

Unified Planning Work Program 2019 End-of-Year Report

For the Saint Cloud Area Planning Organization



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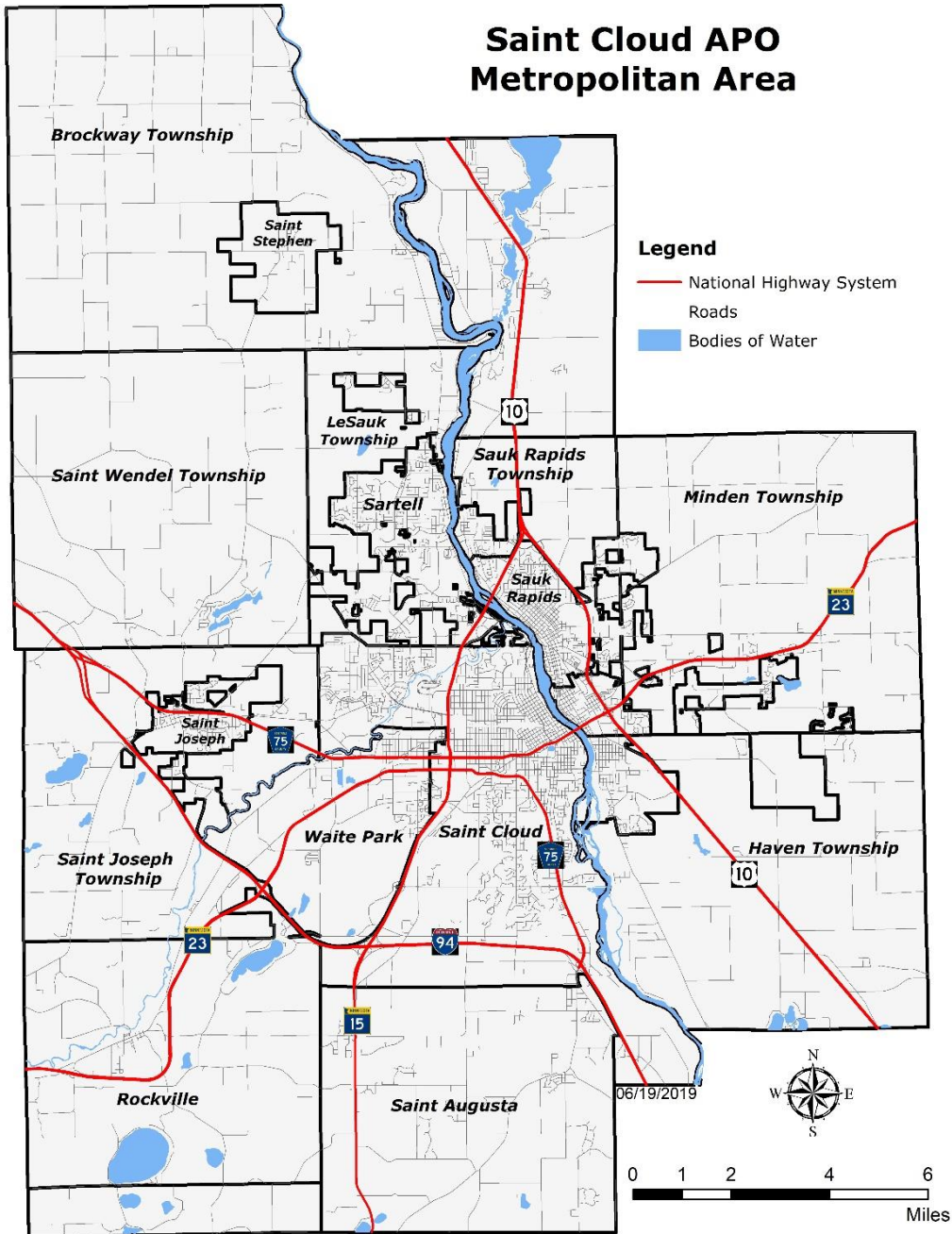
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Introduction

This report is a summary of the activities, expenditures, and achievements of the Saint Cloud Area Planning Organization (APO) for Fiscal Year (FY) 2019, which began on January 1, 2019 and ended December 31, 2019. The APO is a publicly funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

Figure 1. Saint Cloud APO Metropolitan Planning Area



Purpose and Need

The goals of this report are:

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

APO Staff Vision, Goal, and Core Values

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

Vision:

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

Goal:

The logical, informed investment of limited transportation funding.

