

ST. CLOUD AREA PLANNING ORGANIZATION

2012 – 2013 UNIFIED TRANSPORTATION PLANNING WORK PROGRAM AND BUDGET



Scott M. Mareck, AICP
Executive Director
1040 County Road 4
St. Cloud, Minnesota 56303-0643
320-252-7568
www.stcloudapo.org
mareck@stcloudapo.org

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(* denotes Executive Board and Policy Board representative)

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Steve Voss, MnDOT District 3
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St. Joseph Township Representative
Cathryn Hanson, St. Cloud APO

**ST. CLOUD AREA PLANNING ORGANIZATION
STAFF**

Scott Mareck, Executive Director/Transportation Planning Manager
Cathryn Hanson, Senior Transportation Planner
Michelle Musser-Pooler, GIS Specialist/Planner
David Then, Transportation Planning Technician
Dorothy Sweet, Administrative Assistant

**ST. CLOUD AREA PLANNING ORGANIZATION
2012 – 2013 UNIFIED TRANSPORTATION PLANNING WORK PROGRAM**

TABLE OF CONTENTS

<u>Chapter</u>	<u>Page</u>
APO Background	1
UPWP Background	4
Work Activity 101 – Administration	6
Work Activity 201 – Planning Work Program	7
Work Activity 301 – Census	8
Work Activity 501 – Locally Funded Activities	9
Work Activity 601 – Transportation Data/GIS	10
Work Activity 602 – Transportation System Management (TSM)	12
Work Activity 603 – Transportation Project Development	14
Work Activity 604 – Transportation Plan Development	16
Work Activity 605 – Transportation Improvement Program (TIP)	19
Work Activity 606 – Transportation Coordination	21
Work Activity 607 – Air Quality Coordination	23
Work Activity 608 – Bicycle/Pedestrian Planning	24
Work Activity 609 – Web Site Maintenance and Development	26
Work Activity 610 – Transit Planning	27
Work Activity 701 – Transportation Assistance to Members	29
Work Activity 801 – External Study Coordination	30

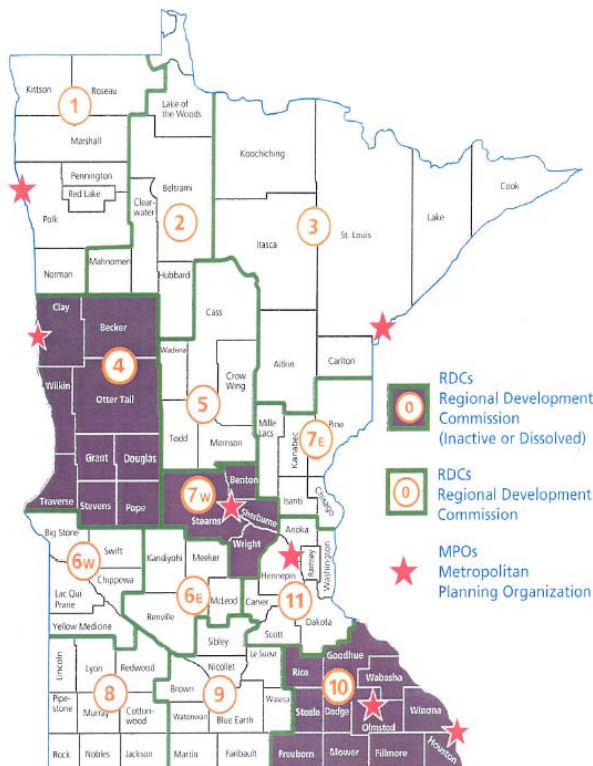
APO BACKGROUND



As depicted on the map below, the St. Cloud Area Planning Organization (APO) is one of seven federally designated Metropolitan Planning Organizations (MPOs) within the State of Minnesota. As such, since its formal organization as a joint powers entity in 1966, the APO has been responsible for facilitating a federally mandated “3-C” planning process that is Continuing, Cooperative and Comprehensive. The primary products of this planning process include preparing and maintaining a multi-modal twenty year Long Range Transportation Plan that is updated at least every four years, preparing and maintaining a four year Transportation Improvement Program (TIP) that is updated at least every two years, and annually preparing a two year Unified Planning Work Program (UPWP).

Other key aspects of the APO’s planning process include preparing a short-range Transportation System Management (TSM) Plan, collecting and analyzing census information, maintaining and developing a Geographic Information System (GIS), preparing corridor and environmental studies necessary to preserve rights-of-way and prepare projects for construction identified in the Long Range Plan, transit planning, bicycle and pedestrian planning and other miscellaneous planning and coordination efforts that benefit the St. Cloud Metropolitan Area.

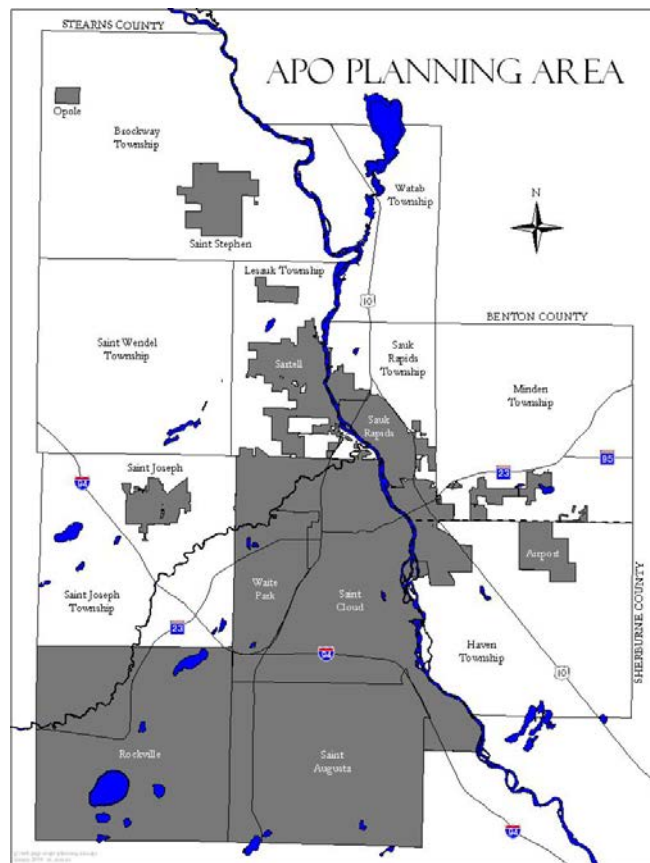
The APO does all of this work in cooperation with its key planning partners which include the Minnesota Department of Transportation (MnDOT), the Minnesota Pollution Control Agency (MPCA), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), St. Cloud MetroBus, individual APO member jurisdictions, and the general public.



