December 18, 2018
11:15 a.m.
MARC Conference Center - 2nd Floor - Heartland Room

AGENDA

1. Financial and Program Reports and Discussion
   a. REPORT AND VOTE: Approve the Revised 2018 and Proposed 2019 Budget
   b. REPORT AND VOTE: Approve Local Government Dues for 2020
   c. REPORT AND VOTE: Authorize an agreement with RubinBrown for the 2018 audit

2. Approve Contracts, Grants and Other Major Expenditures

   TRANSPORTATION AND ENVIRONMENT
   a. VOTE: Authorize consultant contracts for three Planning Sustainable Places projects in Independence, Kansas City, and North Kansas City, Mo.

   COMMUNITY DEVELOPMENT
   b. VOTE: Approve Contract Extensions with Commenco and RAMBIS for 911 system maintenance services
   c. VOTE: Approve software support agreement with Datamaster for location information on all 911 calls
   d. VOTE: Approve the purchase of EventTracker Log Manager Software for 911 security monitoring efforts

3. VOTE: Approve Consent Agenda (Administrative Matters and Minor Expenditures)
   a. Approve the minutes of the November 27, 2018 meeting
   b. Amend contract with UrbanSim, Inc. for land use modelling services

4. Other Business

5. Adjournment
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. Free parking is available when visiting MARC. Visitors and guests should park on the upper level of the garage. An entrance directly into the conference area is available from this level. To enter this level from Broadway, turn west into the Rivergate Center parking lot. Please use any of the available spaces on the upper level at the top of the ramp.
ISSUE:
REPORT AND VOTE: Approve the Revised 2018 and Proposed 2019 Budget

BACKGROUND:
MARC’s annual budget is adopted each December for use as a management tool that will guide financial activity over the next fiscal year, which is the calendar year. Like most organizations, MARC has funding streams and programs that overlap and flow through multiple years. MARC’s budget has added complexities because the agency receives funds from more than 100 federal, state and local agencies and programs in a typical year, each with its own start and end dates and reporting requirements. During the course of the budget year, new programs may be initiated and new funding sources that support our Policy Goals may become available. It is our practice to revise the budget late in the year to capture any changes to the initial revenue and expenditure projections.

MARC’s 2019 Budget establishes a new reporting format of integrating the organization’s Work Plan and Budget. It is intended to be used on an ongoing basis, illustrating clearer linkages between revenue, expenditures, policy goals and work programs.

Staff reviewed the budget with the Budget and Personnel Committee at their November meeting, and will provide additional information at the December meeting.

Members of the MARC Board are asked to approve the revised budget and the proposed budget. The revised 2018 Budget adjusts expenditures based on actuals to date, and has been modified to reflect the transfers for indirect and fringe allocations as well as 911 expenses not previously included. The Budget document is available online at:


BUDGET CONSIDERATIONS:
Following are total budget numbers for the Revised 2018 and Proposed 2019 Budgets. Annual revenues and expenses differ in budget years due to fluctuations in fund balances.

<table>
<thead>
<tr>
<th></th>
<th>Revised 2018</th>
<th>Proposed 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$ 77,999,443</td>
<td>$ 81,931,030</td>
</tr>
<tr>
<td>Expenditures</td>
<td>78,265,391</td>
<td>81,990,503</td>
</tr>
</tbody>
</table>

RECOMMENDATION:
Approve the Revised 2018 and Proposed 2019 Budget.

STAFF CONTACT:
Carol Gonzales
Katelyn Click
Becky Hall
ISSUE:
VOTE: Approve Local Government Dues for 2020

BACKGROUND:
Counties and cities in the region support MARC programs in a number of ways. Although dues and voluntary contributions are less than 2% of MARC’s overall budget, they are unrestricted funds that provide a foundation for a broad range of regional programs and initiatives, and they can be used as matching funds to leverage federal, state and private grants.

The nine counties and six largest cities in the region (named as incorporating members in MARC’s bylaws) pay annual dues calculated on a per-capita basis. The five counties on the Missouri side of the region and the cities of Independence and Kansas City, Missouri, also pay an annual match (calculated per capita) as part of MARC’s Area Agency on Aging. Other cities in the MARC region are asked to pay basic dues based on population. In addition, all communities are asked to make program-specific voluntary contributions to the Government Training Institute (based on number of employees) and the Government Innovations Forum (calculated per capita).

In order to provide enough time for agencies to include MARC dues in their budget, staff brings modifications to the Board for consideration a year ahead, in this case the recommendation is for 2020. Last December, the Board approved a 2% increase for 2019. Staff is proposing the Board approve up to a 3% increase in 2020. Below is a chart that shows a five year history of contributions to each program, and attached is a more detailed schedule showing the amounts by agency, by program.

<table>
<thead>
<tr>
<th>Program</th>
<th>Actual 2016</th>
<th>Actual 2017</th>
<th>Actual 2018</th>
<th>Approved 2019</th>
<th>2% Increase 2020</th>
<th>3% Proposed 2020</th>
<th>Increase 2% to 3%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members’ Dues</td>
<td>$382,225</td>
<td>$389,877</td>
<td>$397,682</td>
<td>$405,643</td>
<td>$413,763</td>
<td>$417,823</td>
<td>$4,060</td>
</tr>
<tr>
<td>Aging Local Match - Missouri</td>
<td>70,886</td>
<td>71,785</td>
<td>73,751</td>
<td>75,225</td>
<td>76,731</td>
<td>77,480</td>
<td>749</td>
</tr>
<tr>
<td>Voluntary Dues</td>
<td>65,035</td>
<td>66,300</td>
<td>68,159</td>
<td>69,435</td>
<td>70,709</td>
<td>71,347</td>
<td>638</td>
</tr>
<tr>
<td>Government Innovations Forum</td>
<td>130,579</td>
<td>137,427</td>
<td>138,517</td>
<td>158,274</td>
<td>161,457</td>
<td>163,011</td>
<td>1,554</td>
</tr>
<tr>
<td>Government Training Institute</td>
<td>75,294</td>
<td>76,412</td>
<td>75,444</td>
<td>85,895</td>
<td>87,628</td>
<td>88,473</td>
<td>845</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$724,019</strong></td>
<td><strong>$741,801</strong></td>
<td><strong>$753,553</strong></td>
<td><strong>$794,472</strong></td>
<td><strong>$810,288</strong></td>
<td><strong>$818,134</strong></td>
<td><strong>$7,846</strong></td>
</tr>
</tbody>
</table>

A 3% increase yields $7,846 in additional revenue over a 2% increase. Additional aging match funding provides more senior services. Increasing the dues will help MARC to be more flexible and innovative with the start-up of new programs and could also be used to get closer to meeting our goal for the Long-Term Contingency Fund.

