

Unified Planning Work Program 2020 End-of-Year Report

For the Saint Cloud Area Planning Organization



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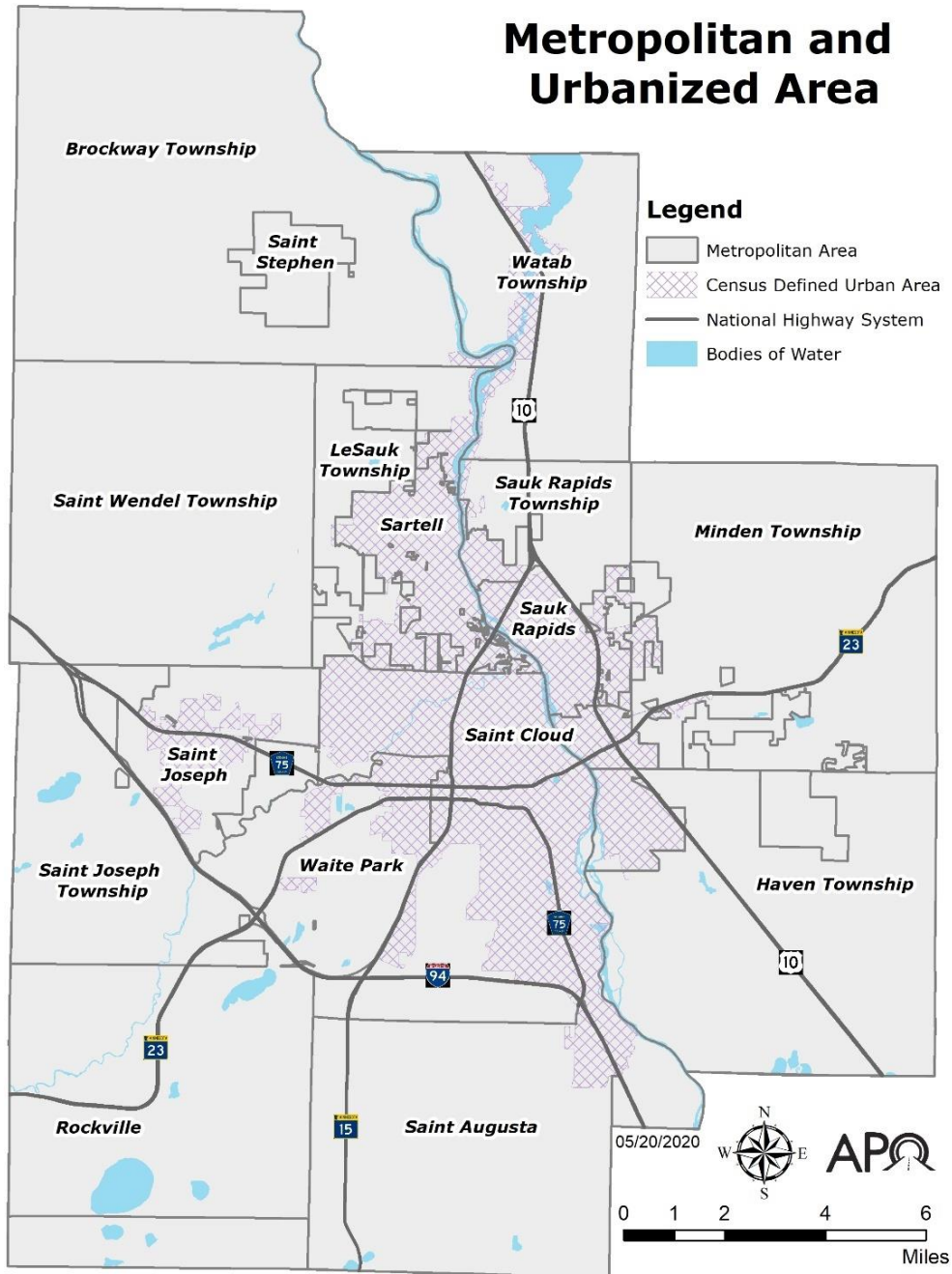
Prepared for the Policy Board
April 2021

The work activities described herein are supported by funding from the Federal Highway Administration, the Federal Transit Administration, the Minnesota Department of Transportation, Saint Cloud Metro Bus, and the Saint Cloud Area Planning Organization.

Introduction

This report is a summary of the activities, expenditures, and achievements of the Saint Cloud Area Planning Organization (APO) for Fiscal Year (FY) 2020, which began on Jan. 1, 2020 and ended Dec. 31, 2020. The APO is a publicly funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

Figure 1. Saint Cloud APO Metropolitan Planning Area



Purpose and Need

The goals of this report are:

1. To provide a public record of the performance of the APO.
2. To provide a financial summary of budgets and expenditures for the purpose of financial transparency and future budgeting.
3. To provide a management tool for the development of subsequent work plans.

APO Staff Vision, Goal, and Core Values

The performance and behavior that is valued by APO staff is rooted in the internal vision, goal, and values of the organization.

Vision:

To provide high-quality, high-value public service to our members and the general public.

Goal:

The logical, informed investment of limited transportation funding.

Core Values:

- **Working Together** – APO staff shall bring all stakeholders to the table and shall hear and consider all voices in the completion of projects and discussion of future needs. This is true both internally (i.e., teamwork among APO staff members) and externally (i.e., cooperation between APO staff and the staff and elected leadership of the member jurisdictions and the general public). APO staff will do its best to provide meaningful assistance to the member jurisdictions and to create opportunities for cooperation between member jurisdictions. By working together, every APO staff member will be able to learn from others and apply that knowledge throughout their individual area of responsibility. It will also help make the best use of limited resources. APO staff will also work with the general public to provide time and opportunities for meaningful input into the planning process.
- **Integrity** – APO staff shall work openly and honestly with everyone to build trust and respect. They shall also develop and foster a reputation for the timely production of high-quality, accurate, and dependable work products. This will not only help produce trusted products, but by doing it right the first time, the need to redo work will be decreased.
- **Critical Thinking and Problem-Solving** – APO staff members shall develop and continuously sharpen their individual technical skills and shall provide objective, fact-based technical assistance to help individual member jurisdictions and the region as a whole solve problems and achieve their goals. New and creative ideas to solve problems will be sought-out and welcomed. All reasonable ideas will be evaluated.
- **Efficiency** – APO staff shall expend its limited resources as efficiently as possible to provide high-quality, low-cost public service to the individual jurisdictional members and to the residents of the entire region.
- **Positive Work Environment** – APO staff members shall develop and foster a positive, respectful, and supportive work environment in which all staff members

have the opportunity to grow professionally, improve their technical skills, and feel valued for their unique contributions to the team.

