefferson and Atchison Counties in Kansas and Buchanan County in Missouri.

MARC issued the request for proposals for this project in July and received 11 responses. MARC narrowed the list to seven for interviews, which were conducted in early September. From those meetings, four firms were put in the final selection pool. A copy of the four final candidates and their bids was distributed to the Committee. While all firms were highly qualified, the selection team is recommending the Pinnacle group to conduct the 2012 aerial imagery.

Mayor Shaffer noted that Pinnacle was the second lowest cost of any vendor. Mr. Lenk stated that the lowest bidder was rejected because they did not meet the bid specifications.

Commissioner Dusenbery moved to authorize the executive director to enter into an agreement with Pinnacle for an amount not to exceed \$500,000 for 2012 aerial imagery of the Kansas City area region and vicinity. It was seconded by Commissioner Cooley and carried.

AUTHORIZE ACCEPTANCE OF GRANT FUNDS FROM THE CENTERS FOR DISEASE CONTROL AND PREVENTION AND THE U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

Marlene Nagel reported that the Mid-America Regional Council has worked with community partners to submit applications for two major federal grant opportunities through MARC's 501c3 corporation.

The first is a grant program through the Centers for Disease Control and Prevention (CDC) as a result of the Affordable Care Act. This Community Transformation Grant program would enable state and local public health agencies and their community partners to invest in programs and services to address chronic disease, obesity, diabetes and tobacco use. Only states and urban counties with populations greater than 500,000 persons are eligible to apply. MARC worked with the three local public health agencies serving Jackson County - Kansas City, Missouri, Independence and Jackson County health departments - on an application. Funds would be used for personnel, contractual services, media purchases, and printing to support areas in reducing tobacco use among teens and adults; supporting active living and healthy eating initiatives; increased use of high impact quality clinical prevention services in cooperation with the safety net providers; improving emotional and social well-being through prevention services; and promoting community design that results in safe and healthy physical environments. The grant application was submitted on July 15, and the three health departments and MARC requested \$1,902,102 for the first year and \$9,002,870 over five years. A Memorandum of Understanding between MARC, the Full Employment Council and UMKC was authorized by the CSC Board and accompanied the application.

The second grant is a combination of three federal grant programs led by the US Economic Development Administration to support strong industry cluster partnerships that result in job creation, increased exports, connecting dislocated and disadvantaged workers to new job opportunities in growing industries, and reducing the reliance by area companies on foreign workers hired through H1B visas. The other federal agencies are the Employment and Training Administration of the US Department of Labor and the Small Business Administration. MARC CSC would be the applicant for the EDA funds, which require matching resources. The Full Employment Council would be the applicant for the training funds, and the UMKC Center for Innovation - KC Source Link would be the applicant for the SBA funds. The three lead organizations would partner with business organizations to carry out a program to support two industry sectors - advanced manufacturing and information technology. The three organizations, including MARC, working on the application, request \$741,838 from EDA (and committed to \$741,838 in in-kind match); \$1 million from ETA for training; and \$150,000 from the SBA for use over two years.

Councilmember Owens moved to authorize the acceptance of the federal funds as described above. It was seconded by Mayor Pro Tem Schultz and carried.

AUTHORIZE CONTRACT WITH THE SELECTED VENDOR TO ASSIST RAY COUNTY WITH FLOODPLAIN MANAGEMENT PLANNING SERVICES

MARC is assisting Platte County government, which has received a federal Community Development Block Grant (CDBG) Disaster Mitigation grant through the Missouri Department of Economic Development, to support projects for Platte, Cass and Ray counties. These three counties were part of a 2010 federal disaster declaration and therefore eligible to participate in the grant program. The selected consultant will assist Ray County in Missouri on plans, policies, and capacity building through training that results in land use decisions and development practices that mitigate future flood risks. Ray County has adopted the Kansas City Regional Hazard Mitigation Plan and participates in the federal flood insurance program. The county has been impacted in the past from Missouri River and small stream flooding events.

Property owners in and around the cities of Hardin, Richmond and Orrick are experiencing runoff problems as farmers terrace their properties. As property owners in both city and rural areas modify drainage within and along their properties, flooding has intensified for adjoining property owners.

Ray County has need for technical guidance on how to effectively implement their flood plain ordinance, and to understand the responsibilities of the county regarding large-scale terracing that is occurring throughout the unincorporated areas of the county by landowners to increase the acres of productive farm ground to the detriment to neighboring property owners. County Commissioners want to understand how to work with federal and state agencies regarding flood mitigation and to help them address repetitive concerns regarding levies and terracing, floodplain damage and avoidance.

In addition, MARC and selected planning consultants will bring local government officials together with drainage district representatives and property owners to increase understanding of local regulations and plans, and build support for their use in mitigating future flood events. The selected consultant would work with MARC and Ray County to produce planning documents that support specific land use policy implementation and serve as best practices for small cities and the county. It is anticipated that the products could be beneficial to other parts of Missouri.

MARC would work with the selected consultant to offer up to two trainings for elected officials, planning commissioners and government staff on how to use the tools and procedures. The trainings will result in greater awareness and understanding of local plans and policies, and of how such plans and policies should be enforced or implemented at the local level. The training will help local officials understand the value of such plans and policies and build support for their ongoing use.

A Request for Proposals was issued, and the Ray County Commissioners and MARC staff met on September 26 to conduct two consultant interviews. The selection team is recommending Shockey Consulting Services to support floodplain management planning services for Ray County. Mrs. Nagel noted that funding for this project comes through the state of Missouri for disaster management planning as a result of the flooding in 2010 in Platte, Cass and Ray counties. Platte County was the recipient of a grant for the three counties for \$108,000. MARC worked with those three counties to identify projects that they wanted to undertake. MARC has a contract with Platte County, and is administering the grant on their behalf.

Councilmember Marcason moved to authorize the executive director to negotiate and enter into an agreement with the Shockey Consulting Services for floodplain management planning services for Ray County in an amount not to exceed \$30,000. It was seconded by Councilmember Vogt and carried.

AUTHORIZE ACCEPTANCE OF FUNDS FOR PLANNING AND LEGAL SERVICES TO SUPPORT THE ROCK ISLAND CORRIDOR COALITION

The Mid-America Regional Council has been working with Jackson and Cass counties and Kansas City, Raytown, Lee's Summit, Pleasant Hill and Greenwood to plan for a Kansas City connection to the Missouri KATY Trail State Park and preserve an important transportation corridor, the old Rock Island Railroad corridor through Cass and Jackson counties. The coalition, composed of representatives from the local governments and MARC, has been in discussions with Union Pacific Railroad about acquiring the unused railroad corridor for trail and transit purposes. Discussions are proceeding around a 17-mile segment of the corridor.

The coalition has determined the need to complete some planning and legal work related to the 17-mile segment and for continued planning of the entire 30-mile length. The local governments have agreed to share the costs for that work, estimated at \$100,000.

Jackson County	\$20,500
Kansas City, MO	\$37,500
Lee's Summit	\$28,500
Pleasant Hill	\$2,500
Raytown	\$10,500
Greenwood	\$500

Mayor Pro Tem Schultz moved to authorize the acceptance of funds from the Rock Island Coalition member local governments in the amounts described above to support planning and legal expenses. It was seconded by Commissioner Dusenbery and carried.

#### AUTHORIZE SUBMISSION OF A COMMUNITY PLANNING CHALLENGE GRANT TO HUD

Local communities would like to promote sustainable development and sometimes the best way to do that is through adopting codes that facilitate such development. HUD issued a notice of a Community Planning Challenge grant with one of its major objectives being to encourage the adoption of codes and policies that facilitate sustainable development.

The First Suburbs Coalition has begun work to develop a catalog of sustainable code options and decided to ask MARC to submit a grant to HUD for a Community Planning Challenge grant to support this effort. The grant would develop a Sustainable Code Guidebook which would provide communities options for codes that could encourage or allow sustainable development. The initiative would also provide code audits for eight first suburban communities: Prairie Village, Mission, Fairway, Roeland Park, Grandview, Gladstone, Independence, and Raytown. Other partners include the First Suburbs Coalition, the Unified Government, and the local district of the Urban Land Institute. The grant also provides for the development of sustainable design standards for the Green Impact Zone and education and training around these issues.

The grant request is for \$403,432 with an in-kind contribution mainly in partner staff time of \$171,233. The grant was submitted September 9<sup>th</sup> two days before the deadline.

Councilmember Marcason moved to authorize the submission of the Community Planning Challenge Grant to HUD and to accept funds if awarded. It was seconded by Commissioner Flower and carried.

#### AUTHORIZE APPLICATION TO THE FEDERAL HOME LOAN BANK BOARD OF DES MOINES FOR MINOR HOME REPAIR IN THE GREEN IMPACT ZONE

The Town Fork Creek neighborhood of Kansas City, Missouri, is located in the Green Impact Zone. This area is primarily single-family residential, and many of the homes were built between 1940 and 1960. While the homes were well constructed, due to their age, and the age of many of the residents, there is a need for minor repairs and maintenance for many of the units.

The Blue Hills Community Services Corporation, a Community Development Corporation, serves this neighborhood, and has a history of housing repair and renovation in both the Town Fork Creek and Blue Hills neighborhoods. MARC would work with the Blue Hills Community Services Corporation to assist 50 homeowners on limited incomes with minor repairs of up to \$7,872 per home.

The Green Impact Zone staff would work with the neighborhood association to identify homeowners in need of assistance with minor repairs. Blue Hills Community Services Corporation would inspect each home, prepare a work order, contract with a construction company, inspect work in progress and upon completion. MARC would compensate Blue Hills CSC for their services at \$35,000. The remaining funds, \$71,400 would cover MARC expenses.

Commissioner Flower moved to authorize the submission of the application to the Federal Home Loan Bank Board of Des Moines, and if approved, accept \$500,000 for a minor home repair program in Town Fork Creek, and to authorize a contract with Blue Hills Community Services Corporation for \$35,000 to support the program. It was seconded by Councilmember Marcason and carried.

#### AUTHORIZE MARC CSC, ON BEHALF OF THE REGIONAL HEALTH CARE INITIATIVE, TO SUBMIT A REGIONAL INITIATIVE GRANT APPLICATION TO THE HEALTH CARE FOUNDATION OF GREATER KANSAS CITY AND TO THE REACH HEALTHCARE FOUNDATION, AND TO ACCEPT AND EXPEND FUNDING IF AWARDED

The RHCI has now completed four years of work on this regional initiative. This work has included building and supporting partnerships and new programming in the safety net and mental health communities. The RHCI also undertook a major initiative to develop a regional health information exchange, which is just now preparing to start operations.

For 2012, RHCI is proposing two major components: (1) continued support for collaborative safety net and mental health initiatives and organizations, and (2) exploration, convening, and possible programming around emerging regional health care issues and opportunities. The RHCI remains committed to pursuing regional, collaborative, system approaches to these issues where there is support from stakeholders and such an approach is effective.

Councilmember Marcason moved to authorize the Mid-America Regional Council's Community Services Corporation (MARC CSC) on behalf of the Regional Health Care Initiative, to submit a Regional Initiative Grant application to the Health Care Foundation of Greater Kansas City in the amount of \$210,000 and to the REACH Healthcare Foundation in the amount of \$150,000 and to accept and expend funding if awarded the grant. It was seconded by Commissioner Dusenbery and carried.

Mrs. Nagel said the Environmental Services items 15-a through 15-c can be voted on separately at the wish of the Committee.

