

**2011  
TRANSPORTATION  
UNIFIED PLANNING WORK PROGRAM  
FOR THE TWIN CITIES  
METROPOLITAN AREA**

**Metropolitan Council of the  
Twin Cities Area**

**Publication No. 35-10-046**

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# I. INTRODUCTION TO THE UNIFIED PLANNING WORK PROGRAM

## A. Introduction

The Unified Planning Work Program (UPWP) is a description and documentation of proposed transportation and transportation-related planning activities in the Metropolitan Area for 2011.

The participants in the UPWP include four agencies: the Metropolitan Council, the Minnesota Department of Transportation (Mn/DOT), Minnesota Pollution Control Agency (MPCA), and the Metropolitan Airports Commission (MAC). (See Appendix C for roles and responsibilities of the participants.) Since the 2011 UPWP also serves as the Metropolitan Council's application for US DOT transportation planning funds, the projects with Metropolitan Council participation are detailed with staff hours and consultant costs to detail how \$3.5 million of federal planning money will be spent, along with 20 percent local match. The activities of the other agencies are shown in narrative form only.

Many of the tasks are required by state or federal law, and are ongoing, including the TAC/TAB committee process and corridor studies, or repeat on an annual or biennial cycle, such as the preparation of the TIP and the regional solicitation. The Council's Transportation Policy Plan will be updated at the end of 2010 and Mn/DOT's Transportation System Plan was updated in 2009. Many of the activities in 2011 will focus on implementation of those plans. Other major activities include corridor/AA/DEIS studies and work on the 2010-2011 Travel Behavior Inventory (TBI). The UPWP projects have been reviewed for consistency with the existing Transportation Policy Plan/Aviation Policy Plan.

The US DOT has also been encouraging Metropolitan Planning Organizations (MPOs) to become more involved in operations and maintenance (O and M) of the transportation system. This is part of a paradigm shift in the mission of all transportation agencies that has been occurring since the adoption of ISTEA in 1991. Agencies must recognize that operating and maintaining the huge transportation system that has been built up in the post-WWII era, especially completion of the interstate highway system since 1956, is equally, if not more, important than construction of the system.

The Metropolitan Council is committed to a pro-active, effective public participation process, and will use a variety of internal and external strategies including newsletters, telephone comment lines, e-mail, website, on-line forum, media relations, community meetings, public hearings, and public information campaigns, in carrying out all of the work program activities. An updated public participation process was adopted in 2007 to be fully compliant with SAFETEA-LU.

## B. Organization of the UPWP

The individual work activities and projects are divided into six major categories. The six categories are:

- Transportation Planning Process
- TIP Development and Management
- Comprehensive and Surface Transportation Planning
- Research and Travel Forecasting
- Operations and Management
- Aviation Transportation Planning

A comparison of SAFETEA-LU factors that apply to each element of the Unified Planning Work Program is located in Appendix D.

### C. Related Studies

In many years there are transportation studies underway in the region that are not included in the UPWP since the federally funded transportation staff of the planning agencies are not involved to a significant level. No major transportation studies are expected to be conducted in 2011 that are not mentioned in this UPWP.

### D. Explanation of Fund Allocation, Indirect Costs and Local Contributions

#### 1. Allocation of Federal Funds:

Allocation of federal funds to each work activity in the UPWP was traditionally made on the basis of benefits that would be received by each federal agency. Since 2002 the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) funds have come to the Metropolitan Council in the form of a "Consolidated Planning Grant" (CPG) which recognizes the intermodal nature of urban transportation and allows flexibility in planning for issues that frequently result in multimodal solutions. These CPG funds are not used for aviation planning, which is conducted almost entirely with local (nonfederal) dollars except for periodic special studies funded by Federal Aviation Administration (FAA) grants.

#### 2. Statement of Metropolitan Council Regarding Audits as required by OMB Circular A-128. U.S. DOT requires that the following statements be included in the UPWP.

"Arrangements have been made for the required financial and compliance audit and the audit will be made within the prescribed audit reporting cycle. Failure to furnish an acceptable audit as determined by the cognizant federal audit agency may be a basis for denial and/or refunding of federal funds." (FHPM Vol. 1, Chap. 9, Sec. 1, Subsec. 1, #6)

#### 3. Metropolitan Council Cost Allocation Plan:

Indirect costs budgeted in the Unified Planning Work Program for the Metropolitan Council activities were developed in accordance with the Metropolitan Council's cost allocation plan. The cost allocation plan is in accordance with the provision of OMB Circular A-87, "Cost Principles for State and Local Government". The Metropolitan Council's cognizant agency is the U.S. Department of Transportation, Federal Transit Administration. The Metropolitan Council annually submits a cost allocation plan.

#### 4. Local Contributions:

The Agency Program Budget "local costs" shown with the activity descriptions in the following sections refer to contributions of regional and state agencies in matching federal UPWP grants. UPWP budgets do not include the dollar contributions made by counties, cities and other agencies that regularly participate in the 3-C process through the TAB and TAC advisory committees. Staff, elected officials and citizen members of the TAB and TAC committees number more than 150 persons, most of whom meet monthly in regular committee working sessions. Such representatives put in additional hours dealing with written material prepared for their review and response. It is impossible to accurately calculate the tens of thousands of dollars value thus contributed to state and federal project planning for the region. The participation of such persons has been freely given by their respective employers as their contribution to local-regional cooperation. Because these local contributions of time and consultation help to advance federal and state funded highway and transit projects, it is appropriate to acknowledge this further contribution to the 3-C process for the region.

## **II. 2011 WORK ACTIVITIES**

**A. TRANSPORTATION PLANNING PROCESS**

A-1 Planning Program Support and Administration

A-2 Transportation Financing

## **TASK A-1 PLANNING PROGRAM SUPPORT AND ADMINISTRATION**

**PURPOSE:** To provide the planning and administrative support to the metropolitan transportation planning process of the Council, Mn/DOT, and others pursuant to state and federal statutes and regulations. The process is required to certify the region for continued federal transportation funding.

**APPROACH:** The transportation planning process provides a forum for regional decision making and produces plans and programs for all transportation modes. Process participants are the Metropolitan Council, the Minnesota Pollution Control Agency (MPCA), and the Minnesota Department of Transportation (Mn/DOT), the Metropolitan Airports Commission (MAC), local units of government, transit providers and private citizens. The Transportation Advisory Board (TAB) and its Technical Advisory Committee (TAC) are the main forums where the various transportation agencies and interests participate in regional transportation discussions, as well as transportation plan preparation and implementation.

Agency staffs are in daily contact on issues, proposed actions by their own agencies, and on upcoming agendas. Key facilitators for coordination are the TAC subcommittee chairs who carry out formal and informal coordination. (Details as to roles and responsibilities are further spelled out in the Memo of Understanding, which was prepared in 2008 to replace the Prospectus.) The responsibilities of the transportation coordinator, who staffs the Transportation Advisory Board (TAB), are part of this activity. The coordinator advises the TAB chair on the Board's agenda and follows through on Board decisions, prepares background materials, and monitors the transportation planning process.

The Metropolitan Council provides staff support and technical input to all TAB and TAC committees and other special technical advisory committees and task forces. Staff provides necessary assistance to the transportation coordinator and prepares the UPWP. Other products prepared by the Metropolitan Council and Mn/DOT under this activity include state and federally mandated reports such as project approvals and quarterly progress reports.

**RELATIONSHIP TO PREVIOUS WORK:** Ongoing: In 2010 agency staff participated in meetings of TAC, TAB and their subcommittees as noted above. In lieu of updating the Prospectus, a Memorandum of Understanding between the planning participants was completed in 2008. The US DOT conducted a certification review of the 3-C planning process for the region in 2008.

**RELATIONSHIP TO OTHER AGENCY WORK:** Mn/DOT is involved in the planning process as an ongoing participant. Mn/DOT staff provides technical input, serves as committee members on several TAB and TAC committees, and is in frequent contact with Council staff regarding many issues. Mn/DOT plays a major role in administering and managing the federal planning funds that finance a majority of the planning work done by the Council. Mn/DOT staff also provides guidance to ensure that federal planning requirements are met. The MPCA staff participates in the ongoing interagency coordination activities to administer the Clean Air Act and SAFETEA-LU by participating in the review of the TPP, TIP and the UPWP; participating in the work of the TAB and TAC; serves as committee members on TAB and TAC committees; by providing needed technical assistance; and categorizing projects for air quality conformity purposes.

## **TASK A-2 TRANSPORTATION FINANCE**

**PURPOSE:** To research and implement funding options to implement the Transportation Policy Plan to provide financial oversight for transportation planning activities, and to administer the right-of-way acquisition loan fund (RALF) for advance purchase of metropolitan highway rights-of-way.

**APPROACH:** SAFETEA-LU stresses the importance of reaching a balance between defined regional needs and financial capabilities. Constraints placed on the TPP are more demanding on the planning process than ever. Council transportation staff will undertake budgeting activities, as well as activities necessary to obtain additional funding sources as needed for implementation of the 2030 TPP adopted in 2010.

Staff will continue to work with Mn/DOT and the Center for Transportation Studies at the University of Minnesota on alternative roadway financing such as MnPASS and dynamic shoulder pricing.

A 1982 state law established a revolving loan fund to acquire right-of-way for planned highway improvements in advance of Mn/DOT acquisition. The funds are raised from a metro-wide property tax levy and are administered by the Metropolitan Council. Interest free loans are made to cities and counties to purchase property threatened by imminent development or from owners facing financial hardship who are unable to sell the property because it is known to be required for highway construction. Loans are repaid when Mn/DOT purchases the ROW. In mid-year 2010 the Council suspended granting RALF loans pending completion of the Metropolitan Highway System Investment Study and a reassessment of the administration and implementation of the RALF program. This suspension was implemented for three reasons: new requests may exceed available funds, a need to tie RALF expenditures to 2030 TPP priorities, and a needed overall review of the RALF program after 25 years of implementation. Following this reassessment it is expected that in 2011 the Metropolitan Council will continue to administer the RALF and disburse loan funds as required.

**RELATIONSHIP TO PREVIOUS WORK:** The Council prepares an operating budget and 6-year transit CIP annually. Council staff also has been working with Mn/DOT on alternative roadway financing such as HOT lanes and congestion pricing since 1995. The Council received and acted on several RALF applications in 2010.

**RELATIONSHIP TO OTHER AGENCY WORK:** The Council is the lead agency. Council staff works with the transit operating agencies and opt-outs on transit capital planning, and with Mn/DOT and the cities on RALF loans. Mn/DOT is a participated in the Right-of-Way Acquisition Loan Fund (RALF) loan program and works in cooperation with the Council on alternative roadway financing such as HOT lanes and congestion pricing.

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<u>PRODUCTS</u>	<u>COMPLETION DATES 2011</u>
Committee Agendas, Minutes, Reports	Ongoing
Progress Report to Mn/DOT	Quarterly
Close-out 2010 Consolidated Planning Grant	April
Annual Update of Title VI, DBE and WBE Goals	July
3-C Planning Process Self Certification	June
Unified Planning Work Program Submittal	October
TAC and TAB Progress Reports	Monthly
Internal Financial Statements	Monthly
Review and Approval of Various Plans and Programs	As Needed
Analysis of Financing Methods	2 <sup>nd</sup> Quarter
State Annual Budget Request	Fall
Review of RALF Applications/Contract Administration	As Needed
Annual RALF Fund Status Report	September
Selection of Projects for Regional Transit Capital Funding	December

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	Metropolitan Council Budget 2011
TOTAL STAFF WEEKS:	263
CONSULTANT:	\$0
TOTAL ESTIMATED EXPENDITURES:	\$1,018,901
SOURCES OF FUNDS:	
FEDERAL: (Grant Sec. 5303)	\$815,120
LOCAL:	\$203,780
TOTAL	\$1,018,901

## **B. TIP DEVELOPMENT AND MANAGEMENT**

## **TASK B-1 TIP DEVELOPMENT AND MANAGEMENT**

**PURPOSE:** The SAFETEA-LU law requires preparation and approval of the Transportation Improvement Program (TIP), including projects from the regional selection process and air quality conformity analysis.

**APPROACH:** In 2011 a 2012-2015 TIP will be prepared. The draft 2012-2015 TIP will be prepared beginning in March to allow for air quality conformity analysis and citizen input prior to adoption in August/September. The TIP also fulfills the FTA requirement for a Program of Projects (POP). The TIP will be approved by the Transportation Advisory Committee (TAC), Transportation Advisory Board (TAB), and Metropolitan Council. Any TIP amendments received during the year are processed in a similar manner. In 2011, an online accounting of projects will be maintained that will replace what was formerly in the annual implementation report to document progress of projects from initial inclusion in the TIP through project authorization. The TIP itself includes a list of projects authorized in the previous fiscal year, in compliance with SAFETEA-LU.

In 2011, the regional solicitation, for projects to be funded with federal funds including STP, TE, and CMAQ, will be released and project applications will be evaluated. Projects selected during this funding cycle will be programmed for inclusion in the TIP in 2015 and 2016.

The 2011 air quality planning activities related to this task will focus on the regional process for conformity determination of the 2011-2015 TIP. The latest EPA regional air quality model will be used.

**RELATIONSHIP TO PREVIOUS WORK:** The 2011-2015 TIP preparation will build on the 2011-2014 TIP. Due to SAFETEA-LU requirements, the TIP must be four years in duration. The Regional Solicitation was completed from June to December 2009 to select projects for 2013 and 2014.

