

Notice of Request for Quotes

Purpose of Request: Financial Services, including Accounting and Auditing

Date of Request: February 16, 2022

Deadline for Quote Submittal: February 28, 2022

The Saint Cloud Area Planning Organization (APO) is requesting quotes for the purpose of determining preferred vendors to provide two different services:

- Ongoing financial accounting, and
- Annual financial auditing

We are choosing to procure both services at the same time in order to streamline the process since many accountants and accounting firms can provide either service. Note that two different vendors will be chosen – one to provide accounting services and one to provide auditing services. The same firm cannot provide both services as it raises a conflict of interest. However, qualified individuals and firms are welcome and encouraged to provide quotes for both services in order to be considered for either contract. Our preference is to execute five-year contracts for both services.

The APO is a quasi-governmental Joint Powers authority charged with facilitating and coordinating surface transportation planning activities in the Saint Cloud metropolitan area. Its revenues typically consist of dues paid by its member jurisdictions (five cities, three counties, one township, and one public transit operator), a grant from the Minnesota Department of Transportation (MnDOT) paid on a quarterly reimbursement basis, and a Federal Consolidated Planning Grant (CPG) administered by MnDOT which is also paid on a quarterly reimbursement basis. For more information you can visit our website at www.stcloudapo.org.

Expenditures are primarily comprised of salary and benefits for 4.7 FTEs, overhead and operational costs for running a small office, and payments to private-sector consulting firms for planning services on a contractual basis. A short history of the APO's approved budgets is shown in the table on the next page to illustrate the approximate size of the agency's typical budget.

Our current contract for accounting services expires on June 30, 2023. The new contract would become effective on July 1, 2023.

Our current contract for auditing services expires on December 31, 2022. The new contract would become effective on January 1, 2023.

Over the past five years, our annual expenditure of Federal funds has not normally exceeded the \$750,000 threshold for requiring a single audit, but it has done so on one occasion. Given the funding increases in the Infrastructure & Investment Jobs Act¹ it is expected that our annual expenditure of Federal funds going forward will be consistently near the \$750,000 threshold. In order to provide consistency between quotes, your quote

should assume that you must provide a single audit every year.

The APO's fiscal year is January 1st to December 31st.

APO BUDGET HISTORY 2017 – 2022

Line Item	2017	2018	2019	2020	2021	2022
Staff Salaries and Benefits	\$476,443	\$458,175	\$428,075	\$436,500	\$463,289	\$492,000
Overhead	\$89,070	\$96,200	\$94,200	\$88,850	\$96,821	\$92,000
Consultant Studies	\$228,000	\$28,184	\$162,000	\$509,000	\$445,000	\$270,000
Sub-Total for CPG Eligible Expenses	\$793,513	\$582,559	\$684,275	\$1,034,350	\$1,005,110	\$854,000
Turch & Associates	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000	\$48,000
Staff Time for Legislative Communications	\$6,106	\$7,375	\$7,200	\$6,700	\$4,250	\$4,500
Audit	N/A	\$7,500	\$7,750	\$8,000	\$8,250	\$8,500
Legislative Comm. Travel	\$3,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Sub-Total for Other	\$57,106	\$67,875	\$67,950	\$67,700	\$65,500	\$66,000
Grand Total	\$850,619	\$650,434	\$752,225	\$1,102,050	\$1,070,610	\$920,000

Accounting Minimum Scope-of-Work

The following list of tasks consists of typical tasks for the agency's accountant. Additional tasks not shown here may be necessary on occasion.

- 1) Direct deposit payroll processing for all staff members. Four staff members are salaried (i.e., they are paid the same amount every pay period) and only one staff member is paid hourly. The APO pay days are the 5th and 20th day of each month – 24 pay periods per year.
- 2) Calculate payroll disbursement amounts, including net payroll, payroll tax liability payments, employee benefits, and other payroll related disbursements.
- 3) Transmit the approved payroll disbursement information to a financial institution as authorized by the APO Executive Director.
- 4) Tracking incoming invoices and paying all bills (ranges from about \$25,000 - \$45,000 per month).
- 5) Calculating and monitoring expenditures versus budgeted amounts.
- 6) Monitoring bank account balances, cashflow, and tracking revenues.
- 7) Developing and submitting monthly and quarterly revenue and expenditure reports.
- 8) Transmit direct deposit automated clearing house payroll files twice monthly.
- 9) Calculating and tracking vacation time and sick leave for each employee.
- 10) Tracking and calculating expenses that are eligible for each of our two planning grants, and keeping ineligible expenses separate from the reimbursement requests.

- 11) Develop quarterly reimbursement requests for MnDOT for both our State and Federal grants.
- 12) Develop annual budget vs. expenditure report.
- 13) Advising the APO regarding recommended improvements to accounting processes, as may be warranted.
- 14) Participating in the agency's annual audit, and assisting the APO in addressing any audit findings or recommendations, as may be warranted.

See the attached examples of financial paperwork for more details.

APO staff performs the following tasks:

- 1) Prepare and send out invoices to our member jurisdictions for pledged revenue amounts.
- 2) Receive and deposit revenue checks from member jurisdictions.
- 3) Provide weekly timesheets and salary rates (as needed) for all staff members.
- 4) Provide descriptions of work tasks undertaken each week and the level of effort expended for each task.
- 5) Make all management decisions and perform all management functions.
- 6) Designate a suitable individual to oversee accounting services and provide a point of contact for the accountant.
- 7) Evaluate the adequacy and results of the accounting services performed.
- 8) Accept responsibility for the results of the accounting services.
- 9) Establish and maintain internal controls, including monitoring ongoing activities (though advice and recommendations from the accountant are often invaluable to this process)
- 10) Review payroll and tax information and accept responsibility for tax payment withdrawals being made or advise the accountant to not withdraw the amounts if we feel they are incorrect.
- 11) Identify and authorize financial institutions to process the payroll and tax information and to establish appropriate limits on the payments as to amount and payee.
- 12) Verify the financial institution has conducted an audit of compliance and has conducted as assessment of risks they may have regarding automated clearing house activities.

Accounting Submittal Requirements

In order for an interested party to be qualified for this contract, the following requirements must be considered and addressed in the quote submittal:

- 1) Responder's name, business address, contact person's name (if different from the responder's name), telephone number, and email address.
- 2) A detailed description of the Responder's background and experience with similar work. This should include examples of similar work indicating the Responder's level of involvement, and the key personnel involved.
- 3) A list of key personnel who will be assigned to the contract and their areas of

E. admin@stcloudapo.org W. stcloudapo.org

responsibility. Provide statements for each of the key personnel detailing their training, work experience, and qualifications relevant to the proposed work. No change in personnel assigned to the contract will be permitted without approval of the APO.

- 4) A budget including hourly rates for key personnel, the number of hours each person is expected to spend working on the APO's contract each month, as well as the responder's indirect rate. See sample price plan below.
- 5) Three references from clients within the past three years for whom the respondent has performed similar work.
- 6) Proof of Certified Public Accounting licensure in the State of Minnesota.

This Accounting contract will become effective July 1, 2023. All payments will be made monthly following the completion of satisfactory work.

Contract funding will include federal Consolidated Planning Grant (CPG) funds (CFDA 20.505) and local funds. The exact amount of federal funds used will be determined by the accepted quote.

Auditor Minimum Scope-of-Work

As a recipient of Federal grant monies, the APO must comply with the audit requirements of 2 CFR Part 200, Subpart F, including:

- 1) The annual audit must be conducted in accordance with Generally Accepted Government Accounting Standards (GAGAS). The audit must cover the entire operations of the APO.
- 2) The auditor must determine whether the financial statements of the APO are presented fairly in all material respects in accordance with generally accepted accounting principles. The auditor must also determine where the schedule of expenditures of Federal awards is stated fairly in all material respects in relation to the APO's financial statements as a whole.
- 3) Internal Control: Guidance on internal controls over Federal programs is based upon the guidance in Standards for Internal Control in the Federal Government issued by the Comptroller General of the United State and Internal Control – Integrated Framework, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - a) In addition to the requirements of GAGAS, the auditor must perform procedures to obtain an understanding of internal control over the APO's Federal program sufficient to plan the audit to support a low assessed level of control risk of noncompliance for the APO's program. Except as provided below, the auditor must plan the testing of internal control over compliance for major programs to support a low assessed level of control risk for the assertions relevant to the compliance requirements for the APO's program.
- 4) In addition to the requirements of GAGAS, the auditor must determine whether the auditee has complied with Federal statutes, regulations, and the terms and conditions of Federal awards that may have a direct and material effect on each of its major programs.

- a) The principal compliance requirements applicable to most Federal programs and the compliance requirements of the largest Federal programs are included in the compliance supplement.
 - b) For the compliance requirements related to Federal programs contained in the compliance supplement, an audit of these compliance requirements will meet the requirements of this Part. Where there have been changes to the compliance requirements and the changes are not reflected in the compliance supplement, the auditor must determine the current compliance requirements and modify the audit procedures accordingly. For those Federal programs not covered in the compliance supplement, the auditor should follow the compliance supplement's guidance for programs not included in the supplement.
 - c) The compliance testing must include tests of transactions and such other auditing procedures necessary to provide the auditor sufficient appropriate audit evidence to support an opinion on compliance.
- 5) Audit follow-up: The auditor must follow-up on prior audit finding, perform procedures to assess the reasonableness of the summary schedule of prior audit findings prepared by the auditee, and report, as a current year audit finding, when the auditor concludes that the summary schedule of prior audit findings materially misrepresents the status of any prior audit finding. The auditor must perform follow-up procedures regardless of whether a prior audit finding relates to a major program in the current year.
- 6) The Auditor must complete and sign specific sections of the data collection form.

Audit Submittal Requirements

In order for an interested party to be qualified for this contract, the following requirements must be considered and addressed in the quote submittal:

- 1) Responder's name, business address, contact person's name (if different from the responder's name), telephone number, and email address.
- 2) A detailed description of the Responder's background and experience with similar work. This should include examples of similar work indicating the Responder's level of involvement, and the key personnel involved.
- 3) A list of key personnel who will be assigned to the contract and their areas of responsibility. Provide statements for each of the key personnel detailing their training, work experience, and qualifications relevant to the proposed work. No change in personnel assigned to the contract will be permitted without approval of the APO.
- 4) A budget including hourly rates for key personnel, the number of hours each person is expected to spend working on the APO's contract each month, as well as the responder's indirect rate. See sample price plan below.
- 5) Three references from clients within the past three years for whom the respondent has performed similar work.
- 6) Proof of Certified Public Accounting licensure in the State of Minnesota.

This Accounting contract will become effective January 1, 2023. Fee payment will be made following the completion of satisfactory work (usually in June of each year).

Contract funding will include federal Consolidated Planning Grant (CPG) funds (CFDA 20.505) and local funds. The exact amount of federal funds used will be determined by the accepted quote.

Price Plan

Interested parties should submit a separate price plan (see example in next section) for the Accounting contract and/or for the Auditing contract. Each contract will be awarded separately, and to different firms or accountants.

The detailed price plan need only be completed for the first year of the contract. The Total Annual Cost shown at the bottom of the price plan should match the Total Annual Cost in the first year of the Annual Cost table. The table of annual costs should reflect price quotes for each of the five years shown.

Evaluation of Quotes

The APO will award each contract based on perceived Best Value. Please note, a Best Value evaluation of quotes does NOT necessarily mean that the lowest quote is preferred. Instead, we will evaluate each quote in relation to the experience of key personnel assigned to each contract and any proposed services above and beyond the minimum scope-of-work shown herein for each contract. Knowing our needs and goals, respondents are encouraged to put their best foot forward and propose personnel, tools, processes, or other items they feel will best help the APO meet its needs. Explain to us why we should choose you rather than someone else.

Deadline for Submittals

The deadline for quote submittals for both the Accounting and Auditing contracts is **noon (Central time) Monday, February 28, 2022.**

If you submit quotes for both the Accounting and the Auditor contract, please submit separate quotes and clearly label which quote is for which contract. If submitting quotes for only one of the contracts, please be sure to clearly label which contract you are pursuing.

Sample Price Plan (1st Year)

Task	Professional Hours				Cost
	Alex A.	Bill B.	Carrie C.	Totals	
Hourly Rates	\$55	\$45	\$35		
Task 1 (est. annual hours)					
Task 1.1 (hrs.)	2	12	35	49	\$1,875.00
Task 1.2 (hrs.)	0	6	12	18	\$690.00
TASK 1 SUBTOTAL	2	18	47	67	\$2,565.00
Task 2 (est. annual hours)					
Task 2.1 (hrs.)	6	24	8	38	\$1,690.00
Task 2.2 (hrs.)	2	16	12	30	\$1,250.00
TASK 2 SUBTOTAL	8	40	20	68	\$2,940.00
Labor Sub-Total (Est. Annual Hours)	10	58	67	135	
Labor Cost	\$550.00	\$2,610.00	\$2,345.00		\$5,505.00
Overhead				145%	\$7,982.25
Fixed-Fee				12%	\$1,618.47
Travel					\$725.00
Printing and Mailing					\$200.00
TOTAL 1st-YEAR COST					\$16,030.72

**If sub-contractors are used, each sub-contractor should include a similar price plan for their respective task(s).*

Annual Cost Table for Accounting Contract:

Year	Total Annual Cost
July 2023 – June 2024	
July 2024 – June 2025	
July 2025 – June 2026	
July 2026 – June 2027	
July 2027 – June 2028	
5-Year Total Cost	

Annual Cost Table for Auditing Contract:

Year	Total Annual Cost
Jan 2023 – Dec 2024	
Jan 2024 – Dec 2025	
Jan 2025 – Dec 2026	
Jan 2026 – Dec 2027	
Jan 2027 – Dec 2028	
5-Year Total Cost	

Race and Gender Neutral

The MnDOT Office of Civil Rights has assigned a **Race and Gender Neutral** goal to both of these contracts. Responders are directed to read the DBE Special provisions within this RFQ. The DBE Special Provisions explain how to comply with the DBE requirements. In particular, see text regarding documents that a responder must submit with its proposal. To view a listing of certified DBEs, please contact the MnDOT Office of Civil Rights at 651-366-3073, TTY 651-282-5799, or visit their website at <http://www.dot.state.mn.us/civilrights>.

Termination

If the Contractor is (1) adjudged to be bankrupt; (2) makes a general assignment for the benefit of creditors; (3) has a receiver on account of insolvency; (4) is guilty of substantial violation of any provision of the Contract; (5) fails to promptly pay employees or obligations incidental to proper performance of the Contract; or (6) persistently disregards or permits disregard by employees of laws, ordinances, or instructions of the Saint Cloud APO Board or its designated representative, then the Saint Cloud APO may, at its option, terminate the contract without further obligation on the part of the Saint Cloud APO to the Contractor except for the expenses incurred prior to termination. If the Saint Cloud APO or its designated representative believes any action or non-action of the Contractor represents an immediate threat to public safety, the Saint Cloud APO may suspend service for so long a period as they deem necessary.

Questions

Submit all questions related to this notice in writing by February 18, 2022. All questions regarding this RFQ are to be directed only to Brian Gibson, Saint Cloud APO Executive Director. All questions should be submitted via email to gibson@stcloudapo.org. Proposers may be disqualified in any unsolicited contact related to this RFQ is made with an employee or representative of than the APO Executive Director during the proposal process.

All questions and answers regarding this notice will be posted online by noon (Central time) on February 24, 2022 at: <https://stcloudapo.org/accounting-and-auditing-request-for-quotes/>.

Submittal of quotes and any additional documentation are to be sent to:

Saint Cloud APO
Attn: Brian Gibson
1040 County Road 4
Saint Cloud, MN 56303-0643

DBE SPECIAL PROVISIONS

Race and Gender Neutral DBE GOAL

POLICY STATEMENT

It is the policy of the Minnesota Department of Transportation (Mn/DOT) that DBEs, as defined in 49 C.F.R. Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in parts with federal funds. Consistent with this policy and Title VI of 1964 Civil Rights Act, Mn/DOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT) assisted contract because of sex, race, color, or national origin. Mn/DOT has established a Disadvantaged Business Enterprise (DBE) program in accordance with the regulations of the DOT, 49 C.F.R. Part 26 to implement this policy.

CONTRACT ASSURANCE

The Contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out all the applicable requirements of 49 C.F.R. Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as Mn/DOT deems appropriate.

Furthermore, Title VI of the Civil Rights Act of 1964 assures that no person or group of persons may, on the grounds of race, color, national origin, sex, age, handicap or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs or activities administered by Mn/DOT. For further information regarding Title VI, please contact the Office of Civil Rights, 395 John Ireland Blvd., MS 170, St. Paul, MN 55155-1899. Our telephone number is: (651) 366-3073.

The above information is applicable to every contractor including every tier of subcontractors, supplier or service providers on this project. It is the responsibility of the prime contractor, subcontractors, suppliers and service providers to ensure equal opportunity for all firms to participate on this project.

DBE GOAL

A **Race and Gender Neutral** DBE goal has been assigned to both parts of this procurement. While no numeric DBE goal is assigned, the Contractor, sub-recipient or subcontractor should make every reasonable effort to solicit DBE firms to participate as subcontractors, service providers and suppliers on this project.

ADDITIONAL SUBCONTRACTORS, SUPPLIERS AND SERVICE PROVIDERS

Whenever an additional subcontractor, supplier or service provider is selected, and this information has not been previously reported to the Mn/DOT Office of Civil Rights, the Contractor or its designated OCR Officer shall promptly provide Mn/DOT OCR office with the following information regarding the subcontract:

1. The name of the subcontractor, supplier, or service provider;
2. The total dollar amount of the subcontract;
3. The specific work items covered by the subcontract;
4. Estimated quantities of each work item; and
5. Individual unit prices (if applicable).

SUBMITTAL OF DOCUMENTATION

Upon award of the contract, the Contractor shall submit on the attached Bidders List , a complete list of all subcontractors, service providers, suppliers and consultants that submitted bids, and shall indicate the successful quotes that will be used on the contract.

Additionally, during the life of the contract, the Contractor shall submit progress payment reports on the attached Contractor Payment Form regarding the payments made to its subcontractors, suppliers, service providers and sub-consultants. In accordance with federal regulations and Minnesota's Prompt Payment law, Contractors are required to pay their subcontractors within ten (10) days of receiving progress payments from Mn/DOT. Contractors are also required to submit to the Project Engineer and the Mn/DOT OCR the Contractor Payment Forms no later than ten (10) days after receiving payment from Mn/DOT.



MINNESOTA DEPARTMENT OF TRANSPORTATION
OFFICE OF CIVIL RIGHTS

BIDDERS LIST

Construction Projects-Enter this information into CRL

State Project No.: [redacted] Letting Date [redacted]
 Prime Contractor [redacted] TGB Commitment [redacted] VET Business Commitment [redacted]
 Proposed Cost [redacted] Goal [redacted] Goal [redacted]

List all comparative quotes of participants performing on the project and participants that bid. Include Subcontractors, Suppliers, Sub-consultants & Service providers.

Name, Contact Name and Phone number of Contractor *	Check (✓) Firms That Will Be Used	Description of Work	Dollar Amount of Subcontract/Quote
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

* Please indicate with a check mark (✓) which subcontractors, suppliers, sub-consultants & service providers you will be using on the project.

(Make additional copies of this form as necessary)

APO FY2021 Internal Control Narrative

December 2021

Bill Pay/Disbursement Process

Bills are received in the mail by the Administrative Assistant who marks the bills as received, initials and dates them and provides them to the Executive Director for Approval. The Executive Director then reviews each invoice and if he/she agrees with the invoice, he/she stamps it approved and signs off with his/her signature.

After approval, invoices/documents/statements are scanned as PDF's and uploaded to the Accountant's website (Yooz.com) by the Admin Asst. The PDF is placed in Yooz capture module for the year or month depending upon the subject matter or agency that has sent the invoice/document/ statement. The invoices/documents/statements are processed by Accountant. The Yooz.com is integrated with QBO and the copy of the invoices are attached to the bills in QBO. The hard copy of the invoice/statement/document is placed in a folder in our file cabinet. Before placing it in the file cabinet, the Admin Asst places the accountant's initials and date it was uploaded in the left-hand corner as proof that the document was uploaded. Copies of the invoices or statements are made for filing in the Exec Directors office for bank & investment statements, credit card statements, and consultant study invoices.

A monthly Proposed Disbursement Report is created by the accountant, which is forwarded to the Executive Director for the board members to approve payment at the Policy Board meetings. In the event that the Policy Board does not meet during a particular month, the Exec Director sends the Board Chair a copy of the bills to be approved, gets preliminary approval for payment and then notifies the Accountant of the approval. The formal review and approval of the disbursements occurs at the next Policy Board meeting. The Executive Director created "Resolution #2021-02 Delegation of Authority for Paying Certain Claims" to authorize and approve of the payment of certain bills prior to the Policy Board meetings.

Once the Proposed Disbursement Report(s) has/have been approved by the Board, the Executive Director or Administrative Assistant contacts the accountant to inform them which bills were approved.

Once approval is given, the accountant logs into the Liberty Bank website and goes to the bill pay section of the website. If APO writes a check, the Executive Director is the signatory on the check. Handwritten checks are very rare. Accountant does not issue any handwritten checks; they are all done electronically.

The approved invoices are entered, and a date is entered to schedule payment.

Once all invoices have been entered into the bill pay system, a summary/confirmation page is generated and printed for the file. A bill pay number is assigned to each payment on the summary/confirmation page.

The accountant will then enter the payments and bill pay numbers into QuickBooks for each invoice.

The invoices are then filed in the corresponding file folder.

The summary/confirmation report that was initially printed upon entering the invoices on the Bank website is filed in a folder specifically for confirmations. Bank confirmation number is entered as the check number.

At the end of each month, the accountant prepares a report that shows all the bills that have been approved for that month which is presented at the Policy Board meeting each month, so the Board sees both the actual disbursements from the previous month, and the anticipated disbursements for the current and/or upcoming month.

The accountant also verifies the bill pay number and amount when the bank reconciliations are performed at the end of each month. Brian reviews the bank statement on a monthly basis and indicates with an approval stamp and his signature.

Payroll Process

The Friday prior to payroll date (every other Friday), individual staff submit a time sheet to the Executive Director for approval for the preceding two-week work period. Each employee sends the electronic form of timesheet to the Admin Asst. The Executive Director then signs off/approves the timesheets for payroll payment the following Friday and gives them to the Admin Asst.

The Admin Asst uploads the electronic timesheets to the Accountant's website for processing.

The Accountant processes the payroll. Payroll is direct deposited into each employee's bank account. After processing is complete, the pay sheets and other documents are uploaded to the Accountant's website, and the Exec Director (or Admin Asst in his absence) downloads the employee pay sheets and other reports. The individual pay statements are given to the employees and the reports are reviewed by the Exec Director for accuracy. After review by the Exec Director, the reports are filed in the file cabinet with the employee timesheets.

Payroll paid is posted in QuickBooks by the accountant and listed for approval on monthly financial statements submitted to the Executive Director and Board.

There is a one week withholding of APO payroll within the financial assets of the Organization.

The Executive Director notifies the Accountant of approved increases in hourly pay rates or yearly salaries which typically occur when Exec Director does an annual performance review, which is typically done on the yearly anniversary for the employee. Following the recommendation from the 2019 audit, the Executive Director prepared a template for payroll changes and provides it to the accountant when there is any change that effects payroll (e.g., pay increases, changes to insurance costs, health savings account withholding, etc.)

In January of every year, staff checks to see if there are any eligible employees who should receive sick leave payments if they carry over more than 120 sick leave days (i.e., 960 hours). If so, APO submits payment to the Health Care Savings Plan (HCSP), per the APO's approved Personnel Policy.

Insurance coverages are provided free-of-charge to employees so there is no withholding

from their paychecks for insurance deductibles.

Per the APO Personnel Policy:

- In the first year of employment:
 - APO contributes up to \$1,500 annually to employee Health Savings Accounts (HSAs), for employees with individual plan health insurance, or up to \$3,000 for employees with family coverage
 - There is no matching requirement for this first-year benefit
- In the first year of employment and all subsequent years:
 - The APO contributes up to \$1,500 annually on a dollar-for-dollar matching basis to employee H.S.A.'s when the employee has single plan health insurance, or up to \$3,000 for employees with family coverage.

Accounts Receivable Process

APO Member Invoices

Invoices for APO member-jurisdiction's dues are mailed in mid-December and mid-June with member payments due in mid-January and mid-July respectively.

Upon receipt of the assessment check or any check, the Administrative Assistant completes a deposit slip, and makes two copies of the check and deposit slip, before giving the check to the Executive Director to endorse. The yellow copy of the deposit slip is attached to one of the copies of the check and deposit slip. After the check is endorsed by the Executive Director, the Administrative Assistant or Executive Director takes the check and deposit slip to Liberty Bank for depositing within one or two days after receipt of check. After depositing the check, the Admin Assistant makes one copy of the bank receipt and attaches the original receipt to copy of the check and yellow deposit slip, which goes to the Accountant. The copy of the bank receipt is attached to the second copy of the check/deposit slip and is filed in the Assessment folder. The copy of the check, deposit slip and bank receipt are made into a PDF and uploaded to the Accountant's website (Accts Receivable folder).

The accountant verifies deposits against invoiced amounts and posts to QuickBooks and stamps the copy of the check posted.

Posted amounts are reflected in monthly financial statements that are approved by the Executive Director and APO Board.

If a discrepancy exists between the invoiced amount and the amount received, the accountant contacts the Executive Director who then contacts the APO member jurisdiction to reconcile the discrepancy.

State Grant Invoices

Invoices for reimbursement from the MnDOT State Operating grant are submitted quarterly (at the end of each quarter). Revenues must be for allowable expenditures.

The payments by MnDOT for the State operating grant are direct deposited into the APO US Bank/Liberty Bank checking account.

The accountant verifies the amount received via the Bank statements and matches to the invoices that were submitted and posts deposits in QuickBooks. Posted amounts are reflected in monthly financial statements that are approved by the Executive Director and

APO Board.

Federal Grant Invoices

Invoices for the Federal Highway Administration/Federal Transit Administration Consolidated Planning Grant (CPG) were submitted on a monthly basis (changed to Quarterly on 9/30/2021) by the APO based on direct billed hours for project expenditures approved by MnDOT, FHWA and the APO Board in the APO's "Unified Planning Work Program" (UPWP). Total direct expenditures for overhead are also submitted.

Direct billed hours are summarized by individual staff by work activities in the UPWP and approved by the Executive Director prior to submittal for CPG reimbursement. The CPG Request for Funds report, Progress Report, and copies of any consultant study invoices are electronically sent to MnDOT. The accountant verifies the amount received via the US Bank/Liberty Bank statements and matches to the invoices that were submitted and posts deposits in QuickBooks. Posted amounts are reflected in monthly financial statements that are approved by the Executive Director and APO Board.

Consultant Projects

The APO is also reimbursed for the majority of the expenses incurred for special projects completed by contracted consultants. The majority of these reimbursements (generally 80% of expenses) are received from the Federal Government when invoiced through the CPG submissions discussed above. The remaining expenses (generally 20%) are reimbursed to the APO by invoicing the local jurisdiction(s) to which the project applies. In the event the project is not for a local jurisdiction, but is instead for the entire region or for the APO (e.g., travel model improvement), the local match requirements are made part of the dues assignments charged to the locals.

Miscellaneous Receipts

Miscellaneous checks received are handled in the same way as Assessment Checks are handled with a copy of check, deposit slip and bank receipt uploaded to the Accountant's website and another copy goes to the appropriate APO file.

The accountant verifies the deposit against the invoiced amount and posts to QuickBooks and stamps the copy of the check posted.

Posted amounts are reflected in monthly financial statements that are approved by the Executive Director and APO Board.

Accounting System

The accounting system has now changed to QuickBooks On-line (QBO). The data from the QuickBooks Desktop has all moved to QBO.

Most Recent Audit

A copy of the APO's most recent audit can be viewed or downloaded from:

<https://stcloudapo.org/accounting-and-auditing-request-for-quotes/>

Example of Federal Request for Funds
(submitted quarterly)



2021 REQUEST FOR FUNDS
MnDOT – Office of Transportation System Management
Consolidated Planning Grant

Grantee: St. Cloud Area Planning Organization

Agreement Number: 1045116

Address: 1040 County Road 4, St. Cloud, MN 56303

Phone: 320-252-7568

Recipient Agency Authorized Representative: Brian Gibson, Executive Director

Email: gibson@stcloudapo.org

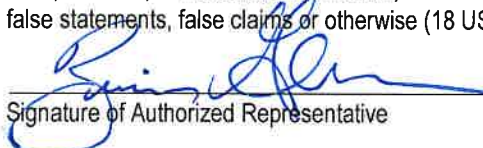
For the month(s) of: October 2021 to December 2021

Payment Request:	<input type="checkbox"/> Partial	Total expenses	\$429,983.64
		State Grant eligible expenses	\$106,816.36
		Local share (state grant)	\$3,925.95
		Total CPG eligible expenses	\$402,598.17
	<input checked="" type="checkbox"/> Final	Local share (CPG)	\$80,519.64
		Federal share	\$322,078.53

Third party contractor payments

Total expenses paid to 3 rd party contractors	\$ 320,918.99
Total expenses paid to DBE contractors	\$
Total expenses paid to DBE sub-contractors (payments made by 3 rd party contractors)	\$

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (18 USC 1001, 31 USC 3729-3730, and 31 USC 3801-3812).


 Signature of Authorized Representative _____ Date _____

MnDOT Use Only

I have reviewed the supporting progress report and believe the level of effort is commensurate with the activities billed in this Request for Funds.

 Signature of MnDOT District Representative _____ Date _____

I have reviewed this Request for Funds and its supporting documentation for accuracy and completeness. I have verified the expenditures included are consistent with allowable expenditures under the Grant Contract Agreement, and the Grantee is up to date on progress reporting as required.

 Signature of OTSM MPO Planning Program Coordinator _____ Date _____ **Reimbursement Approved: \$** _____

Swift Contract ID# _____ Purchase Order ID# _____

MnDOT Contract # 1045116

Billin Period October 1 2021 to December 31 2021

Payment Request Detail:

	Oct-21	Nov-21	Dec-21	Total
Total expenses	223,151.90	89,539.95	117,291.79	\$ 429,983.64
State Grant eligible expenses	33,974.77	31,371.32	41,470.27	\$ 106,816.36
Local share (stae grant)	1,308.65	1,308.65	1,308.65	\$ 3,925.95
Total CPG eligible expenses	216,819.89	83,929.43	101,848.85	\$ 402,598.17
Local share (CPG)	43,363.98	16,785.89	20,369.77	\$ 80,519.64
Federal share	173,455.91	67,143.54	81,479.08	\$ 322,078.53

Total expenses paid to 3rd party contractors	Oct-21	\$ 186,996.97
	Nov-21	\$ 58,168.63
	Dec-21	\$ 75,753.39
	Total	\$ 320,918.99

**ST. CLOUD AREA PLANNING ORGANIZATION
 CONSOLIDATED PLANNING GRANT: 1035521
 MINDOT GRANT: 1045116**

	100	200	300	400	500	600	610	620	630	640	700	800	900	TOTALS
Gibson														
Hours	97.00	0.00	0.00	0.00	10.00	0.00	3.00	0.00	12.00	0.00	14.00	0.00	32.00	168.00
Dollars	\$6,608.61	\$0.00	\$0.00	\$0.00	\$681.30	\$0.00	\$204.39	\$0.00	\$817.56	\$0.00	\$953.82	\$0.00	\$2,180.16	\$11,445.84
Alex														
Hours	23.5	0	2	84.5	1	0	47	0	2	0	4	0	0	164.00
Dollars	\$991.83	\$0.00	\$75.90	\$3,206.78	\$37.95	\$0.00	\$1,783.65	\$0.00	\$75.90	\$0.00	\$151.80	\$0.00	\$0.00	\$6,223.80
Vicki														
Hours	2	0	10.75	0	1.5	0	0	0	0	0	4	0	0	18.25
Dollars	\$98.76	\$0.00	\$530.84	\$0.00	\$74.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$197.52	\$0.00	\$0.00	\$901.19
Vacant														
Hours	86.85	0	0	0	0	0	0	0	0	0	0	0	0	86.85
Dollars	\$2,199.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,199.91
Fred														
Hours	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.00
Dollars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Amber														
Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Dollars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total In-House Labor Hours	209.35	0.00	12.75	84.50	12.50	0.00	50.00	0.00	14.00	0.00	22.00	0.00	32.00	437.10
Total In-House Labor Expenses	\$9,799.11	\$0.00	\$606.74	\$3,206.78	\$793.32	\$0.00	\$1,988.04	\$0.00	\$893.46	\$0.00	\$1,303.14	\$0.00	\$2,180.16	\$20,770.74
Category 107 - Overhead Expenses	\$15,384.19													\$15,384.19
Consultant Invoices - CPG Eligible	\$184,153.77													\$184,153.77
Consultant Invoices - Non CPG Eligible	\$0.00													\$0.00
Consultant Invoices - DEMO Funds	\$2,843.20													\$2,843.20
Total Expenses	\$212,180.27	\$0.00	\$606.74	\$3,206.78	\$793.32	\$0.00	\$1,988.04	\$0.00	\$893.46	\$0.00	\$1,303.14	\$0.00	\$2,180.16	\$223,151.90

Expenses Eligible for State Grant Reimbursement (Contract #1035501)

In-House Labor Excluding Section 900	\$18,590.58
Overhead	\$15,384.19
Total Expenses Eligible for State Grant	\$33,974.77
State Grant Share (\$)	\$5,234.58
State Grant Local Match	\$1,308.65
Total State Grant Reimbursement and Match	\$6,543.23
State Share (Pct.)	15.41%

Expenses Eligible for State Grant Reimbursement (Contract #1036662)


TH15 Operations Improvement Study	\$0.00
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Expenses Eligible for CPG Grant Reimbursement

In-House Labor Excluding Section 900	\$18,590.58
Overhead	\$15,384.19
Consultant Invoices Eligible for CPG Reimbursement	\$184,153.77
Total Expenses Eligible for CPG Grant	\$218,128.54
Less State Grant Match	-\$1,308.65
Net Expenses Eligible for CPG Grant	\$216,819.89
CPG Grant Share (\$)	\$173,455.91
State Grant Share (\$)	\$5,234.58
CPG Match (Non-State)	\$38,129.39
Total CPG Match Grant	\$43,363.98
CPG Share of Net Eligible Expenses (Pct.)	80.0%

Summary Total

State Grant Share (\$)	\$5,234.58
State Grant Local Match	\$1,308.65
CPG Grant Share (\$)	\$173,455.91
CPG Match (Non-State)	\$38,129.39
State Grant (#1036662)	\$0.00
DEMO Funds-CPG Ineligible	\$2,843.20
Ineligible Expenses	\$2,180.16
Grand Total	\$223,151.90
Total CPG Eligible Exp.	\$218,128.54
% Federal Share of Total	79.52%
% State Share of Total	2.40%
% Local Share of Total	19.08%


 BRIAN GIBSON, EXECUTIVE DIRECTOR

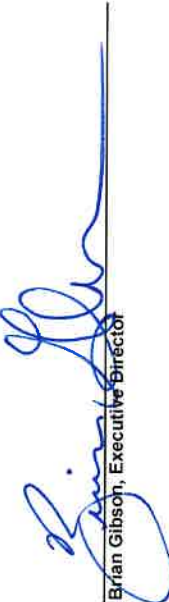
**CONSOLIDATED PLANNING GRANT: 1035521
(INVOICES ATTACHED)**

Oct-21

CONSULTANT STUDY	CONSULTANT	TOTAL INVOICE	(Per UPWP) CPG ELIGIBLE % OF TOTAL INVOICE	(Per UPWP) CPG ELIGIBLE AMOUNT OF TOTAL INVOICE	CPG REIMBERSABLE SHARE OF ELIGIBLE AMOUNT
Household Travel Survey 2021	RSG	\$170,395.00	100.0%	\$170,395.00	\$136,316.00
Travel Demand Model Updates and Improvements	Metro Analytics	\$0.00	100.0%	\$0.00	\$0.00
SW Beltline Corridor Study	SRF Consulting Group, Inc.	\$13,758.77	100.0%	\$13,758.77	\$11,007.02
TOTALS		\$184,153.77	0.0%	\$0.00	\$0.00
				\$184,153.77	\$147,323.02

**DEMO GRANT:
(INVOICES ATTACHED)**

CONSULTANT STUDY	CONSULTANT	TOTAL INVOICE	(Per UPWP) DEMO ELIGIBLE % OF TOTAL INVOICE	(Per UPWP) DEMO ELIGIBLE AMOUNT OF TOTAL INVOICE	DEMO REIMBERSABLE SHARE OF ELIGIBLE AMOUNT
Mississippi River Bridge Planning Update	Stantec Consulting Services Inc	\$2,843.20	80.0%	\$2,274.56	\$1,819.65
TOTALS		\$2,843.20		\$2,274.56	\$1,819.65


Brian Gibson, Executive Director

For the Consultant sheet (page 2), this year we have two sources of Federal funds: 1.) our regular CPG grant, and 2.) DEMO funds. The State wants us to be careful to keep these separate, so I have broken out the DEMO funded projects from the CPG projects. The State is still processing the DEMO funding request, so I don't yet have a contract number for that Grant. You should also be aware that unlike our CPG Grant, the DEMO grant does NOT expire at the end of the year, so those DEMO projects could easily spill into 2021. Also note that for the CSAH 133 project, Stearns County has chosen to be the lead agency, so they are procuring the consultant. We will get reimbursement requests from Stearns County for that vs. consultant invoices.

ST. CLOUD AREA PLANNING ORGANIZATION Transaction Report October 2021

Date	Transaction Type	Num	Name	Memo/Description	Amount	Balance
10/05/2021	Bill	14165470	ZipRecruiter.com	ZipRecruiter.com	249.00	249.00
10/06/2021	Bill	14179909	ZipRecruiter.com	ZipRecruiter.com	50.00	299.00
10/31/2021	Bill	14818684	ZipRecruiter.com	ZipRecruiter.com-EE Recruiting	299.00	598.00
10/31/2021	Bill	xx3873	Indeed.com	Indeed.com	407.00	1,005.00
Total for Employee Recruitment Costs					\$ 1,005.00	
10/04/2021	Bill	19977593	Quill.com	Quill.com	50.32	50.32
10/12/2021	Bill	OfficeSupplieSL	Lynae Kuklok	Lynae Kuklok	22.96	73.28
10/31/2021	Bill	616090-10-21	Premium Waters, Inc.	Premium Waters, Inc.	22.30	95.58
Total for Office Supplies					95.58	
10/01/2021	Bill	096106709302	Spectrum Business	(Charter) Spectrum Business	189.96	189.96
Total for Telephone					189.96	
10/07/2021	Bill	1663600587	St. Cloud Postmaster	St. Cloud Postmaster	24.60	24.60
Total for Postage					24.60	
10/01/2021	Bill	096106709302	Spectrum Business	(Charter) Spectrum Business	224.98	224.98
Total for Internet					224.98	
Total for Communications					439.54	
10/31/2021	Bill	AlexMMileageC	Alex McKenzie	Alex McKenzie-mileage reimbOct21	49.73	49.73
Total for Travel					49.73	
10/02/2021	Bill	MC13428330	Mailchimp.com	Mailchimp.com	14.99	14.99
10/27/2021	Bill	8481966	Facebook	Facebook	25.00	39.99
10/28/2021	Bill	8486117	Facebook	Facebook	35.00	74.99
10/29/2021	Bill	8491498	Facebook	Facebook	50.00	124.99
Total for Printing & Publishing					124.99	
Utilities and Maintenance						
Utilities						

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction Report

October 2021

Date	Transaction Type	Num	Name	Memo/Description	Amount	Balance
10/01/2021	Bill	12167691	Sanitation, Inc	West Central Sanitation, Inc	41.75	41.75
10/06/2021	Bill	751038172	Xcel Energy	Xcel Energy	55.42	97.17
10/07/2021	Bill	75229/162250c	City of St. Cloud -	City of St. Cloud - Water/Sewer	104.64	201.81
10/31/2021	Bill	17630c121	Stearns Electric Association	Stearns Electric Association	130.86	332.67
Total for Utilities						332.67
10/06/2021	Bill	Order32112085	Menards	Menards-air filters	64.56	64.56
10/11/2021	Bill	901184	Pat Gorman Sealcoating	Pat Gorman Sealcoating	3,930.00	3,994.56
10/29/2021	Bill	4215	Emerald Companies Inc	Emerald Companies Inc	346.71	4,341.27
10/31/2021	Bill	5700	Weisman Cleaning Inc	Weisman Cleaning Inc	140.00	4,481.27
Total for Maintenance						4,481.27
Total for Utilities and Maintenance						4,813.94
10/10/2021	Bill	89120	Rajkowski Hansmeier LTD	Rajkowski Hansmeier LTD	67.50	67.50
Total for Legal Services						67.50
10/19/2021	Bill	3854510	Loffler Companies	Loffler Companies	89.87	89.87
Total for Multifunction Copier						89.87
Total for Multifunction Copier						89.87
10/01/2021	Bill	13	Microsoft	Microsoft-windows 10 pro	106.56	106.56
10/01/2021	Bill	Order509897C	Adobe Creative Cloud	Adobe Creative Cloud-Annual Subscrip 9/28/21	645.62	752.18
10/04/2021	Expense	4940	Google Inc.		48.00	800.18
10/11/2021	Bill	1504218367	Adobe Creative Cloud	Adobe Creative Cloud	57.03	857.21
10/12/2021	Bill	7879	Adobe Creative Cloud	Adobe Creative Cloud	57.03	914.24
10/15/2021	Bill	3359	Net V Pro	Net V Pro	321.00	1,235.24
10/19/2021	Credit Card Credit	6231	Adobe Creative Cloud		(4.04)	1,231.20
10/19/2021	Credit Card Credit	9245	Adobe Creative Cloud		(4.04)	1,227.16
10/19/2021	Credit Card Credit	1370	Adobe Creative Cloud		(4.04)	1,223.12
10/19/2021	Credit Card Credit	9237	Adobe Creative Cloud		(4.04)	1,219.08
10/19/2021	Credit Card Credit	8808	Adobe Creative Cloud		(4.04)	1,215.04
10/19/2021	Credit Card Credit	9229	Adobe Creative Cloud		(4.04)	1,211.00

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction Report

October 2021

Date	Transaction Type	Num	Name	Memo/Description	Amount	Balance
10/19/2021	Bill	7307	Adobe Creative Cloud		16.13	1,227.13
10/19/2021	Bill	7390	Adobe Creative Cloud		16.13	1,243.26
10/19/2021	Credit Card Credit	6249	Adobe Creative Cloud		(4.04)	1,239.22
10/19/2021	Credit Card Credit	2044	Adobe Creative Cloud		(4.04)	1,235.18
10/19/2021	Credit Card Credit	2051	Adobe Creative Cloud		(4.04)	1,231.14
10/19/2021	Credit Card Credit	2077	Adobe Creative Cloud		(4.04)	1,227.10
10/19/2021	Credit Card Credit	2093	Adobe Creative Cloud		(4.04)	1,223.06
10/19/2021	Credit Card Credit	6256	Adobe Creative Cloud		(4.04)	1,219.02
10/19/2021	Credit Card Credit	2101	Adobe Creative Cloud		(45.74)	1,173.28
10/21/2021	Credit Card Credit	8733	Adobe Creative Cloud		(24.24)	1,149.04
Total for IT Support & Software						1,149.04
Street Light Data						
10/01/2021	Bill	20212022	Streetlight Data Inc	Streetlight Data	6,000.00	6,000.00
Total for Street Light Data						6,000.00
Total - Category 107 - Overhead Expenses						\$ 15,384.19

CPG Passthrough Expense

10/08/2021	Bill	1846718	Stantec Consulting Services Inc	Stantec Consulting Services Inc	2,843.20	2,843.20
Total for Mississippi River Bridge Plan20						2,843.20
10/01/2021	Bill	49256	RSG	RSG	124,020.80	124,020.80
10/31/2021	Bill	49476	RSG	RSG - thru 10/31/21	46,374.20	170,395.00
Total for Household Travel Survey 2021						170,395.00
10/31/2021	Bill	1386800-7	SRF Consulting Group, Inc.	SRF Consulting Group, Inc.	13,758.77	13,758.77
Total for SW Beltline Corridor Study						13,758.77
Total for CPG Passthrough Expense						186,996.97

