

Unified Planning Work Program 2021 End-of-Year Report

For the Saint Cloud Area Planning Organization



Brian Gibson, PTP
Executive Director
1040 County Road 4
Saint Cloud, MN 56303-0643
320-252-7568

www.stcloudapo.org
Gibson@stcloudapo.org

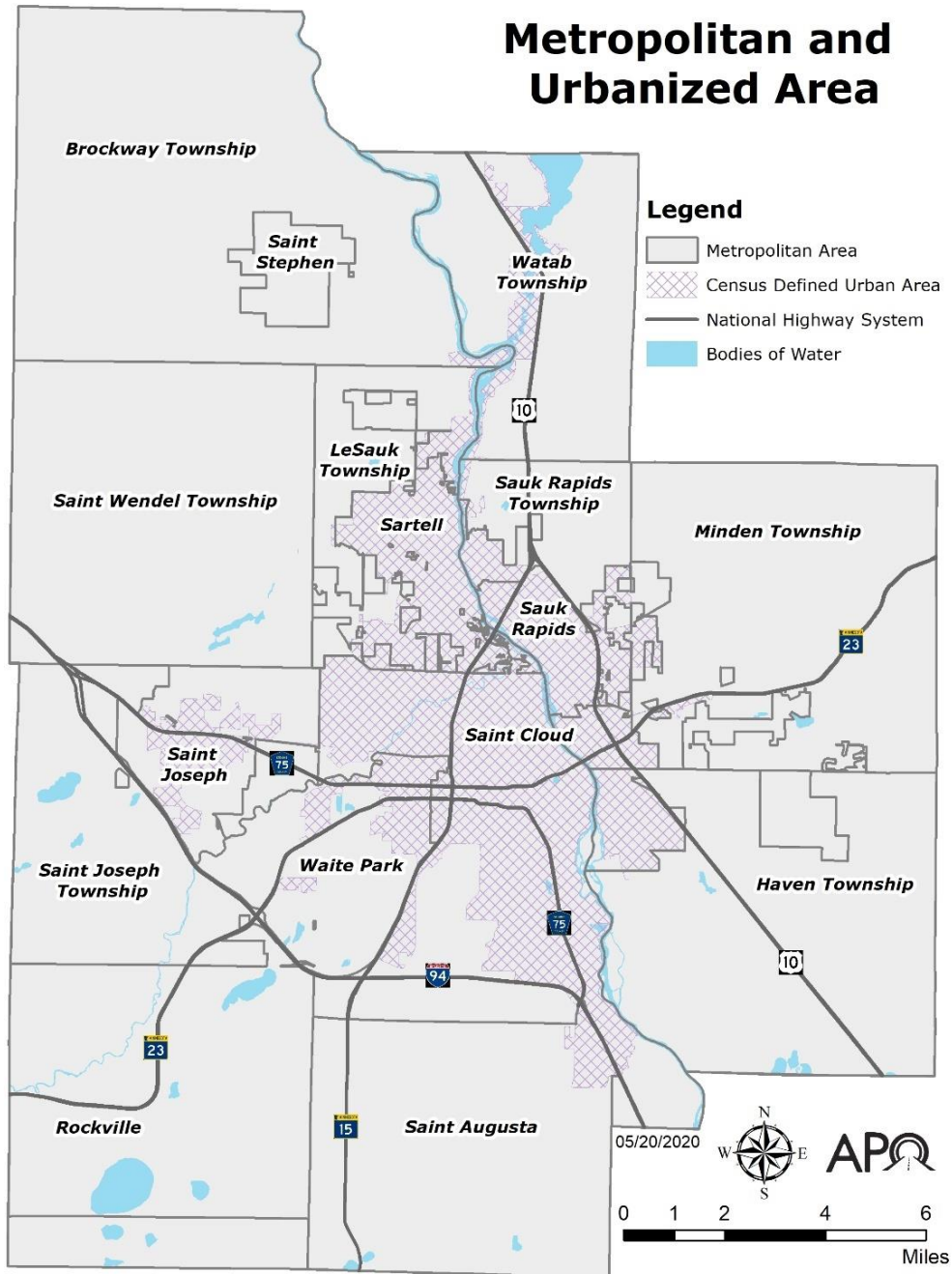
Prepared for the Policy Board
May 2022

"The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration, and Federal Transit Administration, and the Minnesota Department of Transportation. The contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented therein. The contents do not necessarily reflect the official views or policies of the U.S. Department of Transportation or the Minnesota Department of Transportation. This report does not constitute a standard, specification, or regulation."

