

Metropolitan Planning Organization of Johnson County

MPOJC Urbanized Area Policy Board
Wednesday January 27, 2021 – 4:30 PM

Electronic Meeting Notice
Zoom Meeting Platform

Electronic Meeting

(Pursuant to Iowa Code section 21.8)

An electronic meeting is being held because a meeting in person is impossible or impractical due to concerns for the health and safety of Commission members, staff and the public presented by COVID-19.

You can participate in the meeting and can comment on an agenda item by going to:

<https://zoom.us/meeting/register/tJ0qdO-urjwiE9Vr7oDR0GWGtfBU5DPmOhMx>

via the internet to visit the Zoom meeting's registration page and submit the required information.

Once approved, you will receive an email message with a link to join the meeting. If you are asked for a meeting or webinar ID, enter the ID number found in the email. A meeting password may also be included in the email. Enter the password when prompted.

If you have no computer or smartphone, or a computer without a microphone, you may call in by telephone by dialing (312) 626-6799. When prompted, enter the meeting or webinar ID. The ID number for this meeting is: 997 3660 7891

Once connected, you may dial *9 to "raise your hand," letting the meeting host know you would like to speak. Providing comments in person is not an option.

AGENDA

1. Call to Order

- a. Recognize alternates & welcome new Board members
- b. Consider approval of meeting minutes
- c. Set next Board meeting date

2. Public Discussion of any item not on the agenda*

3. Administration

- a. Report from nominating committee for 2021 MPOJC Board officers
 - i. Consider action
- b. Consider approval of the FY22 MPOJC Budget and financial forecast
- c. Consider approval of the FY22 Johnson County Assessments to the East Central Iowa Council of Governments
- d. Consider approval of amendments to the adopted MPOJC Bylaws
- e. Consider appointments to the ECICOG Board of Directors
- f. Discuss MPOJC Orientation opportunity for Board members

4. Transportation Planning

- a. Consider approval of Federal Transit Administration Section 5307 Transit Operating Formula funding apportionment for FY2021
- b. Consider approval of 'Coronavirus Response and Relief Supplemental Appropriations Act' (CRRSAA) funding allocations for local transit agencies
- c. Consider Resolution approving Federal Functional Class designations for urbanized area roadways
- d. Update on the MPOJC FY22 Transportation Planning Work Program and FY22-25 Transportation Improvement Program
- e. Update on Surface Transportation Block Grant & Transportation Alternatives Program grant funding process

5. Other Business

- a. Report on the MPOJC Trails-to-Tables Charity Challenge

6. Adjournment

Please note the MPOJC Rural Policy Board meeting will start after adjournment of the Urban Policy Board meeting at approximately 6:00 PM.

**Public input is permitted on any agenda item. Please indicate to the Chair if you wish to comment on an agenda item. To request any disability-related accommodations or language interpretation, please contact MPOJC staff at 356-5230 or Kent-Ralston@iowa-city.org 48 hours prior to the meeting.*

MINUTES
MPOJC URBANIZED AREA POLICY BOARD
WEDNESDAY, NOVEMBER 18, 2020 – 4:30 PM
ZOOM MEETING PLATFORM

DRAFT

MEMBERS PRESENT: Iowa City: Laura Bergus, Pauline Taylor
Johnson County: Pat Heiden, Lisa Green-Douglass
University Heights: Louise From
North Liberty: Terry Donahue, Chris Hoffman
Coralville: Laurie Goodrich
University of Iowa: Erin Shane

OTHERS PRESENT: None

STAFF PRESENT: Kent Ralston, Emily Bothell, Brad Neumann, Sarah Walz, Frank Waisath, Alex Koberoski

1. CALL TO ORDER

Donahue called the remote meeting (pursuant to Iowa Code Section 21.8) to order at 4:34 PM.

a. Recognize alternates

None.

b. Consider approval of meeting minutes

From moved for approval, Heiden seconded. **The motion carried unanimously.**

2. PUBLIC DISCUSSION OF ANY ITEM NOT ON THE AGENDA

None.

3. ADMINISTRATION

a. Consider approval of amendments to the adopted MPOJC Bylaws

Ralston provided a summary of the results of the Urbanized Area Board recommendations that were established by the bylaws committee on June 29th, 2020 and approved by the Urbanized Area Policy Board at their previous meeting on September 23rd, 2020. The recommendations were then reviewed by the Rural Policy Board on November 4th, 2020, where they came to the following conclusions:

1. Recommendation: The Johnson County Board of Supervisors should appoint a citizen representative to the ECICOG Board with no term limit. This position would no longer be advertised by the MPO. Ralston explained that the Rural Policy Board approved the motion by a 5-1 vote under the idea that using a strategic approach as well as extending the term limit may result in more effective citizen representation.

2. Recommendation: Johnson County Board of Supervisors should have one permanent representative on the ECICOG Board with the remaining two appointments on rotation from the five urbanized area communities (Iowa City, Coralville, North Liberty, Tiffin, and University Heights). Rural communities would no longer be a part of this rotation. Ralston explained that the Rural Policy Board was unanimously opposed to this recommendation, as the rural communities did not want to relinquish their representation on the ECICOG Board.

3. Recommendation: Term limits for ECICOG Board appointees should be increased from one to two years. If approved, rural communities would only get a chance to represent once every 14 years rather than once every 7 years on the ECICOG Board. Ralston explained this recommendation was also unanimously opposed, due to the rural communities' preference to continue ECICOG representation.

4. Recommendation: Review of amendments to the current MPOJC bylaws regarding elimination of the Rural Policy Board. The Board was opposed to the previous recommendations regarding representation, and the members felt that the Rural Policy Board should continue to hold meetings to share information and discuss pertinent issues. Furthermore, there was a concern as to the difficulty of reestablishing the Rural Policy Board in the future.

Ralston proposed an alternative recommendation that would remove Iowa City from its current biennial rotation and place them in the same rotation as Coralville, North Liberty and Solon. This will increase the rotation for Iowa City from two-to-four years and Coralville, North Liberty and Solon from three-to-four years. The rural communities would remain in rotation, unchanged.

Hoffman asked for some context surrounding the recommendation of establishing a Johnson County Supervisor for representation every year. Ralston replied that through his discussions with Rod Sullivan and Karen Kurt (ECICOG Director), it was brought to his attention that more permanent position on the ECICOG Board could result in more effective representation.

Green-Douglass agreed that consistent representation was in the best interest of the community.

Taylor admitted that it took her awhile to feel comfortable on the ECICOG Board, and that she felt her term ended too soon.

Ralston indicated that draft bylaws reflected these changes and would be provided 30-days in advance of the January Board meetings where both the Urban and Rural Boards would formally consider the amendments.

b. Confirm which entities will nominate Johnson County representatives to East Central Iowa Council of Governments (ECICOG) Board of Directors

Ralston explained that under the MPOJC Bylaws, each January the Urbanized Area Policy Board appoints three elected official representatives to serve on the ECICOG Board, as well as one citizen representative.

One elected official seat is by the two largest entities (Johnson County and Iowa City), which alternate every other year, with the current representative being from Iowa City. The 2021 representative is scheduled to be designated by Johnson County.

The elected official seat for the third through the fifth largest entities alternates annually. The City of Coralville sends the current representative, while the seat in 2019 was held by Solon. Therefore, the representative for 2021 will be designated by the City of North Liberty.

The elected official seat for the remaining entities alternates annually. The current seat is held by the City of Tiffin, and the 2021 representative will be designated by the City of University Heights.

The citizen representative seat is currently held by Randy Laubscher who resides within Johnson County. The citizen representative for 2021 will be designated by the Johnson County Board of Supervisors, as this action was supported by the Urban Policy Board on September 23rd, and approved by the Rural Policy Board on October 28th.

c. Appoint nominating committee for Calendar Year 2021 Urbanized Area Policy Board officers

Ralston explained that in January the Urban Policy Board will vote on a Chairperson and a Vice Chairperson for calendar year 2021. The Chairperson will be responsible for presiding over all meetings, and the Vice Chairperson will assume the work duties if the Chairperson is unavailable. The current Chair for Johnson County is Terry Donahue (Mayor, North Liberty) and the Vice-Chair is John Thomas (Iowa City, City Council). A three-person committee will be established for nominating the Chair and Vice Chair for the 2021 Urbanized Area Policy Board.

Heiden, From, and Hoffman volunteered to participate in the nominating committee.

d. Preliminary discussion of FY22 MPOJC Budget

Ralston explained that staff is not proposing any changes or updates of MPO services or operations for FY22. FY22 expenses are expected to be similar to those in previous years, and there is an expected 3.6% increase in the total MPO budget primarily due to increases in staff salaries and health benefit costs.

Ralston also mentioned that the MPO was expecting to use \$230,000 of Iowa Department of Transportation 'Planning Funds' in FY22 as was done in FY21. This ensures that there is an appropriate balance of funds per DOT guidelines and minimizes increases in assessments.

4. TRANSPORTATION PLANNING

a. Public Hearing and consideration of an amendment to the adopted FY2021-2024 MPOJC Transportation Improvement Program (TIP)

Neumann presented the Transportation Improvement Program (TIP) amendment, which was initially approved at the Urbanized Area Policy Board meeting on May 27, 2020. Unfortunately, due to the Department of Transportation's new tracking

system, amendments do not carry over to the following fiscal year. In order to remedy this, the MPO is to reapprove the project for the FY2021-2024 TIP.