**ST. CLOUD AREA PLANNING ORGANIZATION
SUMMARY SHEET FOR STATE GRANT 1045116
2021**

WORK ACTIVITIES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	BALANCE
100 Administration	\$2,329.57	\$1,748.89	\$1,800.56	\$2,030.47	\$2,215.15	\$1,876.81	\$9,310.75
200 Budget & UPWP	\$753.00	\$740.45	\$202.81	\$58.83	\$228.43	\$474.24	(\$247.62)
300 Transportation Improvement Program (TIP)	\$3,061.00	\$503.74	\$503.04	\$843.31	\$289.76	\$252.57	\$331.41
400 Transportation System Management (TSM)	\$1,681.00	\$1,326.49	\$2,225.71	\$274.96	\$13.33	\$221.99	\$265.00
500 Planning Project Development	\$3,714.00	\$235.88	\$364.99	\$531.42	\$498.77	\$328.02	\$1,159.84
600 Metropolitan Transportation Plan	\$6,975.00	\$6,872.95	\$361.83	\$110.31	\$73.84	\$274.38	\$5,997.62
610 LRTP - Bike/Pedestrian Planning	\$5,947.00	\$4,910.43	\$1,187.80	\$935.46	\$1,254.32	\$825.08	(\$433.75)
620 LRTP - Transit Planning	\$928.00	\$49.19	\$40.43	\$5.14	\$46.55	\$159.86	\$624.12
630 - Freight Planning & Economic Vitality	\$1,305.00	\$7.79	\$18.32	\$0.00	\$0.00	\$0.00	\$1,278.89
640 - Safety, Security, & Environmental	\$828.00	\$96.62	\$31.99	\$19.26	\$17.30	\$41.88	\$570.89
700 Transportation Planning Coordination and Meetings	\$5,524.00	\$670.78	\$5,853.22	\$5,087.82	\$4,175.31	\$500.22	\$3,125.25
800 Transportation Data	\$3,187.00	\$48.37	\$3,138.63	\$0.00	\$53.34	\$249.72	\$2,825.30
900 Locally Funded Activities	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$0.00	\$0.00	\$6,600.00
TOTALS	\$62,815.00	\$5,234.58	\$57,580.42	\$52,345.83	\$5,234.58	\$47,111.25	\$41,876.67

WORK ACTIVITIES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	BALANCE	PERCENT REMAINING
100 Administration	\$2,286.97	\$1,678.15	\$5,345.63	\$3,880.06	\$0.00	\$0.00	(\$878.25)	-4%
200 Budget & UPWP	\$76.93	(\$324.75)	(\$378.98)	\$0.00	\$0.00	\$0.00	(\$474.53)	-63%
300 Transportation Improvement Program (TIP)	\$85.68	\$255.32	(\$9.59)	\$93.48	\$0.00	\$0.00	(\$124.51)	-4%
400 Transportation System Management (TSM)	\$268.02	(\$3.01)	(\$439.63)	\$494.08	\$0.00	\$0.00	(\$1,500.39)	-89%
500 Planning Project Development	\$312.58	\$847.26	\$443.81	\$122.23	\$0.00	\$0.00	(\$235.88)	-6%
600 Metropolitan Transportation Plan	\$468.65	\$156.48	\$5,372.49	\$122.23	\$0.00	\$0.00	\$5,332.01	76%
610 LRTP - Bike/Pedestrian Planning	\$620.47	\$226.79	\$491.46	\$306.30	\$0.00	\$0.00	(\$2,078.77)	-35%
620 LRTP - Transit Planning	\$27.88	\$596.24	\$413.85	\$0.00	\$0.00	\$0.00	\$404.11	44%
630 - Freight Planning & Economic Vitality	\$61.55	\$16.50	\$1,200.84	\$137.66	\$0.00	\$0.00	\$1,063.18	81%
640 - Safety, Security, & Environmental	\$68.31	\$502.59	\$411.97	\$0.00	\$0.00	\$0.00	\$411.97	50%
700 Transportation Planning Coordination and Meetings	\$639.57	\$2,485.68	\$886.63	\$200.78	\$0.00	\$0.00	(\$392.28)	-6%
800 Transportation Data	\$317.99	\$2,507.31	\$2,371.73	\$0.00	\$0.00	\$0.00	\$2,342.51	74%
900 Locally Funded Activities	\$0.00	\$6,600.00	\$6,600.00	\$0.00	\$0.00	\$0.00	\$6,600.00	0%
TOTALS	\$5,234.58	\$26,172.92	\$20,938.34	\$5,234.58	\$10,469.17	\$0.00	\$10,469.17	17%

**ST. CLOUD AREA PLANNING ORGANIZATION
SUMMARY SHEET FOR CONSOLIDATED PLANNING GRANT 1045116
2021**

WORK ACTIVITIES	CPG CONTRACT												CPG BALANCE
	TOTALS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	DECEMBER	NOVEMBER	SEPTEMBER	OCTOBER	AUGUST	JULY	
100 Administration	\$165,625.00	\$15,670.98	\$149,754.02	\$12,993.04	\$126,704.95	\$14,680.12	\$112,024.83	\$12,854.42	\$99,170.41	\$12,552.48	\$86,607.93		
200 Budget & UPWP	\$5,849.00	\$85.53	\$5,763.47	\$1,463.51	\$4,299.97	\$425.37	\$3,874.60	\$1,638.14	\$2,236.46	\$3,174.69	(\$938.24)		
300 Transportation Improvement Program (TIP)	\$23,788.00	\$2,297.06	\$21,490.94	\$3,630.04	\$14,964.43	\$6,097.12	\$8,867.31	\$1,880.77	\$6,986.54	\$1,690.75	\$5,295.79		
400 Transportation System Management (TSM)	\$13,064.00	\$2,415.22	\$10,648.78	\$1,628.75	\$7,148.43	\$1,987.94	\$5,160.49	\$86.55	\$5,073.94	\$1,486.04	\$3,587.89		
500 Planning Project Development	\$28,857.00	\$1,607.03	\$27,249.97	\$2,633.84	\$21,194.48	\$3,842.14	\$17,352.34	\$3,237.36	\$14,114.98	\$2,195.86	\$11,919.12		
600 Metropolitan Transportation Plan	\$54,205.00	\$695.24	\$53,509.76	\$2,611.03	\$50,582.71	\$797.56	\$49,785.15	\$479.29	\$49,305.86	\$1,836.80	\$47,469.06		
610 LRTP - Bike/Pedestrian Planning	\$46,211.00	\$7,061.97	\$39,149.03	\$8,571.30	\$24,014.04	\$6,763.35	\$17,250.69	\$8,141.44	\$9,109.25	\$5,523.27	\$3,585.98		
620 LRTP - Transit Planning	\$7,214.00	\$18.54	\$7,195.46	\$291.71	\$6,620.93	\$37.14	\$6,583.79	\$302.13	\$6,281.66	\$1,070.13	\$5,211.53		
630 - Freight Planning & Economic Vitality	\$10,139.00	\$53.09	\$10,085.91	\$0.00	\$9,980.57	\$0.00	\$9,980.57	\$0.00	\$9,980.57	\$0.00	\$9,980.57		
640 - Safety, Security, & Environmental	\$6,434.00	\$658.24	\$5,775.76	\$361.19	\$5,230.61	\$139.28	\$5,091.33	\$112.29	\$4,979.04	\$280.37	\$4,698.66		
700 Transportation Planning Coordination and Meetings	\$50,695.00	\$4,569.94	\$46,125.06	\$3,514.94	\$38,209.15	\$3,075.75	\$35,133.40	\$3,374.13	\$31,759.27	\$5,549.43	\$28,209.84		
800 Transportation Data	\$24,763.00	\$329.53	\$24,433.47	\$74.09	\$24,359.38	\$0.00	\$24,359.38	\$346.18	\$24,013.20	\$1,671.71	\$22,341.49		
900 Locally Funded Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
xxx TH15 Operational Improvement Study	\$0.00	\$3,632.99	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)		
xxx Travel Demand Model Updates and Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
xxx Regional Travel Survey	\$240,000.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00	\$10,010.18	\$229,989.82	\$1,621.34	\$228,368.48		
xxx Southwest Beltline Corridor Planning Update	\$116,000.00	\$0.00	\$116,000.00	\$0.00	\$116,000.00	\$3,911.96	\$112,088.04	\$14,734.01	\$97,354.03	\$12,021.36	\$85,332.67		
TOTALS	\$792,844.00	\$39,295.35	\$753,548.65	\$37,773.44	\$685,676.65	\$41,757.73	\$643,918.92	\$57,196.89	\$586,722.03	\$48,684.24	\$538,037.79		

WORK ACTIVITIES	CPG CONTRACT												CPG BALANCE	PERCENT REMAINING
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	DECEMBER		
100 Administration	\$15,947.41	\$70,660.52	\$10,895.69	\$14,304.11	\$45,460.72	\$20,025.77	\$25,434.95	\$25,434.95	\$0.00	\$25,434.95	\$0.00	\$25,434.95	15%	
200 Budget & UPWP	\$536.46	(\$1,474.70)	\$348.21	(\$1,822.90)	\$586.82	\$2,409.72	(\$2,409.72)	(\$2,409.72)	\$0.00	(\$2,409.72)	\$0.00	(\$2,409.72)	-41%	
300 Transportation Improvement Program (TIP)	\$597.46	\$4,698.33	\$1,657.70	\$3,040.63	\$2,909.78	\$482.48	\$2,427.30	\$2,427.30	\$0.00	\$2,427.30	\$0.00	\$2,427.30	10%	
400 Transportation System Management (TSM)	\$1,868.93	\$1,718.97	\$2,834.78	(\$1,115.81)	\$3,458.46	\$2,550.03	(\$7,124.30)	(\$7,124.30)	\$0.00	(\$7,124.30)	\$0.00	(\$7,124.30)	-55%	
500 Planning Project Development	\$2,179.67	\$9,739.46	\$2,619.47	\$7,119.98	\$3,717.88	\$630.85	\$3,087.03	\$3,087.03	\$0.00	\$3,087.03	\$0.00	\$3,087.03	11%	
600 Metropolitan Transportation Plan	\$3,267.95	\$44,201.11	\$1,016.00	\$43,185.11	\$27.04	\$42,938.07	\$42,938.07	\$42,938.07	\$0.00	\$42,938.07	\$0.00	\$42,938.07	79%	
610 LRTP - Bike/Pedestrian Planning	\$4,326.62	(\$740.64)	\$1,472.50	(\$2,213.14)	\$5,299.35	\$1,580.89	(\$6,793.38)	(\$6,793.38)	\$0.00	(\$6,793.38)	\$0.00	(\$6,793.38)	-15%	
620 LRTP - Transit Planning	\$194.41	\$5,017.12	\$1,184.23	\$3,832.90	\$59.43	\$3,773.47	\$3,773.47	\$3,773.47	\$0.00	\$3,773.47	\$0.00	\$3,773.47	52%	
630 - Freight Planning & Economic Vitality	\$429.17	\$9,551.40	\$107.14	\$9,444.26	\$0.00	\$710.48	\$8,733.78	\$8,733.78	\$0.00	\$8,733.78	\$0.00	\$8,733.78	86%	
640 - Safety, Security, & Environmental	\$476.31	\$4,222.35	\$588.35	\$3,634.00	\$3,634.00	\$0.00	\$3,634.00	\$3,634.00	\$0.00	\$3,634.00	\$0.00	\$3,634.00	56%	
700 Transportation Planning Coordination and Meetings	\$4,459.80	\$23,750.04	\$10,362.09	\$13,367.95	\$6,579.72	\$1,036.26	\$5,751.97	\$5,751.97	\$0.00	\$5,751.97	\$0.00	\$5,751.97	11%	
800 Transportation Data	\$2,217.40	\$20,124.08	\$880.27	\$19,243.81	\$178.29	\$19,065.51	\$19,065.51	\$19,065.51	\$0.00	\$19,065.51	\$0.00	\$19,065.51	77%	
900 Locally Funded Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
xxx TH15 Operational Improvement Study	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	(\$3,632.99)	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	#DIV/0!	
xxx Travel Demand Model Updates and Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
xxx Regional Travel Survey	\$14,680.29	\$213,688.18	\$0.00	\$213,688.18	\$0.00	\$78,190.00	\$78,190.00	\$78,190.00	\$0.00	\$78,190.00	\$0.00	\$78,190.00	33%	
xxx Southwest Beltline Corridor Planning Update	\$14,300.27	\$71,032.40	\$26,065.19	\$44,967.21	\$16,319.13	\$17,707.10	\$17,707.10	\$17,707.10	\$0.00	\$17,707.10	\$0.00	\$17,707.10	7%	
TOTALS	\$65,482.15	\$472,555.64	\$60,051.63	\$412,504.01	\$48,265.29	\$173,455.91	\$190,782.81	\$190,782.81	\$0.00	\$190,782.81	\$0.00	\$190,782.81	24%	

SA
10/8/21



APPROVED

Brian Gibson

55 Railroad Row
White River Junction, VT 05001

October 29, 2021
Invoice No: 49256

Invoice

Brian Gibson
Saint Cloud Area Planning Organization
1040 County Road 4
Saint Cloud, MN 56303

Project 21044 St. Cloud Household Travel Survey 2021

Professional Services through September 30, 2021

Task	001	Task 1: Develop Survey Design & Methodology		
		Hours	Rate	Amount
Burns, Amy		19.50	75.51	1,472.45
Dailey, Michael		28.50	117.39	3,345.62
Dumont, Jeffrey		17.50	199.53	3,491.78
Lynch, Joann		13.50	151.49	2,045.12
Regan, Ilona		13.75	85.93	1,181.54
Sabbey, Craig		12.00	215.67	2,588.04
Schmidt, Rachel		12.00	116.50	1,398.00
Stubits, Jevan		16.00	182.01	2,912.16
Totals		132.75		18,434.71
Total Labor				18,434.71
Consultants				
SRF Consulting Group, Inc.				
9/13/2021	SRF Consulting Group, Inc.	Consulting		1,657.45
9/30/2021	SRF Consulting Group, Inc.	Consulting		920.27
Kristen Neilson				
8/4/2021	Kristen Neilson	Consulting		1,440.00
Total Consultants				4,017.72
Reimbursable Expenses				
AUS Marketing Research Systems, Inc.				
9/13/2021	AUS Marketing Research Systems, Inc.	Survey Costs		2,887.50
Visions, Inc.				
9/16/2021	Visions, Inc.	P285918-1-202191619 (postage)		22,915.97
9/22/2021	Visions, Inc.	Postage		28,197.56
9/30/2021	Visions, Inc.	Survey Costs		4,026.37
9/30/2021	Visions, Inc.	Survey Costs		8,007.00
INGCO International				
9/23/2021	INGCO International	Survey Costs - Translation		920.49
9/24/2021	INGCO International	Survey - Translation		852.09
Total Reimbursables				67,806.98

REVORPQA



Total this Task **\$90,259.41**

Task 002 Task 2: Conduct Survey

	Hours	Rate	Amount	
Burns, Amy	24.00	75.51	1,812.24	
Dailey, Michael	3.50	117.39	410.87	
Dumont, Jeffrey	24.00	199.53	4,788.72	
Landis, Richard	1.00	185.02	185.02	
Lynch, Joann	37.25	151.49	5,643.00	
Regan, Ilona	97.00	85.93	8,335.21	
Stubits, Jevan	8.00	182.01	1,456.08	
Totals	194.75		22,631.14	
Total Labor				22,631.14

Consultants

SRF Consulting Group, Inc.				
9/30/2021	SRF Consulting Group, Inc.	Consulting	3,475.70	
	Total Consultants		3,475.70	3,475.70

Total this Task **\$26,106.84**

Task 003 Task 3: Process Survey Dataset

	Hours	Rate	Amount	
Lynch, Joann	8.50	151.49	1,287.67	
Redding, Erika	2.00	95.30	190.60	
Regan, Ilona	25.50	85.93	2,191.22	
Schmidt, Rachel	9.50	116.50	1,106.75	
Totals	45.50		4,776.24	
Total Labor				4,776.24

Total this Task **\$4,776.24**

Task 004 Task 4: Prepare Survey Documentation & Analysis

	Hours	Rate	Amount	
Lynch, Joann	19.00	151.49	2,878.31	
Totals	19.00		2,878.31	
Total Labor				2,878.31

Total this Task **\$2,878.31**

Billing Limits

	Current	Prior	To-Date
Labor	48,720.40	33,361.92	82,082.32
Limit			150,476.36
Remaining			68,394.04
Consultants	7,493.42	0.00	7,493.42
Limit			21,714.48
Remaining			14,221.06
Expenses	67,806.98	79.76	67,886.74
Limit			127,620.00
Remaining			59,733.26

Total this Invoice **\$124,020.80**

Project	21044	St. Cloud Household Travel Survey 2021	Invoice	49256
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ACH (Preferred method of payment)
Resource Systems Group, Inc.
Mascoma Savings Bank
Routing Number: 211770213
Account Number: 0926702010

Check Payments to:
Resource Systems Group, Inc.
55 Railroad Row
White River Junction, VT 05001

If you have any questions concerning this invoice, please contact Brenda (Brenda.LeBlanc@rsginc.com, (802) 359-6409)
or accountsreceivable@rsginc.com.

Billing Backup

Tuesday, November 2, 2021

Resource Systems Group Inc

Invoice 49256 Dated 10/29/2021

7:22:19 AM

Project 21044 St. Cloud Household Travel Survey 2021

Task 001 Task 1: Develop Survey Design & Methodology

		Hours	Rate	Amount
Burns, Amy	8/2/2021	1.00	75.51	75.48
Burns, Amy	8/3/2021	.50	75.51	37.76
Burns, Amy	8/4/2021	.50	75.51	37.76
Burns, Amy	8/6/2021	1.50	75.51	113.27
Burns, Amy	8/9/2021	1.50	75.51	113.27
Burns, Amy	8/10/2021	1.00	75.51	75.51
Burns, Amy	8/11/2021	2.00	75.51	151.02
Burns, Amy	8/12/2021	2.00	75.51	151.02
Burns, Amy	8/13/2021	1.00	75.51	75.51
Burns, Amy	8/16/2021	.50	75.51	37.76
Burns, Amy	8/17/2021	2.50	75.51	188.78
Burns, Amy	8/18/2021	2.00	75.51	151.02
Burns, Amy	8/20/2021	3.25	75.51	245.41
Burns, Amy	8/30/2021	.25	75.51	18.88
Dailey, Michael	8/3/2021	1.00	117.39	117.36
Dailey, Michael	8/5/2021	1.00	117.39	117.39
Dailey, Michael	8/6/2021	1.75	117.39	205.43
Dailey, Michael	8/9/2021	1.50	117.39	176.09
Dailey, Michael	8/10/2021	1.25	117.39	146.74
Dailey, Michael	8/11/2021	2.50	117.39	293.48
Dailey, Michael	8/12/2021	1.25	117.39	146.74
Dailey, Michael	8/13/2021	1.00	117.39	117.39
Dailey, Michael	8/17/2021	.50	117.39	58.70
Dailey, Michael	8/18/2021	1.00	117.39	117.39
Dailey, Michael	8/23/2021	.50	117.39	58.70
Dailey, Michael	8/24/2021	1.00	117.39	117.39
Dailey, Michael	8/26/2021	.50	117.39	58.70
Dailey, Michael	8/27/2021	.50	117.39	58.70
Dailey, Michael	8/30/2021	.75	117.39	88.04
Dailey, Michael	9/3/2021	1.00	117.39	117.39
Dailey, Michael	9/7/2021	1.00	117.39	117.39
Dailey, Michael	9/8/2021	1.00	117.39	117.39
Dailey, Michael	9/9/2021	1.00	117.39	117.39
Dailey, Michael	9/10/2021	1.00	117.39	117.39
Dailey, Michael	9/13/2021	1.00	117.39	117.39
Dailey, Michael	9/14/2021	1.00	117.39	117.39
Dailey, Michael	9/15/2021	1.00	117.39	117.39
Dailey, Michael	9/16/2021	.25	117.39	29.35
Dailey, Michael	9/17/2021	1.00	117.39	117.39
Dailey, Michael	9/20/2021	1.00	117.39	117.39
Dailey, Michael	9/21/2021	1.00	117.39	117.39
Dailey, Michael	9/22/2021	.25	117.39	29.35
Dailey, Michael	9/23/2021	1.00	117.39	117.39
Dumont, Jeffrey	8/9/2021	1.00	199.53	199.51
Dumont, Jeffrey	8/10/2021	2.00	199.53	399.06
Dumont, Jeffrey	8/11/2021	.50	199.53	99.77
Dumont, Jeffrey	8/12/2021	1.00	199.53	199.53
Dumont, Jeffrey	8/16/2021	1.50	199.53	299.30
Dumont, Jeffrey	8/18/2021	1.00	199.53	199.53
Dumont, Jeffrey	8/19/2021	.75	199.53	149.65

Project	21044	St. Cloud Household Travel Survey 2021	Invoice	49256	
Dumont, Jeffrey		8/20/2021	.50	199.53	99.77
Dumont, Jeffrey		8/23/2021	1.00	199.53	199.53
Dumont, Jeffrey		8/24/2021	1.25	199.53	249.41
Dumont, Jeffrey		8/25/2021	.75	199.53	149.65
Dumont, Jeffrey		8/26/2021	1.00	199.53	199.53
Dumont, Jeffrey		8/27/2021	1.25	199.53	249.41
Dumont, Jeffrey		8/30/2021	1.50	199.53	299.30
Dumont, Jeffrey		8/31/2021	2.50	199.53	498.83
Lynch, Joann		8/5/2021	1.00	151.49	151.49
Lynch, Joann		8/10/2021	2.00	151.49	302.98
Lynch, Joann		8/12/2021	1.50	151.49	227.24
Lynch, Joann		8/13/2021	2.00	151.49	302.98
Lynch, Joann		8/19/2021	2.00	151.49	302.98
Lynch, Joann		8/26/2021	2.00	151.49	302.98
Lynch, Joann		8/31/2021	3.00	151.49	454.47
Regan, Ilona		8/2/2021	.75	85.93	64.42
Regan, Ilona		8/3/2021	.50	85.93	42.97
Regan, Ilona		8/4/2021	.50	85.93	42.97
Regan, Ilona		8/6/2021	1.50	85.93	128.90
Regan, Ilona		8/12/2021	7.50	85.93	644.48
Regan, Ilona		8/26/2021	2.50	85.93	214.83
Regan, Ilona		8/27/2021	.50	85.93	42.97
Sabbey, Craig		8/13/2021	3.75	215.67	808.76
Sabbey, Craig		8/16/2021	4.25	215.67	916.60
Sabbey, Craig		9/2/2021	4.00	215.67	862.68
Schmidt, Rachel		8/3/2021	2.00	116.50	233.00
Schmidt, Rachel		8/6/2021	3.00	116.50	349.50
Schmidt, Rachel		8/9/2021	2.00	116.50	233.00
Schmidt, Rachel		8/10/2021	1.50	116.50	174.75
Schmidt, Rachel		8/11/2021	1.00	116.50	116.50
Schmidt, Rachel		8/12/2021	2.00	116.50	233.00
Schmidt, Rachel		8/13/2021	.50	116.50	58.25
Stubits, Jevan		8/2/2021	1.00	182.01	181.99
Stubits, Jevan		8/9/2021	1.50	182.01	273.02
Stubits, Jevan		8/10/2021	1.75	182.01	318.52
Stubits, Jevan		8/16/2021	2.50	182.01	455.03
Stubits, Jevan		8/17/2021	2.75	182.01	500.53
Stubits, Jevan		8/18/2021	4.50	182.01	819.05
Stubits, Jevan		8/19/2021	2.00	182.01	364.02
Totals			132.75		18,434.71
Total Labor					18,434.71
				Total this Task	\$90,259.41

Task 002 Task 2: Conduct Survey

	Hours	Rate	Amount	
Burns, Amy	9/1/2021	1.00	75.51	75.45
Burns, Amy	9/2/2021	1.00	75.51	75.51
Burns, Amy	9/3/2021	1.00	75.51	75.51
Burns, Amy	9/7/2021	1.00	75.51	75.51
Burns, Amy	9/8/2021	1.50	75.51	113.27
Burns, Amy	9/9/2021	.50	75.51	37.76
Burns, Amy	9/10/2021	1.50	75.51	113.27
Burns, Amy	9/15/2021	2.00	75.51	151.02
Burns, Amy	9/16/2021	.50	75.51	37.76
Burns, Amy	9/17/2021	2.50	75.51	188.78
Burns, Amy	9/20/2021	.50	75.51	37.76

Project	21044	St. Cloud Household Travel Survey 2021			Invoice	49256
Burns, Amy		9/21/2021	1.50	75.51		113.27
Burns, Amy		9/22/2021	1.50	75.51		113.27
Burns, Amy		9/23/2021	1.50	75.51		113.27
Burns, Amy		9/24/2021	1.50	75.51		113.27
Burns, Amy		9/27/2021	1.00	75.51		75.51
Burns, Amy		9/28/2021	1.50	75.51		113.27
Burns, Amy		9/29/2021	1.00	75.51		75.51
Burns, Amy		9/30/2021	1.50	75.51		113.27
Dailey, Michael		9/24/2021	1.00	117.39		117.39
Dailey, Michael		9/27/2021	1.00	117.39		117.39
Dailey, Michael		9/28/2021	.50	117.39		58.70
Dailey, Michael		9/29/2021	1.00	117.39		117.39
Dumont, Jeffrey		9/1/2021	2.50	199.53		498.80
Dumont, Jeffrey		9/2/2021	3.50	199.53		698.36
Dumont, Jeffrey		9/3/2021	.75	199.53		149.65
Dumont, Jeffrey		9/8/2021	2.25	199.53		448.94
Dumont, Jeffrey		9/9/2021	1.75	199.53		349.18
Dumont, Jeffrey		9/10/2021	1.75	199.53		349.18
Dumont, Jeffrey		9/13/2021	1.50	199.53		299.30
Dumont, Jeffrey		9/14/2021	2.50	199.53		498.83
Dumont, Jeffrey		9/15/2021	1.00	199.53		199.53
Dumont, Jeffrey		9/23/2021	3.00	199.53		598.59
Dumont, Jeffrey		9/27/2021	2.00	199.53		399.06
Dumont, Jeffrey		9/29/2021	1.50	199.53		299.30
Landis, Richard		9/23/2021	1.00	185.02		185.02
Lynch, Joann		9/1/2021	2.50	151.49		378.69
Lynch, Joann		9/2/2021	4.00	151.49		605.96
Lynch, Joann		9/3/2021	1.00	151.49		151.49
Lynch, Joann		9/6/2021	1.00	151.49		151.49
Lynch, Joann		9/7/2021	1.00	151.49		151.49
Lynch, Joann		9/8/2021	3.00	151.49		454.47
Lynch, Joann		9/9/2021	2.00	151.49		302.98
Lynch, Joann		9/13/2021	3.50	151.49		530.22
Lynch, Joann		9/14/2021	.50	151.49		75.75
Lynch, Joann		9/15/2021	1.00	151.49		151.49
Lynch, Joann		9/16/2021	4.00	151.49		605.96
Lynch, Joann		9/17/2021	1.00	151.49		151.49
Lynch, Joann		9/20/2021	1.50	151.49		227.24
Lynch, Joann		9/21/2021	2.00	151.49		302.98
Lynch, Joann		9/22/2021	2.00	151.49		302.98
Lynch, Joann		9/23/2021	1.50	151.49		227.24
Lynch, Joann		9/27/2021	3.00	151.49		454.47
Lynch, Joann		9/28/2021	.75	151.49		113.62
Lynch, Joann		9/29/2021	.50	151.49		75.75
Lynch, Joann		9/30/2021	1.50	151.49		227.24
Regan, Ilona		8/16/2021	6.00	85.93		515.54
Regan, Ilona		8/17/2021	3.50	85.93		300.76
Regan, Ilona		8/18/2021	5.00	85.93		429.65
Regan, Ilona		8/19/2021	6.50	85.93		558.55
Regan, Ilona		8/20/2021	5.00	85.93		429.65
Regan, Ilona		8/23/2021	3.00	85.93		257.79
Regan, Ilona		8/24/2021	2.50	85.93		214.83
Regan, Ilona		8/25/2021	1.00	85.93		85.93
Regan, Ilona		8/30/2021	3.00	85.93		257.79
Regan, Ilona		8/31/2021	3.00	85.93		257.79
Regan, Ilona		9/1/2021	7.00	85.93		601.51
Regan, Ilona		9/2/2021	6.00	85.93		515.58
Regan, Ilona		9/3/2021	1.00	85.93		85.93
Regan, Ilona		9/6/2021	2.00	85.93		171.86

Project	21044	St. Cloud Household Travel Survey 2021	Invoice	49256	
Regan, Ilona		9/7/2021	4.00	85.93	343.72
Regan, Ilona		9/8/2021	2.50	85.93	214.83
Regan, Ilona		9/9/2021	2.50	85.93	214.83
Regan, Ilona		9/10/2021	2.00	85.93	171.86
Regan, Ilona		9/13/2021	2.00	85.93	171.86
Regan, Ilona		9/14/2021	3.00	85.93	257.79
Regan, Ilona		9/15/2021	3.00	85.93	257.79
Regan, Ilona		9/16/2021	3.00	85.93	257.79
Regan, Ilona		9/17/2021	3.00	85.93	257.79
Regan, Ilona		9/20/2021	5.50	85.93	472.62
Regan, Ilona		9/21/2021	3.00	85.93	257.79
Regan, Ilona		9/22/2021	1.00	85.93	85.93
Regan, Ilona		9/23/2021	2.00	85.93	171.86
Regan, Ilona		9/24/2021	.50	85.93	42.97
Regan, Ilona		9/27/2021	4.50	85.93	386.69
Regan, Ilona		9/30/2021	1.00	85.93	85.93
Stubits, Jevan		9/13/2021	1.50	182.01	273.01
Stubits, Jevan		9/14/2021	5.50	182.01	1,001.06
Stubits, Jevan		9/15/2021	1.00	182.01	182.01
Totals			194.75		22,631.14
Total Labor					22,631.14
				Total this Task	\$26,106.84

Task	003	Task 3: Process Survey Dataset	Hours	Rate	Amount
Lynch, Joann		8/3/2021	1.00	151.49	151.49
Lynch, Joann		8/5/2021	1.00	151.49	151.49
Lynch, Joann		8/17/2021	1.00	151.49	151.49
Lynch, Joann		8/18/2021	1.00	151.49	151.49
Lynch, Joann		8/20/2021	1.00	151.49	151.49
Lynch, Joann		8/25/2021	2.00	151.49	302.98
Lynch, Joann		8/31/2021	1.50	151.49	227.24
Redding, Erika		9/8/2021	1.00	95.30	95.30
Redding, Erika		9/9/2021	1.00	95.30	95.30
Regan, Ilona		8/9/2021	6.50	85.93	558.55
Regan, Ilona		8/10/2021	6.00	85.93	515.58
Regan, Ilona		8/11/2021	6.00	85.93	515.58
Regan, Ilona		8/13/2021	7.00	85.93	601.51
Schmidt, Rachel		8/16/2021	1.50	116.50	174.75
Schmidt, Rachel		8/17/2021	2.50	116.50	291.25
Schmidt, Rachel		8/18/2021	1.00	116.50	116.50
Schmidt, Rachel		8/20/2021	2.00	116.50	233.00
Schmidt, Rachel		8/24/2021	1.00	116.50	116.50
Schmidt, Rachel		8/26/2021	1.00	116.50	116.50
Schmidt, Rachel		8/31/2021	.50	116.50	58.25
Totals			45.50		4,776.24
Total Labor					4,776.24
				Total this Task	\$4,776.24

Task	004	Task 4: Prepare Survey Documentation & Analysis	Hours	Rate	Amount
Lynch, Joann		8/2/2021	1.00	151.49	151.47

Project	21044	St. Cloud Household Travel Survey 2021		Invoice	49256
Lynch, Joann		8/3/2021	1.00	151.49	151.49
Lynch, Joann		8/4/2021	2.00	151.49	302.98
Lynch, Joann		8/6/2021	2.00	151.49	302.98
Lynch, Joann		8/9/2021	2.00	151.49	302.98
Lynch, Joann		8/11/2021	2.00	151.49	302.98
Lynch, Joann		8/16/2021	2.50	151.49	378.73
Lynch, Joann		8/23/2021	2.50	151.49	378.73
Lynch, Joann		8/24/2021	1.50	151.49	227.24
Lynch, Joann		8/25/2021	1.00	151.49	151.49
Lynch, Joann		8/31/2021	1.50	151.49	227.24
	Totals		19.00		2,878.31
	Total Labor				2,878.31
				Total this Task	\$2,878.31
				Total this Project	\$124,020.80
				Total this Report	\$124,020.80

Progress Report

TO: Saint Cloud Area Planning Organization (APO)
FROM: RSG
DATE: October 7, 2021
SUBJECT: Progress report for work performed on the Saint Cloud APO Regional Household Travel Survey

Reporting period: August 1, 2021 – September 30, 2021

Summary of work performed: During August and September 2021, the consultants (RSG) and client team (Saint Cloud APO) continued work on the Saint Cloud Regional Household Travel Survey. Tasks included quality assurance and control planning, continued development of the survey questionnaire and survey instruments, as well as continued planning for survey administration.

Progress this period:

- Prepared for and conducted project team meetings between RSG and the APO.
- Completed sub-contracting process with SRF and began outreach planning.
- Completed coordination with graphics vendor to develop survey branding and public engagement materials development.
- Completed development of the survey questionnaire and incorporated final round of feedback from the APO.
- Completed translation of the survey materials into Spanish and Somali.
- Completed development, programming, and testing of the of survey instruments.
- Completed sample planning.
- Completed training with call center.
- Began work on project documentation.
- Began setting up survey data processing pipeline.

Planned for next period:

- Prepare for and conduct weekly project meetings between RSG and the APO.
- Administer the household travel survey and provide user support.
- Monitor the survey database and perform QA/QC on survey data while in field.

- Deliver a real-time monitoring dashboard on survey results.
- Continue work on project documentation.
- Begin processing survey data.
- Begin advisory work on O-D data use.



SRF Consulting Group, Inc.
 3701 Wayzata Boulevard, Suite 100
 Minneapolis, MN 55416-3791

P. 763.475.0010
 F. 1.866.440.6364

INVOICE

Invoice Date: August 31, 2021
 Invoice No: 14344.00 - 1

Attention: Accounts Payable
 Resource Systems Group, Inc.
 55 Railroad Row
 White River Junction, VT 05001

Email: AccountsPayable@rsginc.com

Re: St. Cloud Regional Household Travel Survey
 Project No. 21044
 Expiration Date: 12/31/2021

Professional Services for period ending August 31, 2021

Professional Personnel

	Hours	Amount	
Principal/Engineer	2.50	148.68	
Sr. Assoc./Planner	4.00	195.80	
Planner/Analyst	6.00	197.28	
Traffic Tech	1.00	19.50	
Totals	13.50	561.26	
Overhead 163.67%		918.61	
Fee 12%		177.58	
Total Labor			1,657.45

Budget Status	Budget	Current	Prior	To-Date
Total Billings	19,959.48	1,657.45	0.00	1,657.45
Remaining				18,302.03

Total Amount Due this Invoice **\$1,657.45**

Billing Backup

Friday, September 10, 2021

SRF Consulting Group, Inc.

Invoice 1 Dated 8/31/2021

8:22:53 AM

Professional Personnel

			Hours	Amount	
Principal/Engineer					
0722	Morris, Paul	8/9/2021	.50	59.47	29.72
0722	Morris, Paul	8/11/2021	.50	59.47	29.74
0722	Morris, Paul	8/16/2021	.50	59.47	29.74
0722	Morris, Paul	8/19/2021	.50	59.47	29.74
0722	Morris, Paul	8/25/2021	.50	59.47	29.74
Sr. Assoc./Planner					
0924	Falkers, Stephanie	8/11/2021	.50	48.95	24.46
0924	Falkers, Stephanie	8/18/2021	.50	48.95	24.48
0924	Falkers, Stephanie	8/19/2021	1.00	48.95	48.95
0924	Falkers, Stephanie	8/26/2021	.50	48.95	24.48
0924	Falkers, Stephanie	8/30/2021	.50	48.95	24.48
0924	Falkers, Stephanie	8/31/2021	1.00	48.95	48.95
Planner/Analyst					
1386	McNiel, Daniel	8/11/2021	1.00	32.88	32.88
1386	McNiel, Daniel	8/17/2021	.50	32.88	16.44
1386	McNiel, Daniel	8/19/2021	1.00	32.88	32.88
1386	McNiel, Daniel	8/20/2021	1.00	32.88	32.88
1386	McNiel, Daniel	8/26/2021	1.00	32.88	32.88
1386	McNiel, Daniel	8/31/2021	1.50	32.88	49.32
Traffic Tech					
1495	Ierien, Natalie	8/26/2021	1.00	19.50	19.50
Totals			13.50		561.26
Overhead 163.67%					918.61
Fee 12%					177.58
Total Labor					1,657.45
Total this Project					\$1,657.45
Total this Report					\$1,657.45



Monthly Progress Report

SRF No. 14344.00

To: Joann Lynch, Senior Consultant
Resource Systems Group

From: Paul Morris, Principal

Date: September 8, 2021

Subject: Saint Cloud Regional Household Travel Survey

This progress report outlines work performed, issues encountered, and milestones achieved during the previous month. Please contact me at pmorris@srfconsulting.com or 763-452-4773 with any questions or concerns.

Work Performed

Task 1: Develop Survey Design & Methodology

- Participated in consultant team kickoff meeting to outline project goals and process.
- Identified an initial list of community-based organizations to include in outreach activities to recruit hard-to-reach survey respondents.
- Participated in APO meeting to discuss CBOs and outreach plan
- Assisted with the creation of the outreach plan

Task 2: Conduct Survey

- No work performed on this task to-date.

Task 4: Prepare Survey Documentation & Analysis

- No work performed on this task to-date.

Issues Encountered

None at this time.

Milestones Achieved

No milestones or deliverables completed at this time. Work on Task 1 getting underway.

Document1



SRF Consulting Group, Inc.
 3701 Wayzata Boulevard, Suite 100
 Minneapolis, MN 55416-3791

P. 763.475.0010
 F. 1.866.440.6364

INVOICE

Invoice Date: September 30, 2021
 Invoice No: 14344.00 - 2

Attention: Accounts Payable
 Resource Systems Group, Inc.
 55 Railroad Row
 White River Junction, VT 05001

Email: AccountsPayable@rsginc.com

Re: St. Cloud Regional Household Travel Survey
 Project No. 21044
 Expiration Date: 12/31/2021

Professional Services for period ending September 30, 2021

Professional Personnel

	Hours	Amount	
Principal/Engineer	1.00	59.47	
Sr. Assoc./Planner	6.00	293.70	
Sr. Planner/Analyst	9.50	347.42	
Planner/Analyst	18.00	591.84	
Program System Analyst	4.00	196.16	
Totals	38.50	1,488.59	
Overhead 163.67%		2,436.38	
Fee 12%		471.00	
Total Labor			4,395.97

Budget Status	Budget	Current	Prior	To-Date
Total Billings	19,959.48	4,395.97	1,657.45	6,053.42
Remaining				13,906.06

Total Amount Due this Invoice **\$4,395.97**

Billing Backup

Friday, October 8, 2021

SRF Consulting Group, Inc.

Invoice 2 Dated 9/30/2021

8:04:39 AM

Professional Personnel

			Hours	Amount	
Principal/Engineer					
0722	Morris, Paul	9/1/2021	1.00	59.47	59.47
Sr. Assoc./Planner					
0924	Falkers, Stephanie	9/1/2021	1.00	48.95	48.94
0924	Falkers, Stephanie	9/2/2021	.50	48.95	24.48
0924	Falkers, Stephanie	9/9/2021	2.00	48.95	97.90
0924	Falkers, Stephanie	9/22/2021	.50	48.95	24.48
0924	Falkers, Stephanie	9/23/2021	1.00	48.95	48.95
0924	Falkers, Stephanie	9/29/2021	1.00	48.95	48.95
Sr. Planner/Analyst					
1320	Berner, Brittany	9/21/2021	.50	36.57	18.28
1320	Berner, Brittany	9/23/2021	.50	36.57	18.29
1320	Berner, Brittany	9/28/2021	.50	36.57	18.29
1320	Berner, Brittany	9/29/2021	4.00	36.57	146.28
1320	Berner, Brittany	9/30/2021	4.00	36.57	146.28
Planner/Analyst					
1386	McNiel, Daniel	9/1/2021	2.00	32.88	65.76
1386	McNiel, Daniel	9/8/2021	.50	32.88	16.44
1386	McNiel, Daniel	9/9/2021	1.50	32.88	49.32
1386	McNiel, Daniel	9/13/2021	.50	32.88	16.44
1386	McNiel, Daniel	9/15/2021	.50	32.88	16.44
1386	McNiel, Daniel	9/16/2021	1.50	32.88	49.32
1386	McNiel, Daniel	9/17/2021	2.00	32.88	65.76
1386	McNiel, Daniel	9/20/2021	1.50	32.88	49.32
1386	McNiel, Daniel	9/21/2021	1.00	32.88	32.88
1386	McNiel, Daniel	9/22/2021	.50	32.88	16.44
1386	McNiel, Daniel	9/23/2021	1.50	32.88	49.32
1386	McNiel, Daniel	9/27/2021	1.50	32.88	49.32
1386	McNiel, Daniel	9/28/2021	1.00	32.88	32.88
1386	McNiel, Daniel	9/30/2021	2.50	32.88	82.20
Program System Analyst					
1239	Lashinski, Nicholas	9/8/2021	4.00	49.04	196.16
Totals			38.50		1,488.59
Overhead 163.67%					2,436.38
Fee 12%					471.00
Total Labor					4,395.97
Total this Project					\$4,395.97
Total this Report					\$4,395.97



Monthly Progress Report

SRF No. 14344.00

To: Joann Lynch, Senior Consultant
Resource Systems Group

From: Paul Morris, Principal

Date: October 4, 2021

Subject: Saint Cloud Regional Household Travel Survey

This progress report outlines work performed, issues encountered, and milestones achieved during the previous month. Please contact me at pmorris@srfconsulting.com or 763-452-4773 with any questions or concerns.

Work Performed

Task 1: Develop Survey Design & Methodology

- Participated in consultant team kickoff meeting to outline project goals and process.
- Identified an initial list of community-based organizations to include in outreach activities to recruit hard-to-reach survey respondents.
- Participated in APO meeting to discuss CBOs and outreach plan.
- Assisted with the creation of the outreach plan.
- Assisted with the finalization of materials and communications for CBO outreach.

Task 2: Conduct Survey

- Began calls with CBOs to recruit assistance with outreach.

Task 4: Prepare Survey Documentation & Analysis

- No work performed on this task to-date.

Issues Encountered

None at this time.

Milestones Achieved

The outreach plan and CBO list were completed in the month of September.

Document1

Yellowwood Design Farm

667 Bean Road
Charlotte, VT 05445 US
+1 8025981129
kristen@yellowwooddesignfarm.com
www.yellowwooddesignfarm.com



INVOICE

BILL TO
RSG, Inc
55 Railroad Row
White River Junction, VT
05001

INVOICE 0023
DATE 08.04.2021
TERMS Net 15
DUE DATE 08.19.2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Design	Project #21044 Saint Cloud Area Planning Organization - logo, print materials, map illustration and online headers development	16	90.00	1,440.00

BALANCE DUE

\$1,440.00

From: Joann Lynch <Joann.Lynch@rsginc.com>
Sent: Wednesday, August 4, 2021 10:50 AM
To: Accounts Payable <AccountsPayable@rsginc.com>
Subject: FW: Invoice for Project #21044 from Yellowwood Design Farm

Hi -- This is approved for project #21044, task 1, as an expense.

