

OPERATIONS PLAN

for the

SIOUX FALLS
METROPOLITAN PLANNING
ORGANIZATION

May 2006

Abbreviations and Acronyms

ADA	Americans with Disabilities Act
CAC	Citizens Advisory Committee
CIP	Capital Improvements Program
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information System
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
ITS	Intelligent Transportation Systems
L RTP	Long Range Transportation Plan
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
PIP	Public Involvement Program
PL	FHWA Planning Funds
RSI	Roadway Safety Improvement Program
SDDOT	South Dakota Department of Transportation
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SECOG	South Eastern Council of Governments
STIP	Statewide Transportation Improvements Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TEA-21	Transportation Equity Act for the 21 st Century
TSME	Transportation System Management Efficiency Report
TIP	Transportation Improvements Program
UDC	Urbanized Development Commission
UPWP	Unified Planning Work Program

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INTRODUCTION

∞ Background

Federal law requires all urbanized areas in the United States with populations of 50,000 persons or more, to establish a Metropolitan Planning Organization (MPO) which is responsible for area transportation planning and programming activities. The metropolitan planning process establishes a cooperative, continuous and comprehensive framework for making transportation investment decisions in metropolitan areas. Program oversight is a joint responsibility of the Federal Highway Administration and the Federal Transit Administration.

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) authorizes Federal highway, highway safety, transit and other surface transportation programs. It was signed into law on August 10, 2005. SAFETEA-LU is the succeeding legislation to the Transportation Equity Act for the 21st Century (TEA-21). SAFETEA-LU builds on the foundations of both TEA-21 and the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) by supplying the funds and by refining the programmatic framework for investments needed to maintain and grow our vital transportation infrastructure.

Modifications in SAFETEA-LU to the metropolitan planning process included:

1. MPOs will be encouraged to consult or coordinate with planning officials responsible for other types of planning activities affected by transportation, including planned growth, economic development, environmental protection, airport operations, and freight movement.
2. The metropolitan planning process is to promote consistency between transportation improvements and State and local planned growth and economic development patterns.

3. Safety and security of the transportation system are now separate planning factors, with more emphasis on both, that are to be considered during the metropolitan planning process.
4. A State will have 30 days to reimburse an MPO for planning expenses after request from the MPO for reimbursement.
5. A Coordinated Public Transit Human Services Transportation Plan is required.
6. MPOs must comply with SAFETEA-LU planning provisions by July 1, 2007.

∞ **Purpose**

The Operations Plan outlines the ongoing planning process for the Sioux Falls Metropolitan Planning Organization including operating policies and procedures. It describes the products, roles, and responsibilities for the planning process and serves as a tool to direct transportation projects through the transportation planning review and decision-making process. The Plan shall be maintained cooperatively by the participating agencies as set forth in the Memorandum of Understanding (MOU) dated January 2001 between all participating agencies within the Sioux Falls MPO region.

∞ **Methodology**

In an effort to obtain the most comprehensive and complete revision of the Operations Plan as possible, the following procedures were adhered to:

1. Outline the general roles and responsibilities of the participants in the transportation planning process.
2. Review the current listing of documents and procedures to determine which are essential to the planning process and which are supplementary.
3. Examine the existing collection of planning resources (TIP, UPWP, LRTP, etc.) to determine which participating agency holds the primary responsibility for updating the various items and processes and how often the updates should occur.
4. Document the roles and responsibilities for completion of each planning item in the updated Operations Plan.

AGENCY ROLES & GENERAL RESPONSIBILITIES

∞ Transportation Committees

The transportation planning process relies on three committees to review and act on all products and plans. Committee participation in the evaluation of transportation issues varies due to the roles and responsibilities assigned to each group. The following sections provide a brief overview of the functions, membership, and authority of each of the committees.

∞ Citizens Advisory Committee (CAC)

The Citizens Advisory Committee was organized in 1977 as a means of adding a standing process for receiving citizen input into the transportation planning process. The CAC's membership serves as the public participation forum for all transportation plans and products. As stated in the committee bylaws, "Membership shall consist of individuals or organizations demonstrating an interest in the Sioux Falls Metro Area Transportation System. Membership may be drawn from, but is not limited to the following: concerned citizens, business, City advisory boards, persons with disabilities, safety, elderly, education, neighborhood, private transportation, civic, and development & environmental." CAC meetings are generally held bimonthly beginning in January of each calendar year. The meetings are open to both the public and the media.