**RELATIONSHIP TO OTHER AGENCY WORK:** Mn/DOT staff works cooperatively with Council staff and TAB/TAC to develop revenue assumptions. Staff from the Metropolitan Council, Minnesota Department of Transportation, Minnesota Pollution Control Agency, TAC and TAB representatives will be involved in the 2011 TAB Solicitation Process. Mn/DOT also solicits for the Rail Safety and Highway Safety Improvement programs on behalf of the TAB during the regional solicitation. This effort requires a full-time staff person over the span of 2-3 months. Mn/DOT coordinates and monitors TIP data for all federally funded projects, and Mn/DOT Trunk Highway projects. Mn/DOT has a significant role in the development of the TIP providing at least one full time position devoted to the coordination and management of data and fiscal analysis of the document. In addition, Mn/DOT staff plays an active role in the development and presentation of amendment requests at the TAC Funding and Programming Committee. Mn/DOT also administers STIP amendments, as needed. MPCA will continue to attend committee meetings of TAC and TAB, assist in TIP development reviews, evaluate projects for federal funding, and participate in project selection and air quality conformity analysis.

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PRODUCTS

COMPLETION  
DATES  
2011

Prepare Draft 2012-2015TIP	March
Release Regional Solicitation	May/June
Adopt TIP Incl. Certification of 3-C Process, Major Projects Completed/Obligated in Previous Year, and an Air Quality Conformity Analysis	September
Prepare Implementation Report	Ongoing
Process TIP amendments	As needed

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	Metropolitan Council Budget 2011
TOTAL STAFF WEEKS:	53
CONSULTANT:	\$0
TOTAL ESTIMATED EXPENDITURES:	\$119,069
SOURCES OF FUNDS:	
FEDERAL: (Grant Sec. 5303)	\$95,256
LOCAL:	\$23,814
TOTAL	\$119,069

**C. COMPREHENSIVE AND SURFACE TRANSPORTATION PLANNING**

- C-1 Long-Range Transportation Plan/Regional Development Framework
- C-2 Transportation Corridor Studies
- C-3 Freight Transportation Planning Process
- C-4 Transit System Policy Planning
- C-5 Transportation Planning for People with Disabilities
- C-6 Air Quality Planning
- C-7 Bike/Pedestrian Planning
- C-8 Congestion Management Process

## **TASK C-1 LONG RANGE TRANSPORTATION PLAN/REGIONAL DEVELOPMENT FRAMEWORK**

**PURPOSE:** To ensure implementation of the Council's long-range transportation policy plan and its overall Regional Development Framework.

**APPROACH:** In 2011 this activity will include ongoing transportation division participation in efforts to implement the plans and policies of the Transportation Policy Plan and the Regional Development Framework. Review of comprehensive plan amendments by Council staff will be coordinated with the Mn/DOT Metro District's Review staff to ensure that the requirements of the Metro's District Highway Investment Plan are satisfied and to ensure consistency with Mn/DOT's access management guidelines. Transportation planning staff works with other council staff to ensure transportation policy is considered in ongoing planning and grant activities of other departments, such as parks, natural resources and the Livable Communities grants program. Staff will continue to evaluate requests for additional interchanges as submitted, and to review environmental documents and project reports for consistency with Council plans. Staff will also review and approve changes to controlled access highways, as required by state law. Staff will continue to work with U of M researchers on CTS and HHH Institute activities in transportation research.

The Council will provide opportunities to the public for participation in the planning process through the Council website, open houses, public hearings, citizen advisory committees, and other means listed in the citizen participation process in Appendix C.

**RELATIONSHIP TO PREVIOUS WORK:** The Regional Development Framework was adopted in January 2004 the Transportation Policy Plan is being updated December 2010. The long-range transportation plan must be updated every four years to meet SAFETEA-LU requirements. Transportation staff reviewed updates to approximately 200 local comprehensive plans, which under state law were required to be completed by the end of 2008. This was a major effort in 2009 and 2010. These reviews ensure consistency of local comprehensive plans with regional land use and transportation plans. Under state law systems statements detailing the contents of this plan update must be submitted to local units of government so they can determine whether their own plans remain consistent with the revised TPP. Preparing these systems statements will be a major activity in 2011.

**RELATIONSHIP TO OTHER AGENCY WORK:** Council staff will work closely with Mn/DOT to coordinate efforts to implement the TPP and District Highway Investment Plan. Mn/DOT serves as the lead agency for Intelligent Transportation Systems (ITS) activities in Minnesota, including the Regional ITS architecture; Council staff continues to participate in Mn/DOT ITS activities.

## **TASK C-2 TRANSPORTATION CORRIDOR STUDIES**

**PURPOSE:** To participate in major corridor studies to ensure implementation of the regional transportation and development policies of the Council.

**APPROACH:** Metropolitan Council, regional rail authorities, and Mn/DOT staffs participate on corridor study management teams, advisory committees, and task forces for many trunk highway and transit corridors. The scale of each corridor study will be consistent with the investment priorities identified in the TPP and Mn/DOT's District Highway Investment Plan. For instance, studies may focus primarily on access management and operational activities; while other corridors will be considered for additional investments, such as managed lanes and strategic capacity. Metropolitan Council is the lead agency for light rail transit (LRT) studies in the Central Corridor and Southwest Transitway. Council planning staff also provides input on transit corridor studies lead by other agencies, primarily the county regional rail authorities. For each corridor study, the lead agency assumes responsibility for public participation, which typically includes newsletters, meetings, open houses, and websites. Studies will also consider environmental justice impacts at a corridor level. Staff will provide data to municipalities and agencies upon request to support ongoing planning and environmental

studies. This may include travel forecasts or review of forecasts prepared by others. Specific corridor studies known in June 2010 are included in the product list.

**RELATIONSHIP TO PREVIOUS WORK:** This is part of the ongoing effort to implement regional plans at the corridor level. Most corridor studies take several years and may progress from feasibility studies to alternative analysis and environmental documentation/preliminary engineering. Council planning staff is typically involved through many early stages until final design and construction of a project, while staff from other agencies may evolve from planning to other departments after preliminary engineering begins.

**RELATIONSHIP TO OTHER AGENCY WORK:** Mn/DOT is usually the lead agency for highway corridors. Mn/DOT has developed a planning prioritization process to help in the identification and prioritization of Metro District studies. The following studies will continue in 2011: TH 41 – Tier I EIS, NW/NE study in Dakota County, and I35/CSAH 2 study in Scott County. In addition, the following studies are in the Mn/DOT consultant budget and may be started in State Fiscal Year 2011: I-94 Corridor Plan from TH 120 to St. Croix River, and TH 36 from TH 120 to Hadley Ave. concept development, TH 36 at Manning Avenue Preliminary Design and EA, TH 280/I94 Interchange Feasibility Study, and EA and preliminary design on TH 101 with the City of Chanhassen and Carver County. For many transit corridors, the regional rail authorities are the lead agencies for feasibility, AA or NEPA studies although responsibility is usually transferred to the implementing agency when PE commences. Mn/DOT also works on transit studies, especially where the corridor utilizes a Mn/DOT highway, such as Cedar or I-35W BRT; or commuter rail projects, where Mn/DOT has responsibilities under state law. MPCA staff will provide input regarding the applicability of SAFETEA-LU and CAAA air quality requirements, and state noise rules during environmental document development by reviewing and commenting on proposed highway and transit construction and/or reconstruction projects. The majority of corridor study costs are typically incurred by the leading agency for both staff and consultant work and are reflected in their own agency budget.

### **TASK C-3 FREIGHT TRANSPORTATION PLANNING PROCESS**

**PURPOSE:** To establish a multi-modal planning process which involves the region's shippers, commercial motor carriers, pipelines, railroads, air cargo carriers and barge operators so that the Metropolitan Council and Mn/DOT will have a better understanding of the relationships between the operation of the regional transportation system and the freight logistics issues that can affect the vitality of the regional economy. This understanding will greatly improve the planning and programming of investments for public infrastructure that support regional freight functions and serve regional freight facilities. A multi-modal planning process helps to support the efficient operation of interregional freight corridors serving the region.

**APPROACH:** The efficient movement of goods and services directly influences the regional economy by affecting the cost of doing business, price of consumer products, and the expansion of employment opportunities. The Metropolitan Council and Mn/DOT will continue to implement joint freight planning activities organized around partnerships with private sector freight transportation providers and users. In 2011 the Metropolitan Council will work with Mn/DOT to develop a Twin Cities Metropolitan Freight Study to determine freight-related trends and issue; develop a statement of vision, strategic goals, and performance targets for goods movement in the Twin Cities; generate, evaluate, and select among alternative future freight scenarios; work with freight stakeholders to select a preferred scenario; and develop core elements of a preferred scenario. The study will culminate with written draft sections of a metropolitan freight strategy which will be used to inform future TPP updates.

Freight mobility issues and strategies will continue to be reviewed with the Minnesota Freight Advisory Committee (MFAC) created by Mn/DOT in 1999. MFAC is a freight round table that provides a forum for businesses and providers of freight services to identify and respond to freight mobility issues for the region and Greater Minnesota. The committee also includes public officials, business interest groups, Mn/DOT, MAC and the Council staff.

**RELATIONSHIP TO PREVIOUS WORK:** In 2005 through a joint planning effort, Mn/DOT adopted a Statewide Freight Plan. Mn/DOT subsequently prepared a number of district freight plans which will be models for the Twin Cities Metro Regional Freight Strategy to be prepared in 2011. In 2006 a study was conducted to expand the list of NHS connectors to include clusters of regional freight terminals. FHWA designated one additional NHS connector as a result of this study. In 2009 Lowry Avenue was also added. In 2010 the Council and Mn/DOT jointly led the Metropolitan Highway System Investment Study (MHSIS) which established a vision for highway infrastructure investment. The Regional Freight Strategy will help define how best to take advantage of the infrastructure investment vision laid out by the MHSIS for maximum benefit to freight operations.

**RELATIONSHIP TO OTHER AGENCY WORK:** The Metropolitan Council and Mn/DOT will continue to implement joint freight planning activities organized around partnerships with freight transportation providers and users. The 2005 Statewide Freight Plan provides a framework that includes freight policies, strategies, and performance measures. This freight plan was incorporated into the State Transportation Plan, which was updated in 2009. Mn/DOT will work closely with the Council in implementing this plan. Key activities include the Regional Freight Strategy Study, and continuing outreach efforts with MFAC. In 2009 to 2010 Mn/DOT developed and adopted the Statewide Freight and Passenger Rail Plan. Elements of that plan that pertain to the metropolitan rail system may be incorporated and expanded upon in developing the Regional Freight Strategy.

#### **TASK C-4 TRANSIT SYSTEM POLICY PLANNING**

**PURPOSE:** To conduct the mid- and long-range regional transit policy planning and implementation activities. To develop short-range implementation plans to carry out regional transit policy and ensure, through a comprehensive and coordinated review process, that proposed development plans or implementation programs are consistent with the Council's Transportation Policy Plan and other transportation policy documents. To participate in regional transportation projects to ensure that transit alternatives are adequately addressed and considered.

**APPROACH:** Activities in this category include short-, mid- and long-range transit planning and implementation conducted by the Council's MTS planning staff which is not related to a specific corridor. These include coordinating with Metro Transit staff and other transit operators and communities on specific studies, implementing completed studies, and participating in joint agency and community projects including community based transit redesign and restructuring. Council staff will continue to participate with Mn/DOT and transit operators in the multi-agency Team Transit which has been identifying and expediting bus related road improvements to improve the multimodal capability of the region's highways for almost 20 years. Technical assistance will also be provided to communities on development and implementation of transit and TDM elements of comprehensive plan amendments, transit-pedestrian-bicycle friendly land use coordination, and other transit related activities as appropriate. Metropolitan Council staff maintains a regional park-and-ride database, which keeps track of the capacity, usage, and physical features of each lot. During 2011 cooperative activities will continue with the counties and other social service providers on transportation assistance to clients. This ongoing activity continues the work in the Public Transit/Human Services Coordination Plan developed in 2007 as a response to SAFETEA-LU. This plan guides distribution of funds for the JARC program and will be updated in 2011.

**RELATIONSHIP TO PREVIOUS WORK:** This activity implements several activities of past years such as the Transportation Policy Plan, Transit Redesign, Public Transit/Human Services Coordination Plan, and other ongoing area-specific projects. In 2010 the 2030 Park-and-Ride Plan was completed. LRT, BRT, and commuter rail feasibility studies are related to this activity but fall under Task C-2, "Corridor Studies." A solicitation and selection of projects for FTA Job Access Reverse Commute (JARC) funds will be held in fall 2010.

**RELATIONSHIP TO OTHER AGENCY WORK:** Mn/DOT, Met Council, Metro Transit, other transit providers, and local governments work jointly on the Team Transit effort. Mn/DOT has dedicated one staff



person to coordinate the Team Transit responsibilities for the agency. Team Transit provides planning and coordination on bus shoulder lanes, park-and-ride lots, and HOV by-pass lanes on the Trunk Highway system, as well as the mitigation of highway construction impacts. Mn/DOT will continue to work cooperatively with the Council to provide planning and coordination on bus shoulders, and park-and-ride lots on the Trunk Highway system.

## **TASK C-5 TRANSPORTATION PLANNING FOR PEOPLE WITH DISABILITIES**

**PURPOSE:** To formulate plans for the coordination of specialized transportation services in compliance with the Americans with Disabilities Act (ADA) throughout the Metropolitan Area. To conduct public policy research, identify policy issues and recommend policy actions for regional specialized transportation services. To ensure public participation of this community in the transit planning process.

**APPROACH:** Coordinate the specialized transportation services throughout the Region including Metro Mobility, other ADA transit services and community based paratransit services. Participate with review of Mn/DOT 5310 capital funding requests for paratransit vehicles. Provide staff support to the Transportation Accessibility Advisory Committee (TAAC). Cooperative activities will continue with the counties and other social service providers on transportation assistance to clients. This ongoing activity continues the work in the Public Transit/Human Services Coordination Plan developed in 2007 as a response to SAFETEA-LU. This plan guides distribution of funds for the New Freedoms program and will be updated in 2011.

**RELATIONSHIP TO PREVIOUS WORK:** These work activities are a continuation of past responsibilities carried out by regional government, including the Public Transit/Human Services Coordination Plan. A solicitation and selection of projects for FTA New Freedom funds will be held in fall 2010. The ADA Annual Report, written in previous years, is no longer required.

