

Saint Cloud Area Planning Organization 2018 Performance Report



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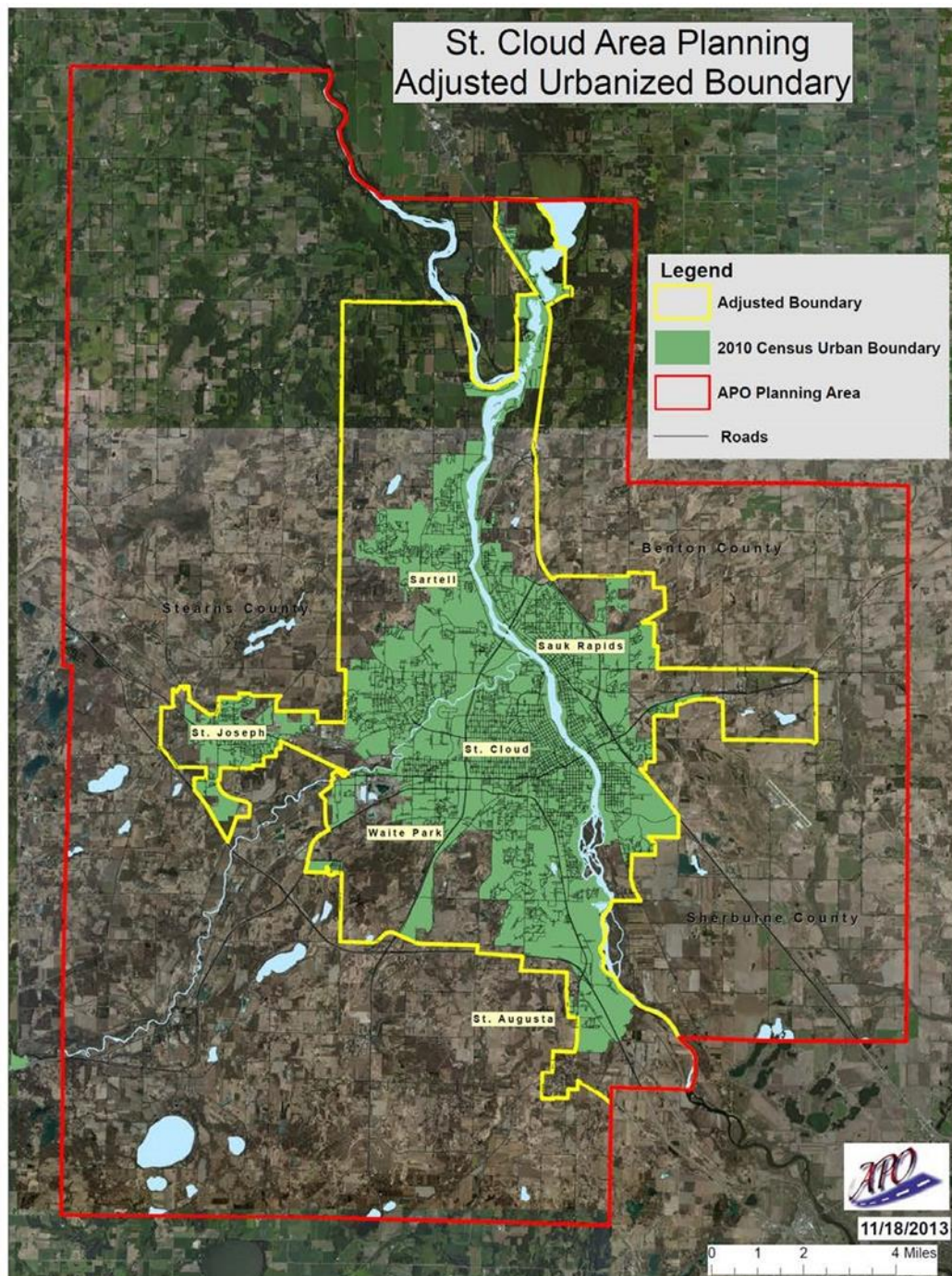
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Introduction

This report is a summary of the activities, expenditures, and achievements of the Saint Cloud Area Planning Organization (APO) for Fiscal Year (FY) 2018, which began on January 1, 2018 and ended December 31, 2018. The APO is a publicly funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