Organization

The APO is governed by a Policy Board of elected and appointed officials from the following jurisdictions:

- Stearns County, MN
- Benton County, MN
- Sherburne County, MN
- City of Saint Cloud, MN
- City of Sauk Rapids, MN
- City of Sartell, MN
- City of Waite Park, MN
- City of Saint Joseph, MN
- LeSauk Township in Stearns County, MN
- Saint Cloud Metropolitan Transit Commission (aka, Metro Bus)

Additionally, there are three incorporated cities of fewer than 5,000 individuals within the APO's planning area – Saint Augusta, Rockville, and Saint Stephen – who are represented on the APO Board by Stearns County.

The APO Board is supported by a staff of six approved positions (5.72 FTEs):

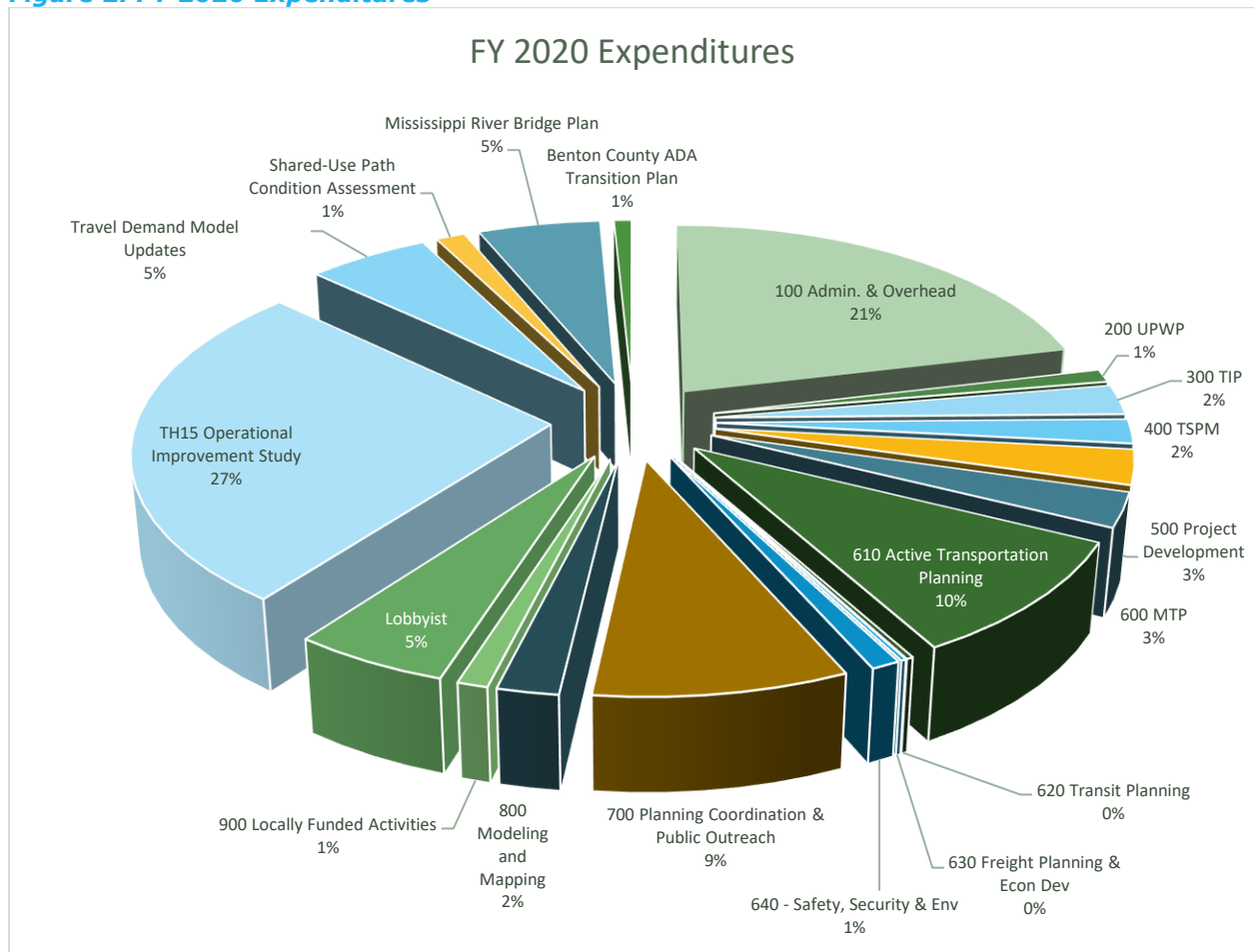
1. **Executive Director** – Responsible for the general supervision, management, and administration of the business and affairs of the APO including the development and keeping of the Unified Planning Work Program (UPWP); has the care and custody of all funds of the APO and has signatory authority for the disbursement of all monies under the direction of the Board; has signatory authority on all contracts, documents, and other official instruments of the APO; keeps the official records and financial accounts of the APO; APO procurement officer and project manager for planning projects completed by consultants; hires and supervises additional staff members for positions approved by the Board; is appointed by an affirmative vote by the majority of Board members.
2. **Planner III (Senior Planner)** – Responsible for the general supervision and direction of the Planner I and Planner II positions; in coordination with the Planner I and II positions is responsible for the timely development and keeping of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP); chairs and is the primary support staff member for the Technical Advisory Committee (TAC); fills in for the Executive Director in her/his absence.
3. **Planner II (Associate Planner)** – Responsible for the development and keeping of the APO's Stakeholder Engagement Plan and Title VI Compliance document(s); is the APO's primary active-transportation planning specialist, including developing and maintaining the regional Active Transportation Plan, Safe Routes to School planning, and serving as the primary coordinator for the Active Transportation Advisory Committee (ATAC); and, as able, supports the Senior Transportation Planner by completing other specific tasks as directed.
4. **Planner I (Transportation Planner)** – (*This position was vacant for the entirety of 2020.*)
5. **Planning Technician** – Responsible for the development and keeping of the APO's transportation performance measures including collection, analysis, and annual

reporting of regional transportation performance data; responsible for the keeping and operation of the regional Travel Demand Model (TDM); provides ArcGIS mapping services and analysis to other planners and jurisdictional members; as able, may complete additional tasks as assigned by the Executive Director or Senior Transportation Planner.

