

2008 UPWP

2008 Unified Planning
Work Program
for the
Sioux Falls Metropolitan
Transportation Planning Process

Acknowledgments:

This document was prepared by:
The South Eastern Council of Governments,
City of Sioux Falls, Lincoln County, Minnehaha County,
and the South Dakota Department of Transportation

In cooperation with:
The Federal Highway Administration
and the Federal Transit Administration of the
United States Department of Transportation

Table of Contents

	Page
Acronyms and Abbreviations	1
Map of Sioux Falls Metropolitan Planning Study Area	3
Introduction	4
Funding	6
SAFETEA-LU Planning Considerations	6
UPWP Section 1 FHWA	8
1. Professional Services/Consultants	9
2. Personnel Services	9
3. Capital Resources	13
UPWP Section 2 FTA	15
1. Long Range Transportation Planning (41.13.01)	16
2. Transportation Improvements Program (41.15.00)	16
3. Process Operations (41.11.00)	17
4. Other Planning – Transit (41.17.00)	18
2008 UPWP Budget Spreadsheet	19

Acronyms and Abbreviations

ADA	Americans with Disabilities Act
BIT	Bureau of Information and Telecommunications
CAC	Citizens Advisory Committee
CIP	Capital Improvements Program
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Geographic Information Systems
GPS	Global Positioning System
LAN	Local Area Network
LRTP	Long Range Transportation Plan
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
NEPA	National Environmental Policy Act
OCEP	Other Capital Expenditure Programs
PL	Federal Highway Planning Funds
PEAs	Planning Emphasis Areas
PTAB	Public Transit Advisory Board
RFPs	Request for Proposals
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SDDOT	South Dakota Department of Transportation
SECOG	South Eastern Council of Governments

TAC	Technical Advisory Committee
TAZ	Traffic Analysis Zone
TIP	Transportation Improvement Program
TSME	Transportation System Management Efficiency Report
UDC	Urbanized Development Commission
U.S.C.	United States Code
UPWP	Unified Planning Work Program
WAN	Wide Area Network

-Sioux Falls MPO Boundary Map-

Introduction

Within the Sioux Falls, South Dakota metropolitan planning study area, there exists a federally required and formalized process by which area transportation planning is conducted and transportation policy decisions are made.

The 2008 Unified Planning Work Program (UPWP) is the document that 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.

The governmental entities involved in the metropolitan transportation planning process include: the South Eastern Council of Governments (SECOG), the City of Sioux Falls, Minnehaha County, Lincoln County, the South Dakota Department of Transportation (SDDOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). These entities are responsible for the transportation planning that occurs within the metro area.

The planning work that is conducted and the products that are produced by the entities listed above are used in a formalized local decision-making process to formulate and approve area transportation plans that address the unique challenges of the Sioux Falls metro area. The local process relies on three committees to review and approve products. These committees include: the Citizens Advisory Committee (CAC), the Technical Advisory Committee (TAC), and the Urbanized Development Commission (UDC) of the South Eastern Council of Governments, which is the designated Metropolitan Planning Organization (MPO) or policy board of the local process.

The Citizens Advisory Committee is the committee that has been established to solicit public input into the local transportation planning process. The CAC's membership is comprised of interested citizens representing either themselves or various businesses/organizations within the metro area. The membership of the CAC and the representation of each member at the time of publication of this document include:

Quadir Aware	Civic
Greg Boris	Private Transportation
Kevin Gallo	Concerned Citizen
Jeff Gould	Concerned Citizen
Nick Gusso	Concerned Citizen
Perry Hanavan	Education
Kate Heligas (Chair)	Private Transportation
Fred Hohn	Concerned Citizen
Dave Jackson (Vice-Chair)	Business
Charles Santee	Persons with Disabilities
Vacant Position	

The Technical Advisory Committee is the committee comprised of staff from each of the participating units of government as well as representatives of various modes of transportation. The TAC's role in the local process is to advise the policy board (UDC) on the technical aspects of transportation plans under consideration. The membership of the TAC and the representation of each member at the time of publication of this document include:

