

Unified Planning Work Program 2023 End-of-Year Report

For the Saint Cloud Area Planning Organization



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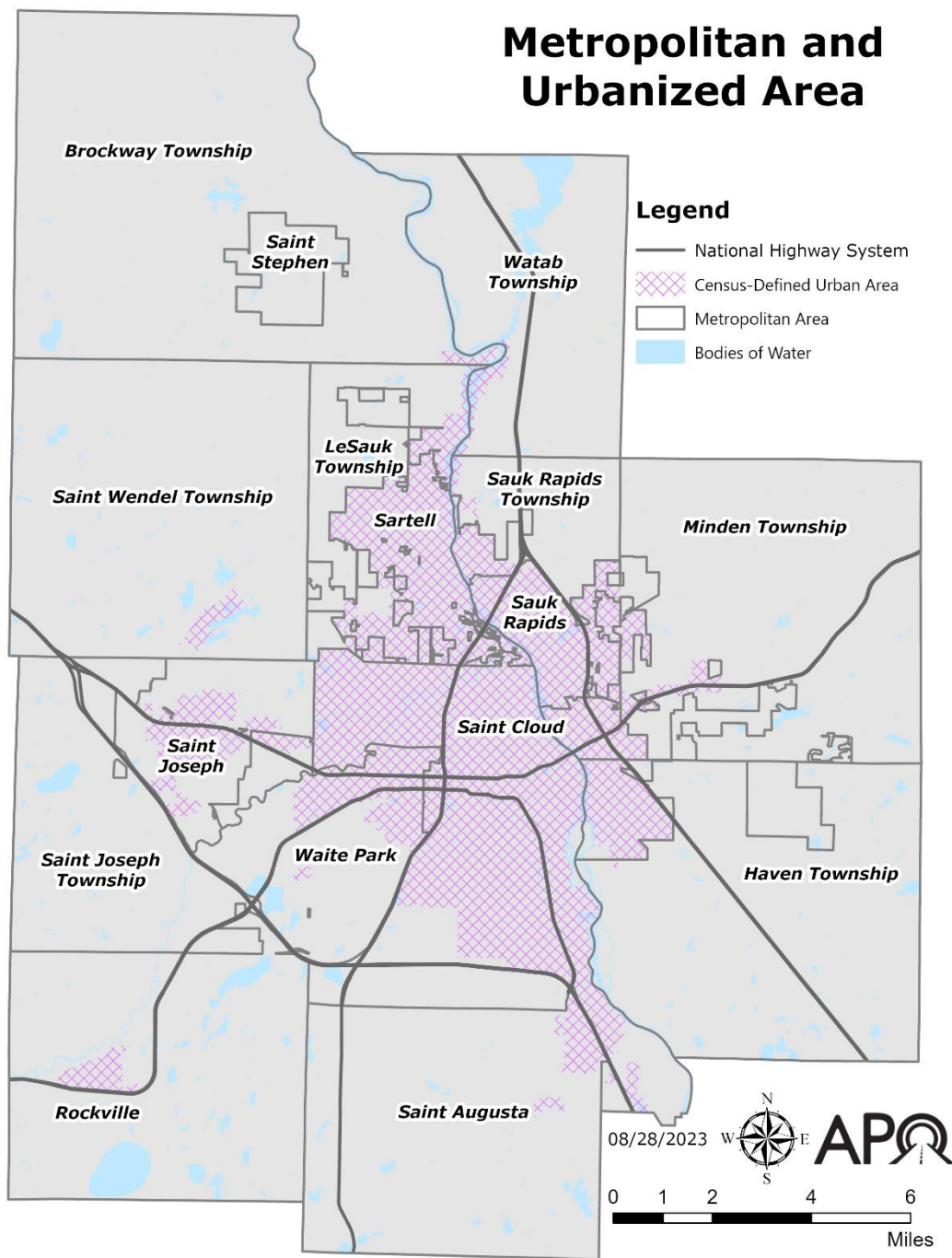
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Introduction

This report is a summary of the activities, expenditures, and achievements of the Saint Cloud Area Planning Organization (APO) for Fiscal Year (FY) 2022, which began on Jan. 1, 2022 and ended Dec. 31, 2022. The APO is a publicly funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

Figure 1. Saint Cloud APO Metropolitan Planning Area



Purpose and Need

The goals of this report are:

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

APO Staff Vision, Goal, and Core Values

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

Vision:

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

Goal:

The logical, informed investment of limited transportation funding.

