

Unified Planning Work Program 2022 End-of-Year Report

For the Saint Cloud Area Planning Organization



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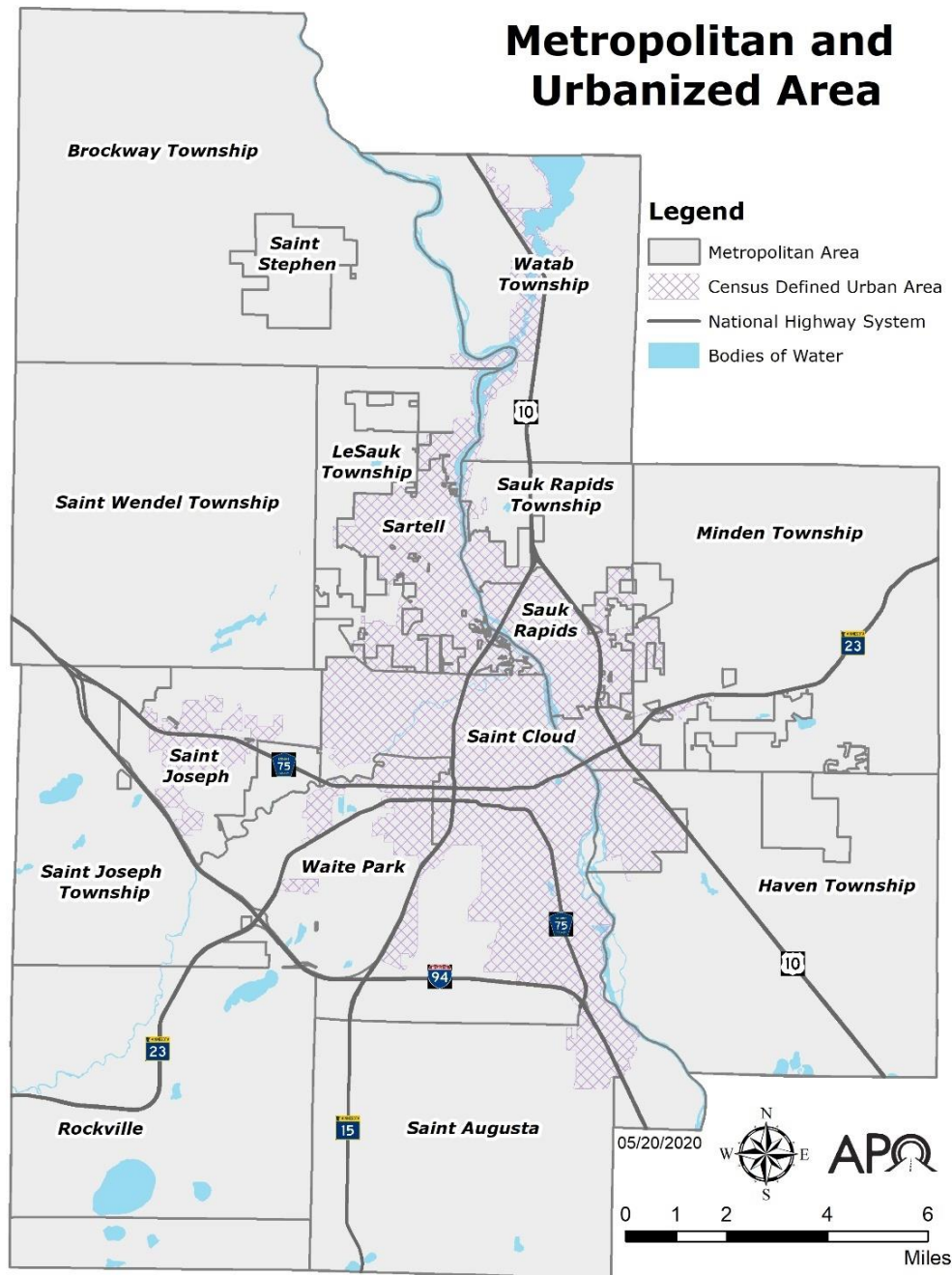
Prepared for the Policy Board
April 2023

"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) 2022, which began on Jan. 1, 2022 and ended Dec. 31, 2022. The APO is a publicly funded joint-powers authority charged with coordinating and completing planning and programming of surface transportation projects within its planning area.