Core Values:

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

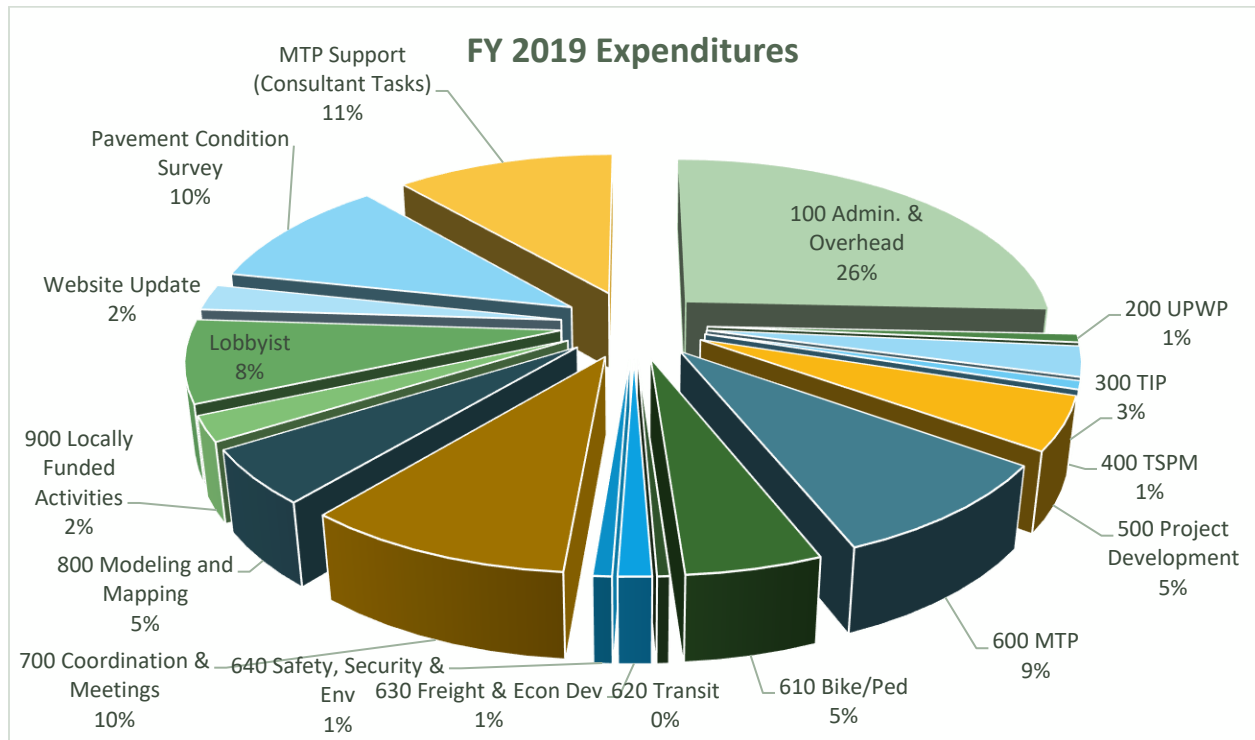
The APO Board is supported by a staff of six approved positions (5.72 FTEs):

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 their absence.
3. **Planner II (Associate Planner)** – Primary responsibility is for the development and keeping of the regional Active Transportation Plan and is the APO's primary active-transportation planning specialist, including Safe Routes to School planning; is the primary coordinator for the Active Transportation Advisory Committee (ATAC); is the APO's primary public-input specialist and is responsible for the development and keeping of the APO's Stakeholder Engagement Plan and Title VI Compliance document(s); and, as able, supports the Senior Transportation Planner by completing specific tasks as directed.

4. **Planner I (Transportation Planner)** – This position became vacant in November 2019.
5. **Planning Technician** – Responsible for the development and keeping of the APO’s transportation performance measures including collection, analysis, and annual reporting of regional transportation performance data; responsible for the keeping and operation of the regional Travel Demand Model (TDM); as able, may complete additional tasks as assigned by the Executive Director or Senior Transportation Planner.
6. **Administrative Specialist** – General support staff for all other positions; answers telephone, opens and distributes mail, copies and files documents as needed; writes minutes for all TAC and Board meetings; monitors and purchases office supplies as needed; works with Executive Director and Accountant on keeping timesheets and records of work effort; writes outgoing correspondence as directed, and assorted other duties; this is a 0.72 FTE position.

Overall Financial Performance

Figure 2.



The FY2019 UPWP was approved by the Board on June 14, 2018. No amendments were made to the document during the fiscal year. The budget figures used below represent the approved budgets in the UPWP.

