

Saint Cloud Area Planning Organization 2017 Performance Report



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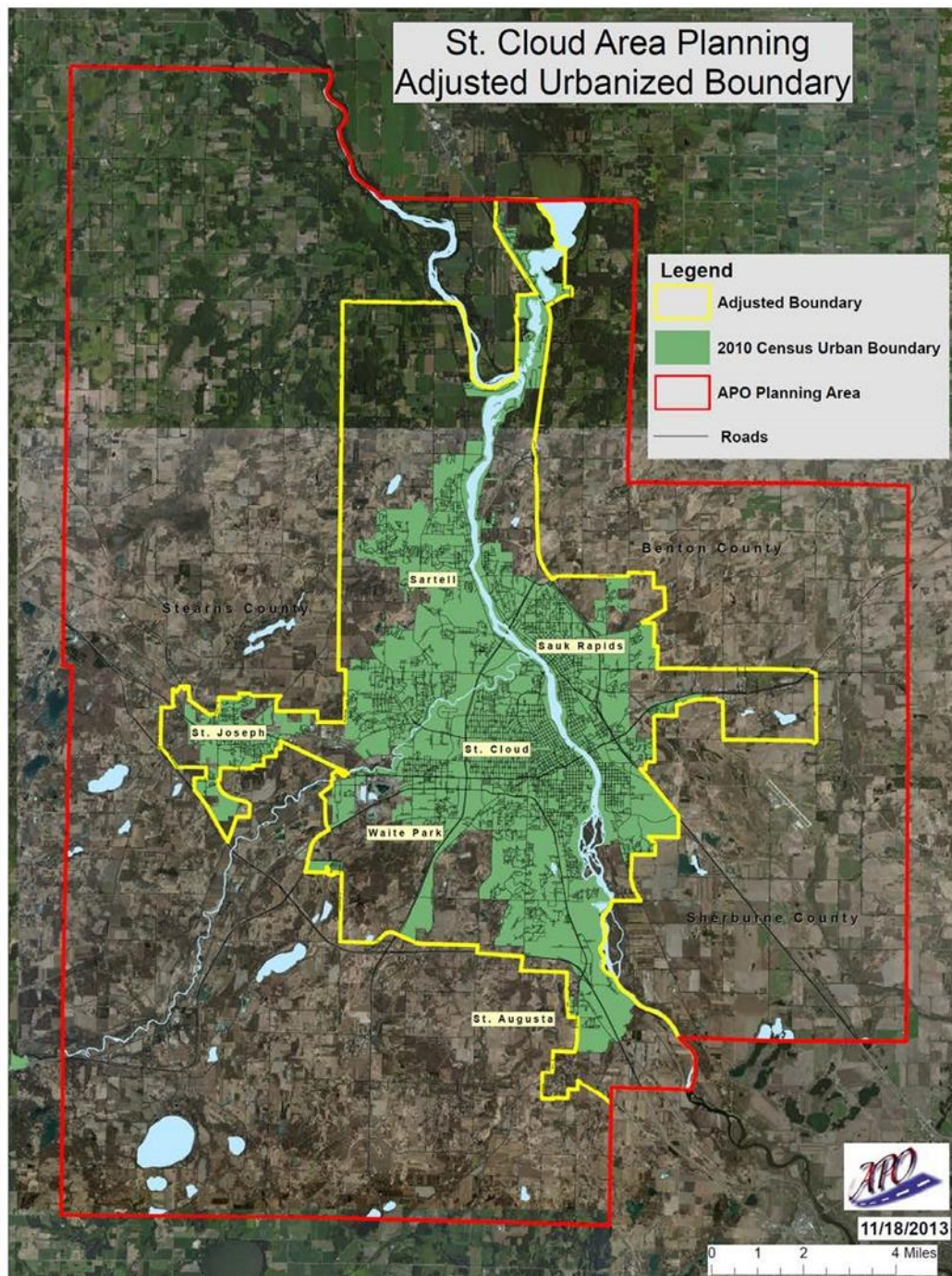
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Introduction

This report is a summary of the activities, expenditures, and achievements of the Saint Cloud Area Planning Organization (APO) for Fiscal Year (FY) 2017, which began on January 1, 2017 and ended December 31, 2017. The APO is a publically funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

Figure 1. Saint Cloud APO Planning Area



Purpose and Need

The goals of this report are:

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

APO Staff Vision, Goal, and Core Values

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

Vision:

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

Goal:

The logical, informed investment of limited transportation funding.