Over the next year, staff will study these (Members’ Dues, Aging Local Match, Voluntary Dues, GIF, GTI), and other local government fees such as the transportation project fees and the salary survey, then bring a final recommendation to the Board, not to exceed 3% for 2020.
RECOMMENDATION:
Approve up to a 3 percent increase in local government member and voluntary dues, GTI and GIF membership dues, and the Aging match for 2020.

STAFF CONTACT:
Carol Gonzales
Becky Hall
### MARC Local Dues Combined - Basic, Voluntary, GIF, GTI, and Aging

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Basic Local Dues</th>
<th>Voluntary Dues</th>
<th>GIF Dues Requested</th>
<th>GTI Dues Requested</th>
<th>Aging Local Dues</th>
<th>2019 Combined Total</th>
<th>Proposed 2020 Combined Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cass County</td>
<td>19,507</td>
<td>4,075</td>
<td>731</td>
<td>1,538</td>
<td>$25,851</td>
<td>$26,634</td>
<td></td>
</tr>
<tr>
<td>Clay County</td>
<td>28,732</td>
<td>5,433</td>
<td>2,925</td>
<td>3,080</td>
<td>$40,170</td>
<td>$41,387</td>
<td></td>
</tr>
<tr>
<td>Independence</td>
<td>15,293</td>
<td>6,791</td>
<td>4,387</td>
<td>3,080</td>
<td>$29,551</td>
<td>$30,444</td>
<td></td>
</tr>
<tr>
<td>Platte County</td>
<td>11,822</td>
<td>4,075</td>
<td>1,462</td>
<td>1,538</td>
<td>$18,897</td>
<td>$19,468</td>
<td></td>
</tr>
<tr>
<td>Ray County</td>
<td>5,000</td>
<td>2,715</td>
<td>336</td>
<td>1,538</td>
<td>$9,589</td>
<td>$9,726</td>
<td></td>
</tr>
<tr>
<td>Jackson County</td>
<td>77,482</td>
<td>8,152</td>
<td>5,851</td>
<td>27,535</td>
<td>$119,020</td>
<td>$122,623</td>
<td></td>
</tr>
<tr>
<td>Kansas City, MO</td>
<td>60,187</td>
<td>10,189</td>
<td>14,629</td>
<td>36,916</td>
<td>$121,921</td>
<td>$125,602</td>
<td></td>
</tr>
<tr>
<td>Johnson County</td>
<td>84,156</td>
<td>8,152</td>
<td>7,313</td>
<td></td>
<td>$99,621</td>
<td>$102,644</td>
<td></td>
</tr>
<tr>
<td>Kansas City, KS</td>
<td>19,084</td>
<td></td>
<td></td>
<td></td>
<td>$19,084</td>
<td>$19,664</td>
<td></td>
</tr>
<tr>
<td>Wyandotte County</td>
<td>11,843</td>
<td>6,791</td>
<td>5,851</td>
<td></td>
<td>$24,485</td>
<td>$25,225</td>
<td></td>
</tr>
<tr>
<td>Lee's Summit</td>
<td>11,960</td>
<td>5,433</td>
<td>2,925</td>
<td></td>
<td>$20,318</td>
<td>$20,932</td>
<td></td>
</tr>
<tr>
<td>Olathe</td>
<td>16,477</td>
<td>6,791</td>
<td>3,657</td>
<td></td>
<td>$26,925</td>
<td>$27,740</td>
<td></td>
</tr>
</tbody>
</table>

| Total Member's Dues | $405,643 | $0 | $82,178 | $57,380 | $75,225 | $620,426 | $639,051 |