**RELATIONSHIP TO OTHER AGENCY WORK:** The Council is the lead agency.

## **TASK C-6 AIR QUALITY PLANNING**

**PURPOSE:** To implement long-term air quality planning required by federal law including the integration of congestion management, transportation, land use, and air quality planning with the requirements of the 1990 Clean Air Act Amendments (CAAA).

**APPROACH:** During 2011 the Council, Mn/DOT and the MPCA will continue the regional and state air quality planning and coordination activity with interagency air quality/transportation committees and work groups formed to address the CAA conformity requirements. This will include participating in the update of the State Implementation Plan (SIP). Air conformity analysis will be carried out for the 2012-2015 TIP. The roles and responsibilities of the interagency committee and work groups are defined in the interagency consultation procedures developed by the MPCA. MPCA and the Council will continue to participate in activities of Clean Air Minnesota (CAM), a non-profit organization that promotes public and private partnerships to reduce emissions from criteria pollutants that are precursors to the formation of ozone in the region. The Minnesota Interagency Air Quality and Transportation Planning Committee (MNIAQTPC) will continue to work on completing the State Implementation Plan (SIP) revision for Minnesota and plans to submit to the EPA in 2011. The MNIAQTPC will complete work on the Twin Cities Metropolitan Area's Limited Maintenance Plan Update. The MNIAQTPC develop procedures for implementing the new Limited Maintenance Plan for carbon monoxide once approved by EPA. The MNIAQTPC will work with the MPCA in coming up with possible control strategies for PM2.5 and ozone due to potential non-attainment with current PM2.5 standards and potential non-attainment with future ozone standards. The MPCA is the lead agency in these activities.

In 2001 the region first experienced air pollution alert days resulting from high levels of ground-level ozone and fine particulate matter. Efforts are underway from a variety of agencies, environmental interest groups

such as CAM, public health organizations and the region's business community to develop effective response strategies to reduce future formation of the emission precursors to ozone and fine particulate matter. In 2010, given new federal standards for ozone and fine particulate matter, it became likely that non-attainment designations for these pollutants would occur in the next four years. A regional component of a proactive strategy to reduce the formation of ozone and fine particulate matter needs to be prepared and coordinated with the regional planning and implementation processes. The strategy must be prepared in partnership with the MPCA, Mn/DOT, Council and other stakeholders. Modeling work underway by the MPCA on the regional ozone and fine particulate matter issue will provide direction on appropriate and the most effective control measures to reduce precursor emissions from transportation sources. If non-attainment designation is made, the Council, Mn/DOT, and MPCA will work on updating the SIP to address the new status. The increases in air toxins in the region as studied by the MPCA also remain a concern. Given the lack of national standards for air toxics, Mn/DOT proposed a method to the MPCA and U.S. EPA for analysis of air toxics as part of an environmental assessment process. The methodology was accepted by the MPCA and the U.S. EPA, and adopted by Mn/DOT for inclusion in its procedures for environmental analysis of transportation projects.

**RELATIONSHIP TO PREVIOUS WORK:** The Council annually prepares a conformity determination of the TIP and prepared the most recent conformity determination of its long range TPP in 2010. The air quality planning activities to review, in cooperation with the MPCA and Mn/DOT, the portions of the TIP which meet a checklist of transportation conformity requirements established by the EPA in its transportation conformity rule are now undertaken as part of the TIP Development activity.

**RELATIONSHIP TO OTHER AGENCY WORK:** The MPCA, Council, and Mn/DOT will play key roles in the development of a regional response strategy to reduce the anticipated increases in the formation of ozone and PM 2.5. The Council staff will provide assistance in travel demand and air emissions modeling. Council planning staff also works with other council divisions on this effort, such as Metro Transit staff to increase transit and carpool usage, and Environmental Services staff, who monitor air pollution from waste water treatment plants.

## **TASK C-7 BICYCLE AND PEDESTRIAN TRANSPORTATION PLANNING**

**PURPOSE:** To participate in bicycle and pedestrian planning in the region and provide technical assistance/coordination to other government units.

**APPROACH:** The Council's 2030 TPP supports and encourages bicycle and pedestrian planning and staff provides regional coordination and technical assistance.

In 2011, staff expects to do additional work on this task. The primary activity in this task will be the further development of the regional bicycle system inventory using the planning and mapping tool "Cycloplan", which is an extension of the free online resource Cyclopath that was developed at the University of Minnesota. Metropolitan Council staff serves as the manager of this effort and will coordinate its use and outreach as the project is developed. This tool will allow the Regional Bikeways map and dataset to be continuously updated. Metropolitan Council staff is collaborating with Mn/DOT and other agencies to maintain the regional bikeway map. Updating the regional inventory and map will be the primary focus of activity for Council staff in bicycle and pedestrian planning.

The Council will work with Metro Transit to integrate bikeways into the multimodal trip planner for trip planning purposes following the development of the regional bicycle system inventory. The Council conducted a study of pedestrian and bicycle access to transit in 2009 that was funded through the Non Motorized Transportation Pilot Program and will seek ways to implement some of the recommendations in the study in 2011.

Mn/DOT will be continuing the development of the ADA transition plan addressing services, policies, and programs to meet the needs of persons with disabilities, which includes pedestrian facilities on public right-of-way. This work will be done in conjunction with the Council so that the pedestrian facilities needs are reflected in the Transportation Improvement Program.

In 2010, the Minnesota legislature and governor passed a Complete Streets law. Metropolitan Council staff serve on the advisory committee for policy development surrounding this law, which is being coordinated by the Mn/DOT Office of State Aid.

Council transportation staff will work with Council parks staff and others to plan for implementation of recommendations and work items in the 2030 Transportation Policy Plan such as the regional signing plan.

**RELATIONSHIP TO PREVIOUS WORK:** Metropolitan Council has conducted bicycle planning since the mid 1970s, in both its TPP and its Regional Park Plan, which includes a Regional Trail Plan. The region has funded construction of bicycle and pedestrian facilities, including skyways, since the 1970s.

Metropolitan Council administers the SAFETEA-LU federal transportation funding solicitation for the region including funding for bicycle and pedestrian projects and programs. In 2010 the Metropolitan Council/Metro Transit completed a planning study of pedestrian and bicycle access to high-frequency transit routes leading into Minneapolis from surrounding communities. This study resulted in a recommended set of projects for local units of government to implement if they wish to. The Metropolitan Council worked with Transit for Livable Communities and local units to determine construction priorities and evaluation of performance. The Metropolitan Council received funding to develop Cycloplan in 2009 and began work on that project in partnership with a research group at the University of Minnesota.

**RELATIONSHIP TO OTHER AGENCY WORK:** Mn/DOT's Bicycle and Pedestrian staff works cooperatively with the Council at the regional planning level by providing data and technical information. The staff also works with the Metropolitan Council in providing technical assistance and technical training for local governments on ADA and other elements of bike and pedestrian design, planning and operations. Through the project review process, bike and pedestrian facilities development can be linked with transit routes and services. Mn/DOT is responsible for the administration of the Safe Routes to School Program included in SAFETEA-LU. Minneapolis, St. Paul, and some municipalities have formal bicycle and pedestrian advisory groups which Mn/DOT staff serves and participates, providing a local interaction. Metropolitan Council staff participates on the Mn/DOT State Bicycle Advisory Committee. Mn/DOT, Metropolitan Council, cities, and counties work jointly on creating a bikeway map in the 9-county Twin Cities region. The Council has agreed to help support the updates to this map and provide on-line access to the map for planning purposes. Mn/DOT staff are on the steering committee for the development of Cycloplan that aims to facilitate the process of updating the regional inventory and map.

In 2005, through a statewide planning effort, Mn/DOT adopted a Statewide Bicycle Modal plan. The plan identifies significant trends, challenges, and opportunities for bicycle transportation. It provides a statewide framework including recommended bicycle treatments, policies strategies and performance measures to guide investments and project development. Mn/DOT will work with the Council in carrying out this plan. Council staff also works with county level Active Living groups, especially in Hennepin and Ramsey Counties.

The Transportation Advisory Board to the Metropolitan Council is revising its oversight of the federally-funded regional travel demand management program, which includes promotion of transportation alternatives including bicycling and walking. Council staff will work with TDM partners at Metro Transit Rideshare and the Transportation Management Organizations in the region to develop this program.

## TASK C-8 CONGESTION MANAGEMENT PROCESS

**PURPOSE:** Federal law requires MPOs to prepare, adopt, and maintain a congestion management process.

**APPROACH:** Council staff will work with Mn/DOT, TAC, and TAB on CMP Phase III with consultant assistance. As part of the 2010 TPP revision, the policy framework for the CMP was developed.

**RELATIONSHIP TO PREVIOUS WORK:** After passage of ISTEA in 1991, the region prepared a congestion management system which was adopted in 1996. The system includes a toolbox of congestion management strategies. The system has been implemented over the last decade through incorporation into the regional solicitation criteria. Mn/DOT and Metropolitan Council prepared a Congestion Management Planning Study Phase I in 2007 which was used to help establish the policy basis for the CMP in the revised TPP. Phase II was developed following adoption of the 2009 TPP revision.

**RELATIONSHIP TO OTHER AGENCY WORK:** Mn/DOT was instrumental in the development of the 1997 Congestion Management System and will continue to provide the Council congestion mapping based on ongoing data collection done by the Regional Traffic Management Center, project design, and evaluation data. Mn/DOT Metro District will cooperatively work with the Council to determine any revisions necessary based on SAFETEA-LU and FHWA Guidance. Also Mn/DOT will provide funding for this effort. TAC/TAB assistance is anticipated in this task through standing committees (such as TAC Planning) or possibly a special task force.

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<u>PRODUCTS</u>	<u>COMPLETION DATES 2011</u>
Systems Statements for 2010 Update of TPP	June
Local Comprehensive Plan Reviews	As Needed
Participate in Various Team Activities (Including Livable Communities, Referrals and Sector Reps)	As Appropriate
Review of Livable Communities Demonstration Grants	Semi-annually
Review Highway Interchange Additions	As Needed
Review EAs and EISs	As Needed
Review Controlled Access Highway Revisions	As requested
Participate in ITS and CTS Activities	Ongoing
TH 41 – Tier I EIS	December
TH 10 – Ramsey	Ongoing
TH 212 Corridor Plan	December
Cedar Avenue	Ongoing
Bottineau Blvd. Transitway – AA	Ongoing
SW Transitway – Preliminary Engineering	Ongoing
Rush Line Corridor Studies	Ongoing
Robert Street LRT Alternatives Analysis	December
35W BRT Implementation Update	3 <sup>rd</sup> quarter
Land Use/Transportation Study (due to legislature Feb 2011)	February
Arterial Transitway Corridors Study	December
Union Depot – Planning and Design	Ongoing
Target Field Station/Minneapolis Interchange – Planning	Ongoing
Regional Service Implementation Plan	December
Project Review and Referral Memoranda Related to Transit	As Needed
Coordinated Action Plan for Public Transit and Human Services Update	December
Access to Jobs Implementation	Ongoing

Proposals for Development Of Bus Shoulder Lanes and Other Transit-Supportive Measures in Conjunction with the Trunk Highway System	Ongoing
Maintain Park-and-Ride Database	Ongoing
Review Mn/DOT 5310 Capital Funding Requests	April
Coordination of Regional Specialized Transportation Services	Ongoing
Implement New Freedoms Program	Ongoing
Coordinate TAAC Meetings	Monthly
SIP Revision for Minnesota	Ongoing
SIP Limited Maintenance Plan Update	Ongoing
PM2.5/Ozone Emissions Reduction Strategies Effort	Ongoing
Maintain Bike/Pedestrian Facility Map on MetroGIS	Ongoing
Cycloplan	Ongoing
Participate in Non-Motorized Demo	Ongoing
TDM Program Review Process	December
Technical Assistance to Communities, Providers on Transit, Land Use	Ongoing
Monitor Congestion Management Activity (RTMC)	Ongoing
Congestion Management Process Phase III	December
Evaluation of Active Traffic Management (ATM) Applications	Ongoing
Managed Lane Implementation Policy and Design Work Group	Ongoing
Participate On Mn/DOT's Interregional Corridor System Review	December
Technical Assistance/Response for Data Requests	Ongoing
Freight Study	December
Value Pricing Study – TH 77 Movable Barrier – Environmental Analysis	December
Streetcar Study – Nicollet/Central Avenue corridors AA (Minneapolis study)	2011
Regional Transit Guidelines Development	July

	Metropolitan Council Budget 2011
TOTAL STAFF WEEKS:	553
CONSULTANT:	\$881,200
TOTAL ESTIMATED EXPENDITURES:	\$2,142,117
SOURCES OF FUNDS:	
FEDERAL: (Grant Sec. 5303)	\$1,713,694
LOCAL:	\$428,423
TOTAL	\$2,142,117

**D. RESEARCH AND TRAVEL FORECASTING**

D-1 Technical Support

D-2 Urban Travel Research and Forecasting

D-3 Traffic Monitoring and Evaluation

## **TASK D-1 TECHNICAL SUPPORT**

**PURPOSE:** To support Council staff in other divisions who provide data and technical products to transportation planning division.

**APPROACH:** Metropolitan Council transportation planning staff relies on the support of staff in other divisions of the Council, including GIS, Research, and Community Development. Research staff provides land use and socio-economic data and forecasts for use in the regional travel model and other analyses. GIS division maintains the regional geographic database.

**RELATIONSHIP TO PREVIOUS WORK:** This is an ongoing effort to provide data and technical products to support a variety of transportation activities.