APO BACKGROUND



The geographic extent of the APO's federally designated 350 square mile planning area is outlined below. This planning area encompasses portions of Stearns, Benton and Sherburne Counties and includes 19 individual local units of government in total. Of these 19 local units of government, 12 choose to pay APO membership dues and directly participate in planning and programming decisions made by the 46 member APO Policy Board. Thirty-nine (39) of the 46 APO Policy Board members are elected officials.



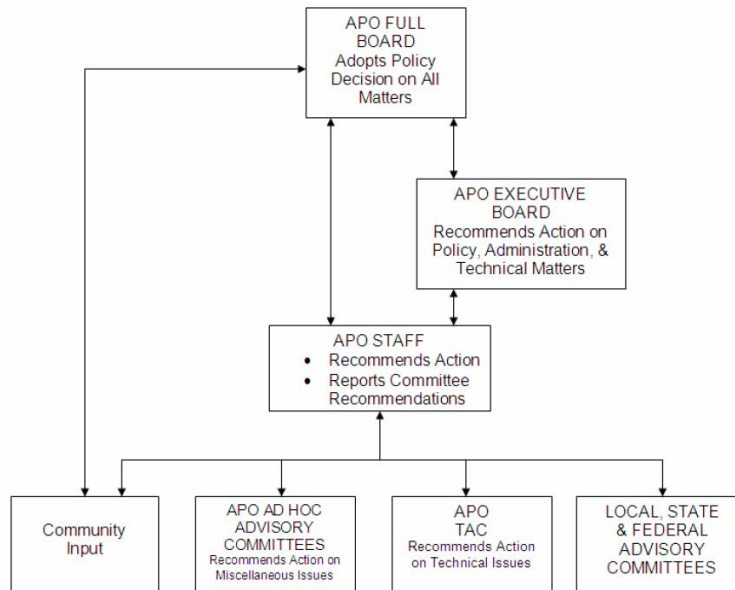
Voting representatives of the APO include Stearns County, Benton County, Sherburne County, City of St. Cloud, City of Sartell, City of Waite Park, City of Sauk Rapids, City of St. Joseph, City of St. Augusta, Haven Township, LeSauk Township, St. Joseph Township, St. Cloud Metro Bus and the Central Minnesota Transportation Alliance (CMTA).

Each APO member is also afforded at least one elected official representative on a 14 member APO Executive Board. The APO Executive Board handles administrative matters of the Organization and recommends actions to the Policy Board. Recommendations are made to the APO Policy and Executive Boards by APO staff, ad hoc advisory committees, the APO Technical Advisory Committee and the general public. See the flow chart on the following page for a complete summary of the APO's organizational structure.

APO BACKGROUND



APO ORGANIZATIONAL STRUCTURE



The stated mission of the APO is as follows:

“The St. Cloud Area Planning Organization is a voluntary association of townships, cities and counties in the St. Cloud Area. We, as an advisory body, are committed to coordinated long-range planning, in a fair and mutually beneficial manner, on select issues transcending jurisdictional boundaries, for the betterment of the entire St. Cloud Area. We provide technical assistance to members and facilitate problem solving through constant, cooperative, intergovernmental communication.”

There are a total of five St. Cloud APO staff members responsible for carrying out the Unified Planning Work Program (UPWP). These staff positions include the following:

- Executive Director/Transportation Planning Manager
- Senior Transportation Planner
- GIS Specialist/Planner
- Transportation Planning Technician
- Administrative Assistant

UPWP BACKGROUND



UPWP Objective

The overall objective of the UPWP is to provide for efficient work and financial management of the Planning Work Program. The UPWP is organized according to six major functional categories. These categories include: 200 Program Development, 300 Demographics, 500 Locally Funded Activities, 600 Regional Transportation, 700 Jurisdictional Transportation and 800 Research and Development. Within each category are sub-categories that describe specific work items to be undertaken. This provides for easy review and monitoring of the planning process.

The APO places emphasis on timely delivery and quality of products identified in the UPWP. Accordingly, products developed fall under various activities according to the following product categories:

Reports

- Formally adopted by the APO Board
- Distribution to participating agencies
- Reflect APO policy
- Recommended by TAC

Technical Reports

- May or may not be adopted by the APO Board
- Distribution to APO and/or affected agencies
- Involve analysis, conclusions and recommendations

Memorandums

- Usually not adopted by the APO Board
- Involve a specific subject matter

Status Reports

- For information only
- Presented orally to APO Board

UPWP Funding Sources

The Minnesota Department of Transportation (MnDOT), St. Cloud MetroBus and the APO have executed a Memorandum of Understanding (MOU) to cooperatively carry out the SAFETEA LU required transportation planning and programming process for the APO Planning Area. These agencies jointly provide the matching funds for transportation planning grants from SAFETEA LU. The following table identifies the State and federal funding sources and local matching funds for the 2012 and 2013 UPWP.

UPWP BACKGROUND



St. Cloud APO 2012/2013 UPWP Grant Funding Summary					
	CPG	METRO BUS	STATE	APO	TOTAL
2012	\$383,170.91	\$2,467.25	\$70,972.83	\$51,557.57	\$508,168.56
2013	\$404,887.85	\$2,450.34	\$70,977.12	\$59,067.30	\$537,382.61
UPWP TOTALS	\$788,058.76	\$4,917.59	\$141,949.95	\$110,624.87	\$1,045,551.17

Cost Allocation Plan

In accordance with OMB A-87, the UPWP should include a description of the basis for determining the level of Federal Consolidated Planning Grant (CPG) participation in jointly funded work activities. The purpose for this is to ensure that funds are allocated consistent with the “benefit received” by each agency.

The APO used the following general methodology when allocating cost to individual work activities within the 2012-2013 UPWP.

1. Activities were developed with specific objectives in mind. Proposed work and products were itemized. Staff members were assigned and work hours were budgeted.
2. Total direct salaries and indirect costs were calculated for each activity.
3. Jointly funded activities are then reviewed to determine the level of cost participation by each agency consistent with the anticipated benefits to be received. All federal funds are allocated at least a 20 percent local match with APO, St. Cloud Metro Bus and MnDOT funds.