Core Values:

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

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

Organization

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

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

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

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

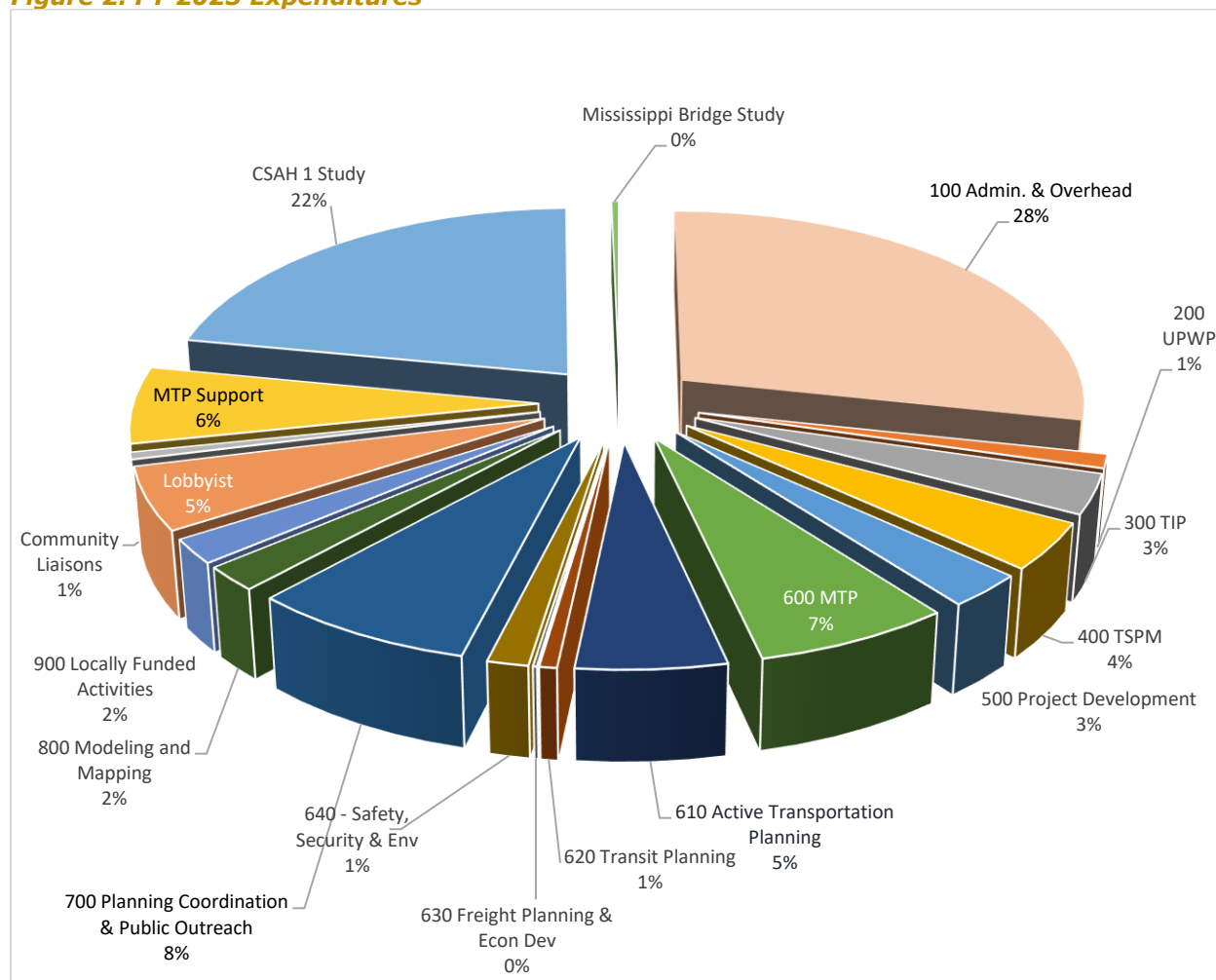
1. **Executive Director** – Responsible for the general supervision, management, and administration of the business and affairs of the APO including the development and keeping of the Unified Planning Work Program (UPWP); has the care and custody of all funds of the APO and has signatory authority for the disbursement of all monies under the direction of the Board; has signatory authority on all contracts, documents, and other official instruments of the APO; keeps the official records and financial accounts of the APO; APO procurement officer and project manager for planning projects completed by consultants; hires and supervises additional staff members for positions approved by the Board; is appointed by an affirmative vote by the majority of Board members.
2. **Planner III (Senior Planner)** – Responsible for the general supervision and direction of the Planner I and Planner II positions; in coordination with the Planner I and II positions is responsible for the timely development and keeping of the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP); chairs and is the primary support staff member for the Technical Advisory Committee (TAC); fills in for the Executive Director in her/his absence.
3. **Planner II (Associate Planner)** – Responsible for the development and keeping of the APO's Stakeholder Engagement Plan and Title VI Compliance document(s); is the APO's primary active-transportation planning specialist, including developing and maintaining the regional Active Transportation Plan, Safe Routes to School planning, and serving as the primary coordinator for the Active Transportation Advisory Committee (ATAC); and, as able, supports the Senior Transportation Planner by completing other specific tasks as directed.
4. **Planner I (Transportation Planner)** – (*This position was vacant for the entirety of 2021.*)
5. **Planning Technician** – Responsible for the development and keeping of the APO's transportation performance measures including collection, analysis, and annual