6. **Administrative Specialist** – General support staff for all other positions; answers telephone, opens and distributes mail, copies and files documents as needed; writes minutes for all TAC and Board meetings; monitors and purchases office supplies as needed; works with Executive Director and Accountant on keeping timesheets and records of work effort; writes outgoing correspondence as directed, and assorted other duties; this is a 0.72 FTE position.

Overall Financial Performance

Figure 2. FY 2020 Expenditures



The FY 2020 UPWP was approved by the Board on Aug. 8, 2019. The document was amended twice during the fiscal year. The budget figures used below represent the approved budgets in the final UPWP after all amendments.

Unified Planning Work Program 2020 End-of-Year Report

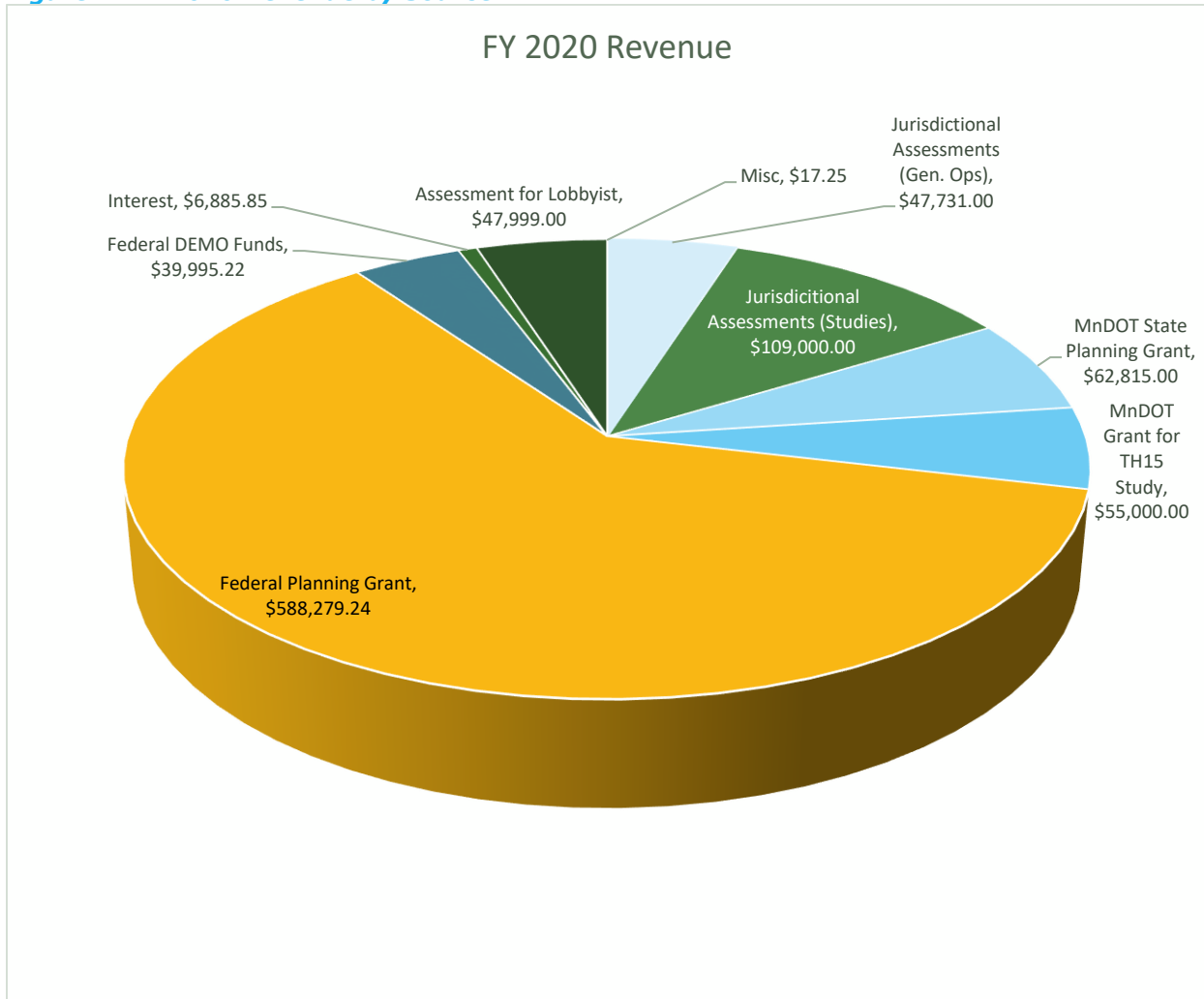
Figure 3. FY2020 Budget vs. Expenditures

| Work Activity Category | Total Budget | Total Expended* | % Expended | % Remaining |
|---|--------------------|------------------|--------------|--------------|
| 100 Administration & Overhead | \$202,100 | \$194,006 | 96.0% | 4.0% |
| 200 Budget & UPWP | \$9,000 | \$9,415 | 104.6% | 0.0% |
| 300 Transportation Improvement Program (TIP) | \$31,450 | \$22,147 | 70.4% | 29.6% |
| 400 Transportation System Performance Monitoring (TSPM) | \$24,000 | \$17,867 | 74.4% | 25.6% |
| 500 Transportation Project Development | \$39,000 | \$25,656 | 65.8% | 34.2% |
| 600 Metropolitan Transportation Plan (MTP) | \$36,500 | \$25,455 | 69.7% | 30.3% |
| 610 MTP – Active Transportation Planning | \$51,350 | \$87,847 | 171.1% | 0.0% |
| 620 MTP – Transit Planning | \$10,000 | \$2,122 | 21.2% | 78.8% |
| 630 MTP – Freight Planning, Economic Vitality & Tourism | \$12,450 | \$1,622 | 13.0% | 87.0% |
| 640 MTP – Safety, Security & Environmental | \$9,500 | \$8,912 | 93.8% | 6.2% |
| 700 Transportation Planning Coordination & Public Outreach | \$70,000 | \$77,955 | 111.4% | 0.0% |
| 800 Transportation Modeling, Mapping & Technical Support | \$30,000 | \$18,921 | 63.1% | 36.9% |
| 900 Locally Funded Activities | \$19,700 | \$9,376 | 47.6% | 52.4% |
| Sub-Total for APO Staff, Overhead, and Operations | \$545,050 | \$501,301 | 92.0% | 8.0% |
| Consultant Services: David Turch & Associates | \$48,000 | \$48,000 | 100.0% | 0.0% |
| Consultant Services: TH15 Operational Improvement Study | \$250,000 | \$244,093 | 97.6% | 2.3% |
| Consultant Services: Travel Demand Model Updates and Improvements | \$50,000 | \$49,894 | 99.8% | 0.2% |
| Consultant Services: Stearns CSAH 133 Alignment Planning | \$85,000 | \$0 | 0.0% | 100.0% |
| Consultant Services: Mississippi River Bridge Planning Update | \$167,000 | \$49,994 | 30.0% | 70.0% |
| Professional Services: Multi-Use Path Condition Assessment | \$12,000 | \$11,936 | 99.5% | 0.5% |
| Consultant Services: Benton County ADA Transition Plan | \$0** | \$7,179 | N/A | N/A |
| Grand Total Budget | \$1,157,050 | \$912,397 | 78.9% | 21.1% |