Audit

Special attention will be directed to the requirements contained in OMB Circular A-128 issued pursuant to the Single Audit Act of 1984, PL 98502. Arrangements have been made for the required financial and compliance audit. The audit will be made within the prescribed audit reporting cycle and furnished to the State and cognizant federal audit agency.

SAFETEA LU Federal Planning Factors

The existing SAFETEA LU federal transportation authorization law includes eight planning factors, or emphasis areas, for the federal transportation planning process. These planning factors include: metropolitan vitality, safety, security, accessibility and mobility, energy and the environment, system connectivity, system management and system preservation. Each of the following work activity summaries include a brief explanation regarding how the programmed work is related to one or more of these planning factors.

WORK ACTIVITY 101 ADMINISTRATION



Objective: Conduct administrative work of the St. Cloud Area Planning Organization necessary for the Organization to function as an autonomous joint powers planning agency.

Background: This work falls principally under the responsibility of the Executive Director and Administrative Assistant, but also involves hours of other staff. Administrative hours are not directly billable to the Consolidated Planning Grant (CPG) because required federal planning products are not produced. However, administrative hours are part of the overhead or indirect rate calculation that is applied to CPG direct billable hours.

Specific examples of work that is billed to administration includes, but is not limited to, the following: sick, vacation and holiday hours; review and processing of bills; procurement of equipment and services; filing of paperwork and documents; review and preparation of monthly financial reports and statements; review and preparation of monthly UPWP staff progress reports and State/federal work invoices; coordination and oversight of employee benefits; oversight and implementation of APO Personnel Policies; and other miscellaneous office operation matters required for the Organization to function.

Specific Work Activities (2012 UPWP):

- 101.01:** Miscellaneous
- 101.02:** Holiday
- 101.03:** Vacation
- 101.04:** Sick

Specific Work Activities (2013 UPWP):

- 101.01:** Miscellaneous
- 101.02:** Holiday
- 101.03:** Vacation
- 101.04:** Sick

WORK ACTIVITY 201 - PLANNING WORK PROGRAM



Objective:

Prepare a Unified Planning Work Program (UPWP) and budget for the St. Cloud Area Planning Organization.

Background:

The UPWP and budget set the work activities and financial operating framework for the St. Cloud APO.

Relation to SAFETEA LU Federal Planning Factors:

This work activity addresses all eight federal planning factors to varying degrees by establishing staff work plans to develop and advance the federal planning and programming process identified in the Long Range Transportation Plan.

201.01: Solicit Work Activities and Prepare Two Year Budget and UPWP:

The APO annual budget and UPWP process begins with the APO Executive Director formulating a proposed budget in June, which is subsequently adopted by the Board in draft form in July or August. The draft budget is then interfaced with proposed work activities, some of which carry over from the previous year and some of which are new. A final two year budget and UPWP is approved by the APO Board in September or October. APO Board and TAC input is sought regarding these activities and overall areas of work emphasis. All APO meetings pertaining to the budget and UPWP process are published to local media and open for public comment. After a final draft of the UPWP is approved by the APO Board, the document is sent to FHWA and MnDOT for their concurrence and incorporation into annual federal and State operating grants.

Activity Number: 201 PLANNING WORK PROGRAM (PWP)			
Element	2012	2013	2012-2013 Total
Products:			
201.01	UPWP Report & Budget	UPWP Report & Budget	NA
Completion Dates:			
201.01	October, 2012	October, 2013	NA
Est. Person Hours:			
201.01	150	150	300
Total Hours	150	150	300

WORK ACTIVITY 301 - CENSUS



Objective: Enhance the APO's transportation planning endeavors by utilizing various U.S. Census Bureau products including the 2010 Census, the Census Transportation Planning Package (CTPP), and the American Community Survey (ACS).

Background: The St. Cloud APO uses U.S. Census information to monitor existing population and housing counts for the Metro Area. This data is used as a basis for forecasting demographic information into the future. Mode split and other travel characteristics for the St. Cloud Metro Area can also be obtained through U.S. Census Journey to Work information. Population forecasts from the U.S. Census Bureau are cross referenced with forecasts from the State Demographer's office.

Relation to SAFETEA LU Federal Planning Factors: This work activity addresses all eight federal planning factors to varying degrees by providing demographic data used to make decisions regarding transportation investments identified in the Long Range Transportation Plan.

301.01: Catalog and Tabulate Census Data and Provide Data to the Public:

Census hours in the 2012/2013 UPWP will be used primarily to provide general information to the public as well as to assist in developing demographic forecasts for the 2040 Transportation Plan update.

Activity Number: 301 CENSUS COORDINATION			
Element	2012	2013	2012-2013 Total
Products:			
301.01	Memorandums & Status Reports.	Memorandums & Status Reports.	NA
Completion Dates:			
301.01	On-going.	On-going.	NA
Est. Person Hours:			
301.01	40	40	80
Total Hours	40	40	80

WORK ACTIVITY 501 - LOCALLY FUNDED ACTIVITIES



Objective: To provide transportation funding and project information to State and federal legislative representatives, and assist APO member jurisdictions with land use and other non-transportation related planning activities.

Background: The APO Board funds this activity 100 percent with local dollars. Efforts are made to advance APO Board funding and policy initiatives through the State and/or federal legislative processes. Occasionally, APO members also request staff assistance in preparing land use or other non transportation related planning documents that are funded under this activity.

Relation to SAFETEA LU Federal Planning Factors: This work activity addresses the federal planning factors of Metropolitan Vitality, Accessibility and Mobility and System Connectivity by communicating documented transportation needs to State and federal elected officials.

501.01: Provide Information and Coordinate with State and Federal Elected Officials and their Staff on Matters Pertaining to Transportation Funding and Policies:

This activity will involve coordination with the Central Minnesota Transportation Alliance (CMTA) and the Minnesota Transportation Alliance (MTA), which are business and local government transportation advocacy groups. Time will also be spent providing information to State and federal legislators on APO transportation project and policy matters and responding to legislative inquiries.

501.02: Miscellaneous APO Member Projects Related to Land use or Other Non-Transportation Areas:

This activity does not have any specific predetermined work. Time is set-a-side to address APO member needs that may arise during the year pertaining to land use planning or other planning or coordination work for a specific community that is not directly tied to transportation.