Figure 1. Saint Cloud APO Metropolitan Planning Area



Purpose and Need

The goals of this report are:

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

APO Staff Vision, Goal, and Core Values

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

Vision:

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

Goal:

The logical, informed investment of limited transportation funding.

Core Values:

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

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

Organization

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

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

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

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

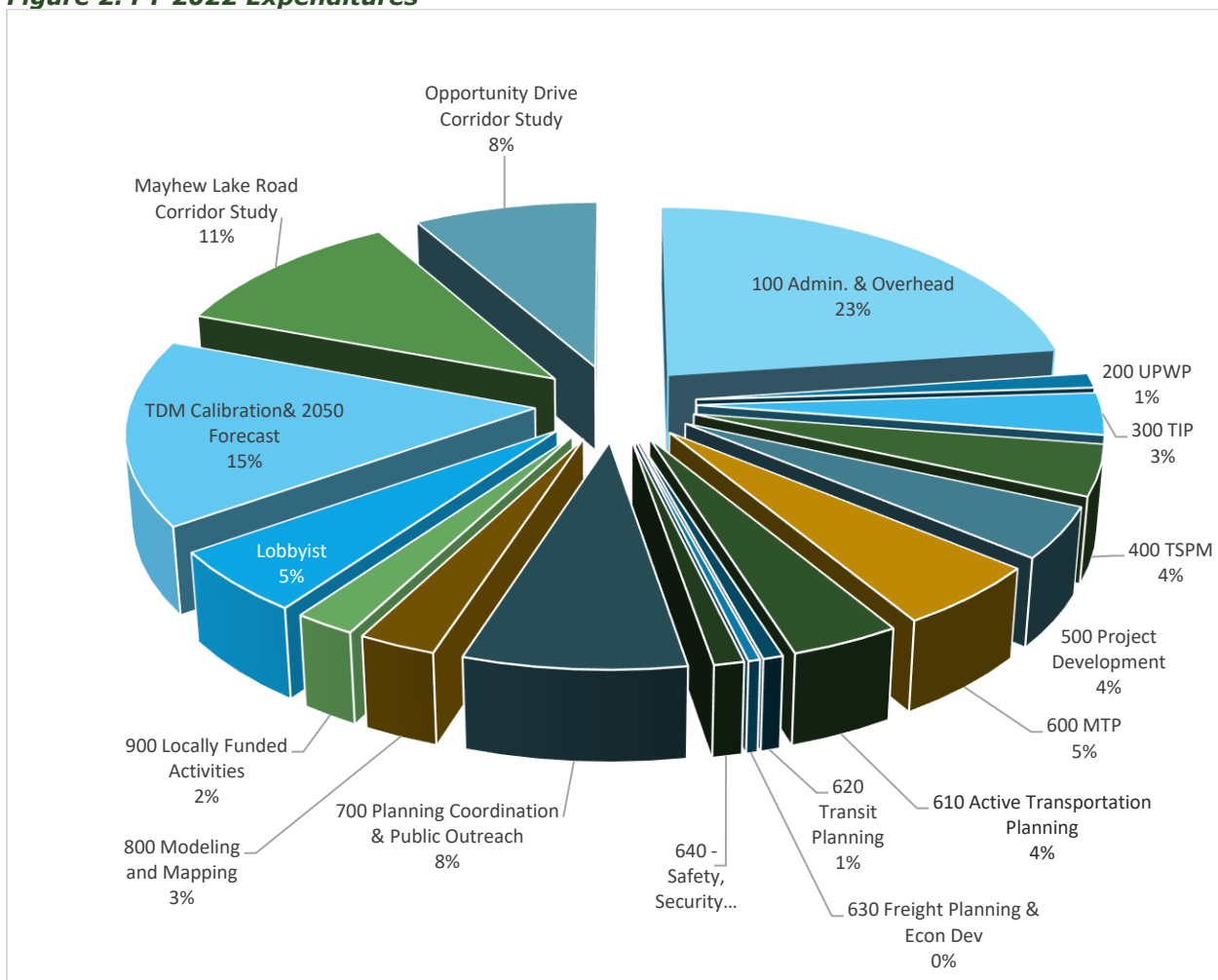
1. **Executive Director** – Responsible for the general supervision, management, and administration of the business and affairs of the APO including the development and keeping of the Unified Planning Work Program (UPWP); has the care and custody of all funds of the APO and has signatory authority for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