Core Values:

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

Organization

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

- Stearns County, MN
- Benton County, MN
- Sherburne County, MN
- City of Saint Cloud, MN
- City of Sauk Rapids, MN
- City of Sartell, MN
- City of Waite Park, MN
- City of Saint Joseph, MN
- LeSauk Township in Stearns County, MN

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

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

1. **Executive Director** – Responsible for the general supervision, management, and administration of the business and affairs of the APO including the development and keeping of the Unified Planning Work Program (UPWP); has the care and custody of all funds of the APO and has signatory authority for the disbursement of all monies under the direction of the Board; has signatory authority on all contracts, documents, and other official instruments of the APO; keeps the official records and financial accounts of the APO; APO procurement officer and project manager for planning projects completed by consultants; hires and supervises additional staff members for positions approved by the Board; is appointed by an affirmative vote by the majority of Board members.
2. **Planner III (Senior Planner)** – Responsible for the general supervision and direction of the Planner I and Planner II positions; in coordination with the Planner I and II positions is responsible for the timely development and keeping of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP); chairs and is the primary support staff member for the Technical Advisory Committee (TAC); fills in for the Executive Director in her/his absence.
3. **Planner II (Associate Planner)** – Primary responsibility is for the development and keeping of the TIP and TIP project tracking; is the primary bicycle/pedestrian planning staff specialist; as able, supports the Senior Transportation Planner by completing specific tasks as directed.
4. **Planner I (Transportation Planner)** – Supports the Senior Transportation Planner by completing specific tasks related to the development of the MTP; is the primary public-input specialist and is responsible for the development and keeping of the APO's Public Participation Plan and Title VI compliance document(s); is the primary transit planning staff specialist.
5. **Planning Technician** – Responsible for the development and keeping of the APO's transportation performance measures including collection, analysis, and annual reporting of regional transportation performance data; responsible for the keeping and operation of the regional Travel Demand Model (TDM); as able, may complete additional tasks as assigned by the Executive Director or Senior Transportation Planner.
6. **Administrative Specialist** – General support staff for all other positions; answers telephone, opens and distributes mail, copies and files documents as needed; writes