Although the CAC does not have the authority to adopt or approve specific plans or products, its responsibility of evaluating transportation products is considered crucial to a balanced process and it fosters a "grassroots" level of input in the planning process. Upon the CAC's review of products and plans, the Committee forwards a recommendation to the Technical Advisory Committee as to whether or not the item should be approved, rejected, or modified. The following table lists the current active membership of the CAC:

MEMBER:	REPRESENTING:
Aware, Qadir	Civic
Boris, Greg	Private Transportation
Carlson, Verne	Business
Gallo, Kevin	Concerned Citizen
Gould, Jeff	Concerned Citizen
Gusso, Nick	Concerned Citizen
Hanavan, Perry	Education
Heligas, Kate (Chair)	Private Transportation
Hohn, Fred	Concerned Citizen
Jackson, Dave (Vice Chair)	Business
Santee, Charles	Persons with Disabilities

∞ **Technical Advisory Committee (TAC)**

The Technical Advisory Committee was formed in 1976 as a means of providing technical review and analysis of transportation products. The TAC is comprised of professional staff from each of the agencies responsible for, or affected by, the implementation of transportation plans. Its role is to assist and advise the Urbanized Development Commission on technical matters as they relate to the different elements of the transportation planning process. The TAC's meetings are generally held bi-monthly and are open to the public and the media.

One of the most important functions that occur at the TAC meetings is the conducting of official public hearings on all federally required products of the local transportation planning process. It is during these events that the public is presented the opportunity to address questions to the technical staff as well as have their comments and concerns recorded.

Like the CAC, the TAC does not have the authority to adopt or approve plans or transportation products. Its primary role is to review products and plans and to consider various technical aspects such as costs, construction phasing, engineering design, and associated issues. With consideration of the recommendations forwarded by the CAC and through its own review, the TAC forwards a recommendation to the Urbanized Development Commission as to whether or not an item should be approved, rejected, or modified. The following table lists the current active membership of the TAC:

MEMBER:	REPRESENTING:
Anderson, Scott (Vice Chair)	Minnehaha County Planning
Aslesen, Paul	Lincoln County Planning
Ausen, Shannon	Sioux Falls Engineering; Transportation
Bonnema, Allan	Lincoln County Highway
Cooper, Mike	Sioux Falls Planning
Everson, Tony	Sioux Falls Public Works
Hey, Steve	Private Transportation
Hoines, Mark*	Federal Highway Administration
Keller, Lynne	South Eastern Council of Governments
Keller, Terry	SD DOT
Marnach, Mike	Air Transportation Representative
Meister, Bob	Minnehaha County Highway
Mulloy, Jon	Railroad Representative
Nardini, John	Sioux Falls Public Transportation
Parker, Jeff (Chair)	Trucking Representative
Smith, Bill	Sioux Falls School District
Smith, Craig	SD DOT Operations Division

*Non-voting member

∞ **Urbanized Development Commission (UDC)**

The Urbanized Development Commission is comprised primarily of elected officials from the local governmental participants in the planning process. As stated in the bylaws, “The purpose of the Urbanized Development Commission shall be to function as the Metropolitan Planning Organization for the federally-required transportation and transit planning process for the Sioux Falls Metropolitan Transportation Planning Study Area. The Urbanized Development Commission, through formal agreement, has been delegated such authority by the parties of the Memorandum of Understanding to foster a cooperative, comprehensive, and continuing local transportation and transit planning process for the Sioux Falls Metropolitan Area.”

Also stated in the MOU, “The Urbanized Development Commission has the authority to develop and approve the official transportation plan, the Transportation Improvements Program, the Unified Planning Work Program and other transportation planning policies relating to the Sioux Falls Metropolitan Study Area.” The following table lists the current active membership of the UDC:

MEMBER:	REPRESENTING:
Beesley, Larry (Olson, Dennis)	Minnehaha County Mayoral Association
Beninga, Gerald	Sioux Falls City Council
Gregerson, Dick	SD DOT Transportation Commission
Hagedorn, Otto (Vice Chair)	Lincoln County Commission
Hajek, Anne	Minnehaha County Commission
Hoines, Mark*	Federal Highway Administration
Howes, Andy	Sioux Falls City Council
Kavanaugh, Kevin	Sioux Falls City Council
Lawler, John	Lincoln County Mayoral Association
Munson, Dave (Kevin Smith)	Mayor of Sioux Falls
Poppens, Michael	Lincoln County Commission
Queal, Dave (Chair)	UDC Chairman
Staggers, Kermit	Sioux Falls City Council
Twedt, Carol	Minnehaha County Commission
Weeldreyer, Dennis	Lincoln County Commission
Zweep, Jim	Minnehaha County Commission

*Non-voting member

∞ **Participating Agencies**

The three committees of the MPO serve to set policy, enact plans, and provide a public forum for the transportation decision-making process. Professional staff from the participating entities serves as support to the planning process and are accountable for the day-to-day tasks associated with transportation planning in the Sioux Falls metropolitan area. SAFETEA-LU continues the provision that local officials, in cooperation with the State and transit operators, remain responsible for determining the best transportation investments to meet metropolitan transportation needs. The staff from the participating agencies shall cooperatively develop the Unified Planning Work Program, the Long Range Transportation Plan, and Transportation Improvement Program. The following sections highlight the responsibilities of the partnering agencies and the role of each in the transportation planning process.