Activity Number: 501 LOCALLY FUNDED ACTIVITIES			
Element	2012	2013	2012-2013 Total
Products:			
501.01	Status Reports.	Status Reports.	NA
501.02	Status Reports.	Status Reports.	NA
Completion Dates:			
501.01	On-going.	On-going.	NA
501.02	On-going.	On-going.	NA
Est. Person Hours:			
501.01	240	240	480
501.02	40	40	80
Total Hours	280	280	560

WORK ACTIVITY 601 – TRANSPORTATION DATA/GIS



Objective: To monitor, record, and report on data affecting travel and overall planning for the transportation system.

Background: This activity involves monitoring indicators that measure growth within the St. Cloud Metro Area, such as building permits and annexations. Maintenance and operation of a Geographic Information System (GIS) called ArcView is used to track existing and forecasted land use growth, and identify impediments along transportation corridors. Field surveying is conducted to cross check trip generation rates of various land uses, vehicle occupancy, turning movements, traffic counts, etc. The APO's new Cube travel model is also being developed for use in the 2040 Plan.

Relation to SAFETEA LU Federal Planning Factors: This work activity addresses all eight federal planning factors to varying degrees by providing supportive mapping and data analysis necessary to advance transportation investment decisions identified in the Long Range Transportation Plan and TIP.

601.01: Monitor and Inventory Land Development:

This work activity will involve finalizing parcel based data collection from Stearns, Benton and Sherburne Counties for APO Planning Area 2010 base year land use and incorporation of this data into the APO GIS and Cube travel demand model.

601.02: Collect and Analyze Traffic, Freight and Transit Operations Data Relative to System Maintenance, Preservation and Performance:

This work activity will involve staff collecting various transportation data sets in the field as prescribed in the APO Data Collection Plan. Examples of potential work includes, but is not limited to, the following: vehicle occupancy surveys, traffic counts, turning movement counts, bicycle/pedestrian counts, etc.

601.03: Report on Growth Statistics and Activities:

This work activity will involve updating the annual St. Cloud Metropolitan Area Growth Report. This Report includes a variety of data sets that measure growth in automobile, bicycle, pedestrian and transit usage; as well as various demographic, land use, and other growth measures for the APO Planning Area.

601.04: Continue GIS Development and other Visualization Capabilities:

This work activity will involve ongoing mapping support for APO transportation planning activities including the APO 2040 Transportation Plan, the Benton CSAH 3 Environmental Assessment and the City of St. Augusta Corridor Study. Various existing transportation, social, economic and environmental features are represented on these maps.

601.05: Cube Travel Demand Model Development:

This work activity will involve finalizing calibration of the APO's 2010 base year model to ground counts and then modeling various 2040 Transportation Roadway Plan investment scenarios.



Activity Number: 601 TRANSPORTATION DATA/GEOGRAPHIC INFORMATION SYSTEMS			
Element	2012	2013	2012-2013 Total
Products:			
601.01	Status Reports.	Status Reports.	NA
601.02	Memorandums.	Memorandums.	NA
601.03	Growth Measures Report.	Growth Measures Report.	NA
601.04	Maps/Status Reports.	Maps/Status Reports.	NA
601.05	Status Reports.	Status Reports.	NA
Completion Dates:			
601.01	On-going.	On-going.	NA
601.02	On-going.	On-going.	NA
601.03	July, 2012.	July, 2013.	NA
601.04	On-going.	On-going.	NA
601.05	On-going.	On-going.	NA
Est. Person Hours:			
601.01	80	80	160
601.02	160	160	320
601.03	120	120	240
601.04	505	505	1,010
601.05	430	460	890
Total Hours	1,295	1,325	2,620

WORK ACTIVITY 602 – TRANSPORTATION SYSTEM MANAGEMENT (TSM)



Objective: Develop short-range strategies that will make efficient use of existing transportation resources through low-cost projects which improve mobility and safety, reduce traffic congestion, conserve gasoline consumption, and minimize air pollution.

Background: A Transportation System Management (TSM) report is prepared that illustrates crash data at locations where four or more crashes are reported in a given year. A history is maintained. Severity and other factors are tabulated into a weighted score. Recommendations are made, when applicable, to make low cost improvements to address problem locations.

Relation to SAFETEA LU Federal Planning Factors: This work activity focuses on the federal planning factors of System Safety and System Management by identifying problem crash locations and assessing the need and feasibility for low cost system improvements to address deficiencies.

602.01: Monitor Deficiencies Identified in Previous TSM Reports:

602.02: Evaluate Current System Deficiencies:

602.03: Report on Short-Range TSM Strategies:

These three work activities are all subcomponents of the APO's annual updating of the Transportation System Management (TSM) Report. The TSM report is an element of the APO's short-range transportation planning and system management and operations process. The TSM Report identifies system locations with four or more reported crashes within the past year. After a location is flagged from a crash perspective, it is monitored for a minimum of five years.

In addition to current year crashes, other factors including crash trend, functional classification and Level of Service (LOS) are factored into a weighted score for each location. This analysis is then shared with the APO TAC and Board. TSM locations that are weighted as significantly deficient are compared with programmed major capital improvements in local Capital Improvement Programs (CIPs) and the APO's Metro Area Transportation Improvement Program (TIP). A determination is then made as to whether the location should continue to be monitored, or if, perhaps, some type of short-term, low cost system management or operations improvement can be made to address the deficiency.



Activity Number: 602 TRANSPORTATION SYSTEMS MANAGEMENT (TSM)			
Element	2012	2013	2012-2013 Total
Products:			
602.01	Status Reports.	Status Reports.	NA
602.02	Status Reports.	Status Reports.	NA
602.03	TSM Report.	TSM Report.	NA
Completion Dates:			
602.01	February, 2012	February, 2013	NA
602.02	July, 2012	July, 2013	NA
602.03	August, 2012	August, 2013	NA
Est. Person Hours:			
602.01	50	50	100
602.02	150	150	300
602.03	90	90	180
Total Hours	290	290	580

WORK ACTIVITY 603 – TRANSPORTATION PROJECT DEVELOPMENT



Objective: To conduct corridor studies and prepare environmental documentation necessary to preserve rights-of-way and identify preliminary designs necessary to implement projects consistent with the St. Cloud APO's long range transportation plan.

