

Saint Cloud Area Planning Organization 2017-2018

Unified Planning Work Program And Budget



Brian Gibson, PTP
Executive Director
1040 County Road 4
Saint Cloud, MN 56303-0643
320-252-7568
www.stcloudapo.org
Gibson@stcloudapo.org

Approved by the Saint Cloud APO Executive Board
September 8, 2016
Modified on April 13 and September 14, 2017

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

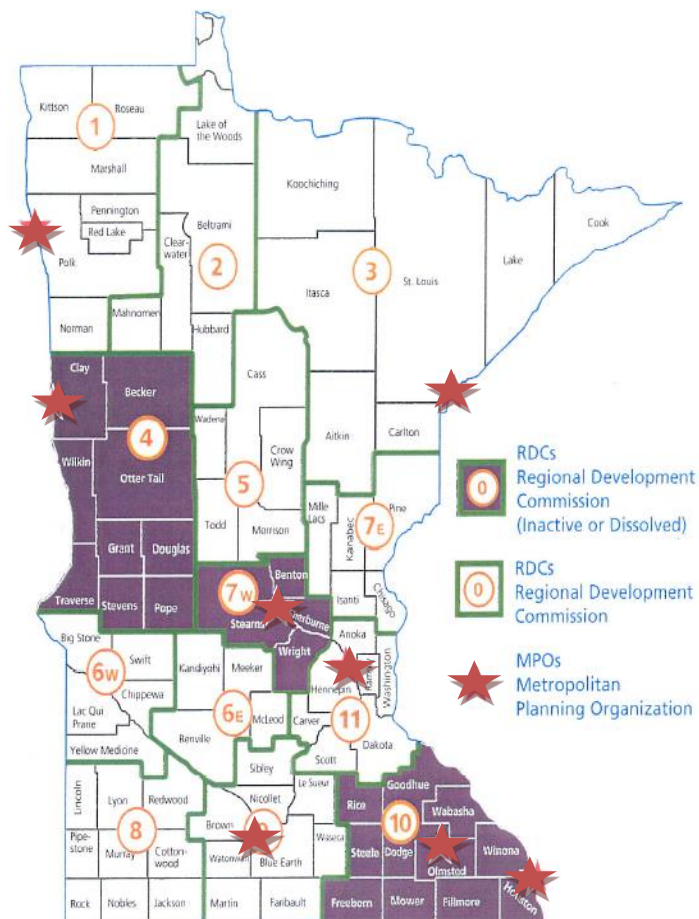


APO BACKGROUND

As depicted on the map below, the St. Cloud Area Planning Organization (APO) is one of eight federally designated Metropolitan Planning Organizations (MPOs) within the State of Minnesota. As such, since its formal organization as a joint powers entity in 1966, the APO has been responsible for facilitating a federally mandated “3-C” planning process that is Continuing, Cooperative and Comprehensive. The primary products of this planning process include preparing and maintaining a multi-modal twenty year long range transportation plan that is updated every five years, preparing and maintaining a four year Transportation Improvement Program (TIP) that is updated at least every two years, and annually preparing a two year Unified Planning Work Program (UPWP).

Other key aspects of the APO’s planning process include preparing a short-range Transportation System Management (TSM) Plan, collecting and analyzing census information, maintaining and developing a Geographic Information System (GIS), preparing corridor and environmental studies necessary to preserve rights-of-way and prepare projects for construction identified in the Long Range Plan, transit planning, bicycle and pedestrian planning, and other miscellaneous planning and coordination efforts that benefit the St. Cloud Metropolitan Area.

The APO does all of this work in cooperation with its key planning partners which include the Minnesota Department of Transportation (MnDOT), the Minnesota Pollution Control Agency (MPCA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), St. Cloud Metro Bus, individual APO member jurisdictions, and the general public.

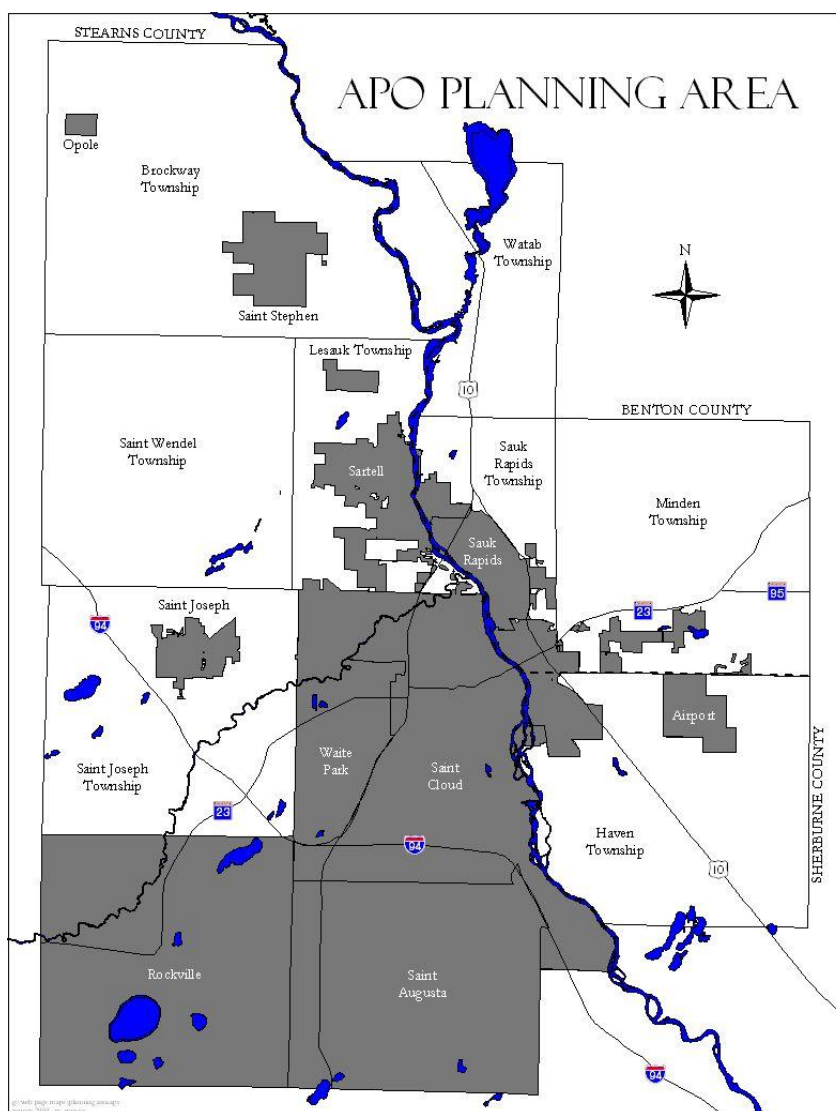




The geographic extent of the APO's federally designated 350 square mile planning area is outlined below. This planning area encompasses portions of Stearns, Benton and Sherburne counties and includes 19 individual local units of government in total. Of these 19 local units of government, 10 choose to pay APO membership dues and directly participate in planning and programming decisions made by the 39 member APO Policy Board. Thirty-five (35) of the 39 APO Policy Board members are elected officials.

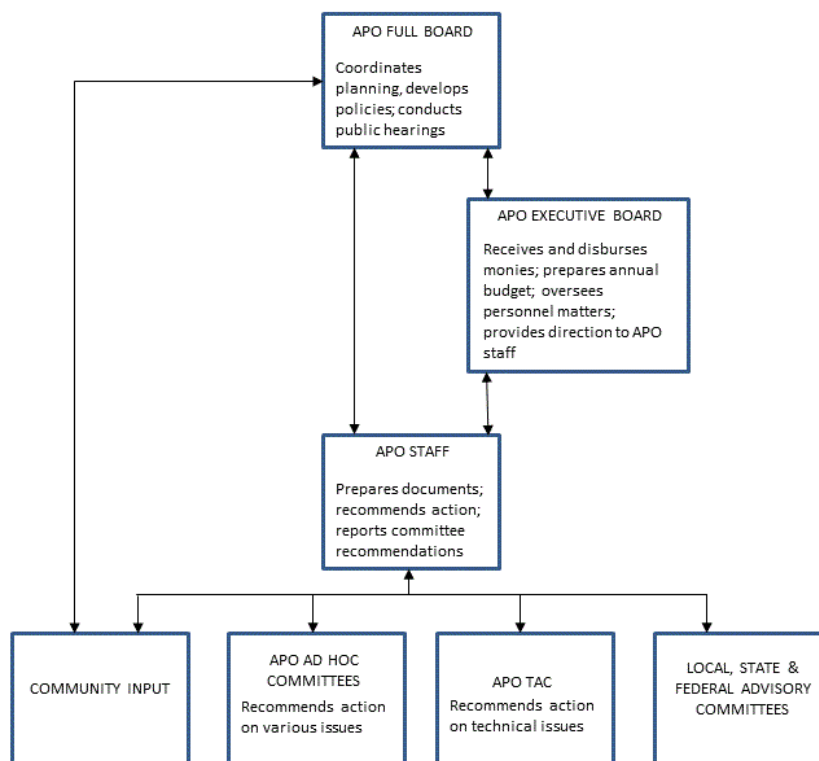
Voting representatives of the APO include Stearns County, Benton County, Sherburne County, City of St. Cloud, City of Sartell, City of Waite Park, City of Sauk Rapids, City of St. Joseph, City of St. Augusta, LeSauk Township, and the St. Cloud Metro Bus.