∞ **South Eastern Council of Governments (SECOG)**

The staff of the South Eastern Council of Governments primarily provides administrative support to the three MPO committees. SECOG staff attends all regular committee meetings and is responsible for the recording of minutes and the distribution of agendas. In addition, SECOG staff coordinates and compiles the Transportation Improvements

Program (TIP) and maintains the MPO's accounting and vouchering system that allows participants in the local transportation planning process to be reimbursed for eligible transportation planning work activities with FHWA and FTA funds identified within the Unified Planning Work Program.

SECOG also performs an important communication function. The agency is responsible for disseminating information regarding the transportation planning process and transportation improvements, as well as reviewing federal regulations, guidance, circulars, and other information to ensure compliance with applicable policies. SECOG holds one voting position on the TAC.

∞ **City of Sioux Falls**

The City of Sioux Falls plays a lead role in the technical aspect of the transportation planning process. Many of the supporting products and plans are developed and maintained by the City. Those participating include employees of the Planning Office, Public Works Division of Engineering, Geographic Information Systems (GIS), and Street Maintenance.

The City of Sioux Falls is responsible for the activities involved in the process of identifying, evaluating, and documenting specific intermodal transportation facilities and improvement plans. In addition, the City also coordinates activities that are directly related to the development of the Transportation Improvements Program (TIP) and the preparation of the City's Capital Improvements Program (CIP). The City is heavily involved with ensuring public involvement in the transportation planning process and is currently responsible for a majority of the outreach measures.

Staff members of the Planning Office and the Public Works Department provide support for the management systems in coordination with the work plans produced by the SDDOT. They also maintain inventories of data needed for transportation planning and conduct development work on various studies that analyze traffic routes and identify improvements. All transit-related planning projects are coordinated and managed by City

Planning staff. Elected officials from Sioux Falls hold five voting positions on the UDC, while staff members hold three voting positions on the TAC.

The City of Sioux Falls employs a full time Transit Planner position in the City Planning Office and continues to contract for management services to operate the public transportation system. However, the City staff plays an integral role in planning and financial reporting activities in cooperation with the SDDOT and FTA. In particular, City staff provides general administrative support for FTA 49 U.S.C. Section 5309, Section 5307, and Section 5303 grants; including submitting the required Milestone and Financial Status Reports.

City staff also participates in meetings with not-for-profit transportation providers to pursue opportunities to coordinate the provision of transportation services as well as address unmet needs. It is expected that these providers will participate in the development of the Coordinated Public Transit/Human Services Transportation Plan as required by SAFETEA-LU.

In addition to the three MPO committees, there also exists a Public Transit Advisory Board (PTAB) which meets monthly to review reports, discuss operational issues, and to obtain public input on public transportation issues. The City's Transit Planner serves as support to this committee.

∞ **Minnehaha and Lincoln Counties**

Because many of the long-range planning efforts have a direct impact on rural residents of Minnehaha and Lincoln Counties, the participation of these entities in the planning process is extremely important. It is vital that the development of transportation plans, programs and planning activities be coordinated with related planning activities being carried out outside of the metropolitan planning area.

Inventories of transportation information maintained by the County Highway and County Planning Departments are required for transportation planning. Specific inventories

include traffic counts and turning movement counts. In addition, traffic information and data gathering efforts are coordinated through City, County, and SDDOT transportation specialists.

The staff members of the Highway and Planning Departments of each county cooperate with SDDOT's efforts to expand the Global Positioning System (GPS) control for South Dakota and also maintain and update GIS-created base inventory maps of the natural and man-made resources, features, and environmentally sensitive areas that could be adversely affected by changes in the region's transportation system. Elected officials hold three voting positions from each county on the UDC, while staff holds two voting positions from each entity on the TAC.

∞ South Dakota Department of Transportation (SDDOT)

SAFETEA-LU continues the provision that States, MPOs, and transit agencies must work cooperatively to "develop estimated future levels of funding from local, State or Federal sources that may reasonably be expected to be available to metropolitan areas." This necessitates a greater involvement by the SDDOT on the development of products and plans within the MPO.

In addition to having voting membership on both the TAC and UDC, the SDDOT, as part of its technical assistance to the MPO, reviews and comments on all plans and products developed through the transportation planning process. Likewise, the SDDOT provides a listing of projects from the Statewide Transportation Improvement Program (STIP) for inclusion in the MPO's TIP. Along with the listing of construction projects, the SDDOT provides revenue estimates to the MPO for inclusion in the annual update to the TIP and on an as-needed basis for updates to the Long Range Transportation Plan (LRTP).