Neumann explained that the project was requested by Iowa City, and involves the Installation of a water main between IWW Road from Hebl Avenue to Highway 218, and on Hebl Avenue from the Iowa City Landfill to IWW Road.

Hoffman moved for approval, Heiden seconded. **The motion carried unanimously.**

- b. Consider approval of safety targets and performance measures for the MPO as required by the Federal Highway Administration

Ralston explained that as part of the Highway Safety improvement Program, the Federal Highway Administration (FHWA) now requires that MPO's set targets for five safety performance measures and report them to the State DOT by February 27th each year. MPO's can either accept the targets set by the state or set their own. This is also true for pavement and bridge infrastructure, and these consist of system reliability performance measures, which must be reported to the State DOT every two years.

In 2018, the MPO chose to accept the state's established targets, and staff recommends doing so again. Ralston explained there is no downside to adopting the state's safety measures, and there is no penalty for not reaching the targets.

Bergus moved for approval, Green-Douglass seconded. **The motion carried unanimously.**

- c. Consider approval of Surface Transportation Block Grant (STBG) and Transportation Alternative Program (TAP) scoring criteria for funds allocated by MPOJC

Bothell explained that during the September Urbanized Area Policy Board meeting, the Board indicated support for including stormwater management practices under the 'Environment' criteria. This revision was provided in advance of the Surface Transportation Block Grant (STBG) and Transportation Alternative Program (TAP) scoring criteria for review in order to prepare for the upcoming STBG and TAP funding cycle. Staff has included three points for projects that involve stormwater management practices. The Transportation Technical Advisory Committee approved the criteria at their November 10th meeting.

Hoffman moved for approval, Taylor seconded. **The motion carried unanimously.**

- d. Consider approval of several elements of the MPOJC Long Range Transportation Plan Revision

Bothell explained that the Urbanized Area Policy Board agreed with the overall vision and guiding principals included in the Long Range Transportation Plan and that staff revised the scoring criteria to include storm water management practices.

After the revision involving stormwater management practices, staff is requesting that the Board review and approve the transportation vision, guiding principles, and scoring criteria for projects included in the Long Range Transportation Plan.

- a. Vision – “To ensure the strategic use of public investments and policies for the creation of a safe, efficient, and equitable transportation network that enhances economic opportunity and growth while preserving our environment and quality of life.”
- b. Guiding Principles – “Economic Opportunity, Environment, Quality of Life, System Preservation, Choice, Safety, Efficiency, Health, Equity.”
- c. Scoring Criteria – Changes are reflected in the Agenda Packet

Goodrich moved to approve, Hoffman seconded. **The motion passed unanimously.**

- e. Discussion regarding the pending ‘Needs Assessment’ required for the MPOJC Long Range Transportation Plan revision

MPO staff will be administering a needs assessment, asking MPO entities to submit capital infrastructure needs (projects) to be considered for inclusion in the 2050 Long Range Transportation Plan. Once the projects are screened and submitted, staff will host public input opportunities where the public will be invited to comment on the submitted projects. Projects will then be scored by staff using the Urbanized Area Policy Board approved criteria. The scores and public input will be provided to the Transportation Technical Advisory Committee (TTAC) and Policy Board, who will be responsible for ensuring the final project is fiscally constrained using the MPO’s forecasted federal transportation infrastructure budget for 2022-2050. The final project list will be included in the Long Range Transportation Plan to be adopted in May of 2022.

- f. Update on the Metro Trail Count Program

Walz presented the Metro Trail Count Program, weekly counts that are taken along regional trails between May and October each year. The infrared device used does not differentiate between bicycles and pedestrians, and multiple factors may affect the counts, including weather, the month or week, trail or road closures, and increased development near count locations. This makes it difficult to compare year-to-year observations but is useful for studying trends over long periods of time.

Staff noticed a marked increased in use of trails compared to previous years, possibly due to the public preferring outdoor activities as opposed to indoor (schools, gyms, recreation centers). Staff theorizes this may be attributed to the Covid-19 pandemic.

5. OTHER BUSINESS

a. Discuss the 'Severson Charity Challenge' for this holiday season

Walz explained that every year MPO communities and staff donate to local charities as part of the 'Severson Charity Challenge,' named after Linda Severson, the MPO's Human Services Coordinator who passed away in 2011. Previously, each community has chosen a charity to raise money for, with most choosing local food pantries. Due to the Covid-19 pandemic, communities are facing difficulties in coordinating ways to safely raise funds. MPO staff has proposed an alternative solution, called the 'Severson Trails-to-Table Challenge.' MPO staff will walk, run, or bike the over 100 miles of trails and side paths in Johnson County, with the goal of raising money for local food banks. This is in conjunction with the Community Foundation of Johnson County. The challenge's goals are threefold: 1. Raise money for much-needed food resources. 2. Encourage community members to engage in outdoor activities that benefit physical and mental health. 3. Raise awareness and take advantage of the extensive trail networks in Johnson County.

Walz added that staff will be posting weekly or biweekly walks, runs, and bikes on social media, including links where community members can donate funds for the food banks. MPO staff encourage staff, local officials, and the public to share these posts and post their own experiences on trails to social media.

6. ADJOURNMENT

Motion to adjourn made by From, Taylor seconded. **Meeting adjourned by Donahue at 5:25 PM.**



Metropolitan Planning Organization of Johnson County

Date: January 20, 2021
To: Urbanized Area Policy Board
From: Kent Ralston, Executive Director
Re: Agenda Item #3(a): Report from nominating committee for 2021 MPOJC Board officers

At your November meeting you appointed a three-person nominating committee to nominate the Chair and Vice Chair for the 2021 Urbanized Area Policy Board. The Committee was comprised of Louise From (University Heights), Chris Hoffman (North Liberty), and Pat Heiden (Johnson County). As Director, it has been my practice to review agenda items and major work program activities with the Chair prior to each Board meeting. The Vice Chair assumes the duties of the Chair when he or she is not available.

Currently the Chair is Terry Donahue (Mayor, City of North Liberty). Chairperson Donahue has served one, one-year term; there is a two-term limit for this position. The current vice-chair is John Thomas (Iowa City City Council), Mr. Thomas has also served one, one-year term; there is also a two-term limit for this position.

Please be prepared to receive the nominating committee's verbal report and elect the Chair and Vice Chair for the 2021 MPO Urbanized Area Policy Board.

I will be available at your January 27th meeting to answer any questions you may have.



Metropolitan Planning Organization of Johnson County

Date: January 20, 2021

To: Urbanized Area Policy Board

From: Kent Ralston, ^{KR}Executive Director

Re: Agenda Item #3(b): Consider approval of the FY22 MPOJC Budget and Financial Forecast

The proposed FY22 Budget and Financial Forecast is attached. The primary focus of MPOJC continues to be fulfilling federal and state requirements necessary for MPOJC entities to receive state and federal formula and discretionary funds; and to produce locally-generated traffic studies, grant applications, and mapping services for MPOJC members. These activities, large and small, provide information on which capital project design, funding, policy and programming decisions are made.

MPOJC is organized as a division of the City of Iowa City Neighborhood and Development Services (NDS) Department, and MPOJC staff also serve as NDS staff. Personnel costs are determined by the collective bargaining agreement between Iowa City and the American Federation of State and County Municipal Employees (AFSCME).

The overall budget reflects an approximate 3.6% increase from FY21 – primarily due to increases in costs for staff benefits and wages. After accounting for staff time devoted solely to City of Iowa City functions, MPOJC assessments are based on population of MPOJC entities. The budget also reflects the continued use of internal carryover funds and Iowa DOT funding.

As in years past, I remain concerned with long-term federal support for MPOJC and its member entities. Ongoing federal budget discussions and the volatile nature of the Highway Trust Fund require that we continue to track federal policy and how it affects transportation funding for MPOs like ours. I intend to keep the Board apprised on federal funding issues as information becomes available.

Please consider approval of the FY22 MPOJC Budget and Financial Forecast. With approval, I will forward the assessment schedule to your staff.

I will be available at your January 27th meeting to answer any questions you may have.



FY22 Budget and Financial Forecast

Adopted January, 27 2021 by the:
MPOJC Urbanized Area Policy Board
MPOJC Rural Policy Board



Date: January 27, 2021

To: MPOJC Urbanized Area Policy Board
MPOJC Rural Policy Board

From: Kent Ralston, Executive Director

Re: FY22 MPOJC Budget and Financial Forecast

The Metropolitan Planning Organization of Johnson County (MPOJC) is the designated planning organization for Johnson County, Iowa. Assistance is provided to member agencies in the program areas of transportation planning, administration, and small communities planning assistance by virtue of a 28E agreement. The MPOJC Urbanized Area and Rural Policy Boards have authority over the policies and work programs of the organization. The MPOJC website (www.mpojc.org) provides general information about the organization, published technical reports, agendas, and meeting minutes of all public meetings.