Thank you,
Joann



INVOICE

Invoice Date 9/13/2021

Invoice Number 154746

Resource Systems Group, Inc.
55 Railroad Row
White River Junction, VT 05001

Customer Number	MSG Job Number	Customer Job Number	Customer Job Name	Ordered By
308807	04142086	RSG Project # 21044	Saint Cloud Regional Mobility Survey	Ilona Regan

Date Sent 09/10/2021

Description	Quantity	Unit Price	Total
ABS Address Based Sample	53,750	\$0.0440	\$2,362.50
Initial Set-Up Cost	1	\$425.0000	\$425.00
Additional Set-Up Cost	2	\$50.0000	\$100.00

TERMS: NET 30

Sub Total	\$2,887.50
Shipping	\$0.00
Sales TAX	\$0.00
Total	\$2,887.50

Please remit Checks to:
**Marketing Systems Group
Suite A
155 Gaither Drive
Mount Laurel, NJ 08054**

Please remit Wires to:
**AUS, Inc. at Webster Bank, N. A.
Account 10974951, ABA#ACH 211170101
International Swift# WENAUS31**

E.I.N. 23 - 2776958



Mailing Approval Proof / Postage Request

Invoice Number: P285918-1-202191619

9/16/2021

285918-1
Customer RSG
PM Tim Kelch

Sales Rep Tara Langhus

Description: St. Cloud Travel Survey Letter Mailing

Mailing Versions

Version St. Cloud Travel Survey Letter Mailing 1 **Drop Date:** 9/27/2021

Notes:

Mailing As Letter

Mail Class First Class Presort

Counts

Original List Count 37,524
 Final Mailing Amt 37,524

Permit Information

Presorted First-Class Mail
 US Postage PAID
 Twin Cities, MN
 Permit # 2805

Address Layout

Sample Address

Version St. Cloud Travel Survey Letter Mailing 2 **Drop Date:** 10/4/2021

Notes:

Mailing As Letter

Mail Class First Class Presort

Counts

Original List Count 16,232
 Final Mailing Amt 16,232

Permit Information

Presorted First-Class Mail
 US Postage PAID
 Twin Cities, MN
 Permit # 2805

Address Layout

Sample Address

Postage Requests

<u>Description</u>	<u>Quantity</u>	<u>Postage Amount</u>	<u>Postage Due</u>
St. Cloud Travel Survey Letter Mailing 1	37,524	15,989.24	9/27/2021
St. Cloud Travel Survey Letter Mailing 2	16,232	6,926.73	10/4/2021
Total Postage Amount Due		\$ 22,915.97	

You are using the Visions Permit. Check must be payable to Visions Inc. Mailings will not drop until postage is received

**Mailing cannot proceed without your approval.
Please respond with acceptance or any necessary changes.**

Thank You,

Tim Kelch

NOTE: All postage amounts provided above are estimates subject to approval by Postal Authority. Postage amounts are not final until mail is accepted into the mail stream.

All funds required for mailing must be deposited prior to mail entering the mail stream. Mail will not be sent if postage is not available.

**Visions Inc. ~ 8801 Wyoming Ave No ~ Brooklyn Park ~ MN ~ 55445
763-425-4251 phone ~ 763-425-4616 fax ~ www.visionsfirst.com**

Page 2 of 2

F-QS-753-009 Rev. 1
6/26/15



Mailing Approval Proof / Postage Request

Invoice Number: P286001-202192011

9/20/2021

Customer 286001
RSG
PM Tim Kelch

Sales Rep Tara Langhus

Description: St. Cloud Reminder Postcard Mailings - Groups 1 & 2

Mailing Versions

Version St. Cloud Reminder PC-Group 1 Drop 1 Drop Date: 10/4/2021

Notes: Group 1 Drop 1

Mailing As Postcard

Mail Class First Class Presort

Counts

Original List Count 37,524
Final Mailing Amt 37,524

Permit Information

Presorted First-Class Mail
US Postage PAID
Twin Cities, MN
Permit # 2805

Address Layout

Sample Address

Version St. Cloud Reminder PC-Group 1 Drop 2 Drop Date: 10/11/2021

Notes: Group 1 Drop 2

Mailing As Postcard

Mail Class First Class Presort

Counts

Original List Count 37,524
Final Mailing Amt 37,524

Permit Information

Presorted First-Class Mail
US Postage PAID
Twin Cities, MN
Permit # 2805

Address Layout

Sample Address

Version St. Cloud Reminder PC-Group 2 Drop 1 Drop Date: 10/7/2021

Notes: Group 2 Drop 1

Mailing As Postcard

Mail Class First Class Presort

Counts

Original List Count 16,232
Final Mailing Amt 16,232

Permit Information

Presorted First-Class Mail
US Postage PAID
Twin Cities, MN
Permit # 2805

Address Layout**Sample Address**

Version St. Cloud Reminder PC-Group 2 Drop 2 **Drop Date:** 10/12/2021

Notes: Group 2 Drop 2

Mailing As Postcard

Mail Class First Class Presort

Counts

Original List Count 16,232
Final Mailing Amt 16,232

Permit Information

Presorted First-Class Mail US Postage PAID Twin Cities, MN Permit # 2805

Address Layout**Sample Address****Postage Requests**

<u>Description</u>	<u>Quantity</u>	<u>Postage Amount</u>	<u>Postage Due</u>
St. Cloud Reminder PC-Group 1 Drop 1	37,524	11,483.70	10/4/2021
St. Cloud Reminder PC-Group 2 Drop 1	16,232	4,970.16	10/7/2021
St. Cloud Reminder PC-Group 1 Drop 2	37,524	11,743.70	10/11/2021
Total Postage Amount Due		\$ 28,197.56	

You are using the Visions Permit. Check must be payable to Visions Inc. Mailings will not drop until postage is received

**Mailing cannot proceed without your approval.
Please respond with acceptance or any necessary changes.**

Thank You,

Tim Kelch

NOTE: All postage amounts provided above are estimates subject to approval by Postal Authority. Postage amounts are not final until mail is accepted into the mail stream.

All funds required for mailing must be deposited prior to mail entering the mail stream. Mail will not be sent if postage is not available.



The Visions Family of Companies
 Visions, Inc.
 8801 Wyoming Avenue North
 Brooklyn Park, MN 55445
 Phone 763.425.4251

Invoice

RSG
 Attn: Accounts Payable
 55 Railroad Row
 White River Junction VT 05001-7177
 US

Invoice: 110033
Invoice Date: 9/30/2021
Payment Due Date: 10/30/2021
Order Date: 9/2/2021
Job Number: 285391
Customer Number: 6089
Salesperson: Tara Langhus

Customer Contact: Amy Burns

Quantity	Description	Price
53,760	St Cloud RMS Mailing Envelope	4,026.37
	Net Sales:	<u>4,026.37</u>
	Invoice Total Due:	4,026.37

Thank you for this opportunity to be of service!

Terms: Net 30 Days

A processing fee of 3% will be added to the total if paying by credit card

Remit To

Visions, Inc., 8801 Wyoming Avenue North, Brooklyn Park, MN 55445-1833 Phone 763.425.4251 Fax 763.425.4616



The Visions Family of Companies
 Visions, Inc.
 8801 Wyoming Avenue North
 Brooklyn Park, MN 55445
 Phone 763.425.4251

Invoice

RSG
 Attn: Accounts Payable
 55 Railroad Row
 White River Junction VT 05001-7177
 US

Invoice: 110166
Invoice Date: 9/30/2021
Payment Due Date: 10/30/2021
Order Date: 9/16/2021
Job Number: 285918
Customer Number: 6089
Salesperson: Tara Langhus

Purchase Order Number: Amy Burns

Quantity	Description	Price
53,756	St. Cloud Travel Survey Letter Mailing	8,007.00
	Postage	22,915.97
	Net Sales:	<u>8,007.00</u>
	Total:	30,922.97
	Less Deposits and Payments:	<u>22,915.97</u>
	Net Due:	8,007.00

Thank you for this opportunity to be of service!

Terms: Net 30 Days

A processing fee of 3% will be added to the total if paying by credit card

Remit To

Visions, Inc., 8801 Wyoming Avenue North, Brooklyn Park, MN 55445-1833 Phone 763.425.4251 Fax 763.425.4616



INGCO International, Inc.
 1330 Lagoon Avenue
 Minneapolis, MN 55408 US
 8884995516
 invoices@ingcointernational.com
 http://www.ingcointernational.com

INVOICE

BILL TO

Joann Lynch
 RSG Inc.
 55 Railroad Row
 White River Junction, VT
 05001

SHIP TO

Joann Lynch
 RSG Inc.
 55 Railroad Row
 White River Junction, VT
 05001

INVOICE # 600425
DATE 08/20/2021
DUE DATE 09/19/2021
TERMS Net 30

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/20/2021	Translation Job: St Cloud project, #21044 File(s): 1 TXR + MS Excel - website_english.txt - needs translation.xlsx Language pair: EN to Somali and Spanish Total wordcount: 2017 New words: 2006 Repeated words: 11 Total rate(s): - Somali: \$0.23/new = \$461.38; \$0.14/Reps = \$1.54 - Spanish: \$0.19/new = \$381.14; \$0.13/Reps = \$1.43 Delivery: August 20th	1	845.49	845.49
08/20/2021	Project Management Translation Project Management Fee Translation	1	75.00	75.00

Thank you for your business.

BALANCE DUE

USD 920.49

If you wish to pay via credit card, please call (612) 605-8006 ext 0.
 Please note: a 3% credit card processing fee will be assessed.

Finance charges will be assessed if current charges are not paid within 30 days of due date.



INGCO International, Inc.
 1330 Lagoon Avenue
 Minneapolis, MN 55408 US
 8884995516
 invoices@ingcointernational.com
 http://www.ingcointernational.com

INVOICE

BILL TO

Joann Lynch
 RSG Inc.
 55 Railroad Row
 White River Junction, VT
 05001

SHIP TO

Joann Lynch
 RSG Inc.
 55 Railroad Row
 White River Junction, VT
 05001

INVOICE # 600617
DATE 09/23/2021
DUE DATE 10/23/2021
TERMS Net 30

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/23/2021	Translation Job: Project21044-St.Cloud File(s): 2 CSV - SomaliTranslations - SomaliMissing - St Cloud - SpanishTranslations - SpanishWeNeed-StCloud Language pair: EN to Somali and Spanish Total wordcount: - Somali: 2142 - Spanish: 1833 New words: - Somali: 1918 - Spanish: 1730 Repeated words: - Somali: 224 - Spanish: 103 Total rate(s): - Somali: \$0.23/new = \$441.14; \$0.14/Reps = \$31.36 - Spanish: \$0.19/new = \$328.70; Reps/\$0.13 = \$13.39 Delivery: September 22nd	1	814.59	814.59
09/23/2021	Project Management Translation Project Management Fee Translation	0.50	75.00	37.50

Thank you for your business.

BALANCE DUE

USD 852.09

If you wish to pay via credit card, please call (612) 605-8006 ext 0.

Tax ID: 80-0841618

ACH Information: Routing No. 091018302; Account No. 9161006553

Please note: a 3% credit card processing fee will be assessed.

Finance charges will be assessed if current charges are not paid within 30 days of due date.

SA
11/9/21



APPROVED
Brian Gibson

55 Railroad Row
 White River Junction, VT 05001

Invoice

November 8, 2021
 Invoice No: 49476

Brian Gibson
 Saint Cloud Area Planning Organization
 1040 County Road 4
 Saint Cloud, MN 56303

Project 21044 St. Cloud Household Travel Survey 2021

Professional Services through October 31, 2021

Task 001 Task 1: Develop Survey Design & Methodology

Consultants

Kristen Neilson					
10/1/2021	Kristen Neilson	Consulting	315.00		
	Total Consultants		315.00		315.00

Reimbursable Expenses

Visions, Inc.					
10/15/2021	Visions, Inc.	Survey Costs	6,238.80		
INGCO International					
10/4/2021	INGCO International	Translation	166.14		
	Total Reimbursables		6,404.94		6,404.94

Total this Task 6,719.94

Task 002 Task 2: Conduct Survey

			Hours	Rate	Amount	
Burns, Amy			18.00	75.51	1,359.18	
Dailey, Michael			1.25	117.39	146.74	
Regan, Ilona			53.50	85.93	4,597.26	
	Totals		72.75		6,103.18	
	Total Labor					6,103.18

Consultants

WestGroup LLC					
10/29/2021	WestGroup LLC	Consulting	9,916.59		
	Total Consultants		9,916.59		9,916.59

Reimbursable Expenses

GiftRocket, Inc.					
10/7/2021	GiftRocket, Inc.	Incentive - 1 ecard	19.00		
10/14/2021	GiftRocket, Inc.	Incentives - 10 physical	279.85		
10/14/2021	GiftRocket, Inc.	Incentives - 10 ecards	1,401.25		
10/21/2021	GiftRocket, Inc.	Incentives - 34 Physical Cards	511.45		
10/21/2021	GiftRocket, Inc.	Incentives - 286 Ecards	4,436.50		
10/28/2021	GiftRocket, Inc.	Incentives - 229 ecards	3,648.00		

Project	21044	St. Cloud Household Travel Survey 2021	Invoice	49476
	10/28/2021	GiftRocket, Inc. Incentives - 27 Physical	395.65	
		Total Reimbursables	10,691.70	10,691.70
			Total this Task	\$26,711.47

Task	003	Task 3: Process Survey Dataset		
			Hours	Rate
			Amount	
		Burns, Amy	1.00	75.51
		Dumont, Jeffrey	14.50	199.53
		Goss, Ariel	8.00	56.63
		Idris, Habibat	10.50	51.91
		Landis, Richard	11.50	185.02
		Lee, Michelle	.50	196.13
		Redding, Erika	2.00	95.30
		Regan, Ilona	8.00	85.93
		Totals	56.00	7,070.64
		Total Labor		7,070.64
			Total this Task	\$7,070.64

Task	004	Task 4: Prepare Survey Documentation & Analysis		
			Hours	Rate
			Amount	
		Dumont, Jeffrey	9.50	199.53
		Lynch, Joann	26.25	151.49
		Totals	35.75	5,872.15
		Total Labor		5,872.15
			Total this Task	\$5,872.15

Billing Limits	Current	Prior	To-Date
Labor	19,045.97	82,082.32	101,128.29
Limit			150,476.36
Remaining			49,348.07
Consultants	10,231.59	7,493.42	17,725.01
Limit			21,714.48
Remaining			3,989.47
Expenses	17,096.64	67,886.74	84,983.38
Limit			127,620.00
Remaining			42,636.62
		Total this Invoice	<u>\$46,374.20</u>

Outstanding Invoices			
	Number	Date	Balance
	49256	10/29/2021	124,020.80
	Total		124,020.80

ACH (Preferred method of payment)
Resource Systems Group, Inc.
Mascoma Savings Bank
Routing Number: 211770213
Account Number: 0926702010

Check Payments to:
Resource Systems Group, Inc.
55 Railroad Row
White River Junction, VT 05001

If you have any questions concerning this invoice, please contact Brenda (Brenda.LeBlanc@rsginc.com, (802) 359-6409) or accountsreceivable@rsginc.com.

Billing Backup

Tuesday, November 9, 2021

Resource Systems Group Inc

Invoice 49476 Dated 11/8/2021

10:25:29 AM

Project	21044	St. Cloud Household Travel Survey 2021		
Task	001	Task 1: Develop Survey Design & Methodology		
			Total this Task	\$6,719.94

Task	002	Task 2: Conduct Survey
------	-----	------------------------

		Hours	Rate	Amount
Burns, Amy	10/1/2021	.50	75.51	37.68
Burns, Amy	10/4/2021	1.00	75.51	75.51
Burns, Amy	10/5/2021	.50	75.51	37.76
Burns, Amy	10/6/2021	.50	75.51	37.76
Burns, Amy	10/6/2021	.50	75.51	37.76
Burns, Amy	10/7/2021	1.00	75.51	75.51
Burns, Amy	10/7/2021	.50	75.51	37.76
Burns, Amy	10/11/2021	.25	75.51	18.88
Burns, Amy	10/11/2021	1.50	75.51	113.27
Burns, Amy	10/12/2021	.25	75.51	18.88
Burns, Amy	10/12/2021	.50	75.51	37.76
Burns, Amy	10/13/2021	.50	75.51	37.76
Burns, Amy	10/13/2021	.50	75.51	37.76
Burns, Amy	10/14/2021	.75	75.51	56.63
Burns, Amy	10/14/2021	1.25	75.51	94.39
Burns, Amy	10/15/2021	1.00	75.51	75.51
Burns, Amy	10/16/2021	.25	75.51	18.88
Burns, Amy	10/17/2021	.25	75.51	18.88
Burns, Amy	10/18/2021	.75	75.51	56.63
Burns, Amy	10/19/2021	.50	75.51	37.76
Burns, Amy	10/20/2021	.50	75.51	37.76
Burns, Amy	10/21/2021	.50	75.51	37.76
Burns, Amy	10/22/2021	.75	75.51	56.63
Burns, Amy	10/25/2021	.25	75.51	18.88
Burns, Amy	10/25/2021	1.00	75.51	75.51
Burns, Amy	10/26/2021	.50	75.51	37.76
Burns, Amy	10/27/2021	.50	75.51	37.76
Burns, Amy	10/28/2021	.75	75.51	56.63
Burns, Amy	10/29/2021	.50	75.51	37.76
Dailey, Michael	10/1/2021	.25	117.39	29.35
Dailey, Michael	10/20/2021	1.00	117.39	117.39
Regan, Ilona	10/1/2021	1.00	85.93	85.90
Regan, Ilona	10/4/2021	1.50	85.93	128.90
Regan, Ilona	10/5/2021	.50	85.93	42.97
Regan, Ilona	10/6/2021	1.00	85.93	85.93
Regan, Ilona	10/7/2021	7.00	85.93	601.51
Regan, Ilona	10/8/2021	6.00	85.93	515.58
Regan, Ilona	10/11/2021	.50	85.93	42.97
Regan, Ilona	10/11/2021	.50	85.93	42.97
Regan, Ilona	10/12/2021	5.50	85.93	472.62
Regan, Ilona	10/13/2021	5.00	85.93	429.65
Regan, Ilona	10/14/2021	2.00	85.93	171.86
Regan, Ilona	10/15/2021	3.50	85.93	300.76
Regan, Ilona	10/18/2021	3.50	85.93	300.76

Project	21044	St. Cloud Household Travel Survey 2021		Invoice	49476
Regan, Ilona		10/19/2021	1.00	85.93	85.93
Regan, Ilona		10/20/2021	2.00	85.93	171.86
Regan, Ilona		10/21/2021	4.00	85.93	343.72
Regan, Ilona		10/22/2021	3.00	85.93	257.79
Regan, Ilona		10/25/2021	2.00	85.93	171.86
Regan, Ilona		10/25/2021	1.00	85.93	85.93
Regan, Ilona		10/26/2021	3.00	85.93	257.79
	Totals		72.75		6,103.18
	Total Labor				6,103.18
				Total this Task	\$26,711.47

Task	003	Task 3: Process Survey Dataset			
			Hours	Rate	Amount
Burns, Amy		10/26/2021	.25	75.51	18.88
Burns, Amy		10/29/2021	.75	75.51	56.63
Dumont, Jeffrey		10/1/2021	1.25	199.53	249.41
Dumont, Jeffrey		10/4/2021	1.50	199.53	299.30
Dumont, Jeffrey		10/5/2021	1.50	199.53	299.30
Dumont, Jeffrey		10/6/2021	2.25	199.53	448.94
Dumont, Jeffrey		10/7/2021	3.00	199.53	598.59
Dumont, Jeffrey		10/8/2021	1.00	199.53	199.53
Dumont, Jeffrey		10/11/2021	1.25	199.53	249.41
Dumont, Jeffrey		10/14/2021	.75	199.53	149.65
Dumont, Jeffrey		10/15/2021	2.00	199.53	399.06
Goss, Ariel		10/27/2021	2.00	56.63	113.26
Goss, Ariel		10/28/2021	3.00	56.63	169.89
Goss, Ariel		10/29/2021	3.00	56.63	169.89
Idris, Habibat		10/28/2021	1.00	51.91	51.91
Idris, Habibat		10/29/2021	7.50	51.91	389.33
Idris, Habibat		10/30/2021	2.00	51.91	103.82
Landis, Richard		10/7/2021	5.00	185.02	925.10
Landis, Richard		10/11/2021	1.00	185.02	185.02
Landis, Richard		10/25/2021	.50	185.02	92.51
Landis, Richard		10/26/2021	2.00	185.02	370.04
Landis, Richard		10/27/2021	1.00	185.02	185.02
Landis, Richard		10/28/2021	2.00	185.02	370.04
Lee, Michelle		10/22/2021	.50	196.13	98.07
Redding, Erika		10/28/2021	2.00	95.30	190.60
Regan, Ilona		10/27/2021	3.50	85.93	300.75
Regan, Ilona		10/28/2021	2.00	85.93	171.86
Regan, Ilona		10/29/2021	2.50	85.93	214.83
	Totals		56.00		7,070.64
	Total Labor				7,070.64
				Total this Task	\$7,070.64

Task	004	Task 4: Prepare Survey Documentation & Analysis			
			Hours	Rate	Amount
Dumont, Jeffrey		10/18/2021	1.75	199.53	349.18
Dumont, Jeffrey		10/20/2021	1.25	199.53	249.41
Dumont, Jeffrey		10/22/2021	1.50	199.53	299.30
Dumont, Jeffrey		10/27/2021	.75	199.53	149.65
Dumont, Jeffrey		10/28/2021	2.00	199.53	399.06

Project	21044	St. Cloud Household Travel Survey 2021		Invoice	49476
Dumont, Jeffrey		10/29/2021	2.25	199.53	448.94
Lynch, Joann		10/4/2021	2.00	151.49	302.97
Lynch, Joann		10/5/2021	1.00	151.49	151.49
Lynch, Joann		10/6/2021	1.00	151.49	151.49
Lynch, Joann		10/7/2021	.50	151.49	75.75
Lynch, Joann		10/8/2021	1.25	151.49	189.36
Lynch, Joann		10/13/2021	.50	151.49	75.75
Lynch, Joann		10/14/2021	2.00	151.49	302.98
Lynch, Joann		10/15/2021	2.00	151.49	302.98
Lynch, Joann		10/18/2021	2.00	151.49	302.98
Lynch, Joann		10/19/2021	1.00	151.49	151.49
Lynch, Joann		10/20/2021	2.00	151.49	302.98
Lynch, Joann		10/21/2021	2.00	151.49	302.98
Lynch, Joann		10/22/2021	2.00	151.49	302.98
Lynch, Joann		10/25/2021	2.00	151.49	302.98
Lynch, Joann		10/26/2021	2.00	151.49	302.98
Lynch, Joann		10/27/2021	2.00	151.49	302.98
Lynch, Joann		10/28/2021	1.00	151.49	151.49
	Totals		35.75		5,872.15
	Total Labor				5,872.15
				Total this Task	\$5,872.15
				Total this Project	\$46,374.20
				Total this Report	\$46,374.20

Yellowwood Design Farm

667 Bean Road
Charlotte, VT 05445 US
+1 8025981129
kristen@yellowwooddesignfarm.com
www.yellowwooddesignfarm.com



INVOICE

BILL TO
RSG, Inc
55 Railroad Row
White River Junction, VT
05001

INVOICE 2131
DATE 10.01.2021
TERMS Net 15
DUE DATE 10.16.2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Design	Project #21044 Salnt Cloud Area Planning Organization envelope edits, letter/FAQ edits, and CBO letter			315.00

BALANCE DUE

\$315.00



Progress Report

TO: Saint Cloud Area Planning Organization (APO)
FROM: RSG
DATE: November 1, 2021
SUBJECT: Progress report for work performed on the Saint Cloud APO Regional Household Travel Survey

Reporting period: October 1, 2021 – October 31, 2021

Summary of work performed: During October 2021, the consultants (RSG) and client team (Saint Cloud APO) continued work on the Saint Cloud Regional Household Travel Survey. Tasks included quality assurance and control planning, survey administration, as well as work on data processing and project documentation.

Progress this period:

- Prepared for and conducted project team meetings between RSG and the APO.
- Continued survey outreach and engagement work with SRF.
- Performed QA/QC on survey responses and monitored the survey database.
- Began administering the household travel survey and providing user support.
- Delivered a real-time monitoring dashboard on survey results.
- Distributed participant incentives.
- Continued coordination with survey subcontractors including the printer, call center, and incentives vendor.
- Continued coordination with graphics vendor to develop public engagement materials for project outreach.
- Implemented changes to the survey design and incentive offerings to address low recruitment and low response from hard-to-reach populations.
- Continued work on project documentation.
- Began data processing work.

Planned for next period:

- Prepare for and conduct weekly project meetings between RSG and the APO.
- Continue administering the household travel survey and providing user support.

- Continue monitoring the survey database and performing QA/QC on survey data while in field.
- Continue work on project documentation.
- Continue processing survey data.
- Begin advisory work on O-D data use.



The Visions Family of Companies
Visions, Inc.
8801 Wyoming Avenue North
Brooklyn Park, MN 55445
Phone 763.425.4251

Invoice

RSG
Attn: Accounts Payable
55 Railroad Row
White River Junction VT 05001-7177
US

Invoice: 110393
Invoice Date: 10/15/2021
Payment Due Date: 11/14/2021
Order Date: 9/18/2021
Job Number: 286001
Customer Number: 6089
Salesperson: Tara Langhus

Purchase Order Number: Amy Burns

Quantity	Description	Price
107,512	St. Cloud Reminder Postcard Mailings - Groups 1 & 2	6,238.80
	Postage	28,197.56
	Net Sales:	6,238.80
	Total:	34,436.36
	Less Deposits and Payments:	28,197.56
	Net Due:	6,238.80

Thank you for this opportunity to be of service!

Terms: Net 30 Days

A processing fee of 3% will be added to the total if paying by credit card

Remit To

Visions, Inc., 8801 Wyoming Avenue North, Brooklyn Park, MN 55445-1833 Phone 763.425.4251 Fax 763.425.4616



INGCO International, Inc.
 1330 Lagoon Avenue
 Minneapolis, MN 55408 US
 8884995516
 invoices@ingcointernational.com
 http://www.ingcointernational.com

INVOICE

BILL TO

Joann Lynch
 RSG Inc.
 55 Railroad Row
 White River Junction, VT
 05001

SHIP TO

Joann Lynch
 RSG Inc.
 55 Railroad Row
 White River Junction, VT
 05001

INVOICE # 600653**DATE** 10/04/2021**DUE DATE** 11/03/2021**TERMS** Net 30

DATE	ACTIVITY	QTY	RATE	AMOUNT
10/04/2021	Translation Job: A few more translations File(s): 1 MS Excel - CBO Invite translations needed Language pair: EN to Somali and Spanish Total wordcount: 217 New words: 217 Repeated words: 0 Total rate(s): - Somali: \$0.23/new = \$49.91 - Spanish: \$0.19/new = \$41.23 Delivery: October 4th	1	91.14	91.14
10/04/2021	Project Management Translation Project Management Fee Translation	1	75.00	75.00

Thank you for your business.

BALANCE DUE**USD 166.14**

If you wish to pay via credit card, please call (612) 605-8006 ext 0.
 Please note: a 3% credit card processing fee will be assessed.

Finance charges will be assessed if current charges are not paid
 within 30 days of due date.

WestGroup Research
3033 N. 44th St., Ste 150
Phoenix, AZ 85018
(602)707-0050
www.westgroupresearch.com



BILL TO

Resource Systems Group, Inc. (RSG)
Attn: Accounts Payable
55 Railroad Rd.
White River Junction, VT
05001

INVOICE 23107

DATE 10/29/2021 TERMS Net 30

DUE DATE 11/28/2021

WGR JOB #
1303-013

PROJ. DIRECTOR
Kathy DeBoer

ACTIVITY	AMOUNT
Telephone St. Cloud HTS 1 of 2 Invoices	9,916.59

FEIN: 47-3428456

Balances outstanding over 30 days from date of invoice are subject to a 1.5% per month finance charge.

Payments by credit card are subject to a 3% surcharge.

TOTAL DUE \$9,916.59

St. Cloud HTS October 2021 Progress Report

Project Setup

- Setting up project-specific management dashboard

Calls Scheduled

- 230 Priority 1-3 Calls Given

Calls/Emails Completed

- 198 Priority 1-3 Calls attempted/made
- 438 inbound calls/voicemails received and returned
- 0 inbound emails (Zendesk) handled

St. Cloud HTS INVOICE #1: October 2021

Firm Name: WestGroup LLC

	Title/Role on Project	2021		October	Project Invoiced	Contract Amt	Remaining Budget
		Loaded Rate	# Hours	Total Cost	To-date		
Kathryn DeBoer	Principle	\$299.52	3.00	\$898.56	\$898.56		
Kelli Tyler	Sr. Project Manager	\$194.25	9.00	\$1,748.25	\$1,748.25		
Travel Survey Coordinators	Support staff	\$37.85	181.50	\$6,869.78	\$6,869.78		
	TOTAL Hours			\$9,516.59	\$9,516.59	\$ 15,000.00	\$5,483.41

List other direct costs (if any):

	Cost
Monthly Translation Svc Fee	\$100.00
Toll Free number	\$300.00

Total October Invoice

\$9,916.59

TREMENDOUS

INVOICE NO: BHN-23945

JOB/PO NO: St Cloud ecards 10-7-21

October 7, 2021

BILL TO

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. PAYMENT DETAILS

GiftRocket, Inc

Sunrise Banks
Routing: 096001013
Account: 12000095809

Invoice BHN-23945

Rewards sent: 1

Total Load	\$20.00
Purchase Fees	\$0.00
Discount	(\$1.00)
Total Amount Due	\$19.00

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

INVOICE NO: NTK-49788

JOB/PO NO: StCloud Physical 10-14-2021

October 14, 2021

BILL TO

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. PAYMENT DETAILS

GiftRocket, Inc

Sunrise Banks
Routing: 096001013
Account: 12000095809

Invoice NTK-49788

Rewards sent: 19

Total Load	\$290.00
Purchase Fees	\$0.00
Discount	(\$10.15)
Total Amount Due	\$279.85

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

INVOICE NO: SMR-68872

JOB/PO NO: StCloud Ecards 10-14-2021

October 14, 2021

BILL TO

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. PAYMENT DETAILS

GiftRocket, Inc

Sunrise Banks
Routing: 096001013
Account: 12000095809

Invoice SMR-68872

Rewards sent: 89

Total Load	\$1,475.00
Purchase Fees	\$0.00
Discount	(\$73.75)
Total Amount Due	\$1,401.25

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

INVOICE NO: SDV-38346

JOB/PO NO: St Cloud Physical 10/21/2021

October 21, 2021

BILL TO

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. PAYMENT DETAILS

GiftRocket, Inc

Sunrise Banks
Routing: 096001013
Account: 12000095809

Invoice SDV-38346

Rewards sent: 34

Total Load	\$530.00
Purchase Fees	\$0.00
Discount	(\$18.55)
Total Amount Due	\$511.45

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

INVOICE NO: XKG-25848

JOB/PO NO: St Cloud Ecards 10/21/2021

October 21, 2021

BILL TO

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. PAYMENT DETAILS

GiftRocket, Inc

Sunrise Banks
Routing: 096001013
Account: 12000095809

Invoice XKG-25848

Rewards sent: 286

Total Load	\$4,670.00
Purchase Fees	\$0.00
Discount	(\$233.50)
Total Amount Due	\$4,436.50

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

INVOICE NO: LBJ-54657

JOB/PO NO: St Cloud eCards 10/28/2021

October 28, 2021

BILL TO

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. PAYMENT DETAILS

GiftRocket, Inc

Sunrise Banks
Routing: 096001013
Account: 12000095809

Invoice LBJ-54657

Rewards sent: 229

Total Load	\$3,840.00
Purchase Fees	\$0.00
Discount	(\$192.00)
Total Amount Due	\$3,648.00

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

INVOICE NO: ZSA-78537

JOB/PO NO: St Cloud Physical 10/28/2021

October 28, 2021

BILL TO

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. PAYMENT DETAILS

GiftRocket, Inc

Sunrise Banks
Routing: 096001013
Account: 12000095809

Invoice ZSA-78537

Rewards sent: 27

Total Load	\$410.00
Purchase Fees	\$0.00
Discount	(\$14.35)
Total Amount Due	\$395.65

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com



SRF Consulting Group, Inc.
 3701 Wayzata Boulevard, Suite 100
 Minneapolis, MN 55416-3791

P. 763.475.0010
 F. 1.866.440.6364

INVOICE

Invoice Date: October 31, 2021
 Invoice No: 13868.00 - 7

Mr. Brian Gibson
 Executive Director
 St. Cloud Area Planning Organization
 1040 County Road 4
 St. Cloud, MN 56303

Email: gibson@stcloudapo.org

Re: Southwest Beltline Corridor Study
 Expiration Date: 12/31/2021

 **APPROVED**


Professional Services for period ending October 31, 2021

Professional Personnel

	Hours	Amount	
Associate/Engineer	45.00	2,010.01	
Sr. Landscape Arch.	1.00	31.50	
Sr. Planner/Analyst	10.50	396.27	
Planner/Analyst	17.50	553.68	
Sr. Graphics Tech	3.50	91.21	
Traffic Tech	1.00	19.50	
Admin. Assistant	1.00	22.00	
Totals	79.50	3,124.17	
Overhead 165.57%		5,172.69	
Fee 11%		912.65	
Total Labor			9,209.51

Consultants

Transportation Collaborative & Consultan	4,436.40		
Total Consultants	4,436.40		4,436.40

Reimbursable Expenses

Mileage	95.20		
Postage	11.66		
In-House Reproduction	6.00		
Total Reimbursables	112.86		112.86

Budget Status

	Budget	Current	Prior	To-Date
Labor	132,337.00	9,209.51	108,303.22	117,512.73
Consultants	10,440.00	4,436.40	1,800.00	6,236.40
Expenses	2,221.00	112.86	1,145.08	1,257.94
Total Billings	144,998.00	13,758.77	111,248.30	125,007.07
Remaining				19,990.93

Total Amount Due this Invoice **\$13,758.77**

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

Name: 

Title: Chief Financial Officer Date: 11/8/2021



Billing Backup

Monday, November 8, 2021

SRF Consulting Group, Inc.

Invoice 7 Dated 10/31/2021

11:42:00 AM

Professional Personnel

			Hours			Amount
Associate/Engineer						
0974	Robeck, Benjamin	10/4/2021	.50	52.89		26.45
0974	Robeck, Benjamin	10/20/2021	.50	52.89		26.44
1228	Stewart, Molly	10/4/2021	2.00	44.48		88.96
1228	Stewart, Molly	10/5/2021	2.00	44.48		88.96
1228	Stewart, Molly	10/6/2021	4.00	44.48		177.92
1228	Stewart, Molly	10/6/2021	2.00	44.48		88.96
1228	Stewart, Molly	10/7/2021	5.00	44.48		222.40
1228	Stewart, Molly	10/8/2021	3.00	44.48		133.44
1228	Stewart, Molly	10/11/2021	1.00	44.48		44.48
1228	Stewart, Molly	10/11/2021	1.00	44.48		44.48
1228	Stewart, Molly	10/12/2021	2.00	44.48		88.96
1228	Stewart, Molly	10/12/2021	1.00	44.48		44.48
1228	Stewart, Molly	10/13/2021	2.00	44.48		88.96
1228	Stewart, Molly	10/14/2021	8.00	44.48		355.84
1228	Stewart, Molly	10/18/2021	2.00	44.48		88.96
1228	Stewart, Molly	10/19/2021	2.00	44.48		88.96
1228	Stewart, Molly	10/20/2021	1.00	44.48		44.48
1228	Stewart, Molly	10/21/2021	1.00	44.48		44.48
1228	Stewart, Molly	10/22/2021	1.00	44.48		44.48
1228	Stewart, Molly	10/25/2021	2.00	44.48		88.96
1228	Stewart, Molly	10/26/2021	1.00	44.48		44.48
1228	Stewart, Molly	10/27/2021	1.00	44.48		44.48
Sr. Landscape Arch.						
1161	Fillmore, Jonathan	10/5/2021	1.00	31.50		31.50
Sr. Planner/Analyst						
0414	Tinklenberg, Dan	10/4/2021	3.00	37.74		113.22
0414	Tinklenberg, Dan	10/5/2021	.50	37.74		18.87
0414	Tinklenberg, Dan	10/8/2021	1.00	37.74		37.74
0414	Tinklenberg, Dan	10/12/2021	3.00	37.74		113.22
0414	Tinklenberg, Dan	10/13/2021	1.00	37.74		37.74
0414	Tinklenberg, Dan	10/18/2021	1.00	37.74		37.74
0414	Tinklenberg, Dan	10/19/2021	1.00	37.74		37.74
Planner/Analyst						
1386	McNiel, Daniel	10/1/2021	.50	32.88		16.44
1386	McNiel, Daniel	10/4/2021	1.00	32.88		32.88
1386	McNiel, Daniel	10/5/2021	1.50	32.88		49.32
1386	McNiel, Daniel	10/6/2021	1.50	32.88		49.32
1386	McNiel, Daniel	10/11/2021	1.00	32.88		32.88
1386	McNiel, Daniel	10/12/2021	1.00	32.88		32.88
1386	McNiel, Daniel	10/13/2021	1.50	32.88		49.32
1386	McNiel, Daniel	10/14/2021	2.00	32.88		65.76
1386	McNiel, Daniel	10/18/2021	.50	32.88		16.44
1386	McNiel, Daniel	10/25/2021	1.00	32.88		32.88
1386	McNiel, Daniel	10/29/2021	2.00	32.88		65.76
1397	Thorkelson, Erik	10/7/2021	2.00	27.45		54.90
1397	Thorkelson, Erik	10/8/2021	2.00	27.45		54.90
Sr. Graphics Tech						
1273	MacInnes, Brooke	10/4/2021	1.00	26.06		26.06
1273	MacInnes, Brooke	10/5/2021	.20	26.06		5.21

Project	13868.00	Southwest Beltline Corridor Study			Invoice	7
1273	MacInnes, Brooke	10/6/2021	.30	26.06	7.82	
1273	MacInnes, Brooke	10/8/2021	1.00	26.06	26.06	
1273	MacInnes, Brooke	10/27/2021	1.00	26.06	26.06	
Traffic Tech						
1495	Ierien, Natalie	10/1/2021	.50	19.50	9.75	
1495	Ierien, Natalie	10/5/2021	.50	19.50	9.75	
Admin. Assistant						
1504	Martin, Justin	10/1/2021	1.00	22.00	22.00	
Totals			79.50		3,124.17	
Overhead 165.57%					5,172.69	
Fee 11%					912.65	
Total Labor						9,209.51
Consultants						
Transportation Collaborative & Consultan						
AP 109615	10/31/2021	☐ Transportation Collaborative & Consultants, LLC (TC2) / 22 hours			4,436.40	
Total Consultants					4,436.40	4,436.40
Reimbursable Expenses						
Mileage						
EX 0022623	10/14/2021	Stewart, Molly / Focus Group / 170.00 miles @ 0.56			95.20	
Postage						
AP 109600	10/31/2021	☐ Postage / Postage			11.66	
In-House Reproduction						
AP 109599	10/31/2021	☐ Copy Duplication / Copies			6.00	
Total Reimbursables					112.86	112.86
Total this Project					\$13,758.77	
Total this Report					\$13,758.77	

13868.00 / 00260



Transportation Collaborative & Consultants, LLC
 17515 26th Avenue N
 Minneapolis, MN 55447
www.transportationcollaborative.com

TO: SRF Consulting Group, Inc. (CO: Molly Stewart)
 3701 Wayzata Boulevard, Suite 100
 Minneapolis, MN 55416
subinfo@srfconsulting.com

21-004 - Invoice 2 ✓
 11/1/2021 ✓

RE: Southwest Beltline Corridor Study (SRF #13868.00) ✓
 Professional Services from 10/1/2021 to 10/31/21 ✓

BUDGET STATUS

Description/Phase/Task	Budget	Current Billed	Prior Billed	To-Date
Labor	\$ 10,400.00	\$ 4,400.00	\$ 1,800.00	\$ 6,200.00
Expenses	\$ 40.00	\$ 36.40	\$ -	\$ 36.40
TOTAL BILLINGS	\$ 10,440.00	\$ 4,436.40	\$ 1,800.00	\$ 6,236.40
	✓	✓	Remaining	\$ 4,203.60 ✓
TOTAL AMOUNT DUE THIS INVOICE		\$ 4,436.40		

LABOR DETAIL

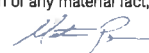
Professional Personnel	Date	Hours	Rate/Hour	Amount	Comment
Principal		22		\$ 4,400.00	
Pacyna, Matt	10/4/2021	0.5	\$ 200.00	\$ 100.00	Project Coord.
Pacyna, Matt	10/5/2021	2	\$ 200.00	\$ 400.00	Project Coord.
Pacyna, Matt	10/6/2021	0.5	\$ 200.00	\$ 100.00	Project Coord.
Pacyna, Matt	10/7/2021	3	\$ 200.00	\$ 600.00	Engage. Mat. Review
Pacyna, Matt	10/8/2021	0.5	\$ 200.00	\$ 100.00	Project Coord.
Pacyna, Matt	10/11/2021	0.5	\$ 200.00	\$ 100.00	Project Coord.
Pacyna, Matt	10/12/2021	0.5	\$ 200.00	\$ 100.00	Focus Group Prep
Pacyna, Matt	10/13/2021	1	\$ 200.00	\$ 200.00	Focus Group Prep
Pacyna, Matt	10/14/2021	6.5	\$ 200.00	\$ 1,300.00	Focus Group Attend
Pacyna, Matt	10/15/2021	1.5	\$ 200.00	\$ 300.00	Focus Group Recap
Pacyna, Matt	10/19/2021	1	\$ 200.00	\$ 200.00	Project Coord.
Pacyna, Matt	10/25/2021	1	\$ 200.00	\$ 200.00	Workshop Prep.
Pacyna, Matt	10/26/2021	1.5	\$ 200.00	\$ 300.00	Workshop Prep.
Pacyna, Matt	10/27/2021	1.5	\$ 200.00	\$ 300.00	Engage. Mat. Review
Pacyna, Matt	10/29/2021	0.5	\$ 200.00	\$ 100.00	Workshop Prep.
TOTAL LABOR		22 ✓		\$ 4,400.00 ✓	

Reimbursable Expenses

Mileage	65	\$0.56	\$ 36.40
TOTAL REIMBURSABLES			\$ 36.40 ✓

TOTAL THIS REPORT \$ 4,436.40 ✓

I certify to the best of my knowledge the belief that this request for payment is true, complete, and accurate, and the expenditures are for the purposes and objectives set forth in the project contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may be subject me and my employer to criminal or civil penalties for fraud, false statements, false claims, or otherwise.