**RELATIONSHIP WITH OTHER AGENCY WORK:** The Council's research division works with the Census Bureau and State Demographer. The Council's GIS division works with the Metro GIS, regional geographic information systems initiative serving the seven-county Minneapolis-St. Paul (Minnesota) metropolitan area. It provides a regional forum to promote and facilitate widespread sharing of geospatial data. MetroGIS is a voluntary collaboration of local and regional governments, with partners in state and federal government, academic institutions, nonprofit organizations and businesses.

## **TASK D-2 URBAN TRAVEL RESEARCH AND FORECASTING**

**PURPOSE:** To maintain and apply the travel forecast models to support planning for the orderly development and operation of transportation facilities. To maintain socio-economic, travel and traffic count data, and to monitor, revise and update travel forecasts to 2030 and beyond. To provide the projections of traffic demand, air quality emissions and allied data needed to evaluate regional transportation investment alternatives. To continue a program of travel and employment data research such as the Travel Behavior Inventory undertaken every 10 years. This work coordinates travel behavior data with population and economic data and forms the factual basis for forecasting models.

**APPROACH:** The Metropolitan Council and Mn/DOT will continue joint efforts in developing and implementing travel forecasts and forecasting tools. During 2010 and 2011 the decennial Travel Behavior Inventory (TBI) surveys will be conducted with model development, estimation, validation and calibration to continue to 2013. The TBI household survey was last collected in 2001 and the Transit On-Board Survey was last conducted in 2005-2006. The TBI data will be gathered and analyzed in cooperation with U of M researchers. The TBI data will be used to update the Regional Travel Demand Model. Enhanced model procedures may include an improved time-of-day model, activity-based trip distribution model, and improved MnPass lane modeling process. Work on the 2010 model highway network and refinement of Transportation Analysis Zones (TAZ) begun in 2008, will continue, producing final versions after local review. The network and TAZ structure will also be reviewed in the Travel Behavior Inventory work for consistency with model needs, with further revision possible. The US Census Bureau has indicated that they will require the submission of TAZ boundaries in 2011. An RFP for the 2010 Travel Behavior Inventory was released in the second half of 2009. A consultant was selected and is currently under contract to the Council to conduct the 2010 TBI during 2010 and 2011. The TBI is a multi-year study with the bulk of the actual survey work completed in 2010 and 2011. The Council will also provide technical assistance and satisfy data requests from other agencies, local units of government and consultants for comprehensive plans, corridor studies, or project planning. Mn/DOT will provide project level, and system level forecasts to support development of Trunk Highway projects, as well as the planning activities of the Mn/DOT Metro District. It is anticipated that the Council will experience an increase in requests for data and technical assistance as new corridor studies are initiated. Council forecast staff also reviews the reasonableness of forecasts in local plans, EAWs, etc that are transmitted to the Council.

**RELATIONSHIP TO PREVIOUS WORK:** Travel demand forecasting is an ongoing activity of the Council and region since 1967.

**RELATIONSHIP TO OTHER AGENCY WORK:** The Council is the lead agency. Mn/DOT and the Council have a Memo of Understanding on forecasting responsibilities. Mn/DOT will continue to collaborate with the Council regarding any revisions to the regional model and work on the 2010 Travel Behavior Inventory. Also, Metro District and/or its consultants will provide project level, and system level forecasts to support development of Trunk Highway projects, as well as the planning activities of the district. Mn/DOT will also involve the Council in Metro District's review and approval of travel demand forecasts developed by consultants for Trunk Highway projects.

### **TASK D-3 TRAFFIC MONITORING AND EVALUATION**

**PURPOSE:** The purpose of this program is to provide appropriate traffic data as needed to determine annual average daily traffic (AADT) on trunk highways and state aid highways and indicate travel trends and patterns. Data is also used for analysis of transportation caused air pollution and noise.

**APPROACH:** The Minnesota Department of Transportation, working through the Office of Transportation Data Analysis, the State Aid for Local Transportation Division, Traffic Management Center and District Traffic Engineer in the Metro District, has established a cooperative counting program with the counties and municipalities. This cooperative program was undertaken for efficiency, convenience and to prevent duplication of vehicle counts, and is part of the overall statewide traffic monitoring program. Special counts will be taken as the need is identified. This work provides a database for identifying trends, and evaluating system performance.

**RELATIONSHIP TO PREVIOUS WORK:** Traffic counting is conducted in the seven-county metropolitan area on a 2 year cycle for all Trunk Highways, County Roads, County State Aid Highways (CSAH), and a few Municipal State Aid Streets (MSAS). Most MSAS's are counted on a 4 year cycle. There are about 9000 sites where traffic counts are collected. MnDOT's Metro District personnel conduct the counts on almost all of the 1000 Trunk Highway locations. Metro county field staff collects data on all 2850 County and CSAH locations, and municipal field staff collects data on the remaining 5150 MSAS locations. Traffic volumes representing Annual Average Daily Traffic (AADT) are shown on traffic volume maps available online in pdf format. These maps cover the seven-county metropolitan area and include individual municipal maps showing the volumes on the Trunk Highway, County, and MSAS systems. All of these AADT estimates including Heavy Commercial AADT (HCADT) estimates are available through the interactive basemap or by using the GIS shape file product. More information about the program as well as all of the available data is located on the web:  
[http://www.dot.state.mn.us/traffic/data/html/volume\\_program.html](http://www.dot.state.mn.us/traffic/data/html/volume_program.html)

**RELATIONSHIP TO OTHER AGENCY WORK:** There is no Metropolitan Council time or funding in this activity although it is essential to the 3C process. Mn/DOT will continue to provide vehicle count data to the region. This work provides a database for identifying trends and evaluating system performance. This data is used by Metropolitan Council to calibrate the regional travel forecast model, and by many implementing agencies for STP applications on the criteria for "traffic volumes served."



<u>PRODUCTS</u>	<u>COMPLETION DATES 2011</u>
GIS Database	Ongoing
Demographic Forecasts	Ongoing
Land use/Transportation Model	December
Technical Assistance to Land Use Planners	Ongoing
TIP Forecast (for Use in Air Quality Conformity Finding)	July
Satisfy Data Requests	As Needed
Analyze Traffic Impacts of Transportation Projects and Development Proposals	As Needed
Local Transportation Plan Reviews/Technical Assistance	As Needed
Distribute New Model Set and Provide Needed Training	As Needed
Provide Traffic Forecasts in Support of Council and Mn/DOT Studies	As Needed
TBI Surveys and Model Development	Ongoing
Pretest Summary Report	2011
Transit On-Board Survey Data and Methodology Report	2011
Home Interview Survey Data and Methodology Report	2012
Home Interview Survey – GPS Sample Data and Methodology Report	2012
Special Generator Data and Methodology Reports	2012
Speed Survey Data and Methodology Reports	2012
MnPASS Survey Data and Methodology Reports	2012
External Station Survey Data and Methodology Report	2012
Traffic Data Collection Data and Methodology Report	2012
Model Development Reports	2013
Model Validation Reports	2013
Seven-county Metro Area Traffic Volume Maps (2009 volumes)	July
Seven-county Metro Area Flow Map (2009 volumes)	September
Final 2010 Model Highway Network	December
Final 2010 Model TAZ Network	May

Metropolitan Council Budget 2011	
TOTAL STAFF WEEKS:	159
CONSULTANT:	\$4,409,233
TOTAL ESTIMATED EXPENDITURES:	\$4,795,494
SOURCES OF FUNDS:	
FEDERAL: (Grant Sec. 5303)	\$796,095
FEDERAL: (Mn/DOT SRP)	\$3,500,000
LOCAL: (HPP – Washington Co.)	\$240,300
LOCAL:	\$259,099
TOTAL	\$4,795,494

**E. OPERATIONS AND MANAGEMENT**

E-1 Transportation/Transit System Performance Measurement

E-2 Transit Implementation and Evaluation/Program Administration

## **TASK E-1 TRANSPORTATION/TRANSIT SYSTEM PERFORMANCE MEASUREMENT**

**PURPOSE:** To develop, maintain, and disseminate information on the performance of the Twin Cities transportation system to inform policy decisions and funding allocations and to comply with state law.

**APPROACH:** In 2008 state legislation was updated to require the Council to conduct a comprehensive evaluation (rather than audit) of the transportation system every four years in the year prior to the revision of the Transportation Policy Plan. It also requires that on the intervening two years, the Council conduct an evaluation of the transit system. Since the TPP was updated in 2010, with revision expected in 2014, the next full transportation evaluation will occur in 2013. Collection of data for this evaluation allows the Council to maintain a wide variety of current data on an on-going basis, which is used for other planning activities as well as presented for informational purposes through a wide variety of venues.

**RELATIONSHIP TO PREVIOUS WORK:** In 1997, 2001, and 2005 the Council conducted transportation performance audits, and in 1999, 2003, 2007, and 2009 transit evaluations. In 2010 the 2009 transit evaluation was updated to include the most recent transit operating statistics.

**RELATIONSHIP TO OTHER AGENCY WORK:** The Council is the lead agency. Mn/DOT Metro District, Metro Transit and the Suburban Transit Providers provide data upon request by the Council.

## **TASK E-2 TRANSIT IMPLEMENTATION & EVALUATION/PROGRAM ADMINISTRATION**

**PURPOSE:** To implement the transit service recommendations from the TPP and Sector Studies Redesign, including application of service planning guidelines and performance standards, achieving a regional consensus on equity and service priorities in the allocation of transit resources, and instituting service changes.

**APPROACH:** Review and develop service and capital plans to assure consistency with the Transportation Policy Plan; selection of capital projects, monitoring of system performance and financial status, and other activities to ensure coordination and review between the activities of the Metropolitan Council and its operating entities. Apply service-planning guidelines to determine service areas and types best suited for various areas of the Region. Apply performance standards to existing services to determine which services are performing well and which are not. The routes that are not performing well should be the focus of restructuring or elimination. Formulate proposed service changes (enhancement, restructure, or reduction) to take to the community for their reaction and input prior to final implementation.

**RELATIONSHIP TO PREVIOUS WORK:** This element represents a continuation of transit planning and implementation formerly conducted by the Metropolitan Council, Regional Transit Board, and Metropolitan Transit Commission and other providers. This work represents the implementation phase of Sector Study Redesign undertaken by the Metropolitan Council and Metro Transit since 1999 and ongoing through 2009. In 2010 Council staff implemented Transit Link, a restructuring of the metro area dial-a-ride programs.

**RELATIONSHIP TO OTHER AGENCY WORK:** The Council is the lead agency.

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PRODUCTS

COMPLETION  
DATES  
2011

2010 Regional Route Performance Analysis	June
Reports and Presentations of Data	Ongoing
Monitor provider performance and financial status	Ongoing
Transit Implementation assistance and activities	Ongoing
Develop and Implement Service Changes	Ongoing
AVL project management	2012

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	Metropolitan Council Budget 2011
TOTAL STAFF WEEKS:	60
CONSULTANT:	\$75,000
TOTAL ESTIMATED EXPENDITURES:	\$224,793
SOURCES OF FUNDS:	
FEDERAL: (Grant Sec. 5303)	\$179,835
LOCAL:	\$44,959
TOTAL	\$224,793

## **F. AVIATION TRANSPORTATION PLANNING**

## TASK F-1 AVIATION TRANSPORTATION PLANNING

**PURPOSE:** To maintain the long-term viability of the regional aviation system by ensuring compatible land use planning, development, system efficiency, and project effectiveness. To develop and implement long-range regional aviation policy’ monitor and periodically review and update the TPP (which now includes the APP). To also ensure aviation plan consistency with current and anticipated technical, economic and political conditions. Provide for review and coordination of aviation planning activities among agencies and municipalities.

**APPROACH:** This activity will continue maintenance of an aviation system planning program including an aviation database, identification of needs, and evaluation of system performance. Coordination activities continue with Mn/DOT Aeronautics, Metropolitan Airports Commission (MAC), other airport sponsors, communities, and users on the various metro aviation activities. Major work to be conducted in 2011 will be transition of senior program staff and implementation of recommendations included in the 2010 TPP Update. Council staff will review proposed airport actions in relation to the Metropolitan Development Guide, inform the public of proposed actions, and coordinate review processes through the Council and TAB/TAC committee structure. Activities include reviews/approvals of individual airport long-term comprehensive plans (LTCPs) and LTCP amendments, airport project environmental evaluations, airport annual capital improvement programs, and land use (noise, safety, and infrastructure) compatibility planning. Work includes project coordination with affected agencies, local governmental agencies and airport users: this task also includes ongoing reviews of the aviation elements of local comprehensive plans and comprehensive plan amendments. Continued coordination will occur on review of projects to implement the MSP 2030 Long-Term Comprehensive Plan, completion of the 2007 MSP aircraft noise mitigation efforts, 2011 update and implementation of the State Airport System Plan, special studies, and reliever airport plans. Additional coordination is anticipated concerning evaluation of MSP ground access and users as a special traffic generator in the area-wide Travel Behavior Inventory (TBI).

**RELATIONSHIP TO PREVIOUS WORK:** This work is a continuance of legislatively directed responsibility for the Council to develop and update a regional transportation systems plan which includes aviation. The TPP was updated in 2010 with the major work effort to incorporate new information from the 2030 System Plan Technical Update, updates of all seven reliever airport LTCPs, and the ten-year updates of all metro communities and county comprehensive plans.

**RELATIONSHIP TO OTHER AGENCY WORK:** The Council is the lead agency on metro airport system planning and works closely with Metropolitan Airports Commission, who owns and operates most of the region’s public airports and Mn/DOT Office of Aeronautics for statewide air system planning and airport project funding. Other cities and agencies participate in planning activities through the Council’s TAC/TAB process.