MPOJC is organized administratively under the City of Iowa City and staff members are subject to all rights and benefits afforded to City of Iowa City employees. Non-administrative staff are organized under the American Federation of State, County, and Municipal Employees (AFSCME). MPOJC staff also serve as staff in the City of Iowa City Neighborhood and Development Services Department. Because MPOJC is organized as a division of the City of Iowa City, MPOJC follows City of Iowa City administrative and personnel policies. This overall structure allows for cost-effective sharing of expenditures and services.

The focus of MPOJC remains to fulfill federal and state requirements necessary for receiving both formula and discretionary state and federal funds and producing locally-generated transportation studies for member agencies. These studies are intended to result in better information on which to base local policy and project programming decisions.

The proposed FY22 MPOJC Budget and Financial Forecast reflects the program of services, policies, and staffing approved by the Board. The overall FY22 MPOJC budget reflects an approximate 3.6% increase from the FY21 budget and is primarily due to annual increases in staff salaries & benefits. The remaining budget is largely the same as previous years with respect to technical and professional services, travel and education, and software. As in previous years, the Iowa Department of Transportation (Iowa DOT) is scheduled to contribute a large portion of the overall MPO budget in FY22 – the anticipated Iowa DOT contribution is \$230,000. MPOJC normally carries reserve funds to buffer against unexpected budget increases, or potential loss of funding. This continues to be important due to ongoing uncertainty of federal funding.



MPOJC continues to employ 2-3 planning interns funded by the University of Iowa. The University of Iowa's \$23,817 assessment will be used to fund intern expenses throughout the year. If this amount is not fully expended during the year, the balance is available for other MPOJC expenses at the end of the year.

As in the last budget, the FY22 budget is explicit in showing the amount of additional assessments specific to Iowa City due to staff time devoted solely to Iowa City specific duties. These duties include traffic engineering services, administration of the traffic calming program, participation in planning committees, review of rezoning and subdivision applications, and other special projects.

The budget also reflects capital expenses for the replacement of traffic counters, traffic counting software, and GIS software to maintain our mapping and visualization abilities. The traffic counters are used for the traffic analysis data collection program and are subjected to extreme conditions. It is important that there be a regular program of replacement for this equipment. For our traffic forecasting capabilities, we are proposing to continue to upgrade our travel demand model software to be consistent with the Iowa DOT state-wide travel demand model.

Following is a summary of the proposed Budget and Financial Forecast and FY22 assessments.



MPOJC Budget FY22 – FY24

Expenditures	FY21 Budgeted	FY22 Proposed	FY23 Forecast¹	FY24 Forecast¹
Salaries and Benefits	\$640,337	\$666,629	\$686,628	\$707,227
Technical and Professional Services & Maintenance, Travel and Education	\$70,658	\$69,445	\$71,528	\$73,674
Operating Costs; including office supplies, traffic counting and mapping equipment/software	\$9,677	\$11,141	\$11,475	\$11,819
Subtotal	\$720,672	\$747,215	\$769,631	\$792,720
University of Iowa Student Interns ²	\$23,817	\$23,817	\$23,817	\$23,817
TOTAL	\$744,489	\$771,032	\$793,448	\$816,537

MPOJC is designated by the Governor of the State of Iowa as the Metropolitan Planning Organization (MPO) for the Iowa City Urbanized Area. The MPOJC Transportation Planning Division must fulfill the state and federal requirements of the 3-C transportation planning process. This process is required of all urbanized areas to maintain eligibility for grant programs and transportation operations funds of the United States Department of Transportation and the Iowa Department of Transportation.

The Administration Division consists of a half-time Executive Director, and a .2 FTE Administrative Secretary. The Administration Division provides oversight and support to the staff of MPOJC. The Executive Director supervises all MPOJC personnel. The Executive Director coordinates the budget process and the preparation of division work programs.

As MPOJC staff also serve the City of Iowa City Neighborhood and Development Services Department, this budget reflects Iowa City specific funding for 0.5 FTE Administration and 1.0 FTE Transportation Planning specifically for Iowa City duties.

¹Forecasts assume a 3% increase

²Student interns are funded entirely by the University of Iowa

Summary of FY22 Assessments

Urban Communities

Iowa City	\$133,651
Johnson County	\$42,221
Coralville	\$37,236
North Liberty	\$36,039
Tiffin	\$3,835
University Heights	\$2,070

SubTotal **\$255,052**

Rural Communities

Solon	\$833
Lone Tree	\$531
Swisher	\$359
Oxford	\$330
Hills	\$287
Shueyville	\$236

SubTotal **\$2,576**

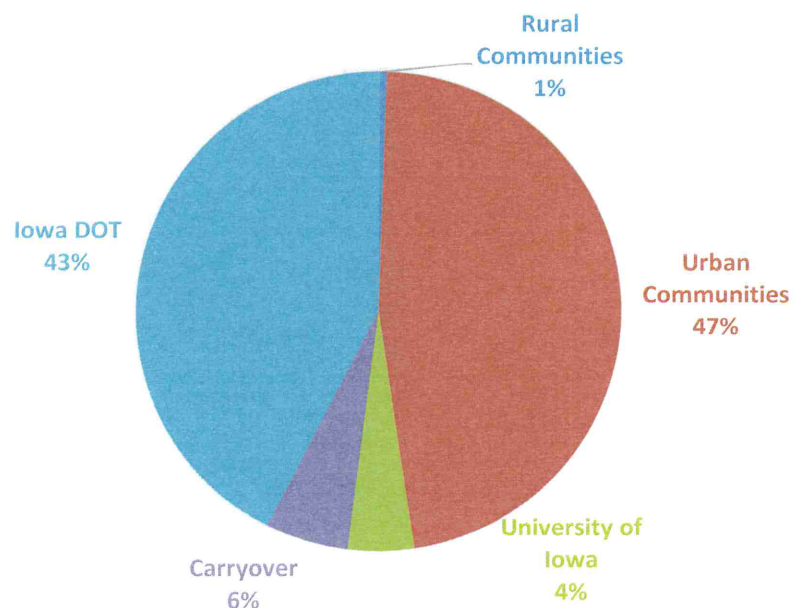
Other Sources

Iowa DOT	\$230,000
Carryover	\$30,000
University of Iowa	\$23,817

SubTotal **\$283,817**

Total **\$541,445**

PERCENTAGE OF MPO BUDGET BY SOURCE



MPOJC Assessment Explanation



Urban Entity	Population	Population % Urban Board	Total Assessment ⁴	% of Total MPO Budget	% of Total Assessments ⁴
Iowa City	67,862	52.40%	\$133,651	24.7%	51.9%
Johnson County	21,438	16.55%	\$42,221	7.8%	16.4%
Coralville	18,907	14.60%	\$37,236	6.9%	14.5%
North Liberty	18,299	14.13%	\$36,039	6.7%	14.0%
Tiffin	1,947	1.50%	\$3,835	0.7%	1.5%
U-Heights	1,051	0.81%	\$2,070	0.4%	0.8%
Subtotal	129,504	100.0%	\$255,052	47.1%	99.0%
Rural Entity ¹	Population	Population % Rural Board	Total Assessment ⁴	% of Total MPO Budget	% of Total Assessments ⁴
Solon	2,037	32.32%	\$833	0.2%	0.3%
Lone Tree	1,300	20.63%	\$531	0.1%	0.2%
Swisher	879	13.95%	\$359	0.1%	0.1%
Oxford	807	12.80%	\$330	0.1%	0.1%
Hills	703	11.15%	\$287	0.1%	0.1%
Shueyville	577	9.15%	\$236	0.0%	0.1%
Subtotal	6,303	100.0%	\$2,576	0.5%	1.0%
Total	135,807	100.0%	\$257,628	47.6%	100.0%
Other Funding Sources					
Iowa DOT			\$230,000	42.5%	
Carryover			\$30,000	5.5%	
University of Iowa			\$23,817	4.4%	
		MPO Total	\$541,445	100.00%	
		50% Admin for Iowa City NDS ²	\$85,566		
		1.0 FTE for Iowa City NDS ²	\$144,021		
		Total Budget³	\$771,032		

1. Assessment for Rural entities is 1% of the overall MPO assessment. Rural Board communities utilize MPO planning services but are not eligible for MPO grant funds.
2. 0.5 FTE of Administration Division and 1.0 FTE of Transportation Planning Division are for Iowa City related functions and are not reflected in assessments to other communities.
3. This budget does not include East Central Iowa Council of Governments (ECICOG) assessments.
4. Assessment figures may not reflect exact population percentages shown due to rounding.



Metropolitan Planning Organization of Johnson County

Date: January 20, 2021
To: Urbanized Area Policy Board
From: Kent Ralston, ^{for} Executive Director
Re: Agenda Item #3(c): Consider approval of the FY22 Johnson County Assessments to the East Central Iowa Council of Governments

MPOJC collects East Central Iowa Council of Governments (ECICOG) dues for Johnson County entities and forwards the funds to ECICOG. ECICOG assessments are calculated on a per-capita basis for the counties ECICOG serves, and we in turn calculate a per-capita assessment for each governmental entity within Johnson County. For FY22, ECICOG has proposed a 2% increase for all the counties it serves; this is reflected in the attached assessment schedule.