- **Basehor**: 503 340 336  $1,179  $1,213
- **Belton**: 2,520 3,398 731  $6,649  $6,842
- **Blue Springs**: 5,731 4,075 1,462  $11,286  $11,591
- **Bonner Springs**: 797 680 336  $1,813  $1,856
- **Buckner**: 335 340 336  $1,011  $1,041
- **Claycomo**: 156 340 336  $832  $856
- **De Soto**: 623 680 336  $1,639  $1,687
- **Edgerton**: 182 340 336  $858  $883
- **Edwardsville**: 473 340 336  $1,149  $1,182
- **Excelsior Springs**: 1,208 2,037 336  $3,581  $3,685
- **Fairway**: 423 340 336  $1,099  $1,131
- **Garden City**: 179 340 336  $855  $880
- **Gardner**: 2,084 3,398 731  $6,213  $6,395
- **Gladstone**: 2,770 4,075 731  $7,576  $7,796
- **Grain Valley**: 1,401 2,037 336  $3,774  $3,884
- **Grandview**: 2,668 3,398 731  $6,797  $6,999
- **Greenwood**: 569 680 336  $1,585  $1,631
- **Harrisonville**: 1,092 680 731  $2,503  $2,575
- **Kansas City**: 1,228 2,037 336  $3,967  $4,083
- **Liberty**: 2,668 3,398 731  $6,797  $6,999
- **Lansing**: 1,016 680 336  $2,032  $2,090
- **Mission**: 1,016 680 336  $2,032  $2,090
- **Mission Hills**: 381 340 336  $1,057  $1,088
- **North Kansas City**: 459 340 731  $1,530  $1,574
- **Oak Grove**: 838 680 336  $1,854  $1,907
- **Osawatomie**: 485 340 336  $1,611  $1,614
- **Paola**: 611 680 336  $1,621  $1,673
- **Parkville**: 605 680 336  $1,621  $1,668
- **Peculiar**: 502 340 336  $1,178  $1,212
- **Platte City**: 511 340 336  $1,187  $1,221
- **Pleasant Hill**: 884 680 336  $1,900  $1,955
- **Pleasant Valley**: 323 340 336  $999  $1,028
- **Prairie Village**: 2,338 3,398 731  $6,467  $6,655
- **Raymore**: 2,093 3,398 731  $6,222  $6,404
- **Raytown**: 3,218 4,075 731  $8,324  $8,257
- **Richmond**: 632 680 336  $1,648  $1,695
- **Riverside**: 320 340 336  $996  $1,025
- **Roeland Park**: 734 680 336  $1,750  $1,800
- **Shawnee**: 6,781 5,433 1,462  $13,676  $14,069
- **Smithville**: 918 680 336  $1,934  $1,990
- **Spring Hill**: 593 680 336  $1,609  $1,655
- **Sugar Creek**: 365 340 336  $1,041  $1,071
- **Tonganoxie**: 545 340 336  $1,221  $1,256
<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Basic Local Dues</th>
<th>Voluntary Dues</th>
<th>GIF Dues Requested</th>
<th>GTI Dues Requested</th>
<th>Aging Local Dues</th>
<th>2019 Combined Total</th>
<th>Proposed 2020 Combined Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weatherby Lake</td>
<td>188</td>
<td>340</td>
<td>336</td>
<td></td>
<td></td>
<td>$864</td>
<td>$889</td>
</tr>
<tr>
<td>Weston</td>
<td>179</td>
<td>340</td>
<td>336</td>
<td></td>
<td></td>
<td>$855</td>
<td>$880</td>
</tr>
<tr>
<td>Westwood</td>
<td>164</td>
<td>340</td>
<td>336</td>
<td></td>
<td></td>
<td>$840</td>
<td>$865</td>
</tr>
</tbody>
</table>

Grand Total Local Dues

|               | $405,643 | $69,435 | $158,274 | $85,895 | $75,225 | $794,472 | $818,134 |

MARC Local Dues Combined - Basic, Voluntary, GIF, GTI, and Aging
**ISSUE:**
Authorize an agreement with RubinBrown for the 2018 audit

**BACKGROUND:**
RubinBrown audited MARC for fiscal years 2011 through 2015. During the fall of 2016, MARC staff conducted a request for proposals (RFP) process for the audits of fiscal years 2016 through 2020. The MARC Board of Directors approved the selection of RubinBrown for annual audit services with the understanding that the Board would reaffirm the engagement on an annual basis. It is now time to engage the audit firm for the audit of fiscal year 2018.

A summary of the actual and estimated fees are shown below. The audit firm’s 2016 to 2020 proposal included a provision for fees of $5,000 for each additional major Type A federal program above the three programs included in the base fee amount. Depending upon the variety and dollar amounts of actual federal grant funds expended during the calendar year and applying the Uniform Grant Guidance single audit selection criteria, it is uncertain how many major Type A programs will be audited until the final expenditures are known.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Base Fees</th>
<th>Additional Major Programs Audited ($4,000/$5,000 each)</th>
<th>Combined Fees Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$67,820</td>
<td>3</td>
<td>$83,020</td>
</tr>
<tr>
<td>2015</td>
<td>69,520</td>
<td></td>
<td>72,720</td>
</tr>
<tr>
<td>2016</td>
<td>66,700</td>
<td>1</td>
<td>71,700</td>
</tr>
<tr>
<td>2017</td>
<td>68,700</td>
<td></td>
<td>68,700</td>
</tr>
<tr>
<td>2018 Est.</td>
<td>70,760</td>
<td>1</td>
<td>75,760</td>
</tr>
</tbody>
</table>

RubinBrown is beginning the planning process for the FY 2018 audit. At this point in time, we anticipate that the audit firm may have to audit four major Type A programs (like 2016), resulting in estimated fees of approximately $75,760.

**BUDGET CONSIDERATIONS:**
Funding for the annual audit fees is included as an Indirect Cost in the Clearing Fund budget.

**RECOMMENDATION:**
Approve the RubinBrown audit engagement letter for FY 2018 at an estimated cost of $75,760.

**STAFF CONTACT:**
Carol Gonzales
Becky Hall
ISSUE:
VOTE: Authorize consultant contracts for three Planning Sustainable Places projects in Independence, Kansas City, and North Kansas City, Mo.

BACKGROUND:
For projects funded through Planning Sustainable Places (PSP), MARC will hold the contracts on individual projects, although the project leads and local match will be provided by the local sponsors. Details for three projects sponsored by the City of Independence, City of North Kansas City, and City of Kansas City, all in Missouri, are provided below. A qualifications based competitive selection process was used in the selection of all consulting teams.

1: Independence. The study will determine a preferred route that offers modal options and improves safety. Key components of the plan include:

- Integrate the Truman Connect into existing City plan and National Historic Trail Retracement Plan.
- Identify a single, optimal route from the Harry S. Truman Presidential Library and Museum to the Englewood Business District through the Historic Independence Square.
- Identify the type of transportation facilities to be implemented throughout the proposed route.
- A robust, engagement component including citizens, business owners and stakeholders, to achieve the priorities above.

MARC advertised the project from October 1 through November 2, 2018 on MARC’s website, DemandStar, and the National American Planning Association’s RFP page. There were six proposals received. A selection committee consisting of the City Engineer; the Community Development Director; the Redevelopment Coordinator; the Public Information Officer; both the Director and Assistant Director of Parks, Recreation, and Tourism; and the Assistant City Manager - Economic Development Administrator reviewed and interviewed four teams. MARC staff attended the interviews to insure federal guidelines were followed.

Using a competitive, qualifications-based selection process, the team of WSP and Vireo was recommended for this project. The team’s proposal will result in a plan that includes data collection and review, relevant planning study review, and preferred concepts for the studied segments including a phasing plan.