Introduction

This report is a summary of the activities, expenditures, and achievements of the Saint Cloud Area Planning Organization (APO) for Fiscal Year (FY) 2021, which began on Jan. 1, 2021 and ended Dec. 31, 2021. The APO is a publicly funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

Figure 1. Saint Cloud APO Metropolitan Planning Area



Purpose and Need

The goals of this report are:

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

APO Staff Vision, Goal, and Core Values

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

Vision:

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

Goal:

The logical, informed investment of limited transportation funding.

Core Values:

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

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

Organization

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

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

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

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

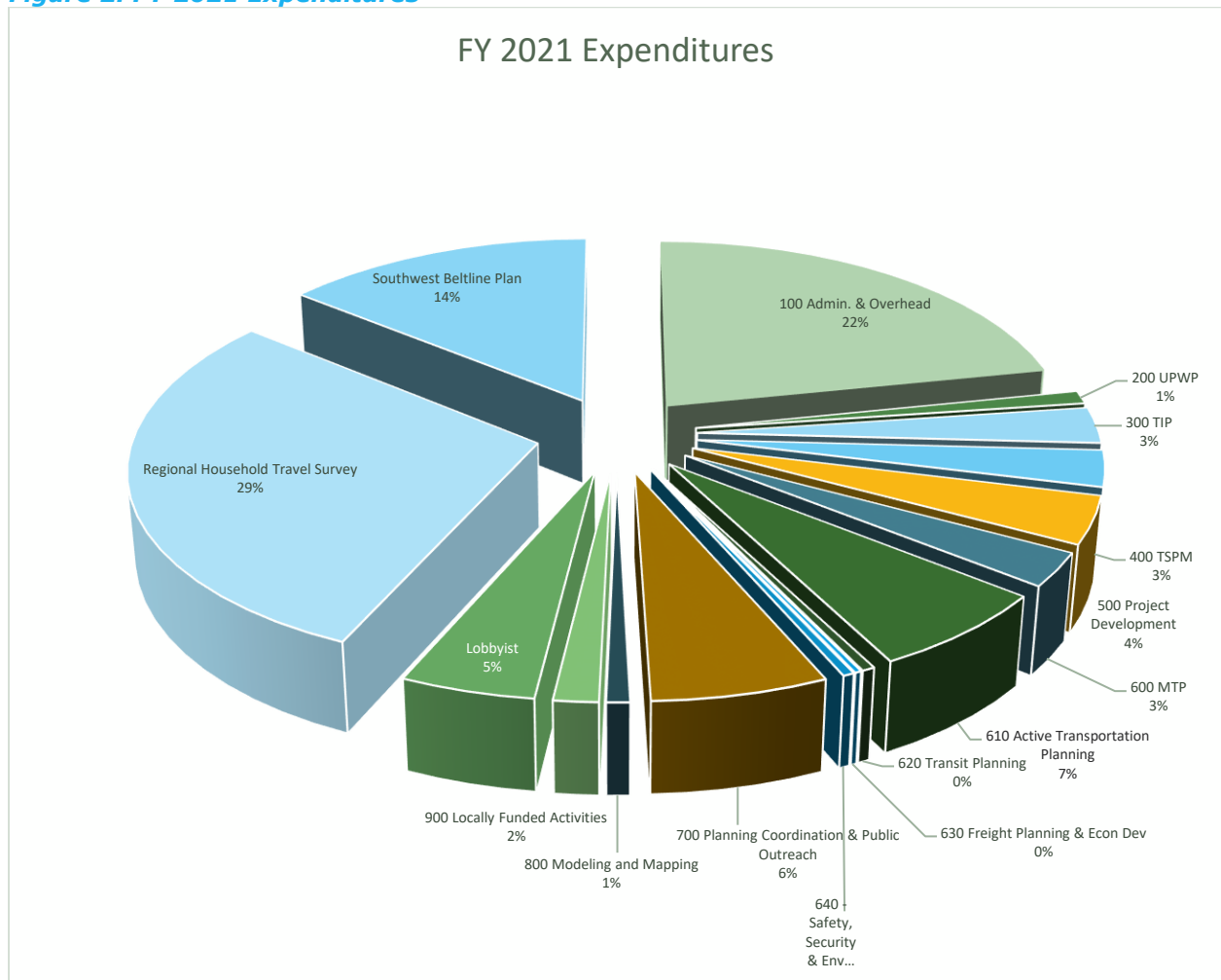
1. **Executive Director** – Responsible for the general supervision, management, and administration of the business and affairs of the APO including the development and keeping of the Unified Planning Work Program (UPWP); has the care and custody of all funds of the APO and has signatory authority for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

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

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

Overall Financial Performance

Figure 2. FY 2021 Expenditures



The FY 2021 UPWP was approved by the Board on June 11, 2020. The document was amended twice during the fiscal year. The budget figures used below represent the approved budgets in the final UPWP after all amendments.