Figure 1. Saint Cloud APO Metropolitan Planning Area



Purpose and Need

The goals of this report are:

1. To provide a public record of the performance of the APO;
2. To provide a financial summary of budgets and expenditures for the purpose of financial transparency and future budgeting; 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 APO's primary public-input specialist and is responsible for the development and keeping of the APO's Stakeholder Engagement Plan and Title VI Compliance document(s); is the primary transit planning staff specialist; and, 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 tasks related to the development of the MTP; is the APO's primary active-transportation planning specialist, including Safe Routes to School planning; is the primary coordinator for the Bicycle-Pedestrian Advisory Committee (BPAC); under the guidance of the Planning Technician, participates in the gathering of network and transportation-related data for modeling and/or performance tracking purposes; and supports the environmental, freight, economic development, safety, and security components of the APO's regional planning program.
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.

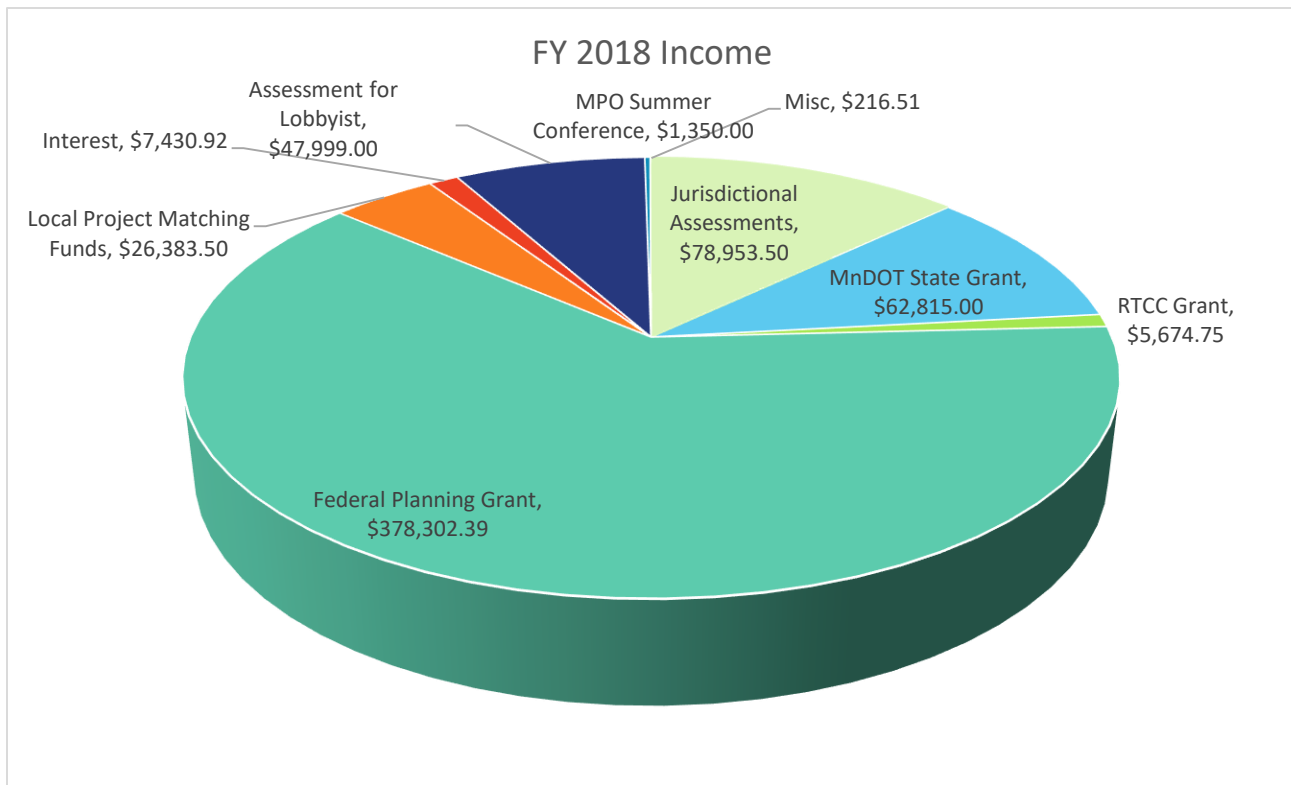
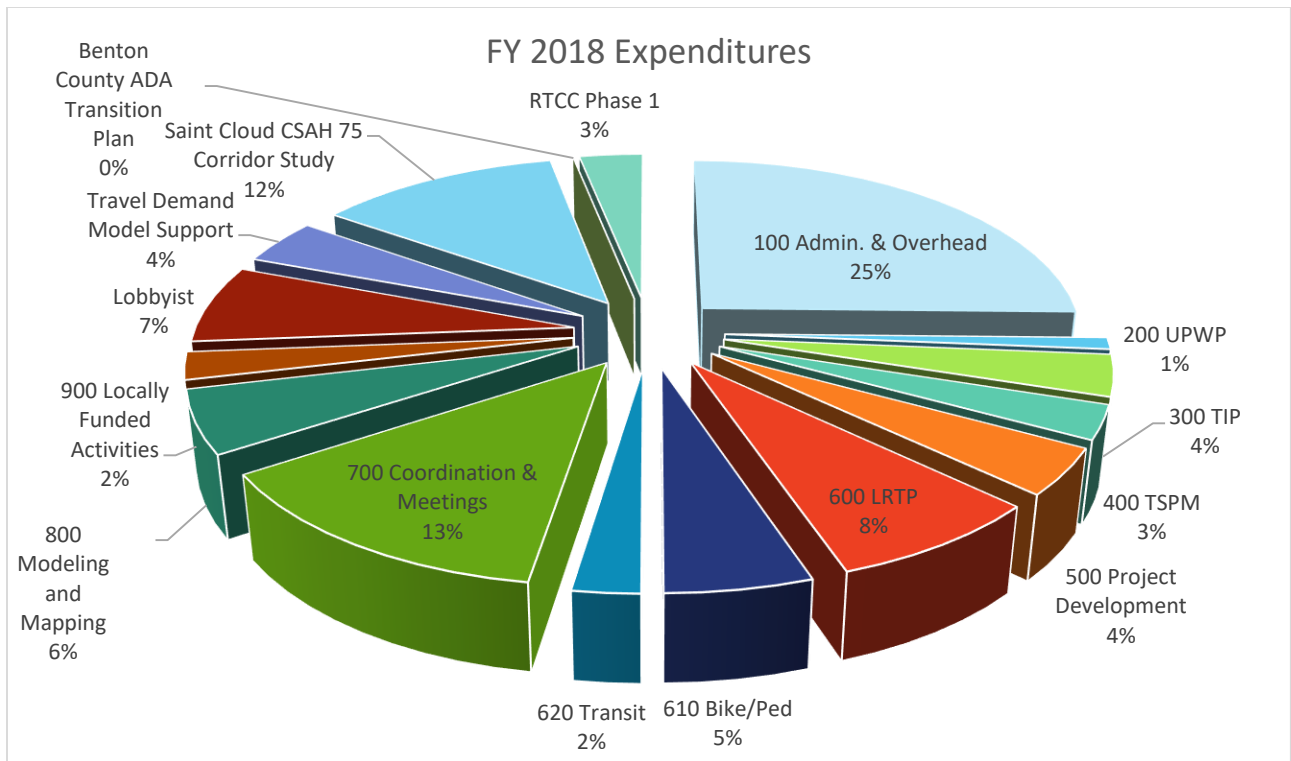
Overall Financial Performance

The FY2018 UPWP was approved by the Board on July 13, 2017. However, it was amended twice during the year, most recently on June 14, 2018. The budget figures used below represent this final version of the UPWP.