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

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

Overall Financial Performance

Figure 2. FY 2022 Expenditures



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

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Figure 3. FY2022 Budget vs. Expenditures

Work Activity Category	Total Budget	Total Expended*	% Expended	% Remaining
100 Administration & Overhead	\$219,500	\$206,013	93.8%	6.2%
200 Budget & UPWP	\$11,500	\$10,689	93.0%	7.0%
300 Transportation Improvement Program (TIP)	\$35,000	\$31,230	89.2%	10.8%
400 Transportation System Performance Monitoring (TSPM)	\$29,500	\$37,830	128.2%	-28.2%
500 Transportation Project Development	\$33,500	\$38,823	115.9%	-15.9%
600 Metropolitan Transportation Plan (MTP)	\$49,000	\$48,093	98.1%	1.9%
610 MTP – Active Transportation Planning	\$39,500	\$34,788	88.1%	11.9%
620 MTP – Transit Planning	\$6,500	\$6,352	97.7%	2.3%
630 MTP – Freight Planning, Economic Vitality & Tourism	\$3,000	\$3,734	124.5%	-24.5%
640 MTP – Safety, Security & Environmental	\$12,000	\$9,567	79.7%	20.3%
700 Transportation Planning Coordination & Public Outreach	\$93,500	\$70,163	75.0%	25.0%
800 Transportation Modeling, Mapping & Technical Support	\$30,000	\$24,592	82.0%	18.0%
900 Locally Funded Activities	\$18,000	\$19,334	107.4%	-7.4%
Sub-Total for APO Staff, Overhead, and Operations	\$580,500	\$541,208	93.2%	6.8%
Consultant Services: David Turch & Associates	\$48,000	\$48,000	100.0%	0.0%
Consultant Services: TDM Calibration & 2050 Forecast	\$140,000	\$139,800	99.9%	0.1%
Consultant Services: Mayhew Lake Road Corridor Study	\$100,000	\$99,067	99.1%	0.9%
Consultant Services: Opportunity Drive Study	\$80,000	\$75,021	93.8%	6.2%
Community Liaisons for Hard-to-Reach Populations	\$5,000	\$0	0.0%	100.0%
Grand Total Budget	\$953,500	\$903,096	94.7%	5.3%