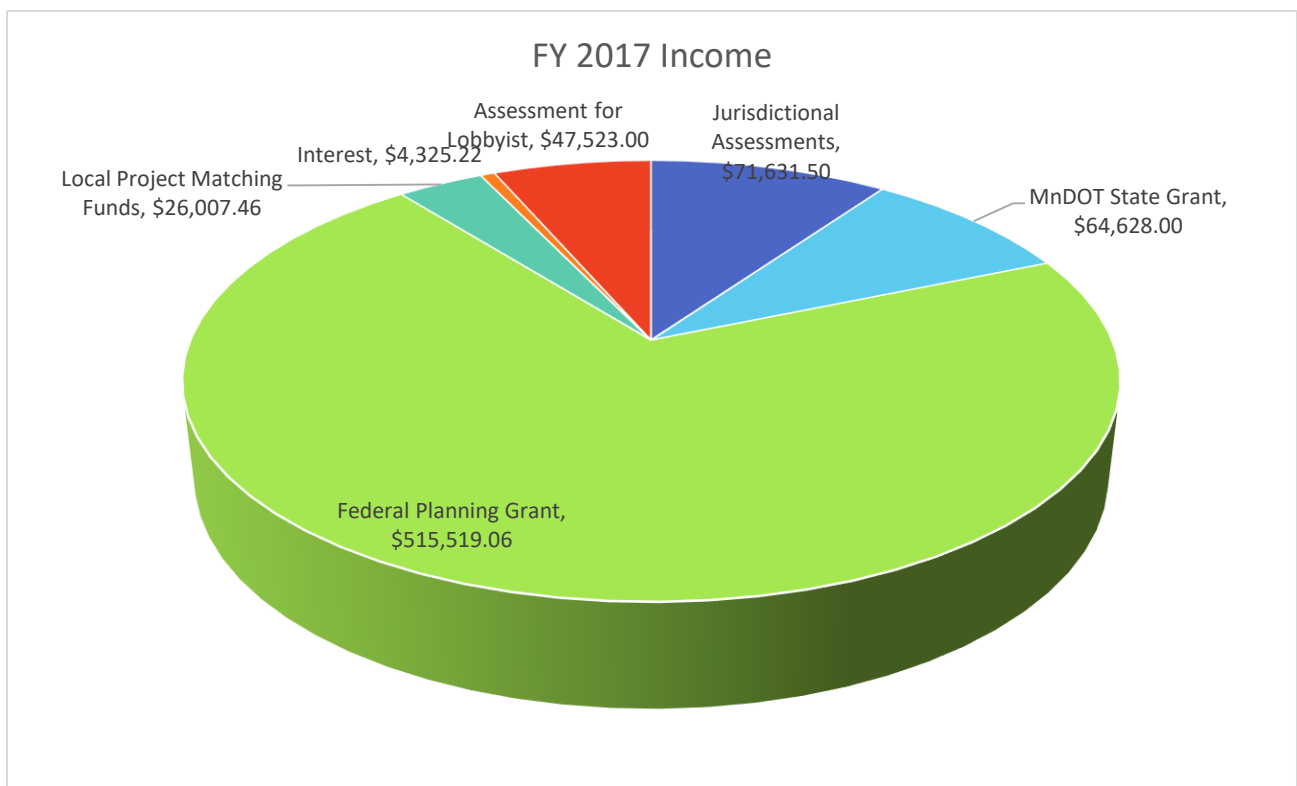
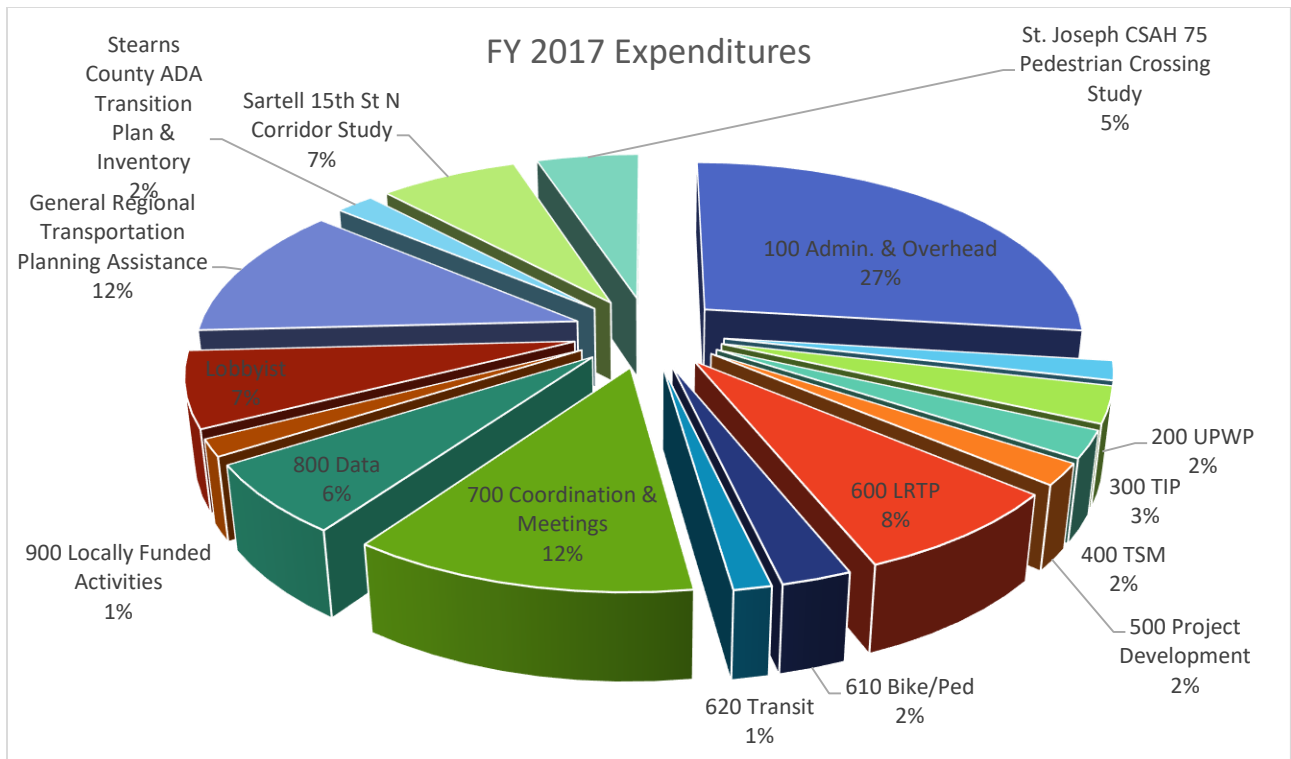
minutes for all TAC and Board meetings; monitors and purchases office supplies as needed; works with Executive Director and Accountant on keeping timesheets and records of work effort; writes outgoing correspondence as directed, and assorted other duties; this is a 0.72 FTE position.

Overall Financial Performance

The FY2017 UPWP was approved by the Board on September 8, 2016. However, it was amended twice during the year, most recently on September 14, 2017. The budget figures used below represent this final version of the UPWP.

Figure 2. FY 2017 Budget vs. Expenditures

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Unspent
100 Administration & Overhead	\$234,854	\$193,502.96	82.39%	17.61%
200 Budget & UPWP	\$19,800	\$12,093.98	61.08%	38.92%
300 Transportation Improvement Program (TIP)	\$30,944	\$22,793.69	73.66%	26.34%
400 Transportation System Management	\$16,380	\$17,115.38	104.49%	-4.49%
500 Transportation Project Development	\$37,268	\$13,600.25	36.49%	63.51%
600 Long-Range Transportation Plan (LRTP)	\$42,021	\$56,126.93	133.57%	-33.57%
610 LRTP - Bicycle/Pedestrian Planning	\$28,700	\$17,759.94	61.88%	38.12%
620 LRTP - Transit Planning	\$16,479	\$9,642.23	58.51%	41.49%
700 Transportation Planning Coordination & Meetings	\$104,260	\$87,251.98	83.69%	16.31%
800 Transportation Data	\$50,808	\$44,339.26	87.27%	12.73%
900 Locally Funded Activities	\$9,106	\$10,675.48	117.24%	17.24%
<i>Sub-Total for APO Staff and Operations</i>	<i>\$590,619</i>	<i>\$484,902.08</i>	<i>82.10%</i>	<i>17.90%</i>
Consultant Services: David Turch & Associates	\$48,000	\$48,000.00	100.00%	0.00%
Consultant Services: General Regional Transportation Planning Assistance	\$100,000	\$85,055.11	85.06%	14.94%
Consultant Services: Stearns County ADA Transition Plan & Inventory	\$39,250	\$13,746.02	35.02%	64.98%
Consultant Services: Sartell 15th St N Corridor Study	\$50,625	\$49,788.64	98.35%	1.65%
Consultant Services: St. Joseph CSAH 75 Pedestrian Crossing Study	\$40,000	\$36,713.48	91.78%	8.22%
Grand Total Budget	\$868,494	\$718,205.30	82.70%	17.30%