Scott Anderson (Vice-Chair)	Minnehaha County Planning
Paul Aslesen	Lincoln County Planning
Shannon Ausen	Sioux Falls Engineering; Transportation
Allan Bonnema	Lincoln County Highway
Mike Cooper	Sioux Falls Planning
Steve Hey	Private Transportation
Mark Hoines *	Federal Highway Administration
Chad Huwe	Sioux Falls Engineering
Lynne Keller	South Eastern Council of Governments
Mike Marnach	Air Transportation
Bob Meister	Minnehaha County Highway
Jon Mulloy	Railroad Representative
John Nardini	Sioux Falls Public Transportation
Jeff Parker (Chair)	Trucking
Brad Remmich	South Dakota Department of Transportation
Bill Smith	Sioux Falls School District
Craig Smith	SDDOT Operations Division
(* Denotes a non-voting member of the TAC)	

The Urbanized Development Commission of the South Eastern Council of Governments is the designated Metropolitan Planning Organization for the Sioux Falls metropolitan transportation planning process. The UDC is primarily comprised of elected officials from each of the local governmental participants in the process. The UDC, with input from the other committees, makes area transportation decisions. The membership of the UDC and the representation of each member at the time of publication of this document include:

Jeff Barth	Minnehaha County Commission
Larry Beesley	Mayor of Brandon
Pat Costello	Sioux Falls City Council
Dick Gregerson	SDDOT Transportation Commission
Otto Hagedorn (Vice-Chair)	Lincoln County Commission
Mark Hoines*	Federal Highway Administration
Bob Jamison	Sioux Falls City Council
Robert Kolbe	Minnehaha County Commission
John Lawler	Lincoln County Mayoral Association
Bob Litz	Sioux Falls City Council
Dale Long	Lincoln County Commission
Dave Munson	Mayor of Sioux Falls
John Pekas	Minnehaha County Commission
Dave Queal* (Chair)	UDC Chairman

Kermit Staggers
Dennis Weeldreyer

Sioux Falls City Council
Lincoln County Commission

(* Denotes a non-voting member of the UDC)

Funding

Each section of the UPWP indicates the entities, and/or departments within an entity, responsible for participating in the task activities. Each task includes the 2008 work activities to be completed. FHWA planning (PL) funds budgeted in this program are based on the estimated 2008 allocation and distribution formula as agreed upon by the local governmental entities and SDDOT. FTA funds shown throughout this work program are provided through an agreement between 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:

<u>Federal Agency</u>	<u>Local Match</u>	<u>Federal Match</u>
FHWA PL	18.05%	81.95%
FTA (49 U.S.C. 5303)	20.00%	80.00%

A comprehensive budget for each entity is presented on the last page of this document. The budget sheet identifies where funds for individual tasks are drawn from and provides total programmed expenditures for each task and funding source. If an entity needs to transfer funds between its categories, a maximum of 10% of the entities budget amount can be transferred without approval by the UDC. If a transfer will be made between entities, UDC approval is required. Cumulative transfers, without UDC approval, cannot exceed 10% of the total UPWP budget without an amendment.

Contracts with outside parties shall be allowed for all UPWP line item activities upon receipt of appropriate approval by SDDOT and UDC.

A year end report shall be created within 180 days after the end of each calendar year. The annual report will contain the financial statements of the Sioux Falls MPO and a summary of staff activities accomplished under the FHWA portion of the UPWP. Staff activities accomplished under the FTA portion of the UPWP will be reported via the Annual Progress Report within thirty days after the end of the federal fiscal year (September 30th). A copy of the FTA Annual Progress Report will be attached to the FHWA Annual Report when submitted to SDDOT.

SAFETEA-LU Planning Considerations

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.