Each APO member is also afforded one elected official representative on a 12 member APO Executive Board, with the exception of the City of St. Cloud, which has three elected representatives. The APO Executive Board handles administrative matters of the organization and recommends actions to the Policy Board. Recommendations are made to the APO Policy and Executive Boards by APO staff, ad hoc advisory committees, the APO Technical Advisory Committee and the general public. See the flow chart on the following page for a complete summary of the APO's organizational structure.





APO ORGANIZATIONAL STRUCTURE



The APO is a Federally-required¹, cooperative, multi-jurisdictional planning organization to help ensure the wise investment of Federal surface transportation dollars.

The stated mission of the APO is as follows:

"The St. Cloud Area Planning Organization is a voluntary association of townships, cities and counties in the St. Cloud Area. We, as an advisory body, are committed to coordinated long-range planning, in a fair and mutually beneficial manner, on select issues transcending jurisdictional boundaries, for the betterment of the entire St. Cloud Area. We provide technical assistance to members and facilitate problem solving through constant, cooperative, intergovernmental communication."

There are a total of six St. Cloud APO staff members responsible for carrying out the Unified Planning Work Program (UPWP). These staff positions include the following:

- Executive Director
- Senior Transportation Planner
- Transportation Planner
- Multi-Modal Planner/GIS Specialist
- Transportation Planning Technician
- Administrative Assistant (part-time)

¹ 23 CFR Subpart C



UPWP BACKGROUND

UPWP OBJECTIVE

The overall objective of the UPWP is to provide for efficient work and financial management of the Planning Work Program. The UPWP is organized according to nine major functional categories. These categories include: 100 - Administration & Overhead, 200 - Budget and UPWP, 300 - Transportation Improvement Program (TIP), 400 - Transportation System Management (TSM), 500 - Transportation Project Development, 600 - Long Range Transportation Plan, 700 - Transportation Planning Coordination and Meetings, 800 - Transportation Data, and 900 - Locally Funded Activities. Within each category are sub-categories that describe specific work items to be undertaken. This provides for streamlined review and monitoring of the planning process.

Each UPWP covers a two-year period, however, the UPWP is developed and approved annually. The second year of the two-year period covered by the UPWP is only provisional, and is used to help the APO and its members understand upcoming needs and budgets. Tables showing the second-year budgets are included in the Appendix of this document.

The APO places emphasis on timely delivery and quality of products identified in the UPWP. Accordingly, products developed fall under various activities according to the following product categories:

REPORTS

- Formally adopted by the APO Board
- Distribution to participating agencies
- Reflect APO policy
- Recommended by TAC

TECHNICAL REPORTS

- May or may not be adopted by the APO Board
- Distribution to APO and/or affected agencies
- Involve analysis, conclusions, and recommendations

MEMORANDUMS

- Usually not adopted by the APO Board
- Involve a specific subject matter

STATUS REPORTS

- For information only
- Presented orally to APO Board

UPWP FUNDING SOURCES

The Minnesota Department of Transportation (MnDOT), St. Cloud Metro Bus and the APO have executed a Memorandum of Understanding (MOU) to cooperatively carry out the FAST Act² required transportation planning and

² Fixing America's Surface Transportation Act (Public Law 114–94) signed into law December 4, 2015



programming process for the APO Planning Area. These agencies jointly provide the matching funds for transportation planning grants from the FAST Act.

The following tables identify State and federal funding sources and local matching funds for the 2015 & 2016 UPWP.

2017 – 2018 LINE ITEM REVENUE REPORT

Revenue Sources	2017	2018 (Provisional)
APO Member Assessments	\$72,522	\$96,024
Lobbyist Fees	\$48,000	\$48,000
CY 2016 Local Match Carry-Over for Consultant Studies	\$35,395	\$0
Total Local Revenue	\$155,917	\$144,024
Annual Federal CPG	\$521,281	\$531,707
Estimated Unspent Federal CPG from Prior Years	\$76,444	\$65,316
CY 2016 CPG Carry-Over for Consultant Studies	\$94,480	\$0
Total Federal Revenue	\$692,205	\$597,023
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$26,000	\$10,000
Total Other Revenue	\$88,815	\$72,815
Grand Total Revenue	\$936,937	\$813,862

DIRECT BUDGETING

In the past, the APO's UPWP has included an Indirect Cost Allocation Plan. However, this UPWP directly budgets for all costs. Direct budgeting improves transparency and tracking of costs compared to the budgeted amounts. Section 100 now includes direct budgeting for holidays, vacation, sick leave. Staff salaries, where shown, are fully-loaded costs that include the APO's share of health and dental insurance, pension, Social Security, and Medicare costs. Other formerly indirect costs such as office supplies, telephone, postage, etc. are directly budgeted in work element 107.

COST ALLOCATION PLAN

In accordance with 2 CFR Subpart E, the UPWP shall include descriptions sufficient to determine the allowability and allocability of Federal Consolidated Planning Grant (CPG) participation in jointly funded work activities. The purpose for this is to ensure that funds are allocated consistent with the "benefit received" by each agency.

The APO uses the following general methodology when allocating costs to individual work activities within the UPWP.

1. Activities are developed with specific objectives in mind. Proposed work and products are itemized. Staff members are assigned and work hours are budgeted.
2. Total direct salaries, including the costs of payroll and benefits, are calculated for each activity.
3. Jointly funded activities are reviewed to determine the level of cost participation by each agency consistent with the anticipated benefits to be received. All federal funds are allocated with at least a 20 percent local match from APO, St. Cloud Metro Bus, and MnDOT funds.



AUDIT

Special attention will be directed to the requirements contained in 2 CFR Subpart F – Audit Requirements. Arrangements have been made for the required financial and compliance audit. The audit will be made within the prescribed audit reporting cycle and furnished to the State and cognizant federal audit agency.

FAST ACT PLANNING EMPHASIS AREAS

The FAST Act, approved in December 2015, requires the scope of the transportation planning process to address the following planning emphasis areas:

1. **ECONOMIC VITALITY:** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. **SAFETY:** Increase the safety of the transportation system for motorized and nonmotorized users;
3. **SECURITY:** Increase the security of the transportation system for motorized and nonmotorized users;
4. **ACCESSIBILITY & MOBILITY:** Increase the accessibility and mobility of people and for freight;
5. **ENVIRONMENT & ECONOMIC DEVELOPMENT:** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. **INTEGRATION & CONNECTIVITY OF MODES:** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. **MANAGEMENT & OPERATIONS:** Promote efficient system management and operation;
8. **SYSTEM PRESERVATION:** Emphasize the preservation of the existing transportation system;
9. **RESILIENCY, RELIABILITY, & STORMWATER:** Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. **TOURISM:** Enhance travel and tourism

Each of the following work activity summaries include a brief explanation regarding how the programmed work is related to these planning emphasis areas.



ADMINISTRATION – 100

Objective: Conduct administrative work of the St. Cloud Area Planning Organization necessary for the Organization to function as an autonomous joint powers planning agency.

Background: This work falls principally under the responsibility of the Executive Director and Administrative Assistant, but also involves hours of other staff. Specific examples of work that is billed to administration includes, but is not limited to, the following: sick, vacation and holiday hours; review and processing of bills; procurement of equipment and services; filing of paperwork and documents; review and preparation of monthly financial reports and statements; review and preparation of monthly UPWP staff progress reports and State/federal work invoices; coordination and oversight of employee benefits; oversight and implementation of APO Personnel Policies; human resource professional work items, employee hiring and paperwork, and other miscellaneous office operation matters required for the Organization to function. This work is on-going throughout the calendar year.