*AUTHORIZE ACCEPTANCE AND ADMINISTRATION OF FUNDS TO MDNR CLEAN DIESEL PROJECTS AS DETERMINED BY RFP AND OTHER PROCESSES*

For fiscal year 2008, Congress appropriated funds for the first time under the Energy Policy Act (2005) to help reduce emissions from heavy-duty diesel engines. Through the National Clean Diesel Program, the Environmental Protection Agency (EPA) will award grants to assist its eligible partners in building diesel emission reduction programs across the country that improve air quality and protect public health.

MDNR Air Pollution Control Program received funding allocated to the three largest metropolitan areas in Missouri. They have selected MARC to administer the local Kansas City area grants. A total funding of \$345,875 in federal funds and \$126,800 in matching fund commitment has been obtained. Funding in the amount of \$345,875 will come to MARC, and MARC will be responsible for quarterly progress reports and a final report.

This grant project was applied for through a competitive national application process, and therefore projects are already determined for this funding. Projects in the Kansas City area include installing independent heaters and closed crankcase ventilation systems on school buses, an early school bus replacement, an engine repower on a loader for APAC, and emission reduction devices on Burlington Northern Santa Fe Rail Company diesel engines.

In addition, MDNR Air Pollution Control Program applied for and received funding for the four largest metropolitan areas in Missouri, and has asked MARC to administering the grant for Kansas City area projects. Funding will pass through MARC and be reimbursed to the eligible projects upon completion. MARC will be responsible for quarterly progress reports and a final report.

There are two portions to this grant, both of which establish RFP processes to determine the selected projects. One is solely for early vehicle replacements and is open to public and private fleets; this portion will reimburse up to 25% of an eligible vehicle replacement. The second portion will be used to fund other types of diesel emission reductions projects with varying levels of match required depending on technology purchased and whether the fleet is public or private. The projects must include EPA or CARB verified emission-reduction technologies and/or automatic shutdown/startup devices.

Staff recommends that MARC be authorized to accept and administer \$345,875 in MDNR Clean Diesel funds for previously determined projects, and allow MARC to utilize no more than \$27,000 for its administrative costs, and to authorize MARC to administer funds to MDNR Clean Diesel projects as determined by RFP, as well as authorize the executive director to accept no more than \$11,850 for administrative and operating costs.

AUTHORIZE SOLICITATION AND ACCEPTANCE OF FUNDS FROM THE STATE OF MISSOURI FOR MARC'S AIR QUALITY PROGRAM

MARC has been actively involved in air quality issues since the early 1970s and, since 1978, has served as the official air quality planning organization for the bi-state metro area under section 174 of the federal Clean Air Act. Section 174 requires that states appoint an organization to coordinate local input to the development of the state air quality implementation plans.

MARC's air quality responsibilities include coordination, planning, technical analysis, and public information and education. MARC has no regulatory authority related to air quality issues but makes recommendations to the state air quality agencies concerning air quality planning and regulatory measures.

Staff recommends authorization for the executive director to solicit and accept from the Missouri Department of Natural Resources funding to support MARC air quality planning and public education activities for the fiscal period October 1, 2011, through September 30, 2012, in an amount not to exceed \$45,960.

APPROVE AN INCREASE TO THE EXISTING AGREEMENT WITH APPLIED ECOLOGICAL SERVICES (AES)

The MARC Board of Directors previously approved acceptance of funds from two different EPA Wetland Development Grants to support wetland and water quality conservation efforts, including an inventory and assessment of critical natural resources being completed by Applied Ecological Services. Some resources from these grants are dedicated to the development of ecosystem service data for our region. Ecosystem service data allows decision-makers to assess the relative importance of natural areas, including the degree to which they enhance the environment through assessment of factors such as water filtration, air pollution mitigation, carbon sequestration, and flood control.

AES is currently under contract to update the Natural Resource Inventory (NRI) under the CSP-HUD grant. The proposed contract amendment with AES will enable them to move beyond mapping extant natural resources (i.e. wetlands, forests, prairies) to assessing and mapping ecosystem services provided by those natural resources, using the two EPA grants.

In addition, the MARC Board gave approval last month to contract with AES on behalf of Platte County in the amount of \$45,000 for identification of natural resources along priority stream corridors and within developing watersheds. This work is being supported through a CDBG Disaster Recovery grant awarded to the county and administered by MARC. The current AES contract totals \$175,000, including the Platte County portion. This addition would increase the contract to \$235,000.

Staff recommends approval of a \$60,000 increase to the existing agreement with Applied Ecological Services (AES) for a total of \$235,000.

Councilmember Marcason moved to approve the Environmental Services grant applications, acceptance of funds and agreements as described above. It was seconded by Councilmember Vogt and carried.

AUTHORIZE AN AGREEMENT WITH HIGHLANDS CONSULTING GROUP, LLC TO DEVELOP AN INTEROPERABLE COMMUNICATIONS TRAINING CURRICULUM

MARC Public Safety has been actively involved with coordination of the regional 9-1-1 system and public safety communications since 1983. During that time, the role of the public safety program has

grown to include regional interoperable communications. New communications assets purchased with federal homeland security funds currently exist in the region, and a training program is needed to educate the region's first responders about these assets and how to implement them during an incident or pre-planned event. An RFP was issued, and the selected firm had the most relevant experience and staff expertise to support the project.

This training curriculum project will be funded by the Interoperable Emergency Communications Grant Program (IECGP) grant. The Regional Homeland Security Coordinating Committee (RHSCC) approved the allocation of IECGP grant funds for this project.

Mayor Pro Tem Schultz moved to authorize the executive director to enter an agreement with Highlands Consulting Group, LLC, in the amount of \$95,000 for interoperable communications training curriculum development. It was seconded by Councilmember Marcason and carried.

APPROVE EXPENDITURES, APPLICATIONS FOR GRANT FUNDING AND ACCEPTANCE OF GRANT FUNDS FOR HOMELAND SECURITY/EMERGENCY SERVICES PROGRAM

The MARC Board has authorized the agency to administer homeland security and bioterrorism preparedness grants, for which planning and trainings will be provided, and for which equipment and other resources will be purchased and provided to local first responder organizations. Mrs. Nagel noted the revised agenda report, and highlighted the following:

EXPENDITURES:

UASI 08

Vendor: Bass Pro

Method: Sole Source

PRT Tracker Boats for Tech Rescue \$26,000

UASI 09

Vendor: EMSystems, LLC

Method: Sole Source

Patient Tracking annual EMTrack hosting fees for Platte, Clay, Jackson, and Ray counties in Missouri; and Leavenworth, Wyandotte, Johnson and Miami counties in Kansas and EMTrack Maintenance for 66 devices for 5/1/11 through 4/30/12 (payment to follow board approval). \$86,342.56

UASI 10

Vendor: EMSystems, LLC

Method: Sole Source

Patient Tracking annual EMTrack hosting fees for Platte, Clay, Jackson, and Ray counties in Missouri; and Leavenworth, Wyandotte, Johnson and Miami counties in Kansas and EMTrack Maintenance for 66 devices for 5/1/12 through 4/30/13 (purchase order with payment in May 2012). \$86,342.56

UASI 10

Vendor: Sierra Nevada

Method: Sole Source

Training on technical equipment for bomb squads \$15,000

Port Security FY10

Vendor: SAFE Boats International

Method: Sole Source

25' full cabin SAFE Boat-Defender for Missouri State Water Patrol \$238,612

## CONTRACTS:

### Kansas City, Missouri Water Treatment Plant

Contract with the Kansas City, Missouri Water Treatment Plant for security enhancements supported by FY09 Port Security Grant Program. The Area Maritime Security Committee has approved entering into a sub-recipient contract with the KCMO Water Services Department to improve perimeter security at the treatment plant on Briarcliff Road as it provides potable water to a large portion of the metro area. Total cost is \$495,505; \$371,629 of the total project cost will be reimbursed to the City by MARC at the completion of the project. The City is providing \$123,876 in cost match as required by DHS.

### Kansas City, Missouri Board of Police Commissioners (BOPC)

Contract with the Kansas City Board of Police Commissioners for the purchase of a transport vehicle using the FY2009 Port Security Grant Program. The Area Maritime Security Committee has approved entering into a sub-recipient contract with the BOPC for the purchase of a ¾ ton truck to transport a communications trailer. The vehicle cost not to exceed \$50,000 will be reimbursed to the BOPC by MARC following delivery and satisfactory acceptance.

The Area Maritime Security Committee also approved an additional, separate contract with the Kansas City Board of Police Commissioners for the purchase of a Port Area Helicopter using FY2008 Port Security Grant Program funding. DHS/FEMA approval has been secured for this investment to increase operation capabilities along the Port of Kansas City. \$1,325,451.22 of the total project cost will be reimbursed to the BOPC by MARC (serving as the Fiscal Administrator for the Grant) at the completion of the project (18 months procurement process; delivery estimate in April/May 2013). The BOPC is providing \$517,749 as local cost-share toward this purchase.

### Kristine Martin

Approve Kristine Martin contract amendment to provide a variety of support services including: support of regional exercise activities; conducting research and supporting transition planning for regional initiatives; preparing State and other reports; Emergency Services website update; LEPC plan revisions; support of Disaster Mental Health and Public Health activities. Increase contract by \$24,230 for a new total contract amount of \$48,460 for work performed February 14, 2011 through September 30, 2012.

### LEPC Trailer transfer of ownership:

The Local Emergency Planning Committee (LEPC) purchased a trailer for \$14,150 in 2003 with LEPC funds and used it for a variety of community outreach activities over the past eight years. The Kansas City, Missouri, Fire Department has housed the trailer, but due to the challenges of deploying it for public outreach activities, it has not had much use in recent years. Due to the trailer's age and condition, the LEPC no longer needs this equipment. The LEPC has a desire and strongly recommends donating this trailer to the Missouri Fire Service Funeral Assistance Team to serve as a first responder resource for the entire Northwest Missouri area, including the five Missouri counties that are part of the Kansas City region. This is a no cost transfer of ownership transaction.

Councilmember Owens moved to authorize the expenditures and contracts as listed above to support regional activities. It was seconded by Councilmember Marcason and carried.

Councilmember Vogt inquired about future funding for the regional Homeland Security effort. Mrs. Nagel responded that we are finishing the expenditures from the FFY 2008 UASI grant, and still have much of the UASI FFY 2009 and 2010 funds remaining. It is expected that those grants will be fully expended by the end of 2013. We will continue to receive annual Metropolitan Medical Response System and Port Security grant funds, and the state of Missouri has identified \$600,000 from SFY 2011

funds to provide to the Kansas City region. We do expect to continue to receive homeland security funds, although at a lesser amount.

OTHER BUSINESS

There was no other business discussed at the meeting.

ADJOURNMENT

The meeting was adjourned at 12:01 p.m.

MINUTES APPROVED:

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C. Edward Peterson, Chair

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Date

## **AGENDA REPORT**

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Budget and Personnel Committee

October 2011  
Item No. 2

**ISSUE:**

REPORT: Review of Financial Statements

**BACKGROUND:**

Financial summary statements for the first nine months of fiscal year 2011 are attached and will be discussed at the meeting.

**RECOMMENDATION:**

None. Information only.