 Matt Pacyna, Project Manager



Postage Log

Month of October 2021

Date	Project #	Task #	Description	Cost Per	# Mailed	Total Cost	Initials
10/1	13868	00260	Postcards	0.53	22	11.66	JWM
10/4	001		Reg ENV	.53	1	.53	LBD
10/4	001		Reg Env	0.53	1	0.53	JWM
10/4	001		Reg ENV.	.73	1	.73	LBD
10/5	14708	00280	Reg ENV.	.53	47	24.91	LBD
10/6	13783	00 ^{0029A}	Large ENV.	2.10	1	2.10	LBD
10/7	14895	0290	Large ENV.	1.30	1	1.30	LBD
10/8	001		Reg ENV.	.73	1	.73	LBD
10/8	001		Reg ENV.	.53	1	.53	LBD
10/8	001		Large Package	6.80	1	6.80	JWM
10/11	001		Large ENV	1.50	1	1.50	LBD
10/11	001		Reg ENV.	.93	1	.93	LBD
10/11	001		Reg ENV.	.53	8	4.24	LBD
10/13	13857	0290	Large ENV.	2.50	1	2.50	LBD
10/14	001		Gift cards	0.53	80	42.40	JWM
10/16	001		Reg & Large	.73 & 1.30	2	2.09	LBD
10/18	001		Reg ENV.	.53	1	.53	LBD
10/18	001		Reg ENV.	.53	2	1.06	LBD
10/19	001		Reg ENV.	.73	2	1.46	LBD
10/19	001		Reg ENV.	.53	2	1.06	LBD
10/19	001		Reg ENV.	.53	1	.53	LBD
10/20	001		Reg ENV	.53	1	.53	LBD
10/21	001		Large Env.	1.66	2	3.32	JWM
10/21	001		Large Env	9.48	2	18.96	JWM
10/21	13666	00290	Large Env	1.16	1	1.16	JWM
10/21	13666	00290	Reg. ENV	0.53	1	0.53	JWM

10/31/2021

MPLS

Project #	Phase	Type	Values	
			Tot Pages	Tot Cost
9398.00	0019B	BW	6	\$ 0.60
10200.02	270	C	554	\$ 138.50
11432.00	Z0240	BW	6	\$ 0.60
12510.00	120	BW	41	\$ 4.10
13074.00	60	BW	10	\$ 1.00
		C	5	\$ 1.25
13155.00	W0270	BW	6	\$ 0.60
13868.00	260	C	24	\$ 6.00
14110.00	260	C	462	\$ 115.50
14265.00	40	C	5	\$ 1.25
14285.00	80	C	2	\$ 0.50
14344.00	260	C	234	\$ 58.50
14358.00	20	BW	300	\$ 30.00
14583.00	280	BW	135	\$ 13.50
		C	81	\$ 20.25
14661.00	60	BW	5	\$ 0.50
		C	21	\$ 5.25
14708.00	280	C	79	\$ 19.75
14860.00	120	BW	10	\$ 1.00
14895.00	290	C	1	\$ 0.25
14918.00	90	BW	52	\$ 5.20
14960.00	240	C	30	\$ 7.50
14968.00	240	C	1,310	\$ 327.50
15070.PP	2	C	150	\$ 37.50
15095.PP	2	C	280	\$ 70.00
(blank)	(blank)	(blank)		\$ -
Grand Total			3,809	\$ 866.60



Print/Copy Log

Month of Oct-2021

(BW) 8.5x11 B&W: \$0.10/pg (C) 8.5x11 Color: \$0.25/pg (BP) Mylar or Blueprint: \$1.00/pg

Date	Project #	Phase	Description	# of Pages	Type (BW, C, or BP)	Initials
10/11						
10/12	14265	00040	Wetland Figures	5	C	EES
10/12	13155	W0270	ded ramps	6	BW	HJMP
10/13	14708	00280	Field Maps	8	C	LAR
10/13	14708	00280	Field Maps	24	C	CRS
10/14	14860	00120	11x17 Pages	10	BW	WTG
10/18	¹²⁵¹⁰ 12510	00120	Supers plans	26	BW	DGB
10/16	14344	00260	Standards	234	C	SWM
10/21	14358	00020	photo bgs	300	BW	MTB
10/21	12510	00120	parcel g r	6	BW	DGB
10/22	12510	00120	profiles	9	BW	DGB
10/28	14285	00080	layouts	2	C	EES
10/29	14918	00090	spreadsheet for field	4	BW	BPR
10/29	14918	00090	const plans	40	BW	BPR
10/29	9398	0019B	const plans	6	BW	BPR



Print/Copy Log

Month of Oct. 2021

(BW) 8.5x11 B&W: \$0.10/pg (C) 8.5x11 Color: \$0.25/pg (BP) Mylar or Blueprint: \$1.00/pg

Date	Project #	Phase	Description	# of Pages	Type (BW, C, or BP)	Initials
10/1	13868	00260	Postcards	24	C	JWM
10/4	14968	00240	Charts	900	C	JWM
10/4	00002	00033	Brochures	190	BP	JWM
10/4	14968	00240	Handouts	395	C	JWM
10/6	14583	00280	Wetland TER meeting	216	81 C / BW ¹³⁵	CMF
10/7	13074	00000	Wetland Delineation	15	5 C / BW ¹⁰	NMZ
10/7	14661	00060	Wetland Delineation	76	5 BW / 21 C	NMZ
10/12	19095	PP 2	Proposal	290	C	JWM
10/13	11432	Z0240	TMS Plans	6	BW	DLR
10/14	10200.02	0260 ⁰⁰²⁷⁰	Flyers	320	C	JWM
10/14	10200.02	0260 ⁰⁰²⁷⁰	Poster-Vax	4	C	Jme
10/14	10200.02	0260 ⁰⁰²⁷⁰	Postcards	200	C	JWM
10/18	14968	0240	Handouts / outreach	15	C	Sgw
10/20	14110	00260	Handouts	212	C	JWM
10/21	14110	00260	Surveys	250	C	JWM
10/21	19070	PP 2	Proposal	156	C	JWM
10/29	14918	PP ⁰⁰⁰⁹⁰	Fieldwork Tables	118 8	BW	BPR



Print/Copy Log

Month of Oct. 2021

(BW) 8.5x11 B&W: \$0.10/pg (C) 8.5x11 Color: \$0.25/pg (BP) Mylar or Blueprint: \$1.00/pg

Date	Project #	Phase	Description	# of Pages	Type (BW, C, or BP)	Initials
10/5	14709	00290	LETTERS	47	C	LBD
10/7	14995	0290	MAP	1	C	LBD
10/11	001	General	NEW HIRE PPRWK	14	C	LBD
10/13	10200.02	0260 ⁰⁰²⁷⁰	Sign in Sheets	30	C	JWM
10/19	140100	0240	HANDOUTS/OUTREACH	30	C	LBD



PROGRESS REPORT

SRF COMMISSION NO.	13868
PROGRESS REPORT NO.	7
DATE	November 3, 2021

REPORTING PERIOD	Period Ending October 31, 2021
PROJECT NAME	Southwest Beltline Corridor Study
PREPARED BY	Molly Stewart – SRF Consulting Group
PREPARED FOR	Brian Gibson, St Cloud Area Planning Organization (APO)

COMPLETED ACTIVITIES PREVIOUS PERIOD (September)

- Finalized preliminary alignment evaluations
- Coordinated and host PMT meeting to review focus group feedback, preliminary alignment evaluations, and discuss final round of engagement
- Developed engagement round 2 plan and begin executing
- Began discussions regarding preservation policy

ONGOING ACTIVITY THIS PERIOD (October)

- Host second round of engagement including focus group meetings and virtual open house
- Coordinate next round of Community Work Sessions

PROJECTED ACTIVITY NEXT PERIOD (November)

- Coordinate next PMT meeting to review focus group feedback and open house feedback and discuss implementation plan, preservation policy, funding strategies and final documentation
- Develop final study document

TASK PROGRESS

TASK	PERCENT COMPLETE	STATUS
Project Management	80%	In Progress
Public Involvement	95%	Near Complete
Issue, Constraint, and Policy Update	100%	Completed
Purpose and Need Update	100%	Completed
Alternatives Development and Evaluation	100%	Completed
Adoption, Preservation, and Documentation	10%	In Progress
Overall Study:	86%	--

PROBLEMS ENCOUNTERED/ITEMS OF NOTE/SCHEDULE REVISIONS

- None

REQUIRED ACTION BY THE APO

- None
- Project Website: <https://sw-beltline-corridor-study-srfconsulting.hub.arcgis.com/>

CA
10/25/21



INVOICE

Invoice Number 1846718
Invoice Date October 22, 2021
Purchase Order 193805079
Customer Number 160376
Project Number 193805079

APPROVED


Bill To

St. Cloud Area Planning Organization
 Brian Gibson
 1040 County Road 4
 St. Cloud MN 56303
 United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Covers Aug. 14 - Oct. 8

Project Mississippi River Bridge Planning Update (2020)

Project Manager

Carlson, Phil

For Period Ending

October 8, 2021

Current Invoice Total (USD)

2,843.20

Top Task 200 **Bridge Planning Study**
Low Task 200.001 **Project Management**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Carlson, Philip J (Phil)	0.75	176.00	132.00
Subtotal Professional Services	<u>0.75</u>		<u>132.00</u>

Low Task Subtotal **Project Management** 132.00

Low Task 200.003 **Purpose, Goals, and Objectives**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Polacek, Joseph D	1.00	83.12	83.12
Bolstad, Angela (Angie)	2.00	113.35	226.70
Lintgen, Brian W	0.75	133.20	99.90
Maahs-Henderson, Theresa M	2.00	159.28	318.55
Carlson, Philip J (Phil)	3.75	176.00	660.00
Meyer, Todd	3.00	222.75	668.25
Grove, Dale A	1.00	234.87	234.87
Shardlow, John W	1.50	279.87	419.81
Subtotal Professional Services	<u>15.00</u>		<u>2,711.20</u>

Low Task Subtotal **Purpose, Goals, and Objectives** 2,711.20

Top Task Subtotal Bridge Planning Study 2,843.20

Total Fees & Disbursements

2,843.20

INVOICE TOTAL (USD)

2,843.20

Invoice Number	1846718
Invoice Date	October 22, 2021
Purchase Order	193805079
Customer Number	160376
Project Number	193805079



Due upon receipt or in accordance with terms of the contract



733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

St. Cloud APO Mississippi River Bridge Planning Study

Progress Report

TO: Brian Gibson, St. Cloud APO
FROM: Phil Carlson, AICP, Senior Planner, Stantec
DATE: October 21, 2021
RE: Mississippi River Bridge Planning Study, Monthly Progress Report 8-14-2021 to 10-8-2021

This is our monthly progress report from Stantec for work on the St. Cloud APO Mississippi River Bridge Planning Study. Note that we did not bill the APO last month – our charges the previous month were minimal, so we waited and have included two months of time on this invoice.

PROGRESS TO DATE

The attached invoice for \$2,843.20 covers work performed from 8-14-2021 to 10-8-2021. A small amount of the work is on Task 200.001 Project Management, with the rest on Task 200.003 Purpose, Goals & Objectives.

Task 200.001 Project Management

Our work on this task involved reviewing invoices and preparing the progress memo.

Task 200.003 Purpose, Goals & Objectives

Our work on this task included reviewing the goals and design criteria, discussing the approach to land use and transportation options for west side development, and attending the Haven Township Board meeting.

BUDGET

With the attached invoice we have now billed the APO a total of \$96,319 for the study, with budget and actual charges billed to date summarized below.

	<i>Budget</i>	<i>Billed</i>
Task 1 Project Management	\$6,123	\$6,819
Task 2 Background & Analysis	\$48,009	\$72,463
Task 3 Purpose, Goals	<u>+\$26,718</u>	<u>+\$17,038</u>
Total	\$80,850	\$96,319



SAINT CLOUD AREA PLANNING ORGANIZATION

October, 2021

CPG Grant/MnDOT Contract: **1035521**, Federal Award ID# **SC20(110)**, CFDA **20.205**,

Subrecipient DUNS Number: **096487087**

State Grant/MnDOT Contract #: **1035501**

100 – Administration & Overhead (Total Hours:122.5)

101 = 29 staff hours (*Gen Agency Admin*)

Exec Director: Received emails, reviewed, and responded as necessary. Received and reviewed invoices and bills and approved them. Completed timesheets. Reviewed and approved staff timesheets. Received and followed up on phone calls. Received and reviewed biweekly payroll reports and distributed pay stubs. Performed other general administrative tasks. Received and reviewed 3rd quarter financials. Reviewed monthly level-of-effort report; coordinated with IT re: anti-virus software; updated SAM registration for the APO; reviewed and approved 3rd Quarter request for funds

Sr. Planner: Meeting with Alex to discuss job duties and responsibilities (answering questions about the SEP)

Planning Tech/Assoc Planner: Organize and clean up offices

102 = 24 staff hours (*Human Resources & Personnel*)

Exec Director: Posted Planning Technician job to job boards. Reviewed submitted resumes, reviewed resume database on ZipRecruiter looking for qualified people. Sent emails inviting certain people on ZipRecruiter to apply. Scheduled interviews with interested applicants; met with staff to discuss interview for prospective planning technicians. Compiled a list of interview questions for review. Completed disability paperwork and submitted insurance paperwork for VJ.

Sr. Planner: Meeting with Brian and Alex to go over interview process for planning technician, reviewing interview questions

103 = 1 staff hours (*Bldg Mgmt & Maintenance*)

Exec Director: Changed air filters on furnaces

104 = 0 staff hours (*Staff Development & Training*)

No Activities were completed in this Reporting Period.

105 = 0 staff hours (*Holiday -*)

No Activities were completed in this Reporting Period.

106 = 49.5 staff hours (*Vacation*)

Planning Tech/Assoc Planner: Vacation

Exec Dir: Vacation

107 = 19 staff hours (*Sick Leave*)

Exec Dir: Doctors' Appointments

Planning Tech/Assoc Planner: Doctor visit

200 – Budget & Unified Planning Work Program (UPWP) (Total Hours:0)

201 = 0 staff hour (Annual Budget & UPWP)

No Activities were completed in this Reporting Period.

300 – Transportation Improvement Program (TIP) (Total Hours:12.75)

301 = 5 staff hours (ATP Meetings & Subcommittees)

Sr. Planner: TA workshop

302 = 2.5 staff hours (Annual TIP Development)

Sr. Planner: Sending TAC representatives information about the FY 2026 solicitations (SRTS, HSIP, LPP); finalizing the FY 2026 STBGP scoring rubric and scoring sheet; sending out STBGP information to the TAC representatives, TA workshop, sending approved HSIP prioritization forms to Jodi and Andrew and OTE, following up with Riverview principal about SRTS LOI and sending information to Anna Gruber from City of Sartell to assist the school district with the LOI process, sending solicitation email reminder to TAC representatives

303 = 3.25 staff hours (TIP Maintenance & Amendments)

Sr. Planner: Sending confirmation email of the FY 2021-2024 TIP administrative modification to MnDOT/FHWA/FTA

304 = 2 staff hours (TIP Project Monitoring & Annual Listing of Projects)

Sr. Planner: Preparing administrative modifications for FY 2021-2024 TIP and FY 2022-2025 TIP

305 = 0 staff hours (Regional Infrastructure Investment Plan Development)

No Activities were completed in this Reporting Period.

400 - Transportation System Performance Monitoring (TSPM) Total Hours:84.5)

401 = 31 staff hours (Performance Measures, Data Collection, Analysis & Target Setting)

Planning Tech/Assoc Planner: Move Active Transportation Counters from 33rd Street S in Saint Cloud and Beaver Island Trail in Saint Cloud to CSAH 75 Trail in Saint Cloud and Healthy Living Trail in Saint Cloud, Update spreadsheets for 33rd St S and Beaver Island Trail, Move Active Transportation Counters from CSAH 75 trail to Beaver Island Trail in Saint Cloud, and from Healthy Living Trail in Waite Park to Helix Spiral in Sauk Rapids, Update spreadsheets for CSAH 75 trail and Beaver Island Trail, Finish Beaver Island spreadsheet. Move active transportation counters from Helix Spiral in Sauk Rapids to Pinecone Road Trail in Sartell and from the Beaver Island Trail to Island View Park, Update spreadsheets for Helix Spiral and Beaver Island Trail counting locations.

402 = 53.5 staff hours (Annual Transportation System Performance & Target Achievement Report)

Planning Tech/Assoc Planner: start creating 2020 TPMR report. Work on chapter 2 and 3 of TPMR. Finish inputting available data in the TPMR

500 – Planning Project Development (Total Hours:12.5)

501 = 1.5 staff hours (Planning Assistance for Members)

Sr. Planner: Answering question from St. Cloud City Councilmember Paul Brandmire about CR 74 as it relates to proposed development occurring along that corridor, contacting Sartell's Riverview

Intermediate School Principal Zachary Dingmann about SRTS/TA grant information on the request of Commissioner Joe Perske

502 = 1 staff hours (*Consultant/Professional Services Procurement & Contracting*)
Exec Director: Met with prospective consultant regarding 2022 work plan

503 = 10 staff hours (*Consultant Study Coordination*)
Exec Director: Prepared for and attended PMT meeting for SW Beltline Study; debriefed with consultant team on next steps; participated in coordination meeting with RSG/SRF project team. Reviewed and commented on draft public input materials from SRF; coordinated with RSG on HH Travel Survey and PMT meeting this week; participated in SW Beltline PMT; dealt with citizens who were having various issues with the travel survey; attended Focus Group for SW Beltline study; gave press interviews for SW Beltline public input phase.

Planning Tech/Assoc Planner: Meeting with RSG for HH Travel Survey

504 = 0 staff hours (*Grant Writing & Grant Support for Members*)
No Activities were completed in this Reporting Period.

600 – Metropolitan Transportation Plan (MTP) (Total Hours:0)

601 = 0 staff hours (*MTP Development & Maintenance*)
No Activities were completed in this Reporting Period.

610 – MTP – Active Transportation Planning (Total Hours: 50)

611 = 43.5 staff hours (*Safe Routes to School; Active Transportation Planning Coordination & Technical Assistance*)

Exec Director: Prepared for and participated in SRTS coordination meeting with school district staff. Conducted hazard observation at Kennedy Community School.

Planning Tech/Assoc Planner: Put together Safe Routes to School supplies for assessments at Oak Hill and Kennedy School, Safe Routes to School Hazard Observation Assessment at Oak Hill Elementary School, Safe Routes to School Network Call, Email City of Saint Cloud about SRTS fundings, Create fillable spreadsheet for Parent Survey about Walking and Biking to School, Record 110 surveys into spreadsheet, Create fillable spreadsheet for Safe Routes to School Students arrival and Departure Tally Sheet

612 = 0 staff hours (*Active Transportation Advisory Committee Coordination*)
No Activities were completed in this Reporting Period.

613 = 6.5 staff hours (*Regional Active Transportation Plan Development & Maintenance*)

Planning Tech/ Assoc Planner: Reviewing Active Transportation Plan and filling in missing gaps

620 – MTP – Transit Planning (Total Hours: 0)

621 = 0 staff hours (*Transit Planning, Coordination & Technical Assistance*)
No Activities were completed in this Reporting Period.

622 = 0 staff hours (*Northstar Coordination*)
No Activities were completed in this Reporting Period.

630 – MTP – Freight Planning & Economic Vitality & Tourism (Total Hours: 14)

631 = 2 staff hours (*Freight Planning, Coordination & Technical Assistance*)

Planning Tech/Assoc Planner: Coordinate with MnDOT to figure out current and future HCAADT count locations

632 = 12 staff hours (*Transportation-Related Economic Development Planning, Coordination & Technical Assistance*)

Exec Director: Continuing research on transportation-economic development connection and reading the Transport Access Manual; participated in CMAP State of Region in search of ideas that we could replicate in our area

640 – MTP – Safety, Security & Environmental (Total Hours: 0)

641 = 0 staff hours (*Safety & Security Planning, Coordination & Technical Assistance*)

No Activities were completed in this Reporting Period.

642 = 0 staff hours (*Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis*)

No Activities were completed in this Reporting Period.

700 – Transportation Planning Coordination & Public Outreach (Total Hours:22)

701 = 3.5 staff hours (*General Meeting Coordination & Attendance*)

Exec Director: attended portion of equity workshop

Planning Tech/Assoc Planner: Staff Meeting

702 = 18.5 staff hours (*AP0 Committee and Board Meetings*)

Exec Director: prepared PB agenda packet materials. Completed Policy Board PPT slides; prepared for and attended Policy Board meeting; dealt with outcomes and tasks following Policy Board decisions.

Sr. Planner: Policy Board Meeting

Planning Tech/Assoc Planner: Policy Board Meeting

703 = 0 staff hours (*Public Outreach, Engagement, Website & Social Media*)

No Activities were completed in this Reporting Period.

704 = 0 staff hours (*Evaluation & Coordination of Plans & Programs from Members*)

No Activities were completed in this Reporting Period.

705 = 0 staff hours (*Develop and Maintain Stakeholder Engagement Plan & Title VI Compliance Plan*)

No Activities were completed in this Reporting Period.

706 = 0 staff hours (*Annual Report for SEP and Title VI Compliance/Effectiveness*)

No Activities were completed in this reporting period.

800 – Transportation Modeling, Mapping & Technical Support (Total Hours: 0)

801 = 0 staff hours (*Network & TAZ Data Collection & Analysis*)

No Activities were completed in this Reporting Period.

802 = 0 staff hours (*CUBE Travel Demand Model Development & Operations*)

No Activities were completed in this Reporting Period.

803 = 0 staff hours (*GIS Database Development & Mapping*)

No Activities were completed in this Reporting Period.

900 – Locally Funded Activities (Total Hours:32)

901 = 32 staff hours (*Legislative Communications*)

Exec Director: Communicating with members of MN Congressional delegation

902 = 0 staff hours (*Travel for Legislative Communications*)

No Activities were completed in this reporting period.

903 = 0 staff hours (*Audit*)

No Activities were completed in this reporting period.

2021 Work Activity For Accountant	Oct 1-8						TOTAL	Oct 11-22						TOTAL	Oct 25-29						TOTAL	Total for Month	Monthly Section Totals
	Brian	Vicki	Alex		Amber			Brian	Vicki	Alex		Amber			Brian	Vicki	Alex		Amber				
100 Administration & Overhead																							
Gen Agency Administration - 101	7		1				8	14	1	2			17			4				4	29	122.5	
Human Resource/Personnel - 102	9						9	14	1				15							0	24		
Building Management & Maintenance - 103	1						1						0							0	1		
Staff Development & Training - 104							0						0							0	0		
Holiday - 105							0						0							0	0		
Vacation - 106	8						8		1.5				1.5	40						40	49.5		
Sick - 107	4		7				11		2				2			6				6	19		
Overhead - 108							0						0							0	0		
200 Budget & UPWP																							
Annual Budget & UPWP - 201							0						0							0	0		
300 Transportation Improvement Program (TIP)																							
ATP Meetings/Subcommittees - 301		3.5					3.5		1.5				1.5							0	5		
Annual TIP Development - 302		0.5					0.5		2				2							0	2.5		
TIP Maintenance & Amendments - 303		3					3		0.25				0.25							0	3.25		
TIP Project Status Monitoring & Annual Listing of Projects - 304			2				2						0							0	2		
Regional Infrastructure Investment Plan Development - 305							0						0							0	0		
400 Transportation System Performance Monitoring (TSPM)																							
Perf Measures, Data Collection, Analysis & Target Setting - 401			18				18		8.5				8.5			4.5				4.5	31		
Annual Transport Syst Perform & Target Achievmt Rpt - 402			12.5				12.5		22				22			19				19	53.5		
500 Planning Project Development																							
Planning Assist for Members - 501							0		1.5				1.5							0	1.5		
Consultant/Prof'l Svcs Procurement & Contracting - 502	1						1						0							0	1		
Consultant Study Coordination - 503	1		0.5				1.5	8	0.5				8.5							0	10		
Grant Writing & Grant Support for Members - 504							0						0							0	0		
600 Metropolitan Transportation Plan (MTP)																							
MTP Development & Maintenance - 601							0						0							0	0		
610 MTP - Active Transportation Planning																							
SRTS;Active Transporta't Plng Coord & Tech Assistance - 611	1		2				3	2	38.5				40.5							0	43.5		
Active Transportation Advisory Committee Coordination- 612							0						0							0	0		
Reg'l Active Transportation Plan Developm & Maint - 613							0						0			6.5				6.5	6.5		
620 MTP - Transit Planning																							
Transit Planning, Coordination & Tech Assistance - 621							0						0							0	0		
Northstar Coordination - 622							0						0							0	0		
630 MTP - Freight Plng & Econom Vitality & Tourism																							
Freight Planning, Coordination & Tech Assistance - 631			1				1		1				1							0	2		
Transport-Related Econ Develop Plngg, Coord & Tech Assist - 632	10						10	2					2							0	12		
640 MTP - Safety, Security & Environmental Planning																							
Safety & Security Planning, Coord & Tech Assist - 641							0						0							0	0		
Transport Resil, Energy Conserv, Envir Impacts & Mitigat'n Analysis - 642							0						0							0	0		
700 Transportation Plng Coord & Public Outreach																							
General Meeting Coordination, & Attendance - 701	1						1		2.5				2.5							0	3.5		
APO Committee & Board Meetings - 702	5	3					8	8	1	1.5			10.5							0	18.5		
Public Outreach, Engagement, Website & Social Media - 703							0						0							0	0		
Eval & Coord of Plans & Pgms from Members - 704							0						0							0	0		
Develop & Maintain SEP & Title VI Compliance Plan - 705							0						0							0	0		
Annual Rpt for SEP and Title VI Compliance/Effectiveness - 706							0						0							0	0		
800 Transporta'n Modeling, Mapping & Tech Support																							
Network & TAZ Data Collection & Analysis - 801							0						0							0	0		
CUBE Travel Demand Model Development & Operations - 802							0						0							0	0		
GIS Database Development & Mapping - 803							0						0							0	0		
900 Locally Funded Activities																							
Legislative Communications - 901							0	32					32							0	32		
Travel for Legislative Communications - 902							0						0							0	0		
Audit - 903							0						0							0	0		
Total Hours	48	10	44	0	0	0	102.0	80	8.25	80	0	0	0	168.25	40	0	40	0	0	0	80.0	350.25	350.25

**ST. CLOUD AREA PLANNING ORGANIZATION
 CONSOLIDATED PLANNING GRANT: 1035521
 MnDOT GRANT: 1045116**

	100	200	300	400	500	600	610	620	630	640	700	800	900	November, 2021 Invoice	TOTALS
Gibson	\$68.13														
Hours	135.00	1.00	0.00	0.00	27.00	0.00	0.00	0.00	2.00	0.00	11.00	0.00	0.00	0.00	176.00
Dollars	\$9,197.55	\$68.13	\$0.00	\$0.00	\$1,839.51	\$0.00	\$0.00	\$0.00	\$136.26	\$0.00	\$749.43	\$0.00	\$0.00	\$0.00	\$11,990.88
Alex	\$37.95														
Hours	89	0	0	20	0	60.5	1	0	0	0	5.5	0	0	0	176.00
Dollars	\$3,377.55	\$0.00	\$0.00	\$759.00	\$0.00	\$2,295.98	\$37.95	\$0.00	\$0.00	\$0.00	\$208.73	\$0.00	\$0.00	\$0.00	\$6,679.20
Vicki	\$49.38														
Hours	49.5	0	21	0	2.25	43	0	1	0	3.75	15.5	0	0	0	136.00
Dollars	\$2,444.31	\$0.00	\$1,036.98	\$0.00	\$111.11	\$2,123.34	\$0.00	\$49.38	\$0.00	\$185.18	\$765.39	\$0.00	\$0.00	\$0.00	\$6,715.68
Vacant	\$24.62														
Hours	21.04	0	0	0	0	0	0	0	0	0	0	0	0	0	21.04
Dollars	\$518.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$518.00
James	\$32.21														
Hours	2.0	0.0	0.0	0.0	0.0	13.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	0.0	16.00
Dollars	\$64.42	\$0.00	\$0.00	\$0.00	\$0.00	\$418.73	\$0.00	\$0.00	\$0.00	\$0.00	\$32.21	\$0.00	\$0.00	\$0.00	\$515.36
Amber	\$21.49														
Hours	10	0	0	0	0	0	0	0	0	0	2	0	0	0	12.00
Dollars	\$214.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.98	\$0.00	\$0.00	\$0.00	\$257.88
Total In-House Labor Hours	306.54	1.00	21.00	20.00	29.25	116.50	1.00	1.00	2.00	3.75	35.00	0.00	0.00	0.00	537.04
Total In-House Labor Expenses	\$15,816.73	\$68.13	\$1,036.98	\$759.00	\$1,950.62	\$4,838.05	\$37.95	\$49.38	\$136.26	\$185.18	\$1,798.74	\$0.00	\$0.00	\$0.00	\$26,677.00
Category 107 - Overhead Expenses	\$4,694.32														\$4,694.32
Consultant Invoices - CPG Eligible	\$53,866.75														\$53,866.75
Consultant Invoices - Non CPG Eligible	\$0.00														\$0.00
Consultant Invoices - DEMO Funds	\$4,301.88														\$4,301.88
Total Expenses	\$78,679.68	\$68.13	\$1,036.98	\$759.00	\$1,950.62	\$4,838.05	\$37.95	\$49.38	\$136.26	\$185.18	\$1,798.74	\$0.00	\$0.00	\$0.00	\$89,539.95

Expenses Eligible for State Grant Reimbursement (Contract #1035501)

In-House Labor Excluding Section 900	\$26,677.00
Overhead	\$4,694.32
Total Expenses Eligible for State Grant	\$31,371.32
State Grant Share (\$)	\$5,234.58
State Grant Local Match	\$1,308.65
Total State Grant Reimbursement and Match	\$6,543.23
State Share (Pct.)	16.69%

Expenses Eligible for State Grant Reimbursement (Contract #1036662)

TH15 Operations Improvement Study	\$0.00
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Expenses Eligible for CPG Grant Reimbursement

In-House Labor Excluding Section 900	\$26,677.00
Overhead	\$4,694.32
Consultant Invoices Eligible for CPG Reimbursement	\$53,866.75
Total Expenses Eligible for CPG Grant	\$85,238.07
Less State Grant Match	-\$1,308.65
Net Expenses Eligible for CPG Grant	\$83,929.43
CPG Grant Share (\$)	\$67,143.54
State Grant Share (\$) as Federal Match	\$5,234.58
CPG Match (Non-State)	\$11,551.30
Total CPG Match Grant	\$16,785.89
CPG Share of Net Eligible Expenses (Pct.)	80.0%

Summary Total

State Grant Share (\$)	\$5,234.58
State Grant Local Match	\$1,308.65
CPG Grant Share (\$)	\$67,143.54
CPG Match (Non-State)	\$11,551.30
State Grant (#1036662)	\$0.00
DEMO Funds-CPG Ineligible	\$4,301.88
Ineligible Expenses	\$0.00
Grand Total	\$89,539.95
Total CPG Eligible Exp.	\$85,238.07
% Federal Share of Total	78.77%
% State Share of Total	6.14%
% Local Share of Total	15.09%



BRIAN GIBSON, EXECUTIVE DIRECTOR

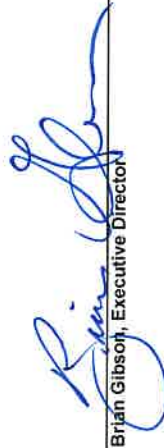
CONSOLIDATED PLANNING GRANT: 1035521
(INVOICES ATTACHED)

Nov-21

CONSULTANT STUDY	CONSULTANT	TOTAL INVOICE	(Per UPWP) CPG ELIGIBLE % OF TOTAL INVOICE	(Per UPWP) CPG ELIGIBLE AMOUNT OF TOTAL INVOICE	CPG REIMBERSABLE SHARE OF ELIGIBLE AMOUNT
Household Travel Survey 2021	RSG	\$42,979.51	100.0%	\$42,979.51	\$34,383.61
Travel Demand Model Updates and Improvements	Metro Analytics	\$0.00	100.0%	\$0.00	\$0.00
SW Beltline Corridor Study	SRF Consulting Group, Inc.	\$10,887.24	100.0%	\$10,887.24	\$8,709.79
TOTALS		\$53,866.75		\$53,866.75	\$43,093.40

DEMO GRANT:
(INVOICES ATTACHED)

CONSULTANT STUDY	CONSULTANT	TOTAL INVOICE	(Per UPWP) DEMO ELIGIBLE % OF TOTAL INVOICE	(Per UPWP) DEMO ELIGIBLE AMOUNT OF TOTAL INVOICE	DEMO REIMBERSABLE SHARE OF ELIGIBLE AMOUNT
Mississippi River Bridge Planning Update	Stantec Consulting Services Inc	\$4,301.88	80.0%	\$3,441.50	\$2,753.20
TOTALS		\$4,301.88		\$3,441.50	\$2,753.20


Brian Gibson, Executive Director

For the Consultant sheet (page 2), this year we have two sources of Federal funds: 1.) our regular CPG grant, and 2.) DEMO funds. The State wants us to be careful to keep these separate, so I have broken out the DEMO funded projects from the CPG projects. The State is still processing the DEMO funding request, so I don't yet have a contract number for that Grant. You should also be aware that unlike our CPG Grant, the DEMO grant does NOT expire at the end of the year, so those DEMO projects could easily spill into 2021. Also note that for the CSAH 133 project, Stearns County has chosen to be the lead agency, so they are procuring the consultant. We will get reimbursement requests from Stearns County for that vs. consultant invoices.

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction Report

November 2021

Transaction	Date	Type	Num	Name	Memo/Description	Amount	Balance
Employee Recruitment Costs	11/30/2021	Bill	xx3873	Indeed.com	Indeed.com	37.00	37.00
Total for Employee Recruitment Costs						<u>37.00</u>	
Office Supplies	11/12/2021	Bill	Order9838082458	Staples.com	Staples.com	91.64	91.64
	11/16/2021	Bill	21025556	Quill.com	Quill.com	45.57	137.21
	11/30/2021	Bill	616090-11-21	Premium Waters, Inc.	Premium Waters, Inc.	13.00	150.21
Total for Office Supplies						<u>150.21</u>	
Accounting Services	11/01/2021	Bill	20383	Your CFO Inc	Your CFO Inc	1,549.00	1,549.00
Accounting Services	11/01/2021	Bill				1,549.00	
Total for Accounting Services						<u>1,549.00</u>	
Total for Accounting Services						<u>1,549.00</u>	
Communications	11/01/2021	Bill	0961067103021	Spectrum Business (Charter)	Spectrum Business (Charter)	189.96	189.96
Telephone	11/30/2021	Bill	0961067113021	Spectrum Business (Charter)	Spectrum Business (Charter)	414.94	604.90
Total for Telephone						<u>604.90</u>	
Internet	11/01/2021	Bill	0961067103021	Spectrum Business (Charter)	Spectrum Business (Charter)	224.98	224.98
Total for Internet						<u>244.98</u>	
Total for Communications						<u>849.88</u>	
Travel	11/30/2021	Bill	Nov21AlexExpReim	Alex McKenzie	Alex McKenzie-Nov21 Mileage	122.36	122.36
Total for Travel						<u>122.36</u>	
Printing & Publishing	11/01/2021	Bill	xx	Facebook	Facebook	25.00	25.00
	11/01/2021	Bill	Facebook	Facebook	Facebook	25.00	50.00
	11/01/2021	Bill	Facebook	Facebook	Facebook	39.00	89.00
	11/02/2021	Bill	MC13653850	Mailchimp.com	Mailchimp.com	14.99	103.99
Total for Printing & Publishing						<u>103.99</u>	
Utilities and Maintenance	11/01/2021	Bill	12200740	West Central Sanitation, Inc	West Central Sanitation, Inc	42.29	42.29
	11/08/2021	Bill	755395920	Xcel Energy	Xcel Energy	84.77	127.06
	11/30/2021	Bill	758901084	Xcel Energy	Xcel Energy-Nov21	198.16	325.22
Total for Utilities						<u>325.22</u>	

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction Report

November 2021

Transaction	Date	Type	Num	Name	Memo/Description	Amount	Balance
Maintenance	11/29/2021	Bill	5753	Weisman Cleaning Inc	Weisman Cleaning Inc	140.00	140.00
	11/30/2021	Bill	23660	Schroden's Inc.	Schroden's Inc.-11/14 trace snow ice	100.00	240.00
Total for Maintenance						\$ 240.00	
Total for Utilities and Maintenance						\$ 566.22	
Multifunction Copier	11/19/2021	Bill	3882330	Loffler Companies	Loffler Companies-coverage thru 11/19	23.88	23.88
Total for Multifunction Copier						\$ 23.88	
IT Support & Software	11/02/2021	Expense	xx	Google Inc.		48.00	48.00
	11/08/2021	Bill	1523048398	Adobe Creative Cloud	Adobe Creative Cloud	52.99	100.99
	11/08/2021	Bill	3398	Net V Pro	Net V Pro	737.50	838.49
	11/11/2021	Bill	1525045896	Adobe Creative Cloud	Adobe Creative Cloud	52.99	891.48
	11/12/2021	Bill	Order12170740	Hover.com	Hover.com-domain purchase	16.17	907.65
	11/15/2021	Bill	3427	Net V Pro	Net V Pro	321.00	1,228.65
	11/19/2021	Expense	1049	Adobe Creative Cloud		16.13	1,244.78
	11/30/2021	Bill	4026725494	Google Inc.	Google Inc.	48.00	1,292.78
Total for IT Support & Software						\$ 1,292.78	
Total - Category 107 - Overhead Expenses						\$ 4,694.32	
CPG Passthrough Expense	Mississippi River Bridge Plan20	11/30/2021	Bill	1860271	Stantec Consulting Services Inc- thru 11/12/21	4,301.88	4,301.88
Total for Mississippi River Bridge Plan20						\$ 4,301.88	
Household Travel Survey 2021	11/30/2021	Bill	49612	RSG	RSG-thru 11 30 2021	42,979.51	42,979.51
Total for Household Travel Survey 2021						\$ 42,979.51	
SW Beltline Corridor Study	11/30/2021	Bill	13868.00-8	SRF Consulting Group, Inc.	SRF Consulting Grp Nov 30 21	10,887.24	10,887.24
Total for SW Beltline Corridor Study						\$ 10,887.24	
Total for CPG Passthrough Expense						\$ 58,168.63	

**ST. CLOUD AREA PLANNING ORGANIZATION
SUMMARY SHEET FOR STATE GRANT 1045116
2021**

WORK ACTIVITIES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	BALANCE
100 Administration	\$2,329.67	\$1,748.89	\$1,800.56	\$2,030.47	\$2,215.15	\$1,870.61	\$9,310.75
200 Budget & UPWP	\$753.00	\$0.00	\$202.81	\$58.83	\$252.38	\$474.24	(\$247.82)
300 Transportation Improvement Program (TIP)	\$3,061.00	\$503.74	\$503.04	\$643.31	\$289.76	\$252.57	\$331.41
400 Transportation System Management (TSM)	\$1,681.00	\$325.50	\$225.71	\$274.96	\$13.33	\$221.99	\$265.00
500 Planning Project Development	\$3,714.00	\$3,478.12	\$364.99	\$531.42	\$498.77	\$328.02	\$1,159.84
600 Metropolitan Transportation Plan	\$6,975.00	\$6,872.95	\$361.83	\$1,101.31	\$73.84	\$274.38	\$5,997.62
610 LRTP - Bike/Pedestrian Planning	\$5,947.00	\$1,036.57	\$1,187.80	\$935.46	\$1,254.32	\$825.08	(\$433.75)
620 LRTP - Transit Planning	\$928.00	\$49.19	\$40.43	\$5.14	\$46.55	\$159.86	\$624.12
630 - Freight Planning & Economic Vitality	\$1,305.00	\$18.32	\$0.00	\$0.00	\$0.00	\$0.00	\$1,278.89
640 - Safety, Security, & Environmental	\$828.00	\$96.62	\$50.05	\$19.26	\$17.30	\$41.88	\$570.89
700 Transportation Planning Coordination and Meetings	\$6,524.00	\$670.78	\$487.09	\$425.42	\$519.84	\$530.22	\$3,125.25
800 Transportation Data	\$3,187.00	\$48.37	\$10.27	\$0.00	\$53.34	\$249.72	\$2,825.30
900 Locally Funded Activities	\$6,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,600.00
TOTALS	\$62,815.00	\$5,234.58	\$52,345.83	\$5,234.58	\$5,234.58	\$5,234.58	\$31,407.51

WORK ACTIVITIES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	BALANCE	PERCENT REMAINING
100 Administration	\$2,286.97	\$1,678.15	\$5,345.63	\$3,880.06	\$3,422.45	\$0.00	\$0.00	-20%
200 Budget & UPWP	\$76.93	\$53.63	(\$378.38)	\$0.00	\$11.37	\$0.00	(\$485.90)	-65%
300 Transportation Improvement Program (TIP)	\$85.68	\$245.73	(\$9.59)	\$93.48	\$173.03	\$0.00	(\$297.54)	-10%
400 Transportation System Management (TSM)	\$268.02	\$436.61	(\$439.63)	\$494.08	\$126.05	\$0.00	(\$1,627.04)	-97%
500 Planning Project Development	\$312.58	\$403.45	\$557.46	\$122.23	\$325.48	\$0.00	(\$561.36)	-15%
600 Metropolitan Transportation Plan	\$468.65	\$156.48	\$40.48	\$0.00	\$807.27	\$0.00	\$4,524.74	65%
610 LRTP - Bike/Pedestrian Planning	\$620.47	\$226.79	\$491.46	\$306.30	\$6.33	\$0.00	(\$2,085.11)	-35%
620 LRTP - Transit Planning	\$27.88	\$182.39	\$9.74	\$0.00	\$8.24	\$0.00	\$395.87	43%
630 - Freight Planning & Economic Vitality	\$61.55	\$16.50	\$0.00	\$137.66	\$22.74	\$0.00	\$1,040.44	80%
640 - Safety, Security, & Environmental	\$68.31	\$90.62	\$411.97	\$0.00	\$30.90	\$0.00	\$381.07	46%
700 Transportation Planning Coordination and Meetings	\$639.57	\$1,599.05	\$886.63	\$200.78	\$300.13	\$0.00	(\$692.41)	-11%
800 Transportation Data	\$317.99	\$135.58	\$29.21	\$0.00	\$0.00	\$0.00	\$2,342.51	74%
900 Locally Funded Activities	\$0.00	\$0.00	\$6,600.00	\$0.00	\$0.00	\$0.00	\$6,600.00	0%
TOTALS	\$5,234.58	\$26,172.92	\$20,938.34	\$5,234.58	\$10,469.17	\$0.00	\$5,234.59	8%

ST. CLOUD AREA PLANNING ORGANIZATION SUMMARY SHEET FOR CONSOLIDATED PLANNING GRANT 1045116

2021

WORK ACTIVITIES	CPG CONTRACT												CPG BALANCE
	TOTALS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	DECEMBER	NOVEMBER	OCTOBER	SEPTEMBER	AUGUST	JULY	
100 Administration	\$165,625.00	\$15,870.98	\$149,754.02	\$10,056.03	\$139,697.99	\$12,993.04	\$126,704.95	\$14,680.12	\$112,024.83	\$12,854.42	\$99,170.41	\$12,562.46	\$86,607.93
200 Budget & UPWP	\$5,849.00	\$85.53	\$5,763.47	\$0.00	\$5,763.47	\$1,463.51	\$4,299.97	\$425.37	\$3,874.60	\$1,638.14	\$2,236.46	\$3,174.69	(\$938.24)
300 Transportation Improvement Program (TIP)	\$23,788.00	\$2,297.06	\$21,490.94	\$2,896.47	\$18,594.47	\$3,630.04	\$14,964.43	\$6,097.12	\$8,867.31	\$1,880.77	\$6,986.54	\$1,690.75	\$5,295.79
400 Transportation System Management (TSM)	\$13,064.00	\$2,415.22	\$10,648.78	\$1,871.60	\$8,777.17	\$1,628.75	\$7,148.43	\$1,987.94	\$5,160.49	\$66.55	\$5,073.94	\$1,486.04	\$3,587.89
500 Planning Project Development	\$28,857.00	\$1,607.03	\$27,249.97	\$3,421.65	\$23,828.32	\$2,633.84	\$21,194.48	\$3,842.14	\$17,352.34	\$3,237.36	\$14,114.98	\$2,193.86	\$11,919.12
600 Metropolitan Transportation Plan	\$54,205.00	\$695.24	\$53,509.76	\$316.03	\$53,193.73	\$2,611.03	\$50,582.71	\$797.56	\$49,785.15	\$479.29	\$49,305.86	\$1,836.80	\$47,469.06
610 LRTP - Bike/Pedestrian Planning	\$46,211.00	\$7,061.97	\$39,149.03	\$6,563.69	\$32,585.34	\$8,571.30	\$24,014.04	\$6,763.35	\$17,250.69	\$8,141.44	\$9,109.25	\$5,523.27	\$3,585.98
620 LRTP - Transit Planning	\$7,214.00	\$18.54	\$7,195.46	\$282.81	\$6,912.65	\$291.71	\$6,620.93	\$37.14	\$6,583.79	\$302.13	\$6,281.66	\$1,070.13	\$5,211.53
630 - Freight Planning & Economic Vitality	\$10,139.00	\$53.09	\$10,085.91	\$105.34	\$9,980.57	\$0.00	\$9,980.57	\$0.00	\$9,980.57	\$0.00	\$9,980.57	\$0.00	\$9,980.57
640 - Safety, Security, & Environmental	\$6,434.00	\$658.24	\$5,775.76	\$183.96	\$5,591.80	\$361.19	\$5,230.61	\$139.28	\$5,091.33	\$112.29	\$4,979.04	\$280.37	\$4,698.66
700 Transportation Planning Coordination and Meetings	\$50,695.00	\$4,569.94	\$46,125.06	\$14,400.97	\$41,724.09	\$3,514.94	\$38,209.15	\$3,075.75	\$35,133.40	\$3,374.13	\$31,759.27	\$3,549.43	\$28,209.84
800 Transportation Data	\$24,763.00	\$329.53	\$24,433.47	\$0.00	\$24,433.47	\$74.09	\$24,359.38	\$0.00	\$24,359.38	\$346.18	\$24,013.20	\$1,671.71	\$22,341.49
900 Locally Funded Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
xxx TH15 Operational Improvement Study	\$0.00	\$3,632.99	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)
xxx Travel Demand Model Updates and Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
xxx Regional Travel Survey	\$240,000.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00	\$10,010.18	\$229,989.82	\$11,621.34	\$228,368.48
xxx Southwest Beltline Corridor Planning Update	\$116,000.00	\$0.00	\$116,000.00	\$0.00	\$116,000.00	\$0.00	\$116,000.00	\$3,911.96	\$112,088.04	\$14,734.01	\$97,354.03	\$12,021.36	\$85,332.67
TOTALS	\$792,844.00	\$39,295.35	\$753,548.65	\$30,098.57	\$723,450.08	\$37,773.44	\$685,676.65	\$41,757.73	\$643,918.92	\$57,196.89	\$586,722.03	\$48,684.24	\$538,037.79