2. Kansas City, Mo. - 63rd Street. The study will examine three nodes along 63rd Street between Troost Avenue and Wornall Road. Key components of the plan include:

- Develop concept level design for improving pedestrian safety, accessibility, and mobility along the 63rd Street corridor with emphasis 3 key commercial activity centers located at the intersections of Wornall/Main (Brookside Shops), Oak, and Rockhill/Troost). Design concepts should be consistent with the City’s Complete Streets ordinance. In addition, design concepts should consider opportunities to incorporate green infrastructure in support of the City’s Smart Sewer program as well as opportunities to preserve and/or expand the urban tree canopy.
• Address areas of concern to the neighborhood and business groups which include: Integrate other on-going studies, planning efforts and contracted projects; connect the Trolley Track Trail from 62nd Terrace to Meyer Boulevard and beyond; improve the quality of the streetscape; and identify better ways to integrate parking into existing activity centers as well as new development.
• Develop guidelines for improvements to guide improvements between these nodes
• Provide a vehicle to coordinate improvements amongst several different public and private entities
• Identify implementation strategies and logical project phasing
• Provide meaningful opportunities for public engagement in the completion of the work.

MARC advertised the project from October 1 through November 2, 2018 on MARC’s website, DemandStar, and the National American Planning Association’s RFP page. There were thirteen proposals received. A selection committee consisting of City staff from the Public Works Department and the Planning Department, neighborhood representatives and the Southtown Council reviewed and interviewed five teams. MARC staff attended the interviews to insure federal guidelines were followed.

Using a competitive, qualifications-based selection process, the team of SWT Design, Trekk Design Group, LLC, and Groundswell Consulting was recommended for this project. The team’s proposal will result in a plan that includes an existing conditions analysis, previous plans review, community engagement, design guidelines and recommendations, and an implementation plan.

3. North Kansas City. The study will develop master bike plan for the City. Key components of the plan include:

• Identification of gaps in the bicycle network, as well as identification of supportive infrastructure needs, such as signals and detection, bicycle repair stations, bike parking, and street crossings, and conceptual plans for new facilities;
• Recommendations regarding public education and outreach to support and encourage bicycling, particularly among the “Interested but concerned” type of cyclist;
• Establishment of goals for shifting transportation modes from motorized vehicles to bicycling;
• Development of metrics and performance measures other than vehicular Level of Service; such as Multi-Modal Level of Service, Quality of Service, Level of Stress, or Accessibility; and establishment of targets to evaluate future projects;
• Implementation plan for future improvements to be used in capital improvement planning and future projects.

MARC advertised the project from October 1 through November 2, 2018 on MARC’s website, DemandStar, and the National American Planning Association’s RFP page. There were four proposals received. A selection committee consisting of City planning and a City Council member reviewed and interviewed three teams. MARC staff attended the interviews to insure federal guidelines were followed.

Using a competitive, qualifications-based selection process, the team of BikeWalkKC, WSP, and Hoxie Collective was recommended for this project. The team’s proposal will result in a plan that includes network planning, infrastructure planning, benchmarking and performance measures, project implementation guidance and partner coordination.
BUDGET CONSIDERATIONS:
The projects will use Planning Sustainable Places (Federal STP) funding with a required local match at follows:

1. Independence: Planning Sustainable Places (Federal STP) funding ($96,000) with the required local match of $25,000 provided by the City of Independence, Missouri CDBG funds.

2. City of Kansas City, Mo. - 63rd Street: Planning Sustainable Places (Federal STP) funding ($50,575) with the required local match of $80,000 provided by the City of Kansas City, Missouri, the Brookside Community Improvement District and the Troost Avenue Community Improvement District.

3. North Kansas City: Planning Sustainable Places (Federal STP) funding ($58,000) with the required local match of $25,000 provided by the City of North Kansas City, Missouri.

COMMITTEE ACTION:
The MARC Board authorized the award of the PSP funds to the three projects and the receipt of their local match on September 25, 2018.

RECOMMENDATION:
Authorize the executive director to enter into agreement for the following:

1. Independence: Agreement with WSP for Truman Connect project for an amount not to exceed $121,000.

2. Kansas City, Mo. - 63rd Street: Agreement with SWT Design for 63rd Street Corridor Project Development project for an amount not to exceed $130,575.

3. North Kansas City: Agreement with BikeWalkKC for NKC Bike Master Plan project for an amount not to exceed $83,000.

STAFF CONTACT:
Beth Dawson
Martin Rivarola
Ron Achelpohl
ISSUE:
VOTE: Approve Contract Extensions with Commenco and RAMBIS for 911 system maintenance services

BACKGROUND:
MARC's current 911 maintenance agreement with Commenco expires January 31, 2019; a new amended agreement will cover the one-year period between February 1, 2019, and January 31, 2020. Commenco will provide maintenance services covering all of the 911 equipment owned by MARC, including the two wireless selective routers, the back room equipment located at each public safety answering point (“PSAP”) and the MARC training center, the computer equipment located with the routers and at the PSAPs, and the interconnecting network equipment.

The current RAMBIS maintenance agreement expires February 28, 2019. The amended agreement will cover the one-year period between March 1, 2019, and February 28, 2020. Commenco agrees to provide maintenance and repair services for the eleven-site RAMBIS radio system. This includes alarm monitoring, performing preventive maintenance, running system health reports, troubleshooting of alarm conditions, configuration of equipment and restoration of systems back to normal operating condition.

BUDGET CONSIDERATIONS:
The cost of 911 maintenance services in 2019 totals $886,319.87, and the cost of RAMBIS maintenance services totals $82,523.52. The combined total for both agreements is $968,843.39.

COMMITTEE ACTION:
The Public Safety Communications Board approved these contract extensions at its December 12, 2018 meeting.

RECOMMENDATION:
Approve the amendment to the 911 maintenance agreement with Commenco, effective February 1, 2019 through January 31, 2020, and the amendment to the RAMBIS maintenance agreement, effective March 1, 2019, and February 28, 2020, in the amounts stated above.

