

La Crosse Area Planning Committee

RESOLUTION 7 - 2019

AMENDING THE

2019 Planning Work Program for the La Crosse Area Planning Committee

**WHEREAS**, the U. S. Department of Transportation regulations require the development and annual approval of a Planning Work Program (PWP) for the metropolitan planning area by the Metropolitan Planning Organization (MPO); and

**WHEREAS**, the La Crosse Area Planning Committee (LAPC) approved its 2019 Planning Work Program on September 19, 2018 with a budget of \$309,612.17; and

**WHEREAS**, since approval of the 2019 Planning Work Program, the Director retired and LAPC staff was reduced to one from January 1, 2019 through August 4, 2019; and

**WHEREAS**, the loss of the Director required remaining staff to take over budget reporting, TIP amendments, and other critical administrative tasks, resulting in the inability to complete/engage in the following work program activities:

- 200 Long-Range Transportation Planning
  - LAPC Annual Performance Measures Progress Report
- 300 Short-Range and Multimodal Planning:
  - Vision Zero activities
  - Participation on committees that require travel (i.e. Minnesota rail)
- 400 Transportation Improvement Program
  - Update of STP-U and TAP criteria for project ranking

and

**WHEREAS**, the shift of administrative duties to the transportation planner and the need for the transportation planner to use the Family and Medical Leave Act to care for a sick parent resulted in a significant increase in her hours reported to 100 Program Support and Administration; and

**WHEREAS**, the Safe Routes to School Plan project awarded \$58,200 in local studies funds will not be completed by December 31, 2019 and will need an extension until May 31, 2020; and

**WHEREAS**, the new director began work on August 5, 2019, thus reducing overall expenses; and

**NOW, THEREFORE, BE IT RESOLVED:** that the LAPC approves amending the 2019 Planning Work Program for the La Crosse Area Planning Committee, as explained in the attached document, to reflect its change in staffing, program expenses, work activities, and amended budget of \$263,155.06.

LA CROSSE AREA PLANNING COMMITTEE

  
Mike Poellinger, Chair

  
Peter Fletcher, Executive Director

Dated: August 21, 2019

## **EXPLANATION OF CHANGE IN WORK PROGRAM AND ALLOCATION OF FUNDS TO WORK ELEMENTS**

In September of 2018, The Director of the La Crosse Area Planning Committee notified the Policy Board and the Third Party Fiscal Agent, La Crosse County, that he would be retiring in December 2018.

Because the hiring process for a replacement did not get underway until March 2019, the transportation planner for the LAPC was appointed interim director, requiring her to assume all tasks previously performed exclusively by the director.

The work program budget is based on cost estimates calculated by La Crosse County for the transportation planner as interim director until August 5 and the director beginning on August 5 with family benefits.

Changes to the work program budget include:

- Director hours reduced from 2080 to 856 (includes 80 hours of vacation, 40 hours of holiday, and 40 hours of sick time).
- Reduction in the local studies funding (3 of the 4 project proposals submitted were deemed ineligible) and an extension for the 4th, which could not be contracted and completed by the end of 2019.
- Addition of an office cell phone to the program expenses (beginning in April).
- Added expense for personnel recruitment.

The total anticipated expenditures for 2019 is decreased from the budgeted \$309,612.17 to an anticipated \$263,155.06. Minnesota DOT has expressed its desire to leave the Minnesota contributions unchanged regardless of the change in staffing and expenses.

Because the hours assigned to Program Support and Administration needed to be maintained for the most part to perform such necessary functions as budgeting, quarterly reporting, and participation in MPO Directors' meetings, the percentage of the budget in the 100 element increased as total staff hours decreased. The need for the transportation planner to assume the administrative functions, to ensure that TIP amendments were processed, to amend the 2019 PWP, and to complete the annual work program and TIP documents resulted in a reallocation of time and duties so that some less-time-sensitive activities could be eliminated or postponed:

- 200 Long-Range Transportation Planning
  - LAPC Annual Performance Measures Progress Report
- 300 Short-Range and Multimodal Planning:
  - Vision Zero activities
  - Participation on committees that require travel (i.e. Minnesota rail)
- 400 Transportation Improvement Program
  - Update of STP-U and TAP criteria for project ranking

The transportation planner also needed to access the FMLA to care and advocate for an ailing parent, which resulted in an inordinate amount of sick time being used.