ECICOG is the designated Regional Planning Association for east-central Iowa, including Benton, Cedar, Iowa, Johnson, Jones, Linn, Tama and Washington Counties. ECICOG provides planning and grant administration services in the areas of community and economic development, housing, transportation, and solid waste management. More information about ECICOG can be found at www.ecicog.org. A member of ECICOG staff plans to attend our January 27th meeting to discuss ECICOG services and answer any questions you have.

Please consider approval of the FY22 East Central Iowa Council of Governments Assessment Schedule (attached). With approval, I will forward this to your staff for their records.

I will be at your January 27th meeting to answer any questions you may have.



East Central Iowa Council of Governments FY22 Assessment Schedule For MPOJC Entities

Adopted January 27, 2021 by the:
MPOJC Urbanized Area Policy Board
MPOJC Rural Policy Board



Date: January 27, 2021

To: MPOJC Urbanized Area Policy Board
MPOJC Rural Policy Board

From: Kent Ralston, Executive Director

Re: FY22 ECICOG Assessment Schedule

The East Central Iowa Council of Governments (ECICOG) is the Regional Planning Association for east-central Iowa, including Benton, Cedar, Iowa, Johnson, Jones, Linn, Tama and Washington Counties. ECICOG conducts planning and grant administration services in the areas of community and economic development, housing, transportation, and solid waste management. ECICOG is governed by a policy board including elected officials and citizen representatives.

In 2010, the Metropolitan Planning Organization of Johnson County (MPOJC) Urbanized Area Policy Board directed that the schedule of ECICOG assessments be considered separately from the annual MPOJC budget. ECICOG assesses counties on a per capita basis. In Johnson County, governmental entities are in turn assessed on a per-capita basis within Johnson County. ECICOG has proposed a 2% rate increase for all the counties it serves for FY22. This assessment schedule reflects 2010 Census figures for each community except for North Liberty which has an updated certified census as of 2016.

East Central Iowa Council of Governments FY22 – FY24

Expenditures	<u>FY21 Actual</u>	<u>FY22 Proposed</u>	<u>FY23¹ Forecast</u>	<u>FY24¹ Forecast</u>
Payment to ECICOG	<u>\$65,256</u>	<u>\$66,567</u>	<u>\$67,898</u>	<u>\$69,256</u>

Assessments		<u>General Assessment</u>		<u>Small Communities Planning Assistance</u>		<u>Total FY20 ECICOG Assessment</u>	
<u>Community</u>	<u>Population</u>	<u>%</u>	<u>Assessment²</u>	<u>%</u>	<u>Assessment²</u>	<u>%</u>	<u>Assessment²</u>
Iowa City	67,862	49.97%	\$27,477	--	--	41.28%	\$27,477
Johnson County (rural)	21,438	15.79%	\$8,680	--	--	13.04%	\$8,680
Coralville	18,907	13.92%	\$7,655	41.59%	\$4,816	18.74%	\$12,472
North Liberty	18,299	13.47%	\$7,409	40.26%	\$4,661	18.13%	\$12,071
Solon	2,037	1.50%	\$825	4.48%	\$519	2.02%	\$1,344
Tiffin	1,947	1.43%	\$788	4.28%	\$496	1.93%	\$1,284
Lone Tree	1,300	0.96%	\$526	2.86%	\$331	1.29%	\$858
University Heights	1,051	0.77%	\$426	--	--	0.64%	\$426
Swisher	879	0.65%	\$356	1.93%	\$224	0.87%	\$580
Oxford	807	0.59%	\$327	1.78%	\$206	0.80%	\$532
Hills	703	0.52%	\$285	1.55%	\$179	0.70%	\$464
Shueyville	577	0.42%	\$234	1.27%	\$147	0.57%	\$381
	<u>135,807</u>	<u>100.0%</u>	<u>\$54,988</u>	<u>100.0%</u>	<u>\$11,579</u>	<u>100.0%</u>	<u>\$66,567</u>

ECICOG is a multi-county regional planning agency which includes Johnson County. It is Region 10 in the state's system of regional planning agencies. Planning assistance is available through ECICOG to the small communities in Johnson County. All municipalities in Johnson County pay a population-based general assessment for the overall support of ECICOG. An additional planning assistance assessment is made to those communities which use ECICOG's planning services.

¹Assumes a 2% increase

²Assessment figures may not equal exact percentages shown due to rounding



Metropolitan Planning Organization of Johnson County

Date: January 20, 2021
To: Urbanized Area Policy Board
From: Kent Ralston, ^{KAR}Executive Director
Re: Agenda Item #3(d): Consider approval of amendments to the adopted MPOJC Bylaws

Per the adopted MPOJC Bylaws, the bylaws are to be reviewed every five years (at a minimum) by a committee of five representatives. At least one of the five representatives must be from the Rural Policy Board. Amendments to the bylaws must be approved by a 2/3 majority vote by the Urban Policy Board and by simple majority vote by the Rural Policy Board.

At this point, both the MPOJC Urban and Rural Policy Boards have considered a set of recommendations from the Bylaws Committee and provided staff with direction (by way of concurrence from the Urban Policy Board and formal vote from the Rural Policy Board). In effort to satisfy the desires of both Boards, the draft bylaws have been revised for further consideration.

Per the adopted bylaws, both Boards are to be provided materials a minimum of 30-days in advance of consideration – revised draft bylaws were emailed to both Urban and Rural Policy Board members on December 17th. The revised draft bylaws reflect the Rural Policy Board's desire to maintain rural community representation on the East Central Iowa Council of Governments (ECICOG) Board and allow the Johnson County Board of Supervisors to appoint the 'citizen representative' per their direction at their October 28th meeting. The revised draft bylaws also reflect the Urbanized Area Policy Board's desire to provide the Johnson County Board of Supervisors with an annual appointment to the ECICOG Board by revising the rotation for appointments as discussed at your November 18th meeting. The revised draft bylaws should therefor satisfy the desires of both the Rural and Urban Policy Boards. The November 18th meeting memo reflecting this discussion is attached for your reference.

Please be prepared to discuss this item and consider approval of the revised draft bylaws (attached). Both the Urban and Rural Policy Boards must approve the bylaws for them to take effect.

I will be available at your January 27th meeting to answer any questions you may have.



Date: November 10, 2020
To: Urbanized Area Policy Board
From: Kent Ralston; Executive Director
Re: Agenda Item #3(a): Consider approval of amendments to the adopted MPOJC Bylaws

Per the adopted MPOJC Bylaws, the bylaws are to be reviewed every five years (at a minimum) by a committee of five representatives. At least one of the five representatives must be from the Rural Policy Board. Amendments to the bylaws must be approved by a 2/3 majority vote by the Urban Policy Board and by simple majority vote by the Rural Policy Board. Last winter the Urban and Rural Policy Board's appointed the following members to sit on the bylaws committee:

- Terry Donahue, North Liberty Mayor
- Louise From, University Heights Mayor
- Meghann Foster, Coralville City Council
- Pat Heiden, Johnson County Board of Supervisors
- Christopher Taylor, Swisher Mayor

The goal of the committee was to review the bylaws in their entirety and propose any recommended changes to the Urban Policy Board for consideration. The committee was also tasked to specifically review the bylaws stipulating how appointments are made to the East Central Iowa Council of Governments (ECICOG) Board of Directors. The intent of the request was to investigate whether current term limits are long enough for appointees to be effective, and to review whether the current appointment structure provides the best possible representation for Johnson County as a whole. The Committee was also asked to discuss the necessity of the MPOJC Rural Policy Board and whether or not rural Johnson County communities benefited from its continuance.

The Bylaws Committee met on June 29th, responded to staff communication, and developed the following recommendations. The Urbanized Area Policy Board initially supported the recommendations at your September 23rd meeting and the Rural Policy Board subsequently met on November 4th to formally consider the recommendations. The Rural Policy Board ultimately approved 1 of 4 proposed changes:

1. Recommendation: Johnson County Board of Supervisors should appoint the 'citizen representative' to the ECICOG Board with no term limit. The position would no longer be advertised by the MPO.

*The Rural Policy Board **approved** the recommendation 5-1. The general discussion was that allowing the Board of Supervisors to make a strategic appointment may yield more effective representation – with the idea that the individual could be selected for their knowledge of pertinent topics (housing, health, economic development, planning etc).*

2. Recommendation: Johnson County Board of Supervisors should have one permanent representative on the ECICOG Board with the remaining two appointments on rotation from the five urbanized area communities (Iowa City, Coralville, North Liberty, Tiffin, and University Heights). Rural Communities would no longer be part of the rotation.

*The Rural Policy Board unanimously **opposed** the recommendation. The primary objection was the rural communities simply not wanting to relinquish their ability to participate on the ECICOG Board. The rural communities felt it was important that they continue to represent themselves, be present, and not rely on a Board of Supervisors' representative.*

3. Recommendation: Term limits for ECICOG Board appointments should be increased from one to two years.

*The Rural Policy Board unanimously **opposed** the recommendation. Since the rural communities opposed removing themselves from the rotation to send a representative to the ECICOG Board, this recommendation did not seem reasonable – given that it would create a situation where rural communities would only have the opportunity to serve every fourteen years.*

4. Recommendation: The MPOJC Rural Policy Board should be eliminated and Johnson County should absorb the balance of rural budget assessments starting in FY22 (estimated at \$6,500). Staff would continue to solicit for work program projects for rural communities and continue to provide the same services as currently offered.