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<u>PRODUCTS</u>	<u>COMPLETION DATES</u> 2011
Coordination Activities (including implementation of joint airport ordinances)	Ongoing
Potential System Plan FAA Grant Application	As needed
Review MAC’s Capital Improvement Program	January
Review of Local Plan Amendments and EAs	As needed
Plan Updates/Amendments for general aviation	Ongoing

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	Metropolitan Council Budget 2011
TOTAL STAFF WEEKS:	56
CONSULTANT:	\$0
TOTAL ESTIMATED EXPENDITURES:	\$163,721
SOURCES OF FUNDS:	
FEDERAL:	\$0
LOCAL:	\$58,196
LOCAL: MAC	\$105,525
TOTAL	\$163,721

### **III. APPENDICES**



**A. 2011 Unified Planning Work Program Budget  
Metropolitan Council - Metropolitan Transportation Services**

	Staff Weeks 2011	Salary Cost	Consult- ant Cost	Overhead & Expenses	Total Cost	UPWP Federal	Local Met C	Local MAC	Mn/DOT SRP	HPP	Total
A Planning Program Support & Admin	263	\$522,939		\$495,961	\$1,018,901	\$815,120	\$203,780				\$1,018,901
B TIP Development & Management	53	\$82,861		\$36,208	\$119,069	\$95,256	\$23,814				\$119,069
C Comprehensive & Land Transp PI	553	\$895,741	\$881,200	\$365,176	\$2,142,117	\$1,713,694	\$428,423				\$2,142,117
D Research & Travel Forecasting	159	\$268,802	\$4,409,233	\$117,460	\$4,795,494	\$796,095	\$259,099		\$3,500,000	\$240,300	\$4,795,494
E Operations and Management	60	\$104,242	\$75,000	\$45,551	\$224,793	\$179,835	\$44,959				\$224,793
<b>Federally Funded</b>	<b>1,088</b>	<b>\$1,874,586</b>	<b>\$5,365,433</b>	<b>\$1,060,357</b>	<b>\$8,300,375</b>	<b>\$3,600,000</b>	<b>\$960,075</b>	<b>\$0</b>	<b>\$3,500,000</b>	<b>\$240,300</b>	<b>\$8,300,375</b>
F Aviation Transportation Planning	56	\$113,934		\$49,786	\$163,721		\$58,196	\$105,525			\$163,721
<b>Locally Funded</b>	<b>56</b>	<b>\$113,934</b>	<b>\$0</b>	<b>\$49,786</b>	<b>\$163,721</b>	<b>\$0</b>	<b>\$58,196</b>	<b>\$105,525</b>	<b>\$0</b>	<b>\$0</b>	<b>\$163,721</b>
<b>Total</b>	<b>1,144</b>	<b>\$1,988,520</b>	<b>\$5,365,433</b>	<b>\$1,110,143</b>	<b>\$8,464,096</b>	<b>\$3,600,000</b>	<b>\$1,018,271</b>	<b>\$105,525</b>	<b>\$3,500,000</b>	<b>\$240,300</b>	<b>\$8,464,096</b>

## B. 2011 PRODUCT LISTING

<u>Activity</u>	<u>Title and Products</u>	<u>Completion Dates</u>
A	Planning Program Support and Administration	Ongoing
	- Committee Agendas, Minutes, Reports	Quarterly
	- Progress Reports to Mn/DOT	April
	- Close-out 2010 Outstanding Grant	July
	- Update of Title VI and DBE and WBE Goals	June
	- 3-C Planning Process Self Certification	October
	- Unified Planning Work Program Submittal	Monthly
	- TAC and TAB Progress Reports	Monthly
	- Internal Financial Statements	Continuous
	- Review and Approval of Various Plans and Programs	2nd Quarter
	- Analysis of Financing Methods	Fall
	- State Annual Budget Request	As Needed
	- Review of RALF Applications/Contract Administration	September
	- Annual RALF Fund Status Report	December
B	TIP Development and Management	March
	- Prepare Draft 2012-2015 TIP	May/June
	- Release Regional Solicitation	September
	- Adopt TIP Including 3-C Process, Major Projects Completed/Obligated in Previous Year, and an Air Quality Conformity Analysis	Ongoing
	- Prepare Implementation Report	As Needed
C	Comprehensive and Land Use Transportation Planning	June
	- Systems Statements for 2010 Update of TPP	As Needed
	- Local Comprehensive Plan Reviews	As Appropriate
	- Participate in Various Team Activities (Including Livable Communities, Referrals, and Sector Reps)	Semi-annually
	- Review Livable Communities Demonstration Grants	As Needed
	- Review Highway Interchange Additions	As Needed
	- Review EAs and EISs	As Requested
	- Review Controlled Access Highway Revisions	Ongoing
	- Participate in ITS and CTS Activities	December
	- TH 41 - Tier I EIS	Ongoing
	- TH 10 – Ramsey	December
	- TH 212 Corridor Plan	Ongoing
	- Cedar Avenue	Ongoing
	- Bottineau Blvd. Transitway – AA	Ongoing
	- SW Transitway – Preliminary Engineering	Ongoing
	- Rush Line Corridor Studies	December
	- Robert Street LRT Alternatives Analysis	3 <sup>rd</sup> quarter
	- 35W BRT Implementation Update	February
	- Land Use/Transportation Study (due to legislature Feb 2011)	December
	- Arterial Transitway Corridors Study	Ongoing
	- Union Depot – Planning and Design	December
- Regional Service Implementation Plan	As Needed	
- Project Review and Referral Memoranda Related to Transit	December	
- Coordinated Action Plan for Public Transit and Human Services Update	Ongoing	
- Access to Jobs Implementation		

- Proposals for Development of Bus Shoulder Lanes and Other Transit Supportive Measures in Conjunction with Trunk Highway System Ongoing
- Maintain Park-and-Ride Database Ongoing
- Review Mn/DOT 5310 Capital Funding Requests April
- Coordination of Regional Specialized Transportation Services Ongoing
- Implement New Freedoms Program Ongoing
- Coordinate TAAC Meetings Monthly
- SIP Revision for Minnesota Ongoing
- SIP Limited Maintenance Update Ongoing
- PM2.5/Ozone Emissions Reduction Strategies Effort Ongoing
- Maintain Bike/Pedestrian Facility Map on MetroGIS Ongoing
- Cycloplan Ongoing
- Participate in Non-Motorized Demo Ongoing
- TDM Program Review Process December
- Technical Assistance to Communities, and Providers of Transit, Land Use Ongoing
- Metropolitan Highway System Investment Study December
- Monitor Congestion Management Activity (RTMC) Ongoing
- Congestion Management Process Phase III December
- Evaluation of Active Traffic Management (ATM) Applications Ongoing
- Managed Lane Implementation Policy and Design Work Group Ongoing
- Participate on Mn/DOT's Interregional Corridor System Review December
- Technical Assistance/Response for Data Requests Ongoing
- Freight Study December
- Value Pricing Study – TH 77 Movable Barrier – Environmental Analysis December
- Streetcar Study – Nicollet/Central Avenue corridors AA (Minneapolis study) 2011
- Regional Transit Guidelines Development July

#### D Research and Travel Forecasting

- GIS Database Ongoing
- Demographic Forecasts Ongoing
- Land Use/Transportation Model December
- Technical Assistance to Land Use Planners Ongoing
- TIP Forecast (for use in Air Quality Conformity Finding) July
- Satisfy Data Requests As Needed
- Analyze Traffic Impacts of Transportation Projects and Development Proposals As Needed
- Local Transportation Plan Reviews/Technical Assistance As Needed
- Distribute New Model Set and Provide Needed Training As Needed
- Provide Traffic Forecasts in Support of Council and Mn/DOT Studies As Needed
- TBI Surveys and Model Development Ongoing
- Pretest Summary Report 2011
- Transit On-Board Survey Data and Methodology Report 2011
- Home Interview Survey Data and Methodology Report 2012
- Home interview Survey – GPS Sample Data and Methodology Report 2012
- Special Generator Data and Methodology Reports 2012
- Speed Survey Data and Methodology Reports 2012
- MnPASS Survey Data and Methodology Reports 2012
- External Station Survey Data and Methodology Report 2012
- Traffic Data Collection Data and Methodology Report 2012
- Model Development Reports and Model Validation Reports 2013
- Seven-county Metro Area Traffic Volume Maps (2009 volumes) July
- Seven-county Metro Area Flow Map (2009 volumes) September
- Final 2010 Model Highway Network December
- Final 2010 TAZ Network May

E	Operations and Management	
	- 2010 Regional Route Performance Analysis	June
	- Reports and Presentations of Data	Ongoing
	- Monitor Provider Performance and Financial Status	Ongoing
	- Transit Implementation Assistance and Activities	Ongoing
	- Develop and Implement Service Changes	Ongoing
	- AVL Project Management	2012
F	Aviation Transportation Planning	
	- Coordination Activities	Ongoing
	- Potential System Plan FAA Grant Application	As Needed
	- Review of MAC's Capital Improvement Program	January
	- Review of Local Plan Amendments and EAs	As Needed
	- Plan Updates/Amendments for general aviation	Ongoing

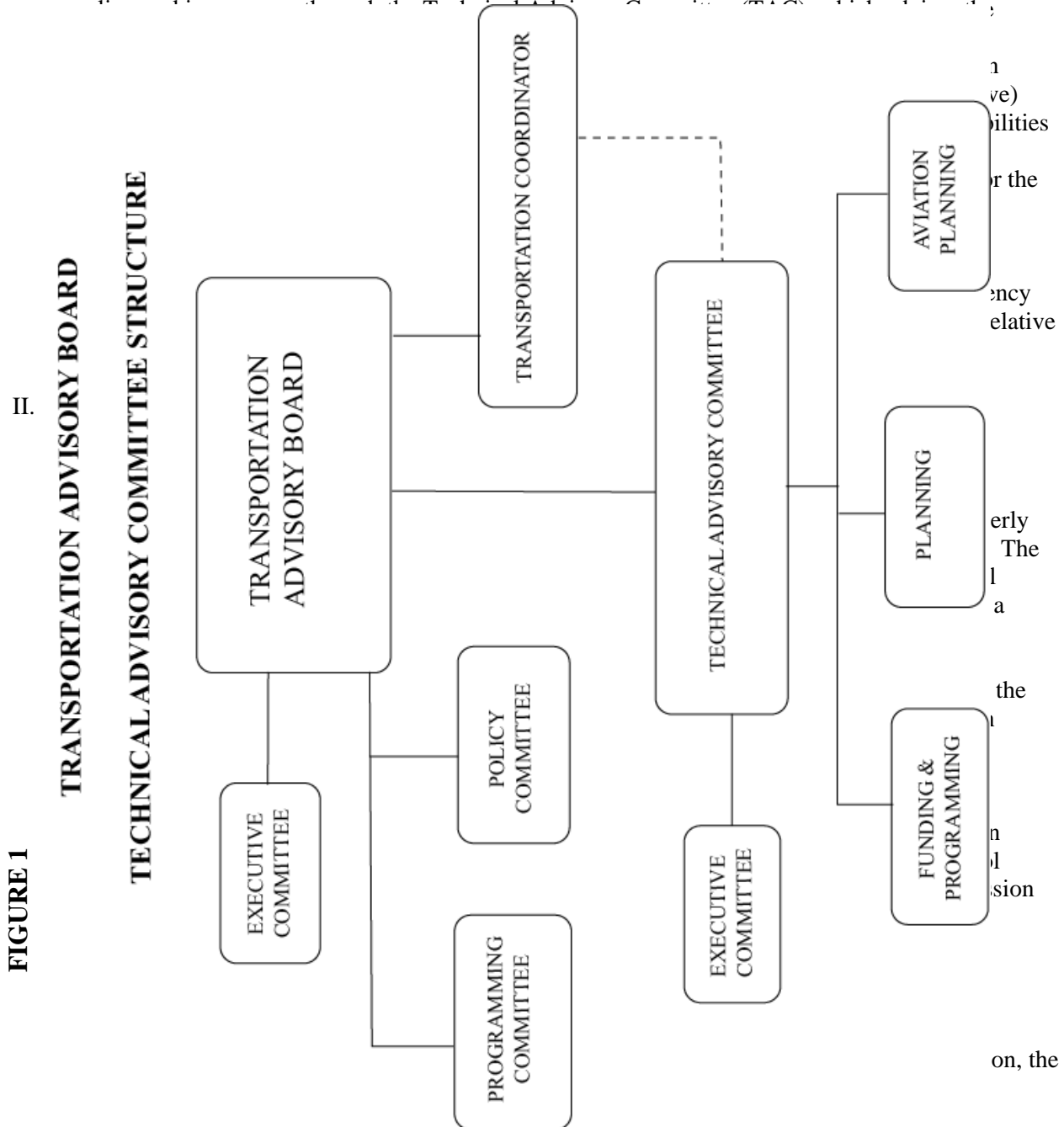
## C. Roles and Responsibilities of the Participants

### I. OVERVIEW OF THE ON-GOING 3-C PLANNING PROCESS BY THE MPO

As the Metropolitan Planning Organization for the Twin Cities area, the Council is the lead agency responsible for administering and coordinating the activities of participants carrying out the required tasks of the transportation planning process.