ADMINISTRATION – 100

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
101 – General	1240				
102 – Human Resources & Personnel	340				
103 – Building Management	150				
104 – Holiday	488				
105 – Vacation	560				
106 – Sick	228				
107 – Overhead (See details below)		\$105,070			
Total	3,006	\$234,854	\$175,083	\$24,309	\$35,462

OVERHEAD (LINE ITEM DETAIL) – 107

Line Item Expense	2017 Budgeted Funding	Line Item Expense	2017 Budgeted Funding
Office Property Liability Insurance	\$8,240	Office Building Maintenance	\$1,545
Office Supplies	\$4,635	Utilities	\$11,330
Auditing Services	\$7,210	Legal Services	\$1,030
Accounting Services	\$17,000	Copy Machine	\$6,695
Telephone	\$3,605	Dues and Subscriptions	\$4,120
Postage	\$1,030	IT Support/Software	\$7,210
Travel	\$7,210	Professional Development	\$5,665
Printing/Publishing	\$1,030	Miscellaneous	\$1,515
		Equipment (<i>Local Funds Only</i>)	\$16,000
Grand Total \$105,070			

BUDGET AND UPWP – 200

Objective: Prepare a Unified Planning Work Program (UPWP) and budget for the St. Cloud Area Planning Organization.



Background: The UPWP and budget set the work activities and financial operating framework for the St. Cloud APO. The APO annual budget and UPWP process begins with the APO Executive Director formulating a proposed budget in June or July, which is subsequently adopted by the Executive Board in July or August. The draft budget includes proposed work activities, some of which carry over from the previous year and some of which are new. A final two year budget and UPWP is approved by the APO Policy Board in September. APO member agency input is sought for the overall areas of work emphasis. All APO meetings pertaining to the budget and UPWP process are published to local media and open for public comment. After the UPWP is approved by the APO Policy Board, the document is sent to FHWA and MnDOT for their concurrence and incorporation into annual federal and State operating grants.

Relation to FAST Act: This work activity addresses all federal planning emphasis areas and federal highway program national goals to varying degrees by establishing staff work plans to develop and advance the federal planning and programming process identified in the long range transportation plan.

BUDGET AND UPWP – 200

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
201 – Prepare Budget and UPWP	300	\$19,800			
Total	300	\$19,800	\$15,840	\$2,199	\$1,761

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – 301

Objective: To prepare a multi-year TIP for the APO planning area consistent with the current Long Range Transportation Plan.

Background: The APO participates in federal project programming coordination with MnDOT Central Minnesota Area Transportation Partnership (ATP) 3. Approximately \$3.12 million in federal formula dollars are programmed by the APO every other year for local member agency projects. The APO also coordinates local member agency Transportation Alternative (TA) applications for funding through ATP 3. The APO's TIP is updated annually and alternates between a four and five year program. Project programming is also coordinated with St. Cloud Metro Bus for transit capital and operating and MnDOT District 3 for State facilities.

Relation to FAST Act: This work activity addresses all federal planning emphasis areas to varying degrees by acting as the administrative conduit for implementing a variety of transportation projects.

301 – ATP Meetings/Subcommittees: This work activity involves coordinating the APO's TIP project list with the programmed projects identified by MnDOT and other regions of the District 3 ATP. It includes preparation of materials, review of materials, and attendance at ATP meetings. APO participates in the TA solicitation and ATP meeting related to TA project scoring and funding prioritization. This work is on-going throughout the calendar year.

302 – Solicitations and Project Scoring: This work activity involves conducting a project solicitation process for the APO federal STP formula funds with APO member jurisdictions. Technical support is provided to members for project applications. This process includes scoring applications and development of APO regional priorities. It also includes application review and project scoring for TA funding. This work is estimated to be completed by March 2017.

303 – Financial Analysis: This work activity involves preparing a financial analysis of all implementing agencies in the TIP to verify the ability to provide matching local dollars for federal projects without compromising maintenance of the existing system. This includes updating the historical expenditure database to reflect the most current percentages of



preservation, operations, and maintenance versus expansion expenses. This work will be completed by September 2017.

304 – Reports, Maps, and Self-Certification: This work activity includes the development of the TIP report including maps, tables, and text. Supporting narrative addressing various aspects of the TIP process and applicable regulations is also developed and updated as necessary. TIP environmental justice maps and analysis is also included in this item. Self-certification involves coordination with MnDOT to verify consistency of the APO TIP project list with the District 3 ATIP and the STIP. It involves documenting that the APO's planning and programming process is consistent with applicable federal laws pertaining to transportation planning, Title VI Civil Rights, Disadvantaged Business Enterprises (DBE), and the Americans with Disabilities Act (ADA), etc. The self-certification process is completed under MnDOT's oversight and includes coordination with MnDOT staff to verify self-certifications. This work will be completed by September 2017.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP) -- 300

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
301 – ATP Meetings/Subcommittees	80				
302 – Solicitations & Project Scoring	180				
303 – Financial Analysis	80				
304 – Report, Maps, and Self-Certification	400				
Total	740	\$30,944	\$24,755	\$3,437	\$2,752

TRANSPORTATION SYSTEM MANAGEMENT (TSM) – 400

Objective: Develop short-range strategies that will make efficient use of existing transportation resources through low-cost projects that improve mobility and safety, reduce traffic congestion, conserve gasoline consumption, and minimize air pollution.

Background: An annual Transportation System Management (TSM) report is prepared. The report illustrates crash data at locations where four or more crashes have been reported in a given year. Crash history is catalogued and analyzed. Severity and other factors are tabulated into a weighted score. Recommendations are made, when applicable, to make low cost improvements to address problem locations.

Relation to FAST Act: This work activity focuses on the federal planning emphasis areas of Safety and Management & Operations.

401 – Monitor Deficiencies Identified in the Previous TSM Reports and Evaluate Current System Deficiencies: (See details in Section 402 below)

402 – Develop TSM Report and Maps: These work activities involve the annual updating of the TSM Report, which is an element of the APO's short-range transportation planning and system management and operations process. The TSM Report identifies system locations with four or more reported crashes within the past year. After a location is flagged from a crash perspective, it is monitored for a minimum of five years. In addition to current year crashes, other factors including crash trend, functional classification, and Level of Service (LOS) are factored into a weighted score for each location. This analysis is then shared with the APO TAC and Executive Board. TSM locations weighted as significantly deficient are compared with programmed major capital improvements in local Capital Improvement Programs (CIP) and the APO's TIP. A determination is then made as to whether the location should continue to be monitored, or if, perhaps, a short-term, low cost system management or operations improvement can be made to address the deficiency.



TSM information is also a consideration when prioritizing federal TIP project applications. The TSM Report will be completed by November 2017.

403 – Performance Measure Integration: Pursuant to Federal regulations³, the APO is required to adopt transportation system performance measures and performance targets are part of a strategy to encourage performance-based decision-making the metropolitan planning process. This work activity is intended to both assist in the development of regional performance measures and targets, as appropriate, and to integrate the collection and analysis of appropriate data into the TSM Report. This work will be on-going at least until all Federal performance measures have been finalized.

TRANSPORTATION SYSTEM MANAGEMENT (TSM) – 400

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
401 – TSM Monitor and Evaluate	200				
402 – TSM Report	110				
403 – Performance Measure Integration	100				
Total	410	\$16,380	\$13,104	\$1,819	\$1,457

TRANSPORTATION PROJECT DEVELOPMENT – 500

Objective: To procure, coordinate, and assist with approved, eligible corridor or other transportation planning related studies.

Background: This work activity takes proactive measures to facilitate the implementation of identified transportation investment priorities in the APO's TIP and long range transportation plan by working with APO member jurisdictions to prepare necessary project development reports and address associated project development requirements and citizen issues. Support of consultant efforts to prepare corridor studies, including but not limited to travel demand modeling, GIS mapping, and public involvement assistance are common APO work activities.

Relation to FAST Act: The successful completion of project development work and ultimate construction of a variety of different transportation projects will result in all federal planning emphasis goals being addressed to varying degrees; depending upon the project.

501 – General Project Implementation & Planning Assistance for Members: Work under this activity may include such things as participating in public meetings and providing technical support in the form of turning counts, traffic counts, traffic forecasts, access management recommendations, recommendations regarding round-a-bouts, bicycle/pedestrian accommodations, or other planning level technical information. This work will be on-going through the entire calendar year.

502 – Consultant Study Procurement and Contracting: This activity involves meeting all federal and state required procurement processes. Staff activities include development of independent cost estimates, requests of proposals, evaluation and scoring of proposals, consultant communication, contract development, and preparation and submittal of required procurement documentation and forms. This work is anticipated to be completed no later than April 30, 2017.

³ 23 USC §134(h)(2)



503 – Consultant Study Coordination: This activity includes project management of federally funded consultant studies including attendance at project meetings, consultant communication, progress report tracking, and invoice processing. This work will be on-going through the entire calendar year.

TRANSPORTATION PROJECT DEVELOPMENT – 500

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
501 – General Project Implementation & Planning Assistance for Members	296				
502 – Consultant Study Procurement & Contracting	140				
503 – Consultant Study Coordination	320				
Total	756	\$37,268	\$29,814	\$4,140	\$3,314

LONG RANGE TRANSPORTATION PLAN – 600

Objective: To develop a long range multimodal transportation plan and refine as necessary to maintain its validity and promote its implementation.