WORK ACTIVITIES	CPG												PERCENT REMAINING
	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	
100 Administration	\$15,947.41	\$70,660.52	\$10,895.69	\$59,764.83	\$14,304.11	\$45,460.72	\$25,434.95	\$16,156.92	\$9,278.03	\$0.00	\$9,278.03	6%	
200 Budget & UPWP	\$536.46	(\$1,474.70)	\$348.21	(\$1,822.90)	\$566.82	(\$2,409.72)	\$0.00	\$53.67	(\$2,463.39)	\$0.00	(\$2,463.39)	-42%	
300 Transportation Improvement Program (TIP)	\$597.46	\$4,698.33	\$1,657.70	\$3,040.63	\$130.85	\$2,909.78	\$482.48	\$816.85	\$1,610.45	\$0.00	\$1,610.45	7%	
400 Transportation System Management (TSM)	\$1,868.93	\$1,718.97	\$2,834.78	(\$1,115.81)	\$5,458.46	(\$4,574.27)	\$2,550.03	\$597.88	(\$7,722.17)	\$0.00	(\$7,722.17)	-59%	
500 Planning Project Development	\$2,179.67	\$9,739.46	\$2,619.47	\$7,119.98	\$3,402.10	\$3,717.88	\$3,087.03	\$1,536.53	\$1,550.50	\$0.00	\$1,550.50	5%	
600 Metropolitan Transportation Plan	\$3,267.95	\$44,201.11	\$1,016.00	\$43,185.11	\$247.04	\$42,938.07	\$0.00	\$3,811.01	\$39,127.06	\$0.00	\$39,127.06	72%	
610 LRTP - Bike/Pedestrian Planning	\$4,326.62	(\$740.64)	\$1,472.50	(\$2,213.14)	\$2,999.35	(\$5,212.49)	\$1,580.89	\$29.89	(\$6,823.27)	\$0.00	(\$6,823.27)	-15%	
620 LRTP - Transit Planning	\$194.41	\$5,017.12	\$1,184.23	\$3,832.90	\$59.43	\$3,773.47	\$0.00	\$38.90	\$3,734.57	\$0.00	\$3,734.57	52%	
630 - Freight Planning & Economic Vitality	\$429.17	\$9,551.40	\$107.14	\$9,444.26	\$0.00	\$9,444.26	\$710.48	\$107.33	\$8,626.44	\$0.00	\$8,626.44	85%	
640 - Safety, Security, & Environmental	\$476.31	\$4,222.35	\$588.35	\$3,634.00	\$0.00	\$3,634.00	\$145.87	\$4,388.14	\$3,488.14	\$0.00	\$3,488.14	54%	
700 Transportation Planning Coordination and Meetings	\$4,459.80	\$23,750.04	\$10,392.09	\$13,367.95	\$6,579.72	\$6,788.22	\$1,036.26	\$1,416.90	\$4,335.07	\$0.00	\$4,335.07	9%	
800 Transportation Data	\$2,217.40	\$20,124.08	\$880.27	\$19,243.81	\$178.29	\$19,065.51	\$0.00	\$0.00	\$19,065.51	\$0.00	\$19,065.51	77%	
900 Locally Funded Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
xxx TH15 Operational Improvement Study	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	#DIV/0!
xxx Travel Demand Model Updates and Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	
xxx Regional Travel Survey	\$14,680.29	\$213,688.18	\$0.00	\$213,688.18	\$0.00	\$213,688.18	\$135,498.18	\$78,190.00	\$33,855.72	\$44,334.28	\$0.00	\$44,334.28	18%
xxx Southwest Beltline Corridor Planning Update	\$14,300.27	\$71,032.40	\$26,065.19	\$44,967.21	\$16,319.13	\$28,648.08	\$10,940.98	\$8,576.07	\$9,131.03	\$0.00	\$9,131.03	4%	
TOTALS	\$65,482.15	\$472,555.64	\$60,051.63	\$412,504.01	\$48,265.29	\$364,238.72	\$190,782.81	\$67,143.54	\$123,639.26	\$0.00	\$123,639.26	16%	

**ST. CLOUD AREA PLANNING ORGANIZATION
 CONSOLIDATED PLANNING GRANT: 1035521
 MnDOT GRANT: 1045116**

	100	200	300	400	500	600	610	620	630	640	700	800	900	TOTALS
Gibson														
Hours	93.00	2.00	0.00	0.00	49.00	16.00	0.00	0.00	6.00	0.00	17.00	0.00	1.00	184.00
Dollars	\$6,336.09	\$136.26	\$0.00	\$0.00	\$3,338.37	\$1,090.08	\$0.00	\$0.00	\$408.78	\$0.00	\$1,158.21	\$0.00	\$68.13	\$12,535.92
Alex														
Hours	42	0	3.5	12.5	27.5	79	1.5	0	0	0	12.5	5.5	0	184.00
Dollars	\$1,593.90	\$0.00	\$132.83	\$474.38	\$1,043.63	\$2,998.05	\$56.93	\$0.00	\$0.00	\$0.00	\$474.38	\$208.73	\$0.00	\$6,982.80
Vicki														
Hours	58.25	0.5	14.5	0	11	83.5	0.25	1.25	0	2.75	12	0	0	184.00
Dollars	\$2,876.39	\$24.69	\$716.01	\$0.00	\$543.18	\$4,123.23	\$12.35	\$61.73	\$0.00	\$135.80	\$592.56	\$0.00	\$0.00	\$9,085.92
Vacant														
Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
Dollars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
James														
Hours	19.0	0.0	0.0	98.5	6.5	28.5	0.0	0.0	0.0	0.0	8.5	23.0	0.0	184.00
Dollars	\$611.99	\$0.00	\$0.00	\$3,172.69	\$209.37	\$917.99	\$0.00	\$0.00	\$0.00	\$0.00	\$273.79	\$740.83	\$0.00	\$5,926.64
Amber														
Hours	51	3	0	0	0	0	0	0	0	0	8.5	0	0	62.50
Dollars	\$1,095.99	\$64.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$182.67	\$0.00	\$0.00	\$1,343.13
Total In-House Labor Hours	263.25	5.50	18.00	111.00	94.00	207.00	1.75	1.25	6.00	2.75	58.50	28.50	1.00	798.50
Total In-House Labor Expenses	\$12,514.36	\$225.42	\$848.84	\$3,647.06	\$5,134.54	\$9,129.35	\$69.27	\$61.73	\$408.78	\$135.80	\$2,681.60	\$949.56	\$68.13	\$35,874.41
Category 107 - Overhead Expenses	\$5,663.99													\$5,663.99
Consultant Invoices - CPG Eligible	\$61,687.23													\$61,687.23
Consultant Invoices - Non CPG Eligible	\$0.00													\$0.00
Consultant Invoices - DEMO Funds	\$14,066.16													\$14,066.16
Total Expenses	\$93,931.74	\$225.42	\$848.84	\$3,647.06	\$5,134.54	\$9,129.35	\$69.27	\$61.73	\$408.78	\$135.80	\$2,681.60	\$949.56	\$68.13	\$117,291.79

Expenses Eligible for State Grant Reimbursement (Contract #1035501)

In-House Labor Excluding Section 900	\$35,806.28
Overhead	\$5,663.99
Total Expenses Eligible for State Grant	\$41,470.27
State Grant Share (\$)	\$5,234.58
State Grant Local Match	\$1,308.65
Total State Grant Reimbursement and Match	\$6,543.23
State Share (Pct.)	12.62%

Expenses Eligible for State Grant Reimbursement (Contract #1036662)

TH15 Operations Improvement Study	\$0.00
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Expenses Eligible for CPG Grant Reimbursement

In-House Labor Excluding Section 900	\$35,806.28
Overhead	\$5,663.99
Consultant Invoices Eligible for CPG Reimbursement	\$61,687.23
Total Expenses Eligible for CPG Grant	\$103,157.50
Less State Grant Match	-\$1,308.65
Net Expenses Eligible for CPG Grant	\$101,848.85
CPG Grant Share (\$)	\$81,479.08
State Grant Share (\$)	\$5,234.58
State Grant Share (\$ as Federal Match)	\$15,135.19
CPG Match (Non-State)	\$20,369.77
Total CPG Match Grant	\$40,744.54
CPG Share of Net Eligible Expenses (Pct.)	80.0%

Summary Total

State Grant Share (\$)	\$5,234.58
State Grant Local Match	\$1,308.65
CPG Grant Share (\$)	\$81,479.08
CPG Match (Non-State)	\$15,135.19
State Grant (#1036662)	\$0.00
DEMO Funds-CPG Ineligible	\$14,066.16
Ineligible Expenses	\$68.13
Grand Total	\$117,291.79
Total CPG Eligible Exp.	\$103,157.50
% Federal Share of Total	78.99%
% State Share of Total	5.07%
% Local Share of Total	16.01%


 BRIAN GIBSON, EXECUTIVE DIRECTOR

SA
12/10/21



SRF Consulting Group, Inc.
3701 Wayzata Boulevard, Suite 100
Minneapolis, MN 55416-3791

P. 763.475.0010
F. 1.866.440.6364

INVOICE

Invoice Date: November 30, 2021
Invoice No: 13868.00 - 8

Mr. Brian Gibson
Executive Director
St. Cloud Area Planning Organization
1040 County Road 4
St. Cloud, MN 56303

APPROVED
Brian Gibson

Email: gibson@stcloudapo.org

Re: Southwest Beltline Corridor Study
Expiration Date: 12/31/2021

Professional Services for period ending November 30, 2021

Professional Personnel

	Hours	Amount	
Associate/Engineer	36.00	1,601.28	
Sr. Engineer	15.50	557.85	
Sr. Planner/Analyst	6.00	226.44	
Engineer	5.40	176.58	
Planner/Analyst	4.80	157.72	
Sr. Graphics Tech	.50	13.03	
Traffic Tech	7.50	146.25	
Totals	75.70	2,879.15	
Overhead 165.57%		4,767.01	
Fee 11%		841.08	
Total Labor			8,487.24

Consultants

Transportation Collaborative & Consultan	2,400.00	
Total Consultants	2,400.00	2,400.00

Budget Status

	Budget	Current	Prior	To-Date
Labor	132,337.00	8,487.24	117,512.73	125,999.97
Consultants	10,440.00	2,400.00	6,236.40	8,636.40
Expenses	2,221.00	0.00	1,257.94	1,257.94
Total Billings	144,998.00	10,887.24	125,007.07	135,894.31
Remaining				9,103.69

Total Amount Due this Invoice **\$10,887.24**

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

Name: _____

Title: Chief Financial Officer Date: _____

APPROVED



Billing Backup

Tuesday, December 7, 2021

SRF Consulting Group, Inc.

Invoice 8 Dated 11/30/2021

1:12:21 PM

Professional Personnel

			Hours			Amount
Associate/Engineer						
1228	Stewart, Molly	11/1/2021	6.00	44.48		266.88
1228	Stewart, Molly	11/1/2021	2.00	44.48		88.96
1228	Stewart, Molly	11/2/2021	2.00	44.48		88.96
1228	Stewart, Molly	11/3/2021	2.00	44.48		88.96
1228	Stewart, Molly	11/4/2021	1.00	44.48		44.48
1228	Stewart, Molly	11/8/2021	2.00	44.48		88.96
1228	Stewart, Molly	11/9/2021	1.00	44.48		44.48
1228	Stewart, Molly	11/11/2021	4.00	44.48		177.92
1228	Stewart, Molly	11/12/2021	1.00	44.48		44.48
1228	Stewart, Molly	11/17/2021	2.00	44.48		88.96
1228	Stewart, Molly	11/18/2021	3.00	44.48		133.44
1228	Stewart, Molly	11/19/2021	1.00	44.48		44.48
1228	Stewart, Molly	11/23/2021	6.00	44.48		266.88
1228	Stewart, Molly	11/29/2021	2.00	44.48		88.96
1228	Stewart, Molly	11/30/2021	1.00	44.48		44.48
Sr. Engineer						
1262	Schmidt, Noah	11/16/2021	6.50	35.99		233.93
1262	Schmidt, Noah	11/17/2021	1.50	35.99		53.99
1262	Schmidt, Noah	11/18/2021	6.50	35.99		233.94
1262	Schmidt, Noah	11/19/2021	1.00	35.99		35.99
Sr. Planner/Analyst						
0414	Tinklenberg, Dan	11/15/2021	2.00	37.74		75.48
0414	Tinklenberg, Dan	11/17/2021	1.00	37.74		37.74
0414	Tinklenberg, Dan	11/22/2021	2.00	37.74		75.48
0414	Tinklenberg, Dan	11/23/2021	1.00	37.74		37.74
Engineer						
1485	Zink, Kristin	11/16/2021	3.00	32.70		98.10
1485	Zink, Kristin	11/17/2021	2.40	32.70		78.48
Planner/Analyst						
1429	Matuke, Samantha	11/12/2021	1.80	32.82		59.08
1386	McNiel, Daniel	11/1/2021	.50	32.88		16.44
1386	McNiel, Daniel	11/5/2021	.50	32.88		16.44
1386	McNiel, Daniel	11/10/2021	.50	32.88		16.44
1386	McNiel, Daniel	11/22/2021	.50	32.88		16.44
1386	McNiel, Daniel	11/23/2021	.50	32.88		16.44
1386	McNiel, Daniel	11/30/2021	.50	32.88		16.44
Sr. Graphics Tech						
1273	MacInnes, Brooke	11/1/2021	.50	26.06		13.03
Traffic Tech						
1495	Ierien, Natalie	11/4/2021	.50	19.50		9.75
1495	Ierien, Natalie	11/5/2021	1.50	19.50		29.25
1495	Ierien, Natalie	11/10/2021	.50	19.50		9.75
1495	Ierien, Natalie	11/23/2021	2.00	19.50		39.00
1495	Ierien, Natalie	11/29/2021	2.50	19.50		48.75
1495	Ierien, Natalie	11/30/2021	.50	19.50		9.75
Totals			75.70			2,879.15
Overhead 165.57%						4,767.01
Fee 11%						841.08
Total Labor						8,487.24

Project	13868.00	Southwest Beltline Corridor Study	Invoice	8
Consultants				
Transportation Collaborative & Consultan				
AP 109897	11/30/2021	Transportation Collaborative & Consultants, LLC (TC2) / 12 hours	2,400.00	
	Total Consultants		2,400.00	2,400.00
		Total this Project		\$10,887.24
		Total this Report		\$10,887.24



Transportation Collaborative & Consultants, LLC
 17515 26th Avenue N
 Minneapolis, MN 55447
www.transportationcollaborative.com

TO: SRF Consulting Group, Inc. (CO: Molly Stewart)
 3701 Wayzata Boulevard, Suite 100
 Minneapolis, MN 55416
subinfo@srfconsulting.com

21-004 - Invoice 3 ✓
 12/1/2021

RE: Southwest Beltline Corridor Study (SRF #13868.00)
 Professional Services from 11/1/2021 to 11/30/2021 ✓

BUDGET STATUS

Description/Phase/Task	Budget	Current Billed	Prior Billed	To-Date
Labor	\$ 10,400.00	\$ 2,400.00	\$ 6,200.00	\$ 8,600.00
Expenses	\$ 40.00	\$ -	\$ 36.40	\$ 36.40
TOTAL BILLINGS	\$ 10,440.00	\$ 2,400.00	\$ 6,236.40	\$ 8,636.40
			Remaining	\$ 1,803.60
TOTAL AMOUNT DUE THIS INVOICE		\$ 2,400.00		
	✓	✓	✓	✓

LABOR DETAIL

Professional Personnel	Date	Hours	Rate/Hour	Amount	Comment
Principal		12		\$ 2,400.00	
Pacyna, Matt	11/1/2021	5	\$ 200.00	\$ 1,000.00	Community Mtg
Pacyna, Matt	11/3/2021	1	\$ 200.00	\$ 200.00	Project Coord.
Pacyna, Matt	11/9/2021	0.5	\$ 200.00	\$ 100.00	Project Coord.
Pacyna, Matt	11/11/2021	1	\$ 200.00	\$ 200.00	Project Coord.
Pacyna, Matt	11/18/2021	1	\$ 200.00	\$ 200.00	Project Coord.
Pacyna, Matt	11/22/2021	0.5	\$ 200.00	\$ 100.00	PMT Prep
Pacyna, Matt	11/23/2021	2	\$ 200.00	\$ 400.00	PMT Meeting
Pacyna, Matt	11/30/2021	1	\$ 200.00	\$ 200.00	Project Management
TOTAL LABOR		12		\$ 2,400.00	
		✓		✓	
Reimbursable Expenses					
Mileage		\$0.56		\$ -	
TOTAL REIMBURSABLES				\$ -	

TOTAL THIS REPORT \$ 2,400.00 ✓

I certify to the best of my knowledge the belief that this request for payment is true, complete, and accurate, and the expenditures are for the purposes and objectives set forth in the project contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may be subject me and my employer to criminal or civil penalties for fraud, false statements, false claims, or otherwise.


 Matt Pacyna, Project Manager



PROGRESS REPORT

SRF COMMISSION NO.	13868
PROGRESS REPORT NO.	8
DATE	December 2, 2021

REPORTING PERIOD	Period Ending November 30, 2021
PROJECT NAME	Southwest Beltline Corridor Study
PREPARED BY	Molly Stewart – SRF Consulting Group
PREPARED FOR	Brian Gibson, St Cloud Area Planning Organization (APO)

COMPLETED ACTIVITIES PREVIOUS PERIOD (October)

- Hosted second round of engagement including focus group meetings and virtual open house
- Coordinated next round of Community Work Sessions
- Coordinate next PMT meeting

ONGOING ACTIVITY THIS PERIOD (November)

- Attend next round of Community Work Sessions
- Host next PMT meeting to review focus group feedback and open house feedback and discuss implementation plan, preservation policy, funding strategies and final documentation

PROJECTED ACTIVITY NEXT PERIOD (December)

- Develop final study document
- Final project close out by December 31, 2021

TASK PROGRESS

TASK	PERCENT COMPLETE	STATUS
Project Management	90%	Near Complete
Public Involvement	100%	Complete
Issue, Constraint, and Policy Update	100%	Completed
Purpose and Need Update	100%	Completed
Alternatives Development and Evaluation	100%	Completed
Adoption, Preservation, and Documentation	50%	In Progress
Overall Study:	94%	--

PROBLEMS ENCOUNTERED/ITEMS OF NOTE/SCHEDULE REVISIONS

- None

REQUIRED ACTION BY THE APO

- None

Project Website: <https://sw-beltline-corridor-study-srfconsulting.hub.arcgis.com/>



To: SRF Clients

Re: Changes to SRF Billing Labor Classifications on January 1, 2022

To be more consistent with labor classifications utilized by clients and the industry in general, SRF is changing to a more simplified schedule of labor classifications effective with invoicing **beginning January 1, 2022**. Below is a mapping of SRF existing labor classifications to SRF new labor classifications. Please note that some existing classifications map to multiple new classifications, this is a result of adding levels in the new approach (e.g. Engineer maps to Professional I, Professional II or Professional III). We hope that you find these new classifications easier to follow. Thanks, please contact us at billing@srfconsulting.com if you have questions.

Current Billing Classification	New Billing Classification
Engineer	Professional I
Planner/Analyst	
Engineer	Professional II
Landscape Designer	
Planner/Analyst	
ROW Specialist	
Sr. Planner/Analyst	
Engineer	Professional III
Engr. Specialist	
Planner/Analyst	
Scheduler/Estimator	
Sr. Engineer	
Sr. Planner/Analyst	
Sr. ROW Specialist	
Associate/Engineer	Professional IV
Associate/L. Arch.	
Associate/Planner	
Associate/Planner/Analyst	
ROW Spec/Associate	
Scheduler/Estimator	
Sr. Engineer	Professional V
ROW Spec/Sr. Associate	
Sr. Assoc. Engr.	
Sr. Assoc./L. Arch.	
Sr. Assoc./Planner	
Sr. Associate	Professional VI
Associate/Engineer	
Principal CAD Tech	
Sr. Assoc./Engr.	
Sr. Planner/Analyst	Professional VII
Director Proj. Controls	
Principal/Engineer	
Principal/L. Arch.	
Principal/Planner	
ROW Spec/Principal	
Sr. Principal	

Current Billing Classification	New Billing Classification
Principal/Engineer	Professional VIII
Principal/Planner	
Sr. Principal	
CAD/Field Tech	Technician I
Survey Tech	Technician II
CAD/Field Tech	
Sr. CAD/Field Tech	
Survey Tech	Technician III
Principal CAD Tech	
Principal Field Tech	
Sr. CAD/Field Tech	
Engr. Specialist	Technician IV
Principal CAD Tech	
Principal Field Tech	
Engr. Specialist	Technician V
Sr. Assoc./R.L.S.	
	Technician VI
	Technician VII
	Technician VIII
Editor	Support Specialist I
MIS Specialist	
System Analyst	
CAD/Field Tech	Support Specialist II
Graphics Tech	
System Analyst	
Admin. Assistant	Support Specialist III
Principal CAD Tech	
Sr. Graphics Tech	
System Analyst	Support Specialist IV
Associate	
Program System Analyst	Support Specialist V
Communications Manager	
Graphic Design Manager	
Sr. Assoc./IT Director	
Sr. Associate	Support Specialist VI
Sr. Associate	
	Support Specialist VII & VIII

SA
12/21/21

Invoice



APPROVED

Brian Gibson

December 17, 2021
Invoice No: 49612

Brian Gibson
Saint Cloud Area Planning Organization
1040 County Road 4
Saint Cloud, MN 56303

Project 21044 St. Cloud Household Travel Survey 2021
Professional Services through November 30, 2021

Task	001	Task 1: Develop Survey Design & Methodology		
Consultants				
	SRF Consulting Group, Inc.			
	12/17/2021	SRF Consulting Group, Inc.	Consulting	1,170.00
	Kristen Neilson			
	11/2/2021	Kristen Neilson	Consulting	270.00
		Total Consultants		1,440.00
				1,440.00
			Total this Task	\$1,440.00

Task	002	Task 2: Conduct Survey		
			Hours	Rate
		Dailey, Michael	1.00	117.39
		Totals	1.00	117.39
		Total Labor		117.39

Consultants				
	SRF Consulting Group, Inc.			
	10/31/2021	SRF Consulting Group, Inc.	Consulting	5,611.70
	12/17/2021	SRF Consulting Group, Inc.	Consulting	3,081.38
	WestGroup LLC			
	11/30/2021	WestGroup LLC	Consulting	5,636.85
		Total Consultants		14,329.93
				14,329.93

Reimbursable Expenses				
	GiftRocket, Inc.			
	11/4/2021	GiftRocket, Inc.	Incentives - 15 physical cards	236.44
	11/4/2021	GiftRocket, Inc.	Incentives - 108 ecards	1,786.00
	11/11/2021	GiftRocket, Inc.	Incentives - 73 ecards	1,729.00
	11/11/2021	GiftRocket, Inc.	Incentives - 9 physical cards	202.69
	11/18/2021	GiftRocket, Inc.	Incentives	821.75
	11/18/2021	GiftRocket, Inc.	Incentives - 3 physical cards	72.39
	12/2/2021	GiftRocket, Inc.	Incentives - 3 physical cards	67.56
	12/2/2021	GiftRocket, Inc.	Incentives - 14 ecards	380.00
	12/9/2021	GiftRocket, Inc.	Incentives - 5 ecards	71.25
		Total Reimbursables		5,367.08
				5,367.08

Total this Task \$19,814.40

Task 003 Task 3: Process Survey Dataset

	Hours	Rate	Amount	
Burns, Amy	10.25	75.51	773.98	
Goss, Ariel	32.50	56.63	1,840.48	
Idris, Habibat	15.50	51.91	804.61	
Landis, Richard	1.00	185.02	185.02	
Lynch, Joann	27.50	151.49	4,165.98	
Redding, Erika	9.50	95.30	905.35	
Regan, Ilona	74.75	85.93	6,423.27	
Srigley, Catherine	21.00	56.63	1,189.23	
Totals	192.00		16,287.92	
Total Labor				16,287.92
				Total this Task \$16,287.92

Task 004 Task 4: Prepare Survey Documentation & Analysis

	Hours	Rate	Amount	
Dumont, Jeffrey	27.25	199.53	5,437.19	
Totals	27.25		5,437.19	
Total Labor				5,437.19
				Total this Task \$5,437.19

Billing Limits	Current	Prior	To-Date
Labor	21,842.50	101,128.29	122,970.79
Limit			161,796.30
Remaining			38,825.51
Consultants	15,769.93	17,725.01	33,494.94
Limit			37,538.48
Remaining			4,043.54
Expenses	5,367.08	84,983.38	90,350.46
Limit			100,476.00
Remaining			10,125.54

Total this Invoice \$42,979.51

ACH (Preferred method of payment)
Resource Systems Group, Inc.
Mascoma Savings Bank
Routing Number: 211770213
Account Number: 0926702010

Check Payments to:
Resource Systems Group, Inc.
55 Railroad Row
White River Junction, VT 05001

If you have any questions concerning this invoice, please contact Brenda (Brenda.LeBlanc@rsginc.com, (802) 359-6409) or accountsreceivable@rsginc.com.

Billing Backup

Friday, December 17, 2021

Resource Systems Group Inc

Invoice 49612 Dated 12/17/2021

7:44:45 AM

Project	21044	St. Cloud Household Travel Survey 2021
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Task	001	Task 1: Develop Survey Design & Methodology
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Total this Task \$1,440.00

Task	002	Task 2: Conduct Survey
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		Hours	Rate	Amount
Dailey, Michael	11/2/2021	1.00	117.39	117.39
Totals		1.00		117.39
Total Labor				117.39

Total this Task \$19,814.40

Task	003	Task 3: Process Survey Dataset
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		Hours	Rate	Amount
Burns, Amy	11/1/2021	.75	75.51	56.63
Burns, Amy	11/1/2021	.25	75.51	18.80
Burns, Amy	11/2/2021	.50	75.51	37.76
Burns, Amy	11/3/2021	.50	75.51	37.76
Burns, Amy	11/4/2021	.50	75.51	37.76
Burns, Amy	11/5/2021	.50	75.51	37.76
Burns, Amy	11/8/2021	.25	75.51	18.88
Burns, Amy	11/9/2021	.25	75.51	18.88
Burns, Amy	11/10/2021	.50	75.51	37.76
Burns, Amy	11/12/2021	.25	75.51	18.88
Burns, Amy	11/15/2021	.25	75.51	18.88
Burns, Amy	11/16/2021	.50	75.51	37.76
Burns, Amy	11/16/2021	.50	75.51	37.76
Burns, Amy	11/17/2021	.50	75.51	37.76
Burns, Amy	11/18/2021	.50	75.51	37.76
Burns, Amy	11/19/2021	.25	75.51	18.88
Burns, Amy	11/19/2021	.50	75.51	37.76
Burns, Amy	11/22/2021	.25	75.51	18.88
Burns, Amy	11/22/2021	.50	75.51	37.76
Burns, Amy	11/23/2021	.25	75.51	18.88
Burns, Amy	11/23/2021	.25	75.51	18.88
Burns, Amy	11/23/2021	1.00	75.51	75.51
Burns, Amy	11/29/2021	.25	75.51	18.88
Burns, Amy	11/30/2021	.50	75.51	37.76
Goss, Ariel	11/1/2021	1.00	56.63	56.63
Goss, Ariel	11/2/2021	.75	56.63	42.47
Goss, Ariel	11/4/2021	.75	56.63	42.47
Goss, Ariel	11/5/2021	.75	56.63	42.47
Goss, Ariel	11/8/2021	.75	56.63	42.47
Goss, Ariel	11/9/2021	.75	56.63	42.47
Goss, Ariel	11/10/2021	.75	56.63	42.47
Goss, Ariel	11/10/2021	1.00	56.63	56.61
Goss, Ariel	11/11/2021	1.00	56.63	56.63
Goss, Ariel	11/12/2021	.25	56.63	14.16
Goss, Ariel	11/12/2021	2.00	56.63	113.26

Project	21044	St. Cloud Household Travel Survey 2021			Invoice	49612
Goss, Ariel		11/15/2021	1.25	56.63		70.79
Goss, Ariel		11/16/2021	4.25	56.63		240.68
Goss, Ariel		11/16/2021	.25	56.63		14.16
Goss, Ariel		11/17/2021	.75	56.63		42.47
Goss, Ariel		11/17/2021	2.50	56.63		141.58
Goss, Ariel		11/18/2021	4.00	56.63		226.52
Goss, Ariel		11/18/2021	.50	56.63		28.32
Goss, Ariel		11/19/2021	.50	56.63		28.32
Goss, Ariel		11/19/2021	2.00	56.63		113.26
Goss, Ariel		11/22/2021	3.00	56.63		169.89
Goss, Ariel		11/22/2021	.25	56.63		14.16
Goss, Ariel		11/23/2021	.25	56.63		14.16
Goss, Ariel		11/24/2021	.25	56.63		14.16
Goss, Ariel		11/29/2021	.50	56.63		28.32
Goss, Ariel		11/30/2021	2.50	56.63		141.58
Idris, Habibat		11/13/2021	7.50	51.91		389.32
Idris, Habibat		11/14/2021	4.00	51.91		207.64
Idris, Habibat		11/15/2021	2.50	51.91		129.78
Idris, Habibat		11/28/2021	1.50	51.91		77.87
Landis, Richard		11/8/2021	1.00	185.02		185.02
Lynch, Joann		11/1/2021	2.00	151.49		302.96
Lynch, Joann		11/2/2021	2.00	151.49		302.98
Lynch, Joann		11/3/2021	2.50	151.49		378.73
Lynch, Joann		11/4/2021	3.00	151.49		454.47
Lynch, Joann		11/5/2021	1.50	151.49		227.24
Lynch, Joann		11/8/2021	2.00	151.49		302.98
Lynch, Joann		11/9/2021	1.00	151.49		151.49
Lynch, Joann		11/10/2021	1.50	151.49		227.24
Lynch, Joann		11/11/2021	1.00	151.49		151.49
Lynch, Joann		11/15/2021	.50	151.49		75.75
Lynch, Joann		11/16/2021	1.00	151.49		151.49
Lynch, Joann		11/17/2021	1.00	151.49		151.49
Lynch, Joann		11/18/2021	2.00	151.49		302.98
Lynch, Joann		11/19/2021	1.00	151.49		151.49
Lynch, Joann		11/22/2021	1.50	151.49		227.24
Lynch, Joann		11/29/2021	2.00	151.49		302.98
Lynch, Joann		11/30/2021	2.00	151.49		302.98
Redding, Erika		11/1/2021	2.50	95.30		238.25
Redding, Erika		11/5/2021	.50	95.30		47.65
Redding, Erika		11/8/2021	.50	95.30		47.65
Redding, Erika		11/15/2021	1.00	95.30		95.30
Redding, Erika		11/16/2021	1.00	95.30		95.30
Redding, Erika		11/17/2021	.50	95.30		47.65
Redding, Erika		11/18/2021	.50	95.30		47.65
Redding, Erika		11/22/2021	.50	95.30		47.65
Redding, Erika		11/23/2021	2.00	95.30		190.60
Redding, Erika		11/24/2021	.50	95.30		47.65
Regan, Ilona		11/1/2021	3.00	85.93		257.77
Regan, Ilona		11/2/2021	4.00	85.93		343.72
Regan, Ilona		11/3/2021	3.00	85.93		257.79
Regan, Ilona		11/4/2021	4.00	85.93		343.72
Regan, Ilona		11/5/2021	2.00	85.93		171.86
Regan, Ilona		11/8/2021	2.00	85.93		171.86
Regan, Ilona		11/9/2021	4.75	85.93		408.17
Regan, Ilona		11/11/2021	3.00	85.93		257.79
Regan, Ilona		11/12/2021	1.00	85.93		85.93
Regan, Ilona		11/15/2021	6.00	85.93		515.58
Regan, Ilona		11/16/2021	5.50	85.93		472.62
Regan, Ilona		11/17/2021	3.50	85.93		300.76

Project	21044	St. Cloud Household Travel Survey 2021		Invoice	49612
Regan, Ilona		11/18/2021	6.00	85.93	515.58
Regan, Ilona		11/19/2021	5.50	85.93	472.62
Regan, Ilona		11/22/2021	3.50	85.93	300.76
Regan, Ilona		11/23/2021	3.00	85.93	257.79
Regan, Ilona		11/24/2021	4.00	85.93	343.72
Regan, Ilona		11/29/2021	5.00	85.93	429.65
Regan, Ilona		11/30/2021	6.00	85.93	515.58
Srigley, Catherine		11/18/2021	4.00	56.63	226.51
Srigley, Catherine		11/19/2021	4.00	56.63	226.52
Srigley, Catherine		11/22/2021	1.00	56.63	56.63
Srigley, Catherine		11/23/2021	1.50	56.63	84.95
Srigley, Catherine		11/24/2021	3.00	56.63	169.89
Srigley, Catherine		11/26/2021	4.50	56.63	254.84
Srigley, Catherine		11/29/2021	3.00	56.63	169.89
Totals			192.00		16,287.92
Total Labor					16,287.92
				Total this Task	\$16,287.92

Task 004 Task 4: Prepare Survey Documentation & Analysis

			Hours	Rate	Amount
Dumont, Jeffrey		11/1/2021	2.75	199.53	548.70
Dumont, Jeffrey		11/2/2021	2.75	199.53	548.71
Dumont, Jeffrey		11/3/2021	2.00	199.53	399.06
Dumont, Jeffrey		11/4/2021	2.00	199.53	399.06
Dumont, Jeffrey		11/5/2021	1.00	199.53	199.53
Dumont, Jeffrey		11/8/2021	.25	199.53	49.88
Dumont, Jeffrey		11/9/2021	2.00	199.53	399.06
Dumont, Jeffrey		11/10/2021	1.25	199.53	249.41
Dumont, Jeffrey		11/12/2021	.25	199.53	49.88
Dumont, Jeffrey		11/15/2021	1.00	199.53	199.53
Dumont, Jeffrey		11/16/2021	1.75	199.53	349.18
Dumont, Jeffrey		11/17/2021	1.25	199.53	249.41
Dumont, Jeffrey		11/18/2021	1.00	199.53	199.53
Dumont, Jeffrey		11/19/2021	.75	199.53	149.65
Dumont, Jeffrey		11/22/2021	2.75	199.53	548.71
Dumont, Jeffrey		11/23/2021	.75	199.53	149.65
Dumont, Jeffrey		11/29/2021	3.75	199.53	748.24
Totals			27.25		5,437.19
Total Labor					5,437.19
				Total this Task	\$5,437.19
				Total this Project	\$42,979.51
				Total this Report	\$42,979.51



SRF Consulting Group, Inc.
 3701 Wayzata Boulevard, Suite 100
 Minneapolis, MN 55416-3791

P. 763.475.0010
 F. 1.866.440.6364

INVOICE

Invoice Date: November 30, 2021
 Invoice No: 14344.00 - 4

Attention: Accounts Payable
 Resource Systems Group, Inc.
 55 Railroad Row
 White River Junction, VT 05001

Email: AccountsPayable@rsginc.com
 Email: joann.lynch@rsginc.com

Re: St. Cloud Regional Household Travel Survey
 Project No. 21044
 Expiration Date: 12/31/2021

Professional Services for period ending November 30, 2021

Professional Personnel

	Hours	Amount	
Sr. Assoc./Planner	2.00	97.90	
Planner/Analyst	32.50	1,068.60	
Traffic Tech	4.00	78.00	
Admin. Assistant	.50	11.00	
Totals	39.00	1,255.50	
Overhead 163.67%		2,054.88	
Fee 12%		397.25	
Total Labor			3,707.63

Reimbursable Expenses

Mileage	78.40	
In-House Reproduction	80.00	
Meeting Expenses	385.35	
Total Reimbursables	543.75	543.75

Budget Status	Budget	Current	Prior	To-Date
Total Billings	19,959.48	4,251.38	11,665.12	15,916.50
Remaining				4,042.98

Total Amount Due this Invoice **\$4,251.38**

Billing Backup

Thursday, December 9, 2021

SRF Consulting Group, Inc.

Invoice 4 Dated 11/30/2021

9:09:55 AM

Professional Personnel

			Hours	Amount	
Sr. Assoc./Planner					
0924	Falkers, Stephanie	11/1/2021	.50	48.95	24.47
0924	Falkers, Stephanie	11/4/2021	1.50	48.95	73.43
Planner/Analyst					
1386	McNiel, Daniel	11/1/2021	1.50	32.88	49.32
1386	McNiel, Daniel	11/2/2021	2.00	32.88	65.76
1386	McNiel, Daniel	11/3/2021	2.00	32.88	65.76
1386	McNiel, Daniel	11/4/2021	3.00	32.88	98.64
1386	McNiel, Daniel	11/5/2021	3.00	32.88	98.64
1386	McNiel, Daniel	11/8/2021	2.00	32.88	65.76
1386	McNiel, Daniel	11/9/2021	7.00	32.88	230.16
1386	McNiel, Daniel	11/10/2021	1.00	32.88	32.88
1386	McNiel, Daniel	11/11/2021	1.00	32.88	32.88
1386	McNiel, Daniel	11/15/2021	1.00	32.88	32.88
1386	McNiel, Daniel	11/16/2021	2.50	32.88	82.20
1386	McNiel, Daniel	11/17/2021	1.00	32.88	32.88
1386	McNiel, Daniel	11/18/2021	2.00	32.88	65.76
1386	McNiel, Daniel	11/22/2021	1.00	32.88	32.88
1386	McNiel, Daniel	11/23/2021	2.50	32.88	82.20
Traffic Tech					
1495	Ierien, Natalie	11/8/2021	2.00	19.50	39.00
1495	Ierien, Natalie	11/15/2021	1.50	19.50	29.25
1495	Ierien, Natalie	11/16/2021	.50	19.50	9.75
Admin. Assistant					
1504	Martin, Justin	11/8/2021	.50	22.00	11.00
Totals			39.00		1,255.50
Overhead 163.67%					2,054.88
Fee 12%					397.25
Total Labor					3,707.63

Reimbursable Expenses

Mileage					
EX 0022795	11/9/2021	McNiel, Daniel / 140.00 miles @ 0.56			78.40
In-House Reproduction					
AP 109872	11/30/2021	☐ Copy Duplication / Copies			80.00
Meeting Expenses					
EX 0022795	11/9/2021	☐ McNiel, Daniel			45.00
EX 0022795	11/11/2021	☐ McNiel, Daniel			340.35
Total Reimbursables					543.75

Total this Project \$4,251.38

Total this Report \$4,251.38



Monthly Progress Report

SRF No. 14344.00

To: Joann Lynch, Senior Consultant
Resource Systems Group

From: Paul Morris, Principal

Date: December 7, 2021

Subject: Saint Cloud Regional Household Travel Survey

This progress report outlines work performed, issues encountered, and milestones achieved during the previous month. Please contact me at pmorris@srfconsulting.com or 763-452-4773 with any questions or concerns.

Work Performed

Task 1: Develop Survey Design & Methodology

- Participated in consultant team kickoff meeting to outline project goals and process.
- Identified an initial list of community-based organizations to include in outreach activities to recruit hard-to-reach survey respondents.
- Participated in APO meeting to discuss CBOs and outreach plan.
- Assisted with the creation of the outreach plan.
- Assisted with the finalization of materials and communications for CBO outreach.

Task 2: Conduct Survey

- Completed calls and coordination with CBOs to recruit assistance with outreach.
- Organized and executed physical flyer and project information posters, and placed them with CBOs throughout the APO.
- Coordinated promotional materials, including social media posts.
- Organized and facilitated pop-up events to engage students and encourage survey participation.
- Coordinated physical promotional displays at specific locations, including newspaper ads and digital signs at the University.

Task 4: Prepare Survey Documentation & Analysis

- Began to summarize survey activities.

Issues Encountered

- The rate that targeted samples were gathered was slower than anticipated. In an effort to increase participation, additional promotional efforts and in-person engagement events were held.

Milestones Achieved

- The outreach plan and CBO list were completed in the month of September.
- All CBO outreach activities were completed in the months of October and November.

11/30/2021

MPLS

Project #	Phase	Type	Values	
			Tot Pages	Tot Cost
11381.01	Z0270	C	5	\$ 1.25
12391.00	260	BW	83	\$ 8.30
		C	82	\$ 20.50
12510.00	120	BW	1,330	\$ 133.00
13448.00	290	C	1	\$ 0.25
13480.00	90	BW	4	\$ 0.40
14285.00	80	BW	4	\$ 0.40
14344.00	260	C	320	\$ 80.00
14677.00	F0260	C	2,240	\$ 560.00
14373.PP		2 BW	16	\$ 1.60
(blank)	(blank)	(blank)		\$ -
Grand Total			4,085	\$ 805.70

SCSU_Atwood Memorial Center--St. Cloud State
Conference and Scheduling Office #134
720 Fourth Avenue South
St. Cloud MN 56301-4498
320-308-2905 / 320-308-5190

14344 - McNiel

Invoice

<u>Group</u>	<u>Invoice Number: CSO56627</u>
Dan McNiel	Invoice Date: 11/5/2021
SRF Consulting	Due Date: 12/5/2021
1620 Marshall Street NE	Event Name: St. Cloud APO Regional Mobility Survey
Minneapolis, MN	Reservation No.: 2021437
USA	

Bookings / Details	Quantity	Price	Amount
--------------------	----------	-------	--------

Payment is due 30 days from the INVOICE DATE. Interest of 1.5% per month is charged on all overdue balances. Make checks payable to AMC and send to the address above, attention "Accounts Payable." PLEASE INCLUDE INVOICE NUMBER ON ALL PAYMENTS.

Tuesday, November 9, 2021

10:00 AM - 2:00 PM St. Cloud APO Regional Mobility Survey (Confirmed) MISC SCSU_Atwood Kiosk 5			
Room Charge:	1	\$45.00	\$45.00
<hr/>			
	Subtotal		\$45.00
	Grand Total		\$45.00



Benton County News - Country Acres
Sauk Centre Herald - The Star Post
Sauk Rapids Herald - Star Shopper

522 SINCLAIR LEWIS AVE - SAUK CENTRE, MN 56378
320-352-6577 - 877-396-6577 - fax 320-352-5647

BILL TO
SRF CONSULTING GROUP

Invoice

Date 11/30/2021
Invoice # 199188
Balance Due \$340.35

Return the top portion of this invoice with payment.

Retain the bottom portion for your records.

DESCRIPTION	PAPER DATE	PAGE #	AMOUNT
21" Sauk Rapids Herald Box Ad -	11/06/21		280.35
Sauk Rapids Herald color charge	11/06/21		60.00
Sales tax			0.00
For current balance on your account, please see statement.			Total \$340.35
PLEASE SEND PAYMENT TO: STAR PUBLICATIONS, LLC 522 SINCLAIR LEWIS AVENUE, SAUK CENTRE, MN 56378 320-352-6577			Payments/Credits \$0.00
			Balance Due \$340.35

Due on receipt. Finance charge of 1.5% per month added to all accounts due over 30 days.

Invoice # 199188

Payment Receipt

Star Publications AR

522 Sinclair Lewis Ave.
Sauk Centre, MN 56378

14344 - Paid 11/11

Received From
SRF CONSULTING GROUP 1620 MARSHALL ST NE MINNEAPOLIS MN 55413

Date	11/4/2021
Payment Method	Credit Card
Check/Ref No	6715517129

Payment Amount	\$340.35
Total Amount Due	\$0.00

Invoices Paid

Date	Invoice Number	Amount Due	Amount Applied
11/30/2021	199188	\$340.35	\$340.35

Yellowwood Design Farm

667 Bean Road
Charlotte, VT 05445 US
+1 8025981129
kristen@yellowwooddesignfarm.com
www.yellowwooddesignfarm.com



INVOICE

BILL TO
RSG, Inc
55 Railroad Row
White River Junction, VT
05001

INVOICE 2135
DATE 11.02.2021
TERMS Due on receipt
DUE DATE 11.02.2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Design	Project #21044 Saint Cloud Area Planning Organization - CBO letter: conversion to Spanish and Somali			270.00

BALANCE DUE **\$270.00**



SRF Consulting Group, Inc.
3701 Wayzata Boulevard, Suite 100
Minneapolis, MN 55416-3791

P. 763.475.0010
F. 1.866.440.6364

INVOICE

Invoice Date: October 31, 2021
Invoice No: 14344.00 - 3

Attention: Accounts Payable
Resource Systems Group, Inc.
55 Railroad Row
White River Junction, VT 05001

Email: AccountsPayable@rsginc.com
Email; joann.lynch@rsginc.com

Re: St. Cloud Regional Household Travel Survey
Project No. 21044
Expiration Date: 12/31/2021

Professional Services for period ending October 31, 2021

Professional Personnel

	Hours	Amount	
Sr. Assoc./Planner	10.50	513.98	
Sr. Planner/Analyst	2.00	73.14	
Planner/Analyst	34.50	1,134.36	
Traffic Tech	3.00	58.50	
Totals	50.00	1,779.98	
Overhead 163.67%		2,913.29	
Fee 12%		563.19	
Total Labor			5,256.46

Reimbursable Expenses

Mileage		99.68	
In-House Reproduction		58.50	
Project Supplies		197.06	
Total Reimbursables		355.24	355.24

Budget Status	Budget	Current	Prior	To-Date
Total Billings	19,959.48	5,611.70	6,053.42	11,665.12
Remaining				8,294.36

Total Amount Due this Invoice **\$5,611.70**

Billing Backup

Tuesday, November 9, 2021

SRF Consulting Group, Inc.

