



MEMO

To: Mid-MO RPC Board of Directors / Membership
From: David Bock, Executive Director
Date: **June 27, 2018**

Re: 2019 Work Program and Budget

Background

The Mid-MO RPC 2019 fiscal year begins on July 1, 2018 and ends June 30, 2019. 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 FY19

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, 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), and the Office of Homeland Security (OHS). The two-year planning partnership with the MoDED has concluded and will not be continuing into FY19; however, we will continue to work closely with the MoDED on Community Development Block Grant projects in FY19 as well as looking for other ways to partner with MoDED throughout the year. Likewise, our planning partnership with Missouri Emergency Management Agency will change for FY19. There are no SEMA Hazard Mitigation Plans in our region to update in FY19; however, we anticipate beginning work on the Boone County Hazard Mitigation Plan in FY20.

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.midmorpc.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:

- 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. MU Life Science Incubator Expansion.
- 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- City Hall/Community Center Improvement Project.
- City of Russellville Wastewater Project.
- City of Fayette Wastewater Project.
- City of Centralia / Show-Me Shortline - Randolph Road
- City of Centralia Demolition Project.

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 Mobility Management Transportation Coordination Project.

Natural Resources/ Emergency Planning Activities

Work activities in this category include 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)
- Environmental reports to support grant funding requests as may be required- (potentially Fayette, Lohman and Centralia)
- Area F RHSOC administrative and procurement support
- Deployable Asset Inventory

FY19 Budget

The proposed budget covers the work program for the period of July 01, 2017 through 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 FY19 totals \$806,258. This includes projected operating revenue of \$336,819 pass-through funding of \$469,439. Funding sources are identified as the following:

Significant revenue sources for the upcoming fiscal year include:

- Local dues projected at \$87,166.
- Economic Development Administration (EDA)- \$70,000 (planning partnership grant)
- MoDOT- \$64,705 (transportation planning work program)
- OHS-Region F RHSOC (excluding pass-through funds) - \$35,122
- CDBG administration services (multiple projects) totaling \$65,326

Revenue totals reflect the Economic Development Administration continuing to fund Mid-MO RPC at a \$70,000 per year level. Revenue from transportation planning activities will generate a total of \$69,705 in non-pass through funding which includes both funding from the MoDOT work program and \$5,000 in non-pass through funding from the Mobility Management Project.

Dues for the upcoming year are calculated using the dues rate of .31 per capita for each city and county based on updated 2010 census data with a cap on dues set a \$20,000 per member. The dues rate represents a .01 per capita increase from the previous fiscal year. This marks the first time the organization has had a dues rate increase since it was reorganized in 1998.

It is anticipated that future projects and accompanying contracts will be added within during the year. We review our budget once per month with either our Executive Committee or Board of Directors or at our Regional Planning Commission Quarterly Luncheon Meeting. Any substantial adjustments to the budget will take place during our budget revision discussion in December.

Expenditures

The projected FY19 budget operation's expenditures total \$302,329. Personnel costs (salary, fringe, LAGERS, unemployment insurance) comprise 79.4% of the operational costs. Other expenses are reflective of previous yearly expenditures for the particular budget line item.

Personnel Costs

Personnel cost is the largest budget expense category with the projected expenditure level for all personnel costs (salary, fringe, retirement, unemployment) for FY19 at \$240,339. The budget recommends maintaining a staffing level at 5 employees - Executive Director, Regional Planner/Community and Economic Development Planner, Regional Planner/Transportation Planner, Fiscal Officer/RHSOC Coordinator, and Administrative Assistant. The salary budget also includes \$12,500 for the use of an intern(s) to assist staff with project delivery.

- The budget includes funds for a merit increase for existing staff reflecting a 2% - 5.6% salary adjustment for the staff members receiving pay increases. 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 of 5.0%.
- The RPC does not offer health insurance to employees. In FY16 (July 01, 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/Meeting Expenses

The operating expenses for FY19 total \$54,990. Increased operational costs from previous years include:

- Misc. line item was increased from \$1,000 to \$2,500. This line item now includes two key expenses: Microsoft 365 migration and non-profit fees. Migration to Microsoft 365 is driven by both a need for off-site cloud storage and the need for better office collaboration on projects. The lowest quote to date for migration to Microsoft 365 is \$850. There is also \$1,000 set aside in this line item to pay for fees associated with reestablishing the organization's non-profit.

Annual operating expenses that are important to note include:

- Rent- \$10,620. Same rate for past 16 years.
- Insurance- We maintain several insurance policies including: business liability, dishonesty bond, errors and omissions and workman's compensation- \$2,000
- Annual Audit- \$4,000

Professional Development – Training

The budget includes funds to support staff professional development, and for mandated out of region travel. Conferences and workshop trainings line item was increased from \$1,500 to \$2,000. In FY19, the Executive Director will attend the professional development retreat coordinated through the Missouri Association of Councils of Government. Other out of region travel/training may include the Governors Economic Development Conference and/or Missouri Economic Development Council annual meetings, and GIS training.

Attending trainings and workshops are important to ensure that the RPC maintains a professional staff that understands current funding opportunities and requirements tied various funding sources. They are

also important opportunities for staff to learn best practices from other organizations that can be implemented in the Mid-MO region.

Reserve Fund Allocation

The budget includes a reserve / budget surplus of \$34,490. It is hopeful and anticipated to be able to add additional funds to the organization's reserve fund. Our current reserve balance is \$117,115.34.