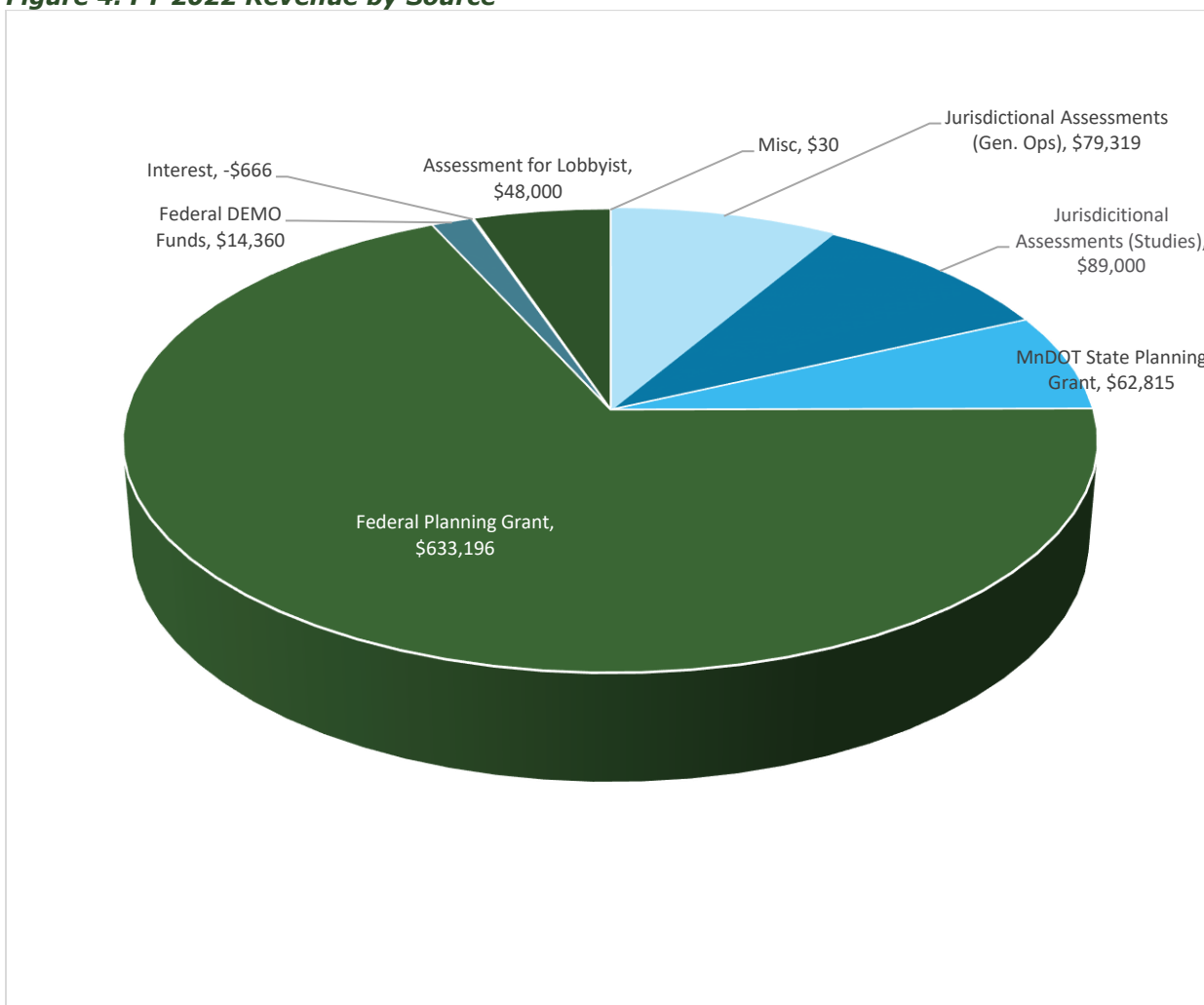
*Expenditures rounded to nearest dollar.

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In addition, the Mississippi River Bridge Study, which was budgeted in 2020, expended another 29.5% of its budget. Just under 2% of the project budget remains.

	2020 Budget	2020-21 Expended	2022 Expended	Total Expended	Remaining
Mississippi River Bridge Study	\$167,000	\$114,688	\$49,229	\$163,917	\$3,083
		68.7%	29.5%	98.2%	1.8%

Figure 4. FY 2022 Revenue by Source



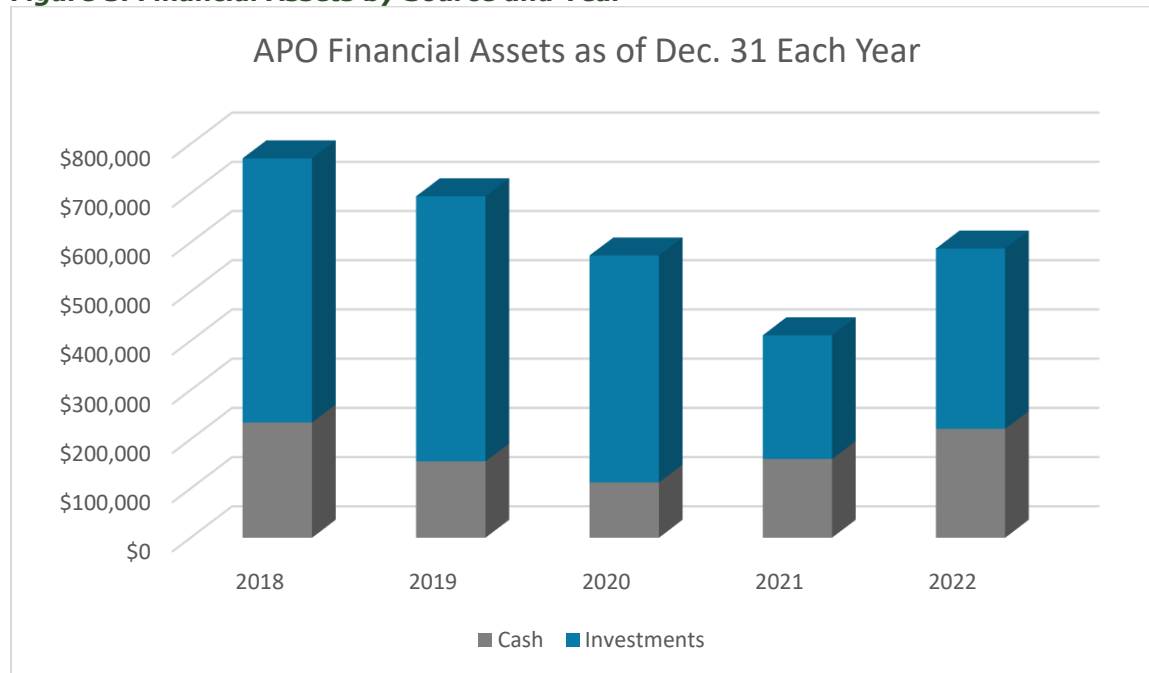
Total APO revenue for FY 2022 was \$926,054.