Background: The St. Cloud Metropolitan Area 2035 Transportation Plan projects congestion to increase by ten times existing levels over the next 25 years. This work activity takes proactive measures to deal with this congestion in a systematic, thoughtful way by evaluating alternative alignments and designs for capacity improvements, consistent with 2035 Plan recommendations. Data is collected and analyzed and compared to a no build alternative. All recommendations are subject to a thorough public involvement process.

Relation to SAFETEA LU Federal Planning Factors: This work activity prepares corridor studies and NEPA documents that assess social, economic, environmental and transportation considerations of alternatives for various projects. When implemented, the preferred alternative for most projects advance all eight federal planning factors to varying degrees.

603.01: TIP Project Implementation:

This activity does not assume any specific predetermined project level work. Hours are annually programmed for APO staff to assist MnDOT and local governments with issues pertaining to implementing projects programmed for construction in the APO's Transportation Improvement Program (TIP). Work under this activity may include such things as participating in TAC or public meetings and providing technical support in the form of turning counts, traffic counts, traffic forecasts, access management advice, advice regarding round-a-bouts, bicycle/pedestrian accommodations or other planning level technical information.

603.02: Benton CSAH 3 Environmental Assessment:

This work activity will involve APO traffic forecasting, public involvement support and overall project management and oversight support of a consultant lead Environmental Assessment (EA) for Benton CSAH 3 in the City of Sauk Rapids. The EA will analyze transportation, social, economic and environmental considerations of various capacity expansion alternatives for this project, which is identified in the APO's financially constrained 2035 Transportation Plan.

603.03: City of St. Augusta Corridor Study:

This work activity will involve completing a corridor/Planning and Environmental Linkage (PEL) study evaluating transportation, social, economic and environmental considerations for a proposed westerly extension of the Stearns CSAH 75/Interstate 94 interchange in the cities of St. Cloud and St. Augusta. This is continuation of APO work from 2011 and will be completed as an "in-house" APO study. The study is currently at the alternatives analysis phase with completion anticipated by the end of 2012. This is a financially constrained project in the APO's 2040 Transportation Plan.



Activity Number: 603 TRANSPORTATION PROJECT DEVELOPMENT			
Element	2012	2013	2012-2013 Total
Products:			
603.01	Status Reports.	Status Reports.	NA
603.02	-	Technical Report.	NA
603.03	Technical Report.	-	NA
Completion Dates:			
603.01	On-going.	On-going.	NA
603.02	-	December, 2013.	NA
603.03	December, 2012.	-	NA
Est. Person Hours:			
603.01	80	80	160
603.02	150	130	280
603.03	325	0	325
Total Hours	555	210	765

WORK ACTIVITY 604 - TRANSPORTATION PLAN DEVELOPMENT



Objective: To develop a long range transportation plan and refine as necessary to maintain its validity and promote its implementation.

Background: The APO is mandated by federal law to maintain at least a 20 year transportation plan that is updated every four years. Each component of this plan is assigned hours under individual sub-activities of work activity 604. In between plan updates, time is assigned to various plan components to assist member jurisdictions with implementation of plan recommendations. Time is also spent in between plan updates collecting and maintaining plan data and researching best practices from other Metropolitan Planning Organizations (MPOs). The beginning stages of the 2040 Transportation Plan development will begin in 2012, including the Roadway Plan, Public Participation Plan, Freight Plan and ITS Plan.

Note: The Transit Plan and Bike/Pedestrian Plan have been assigned specific working committees that oversee ongoing implementation initiatives for these Plan components. These committees are addressed under work activities 608 and 610 respectively.

Relation to SAFETEA LU Federal Planning Factors: This work activity addresses all eight federal planning factors to varying degrees through development and ongoing maintenance of the federally required elements of the Long Range Transportation Plan.

604.01: SAFETEA LU checklist and plan report formatting - 2012

604.02: Public Participation Plan - 2012

604.03: Land Use Plan - 2012

604.04: Financial Plan.

604.05: Roadway Plan - 2012

604.06: Access Management Plan.

604.07: Freight Plan - 2012

604.08: Intelligent Transportation Systems (ITS) Plan 2012

604.09: Bike/Pedestrian Plan.

604.10: Transit Plan.

604.11: Air Quality Conformity Plan.

604.12: Environmental Justice Plan.

604.13: Airport Plan.

604.14: Safety and Security Plan.

604.15: Environmental Mitigation Plan.

604.16: Management and Operations/Congestion Management Plan

WORK ACTIVITY 604- TRANSPORTATION PLAN DEVELOPMENT



The work activities highlighted on the previous page and outlined below will be focus areas in 2012 for the APO's 2040 Transportation Plan development.

604.01: SAFETEA LU Checklist and Plan Report Formatting:

This work activity will involve overall project management and public outreach for the Plan, including public meeting and presentation preparation, project staff meetings, and ensuring consistency of individual Plan chapters with pertinent federal regulations.

604.02: Public Participation Plan:

This work activity will involve reviewing existing APO Public Participation Plan policies and determining if best practices from other MPOs or planning agencies can be incorporated to make the APO Public Participation Plan a more effective and useful tool.

604.03: Land Use Plan:

This work activity will involve reviewing the APO's existing 2035 Land Use forecast and comparing this forecast to existing city and county comprehensive land use plans to determine if updates are necessary. A population forecast update to the year 2040 will also be developed as part of this work activity which will be used to set a practical limit of land use that should be assumed in the 2040 Plan.

604.05: Roadway Plan:

This work activity will involve reviewing previous 2035 Roadway Plan investment goals for expansion, system preservation and safety, and associated unresolved issues. Various investment alternatives will be modeled using 2040 land use with a preferred investment strategy ultimately recommended to the APO Policy Board for approval.

604.07: Freight Plan:

This work activity will involve reviewing the previous 2035 Freight policy plan and incorporating updated information from the MnDOT District 3 Freight Study along with other applicable best practices.

604.08: Intelligent Transportation Systems (ITS) Plan:

This work activity will involve reviewing the previous 2035 Intelligent Transportation System (ITS) Plan and incorporating new ITS architecture framework guidance from FHWA along with other applicable best practices.