STAFF CONTACT:
Eric Winebrenner
ISSUE:
VOTE: Approve software support agreement with Datamaster for location information on all 911 calls

BACKGROUND:
911 Datamaster is the manufacturer of the software used to provide ALI (Automatic Location Information) for all 911 calls in the region. When a 911 call comes in, the software provided by 911 Datamaster determines which third-party database provider is the correct one to request the location information from, and then supplies the received location back to the 911 system and ultimately the telecommunicator who is speaking with the caller. Previously, this support contract was coordinated through the manufacturer of our 911 call handling equipment, but is now being broken out to a direct relationship between 911 Datamaster and Mid-America Regional Council.

BUDGET CONSIDERATIONS:
The total cost of the agreement with Datamaster is $48,989. This expenditure is included in the 2019 regional 911 allocation budget.

COMMITTEE ACTION:
The Public Safety Communications Board approved the 2019 Public Safety Workplan and Budget at its December 12, 2018 meeting.

RECOMMENDATION:
Authorize the purchase of software support agreement with 911 Datamaster in the amount of $48,989.

STAFF CONTACT:
Eric Winebrenner
ISSUE:
VOTE: Approve the purchase of EventTracker Log Manager Software for 911 security monitoring efforts

BACKGROUND:
Ipswitch is the manufacturer of the network monitoring software that has been in use by the Public Safety department for a number of years. As part of an effort to increase overall security efforts, staff are looking to add an additional monitoring product offered by Ipswitch known as EventTracker. This software captures logs from servers, workstations and switches and presents them in an easily consumable format for review. These logs are especially helpful when trying to troubleshoot system failures, and in the instance of a security breach, will be capable of providing important forensic data for investigation efforts. While the department has not received a final report from the security audit performed earlier this year, it is anticipated that increased logging capability will be recommended.

BUDGET CONSIDERATIONS:
The total cost of the EventTracker Log Manager software is $38,109, which includes one year of support. This expenditure is included in the 2019 regional 911 allocation budget.

COMMITTEE ACTION:
The Public Safety Communications Board approved the 2019 Public Safety Workplan and Budget at its December 12, 2018 meeting.

RECOMMENDATION:
Authorize the purchase of EventTracker Log Manager Software in the amount of $38,109.

STAFF CONTACT:
Eric Winebrenner
ISSUE:
VOTE: Approve the minutes of the November 27, 2018 meeting

BACKGROUND:
The minutes of the November 27, 2018 meeting are enclosed.

RECOMMENDATION:
Approve the minutes of the November 27, 2018 meeting.

STAFF CONTACT:
David Warm
Mary Laird
COMMITTEE MEMBERS PRESENT
Commissioner Harold Johnson Jr., Unified Government of Wyandotte County/Kansas City, Kansas - MARC Board Treasurer
Councilmember Carol Suter, Gladstone, Missouri - MARC Board Chair
Commissioner Rob Roberts, Miami County, Kansas - MARC Board 1st Vice Chair
Commissioner Jimmy Odom, Cass County, Missouri - MARC Board 2nd Vice Chair
Mayor Carson Ross, Blue Springs, Missouri - MARC Board Secretary
Councilmember Curt Skoog, Overland Park, Kansas - MARC Board Immediate Past Chair
Commissioner Ron Shaffer, Johnson County, Kansas - MARC Board Past Chair
Commissioner Bob Holland, Leavenworth County, Kansas
Councilmember Fred Spears, Overland Park, Kansas
Mayor Pro-Tem Tom Van Camp, Independence, Missouri

STAFF PRESENT
David Warm, Executive Director
Ron Achelpohl, Director of Transportation and Environment
Marlene Nagel, Director of Community Development
Carol Gonzales, Director of Finance and Administration
Frank Lenk, Director of Research Services
James Stowe, Director of Aging and Adult Services
Jovanna Rohs, Director of Early Learning
Sasan Baharaeeen, Information Technology Program Director
Becky Hall, Financial Accounting Manager
Katelyn Click, Accountant III
Joanne Bussinger, Accountant III
Barbara Hensley, Public Affairs Program Director
Mary Laird, Executive Assistant

OTHERS PRESENT
None.

CALL TO ORDER
Commissioner Harold Johnson called the meeting to order at 11:02. Self-introductions were made.

FINANCIAL AND PROGRAM REPORTS AND DISCUSSION
David Warm reminded Board members that the annual budget review is a two-step process, with the initial presentation to the Board in November and a vote in December. He called the Board’s attention to the new format of the budget document, and the incorporation of the annual work plan. Combining the two helps the agency more clearly articulate the connections between resources and the work being done in each program area. Mr. Warm thanked staff for their work on the report and said that MARC intends to submit the budget to GFOA for the first time. For many years, MARC has received the GFOA Award of Excellence for its audit, but has never submitted the budget.

Mr. Warm provided a quick overview of the budget memo at the beginning of the document, which formally transmits the budget to the Board. He said the budget is stable, with some growth and some grants drawing to a close. He also highlighted broader organizational strategies to better serve the region through new business models and new partnerships, and to diversify funding streams.

Carol Gonzales provided an overview of the rest of the document, beginning with the regional vision statement and a description of the eight interrelated policy goals that MARC’s programs support. She reviewed the Budget-at-a-Glance pages, noting that unlike city and county budgets, it is normal for MARC’s revenues and expenses to not match up exactly. The budget provides a 12-month snapshot, but grants and other funding streams are on widely varying schedules.

Mayor Pro-Tem Tom Van Camp asked about a discrepancy in the expenses pie chart, and Ms. Gonzales said that staff had already discovered that the legend was incorrect. She said this draft document would be updated before the December Board meeting.

Ms. Gonzales quickly reviewed one of the work plan pages and said that the December meeting presentation would focus on the work plan section in greater detail. She then jumped ahead to review the budget highlights, including more detail on revenues and expenses, as well as the five separate funds. She also called attention to the appendix, which includes a description of MARC’s Indirect Cost Allocation Plan.