Return on Investment

APO member jurisdictions provided \$168,319 to the APO through their annual assessments (excluding the Lobbyist Assessment). In return, the member jurisdictions were awarded \$6,356,616 in Federal funds through the Transportation Improvement Program (TIP) in FY 2021 (i.e., \$3,150,500 for transit operations and capital projects, \$3,206,116 for roadway projects). That is a 3,677% return on investment.

In addition, WACOSA was awarded \$102,400 for transit vehicles and ConnectAbility of Minnesota was awarded \$33,528 through the APO’s process.

Figure 5. Financial Assets by Source and Year



Beginning in 2018, the Executive Director began a process of trying to “right size” the financial reserves of the organization, with a target of about \$500,000 in financial reserves for cash-flow and emergency reserve purposes.

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Figure 6. FY 2022 Expenses by Selected Categories

	Budget	Expended	% Expended	% Remaining
MnDOT State Grant	\$62,815	\$62,815	100.0%	0%
Federal Planning Grant (CPG)	\$674,797	\$633,196	93.8%	6.2%
High Priority Project (HPP) *	\$0	\$14,360	-	-
Salaries & Benefits**	\$475,000	\$435,135	91.6%	8.4%
Overhead	\$92,000	\$90,490	98.4%	1.6%
Consultant Studies	\$325,000	\$313,888	96.6%	3.4%

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

**Benefits include Social Security and Medicare.

Work Elements

100 Administration and Overhead – ON-GOING

Figure 7. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
100 Administration & Overhead	\$219,500	\$206,013	93.8%	6.1%

Figure 8. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
101 – General	1,437	1,202	83.6%	16.4%
102 – Human Resources & Personnel	130	45	34.6%	65.4%
103 – Building Management & Maintenance	18	6	33.3%	66.7%
104 – Staff Development & Training	168	116	69.0%	31.0%
105 – Holiday	480	392	81.7%	18.3%
106 – Vacation	376	346	92.0%	8.0%
107 – Sick Leave	192	226	118.7%	-18.7%
108 - Overhead	0	0	-	-
Totals	2,801	2,331	83.2%	16.8%

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

- Implemented new provisions of the Infrastructure Investment and Jobs Act
- Submitted 4 Consolidated Planning Grant reimbursement requests to MnDOT

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Figure 9. FY 2022 Overhead Expenses Budget Breakdown