Invoice 3 Dated 10/31/2021

8:43:36 AM

Professional Personnel

			Hours	Amount	
Sr. Assoc./Planner					
0924	Falkers, Stephanie	10/7/2021	1.00	48.95	48.95
0924	Falkers, Stephanie	10/13/2021	.50	48.95	24.48
0924	Falkers, Stephanie	10/14/2021	1.00	48.95	48.95
0924	Falkers, Stephanie	10/15/2021	1.00	48.95	48.95
0924	Falkers, Stephanie	10/20/2021	2.00	48.95	97.90
0924	Falkers, Stephanie	10/21/2021	2.00	48.95	97.90
0924	Falkers, Stephanie	10/25/2021	1.00	48.95	48.95
0924	Falkers, Stephanie	10/26/2021	1.00	48.95	48.95
0924	Falkers, Stephanie	10/28/2021	1.00	48.95	48.95
Sr. Planner/Analyst					
1320	Berner, Brittany	10/5/2021	2.00	36.57	73.14
Planner/Analyst					
1386	McNiel, Daniel	10/6/2021	1.50	32.88	49.32
1386	McNiel, Daniel	10/7/2021	.50	32.88	16.44
1386	McNiel, Daniel	10/11/2021	2.00	32.88	65.76
1386	McNiel, Daniel	10/12/2021	2.00	32.88	65.76
1386	McNiel, Daniel	10/13/2021	1.50	32.88	49.32
1386	McNiel, Daniel	10/14/2021	1.50	32.88	49.32
1386	McNiel, Daniel	10/15/2021	3.00	32.88	98.64
1386	McNiel, Daniel	10/18/2021	5.00	32.88	164.40
1386	McNiel, Daniel	10/19/2021	8.00	32.88	263.04
1386	McNiel, Daniel	10/20/2021	3.00	32.88	98.64
1386	McNiel, Daniel	10/21/2021	1.00	32.88	32.88
1386	McNiel, Daniel	10/25/2021	2.00	32.88	65.76
1386	McNiel, Daniel	10/27/2021	2.00	32.88	65.76
1386	McNiel, Daniel	10/28/2021	1.50	32.88	49.32
Traffic Tech					
1495	Ierien, Natalie	10/19/2021	2.00	19.50	39.00
1495	Ierien, Natalie	10/20/2021	.50	19.50	9.75
1495	Ierien, Natalie	10/25/2021	.50	19.50	9.75
Totals			50.00	1,779.98	
Overhead 163.67%				2,913.29	
Fee 12%				563.19	
Total Labor					5,256.46

Reimbursable Expenses

Mileage					
EX 0022645	10/19/2021	McNiel, Daniel / 178.00 miles @ 0.56		99.68	
In-House Reproduction					
AP 109599	10/31/2021	☞ Copy Duplication / Copies		58.50	
Project Supplies					
EX 0022645	10/18/2021	☞ McNiel, Daniel / Items for CBO Outreach Event		197.06	
Total Reimbursables				355.24	355.24
				Total this Project	\$5,611.70
Total this Report					\$5,611.70

10/31/2021

MPLS

Project #	Phase	Type	Values	
			Tot Pages	Tot Cost
9398.00	0019B	BW	6	\$ 0.60
10200.02	270	C	554	\$ 138.50
11432.00	Z0240	BW	6	\$ 0.60
12510.00	120	BW	41	\$ 4.10
13074.00	60	BW	10	\$ 1.00
		C	5	\$ 1.25
13155.00	W0270	BW	6	\$ 0.60
13868.00	260	C	24	\$ 6.00
14110.00	260	C	462	\$ 115.50
14265.00	40	C	5	\$ 1.25
14285.00	80	C	2	\$ 0.50
14344.00	260	C	234	\$ 58.50
14358.00	20	BW	300	\$ 30.00
14583.00	280	BW	135	\$ 13.50
		C	81	\$ 20.25
14661.00	60	BW	5	\$ 0.50
		C	21	\$ 5.25
14708.00	280	C	79	\$ 19.75
14860.00	120	BW	10	\$ 1.00
14895.00	290	C	1	\$ 0.25
14918.00	90	BW	52	\$ 5.20
14960.00	240	C	30	\$ 7.50
14968.00	240	C	1,310	\$ 327.50
15070.PP	2	C	150	\$ 37.50
15095.PP	2	C	280	\$ 70.00
(blank)	(blank)	(blank)		\$ -
Grand Total			3,809	\$ 866.60



Print/Copy Log

Month of Oct-2021

(BW) 8.5x11 B&W: \$0.10/pg (C) 8.5x11 Color: \$0.25/pg (BP) Mylar or Blueprint: \$1.00/pg

Date	Project #	Phase	Description	# of Pages	Type (BW, C, or BP)	Initials
10/11						
10/10	14265	00040	Verand Figures	5	C	EES
10/12	13155	W0270	ded ramps	6	BW	JMP
10/13	14708	00280	Field Maps	8	C	LAB
10/13	14708	00280	Field Maps	24	C	CRS
10/14	14860	00120	11x17 Pages	10	BW	WTG
10/18	¹²⁵¹⁰ 12510	00120	Supere plans	20	BW	DGB
10/16	14344	00260	Handouts	234	C	JWM
10/21	14358	00020	photo bys	300	BW	MTB
10/21	12510	00120	parcel g n	6	BW	DGB
10/22	12510	00120	profiles	9	BW	DGB
10/28	14285	00080	layouts	2	C	EES
10/29	14918	00090	spreadsheet for field	4	BW	BPR
10/29	14918	00090	const plans	40	BW	BPR
10/29	9398	0019B	const plans	6	BW	BPR



Print/Copy Log

Month of Oct. 2021

(BW) 8.5x11 B&W: \$0.10/pg (C) 8.5x11 Color: \$0.25/pg (BP) Mylar or Blueprint: \$1.00/pg

Date	Project #	Phase	Description	# of Pages	Type (BW, C, or BP)	Initials
10/1	13568	00260	Postcards	24	C	JWM
10/4	14968	00240	Charts	900	C	JWM
10/4	00002	00033	Brochures	190	BP	JWM
10/4	14968	00240	Handouts	395	C	JWM
10/6	14583	00280	Wetland TER meeting	216	81 C / BW ¹³⁵	CMF
10/7	13074	00000	Wetland Delineation	15	5 C / BW ¹⁰	NMZ
10/7	14661	00060	Wetland Delineation	76	5 BW / 21 C	NMZ
10/12	15095	PP 2	Proposal	290	C	JWM
10/13	11432	Z0240	TMS Plans	6	BW	DLR
10/14	10200.02	00260 ⁰⁰²⁷⁰	Flyers	320	C	JWM
10/14	10200.02	00270	Poster - Vax	4	C	Jme
10/14	10200.02	00260 ⁰⁰²⁷⁰	Postcards	200	C	JWM
10/18	14968	0240	Handouts outreach	15	C	Sgw
10/20	14110	00260	Handouts	212	C	JWM
10/21	14110	00260	Surveys	250	C	JWM
10/21	15070	PP 2	Proposal	150	C	JWM
10/29	14918	RP ⁰⁰⁰⁹⁰	Fieldwork Tables	118 8	BW	BPR

Products Guarantee
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for s

Office DEPOT OfficeMax[®]

MINNEAPOLIS - (612) 781-0154
10/18/2021 2:56 PM



SALE 6443-2-8915-318134-21.9
825265 PIN, PUSH, 200CT
2 @ 8.49 16.98

You Pay 16.98

633648 ENV, PLN, #6, 100 10.49
580450 POSTCARD, LASER
5 @ 30.99 154.95

You Pay 154.95

Subtotal: 182.42

Sales Tax: 14.64

Total: 197.06

Amex 1016: 197.06

AUTH CODE 824123
TDS Chip Read
AID A000000025010801 AMERICAN EXPRESS
TVR 0000008000
CVS No Signature Required

Project 14344

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and enter the survey code below:

161M NWF8 7DKA



Monthly Progress Report

SRF No. 14344.00

To: Joann Lynch, Senior Consultant
Resource Systems Group

From: Paul Morris, Principal

Date: November 6, 2021

Subject: Saint Cloud Regional Household Travel Survey

This progress report outlines work performed, issues encountered, and milestones achieved during the previous month. Please contact me at pmorris@srfconsulting.com or 763-452-4773 with any questions or concerns.

Work Performed

Task 1: Develop Survey Design & Methodology

- Participated in consultant team kickoff meeting to outline project goals and process.
- Identified an initial list of community-based organizations to include in outreach activities to recruit hard-to-reach survey respondents.
- Participated in APO meeting to discuss CBOs and outreach plan.
- Assisted with the creation of the outreach plan.
- Assisted with the finalization of materials and communications for CBO outreach.

Task 2: Conduct Survey

- Completed calls and coordination with CBOs to recruit assistance with outreach.
- Organized and executed physical flyer and project information posters, and placed them with CBOs throughout the APO.
- Coordinated promotional materials, including social media posts.

Task 4: Prepare Survey Documentation & Analysis

- No work performed on this task to-date.

Issues Encountered

None at this time.

Milestones Achieved

The outreach plan and CBO list were completed in the month of September.

Document1

WestGroup Research
3033 N. 44th St., Ste 150
Phoenix, AZ 85018
(602)707-0050
www.westgroupresearch.com



BILL TO

Resource Systems Group, Inc. (RSG)
Attn: Accounts Payable
55 Railroad Rd.
White River Junction, VT
05001

INVOICE 23135

DATE 11/30/2021 TERMS Net 30

DUE DATE 12/30/2021

WGR JOB #
1303-013

PROJ. DIRECTOR
Kathy DeBoer

ACTIVITY

AMOUNT

Telephone
St. Cloud HTS
2 of 2 Invoices

5,636.85

FEIN: 47-3428456

Balances outstanding over 30 days from date of invoice are subject to a 1.5% per month finance charge.

Payments by credit card are subject to a 3% surcharge.

TOTAL DUE

\$5,636.85

St. Cloud HTS November 2021 Progress Report

Calls Scheduled

- 39 Priority 1-3 Calls Given

Calls/Emails Completed

- 36 Priority 1-3 Calls attempted/made
- 87 inbound calls/voicemails received and returned
- 0 inbound emails (Zendesk) handled

St. Cloud HTS INVOICE #2: November 2021

Firm Name: WestGroup LLC

		2021		November	Project Invoiced		Remaining
	Title/Role on Project	Loaded Rate	# Hours	Total Cost	To-date	Contract Amt	Budget
Kathryn DeBoer	Principle	\$299.52	5.00	\$1,497.60	\$2,096.64		
Kelli Tyler	Sr. Project Manager	\$194.25	13.00	\$2,525.25	\$4,273.50		
Travel Survey Coordinators	Support staff	\$37.85	40.00	\$1,514.00	\$8,383.78		
	TOTAL Hours			\$5,536.85	\$14,753.92	\$ 15,000.00	\$246.08

List other direct costs (if any):

	Cost
Monthly Translation Svc Fee	\$100.00
Toll Free number	\$0.00

Total November Invoice \$5,636.85

TREMENDOUS

Invoice #: **AZY-25222**

PO #: **St Cloud Physical 11/4/2021**

Date:
November 4, 2021

Bill to
RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details
GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo
No memo

Invoice AZY-25222

Rewards sent: 15

Total Load	\$245.00
Purchase Fees	\$0.00
Discount	(\$8.56)
Total Amount Due	\$236.44

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

Invoice #: HVQ-69623

PO #: St Cloud eCards 11/4/2021

Date:

November 4, 2021

Bill to

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details

GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo

No memo

Invoice HVQ-69623

Rewards sent: 108

Total Load	\$1,880.00
Purchase Fees	\$0.00
Discount	(\$94.00)
Total Amount Due	\$1,786.00

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

Invoice #: DES-63744

PO #: St Cloud eCards 11/11/2021

Date:

November 11, 2021

Bill to

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details

GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo

No memo

Invoice DES-63744

Rewards sent: 73

Total Load	\$1,820.00
Purchase Fees	\$0.00
Discount	(\$91.00)
Total Amount Due	\$1,729.00

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

Invoice #: LSG-37725

PO #: St Cloud physical 11/11/2021

Date:

November 11, 2021

Bill to

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details

GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo

No memo

Invoice LSG-37725

Rewards sent: 9

Total Load	\$210.00
Purchase Fees	\$0.00
Discount	(\$7.31)
Total Amount Due	\$202.69

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address

Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address

Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support

clients@tremendous.com

TREMENDOUS

Invoice #: **CCZ-94389**

PO #: **St Cloud eCards 11/18/2021**

Date:

November 18, 2021

Bill to

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details

GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo

No memo

Invoice CCZ-94389

Rewards sent: 31

Total Load	\$865.00
Purchase Fees	\$0.00
Discount	(\$43.25)
Total Amount Due	\$821.75

Payment terms: due upon receipt

Please reference the invoice number with your payment.

Mailing Address

Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address

Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support

clients@tremendous.com

TREMENDOUS

Invoice #: SXH-76994

PO #: St Cloud physical 11/18/2021

Date:

November 18, 2021

Bill to

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details

GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo

No memo

Invoice SXH-76994

Rewards sent: 3

Total Load	\$75.00
Purchase Fees	\$0.00
Discount	(\$2.61)
Total Amount Due	\$72.39

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

Invoice #: WFY-66453

PO #: St Cloud Physical 11/25/2021

Date:
December 2, 2021

Bill to
RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details
GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo
No memo

Invoice WFY-66453

Rewards sent: 3

Total Load	\$70.00
Purchase Fees	\$0.00
Discount	(\$2.44)
Total Amount Due	\$67.56

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

TREMENDOUS

Invoice #: WMF-24627

PO #: St Cloud eCards 11/25/2021

Date:

December 2, 2021

Bill to

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details

GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo

No memo

Invoice WMF-24627

Rewards sent: 14

Total Load	\$400.00
Purchase Fees	\$0.00
Discount	(\$20.00)
Total Amount Due	\$380.00

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address

Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address

Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support

clients@tremendous.com

TREMENDOUS

Invoice #: ELS-83578

PO #: St Cloud eCards 12/9/2021

Date:

December 9, 2021

Bill to

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details

GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo

No memo

Invoice ELS-83578

Rewards sent: 5

Total Load	\$75.00
Purchase Fees	\$0.00
Discount	(\$3.75)
Total Amount Due	\$71.25

Payment terms: due upon receipt

Please reference the invoice number with your payment.

Mailing Address

Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address

Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support

clients@tremendous.com



Progress Report

TO: Saint Cloud Area Planning Organization (APO)
FROM: RSG
DATE: December 20, 2021
SUBJECT: Progress report for work performed on the Saint Cloud APO Regional Household Travel Survey

Reporting period: November 1, 2021 – November 30, 2021

Summary of work performed: During November 2021, the consultants (RSG and SRF) and client team (Saint Cloud APO) continued work on the Saint Cloud Regional Household Travel Survey. Tasks included quality assurance and control planning, survey administration, as well as work on data processing and project documentation.

Progress this period:

- Prepared for and conducted project team meetings between RSG and the APO.
- Continued survey outreach and engagement work with SRF.
- Performed QA/QC on survey responses and monitored the survey database.
- Completed fielding the household travel survey.
- Continued providing user support.
- Distributed participant incentives.
- Continued coordination with survey subcontractors including the printer, call center, and incentives vendor.
- Continued coordination with graphics vendor to develop additional public engagement materials for project outreach.
- Implemented further changes to the survey design and incentive offerings to address low recruitment and low response from hard-to-reach populations.
- Continued work on project documentation.
- Continued data processing work.
- Began advisory work on O-D data use.

Planned for next period:

- Prepare for and conduct weekly project meetings between RSG and the APO.

- Complete user support.
- Complete work on project documentation.
- Complete processing survey data.
- Complete advisory work on O-D data use.

SA 11/30



INVOICE

Invoice Number 1860271
Invoice Date November 30, 2021
Purchase Order 193805079
Customer Number 160376
Project Number 193805079

APPROVED

Bill To

St. Cloud Area Planning Organization
 Brian Gibson
 1040 County Road 4
 St. Cloud MN 56303
 United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project **Mississippi River Bridge Planning Update (2020)**
 Project Manager Carlson, Phil For Period Ending **November 12, 2021**
 Current Invoice Total (USD) 4,301.88

Top Task 200 **Bridge Planning Study**
Low Task 200.001 **Project Management**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Carlson, Philip J (Phil)	1.50	176.02	264.03
Subtotal Professional Services	<u>1.50</u>		<u>264.03</u>

Low Task Subtotal **Project Management** 264.03

Low Task 200.003 **Purpose, Goals, and Objectives**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Bolstad, Angela (Angie)	1.25	113.35	141.69
Maahs-Henderson, Theresa M	1.00	159.28	159.28
Carlson, Philip J (Phil)	1.50	175.98	263.97
Subtotal Professional Services	<u>3.75</u>		<u>564.94</u>

Low Task Subtotal **Purpose, Goals, and Objectives** 564.94

Low Task 200.004 **Explore Alternatives**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Polacek, Joseph D	2.00	83.12	166.24
Nallapaneni, Anushree	13.00	98.89	1,285.52
Sackaroff, Amy C	6.00	169.80	1,018.80
Meyer, Todd	4.50	222.74	1,002.35
Subtotal Professional Services	<u>25.50</u>		<u>3,472.91</u>

Invoice Number	1860271
Invoice Date	November 30, 2021
Purchase Order	193805079
Customer Number	160376
Project Number	193805079

193805079



Low Task Subtotal	Explore Alternatives	3,472.91
Top Task Subtotal	Bridge Planning Study	4,301.88
	Total Fees & Disbursements	4,301.88
	INVOICE TOTAL (USD)	4,301.88

Due upon receipt or in accordance with terms of the contract

Billing Backup

Date	Project	Task	Expend Type	Employee/Supplier	Quantity	Cost Rate	Total Cost	Indirect	Fee 12%	Bill Amount	Comment	AP Ref. #
2021-10-21	193805079	200.001	Direct - Regular	CARLSON, PHILIP J (PHIL)	0.50	62.30	31.15	47.43	9.43	88.01	REVIEW BUDGET AND INVOICES, PREPARE PROGRESS MEMO	
2021-11-01	193805079	200.001	Direct - Regular	CARLSON, PHILIP J (PHIL)	0.50	62.30	31.15	47.43	9.43	88.01	REVIEW BUDGET AND TASKS, DISCUSS WITH STAFF	
2021-11-12	193805079	200.001	Direct - Regular	CARLSON, PHILIP J (PHIL)	0.50	62.30	31.15	47.43	9.43	88.01	DISCUSS NEXT STEPS, SET MEETING WITH STAFF	
Total Labor:					1.50					\$264.03		
Total subTask 200.001					1.50					\$264.03		
2021-10-25	193805079	200.003	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	0.75	40.12	30.09	45.81	9.11	85.01	ENVIRONMENTAL CONSIDERATIONS MEETING	
2021-10-26	193805079	200.003	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	0.50	40.12	20.06	30.55	6.07	56.68	ENVIRONMENTAL CONSIDERATIONS COMMENTS AND DISCUSSION	
2021-10-20	193805079	200.003	Direct - Regular	CARLSON, PHILIP J (PHIL)	0.25	62.28	15.57	23.71	4.71	43.99	DISCUSS ALTERNATIVES WITH STAFF	
2021-10-21	193805079	200.003	Direct - Regular	CARLSON, PHILIP J (PHIL)	0.25	62.28	15.57	23.71	4.71	43.99	DISCUSS ALTERNATIVES WITH STAFF	
2021-10-25	193805079	200.003	Direct - Regular	CARLSON, PHILIP J (PHIL)	1.00	62.29	62.29	94.84	18.86	175.99	DISCUSS WEST SIDE DEVELOPMENT AND INTERSECTION OPTIONS WITH STAFF, EMAILS	
2021-10-20	193805079	200.003	Direct - Regular	MAAHS-HENDERSON, THERESA M	0.50	56.38	28.19	42.92	8.53	79.64	MEET TO DISCUSS ALTERNATIVE DEVELOPMENT	
2021-10-25	193805079	200.003	Direct - Regular	MAAHS-HENDERSON, THERESA M	0.50	56.38	28.19	42.92	8.53	79.64	MEET WITH AMY SACKROFF TO DISCUSS ALTERNATIVES	
Total Labor:					3.75					\$564.84		
Total subTask 200.003					3.75					\$564.84		
2021-10-11	193805079	200.004	Direct - Regular	MEYER, TODD	0.50	78.84	39.42	60.02	11.93	111.37	TEAM COORDINATION	
2021-10-18	193805079	200.004	Direct - Regular	MEYER, TODD	0.50	78.84	39.42	60.02	11.93	111.37	TEAM COORD / CONCEPT PLANS	
2021-10-20	193805079	200.004	Direct - Regular	MEYER, TODD	1.00	78.84	78.84	120.04	23.87	222.75	TEAM COORD / CONCEPT PLANS	
2021-10-26	193805079	200.004	Direct - Regular	MEYER, TODD	0.50	78.84	39.42	60.02	11.93	111.37	TEAM COORDINATION / REDEVELOPMENT CONCEPTS	
2021-10-27	193805079	200.004	Direct - Regular	MEYER, TODD	1.00	78.84	78.84	120.04	23.87	222.75	TEAM COORDINATION / REDEVELOPMENT CONCEPTS	
2021-11-05	193805079	200.004	Direct - Regular	MEYER, TODD	0.50	78.84	39.42	60.02	11.93	111.37	PLAN REVIEW / TEAM COORDINATION	
2021-11-12	193805079	200.004	Direct - Regular	MEYER, TODD	0.50	78.84	39.42	60.02	11.93	111.37	PLAN REVIEW / TEAM COORDINATION	
2021-10-19	193805079	200.004	Direct - Regular	NALLAPANANI, ANUSHREE	1.00	35.00	35.00	53.29	10.60	98.89	PROJECT TEAM MEETING	
2021-10-21	193805079	200.004	Direct - Regular	NALLAPANANI, ANUSHREE	3.00	35.00	105.00	159.87	31.78	296.66	BASE MAP AND CAD DRAWING	
2021-10-22	193805079	200.004	Direct - Regular	NALLAPANANI, ANUSHREE	6.00	35.00	210.00	319.74	63.57	593.31	PLAN ALTERNATIVES IN CAD DRAWING	
2021-10-25	193805079	200.004	Direct - Regular	NALLAPANANI, ANUSHREE	3.00	35.00	105.00	159.87	31.78	296.66	OPTION A PLAN DRAFTING IN RHINO	
2021-10-21	193805079	200.004	Direct - Regular	POLACEK, JOSEPH D	2.00	29.42	58.84	89.59	17.81	166.24	BASE MAPPING AND COORDINATION	
2021-10-19	193805079	200.004	Direct - Regular	SACKAROFF, AMY C	2.00	60.10	120.20	183.01	36.39	339.60	TEAM MEETING, PROJECT FAMILIARIZATION	
2021-10-20	193805079	200.004	Direct - Regular	SACKAROFF, AMY C	1.00	60.10	60.10	91.51	18.19	169.80	PROJECT FAMILIARIZATION; SITE LAYOUT CONCEPTS	
2021-10-21	193805079	200.004	Direct - Regular	SACKAROFF, AMY C	2.00	60.10	120.20	183.01	36.39	339.60	PROJECT FAMILIARIZATION; CONCEPTUAL SITE LAYOUT	
2021-10-25	193805079	200.004	Direct - Regular	SACKAROFF, AMY C	1.00	60.10	60.10	91.51	18.19	169.80	COORDINATION MEETING TO REVIEW SACKAROFF NOTES ON ALTERNATIVES AND CIRCULATION	
Total Labor:					25.50					\$3,472.91		
Total subTask 200.004					25.50					\$3,472.91		
Total Top Task 200					30.75					\$4,301.88		
Total Project					30.75					\$4,301.88		



733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

St. Cloud APO Mississippi River Bridge Planning Study

Progress Report

TO: Brian Gibson, St. Cloud APO
FROM: Phil Carlson, AICP, Senior Planner, Stantec
DATE: November 30, 2021
RE: Mississippi River Bridge Planning Study, Monthly Progress Report 10-9-2021 to 11-12-2021

This is our monthly progress report from Stantec for work on the St. Cloud APO Mississippi River Bridge Planning Study.

PROGRESS TO DATE

The attached invoice for \$4,301.88 covers work performed from 10-9-2021 to 11-12-2021. A small amount of the work is on Task 200.001 Project Management, with the rest on Task 200.003 Purpose, Goals & Objectives and Task 200.004 Explore Alternatives.

Task 200.001 Project Management

Our work on this task involved reviewing invoices and preparing the progress memo.

Task 200.003 Purpose, Goals & Objectives

Our work on this task involved internal meeting to discuss the design criteria and alternatives for redevelopment on the west side of the river.

Task 200.004 Explore Alternatives

Our work on this task involved discussing and preparing redevelopment concepts for the west side of the river. We are still in the third phase chronologically, but we needed to look at development concepts in order to finalize the criteria, which makes more sense to enter this time in the fourth phase.

Our intent is to develop the criteria for all four segments of the corridor by the end of December, ready to share with stakeholders and the community in January.



November 30, 2021
Brian Gibson, St. Cloud APO
Page 2 of 2

Mississippi River Bridge Planning Study – Progress Report

BUDGET

With the attached invoice we have now billed the APO a total of \$100,621 for the study, with budget and actual charges billed to date summarized below.

	<i>Budget</i>	<i>Billed</i>
Task 1 Project Management	\$6,123	\$7,083
Task 2 Background & Analysis	\$48,009	\$72,463
Task 3 Purpose, Goals	\$26,718	\$17,603
Task 4 Explore Alternatives	<u>+ \$33,341</u>	<u>+ \$ 3,473</u>
Total	\$114,191	\$100,621

* Note: totals may vary slightly from actual invoices, due to rounding



SAINT CLOUD AREA PLANNING ORGANIZATION

November 2021

CPG Grant/MnDOT Contract: **1035521**, Federal Award ID# **SC20(110)**, CFDA **20.205**,

Subrecipient DUNS Number: **096487087**

State Grant/MnDOT Contract #: **1035501**

100 – Administration & Overhead (Total Hours: 285.5)

101 = 53 staff hours (*Gen Agency Admin*)

Exec Director: Received emails, reviewed, and responded as necessary. Received and reviewed invoices and bills and approved them. Reviewed and approved staff timesheets. Received and followed up on phone calls. Completed timesheets. Received and reviewed biweekly payroll reports and distributed pay stubs. uploaded to accountants fileshare site; opened and processed mail. Performed other general administrative tasks.

Admin Asst: Received and reviewed emails, and responded as necessary. Picked up, opened, stamped, and prepared invoices/bills for approval by Exec Director. Process timesheets. Uploaded approved staff timesheets to Accountant's website. Post office to mail Policy Board Agenda. Deposit check at bank.

Sr. Planner: Cleaning out emails, Timesheet

Assoc Planner: Go through emails from vacation time. On-boarding process of new hire, Aflac update.

Planning Tech: Paperwork for new hiring/ SOP's

102 = 48.25 staff hours (*Human Resources & Personnel*)

Exec Director: Coordinating with Planning Technician candidates for interviews; interviewing candidates for Planning Technician position; reviewed cumulative staff hours and advised staff on remaining tasks; made offer to candidate for Planning technician position; notified unsuccessful candidates; negotiated start date with new hire and discussed COVID plan and working from home; reviewed BCBS renewal options and selected coverage for 2022; searched for and found all updated forms for on-boarding new employees and provided to JS along with explanations; responded to request from unsuccessful candidate for feedback on interview and selection process; provided 2022 insurance information to all staff members; scheduled enrollment date for all staff members. Discussed onboarding process for new staff member; met with AFLAC rep regarding 2022 rates and coverages for staff; updating FS's old computer in preparation for JS to start on 11/29; on-boarding process for JS; met with insurance rep regarding 2022 premiums.

Sr. Planner: Conducting interviews with planning technician candidates, contacting Steve about health insurance payment to APO. Meeting with Alex and Brian to discuss onboarding procedures for James, AFLAC meeting with Deb to discuss benefits.

Assoc. Planner: Interview for the Planning Technician Position.

103 = 0 staff hours (*Bldg Mgmt & Maintenance*)

No Activities were completed in this Reporting Period.

104 = 5.5 staff hours (*Staff Development & Training*)

Exec Dir: researched Title VI and Title II potential training materials for staff.

Sr Planner: FHWA webinar on active transportation funding.

Assoc Planner: Active Transportation Funding and Finance Toolkit Webinar.

105 = 72 staff hours (*Holiday – Veterans Day, Thanksgiving*)

106 = 95 staff hours (*Vacation*)

107 = 11.5 staff hours (*Sick Leave*)

200 – Budget & Unified Planning Work Program (UPWP) (Total Hours:1)

201 = 1 staff hour (*Annual Budget & UPWP*)

Exec Director: Got Chair's signature on 2022 MnDOT grant agreements and provided to MnDOT

300 – Transportation Improvement Program (TIP) (Total Hours:21)

301 = 0 staff hours (*ATP Meetings & Subcommittees*)

No Activities were completed in this Reporting Period.

302 = 3.25 staff hours (*Annual TIP Development*)

Sr. Planner: Sending TAC information on the LPP program, reviewing the Letter of Intent for the City of Sartell's TA application, reviewing the Letter of Intent for the City of Waite Park's TA application, sending out the full TA applications to the cities of Sartell and Waite Park.

303 = 4.75 staff hours (*TIP Maintenance & Amendments*)

Sr. Planner: Updating the FY 2021-2024 TIP for the website after the approval of the Oct. 14 administrative modification, correcting the FY 2022-2025 TIP after notification that the proposed administrative modification for MnDOT 0502-115 is not needed, sending out emails to the TAC and Policy Board about the MnDOT admin mod not being processed and no need for a December Policy Board meeting, contacting Jeff Lenz/Brett Stark about possible administrative modifications to the FY 2022-2025 TIP for Benton County and Stearns County

304 = 13 staff hours (*TIP Project Monitoring & Annual Listing of Projects*)

Sr. Planner: Sending out ALOP information to jurisdictions, updating the ALOP information from the cities of St. Joseph and Sartell; sending emails to jurisdictions who have not submitted their ALOP forms to me, updating ALOP information from MnDOT, Stearns County, Sherburne County, Saint Cloud, and Saint Cloud APO, sending out additional reminders to Sauk Rapids and Sue Siemers (rural transit). Updating the ALOP lists with Metro Bus, WACOSA, and ConnectAbility of MN projects.

305 = 0 staff hours (*Regional Infrastructure Investment Plan Development*)

No Activities were completed in this Reporting Period.

400 - Transportation System Performance Monitoring (TSPM) Total Hours:20

401 = 20 staff hours (*Performance Measures, Data Collection, Analysis & Target Setting*)

Planning Tech/ Assoc Planner: Move active transportation counter from Island View Park to Lake Wobegon Trail Head in Saint Joseph and pick up other counter in Sartell. Move active transportation counter from Lake Wobegon Trail Head in Saint Joseph to Apollo Bridge in Saint Cloud, Update active transportation counters for Island View Park in Sauk Rapids and Lake Wobegon Trail Head in Saint Joseph, Update time travel reliability and freight reliability for APO and other MN MPOs, Move active transportation counter from Apollo Pedestrian Bridge in Saint Cloud to Lake Wobegon Trailhead in Waite Park, and put out PYRO counter on Pinecone Road in Sartell, Update active transportation spread sheet for Apollo Bridge. Move active transportation counter from River's Edge Park in Waite Park to CSAH 3 Trail in Sauk Rapids, Move PYRO counter from Pinecone Road Trail in Sartell to the Country Lights Festival in Sartell, Update active transportation spreadsheets, Move active transportation counter from CSAH 3 trail in Sauk Rapids to Lake Wobegon Trailhead in Saint Joseph.

402 = 0 staff hours (*Annual Transportation System Performance & Target Achievement Report*)

No Activities were completed in this reporting period.

500 – Planning Project Development (Total Hours:29.25)

501 = 1.75 staff hours (*Planning Assistance for Members*)

Sr. Planner: Age Friendly Community zoom call to discuss data collection efforts. Age Friendly Communities meeting with SCSU students to discuss survey techniques.

502 = 16 staff hours (*Consultant/Professional Services Procurement & Contracting*)

Exec Director: Re-evaluated RFP distribution list and updated with current MnDOT DBE firms; writing RFPs for 2022 consultant projects. Worked on RFPs for 2022 studies; met with consultant interested in 2022 RFPs.

503 = 11.5 staff hours (*Consultant Study Coordination*)

Exec Director: Coordination meeting with RSG; coordination meeting with SRF; spoke with interested prospective consultants about upcoming 2022 studies; received phone calls from citizens regarding travel survey stipend gift cards - chased down info and returned their calls; RSG coordination meeting. Participated in PMT 4 for SW Beltline Corridor Study; reviewed consultant-led planning studies for contract compliance, scheduling, and ability to complete by Dec. 31st.

Sr. Planner: Regional Household Travel Survey meeting

504 = 0 staff hours (*Grant Writing & Grant Support for Members*)

No Activities were completed in this Reporting Period.

600 – Metropolitan Transportation Plan (MTP) (Total Hours:116.5)

601 = 116.5 staff hours (*MTP Development & Maintenance*)

Sr. Planner: Sending follow up emails to the Boys and Girls Club about Visioning focus groups, closing out the MTP Visioning Surveys on SurveyMonkey, sending website updates to Brian on the MTP, beginning work on compiling the surveymonkey responses to the MTP Visioning process. Compiling photos of sidewalk clings, compiling social media posts pertaining to MTP Visioning, outlining the visioning white paper, sorting and categorizing the SurveyMonkey responses to the visioning question, writing/researching the visioning white paper.

Assoc. Planner: Fill in missing gaps for the Active Transportation Plan Chapters 1-4, Begin writing Chapter 5. Write Chapter 5.

Planning Tech: Learning MTP/reviewing for revisions.

610 – MTP – Active Transportation Planning (Total Hours:1)

611 = 1 staff hours (*Safe Routes to School; Active Transportation Planning Coordination & Technical Assistance*)

Assoc Planner: Pick up parent surveys to Oak Hill Elementary School and observe conditions on newly constructed Oak Grove Road.

612 = 0 staff hours (*Active Transportation Advisory Committee Coordination*)
No Activities were completed in this Reporting Period.

613 = 0 staff hours (*Regional Active Transportation Plan Development & Maintenance*)
No Activities were completed in this Reporting Period.

620 – MTP – Transit Planning (Total Hours: 1)

621 = 1 staff hours (*Transit Planning, Coordination & Technical Assistance*)

Sr. Planner: RAC meeting

622 = 0 staff hours (*Northstar Coordination*)
No Activities were completed in this Reporting Period.

630 – MTP – Freight Planning & Economic Vitality & Tourism (Total Hours: 2)

631 = 0 staff hours (*Freight Planning, Coordination & Technical Assistance*)
No Activities were completed in this Reporting Period.

632 = 2 staff hours (*Transportation-Related Economic Development Planning, Coordination & Technical Assistance*)

Exec Director: Continued researching linkages between transportation and economic development and how we might measure that linkage locally.

640 – MTP – Safety, Security & Environmental (Total Hours: 3.75)

641 = 3.75 staff hours (*Safety & Security Planning, Coordination & Technical Assistance*)

Sr. Planner: Developing a Doodle Poll for the Speed Limit Working Group, sending email out to Speed Limit Working Group about possible meeting; TZD meeting, sending out email updates to the TZD group about our meeting; typing up minutes from TZD meeting. Closing out Doodle Poll for Speed Limit Working Group and sending out Zoom invite.

642 = 0 staff hours (*Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis*)
No Activities were completed in this Reporting Period.

700 – Transportation Planning Coordination & Public Outreach (Total Hours: 30)

701 = 22 staff hours (*General Meeting Coordination & Attendance*)

Exec Director: Staff meetings; attended MPO Director's meeting.

Admin Asst: Staff Meeting.

Sr. Planner: Staff meeting, MPO directors meeting.

Assoc Planner: Staff meeting. Staff meeting to discuss on-boarding process of new employee.

Planning Tech: Staff meeting. Check in meeting for projects.

702 = 3.5 staff hours (*APO Committee and Board Meetings*)

Sr. Planner: Developing Policy Board memos for the January meeting (TAC attendance, ATP-3 staff report, ATP-3 elected member representative).

703 = 9.5 staff hours (*Public Outreach, Engagement, Website & Social Media*)

Exec Director: Spoke at SERTOMA meeting about APO and major planning studies.

Sr. Planner: Developing updates for Lynnae for the website on the TIP (Current TIP, archives, Status Update on Next TIP), providing responses to retired Judge Frank Kundrat on his inquires about 322nd Street as it relates to our long range planning efforts; developing stories on the TIP and MTP for the Oxcart and sending them to Brian, Alex, and Amber; sending Alex the list of email contacts from the MTP visioning for the interested stakeholders list.

Admin Asst: Website, The Oxcart and Facebook updates.

Assoc Planner: Update interested person list.

704 = 0 staff hours (*Evaluation & Coordination of Plans & Programs from Members*)

No Activities were completed in this Reporting Period.

705 = 0 staff hours (*Develop and Maintain Stakeholder Engagement Plan & Title VI Compliance Plan*)

No Activities were completed in this Reporting Period.

706 = 0 staff hours (*Annual Report for SEP and Title VI Compliance/Effectiveness*)

No Activities were completed in this reporting period.

800 – Transportation Modeling, Mapping & Technical Support (Total Hours: 0)

801 = 0 staff hours (*Network & TAZ Data Collection & Analysis*)

No Activities were completed in this Reporting Period.

802 = 0 staff hours (*CUBE Travel Demand Model Development & Operations*)

No Activities were completed in this Reporting Period.

803 = 0 staff hours (*GIS Database Development & Mapping*)

No Activities were completed in this Reporting Period.

900 – Locally Funded Activities (Total Hours:0)

901 = 0 staff hours (*Legislative Communications*)

No Activities were completed in this Reporting Period.

Exec Director:

902 = 0 staff hours (*Travel for Legislative Communications*)

No Activities were completed in this reporting period.

903 = 0 staff hours (*Audit*)

No Activities were completed in this reporting period.

2021 Work Activity For Accountant	Nov 1-5						TOTAL	Nov 8-19						TOTAL	Nov 22-30						TOTAL	Total for Month	Monthly Section Totals			
	Brian	Vicki	Alex		Amber			Brian	Vicki	Alex		Amber			Brian	Vicki	Alex	James	Amber							
100 Administration & Overhead																										
Gen Agency Administration - 101						0	24	3	2			29	10		4		10						24	53		
Human Resource/Personnel - 102						0	24	6.25	5			35.25	9	2		2							13	48.25		
Building Management & Maintenance - 103						0						0											0	0		
Staff Development & Training - 104						0						0	2	1.5	2								5.5	5.5		
Holiday - 105						0	8	8	8			24	16	16	16								48	72		
Vacation - 106	40		37.5			77.5			14.5			14.5	1	2									3	95		
Sick - 107						0	1	9.75				10.75		1									1	11.75		
Overhead - 108						0						0											0	0		
200 Budget & UPWP																							0			
Annual Budget & UPWP - 201						0						0	1										1	1	1	
300 Transportation Improvement Program (TIP)																							0			
ATP Meetings/Subcommittees - 301						0						0											0	0		
Annual TIP Development - 302						0		3.25				3.25											0	3.25		
TIP Maintenance & Amendments - 303						0		4.75				4.75											0	4.75		
TIP Project Status Monitoring & Annual Listing of Projects - 304						0		10				10		3									3	13		
Regional Infrastructure Investment Plan Development - 305						0						0											0	0		
400 Transportation System Performance Monitoring (TSPM)																							0			
Perf Measures, Data Collection, Analysis & Target Setting - 401			2.5			2.5			9.5			9.5			8								8	20	20	
Annual Transport Syst Perform & Target Achievmt Rpt - 402						0						0											0	0		
500 Planning Project Development																							0			
Planning Assist for Members - 501						0		1				1		0.75									0.75	1.75		
Consultant/Prof'l Svcs Procurement & Contracting - 502						0	8					8	8										8	16	29.25	
Consultant Study Coordination - 503						0	7	0.5				7.5	4										4	11.5		
Grant Writing & Grant Support for Members - 504						0						0											0	0		
600 Metropolitan Transportation Plan (MTP)																							0			
MTP Development & Maintenance - 601						0		14.5	38			52.5		28.5	22.5	13							64	116.5	116.5	
610 MTP - Active Transportation Planning																							0			
SRTS;Active Transporta't Plng Coord & Tech Assistance - 611						0			1			1											0	1	1	
Active Transportation Advisory Committee Coordination - 612						0						0											0	0		
Reg'l Active Transportation Plan Developm & Maint - 613						0						0											0	0		
620 MTP - Transit Planning																							0			
Transit Planning, Coordination & Tech Assistance - 621						0		1				1											0	1	1	
Northstar Coordination - 622						0						0											0	0		
630 MTP - Freight Plng & Econom Vitality & Tourism																							0			
Freight Planning, Coordination & Tech Assistance - 631						0						0											0	0		
Transport-Related Econ Develop Plngg, Coord & Tech Assist - 632						0						0	2										2	2	2	
640 MTP - Safety, Security & Environmental Planning																							0			
Safety & Security Planning, Coord & Tech Assist - 641						0		3.5				3.5		0.25									0.25	3.75	3.75	
Transport Resil, Energy Conserv, Envir Impacts & Mitigat'n Analysis - 642						0						0											0	0		
700 Transportation Plng Coord & Public Outreach																							0			
General Meeting Coordination, & Attendance - 701						0	8	5	1.5			14.5	1	1	3.5	1	1						7.5	22		
APO Committee & Board Meetings - 702						0		3.5				3.5											0	3.5		
Public Outreach, Engagement, Website & Social Media - 703						0		6	0.5			6.5	2				1						3	9.5	35	
Eval & Coord of Plans & Pgms from Members - 704						0						0											0	0		
Develop & Maintain SEP & Title VI Compliance Plan - 705						0						0											0	0		
Annual Rpt for SEP and Title VI Compliance/Effectiveness - 706						0						0											0	0		
800 Transporta'n Modeling, Mapping & Tech Support																							0			
Network & TAZ Data Collection & Analysis - 801						0						0											0	0		
CUBE Travel Demand Model Development & Operations - 802						0						0											0	0	0	
GIS Database Development & Mapping - 803						0						0											0	0		
900 Locally Funded Activities																							0			
Legislative Communications - 901						0						0											0	0		
Travel for Legislative Communications - 902						0						0											0	0	0	
Audit - 903						0						0											0	0	0	
Total Hours	40	0	40	0	0	0	80	80	80	0	0	0	240	0	56	56	56	16	12	0	196	0	516	516		

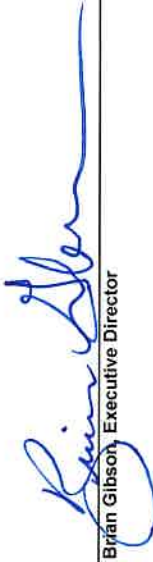
CONSOLIDATED PLANNING GRANT: 1035521
(INVOICES ATTACHED)

Dec-21

CONSULTANT STUDY	CONSULTANT	TOTAL INVOICE	(Per UPWP) CPG ELIGIBLE % OF TOTAL INVOICE	(Per UPWP) CPG ELIGIBLE AMOUNT OF TOTAL INVOICE	CPG REIMBERSABLE SHARE OF ELIGIBLE AMOUNT
Household Travel Survey 2021	RSG	\$52,605.62	100.0%	\$52,605.62	\$42,084.50
Travel Demand Model Updates and Improvements	Metro Analytics	\$0.00	100.0%	\$0.00	\$0.00
SW Beltline Corridor Study	SRF Consulting Group, Inc.	\$9,081.61	100.0%	\$9,081.61	\$7,265.29
	TOTALS	\$61,687.23	0.0%	\$0.00	\$0.00
				\$61,687.23	\$49,349.79

DEMO GRANT:
(INVOICES ATTACHED)

CONSULTANT STUDY	CONSULTANT	TOTAL INVOICE	(Per UPWP) DEMO ELIGIBLE % OF TOTAL INVOICE	(Per UPWP) DEMO ELIGIBLE AMOUNT OF TOTAL INVOICE	DEMO REIMBERSABLE SHARE OF ELIGIBLE AMOUNT
Mississippi River Bridge Planning Update	Stantec Consulting Services Inc	\$14,066.16	80.0%	\$11,252.93	\$9,002.34
	TOTALS	\$14,066.16		\$11,252.93	\$9,002.34


Brian Gibson, Executive Director

For the Consultant sheet (page 2), this year we have two sources of Federal funds: 1.) our regular CPG grant, and 2.) DEMO funds. The State wants us to be careful to keep these separate, so I have broken out the DEMO funded projects from the CPG projects. The State is still processing the DEMO funding request, so I don't yet have a contract number for that Grant. You should also be aware that unlike our CPG Grant, the DEMO grant does NOT expire at the end of the year, so those DEMO projects could easily spill into 2021. Also note that for the CSAH 133 project, Stearns County has chosen to be the lead agency, so they are procuring the consultant. We will get reimbursement requests from Stearns County for that vs. consultant invoices.