Activity Number: 604 TRANSPORTATION PLAN DEVELOPMENT			
Element	2012	2013	2012-2013 Total
Products:			
604.01	-	2040 Plan Final Report.	NA
604.02	Draft Report.	2040 Plan Final Report.	NA
604.03	Status Reports & Memorandum s.	2040 Plan Final Report.	NA
604.04	-	2040 Plan Final Report.	NA
604.05	Status Reports & Memorandum s.	2040 Plan Final Report.	NA
604.06	-	2040 Plan Final Report.	NA
604.07	Draft Report.	2040 Plan Final Report.	NA
604.08	Draft Report.	2040 Plan Final Report.	NA
604.09	-	2040 Plan Final Report.	NA
604.10	-	2040 Plan Final Report.	NA
604.11	-	2040 Plan Final Report.	NA
604.12	-	2040 Plan Final Report.	NA
604.13	-	2040 Plan Final Report.	NA
604.14	-	2040 Plan Final Report.	NA
604.15	-	2040 Plan Final Report.	NA
604.16	-	2040 Plan Final Report.	NA
Completion Dates:			
604.01	On-going.	December, 2013.	NA
604.02	December, 2012.	-	NA
604.03	On-going.	December, 2013.	NA
604.04	-	December, 2013.	NA
604.05	On-going.	December, 2013.	NA
604.06	-	December, 2013.	NA
604.07	December, 2012.	-	NA
604.08	December, 2012.	-	NA
604.09	-	December, 2013.	NA
604.10	-	December, 2013.	NA
604.11	-	December, 2013.	NA
604.12	-	December, 2013.	NA
604.13	-	December, 2013.	NA
604.14	-	December, 2013.	NA
604.15	-	December, 2013.	NA
604.16	-	December, 2013.	NA
Est. Person Hours:			
604.01	210	330	540
604.02	40	0	40
604.03	180	124	304
604.04	0	80	80
604.05	490	420	910
604.06	0	40	40
604.07	40	0	40
604.08	40	0	40
604.09	0	80	80
604.10	0	40	40
604.11	0	40	40
604.12	0	40	40
604.13	0	40	40
604.14	0	40	40
604.15	0	40	40
604.16	0	80	80
Total Hours	1,000	1,394	2,394

WORK ACTIVITY 605 - TRANSPORTATION IMPROVEMENT PROGRAM (TIP)



Objective: To prepare a multi-year Transportation Improvement Program (TIP) for the St. Cloud Metropolitan Area consistent with the currently held valid Long-Range Transportation Plan.

Background: The St. Cloud APO participates in federal project programming coordination with the District 3 Area Transportation Partnership (ATP). Approximately \$4 million in federal formula dollars are programmed by the APO every other year for local jurisdiction projects. The APO's TIP is updated annually and cycles between a 4 and 5 year program. Project programming is also coordinated with St. Cloud MetroBus for transit capital and operating and MnDOT District 3 for State Trunk Highway and Interstate projects.

Relation to SAFETEA LU Federal Planning Factors: This work activity addresses all eight federal planning factors to varying degrees by acting as the administrative conduit for implementing a variety of transportation projects originating from the Long Range Plan pertaining to roadway system expansion, safety and preservation, transit capital and bicycle/pedestrian improvements.

605.01: Represent the APO on the District 3 ATP:

This work activity will involve coordinating the APO's TIP project list with the programmed projects identified by MnDOT and other regions of the District 3 Area Transportation Partnership.

605.02: Collect TIP Financial Data and Prepare TIP Financial Capability Finding:

This work activity will involve collecting financial data from cities and counties to verify their capability to provide local match for federal projects without compromising maintenance of the existing system.

605.03: Self-Certification of the Planning Process in Cooperation with St. Cloud MetroBus:

This work activity will involve documenting that the APO's planning and programming process is consistent with applicable federal laws pertaining to transportation planning, air quality, Title VI civil rights, Disadvantaged Business Enterprise (DBE) and the Americans with Disabilities Act ((ADA).

605.04: Prepare TIP Document:

This work activity will involve coordination with MnDOT to verify consistency of the APO TIP project list with the District 3 ATIP and the STIP. Supporting narrative addressing various aspects of the TIP process and applicable regulations is also developed and updated as necessary.

605.06: Coordinate Highway Safety Improvement Program (HSIP) Programming Activities:

This work activity will involve coordination of projects in the APO planning area for consideration in the Highway Safety Improvement Program (HSIP), which is administered at the ATP level.

605.07: Develop Strategies to Address Funding Shortfalls:

This work activity will involve researching methods to assist in closing the transportation funding gap identified in the APO Long Range Transportation Plan.



Activity Number: 605 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)			
Element	2012	2013	2012-2013 Total
Products:			
605.01	Status Reports & Memorandum s.	Memorandum s & Status Reports.	NA
605.02	Report.	Report.	NA
605.03	Report.	Report.	NA
605.04	Report.	Report.	NA
605.05	Status Reports & Memorandum s.	Memorandum s & Status Reports.	NA
605.06	Status Reports & Memorandum s.	Report.	
605.07	Status Reports & Memorandum s.	Memorandum s & Status Reports.	NA
Completion Dates:			
605.01	On-going.	On-going.	NA
605.02	July, 2012	July, 2013	NA
605.03	July, 2012	July, 2013	NA
605.04	July, 2012	July, 2013	NA
605.05	January, 2012	January, 2013	NA
605.06	April, 2012	April, 2013	NA
605.07	On-going.	On-going.	NA
Est. Person Hours:			
605.01	60	60	120
605.02	60	60	120
605.03	30	30	60
605.04	170	170	340
605.05	80	20	100
605.06	20	20	40
605.07	40	40	80
Total Hours	460	400	860

WORK ACTIVITY 606 - TRANSPORTATION PLANNING COORDINATION



Objective: General coordination of all aspects of APO transportation plans and programs with local, State and federal agencies and the public.

Background: This activity involves miscellaneous coordination with local, State and federal agencies. It also includes staff time necessary to attend various professional development seminars, workshops and conferences in and out of State. Time is also spent monitoring State and federal policy relative to transportation planning and MPOs.

Relation to SAFETEA LU Federal Planning Factors: This work activity addresses all eight federal planning factors to varying degrees by providing staff time to attend transportation planning and training sessions, monitoring federal transportation policy affecting MPOs, coordinating with State and federal officials on MPO planning requirements, and coordinating with APO Board Members and the general public regarding the transportation planning process associated with APO Board meeting agenda items.