*Expenditures rounded to nearest dollar.

**Funding for Benton County ADA Transition Plan was approved in 2018 but was not claimed until 2020.

Figure 4. FY 2020 Revenue by Source

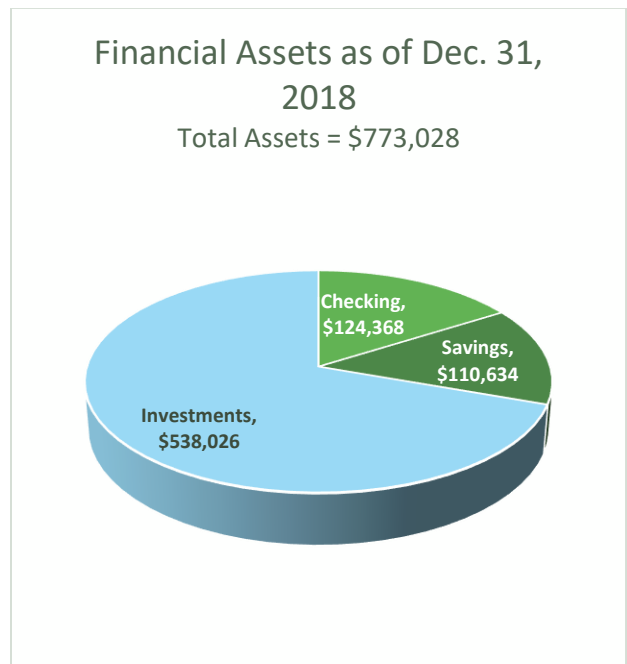
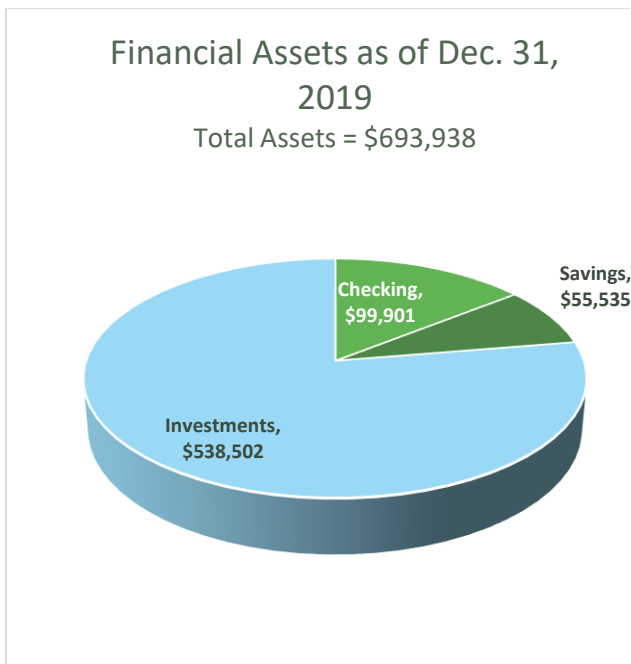
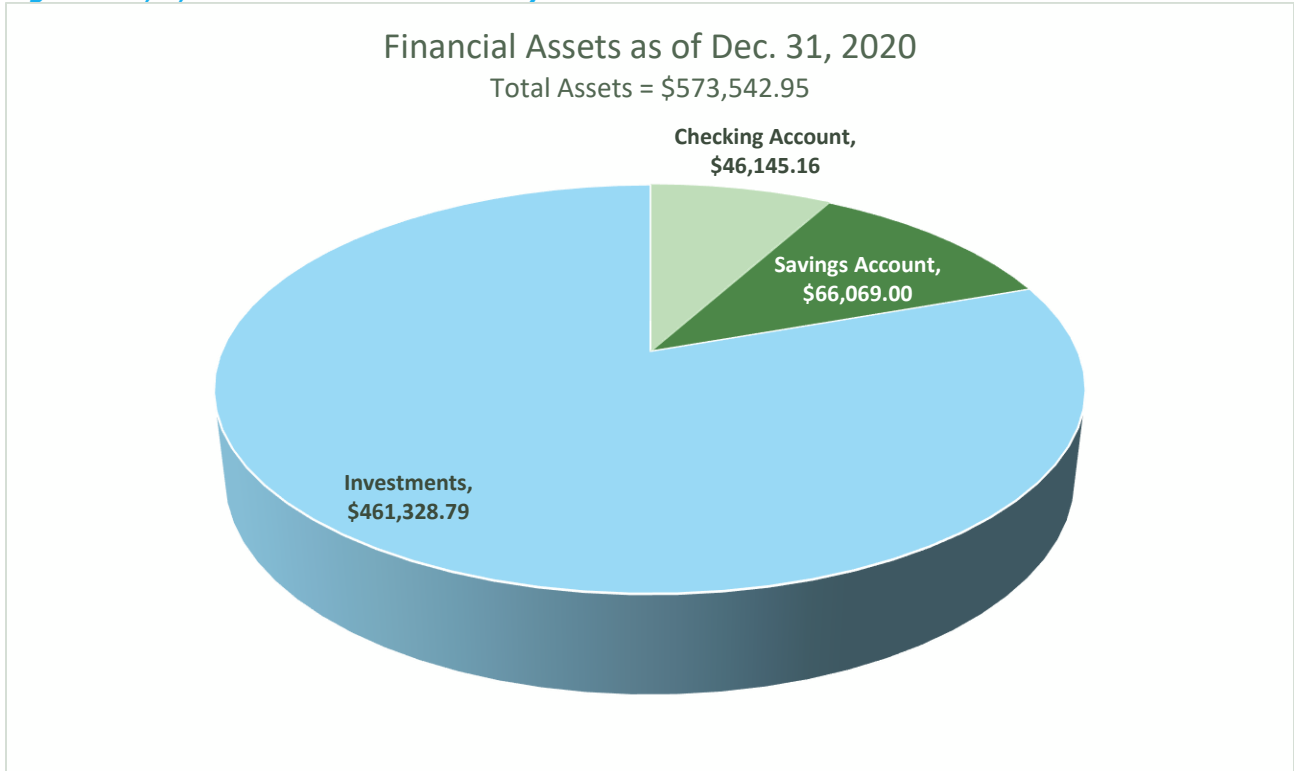