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

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

Overall Financial Performance

Figure 2. FY 2023 Expenditures



The FY 2022 UPWP was approved by the Board on August 12, 2021. The document was amended once on October 14, 2021. The budget figures used below represent the approved budgets in the final UPWP after the amendment.

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Figure 3. FY 2023 Budget vs. Expenditures

Work Activity Category	Total Budget	Total Expended*	% Expended	% Remaining
100 Administration & Overhead	\$256,500	\$260,878	101.7%	-1.7%
200 Budget & UPWP	\$13,250	\$10,429	78.7%	21.3%
300 Transportation Improvement Program (TIP)	\$47,000	\$30,264	64.4%	35.6%
400 Transportation System Performance Monitoring (TSPM)	\$34,500	\$36,101	104.6%	-4.6%
500 Transportation Project Development	\$35,000	\$25,792	73.7%	26.3%
600 Metropolitan Transportation Plan (MTP)	\$87,750	\$63,919	72.8%	27.2%
610 MTP – Active Transportation Planning	\$26,750	\$48,334	180.7%	-80.7%
620 MTP – Transit Planning	\$9,750	\$5,656	58.0%	42.0%
630 MTP – Freight Planning, Economic Vitality & Tourism	\$3,250	\$1,261	38.8%	61.2%
640 MTP – Safety, Security & Environmental	\$8,250	\$13,266	160.8%	-60.8%
700 Transportation Planning Coordination & Public Outreach	\$89,750	\$72,996	81.3%	18.7%
800 Transportation Modeling, Mapping & Technical Support	\$20,000	\$18,788	93.9%	6.1%
900 Locally Funded Activities	\$25,000	\$18,691	74.8%	25.2%
Sub-Total for APO Staff, Overhead, and Operations	\$656,750	\$606,375	92.3%	7.7%
Consultant Services: David Turch & Associates	\$48,000	\$48,000	100.0%	0.0%
Consultant Services: Stearns CSAH 1 Corridor Study	\$200,000	\$198,790	99.4%	0.6%
Consultant Services: MTP Support	\$58,500	\$58,429	99.9%	0.1%
Community Liaisons for Hard-to-Reach Populations	\$5,000	\$5,150	103.0%	-3.0%
Grand Total Budget	\$968,250	\$916,744	94.7%	5.3%