Line Item	Budget	Expended*	% Expended	% Remaining
Liability Insurance & Workers Comp	\$5,500	\$6,290	114.4%	-14.4%
Office Supplies	\$2,000	\$942	47.1%	52.9%
Accounting Services	\$18,500	\$18,774	101.5%	-1.5%
Telephone/Postage/Internet	\$6,500	\$4,866	74.9%	25.1%
Travel	\$3,000	\$2,060	68.7%	31.3%
Professional Development	\$2,500	\$1,165	46.6%	53.4%
Printing/Publishing/ Advertising	\$2,500	\$2,495	99.8%	0.2%
Building Maintenance & Utilities	\$16,000	\$16,847	105.3%	-5.3%
Legal Services	\$1,500	\$1,575	105.0%	-5.0%
Multifunction Copier	\$2,000	\$1,342	67.1%	32.9%
Dues and Subscriptions	\$5,000	\$2,797	55.9%	44.1%
IT Support & Software	\$20,000	\$27,940	139.7%	-39.7%
Equipment and Hardware	\$2,000	\$1,757	87.8%	12.2%
Miscellaneous	\$5,000	\$1,500	30.0%	70.0%
Bank Service Charge	\$0	\$140	-	-
Total	\$92,000	\$90,490	98.4%	1.6%

*Expenditures rounded to nearest dollar

Key Activities, Accomplishments, and Notes

- Liability Insurance & Workers Comp was inadvertently underbudgeted.
- IT Support costs increased when the previous IT support vendor was replaced with a new provider.

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

Figure 10. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
200 Budget and UPWP	\$11,500	\$10,689	93.0%	7.0%

Figure 11. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
201 – Prepare Budget and UPWP	158	150	95.0%	5.0%
Totals			95.0%	5.0%

Key Activities, Accomplishments, and Notes

- Prepared 2021 year-end performance report
- Prepared 2023-2024 UPWP, and cross-trained Senior Planner in UPWP preparation
- Developed Requests for Proposals for 2023 studies

300 Transportation Improvement Program (TIP) – ON-GOING

Figure 12. FY2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
300 Transportation Improvement Program (TIP)	\$35,000	\$31,230	89.2%	10.8%

Figure 13. FY2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
301 – ATP Meetings/Subcommittees	102	103	101.0%	-1.0%
302 – Annual TIP Development	260	301	86.4%	13.6%
303 – TIP Maintenance & Amendments	104	88	84.6%	15.4%
304 – TIP Project Monitoring & Annual Listing of Projects	62	35	56.5%	43.5%
305 – Regional Infrastructure Investment Plan Development	156	97	62.2%	37.8%
Totals	680	624	91.8%	8.2%

Key Activities, Accomplishments, and Notes

- Solicited, received, and ranked projects for the Surface Transportation Block Grant Program
- Completed the Regional Infrastructure Investment Plan
- Reviewed and ranked applications for Transportation Alternatives funding and participated in ranking of projects
- Completed the development of the 2023-2026 Transportation Improvement Program
- Attended meetings of Area Transportation Partnership 3

400 Transportation System Management (TSM) – ON-GOING

Figure 14. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
400 Transportation System Management	\$29,500	\$37,830	128.2%	-28.2%

Figure 15. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
401 – Performance Measures, Data Collection, Analysis, and Target Setting	456	700	153.5%	-53.5%
402 – Transportation System Performance and Target Achievement Report	198	366.5	185.1%	-85.1%
Totals	654	1,067	163.1%	-63.1%

Key Activities, Accomplishments, and Notes

- Continued regional shared-use path counting program, collecting counts year-round at key locations
- Completed the Transportation Performance Monitoring Report
- A new Planning Technician began work in November of 2021 and spent most of the year learning how to do their job. This took extra time. Going forward, this extra “learning time” should decrease

500 Transportation Project Development – ON-GOING

Figure 16. FY2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
500 Transportation Project Development	\$33,500	\$38,823	115.9%	-15.9%

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Figure 17. FY2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
501 – Planning Assistance for Members	180	255	141.7%	-41.7%
502 – Consultant Procurement & Contracting	126	169	134.1%	-34.1%
503 – Consultant Study Coordination	218	156	71.6%	28.4%
504 – Grant Writing & Assistance for Member Jurisdictions	16	44	275.0%	-175%
Totals	540	624	115.6%	-15.6%