Unified Planning Work Program 2021 End-of-Year Report

Figure 3. FY2021 Budget vs. Expenditures

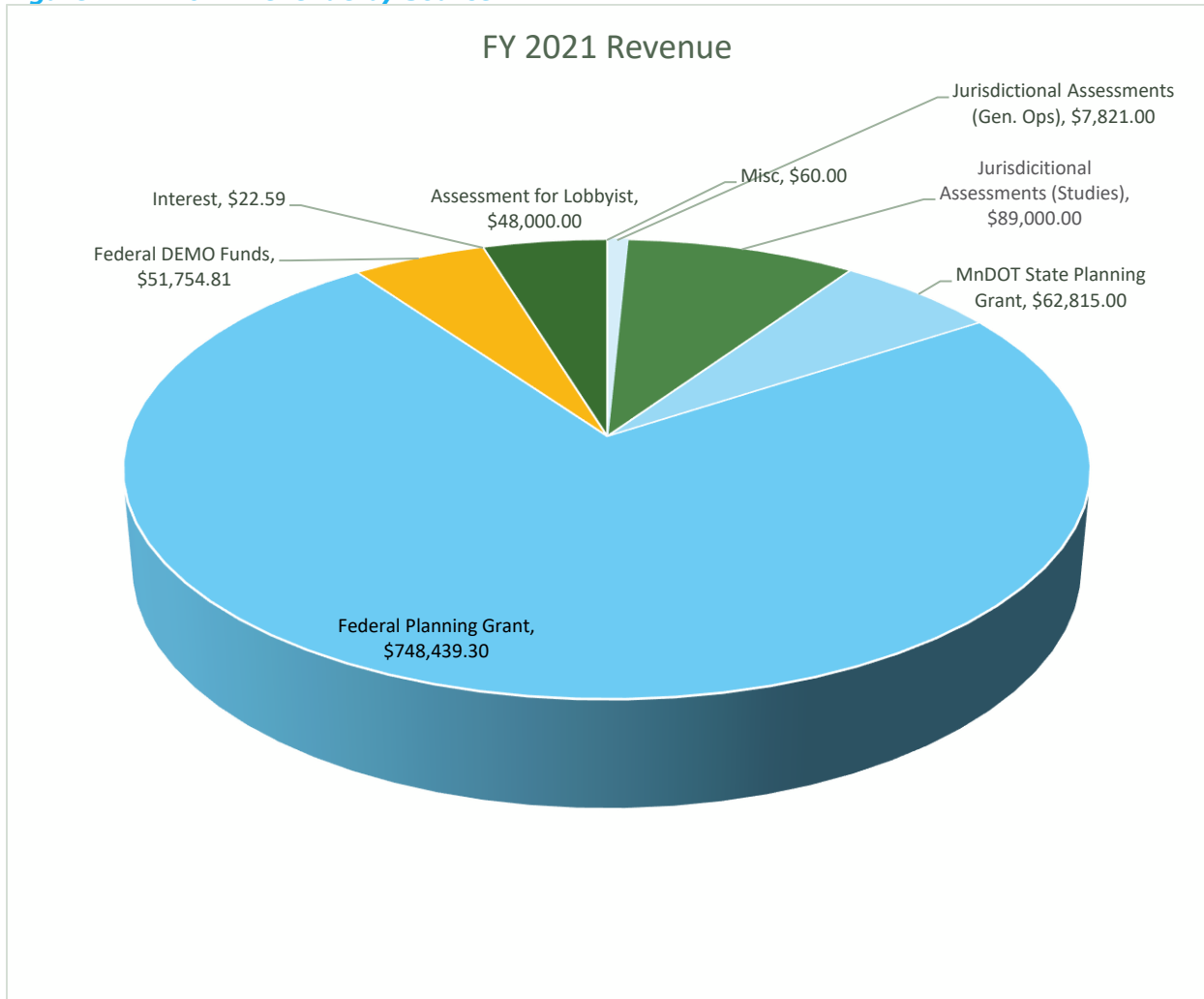
Work Activity Category	Total Budget	Total Expended*	% Expended	% Remaining
100 Administration & Overhead	\$212,360	\$223,329.13	105.2%	-5.2%
200 Budget & UPWP	\$7,500	\$10,815.51	144.2%	-44.2%
300 Transportation Improvement Program (TIP)	\$30,500	\$30,555.24	100.2%	-0.2%
400 Transportation System Performance Monitoring (TSPM)	\$16,750	\$30,794.36	183.8%	-83.8%
500 Transportation Project Development	\$37,000	\$40,439.91	109.3%	-9.3%
600 Metropolitan Transportation Plan (MTP)	\$69,500	\$28,771.47	41.4%	58.6%
610 MTP – Active Transportation Planning	\$59,250	\$68,780.19	116.1%	-16.1%
620 MTP – Transit Planning	\$9,250	\$4,629.80	50.1%	49.9%
630 MTP – Freight Planning, Economic Vitality & Tourism	\$13,000	\$2,325.09	17.9%	82.1%
640 MTP – Safety, Security & Environmental	\$8,250	\$4,046.48	49.1%	50.9%
700 Transportation Planning Coordination & Public Outreach	\$65,000	\$63,003.87	96.9%	3.1%
800 Transportation Modeling, Mapping & Technical Support	\$31,750	\$8,331.10	26.2%	73.8%
900 Locally Funded Activities	\$17,500	\$15,980.74	91.3%	8.7%
Sub-Total for APO Staff, Overhead, and Operations	\$577,610	\$531,803	92.1%	7.9%
Consultant Services: David Turch & Associates	\$48,000	\$48,000	100.0%	0%
Consultant Services: Regional Household Travel Survey	\$300,000	\$299,421.81	99.8%	0.2%
Consultant Services: Southwest Beltline Corridor Planning Update	\$145,000	\$144,975.92	100%	0%
Grand Total Budget	\$1,070,610	\$1,024,201	95.7%	4.3%