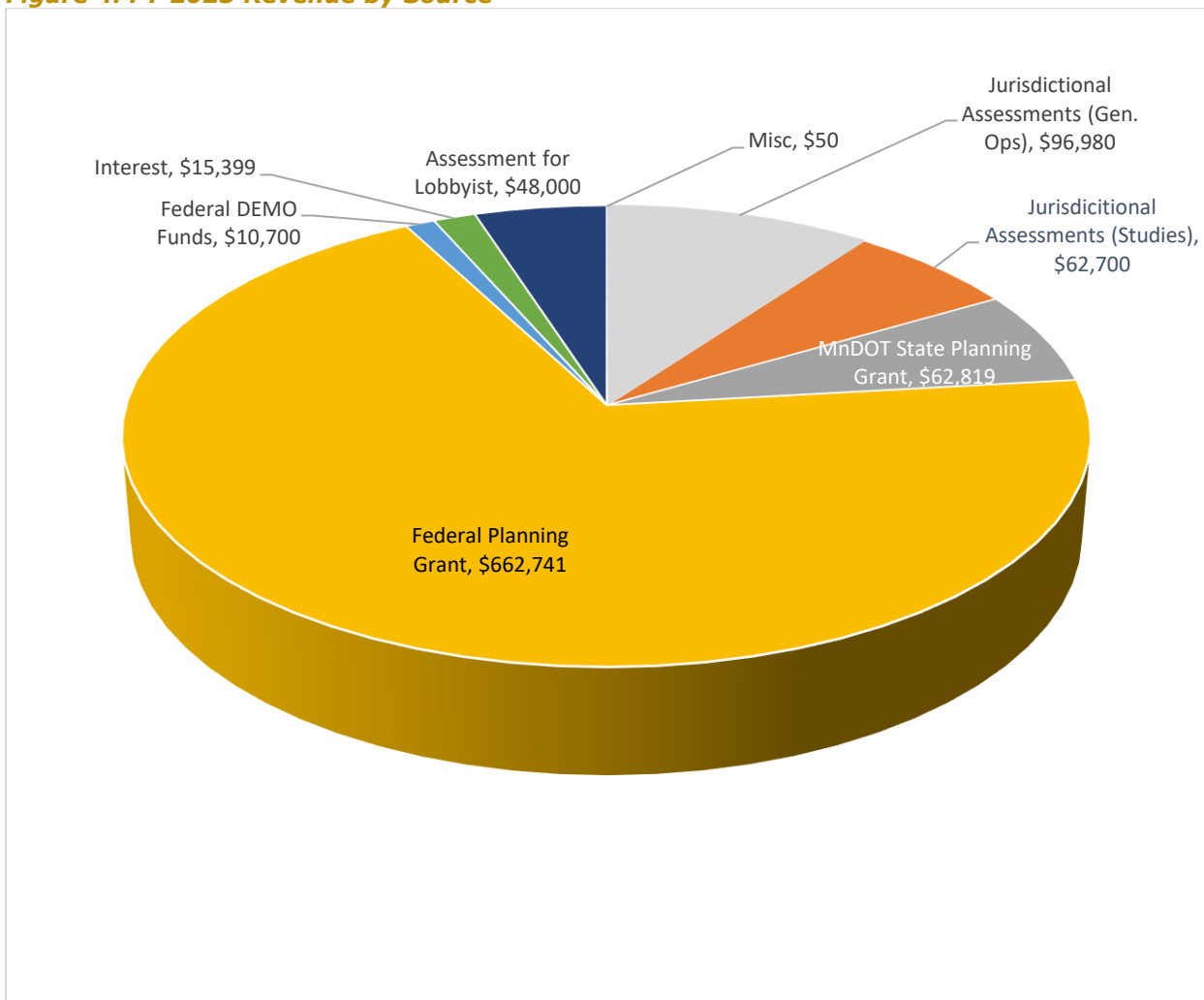
*Expenditures rounded to nearest dollar.

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In addition, the Mississippi River Bridge Study, which was budgeted in 2020, expended another 1.8% of its budget. The study was completed at the end of 2023.

	2020 Budget	2020-22 Expended	2023 Expended	Total Expended	Remaining
Mississippi River Bridge Study	\$167,000	\$163,917	\$3,019	\$166,936	\$64
		98.2%	1.8%	100.0%	0.0%