Background: The APO is mandated by federal law⁴ to maintain at least a 20 year transportation plan that is updated every five years. Each component of the plan is assigned hours under individual sub-activities. In between plan updates, time is assigned to various plan components to assist member jurisdictions with implementation of plan recommendations. Time is also spent in between plan updates collecting and maintaining plan data and researching best practices from other Metropolitan Planning Organizations (MPOs). In 2017, the focus will return to plan revision and update activities.

Relation to FAST Act: This work activity addresses all federal planning emphasis areas to varying degrees through development and ongoing maintenance of the federally required multimodal elements of the long range transportation plan.

601 – General Long Range Planning: Staff work involves overall project management of the plan, plan report preparation, public outreach including public meeting and presentation preparation, project staff meetings, and ensuring consistency of the plan with pertinent FAST Act federal planning regulations. This work will be on-going through the entire calendar year.

602 – Goals, Objectives, and Strategies: This work activity involves the review and presentation of the TSM Report and the development of goals, objectives, and strategies to address any perceived transportation system deficiencies. APO staff will coordinate closely with the TAC in the development of this item. This work will be completed by December 31, 2017

603 – Financial Plan and Analysis: This work activity includes analyzing the financial analysis or the Plan update. Historical expenditure data will be collected from local agencies to establish a baseline for expenditure category percentages. This work is not expected to occur until 2018.

⁴ 23 USC §134(i)



604 – Roadway Plan /Congestion Management Plan/Access Management Plan/ITS: This work activity involves ongoing development and updating of the CUBE travel demand model based on the 2040 plan roadway network. This work item also includes staff involvement in the Pavement Management database and analysis, which assist in identifying regional preservation needs for the next plan effort. This item will include data collection from local agencies on preservation and operation and maintenance needs of the current system. These activities will be on-going throughout the calendar year.

605 – Freight Planning: Work items in this category include coordinating with State and regional freight planning and initiatives. Information sharing with member agencies is emphasized as part of this work category. Starting in 2017, the freight section will be updated for the next long range plan. This will include updating freight information and planning for specific regional infrastructure improvements. The work will be completed by December 31, 2017.

606 – Airport Surface Transportation Connection Planning: This work activity involves documenting existing operations of the Saint Cloud Regional Airport and outlining the city of Saint Cloud's short and long range plans for this facility as methods for understanding the facility's current and potential future impact on the surface transportation system. It also includes ongoing coordination with the airport.

607 – Safety & Security Planning: The safety portion of this section includes on-going data analysis of area crashes and crash hotspots. It identifies priority safety projects. This work activity also involves documenting existing transportation security measures currently in place for natural disaster or other community emergency events. Most of this activity will occur through-out the calendar year.

608 – Environmental Justice and Environmental Mitigation: This work item is for determining a project's relative impact on low income and minority population concentrations protected by federal environmental justice laws. This work item also involves evaluating proposed projects to determine the relative impact on environmentally sensitive areas. Work in 2017 will include updating regional environmental mitigation information, which is expected to be completed by October 31, 2017.

LONG RANGE TRANSPORTATION PLAN – 600

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
601 – General Long Range Planning	340				
602 – Goals, Objectives, and Strategies	100				
603 – Financial Plan and Analysis	0				
604 – Roadway Plan/Congestion Mitigation Plan/Access Management Plan/ITS	280				
605 – Freight Planning	100				
606 – Airport Surface Transportation Connection Planning	40				
607 – Safety & Security Planning	80				
608 – Environmental Justice and Environmental Mitigation	80				
Total	1020	\$42,021	\$33,616	\$4,668	\$3,737



BICYCLE/PEDESTRIAN PLANNING – 610

Objective: To advance goals and objectives of the 2040 Long Range Transportation Plan: Bicycle and Pedestrian Chapter.

Background: The APO established a Bicycle and Pedestrian Advisory Committee (BPAC) in the summer of 2007 comprised of a cross section of citizen representatives and city and county staff within the APO planning area. This Committee meets every other month and reports to the APO's Technical Advisory Committee (TAC). The BPAC provides input to APO staff and the TAC on various planning and programming matters as they related to the bicycle/pedestrian environment within the planning area. They also implement and support various bicycle and pedestrian public awareness projects and provide the area with forum for discussing bicycle and pedestrian topics.

Relation to FAST Act: This activity focuses on the federal planning emphasis areas of Economic Vitality, Environment and Economic Development, Accessibility and Mobility, and Integration and Connectivity of Modes. These federal focus areas are addressed by planning for, and developing, various bicycle and pedestrian improvements that promote economic development and alternatives to the single occupancy automobile.

611 – General Bike & Pedestrian Planning and Technical Assistance: This work activity is used to address miscellaneous bicycle and pedestrian planning needs as they arise. This includes letters of support for local projects, response to local agency questions, research on best practices, and mapping of regional and local bicycle and pedestrian facilities as requested. Research included under this work activity might include topics pertaining to Complete Streets, Context Sensitive Design⁵, or alternative management strategies listed in the 2040 Long Range Transportation Plan. This work is on-going.

612 – APO Bicycle and Pedestrian Advisory Committee: This work activity involves staff developing agenda items, assembling meeting materials and presentations, and chairing the BPAC meetings as well as staff support for maps or development on specific topics. Examples of this Committee's work includes assisting the APO with review and updating of its Long Range Bicycle and Pedestrian Plan, reviewing various programmed roadway projects relative to bicycle and pedestrian accommodations and complete streets design treatments, advocating for and supporting efforts to complete multimodal trail segments and coordinating with other bicycle advocacy groups such as BLEND, the Mississippi River Trail Coalition and the State Non-motorized Transportation Advisory committee (SNTC). This group focuses on education, coordination, and public input for regional initiatives. This work is on-going throughout the calendar year.

613 – Safe Routes to School Planning: This work activity includes staff support of local government Safe Routes to School (SRTS) planning activities. Time is also spent assisting communities in preparing SRTS planning and infrastructure grant applications. The APO is the Minnesota MPO representative on the MnDOT SRTA Steering Committee, so staff hours are allocated for this activity. SRTS webinars and conference calls and information sharing with member agencies are also included. This work is on-going throughout the calendar year.

⁵ For more information see: http://contextsensitivesolutions.org/content/topics/what_is_css/changing-society-communities/complete-streets/



BICYCLE/PEDESTRIAN PLANNING - 610

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
611 - General Bike & Pedestrian Planning and Technical Assistance	470				
612 – APO Bicycle & Pedestrian Advisory Committee	180				
613 – Safe Routes to School Planning	120				
Total	770	\$28,700	\$22,960	\$3,188	\$2,552

TRANSIT PLANNING – 620

Objective: To advance goals and objectives of the APO's Transit chapter in the Long Range Transportation Plan and provide technical assistance to Saint Cloud Metro Bus and Tri-Cap.

Background: Saint Cloud Metro Bus provides fixed route and dial-a-ride transit service within the Saint Cloud Urbanized Area, including the cities of Saint Cloud, Sartell, Sauk Rapids, and Waite Park. Tri-Cap is the rural transit provider that provides dial-a-ride service within the APO planning area and adjacent rural areas. The Northstar Commuter Rail train currently provides early morning, late afternoon, limited weekend and special event trains from the city of Big Lake to the city of Minneapolis's Target Field Station. Northstar train service connects to the APO planning area by way of the Northstar Link commuter bus. The Northstar Link bus service is operated by Metro Bus via contract with the Northstar Corridor Development Authority (NCDA). Efforts are underway to raise Northstar Commuter Rail ridership so the completion of the connection to Saint Cloud can effectively compete for an FTA Small Starts grant.⁶

Relation to FAST Act: This work activity focuses primarily on the federal planning emphasis areas of Economic Vitality, Environment and Economic Development, Accessibility and Mobility and Integration of Modes by planning for and implementing alternative modes to the single occupancy vehicle.

621 – General Transit Planning, Coordination, and Technical Assistance: This work activity involves staff support for initiatives and projects undertaken by the transit providers that service the APO planning area. Work items include coordination and technical support for the Metro Bus urban transit system plan update. Also, staff coordinates with Trip-Cap to incorporate plans and transit service information into the planning and programming activities. This work activity involves ongoing efforts to implement aspects of the Region 7W/APO Transit Human Services Plan.

622 – Historic and Current Transit Ridership: This work activity involves annual updating of APO planning area transit provider ridership data (Metro Bus and Tri-Cap) for inclusion in the Saint Cloud Metro Area Growth Report, TIP, and planning studies. This work is on-going.

623 – Northstar Commuter Rail Coordination: This work activity involves staff technical support and committee participation in a variety of efforts related directly or indirectly to development of the Northstar Commuter Rail line from Big Lake to Saint Cloud. Specifically, APO will be involved with the Northstar marketing and Public Outreach

⁶ <https://www.transit.dot.gov/funding/grant-programs/capital-investments/about-program>



Committee, the Northstar Corridor Development Authority (NCDA), and the MnDOT intercity Passenger Rail Forum. This work will occur throughout calendar year 2017.