Total APO revenue for FY 2020 was \$957,722.56.

Return on Investment

APO member jurisdictions provided \$156,731 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$7,766,279 in Federal funds through the Transportation Improvement Program (TIP) in FY 2020 (i.e., \$4,585,200 for transit operations and projects, \$3,074,079 for roadway projects, and \$107,000 for a planning study). That is a 4,955% return on investment.

Figures 5a, b, and c. Financial Assets by Source and Year



Financial assets have been decreasing over the past few years as part of an intentional effort to “right size” the financial reserves of the organization and expend resources to address the region’s planning needs. The decrease in financial assets is likely to continue in 2021 as a result of the decrease in tax revenue to the APO’s jurisdictional members caused by the COVID-19 pandemic and the need to dip into reserves to fully match the APO’s

Federal grants. However, in 2022 the Executive Director intends to stop the slide and will begin holding financial reserves between \$500,000 and \$600,000.

Figure 6. FY 2020 Expenses by Selected Categories

| | Budget | Expended | % Expended | % Remaining |
|------------------------------|--------------|--------------|------------|-------------|
| MnDOT State Grant | \$62,815.00 | \$62,815.00 | 100% | 0% |
| Federal Planning Grant (CPG) | \$552,431.00 | \$538,284.98 | 97.4% | 2.6% |
| DEMO Federal Funds | \$175,000.00 | \$49,994.02 | 28.6% | 71.4% |
| Salaries | \$309,418.98 | \$328,104.66 | 106.0% | 0% |
| Payroll Expenses* | \$23,670.55 | \$23,118.02 | 97.7% | 2.3% |
| Employee Benefits | \$62,994.10 | \$85,724.56 | 136.1% | 0% |

*Payroll expenses are Social Security and Medicare.

Notes:

- This budget was developed in mid-2019 based on the costs of the APO staff at that time. Near the end of 2019 a more inexperienced staff member left the APO. In January 2020, they were replaced by a much more experienced planner for whom the salary and benefits costs were much higher. Thus, we slightly exceeded the salary budget for staff.
- In response to losing the staff member, the Policy Board voted to change policies such that the APO provided health care coverage to employees free of charge. APO benefit-eligible employees previously had paid 10% of their monthly insurance costs for single-coverage, and 25% of their monthly costs for family coverage. The departing employee had been the second employee in three years to leave the APO for another public agency in part because the other agency provided health care to their employees free of charge. The policy change played a role in the APO exceeding its previous budget for health care insurances (listed as part of “Employee Benefits” shown in Figure 6 above). The age of the new employee also played a role in exceeding the budget for insurances, as well as some employees switching from single- to family-coverage.

Work Elements

100 Administration and Overhead – ON-GOING

Figure 7. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|-------------------------------|--------------|----------------|------------|-------------|
| 100 Administration & Overhead | \$202,100 | \$194,006 | 96.0% | 4.0% |

Figure 8. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|---|----------------|----------------|--------------|-------------|
| 101 – General | 1,195 | 1,369.75 | 114.6% | 0% |
| 102 – Human Resources & Personnel | 162 | 125.75 | 77.6% | 22.4% |
| 103 – Building Management & Maintenance | 36 | 5 | 13.9% | 86.1% |
| 104 – Staff Development & Training | 268 | 277.5 | 103.5% | 0% |
| 104 – Holiday | 480 | 433 | 90.2% | 9.8% |
| 105 – Vacation | 320 | 233.25 | 72.9% | 27.1% |
| 106 – Sick Leave | 160 | 172.75 | 108.0% | 0% |
| 107 - Overhead | 0 | 0 | 0% | N/A |
| Totals | 2,621 | 2,617 | 99.8% | 0.2% |

Category 100 as shown above includes both staff time and overhead expenses such as office supplies, utilities, postage, etc. The budget for 2020 overhead expenses is shown below.

Figure 9. FY 2020 Overhead Expenses Budget Breakdown

| Line Item | Budget | Expended* | % Expended | % Remaining |
|------------------------------------|-----------------|-----------------|--------------|--------------|
| Liability Insurance & Workers Comp | \$6,500 | \$5,305 | 81.6% | 18.4% |
| Office Supplies | \$2,750 | \$885 | 32.2% | 67.8% |
| Accounting Services | \$18,100 | \$17,874 | 98.8% | 1.2% |
| Telephone/Postage/Internet | \$5,000 | \$6,501 | 130.0% | 0.0% |
| Travel | \$4,500 | \$2,699 | 60.0% | 40.0% |
| Professional Development | \$4,000 | \$2,527 | 63.2% | 36.8% |
| Printing/Publishing/Advertising | \$2,500 | \$1,985 | 79.4% | 20.6% |
| Building Maintenance & Utilities | \$12,000 | \$8,351 | 69.6% | 30.4% |
| Legal Services | \$2,000 | \$1,260 | 63.0% | 37.0% |
| Multifunction Copier | \$3,500 | \$2,022 | 57.8% | 42.2% |
| Dues and Subscriptions | \$3,500 | \$3,435 | 98.1% | 18.6% |
| IT Support & Software | \$15,000 | \$14,267 | 95.1% | 4.9% |
| Equipment and Hardware | \$4,500 | \$5,613 | 124.7% | 0.0% |
| Miscellaneous | \$5,000 | \$2,183 | 43.7% | 56.3% |
| Bank Service Charge | \$0 | \$140 | N/A | N/A |
| Total | \$88,850 | \$75,047 | 84.5% | 15.5% |