3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system across and between modes for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

UPWP

Section 1
FHWA

1. Professional Services/Consultants

Explanation: Addresses both identified and unanticipated problems and needs that occur during the course of the work program year. Contractual services of consultants or other professionals to conduct studies and other work activities to support traffic needs and project development shall be identified by a corresponding program year.

2008 Work Activities:

1. Staff will complete preliminary work on RFPs and other necessary documentation. RFPs will be disseminated, consultant selection procedures will be followed, and contracts will be prepared and executed. City staff will be responsible for contract preparation, contract execution, and project management.
2. In 2008, Lincoln County will contract with SECOG to utilize GIS to finish digitizing its urban parcels in Lincoln County located within the MPO.

Estimated cost is \$25,000

3. Transportation Model Update: Sioux Falls City staff will select a consultant and updating the transportation model.

Estimated cost is \$25,000

4. Staff will conduct transportation-related comprehensive planning, including land use and major street plans, within the MPA.

2. Personnel Services

Explanation: 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.

2008 Work Activities:

1. Staff will participate in the 2008 Sioux Falls MPO transportation planning Certification Process. SDDOT will conduct a certification review with the MPO on an as-needed basis. UDC will self-certify the local transportation planning process.
2. SECOG staff will coordinate the execution of the annual PL and Transit planning agreements between SDDOT, SECOG, the City of Sioux Falls, Lincoln County, and Minnehaha County.

3. SECOG staff will coordinate and jointly develop the 2009 Sioux Falls MPO UPWP. The cost of staff time, public notices, and any printing costs will be included in this activity.
4. SECOG staff will maintain the MPO's accounting and vouchering system whereby, participants in the local transportation planning process are reimbursed for eligible transportation planning work activities through SECOG and SDDOT with PL and FTA funds identified within the UPWP.
5. Staff will monitor work activities outlined in the 2008 UPWP and submit vouchers for reimbursement of eligible transportation planning work activities.
6. Staff will monitor the implementation of grant activities and present UPWP budget amendments, as necessary, to be acted upon by the transportation planning committees.
7. Staff will attend transportation planning committee meetings, other process-related meetings, and public meetings throughout the planning year. Staff will discuss and disseminate information regarding the transportation planning process and transportation improvements.
8. Staff will continue to work with social service providers to assure representation of their needs in transportation planning.
9. Staff will undertake any activities that support the transportation planning committees and the planning process, including but not limited to the following: coordinating and staffing meetings and public hearings, drafting agendas and meeting minutes, assembling meeting packets and mailings, drafting and publishing public notices, developing reports and documents, maintaining committee membership, and providing information. The cost of document printing will be included in this activity.
10. Staff will attend/participate in various training courses, conferences, seminars, workshops, etc. The cost of the training, travel and lodging, and staff time for such training will be included in this activity. SDDOT approval shall be obtained in advance of the event, via e-mail, for in-state travel that is PL related. Out-of-state travel shall be approved by SDDOT via written travel request and justification in advance of the event.
11. SECOG staff will coordinate any FHWA, FTA, and/or SDDOT training opportunities and events throughout the year.
12. SECOG staff, as requested, will assist cities and counties within the MPA with their Comprehensive Plans. Assistance provided under the UPWP will be limited to land use assessments, street plan updates, and the preparation of GIS generated maps.
13. SECOG will assist communities within the MPA in the preparation of GIS maps for land use data on an as needed basis.

