



To: Metro COG Transportation Technical Committee
From: Cindy Gray, Executive Director
Date: December 4, 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, as well as a couple of related matters in 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*									
Total	15040	100.0%	\$715,292	14594.5	96.9%	-445.5		\$665,662	

*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 \$49,000, 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 (next item on the agenda), 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.

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 for other 2021 costs.

2020 Operational Expenses

The nature of 2020 also resulted in changes to operational costs, two of which were already approved by the Policy Board. 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.

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 as 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.

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

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