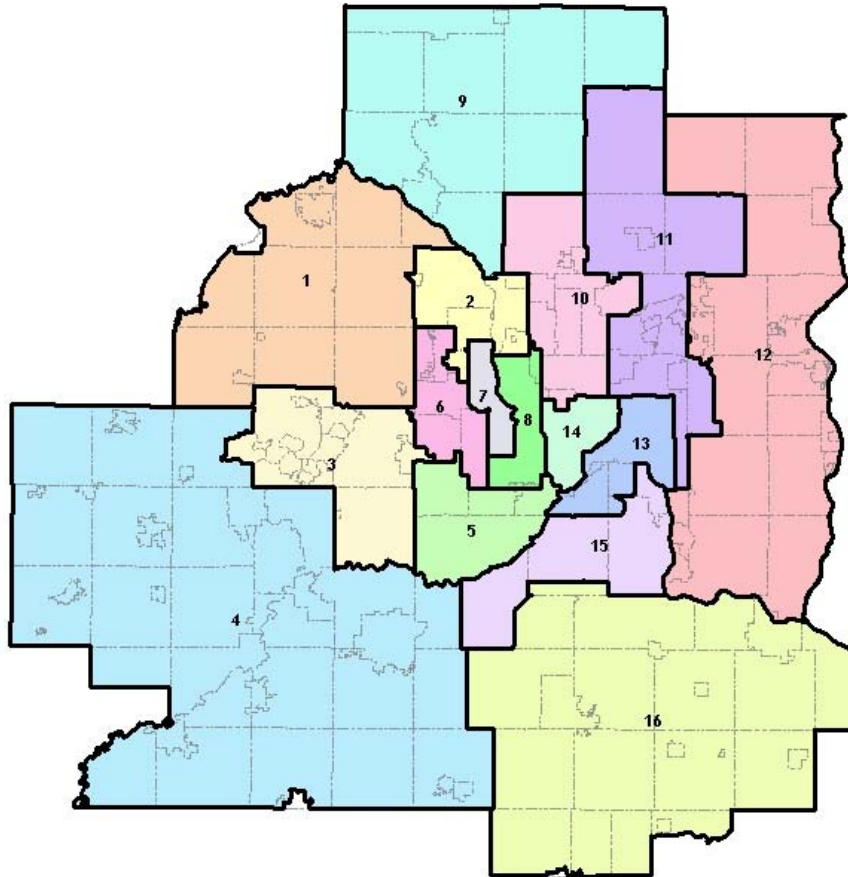
Participants in the transportation planning process include the Metropolitan Council; the Minnesota Department of Transportation (Mn/DOT); the Minnesota Pollution Control Agency (MPCA); the Metropolitan Airports Commission (MAC); transit operators; counties and municipalities; local officials; private citizens; and U.S. Department of Transportation (U.S. DOT).

Transportation agency staff from the agencies, counties and municipalities are involved in the



**FIGURE 2**

**2010 Metropolitan Council Districts**

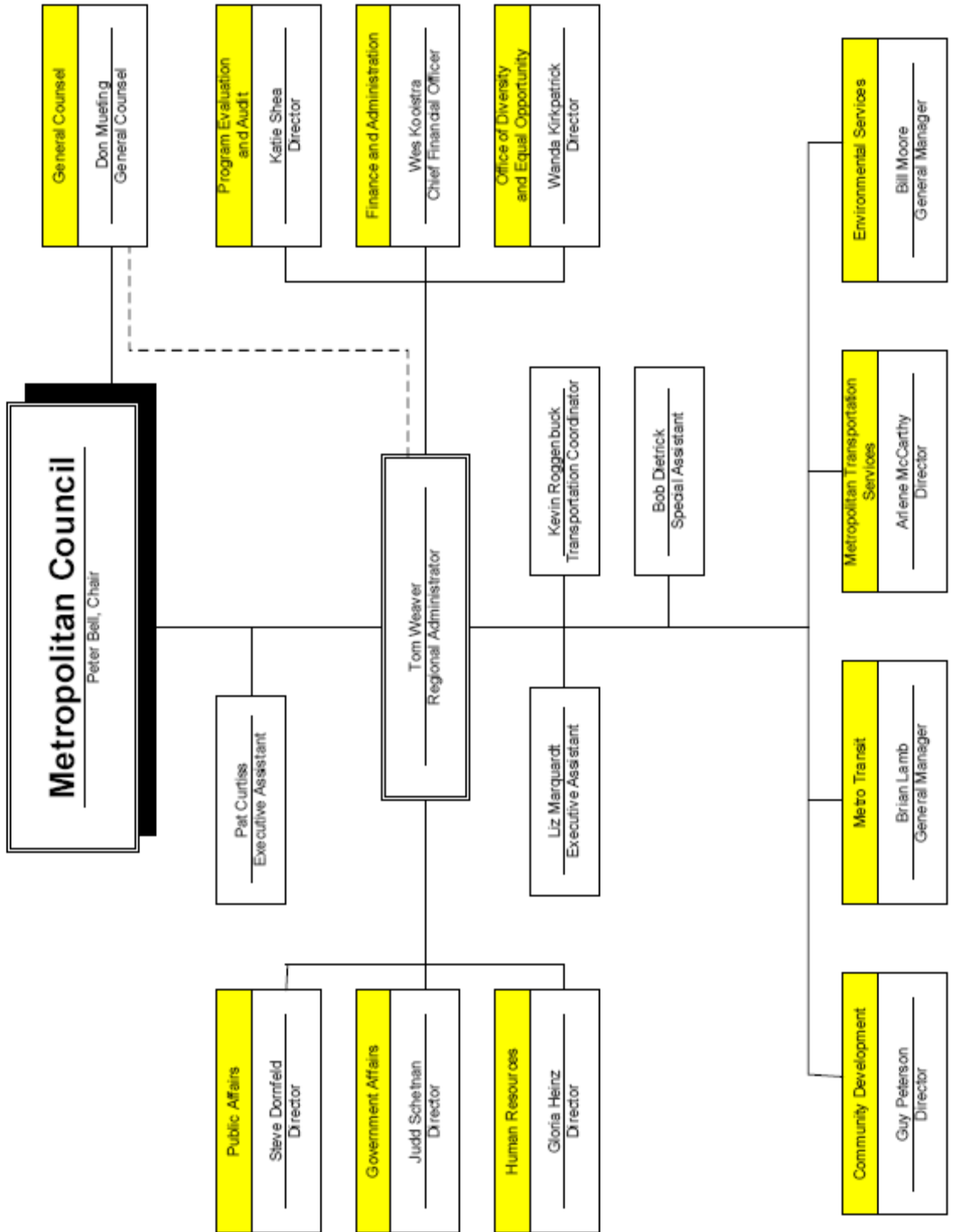


Chair – Peter Bell		
1 – Roger Scherer	6 – Peggy Leppik	11 – Georganne Hilker
2 – Tony Pistilli	7 – Annette Meeks	12 – Sherry Broecker
3 – Robert McFarlin	8 – Lynette Wittsack	13 – Richard Aguilar
4 – Craig Peterson	9 – Natalie Steffen	14 – Kirstin Sersland Beach
5 – Polly Bowles	10 – Kris Sanda	15 – Daniel Wolter
		16 – Wendy Wulff

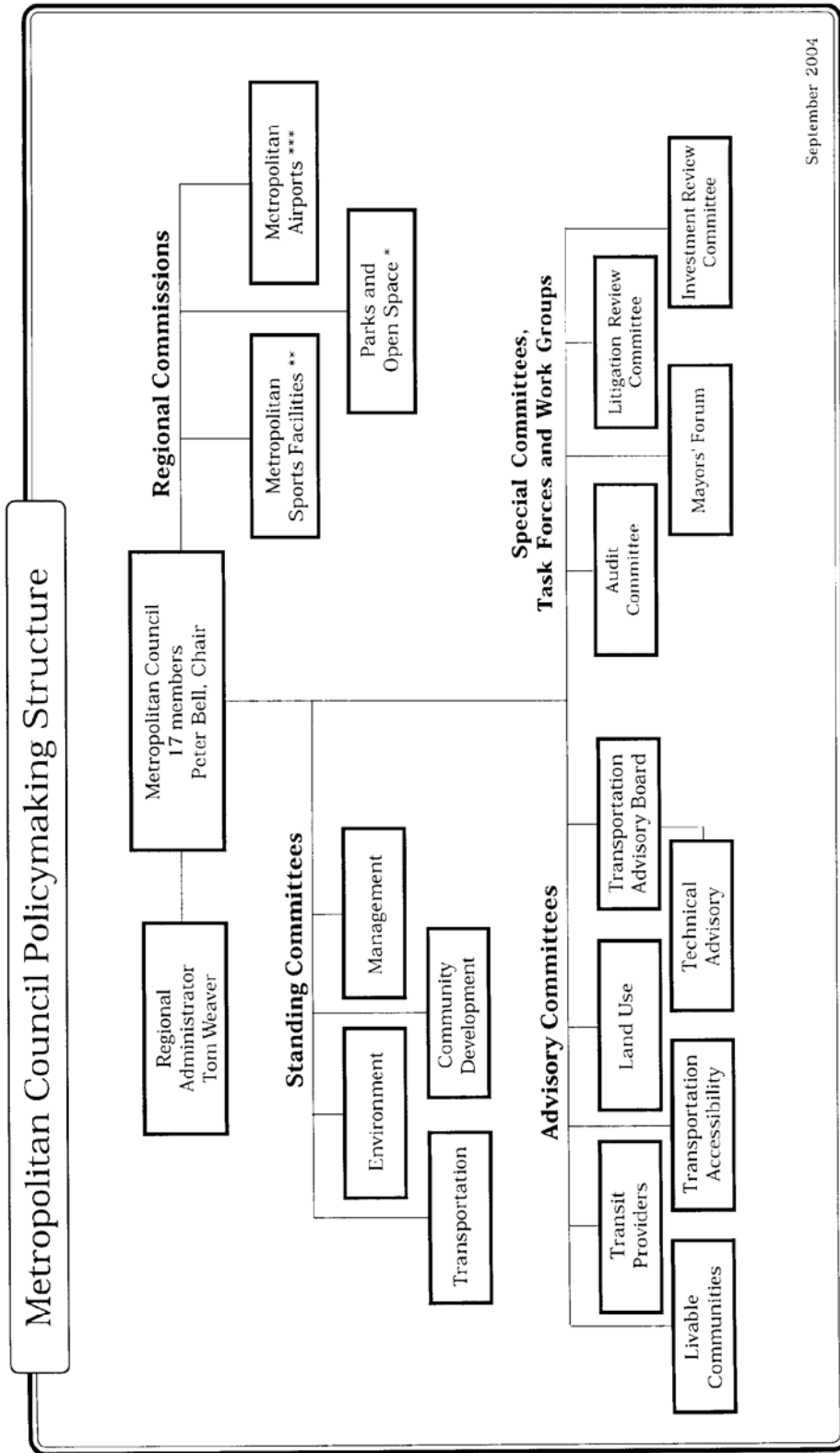
**FIGURE 3**

October 19, 2009

Chart No. 01.0



**FIGURE 4**



\* Staff support provided to Commission by Metropolitan Council.

\*\* The Metropolitan Council has budget approval and issues bonds for the commission.

\*\*\* The Metropolitan Council reviews the capital budget and approves certain projects.

**Metropolitan Council**  
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The Council's mission was broadened with the merger of the MWCC, the RTB and MTC into the Council. Since its creation, the Metropolitan Council has been a regional planning and coordinating agency with oversight responsibilities over the three regional agencies. Under the 1994 legislation, the Council continues its long range planning and coordination role and integrates shorter term planning responsibilities and operation of the public transit systems and the regional sewage collection and treatment system.

### Planning Responsibilities

Prepares planning documents and studies which provide direction for regional growth and development and which provide direction for regional commissions and agencies which plan and operate transit, roadways, regional parks, airports, housing and water quality management activities. Documents and studies include:

- Regional Development Framework - A comprehensive regional policy framework.
- Transportation Policy Plan - Provides policy direction for metropolitan transportation investments and includes plans for the metropolitan highway, aviation and transit systems.
- Transportation Improvement Program (TIP) for the Twin Cities - A multi-modal program of highway, transit, bike, walk and transportation enhancement projects and programs proposed for federal funding throughout the seven country metropolitan area in the next four years.
- Congestion Management System - A systematic process for evaluating and developing transportation strategies and plans for addressing existing and future traffic congestion.
- Air Quality Conformity Determinations - determines conformity of plans and programs to requirements of Clean Air Act.
- Functional (Highway) Classification - Describes a roadway's function, determines routes to be metropolitan highway system and which roads should be used for transit service before design and operational guidelines implemented.
- Reviews applications for federal and state funds to assure consistency with regional development goals, policies and programs.
- Reviews local government comprehensive plans for consistency with regional sewer, park, transit, airport and transportation plans.
- Provides information to the public and technical assistance to government units.

### Transportation Operational Responsibilities

- Operates public transit system and constructs, equips and operates projects including terminal and maintenance and garage facilities, ramps, parking areas and other facilities related to public transit systems.
- Executes and administers transit private provider contracts.
- Provides Metro Mobility (ADA) programs.

- Advises and works cooperatively with local governments, regional railroad authorities and other public agencies, transit providers, developers and other persons in order to coordinate all transit modes and increase availability of transit services.
- Administers state and metropolitan transit subsidies.

#### B. Transportation Advisory Board

The Transportation Advisory Board (TAB) was established by the Council in September 1974, in accord with the Metropolitan Reorganization Act (Minnesota Statute 473.146, Subdivision 4 (1994) (Metropolitan Reorganization Act of 1974); Title 23, U.S. Code, Section 134 (Federal-Aid Highway Act of 1962, as amended); Title 23, U.S.C., Section 104(f) (Federal-Aid Highway Act of 1973); and 49 U.S.C., Chapter 21 (Urban Mass Transportation Act of 1964, as amended). The Board provides the forum for deliberation among state, regional and local officials, and private citizens appointed by the Metropolitan Council. The Board consists of 33 members: 10 municipal elected officials, seven elected county officials, nine private citizens, two state and two regional agencies, and four modal representatives. Municipal officials are appointed by the Association of Metropolitan Municipalities. County officials (one from each county) are appointed by the respective county board. Eight private citizen members are selected by the Metropolitan Council to represent Metropolitan Council districts. The Metropolitan Council appoints three of the four modal representatives – two for public transit and one for non-motorized transportation. The Commissioner of Mn/DOT appoints the fourth modal representative from the freight transportation industry. The Chair is to be free of affiliation with major transportation operating agencies and is appointed by the Metropolitan Council from among the membership for a two-year term. The agency officials, representing the Minnesota Department of Transportation, the Metropolitan Airports Commission, and the Minnesota Pollution Control Agency, are designated by their agencies, but may not be staff members. The Board advises the Metropolitan Council in preparing the long-range transportation plan and the TIP, provides coordination and direction to the agencies responsible for implementing the plan, and selects projects for federal transportation funding through a regional competitive project solicitation program.