SAFETEA-LU also continues to stress the role of state DOTs in working with local agencies and transit operators to modify the planning process in order to meet both metropolitan and statewide transportation needs. The transportation bill encourages public involvement and places a great deal of responsibility on State DOTs to act in

partnership with MPOs to ensure the underrepresented populations are involved in the decision-making process. The SDDOT has a voting presence on both the TAC and UDC.

∞ **Federal Highway Administration (FHWA) and Federal Transit Administration (FTA)**

The Federal Highway Administration and Federal Transit Administration are heavily involved in the local planning process. As required by SAFETEA-LU, each State must submit its entire proposed STIP every four years, and amendments as necessary, concurrently to the FHWA and the FTA for joint approval. Similar to the role played by the SDDOT, the FHWA reviews and provides comments on all plans and products developed through the transportation planning process as part of their technical assistance to the MPO. In addition, the “State and the MPO shall annually self-certify to the FHWA and the FTA that the planning process is addressing the major issues facing the area and is being conducted in accordance with all applicable requirements.” FHWA staff serves as a non-voting member of the TAC.

The FHWA and the FTA review the proposed local MPO procedures for consistency with the requirements listed in SAFETEA-LU. The FHWA and the FTA do not approve transportation plans. However, they are reviewed for conformity determinations, planning findings, STIP approvals, completion of the NEPA process, grant agreements and project authorizations. The review is based on transportation plans with a horizon of at least twenty years on the effective date of the plan. Copies of new and/or revised plans must be provided to each agency.

FEDERALLY-REQUIRED DOCUMENTS

This section of the Operations Plan includes a description of products and plans that are mandated through SAFETEA-LU, SDDOT, or other regulations. These work products are especially important to the MPO because they:

1. **Confirm** the need for the metropolitan transportation planning process.

2. **Establish** a strategic direction for the participating agencies to follow when considering future improvements.
3. **Describe** the work activities and programmed improvements for the immediate future, along with proposed funding sources.
4. **Create** a process by which the public is involved in the transportation planning process.

Each of these activities requires the input and commitment by the different participating entities within the MPO. For many products and processes however, a single agency typically assumes a lead role. To provide a basic understanding of the general roles and responsibilities, the description for each of the activities identifies which agency serves as the coordinator. Also listed is a time frame for how often the product is updated.

∞ **Public Information**

Virtually all plans, public notices, and project descriptions are readily available and can be accessed by users of the Internet on the City and State websites. In some instances, the SDDOT has dedicated entire web sites for individual construction projects.

Staff members of the City's Planning Office and Public Works Department annually revamp not only the look and content of what is now the *Street Construction Guide*, but also the means by which it is distributed to the public. Listed below are the products and processes used by the MPO to inform transportation system users about special projects, road construction, and future improvements.

∞ **Memorandum of Understanding (MOU)**

Responsible Entity: SECOG

Frequency: As needed

SAFETEA-LU requires, "The responsibilities for cooperatively carrying out transportation planning and programming shall be clearly identified in an agreement or memorandum of understanding among the State(s), operators of publicly owned mass transit, and the MPO."

The Memorandum of Understanding for the Sioux Falls MPO is the source document of the planning process and serves as confirmation that the members “recognize the need for transportation and transit planning within a metropolitan study area, encompassing Sioux Falls. It shall likewise be evidence of the fact that the parties listed herein desire to cooperate in a joint effort to attain a transportation and transit planning process, which is comprehensive in scope and continuing in nature.” The current MOU took effect in January 2001.

∞ **Long Range Transportation Plan (LRTP)**

Responsible Entity: Planning Department, City of Sioux Falls

Frequency: Five years

SAFETEA-LU continues the provision that MPOs are responsible for adopting a long range transportation plan. As set forth in SAFETEA-LU, the following provisions will be adhered to:

1. The LRTP will be updated every four years in non-attainment and maintenance areas. Attainment areas remain on a five-year update cycle.
2. Intermodal connectors are added as a transportation facility.
3. Potential environmental mitigation activities will be discussed along with potential sites to carry out the activities to be included. The discussion is to be developed in consultation with Federal, State and Tribal wildlife, land management and regulatory agencies.
4. Transit operators are to be included in the cooperative development of funding estimates for the financial plan section.
5. MPOs are required to consult with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning development of the Plan.
6. Representatives of users of pedestrian walkways, bicycle transportation facilities, and persons with disabilities are specifically added as parties to be provided with the opportunity to participate in the planning process.

7. The MPO is to develop a participation plan in consultation with interested parties that provides reasonable opportunities for all parties to comment.
8. To carry out the participation plan, public meetings are to be conducted at convenient and accessible locations at convenient times, employ visualization techniques to describe plans, and make public information available in an electronically accessible format, such as the Web.
9. The LRTP is to be published and made available electronically, such as on the Web.