Figure 2. FY 2018 Budget vs. Expenditures

Work Activity Category	2018 Total Budget	2018 Total Expenditures*	% Expended	% Remaining
100 Administration & Overhead	\$211,675	\$175,155	83%	17%
200 Budget & UPWP	\$13,250	\$7,001	53%	47%
300 Transportation Improvement Program (TIP)	\$32,000	\$25,078	78%	22%
400 Transportation System Performance Monitoring (TSPM)	\$18,775	\$20,550	109%	-9%
500 Transportation Project Development	\$20,175	\$28,246	140%	-40%
600 Long-Range Transportation Plan (LRTP)	\$64,250	\$53,966	84%	16%
610 LRTP - Bicycle/Pedestrian Planning	\$27,450	\$35,994	131%	-31%
620 LRTP - Transit Planning	\$17,100	\$16,594	97%	3%
700 Transportation Planning Coordination & Meetings	\$103,700	\$92,588	89%	11%
800 Transportation Modeling, Mapping & Support	\$46,000	\$38,323	83%	17%
900 Locally Funded Activities	\$19,875	\$16,710	84%	16%
<i>Sub-Total for APO Staff and Operations</i>	<i>\$574,250</i>	<i>\$510,205</i>	<i>89%</i>	<i>11%</i>
Consultant Services: David Turch & Associates	\$48,000	\$48,000	100%	0%
Consultant Services: Travel Demand Model Support	\$28,184	\$28,089	100%	0%
Consultant Services: Saint Cloud CSAH 75 Corridor Study Refresh	\$100,000	\$83,628	84%	16%
Consultant Services: Benton County ADA Transition Plan	\$60,000	\$0	0%	100%
Consultant Services: Regional Transportation Coordination Council Phase I Planning	\$65,000	\$21,849	34%	66%
Grand Total Budget	\$875,434	\$691,771	79%	21%

*Expenditures rounded to nearest dollar

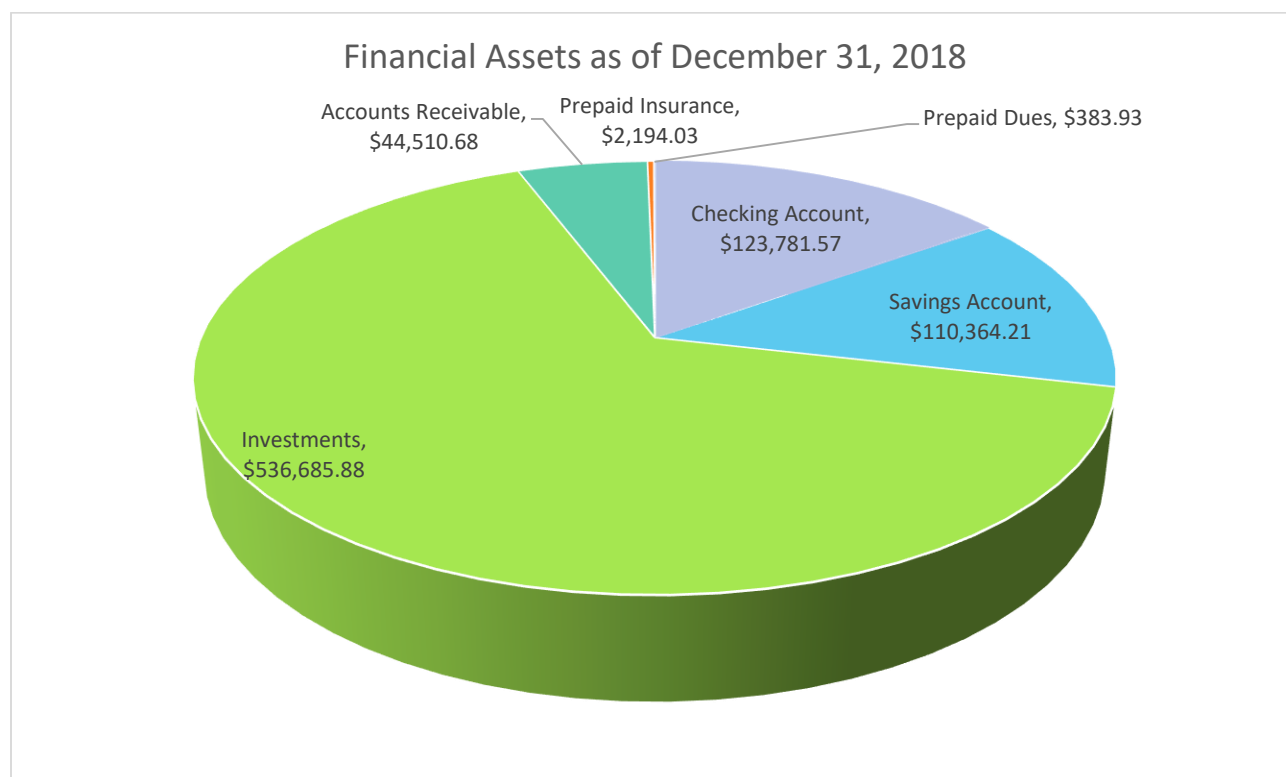


Total APO income for FY 2018 was \$609,125.