TRANSIT PLANNING - 620

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
621 - General Transit Planning, Coordination, and Technical Assistance	350				
622 – Historic and Current Transit Ridership	60				
623 – Northstar Commuter Rail Coordination	40				
Total	450	\$16,479	\$13,183	\$1,830	\$1,466

TRANSPORTATION PLANNING COORDINATION AND MEETINGS – 700

Objective: General coordination of all aspects of APO transportation plans and program with local member agencies, State agencies, federal agencies, and the public.

Background: This activity involves the preparation of meeting materials and attendance at all APO committee and board meetings. It also includes coordination with local, State, and federal agencies. The staff time necessary to attend various professional development seminars, workshops, and conferences in and out of State is also recorded under this category. Work hours are recorded in this category for monitoring State and federal policy and regulations applicable to transportation planning and MPOs.

Relation to FAST Act: This work activity addresses all federal planning emphasis areas and federal highway program national goals to varying degrees by dealing with a wide array of transportation planning and programming matters.

701 – General Meetings, Coordination, and Training: This work activity will involve transportation planning coordination activities with local State, and Federal planning partners. Work hours are assigned for attending various webinars, seminars, workshops, and conferences for professional development and/or APO specific areas of technical or topical need in a variety of transportation planning related areas. Examples of sponsors of training sessions and meetings that are attended include: MnDOT, the American Planning Association, the American Association of State Highway Transportation Officials, the Association of Metropolitan Planning Organizations, the National Association of Regional Councils, the Institute of Transportation Engineers, and University of Minnesota Center for Transportation Studies, etc. This work will be ongoing.

702 – APO Committee and Board Meetings: Meeting minutes, agendas and general staff support of APO committees and boards is conducted, including the APO Technical Advisory Committee (TAC), the APO Executive Board, and the APO Policy Board. Staff hours for APO meeting preparation and attendance are included in this category. This work will be ongoing and will occur throughout calendar year 2017.

703 – Public Participation Plan (PPP) and Public Outreach: This work activity includes updating the PPP and expanding public outreach activities in 2017. Staff will identify areas of opportunity for public participation in the APO's planning process. This work will be ongoing throughout the calendar year.

704 – Website Maintenance and New Features: This work activity involves maintaining existing, standard information such as the long range transportation plan, the TIP, the TSM Document, the Growth Report, corridor studies,



demographic information, and other transportation planning information on the APO website. Relevant meeting notices, APO board meeting minutes, and other timely information is also updated. This item includes technical support coordination with an IT professional to keep the website, email, computers, and server up to date and operating without issue. This work will be ongoing

705 – Evaluate MnDOT Plans and Programs: This work activity involves participating in meetings and coordinating with MnDOT and other State or Federal agencies on plans, studies, and programs, such as statewide multi-modal plans, the Minnesota State Highway Investment Plan (MNSHIP), STIP programming policy, and MnDOT District level planning endeavors. This work will occur as necessary throughout the calendar year.

TRANSPORTATION PLANNING COORDINATION AND MEETINGS – 700

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
701 – General Meetings, Coordination, and Training	1036				
702 – APO Committee & Board Meetings	940				
703 – Public Participation Plan & Public Outreach	200				
704 – Website Maintenance and New Features	120				
705 – Evaluate MnDOT Plans and Programs	210				
Total	2506	\$104,260	\$83,408	\$11,581	\$9,271

TRANSPORTATION DATA – 800

Objective: To monitor, record, and report on data affecting travel and overall planning for the transportation system.

Background: This activity involves monitoring indicators that measure growth within the APO planning area, such as building permits and annexations. Maintenance and operation of a Geographic Information System (GIS) is used to track existing and forecasted land use growth and identify impediments along transportation corridors. Field surveying (traffic counts) are performed to cross check trip generation rates of various land uses, vehicle occupancy, turning movement, traffic counts, etc. The APO's CUBE travel demand mode is used for project level and system wide analysis of the transportation system.

Relation to MAP-21: This work activity addresses all federal planning emphasis areas to varying degrees by providing supportive mapping and data analysis necessary to advance transportation investment decisions identified in the long range transportation plan and the TIP.

801 – General Transportation Data Collection: This work activity involves collecting various transportation data sets in the field as prescribed in the APO Data Collection Plan and identified in the APO 2040 Transportation Plan performance measures. Examples of potential work include, but are not limited to, the following: vehicle occupancy surveys, traffic counts, turning movement counts, bicycle and pedestrian counts, etc. This activity includes field work to collect applicable roadway attributes on desired roadway assignments. This work will be ongoing throughout the calendar year.

802 – GIS Database Development and Analysis: This work activity involves ongoing mapping support for APO transportation planning activities including corridor studies, transportation plans, and the Transportation Improvement



Program (TIP). Various existing transportation, social, economic, and environmental features are represented on these maps. This category includes work hours for the maintenance and editing of map files and development of new map files as applicable to ongoing studies. This work will be ongoing throughout the calendar year.

803 – CUBE Travel Demand Model Development: This work activity involves ongoing system-wide analysis of various project investments for transportation studies, as well as project specific analysis, as necessary. Work hours are included for maintenance of the database. Subarea studies are occasionally completed to analyze specific improvements proposed by local agencies. This work will be ongoing throughout the calendar year.

804 – Census Analysis: These work hours are used to provide general information to the public as well as to assist in providing background information for the planning studies programmed in 2017-2018. This work will occur as necessary.

805 – Monitor and Inventory Land Development and Agency Land Use Plans: This work activity involves maintenance of the base year land use database for use in the APO's GIS and CUBE travel demand model. Staff gathers multi-agency tax parcel data and combines the data into a regional parcel database. This work will be ongoing throughout the calendar year.

806 – Growth Measures Report and Plan: This work activity involves updating the annual Saint Cloud Metropolitan Area Growth Report. This report includes a variety of data sets that measure growth in automobile, bicycle, pedestrian and transit usage; as well as various demographic, land use, and other growth measures for the APO planning area. The Report will be completed by December 2017.

807 – Title VI Report and Plan: Every three years this report is required to be revised and adopted. The last report was adopted in August of 2015. Maintenance hours are included for 2017 and 2018 to meet reporting requirements. This work will occur as necessary throughout calendar year 2017.

TRANSPORTATION DATA – 800

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
801 – General Transportation Data Collection	200				
802 – GIS Database Development and Analysis	416				
803 – CUBE Travel Demand Model Development	426				
804 – Census Analysis	60				
805 – Monitor/Inventory Land Development & Agency Land Use Plans	100				
806 – Growth Measures Report & Plan	60				
807 – Title VI Report & Plan	70				
Total	1332	\$50,808	\$40,646	\$5,644	\$4,518

LOCALLY FUNDED ACTIVITIES – 900

Objective: To communicate with State and Federal legislative representative regarding transportation policy, funding, and project issues affecting the APO's planning area.



Background: APO member agencies fund this activity 100% with local dollars. Efforts are made to inform and maintain relationships with State and Federal legislators who make decisions affecting transportation policy, funding, and projects. Relationships with transportation advocacy groups such as the Minnesota Transportation Alliance (MTA) and Central Minnesota Transportation Alliance (CMAT) are also maintained.

Relation to FAST Act: This work activity addresses all Federal planning emphasis areas to varying degrees by communicating APO long range transportation plan and project needs to State and Federal elected officials.

901 – Legislative Communications: This work activity involves coordinating with the Minnesota Transportation Alliance (MAT) and/or directly with elected members of State or Federal government. Hours are assigned for preparation of materials and presentation of information to State and Federal legislators as well as response to legislative inquiries. Staff also coordinates with David Turch & Associates for Federal lobbying activities. This work will occur as necessary throughout the calendar year.

902 – Travel for Legislative Communications: This element budgets non-salary money to cover the cost of traveling for the purpose of communicating with State or Federal legislators. These funds will be expended as necessary throughout calendar year 2017.

LOCALLY FUNDED ACTIVITIES – 900

Element	2017 Budgeted Hours	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
901 – Legislative Communications	100				
902 – Travel for Legislative Communications		\$3,000			
Total	100	\$9,106	\$0	\$0	\$9,106



CPG SPECIAL STUDIES:

REGIONAL TRANSPORTATION PLANNING ASSISTANCE

Objective and Product: A consultant will be retained to assist APO staff in the development of components of the long-range transportation plan (LRTP).

For the LRTP, the consultant will assist APO staff in the development of the following deliverables which will serve as inputs into or will inform the development of the LRTP:

1. Development of a regional freight movement analysis sufficient to identify key high-priority freight corridors, intermodal connections, and likely future needs for the efficient movement of freight within the metropolitan area; and
2. Development of a current demographic and economic analysis of the region, and future population and jobs forecasts which will serve as inputs into the regional travel model; and
3. Review the 2016 Transportation System Management Report developed by APO staff, identify any key data gaps which will inhibit the development of a more complete and robust LRTP, then collect and analyze the necessary multimodal network conditions and operations data.

