



**To:** Policy Board  
**From:** Cindy Gray, Executive Director  
**Date:** December 11, 2020  
**Re:** 2019-2020 UPWP Amendment #6 and 2021-2022 UPWP Amendment #1

The purpose of this memo is to address changes to operations and overhead costs for 2020 through 2019-2020 UPWP Amendment #6. This amendment results in the need for Amendment #1 to the 2021-2022 UPWP.

**2020 Staff Hours and Costs**

Now that we are at the end of 2020, it is necessary to adjust our staff hours to address variations in staff time from that anticipated in the UPWP. The following table summarizes the changes to 2020 staff hours by UPWP category, based on 22 of the 24 pay periods in 2020 and estimates for the month of December.

UPWP Amendment #6 - Adjustment to 2020 Staff Hours									
UPWP Category	Hours Budgeted	% of Hours	Total Est. Cost	Hours Actual	% of Hours	Change in Hours	% Change from Original Budget	Total Actual Cost	
100 - Policy & Administrative Forums	1150	7.6%	\$58,433	897.5	6.0%	-252.5	-22.0%	\$47,767	
200 - Contracted Planning Services	2209	14.7%	\$103,060	2235	14.8%	26	1.2%	\$107,597	
300 - Federal Transportation Planning Documentation	1886	12.5%	\$105,853	1210	8.0%	-676	-35.8%	\$68,894	
400 - Transportation Technical Data & Analysis	2065	13.7%	\$86,461	2033	13.5%	-32	-1.5%	\$79,221	
500 - Transit Planning	405	2.7%	\$20,196	335.5	2.2%	-69.5	-17.2%	\$17,999	
600 - Bicycle & Pedestrian Planning	1260	8.4%	\$51,024	1094	7.3%	-166	-13.2%	\$34,008	
700 - Local Planning Assistance	950	6.3%	\$46,265	976.5	6.5%	26.5	2.8%	\$47,079	
800 - General Administration	3157	21.0%	\$152,309	3608.5	24.0%	451.5	14.3%	\$161,208	
900 - Publications, Public Information & Communication	335	2.2%	\$13,923	198	1.3%	-137	-40.9%	\$7,915	
2019-1001 (Food Commission)	120	0.8%	\$4,941	83	0.6%	-37	-30.8%	\$3,493	
2019-1002 (Hawley Zoning Ordinance)	75	0.5%	\$3,285	68	0.5%	-7	-9.3%	\$3,025	
Floating Holidays									
Sick Leave*									
Vacation Leave*	1428	9.5%	\$69,542	1855.5	12.3%	427.5	29.9%	\$87,456	
Holidays									
Funeral Leave*									
<b>Total</b>	<b>15040</b>	<b>100.0%</b>	<b>\$715,292</b>	<b>14594.5</b>	<b>96.9%</b>	<b>-445.5</b>		<b>\$665,662</b>	

\*Use exceeded estimates due to unexpected illnesses or family deaths.

Metro COG experienced a maternity leave and a staff change in 2020, resulting in a period of time where a position was not filled. This resulted in an overall reduction in staff hours compared to the hours estimated in the UPWP. Some variation in staff salaries also affected staff hourly costs, resulting in an overall reduction from that expected in the UPWP.

In addition, more time was spent on general overhead to address working from home accommodations due to COVID19, and less time was spent on in-field data collection. Funding requests, such as the decision to apply for bonding funds for the Heartland Trail, shifted hours for staff members who were budgeted to study the trail route in more depth. That work was put on hold until the bonding decision was made. Unanticipated

vacation, sick leave and funeral leave time also exceeded estimates. In some cases, more time than expected was spent on consultant led projects, resulting in less time spent on related technical assistance.

The reduced staff hours described above, resulted in unspent funds of approximately \$49,630, which Metro COG proposes to carry over into 2021. Metro COG recommends reallocation of those funds into the 2021-2022 UPWP to help fund projects that were budgeted at less than the desirable amounts. For example, after scoping the Fargo Transportation Plan, it became apparent that the project warrants additional funding. The City of Fargo is interested in applying \$20,000 of these funds toward this project, and City staff indicated an additional \$5,000 match could be accommodated, bringing that project budget up to \$175,000.

Of the remaining funds, Metro COG wishes to allocate \$20,000 to the Bicycle and Pedestrian Plan Update, bringing that budget to \$170,000. We wish to retain the remainder of the surplus (approximately \$9,630) for other 2021 needs to be determined. This could include hiring of a second intern, for example.

### **2020 Operational Expenses**

The nature of 2020 also resulted in changes to operational costs, two of which were already approved by the Policy Board through an administrative modification which just switched overhead funds from one subcategory to another. Some budget categories were increased to allow for working from home (IT costs), while other categories were significantly lower than budgeted, such as travel and training, printing, and office supplies.