The LRTP is a separate document from the Transportation Improvements Program and must be approved by the MPO. The LRTP contains operational and management strategies that provide for multimodal capacity increases based on regional priorities and needs, and proposed transportation and transit enhancement activities. The LRTP strives to preserve the Sioux Falls Metropolitan Transportation Planning Area's economic vitality, safety, and efficient transportation system.

Staff members of the City's Planning Office are responsible for the completion of the LRTP. It was most recently updated in September 2005. The *Year 2025 Long Range Transportation Plan* was cooperatively developed through the Sioux Falls Metropolitan Planning Committees which consisted of staff and officials from the City of Sioux Falls, Federal Highway Administration, Lincoln County, Minnehaha County, SD Department of Transportation and the South Eastern Council of Governments.

As a precursor to development of the plan, the MPO undertook a comprehensive Market Research Study to gather input from the community to help assess the needs and the desires of users of the Sioux Falls area transportation system. The data was used to understand the public's perception of the metropolitan area's current and future transportation issues.

The results of the Market Research Study clearly identified the following overall (residents and employers) priorities for transportation in the Sioux Falls area listed from highest to lowest ranking in importance:

- Preserving people's ability to travel across the City of Sioux Falls;
- Maintaining the region's existing multi-modal transportation system;
- Improving connections between smaller communities in Minnehaha and Lincoln Counties and the City of Sioux Falls; and
- Improving the quality of pedestrian travel in the Sioux Falls area.

The market research study identified the following investment strategic initiatives:

- Improvements to east-west traffic flow in the City of Sioux Falls;
- Maintenance of non-interstate highways and streets;
- Acquisition of land for future growth corridors;
- Improvements to traffic signal coordination; and
- Improvements to pedestrian facilities.

The LRTP also included efficiency, safety, economic vitality and quality of life initiatives. These major objectives and strategic initiatives served as the basis for development of the *Year 2025 Long Range Transportation Plan*, as well as providing the foundation for future updates of the plan.

∞ **Transportation Improvements Program (TIP) & Air Quality Certification**

Responsible Entity: SECOG

Frequency: Covers a five year period, updated annually

SAFETEA-LU requires the metropolitan transportation planning process to include the development of a Transportation Improvement Program (TIP) for the metropolitan planning area by the MPO in cooperation with the State and public transit operators.

The South Eastern Council of Governments is responsible for the annual assembly of the Sioux Falls Metropolitan Area TIP, which represents a five-year prioritized program of multi-modal transportation improvements. The SDDOT, City of Sioux Falls, Lincoln and Minnehaha Counties, and other participants within the local transportation planning process develop the document jointly. The TIP is created after holding a series of

meetings between state and local transportation officials. Transportation-related needs, concerns, and priorities of each participant are discussed and evaluated. Projects are then prioritized with descriptions, proposed strategies, projected completion dates and a financial plan for a four-year period.

The projects listed in the TIP are a compilation from existing plans of the units of government and other agencies participating in the local transportation planning process. State projects included within the TIP are also found in the SDDOT's STIP. Prioritized projects identified in the STIP are developed based on overall needs at the State level and the availability of funds for each of the metropolitan planning regions in South Dakota. The South Dakota Transportation Commission approves the STIP after the MPO acts on the TIP.

The projects for the City of Sioux Falls are excerpted from the City's Capital Improvements Program (CIP). The projects for the South Dakota Air National Guard are developed as part of its advanced acquisition plan. County and other MPO city projects are developed internally and funding sources are included in the annual provisional budget for the respective highway departments.

SAFETEA-LU requires the first four years of projects listed to be financially constrained and will include a financial plan that indicates how projects can be implemented while the existing transportation system is being adequately operated and maintained using existing or expected revenues. A general breakdown of cost estimates for each of the five calendar years is documented in the Sioux Falls area TIP and then tabulated to provide a total anticipated expenditure.

The Sioux Falls MPO area is classified as an attainment area for pollutants pursuant to National Ambient Air Quality Standards and the Clean Air Act Amendments of 1990. Because the MPO is an attainment area, at this time there are no significant restrictions or requirements that must be met by the MPO. Federally funded capital improvements projects included in the current TIP are reviewed by the South Dakota Department of

Environment and Natural Resources (DENR) for compliance with the state implementation plan for air quality and various environmental protection agency guidelines. The City of Sioux Falls annually maintains documentation from DENR confirming that the MPO is in compliance with EPA standards for particulate matter.