Figure 4. FY 2023 Revenue by Source



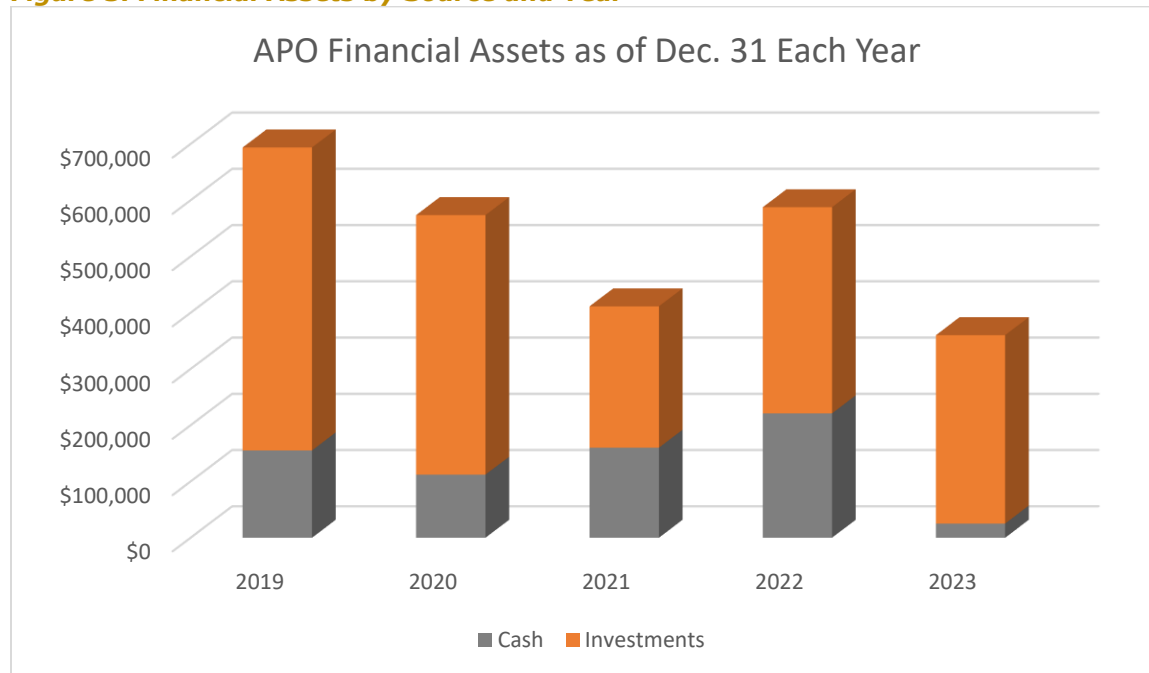
Total APO revenue for FY 2023 was \$956,389.

Return on Investment

APO member jurisdictions provided \$159,680 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$10,044,278 in Federal funds through the Transportation Improvement Program (TIP) in FY 2021 (i.e., \$2,828,000 for transit operations and capital projects, \$7,935,475 for roadway projects). That is a 6,262.2% return on investment.

Note that the calculation above does not include MnDOT investments in the region such as the US-10/MN-23 interchange and other projects.

Figure 5. Financial Assets by Source and Year



Financial assets look low in 2023 because by December 31st we typically have been reimbursed by MnDOT for Q3 expenses. However, on December 31, 2023 we had not yet received that Q3 reimbursement.

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Figure 6. FY 2023 Expenses by Selected Categories

	Budget	Expended	% Expended	% Remaining
MnDOT State Grant	\$62,815	\$62,815	100.0%	0%
Federal Planning Grant (CPG)	\$695,876	\$662,741	95.2%	4.8%
High Priority Project (HPP) *	\$0	\$3,019	-	-
Salaries & Benefits**	\$537,000	\$488,016	90.9%	9.1%
Overhead	\$119,000	\$105,358	88.5%	11.5%
Consultant Studies	\$263,500	\$262,370	99.6%	0.4%

*HPP funds (\$107,000) were budgeted in 2020 – project was completed late in 2023.

**Benefits include Social Security and Medicare.

Work Elements

100 Administration and Overhead – ON-GOING

Figure 7. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
100 Administration & Overhead	\$256,500	\$260,878	101.7%	-1.7%

Figure 8. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
101 – General	1,219	1,429	117.2%	-17.2%
102 – Human Resources & Personnel	153	126	82.4%	17.6%
103 – Building Management & Maintenance	12	1	8.3%	91.7%
104 – Staff Development & Training	164	232	141.5%	-41.5%
105 – Holiday	480	416	86.7%	13.3%
106 – Vacation	376	414	110.1%	-10.1%
107 – Sick Leave	206	242	117.5%	-17.5%
108 - Overhead				
Totals	2,610	2,860	109.6%	-9.6%

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

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Figure 9. FY 2023 Overhead Expenses Budget Breakdown