*Expenditures rounded to nearest dollar

Key Activities, Accomplishments, and Notes

- The COVID-19 pandemic was a major challenge in terms of IT support, software, equipment, and hardware as employees shifted to working primarily from home. The APO purchased new laptops for most staff members, installed a VPN, and upgraded its internet plan to provide sufficient bandwidth so that employees could access the work server from home. These challenges contributed to budgets being exceeded for "Equipment and Hardware" and "Internet".
- The flip side of the pandemic and staff working from home was that significant budget savings were seen in "Office Supplies", "Travel", "Professional Development", and maintenance and supplies for the "Multifunction Copier".
- Hired and on-boarded a new Associate Transportation Planner.
- Hired and on-boarded a new Administrative Assistant.
- Staff participated in various webinars and virtual conferences.
- Completed COVID-19 Plan for the APO office.
- Staff attended annual Title VI and Title II training.

200 Budget and Unified Planning Work Program (UPWP) – ON-GOING

Figure 10. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------|--------------|----------------|------------|-------------|
| 200 Budget and UPWP | \$9,000 | \$9,415 | 104.6% | 0.0% |

Figure 11. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|-------------------------------|----------------|----------------|---------------|-------------|
| 201 – Prepare Budget and UPWP | 137 | 147.5 | 107.7% | 0% |
| Totals | 137 | 147.5 | 107.7% | 0% |

Key Activities, Accomplishments, and Notes

- Prepared FY 2019 year-end report.
- Processed two amendments/modifications to the 2020 UPWP.
- Developed and gained approval for the 2021-2022 UPWP.

300 Transportation Improvement Program (TIP) – ON-GOING

Figure 12. FY2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|--|--------------|----------------|------------|-------------|
| 300 Transportation Improvement Program (TIP) | \$31,450 | \$22,147 | 70.4% | 29.6% |

Figure 13. FY2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|---|----------------|----------------|--------------|--------------|
| 301 – ATP Meetings/Subcommittees | 26 | 28.5 | 109.6% | 0% |
| 302 – Annual TIP Development | 226 | 291.25 | 128.9% | 0% |
| 303 – TIP Maintenance & Amendments | 248 | 115 | 46.4% | 53.6% |
| 304 – TIP Project Monitoring & Annual Listing of Projects | 223 | 97.75 | 43.8% | 56.2% |
| Totals | 723 | 532.5 | 73.7% | 26.3% |

Key Activities, Accomplishments, and Notes

- Staff solicited, reviewed, and ranked STBGP projects.
- Reviewed HSIP applications & scored transportation alternatives projects.

- Completed development and gained approval for the 2021-2024 TIP, including a public input process; coordinated with MnDOT’s STIP development.
- Processed multiple amendments and revisions to the TIP, as necessary.
- Developed Annual Listing of Obligated Projects to update information on projects funded in previous years.
- Attended meetings of the MnDOT Area Transportation Partnership.
- Developed Regional Infrastructure Investment Plan based on the Capital Improvement Programs of the member jurisdictions.

400 Transportation System Management (TSM) – ON-GOING

Figure 14. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|--------------------------------------|--------------|----------------|------------|-------------|
| 400 Transportation System Management | \$24,000 | \$17,867 | 74.4% | 25.6% |

Figure 15. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|---|----------------|----------------|--------------|--------------|
| 401 – Performance Measures, Data Collection, Analysis, and Target Setting | 352 | 324.75 | 92.3% | 7.7% |
| 402 – Transportation System Performance and Target Achievement Report | 253 | 158.5 | 62.6% | 37.4% |
| Totals | 605 | 483.25 | 79.9% | 20.1% |

Key Activities, Accomplishments, and Notes

- Collected, analyzed, and managed transportation system performance data.
- Developed annual Transportation System Performance Report.
- Worked in coordination with MnDOT to develop regional performance targets for Federally-required transportation performance measures.

500 Transportation Project Development – ON-GOING

Figure 16. FY2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|--|--------------|----------------|------------|-------------|
| 500 Transportation Project Development | \$39,000 | \$25,656 | 65.8% | 34.2% |

Figure 17. FY2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|---|----------------|----------------|--------------|--------------|
| 501 – Planning Assistance for Members | 240 | 82 | 34.2% | 65.8% |
| 502 – Consultant Procurement & Contracting | 166 | 197.5 | 119.0% | 0% |
| 503 – Consultant Study Coordination | 230 | 156.75 | 68.2% | 31.8% |
| 504 – Grant Writing & Assistance for Member Jurisdictions | 48 | 4 | 8.3% | 91.7% |
| Totals | 684 | 440.25 | 64.4% | 35.6% |

Key Activities, Accomplishments, and Notes

- Responded to various requests for technical assistance from jurisdictions and key stakeholder agencies/organizations.
- Completed grant agreements with MnDOT for 1.) Demonstration funds, and 2.) for MnDOT’s additional \$55,000 contribution for the TH15 Study.
- Procured consultant for the TH15 Operations Improvement Study and supported the study’s planning process through coordination with and direction of the consultant.
- Procured consultant for the Travel Demand Model Updates and Improvements effort; supported and provided direction to the consultant.
- Procured consultant for the Mississippi River Bridge Planning Update and supported study development.
- Procured vendor to complete the Multi-Use Path Condition Assessment and received final data resulting from that effort.
- Procured website host and signed a five-year contract.

600 Metropolitan Transportation Plan – ON-GOING

Figure 18. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|--------------------------------------|--------------|----------------|------------|-------------|
| 600 Metropolitan Transportation Plan | \$36,500 | \$25,455 | 69.7% | 30.3% |

Figure 19. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|-------------------------------------|----------------|----------------|--------------|--------------|
| 601 – MTP Development & Maintenance | 742 | 516.75 | 69.6% | 30.4% |
| Totals | 742 | 516.75 | 69.6% | 30.4% |

Key Activities, Accomplishments, and Notes

- Assisted the Associate Planner in developing the Regional Active Transportation Plan (which will become the Active Transportation portion of the next MTP).
- Re-evaluated MTP visioning process/goals in light of COVID-19 pandemic.