**STAFF CONTACT:**

Dorothy Pope

600 Broadway, Suite 200  
Kansas City, Missouri 64105-1659

816/474-4240  
816/421-7758 FAX  
www.marc.org



## MEMORANDUM

DATE: October 17, 2011  
TO: Members of the Budget and Personnel Committee  
FROM: Dorothy Pope, Director of Financial Affairs  
SUBJECT: Financial Analysis – September 30, 2011

The attached schedules are the financial analyses for the first nine months of fiscal year 2011. The schedules compare actual costs to the approved revised budget. The following analyses are attached:

1. General Fund - Revenues and Expenditures
2. Special Revenue Fund - Revenues and Expenditures
3. Enterprise Fund – Revenues and Expenditures - Combined
4. Enterprise Funds – Revenue and Expenditures by Program
5. Agency Expenses by Major Cost Category
6. Indirect Costs
7. Fringe Benefits
8. Local Appropriations - Member
9. Local Appropriations - Voluntary
10. Cash Utilization
11. Idle Funds Investment Income

Chair  
Jim Schultz  
Councilmember  
Independence, Mo.

1st Vice Chair  
Marge Vogt  
Councilmember  
Olathe, Kan.

2nd Vice Chair  
Jan Marcason  
Councilmember  
Kansas City, Mo.

Treasurer  
Ed Peterson  
Commissioner  
Johnson County, Kan.

Secretary  
Kathy Dusenbery  
Commissioner  
Platte County, Mo.

Executive Director  
David A. Warm

Schedule One  
GENERAL FUND  
REVENUES AND EXPENDITURES  
As of September 30, 2011

	Budget	Actual	Balance	Percent Used
<b>REVENUES</b>				
Local Appropriations - Member	\$421,708	\$421,542	\$166	100%
Local Appropriations - State	10,670	10,670	0	100%
Local Appropriations - Voluntary	51,931	51,782	149	100%
Charges for Services/Events	92,800	91,861	939	99%
Investment Income	24,330	14,182	10,148	58%
<b>Total Revenues</b>	<b>601,439</b>	<b>590,037</b>	<b>11,402</b>	<b>98%</b>
<b>EXPENDITURES</b>				
Automobile	8,240	5,648	2,592	69%
Capital Outlay	50,000	23,879	26,121	48%
Contractual Services	36,000	58,184	(22,184)	162%
Equipment Rental	3,000	0	3,000	0%
Fringe Benefits Allocated	15,935	15,590	345	98%
Indirect Expenses Allocated	17,253	13,884	3,369	80%
Meeting/Travel	76,670	52,973	23,697	69%
Memberships/Periodicals	20,232	13,800	6,432	68%
Other	6,800	5,728	1,072	84%
Postage	400	612	(212)	153%
Printing/Reproduction	4,250	2,372	1,878	56%
Rent/Utilities/Maintenance	69,070	63,677	5,393	92%
Salaries	35,412	32,615	2,797	92%
Supplies	1,900	1,875	25	99%
Training	200	219	(19)	110%
<b>Total Expenditures</b>	<b>345,362</b>	<b>291,056</b>	<b>54,306</b>	<b>84%</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfers Out	(223,319)	(153,901)	(69,418)	69%
Allocation Surplus (Deficiency)	(174,313)	(271,172)	96,859	156%
Settlement of Vacation and Sick Leave	0	61,213	0	
Charge for Use of Assets	296,027	228,625	67,402	77%
<b>Total Other Financing Sources (Uses)</b>	<b>(101,605)</b>	<b>(135,235)</b>	<b>33,630</b>	<b>133%</b>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	154,472	163,746	(9,274)	106%
Fund Balance, Beginning of Year	1,067,625	1,067,625	0	100%
Fund Balance, End of Year	\$1,222,097	\$1,231,371	(\$9,274)	101%

Schedule Two  
SPECIAL REVENUE FUND  
REVENUES AND EXPENDITURES  
As of September 30, 2011

	Budget	Actual	Balance	Percent Used
<b>REVENUES</b>				
Grant Revenue	\$71,323,492	\$43,355,824	\$ 27,967,668	61%
Contributed Services	9,029,856	5,124,535	3,905,321	57%
Program Income	444,930	431,047	13,883	97%
Charges for Services	45,494	28,815	16,679	63%
Other Income	55,500	28,593	26,907	52%
<b>Total Revenues</b>	<b>80,899,272</b>	<b>48,968,814</b>	<b>31,930,458</b>	<b>61%</b>
<b>EXPENDITURES</b>				
Automobile	11,020	10,771	249	98%
Capital Outlay	11,074,173	3,979,611	7,094,562	36%
Contractual Services	42,428,282	27,897,223	14,531,059	66%
Contributed Services	9,029,856	5,124,535	3,905,321	57%
Fees for Handling Pass-through Grants	6,993	11,565	(4,572)	165%
Fringe Benefits Allocated	3,027,895	2,231,371	796,524	74%
Indirect Expenses Allocated	3,309,477	2,005,193	1,304,284	61%
Insurance	22,409	19,251	3,158	86%
Meals for the Elderly	1,962,891	1,241,098	721,793	63%
Meeting/Travel	600,433	439,060	161,373	73%
Memberships/Periodicals	209,576	48,623	160,953	23%
Other	255,507	71,193	184,314	28%
Postage	9,591	3,310	6,281	35%
Printing/Reproduction	170,627	66,448	104,179	39%
Rent/Utilities/Maintenance	683,611	469,718	213,893	69%
Salaries	6,821,756	4,731,105	2,090,651	69%
Salaries/Fringe Benefits for Pass-through Grants	102,341	209,788	(107,447)	205%
Scholarships	111,500	68,293	43,207	61%
Supplies	754,435	394,399	360,036	52%
Training	478,801	61,595	417,206	13%
<b>Total Expenditures</b>	<b>81,071,174</b>	<b>49,084,150</b>	<b>31,987,024</b>	<b>61%</b>
<b>OTHER FINANCING SOURCES</b>				
Operating Transfers In	171,902	115,336	56,566	67%
<b>Total Other Financing Sources</b>	<b>171,902</b>	<b>115,336</b>	<b>56,566</b>	<b>67%</b>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	0	0	0	0%
Fund Balance, Beginning of Year	0	0	0	0%
Fund Balance, End of Year	\$0	\$0	\$0	0%

Schedule Three  
ENTERPRISE FUND  
REVENUES AND EXPENDITURES - COMBINED  
As of September 30, 2011

	Budget	Actual	Balance	Percent Used
<b>REVENUES</b>				
Charges for Services/Events	\$535,380	389,830	\$145,550	73%
GTI Membership Fees	70,883	72,130	(1,247)	102%
<b>Total Revenues</b>	<b>606,263</b>	<b>461,960</b>	<b>144,303</b>	<b>76%</b>
<b>EXPENDITURES</b>				
Contractual Services	190,850	122,307	68,543	64%
Equipment Rental	0	0	0	0%
Fringe Benefits Allocated	68,194	56,169	12,025	82%
Indirect Expenses Allocated	73,831	50,019	23,812	68%
Meeting/Travel	29,795	26,607	3,188	89%
Memberships/Periodicals	12,214	3,482	8,732	29%
Other	550	324	226	59%
Postage	950	345	605	36%
Printing/Reproduction	2,500	481	2,019	19%
Rent/Utilities/Maintenance	23,244	18,892	4,352	81%
Salaries	151,541	117,508	34,033	78%
Supplies	2,650	1,353	1,297	51%
<b>Total Expenditures</b>	<b>556,319</b>	<b>397,487</b>	<b>158,832</b>	<b>71%</b>
<b>OTHER FINANCING SOURCES</b>				
Operating Transfers In	51,417	38,565	12,852	75%
<b>Total Other Financing Sources</b>	<b>51,417</b>	<b>38,565</b>	<b>12,852</b>	<b>75%</b>
Excess (Deficiency) of Revenues and Other Financing Sources over Expenditures and Other Uses	101,361	103,038	(1,677)	102%
Fund Balance, Beginning of Year	0	0	0	0%
<b>Fund Balance, End of Year</b>	<b>\$101,361</b>	<b>\$103,038</b>	<b>(\$1,677)</b>	<b>0%</b>

Schedule Four  
 ENTERPRISE FUND  
 REVENUES AND EXPENDITURES - BY PROGRAM  
 As of September 30, 2011

	GTI	Small Cities	Cooperative Purchasing	One KC Voice	Regional Aerial Photography	Research Services	Total	Budget	Favorable (Unfavorable) Variance
Charges for Services	\$ 235,952	\$101,563	\$ 38,254	\$ 10,299	\$ 699	\$ 3,065	\$ 389,832	\$ 448,653	\$ (58,821)
GTI Memberships Fees	72,130	0	0	0	0	0	72,130	70,883	1,247
Operating Transfers In	22,500	0	0	0	0	16,065	38,565	51,417	(12,852)
<b>Total Revenues</b>	<b>330,582</b>	<b>101,563</b>	<b>38,254</b>	<b>10,299</b>	<b>699</b>	<b>19,130</b>	<b>500,527</b>	<b>570,953</b>	<b>(70,426)</b>
<b>Expenditures</b>	<b>281,772</b>	<b>45,764</b>	<b>29,265</b>	<b>11,070</b>	<b>(1,944)</b>	<b>31,562</b>	<b>397,489</b>	<b>556,319</b>	<b>158,830</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 48,810</b>	<b>\$ 55,799</b>	<b>\$ 8,989</b>	<b>\$ (771)</b>	<b>\$ 2,643</b>	<b>\$ (12,432)</b>	<b>103,038</b>	<b>14,634</b>	<b>88,404</b>
Fund Balance, Beginning of Year							0	0	0
Fund Balance, End of Year							<b>\$ 103,038</b>	<b>\$ 14,634</b>	<b>\$ 88,404</b>

Schedule Five  
 Agency Expenses by Major Cost Category  
 As of September 30, 2011

COST CATEGORY	Budget	Actual	Balance	Percent Used
Direct Salaries	\$7,008,709	\$4,881,228	\$2,127,481	70%
Indirect Salaries	1,334,232	971,334	362,898	73%
Fringe Benefits	3,825,922	2,604,044	1,221,878	68%
Pass-through Salaries and Benefits	102,341	209,788	(107,447)	205%
Indirect Costs - Non-personnel Costs	1,526,744	1,068,020	458,724	70%
Direct Costs - Non-personnel Costs	59,145,051	34,913,744	24,231,307	59%
Contributed Services	9,029,856	5,124,535	3,905,321	57%
Total	<u>\$81,972,855</u>	<u>\$49,772,693</u>	<u>\$32,200,162</u>	61%

Schedule Six  
Indirect Costs  
As of September 30, 2011

COST CATEGORY	Budget	Actual	Balance	Percent Used
Accounting/Audit	\$ 142,152	\$ 109,789	\$ 32,363	77%
Automobile	23,760	20,293	3,467	85%
Contractual Services	80,005	50,510	29,495	63%
Depreciation	296,027	228,625	67,402	77%
Equipment Rental	6,035	5,538	497	92%
Fringe Benefits Allocated	600,405	464,298	136,107	77%
Insurance	122,659	76,775	45,884	63%
Meeting/Travel	10,750	2,001	8,749	19%
Memberships/Periodicals	14,992	12,522	2,470	84%
Other	40,085	25,668	14,417	64%
Postage	31,085	10,126	20,959	33%
Printing/Reproduction	73,630	47,765	25,865	65%
Rent/Utilities/Maintenance	561,957	427,255	134,702	76%
Salaries	1,334,232	971,334	362,898	73%
Supplies	126,600	60,395	66,205	48%
Training	4,000	3,323	677	83%
Subtotal	3,468,374	2,516,217	952,157	73%
Less: Fees for Handling Pass-through Grants	(6,993)	(12,565)	5,572	180%
Net Indirect Costs	3,461,381	2,503,652	957,729	72%
Amount Allocated to Grants	3,400,561	2,069,096	1,331,465	61%
(Surplus)/Deficit of Monthly Allocation to Grants	60,820	434,556	(373,736)	714%
(Surplus)/Deficit of Allocation to Grants, Prior Years	(584,390)	(584,390)	0	100%
(Surplus)/Deficit of Allocation to Grants, Cumulative to Date	\$ (523,570)	\$ (149,834)	\$ (373,736)	29%