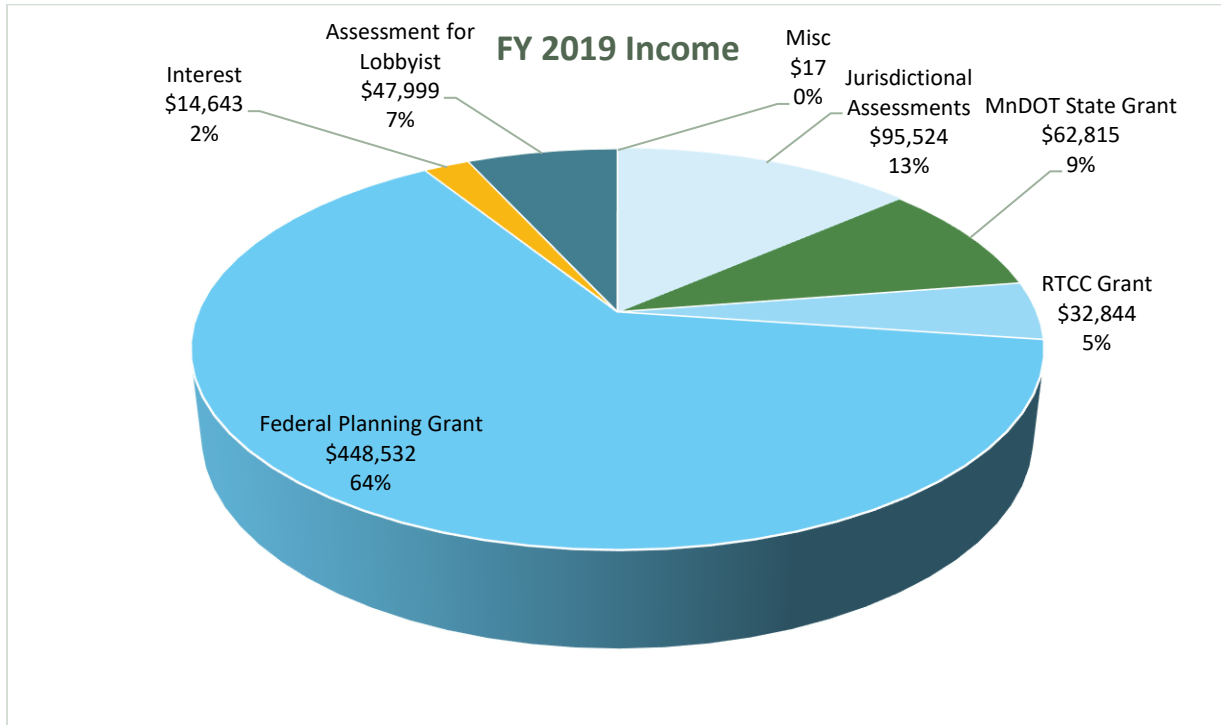
Figure 3. FY2019 Budget vs. Expenditures

Work Activity Category	Total Budget	Total Expended*	% Expended	% Remaining
100 Administration & Overhead	\$212,050	\$162,803	76.8%	23.2%
200 Budget & UPWP	\$10,650	\$4,716	44.3%	55.7%
300 Transportation Improvement Program (TIP)	\$23,150	\$17,389	75.1%	24.9%
400 Transportation System Performance Monitoring (TSPM)	\$23,200	\$4,732	20.4%	79.6%
500 Transportation Project Development	\$19,300	\$30,975	160.5%	-60.5%
600 Metropolitan Transportation Plan (MTP)	\$51,000	\$57,656	113.1%	-13.1%
610 MTP – Bicycle/Pedestrian Planning	\$24,375	\$31,575	129.5%	-29.5%
620 MTP – Transit Planning	\$19,200	\$2,884	15.0%	85.0%
630 MTP – Freight Planning & Economic Development	\$11,200	\$7,713	68.9%	31.1%
640 MTP – Safety, Security & Environmental	\$7,500	\$4,417	58.9%	41.1%
700 Transportation Planning Coordination & Public Outreach	\$90,300	\$62,252	68.9%	31.1%
800 Transportation Modeling, Mapping & Support	\$30,350	\$31,764	104.7%	-4.7%
900 Locally Funded Activities	\$19,950	\$14,582	73.1%	26.9%
Sub-Total for APO Staff, Overhead, and Operations	\$542,225	\$433,457	79.9%	20.1%
Consultant Services: David Turch & Associates	\$48,000	\$48,000	100%	0%
Consultant Services: APO Website Update	\$15,000	\$15,000.00	100%	0%
Consultant Services: Pavement Condition Data Update	\$75,000	\$65,400.30	87.2%	12.8%
Consultant Services: MTP Support & Assistance	\$72,000	\$71,726.38	99.6%	0.4%
Grand Total Budget	\$752,225	\$633,584	84.2%	15.8%

*Expenditures rounded to nearest dollar

In addition, there was one contract that was a holdover from 2018 – the RTCC Phase I Implementation grant. The approved budget for that contract was \$65,000. In FY2018, \$21,849 was expended, leaving a remainder of \$43,151 that carried over into FY2019.