*Expenditures rounded to nearest dollar.

In addition, the Mississippi River Bridge Study, which was budgeted in 2020, expended another 38.7% of its budget. Just over 30% of the project budget remains.

	2020 Budget	2020 Expended	2021 Expended	Total Expended	Remaining
Mississippi River Bridge Study	\$167,000	\$49,994	\$64,693.50	\$114,687.50	\$52,312.50
		29.9%	38.7%	68.7%	31.3%

Figure 4. FY 2021 Revenue by Source

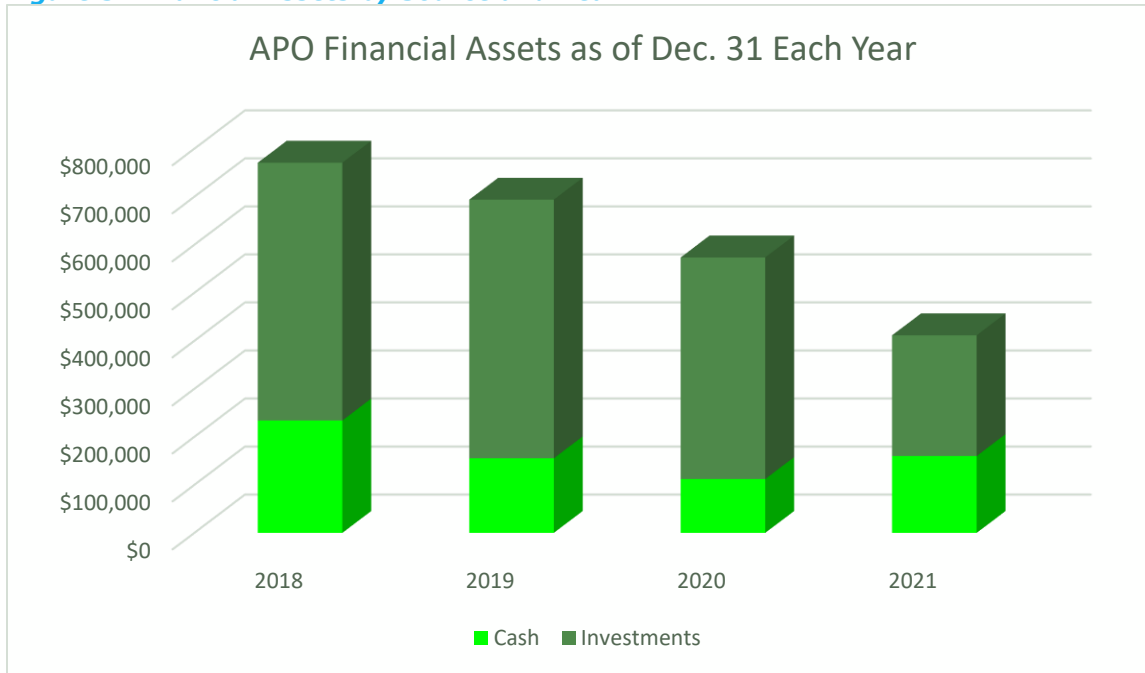


Total APO revenue for FY 2021 was \$959,912.70.