The Rural Policy Board chose not to act on the recommendation. However, since the rural communities opposed removing themselves from the rotation to send a representative to the ECICOG Board, the MPO Rural Policy Board would still be needed to make the appointments. Further, the Board expressed concern that once gone, it could be difficult to re-establish a Rural Policy Board should one be needed in the future.

Given the Rural Policy Board's wishes and the Board of Supervisors' continued desire to have additional representation on the ECICOG Board, staff recommends the following alternative to Recommendation #2.

2. Alternative Recommendation: One elected official seat shall be filled by the Johnson County Board of Supervisors. One elected official seat shall be filled by the second through fifth largest population entities which will alternate annually (Iowa City, Coralville, North Liberty and Solon). One elected official seat shall be filled by the remaining entities which will alternate annually.

This alternative simply removes Iowa City from the current biennial rotation with Johnson County and places them in the rotation with Coralville, North Liberty and Solon. Thereby increasing the appointment timetable for Iowa City from two-to-four years and Coralville, North Liberty, and Solon from three-to-four years. The alternative keeps the remaining rural communities in the rotation, unchanged.

Please be prepared to discuss this item and consider approval of the draft bylaws reflecting Recommendation #1 (attached). Please also be prepared to discuss the alternative recommendation, as proposed, and provide staff with direction. If given support, draft bylaws reflecting the proposed change will be provided 30-days in advance of our January Board meeting where official action will be considered by both the Urban and Rural Policy Boards.

I will be available at your November 18th meeting to answer any questions you may have.

BYLAWS

of the Metropolitan Planning Organization of Johnson County, Iowa

~~Adopted February 1, 2011~~

~~Adopted July 13, 2016~~

Adopted January 27, 2021

ARTICLE I Organization

Section 1. Definition:

The name of this organization shall be the Metropolitan Planning Organization of Johnson County ('MPO'). The MPO shall operate in compliance with and according to the requirements of Title 23 of the United States Code and subsequent acts.

The MPO shall consist of two Boards, the Urbanized Area Policy Board and the Rural Policy Board, and any advisory committees established by either Board. Member entities are those general purpose local governments and the University of Iowa located within Johnson County, Iowa, which participate in the MPO according to the terms of these Bylaws ~~and the University of Iowa~~.

Section 2. Purview:

The Urbanized Area Policy Board's focus is within the transportation planning boundary established in the Long Range Transportation Plan most recently adopted by the Urbanized Area Policy Board; the Rural Policy Board's focus is that portion of Johnson County, Iowa, outside the urbanized area.

Section 3. Staff Support:

MPO staff are responsible for preparing meeting minutes, meeting information materials, required documents, studies, applications, correspondence, presentations and other activities at the direction of the Boards, and to fulfill state and federal requirements for metropolitan planning organizations.

ARTICLE II Urbanized Area Policy Board

Section 1. Definition:

The Urbanized Area Policy Board shall consist of all contiguous municipalities in and contiguous to the U.S. Census-defined Iowa City Urbanized Area which qualify and are approved to be part of the MPO according to Title 23 of the United States Code and subsequent acts and rules. It shall also consist of representatives of Johnson County and the University of Iowa.

Section 2. Purpose:

The purpose of the Urbanized Area Policy Board shall be:

To provide a structure for conducting the required transportation planning process according to Title 23 of the United States Code and subsequent acts and rules; to implement transportation planning programs in the Metropolitan Planning Organization transportation planning area; to conduct the planning and programming process necessary to produce Federally and State-required documents including the Transportation Improvement Program, the Transportation Planning Work Program, the Long Range Transportation Plan, the Traffic Model, the Passenger Transportation Plan, the Public Transit Capital Equipment Plan, and other documents as required; to conduct transportation planning studies and provide data and recommendations as requested by MPO member entities; ~~to provide staff support to area human services agencies and to report on the use of local public funds distributed to human services agencies as requested by local governments;~~ and to be a forum for other metropolitan and/or countywide issues and topics.

Section 3. Powers and Duties:

- A. The duties of the Urbanized Area Policy Board shall include providing policy direction regarding MPO activities, adopting budgets and other financial instruments, developing work programs, submitting applications for grants, executing contracts, hiring consultants, employing staff, and establishing of advisory committees as needed in furtherance of the Purpose of the Board detailed in Article II, Section 2 herein and in accordance with these Bylaws.
- B. The Board shall have the power and duty to prepare appropriate studies necessary to determine various public services and facilities required to meet current and long-term urbanized area needs and to prepare development plans designed to meet these needs. Said plans shall serve to guide the development of the area and to promote the general welfare, convenience, safety and prosperity of its citizens.
- C. Plans of the area may include but shall not be limited to transportation plans, including major streets, trails, transit, railroads, airports; plans for human services; and such other plans covering current and impending issues ~~that as~~ may affect the urbanized area.
- D. Upon recommendation by the Board, the plan or plans, in whole or in part, or amendments thereto, may be adopted by the governing bodies of the member entities represented on the Board.
- E. Copies of the plan or plans, and amendments or revisions of a plan or plans, prepared by the Board may be transmitted by the Board to the chief administrative officers of the member entities and may be distributed to others with or without charge.
- F. In addition to the specific powers and duties herein specified, the Board shall further have the responsibility for adoption of an annual work program, including consideration of approval of the annual budget according to Article IX herein. In addition, the Board shall have responsibilities for various administrative actions necessary to comply with federal and state agency requirements and other similar administrative actions.

Section 4. Membership:

- A. Voting membership in the MPO shall be open to all general purpose local governments within Johnson County which qualify and are approved to be part of the MPO according to Title 23 of the United States Code and subsequent acts and rules and to the University of Iowa.
- B. Associate non-voting membership on the Urbanized Area Policy Board shall be open to public and private entities within Johnson County, subject to Urbanized Area Policy Board approval by supermajority (2/3) vote of quorum.
- C. Prior to becoming a member entity, any governmental entity wishing to become a member shall first agree to comply with these Bylaws and commit the necessary financial resources according to the terms of Article IX herein.

Section 5. Officers/Duties:

- A. The Board shall, after the adoption of these Bylaws and thereafter at the first meeting of the calendar year, elect one of its members as chairperson who shall serve for one (1) year or until a successor is elected. The Board shall, after the adoption of these Bylaws and thereafter at the first meeting of the calendar year, also elect one of its members as a vice-chairperson who shall serve for one (1) year. No individual shall be chairperson or vice-chairperson for more than two (2) consecutive terms. Recommendations for officers shall be prepared by a nominating committee comprised of no less than three Board representatives appointed by the Board chairperson and ratified by the Board. The chairperson and vice-chairperson shall be elected by a simple majority of the full Board.
- B. The chairperson of the Board shall preside at all meetings of the Board. In the absence of the chairperson, the vice-chairperson shall assume all duties of the chair. Unless otherwise authorized by the Board, the chairperson or Director of the MPO staff shall sign all contracts.

Section 6. Meetings:

The Board shall meet at the call of the chairperson at such time and place as determined by the Board or the chairperson. At least ten days notice shall be given announcing the date, time and place of each meeting, and all meetings shall be conducted in accordance with the Open Meetings Law. There will be no less than five meetings per year. Meeting sites will be hosted by the member entities represented on the Board.

Section 7. Quorum - Voting Requirements:

- A. —A quorum shall consist of a majority of the total representatives of the Board. If there is a majority of the representatives of the Board present at the meeting, the meeting may proceed and the Board may transact all business before the Board and take such action as is required by a simple majority of the representatives present.

Section 8. Representation:

- A. Every voting member entity will have a minimum of one representative, except for Johnson County which shall have two representatives. A voting representative is an individual appointed by the member entity to serve on the Board.
- B. Each voting representative will have one vote.
- C. There will be a total of 15 representatives (this number will be reevaluated when new entities are added).
- D. Additional representation will be granted based on distributing proportional representative seats based on the population within each municipality of the urbanized area. The total population of the urbanized cities shall be divided by the number of open seats to determine proportional representation.
- E. No one entity may have more than a 49% share of Board representation, with the remaining seats divided proportionally by the population of each member municipality.
- F. Board representation will be reevaluated after the results of each federally certified census are published; any changes in Board representation will take effect the following January after the results of the census are published.

Section 9. Committees:

- A. Standing advisory committees may be established by the Board to advise and provide recommendations to the Board. The Transportation Technical Advisory Committee (TTAC) is a permanent standing committee which shall provide policy and funding recommendations to the Board on transportation and transportation planning-related issues. The TTAC will also serve as a body to share and disseminate information on transportation and transportation-related topics. TTAC membership is included in the annual Transportation Planning Work Program.
- B. Functional committees may be established to provide information and recommendations on specific topics, and/or to share information amongst MPO entities. Functional committees may be established for transportation mode-specific issues, or for non-transportation-related topics including but not limited to affordable housing, watershed management, air quality and other regional issues. Membership shall generally include one representative of each MPO entity, and may include other non-MPO representatives as determined by the Board. Small functional committees may be established with fewer representatives, as determined by the Board.

ARTICLE III
Rural Policy Board

Section 1. Definition:

This Board shall consist of Johnson County government and municipalities within the County which are not on the Urbanized Policy Board.