The figure below compares the estimated costs by work program element for the 2019 budgeted and amended work programs. It is anticipated that most of the new director's time will be spent in Program Support as he learns about the functions of the MPO.

**2019 Budgeted**

**2019 Amended**

NO.	DESCRIPTION	ESTIMATED COSTS				ESTIMATED COSTS			
		PERSONNEL	% TIME	HRS	TOTAL COST	PERSONNEL	% TIME	HRS	TOTAL COST
100	PROGRAM SUPPORT AND ADMINISTRATION	PROJECT DIRECTOR	35%	728.00	37,600.14	PROJECT DIRECTOR	68%	579.00	30,447.55
		TRANSPORTATION PLANNER	25%	520.00	19,856.29	TRANSPORTATION PLANNER	38%	790.00	31,677.86
		PROGRAM EXPENSES			31,577.00	PROGRAM EXPENSES			31,577.00
		TOTAL		1248.00	89,033.43	TOTAL		1369.00	93,702.41
200	LONG-RANGE TRANSPORTATION PLAN	PROJECT DIRECTOR	25%	520.00	26,857.24	PROJECT DIRECTOR	16%	138.00	7,256.93
		TRANSPORTATION PLANNER	55%	1144.00	43,683.84	TRANSPORTATION PLANNER	42%	874.00	35,046.14
		COSULTANT SERVICES				COSULTANT SERVICES			
		TOTAL		1664.00	70,541.08	TOTAL		1012.00	42,303.07
300	SHORT-RANGE TRANSPORTATION PLANNING	PROJECT DIRECTOR	25%	520.00	26,857.24	PROJECT DIRECTOR	4%	35.00	1,840.53
		TRANS PLANNERI	15%	312.00	11,913.77	TRANS PLANNERI	5%	104.00	4,170.25
		TOTAL		832.00	38,771.02	TOTAL		139.00	6,010.78
400	TIP DEVELOPMENT & IMPLEMENTATION	PROJECT DIRECTOR	15%	312.00	16,114.35	PROJECT DIRECTOR	12%	104.00	5,468.99
		TRANSPORTATION PLANNER	5%	104.00	3,971.26	TRANSPORTATION PLANNER	15%	312.00	12,510.75
		TOTAL		416.00	20,085.60	TOTAL		416.00	17,979.74
500	SPECIAL STUDIES  Local Short Range Studies	PROJECT DIRECTOR	0%	0.00	0.00	PROJECT DIRECTOR	0%	0.00	0.00
		TRANSPORTATION PLANNER	0%	0.00	0.00	TRANSPORTATION PLANNER	0%	0.00	0.00
		CONSULTANT SERVICES			85,000.00	CONSULTANT SERVICES			72,750.00
		TOTAL		0.00	85,000.00	TOTAL		0.00	72,750.00
TOTAL PLANNING WORK PROGRAM		PROJECT DIRECTOR	100.0%	2080.00	107,428.97	PROJECT DIRECTOR	100.0%	856.00	45,014.00
		TRANSPORTATION PLANNER	100.0%	2080.00	79,425.16	TRANSPORTATION PLANNER	100.0%	2080.00	83,405.00
		EXPENSES			31,577.00	EXPENSES			31,577.00
		CONSULTANT SERVICES			85,000.00	CONSULTANT SERVICES			72,750.00
		BUDGETED RESERVES			6,181.00	BUDGETED RESERVES			30,409.06
		TOTAL		4,160	\$309,612.13	TOTAL		2,936	\$263,155.06

The amended budget table at right updates the budget table in Appendix C of the 2019 Work Program.