Schedule Seven  
 Fringe Benefits  
 As of September 30, 2011

COST CATEGORY	Budget	Actual	Balance	Percent Used
FICA Taxes	\$ 689,476	\$ 488,472	\$ 201,004	71%
Pension	691,309	431,461	259,848	62%
401k Employer Match	164,118	115,584	48,534	70%
Health Insurance Subsidy	653,314	453,679	199,635	69%
Cafeteria Allowance	319,736	230,089	89,647	72%
Disability Insurance	33,565	23,873	9,692	71%
Unemployment Compensation	15,000	9,048	5,952	60%
Educational Assistance	30,000	26,435	3,565	88%
Other Fringe Benefits	16,000	7,648	8,352	48%
Vacation	572,525	402,910	169,615	70%
Sick Leave	322,708	231,231	91,477	72%
Holidays	307,171	175,792	131,379	57%
Other Leave	11,000	7,822	3,178	71%
Total	3,825,922	2,604,044	1,221,878	68%
Amounts Allocated to Grants	3,712,429	2,767,428	945,001	75%
(Surplus)/Deficit of Monthly Allocation to Grants	113,493	(163,384)	276,877	-144%
(Surplus)/Deficit of Allocation to Grants, Prior Years	324,805	324,805	0	100%
(Surplus)/Deficit of Allocation to Grants, Cumulative to Date	\$ 438,298	\$ 161,421	\$ 276,877	37%

Schedule Eight  
LOCAL APPROPRIATIONS - MEMBERS  
As of September 30, 2011

Member Governments	Local Appropriations			Amount Received To Date	Balance Due
	Base	Aging	Total		
<b>MISSOURI</b>					
Cass County	\$15,913	\$1,366	\$17,279	\$17,279	\$0
Clay County	24,832	2,735	27,567	27,567	0
Independence	14,652	2,735	17,387	17,387	0
Jackson County	70,645	25,947	96,592	93,892	2,700
Kansas City	57,105	32,779	89,884	89,884	0
Lee's Summit	9,144	0	9,144	9,144	0
Platte County	9,835	1,366	11,201	11,201	0
Ray County	5,000	1,366	6,366	6,200	166
<b>KANSAS</b>					
Johnson County	68,229	0	68,229	68,229	0
Leavenworth County	13,326	0	13,326	13,326	0
Olathe	12,023	0	12,023	12,023	0
Overland Park	19,281	0	19,281	19,281	0
Miami County	5,500	0	5,500	5,500	0
Unified Government	30,629	0	30,629	30,629	0
	356,114	68,294	424,408	421,542	2,866
<b>VOLUNTARY LOCAL GOVERNMENTAL CONTRIBUTIONS</b>					
	53,262	0	53,262	51,782	1,480
<b>STATE OF KANSAS</b>					
	0	0	0	0	0
<b>STATE OF MISSOURI</b>					
	10,670	0	10,670	10,670	0
<b>Total</b>	<b>\$420,046</b>	<b>\$68,294</b>	<b>\$488,340</b>	<b>\$483,994</b>	<b>\$4,346</b>

Schedule Nine  
LOCAL APPROPRIATIONS - VOLUNTARY  
As of September 30, 2011

Member Governments	\$.0971 Per Capita	Amount Received to Date	Balance Due
Blue Springs	4,669	4,669	0
Leavenworth	3,439	3,439	0
Shawnee	4,660	4,660	0
Lenexa	3,907	3,907	0
Raytown	2,951	2,951	0
Gladstone	2,560	2,560	0
Grandview	2,416	2,416	0
Leawood	2,685	2,685	0
Liberty	2,547	2,547	0
Prairie Village	2,143	2,143	0
Belton	2,110	2,110	0
Raymore	1,082	1,082	0
Merriam	1,069	1,069	0
Excelsior Springs	1,053	1,053	0
Mission	944	944	0
Gardner	912	912	0
Lansing	893	893	0
Harrisonville	869	869	0
Roeland Park	662	662	0
Bonner Springs	657	657	0
Richmond	594	0	594
Pleasant Hill	542	542	0
Oak Grove	537	537	0
Smithville	535	535	0
Kearney	531	531	0
Grain Valley	501	501	0
Paola	487	0	487
North Kansas City	458	458	0
Osawatomie	451	451	0
De Soto	443	443	0
Edwardsville	403	403	0
Parkville	394	394	0
Fairway	384	384	0
Greenwood	384	384	0
Platte City	375	375	0
Sugar Creek	373	373	0
Mission Hills	349	349	0
Pleasant Valley	322	322	0
Riverside	289	289	0
Tonganoxie	265	265	0

Schedule Nine  
 Local Appropriations - Voluntary (Continued)  
 As of September 30, 2011

Member Governments	\$.0971 Per Capita	Amount Received to Date	Balance Due
Spring Hill	265	265	0
Buckner	265	265	0
Peculiar	253	253	0
Louisburg	250	0	250
Lawson	227	227	0
Basehor	217	217	0
Weatherby Lake	182	182	0
Lake Lotawana	182	182	0
Weston	158	158	0
Westwood	149	0	149
Garden City	146	146	0
Claycomo	123	123	0
	<u>\$53,262</u>	<u>\$51,782</u>	<u>\$1,480</u>

Schedule Ten  
Cash Utilization  
As of September 30, 2011

Month	Security Bank Net Outstanding Checks & Deposits	Security Bank Checking Accounts	Security Bank Overnight Sweep Account	Bank of America Money Checking Account	Bank of America Overnight Repurchase Account	Country Club Bank Money Market Account	CD and Government Securities Investments	Total
January 31, 2011	(3,492,660)	10,001	5,030,539	122,692	2,602	3,324	766,427	2,442,925
February 28, 2011	(778,262)	10,001	2,405,652	88,829	2,492	253,333	766,427	2,748,472
March 31, 2011	(417,942)	10,001	1,357,289	150,234	2,382	3,557	766,427	1,871,948
April 30, 2011	(544,138)	304,022	2,517,642	266,077	2,272	3,557	766,427	3,315,859
May 31, 2011	(1,452,019)	300,025	2,377,674	321,094	2,162	3,557	766,427	2,318,920
June 30, 2011	(472,393)	300,025	2,940,780	731,908	2,052	3,552	766,427	4,272,351
July 31, 2011	(5,723,330)	300,025	6,712,884	145,724	1,942	3,552	766,427	2,207,224
August 31, 2011	(772,765)	300,025	3,043,415	171,214	1,833	3,552	249,785	2,997,059
September 30, 2011	(1,393,698)	300,026	3,054,894	185,183	1,724	253,588	0	2,401,717
October 31, 2011	0	0	0	0	0	0	0	0
November 30, 2011	0	0	0	0	0	0	0	0
December 31, 2011	0	0	0	0	0	0	0	0
Current Interest Rates		0.10%	0.50%	0.00%	0.00%	0.05%		

Investments at September 30, 2011

*Unrestricted Investments*

Total Investments

\$0

Schedule Eleven  
 Idle Funds Investment Income  
 As of September 30, 2011

Month	Checking Accounts	Overnight Sweep & Repurchase Accounts	Money Market Accounts	Government Securities Investments	Total	Allocated to Child Care & Solid Waste District	Balance in General Fund
January	1	1,171	0	722	1,894	(218)	1,676
February	1	1,267	8	722	1,998	(184)	1,814
March	21	1,241	17	700	1,979	(267)	1,712
April	0	1,003	0	393	1,396	(299)	1,097
May	25	1,156	0	393	1,574	(277)	1,297
June	25	1,039	0	345	1,409	(226)	1,183
July	25	1,695	0	345	2,065	(245)	1,820
August	25	1,613	0	54	1,692	(36)	1,656
September	26	1,806	0	95	1,927	0	1,927
October	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0
<b>Total</b>	<b>149</b>	<b>11,991</b>	<b>25</b>	<b>3,769</b>	<b>15,934</b>	<b>(1,752)</b>	<b>14,182</b>

## **AGENDA REPORT**

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Budget and Personnel Committee

October 2011  
Item No. 3-a

### **ISSUE:**

VOTE: Accept monthly Head Start reports for budget and expenditures, credit card transactions, free and reduced meals served, and program data

### **BACKGROUND:**

In December 2007, the Head Start Reauthorization Act was signed into law by President George W. Bush. As a part of the new reauthorization, the Head Start Grantee must report monthly to the Governing Board on:

- Budget and Expenditures
- Credit Card Expenditures
- Free and Reduced Meals Served
- Program Data

The monthly reports are enclosed.

### **RECOMMENDATION:**

Accept the monthly reports of Head Start budget and expenditures, credit card transactions, free and reduced meals served, and program data.

### **STAFF CONTACT:**

Jim Caccamo  
Evelyn Givens

**Mid-America Head Start**  
**Program Budget and Actual Expenditures**  
**For the 11 month(s) ending September 30, 2011**  
**Program Year 6: November 1, 2010 through October 31, 2011**

	<u>Grant Budget</u>	<u>Cummulative To Date Expenditures</u>	<u>Remaining Funds</u>	<u>Percent Expended</u>
Major Program:				
Head Start Program & Admin	\$ 17,271,634	\$ 15,712,562	\$ 1,559,072	91%
Early Head Start Program & Admin	1,978,154	1,722,588	255,566	87%
Head Start Training	187,777	171,920	15,857	92%
Early Head Start Training	49,454	45,587	3,867	92%
Total by Program:	<u>\$ 19,487,019</u>	<u>\$ 17,652,657</u>	<u>\$ 1,834,362</u>	<u>91%</u>
By Agency:				
MARC	\$ 1,696,690	\$ 1,344,856	\$ 351,834	79%
Delegate Agency:				
Independence School District	5,455,395	5,000,779	454,616	92%
Young Men's Christian Association	5,020,216	4,601,864	418,352	92%
Family Conservancy	3,513,641	3,220,838	292,803	92%
Kansas City Missouri School District	3,801,077	3,484,321	316,756	92%
Total by Agency:	<u>\$ 19,487,019</u>	<u>\$ 17,652,657</u>	<u>\$ 1,834,362</u>	<u>91%</u>
Other Revenues (Match):				
Contributed Services	4,871,755	\$ 4,007,482	\$ 864,273	82%
Other Grant Revenue	-	-	-	0%
Total Other Revenues:	<u>\$ 4,871,755</u>	<u>\$ 4,007,482</u>	<u>\$ 864,273</u>	<u>82%</u>