606:01: Meetings and Miscellaneous Coordination:

This work activity will involve miscellaneous impromptu transportation planning coordination activities with local, State and federal planning partners that periodically arise throughout the year. Meeting minutes, agendas and general staff support of APO committees and Boards is also conducted, including the APO Technical Advisory Committee (TAC), the APO Executive Board and the APO Policy Board. Time is attending various webinars, seminars, workshops and conferences that advance professional development in a variety of transportation planning related areas. Examples of training sessions and meetings that are attended include: Minnesota MPO Directors, Minnesota APA, AASHTO, AMPO, NARC, ITE, U of M Center for Transportation Studies, etc. Coordination hours are also used to monitor various federal and State transportation policy matters pertaining to transportation planning.



Activity Number: 606 TRANSPORTATION PLANNING COORDINATION			
Element	2012	2013	2012-2013 Total
Products:			
606.01	Status Reports & Memorandums.	Status Reports.	NA
Completion Dates:			
606.01	On-going.	On-going.	NA
Est. Person Hours:			
606.01	1,458	1,459	2,917
Total Hours	1,458	1,459	2,917

WORK ACTIVITY 607 - AIR QUALITY COORDINATION



Objective: To comply with requirements of the Clean Air Act Amendments of 1990 (CAAA 1990).

Background: In 1993, the City of St. Cloud was designated a Maintenance Area for Carbon Monoxide (CO). This designation expires in 2012. During this designation period, the APO is required to coordinate with State and federal air quality officials to ensure that federal transportation plans and programs do not adversely affect CO levels. “Particulate Matter 2.5” and Ozone are recent air quality issues that are also beginning to be discussed at a State and federal level and may need to be addressed in a formal manner in the near future.

Relation to SAFETEA LU Federal Planning Factors: This work activity focuses primarily on the federal planning factor of Energy and the Environment by ensuring that federal transportation investments in the St. Cloud Area do not negatively impact air quality.

607.01 Interagency Consultation Activities:

This work activity will involve coordinating with MnDOT, FHWA and the MPCA regarding programmed or planned transportation projects that fall within the APO’s designated maintenance area for carbon monoxide, consistent with the Clean Air Act Amendments of 1990. This carbon monoxide maintenance designation expires for St. Cloud in August of 2012.

Activity Number: 607 AIR QUALITY			
Element	2012	2013	2012-2013 Total
Products:			
607.01	Status Reports & Memorandums.	Status Reports/Memorandums.	NA
Completion Dates:			
607.01	On-going.	On-going.	NA
Est. Person Hours:			
607.01	20	20	40
Total Hours	20	20	40

WORK ACTIVITY 608 - BICYCLE/PEDESTRIAN PLANNING



Objective: To advance goals and objectives of the St. Cloud Metropolitan Area Bicycle and Pedestrian Plan.

Background: The APO established a Bicycle and Pedestrian Committee in the summer of 2007 comprised of a cross section of representatives within the St. Cloud Metropolitan Area. This committee has been meeting on a regular basis and reports to the APO's Technical Advisory Committee (TAC). The Bicycle and Pedestrian Committee advises the TAC on various planning and programming matters. They also implement small public awareness projects and provide a Metro Area forum for discussing bicycle and pedestrian topics that are of interest within the general public.

Relation to SAFETEA LU Federal Planning Factors: This activity focuses primarily on the federal planning factors of Metropolitan Vitality, Energy and Environment and Accessibility and Mobility by planning for, and developing various bicycle and pedestrian improvements in the St. Cloud Metro Area.

608.01: APO Bike/Pedestrian Committee:

This work activity will involve staff support of the APO's Bicycle and Pedestrian Committee and the various initiatives that this group is involved in promoting. Examples of this Committee's work includes such things as hosting a annual St. Cloud Metropolitan Area Mayor's Bicycle Ride, assisting the APO with review and updating of its Long Range Bicycle and Pedestrian Plan, reviewing various programmed roadway projects in relative to bicycle and pedestrian accommodations, advocating for and supporting efforts to complete various multimodal trail segments and coordinating with other bicycle advocacy groups such as BLEND, the Mississippi River Trail Coalition and the State Non-motorized Transportation Advisory Committee (SNTC).

608.02: Safe Routes to School Planning:

This work activity will involve staff support of local government Safe Routes to School (SRTS) planning activities to position these communities for future SRTS funding. Time is also spent assisting communities in preparing SRTS funding grant applications. As time allows, the following SRTS planning work will be completed in 2012: 1. Oak Hill Elementary School in the City of St. Cloud; 2. Oak Ridge Elementary School in the City of Sartell; 3. Other requests as time allows.

608.03: Miscellaneous Bike/Pedestrian Planning and Technical Assistance:

This work activity will be used to supplement the Bike/Pedestrian Committee and SRTS planning work as necessary. Time will also be spent assisting individual communities with project development, grant writing. Research pertaining to complete streets or other multimodal best practices will also be researched for possible inclusion in the APO's 2040 Bicycle and Pedestrian Plan.



Activity Number: 608 BICYCLE/PEDESTRIAN PLANNING			
Element	2012	2013	2012-2013 Total
Products:			
608.01	Status Reports & Memorandums.	Status Reports/Memorandums.	NA
608.02	Tech. Reports/Memorandums.	Tech. Reports/Memorandums.	NA
608.03	Tech. Reports/Memorandums.	Tech. Reports/Memorandums.	NA
Completion Dates:			
608.01	On-going.	On-going.	NA
608.02	On-going.	On-going.	NA
608.03	On-going.	On-going.	NA
Est. Person Hours:			
608.01	100	100	200
608.03	240	240	480
608.04	200	200	400
Total Hours	540	540	1080

WORK ACTIVITY 609 - WEB SITE MAINTENANCE & DEVELOPMENT



Objective: To provide APO member jurisdictions, interested citizens and other APO planning partners pertinent and timely information regarding the APO's planning and programming activities via an internet web site.

Background: The APO's web site is a way of using current technology to reach out to the public for input and better communicate APO activities. Information is shared regarding the long range transportation plan, TIP, various project corridor studies, environmental studies, new design concepts such as round-a-bouts and complete streets, and a wide array of other topic areas.

Relation to SAFETEA LU Federal Planning Factors: This work activity addresses all eight federal planning factors to varying degrees by providing all key documents and information pertaining to the APO transportation planning process on a web site that is accessible to the general public.