Section 2. Powers and Duties

The Rural Policy Board shall have powers and duties pertaining to issues affecting rural areas in Johnson County and small communities outside of the urbanized area. These powers and duties shall include the preparation and adoption of policies and procedures for the conduct of its business, to prepare and adopt goals and objectives related to transportation planning and other topics as determined by the Board.

Section 3. Officers:

The chairperson shall be elected at the first meeting of the new calendar year. The chairperson shall be nominated by members of the Rural Policy Board and elected by a majority vote of members present and voting. The chairperson shall serve for a period of one full calendar year. The vice-chairperson shall be nominated by members of the Rural Policy Board and elected by majority vote of the members present and voting. The vice-chairperson shall serve for a period of one full calendar year. The Rural Policy Board shall fill vacancies among its officers for the remainder of an unexpired term. A member of the staff shall serve as secretary and keep minutes.

Section 4. Number of Meetings:

There will be an annual meeting during the first month of the calendar year; additional meetings may be held as needed determined either by the chairperson or three members of the Board.

Section 5. Quorum:

A quorum shall consist of a majority of the total representatives of the Board. If a quorum is established, the meeting may proceed and the Board may transact all business before the Board and take such action as is required by a simple majority vote.

Section 6. Representation:

- A. Each Johnson County municipality not on the Urbanized Policy Board will have one representative.
- B. Johnson County will have two representatives on this Board.

ARTICLE IV Legal Authority

Section 1. Powers:

The MPO shall have all the powers for joint or cooperative action by public agencies now and hereafter provided by Chapter 28E of the Code of Iowa.

Section 2. Powers of Member Entities:

Nothing in this agreement shall be construed to remove or limit the powers of the member entities.

Section 3. Delegated Authority:

The MPO, acting through the votes of its representatives at its meetings, is solely responsible for official actions of the MPO. No member entity, MPO representative, committee of the MPO, or staff member can act in the name of the MPO without duly delegated authority.

ARTICLE V
Selection of Representatives

Section 1. Selection:

Each member entity shall select its representative(s) and alternates according to the requirements herein.

Section 2. Representatives:

Representatives and Alternates to the Urbanized Area Policy Board and the Rural Policy Board shall be elected officials of their respective entities, or, in the case of the University of Iowa, shall be an official appointed by its president.

Section 3. Term of Appointment:

All representatives shall serve so long as they remain an eligible representative as defined in Article V herein, or until a successive representative is designated by the member entity.

Section 4. Alternates:

Each member entity may appoint elected official alternates for each of its voting representatives in accordance with this Section. In those cases where there is an insufficient number of elected officials to fill all alternate positions, employees directly responsible to the representative may be appointed.

Alternates shall have full voting rights at Board meetings whenever a member entity's regular representative is absent.

Section 5. Non-Voting Members:

Associate non-voting members of either Board may participate in programs and activities of the MPO in a non-voting advisory capacity, subject to procedures and policies which may be established by the Urbanized Area Policy Board and/or the Rural Policy Board.

ARTICLE VI
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which either Board may adopt.

ARTICLE VII Amendment of Bylaws

The Bylaws may be amended at any time. At a minimum, they shall be reviewed every five years by a subcommittee of five representatives, which shall receive recommendations for amendments from each Board. At least one of the members on this subcommittee shall be from the Rural Policy Board. The subcommittee may be established by an affirmative vote of each Board. Changes to the Bylaws shall be provided to each voting representative 30 days prior to the meeting at which the proposed amendments will be considered. The Urbanized Area Policy Board shall approve any and all Bylaw amendments by a super majority (2/3) vote. The Rural Policy Board shall approve any and all Bylaw amendments by a simple majority vote.

ARTICLE VIII Collection of dues to the East Central Iowa Council of Governments (ECICOG)

Section 1. Role of the MPO:

The MPO shall collect ECICOG dues on behalf of Johnson County entities, and forward said dues to ECICOG.

Section 2. Basis of ECICOG Assessment:

The ECICOG dues assessed to each Johnson County local government shall be the per capita share of the total ECICOG assessment, with Johnson County government funding the per capita share for the unincorporated population.

Section 3. Accounting of ECICOG Dues:

The ECICOG dues and billing shall be considered and accounted for separately from the MPO budget.

ARTICLE IX Financial Support

Section 1. Preparation of Budget Materials:

Staff shall prepare the budget materials, which shall include the MPO Budget for both the urbanized area and the rural area, ECICOG Dues Budget, and two year funding forecast annually no later than January 31st.

Section 2. Adoption of Budget Materials:

The Urbanized Area Policy Board shall consider approval of the ~~JCCOG-MPOJC~~ Budget and Financial Forecast, and the ECICOG Assessment Budget, by January 31st of each year. The Rural Policy Board shall consider approval of the rural area assessments in the ~~JCCOG-MPOJC~~ Budget and Financial Forecast, and the rural community assessments of the ECICOG Assessment Budget, by January 31st of each year.

Section 3. Adoption of Budget Commitment by Member Entities:

By March 15th of each year, member entities shall include their MPO and ECICOG Dues in their respective budgets, including a commitment to contribute the requested assessment for the two succeeding fiscal years.

Section 4. Additional Support:

In addition to the obligation for funding in Article IX, Section 2, member entities may annually approve additional support as they deem appropriate to meet individual needs and/or may contract for additional services.

ARTICLE X

Participation in East Central Iowa Council of Governments (ECICOG)

Section 1. Appointments to the ECICOG Board:

Each January, the Urbanized Area Policy Board shall appoint ~~three-two~~ elected official member representatives to the ECICOG Board ~~after receiving nominations from the respective member entities according to the schedule below and the Johnson County Board of Supervisors shall appoint one elected official member, and representative and~~ one citizen representative to the ECICOG Board who is not an elected official and who meets the ECICOG requirements for a citizen representative, according to the following process:

- A. One elected official seat will be filled by ~~the two largest population entities, which will alternate every other year.~~ the Johnson County Board of Supervisors.
- B. One elected official seat will be filled by the ~~third through fifth~~four largest ~~population municipalities by entities population~~ which will alternate annually.
- C. One elected official seat will be filled by the remaining ~~entities~~ municipalities which will alternate annually.

~~D.~~ The citizen representative shall live in Johnson County, ~~and~~ not be an elected official, and meet the ECICOG requirements for a citizen representative. or directly responsible to an elected body.

~~E.~~ Section 2. Term Limit:

The ~~three~~ elected official appointments made by the Urbanized Area Policy Board shall each serve one year and may not succeed themselves in a subsequent year. Term limits for appointments made by the Johnson County Board of Supervisors are at their discretion.

Section 3. Representatives:

Not including the citizen representative, ~~t~~The representative must be a Johnson County entity elected official, but not necessarily an elected official of that entity.

ARTICLE XI
Lawsuits

All expenses incurred by MPO for attorney fees and other costs caused by and related to any lawsuit brought forth by a member entity against the MPO shall be the responsibility of the plaintiff when 1) the suit is terminated by the plaintiff or 2) the ruling is in favor of the MPO. It shall be the obligation of the member entity to pay and save MPO harmless from such expenses.

ARTICLE XII
Termination of Membership or Dissolution of the MPO

Section 1.

Member entities may terminate their membership by filing written notice with the MPO no later than March 15th of any year, to take effect on July 1 of the following calendar year (15 months advance notice).

Section 2.

Member entities filing notice to terminate membership shall remain obligated for budgeted financial support through the full term of their membership.

Section 3.

In the event that the MPO is dissolved, the assets and liabilities, if any, of the MPO shall be distributed to or liquidated by the member entities in proportion to their respective assessments for the two-year period preceding dissolution.



Date: January 20, 2021

To: Urbanized Area Policy Board

From: Kent Ralston, ^{KR}Executive Director

Re: Agenda Item #3(e): Consider appointments to the ECICOG Board of Directors

At your November meeting, we discussed the MPO communities responsible for appointments to the ECICOG Board of Directors for 2021. Per our bylaws, the entities responsible to appoint elected officials for 2021 include Johnson County, North Liberty, and University Heights. Since our last meeting, North Liberty indicated that they were unable to fill the appointment this year so the appointment was provided to the City of Solon - next in the rotation per the adopted MPO bylaws.

There is also one citizen appointment to the Board of Directors for which the MPO Urban and Rural Boards indicated a desire to provide the Johnson County Board of Supervisors authority to now make. The elected official appointees from each entity include:

Johnson County: Rod Sullivan (County Supervisor)

University Heights: Louise From (Mayor)

Solon: Lauren Whitehead (City Council)

Citizen Appointment: To be determined by the Johnson County Board of Supervisors

Please be prepared to consider approval of the appointments to the ECICOG Board of Directors.

I will be available at your January 27th meeting to answer any questions you may have.



Metropolitan Planning Organization of Johnson County

Date: January 20, 2021
To: Urbanized Area Policy Board
From: Kent Ralston, ^{KR}Executive Director
Re: Agenda Item #3(f): Discuss MPOJC Orientation opportunity for Board members

For new Board members, or current Board members who desire a refresher, I'm available to provide a short orientation explaining the designation and role of the MPO, services provided by the MPO, and the structure of the MPO.