This project will be initiated in January of 2017 and will be completed by December of 2017.

Relationship to FAST Act: Potentially, this project could touch on any or all planning emphasis areas. Draft work orders will be vetted with MnDOT prior to being sent to the consultant to help ensure allowability under the terms of the APO's Federal planning grant.

Regional Significance of the Study: The LRTP is a Federally required regional transportation plan that documents: 1) regional transportation policies and goals, 2) existing multimodal network operations, 3) projected future multimodal network operations, and 4) multimodal network projects to address existing and/or future operation issues. The components addressed in this study are important pieces of the development of the overall LRTP.

REGIONAL TRANSPORTATION PLANNING ASSISTANCE

Element	2017 Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
Regional Freight Movement Analysis & Plan				
Saint Cloud Metropolitan Area Demographic and Economic Analysis & Forecast				
Regional Multimodal Transportation Operations Supplemental Data & Analysis				
Total	\$100,000	\$80,000	\$0	\$20,000



CPG CARRY-OVER STUDIES:

Three APO consultant-led projects originally programmed for completion in 2016 were all delayed due to APO staffing issues which delayed the release of the Requests for Proposals (RFPs) and consultant selection process. It had been anticipated that the projects would be completed in 2016, but due to the delays described above, the projects will now be completed in 2017. The 2017 funding re-request for these projects does not reflect an increase of hours or scope, but instead is due to the projects now being completed in 2017. The amounts shown below reflect the portion of the 2016 programmed funding that is anticipated to be unexpended as of December 31, 2016.

STEARNS COUNTY ADA TRANSITION PLAN & INVENTORY

Objective and Product: The Americans with Disabilities Act (ADA), enacted on July 26, 1990, is a civil rights law prohibiting discrimination against individuals on the basis of disability. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government agencies
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous provisions

Title II of the ADA pertains to the programs, activities, and services public entities provide. As a provider of public transportation services and programs, Stearns County must comply with this section of the Act. Under Title II, Stearns County must conduct a self-evaluation of its facilities within public rights of way and develop a Transition Plan detailing how it will ensure that all of those facilities are accessible, or will become accessible, to all individuals. The plan will be created to specifically cover accessibility within the public rights of way to cover all modes of transportation.

Relationship to FAST Act: This study focuses on the federal planning emphasis areas of Accessibility and Mobility and Integration and Connectivity of Modes. This plan will identify substandard areas within Stearns County rights of way, as well as a sustainable and cost effective approach to address the needed improvements. By going through this process Stearns County will be more effective in prioritizing upgrades from both a public priority and cost approach.

Regional Significance of the Study: This proposed plan and inventory will cover all of Stearns County's rights of way. Any pedestrian or bicycle facility within or intersecting that right of way will be evaluated for accessibility. The County road system characteristically serves a regional capacity, so any multi-modal routes along those roads will also typically serve that same capacity for pedestrian and bicycle traffic. Providing the proper access, or establishing a plan to address substandard areas will also provide for safer interactions between motorized and non-motorized traffic. The County's system also provides important connections to the State, city, and township systems.

STEARNS COUNTY ADA TRANSITION PLAN & INVENTORY

Element	Budgeted Funding	Federal (CPG)	State (MnDOT)	Local*
Programmed CY 2017	\$39,250	\$21,980	\$0	\$17,270

*LOCAL MATCHING FUNDS ARE 44% OF TOTAL PROJECT COST BECAUSE A PORTION OF THE PROJECT OCCURS OUTSIDE OF THE APO'S DESIGNATED PLANNING AREA.



CITY OF SARTELL 15TH STREET NORTH COLLECTOR CORRIDOR STUDY: PINECONE ROAD TO TOWNLINE ROAD

Objective and Product: Over the past 20 years, the City of Sartell and the surrounding townships have experienced considerable growth in the westerly side of the community. However, there are an insufficient number of east/west collector roadways which connect Pinecone Road to Townline Road to meet that growth and demand on the transportation system. The 15th Street North collector roadway had been identified as one of the potential few east/west corridors in the adopted 2005 Sartell North Transportation Study. The construction of this roadway would not only serve as a means of providing needed traffic circulation, but would also create additional routes for emergency response.

The challenge is identifying the appropriate route for that roadway due to soil, wetland, and other environmental conditions, along with the fact that a portion of the roadway would be located within LeSauk Township (if in advance of any annexation requests). The purpose of this study is to document existing and forecasted transportation conditions, as well as social, economic, and environmental “fatal flaws” associated with potential alignment alternatives. The final deliverable of the study is a feasibility report outlining potential funding options and documenting all analysis, public involvement, and resulting feasibility alignment alternatives to be further vetted in a more detailed future study.

Relationship to FAST Act: This study primarily addresses the planning emphasis area of Accessibility and Mobility and Management and Operations.

Regional Significance of the Study: The 15th Street North transportation project is intended to be classified as a major collector road, which will connect two minor arterial regional roadway corridors, Pinecone Road and Townline Road. The 15th Street North roadway utilization has a greater reach than Sartell residents. Adjacent township and community residents will utilize this much needed east/west roadway to enhance roadway, walking, and biking opportunities.

CITY OF SARTELL 15TH STREET NORTH COLLECTOR CORRIDOR STUDY: PINECONE ROAD TO TOWNLINE ROAD

Element	Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
Programmed in CY 2017	\$50,625	\$40,500	\$0	\$10,125

CITY OF SAINT JOSEPH CSAH 75 PEDESTRIAN CROSSING STUDY

Objective and Product: The purpose of this study is to document existing conditions and to evaluate the feasibility of alternatives to improve safe pedestrian crossing of County State-Aid Highway (CSAH) 75 between 2nd Avenue Northwest and 20th Avenue Southeast in Saint Joseph. A report will be prepared documenting findings and recommendations for further study.

CSAH 75 is a Principal Arterial roadway corridor which essentially bisects the City of Saint Joseph into a northern and southern half. As the community and the volume of traffic on CSAH 75 has grown over the years, the highway has increasingly become a physical barrier for safe pedestrian crossing, particularly to the City’s recreational opportunities (e.g., Wobegon Trail, Millstream Park, Northland Park) and institutions (e.g., College of Saint Benedict, Kennedy Elementary, City Hall). While four of the eight streets intersecting CSAH 75 are signalized, only two intersections have pedestrian facilities on both sides of CSAH 75.



Relationship to FAST Act: The study primarily addresses the planning emphasis areas of Safety, bicycle and pedestrian access, and “Ladders of Opportunity”. It will identify transportation connectivity gaps in accessing essential services. Essential services include employment, health care, education, and recreation.

Regional Significance of the Study: The study will address crossing a regional, principal arterial roadway, which will provide access from regional institutions to a regional trail and parks as described above.

CITY OF SAINT JOSEPH CSAH 75 PEDESTRIAN CROSSING STUDY

Element	Budgeted Funding	Federal (CPG)	State (MnDOT)	Local
Programmed in CY 2017	\$40,000	\$32,000	\$0	\$8,000



EXHIBIT 0

LONG-RANGE TRANSPORTATION PLAN WORK TASK TIMELINE

	2015	2016				2017				2018				2019			
Long Range Plan Quarterly Timeline		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Transit Plan (Consultant)			•														
Pavement Management Study (Consultant)		•															
Bicycle On-Road Plan (APO Staff)		•															
Freight and Airport Plan (Consultant)						X	X	X	X								
APO Staff																	
Initial Public Outreach						X	X	X	X								
Goals and Objectives Development (May 2017 Policy Board)					X	X	X										
Demographic Analysis (October 2017 Policy Board)					X	X	X	X	X								
Population Forecast Approval (May 2017 Policy Board)						X	X										
Land Use Development and Inventory - Base year completion					X	X	X										
Land Use Forecast Approval (October 2017 Policy Board)								X	X								
CUBE Analysis of Roadway Congestion (May 2018 Policy Board)								X	X	X	X						
Financial Plan and Analysis and Projections (May 2018 Policy Board)								X	X	X	X						
CUBE Analysis of Investment Scenarios (October 2018 Policy Board)												X	X				
Performance Measure Identification/Analysis (October 2018 Policy Board)										X	X	X	X				
Financial Analysis: Investment Split Approval (Oct 18/Feb 19 Policy Board)													X				
Development/Approval of Mode Plans (February 2019 Policy Board)										X	X	X	X	X			
Initial Roadway Project Identification (February 2019 Policy Board)													X	X			
Safety & Security Planning (February 2019 Policy Board)										X	X	X	X	X			
CUBE Analysis of Project Identification														X	X		
Finalize Roadway Project Identification & PMs (May 2019 Policy Board)														X	X		
Environmental Justice and Mitigation Analysis												X	X	X	X		
Roadway Planning Assistance (Consultant)																	
Pavement Management Analysis Update (APO Staff 2017)								X	X	X	X						
Access Management Plan											X	X	X				
Congestion Management Plan											X	X	X				
ITS Plan												X	X				
Ongoing Public Outreach (APO Staff and Consultant)										X	X	X	X	X	X	X	
Approval of Draft for Public Review (May 2019 Policy Board)															X		
Consideration and Incorporation of Public Comments																X	
Final Approval (October 2019 Policy Board)																	X
Indicates when work item was completed																	
Indicates expected work item completion timeframe																	
Indicates expected Board approval of work item																	