Return on Investment

APO member jurisdictions provided \$78,953.50 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$9,493,690 in Federal funds through the Transportation Improvement Program in FY 2018 (i.e., \$5,386,400 for transit projects, \$650,594 for active transportation projects, and \$3,456,696 for roadway projects). That's a 12,024% return on investment.

Additionally, specific jurisdictions provided matching funds for planning studies within their geographic boundaries and/or regional planning work. Those matching funds totaled \$26,383.50 and were used to purchase a total of \$111,717 in planning effort and activities, a return of 236%.



FY 2018 Expenses By Selected Categories

	FY 2018 Budget	FY 2018 Expenses	% Expended	% Remaining
MnDOT State Grant	\$62,815.00	\$62,815.00	100%	0%
Federal Planning Grant	\$441,010.00	\$378,302.39	86%	14%
Salaries	\$337,591.48	\$338,729.97	100%	0%
Payroll Expenses*	\$25,825.75	\$24,641.87	95%	5%
Employee Benefits	\$67,819.92	\$60,537.48	89%	11%

*Payroll expenses are Social Security and Medicare

Work Elements

100 Administration and Overhead – ON-GOING

Figure 3. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
100 Administration & Overhead	\$211,675	\$175,155	83%	17%

Figure 4. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
101 – General	1,296	1300	100%	0%
102 – Human Resources & Personnel	240	140	58%	42%
103 – Building Management	120	26	21%	79%
104 – Holiday	576	566	98%	2%
105 – Vacation	440	381	87%	13%
106 – Sick Leave	200	256	128%	-28%
107 - Overhead	0	0	N/A	N/A
Totals	2,872	2,669	93%	7%

Category 100 as shown above includes both staff time and overhead expenses such as office supplies, utilities, postage, etc. The budget for 2018 overhead expenses is shown below.

Figure 5. FY 2018 Overhead Expenses Budget Breakdown

Line Item	2018 Budget	2018 Expenditures	% Expended	% Remaining
Liability Insurance & Workers Comp	\$7,500	\$5,183.68	69%	31%
Office Supplies	\$3,500	\$2,006.94	57%	43%
Accounting Services	\$20,000	\$17,460.00	87%	13%
Telephone/Postage/Internet	\$6,000	\$4,274.12	71%	29%
Travel	\$10,000	\$8,246.43	82%	18%
Professional Development	\$3,000	\$2,970.00	99%	1%
Printing/Publishing	\$1,500	\$2,656.10	177%	-77%
Building Maintenance & Utilities	\$11,000	\$11,985.76	109%	-9%
Legal Services	\$2,000	\$90.00	5%	95%
Multifunction Copier	\$6,500	\$6,261.97	96%	4%
Dues and Subscriptions	\$4,000	\$3,248.77	81%	19%
IT Support/Software/Hardware	\$7,500	\$4,086.76	54%	46%
Employee Incentives and Bonuses	\$8,700	\$305.00	4%	96%
Miscellaneous	\$5,000	\$757.30	15%	85%
Total	\$96,200	\$69,532.83	72%	28%

Key Activities, Accomplishments, and Notes

- Developed and got approvals for a new Joint Powers Agreement;
- Hired a new Transportation Planner;

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

Figure 6. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
200 Budget and UPWP	\$13,250	\$7,001	53%	47%

Figure 7. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
201 – Prepare Budget and UPWP	200	111.5	56%	44%
Totals	200	111.5	56%	44%

Key Activities, Accomplishments, and Notes

- Developed and gained approval for the 2019-2020 UPWP;
- Staff processed two amendments/modifications to the 2018 UPWP;