Mr. Warm said that either he or Ms. Gonzales would welcome comments over the next few weeks, and encouraged the Board to review the document prior to the December meeting.

APPROVE CONTRACTS, GRANTS AND OTHER MAJOR EXPENDITURES

VOTE: AUTHORIZE A LEASE AMENDMENT WITH PRICE BROTHERS DEVELOPMENT COMPANY AND EXECUTE A SUBLEASE WITH THE INSTITUTE FOR BUILDING TECHNOLOGY (IBTS)

Ms. Gonzales reported that MARC is seeking authorization to amend its lease with Price Brothers Development Company. She said that the Early Learning staff is adding positions due to the new Head Start grant and service delivery structure. The only available space for expansion is the area currently subleased by IBTS. After discussions with IBTS and the landlord, it was determined that MARC could amend its lease to add Suite 101 (a space MARC has leased in the past), and then sublease that space to IBTS.

DISCUSSION: Councilmember Curt Skoog noted that he would abstain from joining the discussion due to his business relationship with IBTS. Commissioner Johnson asked if IBTS had committed to staying in the new space for any length of time. Ms. Gonzales said it is their intent to stay for some time, and Mr. Warm noted that this is a low-risk solution for MARC, as Suite 101 is space the agency could use for other purposes should IBTS decide to leave. He also noted an intent for MARC and IBTS to deepen their relationship with new programs around information technology and shared services for
local governments. Ms. Gonzales said that the flexible relationship MARC has had with the building owners to expand and contract its space as needed has been of great benefit.

MOTION: Mayor Carson Ross moved for approval and Councilmember Carol Suter seconded. The motion passed with Councilmember Skoog abstaining.

VOTE: AUTHORIZE A CONTRACT WITH THE KANSAS EASTERN REGION INSURANCE TRUST (KERIT) FOR FINANCIAL SERVICES FOR 2019 AND 2020

Ms. Gonzales reported that MARC has provided financial and administrative services to KERIT since its inception in 1986 as a self-insurance program for workers’ compensation. KERIT currently serves 15 cities, two counties and one park and recreation district in Eastern Kansas. With the retirement of Dorothy Pope, Ms. Gonzales noted that MARC is reluctant to continue to provide administrative services. KERIT has issued a Request for Proposals seeking another agency to take on that portion of the work, while MARC will continue to provide financial and accounting services based on actual hours of service. She asked the Board to authorize the executive director to enter into a two-year contract to provide financial and accounting services to KERIT, with payment to MARC not to exceed $38,640 in 2019 and $39,799 in 2020.

MOTION: Commissioner Jimmy Odom moved for approval and Commissioner Ron Shaffer seconded. The motion passed.

VOTE: AUTHORIZE AN AGREEMENT WITH ALEXANDER OPEN SYSTEMS, A COMPUTER NETWORKING FIRM, FOR AN AZURE DIGITAL BACKUP AND SITE RECOVERY SYSTEM

Sasan Baharaeen reported that in 2016, MARC contracted with a consultant to study its IT business continuity capabilities and make recommendations for improvement. The consultant compiled a set of recommendations, most of which have been implemented or are underway. He said the final step is to move from the current tape backup system to a cloud-based Azure backup and recovery system. The process involves purchasing hardware; subscribing to Microsoft Cloud services; and implementing the new system. MARC sought proposals for the implementation step and received six proposals. Two firms were interviewed, and Alexander Open Systems (now known as Converge One AOS) was selected. Costs for the project include implementation services (estimated at $25,840) and ongoing subscription fees for Azure ($3,300 per month). Funds were budgeted for this purpose in the General Fund.

DISCUSSION: Councilmember Fred Spears asked if the agreement was for a one-year term and could be changed if we are not satisfied. Mr. Baharaeen said that yes, the agreement is for one year. He said there would be costs associated with changing vendors later, but it could be done. He also said MARC has been happy with the Microsoft cloud storage system in use for other projects. Councilmember Spears asked if a longer agreement could save money or if the price could be locked in for future years. Mr. Baharaeen said that the cost is based on usage - the megabytes of data transferred - and can be renegotiated each year. Mayor Pro-Tem Van Camp asked if that meant costs could change for the ongoing agreement at some point and Mr. Baharaeen said yes.

MOTION: Councilmember Spears moved for approval and Councilmember Skoog seconded. The motion passed.

VOTE: AUTHORIZE A GRANT APPLICATION TO THE FEDERAL ADMINISTRATION FOR CHILDREN AND FAMILIES TO EXPAND EARLY HEAD START

Jovanna Rohs reported that in October the Administration for Children and Families announced $4.8 million in new funding to expand existing Early Head Start (EHS) programs in four states (Kansas, Missouri, Iowa and Nebraska.) The deadline for application is November 30. She said that five of
MARC’s Early Head Start partners are interested in expanding, and asked the Board’s permission to seek funding to add 45 new EHS enrollment slots, for a total of 589 slots. Two programs would add new locations, and two would add new classrooms. The total application would be for $830,250, with $702,000 passed through to Ability KC, Front Porch Alliance, Learn-a-Lot, Lee’s Summit School District and United Inner City Services (St. Mark). $20,250 would be allocated to training and MARC would retain $108,000 for grantee oversight and administration costs. She asked for authorization for MARC to submit a grant application and accept and disburse funds as described if awarded.

DISCUSSION: Commissioner Johnson asked what the total grant funds for MARC’s Mid-America Head Start would be with this award. Ms. Rohs said combined Head Start and Early Head Start funds would total about $26 million per year.

MOTION: Commissioner Odom moved for approval and Councilmember Skoog seconded. The motion passed.

With the Board’s permission, the next three items were handled with a single vote.