We are still in the process of identifying final 2020 operational expenses, but we have narrowed them down to the point where we have identified two key purchases that we recommend for use of the unused operational expenses. They include the purchase of a Datto device to increase Metro COG's data storage, and the purchase of Eco counters, which are automated bicycle and pedestrian counters. MnDOT uses Eco counters, and they have several advantages over automated counters currently used by Metro COG. For the most part, the overages used for these purchases will be transferred out of the travel and training category and the printing category, with smaller overages in other categories.

## Overhead Costs - 2020 Budget

800 Overhead		2020	2020 Revised Budget	2020 Est. Year End	Difference	Year-End Proposed
800a	Travel / Registrations/ Training/etc..	\$24,860.00	\$11,448.90	\$4,500.00	\$6,948.90	\$4,500.00
800b	Dues / Subscriptions	\$6,628.00	\$6,628.00	\$6,000.00	\$628.00	\$6,000.00
800c	Office Supplies	\$3,500.00	\$3,500.00	\$2,622.87	\$877.13	\$2,622.87
800d	Postage	\$2,364.00	\$2,364.00	\$1,844.98	\$519.02	\$1,844.98
800e	Advertising	\$2,200.00	\$2,200.00	\$1,100.00	\$1,100.00	\$1,100.00
800f	Office Rent	\$62,400.00	\$62,400.00	\$61,200.00	\$1,200.00	\$61,200.00
800g	Insurance	\$7,300.00	\$7,300.00	\$6,587.69	\$712.31	\$6,587.69
800h	Communications	\$3,840.00	\$3,840.00	\$3,493.32	\$346.68	\$3,493.32
800i	Information Systems	\$39,900.00	\$53,311.10	\$54,914.31	-\$1,603.21	\$60,000.00
800j	Audit	\$11,000.00	\$11,000.00	\$11,000.00	\$0.00	\$11,000.00
800k	Office Equipment	\$500.00	\$500.00	\$185.76	\$314.24	\$200.00
800l	Printing	\$7,799.92	\$7,799.92	\$3,864.91	\$3,935.01	\$3,864.91
800m	Legal Services	\$800.00	\$800.00	\$1,933.85	-\$1,133.85	\$1,933.85
800n	Accounting Services	\$15,600.00	\$15,600.00	\$15,300.00	\$300.00	\$15,300.00
800o	HR Services	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00
800p	Traffic Count Equipment Maintenance	\$500.00	\$500.00	\$68.00	\$432.00	\$12,550.00
800q	Payroll Services	\$1,440.00	\$1,440.00	\$1,440.00	\$0.00	\$1,440.00
800r	Newsletter Printing and Mailing	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00
<b>Total Overhead<sup>1</sup></b>		<b>\$193,631.92</b>	<b>\$193,631.92</b>	<b>\$176,055.69</b>	<b>\$17,576.23</b>	<b>\$193,637.62</b>

\$5,086 for Datto Device

\$12,482 for Eco Counters

### Summary of Proposed Changes to 2019-2020 UPWP

An itemized list of the proposed amendments to the 2019-2020 UPWP is as follows:

1. Carry over \$49,630 of 2020 staff costs into 2021
  - a. Assign \$20,000 to the 2021 budget of the Fargo Transportation Plan
  - b. Assign \$20,000 to the 2021 budget of the Bicycle and Pedestrian Plan Update
  - c. Retain \$9,630 for other needs to be determined
2. Reassign unused operational funds to the purchase of a Datto device to increase Metro COG's data storage, and to purchase three to four Eco bicycle and pedestrian counters. Dan Farnsworth will work with the Bicycle and Pedestrian Committee on the specifics about installation of these counters.

### Proposed Amendments to 2021-2022 UPWP

Based on the proposed changes to two project budgets as shown above, the 2021 UPWP needs to be amended as follows:

1. Amend the budget for the Fargo Transportation Plan from \$150,000 to \$170,000.
2. Amend the budget for the Bicycle and Pedestrian Plan from \$150,000 to \$170,000.
3. Retain the remaining \$9,630 of carryover funds for other needs to be determined.

In addition, there is one change to the amount of carryover funds for one of our projects being carried out by ATAC. The 2021-2022 UPWP anticipated that the carryover amount for the Advanced Traffic Signal Performance Measure (ATSPM) project with the City of Fargo would be approximately 10 percent of the budget (\$2,850). However, **the carryover amount is actually \$10,740** – approximately 37 percent of the project budget. **This increases the total amount of estimated 2020 carryover into 2021 from \$355,700 to \$363,590.** In reality, the carryover amount is less, because other projects will have less

than the amount estimated. Metro COG can overestimate the amount of carryover to ensure carryover of an adequate amount, but we cannot underestimate. Several of the other projects will be considerably under the amount estimated when the UPWP was prepared.

Amendment #6 to the 2019-2020 UPWP and Amendment #1 to the 2021-2022 UPWP were recommended for approval by Policy Board at their December 10<sup>th</sup> meeting.

Please let me know if you have any questions about the proposed amendment.

**Requested Action: Approve the proposed Amendment #6 of the 2019-2020 UPWP and Amendment #1 of the 2021-2022 UPWP to the Policy Board, as described herein.**