Key Activities, Accomplishments, and Notes

- Procured new vendors for accounting and auditing services
- Worked with School District 742 on analyzing transportation issues around North Junior High
- Procured consultants for Mayhew Lake Road Corridor Study and Opportunity Drive Study; coordinated with and monitored consultant progress on both studies
- Participated in US-10 study Project Management Team headed by MnDOT
- Reviewed and provided comments to MnDOT on their Statewide Multi-Modal Transportation Plan and State Highway Investment Plan
- Attended meetings of the Age Friendly Cities coalition
- Procured new vendor for Information Technology support services
- Developed and submitted a Corridors of Commerce application for MN-15 alternative intersection project
- Developed and submitted SMART cities grant application
- In general, staff participation in planning efforts outside of the APO (e.g., the US-10 study, MnSHIP, the Met Council’s Northstar study, etc.) was under-budgeted

600 Metropolitan Transportation Plan (MTP) – ON-GOING

Figure 18. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
600 Metropolitan Transportation Plan	\$49,000	\$48,093	98.2%	1.8%

Figure 19. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
601 – MTP Development & Maintenance	938	961	102.5%	-2.5%
Totals	938	961	102.5%	-2.5%

Key Activities, Accomplishments, and Notes

- Collected and analyzed public comments on the regional transportation vision
- Completed large portions of the Existing Conditions section of the 2050 MTP

610 Active Transportation Planning – ON-GOING

Figure 20. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
610 Active Transportation Planning	\$39,500	\$34,788	88.1%	11.9%

Figure 21. FY 2022 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	444	433	97.5%	2.5%
612 – Active Transportation Advisory Committee	112	31	27.7%	72.3%
613 – Regional Active Transportation Plan Development & Maintenance	368	348	94.6%	5.4%
Totals	924	811	87.8%	12.2%

Key Activities, Accomplishments, and Notes

- Complete Safe Routes to School plans for Oak Hill and Kennedy schools
- Completed the first regional Active Transportation Plan
- Started Safe Routes to Schools plans for Lincoln and Westwood Elementary schools

620 Transit Planning – ON-GOING

Figure 22. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
620 Transit Planning	\$6,500	\$6,352	97.7%	2.3%

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Figure 23. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
621 – General Transit Planning, Coordination, and Technical Assistance	116	141	121.6%	-21.6%
622 – NorthStar Coordination	16	10	62.5%	37.5%
Totals	132	151	114.4%	-14.4%

Key Activities, Accomplishments, and Notes

- Attended MetroBus Rider Advisory Committee meetings

630 Freight Planning & Economic Vitality – ON-GOING

Figure 24. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
630 Transit Planning	\$3,000	\$3,734	124.5%	-24.5%

Figure 25. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
631 - Freight Planning, Coordination & Technical Assistance	20	43	215%	-115.0%
632 - Transportation-Related Economic Development Planning, Coordination & Technical Assistance	20	19	95.0%	5.0%
Totals	40	62	155.0%	-55.0%

Key Activities, Accomplishments, and Notes

- Reviewed FAF5 materials
- Attended quarterly regional state-of-the-economy presentations
- Developed first draft of the Freight existing conditions for the MTP

640 Safety, Security & Environmental – ON-GOING

Figure 26. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
640 Transit Planning	\$12,000	\$9,567	79.7%	20.3%

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Figure 27. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
641 - Safety & Security Planning, Coordination & Technical Assistance	172	149	86.6%	13.3%
642 - Transportation Resiliency, Energy Conservation, Environmental Impacts & Mitigation Analysis	53	38	71.7%	28.3%
Totals	225	187	83.1%	16.9%

Key Activities, Accomplishments, and Notes

- APO staff chaired the Toward Zero Deaths coalition meetings and worked to support their efforts

700 Transportation Planning Coordination & Meetings – ON-GOING

Figure 28. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
700 Transportation Planning Coordination & Meetings	\$93,500	\$70,163	75.0%	25.0%

Figure 29. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
701 – General Meeting Coordination and Attendance	380	410	107.9%	-7.9%
702 – APO Committee & Board Meetings	611	468	76.6%	23.4%
703 – Public Outreach, Engagement, Website & Social Media	594	230	38.7%	61.3%
704 – Evaluation and Coordination of Plans from Member Jurisdictions	156	44	28.2%	71.8%
705 – Develop & Maintain Stakeholder Engagement Plan & Title VI Compliance Plan	91	115	126.4%	-26.4%
706 – Annual Report for SEP and Title VI Compliance/Effectiveness	172	114	66.3%	33.7%
Totals	2,004	1,381	68.9%	31.1%