**FEDERAL HEAD START CREDIT CARD TRANSACTIONS**

FOR THE MONTH OF October 2011

Expense Account	Federal Cost Category	Date of Transaction	MARC Employee	Account Code	Vendor	Date of Statement	Amount	Description
<b>5420</b>	Out of Region Travel	9/7/2011	gvaldovino	61-2-55-41000-4100001-5420-00000	eg-Best Western	visa100311	89.56	MO Head Start Association Meeting-E Bullock
		9/30/2011	gvaldovino	61-2-55-41000-4100001-5420-00000	eg-Super Shuttle	visa100311	49.00	OHS Conference E Givens
		10/2/2011	gvaldovino	61-2-55-41000-4100001-5420-00000	eg-Marriott Wardman Park	visa100311	1,636.20	OHS Conference L Smith
		10/2/2011	gvaldovino	61-2-55-41000-4100001-5420-00000	eg-Marriott Wardman Park	visa100311	1,293.85	OHS Conference L Fowler
		10/2/2011	gvaldovino	61-2-55-41000-4100001-5420-00000	eg-Marriott Wardman Park	visa100311	1,293.85	OHS Conference S Knittle
<b>Total</b>							<b>4,362.46</b>	
<b>5422</b>	Out of Region Travel-Airlines	9/1/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	315.40	OHS Conference-S Knittle
		9/1/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-US Airways	visa100311	399.60	OHS Conference-J Martin
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Fronteir	visa100311	466.40	OHS Conference- P Wyman
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	576.40	OHS Conference- C Bolz
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	174.70	OHS Cofrenere-L Valdovino
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	174.70	OHS Conference-T Graves
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	174.70	OHS Conference- S Reece
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-frontier	visa100311	325.40	OHS Conference- L Smith
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	325.40	OHS Conference- L Folwer
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	325.40	OHS-Conference M Smitson
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	515.40	OHS-Conference E Bullock
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	515.40	OHS Conference- G Winston
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	515.40	OHS-Conference- P Kabrick
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	515.40	OHS-Conference-S Arriaga
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-US Airways	visa100311	155.70	OHS-Conference- S Reece
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-US Airways	visa100311	155.70	OHS Conference-L Valdovino
		9/6/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-US Airways	visa100311	155.70	OHS Conference- T Graves
		9/14/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	791.40	OHS Conference-E Givens
		9/16/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	777.40	OHS Conference M Johnson
		9/16/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	777.40	OHS Conference J Edwards
9/16/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-US Airways	visa100311	421.40	OHS Conference G Cahill		
9/23/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	40.00	OHS Conference C Bolz		
9/23/2011	gvaldovino	61-2-55-36880-3688000-5422-00000	eg-Frontier	visa100311	40.00	OHS Conference L Smith		
9/26/2011	gvaldovino	61-2-55-41000-4100001-5422-00000	eg-American Airlines	visa100311	385.40	PAS Training-P Wyman		
9/26/2011	gvaldovino	61-2-55-41000-4100001-5422-00000	eg-American Airlines	visa100311	385.40	PAS Training-P Kabrick		
<b>Total</b>							<b>9,405.20</b>	
<b>5440</b>	Meeting	9/1/2011	gvaldovino	61-2-55-41000-4100001-5440-00000	eg-Chacko's Bakery	visa100311	174.00	Coaching Meeting
		9/7/2011	gvaldovino	61-2-55-36880-3688005-5440-00000	eg-Hy-Vee	visa100311	189.78	Fathering Team Meeting
		9/16/2011	gvaldovino	61-2-55-41000-4100001-5440-00000	eg-Panera	visa100311	101.70	Director's Discussion
		9/20/2011	gvaldovino	61-2-55-41000-4100001-5440-00000	eg-Taylormade Catersing	visa100311	158.05	Disabilities Meeting
		9/20/2011	gvaldovino	61-2-55-36880-3688000-5440-00000	eg-Expressive Catersing	visa100311	2,000.00	Leadership Training-Deposit.
		9/21/2011	gvaldovino	61-2-55-41000-4100001-5440-00000	eg-Jason's Deli	visa100311	292.54	ECC Meeting
		9/27/2011	gvaldovino	61-2-55-41000-4100001-5440-00000	eg-Pizza Hut	visa100311	36.66	Policy Council Sub Committee 9/27/11
<b>Total</b>							<b>2,952.73</b>	
<b>5700</b>	Supplies	9/1/2011	gvaldovino	61-2-55-41040-4104000-5440-00000	eg-amazon	visa100311	221.85	Books
		9/20/2011	gvaldovino	61-2-55-36880-3688000-5440-00000	eg-Oriental Trading	visa100311	68.99	Leadership materials
		9/26/2011	gvaldovino	61-2-55-36880-3688005-5440-00000	eg-Loving Guidance	visa100311	1,590.05	Concienous Discipline Supplies
		9/30/2011	gvaldovino	61-2-55-36880-3688000-5440-00000	eg-Guilford Publication	visa100311	195.00	Books
<b>Total</b>							<b>2,075.89</b>	
<b>total</b>							<b>18,796.28</b>	

**Mid America Head Start  
Governing Body Report  
Delegate Free and Reduced Meals Served**

Monthly reports of meals provided through the Department of Agriculture and reported by Site, program option, and partnerships.

All children enrolled in Head Start are determined to be eligible for CACFP by the Healthy Meals for Healthy Americans Act (1994) under the National School Lunch Act.

**ISD CACFP/Free and Reduced Meals Served September 2011**

<b>Location</b>	<b>Program Option</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>PM Snack</b>
Center	Head Start Part Day	1,138	1,645	855
Center	Head Start Expansion Part Day	215	439	224
Grandview	Head Start Part Day	483	992	509
Grandview	Early Head Start Expansion	155	155	155
Hickman Mills	Head Start Part Day	404	730	326
Lee's Summit	Head Start Part Day	206	444	238
Hanthorn	Early Head Start	446	446	446
Hanthorn	Head Start Full Day	600	600	600
Hanthorn	Head Start Part Day	1,263	2,587	1,324
Sunshine Center	Early Head Start	962	962	962
Sunshine Center	Early Head Start Expansion	109	109	109
Sunshine Center	Head Start Part Day	1,346	1,346	1,014
Benton	Head Start Full Day	245	245	245
Blackburn	Head Start Full Day	136	136	136
Fairmount	Head Start Full Day	266	266	266
Glendale	Head Start Full Day	201	201	201
Korte	Head Start Full Day	154	154	154
Luff	Head Start Full Day	185	185	185
Mill Creek	Head Start Full Day	168	168	168
Ott	Head Start Full Day	310	310	310
Procter	Head Start Full Day	341	341	341
Randall	Head Start Full Day	214	214	214
Santa Fe	Head Start Full Day	179	179	179
Spring Branch	Head Start Full Day	103	103	103
Sycamore	Head Start Full Day	103	103	103
William Southern	Head Start Full Day	178	178	178
Truman	Early Head Start	289	289	289

**KCMSD CACFP/Free and Reduced Meals Served September 2011**

<b>Head Start Full Day</b>	<b>Operating days</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>PM Snack</b>
Attucks	20	973	973	973
Banneker	20	651	651	651
Carver	20	372	372	372
Faxon	20	1115	1115	1115
FLA	20	336	336	336
Garcia	20	575	575	575
Garfield	20	695	695	695
Gladstone	20	639	639	639
Hartman	20	346	346	346
James	20	971	971	971
King	20	717	717	717
Longfellow	20	650	650	650
Paige	20	373	373	373
Pitcher	20	344	344	344
Trailwoods	20	728	728	728
Troost	20	677	677	677
Wheatley	20	940	940	940
Whittier	20	745	745	745
<b>Head Start PD SpEd</b>	<b>Operating days</b>	<b>Breakfast</b>	<b>Lunch</b>	
Attucks	16	87	87	
Faxon	16	131	131	
Garcia	16	72	72	
Gladstone	16	112	112	
Wheatley	16	89	89	
<b>Totals</b>		<b>12,338</b>	<b>12,338</b>	<b>11,847</b>

**TFC CACFP/Free and Reduced Meals Served September 2011**

<b>Site Name</b>	<b># of Children</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>PM Snack</b>
Children's TLC	31	221	253	218
Child's Play	21	325	396	340
De La Salle	0	0	0	0
Della Lamb	54	602	889	724
Learn A Lot	33	694	741	680
Plaza	58	852	992	923
St. Mark	50	798	852	769
OBI	252	4258	4740	4002
FCC	125	2263	2469	1986
Home-based	84	0	0	196
Brown's	33	695	718	682
Triality Tots	16	131	164	140
<b>Totals</b>	<b>757</b>	<b>10839</b>	<b>12214</b>	<b>10660</b>

**YMCA CACFP/Free and Reduced Meals Served September 2011**

<b>Head Start Part Day</b>	<b>Operating days</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>PM Snack</b>
Excelsior Springs	16	233	486	256
Northland	16	939	1935	994
Park Hill	16	470	960	486
Skyview	16	461	916	451
Thomas/Roque	16	497	987	547
<b>Head Start Full Day</b>				
Burlington	21	781	1046	870
Metro	21	583	585	591
RCG	21	553	666	646
Thomas/Roque	21	876	973	941
<b>Early Head Start</b>				
Burlington	21	412	429	413
Metro	21	876	884	850
Thomas/Roque	21	728	747	722



# HEAD START MONTHLY STATUS REPORT

MARC - 8/31/2011

	HS	EHS	COMBINED
<b>Enrollment Status</b> The grantee has a total of 222 vacant slots; 18 slots are Accepted and slated to begin 09/2011. Nine slots are past 30 days. The grantee ERSEA specialist is working with delegate Directors and content leads to identify children and recruitment strategies to fill these slots. The nine slots past 30 days: HS down 1 slot at ISD; EHS is down 6 slots, 1 at TFC(FCC), 5 slots at ISD two of which are EHS/ARRA slots.	YELLOW	YELLOW	YELLOW
<b>Health Services Status</b> Physical requirements are in process of completion, not due for 90 days which will be the end of November for most of our programs.	RED	RED	RED
<b>Disability Services</b> There are many re-enrollees with IEPs in place at all delegates. At this time in the program year staff are in the process of identifying and referring children who may need services.	YELLOW	YELLOW	YELLOW
<b>Screening</b> 45 day screening requirements are due the latter part of September for most programs. Delegates are in the process of completing these on site at time.	YELLOW	GREEN	YELLOW
<b>Teacher Credentials</b> Meeting the requirements for EHS teachers is an ongoing challenge due to teacher turnover and limited number of qualified applicants.	YELLOW	YELLOW	YELLOW
<b>Family Partnership</b> Currently FPA have not been entered into CP+. MAHS policy is for Family Advates to begin engagement with families to develop FPA's until after the first 30 days which had not been completed within this reporting month. The FNA/FPA was reviewed at various delegates as a part of their 100% File Audits.			RED

	HS	EHS	COMBINED
<b>Enrollment</b>	<b>YELLOW</b>	<b>YELLOW</b>	<b>YELLOW</b>
What is the Funded Enrollment as of the report date?	2575	491	3066
How many children were currently enrolled as of the report date?	2404	471	2875
How many enrolled children were over income as of the report date? (BENCHMARK: under 10%)	78	13	91
How many vacancies are past 30 days as of the report date? (BENCHMARK: 0)	0	1	1
What was the average attendance for the month ending in the report date? (BENCHMARK: 85%)	90.27 %	89.66 %	90.17 %
What is the current wait list as of the report date?	371	107	478
Enrollment Ratio (BENCHMARK: 98%)	93.36%	95.93%	93.77%
Waitlist Ratio (BENCHMARK: 10%)	14.41%	21.79%	15.59%