300 Transportation Improvement Program (TIP) – ON-GOING

Figure 8. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
300 Transportation Improvement Program (TIP)	\$32,000	\$25,078	78%	22%

Figure 9. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
301 – ATP Meetings/Subcommittees	116	68.5	59%	41%
302 – Solicitations & Project Scoring	204	77	38%	62%
303 – Financial Analysis	142	217.5	153%	-53%
304 – Report, Maps, and Self-Certification	284	393.5	139%	-39%
Totals	746	756.5	101%	-1%

Key Activities, Accomplishments, and Notes

- Completed development and gained approval for the 2019-2023 TIP, including the redesign of some elements
- Processed multiple amendments and revisions to the TIP, as necessary;
- Attended meetings of the MnDOT Area Transportation Partnership;

400 Transportation System Management (TSM) – ON-GOING

Figure 10. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
400 Transportation System Management	\$18,775	\$20,550	109%	-9%

Figure 11. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
401 – TPSM Data Collection and Analysis	246	164.5	67%	33%
402 – TPSM Report	144	260.5	181%	-81%
403 – Performance Measure Research, Evaluation, and Implementation	164	172.5	105%	-5%
Totals	554	597.5	108%	-8%

Key Activities, Accomplishments, and Notes

- Developed first ever annual Transportation System Performance Report;
- Worked in coordination with MnDOT to develop regional performance targets for Federally-required transportation performance measures;
- Worked with the Technical Advisory Committee (TAC) to develop additional regional performance measures and targets above and beyond those which are Federally required.

500 Transportation Project Development – ON-GOING

Figure 12. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
500 Transportation Project Development	\$20,175	\$28,246	140%	-40%

Figure 13. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
501 – General Project Implementation & Planning Assistance for Members	156	113	72%	38%
502 – Consultant Study Procurement & Contracting	140	161.5	115%	-15%
503 – Consultant Study Coordination	100	221	221%	-121%
Totals	396	495.5	125%	-25%

Key Activities, Accomplishments, and Notes

- Procured consultant for and completed the Travel Demand Model (TDM) Support project, which resulted in the TDM being calibrated to base-year 2015 traffic-count data;
- Developed grant request for and received a \$65,000 grant for the Regional Transportation Coordinating Council (RTCC) Phase 1 planning effort;
- Procured consultant for the RTCC Phase 1 effort, compiled a list of local stakeholders, and began developing a draft Operational Implementation Plan for an RTCC serving this region;
- Supported MnDOT's US10/TH23 design efforts, including collecting some data and attending coordination meetings;
- Supported the City of Saint Cloud's CSAH 75 Corridor Study Refresh;
- Procured new contract for accounting services;
- Supported MnDOT's Greater Minnesota Mobility Study planning effort

600 Long Range Transportation Plan – ON-GOING

Figure 14. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
600 Long Range Transportation Plan	\$64,250	\$53,966	84%	16%

Figure 15. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
601 – General Project Development, Management & Compliance	480	301.5	63%	37%
602 – Goals, Objectives, Performance Measures & Targets	212	268	126%	-26%
603 – Financial Plan Development & Constraint	188	35.5	19%	81%
604 – Identification of Alternatives, Evaluation & Project Selection	316	198	63%	37%
605 – Freight Planning	104	49	47%	53%
606 – Review of and Coordination with Other Regional Plans	104	333.5	321%	-221%
607 – Safety & Security Planning	120	99	83%	27%
608 – Environmental Impact and Mitigation Analysis	184	171	93%	7%
Totals	1708	1,455.5	85%	15%

Key Activities, Accomplishments, and Notes

- Continued development of the 2045 Metropolitan Transportation Plan, including:
 - Intersection safety screenings of all arterial and collector intersections in the planning area;
 - Level-of-service and peak hour data collection and calculations;
 - Regional freight network mapping;
 - Bicycle/pedestrian crash mapping;
 - Developed a roadway network connectivity performance measure;
 - Held first round of environmental mitigation meetings, reviewed existing environmental maps, and updated those maps based on feedback;
 - Developed financial revenue forecasts for all jurisdictions;
 - Developed preliminary project lists by collecting and evaluating projects identified in jurisdictional comprehensive and transportation plans;
 - Developed goals and objectives.