Line Item	Budget	Expended*	% Expended	% Remaining
Liability Insurance & Workers Comp	\$5,750	\$6,179	107.5%	-7.5%
Office Supplies	\$1,500	\$1,656	110.4%	-10.4%
Accounting Services	\$38,000	\$37,588	98.9%	1.1%
Telephone/Postage/Internet	\$7,000	\$5,792	82.7%	17.3%
Travel	\$3,500	\$1,388	39.7%	60.3%
Professional Development	\$1,500	\$2,262	150.8%	-50.8%
Printing/Publishing/Advertising	\$2,000	\$1,726	86.3%	13.7%
Building Maintenance & Utilities	\$13,000	\$12,090	93.0%	7.0%
Legal Services	\$1,500	\$0.00	0.0%	100.0%
Multifunction Copier	\$2,000	\$1,204	60.2%	39.8%
Dues and Subscriptions	\$4,000	\$2,366	59.2%	40.8%
IT Support & Software	\$29,500	\$28,776	97.6%	2.4%
Equipment and Hardware	\$3,000	\$3,038	101.3%	-1.3%
Miscellaneous	\$7,500	\$1,293	17.2%	82.8%
Total	\$119,750	\$105,358	87.9%	12.1%

*Expenditures rounded to nearest dollar

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

Figure 10. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
200 Budget and UPWP	\$13,250	\$10,429	78.7%	21.3%

Figure 11. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
201 – Prepare Budget and UPWP	171	132	77.2%	22.8%
Totals	171	132	77.2%	22.8%

300 Transportation Improvement Program (TIP) – ON-GOING

Figure 12. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
300 Transportation Improvement Program (TIP)	\$47,000	\$30,264	64.4%	35.6%

Figure 13. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
301 – ATP Meetings/Subcommittees	68	82	120.6%	-20.6%
302 – Annual TIP Development	351	231	65.8%	34.2%
303 – TIP Maintenance & Amendments	104	75	72.1%	27.9%
304 – TIP Project Monitoring & Annual Listing of Projects	103	22	21.4%	78.6%
305 – Regional Infrastructure Investment Plan Development	152	107	70.4%	29.6%
Totals	778	517	66.5%	33.5%

400 Transportation System Management (TSM) – ON-GOING

Figure 14. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
400 Transportation System Management	\$34,500	\$36,101	104.6%	-4.6%

Figure 15. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
401 – Performance Measures, Data Collection, Analysis, and Target Setting	606	613	101.2%	-1.2%
402 – Transportation System Performance and Target Achievement Report	235	319	135.7%	-35.7%
Totals	841	932	110.8%	-10.8%

500 Transportation Project Development – ON-GOING

Figure 16. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
500 Transportation Project Development	\$35,000	\$25,792	73.7%	26.3%

Figure 17. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
501 – Planning Assistance for Members	148	107	72.3%	27.7%
502 – Consultant Procurement & Contracting	116	121	104.3%	-4.3%
503 – Consultant Study Coordination	230	109	47.4%	52.6%
504 – Grant Writing & Assistance for Member Jurisdictions	42	54	128.6%	-28.6%
Totals	536	391	73.0%	27.0%

600 Metropolitan Transportation Plan (MTP) – ON-GOING

Figure 18. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
600 Metropolitan Transportation Plan	\$87,750	\$63,919	72.8%	27.2%

Figure 19. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
601 – MTP Development & Maintenance	1,465	1,047	71.5%	28.5%
Totals	1,465	1,047	71.5%	28.5%

610 Active Transportation Planning – ON-GOING

Figure 20. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
610 Active Transportation Planning	\$26,750	\$48,334	180.7%	-80.7%

Figure 21. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
611 – Safe Routes to School and Active Transportation Planning Coordination and Technical Assistance	368	356	96.7%	3.3%
612 – Active Transportation Advisory Committee	92	73	79.3%	20.6%
613 – Regional Active Transportation Plan Development & Maintenance	50	455	910.0%	-810.0%
Totals	510	884	173.3%	-73.3%

620 Transit Planning – ON-GOING

Figure 22. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
620 Transit Planning	\$9,750	\$5,656	58.0%	42.0%

Figure 23. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
621 – General Transit Planning, Coordination, and Technical Assistance	202	131	65.9%	35.1%
622 – NorthStar Coordination	10	2	20.0%	80.0%
Totals	212	133	62.7%	37.3%

630 Freight Planning & Economic Vitality – ON-GOING

Figure 24. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
630 Transit Planning	\$3,250	\$1,261	38.8%	61.2%

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Figure 25. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
631 - Freight Planning, Coordination & Technical Assistance	16	19	118.8%	-18.8%
-18.8%632 - Transportation-Related Economic Development Planning, Coordination & Technical Assistance	32	6	18.8%	81.3%
Totals	48	25	52.1%	47.9%