Funding Source	Funds (2019)	Funds (2018)	Allocation of Funds (2019)				
			100	200	300	400	500
			Program Support	Long Range Planning	Short Range Planning	TIP Development	Local Studies / Budgeted Reserves
<b>LAPC Revenue</b>							
Minnesota Federal Grant Funds	37,654.00	36,342.00	22,052.24	9,955.75	1,414.60	4,231.41	
Wisconsin Federal Grant Funds	145,073.60	182,412.00	50,877.93	22,969.45	3,263.69	9,762.52	58,200.00
Minnesota State Funds	11,000.00	11,000.00	6,442.20	2,908.41	413.25	1,236.14	
Local Match for Minnesota Funds	2,750.00	2,750.00	1,610.55	727.10	103.31	309.03	
Wisconsin State Funds	8,585.46	11,181.00	3,010.96	1,359.33	193.15	577.75	3,444.28
Local Match for Wisconsin Funds	27,682.94	34,422.00	9,708.52	4,383.03	622.78	1,862.88	11,105.72
Local Share Balance (\$60,842 Dues Total)	30,409.06	23,670.00	0.00	0.00	0.00	0.00	30,409.06
	<b>263,155.06</b>	<b>301,777.00</b>	<b>93,702.41</b>	<b>42,303.07</b>	<b>6,010.78</b>	<b>17,979.74</b>	<b>103,159.06</b>
<b>% of Total Funds</b>			<b>36%</b>	<b>16%</b>	<b>2%</b>	<b>7%</b>	<b>39%</b>
<b>LAPC Expenses</b>							
	<b>2019</b>	<b>2018</b>					
<b>Salaries and Fringe</b>							
Director Salary + Fringe	\$45,014	\$106,057	\$30,448	\$7,257	\$1,841	\$5,469	
Planner Salary + Fringe	83,405	78,504	31,678	35,046	4,170	12,511	
<b>Total:</b>	<b>\$128,419</b>	<b>\$184,561</b>	<b>\$62,125</b>	<b>\$42,303</b>	<b>\$6,011</b>	<b>\$17,980</b>	
<b>Program Expenses</b>							
Supplies/Bike Counters	\$600	\$6,600	\$600				
Indirect Costs	\$14,000	14,000	14,000				
Duplicating/Printing	\$1,500	1,500	1,500				
Postage (Internal)	\$350	350	350				
Telephone	\$175	175	175				
Cell Phone	\$450	0	450				
Meals	\$500	500	500				
Lodging	\$1,300	2,000	1,300				
Mileage	\$2,550	4,000	2,550				
Parking	\$100	100	100				
Public Notice	\$350	350	350				
Publications Costs	\$300	300	300				
Conferences	\$900	900	900				
Dues	\$6,105	6,105	6,105				
Software Licenses	\$532	435	532				
Computers	\$165	1,385	165				
Training	\$1,000	1,000	1,000				
Personnel Recruitment	\$700	0	700				
<b>Total:</b>	<b>\$31,577</b>	<b>\$39,700</b>	<b>\$31,577</b>				
	\$159,996	\$224,261	\$93,702	\$42,303	\$6,011	\$17,980	
<b>% OF INTERNAL EXPENSES</b>			<b>59%</b>	<b>26%</b>	<b>4%</b>	<b>11%</b>	
<b>Consultant Costs</b>							
64056 Local Studies	\$72,750.00	\$72,000.00					\$72,750.00
<b>To/From Reserves</b>							
99913 To Reserves	\$30,409.06	\$5,515.00					\$30,409.06
	\$103,159.06	\$77,515.00					\$103,159.06
	<b>\$263,155.06</b>	<b>\$301,776.00</b>	<b>\$93,702.41</b>	<b>\$42,303.07</b>	<b>\$6,010.78</b>	<b>\$17,979.74</b>	<b>\$103,159.06</b>
	<b>100%</b>		<b>36%</b>	<b>16%</b>	<b>2%</b>	<b>7%</b>	<b>39%</b>
<b>Budgeted Reserves Account (Estimated)</b>							
Balance December 31, 2018 :			\$162,125				
Reserves used in 2019 :			0				
Reserves added in 2019:			30,409				
Balance December 31, 2019:			\$192,534				