610 Bicycle/Pedestrian Planning – ON-GOING

Figure 16. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
610 Bicycle/Pedestrian Planning	\$27,450	\$35,994	131%	-31%

Figure 17. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
611 – General Bike & Pedestrian Planning & Technical Assistance	390	733.75	188%	-88%
612 – APO Bicycle & Pedestrian Advisory Committee	144	127.5	88%	12%
613 – Safe Routes to School Planning	140	362	258%	-158%
Totals	647	1,223.25	189%	-89%

Key Activities, Accomplishments, and Notes

- Coordinated/conducted Spring and Fall bike-ped counts at select locations;
- Deployed automated bike-ped counters to establish base-line counts at key locations;
- Supported the District 742 Safe Routes to School planning process;
- Coordinated and held a meeting of the Bicycle-Pedestrian Advisory Committee;
- Developed a trail condition assessment instrument;
- Attended meetings and supported other committees, such as United Way's Access to Food Committee, RALAG, and BLEND;
- Supported the City of Sartell's Bicycle Friendly Committee;
- Developed the active transportation section of the 2045 Metropolitan Transportation Plan.

620 Transit Planning – ON-GOING**Figure 18. FY 2018 Funds Budgeted vs. Funds Expended**

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
620 Transit Planning	\$17,100	\$16,594	97%	3%

Figure 19. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
621 – General Transit Planning, Coordination, and Technical Assistance	430	427.5	99%	1%
622 – Historic and Current Transit Ridership Data Collection & Analysis	50	82.5	165%	-65%
623 – Northstar Coordination	98	7	7%	93%
Totals	578	517	89%	11%

Key Activities, Accomplishments, and Notes

- At the request of Metro Bus, developed Metro Bus route maps to assist them as they evaluated routes for potential changes or enhancements;
- Analyzed Metro Bus boarding and alighting data;
- Helped staff the Metro Bus booth at the Benton County Fair;
- Researched rail corridor abandonment issues and informed local jurisdictions of an impending abandonment.

700 Transportation Planning Coordination & Meetings – ON-GOING

Figure 20. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
700 Transportation Planning Coordination & Meetings	\$103,700	\$92,588	89%	11%

Figure 21. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
701 – General Meeting Coordination and Attendance	440	545.5	124%	-24%
702 – APO Committee & Board Meetings	840	599.25	71%	29%
703 – Public Outreach & Meetings	262	136	52%	48%
704 – Website & Social Media	130	79.5	61%	39%
705 – Evaluate MnDOT Plans and Programs	220	364	165%	-65%
706 – MN MPO Conference Coordination & Development	0	58.5	N/A	N/A
707 – Public Participation Plan & Title VI Compliance Plan	258	150	58%	42%
708 – Professional Development & Training	560	443.5	79%	21%
Totals	2,710	2,376.25	88%	12%

Key Activities, Accomplishments, and Notes

- Scheduled and held seven (7) meetings of the Technical Advisory Committee;
- Scheduled and held six (6) meetings of the Executive Board;
- Scheduled and held three (3) meetings of the Policy Board;
- Administrative Assistant prepared minutes of all meetings above;
- Weekly APO staff coordination meetings;
- Supported the local Toward Zero Deaths committee and attended meetings;
- Reviewed the Minnesota State Bicycle Plan and provided feedback;
- Attended various trainings and workshops such as, CUBE, multiple events regarding connected-and-automated vehicles, Streetlight Data, the Transportation Research Board annual conference, the Tools of the Trade conference, the Minnesota Chapter of the American Planning Association conference, the Saint Cloud 201 public engagement event, All Aboard Minnesota, and Chamber of Commerce Leadership training meetings;
- The Executive Director attended four Minnesota MPO Directors' meetings, and staff coordinated and hosted the summer MPO Directors' conference

800 Transportation Data – ON-GOING

Figure 22. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
800 Transportation Data	\$46,000	\$38,323	83%	17%

Figure 23. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
801 – Network & TAZ Data Collection & Analysis	632	239.5	38%	62%
802 – GIS Database Development & Analysis	190	631.5	332%	-232%
803 – CUBE Travel Demand Model Development & Operations	528	192	36%	64%
Totals	1,350	1,063	79%	21%

Key Activities, Accomplishments, and Notes

- Created functional classification maps;
- Mapped Capital Improvement Program projects for each jurisdiction;
- Worked with the TAC to get concurrence on the 2045 population and growth data for the Traffic Analysis Zones;
- Worked with TAC members to map potential routes for a future ring-road

900 Locally Funded Activities – ON-GOING

Figure 24. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
900 Locally Funded Activities	\$19,875	\$16,710	84%	16%

- Figure 24 includes costs for staff time, unreimbursable travel, and the annual audit.