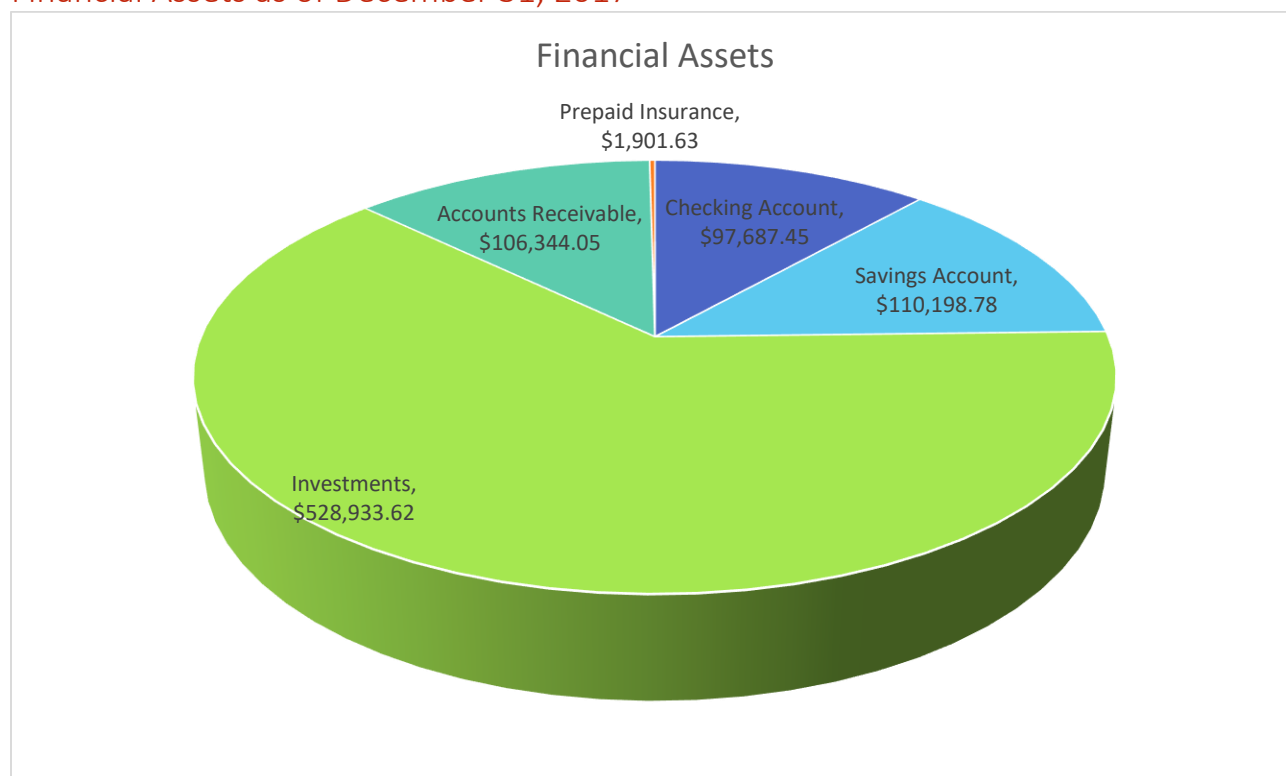
Total APO income for FY 2017 was \$729,650.52.

Return on Investment

APO member jurisdictions provided \$71,631.50 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$6,954,429 in Federal funds through the Transportation Improvement Program for roadway and transit projects in FY 2017 (i.e., \$4,313,000 in Federal transit funds, and \$2,641,429 in Federal roadway funds). That's a 9,608% return on investment.

Additionally, specific jurisdictions provided matching funds for planning studies within their boundaries. Those matching funds totaled \$26,007.46 and were used to purchase a total of \$100,251.14 in planning effort and activities, a return of 285%.