	HS	EHS	COMBINED
<b>Health Services</b>	<b>RED</b>	<b>RED</b>	<b>RED</b>
How many enrolled children are up-to-date on a schedule of age appropriate medical services including physical exam, growth assessment, blood level lead, and hemoglobin/hematocrit testing?	1378	324	1702
How many enrolled children have incomplete or overdue medical services including physical exam, growth assessment, blood level lead, and hemoglobin/hematocrit testing?	545	147	692
How many enrolled children are up to date for Growth Assessment as of the report date?	1885	435	2320
How many enrolled children are up to date for Hemoglobin/Hematocrit Screenings as of the report date?	1606	380	1986
How many enrolled children are up to date for Lead Screenings as of the report date?	1556	357	1913
How many enrolled children are up to date for Physical Exams as of the report date?	1785	426	2211
How many enrolled children have been diagnosed as needing medical treatment as of the report date?	65	40	105
Of those enrolled children diagnosed as needing medical treatment, how many have received medical treatment as of the report date?	9	7	16
How many enrolled children are up to date for immunizations as of the report date?	2024	452	2476
How many enrolled children are up to date for Dental Exams/Screenings as of the report date?	1648	393	2041
How many enrolled children have been diagnosed as needing dental treatment as of the report date?	3	0	3
Of those enrolled children diagnosed as needing dental treatment, how many have received dental treatment as of the report date?	0	0	0
Med Screening Ratio (BENCHMARK: >90%)	57.32%	68.79%	59.20%
Med Exam Ratio (BENCHMARK: >97%)	74.25%	90.45%	76.90%
Med Treatment Ratio (BENCHMARK: 100%)	13.85%	17.50%	15.24%
Immunization Ratio (BENCHMARK: 100%)	84.19%	95.97%	86.12%
Dental Exam Ratio (BENCHMARK: >90%)	68.55%	83.44%	70.99%
Dental Treatment Ratio (BENCHMARK: >95%)	0.00%	100.00%	0.00%

	HS	EHS	COMBINED
<b>Disability Services</b>	<b>YELLOW</b>	<b>YELLOW</b>	<b>YELLOW</b>
How many enrolled children have a diagnosed disability as of the report date?	179	37	216
Of those enrolled children with a diagnosed disability, how many have a current IEP or IFSP as of the report date?	179	37	216
Of those enrolled children with a diagnosed disability, how many are receiving special education or related services as of the report date?	178	37	215
Disability Enrollment Ratio (BENCHMARK: 10%)	7.45%	7.86%	7.51%
IEP IFSP Ratio (BENCHMARK: 100%)	100.00%	100.00%	100.00%
Disability Services Ratio (BENCHMARK: 100%)	99.44%	100.00%	99.54%

	HS	EHS	COMBINED
Screening	YELLOW	GREEN	YELLOW
How many enrolled children have completed Developmental Screenings as of the report date?	1380	436	1816
How many enrolled children are overdue for developmental screening? (BENCHMARK: 0)	0	0	0
How many enrolled children have completed a social emotional screening as of the report date?	1613	454	2067
How many children are overdue (past 45 days) for social emotional screening? (BENCHMARK: 0)	0	0	0
How many enrolled children are up to date for Vision Screenings as of the report date?	1185	331	1516
How many children are overdue (past 45 days) for a vision screening? (BENCHMARK: 0)	1	0	1
How many enrolled children are up to date for Hearing Screenings as of the report date?	1102	325	1427
How many enrolled children are overdue (past 45 days) for hearing screening? (BENCHMARK: 0)	1	0	1
Developmental Screening Ratio (BENCHMARK: >90%)	57.40%	92.57%	63.17%
Social Emotional Screening Ratio (BENCHMARK: >90%)	67.10%	96.39%	71.90%
Vision Screening Ratio (BENCHMARK: >90%)	49.29%	70.28%	52.73%
Hearing Screening Ratio (BENCHMARK: >90%)	45.84%	69.00%	49.63%

	HS	EHS	COMBINED
Teacher Credentials	YELLOW	YELLOW	YELLOW
How many teachers were employed as of the report date?	186	83	269
How many teacher assistants were employed as of the report date?	202	75	277
How many teachers have CDA as their highest credential as of the report date?	13	18	31
How many teachers have AA as their highest credential as of the report date?	27	21	48
How many teachers have BA or higher as their highest credential as of the report date?	126	39	165
Of those teachers without an AA or higher, how many are currently enrolled in an AA program as of the report date? (Enter 0 if all teachers have BA or higher.)	5	14	19
Of those teachers with AA as their highest credential, how many are currently enrolled in a BA/BS program?	6	0	6
How many teacher assistants have CDA as their highest credential as of the report date?	28	15	43
How many teacher assistants have AA as their highest credential as of the report date?	34	4	38
How many teacher assistants have BA or higher as their highest credential as of the report date?	37	16	53
Of those teacher assistants without a CDA or higher, how many are currently enrolled in a CDA program as of the report date? (Enter 0 if all teacher assistants have CDA or higher.)	30	15	45
Of those teacher assistants with CDA as their highest credential, how many are currently enrolled in an AA program as of the report date?	11	5	16
Teacher Degree Ratio (BENCHMARK: 50%)	82.26%	72.29%	79.18%
Teacher CDA Ratio (BENCHMARK: 100%)	89.25%	93.98%	90.71%
Assistant CDA Ratio (BENCHMARK: EHS = 100%)	63.86%	66.67%	64.62%

	HS	EHS	COMBINED
Family Partnerships	YELLOW	YELLOW	RED
How many families were enrolled as of the report date?			2526
How many enrolled families have completed Needs Assessments as of the report date?			2163
How many enrolled families have signed Family Partnership Agreements as of the report date?			1788
Family Needs Assessment Ratio (BENCHMARK: >98%)			85.63%
Family Partnership Ratio (BENCHMARK: >70%)			70.78%

## AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 3-b

### ISSUE:

VOTE: Approve contract with Teachstone to provide training and technical support to implement the Classroom Assessment Scoring System (CLASS™) project

### BACKGROUND:

The Mid-America Regional Council's (MARC) Metropolitan Council on Early Learning (MCEL), with funding from the Hall Family Foundation Grant, intends to expand the CLASS™ project to include community based and school district Pre-K programs through a three year longitudinal model. The CLASS™ model is designed to improve curriculum fidelity and teacher child interactions leading to better outcomes for children. This promising model is currently being implemented in selected Mid-America Head Start programs.

MCEL wishes to contract with Teachstone to provide training and technical support to implement the CLASS™ project over three years.

Teachstone's mission is to support teaching and learning through proven, evidence-based education programs, including the CLASS observation tool and related professional development tools. Teachstone was founded in 2008 by two of the CLASS™ tool authors, Bob Pianta and Bridget Hamre. Underlying the Teachstone focus on the CLASS™ observation tool is their commitment to taking research-based supports and making them available and accessible to those working in the field.

### RECOMMENDATION:

Authorize contract with Teachstone to provide training and technical support to expand the CLASS™ project to include community based and school district Pre-K programs for an amount not to exceed \$78,000 over three years.

### STAFF CONTACT:

Kyle Matchell  
Jim Caccamo

## AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 3-c

### ISSUE:

VOTE: Authorize contract with Greater Kansas City Local Investment Corporation, Inc. (LINC) and accept and disburse funds to provide early learning professional scholarships for teaching staff in programs working to achieve accreditation

### BACKGROUND:

MARC's Metropolitan Council on Early Learning (MCEL) provides leadership for the development and implementation of an early learning system in Greater Kansas City.

Since 1998, MCEL in partnership with LINC and The Family Conservancy have received an Accreditation Facilitation in Early Childhood Care Grant provided by the Missouri Department of Education. The purpose of this grant is to help early learning programs in Platte, Clay, Jackson and Cass counties improve quality and achieve national or state accreditation. The grant targets early learning programs that serve a high proportion of low income children. Funding from this grant supports the MCEL Early Learning Professional Development Scholarship Fund to provide scholarships for teaching staff in programs working to achieve accreditation.

### RECOMMENDATION:

Authorize contract with Greater Kansas City Local Investment Corporation, Inc. (LINC) and accept and disburse funds to provide early learning professional scholarships for teaching staff in programs working to achieve accreditation in amount not to exceed \$68,117.

### STAFF CONTACT:

Kyle Matchell  
Jim Caccamo

## AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 4-a

### ISSUE:

VOTE: Authorize agreements and receive funds related to the US-71/Grandview Corridor Alternatives Analysis

### BACKGROUND:

This past July MARC in partnership with Jackson County, Kansas City, Missouri, and the Kansas City Area Transportation Authority (KCATA) applied for a grant through the Federal Transit Administration's Alternatives Analysis (AA) program. This grant submission was targeted at expanding the analysis underway related to the Downtown Corridor AA and extending the Commuter Corridor AA to include the study of the US-71/Grandview Corridor. The MARC Board approved submission of this grant and to receive the funds if awarded during their July meeting however the grant awards for this program have yet to be announced.

Since that the time of the aforementioned AA grant request Jackson County submitted an additional grant to support the study of the US-71 Corridor through the Federal Highway Administration's (FHWA) Transportation, Community, and System Preservation Program (TCSP). This grant submission has recently been awarded. Following this award Jackson County has requested that MARC manage and administer the grant award and that the grant funds be transferred to the Federal Transit Administration (FTA) to allow for coordination and integration with the study of the I-70 and Rock Island Commuter Corridors Study currently being led and managed by MARC.

The grant award was \$652,200 and it will be matched with \$113,050 in funds provided by local governments and \$50,000 provided by the Three-Trails Community Improvement District (CID).

### BUDGET CONSIDERATIONS:

Total project budget of \$815,250. MARC will receive \$20,381 (or 2.5%) to support project management and administration. The project is budgeted in MARC's Unified Planning Work Program.

### RECOMMENDATION:

Authorize the executive director to enter into related agreements with project partners and to receive related federal and matching funds as necessary to complete the alternatives analysis.

### STAFF CONTACT:

Tom Gerend  
Karen Clawson  
Mell Henderson

# AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 4-b

## ISSUE:

VOTE: Approve Amendment #5 to the *2011 Unified Planning Work Program*

## BACKGROUND:

The *Unified Planning Work Program (UPWP)* 1) describes the transportation planning activities MARC and other agencies will undertake during the year; 2) documents the proposed expenditures of federal, state and local funds in support of applications for various planning grants; and 3) provides a management tool for MARC and the funding agencies in scheduling major transportation planning activities, milestones and products. An amendment is proposed to the *2011 UPWP* to:

- Transfer MARC planning funds for staffing costs between work tasks to reflect work to date and anticipated work through the remainder of the year:
  - Reduce Task 1.2 - Public Participation by \$50,000;
  - Increase Task 2.1 - Land Use, Demographic and Comprehensive Planning by \$70,000;
  - Reduce Task 2.2 - Long-Range Transportation Plan by \$25,000;
  - Reduce Task 2.3 - Modeling/Forecasting Activities by \$25,000;
  - Reduce Task 2.5 - Transportation Research and Database Management by \$70,000;
  - Reduce Task 5.2 - ITS Planning and Integration by \$20,000;
  - Increase Task 6.1 - Transit/Paratransit Planning and Coordination by \$100,000; and
  - Increase Task 8.1 - Major Corridor Studies - General by \$20,000;
- Add the US-71 Corridor Transit Alternatives Analysis to Task 6.4 funded with \$782,640 in Transportation, Community and System Preservation (TCSP) program and local matching funds; and
- Add new Task 8.6 - I-35 Managed Lanes Study in Johnson and Wyandotte Counties, funded with \$1,000,000 of KDOT state funds.

The revisions are detailed in the attached pages. MARC's Public Involvement Plan requires that proposed amendments to the *UPWP* be released for public review and comment prior to adoption. No comments were received.

## POLICY CONSIDERATIONS:

Projects conducted through the *UPWP* may influence or result in changes to established transportation policies, plans and programs.