Figure 25. FY 2018 Staff Hours Budgeted vs. Staff Hours Spent

	2018 Hours Budgeted	2018 Hours Expended	% Expended	% Remaining
901 – Legislative Communications	120	57	48%	52%
902 – Travel for Legislative Communications	0	0	N/A	N/A
903 – Audit	0	0	N/A	N/A
Totals	120	57	48%	52%

Key Activities, Accomplishments, and Notes

- Developed 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;
- Staff supported the completion of our annual financial audit.

Travel Demand Model Support - COMPLETED

Figure 26. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
Travel Demand Model Support	\$28,184	\$28,089	100%	0%

Key Activities, Accomplishments, and Notes

- The regional travel demand model was calibrated to base-year 2015 traffic count data.

Saint Cloud CSAH 75 Corridor Refresh - COMPLETED

Figure 27. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
Saint Cloud CSAH 75 Corridor Refresh	\$100,000	\$83,628	84%	16%

Key Activities, Accomplishments, and Notes

- In response to development pressure, the City desired to update a corridor study that was 10 years old;
- Work was completed and previous findings were revalidated

Benton County ADA Transition Plan - UNDERWAY

Figure 28. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
Benton County ADA Transition Plan	\$60,000	\$0	0%	100%

Key Activities, Accomplishments, and Notes

- Benton County staff began work on this effort, but it was not completed in 2018;
- While the APO has agreed to reimburse the county for a portion of its costs, no Federal or State funds are involved

Regional Transportation Coordination Council (RTCC) Phase I Planning - UNDERWAY

Figure 26. FY 2018 Funds Budgeted vs. Funds Expended

Work Activity Category	2018 Total Budget	2018 Total Expenditures	% Expended	% Remaining
RTCC Phase I Planning	\$65,000	\$21,849	34%	66%

Key Activities, Accomplishments, and Notes

- The APO applied for and received a grant to complete the Phase 1 planning work to develop an Operational Implementation Plan for an RTCC;
- Contracted with WSB for consultant assistance to complete the effort;
- Developed a regional stakeholder group of about 45 individuals and entities to help guide the Phase 1 planning effort;
- Phase 1 work is scheduled to be completed by June 30, 2019.

Summary and Conclusions

Overall, the APO continues to perform well and provides a remarkable value for its member jurisdictions who pay about 13% of the total cost of staff and operations. In return, those same member jurisdictions gain access to millions of Federal dollars for transit, roadway, and active transportation projects.

Administration and overhead costs account for about 25% of expenditures, which is acceptable, but costs closer to 20% would be more ideal. The next largest expenditure is Coordination and Meetings (13%), which makes sense given that the APO is, at its core, a

forum for interjurisdictional planning coordination. The third largest expenditure is the Long-Range Transportation Plan at 8%.

Expenditures in Transportation Project Development were considerably higher than budgeted, mostly because of the RTCC Phase 1 planning grant which was provided mid-year, but the hours in Project Development were not adjusted to reflect the success of the grant application. Also, Bicycle/Pedestrian Planning expenditures were considerably higher than budgeted. This is largely due to the supporting role that staff is playing in the District 742 Safe Routes to School (SRTS) planning effort. Given that APO staff will continue to lead SRTS planning efforts for the next several years, future budgets for Bicycle/Pedestrian Planning should be adjusted to properly reflect that commitment.

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.

About 89% of funds budgeted for APO staff and operations were expended. This is an improvement over the 82% of budgeted funds that were expended in FY 2017. Ideally, expenditures should fall in the 85 – 90% of budget range, with the remaining 10 – 15% there to cover unforeseen contingencies, so by this measure, the APO performed well in FY 2018.