



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	<u>FY21 Budgeted</u>	<u>FY22 Proposed</u>	<u>FY23 Forecast¹</u>	<u>FY24 Forecast¹</u>
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	<u>\$720,672</u>	<u>\$747,215</u>	<u>\$769,631</u>	<u>\$792,720</u>
University of Iowa Student Interns ²	\$23,817	\$23,817	\$23,817	\$23,817
TOTAL	<u>\$744,489</u>	<u>\$771,032</u>	<u>\$793,448</u>	<u>\$816,537</u>

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

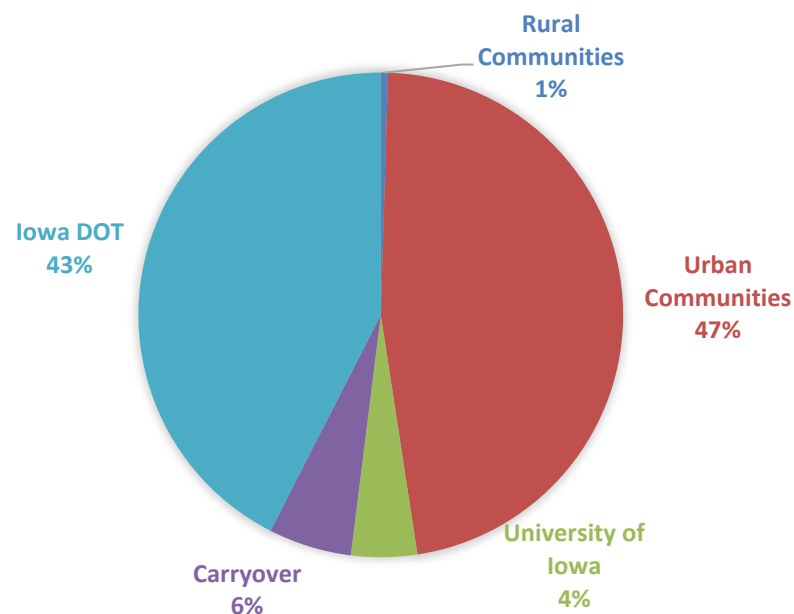
Solon	\$833
Lone Tree	\$531
Swisher	\$359
Oxford	\$330
Hills	\$287
Shueyville	\$236
SubTotal	\$2,576

Other Sources

Iowa DOT	\$230,000
Carryover	\$30,000
University of Iowa	\$23,817
SubTotal	\$283,817

Total	\$541,445
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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.