TAB is assisted and advised in carrying out its responsibilities by the Technical Advisory Committee (TAC). The TAC was established by the TAB to provide the technical assistance and coordination necessary for the TAB to perform its responsibilities. The TAC membership is composed of professional staff from counties, cities, Association of Metro Municipalities, Mn/DOT, MPCA, MAC, Metropolitan Council, TAB, and Federal Highway Administration (nonvoting).

#### C. Minnesota Department of Transportation

The Minnesota Department of Transportation (Mn/DOT) was created by the legislature in 1976 to provide a balanced and coordinated multimodal transportation program and system for the State. The Department is organized into six divisions: Policy, Safety & Strategic Initiatives Division, Employee 7 Corporate Services Division, Modal Planning & Program Management Division, Engineering Services Division, State Aid Division, and Operations Division. Each headed by a Division Director. An organization chart of Mn/DOT's structure is shown at Figure 5.

Mn/DOT is responsible for development of a state transportation plan, and coordinates statewide air, freight, and commercial vehicle operations, waterway, trunk highway, bikeway and transit planning activities. Mn/DOT coordinates operation efforts with local and regional authorities, as well as reviewing their planning projects and administering federal and state highway funds. Mn/DOT provides and coordinates statewide aviation system planning; administers airport safety zoning; develops and maintains aviation navigation aids; administers an airport development grants-in-aid program; and issues

airport and commercial operators licenses. Mn/DOT administers state and federal transit assistance programs in Greater Minnesota.

Mn/DOT has the authority to locate, improve, maintain, construct and reconstruct a system of trunk highways and interstate routes. Each year Mn/DOT prepares a highway improvement program to be considered for inclusion in the Twin Cities TIP. Mn/DOT coordinates the Metro Area Transportation Partnership (ATP) process to develop an ATP TIP for inclusion in the State TIP.

Mn/DOT participates on the TAC and TAB and various committees, and participates in corridor studies. The Department participates in consultation with the MPO, MPCA, U.S. DOT and EPA on air quality conformity activities. Mn/DOT acts as liaison between the U.S. DOT and the MPO, certifies a valid federal transportation planning process, and administers federal planning funds to the MPO.

#### D. Metropolitan Airports Commission

The Metropolitan Airports Commission (MAC) established in 1943, is an independent, special purpose agency with broad powers to acquire, develop and operate airports within an area roughly equivalent to the seven county metropolitan area.

The Commission owns and operates seven metropolitan public use airports, including Minneapolis-St. Paul International Airport, and is empowered to raise revenues for the financing of airport development and operations. The Commission prepares comprehensive master plans for each facility and provides for the safe and efficient operating environment for the area's aviation system user.

MAC's plans are subject to Metropolitan Council review under MN. Stat. 473.165 which applies to "independent commissions, boards and agencies." As provided in that section, all MAC long-range plans must be consistent with Metropolitan Council Plans and Policies. In addition, certain airport development projects in the Metropolitan Area which requires capital funding in excess of \$5 million at Minneapolis-St. Paul and \$2 million at other airports must be reviewed and approved by the Metropolitan Council (MN. Stat. 473.621).

Figure 6 is a staff organization chart of MAC.

#### E. Minnesota Pollution Control Agency

The Minnesota Pollution Control Agency (MPCA) was created in 1967 by the Minnesota Legislature to protect surface waters. This authority was soon expanded in Minn. Stat. Ch. 115 and 116 to include responsibilities for air quality, solid waste disposal, ground water, and later, the management of hazardous wastes.

The nine-member MPCA's Citizens Board is composed of eight citizen members who serve four-year, staggered terms. They are appointed by the Governor, with Senate approval, and come from a variety of occupations and from different parts of the state. The only statutory requirement is that one member must represent agriculture. The Citizens Board is chaired by the Commissioner of MPCA, who is the ninth member.

The MPCA's powers and responsibilities for protection and improvement of the environment include the following services:

- environmental assessment, monitoring and goal-setting
- regulatory approvals
- enforcement and follow-up to complaints

- pollution prevention activities
- response to environmental threats
- technical, educational, and financial assistance
- information on agency activities and environmental issues
- forums for public discussions on environmental issues

Figure 7 is an organizational chart of the Minnesota Pollution Control Agency

#### F. Counties and Municipalities

All counties, the cities of Minneapolis and St. Paul and suburban municipalities in the Metropolitan Area participate in the transportation planning process at two levels: At the policy level, elected county and municipal officials are represented on the Transportation Advisory Board; and at the technical level, professional staff from principal government units are represented on the Technical Advisory Committee. Within the regional transportation planning process, many planning activities are implemented at the subregional and corridor levels. The transportation implications of such projects as highway improvements or transit service modifications are organized to invite active participation by each affected local government and to seek active citizen participation.

Cities and counties also participate in related 3-C activities but not as members of the TAB or TAC. A range of activities is included such as representatives on corridor studies, conduits for citizen comments on 3-C products and implementation of regionally funded facilities and services.

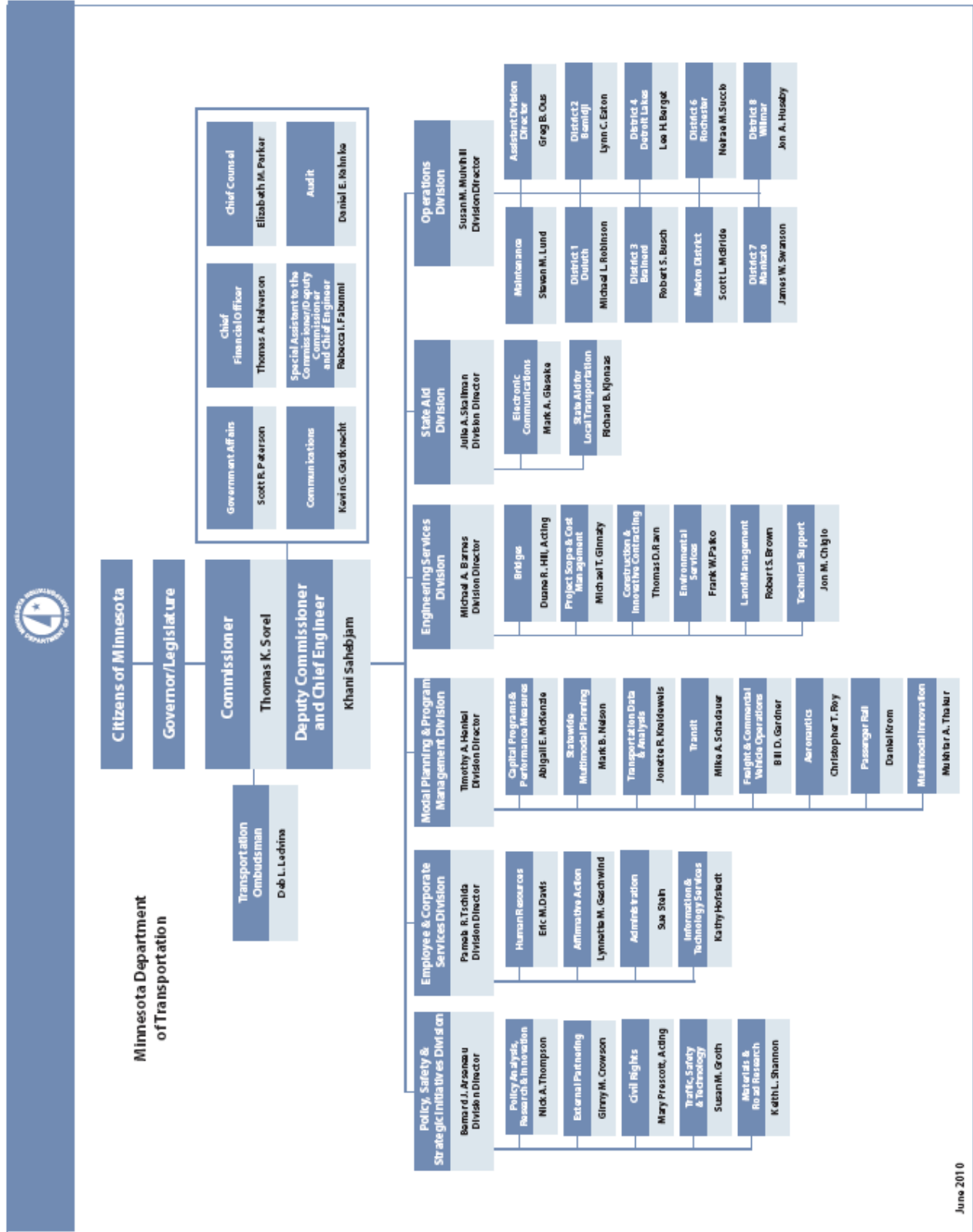
Counties and cities have the following responsibilities related to the 3-C planning process:

- Prepare and submit comprehensive plans to the Metropolitan Council and respond with amendments as necessary;
- Initiate and submit transportation projects eligible for SAFETEA-LU funding;
- Participate in the Transportation Advisory Board (TAB) and Technical Advisory Committee (TAC) when appropriate;
- Review Mn/DOT's Transportation System Plan;
- Participate in and comment on the Regional Transportation Policy Plan.

#### G. U.S. Department of Transportation

The U.S. DOT is also involved in the 3-C metropolitan transportation planning process. A representative of the local Federal Highway Administration office participates on the TAC and its subcommittees. This representative's primary role is to ensure that the process adheres to all federal laws and regulations concerning the metropolitan transportation planning process. The U.S. DOT provides guidance to and approves the Council's transportation planning activities, and is the primary funding source for metropolitan transportation planning.

**FIGURE 5  
Mn/DOT ORGANIZATIONAL CHART**



**FIGURE 6  
METROPOLITAN AIRPORTS COMMISSION ORGANIZATIONAL CHART**

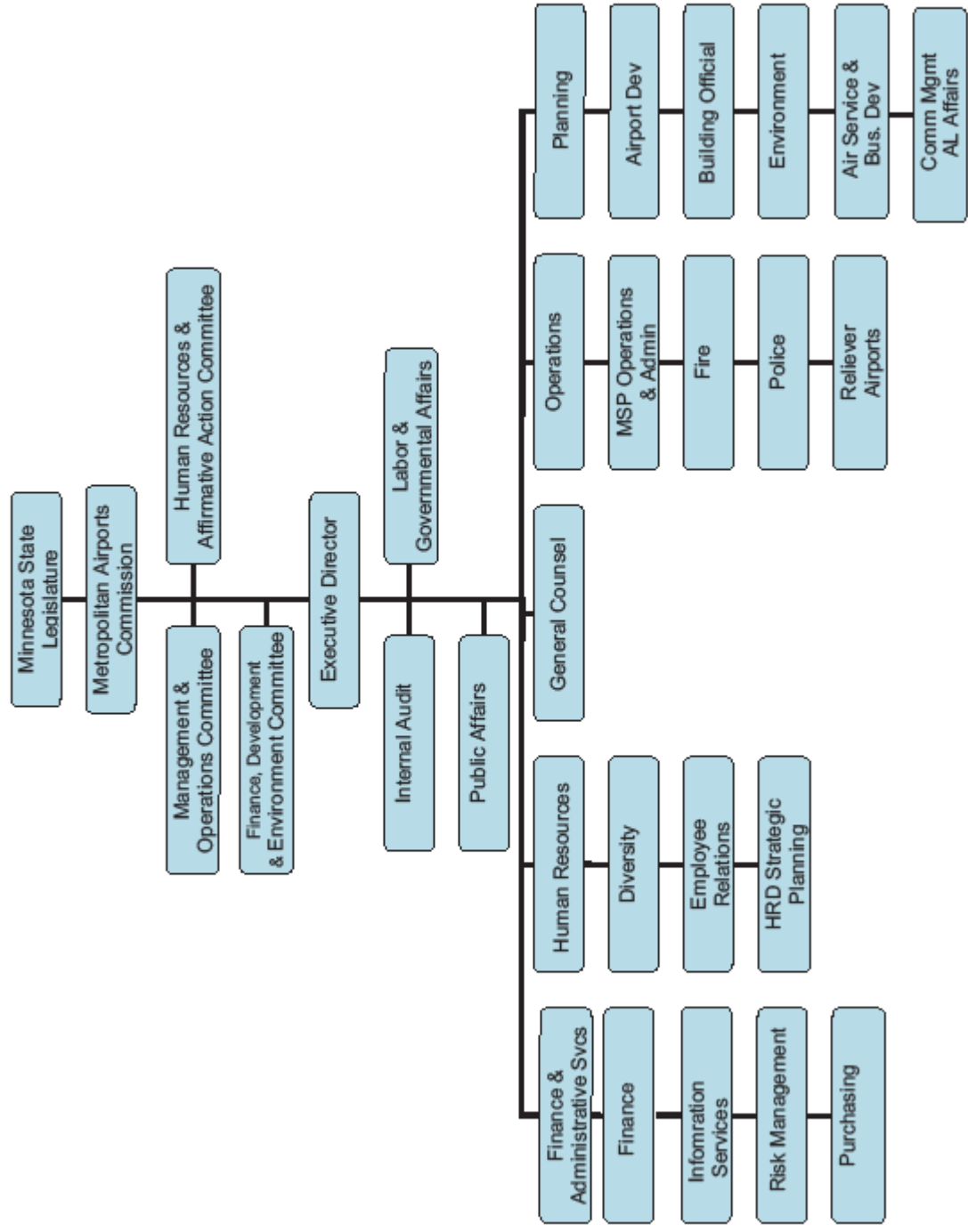
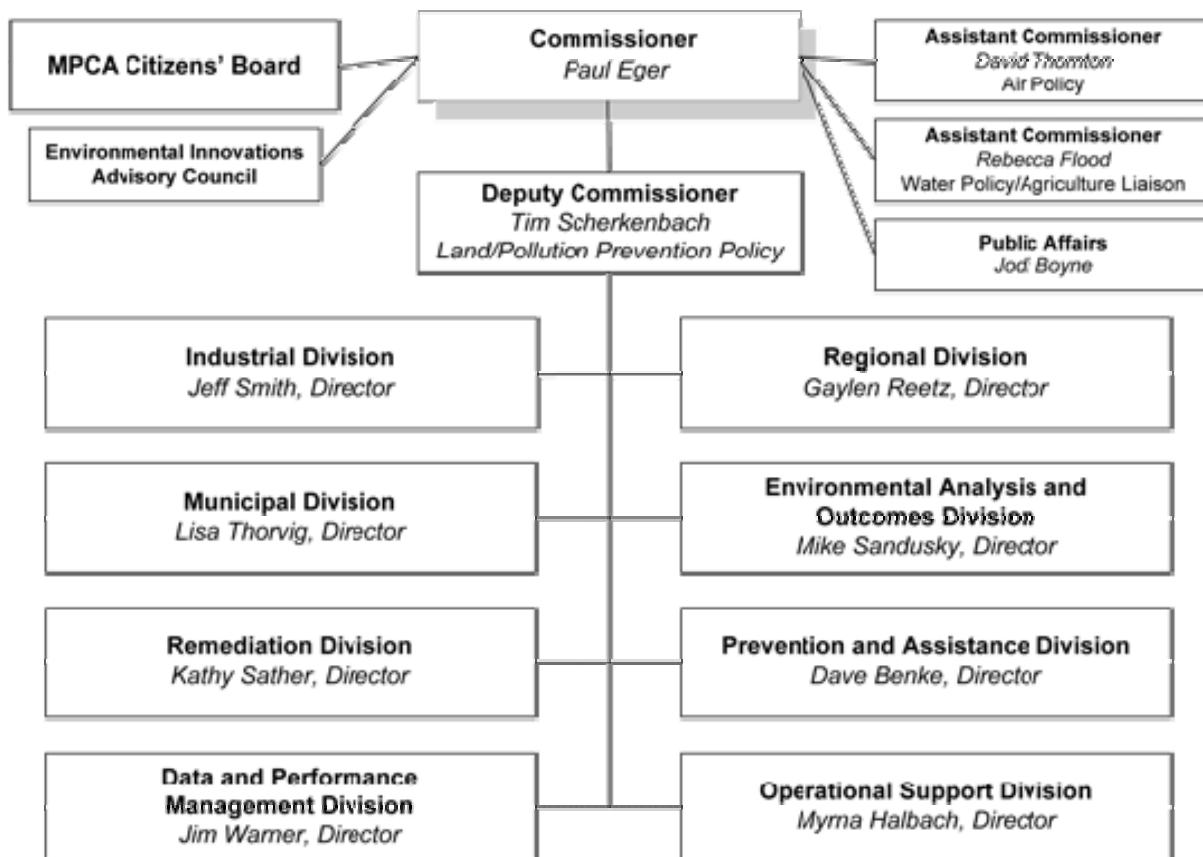


