



MEMO

To: Mid-MO RPC Board of Directors / Membership
From: Edward Siegmund, Executive Director
Date: **May 17, 2017/ Amended June 26, 2017**

Re: 2018 Work Program and Budget

Background

The Mid-Mo RPC 2018 fiscal year begins on July 1, 2017 and ends June 30, 2018. In accordance with our by-laws, an annual budget is prepared to coordinate the work program and staffing requirements to our budget for the fiscal year. This information is submitted to the Board for your review and comment.

Work Program FY18

Our work program for the upcoming year will continue to focus on activities to assist our local government membership. Activities include providing technical assistance to local governments to address local infrastructure and development needs, community planning, transportation planning, Region F Regional Homeland Security Oversight Committee administrative assistance, hazard mitigation plan updates, and GIS mapping activities.

As in previous years, the Mid-Mo RPC will continue our planning partnership agreements with Federal and State Agency planning partners. These include: the Economic Development Administration (EDA), Missouri Department of Transportation (MoDOT), Missouri State Emergency Management Agency (SEMA), Missouri Department of Economic Development (MoDED), and the Office of Homeland Security (OHS).

The work program is broken down into the following categories: General Operations, Economic and Community Development, Transportation, and Natural Resources /Emergency Management.

General Operations/Administration

An underlying and important task carried out by the RPC is the administrative operational support functions. These supporting functions include financial tracking and reporting requirements, website development and maintenance, meeting coordination activities, and the daily management of staff activities.

- Annual Audit procurement and execution
- Monthly financials – timesheet/expense tracking

- Continue the update and enhancement of the www.mmrpc.org website.
- E-blasts, newsletter, and annual report.

Economic and Community Development

The Mid-MO RPC staff will provide technical assistance to communities on community and economic development issues of local and regional importance. This activity will include assisting in project development, assisting in the preparation of grant funding applications, assistance in community strategic planning needs, and support to local economic development agencies.

Activities to include, but not be limited to assisting with the following projects for our local governments:

- City of Armstrong infrastructure grant (street / wastewater collection)
- Boone County Infrastructure grant. Transportation improvements for American Outdoor Brands distribution center.
- City of Bunceton. Wastewater improvements.
- Callaway County Regional Sewer District Study (Cedar Creek Watershed)
- City of Columbia/University of Missouri. Discovery Ridge Research Park Development
- City of Holts Summit (Infrastructure- Pro Foods expansion)
- City of Holts Summit I/I Project- (Antweiler/Steepleman Neighborhood)
- City of Jefferson. Fair Housing Assessment Study.
- City of Lohman- Senior Center Improvement Project.
- City of Russellville Wastewater Project
- St. Thomas Demolition Project (CDBG)
- Disaster Planning Activities – (MoDED CDBG funded) including:
 - Centralia Comprehensive Plan
 - Cooper County Warning Siren /Safe Room funding
 - GIS mapping activities for disaster planning

Mid-MO RPC will strive to provide linkages between communities and organizations to sources of funding for economic development activities. Our activities will include:

- Continued support of the Mid-MO RPC Economic Development Advisory Committee (EDAC) including facilitating EDAC meetings on a bi-monthly basis.
- Continued coordination with individual county economic development organizations- REDI- Columbia-Boone County, FADC-Callaway County, Jefferson City Chamber of Commerce (Cole County), City of Boonville (Cooper County), MRED (Moniteau County) and HEDC (Howard County). This activity includes providing information, giving presentations on local planning procedures and community development strategies, assisting with mapping needs, coordinating discussions with state regulatory and funding agencies, EDA grant writing assistance, as well as, assisting local economic development organizations with grant funding requests and grant assistance to other federal and state agencies to fund economic and community development projects.
- Assist planning partners and other regional organizations with their identified economic development activities (local chambers of commerce and not-for-profit organizations, Missouri Enterprise, and Central Missouri Workforce Development).