BUDGET FY19 - REVENUE

General-Operations/Matching

	FY19 Budget	Total Funding / Contract	Comments	FY18 Budget	FY18 Projected
Carry-Over Previous FY	5,000			5,000	14,117
Dues	87,166		0.31 dues rate and Columbia \$20,000	80,943	81,276
State of MO- OA	4,500	9,000		4,500	8,901
Subtotal	96,666			90,443	104,294
Economic and Community Development					
EDA	70,000	70,000		70,000	70,000
CDBG Admin- Boone County/AOB	37,500	50,000		12,500	0
CDBG Admin- Armstrong	0	0	Closed Out	4,500	19,500
CDBG Admin- Bunceton	5,000	20,000	\$0 invoiced to date	5,000	0
CDBG Admin- Holts Summit Pro Foods	4,500	18,000	\$13,500 invoiced to date	4,500	0
CDBG Admin- Holts Summit WW	4,500	18,000		4,500	0
CDBG Admin- St. Thomas	0	0	Closed Out	2,125	2,125
CDBG Admin- Russellville	4,500	18,000	\$4,500 invoiced to date	4,500	4,500
CDBG Disaster Planning (MACOG)	0	0	Closed Out	39,600	25,600
CDBG Admin- Lohman	0	5,000	Funding not announced until Aug 18	0	0
CDBG Admin- Centralia Randolph Road	4,326	17,307		0	0
CDBG Admin- Centralia Demolition	0	15,940	Funding not announced until Aug 18	0	0
CDBG Fayette Wastewater	5,000	20,000			
Subtotal	135,326			147,225	121,725
Transportation					
MoDOT Planning Program	64,705	64,705		64,705	58,521
(HSCTP)Coordinated Transportation Plan	0	0		20,000	12,191
Mo Rides Mobility Project (5310)	63,526	195,400	\$63,526.81 remaining; Budget includes \$5,000 operating, \$58,526 pass through	71,500	25,872
Subtotal	128,231			156,205	96,585
Emergency Management					
Howard County Hazard Mitigation Plan	0	0		20,000	20,000
Moniteau County Hazard Mitigation Plan	0	0		20,000	20,000
Callaway County Hazard Mitigation Plan	0	0		20,000	20,000
RHSOC FY15 - Regionalization and M/A	0	0			
RHSOC FY16 - Regionalization and M/A	0	0		20,000	13,440
RHSOC FY17 - Regionalization and M/A	19,913	31,457		20,000	11,544
RHSOC FY18 - Regionalization and M/A	15,209	30,419		0	0
RHSOC Procurement Funds FY15	0	0		25,000	0
RHSOC Procurement Funds FY16	0	0		200,000	92,331
RHSOC Procurement Funds FY17	199,756	211,157		140,000	12,235
RHSOC Procurement Funds FY18	211,157	211,157		0	0
Subtotal	446,035			465,000	189,549
Total (Operational and Pass-through)	806,258			858,873	512,152
Pass-through	469,439			436,500	120,829
Total Operational	336,819			422,373	391,324

Pass-through					
FY15-RHSOC Procurement Funds FY15	0			25,000	0
FY16-RHSOC Procurement Funds FY16	0			200,000	92,331
FY17-RHSOC Procurement Funds FY17	199,756			140,000	12,235
FY18-RHSOC Procurement Funds FY18	211,157			0	0
MoRides- Mobility	58,526			71,500	16,263
Pass-through Total	469,439			436,500	120,829

FY19 Budget - Expenses				
	FY19 Budget	FY19 Comments	FY18 Budget	FY18 Projected
PERSONNEL SERVICE				
Salary	213,638		245,728	247,346
Fringe	16,344	7.65%/FICA-6.2%/MEDI-1.45%	18,798	19,593
LAGERS	10,057	5%	11,786	9,559
Unemploy Ins.	300		300	300
<i>Med Ins. Reimbursement</i>	0		0	0
TOTAL PERS SERV	240,339		276,612	276,798
OPERATING EXPENSES				
Advertising	2,500	legal notices- job ads	2,500	2,542
Audit	4,000		4,000	3,800
Cell Phone	300		1,020	909
Computer Consultant	750	as needed- Rich Buzzard	750	595
Contracted Program Activities	600	MACOG 3%	6,100	4,270
Copy Machine Mtn.	3,600		3,600	3,600
Equipment	3,000	Computer upgrades	4,000	2,017
Expendable Supplies	2,000		2,000	700
Furniture/Office Renovation	1,500		1,500	496
Insurance	2,000		2,000	2,000
Main Phone/Internet Connection	1,320	New internet and phone provider	3,300	2,850
Miscellaneous	2,500	Cloud migration & non-profit fees	1,000	6,850
Postage	1,000		1,000	350
Software	3,500	ESRI; Microsoft and Acrobat Upgrad	3,500	2,600
Web Site Reg./Dev	1,300	Maycreate	1,200	1,233
TOTAL OPERATING	29,870		37,470	34,812
OFFICE RENT/MAINT.				
Rent	10,620		10,620	10,620
Cleaning/Snow Removal	800		800	625
Utilities	3,200		2,800	2,963
TOTAL	14,620		14,220	14,208
PROFESSIONAL DEVELOPMENT				
Membership Dues	4,500		5,500	4,128
Publications/Subscriptions	500		500	434
Conferences & Workshops	2,000		1,500	214
PD- TOTAL	7,000		7,500	4,776
TRAVEL-TOTAL				
	6,000		6,000	4,275
MEETING EXPENSE				
Board/TAC/RPC	2,000		1,250	2,050
Other Meetings	1,000		1,250	887
Annual Meeting	1,500		1,650	1,347
MEETING-TOTAL	4,500		4,150	4,284
TOTAL				
	302,329		345,952	339,152
Grant Pass-Thru	469,439		436,500	259,199
Revenue Surplus/Reserve	34,490		76,421	52,172
TOTAL ALL CATEGORIES	806,258		858,873	650,523