Return on Investment

APO member jurisdictions provided \$96,821 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$7,424,545 in Federal funds through the Transportation Improvement Program (TIP) in FY 2021 (i.e., \$4,522,800 for transit operations and projects, \$2,265,345 for roadway projects). That is a 7,668% return on investment.

Figure 5. Financial Assets by Source and Year



Financial assets have been decreasing over the past few years as part of an intentional effort to “right size” the financial reserves of the organization and appropriately expend resources to address the region’s planning needs. The Executive Director expects 2021 to be the last year of significant decrease.

Figure 6. FY 2021 Expenses by Selected Categories

	Budget	Expended	% Expended	% Remaining
MnDOT State Grant	\$62,815	\$62,815	100.0%	0%
Federal Planning Grant (CPG)	\$915,540	\$748,439.93	81.7%	18.3%
High Priority Project (HPP) *	\$0	\$51,754.81	-	-
Salaries & Benefits**	\$468,000	\$431,592.60	92.2%	7.8%
Overhead	\$96,360	\$95,644.72	99.3%	0.7%
Consultant Studies	\$445,000	\$444,397.73	99.9%	0.1%

*HPP funds (\$107,000) were budgeted in 2020 – project is on-going

**Benefits include Social Security and Medicare.

Note: As of December 31, 2021 the APO had expended funds on the Household Travel Survey and Southwest Beltline Study, but had not yet received reimbursement from its Federal planning grant for those expenditures. Therefore, in Figure 6 above, all expenditures are in the 93%-100% range, while CPG expenditures are only at 81.7%.

Work Elements

100 Administration and Overhead – ON-GOING

Figure 7. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
100 Administration & Overhead	\$212,360	\$223,329	105.2%	-5.2%

Figure 8. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
101 – General	1,170	1,130.8	96.6%	3.4%
102 – Human Resources & Personnel	128	149.25	116.6%	-16.6%
103 – Building Management & Maintenance	32	6	18.8%	81.2%
104 – Staff Development & Training	312	99.5	31.9%	68.1%
105 – Holiday	480	403	84.0%	16.0%
106 – Vacation	352	476.25	135.3%	-35.3%
107 – Sick Leave	192	246.5	128.4%	-28.4%
108 - Overhead	0	0	-	-
Totals	2,666	2,511.3	94.2%	5.8%

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

Key Activities, Accomplishments, and Notes

- Canceled postage meter rental agreement as most correspondence is now electronic
- Replaced water heater in the building
- Cleaned air vents in building
- Updated Procurement Procedures to align with changes in 2 CFR Part 200
- All staff members attended training for diversity and equity, Americans with Disabilities Act, Title VI, and working with people with limited English proficiency
- Updated our MOU with MnDOT
- Researched Open Meeting Laws to ensure the Board continued to be compliant as the COVID restrictions were lifted
- Contracted with temp agency for coverage while Administrative Specialist was out on maternity leave
- Recruited and hired new Planning Technician to fill job vacancy

Figure 9. FY 2021 Overhead Expenses Budget Breakdown

Line Item	Budget	Expended*	% Expended	% Remaining
Liability Insurance & Workers Comp	\$5,750	\$5,653.25	98.3%	1.7%
Office Supplies	\$3,000	\$1,248.51	41.6%	58.4%
Accounting Services	\$18,410	\$18,408.00	100.0%	0.0%
Telephone/Postage/Internet	\$4,500	\$6,106.70	135.7%	-35.7%
Travel	\$4,500	\$257.60	5.7%	94.3%
Professional Development	\$5,000	\$0.00	0%	100%
Printing/Publishing/ Advertising	\$2,500	\$981.18	39.2%	60.8%
Building Maintenance & Utilities	\$12,000	\$18,620.90	155.2%	-55.2%
Legal Services	\$1,500	\$427.50	28.5%	71.5%
Multifunction Copier	\$3,000	\$1,476.39	49.2%	50.8%
Dues and Subscriptions	\$5,000	\$3,651.99	73.0%	27.0%
IT Support & Software	\$18,700	\$27,277.68	145.9%	-45.9%
Equipment and Hardware	\$7,500	\$8,795.07	117.3%	-17.3%
Miscellaneous	\$5,000	\$2,599.95	52.0%	48.0%
Bank Service Charge	\$0	\$140.00	-	-
Total	\$96,360	\$95,644.72	99.3%	0.7%