Financial Assets as of December 31, 2017



FY 2017 Expenses By Selected Categories

	FY 2017 Budget	FY 2017 Expenses	% Expended	% Remaining
Jurisdictional Assessments	\$72,522.00	\$71,631.50	98.77%	1.23%
MnDOT State Grant	\$62,815.00	\$64,628.00	102.89%	-2.89%
Federal Planning Grant	\$626,889.00	\$515,519.06	82.23%	17.77%
Local Project Matching	\$35,395.00	\$26,007.46	73.48%	26.52%
Salaries	\$367,516.71	\$310,555.67	84.50%	15.50%
Payroll Expenses*	\$26,828.72	\$21,812.71	81.30%	18.70%
Employee Benefits	\$88,204.01	\$66,888.41	75.83%	24.16%

*Payroll expenses are Social Security and Medicare

Work Elements

100 Administration and Overhead – ON-GOING

Figure 3. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
100 Administration & Overhead	\$234,854	\$193,502.96	82.39%	17.61%

Figure 4. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
101 – General	1,240	1,178.75	95.06%	4.94%
102 – Human Resources & Personnel	340	292.50	86.03%	13.97%
103 – Building Management	150	24.5	16.33%	83.66%
104 – Holiday	488	477	97.75%	2.25%
105 – Vacation	560	281	50.18%	49.82%
106 – Sick Leave	228	63	27.63%	72.37%
107 - Overhead	0	0	N/A	N/A
Totals	3,006	2,316.75	77.07%	22.93%

Category 100 as shown above includes both staff time and overhead expenses such as office supplies, utilities, postage, etc. The budget for 2017 overhead expenses is shown below.

Figure 5. FY 2017 Overhead Expenses Budget Breakdown

Line Item	2017 Budget	2017 Expenditures	% Expended	% Remaining
Office Property Liability Insurance	\$8,240	\$4,977.50	60.4%	39.6%
Office Supplies	\$4,635	\$2,568.53	55.4%	44.6%
Auditing Services	\$7,210	\$7,250.00	100.5%	-0.5%
Accounting Services	\$17,000	\$18,610.00	109.5%	-9.5%
Telephone	\$3,605	\$2,652.10	73.6%	26.4%
Postage/Internet	\$1,030	\$1,770.83	171.9%	-71.9%
Travel	\$7,210	\$7,703.11	106.8%	-6.8%
Printing/Publishing	\$1,030	\$1,445.77	140.4%	40.4%
Office Building Maintenance & Utilities	\$12,875	\$9,216.01	71.6%	28.4%
Legal Services	\$1,030	\$0	0.0%	100.0%
Copy Machine	\$6,695	\$6,384.17	95.4%	4.6%
Dues and Subscriptions	\$4,120	\$3,048.77	74.0%	26.0%
IT Support/Software	\$7,210	\$6,619.68	91.8%	8.2%
Professional Development	\$5,665	\$8,735.59	154.2%	-54.2%
Miscellaneous	\$1,515	\$252.00	16.6%	83.4%
Equipment (<i>Local Dollars Only</i>)	\$16,000	\$15,885.91	99.29%	0.71%
Total	\$105,070	\$97,119.97	92.4%	7.6%

Key Activities, Accomplishments, and Notes

- Because the local match requirements were initially miscalculated, an "Equipment" budget was added to use local dollars only to help meet the match requirements.
- The Executive Director hired three new staff members: Transportation Planner, Associate Planner, and Planning Technician;
- The Executive Director revised and updated Employee Handbook and Personnel Policies;
- The Executive Director revised and updated Procurement Policies;
- Audit of our FY2016 expenditures was completed and accepted by the Board;
- Our new accountant began working for the APO, so there was some learning and adjusting of processes that occurred; our previous accountant stayed on for one extra month to facilitate the transition to the new accountant;
- The Executive Director purchased new traffic counting equipment, three new desktop computers for staff, and a new laptop computer;
- Staff members attended a variety of professional development events, webinars, and conferences, including the Minnesota Transportation Conference, Design and Operations of Separated Bike Lanes, America Walks, the Association of Metropolitan Planning Organizations' Planning Tools and Training Symposium; Citilabs U; Institute for Transit Operations; and the Sustainability & Multimodal Planning Workshop;
- Staff responded to audit finding by setting up new investment account with US Bank and began transferring of CD's from USB as they mature;
- Staff research and joined the Minnesota Cooperative Purchasing Venture;
- Staff researched and purchased bariatric chair to help ensure APO meetings are ADA accessible;
- General office duties are accounted for here, such as answering the telephone, receiving and responding to general emails, reviewing and approving bills, etc;

- Staff coordinated, rearranged and consolidated APO files for 50+ years dating back to 1966;
- Staff performed routine building maintenance and solicited vendors for some maintenance activities;
- Staff revised/streamlined process for reporting time and capturing work activities.