Figure 4. FY2019 Income

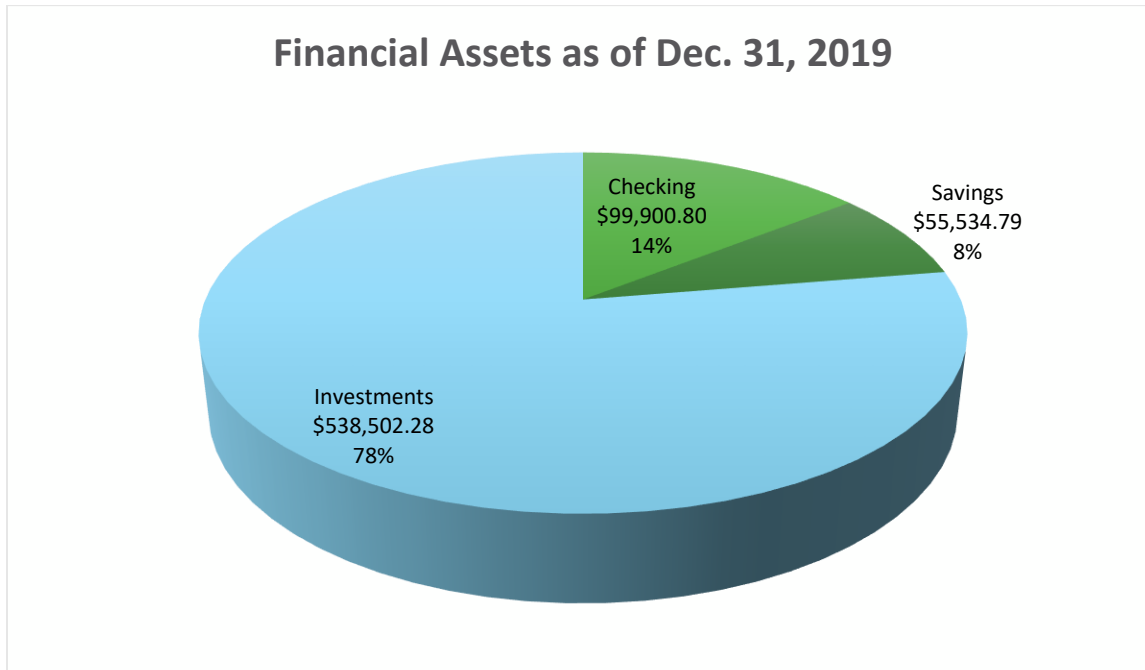


Total APO income for FY2019 was \$702,374 (rounded to the nearest dollar).

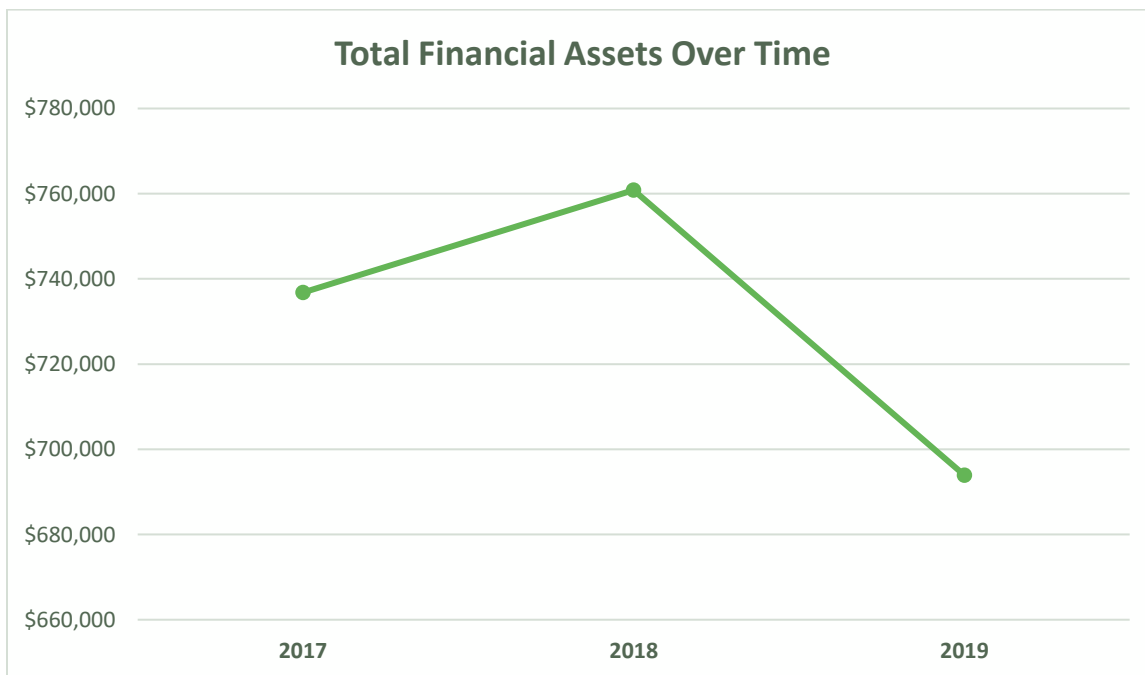
Return on Investment

APO member jurisdictions provided \$95,524 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$8,305,815 in Federal funds through the Transportation Improvement Program in FY 2019 (i.e., \$5,026,400 for transit projects, \$448,576 for active transportation projects, and \$2,644,016 for roadway projects). That’s an 8,694% return on investment.