640 Safety, Security & Environmental – ON-GOING

Figure 26. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
640 Transit Planning	\$8,250	\$13,266	160.8%	-60.8%

Figure 27. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
641 - Safety & Security Planning, Coordination & Technical Assistance	85	156	183.5%	-83.5%
642 - Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis	50	56	112.0%	-12.0%
Totals	135	212	157.0%	-57.0%

700 Transportation Planning Coordination & Meetings – ON-GOING

Figure 28. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
700 Transportation Planning Coordination & Meetings	\$89,750	\$72,996	81.3%	18.7%

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Figure 29. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
701 – General Meeting Coordination and Attendance	405	310	76.5%	23.5%
702 – APO Committee & Board Meetings	541	533	98.5%	1.5%
703 – Public Outreach, Engagement, Website & Social Media	362	173	47.8%	52.2%
704 – Evaluation and Coordination of Plans from Member Jurisdictions	156	24	15.4%	84.6%
705 – Develop & Maintain Stakeholder Engagement Plan & Title VI Compliance Plan	44	16	36.4%	63.6%
706 – Annual Report for SEP and Title VI Compliance/Effectiveness	232	153	66.0%	34.0%
Totals	1,740	1,209	69.5%	30.5%

800 Transportation Data – ON-GOING

Figure 30. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
800 Transportation Data	\$20,000	\$18,788	93.9%	6.1%

Figure 31. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
801 – Network & TAZ Data Collection & Analysis	44	39	88.6%	11.4%
802 – CUBE Travel Demand Model Development & Operations	48	49	102.1%	-2.1%
803 – GIS Database Development & Mapping	394	390	99.0%	1.0%
Totals	486	478	98.4%	1.6%

900 Locally Funded Activities – ON-GOING

Figure 32. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
901 – Legislative Communications	\$6,000	\$5,690	94.8%	5.2%
902 – Travel for Legislative Communications	\$5,000	\$1,256	25.1%	74.9%
903 - Audit	\$14,000	\$11,015	78.7%	21.3%
Misc/Other	\$0	\$730	N/A	N/A
Totals	\$25,000	\$18,691	74.8%	25.2%

Figure 33. FY 2023 Staff Hours Budgeted vs. Staff Hours Spent

Work Activity Category	Hours Budgeted	Hours Expended	% Expended	% Remaining
901 – Legislative Communications	75	69	92.0%	8.0%
Totals	75	69	92.0%	8.0%

Support for Metropolitan Transportation Plan - COMPLETED

Figure 34. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
Support for MTP	\$58,500	\$58,430	99.9%	0.1%

Stearns County CSAH 1 Corridor Planning Study - COMPLETED

Figure 35. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
Opportunity Drive Corridor Study	\$200,000	\$198,790	99.4%	0.6%

Community Liaisons for Hard to Reach Populations - COMPLETED

Figure 35. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
Mayhew Lake Road Corridor Study	\$5,000	\$5,150	103.0%	-3.0%

Mississippi River Bridge Planning – COMPLETED

Figure 37. FY 2023 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
2020	\$167,000	\$49,994	29.9%	70.1%
2021		\$64,694		
2022		\$49,229		
2023		\$3,019		
Total	\$167,000	166,936	99.96%	0.04%

Summary and Conclusions

Overall, the APO continues to perform well and provides a remarkable value for its member jurisdictions who paid about 22% of the total cost of staff and operations in 2023. In return, those same member jurisdictions gain access to millions of Federal dollars for transit, roadway, and active transportation projects.

- Expenditures for Administration (100) exceeded the budget slightly due to the vacancy of the APO’s Administrative Assistant position for about 6 months. This resulted in the Executive Director performing needed administrative tasks at a much higher salary than was budgeted.
- Overall Administration (100) and overhead costs were about 28.5% of overall expenditures. Again, this is the result of the vacancy of the Administrative Assistant position for part of the year. It is the goal of the APO for Administration and Overhead costs to continue to be between 20% and 25% of all expenditures.
- Expenditures for Active Transportation (610) significantly exceeded budgeted funds. This is largely because of the Executive Director’s failure to budget time for the APO’s annual bicycle/pedestrian counting program. This should be corrected in the next UPWP.
- There is a chance that the state could increase the level of its planning support in 2024, thus decreasing the amount of matching funds needed from the local jurisdictions. APO staff will monitor the progress of this idea over the course of the legislative session.