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

Figure 6. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
200 Budget and UPWP	\$19,800	\$12,093.98	61.1%	38.9%

Figure 7. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
201 – Prepare Budget and UPWP	300	157	52.3%	47.7%
Totals	300	157	52.3%	47.7%

Key Activities, Accomplishments, and Notes

- Staff developed and gained approval for the 2018-2019 UPWP;
- Staff processed two amendments/modifications to the 2017 UPWP;
- Staff prepared one amendment for the 2018 UPWP

300 Transportation Improvement Program (TIP) – ON-GOING

Figure 8. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
300 Transportation Improvement Program (TIP)	\$30,944	\$22,793.69	73.7%	26.3%

Figure 9. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
301 – ATP Meetings/Subcommittees	80	73	91.3%	8.7%
302 – Solicitations & Project Scoring	180	15	8.3%	9.2%
303 – Financial Analysis	80	1	1.3%	98.7%
304 – Report, Maps, and Self-Certification	400	586	147%	-47%
Totals	740	675	91.2%	8.8%

Key Activities, Accomplishments, and Notes

- Staff processed 5 amendments to the TIP;
- Staff attended 6 ATP-3 meetings to coordinate and select projects;
- Staff reviewed and ranked applications for Transportation Alternatives funding and the Surface Transportation Block Grant Program;
- Staff converted the TIP document from In-Design to Word;
- Staff prepared and gain approval for a complete TIP update (FYs 2019-2022);

- Staff coordinated with City of Saint Cloud staff on possible awarding of Transportation Alternatives funding for 33rd Street South project;
- Staff reviewed TIPs from other Minnesota MPOs in preparation for comprehensive update to the APO TIP

400 Transportation System Management (TSM) – ON-GOING

Figure 10. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
400 Transportation System Management	\$16,380	\$17,115.38	104.5%	-4.5%

Figure 11. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
401 – TSM Monitor and Evaluate	200	471	235.5%	-135.5%
402 – TSM Report	110	1	1%	99%
403 – Performance Measure Integration	100	46	46%	54%
Totals	410	518	126.3%	-26.3%

Key Activities, Accomplishments, and Notes

- Staff collected system performance data for the APO region and computed system performance for Federally-required performance measures;
- Staff also collected data and calculated performance measures for additional (non-Federally-required) performance measures;
- Staff coordinated with Metro Bus on development of Transit Asset Management performance targets for FY2018;

500 Transportation Project Development – ON-GOING

Figure 12. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
500 Transportation Project Development	\$37,268	\$13,600.25	36.5%	63.5%

Figure 13. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
501 – General Project Implementation & Planning Assistance for Members	296	109	36.8%	63.2%
502 – Consultant Study Procurement & Contracting	140	50	35.7%	64.3%
503 – Consultant Study Coordination	320	112	35.0%	65.0%
Totals	756	271	35.9%	64.1%

Key Activities, Accomplishments, and Notes

- Procured consultant for Regional Transportation Planning Assistance;

- Coordinated with consultants and member jurisdictions on the completion of the Stearns County ADA Transition Plan, Sartell 15th Street North Corridor Study, and Saint Joseph CSAH 75 Pedestrian Crossing Study;
- Staff solicited, evaluated, and selected quote for new multi-function copier;
- As a results of MnDOTs call for Local Road Improvement Program grant applications, staff scheduled and held a series of coordination meetings for all jurisdictions responsible for the maintenance of "Townline Road";
- Staff solicited, evaluated, and selected quote for new Auditor;
- In response to MnDOT call for grant applications for Phase 1 planning of Regional Transportation Coordinating Councils, staff developed stakeholder and provider list and began preparation of Letter of Intent;
- Staff researched and coordinated with local jurisdictions regarding a proposal by BNSF to abandon a segment of rail line;
- Staff researched and consolidated information regarding the "ring road" concept

600 Long Range Transportation Plan – ON-GOING

Figure 14. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
600 Long Range Transportation Plan	\$42,021	\$56,126.93	133.6%	-33.6%

Figure 15. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
601 – General Long Range Planning	340	908	267.1%	-167.1%
602 – Goals, Objectives, and Strategies	100	614.5	614.5%	-514.5%
603 – Financial Plan and Analysis	0	1	N/A%	N/A%
604 – Roadway Plan/Congestion Mitigation Plan/ Access Management Plan/ITS	280	60	21.4%	78.6%
605 – Freight Planning	100	6	6.0%	94.0%
606 – Airport Surface Transportation Connection Planning	40	0	0%	100%
607 – Safety & Security Planning	80	49	61.3%	38.7%
608 – Environmental Justice and Environmental Mitigation	80	1	1.3%	98.7%
Totals	1,020	1,639.5	160.7%	-60.7%

Key Activities, Accomplishments, and Notes

- Staff scheduled and held four public input events throughout the region regarding existing conditions;
- Staff developed and deployed an on-line survey regarding existing conditions;
- Staff reviewed goals and objectives of previous LRTP in preparation for updating them;
- Staff maintained and updated the APO website as needed;
- Staff maintained and updated the APO Facebook page as needed;
- Staff reviewed and summarized comprehensive plans from all APO jurisdictions;

- Staff also reviewed County Hazard Mitigation Plans, Community Health Improvement Plans, Highway Safety Plans, and other relevant planning documents for coordination with the new LRTP;
- Staff prepared draft Introductory chapter for new LRTP;
- Staff prepared draft Existing Conditions and Goals, Objectives, and Performance Measures chapters for new LRTP

610 Bicycle/Pedestrian Planning – ON-GOING

Figure 16. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
610 Bicycle/Pedestrian Planning	\$28,700	\$17,759.94	61.9%	38.1%