Figure 5. APO Financial Assets as of Dec. 31, 2019



On December 31, 2019, financial assets totaled \$693,937.87. This was a decrease of \$66,893.79 (8.8%) from December 31, 2018. The decrease is solely due to the APO reimbursing the City of St. Cloud for 80% of the City’s cost of the CSAH75 Corridor Refresh Study, which was completed in 2018. The APO Board approved the use of savings account funds for this study in January of 2018.



The reduction in assets is also part of a broader strategy to “right-size” the reserve of financial assets. A reserve that is too small is a risk to the APO during times of crisis or an emergency. A reserve that is too large is a “waste” of limited financial resources that could be put to better use. Based in part on information provided by the APO’s auditor, financial reserves of about \$500,000 appears to be about the right size for the organization. Over the next few years, the Executive Director will be developing budgets to spend down financial reserves to reach that mark. The Policy Board has final approval authority of those budgets.

Figure 6. FY2019 Expenses By Selected Categories

	Budget	Expended	% Expended	% Remaining
MnDOT State Grant	\$62,815.00	\$62,815.00	100%	0%
Federal Planning Grant	\$536,097.00	\$448,532.28	83.7%	16.3%
Salaries	\$349,396.98	\$312,422.63	89.4%	10.6%
Payroll Expenses*	\$26,728.87	\$23,060.12	86.3%	13.7%
Employee Benefits	\$59,195.36	\$51,089.19	86.3%	13.7%

*Payroll expenses are Social Security and Medicare

Work Elements

100 Administration and Overhead – ON-GOING

Figure 7. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
100 Administration & Overhead	\$212,050	\$162,803	76.8%	23.2%

Figure 8. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
101 – General Administration	1,238	1,042.25	84.2%	15.8%
102 – Human Resources & Personnel	300	76.5	25.5%	74.5%
103 – Building Management	36	7	19.4%	80.6%
104 – Staff Development & Training	296	330.5	111.7%	-11.7%
104 – Holiday	576	472	81.9%	18.1%
105 – Vacation	400	388.5	97.1%	2.9%
106 – Sick Leave	200	337.25	168.6%	-68.6%
107 - Overhead	0	0	N/A	N/A
Totals	3,046	2,654	87.1%	12.9%

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

Figure 9. FY2019 Overhead Expenses Budget Breakdown

Line Item	Budget	Expended	% Expended	% Remaining
Liability Insurance & Workers Comp	\$7,500	\$5,320.43	70.9%	\$29.1%
Office Supplies	\$3,000	\$3,628.43	120.9%	-20.9%
Accounting Services	\$17,500	\$17,520.00	100.1%	-0.1%
Telephone/Postage/Internet	\$4,500	\$3,943.53	87.6%	12.4%
Travel	\$10,000	\$7,351.24	73.5%	26.5%
Professional Development	\$5,500	\$4,060.60	73.8%	26.2%
Printing/Publishing/ Advertising	\$1,500	\$1,677.12	111.8%	-11.8%
Building Maintenance & Utilities	\$8,500	\$11,195.54	131.7%	-31.7%
Legal Services	\$2,000	\$562.50	28.1%	71.9%
Multifunction Copier	\$1,200	\$2,520.70	210.1%	-110.1%
Dues and Subscriptions	\$3,500	\$4,608.48	131.7%	-31.7%
IT Support & Software	\$8,500	\$3,714.89	43.7%	56.3%
Equipment and Hardware	\$8,000	\$0.00	0%	100%
Employee Incentives and Bonuses	\$8,000	\$0.00	0%	100%
Miscellaneous	\$5,000	\$4,191.44	83.8%	16.2%
Bank Service Charge	\$0	\$175.00	N/A	N/A
Total	\$94,200	\$70,469.90	74.8%	25.2%

Key Activities, Accomplishments, and Notes

- In future UPWP's "Employee Incentives and Bonuses" will be added to salary rates since they are accounted for as salary
- Hired new Associate Planner
- Multifunction Copier was severely under-budgeted. 2019 was the first year that the APO owned a new copier with a new service contract so budgeting based on past expenditures was not possible. In the future, the budget will be based on actual expenditures. Note, the previous copier was costing the APO about \$6,500 per year, so the new copier has resulted in 61% annual savings.