∞ Unified Planning Work Program (UPWP)

Responsible Entity: SECOG

Frequency: Annually

The Unified Planning Work Program (UPWP) is a document which describes the annual objectives, work activities/products, and planning research studies to be accomplished by the participants of the Sioux Falls metropolitan transportation planning process. In cooperation with the governmental entities involved in the transportation planning process, SECOG staff is responsible for the completion of the UPWP each year. The following list describes the seven broad-based areas for consideration when completing the UPWP:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety and security of the transportation system for motorized and non-motorized users.
3. Increase the accessibility and mobility options available to people and for freight.
4. Protect and enhance the environment, promote energy conservation, and improve the quality of life.
5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
6. Promote efficient system management and operation.
7. Emphasize the preservation of the existing transportation system.

SAFETEA-LU requires the MPO, in cooperation with the State and operators of publicly owned transit systems, to develop this program in accordance with the following provisions:

1. Discuss the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation-related air quality planning activities anticipated within the area during the next one or two year period. This will be completed in sufficient detail to indicate who will perform the work, the schedule for completing it and the products that will be produced regardless of funding sources or agencies conducting activities.
2. Document planning activities to be performed with funds provided under title 23 and Chapter 53 of title 49 U.S.C.

The FHWA planning (PL) funds budgeted in the UPWP are based on the annual allocation and distribution formula as agreed upon by the local governmental entities and the SDDOT. The FTA funds in the UPWP are provided through an agreement between the SDDOT and local governmental agencies as part of a 49 U.S.C. Section 5303 grant for public transportation planning activities. Both sources of funds are matched by the entity utilizing the funds. The current matching ratios are as follows: FHWA PL 18.05% local, 81.95% federal match; FTA 20.0% local, 80.0% federal match.

Each governmental entity is responsible for developing its own individual operating budgets. Through a series of coordinated efforts, the agencies submit their proposed work activities for inclusion in the UPWP, which is then assembled by SECOG. The following are the categories of FHWA task activities:

1. **Professional Services/Consultants** – Includes contractual services of consultants or other professionals to conduct studies and other work activities to support traffic needs and project development. This section addresses both identified and unanticipated problems and needs that occur during the course of the work program year.
2. **Personnel Services** – This pertains to those activities directly related to public awareness and public involvement as well as the effective operation and management of the planning process. The emphasis of management is on the coordination of activities so as to promote and produce an efficient intermodal transportation system.

3. **Capital Resources** – Includes the capital investments necessary to carry out the transportation planning process.

The following are the categories of FTA task activities:

1. **Long Range Transportation Planning** - Includes all of those activities involved in the process of identifying, evaluating, and documenting specific intermodal transportation facilities and improvement plans.
2. **Transportation Improvements Program** - Includes all the activities that directly relate to the development of the Sioux Falls MPO TIP. The TIP is a four-year improvements program for transportation systems within the metropolitan planning study area.
3. **Process Operations** - Pertains to those activities directly related to public awareness and public involvement; as well as the effective operation and management of the planning process. The emphasis of management is on the coordination of activities so as to promote and produce an efficient intermodal transportation system.
4. **Other Planning** - Includes those tasks that utilize FTA planning funds that are not identified in the tasks outlined above including training and travel.

In the UPWP, each of the task activities lists specific work activities for the upcoming year and identifies the responsible agency for each.

∞ **Self-Certification**

Responsible Entity: SECOG

Frequency: Annually

Each year, the participants in the metropolitan transportation planning process are required to certify that the transportation planning process is addressing major issues in the metropolitan planning area and is being conducted in accordance with all applicable state and federal requirements. This self-certification process commences with the distribution of a certification review document by SDDOT to all partnering agencies. After each agency has completed the document, the answers are compiled into a final document by SECOG. A meeting is then held with the participation of the MPO staff,

SDDOT and FHWA, to review the questionnaire and discuss any areas of concern regarding the planning process.

In addition to certifying that the local transportation planning process is in compliance with all applicable State and Federal regulations, the final document also provides an overview of the process in which the MPO performs its tasks. This includes efforts such as fostering public participation, prioritizing projects, consideration of multimodal planning, as well as describing the major transportation issues facing the MPO. Upon completion of the final version, the UDC self-certifies the MPO. The Metropolitan Transportation Planning Process Certification Statement is signed by the UDC Chair and SDDOT, and then attached to the TIP since it also serves to confirm that the MPO is in compliance with the Clean Air Act.

∞ **Public Involvement Program**

Responsible Entity: SECOG

Frequency: As needed

SAFETEA-LU continues the provision of requiring the metropolitan transportation planning process to develop and adopt a proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing plans and TIPs. To attain these objectives, the Sioux Falls MPO has an approved Public Involvement Program. This document meets all federal requirements and establishes the following seven-step methodology to achieve comprehensive public involvement:

1. Determine the specific goals and objectives that are to be accomplished through the public involvement process.
2. Identify the public that may either be interested in participating or whose involvement is necessary in order to achieve the stated goals and objectives.
3. Select a technique(s) for interacting with the public that will help achieve the stated goals and objectives.
4. Select suitable notification techniques in an effort to reach the identified public with the desired information.