Transportation

Mid-MO RPC will continue to support community involvement in transportation planning processes continue our partnership with the Missouri Department of Transportation (MoDOT), and through our transportation studies and mobility pilot project develop safe, reliable, and efficient transportation systems within our communities, and encourage a diversity of transportation options in the Region.

- Continued partnership with MoDOT on transportation planning activities as identified in the Mid-Mo RPC Transportation Work Program. This work program is submitted to MoDOT for approval. Key activities including update of the region's transportation plan, annual review of transportation needs and priorities, continued coordination with the transportation advisory committee, and assistance to local community membership with transportation plans and studies, and funding linkages for projects.
- Continued development of the Rides Mobility Management Transportation Coordination Project. At present- funding for this project ends December 31, 2017.
- Update of the Coordinated Public Transit- Human Services Transportation Plan

Natural Resources/ Emergency Planning Activities

Work activities in this category include the update of hazard mitigation plans, development of regional natural resource studies (wastewater, clean water,), environmental reports for project development, and administrative and procurement support to the Area F Regional Homeland Security Oversight Committee (Region F RHSOC).

Specific projects identified for the upcoming year include:

- Callaway County Regional Sewer District Study (Cedar Creek Watershed)
- Ricketts Lake Development (Fayette/Howard County)
- Environmental reports to support grant funding requests as may be required- (potentially Lohman and Centralia)
- Callaway County Hazard Mitigation Plan update
- Cooper County Hazard Mitigation Plan update
- Howard County Hazard Mitigation Plan update
- Moniteau County Hazard Mitigation Plan update
- Area F RHSOC administrative and procurement support
- Deployable Asset Inventory
- Individual Wastewater Improvements (RLF Program)

FY18 Budget

The proposed budget covers the work program for the period of July 01, 2016 thru June 30, 2018. All identified funding sources are either under contract, have work programs under review by federal or state agencies, or are carry-over funding for project activities.

Revenue

The projected revenue for the fiscal year totals \$ 858,873. This includes projected pass-thru funding of \$436,500, Revenue available for operational support totals \$422,373. Funding sources are identified as the following:

Federal:	\$475,000	EDA Planning Partnership Grant, OHS –Region F
State:	\$260,000	MoDOT, MoDNR, DED, SEMA , OA
Local:	<u>\$123,873</u>	CDBG administration and environmental reports, dues,
Total:	\$858,873	

Significant revenue sources for the upcoming fiscal year include:

- Local dues - projected at \$80,943.
- Economic Development Administration- \$70,000 (planning partnership grant)
- MoDOT-\$ 64,705 (transportation planning work program)
- SEMA - hazard mitigation plan updates- \$60,000
- OHS-Region F RHSOC (excluding pass-thru funds) - \$40,000
- MoDED CDBG disaster planning grant- \$39,600

Revenue totals reflect an increase in funding of \$4,000 from the Economic Development Administration from \$66,000 to \$70,000. Revenue from transportation planning activities will generate a total of \$156,205. The transportation funding total includes \$71,500 in pass-thru funding to Central Mo Community Action, who is providing project development support for our “Mo Rides” transit pilot project which will end December, 2107. Other revenue source which will be available for this fiscal year only include SEMA hazard mitigation plan updates for Callaway, Moniteau, and Howard counties, and disaster planning funds from the MoDED to promote and develop planning activities to mitigate impacts from disaster events..

Dues for the upcoming year is calculated using the dues rate of .30 per capita for each city and county based on updated 2010 census data. This is the same dues rate since reorganization of the planning commission in 1998. Currently, a sub-committee is evaluating potential adjustments to our dues structure, and I anticipate a recommendation being made to our Board of Directors at the June, 2017 meeting. The total dues revenue projection is \$80,943.

100% of the projected revenue to be used for work program expenses for the fiscal year is either under contract, or in the process of contractual agreements. For example- the updates for the county hazard mitigation plans have been approved by SEMA, but contractual agreements between the Counties and RPC still need to be completed.

It is anticipated that future projects and accompanying contracts will be added within during the year. We review our budget monthly with the Executive Committee and or Board, and will recommend any substantial adjustments during our budget revision discussion in December.