## BUDGET CONSIDERATIONS:

The amendment adds \$782,640 in FHWA TCSP program funds and local match and \$1,000,000 in KDOT state funds for an overall increase in the *UPWP* budget of \$1,782,640.

## RECOMMENDATION:

Approve Amendment #5 to the *2011 UPWP*.

## STAFF CONTACT:

Mell Henderson

**2011 UPWP Budget Amendments**

Work Element/Task Description	Original Budget	Amend #1	Revised Budget	Amend #2	Revised Budget	Amend #3 (1)	Revised Budget	Amend #4 (2)	Revised Budget	Amend #5	Revised Budget
1.1 Program Administration	419,489	0	419,489	7,500	426,989	0	426,989	0	426,989		426,989
1.2 Public Participation	250,511	0	250,511	17,000	267,511	0	267,511	0	267,511	-50,000	217,511
2.1 LU, Demographic, Comp Plnng	549,406	0	549,406	-42,500	506,906	0	506,906	-10,000	496,906	70,000	566,906
2.2 Long-Range Transportation Plan	198,948	0	198,948	0	198,948	0	198,948	5,000	203,948	-25,000	178,948
2.3 Modeling/Forecasting Activities	270,185	0	270,185	14,000	284,185	0	284,185	0	284,185	-25,000	259,185
2.4 Congestion Management System	62,843	0	62,843	80,000	142,843	0	142,843	0	142,843	0	142,843
2.5 Trans Research/Database	438,716	0	438,716	0	438,716	0	438,716	0	438,716	-70,000	368,716
2.6 5-County Regional Transportation Study	600,000	0	600,000	0	600,000	0	600,000	0	600,000	0	600,000
3.1 TIP	125,667	0	125,667	0	125,667	0	125,667	0	125,667	0	125,667
3.2 MoDOT Traffic Studies	470,061	0	470,061	0	470,061	0	470,061	0	470,061	0	470,061
4.1 Conformity of the LRTP and TIP	45,736	0	45,736	0	45,736	0	45,736	0	45,736	0	45,736
4.2 Mobile Source Elements CAAP	50,375	0	50,375	0	50,375	0	50,375	0	50,375	0	50,375
4.3 Plug-In Vehicle Readiness Planning	14,143	0	14,143	0	14,143	0	14,143	0	14,143	0	14,143
5.1 Active Transportation Planning	113,992	0	113,992	0	113,992	0	113,992	0	113,992	0	113,992
5.2 ITS Planning and Integration	69,516	0	69,516	0	69,516	0	69,516	5,000	74,516	-20,000	54,516
5.3 Safety Planning	124,736	0	124,736	0	124,736	0	124,736	0	124,736	0	124,736
6.1 Transit/Paratransit Planning	176,503	0	176,503	-66,000	110,503	0	110,503	0	110,503	100,000	210,503
6.2 KCATA Short-Range Transportation Planning	100,000	0	100,000	0	100,000	0	100,000	0	100,000	0	100,000
6.3 KCATA Transit Infrastructure and Passenger Amenities	250,000	0	250,000	0	250,000	0	250,000	0	250,000	0	250,000
6.4 Jackson County/Kansas City Regional Alternatives Analysis	2,500,000	0	2,500,000	-250,000	2,250,000	0	2,250,000	0	2,250,000	782,640	3,032,640
6.5 JCT Short-Range Transit Planning	125,000	0	125,000	0	125,000	0	125,000	0	125,000	0	125,000
6.6 JCT Long-Range Transit Planning	125,000	0	125,000	0	125,000	0	125,000	0	125,000	0	125,000
6.7 JCT Systemwide Planning Activities	937,500	0	937,500	0	937,500	0	937,500	0	937,500	0	937,500
6.8 I-35 Fixed Guideway Corridor Study	625,000	0	625,000	0	625,000	0	625,000	0	625,000	0	625,000
6.9 KU Medical Center Area Transit Study (MARC Portion)	0	0	0	10,000	10,000	0	10,000	0	10,000	0	10,000
6.9 KU Medical Center Area Transit Study (Non-MARC Portion)	0	0	0	65,000	65,000	0	65,000	0	65,000	0	65,000
6.10 SMP West Corridor Transit Study	0	0	0	0	0	0	0	17,841	17,841	0	17,841
7.1 Goods Movement Planning	54,964	0	54,964	0	54,964	0	54,964	0	54,964	0	54,964
8.1 Major Investment Studies	56,987	0	56,987	-20,000	36,987	0	36,987	0	36,987	20,000	56,987
8.2 First Tier EIS - I-70 Corridor	60,000	0	60,000	0	60,000	0	60,000	0	60,000	0	60,000
8.3 Feasibility Study: I-70 Dedicated Truck Lanes	TBD	0	TBD	0	TBD	0	TBD	0	TBD	0	TBD
8.4 Feasibility Study: I-35 from MO-KS State Line to Downtown	12,500	0	12,500	0	12,500	0	12,500	0	12,500	0	12,500
8.5 K-7 Corridor Development Study (MARC Portion)	70,780	0	70,780	0	70,780	0	70,780	0	70,780	0	70,780
8.5 K-7 Corridor Development Study (Non-MARC Portion)	58,000	7,196	65,196	0	65,196	0	65,196	0	65,196	0	65,196
8.6 I-35 Managed Lanes Study in Jo/Wy Counties	0	0	0	0	0	0	0	0	0	1,000,000	1,000,000
9.1 Airports/Heliports System Plan	TBD	0	TBD	0	TBD	0	TBD	0	TBD	0	TBD
<b>TOTAL</b>	<b>\$8,956,558</b>	<b>\$7,196</b>	<b>\$8,963,754</b>	<b>-\$185,000</b>	<b>\$8,778,754</b>	<b>\$0</b>	<b>\$8,778,754</b>	<b>\$17,841</b>	<b>\$8,796,595</b>	<b>\$1,782,640</b>	<b>\$10,579,235</b>

(1) Amendment #3 shifted \$10,000 within 2.1 from salary to contractual

(2) Amendment #4 also shifted \$15,000 within 2.1 from salary to contractual

## 6.4 Jackson County/Kansas City Regional Alternatives Analysis- Lead Agency: MARC

### Program Objectives

- Complete feasibility and financial analysis of a commuter rail and modern streetcar in downtown Kansas City, and Jackson County Mo.
- Manage study through a partnership with the Kansas City Area Transportation Authority (KCATA) and related local jurisdictions
- Utilize KCATA's past planning experience and operational expertise in the North/South corridor to lead study elements related to downtown streetcar
- Fulfill FTA Planning and Alternative Analysis requirements

### Background/Previous Work

The study will build on past systems-planning work conducted by MARC, KCATA, Kansas City and Jackson County, and will evaluate opportunities for high capacity fixed-guideway transit services, including fixed-guideway alternatives, on several regionally significant corridors. This Regional Alternatives Analysis will identify preferred services strategies for each corridor.

These system corridors include:

1. A I-70 commuter alignment heading east from Union Station, running in a shared corridor, to approximately the I-70/I-435 interchange, where it then runs east along I-70 through the cities of Independence, Blue Springs, Grain Valley, Oak Grove and Odessa.
2. A Rock Island alignment southeast of downtown, generally along Missouri Route 350, and specifically along the former Rock Island railroad right of way (not currently in railroad service) through the communities of Raytown, Lee's Summit, Greenwood and Pleasant Hill.
3. A downtown KCMO circulator system connecting Crown Center and Union Station with the Crossroads District, Downtown Kansas City, and the River Market area.
4. A US-71 commuter alignment running parallel to the US-71 facility from downtown Kansas City, Mo, through Grandview, Mo to Belton, Mo in Cass County.

The detailed regional grant application for the downtown, I-70, and Rock Island corridors can be viewed at:

<http://www.kcsmartmoves.org/pdf/JacksonCountyKCRegionalAlternativesAnalysisApplication.pdf>

The detailed grant application for the US-71 corridor can be viewed at:

<http://www.kcsmartmoves.org/pdf/US71-AA-Grant-Application-5-20-2011.pdf>.

### Program Activities and Products (18 months)

1. Develop transit alternatives for assessment
2. Develop and assess alternatives including proposed alignments, modes and costs
3. Assess financing options for construction and long term operations and maintenance
4. Develop and recommend financial scenarios
5. Select LPA and finalized financial plan

Funding – Commuter Corridor Element

Federal	\$ 1,260,000	FTA Sec. 5333
Federal	\$ 652,200	TCSP
<del>Local</del>	<del>\$ 315,000</del>	<del>Jackson County, MO</del>
Local	\$ 395,440	Jackson County, MO
Local	\$ 50,000	Three Trails CID
	\$ 1,575,000	
	<u>\$ 2,357,640</u>	

Funding – Street Car Element

Federal	\$ 540,000	FTA Sec. 5333
Local	\$ 135,000	City of Kansas City, MO
	\$ 675,000	

Funding – Combined Regional AA

Federal	\$ 1,800,000	FTA Sec. 5333
Federal	\$ 652,200	TCSP
Local	\$ 450,000	City of Kansas City, MO & Jackson County, MO
Local	\$ 130,440	Jackson County, MO & Three Trails CID
	\$ 2,250,000	
	\$ 3,032,640	

**8.6 I-35 Managed Lanes Study – Lead Agency: KDOT**

Program Objectives

- To assess the viability of a managed lanes concept on I-35 in Johnson and Wyandotte counties.

Background/Previous Work

KDOT is faced with a growing challenge of addressing congestion along I-35 in Johnson County and a limited ability to expand freeway capacity due to construction costs, right-of-way constraints, and environmental and societal concerns. For this reason, KDOT will be conducting a concept study for managed lanes through Johnson and Wyandotte counties, including assessments of High Occupancy Vehicle (HOV) lanes, High Occupancy Toll (HOT) lanes, bus on shoulder, ramp metering, variable speed limits, park and ride facilities, and contraflow lanes. The study will result in recommendations that will enable KDOT and its local and regional partners to consider the viability of a managed lanes concept on I-35 in Johnson and Wyandotte counties and would recommend specific improvements necessary to make such a concept work. The study should begin in late 2011 and have an 18 month timeframe.

Program Activities and Products (Estimated Completion Dates)

1. ACTIVITY: Concept Identification. Identify managed lane concepts to be evaluated in the study (TBD).
2. ACTIVITY: Assess Viability. Assess the viability of the managed lanes concepts (TBD).

3. ACTIVITY: Project Recommendations. Develop specific projects necessary to support a viable managed lanes concept (June 2013).

Funding

State	\$ 1,000,000	KDOT
Task Total	\$ 1,000,000	

## AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 4-c

### ISSUE:

VOTE: Approve the proposed *2012 Unified Planning Work Program* and authorize agreements with KDOT and MoDOT to receive CPG funds

### BACKGROUND:

The *Unified Planning Work Program (UPWP)* 1) describes the transportation planning activities MARC and other agencies will undertake during the year; 2) documents the proposed expenditures of federal, state and local funds in support of applications for various planning grants; and 3) provides a management tool for MARC and the funding agencies in scheduling major transportation planning activities, milestones and products. Major Transportation Planning Initiatives proposed for 2012 include:

- Monitor/Update Positions on Next Federal Transportation Authorization - Task 1.1
- Corridor Planning in conjunction with the Creating Sustainable Places project - Task 2.1
- Eco-Logical Planning on Regional Mitigation - Task 2.1
- Annual TO2040 Performance Measurement Report - Task 2.2
- KDOT 5-County Transportation Study Phase II - Task 2.6
- Traffic Operations and Management Strategic Planning - Task 5.4
- KCATA Transit Infrastructure and Passenger Amenities Needs Study - Task 6.3
- Alternatives Analyses for Downtown and Commuter Corridors - Task 6.4
- Mission Transit Center Operations Plan - Task 6.7
- Johnson County Transit Northeast Facility Planning Study- Task 6.7
- Shawnee Mission Parkway/Metcalf Corridor Improvements - Task 6.7
- KU Medical Center Area Transit Improvements - Task 6.7
- I-35 Bus on Shoulder Implementation Support - Task 6.8
- Freight Corridor Planning Pilot Project - Task 7.1
- MoDOT I-70 Environmental Impact Statement - Task 8.2
- KDOT I-35 Managed lanes Study in Johnson and Wyandotte Counties - Task 8.3

A draft of the *2012 UPWP* is available at:

<http://www.marc.org/transportation/UPWP/UPWP2012revised.pdf>

At the September meeting, TTPC authorized release of the Draft *2012 UPWP* for public review and comment. No comments were received. However, MARC did receive comments from the partner agencies and has modified the final draft as depicted in the attached summary.