609.01: Web Site Maintenance:

This work activity will involve maintaining existing standard information on the APO web site such as the APO long range transportation plan, the APO TIP, the APO TSM Document, the APO Growth Report, corridor and NEPA studies, demographic information, and other transportation planning information.

609.02: New Web Site Features:

This work activity will involve researching and applying new web site features and uploading new information that will make the site more interactive and user friendly, more visually appealing and useful for the citizens interested in the APO transportation planning process. An example of a new social media recently added by the APO is a Facebook page.

Activity Number: 609 WEB SITE MAINTENANCE AND DEVELOPMENT			
Element	2012	2013	2012-2013 Total
Products:			
609.01	Status Reports.	Status Reports.	NA
609.02	Status Reports.	Status Reports.	
Completion Dates:			
609.01	On-going.	On-going.	NA
609.02	On-going.	On-going.	
Est. Person Hours:			
609.01	185	185	370
609.02	75	75	150
Total Hours	260	260	520

WORK ACTIVITY 610 - TRANSIT PLANNING



Objective: To advance goals and objectives of the St. Cloud Metropolitan Area Transit Plan and provide technical assistance to St. Cloud MetroBus, River Rider and Tri-Cap; the three public transit providers that service the APO Planning Area.

Background: The APO established a Transit Committee in 2009 comprised of representatives from MnDOT, FHWA, St. Cloud MetroBus, River Rider and Tri-Cap. The purpose of this committee is to better coordinate transit planning, programming and operations within the APO Planning Area.

Relation to SAFETEA LU Federal Planning Factors: This work activity focuses primarily on the federal planning factors of Metropolitan Vitality, Energy and Environment and Accessibility and Mobility by planning for, and developing the urban and rural transit systems that service the St. Cloud Metro Area.

610.01: APO Transit Provider Coordination:

This work activity will involve APO staff support for initiatives and projects undertaken by the transit providers that service the APO Planning Area: St. Cloud MetroBus, RiverRider and Tri-Cap. Examples of work that will occur in 2012 includes the continued development of the 7W/APO Coordinated Transit Human Services Plan and initiation of the MnDOT District 3/Central Minnesota Commuter Study.

610.02: Historic and Current Transit Ridership:

This work activity will involve annual updating of APO Planning Area transit provider ridership data for inclusion in the St. Cloud Metro Area Growth Report.

610.03: Northstar Project Coordination:

This work activity will involve APO staff technical support and committee participation in a variety of efforts related directly or indirectly to development of the Northstar Corridor commuter rail line from Big Lake to St. Cloud. Specifically, APO will be involved with the Northstar Transit Oriented Development (TOD) Planning committee, Northstar Marketing and Public Outreach Committee, the Northstar Corridor Development Authority (NCDA) and the MnDOT Intercity Passenger Rail Forum.

610.04: Miscellaneous Transit Planning and Technical Assistance:

This work activity will involve APO staff involvement in the District 3 Area Transportation Partnership (ATP) Section 5310 Regional Review Committee and other transit work related to the ATP. Hours in this work area can also be used to supplement hour shortages in the other three transit work areas.



Activity Number: 610 TRANSIT PLANNING			
Element	2012	2013	2012-2013 Total
Products:			
610.01	Status Reports & Memorandums.	Status Reports/Memorandums.	NA
610.02	Memorandums.	Memorandums.	NA
610.03	Status Reports & Memorandums.	Status Reports/Memorandums.	NA
610.04	Status Reports & Memorandums.	Status Reports/Memorandums.	NA
Completion Dates:			
610.01	On-going.	On-going.	NA
610.02	December, 2012.	December, 2013.	NA
610.03	On-going.	On-going.	NA
610.04	On-going.	On-going.	NA
Est. Person Hours:			
610.01	100	100	200
610.02	30	30	60
610.03	100	100	200
610.04	100	100	200
Total Hours	330	330	660

WORK ACTIVITY 701 - TRANSPORTATION ASSISTANCE TO MEMBERS



Objective: Provide transportation planning technical assistance to APO members.

Background: This activity involves review and involvement with APO member jurisdiction comprehensive land use and transportation planning activities, review of plats and site plans and promotion of access management best practices.

Relation to SAFETEA LU Federal Planning Factors: This work activity focuses on the federal planning factors of Metropolitan Vitality, Accessibility and Mobility and System Connectivity by assisting APO members with city/county transportation plans and reviewing proposed developments to ensure consistency with the APO Transportation Plan and access management guidelines.

701.01: Miscellaneous Transportation Planning Assistance for APO members:

This work activity will involve assisting the City of St. Joseph with an update of their Transportation Plan. Miscellaneous plat reviews, traffic counts, access management reviews and other transportation planning related technical assistance requested from APO member jurisdictions is also addressed under this work category.

Activity Number: 701 TRANSPORTATION ASSISTANCE TO MEMBERS			
Element	2012	2013	2012-2013 Total
Products:			
701.01	Tech. Reports/Memorandums.	Tech. Reports/Memorandums.	NA
Completion Dates:			
701.01	On-going.	On-going.	NA
Est. Person Hours:			
701.01	200	180	380
Total Hours	200	180	380

WORK ACTIVITY 801 - EXTERNAL STUDY COORDINATION



Objective: To participate in various unique transportation system activities that will augment or impact the APO's long-range transportation plan development.

Background: This work activity involves various MnDOT studies and plans and initiatives lead by agencies other than the APO that have a direct or indirect impact on the plans and programs of the APO.

Relation to SAFETEA LU Federal Planning Factors: This work activity focuses on the federal planning factors of Accessibility and Mobility and System Connectivity by coordinating with MnDOT and other external planning partners that are undergoing plans and studies that may impact transportation planning activities within the APO Planning Area.

801.01: Evaluate MnDOT Plans and Programs:

This work activity will involve participating in meetings and commenting on the MnDOT "MinnesotaGo" visioning process and the MnDOT Highway Investment Plan update.

Activity Number: 801 EXTERNAL STUDY COORDINATION			
Element	2012	2013	2012-2013 Total
Products:			
801.01	Status Reports & Memorandums.	Status Reports & Memorandums.	NA
Completion Dates:			
801.01	On-going.	On-going.	NA
Est. Person Hours:			
802.01	50	50	100
Total Hours	50	50	100