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

Figure 10. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
200 Budget and UPWP	\$10,650	\$4,716	44.3%	55.7%

Figure 11. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
201 – Prepare Budget and UPWP	172	77.5	45.1%	54.9%
Totals	172	77.5	45.1%	54.9%

Key Activities, Accomplishments, and Notes

- Developed the 2018 Year-End Report
- Developed and gained approval for the 2020-2021 UPWP

300 Transportation Improvement Program (TIP) – ON-GOING

Figure 12. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
300 Transportation Improvement Program (TIP)	\$23,150	\$17,389	75.1%	24.9%

Figure 13. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
301 – ATP Meetings/Subcommittees	80	58	72.5%	27.5%
302 – Annual TIP Development	428	351.75	82.2%	17.8%
303 – TIP Maintenance & Amendments	102	63.25	62.0%	38.0%
304 – TIP Project Monitoring & Annual Report	74	147.25	199.0%	-99.0%
Totals	684	620.25	90.7%	9.3%

Key Activities, Accomplishments, and Notes

- Completed development and gained approval for the 2020-2023 TIP, including the redesign of some elements
- Coordinated with MnDOT on ATIP and STIP development
- Processed multiple amendments and revisions to the TIP, as necessary
- Attended meetings of the MnDOT District 3 Central Minnesota Area Transportation Partnership

- In FY2019, APO staff changed and expanded its TIP Project Monitoring and Reporting efforts, resulting in the 99% overage; in the future, more hours should be budgeted here to account for the increased level of effort.

400 Transportation System Performance Monitoring (TSPM) – ON-GOING

Figure 14. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
400 Transportation System Performance Monitoring	\$23,200	\$4,732	20.4%	79.6%

Figure 15. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
401 – Performance Measures, Data Collection, Analysis & Target Setting	608	156	25.6%	74.3%
402 – Transportation System Performance & Target Achievement Report	110	2	1.8%	98.2%
Totals	718	158	22.0%	78.0%

Key Activities, Accomplishments, and Notes

- Developed annual Transportation System Performance Report
- Monitored and coordinated with MnDOT regarding State performance targets

500 Planning Project Development – ON-GOING

Figure 16. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
500 Planning Project Development	\$19,300	\$30,975	160.5%	-60.5%

Figure 17. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
501 – Planning Assistance for Members	200	162	81.0%	19.0%
502 – Procurement & Contracting	80	94.5	118.1%	-18.1%
503 – Consultant Study Coordination	100	345	345.0%	245.0%
Totals	380	601.5	158.3%	-58.3%

Key Activities, Accomplishments, and Notes

- Procured consultant for and completed the MTP Support & Assistance effort, which resulted in the MTP being approved in October

- Procured consultant for Pavement Condition Update effort and managed contract
- Procured consultant for APO Website Update which resulted in a new and improve website
- Completed the Regional Transportation Coordinating Council (RTCC) Phase 1 planning effort and handed the project off to Tri-CAP for Phase II Implementation
- Supported MnDOT’s US10/TH23 design efforts, including collecting some data and coordination meetings
- Staff developed a snow and ice removal contact sheet for all cities within the APO planning area
- The amount of time needed to complete the RTCC Phase 1 effort was more than expected. Now that the study is completed, the level of effort in 503 should return to a more normal level.

600 Metropolitan Transportation Plan – ON-GOING

Figure 18. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
600 Metropolitan Transportation Plan	\$51,000	\$57,656	113.1%	-13.1%

Figure 19. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
601 – MTP Development & Maintenance	1,440	1,608.5	111.7%	-11.7%
Totals	1,440	1,608.5	111.7%	-11.7%

Key Activities, Accomplishments, and Notes

- Completed development of the 2045 Metropolitan Transportation Plan

610 Bicycle/Pedestrian Planning – ON-GOING

Figure 20. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
610 Bicycle/Pedestrian Planning	\$24,375	\$31,575	129.5%	-29.5%

Figure 21. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
611 – Bike & Pedestrian Planning, Coordination & Technical Assistance	724	1,030.25	142.3%	-42.3%
612 – APO Bicycle & Pedestrian Advisory Committee	128	100	78.1%	21.9%
Totals	852	1,130.25	132.7%	-32.7%

Key Activities, Accomplishments, and Notes

- Supported development of MnDOT District 3’s Bike Plan
- Coordinated/conducted Spring and Fall bike-ped counts at select locations
- Deployed automated bike-ped counters to establish baseline counts at key locations
- Supported the District 742 Safe Routes to School planning process
- Coordinated and held a meeting of the Bicycle-Pedestrian Advisory Committee
- Attended meetings and supported other committees, such as United Way’s Access to Food Committee, RALAG, and Feeling Good Minnesota
- Supported the City of Sartell’s Bicycle Friendly Committee
- Developed the active transportation section of the 2045 Metropolitan Transportation Plan
- Developed and tested a shared use path pavement condition survey instrument
- The Transportation Planner needed considerably more time than expected to support District 742’s Safe Routes to School planning process which included the development of a districtwide plan and site specific plans for Discovery Community School, Madison Elementary School, North Junior High School, South Junior High School, and Talahi Community School.