VOTE: APPROVE CONTRACTS WITH ALLYCIA STROTHER, SHANNON VENERABLE AND CAROLYN MORRIS TO SERVE AS AGING ASSESSORS

James Stowe reported that due to increasing demand for comprehensive in-home assessments of clients, MARC is seeking to expand its capacity by adding three new contractors. Medicaid assessments are expected to increase from 275 per month to 400 per month. Selected through a competitive RFQ process, each contractor must meet or exceed employment requirements set out by the Missouri Department of Health and Senior Services for the position of Adult Protective and Community Service Worker II. The selected consultants, Allycia Strother, Shannon Venerable and Carolyn Morris, each meet or exceed those qualifications and all have prior experience in human services assessment. Each contract agreement is initially made for $25,000, and may be amended depending on productivity and the mix of assessments completed. Members of the Commission on Aging recommended approval at their November 19 meeting.

VOTE: ACCEPT SUB-RECIPIENT GRANT FUNDS FROM THE MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES FOR INDIVIDUALIZED FAMILY CAREGIVER TRAINING

Mr. Stowe next reported on a small but important grant for in-home caregiver training. The Missouri Department of Health and Senior Services recently issued an RFP for the provision of Individualized Family Caregiver Training, to be targeted to persons living with dementia. The RFP divided the state into four regions, and each is awarded separately. The Missouri Association of Area Agencies on Aging (MA4) elected to submit a statewide response that would cover each region, and divide awards equally among individual AAAs located within respective regions.

Although a very low dollar amount ($24,500), the processes and skills required for this training are close to those required for MARC’s integrated care initiatives, and it is therefore in alignment with strategic priorities. The award is to be renewed annually after the initial award period, until June 2021.

DISCUSSION: Mayor Pro-Tem Van Camp asked for confirmation of MARC’s role as a sub-recipient. Mr. Stowe said that MA4 would be the grant application, and MARC’s Area Agency on Aging would indeed be a sub-recipient.
VOTE: APPROVE A CONTRACT AMENDMENT WITH KC TAXI, LLC, TO PROVIDE TRANSPORTATION SERVICES FOR OLDER ADULTS

Mr. Stowe reported that during a competitive procurement process that took place last spring, MARC received no viable proposals for demand and demand lift-ramp transportation services for older adults. Demand transportation provides rides to high-risk older adults to medical appointments, grocery trips, pharmacy or other destinations when the client needs them, without needing to reserve the ride ahead of time. Demand lift-ramp transportation is the same service except that it includes vehicles equipped with wheelchair accessible lift-ramps.

As a result, MARC seeks to amend its contract with KC Taxi to continue providing demand and demand lift-ramp services through June 30, 2019, under an agreement initially set to expire last June and previously extended through December 31, 2018. The contract with KC Taxi would increase from $52,479 to $64,459.50, and increase of $11,980.50. Mr. Stowe said that this extension will allow additional time for community input and review, as transportation services are expected to alter dramatically under integrated care. He said the current arrangement is getting the job done, but there is room for improvement.

DISCUSSION: Councilmember Spears asked if companies like Uber or Lyft could be used for these services. Mr. Stowe said yes, that the Area Agency on Aging has been interested in exploring this option, but to date those firms have not been interested. One challenge is the need to provide lift-ramp equipped vehicles to meet Americans with Disabilities Act requirements. Councilmember Spears asked what percentage of those served require lift-ramp transportation, and Mr. Stowe said it is less than one-third. Commissioner Johnson asked for clarification on the increased cost for services provided by KC Taxi, and Mr. Stowe said the contract would keep the same unit price for services, just add more trips. Commissioner Johnson asked about the timeline for a new RFP and Mr. Stowe said it would be issued in the spring for State Fiscal Year 2020 services to begin in July 2019, following the normal RFP schedule.

MOTION: Councilmember Spears moved for approval of all three Aging and Adult Services items and Commissioner Odom seconded. The motion carried.

With the Board’s permission, the next three items were also handled with a single vote.

VOTE: APPROVE THE 2019 UNIFIED PLANNING WORK PROGRAM FOR FEDERAL TRANSPORTATION PLANNING

Ron Achelpohl reported that the Unified Planning Work Program (UPWP) is a required document that describes transportation planning activities MARC and other agencies will undertake during the year, documents proposed expenditures, and provides a management tool for scheduling of major planning activities, milestones and products. He highlighted several items included in the document, including work on the Regional Transportation Plan 2050, the Transportation Improvement Program, a household travel survey, an updated freight plan and, if funds are awarded, a multi-state freight plan. The UPWP also includes projects from partner agencies that can be used as match for federal funds. The draft 2019 UPWP was released for public review and comment in October and no comments were received. The Total Transportation Policy Committee approved the document at its recent meeting. Mr. Achelpohl said the recommended action would be to approve the UPWP and authorize MARC to receive 2019 Consolidated Planning Grant funds from the Kansas and Missouri Departments of Transportation ($1,010,262 and $2,754,756, respectively).
VOTE: AUTHORIZE A CONTRACT WITH BLACK AND MCDONALD FOR OPERATION GREEN LIGHT TRAFFIC SIGNAL ENHANCEMENTS

Mr. Achelpohl reported on a proposed contract for system enhancements to the Operation Green Light traffic signal coordination program. The project includes installation of 30 closed-circuit TVs at designated traffic signal locations in Kansas City, Missouri, to aid in monitoring traffic flow and incident management. It also includes additional wireless radio equipment for network communications in Blue Springs and Grandview. After a competitive bid process, OGL selected Black and McDonald to complete the work for an estimated $403,157.70. The project will be funded through federal Surface Transportation Program funds administered by MoDOT and Kansas ITS set-aside funds.

DISCUSSION: Commissioner Johnson asked if all traffic signals are included in the OGL system and if not, how to tell which ones are included. Mr. Achelpohl said approximately 700 of the 2,000 intersections in the region are included, and that a map showing the OGL-coordinated signals is available on the MARC website.

VOTE: ACCEPT FUNDS FROM PARTICIPATING LOCAL GOVERNMENTS FOR THE REGIONAL WATER QUALITY EDUCATION PROGRAM

Mr. Achelpohl reported that since 2003, MARC has assisted area communities in complying with state and federal stormwater permit requirements, including managing coordinated public education campaigns about the importance of clean water. Cities and counties that participate in MARC’s Water Quality Public Education committee contribute funds for the outreach campaign at a rate of 10 cents per capita. The Board is asked to authorize MARC to accept $155,000 from member cities and counties to fund the 2019 water quality campaign.