14. Staff will participate in professional memberships and subscriptions related to transportation planning.
15. Staff will review USDOT regulations, guidance, and circulars and review best practices information from other sources to ensure compliance with regulations, implement new programs authorized by SAFETEA-LU, and consider cutting-edge ideas.
16. Staff will maintain inventories of transportation information required for transportation planning. Specific inventories include traffic counts and turning movement counts. New data will be gathered and existing inventories will be updated.
17. Traffic information, maintaining inventories, and data gathering efforts will be coordinated through Sioux Falls City, Minnehaha County, and Lincoln County staff and transportation specialists in SDDOT.
18. Staff will cooperate with SDDOT efforts to expand the Global Positioning System (GPS) control for South Dakota. As GPS data becomes available, it will continue to be used to establish accurate GIS position data.
19. Staff will 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. GIS staff will continue to expand the use of coordinate geometry to input plat information.
20. Staff will continue to add land use and socio-economic data to the GIS database.
21. Staff will scan aerial photography for conversion to GIS digital format.
22. Staff may participate in other activities associated with the transportation planning process that are not described in this UPWP as mutually agreed upon with SDDOT. These activities fall under the overall comprehensive, cooperative, and continuing transportation planning process.
23. Staff will select and conduct studies and associated public involvement activities identified in the LRTP.
24. Sioux Falls City, Minnehaha County, and Lincoln County staff will review proposed land use changes and development proposals to determine their anticipated effects on the existing and future transportation system.
25. Staff will conduct air quality analysis and coordinate data among those entities involved in the process.
26. Sioux Falls City staff will update socio-economic data, prepare socio-economic forecasts, and prepare the 2008 Land Use Report for the City of Sioux Falls.

27. Sioux Falls City staff, with the help of a consultant, will recalibrate the transportation demand forecasting model.
28. Staff will analyze impacts related to land use and transportation system coordination on a corridor/study area basis.
29. Staff will prepare the 2009–2013 TIP. The TIP will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The TIP shall include all transportation improvements planned by the participating agencies within the MPA for the five-year period, including both federally and non-federally funded projects.
30. All transportation improvement projects that will be evaluated by staff will be reviewed for their impacts on intermodal facilities and routes within the urbanized area and the region.
31. Sioux Falls City staff will account for life-cycle costs when comparing specific project cost estimates to estimates of available financial resources.
32. Staff will coordinate the annual bus tour of transportation improvement projects for the transportation planning committees and others.
33. Sioux Falls City staff will update the TSME Report, which describes the short-range, low-cost improvements completed during the last calendar year.
34. Sioux Falls City staff will maintain the Hansen Pavement Management software.
35. The Safety Management System will continue to analyze the accident statistics MPA-wide. A critical rate analysis method to identify high collision locations and program safety improvements is employed by the Sioux Falls Engineering Division. This process will be continued and the Safety Management System Report will be produced.
36. A year-end summary of work and financial activities will be provided to SDDOT.
37. Staff will implement sections of the LRTP including provisions to make it SAFETEA-LU compliant.
38. Transportation planning staff will participate in regular safety reviews as well as the City of Sioux Falls' Emergency Operations Center training programs.
39. Staff will participate in various Homeland Security activities related to transportation planning.
40. Staff will implement all new requirements of SAFETEA-LU.
41. Sioux Falls City staff will update the TAZ boundaries, which are special areas delineated by state and/or local transportation officials for tabulating traffic related data.

3. Capital Resources

Explanation: Includes the capital investments necessary to carry out the transportation planning process.

2008 Work Activities:

1. The following will be acquired, as needed, to support the transportation planning process: computer hardware and software (including software upgrades), peripheral devices, printing and plotting devices, recording equipment, traffic counters, digital aerial photos, digital contour maps, public notices, reference materials, and commercial printing and printing supplies.

Estimated cost of GPS Trimble Data Collector for Sign Inventory is \$6,500

2. The City of Sioux Falls, Minnehaha County, and Lincoln County will purchase color ortho-aerial photography and contours for the metropolitan planning area. These aerials are a vital tool in the many planning documents (corridor studies, new growth areas, preliminary design alternatives, public meetings) prepared by City, State, and County staff. The aerials will need to be updated on a three to four year cycle to ensure proper representation of the growth areas.

Estimated cost is \$297,000

3. All Sioux Falls City purchases will be in compliance with the City's *Information Technology Strategic Plan* and will receive prior approval by the City's IT staff to ensure compliance with established hardware and software standards and compatibility with other City LAN and WAN-based systems. All computers purchased with state funds must be in compliance with the Governor's moratorium.