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction Report

December 2021

Date	Transaction Type	Num	Name	Memo/Description	Amount	Balance
12/09/2021	Bill	618074	Best Buy	Best Buy-flash drive / laptop case	97.91	97.91
12/31/2021	Bill	6160901221	Premium Waters, Inc.	Premium Waters, Inc.	13.00	110.91
					\$ 110.91	
					Total for Office Supplies	
					Accounting Services	
12/01/2021	Bill	20409	Your CFO Inc	Your CFO Inc	1,549.00	1,549.00
					\$ 1,549.00	
					Total for Accounting Services	
					Accounting Services	
12/30/2021	Bill	0961067123021	Spectrum Business (Charter)	Spectrum Business (Charter)	199.96	199.96
					\$ 199.96	
					Total for Telephone	
					Internet	
12/01/2021	Bill	202112101513	Cloudnet	Cloudnet	10.00	10.00
					\$ 214.98	
					Total for Internet	
					Total for Communications	
					Travel	
12/01/2021	Bill	dec21 expense	Alex Mckenzie	Alex Mckenzie	85.51	85.51
					\$ 85.51	
					Total for Travel	
					Printing & Publishing	
12/02/2021	Bill	38	Mailchimp.com	Mailchimp.com	14.99	14.99
12/28/2021	Bill	A40005064984	SC Times	SC Times-actc STC-00061958	146.66	161.65
					\$ 161.65	
					Total for Printing & Publishing	
					Utilities and Maintenance	
					Utilities	
12/01/2021	Bill	12329331	West Central Sanitation, Inc	West Central Sanitation, Inc	42.46	42.46
12/03/2021	Bill	1763Nov21	Stearns Electric Association	Stearns Electric Association	138.78	181.24
12/06/2021	Bill	75229QtrDec21	City of St. Cloud - Water/Sewer	City of St. Cloud - Water/Sewer	40.92	222.16
12/31/2021	Bill	1763Dec21	Stearns Electric Association	Stearns Electric Association	152.01	374.17
12/31/2021	Bill	762612183	Xcel Energy	Xcel Energy	301.47	675.64
					\$ 675.64	
					Total for Utilities	
					Maintenance	
12/28/2021	Bill	5806	Weisman Cleaning Inc	Weisman Cleaning Inc	140.00	140.00
12/31/2021	Bill	22608	Schroden's Inc.	Schroden's Inc.-Dec 21 snow removal	590.00	730.00

ST. CLOUD AREA PLANNING ORGANIZATION

Transaction Report

December 2021

Transaction	Date	Type	Num	Name	Memo/Description	Amount	Balance
Total for Maintenance							
Total for Utilities and Maintenance							
Multifunction Copier	12/20/2021	Bill	3906536	Loffler Companies	Loffler Companies-to 12 19 21	120.23	120.23
Total for Multifunction Copier							
IT Support & Software							
	12/01/2021	Bill	48411271	grammarly.com	grammarly.com	144.00	144.00
	12/08/2021	Bill	1544117097	Adobe Creative Cloud	Adobe Creative Cloud-Vicki Johnson	52.99	196.99
	12/11/2021	Bill	1546141220	Adobe Creative Cloud	Adobe Creative Cloud	52.99	249.98
	12/13/2021	Bill	3473	Net V Pro	Net V Pro	925.00	1,174.98
	12/15/2021	Bill	3492	Net V Pro	Net V Pro	321.00	1,495.98
	12/20/2021	Expense	9714	Adobe Creative Cloud		16.13	1,512.11
	12/31/2021	Bill	xx4941	Google Inc.	Google Inc.	48.00	1,560.11
Total for IT Support & Software							
Miscellaneous Expenses							
	12/14/2021	Bill	12229BoxYr22	Liberty Savings Bank	Liberty Bank Box Rental	35.00	35.00
	12/27/2021	Bill	Order00269435	AASHTO	AASHTO-AASHTO Guide for Planning-Pedestrian	211.00	246.00
Total for Miscellaneous Expenses							
Total - Category 107 - Overhead Expenses							
CPG Passthrough Expense							
Mississippi River Bridge Plan20							
	12/31/2021	Bill	1881800FINAL	Startec Consulting Services Inc	Startec Consulting Services -FINAL Invoice	14,066.16	14,066.16
Total for Mississippi River Bridge Plan20							
Household Travel Survey 2021							
	12/31/2021	Bill	49680FINAL	RSG	RSG-FINAL thru 12/31/21	52,605.62	52,605.62
Total for Household Travel Survey 2021							
SW Beltline Corridor Study							
	12/31/2021	Bill	13868.00-9FINAL	SRF Consulting Group, Inc.	SRF Consulting Group-Thru 12/31/21	9,081.61	9,081.61
Total for SW Beltline Corridor Study							
Total for CPG Passthrough Expense							
						\$ 75,753.39	
						\$ 9,081.61	
						\$ 52,605.62	
						\$ 14,066.16	
						\$ 246.00	
						\$ 1,560.11	
						\$ 120.23	
						\$ 1,405.64	
						\$ 730.00	

**ST. CLOUD AREA PLANNING ORGANIZATION
SUMMARY SHEET FOR STATE GRANT 1045116
2021**

WORK ACTIVITIES	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	BALANCE
100 Administration	\$21,312.00	\$18,982.43	\$1,800.56	\$2,030.47	\$2,215.15	\$1,876.61	\$9,310.75
200 Budget & UPWP	\$753.00	\$740.45	\$202.81	\$59.83	\$252.38	\$474.24	(\$247.82)
300 Transportation Improvement Program (TIP)	\$3,061.00	\$503.74	\$503.04	\$843.31	\$289.76	\$252.57	\$331.41
400 Transportation System Management (TSM)	\$1,681.00	\$325.50	\$225.71	\$274.96	\$13.33	\$221.99	\$265.00
500 Planning Project Development	\$3,714.00	\$3,478.12	\$364.99	\$531.42	\$488.77	\$328.02	\$1,159.84
600 Metropolitan Transportation Plan	\$6,975.00	\$6,872.95	\$361.83	\$110.31	\$73.84	\$274.38	\$5,997.62
610 LRTP - Bike/Pedestrian Planning	\$5,947.00	\$4,910.43	\$1,187.80	\$935.46	\$1,254.32	\$825.08	(\$433.75)
620 LRTP - Transit Planning	\$928.00	\$27.72	\$876.09	\$5.14	\$46.55	\$159.86	\$624.12
630 - Freight Planning & Economic Vitality	\$1,305.00	\$18.32	\$0.00	\$0.00	\$0.00	\$0.00	\$1,278.89
640 - Safety, Security, & Environmental	\$828.00	\$731.38	\$50.05	\$19.26	\$17.30	\$41.88	\$570.89
700 Transportation Planning Coordination and Meetings	\$6,524.00	\$5,853.22	\$487.09	\$425.42	\$519.84	\$530.22	\$3,125.25
800 Transportation Data	\$3,187.00	\$48.37	\$10.27	\$0.00	\$53.34	\$249.72	\$2,825.30
900 Locally Funded Activities	\$6,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,600.00
TOTALS	\$62,815.00	\$57,580.42	\$5,234.58	\$5,234.58	\$5,234.58	\$5,234.58	\$31,407.51

WORK ACTIVITIES	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	BALANCE	PERCENT REMAINING
100 Administration	\$2,286.97	\$1,678.15	\$2,343.82	\$3,880.06	\$3,422.45	\$2,294.58	(\$6,595.26)	-31%
200 Budget & UPWP	\$76.93	\$53.63	\$96.15	\$0.00	\$11.37	\$28.45	(\$514.36)	-68%
300 Transportation Improvement Program (TIP)	\$85.68	\$255.32	\$21.44	\$93.48	\$173.03	\$107.14	(\$404.68)	-13%
400 Transportation System Management (TSM)	\$268.02	\$436.61	\$566.69	\$494.08	\$126.65	\$460.35	(\$2,087.39)	-124%
500 Planning Project Development	\$312.58	\$847.26	\$557.46	\$122.23	\$325.48	\$648.11	(\$1,209.46)	-33%
600 Metropolitan Transportation Plan	\$468.65	\$5,528.98	\$40.48	\$0.00	\$807.27	\$1,152.35	\$3,372.39	48%
610 LRTP - Bike/Pedestrian Planning	\$620.47	\$1,054.21	\$491.46	\$306.30	\$6.33	\$8.74	(\$2,093.85)	-35%
620 LRTP - Transit Planning	\$27.88	\$596.24	\$9.74	\$0.00	\$8.24	\$7.79	\$388.08	42%
630 - Freight Planning & Economic Vitality	\$61.55	\$1,217.34	\$0.00	\$137.66	\$22.74	\$51.60	\$888.85	76%
640 - Safety, Security, & Environmental	\$68.31	\$502.59	\$0.00	\$0.00	\$30.90	\$17.14	\$363.93	44%
700 Transportation Planning Coordination and Meetings	\$639.57	\$2,485.68	\$1,078.13	\$200.78	\$300.13	\$338.48	(\$1,030.89)	-16%
800 Transportation Data	\$317.99	\$2,507.31	\$29.21	\$0.00	\$0.00	\$119.86	\$2,222.66	70%
900 Locally Funded Activities	\$0.00	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$0.00	\$6,600.00	0%
TOTALS	\$5,234.58	\$26,172.92	\$5,234.58	\$5,234.58	\$5,234.58	\$5,234.58	\$0.01	0%

**ST. CLOUD AREA PLANNING ORGANIZATION
SUMMARY SHEET FOR CONSOLIDATED PLANNING GRANT 1045116
2021**

WORK ACTIVITIES	CPG CONTRACT												CPG BALANCE	JUNE	CPG BALANCE	CPG BALANCE
	TOTALS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	NOVEMBER	DECEMBER	BALANCE	BALANCE	BALANCE	BALANCE				
100 Administration	\$165,625.00	\$149,754.02	\$10,056.03	\$139,697.99	\$12,993.04	\$126,704.95	\$14,680.12	\$112,024.83	\$12,854.42	\$99,170.41	\$12,362.48	\$86,607.93				
200 Budget & UPWP	\$5,849.00	\$5,763.47	\$0.00	\$5,763.47	\$1,463.51	\$4,299.97	\$425.37	\$3,874.60	\$1,638.14	\$2,236.46	\$3,174.69	(\$938.24)				
300 Transportation Improvement Program (TIP)	\$23,788.00	\$21,490.94	\$2,297.06	\$18,594.47	\$3,630.04	\$14,964.43	\$6,097.12	\$8,867.31	\$1,880.77	\$6,986.54	\$1,690.75	\$5,295.79				
400 Transportation System Management (TSM)	\$13,064.00	\$2,415.22	\$10,648.78	\$1,871.60	\$1,628.75	\$7,148.43	\$3,842.14	\$5,160.49	\$86.55	\$5,073.94	\$1,486.04	\$3,587.89				
500 Planning Project Development	\$28,857.00	\$1,607.03	\$27,249.97	\$3,421.65	\$2,633.84	\$21,194.48	\$3,842.14	\$17,352.34	\$3,237.36	\$14,114.98	\$2,195.86	\$11,919.12				
600 Metropolitan Transportation Plan	\$54,205.00	\$695.24	\$53,509.76	\$316.03	\$53,193.73	\$50,582.71	\$797.56	\$49,785.15	\$479.29	\$49,305.86	\$1,836.80	\$47,469.06				
610 LRTP - Bike/Pedestrian Planning	\$46,211.00	\$7,061.97	\$39,149.03	\$6,563.69	\$32,585.34	\$24,014.04	\$6,763.35	\$17,250.69	\$8,141.44	\$9,109.25	\$5,523.27	\$3,585.98				
620 LRTP - Transit Planning	\$7,214.00	\$18.54	\$7,195.46	\$282.81	\$6,912.65	\$6,620.93	\$37.14	\$6,583.79	\$302.13	\$6,281.66	\$1,070.13	\$5,211.53				
630 - Freight Planning & Economic Vitality	\$10,139.00	\$53.09	\$10,085.91	\$105.34	\$9,980.57	\$9,980.57	\$0.00	\$9,980.57	\$0.00	\$9,980.57	\$0.00	\$9,980.57				
640 - Safety, Security, & Environmental	\$6,434.00	\$658.24	\$5,775.76	\$183.96	\$5,591.80	\$5,230.61	\$139.28	\$5,091.33	\$112.29	\$4,979.04	\$280.37	\$4,698.66				
700 Transportation Planning Coordination and Meetings	\$50,695.00	\$4,569.94	\$46,125.06	\$4,400.97	\$41,724.09	\$38,209.15	\$3,075.75	\$35,133.40	\$3,374.13	\$31,759.27	\$3,549.43	\$28,209.84				
800 Transportation Data	\$24,763.00	\$329.53	\$24,433.47	\$0.00	\$24,433.47	\$24,359.38	\$0.00	\$24,359.38	\$346.18	\$24,013.20	\$1,671.71	\$22,341.49				
900 Locally Funded Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
xxx TH15 Operational Improvement Study	\$0.00	\$3,632.99	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)				
xxx Travel Demand Model Updates and Improvements	\$240,000.00	\$240,000.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00	\$0.00	\$240,000.00	\$10,010.18	\$229,989.82	\$1,621.34	\$228,368.48				
xxx Regional Travel Survey	\$116,000.00	\$116,000.00	\$0.00	\$116,000.00	\$0.00	\$116,000.00	\$0.00	\$116,000.00	\$14,734.01	\$97,354.03	\$12,021.36	\$85,332.67				
xxx Southwest Bellline Corridor Planning Update	\$792,844.00	\$39,295.35	\$753,548.65	\$30,098.57	\$723,450.08	\$37,773.44	\$41,757.73	\$685,676.65	\$41,757.73	\$643,918.92	\$57,196.89	\$588,722.03				
TOTALS																

WORK ACTIVITIES	JULY	CPG												CPG BALANCE	PERCENT REMAINING
		BALANCE	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE	BALANCE		
100 Administration	\$15,947.41	\$70,660.52	\$10,895.69	\$59,764.83	\$14,304.11	\$45,460.72	\$20,025.77	\$25,434.95	\$9,278.03	\$16,156.92	\$14,358.19	(\$5,080.16)	-3%		
200 Budget & UPWP	\$536.46	(\$1,474.70)	\$348.21	(\$1,822.90)	\$586.82	(\$2,409.72)	\$0.00	(\$2,409.72)	\$2,463.39	\$53.67	\$178.05	(\$2,641.44)	-45%		
300 Transportation Improvement Program (TIP)	\$597.46	\$4,698.33	\$1,657.70	\$3,040.63	\$130.85	\$2,909.78	\$482.48	\$2,427.30	\$1,610.45	\$816.85	\$670.45	\$940.00	4%		
400 Transportation System Management (TSM)	\$1,868.93	\$1,718.97	\$2,834.78	(\$1,115.81)	\$3,458.46	(\$4,574.27)	\$2,550.03	(\$7,124.30)	\$7,722.17	\$597.88	\$2,880.64	(\$10,602.81)	-81%		
500 Planning Project Development	\$2,179.67	\$9,739.46	\$2,619.47	\$7,119.98	\$3,402.10	\$3,717.88	\$630.85	\$3,087.03	\$1,550.50	\$1,536.53	\$4,055.52	(\$2,505.02)	-9%		
600 Metropolitan Transportation Plan	\$3,267.95	\$44,201.11	\$1,016.00	\$43,185.11	\$247.04	\$42,938.07	\$0.00	\$42,938.07	\$6,823.27	\$3,811.01	\$7,210.82	(\$6,877.99)	-15%		
610 LRTP - Bike/Pedestrian Planning	\$4,326.62	(\$740.64)	\$1,472.50	(\$2,213.14)	\$2,999.35	(\$5,212.49)	\$1,580.89	(\$6,793.38)	\$3,734.57	\$29.89	\$48.75	\$3,685.81	51%		
620 LRTP - Transit Planning	\$194.41	\$5,017.12	\$1,184.23	\$3,832.90	\$59.43	\$3,773.47	\$0.00	\$3,773.47	\$8,626.44	\$38.90	\$322.88	\$8,303.57	82%		
630 - Freight Planning & Economic Vitality	\$429.17	\$9,551.40	\$107.14	\$9,444.26	\$0.00	\$9,444.26	\$710.48	\$8,733.78	\$3,488.14	\$107.33	\$107.26	\$3,380.88	53%		
640 - Safety, Security, & Environmental	\$476.31	\$4,222.35	\$588.35	\$3,634.00	\$0.00	\$3,634.00	\$0.00	\$3,634.00	\$4,335.07	\$145.87	\$1,416.90	\$2,217.01	4%		
700 Transportation Planning Coordination and Meetings	\$4,459.80	\$23,750.04	\$10,382.09	\$13,367.95	\$6,579.72	\$6,788.22	\$1,036.26	\$5,751.97	\$19,065.51	\$0.00	\$750.01	\$18,315.51	74%		
800 Transportation Data	\$2,217.40	\$20,124.08	\$880.27	\$19,243.81	\$178.29	\$19,065.51	\$0.00	\$19,065.51	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
900 Locally Funded Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!		
xxx TH15 Operational Improvement Study	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	\$0.00	(\$3,632.99)	(\$3,632.99)	\$0.00	\$0.00	(\$3,632.99)	#DIV/0!		
xxx Travel Demand Model Updates and Improvements	\$14,680.29	\$213,688.18	\$0.00	\$213,688.18	\$0.00	\$213,688.18	\$135,488.18	\$78,190.00	\$44,334.28	\$33,855.72	\$41,550.62	\$2,783.66	1%		
xxx Southwest Bellline Corridor Planning Update	\$14,300.27	\$71,032.40	\$26,065.19	\$44,967.21	\$16,319.13	\$28,648.08	\$10,940.98	\$17,707.10	\$8,576.07	\$9,131.03	\$7,173.12	\$1,957.91	1%		
TOTALS	\$85,482.15	\$472,555.64	\$60,051.63	\$412,504.01	\$48,265.29	\$364,238.72	\$173,455.91	\$190,782.81	\$67,143.54	\$123,639.26	\$81,479.08	\$42,160.18	5%		

5A
2-7-22

 **APPROVED**
[Handwritten Signature]


FINAL

Progress Report

TO: Saint Cloud Area Planning Organization (APO)
FROM: RSG
DATE: February 7, 2022
SUBJECT: Progress report for work performed on the Saint Cloud APO Regional Household Travel Survey

Reporting period: December 1, 2021 – December 31, 2021

Summary of work performed: In December 2021, the consultants (RSG and SRF) and client team (Saint Cloud APO) completed work on the Saint Cloud Regional Household Travel Survey. Tasks included quality assurance and control, data processing, data analysis, data weighting, reporting, project documentation as well as advisement on household travel survey and origin-destination data usage.

Work performed during this period:

- Prepared for and conducted project team meetings between RSG and the APO.
- Completed coordination with survey subcontractors including the printer, call center, and incentives vendor.
- Completed survey outreach and engagement work with SRF.
- Continued providing user support.
- Distributed final participant incentives.
- Performed QA/QC on survey responses prepared the final database for delivery.
- Completed data processing and data weighting.
- Delivered final survey dataset and all corresponding materials including frequency tabulations, codebooks, and data user guidebook.
- Delivered survey methodology memo.
- Delivered survey results presentation.
- Completed advisory memo on O-D data use.
- Completed work on project documentation and delivered all final appendices including survey privacy documentation, copies of all participant facing materials, and the survey questionnaire.

All final tasks have been completed and all deliverables have been received by the APO. This is the final invoice for this project.



55 Railroad Row
White River Junction, VT 05001

February 7, 2022
Invoice No: 49680

Brian Gibson
Saint Cloud Area Planning Organization
1040 County Road 4
Saint Cloud, MN 56303

Project 21044 St. Cloud Household Travel Survey 2021

Professional Services through December 31, 2021

Task	002	Task 2: Conduct Survey		
Consultants				
	SRF Consulting Group, Inc.			
12/31/2021	SRF Consulting Group, Inc.	Consulting	57.83	
	Total Consultants		57.83	57.83
Reimbursable Expenses				
	GiftRocket, Inc.			
12/16/2021	GiftRocket, Inc.	Incentives - 150	2,460.50	
	Catholic Charities of the Diocese of St.			
12/23/2021	Catholic Charities of the Diocese of St. Cloud	Donation	1,935.00	
	Total Reimbursables		4,395.50	4,395.50
		Total this Task		\$4,453.33

Task	003	Task 3: Process Survey Dataset		
		Hours	Rate	Amount
	Burns, Amy	5.25	75.51	396.43
	Goss, Ariel	6.25	56.63	353.94
	Landis, Richard	15.50	185.02	2,867.81
	Lee, Michelle	1.00	196.13	196.13
	Lynch, Joann	29.00	151.49	4,393.21
	Regan, Ilona	106.00	85.93	9,108.58
	Totals	163.00		17,316.10
	Total Labor			17,316.10
		Total this Task		\$17,316.10

Task	004	Task 4: Prepare Survey Documentation & Analysis		
		Hours	Rate	Amount
	Daly, Taylor	38.50	93.35	3,593.98
	Dumont, Jeffrey	60.00	199.53	11,971.80
	Lynch, Joann	34.50	151.49	5,226.41
	Totals	133.00		20,792.19
	Total Labor			20,792.19

Project	21044	St. Cloud Household Travel Survey 2021	Invoice	49680
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Consultants

SRF Consulting Group, Inc.				
12/31/2021	SRF Consulting Group, Inc.	Consulting	3,069.68	
	Total Consultants		3,069.68	3,069.68
		Total this Task		\$23,861.87

Task	005	Task 5: Advisement on HTS and O-D Data Use		
		Hours	Rate	Amount
	Haefer, Reid	10.00	143.68	1,436.80
	Maloney, Lucia	6.00	196.64	1,179.84
	Mansfield, Theodore	22.00	163.13	3,588.86
	Rohne, Andrew	1.00	166.90	166.90
	Wertman, Robert	4.00	150.48	601.92
	Totals	43.00		6,974.32
	Total Labor			6,974.32
		Total this Task		\$6,974.32

Billing Limits	Current	Prior	To-Date
Total Billings	52,605.62	246,816.19	299,421.81
Limit			299,810.78
Remaining			388.97
		Total this Invoice	<u><u>\$52,605.62</u></u>

ACH (Preferred method of payment)
Resource Systems Group, Inc.
Mascoma Savings Bank
Routing Number: 211770213
Account Number: 0926702010

Check Payments to:
Resource Systems Group, Inc.
55 Railroad Row
White River Junction, VT 05001

If you have any questions concerning this invoice, please contact Brenda (Brenda.LeBlanc@rsginc.com, (802) 359-6409) or accountsreceivable@rsginc.com.

Billing Backup

Monday, February 7, 2022

Resource Systems Group Inc

Invoice 49680 Dated 2/7/2022

8:57:44 AM

Project	21044	St. Cloud Household Travel Survey 2021		
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Task	002	Task 2: Conduct Survey		
			Total this Task	\$4,453.33

Task	003	Task 3: Process Survey Dataset		
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			Hours	Rate	Amount
Burns, Amy	12/1/2021		.25	75.51	18.88
Burns, Amy	12/2/2021		.25	75.51	18.88
Burns, Amy	12/3/2021		.25	75.51	18.88
Burns, Amy	12/6/2021		.25	75.51	18.88
Burns, Amy	12/7/2021		.25	75.51	18.88
Burns, Amy	12/7/2021		.75	75.51	56.60
Burns, Amy	12/9/2021		.25	75.51	18.88
Burns, Amy	12/10/2021		.25	75.51	18.88
Burns, Amy	12/13/2021		.25	75.51	18.88
Burns, Amy	12/15/2021		.25	75.51	18.88
Burns, Amy	12/16/2021		.50	75.51	37.76
Burns, Amy	12/20/2021		.50	75.51	37.76
Burns, Amy	12/22/2021		1.00	75.51	75.51
Burns, Amy	12/23/2021		.25	75.51	18.88
Goss, Ariel	12/1/2021		.25	56.63	14.15
Goss, Ariel	12/2/2021		1.00	56.63	56.63
Goss, Ariel	12/3/2021		.25	56.63	14.16
Goss, Ariel	12/6/2021		1.00	56.63	56.63
Goss, Ariel	12/7/2021		.25	56.63	14.16
Goss, Ariel	12/8/2021		.25	56.63	14.16
Goss, Ariel	12/9/2021		.50	56.63	28.32
Goss, Ariel	12/10/2021		1.00	56.63	56.63
Goss, Ariel	12/13/2021		.75	56.63	42.47
Goss, Ariel	12/14/2021		.75	56.63	42.47
Goss, Ariel	12/16/2021		.25	56.63	14.16
Landis, Richard	12/6/2021		.50	185.02	92.50
Landis, Richard	12/13/2021		5.25	185.02	971.36
Landis, Richard	12/14/2021		9.00	185.02	1,665.18
Landis, Richard	12/15/2021		.75	185.02	138.77
Lee, Michelle	12/15/2021		1.00	196.13	196.13
Lynch, Joann	12/1/2021		2.00	151.49	302.97
Lynch, Joann	12/2/2021		1.00	151.49	151.49
Lynch, Joann	12/3/2021		2.00	151.49	302.98
Lynch, Joann	12/6/2021		2.00	151.49	302.98
Lynch, Joann	12/7/2021		3.00	151.49	454.47
Lynch, Joann	12/8/2021		3.00	151.49	454.47
Lynch, Joann	12/9/2021		3.50	151.49	530.22
Lynch, Joann	12/10/2021		1.50	151.49	227.24
Lynch, Joann	12/13/2021		4.00	151.49	605.96
Lynch, Joann	12/14/2021		4.00	151.49	605.96
Lynch, Joann	12/15/2021		3.00	151.49	454.47
Regan, Ilona	12/1/2021		7.50	85.93	644.46
Regan, Ilona	12/2/2021		7.50	85.93	644.48
Regan, Ilona	12/3/2021		6.00	85.93	515.58

Project	21044	St. Cloud Household Travel Survey 2021	Invoice	49680	
Regan, Ilona		12/6/2021	6.00	85.93	515.58
Regan, Ilona		12/7/2021	6.00	85.93	515.58
Regan, Ilona		12/8/2021	5.50	85.93	472.62
Regan, Ilona		12/9/2021	6.00	85.93	515.58
Regan, Ilona		12/10/2021	6.00	85.93	515.58
Regan, Ilona		12/13/2021	6.00	85.93	515.58
Regan, Ilona		12/14/2021	6.00	85.93	515.58
Regan, Ilona		12/15/2021	5.00	85.93	429.65
Regan, Ilona		12/16/2021	7.00	85.93	601.51
Regan, Ilona		12/17/2021	5.00	85.93	429.65
Regan, Ilona		12/20/2021	9.00	85.93	773.37
Regan, Ilona		12/21/2021	10.00	85.93	859.30
Regan, Ilona		12/29/2021	7.50	85.93	644.48
	Totals		163.00		17,316.10
	Total Labor				17,316.10
				Total this Task	\$17,316.10

Task 004 Task 4: Prepare Survey Documentation & Analysis

		Hours	Rate	Amount
Daly, Taylor	12/14/2021	.25	93.35	23.34
Daly, Taylor	12/15/2021	.25	93.35	23.34
Daly, Taylor	12/16/2021	.75	93.35	70.01
Daly, Taylor	12/20/2021	5.00	93.35	466.75
Daly, Taylor	12/21/2021	6.25	93.35	583.44
Daly, Taylor	12/22/2021	6.25	93.35	583.44
Daly, Taylor	12/23/2021	7.75	93.35	723.46
Daly, Taylor	12/24/2021	4.75	93.35	443.41
Daly, Taylor	12/29/2021	6.25	93.35	583.44
Daly, Taylor	12/30/2021	1.00	93.35	93.35
Dumont, Jeffrey	12/1/2021	1.75	199.53	349.16
Dumont, Jeffrey	12/2/2021	.50	199.53	99.77
Dumont, Jeffrey	12/3/2021	3.25	199.53	648.47
Dumont, Jeffrey	12/6/2021	4.75	199.53	947.77
Dumont, Jeffrey	12/7/2021	3.00	199.53	598.59
Dumont, Jeffrey	12/8/2021	6.00	199.53	1,197.18
Dumont, Jeffrey	12/9/2021	5.00	199.53	997.65
Dumont, Jeffrey	12/10/2021	4.00	199.53	798.12
Dumont, Jeffrey	12/13/2021	2.00	199.53	399.06
Dumont, Jeffrey	12/14/2021	4.00	199.53	798.12
Dumont, Jeffrey	12/15/2021	3.50	199.53	698.36
Dumont, Jeffrey	12/16/2021	5.75	199.53	1,147.30
Dumont, Jeffrey	12/17/2021	3.00	199.53	598.59
Dumont, Jeffrey	12/20/2021	4.25	199.53	848.00
Dumont, Jeffrey	12/21/2021	2.75	199.53	548.71
Dumont, Jeffrey	12/22/2021	6.50	199.53	1,296.95
Lynch, Joann	12/16/2021	2.00	151.49	302.98
Lynch, Joann	12/17/2021	1.50	151.49	227.24
Lynch, Joann	12/20/2021	2.00	151.49	302.98
Lynch, Joann	12/21/2021	4.00	151.49	605.96
Lynch, Joann	12/22/2021	5.00	151.49	757.45
Lynch, Joann	12/23/2021	6.00	151.49	908.94
Lynch, Joann	12/27/2021	2.00	151.49	302.98
Lynch, Joann	12/28/2021	4.00	151.49	605.96
Lynch, Joann	12/29/2021	4.00	151.49	605.96

Project	21044	St. Cloud Household Travel Survey 2021	Invoice	49680
Lynch, Joann		12/30/2021	4.00 151.49	605.96
	Totals		133.00	20,792.19
	Total Labor			20,792.19
			Total this Task	\$23,861.87

Task 005 Task 5: Advisement on HTS and O-D Data Use

			Hours	Rate	Amount	
Haefner, Reid		12/6/2021	1.50	143.68	215.52	
Haefner, Reid		12/7/2021	1.50	143.68	215.52	
Haefner, Reid		12/8/2021	1.00	143.68	143.68	
Haefner, Reid		12/9/2021	.50	143.68	71.84	
Haefner, Reid		12/14/2021	.50	143.68	71.84	
Haefner, Reid		12/15/2021	2.00	143.68	287.36	
Haefner, Reid		12/16/2021	1.50	143.68	215.52	
Haefner, Reid		12/20/2021	1.00	143.68	143.68	
Haefner, Reid		12/23/2021	.25	143.68	35.92	
Haefner, Reid		12/27/2021	.25	143.68	35.92	
Maloney, Lucia		12/24/2021	6.00	196.64	1,179.84	
Mansfield, Theodore		12/2/2021	.50	163.13	81.54	
Mansfield, Theodore		12/3/2021	.50	163.13	81.57	
Mansfield, Theodore		12/7/2021	.50	163.13	81.57	
Mansfield, Theodore		12/9/2021	1.00	163.13	163.13	
Mansfield, Theodore		12/10/2021	.25	163.13	40.78	
Mansfield, Theodore		12/14/2021	.50	163.13	81.57	
Mansfield, Theodore		12/17/2021	3.50	163.13	570.96	
Mansfield, Theodore		12/20/2021	2.50	163.13	407.83	
Mansfield, Theodore		12/21/2021	2.50	163.13	407.83	
Mansfield, Theodore		12/22/2021	8.00	163.13	1,305.04	
Mansfield, Theodore		12/27/2021	2.00	163.13	326.26	
Mansfield, Theodore		12/29/2021	.25	163.13	40.78	
Rohne, Andrew		12/14/2021	.50	166.90	83.44	
Rohne, Andrew		12/21/2021	.25	166.90	41.73	
Rohne, Andrew		12/29/2021	.25	166.90	41.73	
Wertman, Robert		12/23/2021	2.00	150.48	300.96	
Wertman, Robert		12/24/2021	2.00	150.48	300.96	
	Totals		43.00		6,974.32	
	Total Labor					6,974.32
				Total this Task		\$6,974.32
				Total this Project		\$52,605.62
				Total this Report		\$52,605.62



SRF Consulting Group, Inc.
 3701 Wayzata Boulevard, Suite 100
 Minneapolis, MN 55416-3791

P. 763.475.0010
 F. 1.866.440.6364

INVOICE

Invoice Date: December 31, 2021
 Invoice No: 14344.00 - 5

Attention: Accounts Payable
 Resource Systems Group, Inc.
 55 Railroad Row
 White River Junction, VT 05001

Email: AccountsPayable@rsginc.com
 Email; joann.lynch@rsginc.com

Re: St. Cloud Regional Household Travel Survey
 Project No. 21044
 Expiration Date: 12/31/2021

Professional Services for period ending December 31, 2021

Professional Personnel

	Hours	Amount	
Principal/Engineer	2.00	118.94	
Sr. Assoc./Planner	2.00	97.90	
Planner/Analyst	19.00	624.72	
Totals	23.00	841.56	
Overhead 163.67%		1,377.38	
Fee 12%		266.27	
Total Labor			2,485.21

Reimbursable Expenses

Other Services		642.30	
Total Reimbursables		642.30	642.30

Budget Status	Budget	Current	Prior	To-Date
Total Billings	19,959.48	3,127.51	15,916.50	19,044.01
Remaining				915.47

Total Amount Due this Invoice **\$3,127.51**



Monthly Progress Report

SRF No. 14344.00

To: Joann Lynch, Senior Consultant
Resource Systems Group

From: Paul Morris, Principal

Date: January 5, 2022

Subject: Saint Cloud Regional Household Travel Survey

This progress report outlines work performed, issues encountered, and milestones achieved during the previous month. Please contact me at pmorris@srfconsulting.com or 763-452-4773 with any questions or concerns.

Work Performed

Task 1: Develop Survey Design & Methodology

- Participated in consultant team kickoff meeting to outline project goals and process.
- Identified an initial list of community-based organizations to include in outreach activities to recruit hard-to-reach survey respondents.
- Participated in APO meeting to discuss CBOs and outreach plan.
- Assisted with the creation of the outreach plan.
- Assisted with the finalization of materials and communications for CBO outreach.

Task 2: Conduct Survey

- Completed calls and coordination with CBOs to recruit assistance with outreach.
- Organized and executed physical flyer and project information posters, and placed them with CBOs throughout the APO.
- Coordinated promotional materials, including social media posts.
- Organized and facilitated pop-up events to engage students and encourage survey participation.
- Coordinated physical promotional displays at specific locations, including newspaper ads and digital signs at the University.

Task 4: Prepare Survey Documentation & Analysis

- Completed survey documentation and summary report

Issues Encountered

- The rate that targeted samples were gathered was slower than anticipated. In an effort to increase participation, additional promotional efforts and in-person engagement events were held.

Milestones Achieved

- The outreach plan and CBO list were completed in the month of September.
- All CBO outreach activities were completed in the months of October and November.
- Complete outreach and summary documentation.

Document1



To: SRF Clients

Re: Changes to SRF Billing Labor Classifications on January 1, 2022

To be more consistent with labor classifications utilized by clients and the industry in general, SRF is changing to a more simplified schedule of labor classifications effective with invoicing **beginning January 1, 2022**. Below is a mapping of SRF existing labor classifications to SRF new labor classifications. Please note that some existing classifications map to multiple new classifications, this is a result of adding levels in the new approach (e.g. Engineer maps to Professional I, Professional II or Professional III). We hope that you find these new classifications easier to follow. Thanks, please contact us at billing@srfconsulting.com if you have questions.

Current Billing Classification	New Billing Classification
Engineer	Professional I
Planner/Analyst	
Engineer	Professional II
Landscape Designer	
Planner/Analyst	
ROW Specialist	
Sr. Planner/Analyst	Professional III
Engineer	
Engr. Specialist	
Planner/Analyst	
Scheduler/Estimator	
Sr. Engineer	
Sr. Planner/Analyst	
Sr. ROW Specialist	Professional IV
Associate/Engineer	
Associate/L. Arch.	
Associate/Planner	
Associate/Planner/Analyst	
ROW Spec/Associate	
Scheduler/Estimator	Professional V
Sr. Engineer	
ROW Spec/Sr. Associate	
Sr. Assoc. Engr.	
Sr. Assoc./L. Arch.	Professional VI
Sr. Assoc./Planner	
Sr. Associate	
Associate/Engineer	Professional VII
Principal CAD Tech	
Sr. Assoc./Engr.	
Sr. Planner/Analyst	
Director Proj. Controls	Professional VII
Principal/Engineer	
Principal/L. Arch.	
Principal/Planner	
ROW Spec/Principal	
Sr. Principal	

Current Billing Classification	New Billing Classification
Principal/Engineer	Professional VIII
Principal/Planner	
Sr. Principal	
CAD/Field Tech	Technician I
Survey Tech	
CAD/Field Tech	Technician II
Sr. CAD/Field Tech	
Survey Tech	
Principal CAD Tech	Technician III
Principal Field Tech	
Sr. CAD/Field Tech	
Engr. Specialist	Technician IV
Principal CAD Tech	
Principal Field Tech	
Engr. Specialist	Technician V
Sr. Assoc./R.L.S.	
	Technician VI
	Technician VII
	Technician VIII
Editor	Support Specialist I
MIS Specialist	
System Analyst	
CAD/Field Tech	Support Specialist II
Graphics Tech	
System Analyst	Support Specialist III
Admin. Assistant	
Principal CAD Tech	
Sr. Graphics Tech	Support Specialist IV
System Analyst	
Associate	Support Specialist V
Program System Analyst	
Communications Manager	
Graphic Design Manager	Support Specialist V
Sr. Assoc./IT Director	
Sr. Associate	Support Specialist VI
Sr. Associate	
	Support Specialist VII & VIII

www.srfconsulting.com

3701 Wayzata Boulevard, Suite 100 | Minneapolis, MN 55416-3791 | 763.475.0010

Equal Employment Opportunity / Affirmative Action Employer

Billing Backup

Thursday, January 6, 2022

SRF Consulting Group, Inc.

Invoice 5 Dated 12/31/2021

2:01:57 PM

Professional Personnel

			Hours	Amount	
Principal/Engineer					
0722	Morris, Paul	12/7/2021	.50	59.47	29.74
0722	Morris, Paul	12/16/2021	.50	59.47	29.72
0722	Morris, Paul	12/20/2021	.50	59.47	29.74
0722	Morris, Paul	12/30/2021	.50	59.47	29.74
Sr. Assoc./Planner					
0924	Falkers, Stephanie	12/3/2021	1.00	48.95	48.95
0924	Falkers, Stephanie	12/6/2021	1.00	48.95	48.95
Planner/Analyst					
1386	McNiel, Daniel	12/2/2021	2.00	32.88	65.76
1386	McNiel, Daniel	12/9/2021	2.00	32.88	65.76
1386	McNiel, Daniel	12/15/2021	1.00	32.88	32.88
1386	McNiel, Daniel	12/20/2021	2.00	32.88	65.76
1386	McNiel, Daniel	12/22/2021	3.00	32.88	98.64
1386	McNiel, Daniel	12/23/2021	3.00	32.88	98.64
1386	McNiel, Daniel	12/28/2021	3.00	32.88	98.64
1386	McNiel, Daniel	12/29/2021	1.00	32.88	32.88
1386	McNiel, Daniel	12/30/2021	2.00	32.88	65.76
Totals			23.00		841.56
Overhead 163.67%					1,377.38
Fee 12%					266.27
Total Labor					2,485.21

Reimbursable Expenses

Other Services					
EX 0022931	12/30/2021	☐ McNiel, Daniel / Print & Digital Advertisements for proj		642.30	
Total Reimbursables				642.30	642.30
			Total this Project		\$3,127.51
			Total this Report		\$3,127.51

14344.00 - PAID



PART OF THE USA TODAY NETWORK

ACCOUNT NAME SRF Consulting		ACCOUNT # 647177	PAGE # 1 of 2
INVOICE # 0004236990	BILLING PERIOD Nov 1- Nov 30, 2021	PAYMENT DUE DATE December 20, 2021	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL AMOUNT DUE \$642.30	
BILLING ACCOUNT NAME AND ADDRESS SRF Consulting 1620 Marshall ST NE Minneapolis, MN 55413-1044		BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@ccc.gannett.com	FEDERAL ID 47-2493274
<p>Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.</p>			

00006471770000000000000042369900006423010768

To sign-up for E-mailed invoices and online payments please contact abgspecial@gannett.com. Previous account number: **0000000733**.

Date	Description	Amount
11/1/21	Balance Forward	\$0.00

Digital Advertising:

Campaign Dates Billing Date	Product/Placement Targeting	Description	PO Number	Impressions	Gross Amount	Net Amount
11/7/21-11/7/21 Nov	STC Local.com	Srf Consulting-St. Cloud Times		7,000		\$50.40
11/7/21-11/7/21 Nov	STC Local.com	Srf Consulting-St. Cloud Times		7,000		\$50.40
11/7/21-11/7/21 Nov	STC Local.com	Directory And Listing		Fixed Price		\$8.00
11/8/21-11/8/21 Nov	STC Local.com	Directory And Listing		Fixed Price		\$8.00
11/9/21-11/9/21 Nov	STC Local.com	Directory And Listing		Fixed Price		\$8.00

Print Advertising:

Start-End Date	Product	Description	PO Number	Run Dates	Ad Size	Rate	Gross Amount	Net Amount
11/7/21-11/9/21	St Cloud Times Print	Srf Consulting-St. Cloud Times		11/7, 11/8, 11/9	3/16 Page	Fixed Price		\$517.50

ACCOUNT NAME	ACCOUNT NUMBER	BILLING PERIOD	PAGE #
SRF Consulting	647177	Nov 1- Nov 30, 2021	2 of 2

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT



ACCOUNT NAME	PAYMENT DUE DATE	AMOUNT PAID
SRF Consulting	December 20, 2021	
ACCOUNT NUMBER	INVOICE NUMBER	
647177	0004236990	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL AMOUNT DUE
\$642.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$642.30

REMITTANCE ADDRESS (Include Account# & Invoice# on check) St. Cloud Times P.O. Box 677330 Dallas, TX 75267-7330	TO PAY WITH CREDIT CARD PLEASE FILL OUT BELOW: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMEX
	Card Number _____ Exp Date ____/____/____ CVV Code _____ Signature _____ Date _____

0000647177000000000000042369900006423010768

Daniel McNiel

From: receipts-noreply@gannett.com
Sent: Thursday, December 30, 2021 9:19 AM
To: Daniel McNiel; nmechley@localiq.com
Subject: Payment taken successfully for SRF Consulting

Payment Details:

Customer: SRF Consulting - 647177

Site: 1076-St. Cloud

Total Paid: \$642.30

Invoice #4236990: \$642.30

Emailed to: dmcniel@srfconsulting.com

Requested by: daniel

Requested via: Phone

Card Details:

Card Ending In: 1016

Authorization Code: 61CDCDD08FA84B687ED11DB7BE45C50E672B5393;C647177

TREMENDOUS

Invoice #: DHB-26466

PO #: St Cloud half complete 12/16/2021

Date:

December 16, 2021

Bill to

RSG, Inc
55 Railroad Row
White River Junction, VT 05001

U.S. Payment Details

GiftRocket, Inc
Sunrise Banks
Routing: 096001013
Account: 12000095809

Memo

No memo

Invoice DHB-26466

Rewards sent: 150

Total Load	\$2,590.00
Purchase Fees	\$0.00
Discount	(\$129.50)
Total Amount Due	\$2,460.50

Payment terms: due upon receipt
Please reference the invoice number with your payment.