5. Conduct the appropriate involvement technique(s).
6. Determine how the public interaction and notification techniques are to be evaluated.
7. Incorporate the results of the public involvement process into the plan, document, special study, or project.

Staff members of the MPO process are primarily responsible for the development of specific public involvement programs for local transportation planning products.

∞ **Coordinated Public Transit/Human Services Transportation Plan**

Responsible Entity: Planning Office, City of Sioux Falls

Frequency: As needed

SAFETEA-LU requires that local projects funded through several federal transit programs (JARC, New Freedom, and Elderly & Persons with Disabilities) be derived from a locally developed Coordinated Public Transit/Human Service Transportation Plan. The Plan must be developed by a process that includes representatives of public, private, and non-profit transportation and human service providers.

OTHER PROCESS DOCUMENTS AND WORK ACTIVITIES

In addition to the federally-required products and plans, the agencies of the MPO are also responsible for the completion of numerous other reports, plans, inventories, studies, and tasks necessary to support the transportation planning process.

Listed below are some of the more significant items that the agencies produce. As with the previous section, each of the activities requires the input and commitment of the different participating entities within the MPO. To provide a basic understanding of the general roles and responsibilities, the description for each of the activities listed identifies

which agency serves as the coordinator. Also listed is a time frame for how often the item is produced.

∞ **Operations Plan**

Responsible Entity: SECOG

Frequency: As needed

As noted in the introduction, the purpose of the Operations Plan is to spell out the operating policy and procedures for the MPO. The Operations Plan provides a summary of the planning process, the participants, the work activities and documents produced, and who is responsible for updating the documents and carrying out the activities necessary to support the process.

∞ **PL Accounting and Vouchering**

Responsible Entity: SECOG

Frequency: Monthly

SECOG performs two central functions relating to the transaction of state and federal funding within the MPO. In addition to coordinating the execution of the annual PL and Transit planning agreements between the SDDOT, SECOG, the City of Sioux Falls, Lincoln County, and Minnehaha County, SECOG staff maintains the MPO's accounting and vouchering system.

Participants in the local transportation planning process are reimbursed for eligible transportation planning work activities through SECOG and the SDDOT with FHWA and FTA funds identified within the UPWP. To access those funds the participating agencies must submit claims, invoices, time sheets, etc. to SECOG who in turn submit a monthly voucher to the SDDOT. SECOG staff is responsible for ensuring that all voucher information is correct before it is forwarded on to the SDDOT. Once payments are received from SDDOT, SECOG disseminates payments to the appropriate entities.

∞ **Land Use Report**

Responsible Entity: Planning Office, City of Sioux Falls

Frequency: Annually

The Land Use Report is prepared for the purpose of providing baseline information for use in comprehensive planning, travel demand forecasting, growth management, and other transportation activities. The study area reviewed in the report includes both the urban and rural areas within the Sioux Falls MPO area. The document includes an existing land use inventory map, group quarters listing, as well as maps that depict the locations and numbers of new single and multi-family dwelling units, commercial, industrial, and office building permits from the previous year. The document also includes a map which identifies the locations of manufactured housing developments.

The Land Use Report also includes building permit information obtained through SECOG, the Lincoln and Minnehaha County Planning Departments, and other MPO communities.

∞ **Street Construction Information**

Responsible Entity: All MPO Participants

Frequency: Weekly during construction season

A one page, double-sided street construction informational sheet is produced each year by City staff with information provided by all MPO participants. The sheet lists the current year's planned transportation improvements projects along with contact information for general transportation questions. The opposite side of the document provides an update of the past weeks progress on each of the current projects. The weekly updates are made available to the public at various public locations, via the Internet, and on CityLink television Channel 16 at regular times throughout the construction season. The maps and updates are also in downloadable format on the City's website.

City staff also produces a presentation that includes recent construction activity photos, project updates, as well as information regarding future transportation improvements in the MPO area. This results in City staff having the most current information when requested to make presentations to public service groups and interested parties.

An annual bus tour is provided for the CAC, TAC, and UDC members with a narrated tour of transportation improvements within the MPO area. This is typically scheduled in May with the intent of showing committee members current and future projects. The bus tour route and narration are coordinated jointly between SECOG and the City.

∞ **Travel Demand Forecasting**

Responsible Entity: Planning Office and Public Works Department, City of Sioux Falls
Frequency: On-going

City staff is responsible for the creation of traffic-forecasting models, calibration, and operation for the MPO. Output from the model is used to support technical analyses for project planning, evaluation, and design of future transportation improvements.