Note: All capital purchases will be reviewed by the SDDOT prior to acquisition. A letter (or e-mail) of justification for the requested purchase and the cost of the requested purchase must be submitted to SDDOT. A minimum of three quotes must be provided if the requested item is not going to be purchased in accordance with the State Purchasing Contract.

It is recommended that computer hardware and software be purchased in accordance with the State Purchasing Contract whenever possible. If the desired hardware or software is not available from the State Purchasing Contract, the Bureau of Information and Telecommunications (BIT) must approve it prior to acquisition. All computers purchased with state funds must be in compliance with the Governor's moratorium. (Note: the City of Sioux Falls is exempt from additional review and quote requirements, provided the item to be purchased is in compliance with the City of Sioux Falls' Hardware and Software Standards as determined by the Information Technology Division of Central Services).

A minimum of three quotes must be provided with the justification for the requested hardware or software and the criteria for an emergency purchase of computer hardware or software must be followed.

A letter explaining and justifying all emergency purchases must be signed by the head of the respective department. This process has been established in order to avoid confusion regarding authorization in an emergency.

Criteria for Emergency Purchase:

Application for exemption from moratorium may be made in writing to SDDOT's Metropolitan Planning Coordinator. Each application should include the following information:

- A description of the item to be purchased and indication of its compatibility with State government information systems;
- Cost of the item, as well as an explanation of how the item is funded;
- An explanation of how this piece of equipment or software will impact State government;
- The name and phone number of a contact person in the department where the application originated; and
- Prior federal approval is required for an item to be purchased that exceeds \$5,000.

UPWP

Section 2
FTA

1. Long Range Transportation Planning (41.13.01)

2008 Work Activities:

1. Sioux Falls City staff will review proposed land use changes and development proposals to determine their anticipated effects on the existing and future transportation system.
2. Sioux Falls City staff will continue to analyze long-term public transportation needs and funding requirements.
3. Sioux Falls City staff will participate in the land use development process, special studies, transportation planning, project design, and the review of their implications on the public transportation system.
4. Socio-economic data will be integrated with the Public Transportation System and the City's GIS by Sioux Falls City staff.

2. Transportation Improvements Program (41.15.00)

2008 Work Activities:

1. Sioux Falls City staff will prepare the public transportation portion of the CIP, OCEP and the 2009–2013 TIP. The TIP will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The TIP shall include the five-year plan for proposed capital and operating expenditures for public transportation and will identify potential funding sources.
2. All transportation improvement projects evaluated by Sioux Falls City staff will be reviewed for their impacts on intermodal facilities and routes within the urbanized area and the region.
3. Sioux Falls City staff will account for life-cycle costs when comparing specific project cost estimates to estimates of available financial resources.
4. Sioux Falls City staff will update the public transportation element of the TSME Report, which describes the short-range, low-cost improvements completed during the last calendar year.
5. Sioux Falls City staff will evaluate and monitor the transit system's operational characteristics in order to identify necessary changes.
6. Sioux Falls City staff will identify and implement short-range improvements to the public transportation system.