620 Transit Planning – ON-GOING

Figure 22. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
620 Transit Planning	\$19,200	\$2,884	15.0%	85.0%

Figure 23. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
621 – General Transit Planning, Coordination, and Technical Assistance	586	90.25	15.4%	84.6%
622 – Northstar Coordination	26	8.25	31.7%	68.3%
Totals	612	98.5	16.1%	83.9%

Key Activities, Accomplishments, and Notes

- APO staff attended meetings of Metro Bus’s Rider Advisory Committee (RAC)
- At the request of Metro Bus, developed Metro Bus route maps to assist them as they evaluated routes for potential changes or enhancements
- Analyzed Metro Bus boarding and alighting data
- Helped staff the Metro Bus booth at the Benton County Fair
- Attended meetings of the Greater Minnesota Transit Advisory Committee and MCOTA
- Metro Bus has indicated that in the future they intend to use more of the time the APO allocates for transit planning

630 Freight Planning & Economic Vitality – ON-GOING

Figure 24. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
630 Freight Planning & Economic Vitality	\$11,200	\$7,713	68.9%	31.1%

Figure 25. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
631 - Freight Planning, Coordination & Technical Assistance	104	60	57.7%	42.3%
632 - Transportation-Related Economic Development Planning, Coordination & Technical Assistance	156	116	74.4%	25.6%
Totals	260	176	67.7%	32.3%

Key Activities, Accomplishments, and Notes

- The Transportation Planner reached out to major shippers and receivers of freight to introduce the APO and seek areas for further cooperation
- The Executive Director researched the economic development impact of transportation in order to identify potential future performance measures

640 Safety, Security & Environmental Planning – ON-GOING

Figure 26. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
640 Safety, Security & Environmental Planning	\$7,500	\$4,417	58.9%	41.1%

Figure 27. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
641 - Safety & Security Planning, Coordination & Technical Assistance	104	5	4.8%	95.2%
642 - Transportation Resiliency, Environmental Impacts & Mitigation Analysis	140	123.5	88.2%	11.8%
Totals	244	128.5	52.7%	47.3%

Key Activities, Accomplishments, and Notes

- Attended meetings of regional Toward Zero Deaths (TZD) Committee
- APO staff now Chairs the TZD Committee and in the future will need more hours budgeted for committee coordination

700 Transportation Planning Coordination & Public Outreach – ON-GOING

Figure 28. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
700 Transportation Planning Coordination & Public Outreach	\$90,300	\$62,252	68.9%	31.1%

Figure 29. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
701 – General Meeting Coordination and Attendance	1,100	400	36.4%	63.6%
702 – APO Committee & Board Meetings	710	510.5	71.9%	28.1%
703 – Public Outreach, Engagement, Website & Social Media	252	463.5	183.9%	-83.9%
704 – MnDOT Coordination & Evaluation of MnDOT Plans and Programs	246	148.5	60.4%	39.6%
705 – Develop & Maintain Stakeholder Engagement Plan & Title VI Compliance Plan	88	44.75	50.9%	49.1%
706 – Monitor SEP & Title VI Compliance	42	46.5	110.7%	-10.7%
Totals	2,438	1,613.75	66.2%	33.8%

Key Activities, Accomplishments, and Notes

- Coordinated and supported meetings of the Technical Advisory Committee
- Coordinated and supported meetings of the Policy Board
- Administrative Assistant prepared minutes of all meetings above
- Weekly APO staff coordination meetings
- The Executive Director attended four Minnesota MPO Directors’ meetings
- Given the increased prevalence and importance of social media for reaching and engaging the general public, in the future the APO should increase the budget for staff time in that effort.

800 Transportation Modeling, Mapping & Support – ON-GOING

Figure 30. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
800 Transportation Data	\$30,350	\$31,764	104.7%	-4.7%

Figure 31. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
801 – Network & TAZ Data Collection & Analysis	344	319	92.7%	7.3%
802 – CUBE Travel Demand Model Development & Operations	374	413.5	110.6%	-10.6%
803 – GIS Database Development & Mapping	224	307.5	137.3%	-37.3%
Totals	942	1,040	110.4%	-10.4%

Key Activities, Accomplishments, and Notes

- Planning Technician and Transportation Planner worked on improving the regional Travel Demand Model (TDM) network by adjusting roadway alignments to match actual alignments, pursuant to a recommendation regarding model improvement
- Mapping needs for the TIP, MTP, and SEP were extensive in FY2019. In addition, entities outside the APO have discovered the quality of maps that the Planning Technician is producing and have been calling on him more to make maps for them, resulting in the overage shown.