EXHIBIT 1

2017 – 2018 LINE ITEM REVENUE REPORT

Revenue Sources	2017	2018 (Provisional)
APO Member Assessments	\$72,522	\$96,024
Lobbyist Fees	\$48,000	\$48,000
Local Match for CY 2016 Consultant Studies	\$35,395	\$0
Total Local Revenue	\$155,917	\$144,024
Annual Federal CPG	\$521,281	\$531,707
Estimated Unspent Federal CPG from Prior Years	\$76,444	\$65,316
CPG for CY 2016 Consultant Studies	\$94,480	\$0
Total Federal Revenue	\$692,205	\$597,023
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$26,000	\$10,000
Total Other Revenue	\$88,815	\$72,815
Grand Total Revenue	\$936,937	\$813,862

2017 – 2018 LINE ITEM ANTICIPATED EXPENDITURES

Revenue Sources	2017	2018 (Provisional)
APO Member Assessments	\$72,522	\$96,024
Lobbyist Fees	\$48,000	\$48,000
Local Match for CY 2016 Consultant Studies	\$35,395	\$0
Total Local Expenditures	\$155,917	\$144,024
Annual Federal CPG	\$455,965	\$531,638
Estimated Unspent Federal CPG from Prior Years	\$76,444	\$65,316
CPG for CY 2016 Consultant Studies	\$94,480	\$0
Total Federal Expenditures	\$626,889	\$596,954
State of Minnesota Planning Grant	\$62,815	\$62,815
Miscellaneous & Interest Income	\$22,874	\$0
Total Other Expenditures	\$85,688	\$62,815
Grand Total Expenditures	\$852,494	\$803,793

2017 – 2018 LINE ITEM BALANCES (REVENUE MINUS EXPENDITURES)

Revenue Sources	2017	2018 (Provisional)
APO Member Assessments	\$0	\$0
Lobbyist Fees	\$0	\$0
Local Match for CY 2016 Consultant Studies	\$0	\$0
Total Local Balance	\$0	\$0
Annual Federal CPG	\$65,316	\$0
Estimated Unspent Federal CPG from Prior Years	\$0	\$69
CPG for CY 2016 Consultant Studies	\$0	\$0
Total Federal Balance	\$63,316	\$69
State of Minnesota Planning Grant	\$0	\$0
Miscellaneous & Interest Income	\$3,127	\$10,000
Total Other Balance	\$3,127	\$10,000
Grand Total Balance	\$68,443	\$10,069



EXHIBIT 2

2017 WORK ACTIVITY BY REVENUE SOURCE

Work Activity Category	Federal Funding	State Funding	Local Funding	Total Funding
100 Administration & Overhead	\$175,083	\$24,309	\$35,462	\$234,854
200 Budget & UPWP	\$15,840	\$2,199	\$1,761	\$19,800
300 Transportation Improvement Program (TIP)	\$24,755	\$3,437	\$2,752	\$30,944
400 Transportation System Management	\$13,104	\$1,819	\$1,457	\$16,380
500 Transportation Project Development	\$29,814	\$4,140	\$3,314	\$37,268
600 Long-Range Transportation Plan (LRTP)	\$33,616	\$4,668	\$3,737	\$42,021
610 LRTP - Bicycle/Pedestrian Planning	\$22,960	\$3,188	\$2,552	\$28,700
620 LRTP - Transit Planning	\$13,183	\$1,830	\$1,466	\$16,479
700 Transportation Planning Coordination & Meetings	\$83,408	\$11,581	\$9,271	\$104,260
800 Transportation Data	\$40,646	\$5,644	\$4,518	\$50,808
900 Locally Funded Activities	\$0	\$0	\$9,106	\$9,106
Sub-Total for APO Staff and Operations	\$452,409	\$62,815	\$75,396	\$590,619
Consultant Services: David Turch & Associates	\$0	\$0	\$48,000	\$48,000
Consultant Services: General Regional Transportation Planning Assistance	\$80,000	\$0	\$20,000	\$100,000
Consultant Services: Stearns County ADA Transition Plan & Inventory	\$21,980	\$0	\$17,270	\$39,250
Consultant Services: Sartell 15th St N Corridor Study	\$40,500	\$0	\$10,125	\$50,625
Consultant Services: St. Joseph CSAH 75 Pedestrian Crossing Study	\$32,000	\$0	\$8,000	\$40,000
Grand Total Expenses	\$626,889	\$62,815	\$178,791	\$868,494

Source of Local Funds: City of Saint Cloud, City of Saint Joseph, City of Sartell, City of Sauk Rapids, City of Saint Augusta, LeSauk Township, Stearns County, Benton County, Sherburne County, Saint Cloud Metro Bus, and interest and miscellaneous income for Saint Cloud APO. See Exhibit 3 for more details.



EXHIBIT 3

2017 LOCAL FUNDING ASSESSMENTS

Member	2015 Population Estimates	2017 Local Assessment (\$0.52 per cap.)	Washington Lobbyist Assessment	Total 2017 Local + Lobbyist Assessment
St. Cloud	67,010	\$34,845	\$16,000	\$50,845
St. Joseph	6,772	\$3,521	\$1,478	\$5,000
Sartell	17,203	\$8,946	\$4,383	\$13,329
Sauk Rapids	13,406	\$6,971	\$3,039	\$10,010
St. Augusta	3,432	\$1,785	\$954	\$2,739
Waite Park	7,415	\$3,856	\$2,336	\$6,192
LeSauk Township	1,786	\$929	\$0	\$929
Benton County (Watab, Sauk Rapids, and Minden Twnshps)	5,469	\$2,844	\$3,051	\$5,895
Sherburne County (Haven Twnshp)	2,025	\$1,053	\$883	\$1,936
Stearns County (Brockway, Le Sauk, St. Wendel, St. Joseph, and Rockville Twnshps & City of St. Stephen)	11,386	\$5,921	\$11,076	\$16,997
MetroBus	N/A	\$1,852	\$4,800	\$6,652
Total	135,904	\$72,522	\$48,000	\$120,522

2015 Population estimates come from the Minnesota State Demographer.



EXHIBIT 4

Overhead Detail

Line Item	2017 Budget	2018 Budget
Office Property Liability Insurance	\$8,240	\$8,487
Office Supplies	\$4,635	\$4,774
Auditing Services	\$7,210	\$7,426
Accounting Services	\$17,000	\$17,510
Telephone	\$3,605	\$3,713
Postage	\$1,030	\$1,061
Travel	\$7,210	\$7,426
Printing/Publishing	\$1,030	\$1,061
Office Building Maintenance	\$1,545	\$1,591
Utilities	\$11,330	\$11,670
Legal Services	\$1,030	\$1,061
Copy Machine	\$6,695	\$6,896
Dues and Subscriptions	\$4,120	\$4,244
IT Support/Software	\$7,210	\$7,426
Professional Development	\$5,665	\$5,835
Miscellaneous	\$1,515	\$1,560
Equipment	\$16,000	
Total	\$105,070	\$91,742