Please be prepared to indicate if you are interested and I will identify possible dates that will work for a group orientation. I will be available at your January 27th meeting to answer any questions you have.



Metropolitan Planning Organization of Johnson County

Date: January 19, 2021

To: Urbanized Area Policy Board

From: Brad Neumann, Associate Transportation Planner

Re: Agenda item #4(a): Consider approval Federal Transit Administration Section 5307 Transit Operating Formula funding apportionment for FY2021

Iowa DOT has indicated that MPOJC has a total of \$2,951,813 available in FY2021 FTA Section 5307 operating assistance. This amount includes Small Transit Intensive Communities (STIC) funding. The funds are apportioned by MPOJC to Coralville Transit, Iowa City Transit, and University of Iowa Cambus based on the MPO's local formula of 25% operating/maintenance costs, 25% locally determined income (LDI), 25% revenue miles, and 25% fare revenue.

However, COVID-19 has created two issues with calculating the FY2021 apportionment. The changes to transit service due to COVID-19 (especially in the 4th quarter) has impacted the FY2020 data used in the apportionment formula. Also, due to COVID-19, the Iowa Department of Transportation is delayed in approving the FY2020 transit year-end report data we use in the apportionment formula. After discussions with the transit managers, staff is recommending that we use the previous year's multiplier to apportion the FY2021 funding. Since the amount of funding being apportioned for FY2021 increased by a little over 3% from FY2020, each transit agency will see an increase in funding.

The following tables show the proposed FY2021 apportionment using the previous year's multiplier, and for comparison, the FY2020 apportionment. Unfortunately, since we don't have the Iowa DOT approved year-end data, we cannot produce the FY2020 Transit Performance Statistics table.

The FY2021 Section 5307 funds can be used for transit operating and capital expenses. Once approved, the MPO will complete and submit the required annual FY2021 FTA Section 5307 applications on behalf of each transit system.

Staff is requesting Board approval of the proposed apportionment of the FY2021 FTA Section 5307 operating funds. The Transportation Technical Advisory Committee unanimously recommended approval of the apportionment at their January 19th meeting.

If you have any questions or comments regarding this information, please contact me at 356-5235 or by e-mail at brad-neumann@iowa-city.org.

Proposed FY2021 Section 5307 Operating Apportionment

System	Total Operating Cost	Locally Determined Income*	Revenue Miles	Fare Revenue	Multiplier **	FY2021 Apportionment
Coralville	\$1,850,999 [.1387]	\$1,155,536 [.1261]	271,809 [.1325]	\$417,982 [.2357]	.1583	\$467,272
Iowa City	\$7,720,438 [.5787]	\$5,573,858 [.6083]	1,029,923 [.5020]	\$1,355,399 [.7643]	.6133	\$1,810,347
CAMBUS	\$3,770,329 [.2826]	\$2,433,108 [.2656]	749,902 [.3655]	\$0.00 [0.0000]	.2284	\$674,194
TOTAL	\$13,341,766 [1.000]	\$9,162,502 [1.000]	2,051,634 [1.000]	\$1,773,381 [1.000]	1.0000	\$2,951,813

*Locally Determined Income is Total Operating Cost minus FTA and STA funding

**Multiplier is an average of the percentages of the total operating costs, locally determined income, revenue miles, and fare revenue.

Following are FY2019 multipliers and apportionment:

Approved FY2020 Section 5307 Operating Apportionment

System	Multiplier	Total Apportionment
Coralville	0.1583	\$452,243
Iowa City	0.6133	\$1,752,119
CAMBUS	0.2284	\$652,510
TOTAL	1.0000	\$2,856,872



Metropolitan Planning Organization of Johnson County

Date: January 19, 2021
To: Urbanized Area Policy Board
From: Brad Neumann, Associate Transportation Planner
Re: Agenda item #4(b): Consider approval of 'Coronavirus Response and Relief Supplemental Appropriations Act' (CRRSAA) funding allocations for local transit agencies

The Federal Transit Administration (FTA) has announced a total of \$14 billion in Federal funding allocations to continue to support the Nation's public transportation systems during the COVID-19 public health emergency. The funding is provided through the **Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA)**. The funding was signed into law on December 27, 2020 and includes \$1,532,506 for the Iowa City Urbanized Area to be apportioned to Iowa City Transit, Coralville Transit, and University of Iowa Campus. The FTA previously provided the Iowa City Urbanized Area with \$8,331,763 in funding as part of the \$25 billion Coronavirus Aid, Relief, and Economic Security (CARES) Act funding in April 2020.

Like the CARES Act, the CRRSAA supplemental funding will be provided at 100-percent federal share, with no local match required. CRRSAA directs recipients to prioritize payroll and operational needs and will also support expenses traditionally eligible under Section 5307 statutory requirements.

Similar to the CARES Act, 'Designated Recipients' like MPOJC, must sub-allocate funds based on a locally determined process. After discussions with the three transit managers, it was recommended that the CRRSAA funding be apportioned using the same multiplier used to apportion the CARES Act funding.

The following tables show the CARES Act apportionment and the proposed CRRSAA funding apportionment using the same multiplier. If the Board approves the apportionment, MPOJC will provide the apportioned amounts to the FTA and apply for the funding on behalf of the transit agencies.

Staff is requesting Board approval of the proposed apportionment of the CRRSAA funds. The Transportation Technical Advisory Committee recommended approval of the staff proposed apportionment at their January 19th meeting. The University of Iowa TTAC representative abstained from voting after proposing an alternate formula for apportioning the CRRSAA funding.

If you have any questions or comments regarding this information, please contact me at 356-5235 or by e-mail at brad-neumann@iowa-city.org.

Approved 2020 CARES Act Apportionment

System	Multiplier	CARES Act Apportionment
Coralville	.1583	\$1,318,918
Iowa City	.6133	\$5,109,870
CAMBUS	.2284	\$1,902,975
TOTAL	1.0000	\$8,331,763

Proposed 2021 CRRSAA Apportionment

System	Multiplier	CRRSAA Apportionment
Coralville	.1583	\$242,596
Iowa City	.6133	\$939,886
CAMBUS	.2284	\$350,024
TOTAL	1.0000	\$1,532,506



Date: January 20, 2021
To: Urbanized Area Policy Board
From: Emily Bothell, Sr. Associate Transportation Planner
Re: Agenda item #4(c): Consider Resolution approving Federal Functional Class designations for urbanized area roadways

MPOJC staff has been working with the Iowa Department of Transportation (DOT) to update the Federal Functional Classification (FFC) system map for the Iowa City Urbanized Area. The functional classification system is a hierarchy of five roadway classes and identifies which roads are Federal-Aid Routes. The functional classification system's significance to MPO activities is that federal funding can only be spent on roadways functionally classified as collector, or higher, in the classification system.

Last fall, staff solicited local communities for any roadways needing reclassification or added to the FFC system map. We received 21.56 miles of amendments from Coralville and North Liberty as shown in **Table 1**. Following the November Transportation Technical Advisory Committee (TTAC) meeting, staff sent the requested amendments to the Iowa Department of Transportation (DOT) and received 'pre-approval' for 7.12 miles of roadway while 14.44 miles were denied. **Table 1** details Iowa DOT's comments for each amendment and the proposed classification.

Only 35% of the total road mileage in the Iowa City Urbanized Area can be listed on the FFC System. If approved by the Urbanized Area Policy Board (UAPB), the total road mileage listed on the FFC system in the Iowa City urbanized area would equal 167.04 miles or 33%.

At their January 19th meeting, the TTAC unanimously recommended amending the FFC system map to include the 7.12 miles of roadways that were 'pre-approved' by the Iowa DOT.

Please be prepared to consider the TTAC recommendation and authorize the Board chair to sign the attached resolution. The signed resolution will be submitted to the Iowa DOT indicating a formal request by the Board.

I will be available at your January 27th meeting to answer any questions you may have.

Table 1: Federal Functional Classification Amendment Request 2020-2021

No	Entity	Street/Route Description	FFC Change				Iowa DOT Comments
			Miles	Existing Classification	Proposed Classification	Approve/Deny	
1	Coralville	Commerce Drive - Coral Ridge Avenue to Heartland Drive	0.46	Local	U-COL	Approve	Commerce Dr as collector. Connection between minor arterials.
2	North Liberty	Penn Street/North Liberty Road - I-380 interchange to Dubuque Street	6.36	U-MA/ U-COL	U-PA	Deny	Penn St should remain minor arterial. Local commuter traffic east of Ranshaw Dr does not have the volume level it should for the requested classification change. North Liberty Rd east of Front St should remain collector.
3	North Liberty	Ranshaw Way/Hwy 965 - North City limits to Forevergreen Road	6.07	U-MA	U-PA	Deny	Hwy 965/Ranshaw Way should remain minor arterial for classification connectivity issues at the north urban area boundary (rural major collector) and south at the Forevergreen Rd intersection (urban minor arterial).
4	North Liberty	Jones Boulevard - Penn Street to Forevergreen Road	2.01	U-COL	U-MA	Deny	Jones Blvd should remain collector due to low ADT and the fairly close proximity of another arterial classification to the east.
5	North Liberty	Forevergreen Road - I-380 to Ranshaw Way/Hwy 965	1.77	U-COL	U-MA	Approve	Forevergreen Rd can be upgraded to minor arterial. The future economic development and an increased ADT have developed for a classification of minor arterial at this time.
6	North Liberty	Kansas Avenue - Penn Street to Forevergreen Road	2.05	Local	U-MA	Approve for U-COL	Kansas Ave can be upgraded to collector only. Denying the MPOJC request for a change to minor arterial on this segment. Too close in proximity to I-380.
7	North Liberty	Zeller Street - Jones Boulevard to Front Street	1.00	Local	U-COL	Approve	Zeller St can be upgraded to collector for connection between Jones Blvd on the west and Front St to the east.
8	North Liberty	St. Andrews Drive / 270th St - from Jones Boulevard to Kansas Avenue	1.02	Local	U-COL	Approve	St. Andrews Dr and 270th St can be upgraded to collector, but only because Kansas Ave to the west is approved for an upgrade to collector (continuity of the same classification).
9	North Liberty	Juniper Street - North Liberty Road to Dubuque Street	0.82	Local	U-COL	Approve	Juniper St can be upgraded to collector for quick access connection between S Dubuque St (minor arterial) on the south and North Liberty Rd (collector) on the north.