Figure 17. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
611 – General Bike & Pedestrian Planning & Technical Assistance	470	240	51.1%	48.9%
612 – APO Bicycle & Pedestrian Advisory Committee	180	6	3.3%	96.7%
613 – Safe Routes to School Planning	120	232	193.3%	-93.3%
Totals	770	478	62.1%	37.9%

Key Activities, Accomplishments, and Notes

- Staff coordinated/conducted Spring and Fall bike-ped counts at select locations;
- Staff deployed automated bike-ped counters to test their functionality and establish base-line counts at key locations;
- Staff attended meetings for and coordinated with MnDOT's regional bike trail planning effort;
- Staff coordinated with school district regarding possible development of regional Safe Routes to School plan/projects

620 Transit Planning – ON-GOING

Figure 18. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
620 Transit Planning	\$16,479	\$9,642.23	58.5%	41.5%

Figure 19. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
621 – General Transit Planning, Coordination, and Technical Assistance	350	316	90.3%	9.7%
622 – Historic and Current Transit Ridership	60	4	6.7%	9.3%
623 – Northstar Commuter Rail Coordination	40	25	62.5%	37.5%
Totals	450	345	76.7%	23.3%

Key Activities, Accomplishments, and Notes

- Staff coordinated with MnDOT on the development of the Region 7W Human Services Transportation Coordination Plan;
- Staff assisted Metro Bus with review of existing transit routes and formation of recommendations for changes;
- Staff assisted Metro Bus with review of existing transit shelters, signage, bike racks, and other bus stop “furniture” in preparation for development of comprehensive plan or policy on when and where to provide facilities.

700 Transportation Planning Coordination & Meetings – ON-GOING**Figure 20. FY 2017 Funds Budgeted vs. Funds Expended**

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
700 Transportation Planning Coordination & Meetings	\$104,260	\$87,251.98	83.7%	16.3%

Figure 21. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
701 – General Meetings, Coordination, and Training	1,036	1,161	112.1%	-12.1%
702 – APO Committee & Board Meetings	940	574	61.1%	38.9%
703 – Public Participation Plan & Public Outreach	200	325.5	162.8%	-62.8%
704 – Website Maintenance and New Features	120	67	55.8%	44.2%
705 – Evaluate MnDOT Plans and Programs	210	199.5	95.0%	5.0%
Totals	2,506	2,327	92.9%	7.1%

Key Activities, Accomplishments, and Notes

- Scheduled and held eight meetings of the Technical Advisory Committee;
- Scheduled and held seven meetings of the Executive Board;
- Scheduled and held three meetings of the Policy Board;
- Administrative Assistant prepared minutes of all meetings;
- Staff attended various other meetings, such as BLEND, Chamber of Commerce, Central Minnesota Jobs and Training Services, Saint Cloud Transportation Summit, and Regional Active Living Advisory Group;
- Staff participated in various performance measure and target setting coordination meetings with MnDOT;
- Staff attended weekly APO staff coordination meetings;

- Staff developed a draft social media policy (approval anticipated in FY 2018);
- Staff developed comprehensive update to the APO Public Participation Plan and Title VI compliance document

800 Transportation Data – ON-GOING

Figure 22. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
800 Transportation Data	\$50,808	\$44,339.26	87.3%	12.7%

Figure 23. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
801 – General Transportation Data Collection	200	161.5	80.8%	19.2%
802 – GIS Database Development and Analysis	416	469	112.7%	-12.7%
803 – CUBE Travel Demand Model Development	426	449.5	105.5%	-5.5%
804 – Census Analysis	60	2	3.3%	96.7%
805 – Monitor/Inventory Land Development & Agency Land Use Plans	100	0	0.0%	100.0%
806 – Growth Measures Report & Plan	60	0	0.0%	100.0%
807 – Title VI Report & Plan	70	8	11.4%	88.6%
Totals	1,332	1,090	81.8%	18.2%

Key Activities, Accomplishments, and Notes

- Updated base year (i.e., 2015) land use data for every Traffic Analysis Zone (TAZ);
- The new Planning Technician spent considerable time learning the APO's regional travel demand forecasting model;
- Staff reviewed functional classification data and prepared functional class map for the APO region;

900 Locally Funded Activities – ON-GOING

Figure 24. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
900 Locally Funded Activities	\$9,106	\$10,675.48	117.24%	-17.24%

- Figure 24 includes costs for both staff time and travel.

Figure 25. FY 2017 Staff Hours Budgeted vs. Staff Hours Spent

	2017 Hours Budgeted	2017 Hours Expended	% Expended	% Remaining
901 – Legislative Communications	100	103	103.0%	-3.0%
902 – Travel for Legislative Communications	0	0	N/A%	N/A%
Totals	100	103	103.0%	-3.0%

Key Activities, Accomplishments, and Notes

- Working with the APO Board and Technical Advisory Committee, APO staff developed a briefing booklet of regional transportation priorities.
- The APO Board Chair and Executive Director traveled to Washington DC and met with members of Congress and/or their staff to inform them of the regional transportation priorities.