3. Process Operations (41.11.00)

2008 Work Activities:

1. Sioux Falls City staff will participate in the 2008 Sioux Falls MPO transportation planning Certification Review. SDDOT will conduct the review, and UDC will self-certify the local transportation planning process. Environmental justice compliance will be assessed as part of the Certification review.
2. Sioux Falls City staff will monitor work activities outlined in the 2008 UPWP and submit vouchers for reimbursement of eligible transportation planning work activities.
3. Sioux Falls City staff will monitor the implementation of grant activities and present UPWP budget amendments, as necessary, to be acted upon by the transportation planning committees.
4. Sioux Falls City staff will attend transportation planning committee meetings, other process related meetings, and public meetings throughout the planning year. Staff will discuss and disseminate information regarding the transportation planning process and transportation improvements.
5. Sioux Falls City staff will review USDOT regulations, guidance, and circulars and review best practices information from other sources to ensure compliance with regulations, implement new programs authorized by SAFETEA-LU, and consider cutting-edge ideas.
6. Sioux Falls City staff will provide general administrative support for FTA 49 U.S.C. Section 5309, Section 5307, and Section 5303 grants including procuring capital purchases and submitting the required Milestone Reports and Financial Status Reports to FTA.
7. Sioux Falls City staff will continue to participate in meetings with not-for-profit transportation providers to pursue opportunities to coordinate the provision of transportation services as well as address unmet needs. Sioux Falls City staff will participate in the development of a Coordinated Public Transit Human Services Transportation Plan.
8. Transportation Planning staff will monitor the transit system's safety and training program and participate in regular safety reviews as well as the City of Sioux Falls' Emergency Operations Center training programs.
9. Sioux Falls City staff will verify that the public transportation implications of the Americans with Disabilities Act (ADA) are being met.

10. Sioux Falls City staff, in consultation with PTAB and the management of Sioux Falls Transit, will identify and evaluate the feasibility of various transit and paratransit service options.

4. Other Planning - Transit (41.17.00)

2008 Work Activities:

1. Sioux Falls City staff will attend/participate in various training courses, conferences, seminars, workshops, etc. The cost of the training, travel and lodging, and staff time for such training will be included in this activity. SDDOT approval shall be obtained in advance of the event, via e-mail, for in-state travel that is PL related. Out-of-state travel shall be approved by SDDOT via written travel request and justification in advance of the event.
2. Sioux Falls City staff will purchase agency subscriptions to transit-related literature.
3. Sioux Falls City staff may complete other transit-related planning activities and special studies.

2008 UPWP Budget Spreadsheet

FHWA Budget Sheet (81.95%)

Categories	SECOG	City of Sioux Falls	Lincoln County	Minnehaha County Planning	SD DOT - Air, Rail, Transit	Total
Professional Services/Consultants	\$90,000	\$25,000	\$25,000	\$0	\$0	\$140,000
Personnel Services	\$0	\$380,576	\$0	\$40,000	\$0	\$420,576
Capital Resources	\$0	\$156,500	\$105,000	\$42,000	\$0	\$303,500
FHWA Amount	\$73,755	\$460,621	\$106,535	\$67,199	\$0	\$708,110
Local Match	\$16,245	\$101,455	\$23,465	\$14,801	\$0	\$155,966
Total Cost	\$90,000	\$562,076	\$130,000	\$82,000	\$0	\$864,076

FTA Budget Sheet (80.00%)

Categories	SECOG	City of Sioux Falls	Lincoln County	Minnehaha County Planning	SD DOT - Air, Rail, Transit	Total
Long Range Transportation Planning - Activity 442302	\$0	\$18,905	\$0	\$0	\$0	\$18,905
Transportation Improvements Program - Activity 442500	\$0	\$8,118	\$0	\$0	\$0	\$8,118
Process Operations - Activity 442100	\$0	\$78,087	\$0	\$0	\$0	\$78,087
Other Planning (Transit) - Activity 442700	\$0	\$2,865	\$0	\$0	\$7,500	\$10,365
FTA Amount	\$0	\$86,380	\$0	\$0	\$6,000	\$92,380
Local Match	\$0	\$21,595	\$0	\$0	\$1,500	\$23,095
Total Cost	\$0	\$107,975	\$0	\$0	\$7,500	\$115,475

	SECOG	City of Sioux Falls	Lincoln County	Minnehaha County Planning	SD DOT - Air, Rail, Transit	Total
COMBINED TOTALS	\$90,000	\$670,051	\$130,000	\$82,000	\$7,500	\$979,551

*Note: SECOG, City of Sioux Falls, Lincoln County, Minnehaha County and SD DOT-Air, Rail, Transit have committed to providing the local match for federal funds.