FIGURE 7

Minnesota Pollution Control Agency Organization Chart

July 2010



### III. CITIZEN PARTICIPATION AND DISSEMINATION OF INFORMATION

#### A. Metropolitan Council

As the lead participant in the 3C transportation planning process, the Metropolitan Council actively involves the public in its decision-making process at several levels.

##### Background

The Minnesota State Legislature originally created the Metropolitan Council as a regional planning agency to oversee growth and development in the metropolitan area. In recent years, the Legislature added responsibilities to operate the regional bus system, collect and treat wastewater, and provide affordable housing for low and moderate income families. The Legislature recognized the need for a forum where citizens could participate in the discussion and decisions of regional issues that shape the lives of citizens and the quality of life in the Twin Cities area. The Council recognizes this purpose as central to its legislative charge. In 2007, the Council adopted the Public Participation Plan for transportation planning.

As the lead participant in the 3-C transportation planning process, the Metropolitan Council actively involves the public in its decision-making process at several levels. The Council's Communications Office acts as a liaison between the Council and citizens groups and local officials, interacting with the public on a daily basis and supporting the Council's community outreach and public hearing process. The Council has established a broad citizen participation and public education effort to build awareness and understanding of regional issues and to build consensus for solving regional issues. The full Public Participation Plan is available to the public.

The Metropolitan Council reaffirms its commitment to pro-active, effective public participation process, using a variety of internal and external strategies including newsletters, telephone comment lines, email, website, on-line forum, media relations, community meetings, public hearings, and public information campaigns.

##### Citizen Involvement

Public participation activities obtain information and identify public sentiment. They help the Council build public support and trust in the region. Although the goal is always better decisions, the level of public influence on a decision and the tools used to inform and involve the public may vary. For some Council initiatives, appropriate participation may be limited to public information. Other initiatives and key decisions may require much more involvement.

Public participation is designed to involve "stakeholders" with meaningful public access to key decisions. Stakeholders may be people, groups or organizations who care about or might be affected by a Council action. Because the Council recognizes that stakeholder participation improves its decisions, it provides resources and guidance to encourage public comments and involvement.

##### **Regional Stakeholder Involvement**

The Council's advisory bodies involve regional stakeholders in its transportation planning and programming activities. They include the Transportation Advisory Board which advises the Council on transportation matters involving the regional highway, public transit and airport systems; helps the Council, Mn/DOT, counties and cities carry out transportation planning and programming for the region as designated in state and federal laws; participates in drafting the



Transportation Policy Plan (TPP), and reviews and adopts the region's four-year Transportation Improvement Program (TIP).

The TAB is supported by the Technical Advisory Committee made up of staff from the Council, Mn/DOT, cities and counties and other agencies represented on the TAB. Other advisory bodies include the Transportation Accessibility Advisory Committee (TAAC) that advises the Council on short- and long-range management plans and policies for special transportation services; and the Transit Providers Advisory Committee (TPAC) that advises the Council on issues related to contracted transit services and reviews and participates in the Council's referral process for the TPP and TIP. Its members represent transportation providers, including private transportation providers.

In addition to involving local governments in regional transportation planning processes through its advisory bodies, the Council actively seeks participation by local governments informally and early in its decision-making process. Council and staff members obtain input from local governments through a variety of venues through face-to-face meetings and interviews; discussion, educational and outreach meetings; attendance at local government meetings; the review process for local comprehensive plans and environmental assessment and impact documents; technical assistance to local governments.

### **Underrepresented Groups**

The Council may recruit representatives of groups traditionally underrepresented in regional policy making and provide enhanced participation opportunities to encourage people who belong to underrepresented groups to share their unique perspectives, comments and suggestions. The Public Affairs Department and Office of Diversity monitor emerging practices and techniques, and provide consultation to project staff to support effective participation methods.

To ensure compliance with the Americans with Disabilities Act (ADA), the Council's Public Meeting Notices and comment opportunities include TTY information and provide multiple input methods. Public meetings are held at ADA-accessible locations, and notices and information are published on the Council's ADA-compliant website. Extended public hearing notices in the Council's Metro Meetings bulletins and on its Meetings and Events webpage provide needed planning time for people who rely on public transit, Metro Mobility or special arrangements to get to Council events.

### **Public Notices**

The Council informs stakeholders about its public participation meetings and opportunities, as well as involvement milestones and outcomes. The Council's Public Affairs Department publishes public comment opportunities at the Council's ADA-compliant website ([www.metrocouncil.org](http://www.metrocouncil.org)), in the *State Register*, and in designated newspapers, as well as on the Council's official calendar. The Council provides legal notices, beginning 30 to 45 days prior to public hearings, to inform members of the general public and other stakeholders about opportunities to provide formal public comments.

The Council values the efforts stakeholders make to participate in its regional decisions. To inform participants how their ideas, comments and suggestions influence key regional decisions, the Council considers summaries of public comments at regular business meetings. The Council's designated project managers prepare and present the summaries following each major initiative or project participation process, and provide copies to the Public Affairs Department for publication on the Council's ADA-compliant website and distribution through the Data Center.

Whenever reasonably possible, the Council holds its public meetings at times and places convenient to its stakeholders.

### **Formal Public Meetings**

The Council accepts testimony from stakeholders and the general public in multiple formats, including testimony, postal mail, email, voice mail, fax, and on forms provided for written or website comments.

Business and committee meetings are always open to the public as required by Minnesota's Open Meeting Law and allow the Council's stakeholders to provide public comments and observe the way it conducts its business. Public Hearings provide formal public input on issues and business of regional interest.

### **Education and Outreach Meetings**

The Council implements a variety of face-to-face and interactive opportunities to ensure meaningful public participation and promote full understanding of Council initiatives. Education and outreach meetings provide information and may solicit input. These meetings include forums, workshops, special events highlighting an issue or initiative, open houses, and conferences.

### **Media Relations**

The Council's Public Affairs Department includes staff experienced in news reporting and media relations. It issues news releases, works with reporters to generate stories about Council activities, responds to reporter inquiries, provides briefings, holds press conferences and prepares editorial commentaries. Media activities inform and interest members of the media and public about Council issues, events and opportunities for public participation.

### **Websites**

The Council's ADA-compliant websites provide interactive content and static documents, accessed at a rate of more than 200,000 visits per month. The website includes contact information and venues for public comment, and advertises openings on the Council's advisory bodies. It provides information about the Council's planning and decision-making processes, as well as copies of its draft and adopted plans and policies, maps, displays, and meeting agendas. The homepage highlights public events, and "Meeting and Events" pages provide calendars of the public hearings, meetings and events held by the Metropolitan Council, the Metropolitan Airports Commission and the Metropolitan Sports Facilities Commission. The Council's website provides information about federally funded projects, grant opportunities, Council programs and affordable housing. Metro Mobility, the Council's transportation provider for people with disabilities, provides an online handbook and enrollment form, and the Council's Metro Transit site provides transit schedules, dynamic trip planning and fare information online.

### **Data Center**

The Council Data Center publishes official public notices of the Council's hearings and public participation meetings. Data Center staff members respond to 12,000 public contacts annually, including requests for printed documents, inquiries about the status of projects, and public comments received at the data center during the public participation process. The Data Center staff assists at events managed by the Public Affairs Department and maintains several database lists. The Data Center distributes Council documents, notices and newsletters via email, messenger and traditional mail service.

## **Print materials, electronic publications and presentations**

The Council distributes several periodicals to stakeholders and interested parties. These include Metro Meetings which provides information about meetings and public events held by the Council, its committees and subcommittees; Directions Newsletter which provides articles to inform the public and stakeholders about current regional planning, program and service issues; promotes public use of best management practices related to Council responsibilities; Metro Digest which summarizes Council and Commission activities, as well as committee and commission vacancies; Take Out which is provided for user pickup monthly on all regional buses and trains, discusses meetings and decisions affecting the region's transit system; the Annual Report which discusses major Council accomplishments and initiatives; and Metro Mobility Monitor which discusses policy and service matters affecting its clients.

### **B. Minnesota Department of Transportation**

Mn/DOT conducts a variety of public meetings to present information to the public and to provide a forum for public participation. This is in keeping with Mn/DOT's policy to actively seek the early and continuing participation of all interested and/or affected members of the public in all phases of transportation decision making. Opportunities for public participation are publicized through the media, website and direct contacts. Types of opportunities include public information meetings, public hearings, open houses, task force meetings and neighborhood meetings.

Staff members from Mn/DOT make personal appearances before various public groups presenting information about the Department and its activities. These staff members may be from either the central office or district offices, depending on the nature of the information desired and the geographic location.

In addition, Mn/DOT issues news releases to the media statewide, or in localized geographical areas as needed. Mn/DOT coordinates information activities with its district offices (seven in Greater Minnesota and the Metro District in the Twin Cities Metropolitan Area). Staff from Mn/DOT prepare and disseminate a variety of special brochures and publications and issue radio and television announcements to assist in communicating special subject information to the public.

### **C. Minnesota Pollution Control Agency**

The MPCA Citizens Board provides the opportunity for citizen participation through regular monthly and special meetings and formal public hearings. Citizens can also request that a particular item be considered by the Board. The MPCA staff also answers citizens' inquiries, holds public information meetings, organizes technical advisory committees, publishes notices of intent to solicit public opinion on rules, publishes public notices and solicits formal comment on projects, responds to requests, speaks to interested parties, and responds to reporters' and citizens' inquiries. Communication officers are expected to provide primary contact with the news media regarding pollution control activities, as well as provide other technical and public information duties.

### **D. Counties and Municipalities**

Cities and counties also are directly involved in citizen participation efforts for a variety of projects and studies that are included in this UPWP. The best example of such activities relates to corridor studies. While such studies carry out their individual efforts to ensure citizen participation, the cities and counties involved act as conduits for their citizens' input. These activities may be fostered by the city planning commissions or subcommittees of county boards.

## D. SAFETEA-LU FACTORS CONSIDERED BY PROGRAM ELEMENT

On August 10, 2005, Congress signed in law PL 109-50, the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users, which is referred to as SAFETEA-LU. This law requires, under Section 6001 (h), that plans and programs address the eight elements listed below.

- 1) In general. – The metropolitan transportation planning process for a metropolitan area under this section shall provide for consideration of projects and strategies that will –
  - A. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency;
  - B. Increase the safety of the transportation system for motorized and nonmotorized users;
  - C. Increase the security of the transportation system for motorized and nonmotorized users;
  - D. Increase the accessibility and mobility of people and for freight;
  - E. 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;
  - F. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
  - G. Promote efficient system management and operation; and
  - H. Emphasize the preservation of the existing transportation system.

The factors that apply to each element of the Unified Planning Work Program are listed below.

<b>SAFETEA-LU FACTORS</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>Transportation Planning Process</b>			<b>X</b>			<b>X</b>		
<b>TIP Development and Management</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Comprehensive and Surface Transportation Planning</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Research and Travel Forecasting</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Operations and Management</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Aviation Transportation Planning</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>