610 Active Transportation Planning – ON-GOING

Figure 20. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------------------|--------------|----------------|------------|-------------|
| 610 Active Transportation Planning | \$51,350 | \$87,847 | 171.1% | 0.0% |

Figure 21. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|--|----------------|----------------|---------------|-------------|
| 611 – Safe Routes to School and Active Transportation Planning Coordination and Technical Assistance | 254 | 285.75 | 112.5% | 0% |
| 612 – Active Transportation Advisory Committee | 61 | 112.25 | 184.0% | 0% |
| 613 – Regional Active Transportation Plan Development & Maintenance | 746 | 1,603 | 214.9% | 0% |
| Totals | 1,061 | 2,001 | 188.6% | 0% |

Key Activities, Accomplishments, and Notes

- Associate Planner prepared for and supported two meetings of the Active Transportation Advisory Committee.
- Coordinated with MnDOT on their bicycle and pedestrian data collection efforts.
- The Planning Technician deployed the Bike/Ped traffic counter around the region to collect data.
- Staff continued working on development of the Regional Active Transportation Plan.

620 Transit Planning – ON-GOING

Figure 22. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------|--------------|----------------|------------|-------------|
| 620 Transit Planning | \$10,000 | \$2,122 | 21.2% | 78.8% |

Figure 23. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|--|----------------|----------------|--------------|--------------|
| 621 – General Transit Planning, Coordination, and Technical Assistance | 162 | 39.75 | 24.5% | 75.5% |
| 622 – Northstar Coordination | 84 | 7.75 | 9.2% | 90.85 |
| Totals | 246 | 47.5 | 19.3% | 80.7% |

Key Activities, Accomplishments, and Notes

- Created various maps at the request of Metro Bus.
- APO staff attended Metro Bus RAC meetings.
- Staff coordinated with the Policy Board and MnDOT regarding the Northstar Extension Feasibility Assessment.

630 Freight Planning & Economic Vitality – ON-GOING

Figure 24. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------|--------------|----------------|------------|-------------|
| 630 Transit Planning | \$12,450 | \$1,622 | 13.0% | 87.0% |

Figure 25. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|---|----------------|----------------|--------------|--------------|
| 631 - Freight Planning, Coordination & Technical Assistance | 100 | 3 | 3.0% | 97.0% |
| 632 - Transportation-Related Economic Development Planning, Coordination & Technical Assistance | 104 | 22 | 21.2% | 78.8% |
| Totals | 204 | 25 | 12.3% | 87.7% |

Key Activities, Accomplishments, and Notes

- Staff supported development of MnDOT District 3’s freight plan.
- Executive Director researched various relationships/indicators of transportation efficiency and economic development.

640 Safety, Security & Environmental – ON-GOING

Figure 26. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------|--------------|----------------|------------|-------------|
| 640 Transit Planning | \$9,500 | \$8,912 | 93.8% | 6.2% |

Figure 27. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|---|----------------|----------------|---------------|-------------|
| 641 - Safety & Security Planning, Coordination & Technical Assistance | 98 | 213.75 | 218.1% | 0% |
| 642 - Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis | 106 | 0 | 0% | 100% |
| Totals | 204 | 213.75 | 104.8% | 0% |

Key Activities, Accomplishments, and Notes

- Staff chaired and supported the regional Toward Zero Deaths Committee.
- At the request of TAC members, APO staff provided staff support for a speed limit working group resulting from a change in State law giving local jurisdictions more freedom to set speed limits on public streets.

700 Transportation Planning Coordination & Meetings – ON-GOING

Figure 28. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|---|--------------|----------------|------------|-------------|
| 700 Transportation Planning Coordination & Meetings | \$70,000 | \$77,955 | 111.4% | 0.0% |

Figure 29. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|---|----------------|-----------------|---------------|-------------|
| 701 – General Meeting Coordination and Attendance | 425 | 382 | 89.9% | 10.1% |
| 702 – APO Committee & Board Meetings | 680 | 470.5 | 69.2% | 30.8% |
| 703 – Public Outreach, Engagement, Website & Social Media | 256 | 404.25 | 157.9% | 0% |
| 704 – Evaluation and Coordination of Plans from Member Jurisdictions | 44 | 31 | 70.5% | 29.5% |
| 705 – Develop & Maintain Stakeholder Engagement Plan & Title VI Compliance Plan | 52 | 236 | 453.8% | 0% |
| 706 – Annual Report for SEP and Title VI Compliance/Effectiveness | 92 | 201.5 | 219.0% | 0% |
| Totals | 1,549 | 1,725.25 | 111.4% | 0% |

Key Activities, Accomplishments, and Notes

- Held seven meetings of the Technical Advisory Committee (TAC).
- Held eight meetings of the Policy Board.
- Administrative Assistant prepared minutes of all meetings above.
- Held weekly APO staff coordination meetings.
- The Executive Director attended four Minnesota MPO Directors’ meetings.
- Supported and updated website and social media accounts to keep public informed.
- Staff developed annual Stakeholder Engagement Plan compliance/effectiveness report.
- Staff completed an amendment/update of the Stakeholder Engagement Plan.
- Staff supported MnDOT by serving on various committees guiding development of plans.

800 Transportation Data – ON-GOING

Figure 30. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|-------------------------|--------------|----------------|------------|-------------|
| 800 Transportation Data | \$30,000 | \$18,921 | 63.1% | 36.9% |

Figure 31. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|---|----------------|----------------|--------------|--------------|
| 801 – Network & TAZ Data Collection & Analysis | 304 | 156 | 51.3% | 48.7% |
| 802 – CUBE Travel Demand Model Development & Operations | 200 | 143 | 71.5% | 28.5% |
| 803 – GIS Database Development & Mapping | 240 | 217.5 | 90.6% | 9.4% |
| Totals | 744 | 516.5 | 69.4% | 30.6% |

Key Activities, Accomplishments, and Notes

- Created geo-database for 2020-2050 Travel Demand Model & integrated travel demand model into GIS.
- Working in coordination with a consultant, staff helped implement various changes and improvements to the regional Travel Demand Model.

900 Locally Funded Activities – ON-GOING

Figure 32. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|---|-----------------|-------------------|--------------|--------------|
| 901 – Legislative Communications | \$6,700 | \$401.34 | 6.0% | 94.0% |
| 902 – Travel for Legislative Communications | \$5,000 | \$975.26 | 19.5% | 80.5% |
| 903 - Audit | \$8,000 | \$8,000 | 100.0% | 0.0% |
| Totals | \$19,700 | \$9,376.60 | 47.6% | 52.4% |

- Figure 32 includes costs for staff time, non-reimbursable travel, and the annual audit.