Expenditures

The projected FY18 budget operation's expenditures and projected reserve fund contribution totals \$366,830. Personnel costs (salary, fringe, LAGERS, unemployment insurance) comprise 74.7% of the operational costs. Other expenses are reflective of previous yearly expenditures for the particular budget line item. Adjustments have been made to contracted activities (\$7,500), and software (5,000).

Personnel Costs

Personnel cost is the largest budget expense category with the projected expenditure level for all personnel costs (salary, fringe, retirement, unemployment) for FY18 at \$274,032. The projected total salary expenditure is \$243,437. The budget recommends maintaining a staffing level at 5 employees - Executive Director, Community and Economic Development Planner, Regional Planner, Fiscal /Office Manager, and Administrative Assistant. The salary budget does include \$10,000 for the use of interns to assist staff with project delivery.

- The budget includes funds for a merit increase for existing staff reflecting a 2% average salary adjustment. The salary adjustment total funding pool is \$4,648. This includes a cost of living adjustment of .8 % for all employees (\$1,830), and a salary merit pool of 0-3% (\$2,818). Salary adjustments are based upon work load demands and performance, and a comparison of salary surveys for like positions from other Missouri regional planning commissions. These salary adjustments and levels are reviewed with the Executive Committee.
- Employee benefits include participation in the LAGERS retirement program. The LAGERS program for the Mid-Mo RPC is the L-7 program which is a 1.5% benefit factor. Employees contribute to the retirement program (4%), with the Mid-MO RPC responsible for the remaining retirement cost. LAGERS expense decreased from 5.2% to 5.0 %.
- The RPC does not offer health insurance to employees. In FY16 (July01,2015) employee health care reimbursement was dropped due to increasing costs associated with the Affordable Care Act reclassifying a healthcare reimbursement as a group health policy. The reimbursement amounts were directed to employee salaries at that time.

Operating Expenses: /Rent/ Maintenance/Travel

The operating expenses for FY18 total \$79,740. Increased operational costs from previous years include:

- Contracted Program Activities- \$16,100. To pay fee and/or matching requirements for the Callaway, Howard, and Moniteau Hazard Mitigation Plans, and the "Mo Rides" mobility transportation pilot project.
- Software- \$5,000. For license agreements (ESRI-GIS mapping) and to upgrade our IT hardware. Funds are allocated for an anticipated upgrade of our windows operating system software.
- Equipment-\$4,000. Continued upgrade of computers (systematic rotation), and to purchase audio-visual equipment for meeting room.

Annual operating expenses include:

- Annual Audit- \$4,000

- Insurance- We maintain several insurance policies including: business liability, dishonesty bond, errors and omissions and workman's compensation- \$2,400
- Rent- \$10,620. Same rate for past 15 years.

Professional Development – Training

The budget includes funds to support staff professional development, and for mandated out of region travel. In FY18, Staff (Executive Director) will attend the professional development retreat coordinated through the Missouri Association of Councils of Government. Pending work activity- staff may attend the EDA Western Region grant monitoring/training meeting. While attendance is not mandated, our EDA Planning Partnership contract is a key funding source for our operations, and grant funding support for larger economic development projects in the Region- such as Discovery Ridge and Kemper Redevelopment in Boonville.

The Missouri Municipal League offers a certified municipal official and elected official training opportunities, and funds are reserved for Staff that may have an interest in pursuing this training opportunity. Other out of region travel/training may include the Governors Economic Development Conference and/or Missouri Economic Development Council annual meetings, GIS training (ESRI-St. Charles) and the SEMA Conference in Branson.

Reserve Fund Allocation

The budget includes a reserve / budget surplus of \$69,001. The organization has been unable to contribute to its reserve fund the past five years as anticipated projects were delayed. Our budget revenue is conservative, with all projects under contract. It is hopeful and anticipated to be able to add additional funds to the organization's reserve fund. Our current reserve balance is \$141,953.