*Expenditures rounded to nearest dollar

Key Activities, Accomplishments, and Notes

- Higher communication costs were the result of increased internet costs to support the VPN
- Higher maintenance costs were partly due to replacing the water heater and partly the result of sealcoating and restriping the parking lot
- IT Support & Software costs reflect requirements for staff to work remotely from home
- Equipment and Hardware costs reflect additional equipment necessary to hold "hybrid" meetings, including webcam and portable room speaker/microphone

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

Figure 10. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
200 Budget and UPWP	\$7,500	\$10,816	144.2%	-44.2%

Figure 11. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
201 – Prepare Budget and UPWP	112	168.5	150.4%	-50.4%
Totals	112	168.5	150.4%	-50.4%

Key Activities, Accomplishments, and Notes

- Prepared 2020 year-end report
- Prepared 2022-2023 UPWP, and cross-trained Senior Planner in UPWP preparation
- Updated Request for Proposals template
- Amended 2022-2023 UPWP to reflect cancelation of one project and addition of another, and to reflect one staff member leaving the APO

300 Transportation Improvement Program (TIP) – ON-GOING

Figure 12. FY2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
300 Transportation Improvement Program (TIP)	\$30,500	\$30,555	100.2%	-0.2%

Figure 13. FY2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
301 – ATP Meetings/Subcommittees	62	47.75	77.0%	23.0%
302 – Annual TIP Development	356	332	93.3%	6.7%
303 – TIP Maintenance & Amendments	110	60.25	54.8%	45.2%
304 – TIP Project Monitoring & Annual Listing of Projects	46	65.25	141.9%	-41.9%
305 – Regional Infrastructure Investment Plan Development	85	118	138.8%	-38.8%
Totals	659	623.25	94.6%	5.4%

Key Activities, Accomplishments, and Notes

- Staff evaluated and ranked six STBGP candidate project applications
- Developed 2022-2025 TIP
- Developed 2021-2025 Regional Infrastructure Investment Plan
- Processed 7 amendments and modifications to the TIP
- Staff attended meetings of the Area Transportation Partnership
- Updated HSIP coordination process in coordination with MnDOT

400 Transportation System Management (TSM) – ON-GOING

Figure 14. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
400 Transportation System Management	\$16,750	\$30,794	183.8%	-83.8%

Figure 15. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
401 – Performance Measures, Data Collection, Analysis, and Target Setting	336	578.5	172.2%	-72.2%
402 – Transportation System Performance and Target Achievement Report	88	199	226.1%	-126.1%
Totals	424	775.5	182.9%	-82.9%

Key Activities, Accomplishments, and Notes

- Set regional performance targets
- Developed annual transportation performance measure achievement report and associated story map
- Staff continued regional bicycle/pedestrian counting program
- Staff developed regional performance measures for Active Transportation Plan

500 Transportation Project Development – ON-GOING

Figure 16. FY2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
500 Transportation Project Development	\$37,000	\$40,440	109.3%	-9.3%

Figure 17. FY2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
501 – Planning Assistance for Members	160	209.75	131.1%	-31.9%
502 – Consultant Procurement & Contracting	132	157.25	119.1%	-19.1%
503 – Consultant Study Coordination	263	255.25	97.1%	2.9%
504 – Grant Writing & Assistance for Member Jurisdictions	45	67.5	150.0%	-50.0%
Totals	600	689.75	115.0%	-15.0%

Key Activities, Accomplishments, and Notes

- Staff participated in Age Friendly Communities committee
- Issued Requests for Proposals and procured consultants for two transportation studies, then supported those consultants in the completion of the studies
- Assisted City of St. Cloud in preparation of their bicycle-friendly application
- Collected traffic data for member jurisdictions upon request
- Participated in MnDOT Aging Infrastructure sub-committee as part of their development of the Statewide Multimodal Transportation Plan
- Lead proposal to request re-routing of US Bicycle Route 45

600 Metropolitan Transportation Plan (MTP) – ON-GOING

Figure 18. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
600 Metropolitan Transportation Plan	\$69,500	\$28,771	41.4%	58.6%

Figure 19. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
601 – MTP Development & Maintenance	1,328	575.5	43.3%	56.7%
Totals	1,328	575.5	43.3%	56.7%

Key Activities, Accomplishments, and Notes

- As staff continued the development of the regional Active Transportation Plan, they also coordinated its development with the MTP as it will include portions of the Active Transportation Plan
- Given COVID restrictions, staff re-developed an alternative MTP visioning process and completed collection of input from the general public