Mailing Address
Tremendous, Inc.
228 Park Ave S #62949
New York, New York 10003

Corporate Address
Tremendous, Inc.
1592 Union St, Ste 502
San Francisco, CA 94123

Support
clients@tremendous.com

From: [Catholic Charities of the Diocese of St. Cloud](#)
To: [Accounts Receivable](#)
Subject: Thank you for your generous donation
Date: Thursday, December 23, 2021 12:10:00 PM

You don't often get email from donate@ccstcloud.org. [Learn why this is important.](#)

CAUTION - EXTERNAL EMAIL



CATHOLIC CHARITIES SERVES AND ENHANCES HUMAN
DIGNITY FOR PEOPLE OF ALL FAITHS AND BELIEFS

Dear Brenda,

Thank you for your One-time gift of \$1,935.00. To achieve our mission, we depend on the generous support of individuals like you. We are grateful for your generosity and hope you take great pride in the important difference that your gift makes.

Gift details

Amount	\$1,935.00
Gift date	12/23/2021
Type	One-time gift
In support of	Catholic Charities Greatest Needs
Organization gift	Yes
Comment	This gift is for the Emergency Services Food Shelf from the Saint Cloud Area Planning Organization on behalf of participants in the 2021 Regional Mobility Survey
Anonymous gift	No
Transaction ID	07cbd295-1ced-4584-9592-5dbcff15bf24

Your information

Organization name	The Saint Cloud Area Planning Organization (APO)
Organization address	1040 County Road 4, Saint Cloud, MN 56303
Contact name	Brenda LeBlanc
Contact email	accountsreceivable@rsginc.com
Contact phone	(802) 359-6409
Contact address	55 Railroad Row, White River Jct, VT 05001

Billing information

Address	55 Railroad Row, White River Jct, VT 05001
Payment	Debit account ending in 2010

Please let us know if you would have questions about your donation...

Catholic Charities of the Diocese of St. Cloud
Phone: 320-650-1640

SA
11/3/20



SRF Consulting Group, Inc.
3701 Wayzata Boulevard, Suite 100
Minneapolis, MN 55416-3791

P. 763.475.0010
F. 1.866.440.6364

FINAL
INVOICE

Invoice Date: December 31, 2021

Invoice No: 13868.00 - 9

Mr. Brian Gibson
Executive Director
St. Cloud Area Planning Organization
1040 County Road 4
St. Cloud, MN 56303

APPROVED
Brian Gibson

Email: gibson@stcloudapo.org

Re: Southwest Beltline Corridor Study
Expiration Date: 12/31/2021

Professional Services for period ending December 31, 2021
Professional Personnel

	Hours	Amount	
Associate/Engineer	37.00	1,654.17	
Sr. Engineer	3.50	125.97	
Sr. Planner/Analyst	4.00	150.96	
Planner/Analyst	14.00	457.07	
Traffic Tech	5.50	107.25	
Totals	64.00	2,495.42	
Overhead 165.57%		4,131.67	
Fee 11%		728.98	
Total Labor			7,356.07

Consultants

Transportation Collaborative & Consultan	1,800.00		
Total Consultants	1,800.00		1,800.00

Additional Fees

Reduce to max Fixed Fee allowed		-74.46	
Total Additional Fees		-74.46	-74.46

Budget Status	Budget	Current	Prior	To-Date
Labor	132,337.00	7,356.07	125,999.97	133,356.04
Consultants	10,440.00	1,800.00	8,636.40	10,436.40
Expenses	2,221.00	0.00	1,257.94	1,257.94
Additional Fees	0.00	-74.46	0.00	-74.46
Total Billings	144,998.00	9,081.61	135,894.31	144,975.92
Remaining				22.08

Total Amount Due this Invoice **\$9,081.61**

I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid.

Name: _____

Title: Chief Financial Officer Date: _____

APPROVED



Billing Backup

Friday, January 7, 2022

SRF Consulting Group, Inc.

Invoice 9 Dated 12/31/2021

4:06:47 PM

Professional Personnel

			Hours	Amount	
Associate/Engineer					
0974	Robeck, Benjamin	12/8/2021	1.00	52.89	52.89
1228	Stewart, Molly	12/2/2021	1.00	44.48	44.48
1228	Stewart, Molly	12/6/2021	4.00	44.48	177.92
1228	Stewart, Molly	12/7/2021	4.00	44.48	177.92
1228	Stewart, Molly	12/8/2021	10.00	44.48	444.80
1228	Stewart, Molly	12/9/2021	4.00	44.48	177.92
1228	Stewart, Molly	12/10/2021	2.00	44.48	88.96
1228	Stewart, Molly	12/25/2021	10.00	44.48	444.80
1228	Stewart, Molly	12/29/2021	1.00	44.48	44.48
Sr. Engineer					
1262	Schmidt, Noah	12/30/2021	3.50	35.99	125.97
Sr. Planner/Analyst					
0414	Tinklenberg, Dan	12/13/2021	2.00	37.74	75.48
0414	Tinklenberg, Dan	12/14/2021	2.00	37.74	75.48
Planner/Analyst					
1429	Matuke, Samantha	12/9/2021	5.50	32.82	180.51
1429	Matuke, Samantha	12/10/2021	3.50	32.82	114.87
1386	McNiel, Daniel	12/1/2021	1.00	32.88	32.88
1386	McNiel, Daniel	12/6/2021	1.50	32.88	49.32
1386	McNiel, Daniel	12/9/2021	1.00	32.88	32.88
1386	McNiel, Daniel	12/29/2021	1.00	32.88	32.88
1397	Thorkelson, Erik	12/14/2021	.50	27.45	13.73
Traffic Tech					
1495	Ierien, Natalie	12/6/2021	5.00	19.50	97.50
1495	Ierien, Natalie	12/10/2021	.50	19.50	9.75
Totals			64.00	2,495.42	
Overhead 165.57%				4,131.67	
Fee 11%				728.98	
Total Labor					7,356.07

Consultants

Transportation Collaborative & Consultan					
AP 110135	12/31/2021	Transportation Collaborative & Consultants, LLC (TC2) / 9 hours		1,800.00	
Total Consultants				1,800.00	1,800.00
			Total this Project		\$9,156.07
			Total this Report		\$9,156.07



Transportation Collaborative & Consultants, LLC
 17515 26th Avenue N
 Minneapolis, MN 55447
www.transportationcollaborative.com

TO: SRF Consulting Group, Inc. (CO: Molly Stewart)
 3701 Wayzata Boulevard, Suite 100
 Minneapolis, MN 55416
subinfo@srfconsulting.com

21-004 - Invoice 4 ✓
 1/1/2022 ✓

RE: Southwest Beltline Corridor Study (SRF #13868.00) ✓
 Professional Services from 12/1/2021 to 12/31/2021 ✓

BUDGET STATUS

Description/Phase/Task	Budget	Current Billed	Prior Billed	To-Date
Labor	\$ 10,400.00	\$ 1,800.00	\$ 8,600.00	\$ 10,400.00
Expenses	\$ 40.00	\$ -	\$ 36.40	\$ 36.40
TOTAL BILLINGS	\$ 10,440.00	\$ 1,800.00	\$ 8,636.40	\$ 10,436.40 ✓
	✓	✓	Remaining \$	3.60 ✓
TOTAL AMOUNT DUE THIS INVOICE		\$ 1,800.00		

LABOR DETAIL

Professional Personnel	Date	Hours	Rate/Hour	Amount	Comment
Principal		9		\$ 1,800.00	
Pacyna, Matt	12/7/2021	0.5	\$ 200.00	\$ 100.00	Project Coord.
Pacyna, Matt	12/9/2021	0.5	\$ 200.00	\$ 100.00	Project Coord.
Pacyna, Matt	12/12/2021	6	\$ 200.00	\$ 1,200.00	Memo Review
Pacyna, Matt	12/21/2021	1	\$ 200.00	\$ 200.00	Memo Comments
Pacyna, Matt	12/27/2021	1	\$ 200.00	\$ 200.00	Invoicing
TOTAL LABOR		9 ✓		\$ 1,800.00 ✓	

Reimbursable Expenses

Mileage	\$0.56	\$ -
TOTAL REIMBURSABLES		\$ -

TOTAL THIS REPORT \$ 1,800.00

I certify to the best of my knowledge the belief that this request for payment is true, complete, and accurate, and the expenditures are for the purposes and objectives set forth in the project contract. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may be subject me and my employer to criminal or civil penalties for fraud, false statements, false claims, or otherwise.


 Matt Pacyna, Project Manager



PROGRESS REPORT

SRF COMMISSION NO.	13868
PROGRESS REPORT NO.	9
DATE	January 4, 2022

REPORTING PERIOD	Period Ending December 31, 2021
PROJECT NAME	Southwest Beltline Corridor Study
PREPARED BY	Molly Stewart – SRF Consulting Group
PREPARED FOR	Brian Gibson, St Cloud Area Planning Organization (APO)

COMPLETED ACTIVITIES PREVIOUS PERIOD (November)

- Attend next round of Community Work Sessions
- Host next PMT meeting to review focus group feedback and open house feedback and discuss implementation plan, preservation policy, funding strategies and final documentation

ONGOING ACTIVITY THIS PERIOD (December)

- Develop final study document
- Final project close out by December 31, 2021

PROJECTED ACTIVITY NEXT PERIOD (January)

- N/A

TASK PROGRESS

TASK	PERCENT COMPLETE	STATUS
Project Management	100%	Complete
Public Involvement	100%	Complete
Issue, Constraint, and Policy Update	100%	Completed
Purpose and Need Update	100%	Completed
Alternatives Development and Evaluation	100%	Completed
Adoption, Preservation, and Documentation	100%	Completed
Overall Study:	100%	--

PROBLEMS ENCOUNTERED/ITEMS OF NOTE/SCHEDULE REVISIONS

- None

REQUIRED ACTION BY THE APO

- None

Project Website: <https://sw-beltline-corridor-study-srfconsulting.hub.arcgis.com/>

Invoice Number 1881800
Invoice Date January 28, 2022
Purchase Order 193805079
Customer Number 160376
Project Number 193805079

APPROVED


Bill To
 St. Cloud Area Planning Organization
 Brian Gibson
 1040 County Road 4
 St. Cloud MN 56303
 United States

Please Remit To
 Stantec Consulting Services Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project **Mississippi River Bridge Planning Update (2020)**
 Project Manager Carlson, Phil For Period Ending **December 31, 2021**
 Current Invoice Total (USD) 14,066.16

Top Task **200** **Bridge Planning Study**
Low Task **200.002** **Background and Analysis**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Polacek, Joseph D	3.50	83.12	290.92
Young, Virginia Claire (Ginny)	23.50	101.77	2,391.52
Shardlow, John W	1.00	279.87	279.87
Subtotal Professional Services	28.00		2,962.31

Low Task Subtotal **Background and Analysis** 2,962.31

Low Task **200.003** **Purpose, Goals, and Objectives**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Maahs-Henderson, Theresa M	6.00	159.27	955.59
Carlson, Philip J (Phil)	10.50	175.99	1,847.87
Subtotal Professional Services	16.50		2,803.46

Low Task Subtotal **Purpose, Goals, and Objectives** 2,803.46

Low Task **200.004** **Explore Alternatives**

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Polacek, Joseph D	3.50	83.12	290.92
Nallapaneni, Anushree	14.00	98.89	1,384.39
Bolstad, Angela (Angie)	16.75	113.35	1,898.63
Lintgen, Brian W	8.00	133.18	1,065.47
Meyer, Todd	8.00	222.75	1,781.99
Grove, Dale A	8.00	234.87	1,878.99

Invoice Number	1881800
Invoice Date	January 28, 2022
Purchase Order	193805079
Customer Number	160376
Project Number	193805079



Subtotal Professional Services	<u>58.25</u>	<u>8,300.39</u>
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Low Task Subtotal	Explore Alternatives	<u>8,300.39</u>
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Top Task Subtotal	Bridge Planning Study	<u>14,066.16</u>
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Total Fees & Disbursements	<u>14,066.16</u>
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INVOICE TOTAL (USD)	<u>14,066.16</u>
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Due upon receipt or in accordance with terms of the contract

Billing Backup

Date	Project	Task	Expend Type	Employee/Supplier	Quantity	Bill Rate	Bill Amount	Comment	AP Ref. #
2021-12-06	193805079	200.002	Direct - Regular	POLACEK, JOSEPH D	1.50	83.12	124.68	CRITERIA CALL, RESEARCH	
2021-12-08	193805079	200.002	Direct - Regular	POLACEK, JOSEPH D	1.00	83.12	83.12	LAYERING ENVI/RO/ALTERNATIVES MAPS	
2021-12-10	193805079	200.002	Direct - Regular	POLACEK, JOSEPH D	1.00	83.12	83.12	DESIGN CRITERIA MATRIX	
2021-11-16	193805079	200.002	Direct - Regular	SHARDLOW, JOHN W	1.00	279.87	279.87	TEAM MEETING, FOLLOW UP	
2021-12-03	193805079	200.002	Direct - Regular	YOUNG, VIRGINIA CLAIRE (GINNY)	6.00	101.77	610.60	BASE FILE SETUP AND OPPORTUNITIES AND CONSTRAINTS MAP	
2021-12-05	193805079	200.002	Direct - Regular	YOUNG, VIRGINIA CLAIRE (GINNY)	8.00	101.77	814.14	LU, OPPTS AND CONS, INITIAL CONCEPTS, COMMENTS	
2021-12-06	193805079	200.002	Direct - Regular	YOUNG, VIRGINIA CLAIRE (GINNY)	5.00	101.77	508.83	COMMENTS FROM TODD, CALL WITH TEAM	
2021-12-07	193805079	200.002	Direct - Regular	YOUNG, VIRGINIA CLAIRE (GINNY)	3.00	101.77	305.30	UPDATES TO GRAPHICS BASED ON CALL	
2021-12-13	193805079	200.002	Direct - Regular	YOUNG, VIRGINIA CLAIRE (GINNY)	1.50	101.77	152.65	TEAM CALL	
			Total Labor:		28.00		\$2,962.31		
			Total subTask		28.00		\$2,962.31		
2021-11-16	193805079	200.003	Direct - Regular	CARLSON, PHILIP J (PHIL)	3.25	175.98	571.95	DISCUSS DESIGN CRITERIA WITH STAFF, TEAM CALL ON WEST SIDE DEVELOPMENT, EMAILS, EMAIL TO APO,	
2021-11-29	193805079	200.003	Direct - Regular	CARLSON, PHILIP J (PHIL)	1.50	176.00	264.00	DISCUSS NEXT STEPS WITH STAFF	
2021-12-06	193805079	200.003	Direct - Regular	CARLSON, PHILIP J (PHIL)	2.00	175.99	351.97	DISCUSS CRITERIA AND GOALS WITH STAFF	
2021-12-13	193805079	200.003	Direct - Regular	CARLSON, PHILIP J (PHIL)	1.75	175.99	307.98	CALL WITH STANTEC TEAM ON WEST SIDE DEVELOPMENT OPTIONS	
2021-12-22	193805079	200.003	Direct - Regular	CARLSON, PHILIP J (PHIL)	2.00	175.99	351.97	REVIEW CRITERIA AND ALIGNMENT OPTIONS WITH TEAM, EMAILS	
2021-11-22	193805079	200.003	Direct - Regular	MAAHS-HENDERSON, THERESA M	0.50	159.28	79.64	PREPARE AND DISCUSS CRITERIA MATRIX	
2021-12-01	193805079	200.003	Direct - Regular	MAAHS-HENDERSON, THERESA M	1.00	159.26	159.26	TRANSPORTATION MEETING ON ALTERNATIVES ANALYSIS	
2021-12-02	193805079	200.003	Direct - Regular	MAAHS-HENDERSON, THERESA M	1.00	159.26	159.26	DISCUSS TRANSPORTATION ELEMENTS; DEVELOP CRITERIA	
2021-12-06	193805079	200.003	Direct - Regular	MAAHS-HENDERSON, THERESA M	2.00	159.26	318.52	WORK WITH ANGIE ON CRITERIA DEVELOPEMENT	
2021-12-13	193805079	200.003	Direct - Regular	MAAHS-HENDERSON, THERESA M	1.50	159.27	238.91	INTERNAL MEETING - DISCUSS CONCEPTS	
			Total Labor:		16.50		\$2,803.46		
			Total subTask		16.50		\$2,803.46		
2021-11-16	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	1.00	113.35	113.35	INTERNAL MEETING REGARDING ALTERNATIVE MATRIX	
2021-11-18	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	0.50	113.36	56.68	TRANSPORTATION DISCUSSION REGARDING ALTERNATIVES AND INTERSECTION GEOMETRICS	
2021-11-22	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	0.50	113.36	56.68	TRANSPORTATION TEAM MTG RE MATRIX CRITERIA	
2021-11-29	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	2.00	113.35	226.70	ACCESS SPACING AND FACILITY TYPE GUIDANCE AND STANDARDS RESEARCH AND ANALYSIS	
2021-11-30	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	3.75	113.35	425.06	ACCESS SPACING AND FACILITY TYPE GUIDANCE AND STANDARDS RESEARCH AND ANALYSIS, TRANSPORTATION MATRIX CRITERIA	
2021-12-01	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	1.50	113.35	170.03	ACCESS SPACING AND FACILITY TYPE GUIDANCE AND STANDARDS RESEARCH AND ANALYSIS	
2021-12-02	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	4.50	113.35	510.08	TRANSPORTATION GROUP MEETING, DETERMINING RECOMMENDATIONS AND TRANSPORTATION MATRIX CRITERIA	
2021-12-06	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	1.00	113.35	113.35	WEST END ALTERNATIVE MEETING	
2021-12-13	193805079	200.004	Direct - Regular	BOLSTAD, ANGELA (ANGIE)	2.00	113.35	226.70	INTERNAL MEETING REGARDING CRITERIA DEVELOPMENT AND ALIGNMENTS	
2021-11-16	193805079	200.004	Direct - Regular	GROVE, DALE A	1.50	234.87	352.31	MEETING TO REVIEW OPTIONS AND DEVELOP STEPS MOVING AHEAD.	
2021-11-22	193805079	200.004	Direct - Regular	GROVE, DALE A	0.50	234.90	117.45	INTERNAL TRANSPORTATION TEAM MEETING.	
2021-12-02	193805079	200.004	Direct - Regular	GROVE, DALE A	0.50	234.90	117.45	INTERNAL TRANSPORTATION TEAM MEETING TO DISCUSS STATUS AND OPTIONS.	

Billing Backup

Date	Project	Task	Expend Type	Employee/Supplier	Quantity	Bill Rate	Bill Amount	Comment	AP Ref. #
2021-12-03	193805079	200.004	Direct - Regular	GROVE, DALE A	0.50	234.90	117.45	COORDINATION WITH MNDOT.	
2021-12-06	193805079	200.004	Direct - Regular	GROVE, DALE A	2.00	234.87	469.73	INTERNAL TEAM MEETING TO REVIEW AND DEVELOP ALTERNATIVES.	
2021-12-07	193805079	200.004	Direct - Regular	GROVE, DALE A	1.00	234.87	234.87	MTG WITH TOM CRUIKSHANK AT MNDOT	
2021-12-13	193805079	200.004	Direct - Regular	GROVE, DALE A	2.00	234.87	469.73	INTERNAL MEETING TO REVIEW ALIGNMENT OPTIONS AND FOLLOW-UP WORK.	
2021-12-02	193805079	200.004	Direct - Regular	LINTGEN, BRIAN W	2.50	133.18	332.96	MEETING WITH ANGIE, THERESA, AND DALE TO DISCUSS TRANSPORTATION RECOMMENDATIONS AND MATRIX CRITERIA. PREPARING RECOMMENDATIONS AND MATRIX CRITERIA WITH ANGIE. PREPARING EMAIL	
2021-12-06	193805079	200.004	Direct - Regular	LINTGEN, BRIAN W	2.00	133.19	266.37	MEETING WITH STANTEC STAFF TO DISCUSS ROADWAY ALIGNMENTS, ISSUES, DEVELOPMENT, ETC.	
2021-12-13	193805079	200.004	Direct - Regular	LINTGEN, BRIAN W	2.50	133.18	332.96	MEETING TO DISCUSS MATRIX CRITERIA AND ROADWAY ALIGNMENTS. PREPARING ROADWAY ALIGNMENT FIGURES FOR THE MEETING.	
2021-12-14	193805079	200.004	Direct - Regular	LINTGEN, BRIAN W	1.00	133.18	133.18	DISCUSSION WITH ANGIE B. ABOUT THE CSAH 75/33RD STREET INTERSECTION. PREPARING ROUGH ALIGNMENT FIGURES FOR THE GROUP.	
2021-11-16	193805079	200.004	Direct - Regular	MEYER, TODD	1.00	222.75	222.75	TEAM MEETING	
2021-11-18	193805079	200.004	Direct - Regular	MEYER, TODD	1.00	222.75	222.75	PLAN DISCUSSION	
2021-11-30	193805079	200.004	Direct - Regular	MEYER, TODD	1.00	222.75	222.75	TEAM COORDINATION	
2021-12-02	193805079	200.004	Direct - Regular	MEYER, TODD	1.00	222.75	222.75	PLAN PREP	
2021-12-06	193805079	200.004	Direct - Regular	MEYER, TODD	2.00	222.75	445.49	PRELIMINARY CONCEPTS / TEAM MEETING	
2021-12-13	193805079	200.004	Direct - Regular	MEYER, TODD	1.00	222.75	222.75	TEAM COORDINATION	
2021-12-20	193805079	200.004	Direct - Regular	MEYER, TODD	1.00	222.75	222.75	TEAM COORDINATION / PLAN REVISIONS	
2021-11-15	193805079	200.004	Direct - Regular	NALLAPANENI, ANUSHREE	8.00	98.89	791.08	OPTION 1 AND 2 DRAWINGS	
2021-11-16	193805079	200.004	Direct - Regular	NALLAPANENI, ANUSHREE	4.00	98.89	395.54	OPTION 1 AND 2 DRAWINGS	
2021-12-03	193805079	200.004	Direct - Regular	NALLAPANENI, ANUSHREE	2.00	98.89	197.77	TOPO LAYER AND BASE MAPS	
2021-11-16	193805079	200.004	Direct - Regular	POLACEK, JOSEPH D	1.00	83.12	83.12	TEAM CALL RE CRITERIA, CONCEPTS	
2021-11-18	193805079	200.004	Direct - Regular	POLACEK, JOSEPH D	1.00	83.12	83.12	SMALL GROUP CALL RE CRITERIA, CONCEPTS	
2021-12-13	193805079	200.004	Direct - Regular	POLACEK, JOSEPH D	1.50	83.12	124.68	CRITERIA MEETING, COMMUNICATION	
Total Labor:					58.25		\$8,300.39		
Total subTask 200.004					58.25		\$8,300.39		
Total Top Task 200					102.75		\$14,066.16		
Total Project					102.75		\$14,066.16		



733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

St. Cloud APO Mississippi River Bridge Planning Study

Progress Report

TO: Brian Gibson, St. Cloud APO
FROM: Phil Carlson, AICP, Senior Planner, Stantec
DATE: January 28, 2022
RE: Mississippi River Bridge Planning Study, Monthly Progress Report 11-13-2021 to 12-31-2021

This is our monthly progress report from Stantec for work on the St. Cloud APO Mississippi River Bridge Planning Study.

PROGRESS TO DATE

The attached invoice for \$14,066.16 covers work performed from 11-13-2021 to 12-31-2021. The invoice includes work on Task 200.002 Background & Analysis; Task 200.003 Purpose, Goals & Objectives; and Task 200.004 Explore Alternatives.

Task 200.002 Background & Analysis

Our work on this task involved reviewing background for inclusion in the design criteria, updating graphics, and meetings to review.

Task 200.003 Purpose, Goals & Objectives

Our work on this task involved internal meetings to prepare and discuss the design criteria and alternatives for all segments of the corridor.

Task 200.004 Explore Alternatives

Our work on this task involved discussing and preparing redevelopment concepts for the west side and alternatives for all segments of the corridor and supporting information for them. We are in the third phase chronologically of the study, but some of our time is logged in the fourth phase as we develop alternatives for the segments of the corridor using the draft design criteria. The criteria and preliminary alternatives have been sent to the APO and City of St. Cloud in preparation for a review meeting.



Mississippi River Bridge Planning Study – Progress Report

BUDGET

With the attached invoice we have now billed the APO a total of \$114,689 for the study, with budget and actual charges billed to date summarized below.

	<i>Budget</i>	<i>Billed</i>
Task 1 Project Management	\$6,123	\$7,083
Task 2 Background & Analysis	\$48,009	\$75,426
Task 3 Purpose, Goals	\$26,718	\$20,407
Task 4 Explore Alternatives	<u>+\$33,341</u>	<u>+\$11,773</u>
Total	\$114,191	\$114,689

* Note: totals may vary slightly from actual invoices, due to rounding



SAINT CLOUD AREA PLANNING ORGANIZATION

December 2021

CPG Grant/MnDOT Contract: **1035521**, Federal Award ID# **SC20(110)**, CFDA **20.205**,

Subrecipient DUNS Number: **096487087**

State Grant/MnDOT Contract #: **1035501**

100 – Administration & Overhead (Total Hours: 263.25)

101 = 102.5 staff hours (*Gen Agency Admin*)

Exec Director: Received emails, reviewed, and responded as necessary. Received and reviewed invoices and bills and approved them. Reviewed and approved staff timesheets. Received and followed up on phone calls. Completed timesheets. Received and reviewed biweekly payroll reports and distributed pay stubs. Performed other general administrative tasks. Fixing computer issues; updated passwords for various websites. Updating payroll rates for 2022, including updated insurance rates; reviewed payroll info, printed, and filed; reviewed and signed assessment letters for January 2022; received request from Board member for details on CDL licensing, which was tracked down at MnDOT. Updated payroll checklist based on switch to 24 pay periods per year rather than 26; coordinated for audit pre-meeting set for January 11th and began gathering required documents for auditors.

Admin Asst: Provided telephone coverage and responded to inquiries. Opened and processed mail, invoices, and prepared for Exec Director's approval. Uploaded invoices, statements, etc. to Accountant's website. Notified accountant of uploads. Upload and submitted timesheets to accountant's website. Transferred timesheet hours and work activities to capture forms and progress reports. Posted weekly appointments on Appointment Board. Prepare and send assessment letters.

Sr. Planner: Cleaning out emails

Assoc Planner: Update timesheet

102 = 8.5 staff hours (*Human Resources & Personnel*)

Exec Director: Check-in meeting with new staff member; sought clarifying information for new staff member regarding insurance coverages; checking in with JS and helping with timesheet and other SOPs. Met with staff to check in with the new staff member and provide him direction on upcoming tasks; working with accountant on scheme to change from 26 pay periods to 24 pay periods per year; searching for Title II training materials for staff.

103 = 0 staff hours (*Bldg Mgmt & Maintenance*)

No Activities were completed in this Reporting Period.

104 = 22 staff hours (*Staff Development & Training*)

Exec Dir: Prepared and presented annual Title VI training for staff; annual LEP training. Attended annual Title II training.

Admin Asst.: Title VI training, LEP training. Title II training.

Sr Planner: Title VI training, LEP training.

Planning Tech: LEP training, Title VI training. Title II Training, Streetlight Data training.

Assoc Planner: Title VI training, LEP training. Prepare materials to train James. Title 2 Training, StreetLight Training, Staff training with James.

105 = 104 staff hours (*Holiday – Floating and Christmas and New Years*)

106 = 4 staff hours (*Vacation*)

107 = 22.25 staff hours (*Sick Leave*)

200 – Budget & Unified Planning Work Program (UPWP) (Total Hours: 5.5)

201 = 5.5 staff hour (*Annual Budget & UPWP*)

Exec Director: Developed assessment amounts per jurisdiction for AB to create the assessment invoices.

Admins Asst.: 2022 Staff Timesheets.

Sr. Planner: Providing Brian with the TIP UPWP annual report information.

300 – Transportation Improvement Program (TIP) (Total Hours: 18)

301 = 0 staff hours (*ATP Meetings & Subcommittees*)

No Activities were completed in this Reporting Period.

302 = 3.5 staff hours (*Annual TIP Development*)

Sr. Planner: Phone call with Anna Gruber to discuss TA application for the City of Sartell. Reviewing the City of Waite Park's TA application and providing feedback; Reviewing the City of Sartell's STBGP application and providing feedback; sending out TAC reminder about solicitation deadlines.

303 = 11 staff hours (*TIP Maintenance & Amendments*)

Sr. Planner: Sending out TIP amendment/administrative modification reminder, compiling list of TIP amendments. Compiling list of TIP amendments/modifications and sending out reminders to TAC about upcoming deadline, sending out reminder to TAC about upcoming deadline, making changes to the TIP (project pages, EJ analysis, fiscal constraint, updating table), developing TIP surveymonkey, finalizing website material, creating memos for Policy Board; finalizing and launching the SurveyMonkey, submitting the legal notice for the TIP amendment, notifying Jeff Lenz and Brett Stark of the changes, sending Amber the Interested Person and Interested Stakeholder emails to share.

304 = 3.5 staff hours (*TIP Project Monitoring & Annual Listing of Projects*)

Assoc. Planner: TIP map updates.

305 = staff hours (*Regional Infrastructure Investment Plan Development*)

No Activities were completed in this Reporting Period.

400 - Transportation System Performance Monitoring (TSPM) Total Hours:111

401 = 111 staff hours (*Performance Measures, Data Collection, Analysis & Target Setting*)

Assoc. Planner: Update active transportation spreadsheets. Moved active transportation counter from Apollo pedestrian bridge to Lake Wobegon Trail Head in Saint Joseph, Update spreadsheet for Lake Wobegon Trail Head ins Saint Joseph, Moved active transportation counter from Apollo Pedestrian bridge in Saint Cloud to Lake Wobegon Trailhead in Waite Park, Update Apollo pedestrian bridge spreadsheet. Move active transportation counter from Lake Wobegon Trailhead in Waite Park to CSAH 3 Trail in Sauk Rapids, Update Lake Wobegon Trailhead spreadsheet, Move active transportation counter from CSAH 3 Trail in Sauk Rapids to Heritage Drive in Sartell, Update CSAH Trail spreadsheet for Sauk Rapids.

Planning Tech: Data collection/upkeep, analyzing data. Data collection primarily in regard to major intersection crash rates and vehicle travel demand.

402 = 0 staff hours (*Annual Transportation System Performance & Target Achievement Report*)
No Activities were completed in this reporting period.

500 – Planning Project Development (Total Hours: 94)

501 = 44.75 staff hours (*Planning Assistance for Members*)

Exec Dir: received feedback on draft RFPs for 2022 and made corrections/updated. Reading and evaluating proposals for MnDOT's US 10 Safety Study

Sr. Planner: Age Friendly Communities zoom call with SCSU students about the research being done thus far for the survey, Age Friendly meeting, Region 7W Long Range Transportation Plan Update meeting, conversation with Tom Cruikshank to discuss APO/7W Local Transit Coordination Plan. Zoom call with SCSU students for the Age Friendly Committee survey meeting.

Assoc Planner: Updating USBR 45 reroute options with the City of Saint Cloud, Writing an email to MnDOT about USBR 45 reroute options. Send an email to MnDOT about USBR 45 reroute options, Sent project pages to jurisdictions Updated return PYRO forms for MnDOT, Create 2021 counting spreadsheet for the Country Lights Festival, Call to set up ATAC meeting, Email ATAC members. Update counting spreadsheet for the Country Lights Festival, Help Benton County Staff with sidewalk/shared use path guidelines, Send Active Transportation count data to Waite Park.

502 = 9 staff hours (*Consultant/Professional Services Procurement & Contracting*)

Exec Director: Refined draft 2022 RFPs based on feedback from staff and MnDOT; met with potential consultants interested in our 2022 RFPs.

Sr. Planner: Reviewing the TDM calibration RFP and providing edits to Brian.

503 = 40.25 staff hours (*Consultant Study Coordination*)

Exec Director: Coordination meeting with RSG; working with bank to pay large RSG invoice. SW Beltline coordination meeting with SRF; dealt with resident complaint regarding the Travel Survey and found remedy; coordination meeting with RSG about Travel Survey results; coordination meeting with RSG. Reviewed and provided comments on draft SW Beltline Corridor Study; PMT meeting with SRF regarding SW Beltline Study; reviewed draft deliverables for HTS; PMT meeting with RSG.

Sr. Planner: Regional Household Travel Survey meeting. Review of the Southwest Beltline Corridor Study deliverable, RSG deliverable discussion meeting, reviewing RSG deliverables, RSG deliverable discussion.

Assoc. Planner: Meeting with RSG for HH Travel Survey. Review Travel Demand Model RFP, Meeting with RSG for HH Travel Survey. Meeting with RSG for HH Travel Survey, Review HH Travel Survey Materials.

Planning Tech: Meeting with consultant to see progress. Meetings with consultants. Meeting with Consultant

504 = 0 staff hours (*Grant Writing & Grant Support for Members*)

No Activities were completed in this Reporting Period.

600 – Metropolitan Transportation Plan (MTP) (Total Hours: 207)

601 = 207 staff hours (*MTP Development & Maintenance*)

Sr. Planner: writing the visioning white paper; reviewing Alex's ATP Chapter 5. MTP Visioning White Paper; separating the regional household travel survey visioning responses, redoing visioning responses due to issue with RSG spreadsheet. Reviewing/editing Chapter 5 of the ATP for Alex, typing up comments for the visioning survey, cutting out visioning survey responses, reviewing Chapters 1 and 2 of the ATP for grammar, style, fact checking; reviewing Chapters 3, 4, 5 and review of Sauk Rapids and Sartell profiles.

Exec Dir: Reviewing first batch of Household Travel Survey - specifically the responses to our transportation visioning question; reviewing MTP visioning document. Reviewed and provided comments on draft MTP Visioning white paper by VJ; reviewed and provided comments on draft Chapter 5 of Active Transportation Plan; reviewed full draft Active Transportation Plan and provided comments to AM.

Planning Tech: learning MTP/review. Finish reading MTP and work on revisions for a better MTP.

Assoc. Planner: Editing Chapter 5, Meeting for Chapter 5 review. Make edits to Chapter 5 of the Active Transportation Plan, Edit jurisdictional profiles for ATP. Active Transportation Chapter 5, Active transportation overall edit, Active Transportation Plan formatting and Public Input Appendix.

610 – MTP – Active Transportation Planning (Total Hours: 1.75)

611 = 1.75 staff hours (*Safe Routes to School; Active Transportation Planning Coordination & Technical Assistance*)

Sr. Planner: Following up with MnDOT State Aid for the City of St. Cloud on behalf of their SRTS infrastructure letter of intent status.

Assoc Planner: Email Dave Cowan about SRTS, Set up Doodle Poll for ATAC.

612 = 0 staff hours (*Active Transportation Advisory Committee Coordination*)

No Activities were completed in this Reporting Period.

613 = staff hours (*Regional Active Transportation Plan Development & Maintenance*)

No Activities were completed in this Reporting Period.

620 – MTP – Transit Planning (Total Hours: 1.25)

621 = 1.25 staff hours (*Transit Planning, Coordination & Technical Assistance*)

Sr. Planner: Call with Dave Green about the TAM Plan. RAC meeting.

622 = 0 staff hours (*Northstar Coordination*)

No Activities were completed in this Reporting Period.

630 – MTP – Freight Planning & Economic Vitality & Tourism (Total Hours: 6)

631 = 0 staff hours (*Freight Planning, Coordination & Technical Assistance*)

No Activities were completed in this Reporting Period.

632 = 6 staff hours (*Transportation-Related Economic Development Planning, Coordination & Technical Assistance*)

Exec Director: Reviewed materials and studies on urban form and transportation choices; reviewed DEED economic development data for Central Minnesota. Continued researching transportation-economic-development linkages.

640 – MTP – Safety, Security & Environmental (Total Hours: 2.75)

641 = 2.75 staff hours (*Safety & Security Planning, Coordination & Technical Assistance*)

Sr. Planner: Sending Jason MacDonald a list of possible community education classes TZD could host pertaining to traffic safety, Speed Limit Working Group meeting, meeting with Bill Van Koevinger East Central TZD Chair (meet and greet), TZD meeting.

642 = 0 staff hours (*Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis*)

No Activities were completed in this Reporting Period.

700 – Transportation Planning Coordination & Public Outreach (Total Hours:58.5)

701 = 37.75 staff hours (*General Meeting Coordination & Attendance*)

Exec Director: Spoke with Charles Androsky at his request regarding our experience developing a regional Active Transportation Plan; completed Integrated Planning Survey for FHWA. Staff meetings; met with staff to help JS with current projects and provide direction on upcoming tasks. Met with lobbyist to discuss latest news on transportation bill and funding. Attended weekly staff meetings; attended MnDOT Corridors of Commerce program briefing; coordination meeting for JS.

Admin Asst: Staff meetings

Sr. Planner: Staff meeting/ check-in meeting with James, Brian, and Alex/meeting with James to discuss how work he does specifically fits into the region, staff meeting, meeting with Alex to discuss progress, check-in meeting with James, Brian, and Alex.

Assoc Planner: Staff meeting with James

Planning Tech: Progress checks. Staff meetings

702 = 6.25 staff hours (*APO Committee and Board Meetings*)

Exec Director: Developed Policy Board agenda and attachments for Jan 2022 meeting.

Sr. Planner: Sending reminder to TAC members about the STBGP/TA solicitation deadline. Drafting up the TAC agenda, reviewing the September minutes, adding in attendance and ATP-3 memo.

703 = 12 staff hours (*Public Outreach, Engagement, Website & Social Media*)

Exec Director: Updated website for 2022 - changed "current UPWP" to 2022-2023 and archived previous version; prepared pages for 2022 planning studies and linked to where appropriate.

Sr. Planner: Sending Amber updates to the website for ALOP and for the MTP.

Admin Asst: Website updates, Assemble and mailout The Oxcart. Facebook Post. James Instagram Post. Order James Business cards. Website updates. TIP graphics and announcements via Facebook, Instagram and Email.

Assoc Planner: Set up BFC post.

Planning Tech: Send out Doodle Poll to Active Transportation Committee and update roster, Posted bicycle-friendly community post on FB.

704 = 2.5 staff hours (*Evaluation & Coordination of Plans & Programs from Members*)

Sr. Planner: MnDOT SMTP stakeholder meeting

705 = 0 staff hours (*Develop and Maintain Stakeholder Engagement Plan & Title VI Compliance Plan*)

No Activities were completed in this Reporting Period.

706 = 0 staff hours (*Annual Report for SEP and Title VI Compliance/Effectiveness*)

No Activities were completed in this reporting period.

800 – Transportation Modeling, Mapping & Technical Support (Total Hours: 28.5)

801 = 10 staff hours (*Network & TAZ Data Collection & Analysis*)

Planning Tech: Data collection/analysis. Data Collection/modelling.

802 = 6 staff hours (*CUBE Travel Demand Model Development & Operations*)

Assoc. Planner: Find CUBE classes and references for James.

Planning Tech: Learning CUBE modelling. Learning Cube model and basics.

803 = 12.5 staff hours (*GIS Database Development & Mapping*)

Assoc Planner: GIS mapping for USBR 45 reroute, Look into GIS videos for James. Review crash intersections points and add more to the list for James.

Planning Tech: Learning GIS modelling.

900 – Locally Funded Activities (Total Hours:1)

901 = 1 staff hours (*Legislative Communications*)

Exec Director: Met with lobbyist to discuss latest news on transportation bill and funding

902 = 0 staff hours (*Travel for Legislative Communications*)

No Activities were completed in this reporting period.

903 = 0 staff hours (*Audit*)

No Activities were completed in this reporting period.

2021 Work Activity For Accountant	Dec 1 - Dec 3, 2021						TOTAL	Dec. 6 - Dec. 17, 2021						TOTAL	Dec. 20 - Dec. 21, 2021						TOTAL	Total for Month	Monthly Section Totals			
	Brian	Vicki	Alex	James	Amber			Brian	Vicki	Alex	James	Amber			Brian	Vicki	Alex	James	Amber							
100 Administration & Overhead																										
Gen Agency Administration - 101	10.5		0.5		5	16	24	2.5			13.5	40	16				30.5	46.5	102.5							
Human Resource/Personnel - 102	4.5					4.5	4					4						0	8.5							
Building Management & Maintenance - 103						0						0						0	0							
Staff Development & Training - 104						0	4	1.5	3.5	1	1	11	1	1	6	2	1	11	22							
Holiday - 105						0		8	8			16	24	24	24	16		88	104							
Vacation - 106						0	4					4						0	4							
Sick - 107		8				8	1	13.25				14.25						0	22.25							
Overhead - 108						0						0						0	0							
200 Budget & UPWP																										
Annual Budget & UPWP - 201						0	2	0.5			3	5.5						0	5.5							
300 Transportation Improvement Program (TIP)																										
ATP Meetings/Subcommittees - 301						0						0						0	0							
Annual TIP Development - 302						0		0.5				0.5			3			3	3.5							
TIP Maintenance & Amendments - 303						0		1.5				1.5		9.5				9.5	11							
TIP Project Status Monitoring & Annual Listing of Projects - 304						0						0				3.5		3.5	3.5							
Regional Infrastructure Investment Plan Development - 305						0						0						0	0							
400 Transportation System Performance Monitoring (TSPM)																										
Perf Measures, Data Collection, Analysis & Target Setting - 401			2			2			4.5	49		53.5			6	49.5		55.5	111							
Annual Transport Syst Perform & Target Achievmt Rpt - 402						0						0						0	0							
500 Planning Project Development																										
Planning Assist for Members - 501			5			5	19	3.25	13			35.25		1	3.5			4.5	44.75							
Consultant/Prof'l Svcs Procurement & Contracting - 502	2					2	6	1				7						0	9							
Consultant Study Coordination - 503	3	0.5	0.5	1		5	6	1.5	2.5	3.5		13.5	13	3.75	3	2		21.75	40.25							
Grant Writing & Grant Support for Members - 504						0						0						0	0							
600 Metropolitan Transportation Plan (MTP)																										
MTP Development & Maintenance - 601	1	13.5	7.5	11		33	3	36.75	42	17.5		99.25	12	33.25	29.5			74.75	207							
610 MTP - Active Transportation Planning																										
SRTS;Active Transporta't Plng Coord & Tech Assistance - 611			1.5			1.5		0.25				0.25						0	1.75							
Active Transportation Advisory Committee Coordination - 612						0						0						0	0							
Reg'l Active Transportation Plan Developm & Maint - 613						0						0						0	0							
620 MTP - Transit Planning																										
Transit Planning, Coordination & Tech Assistance - 621						0		0.25				0.25		1				1	1.25							
Northstar Coordination - 622						0						0						0	0							
630 MTP - Freight Plng & Econom Vitality & Tourism																										
Freight Planning, Coordination & Tech Assistance - 631						0						0						0	0							
Transport-Related Econ Develop Plng, Coord & Tech Assist - 632						0	4					4	2					2	6							
640 MTP - Safety, Security & Environmental Planning																										
Safety & Security Planning, Coord & Tech Assist - 641						0		2.75				2.75						0	2.75							
Transport Resil, Energy Conserv, Envir Impacts & Mitigat'n Analysis - 642						0						0						0	0							
700 Transportation Plng Coord & Public Outreach																										
General Meeting Coordination, & Attendance - 701	3	2	3	2		10	2	3.25	3.5	4	2	14.75	4	2.5	2	2.5	2	13	37.75							
APO Committee & Board Meetings - 702						0		0.25				0.25	5	1				6	6.25							
Public Outreach, Engagement, Website & Social Media - 703			1		1	2		0.5	3		1	4.5	3				2.5	5.5	12							
Eval & Coord of Plans & Pgms from Members - 704						0		2.5				2.5						0	2.5							
Develop & Maintain SEP & Title VI Compliance Plan - 705						0						0						0	0							
Annual Rpt for SEP and Title VI Compliance/Effectiveness - 706						0						0						0	0							
800 Transporta'n Modeling, Mapping & Tech Support																										
Network & TAZ Data Collection & Analysis - 801						0					2	2					8	8	10							
CUBE Travel Demand Model Development & Operations - 802			1	4		5				1		1						0	6							
GIS Database Development & Mapping - 803			2	6		8				2		2			2.5			2.5	12.5							
900 Locally Funded Activities																										
Legislative Communications - 901						0	1					1						0	1							
Travel for Legislative Communications - 902						0						0						0	0							
Audit - 903						0						0						0	0							
Total Hours	24	24	24	24	6	102	80	80	80	80	20.5	340.5	80	80	80	80	36	356	798.5							