Sartell 15th Street North Corridor Study - COMPLETED

Figure 26. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
Sartell 15 th Street North Corridor Study	\$50,625	\$49,788.64	98.4%	1.6%

Key Activities, Accomplishments, and Notes

- This project was funded and completed over two fiscal years. The complete project budget vs. expenditures is shown below:

Total Project Budget	Funds Expended in 2016	Funds Expended in 2017	Total Funds Expended
\$80,000	\$13,293.99	\$49,788.64	\$63,082.63
100%	16.6%	62.2%	78.8%

- This project identified and evaluated four different possible locations and four different possible cross-sections of a future 15th Street North corridor between Pinecone Road and 30th Ave N (Townline Road) in Sartell and LeSauk Townships.
- Public outreach efforts included a public meeting, but also “pop-up” events near the study area, and individual meetings with property owners.
- The final recommendation, for an estimated cost of \$8.3 million, was accepted by the Sartell City Council.

Saint Joseph CSAH 75 Pedestrian Crossing Study - COMPLETED

Figure 27. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
Saint Joseph Pedestrian Crossing Study	\$40,000	\$36,716.48	91.8%	8.2%

Key Activities, Accomplishments, and Notes

- This contract was awarded late in 2016, but consultant work did not begin until 2017 so the table above does reflect all expenditures on the project.
- The study evaluated four major intersections of CSAH 75 in Saint Joseph for potential pedestrian-environment improvement strategies.
- The consultant did hold a traditional public input meeting, but at the request of some members of the public, APO staff held an additional public input “pop-up” opportunity on the campus of Saint Benedict’s.

- The study recommends various improvements at each of the four intersections, as well as a future grade-separated pedestrian crossing feature near 4th Avenue NE/Northland Drive.
- The estimated costs of the surface treatments totals about \$113,000, while the cost of the grade-separate feature is estimated at \$3.5 million.
- The recommendations of the study were approved by the Saint Joseph City Council.

Stearns County ADA Transition Plan and Inventory - COMPLETED

Figure 28. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
Stearns County ADA Transition Plan and Inventory	\$39,250	\$13,746.02	35.0%	65.0%

Key Activities, Accomplishments, and Notes

- This project was funded and completed over two fiscal years. The complete project budget vs. expenditures is shown below:

Total Project Budget	Funds Expended in 2016	Funds Expended in 2017	Total Funds Expended
\$75,000	\$29,062.37	\$13,746.01	\$42,808.38
100%	34.8%	22.3%	57.1%

- In all, 457 intersections in Stearns County were inspected and evaluated for compliance with the Americans with Disabilities Act (ADA), including the presence or absence of pedestrian ramps and the type and condition of any traffic signal controls.
- Most intersections with compliance issues will be brought into compliance as other street and/or utility projects are completed. On a case-by-case basis, intersections with severe non-compliance issues may be made compliant with a stand-alone compliance effort as determined by Stearns County staff.
- This project came in significantly under budget in part because of the extreme efficiency with which the consultant completed the work.

General Regional Transportation Planning Assistance - UNDERWAY

Figure 26. FY 2017 Funds Budgeted vs. Funds Expended

Work Activity Category	2017 Total Budget	2017 Total Expenditures	% Expended	% Remaining
General Regional Transportation Planning Assistance	\$100,000	\$85,055.11	85.1%	14.9%

Key Activities, Accomplishments, and Notes

- Using data that was readily available, the consultant was able to identify a set of important non-NHS freight routes in the region, and propose a series of performance measures for monitoring them.
- Working closely with APO staff and the Technical Advisory Committee, the consultant developed base year (i.e., 2015) socio-economic data for Traffic Analysis Zones (TAZs), and projected TAZ data for 2045.
- Working closely with APO staff, the consultant was able to verify most of the Federally-required performance data for the region, and recommended a few supplemental performance measures in order to provide a more complete picture of overall system performance.

- While the consultant's responsibilities were completed in FY2017, APO staff anticipates that they will need to gain final approval for the products of this effort in FY2018; therefore, final completion will not occur until FY2018.

Conclusion

Overall, the APO continues to perform well and provides a remarkable value for its member jurisdictions who pay only about 15% of the total cost of staff and operations. In return, those same member jurisdictions gain access to millions of Federal dollars for transit and roadway projects. Additionally, the three jurisdiction-specific planning studies that were completed during FY 2017 will provide value for those jurisdictions for years to come.

The financial assets of the APO continue to appear adequate to fund the APO's operations in the event of any disruption of Federal funds, or to weather any unforeseen major cost.

Since only 82% of budgeted funds were expended, there does appear to be some room to tighten the budgeting process to more accurately reflect the actual anticipated costs. Ideally, expenditures should fall in the 85 – 90% of budget range, with the remaining 10 – 15% there to cover unforeseen contingencies. A budget that more closely reflects actual expenditures will allow for more efficient use of funds and result in fewer unspent grant dollars being turned back to the State at the end of the fiscal year.

APO staff should also monitor the State grant to ensure that the maximum grant amount is not exceeded.