- Staff began updating existing conditions data for the MTP and reviewing comprehensive plans of the member jurisdictions

610 Active Transportation Planning – ON-GOING

Figure 20. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
610 Active Transportation Planning	\$59,250	\$68,790	116.1%	-16.1%

Figure 21. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
611 – Safe Routes to School and Active Transportation Planning Coordination and Technical Assistance	502	225	44.8%	55.2%
612 – Active Transportation Advisory Committee	96	55	57.3%	42.7%
613 – Regional Active Transportation Plan Development & Maintenance	546	1,147.5	210.2%	-110.2%
Totals	1,144	1,427.5	124.8%	-24.8%

Key Activities, Accomplishments, and Notes

- Staff continued working on regional active transportation plan
- Staff began developing Safe Routes to School plans for Oak Hill and Kennedy schools

620 Transit Planning – ON-GOING

Figure 22. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
620 Transit Planning	\$9,250	\$4,630	50.1%	49.9%

Figure 23. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
621 – General Transit Planning, Coordination, and Technical Assistance	178	105	59.0%	41.0%
622 – NorthStar Coordination	32	0	0%	100%
Totals	210	105	50.0%	50.0%

Key Activities, Accomplishments, and Notes

- APO staff attended MetroBus Rider Advisory Committee (RAC) meetings
- Staff incorporated transit stops into the Active Transportation Plan (see section 620 above)
- Staff explored adopt-a-shelter idea
- Staff reviewed MetroBus system map for errors
- Staff coordinated with ConnectAbility of MN regarding the RTCC
- Supported MnDOT in their preparation of the Local Human Service Public Transit Coordination Plan
- Staff supported MetroBus in the development of their TAM plan

630 Freight Planning & Economic Vitality – ON-GOING

Figure 24. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
630 Transit Planning	\$13,000	\$2,325	17.9%	82.1%

Figure 25. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
631 - Freight Planning, Coordination & Technical Assistance	76	3	4.0%	96.0%
632 - Transportation-Related Economic Development Planning, Coordination & Technical Assistance	124	32	25.9%	74.2%
Totals	200	35	17.5%	82.5%

Key Activities, Accomplishments, and Notes

- Staff continued their exploration of transportation impacts on economic development
- Staff coordinated with FHWA regarding freight planning survey and needs
- Staff coordinated with MnDOT to determine future HCVAADT count locations
- Staff monitored regional economic information out of DEED and other sources for potential linkages to transportation

640 Safety, Security & Environmental – ON-GOING

Figure 26. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
640 Transit Planning	\$8,250	\$4,046	49.1%	50.9%

Figure 27. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
641 - Safety & Security Planning, Coordination & Technical Assistance	60	75	125.0%	-25.0%
642 - Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis	106	4	3.8%	96.2%
Totals	166	79	47.6%	52.4%

Key Activities, Accomplishments, and Notes

- Staff chaired in regional Toward Zero Deaths (TZD) committee and coordinated with local agencies/organizations to implement TZD initiatives
- Staff supported TAC’s Speed Limit Working Group
- Staff developed plan for environmental consultation as part of MTP development

700 Transportation Planning Coordination & Meetings – ON-GOING

Figure 28. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
700 Transportation Planning Coordination & Meetings	\$65,000	\$63,004	96.9%	3.1%

Figure 29. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
701 – General Meeting Coordination and Attendance	440	353.5	80.3%	19.7%
702 – APO Committee & Board Meetings	524	410	78.2%	21.8%
703 – Public Outreach, Engagement, Website & Social Media	318	185	58.2%	41.8%
704 – Evaluation and Coordination of Plans from Member Jurisdictions	60	34.75	57.9%	42.1%
705 – Develop & Maintain Stakeholder Engagement Plan & Title VI Compliance Plan	52	25.5	49.0%	51.0%
706 – Annual Report for SEP and Title VI Compliance/Effectiveness	72	211.5	293.8%	-193.8%
Totals	1,466	1,220.25	83.2%	16.8%

Key Activities, Accomplishments, and Notes

- Staff coordinated and supported 2 meetings of the Active Transportation Advisory Committee
- Staff coordinated and supported 9 meetings of the Technical Advisory Committee
- Staff coordinated and supported 9 meetings of the Policy Board
- Staff attended weekly staff meetings
- Staff maintained and updated the APO website and social media accounts
- Staff coordinated and held public input meetings (both in-person and virtual) in support of various planning and programming activities
- Staff prepared annual report on the quality of our past stakeholder engagement
- Staff assembled and published a quarterly newsletter
- Staff participated in Access to Food working group
- Staff participated in and/or supported various meetings for planning studies lead by other agencies/jurisdictions/organizations