Key Activities, Accomplishments, and Notes

- Developed agenda packets for and attended 9 Technical Advisory Committee meetings

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- Developed agenda packets for and attended 8 Policy Board meetings
- Participated in Regional Transportation Coordination Council meetings
- Completed coordination effort with MnDOT and updated Title VI document based on their review
- Completed Stakeholder Engagement Plan annual review

800 Transportation Data – ON-GOING

Figure 30. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
800 Transportation Data	\$30,000	\$24,592	82.0%	18.0%

Figure 31. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
801 – Network & TAZ Data Collection & Analysis	216	256	118.5%	-18.5%
802 – CUBE Travel Demand Model Development & Operations	200	73	36.5%	63.5%
803 – GIS Database Development & Mapping	248	386	155.6%	-55.6%
Totals	664	715	107.7%	-7.7%

Key Activities, Accomplishments, and Notes

- Create numerous maps for APO documents
- Gathered new data and input into the various databased kept by the APO

900 Locally Funded Activities – ON-GOING

Figure 32. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
901 – Legislative Communications	\$4,500	\$3,752	83.4%	16.6%
902 – Travel for Legislative Communications	\$5,000	\$4,082	81.6%	18.4%
903 - Audit	\$8,500	\$11,500	135.3%	-35.3%
Totals	\$18,000	\$19,334	107.4%	-7.4%

Figure 33. FY 2022 Staff Hours Budgeted vs. Staff Hours Spent

	Hours Budgeted	Hours Expended	% Expended	% Remaining
901 – Legislative Communications	60	52	86.7%	13.3%
Totals	60	52	86.7%	13.3%

Key Activities, Accomplishments, and Notes

- Attended educational opportunities for state legislators
- Attended meetings with staff members of State Congressional delegation to inform them of local/regional transportation priorities
- Developed and submitted requests for Congressionally Directed Spending

Travel Demand Model Calibration & 2050 Population Forecast - COMPLETED

Figure 34. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
TDM Calibration & 2050 Forecast	\$140,000	\$139,800	99.9%	0.1%

Key Activities, Accomplishments, and Notes

- Worked with consultant to complete the calibration of the regional travel demand model and the 2050 socio-economic forecast for the region.

Opportunity Drive Corridor Planning Study - COMPLETED

Figure 35. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
Opportunity Drive Corridor Study	\$80,000	\$75,021	93.80%	6.2%

Key Activities, Accomplishments, and Notes

- Completed the Opportunity Drive study.

Mayhew Lake Road Corridor Planning Study - COMPLETED

Figure 35. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
Mayhew Lake Road Corridor Study	\$100,000	\$99,067	99.1%	0.9%

Key Activities, Accomplishments, and Notes

- Completed the Mayhew Lake Road Corridor Study.

Mississippi River Bridge Planning – INCOMPLETE

Figure 37. FY 2022 Funds Budgeted vs. Funds Expended

Work Activity Category	Total Budget	Total Expended	% Expended	% Remaining
2020	\$167,000	\$49,994	29.9%	70.1%
2021		\$64,694	-	-
2022		\$49,229	-	-
Total	\$167,000	\$163,917	98.2%	1.8%

Key Activities, Accomplishments, and Notes

- Coordinated with the consultant to advance the plan up to the final public input phase

Summary and Conclusions

Overall, the APO continues to perform well and provides a remarkable value for its member jurisdictions who paid about 18.6% of the total cost of staff and operations in 2022. 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 be continued.
- Financial assets should be maintained at or about the \$500,000 mark going forward.
- 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, future APO budgets should reflect appropriate levels of budgeting for things like Office Supplies, Travel, and Copier Machine (generally lower than pre-pandemic) and IT Support & Software, Equipment & Hardware, and Internet (generally higher than pre-pandemic).
- Historically low interest rates have significantly limited interest income. Estimates for future interest income should better consider the overall economic environment.
- Estimated Consolidated Planning Grant available for FY2024 is \$672,243.
- There is a chance that the state could increase the level of its planning support in 2024, thus decreasing the amount of matching funds needed from the local jurisdictions. Monitor the progress of this idea over the course of the legislative session.