Figure 33. FY 2020 Staff Hours Budgeted vs. Staff Hours Spent

| Work Activity Category | Hours Budgeted | Hours Expended | % Expended | % Remaining |
|----------------------------------|----------------|----------------|-------------|--------------|
| 901 – Legislative Communications | 100 | 6 | 6.0% | 94.0% |
| Totals | 100 | 6 | 6.0% | 94.0% |

Key Activities, Accomplishments, and Notes

- Began development of briefing booklet of regional transportation priorities.
- Staff prepared for annual trip to Washington DC, but trip was later canceled due to COVID-19 pandemic.
- Staff supported the completion of our annual financial audit.

TH15 Corridor Operational Improvement Study - COMPLETED

Figure 34. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|------------------------------------|--------------|----------------|------------|-------------|
| TH15 Operational Improvement Study | \$250,000 | \$244,093 | 97.6% | 2.3% |

Key Activities, Accomplishments, and Notes

- Held two robust public input events completely online due to the COVID-19 pandemic.
- Completed study on time and on budget.

Travel Demand Model Updates & Improvements - COMPLETED

Figure 35. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|--|--------------|----------------|------------|-------------|
| Travel Demand Model Updates and Improvements | \$50,000 | \$49,894 | 99.8% | 0.2% |

Key Activities, Accomplishments, and Notes

- Consultant completed tasks outlined in the scope-of-work, but we will not be able to fully implement their changes/updates to the model until the model is recalibrated to base year 2020.
- Recalibration is expected to occur in 2022.

Stearns CSAH 133 New Alignment Planning Study and Official Mapping – NOT INITIATED

Figure 36. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|-------------------------------------|--------------|----------------|------------|-------------|
| Stearns CSAH 133 Alignment Planning | \$85,000 | \$0 | 0% | 100% |

Key Activities, Accomplishments, and Notes

- Stearns County is implementing this study process; the APO is acting only as a pass-through agency for the funding.
- The County delayed initiating the study because of the COVID-19 pandemic. The County Engineer expects to initiate in 2021.
- The Federal funds are not CPG funds but Demonstration funds, so the funds did not expire on Dec. 31, 2020.

Mississippi River Bridge Planning – INCOMPLETE

Figure 37. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|--|--------------|----------------|------------|-------------|
| Mississippi River Bridge Planning Update | \$167,000 | \$49,994 | 30.0% | 70.0% |

Key Activities, Accomplishments, and Notes

- This is the second APO funded project that utilized Federal Demonstration funds instead of CPG funds.
- Consultant was procured in late summer 2020.

- Consultant completed background/existing conditions report in 2020 and met with some key stakeholders.

Multi-Use Path Condition Assessment – COMPLETED

Figure 38. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|-------------------------------------|--------------|----------------|------------|-------------|
| Multi-Use Path Condition Assessment | \$12,000 | \$11,936 | 99.5% | 0.5% |

Key Activities, Accomplishments, and Notes

- Procured the Parks & Trails Council of Minnesota to complete the condition assessment for all shared-use paths in the Metropolitan Planning Area.

Benton County ADA Transition Plan – COMPLETED

Figure 39. FY 2020 Funds Budgeted vs. Funds Expended

| Work Activity Category | Total Budget | Total Expended | % Expended | % Remaining |
|-----------------------------------|--------------|----------------|------------|-------------|
| Benton County ADA Transition Plan | \$0 | \$7,179 | N/A | N/A |

Key Activities, Accomplishments, and Notes

- Funding for this plan was 100% local funds from the APO.
- The funds were originally budgeted in 2018, but Benton County did not request reimbursement until 2020.

Summary and Conclusions

Overall, the APO continues to perform well and provides a remarkable value for its member jurisdictions who pay about 16% of the total cost of staff and operations. In return, those same member jurisdictions gain access to millions of Federal dollars for transit, roadway, and active transportation projects.

The largest expenditure was the TH15 Operational Improvement Study, which consumed 27% of the organization’s budget. This study was very large and complex and it is a credit to the consultant and the project steering committee that the study was completed on-time and on-budget, especially during the time of a public health pandemic.

Administration and overhead costs accounted for about 21% of expenditures, which is close to ideal. A modest budget amendment was completed in June to shift some resources, but the costs of dealing with the COVID-19 pandemic were largely absorbed within the existing budget. Even after the pandemic has ended, it seems likely that staff will continue to work from home at least part-time. Staff reports that working from home provides a better work-life balance for them, and there has not been a noticeable reduction of work productivity as a result of working from home. Additionally, staff have heard from the general public that they really appreciate the greater effort we have been making to provide documents and

public feedback opportunities through virtual (i.e., Zoom) and social media platforms. We have received far more comments on draft plans and documents during the pandemic than we ever did when we held only in-person public meetings. Therefore, IT services, software, equipment, and internet service will continue to be important to the APO fulfilling its mission. Future budgets should take this into consideration. In contrast, budgets for office supplies, travel, and the copier could be slightly reduced to reflect the less frequent presence of staff in the APO office.

The next largest expenditure was Active Transportation Planning (10%), most of which went for the development of the Active Transportation Plan. This project continues to exceed expected budgets both in terms of dollars and hours. Both the Executive Director and Senior Planner have begun to take a more active role in managing the project, but an unfortunate side-effect of that strategy is that even more time is now being spent on the project. The 2022 budget should take into consideration the speed of past development and provide realistic resources to see the project through to completion.

Coordination, Meetings, and Public Outreach accounted for 9% of the budget, which makes sense given that the APO is, at its core, a forum for interjurisdictional planning coordination. As noted previously, going-forward public outreach will likely be a combination of in-person and online platforms and agency budgets should reflect that.

Beginning in FY 2022, the Executive Director will begin to budget to preserve the remaining financial assets (primarily investments) to support the APO in the event of a disruption of Federal funds or other unforeseen event that impacts the organizations finances.

Ignoring the lobbyist budget and the two projects funded with Demonstration funds, the APO expended about 95% of its budget in FY 2020. In other words, the organization almost exactly hit its target. However, in the future, slightly more cushion in staff salaries and benefits would help ensure that those budgets are not exceeded if younger staff leave the organization and are replaced by older employees who tend to both earn higher salaries and cost more in terms of health care insurance.