### POLICY CONSIDERATIONS:

Projects conducted through the *UPWP* may influence or result in changes to established transportation policies, plans and programs.

## AGENDA REPORT

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Budget and Personnel Committee

### BUDGET CONSIDERATIONS:

The draft *2012 UPWP* has been developed based on the estimated continuation of federal transportation planning funds that have been available under the Safe, Accountable, Flexible, Efficient Transportation Equity Act - A Legacy for Users (SAFETEA-LU).

### COMMITTEE ACTION:

MARC hosted meetings on June 16, 2011 and August 16, 2011 with KCATA, Johnson County Transit, Unified Government Transit, KDOT, MoDOT, and USDOT representatives to coordinate development of the *2012 UPWP*. TTPC will consider approval of the *2012 UPWP* at its October 18<sup>th</sup> meeting.

### RECOMMENDATION

Approve the proposed *2012 Unified Planning Work Program* and authorize the executive director to enter into agreements with KDOT and MoDOT to receive Federal Consolidated Planning Grant funds.

### STAFF CONTACT

Mell Henderson

### **Changes to the Draft 2012 UPWP in response to planning partner comments**

1. Task 1.2 Public Participation – changed the third program activity/product from “PRODUCT” to “ACTIVITY.”
2. Task 2.1 Land Use, Demographic and Comprehensive Planning – added notations under program activities/products to show non-CPG funds that will be supporting some of the work elements.
3. Task 2.3 Modeling/Forecasting Activities – added notation under the final program activity/product to reflect use of the travel model in support of the CMP; reduced budget by \$10,000 to accommodate budget change in Task 5.4.
4. Task 3.2 MoDOT Traffic Studies – reduced the budget to reflect revised anticipated expenditures by MoDOT.
5. Task 4.1 Conformity of the Long-Range Transportation Plan and Transportation Improvement Program – added language under third activity/product to reference the Air Quality Forum and CMAQ Committee in addition to the Conformity Consulting Agencies.
6. Task 4.2 Mobile Source Elements of the Clean Air Action Plan – revised total CPG match required to correct math error.
7. Task 5.1 Active Transportation Planning – added explanatory language about the Safe Street for Bikes Program to the 6<sup>th</sup> activity/product.
8. Task 5.4 Traffic Operations and Management Planning – corrected “2012” to “2011;” increased budget by \$10,000 for contractual support.
9. Task 6.1 Transit/Paratransit Planning and Coordination – corrected “2012” to “2011.”
10. Task 6.4 Jackson County/Kansas City Regional Alternatives Analysis – corrected amount of local matching funds to be provided by Jackson County.
11. Appendix C Schedule 1 – budget amounts revised for Tasks 2.3, 3.2, 5.4, and 6.1 as noted above.
12. Appendix C Schedule 2 – budget detail revised to reflect changes to task 3.2
13. Appendix C Schedule 3 – Contractual item for Task 5.4 added; reference to Travel Time Survey removed from operating expenses item for in region travel; missing parentheses added for toolbox series training line item; salary, fringe, indirect, and rent amounts reduced collectively by \$10,000 to cover the contractual item in Task 5.4.
14. Appendix D – newer version of Indirect Cost Documentation included.

## AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 5

### ISSUE:

VOTE: Authorize amendment to agreement for housing planning and coordination services for Green Impact Zone

### BACKGROUND:

One of the priorities identified by neighborhood leaders to address distressed conditions in the Green Impact Zone is new housing investment. Through planning work undertaken with neighborhood leaders, six potential housing development projects have been outlined. In addition, nonprofit organizations, including LISC and the Enterprise Foundation have expressed interest in supporting housing investment in the zone, and several for-profit and non-profit housing developers have expressed interest.

Through the HUD Regional Sustainable Communities planning grant, resources are budgeted to support planning and coordination services that lead to implementation actions for housing investment.

The initial contract with APD is for \$120,000. As a result of the initial planning and coordination services provided by APD, a development team of Make it Right Foundation, Dalmark Corporation and BNIM Architects are working to redevelop the old Bancroft School into retirement housing and public spaces. Make it Right Foundation has raised \$80,000 toward the pre-development planning and design costs, and has asked MARC to support \$70,000 of the planning work, including community engagement, environmental review and housing design work. MARC has identified \$20,000 from its current Green Impact Zone budget, and is seeking the remaining \$50,000 from foundation and other sources. In addition, APD has continued to support housing plan development and its implementation, and an additional \$25,000 in HUD grant funds have been identified to support this work.

### RECOMMENDATION:

Authorize the executive director to amend MARC's agreement with APD Urban Planning and Management LLC in an amount not to exceed \$215,000 to support housing reinvestment in the Green Impact Zone.

### STAFF CONTACT:

Dean Katerndahl  
Anita Maltbia

## AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 6

### ISSUE:

VOTE: Authorize an application to the City of Kansas City Neighborhood Tourist Development Fund Grant to support a Volunteer Awards Reception and Neighborhood Leadership Summit in the spring of 2012 for neighborhood leadership throughout the Kansas City metro area

### BACKGROUND:

The Neighborhood Tourist Development Fund is a reimbursement grant program available to local not-for-profit organizations for the purpose of promoting Kansas City's neighborhoods through cultural, social, ethnic, historic, educational and recreational activities, while promoting the city as a premier convention, visitor and tourist center.

The Green Impact Zone program proposes to design and deliver a Volunteer Awards Reception, a Neighborhood Leadership Summit and community celebration in the spring of 2012 to accomplish the following:

- 1) Recognize volunteer leadership in the Green Impact Zone and throughout the community
- 2) Provide a high quality leadership training event complementing the Community Leadership Program developed by MARC's Government Training Institute for the Kansas City Neighborhood and Community Services Department.
- 3) Share best practices on community engagement and community transformation, including the work in the Green Impact Zone
- 4) Invite residents and visitors to join in an education fair and community celebration in partnership with Brush Creek Community Partners.

### RECOMMENDATION:

Authorize MARC on behalf of the Green Impact Zone to apply for the Neighborhood Tourist Development Fund Grant in an amount not to exceed \$41,000 to sponsor a Volunteer Awards Reception, Neighborhood Leadership Summit and community celebration.

### STAFF CONTACT:

Twana Hall-Scott  
Kourtney Woodbury

## **AGENDA REPORT**

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Budget and Personnel Committee

October 2011  
Item No. 7

**ISSUE:**

VOTE: Authorize agreement with the city of Camden

**BACKGROUND:**

The city of Camden Point has asked MARC to assist with the preparation of a grant application to the Missouri Department of Economic Development to support sewer system improvements. MARC assists small cities in preparing grant applications at no cost, and if awarded by the state, MARC would administer the grant for a fee.

**BUDGET CONSIDERATIONS:**

MARC's Small Cities Program staff will provide assistance for this project.

**RECOMMENDATION:**

Authorize the executive director to enter into an agreement with the city of Camden Point in the amount of \$22,000 to administer the program on behalf of the city.

**STAFF CONTACT:**

Marlene Nagel  
Molly McGovern

# AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 8

## ISSUE:

VOTE: Authorize contracts to carry out new federal grants

## BACKGROUND:

The Mid-America Regional Council has worked with community partners to submit applications for two major federal grant opportunities. The work plans for both grants included provisions to contract with various organizations to carry out the work.

The first is a grant program through the Centers for Disease Control and Prevention (CDC) as a result of the Affordable Care Act. This Community Transformation Grant program would enable state and local public health agencies and their community partners to invest in programs and services to address chronic disease, obesity, diabetes and tobacco use. MARC worked with the three local public health agencies serving Jackson County - Kansas City, Missouri, Independence and Jackson County health departments. Funds will be used to support areas in reducing tobacco use among teens and adults; supporting active living and healthy eating initiatives; increased use of high impact quality clinical prevention services in cooperation with the safety net providers; and promoting community design that results in safe and healthy physical environments. Contracts with each of the local public health departments would be for

Kansas City, Missouri Health Department:	\$200,000
Independence Health Department:	\$165,000
Jackson County Health Department:	\$150,000

The second grant is a combination of three federal grant programs led by the US Economic Development Administration to support strong industry cluster partnerships that result in job creation, increased exports, connecting dislocated and disadvantaged workers to new job opportunities in growing industries, and reducing the reliance by area companies on foreign workers hired through H1B visas. The other federal agencies are the Employment and Training Administration of the US Department of Labor and the Small Business Administration. MARC CSC will receive the EDA funds, the Full Employment Council will receive the training funds, and the UMKC Center for Innovation - KC Source Link will receive the SBA funds. The three lead organizations will partner with business organizations to carry out a program to support two industry sectors - advanced manufacturing and information technology. The following partner organizations were identified in the grant application:

University of Missouri Board of Curators on behalf of the UMKC Kansas City Innovations Center:	\$200,000
Mid-America Manufacturing Technology Center:	\$50,000
Johnson County Community College:	\$100,000
Metropolitan Community College:	\$75,000

## RECOMMENDATION

Authorize the executive director to execute agreements with local agencies as described above.

## STAFF CONTACT:

Marlene Nagel

# AGENDA REPORT

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Budget and Personnel Committee

October 2011  
Item No. 9

## ISSUE:

VOTE: Approve expenditures, applications for grant funding and acceptance of grant funds for homeland security/emergency services program

## BACKGROUND:

The MARC Board has authorized the agency to administer homeland security and bioterrorism preparedness grants, for which planning and trainings will be provided, and for which equipment and other resources will be purchased and provided to local first responder organizations.

## EXPENDITURES:

### UASI FY08, HSRT FY10

Vendor: Allen-Vanguard

Method: Sole Source

Two bomb suits for regional bomb squad;  
housed at Independence Police Dept.

\$55,000

### UASI FY09

Vendor: Medic Up

Method: Sole Source

A 40 hour local training delivered to 22 Tactical Medic personnel  
from the KC metro for the *Basic and Advanced Tactical EMS*  
training November 7-11, 2011.

\$19,000

### UASI FY10

Vendor to be Selected through RFP Process

Consultant for Regional Public Information Mutual Aid assessment.

The selection committee is evaluating two vendors, and will make  
a recommendation by the end of October

not to exceed \$68,850

### ASPR FY11

Vendor: PBA True Care Pharmacy

Method: Sole Source

Renwal of Statewide Pharmaceutical Cache  
(purchase order with payment in June 2012)

\$100,000

## RECOMMENDATION:

Authorize expenditures and contracts as listed above to support regional activities.

## STAFF CONTACT:

Erin Lynch

Cynthia Allen