EXHIBIT 5

2018 PROVISIONAL WORK ACTIVITIES BY REVENUE SOURCE				
WORK ACTIVITY CATEGORY	FEDERAL FUNDING	STATE FUNDING	LOCAL FUNDING	TOTAL FUNDING
100 ADMINISTRATION & OVERHEAD	\$184,581	\$24,309	\$21,836	\$230,727
200 BUDGET & UPWP	\$16,699	\$2,199	\$1,976	\$20,874
300 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)	\$26,098	\$3,437	\$3,087	\$32,622
400 TRANSPORTATION SYSTEM MANAGEMENT	\$13,815	\$1,819	\$1,634	\$17,269
500 TRANSPORTATION PROJECT DEVELOPMENT	\$31,432	\$4,140	\$3,718	\$39,289
600 LONG-RANGE TRANSPORTATION PLAN (LRTP)	\$35,441	\$4,668	\$4,193	\$44,301
610 LRTP - BICYCLE/PEDESTRIAN PLANNING	\$24,206	\$3,188	\$2,864	\$30,257
620 LRTP - TRANSIT PLANNING	\$13,898	\$1,830	\$1,644	\$17,373
700 TRANSPORTATION PLANNING COORDINATION & MEETINGS	\$87,933	\$11,581	\$10,402	\$109,916
800 TRANSPORTATION DATA	\$42,851	\$5,644	\$5,069	\$53,564
900 LOCALLY FUNDED ACTIVITIES	\$0	\$0	\$9,601	\$9,601
<i>SUB-TOTAL FOR APO STAFF AND OPERATIONS</i>	<i>\$476,954</i>	<i>\$62,815</i>	<i>\$66,024</i>	<i>\$605,793</i>
CONSULTANT SERVICES: DAVID TURCH & ASSOCIATES	\$0	\$0	\$48,000	\$48,000
CONSULTANT SERVICES: ACCESS MANAGEMENT PLAN	\$60,000	\$0	\$15,000	\$75,000
CONSULTANT SERVICES: CONGESTION MANAGEMENT PLAN & ITS PLAN	\$60,000	\$0	\$15,000	\$75,000
GRAND TOTAL 2018 PROVISIONAL EXPENSES	\$596,954	\$62,815	\$144,024	\$803,793



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

SAINT CLOUD AREA PLANNING ORGANIZATION 2017 FEDERAL CONSOLIDATED PLANNING GRANT AUTHORIZATION RESOLUTION 2016-09

Authorizing filing of a Federal Consolidated Planning Grant (CPG) Agreement for the Calendar Year 2017 Unified Planning Work Program.

BE IT RESOLVED that the Saint Cloud Area Planning Organization commits to providing a minimum 20% local match to support the 2017 Unified Planning Work Program; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization hereby authorizes filing and entering into an agreement for distribution of 2017 federal CPG funds with the State of Minnesota, Department of Transportation.

BE IT FURTHER RESOLVED that the Chairperson and Executive Director of the Saint Cloud Area Planning Organization are hereby authorized to execute such Agreement and amendments.

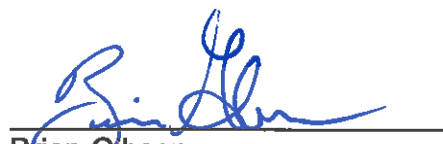
CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Saint Cloud Area Planning Organization at a duly authorized meeting thereof, held on the 8th day of September, 2016, as shown by the minutes of said meeting in my possession.

ATTEST:



Mayor Brad Gunderson,
Chair



Brian Gibson,
Executive Director

9-8-16

Date

9-8-16

Date



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643

(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

SAINT CLOUD AREA PLANNING ORGANIZATION 2017 STATE PLANNING GRANT AUTHORIZATION RESOLUTION 2016-10

Authorizing filing of a grant agreement with the Minnesota Department of Transportation
for the Calendar Year 2017 Unified Planning Work Program.

BE IT RESOLVED that the Saint Cloud Area Planning Organization commits to
providing a minimum 20% local match to support the 2017 Unified Planning Work
Program; and

BE IT FURTHER RESOLVED that the Saint Cloud Area Planning Organization
authorizes filing and entering into an Agreement for Distribution of State Planning Funds
for Calendar Year 2017 with the State of Minnesota, Department of Transportation; and

BE IT FURTHER RESOLVED that the Chairperson and Executive Director of the Saint
Cloud Area Planning Organization are hereby authorized to execute such Agreement
and amendments.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution
presented to and adopted by the Saint Cloud Area Planning Organization at a duly
authorized meeting thereof, held on the 8th day of September, 2016, as shown by the
minutes of said meeting in my possession.

ATTEST:

Mayor Brad Gunderson,
Chair

Brian Gibson,
Executive Director

9-8-16

Date

9-8-16

Date



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643
(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: Consideration of CY 2017 Unified Planning Work Program (UPWP) Administrative Modification
DATE: March 10, 2017

The UPWP accomplishes two things:

1. It is the APO's annual operating budget, and
2. It identifies upcoming planning studies and tasks in support of the Long-Range Transportation Plan (LRTP) and the APO's overall mission of a cooperative, continuous, and comprehensive planning process.

The Federal funds dedicated by the State of Minnesota to supporting the work elements in the UPWP expire at the end of each calendar year. For this reason, studies completed by consultants under contracts are typically completed within one calendar year. However, in 2016, because of staff shortages, the consultant contract studies were started late in the year and carried over into 2017. Staff had to guess as to how much of the consultant's budget would be expended in 2016 and how much would be needed in 2017 to complete the studies. We did fairly well, but some budget adjustments will be necessary in order for the studies to be completed.

Study	CPG Funds Committed to Contract	CPG Funds Expended in 2016	CPG Funds Needed for 2017	CPG Funds Budgeted for 2017	Difference Between Need and Budgeted Amounts for 2017
Stearns County ADA Transition Plan	\$38,059.34	\$16,274.93	\$21,784.41	\$18,480.00	-\$3,304.41
Sartell 15 th St N Corridor Study	\$50,466.10	\$10,635.19	\$39,830.91	\$44,000.00	+\$4,169.09
Totals	\$88,525.44	\$26,910.12	\$61,615.32	\$62,480.00	+\$864.68

**CPG = Consolidated Planning Grant, the APO's source of Federal Planning Funds*

Staff is proposing the following administrative modifications to the 2017 UPWP budgets for the above referenced studies:

Study	Original 2017 Funding Level		Amended 2017 Funding Level		Funding Change	
	CPG	Total	CPG	Total	CPG	Total
Stearns County ADA Transition Plan	\$18,480	\$33,000	\$21,980	\$39,250	+3,500	+\$6,250
Sartell 15 th St North Corridor Study	\$44,000	\$55,000	\$40,500	\$50,625	-\$3,500	-\$4,375
Totals	\$62,480	\$88,000	\$62,480	\$89,875	\$0	+\$1,875

This amendment does not increase or decrease the overall UPWP funding amounts. Instead, it shifts funding between studies.



Saint Cloud Area Planning Organization

1040 County Road 4, St. Cloud, MN 56303-0643
(320) 252-7568 • (320) 252-6557 (FAX) • E-mail: admin@stcloudapo.org • www.stcloudapo.org

TO: Saint Cloud APO Executive Board
FROM: Brian Gibson, PTP, Executive Director
RE: 2017 UPWP Modification
DATE: August 31, 2017

APO operations are funded using a combination of local funds, a State grant, and a Federal grant. Both grants require local matching funds, and the funds used to match one grant cannot also be used to match the other.

Board members may recall that when I arrived at the APO last July, the 2017 UPWP was considered “behind schedule” and I had to move quickly to complete it in time for September approval by MnDOT. In that rush, I miscalculated the local match requirement. By my calculation, at the end of 2017, we will be \$15,700 short of our local match requirement.

However, as luck would have it, we are in need of some equipment. Specifically, our current vehicle counters are 20 years old and the software used to analyze the traffic data is no longer compatible with our workstation computers. Additionally, three of our workstation computers are now five years old and should be replaced soon. This provides an opportunity to make an investment in the APO’s capacity and productivity while addressing the local match requirement.

I am proposing the addition of an Equipment line-item to our 2017 overhead budget for the purpose of acquiring new traffic counting equipment, computers, accessories, and other miscellaneous equipment using 100% local funds for an amount not to exceed \$16,000. The funds would be deducted from the APO’s savings account, which has a current balance of \$125,126, so no additional funds from the member jurisdictions would be required.

Overhead (Line Item Detail) – 107

Line Item Expense	2017 Budgeted Funding	Line Item Expense	2017 Budgeted Funding
Office Property Liability Insurance	\$8,240	Office Building Maintenance	\$1,545
Office Supplies	\$4,635	Utilities	\$11,330
Auditing Services	\$7,210	Legal Services	\$1,030
Accounting Services	\$17,000	Copy Machine	\$6,695
Telephone	\$3,605	Dues and Subscriptions	\$4,120
Postage	\$1,030	IT Support/Software	\$7,210
Travel	\$7,210	Professional Development	\$5,665
Printing/Publishing	\$1,030	Miscellaneous	\$1,515
		<u>Equipment</u>	<u>\$16,000</u>
Grand Total \$89,070 \$105,070			

It should be noted that the traffic counting equipment that the APO acquires is common property that can be used by any of the member jurisdictions. The traffic counters not only count vehicles that use a roadway, but they can also measure the speed of those vehicles, and they determine the classification of the vehicles as well (e.g., motorcycle, passenger car, SUV, bus, three-axle truck, four-axle truck etc.). The counters can also provide a time-of-day distribution and a day-of-the-week distribution of the traffic. These counters are critical roadway performance-measurement tools for the APO.

Because this proposed change does not add any Federal funds to the UPWP, a formal amendment is not necessary and public input is not required. With approval by the Board, I will submit an updated UPWP to MnDOT and procure the equipment.