MOTION: Commissioner Rob Roberts moved for approval of all three items and Commissioner Bob Holland seconded. The motion passed.

REPORT AND VOTE: OVERVIEW OF REGIONAL SOLID WASTE MANAGEMENT STRATEGIES; APPROVE THE FY2019 MEMORANDUM OF UNDERSTANDING WITH THE MARC SOLID WASTE MANAGEMENT DISTRICT

Marlene Nagel reported that each year the MARC Solid Waste Management District (SWMD) receives grant funds from the Missouri Department of Natural Resources to support waste reduction and recycling efforts for Cass, Clay, Jackson, Platte and Ray counties and cities within those counties. The district uses these funds to conduct planning, administer grants, operate a regional household hazardous waste collection program and for public outreach and education. The district also coordinates with Kansas counties on solid waste management issues.

MARC provides administrative, organizational and planning activities for the district under an annual Memorandum of Understanding. MARC seeks Board approval for the MOU for the fiscal year beginning January 1, 2019. The SWMD 2019 budget totals $1,105,882 for district activities, including carry-over funds, new grant dollars and interest income. The MOU provides $707,464 in compensation to MARC. The budget will support $398,418 in pass-through grants, and support 3.5 full-time employees.

DISCUSSION: Commissioner Johnson asked for further detail on staff expenses in the budget. Ms. Nagel said the amount allocated for personnel includes salaries, fringe benefits, indirect costs and modest travel expenses.

MOTION: Commissioner Holland moved for approval and Commissioner Odom seconded. The motion passed.
Ms. Nagel reported that MARC receives grant funds through Missouri and Kansas to support regional homeland security planning, training and exercises, and the purchase of equipment in supplies. When equipment is purchased, MARC has traditionally handled the procurement and transferred ownership to the receiving jurisdiction. The state of Missouri has changed its process and now requires that MARC execute sub-awards to local agencies that receive equipment or supplies, personnel support or contracted training. She provided a list of expenditures for local agencies for 2017 and 2018 that require sub-awards to be authorized by the Board under the new procedure.

MOTION: Commissioner Holland moved for approval and Mayor Pro-Tem Van Camp seconded. The motion passed.

CONSENT AGENDA (ADMINISTRATIVE MATTERS AND MINOR EXPENDITURES)
Commissioner Johnson asked for a motion to approve the consent agenda, which included three items:  
   a) Approve the minutes of the October 23, 2018, meeting.
   b) Authorize a contract with Daryl P. Kelly, LLC, to provide on-call network support services for Operation Green Light

MOTION: Mayor Ross moved for approval and Councilmember Skoog seconded. The motion passed.

OTHER BUSINESS
Commissioner Johnson asked if there was any other business and none was presented.

ADJOURNMENT
The meeting was adjourned at 12:02 p.m.

MINUTES APPROVED:

____________________________________
Harold Johnson Jr., Chair

____________________________________
Date
ISSUE:
VOTE: Amend contract with UrbanSim, Inc. for land use modelling services

BACKGROUND:
To prepare the region’s long-range transportation plan requires forecasting the region’s land use patterns, in particular, where people and jobs will be located 30 years into the future and how many. MARC is updating its land use forecasting model for use in RTP 2050 to UrbanSim. Unlike MARC’s prior model, Paint the Town, UrbanSim is currently in use by many metropolitan areas around the country, including Phoenix, Denver, San Diego, Seattle and Detroit, and has recently been selected by several more, including Chicago, Philadelphia and Minneapolis. In the past, UrbanSim was only available for parcel-level modelling and implementation required hundreds of thousands of dollars in consulting over several years, plus dedicated staff to maintain the model locally. Beginning in 2016, UrbanSim, Inc. began offering a block-based model as a subscription in the “cloud.” MARC adopted this version of the model, as have many of the more recent licensees. For a metro the size of Kansas City, the cost is currently $18,000 per year. UrbanSim, Inc. also offers consulting at $200 per hour for support. MARC purchased 10 hours of consulting, bringing the total contract cost for the 2018-19 license to $20,000.

Kansas City has proved more difficult to model than most other metro areas due to its complex combination of growing, stable and declining areas with urban, suburban and rural characters. MARC staff has worked closely with UrbanSim, Inc. staff to enhance the model so that it better captures the region’s growth and development patterns. Much progress has been made. However, licensing the software as a service has meant that all of the improvements must be made by UrbanSim, Inc. staff, at MARC’s direction. This has proved somewhat cumbersome as MARC staff must first identify needed improvements, communicate the desired improvements to UrbanSim, Inc. staff, then wait for staff to be scheduled and the improvements implemented. As a result of this process, the time UrbanSim, Inc., so far has spent exceeds the ten hours MARC purchased in advance.

There is a certain segment of the model improvements related to specifying the appropriate variables and estimating their coefficients that MARC is capable of doing on its own, if allowed access to the software. UrbanSim has agreed to make MARC the first user in the country with such access. This should vastly speed up the model development and testing so that UrbanSim may be used to create forecasts and scenarios for RTP 2050.

The cost creating this access and the processes needed to accept MARC’s modifications is expected to be no more than $10,000, or 50 hours. Any unexpended time will be carried over to work on additional necessary model improvements as they are determined. It is expected that creating a path toward greater self-sufficiency of MARC will save money over the lifetime of the model’s usage. Previous land use models have had a lifetime of 10 to 20 years.
BUDGET CONSIDERATIONS:

<table>
<thead>
<tr>
<th>REVENUES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECTED EXPENSES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (salaries, fringe, rent)</td>
<td></td>
</tr>
<tr>
<td>Contractual</td>
<td>$10,000</td>
</tr>
<tr>
<td>Pass-Through</td>
<td></td>
</tr>
<tr>
<td>Other (supplies, printing, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDATION:
Amend contract with UrbanSim, Inc. for land use modelling services.

STAFF CONTACT:
Frank Lenk