800 Transportation Data – ON-GOING

Figure 30. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
800 Transportation Data	\$31,750	\$8,331	26.2%	73.8%

Figure 31. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
801 – Network & TAZ Data Collection & Analysis	245	14	5.7%	94.3%
802 – CUBE Travel Demand Model Development & Operations	350	6	1.7%	98.3%
803 – GIS Database Development & Mapping	198	190.5	96.2%	3.8%
Totals	793	210.5	26.5%	73.5%

Key Activities, Accomplishments, and Notes

- Senior Planner began training with ArcGIS
- APO staff supported the Age Friendly Communities committee by making various maps

900 Locally Funded Activities – ON-GOING

Figure 32. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
901 – Legislative Communications	\$4,250	\$4,258	100.2%	-0.2%
902 – Travel for Legislative Communications	\$5,000	\$2,513	50.3%	49.7%
903 - Audit	\$8,250	\$8,610	104.4%	-4.4%
Totals	\$17,500	\$15,381	87.9%	12.1%

Figure 33. FY 2021 Staff Hours Budgeted vs. Staff Hours Spent

Work Activity Category	Hours Budgeted	Hours Expended	% Expended	% Remaining
901 – Legislative Communications	60	62.5	104.2%	-4.2%
Totals	60	62.5	104.2%	-4.2%

Key Activities, Accomplishments, and Notes

- Executive Director communicated regional transportation priorities to various legislators
- Board Chair and Executive Director traveled to Washington DC to meet with Congressional staff members
- Executive Director submitted projects for consideration for Congressionally directed spending
- Executive Director met and coordinated with DC lobbyist staff

Regional Household Travel Survey - COMPLETED

Figure 34. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
Regional Household Travel Survey	\$300,000	\$299,422	99.8%	0.2%

Key Activities, Accomplishments, and Notes

- Successfully surveyed 866 households within the planning area regarding their travel behavior.

Southwest Beltline Corridor Planning Study - COMPLETED

Figure 35. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
Southwest Beltline Corridor Planning Study	\$145,000	\$144,976	100.0%	0.0%

Key Activities, Accomplishments, and Notes

- Achieved regional consensus on a general alignment for the Southwest beltline corridor.

Mississippi River Bridge Planning – INCOMPLETE

Figure 37. FY 2021 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
2020	\$167,000	\$49,994	29.9%	70.1%
2021	\$	\$64,694	-	-
Total	\$167,000	\$114,688	68.7%	31.3%

Key Activities, Accomplishments, and Notes

- Consultant completed background and analysis
- Consultant completed stakeholder engagement
- Consultant engaged with MnDNR regarding the study and possible corridor alignments
- Consultant began developing project purpose, goals, and objectives based on background analysis and stakeholder input

Summary and Conclusions

Overall, the APO continues to perform well and provides a remarkable value for its member jurisdictions who paid about 14% of the total cost of staff and operations in 2021. In return, those same member jurisdictions gain access to millions of Federal dollars for transit, roadway, and active transportation projects.

- Both internal (staff and overhead) and external (consultants) expenditures were essentially on target, coming in just slightly under budget. This seems to indicate a good budgeting process, which should continue.
- Given the intentional spend-down of financial reserves over the past few years, future budgets should revert to budgeting based on expected revenues without expending financial reserves any further.

- Administration and overhead costs continue to be between 20% and 25% of all expenditures – this number has been very consistent over the past several years. Efforts should continue to keep administrative and overhead costs as close to 20% as possible.
- As staff continues to largely work from home and attend meetings/conferences electronically, the APO's budget needs should shift from things like Office Supplies, Travel, and Copier Machine to other categories such as IT Support & Software, Equipment & Hardware, and Internet.
- The APO's current contracts with its Auditor and Accountant will both expire in either 2022 or 2023. Future budgets should reflect the costs of the new contracts.
- The IIJA recently signed into law should result in a significant increase in the APO's planning grant. Member jurisdictions should budget additional local match so that the APO can leverage its entire Federal grant.
- The IIJA also contains a number of new requirements for all MPOs. The APO should budget for those additional activities as necessary.
- Historically low interest rates have significantly limited interest income. Estimates for future interest income should better consider the overall economic environment.
- As performance-based planning and programming evolves, additional resources for Category 400 – Transportation System Management may need to be increased.
- Consider combining Category 400 and Category 800 into one category of work focused on transportation data collection and analysis, performance measures, modeling, mapping, etc.