The current traffic model is based on demographic and land use data as a means of estimating future conditions within the MPO. Typically, City staff uses the model output as the basis for interstate interchange justification studies, LRTP updates, and the examination of the impacts of major transportation improvements on the current system.

∞ **Management System Reports**

Management systems currently in place include programs intended to develop and maintain databases to assist in CIP and TIP project prioritization, programming, and construction. Specifically, the management systems include activities to support and expand the City's Congestion Management, Safety Management, Pavement Management Programs as maintained by the Engineering and Street Departments.

1. Congestion - The Engineering Department and the Planning Office annually prepare the Transportation System Management Efficiency (TSME) report. The document describes low-cost, short-range actions that were implemented by the City during the previous year.

Transportation planning work highlighted in this report includes intersection investigation for congestion stop/yield sign installation, signal modifications, special

speed studies, school studies, etc. Sioux Falls Transit also lists all planning work done to improve the efficiency and cost effectiveness of public transportation services, for both fixed route and demand response. The City Engineering and Street Maintenance Divisions continue to use the Hansen Information Technology software system as a tool to maintain a sign inventory. The database includes the locations and types of signs that are placed on city streets.

- 2. Safety** - The Safety Management Systems Report, which is produced annually by the Sioux Falls Engineering Department, is a means of monitoring all City streets and intersections and the frequency of crashes occurring. An analysis of crash statistics Citywide is completed and a critical rate analysis method is used to identify high crash locations and program safety improvements. The document is prepared in the summer after the data has been obtained from the SDDOT Accident Records Division. The report looks at vehicle collisions with other vehicles, vehicle collisions with bikes, and vehicle collisions with pedestrians. In addition, the SDDOT shall provide any accident data collected within the MPO area to SECOG. This data should be made available in a comprehensive data set with a summary report.
- 3. Pavement** - Each year, the Sioux Falls Engineering and Street Departments complete a field inventory of street surface conditions in Sioux Falls. Once compiled, City staff uses the information to generate a "Pavement Condition Index" to assist in prioritizing needs and developing construction schedules for transportation projects for inclusion in the CIP. Most notably the index is used to develop the City's annual asphalt overlay CIP program, as well as scheduling major reconstruction projects. The City's GIS staff also integrates the output from the Pavement Management Program into a common database for use with Arc View and Arc/Info.
- 4. Bridges** - The City of Sioux Falls, in cooperation with the SDDOT, produces an annual bridge inventory that describes the physical condition of the structures within the City. The document is used to program maintenance activities through the operating budget of the Street Department.

5. Traffic Counts - Each year the City of Sioux Falls' traffic patterns are evaluated through a systematic count of traffic. This is achieved through the cooperation of the City's Public Works Department and SDDOT. The counts included are 24-hour, weekday, and two-directional. Normally, the counts are collected during the summer months, but may be taken any season as weather permits. The counts are factored by the day of the week as well as by month of the year to create an Average Annual Daily Total (AADT). Additionally, all MPO entities are responsible for providing SECOG with all traffic count data collected within the Sioux Falls MPO area.

6. Sioux Falls Bike Plan and Bike Trail Counts - In an effort to expand the City's multimodal planning efforts, the Engineering Department began a systematic method of counting users of its bike trail system in 1998. This is conducted on a biennial basis. Users are categorized as bicyclists, runners, rollerbladers, or walkers. Counts are performed during late July and early August and observations are typically performed between 6:00 a.m. and 9:00 p.m. Results of the counts are forwarded to the City's Parks and Recreation Department to assist in planning for future bike trail expansions.

The purpose of the Bike Plan is to provide the transportation committees and affected participants with a general guide to existing and future bike trails and routes throughout the MPO area. The Bike Plan addresses state and municipal laws, safety, bicycle trail development standards, general policies and other related issues.

Bicycle trail maps are updated annually and placed at various public locations throughout the City.

7. Sioux Falls Pedestrian Plan - The Sioux Falls Pedestrian Plan provides a vision for future pedestrian facilities and safety initiatives. A set of pedestrian goals and objectives are determined by a Pedestrian Committee with input from City staff and committees. The Sioux Falls Pedestrian Plan also describes the current pedestrian

situation, benefits of pedestrian facilities and design, key pedestrian laws, and other related issues.

8. *Aerial Photography and Geographic Information System (GIS)* - The Geographic Information System (GIS) staff of the City of Sioux Falls, Minnehaha County, Lincoln County and SECOG have developed an inventory of geographic-based information through the transportation planning process. Staffs maintain and update GIS-created base inventory maps of the natural and man-made resources, features, and environmentally sensitive areas that could be adversely affected by changes in the region's transportation system. The output from this work includes the production of land use maps, plat information, street centerline maps, and other GIS/CAD graphics materials for general transportation planning purposes on an as-needed basis throughout the year. GIS products are used extensively for a majority of transportation planning activities.