Total Approved Mileage: 7.12 miles

Total "New" Mileage: 5.35 miles

% of Miles Currently Classified: 161.69 miles (32.3%)

% of Miles Classified with approved amendments: 167.04 miles (33.0%)

U-PA = Urban Principal Arterial

U-MA = Urban Minor Arterial

U-COL = Urban Collector

RESOLUTION NO. 2021- _____

**RESOLUTION AUTHORIZING THE AMENDMENT OF THE FEDERAL
FUNCTIONAL CLASSIFICATION SYSTEM MAP**

WHEREAS, the Metropolitan Planning Organization of Johnson County is established under chapter 28E of the code of Iowa; and

WHEREAS, the Metropolitan Planning Organization of Johnson County is the designated metropolitan planning organization for the Iowa City Urbanized Area; and

WHEREAS, the Metropolitan Planning Organization of Johnson County Urbanized Area Policy Board, upon recommendation from the Metropolitan Planning Organization of Johnson County Transportation Technical Advisory Committee has determined it is reasonable to add select streets to the Iowa City Urbanized Area Federal Functional Classification system map.

NOW, THEREFORE, BE IT RESOLVED BY THE URBANIZED AREA POLICY BOARD OF THE METROPOLITAN PLANNING ORGANIZATION OF JOHNSON COUNTY, THAT:

The Metropolitan Planning Organization of Johnson County Urbanized Area Policy Board approved amending the Federal Functional Classification system map for the Iowa City Urbanized Area with the following:

1. Commerce Drive, from Coral Ridge Avenue to Heartland Drive – add as a collector.
2. Forevergreen Road, from I-380 to Ranshaw Way/ Hwy 965 – add as a minor arterial.
3. Kansas Avenue, from Penn Street to Forevergreen Road – add as a collector.
4. Zeller Street, from Jones Boulevard to Front Street – add as a collector.
5. St. Andrews Drive/ 270th Street, from Jones Boulevard to Kansas Avenue – add as a collector.
6. Juniper Street, from North Liberty Road to Dubuque Street – add as a collector.

and to forward to the Iowa Department of Transportation.

It was moved by _____ and seconded by _____. The resolution be adopted. The motion _____ on a vote of _____ affirmative and _____ negative. Considered on this _____ day of January 2021.

Terry Donahue, Chairperson
MPOJC Urbanized Area Policy Board

Attest: _____
MPOJC Executive Director



Date: January 19, 2021

To: Urbanized Area Policy Board

From: Brad Neumann, Associate Transportation Planner

Re: Agenda Item #4(d): Update on the MPOJC FY22 Transportation Planning Work Program and FY22-25 Transportation Improvement Program

FY22 Transportation Planning Work Program

The *Transportation Planning Work Program* is a document developed each year to identify projects which will be addressed by MPOJC the following fiscal year. The Work Program is developed in a coordinated effort involving the Transportation Technical Advisory Committee, Iowa Department of Transportation (DOT), and Urbanized Area Policy Board. Annual Work Program items include all state and federally required planning processes and documentation, ongoing and routine projects, and special projects requested by member entities.

We will begin soliciting for FY22 Work Program projects in February. If you have special projects in mind for the FY22 Work Program, please feel free to discuss them with any MPO staff person. The draft Work Program must be submitted to the Iowa DOT, Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA) by April 1. The Urbanized Area Policy Board will approve the final Work Program in May.

FY22-25 Transportation Improvement Program

The MPOJC *Transportation Improvement Program* (TIP) is the programming document for federally funded transportation improvements within the Iowa City Urbanized Area. This document includes federally funded transportation projects for all modes of transportation such as streets, highways, bicycles, transit, and pedestrian projects.

The importance of the TIP is that it formalizes the specific projects to receive federal funds, and the year in which the projects receive funding. The MPOJC Urbanized Area Policy Board considers approval of the annual TIP after receiving a recommendation from the Transportation Technical Advisory Committee. MPOJC will be allocating new Surface Transportation Block Grant (STBG) and Transportation Alternatives Program (TAP) funding in 2021. MPOJC anticipates allocating approximately \$7.5 million in STBG funding and \$525,000 in TAP funding to be programmed in FY25-26. The STBG funding amount is higher than normal due to the City of North Liberty returning approximately \$1.8 million from their Hwy 965 Phase II project which was completed in FY14.

In July, the Urbanized Area Policy Board will consider adopting the FY22-25 TIP. In preparation for public review of the draft TIP, staff will work with member entities to ensure projects are programmed in the appropriate fiscal year.

I will be at your January 27th meeting to answer any questions you have.

cc: Kent Ralston



Metropolitan Planning Organization of Johnson County

Date: January 20, 2021
To: Urbanized Area Policy Board
From: Kent Ralston, ^{KR}Executive Director
Re: Agenda Item #4(e): Update on Surface Transportation Block Grant & Transportation Alternatives Program grant funding process

Typically, the MPO conducts our competitive grant process for both Surface Transportation Block Grant (STBG) and Transportation Alternative Program (TAP) funds in the spring every other year. This biennial process has historically reflected the desire of both the Transportation Technical Advisory Committee and the Policy Board to allow two years of funding to be allocated at once – thereby allowing projects to receive larger funding awards.

Calendar year 2021 marks a grant cycle year for the MPO and staff anticipates that approximately \$7.5 million in STBG funds and approximately \$525,000 in TAP funds will be available for programming for FY2025-2026.

The grant process will follow this tentative timeline:

- February 1, 2021 – STBG & TAP applications distributed
- February 22, 2021 – Application submittal deadline (3 weeks to submit applications)
- March 9, 2021 – RTBC meets to provide recommendation on TAP projects
- March 23, 2021 – TTAC meets to provide recommendations on STBG/TAP projects
- March 31, 2021 – Policy Board meets to approve funding of STBG/TAP projects
- May 2021 – TTAC / Policy Board approve draft Transportation Improvement Program
- July 2021 – TTAC / Policy Board approve final Transportation Improvement Program

I will be at your January 27th meeting to answer any questions you may have.



Date: January 20, 2021
To: Urbanized Area Policy Board
From: Sarah Walz, Associate Transportation Planner
Re: Agenda Item #5(a): Report on the MPOJC Trails-to-Tables Charity Challenge

For nearly a decade, the Metropolitan Planning Organization of Johnson County (MPO) has sponsored the “Severson Charity Challenge” in honor of Linda Severson who served as the MPO’s Human Services Coordinator from 1994-2011. Recognizing that the Covid-19 pandemic imposed a number of restrictions on community facilities and staff, the MPO proposed an alternative to our annual charity challenge described at your November meeting.

The **Trails-to-Table Challenge** began December 1st and will continue through the end of this month. During this time, MPO staff walked, ran, and biked the 100+ miles of paved trails and sidepaths in the metro area with the goal of raising money for our local food banks (CommUnity Food Bank in Iowa City, the Coralville Community Food Pantry, and North Liberty Community Food Pantry). Online donations were accepted through a special fund set up with the Community Foundation of Johnson County.

To date, the effort has generated over \$2,500 dollars in donations! While short of our goal, it is truly a great level of support and worth remembering that just \$1.00 buys 5 pounds of food and \$25 can feed a family for a month [Source: Coralville Community Food Pantry].

As we biked, ran, and walked the 100+ miles of paved trails, we also encouraged people to engage in safe, outdoor activities that are good for both their physical and mental health, and to promote the remarkable system of trails that reach every neighborhood in the metro area. MPO staff documented our walks and rides, providing maps, videos, and pictures, which we shared on Instagram and Facebook. In addition, we hosted six virtual Zoom tours for residents to explore the trails and learn how to keep warm and motivated to be active during this cold season.

For those of you who are not on social media, you can access many of these materials on the MPO web page - <https://www.mpojc.org/trails-table-challenge>. We are also providing additional educational information (via Zoom) on how trails are planned and funded, and information on how people can provide input on revisions to the MPO Long Range Transportation Plan.

Finally, a big thank you to those that helped support the Trails-to-Tables Charity Challenge this year! Your generosity makes for a better community and is truly appreciated!