900 Locally Funded Activities – ON-GOING

Figure 32. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
901 – Legislative Communications	\$7,200	\$3,605	50.1%	49.9%
902 – Travel for Legislative Communications	\$5,000	\$3,227	64.5%	35.5%
903 - Audit	\$7,750	\$7,750	100%	0%
Totals	\$19,950	\$14,582	73.1%	26.9%

- Figure 32 includes costs for staff time, unreimbursable travel, and the annual audit.

Figure 33. FY2019 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
901 – Legislative Communications	120	57.5	47.9%	52.1%
902 – Travel for Legislative Communications	0	0	N/A	N/A
903 – Audit	0	0	N/A	N/A
Totals	120	57.5	47.9%	52.1%

Key Activities, Accomplishments, and Notes

- Developed briefing booklet of regional transportation priorities
- The APO Board Chair and Executive Director traveled to Washington DC and met with members of Congress and/or their staff to inform them of the regional transportation priorities
- The APO’s FY 2018 audit was completed

APO Website Update - COMPLETED

Figure 34. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
APO Website Update	\$15,000	\$15,000	100%	0%

Key Activities, Accomplishments, and Notes

- A new APO logo was created and approved
- A new and improved APO website was launched

Pavement Condition Data Update – 90% COMPLETED

Figure 35. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
Pavement Condition Data Update	\$75,000	\$65,400	87.2%	12.8%

Key Activities, Accomplishments, and Notes

- Pavement condition was measured in the Summer, but due to a calibration problem with the equipment, it had to be remeasured in the Fall. As of Dec. 31, 2019, the data was still being quality checked and matched to the geo-reference map.

MTP Support & Assistance - COMPLETED

Figure 36. FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
MTP Support & Assistance	\$72,000	\$71,726	99.6%	0.4%

Key Activities, Accomplishments, and Notes

- The regional Travel Demand Model (TDM) was used to project future traffic given certain assumptions about growth and the future roadway network
- The consultant advanced the state of research regarding measuring return-on-investment from transportation projects
- The consultant developed an infographic version of the MTP for easy public consumption

Studies Held Over From 2018

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

Figure 37. FY 2018 & FY2019 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
RTCC Phase I Planning	\$65,000	\$55,824	85.9%	14.1%

Key Activities, Accomplishments, and Notes

- With APO staff, the consultant met extensively with leadership of six counties to discuss their potential involvement in the RTCC;
- The consultant completed the RTCC development plan.

Summary and Conclusions

Overall, the APO expended 84.2% of its budget. The organization continues to perform well and provides a remarkable value for its members agencies and jurisdictions who pay just 13.5% of the total cost of staff and operations. In return, those same members gain access to millions of Federal dollars for transit, roadways, and active transportation infrastructure projects.

Administration and overhead costs account for about 26% of expenditures, which is acceptable, but costs closer to 20% would be more ideal. The next largest expenditure is Coordination and Meetings (10%), which makes sense given that the APO is, at its core, a forum for interjurisdictional planning coordination. The third largest expenditure is the Metropolitan Transportation Plan at 9%.

Budgeting for the multifunction copier and building maintenance should be adjusted based on actual past expenditures.

Expenditures in Task 500 – Transportation Project Development were considerably higher than budgeted, mostly because of the RTCC Phase 1 planning grant which required considerably more time than expected. Also, Bicycle/Pedestrian Planning expenditures were considerably higher than budgeted. This was largely due to the supporting role that staff played in the District 742 Safe Routes to School (SRTS) planning effort. Given that APO staff will continue to lead SRTS planning efforts for the next several years, future budgets for Bicycle/Pedestrian Planning should be adjusted to reflect that commitment.

As planning partners outside the APO increasingly call upon the Planning Technician to produce maps for them, the APO may need to increase the budget for that Task.

Since APO staff now Chair the regional Toward Zero Death (TZD) Committee, the staff time budget for committee coordination and meeting attendance should be increased.

The financial assets of the APO continue to appear to be more than adequate to fund the APO's operations in the event of a disruption of federal funds, or to weather any unforeseen major cost. Over the next few years, the Executive Director will develop budgets that expend "excess" financial reserves to bring that balance to about \$500,000.

Only about 73% of funds budgeted for APO staff and operations were expended, due largely to the choice to leave a staff position vacant for much of the year. Future budgets should assume that position will continue to remain vacant if reasonable to do so given requirements and workload.