

UNIFIED PLANNING WORK PROGRAM

SPRINGFIELD AREA MPO

FISCAL YEAR 2007
(July 2006 - June 2007)

Ozarks Transportation Organization
840 Boonville Avenue
Springfield, Missouri 65802

APPROVED BY
MPO BOARD OF DIRECTORS
APRIL 20, 2006

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Introduction

The Unified Planning Work Program is a description of the proposed activities of the Ozarks Transportation Organization during Fiscal Year 2007 (July 2006 - June 2007). The program is prepared annually and serves as a basis for requesting federal planning funds from the U. S. Department of Transportation.

It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document was prepared by staff from the Ozarks Transportation Organization (Springfield Area Metropolitan Planning Organization) with assistance from various agencies, including the Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, City Utilities Transportation Department, Missouri State University Transportation and members of the MPO Technical Committee consisting of representatives from each of the nine MPO jurisdictions.

Task 010 - MPO General Administration and Support

Objective

Insure that agreements for transportation planning services are appropriately drafted, executed, and maintained. Prepare work program to coordinate transportation-related planning activities in the Springfield metropolitan area. Provide appropriate training for personnel involved in transportation planning. Perform administrative functions in preparing quarterly reports, project completion reports, and other administrative requirements as needed. (FTA Line Item Code 44.21.00)

Work Elements

- Financial Management.
 - Quarterly Federal Reports
 - End-of-Year Federal Reports
- Preparation of the Unified Planning Work Program (UPWP). Prepare Unified Planning Work Program for Fiscal Year 2008.
- MPO Committee Support. Conducting and staffing all Technical and Board of Director meetings, and responding to individual committee requests. Facilitate and administer any MPO subcommittees formed during the Fiscal Year, including, but not limited to:
 - Unified Planning Work Program Subcommittee
 - Transportation Improvement Program (TIP) Subcommittee
 - Bicycle and Pedestrian Advisory Committee
 - Congestion Management System Subcommittee
 - Long Range Transportation Plan Subcommittee
 - Enhancements Subcommittee
 - Transit Subcommittee
 - Paratransit Subcommittee
- Demographics and Future Projections.
 - Growth Trends Report expanded to entire MPO area (Semi-Annual)
 - Traffic Analysis Zone Estimates by jurisdiction for corridor planning activities
- Training. Training and development of MPO Staff and MPO members through educational programs that are related to MPO work committees. Training could include the following:
 - Transportation Research Board (TRB) Conference
 - Missouri GIS Conference/Mid-America GIS Symposium
 - Census Bureau Training (New Census & Am. Comm. Survey)
 - ArcInfo User's Conference
 - Association for Commuter Transportation Conference
 - Institute for Transportation Engineers Conferences including meetings of the Missouri Valley Section and Ozarks Chapter
 - ITE Web Seminars
 - National American Planning Association Conference

- Missouri Chapter, American Planning Association Conference
 - Midwest Transportation Planning Conference
 - Small to Mid-Sized Communities Planning Tools Conference
 - Geographic Information Systems (GIS) Advanced Training (ESRI's ARC Product)
 - Bicycle/Pedestrian Professional Training
 - Provide Other MPO Member Training Sessions, as needed and appropriate
- MPO Transition Plan. The MPO Board voted in January of 2006 to keep the MPO within the City of Springfield, and directed staff to begin looking for office space outside of the Busch Municipal Building. Tasks to be completed that are specifically related to the MPO transition plan:
 - Work to determine costs associated with the City of Springfield providing fiduciary, legal, and staffing services
 - Work with the MoDOT and the City of Springfield to determine how the three organizations could interface in a co-located facility
 - Secure office space for July 1, 2008 at the joint regional transportation operations center or joint intermodal facility
- Administrative Review of MPO Policy and Administrative Documents.

Assist in the re-write of bylaws, policy documents, and administrative staff support consistent with the MPO growth. Conduct an annual review of the MPO Public Involvement Policy and make any needed revisions, consistent with federal guidelines. Staff will specifically review and make recommendations to modify the following:

 - MPO Bylaws to address any administrative issues that arise
 - MPO Memorandum of Understanding/Interlocal Agreements
 - MPO Public Involvement Policy
- Mapping and Graphics Support for MPO Operations. Staff will provide GIS support for transportation analysis and for ridesharing activities. GIS support may include
 - Scatter plot maps of employee locations
 - Other mapping activities to support MPO plans and programs
 - TIP maps
 - Major Thoroughfare Plan updates
 - MPO boundary maps
- General Administration and Contract Management.
 - Coordinate Contract Negotiations
 - Website Updates
- GIS Enhancements and Support for MPO Operations.
 - Software Upgrades and Maintenance Contract
 - GIS Consulting for Application Development

End Product(s)

The key MPO general support projects that will be completed during the 2007 fiscal year include:

- Completion of the 2008 Unified Planning Work Program;
- Completed quarterly and end-of-year reports for ONEDOT grant fund accounts;
- Work as needed on MPO transition;
- Attendance of MPO Staff and MPO members at the various training programs listed earlier in this section of the UPWP;
- GIS mapping as appropriate;
- Revisions to By-Laws, Memorandum of Understanding and Interlocal Agreements; and Public Involvement Policy;
- Staff support of all MPO committees and subcommittees
- Quarterly updates of website

Funding Sources

MPO Staff			
Total FHWA/FTA PL Funds	General Fund Match		Total
\$89,938	\$22,485		\$112,423

Task 020 – General Planning and Plan Implementation

Objective

This task addresses annual amendments and modifications to the Long-Range Transportation Plan (LRTP), the Congestion Management System (CMS) as well as the implementation of related plans, and policies.

Work Elements

The following items will be undertaken as part of this task:

- Amendments to the Updated Long-Range Transportation Plan. This work element focuses on maintaining a Long-Range Plan for the Springfield MPO that meets federal requirements for a constant 20-year plan horizon and financial constraint. Tasks include:
 - Address any proposed LRTP amendments.
 - SAFETEA-LU Planning Provisions Assessment
 - Complete public involvement for LRTP amendments.
 - Facilitate Board of Directors adoption.Estimated Cost \$ 9,500

- Phase III of Congestion Management System Program. The Congestion Management System (CMS) document is a new federal requirement that must be undertaken by the Springfield Area MPO. The CMS consists of three main parts. Phase One defined the CMS network and specific strategies to address recurring congestion. Phase Two identified where congestion is occurring or is expected to occur during the twenty-year plan horizon and recommended which strategies will be used to address congestion at those locations. Phase III will involve monitoring of the system and tracking the effectiveness of selected strategies. Tasks include.
 - Gathering data to be used in the determination of effectiveness.
 - Gathering new data to ensure that congested facilities are identified as soon as possible.
 - Analyzing Data to determine congested corridors and intersections.
 - Analyzing data to determine effectiveness of selected strategies.
 - Mapping Data to illustrate congestion.Estimated Cost \$ 16,000. NOTE: It is assumed that MoDOT and/or City of Springfield Traffic Engineering will provide traffic counts, crash statistics, and travel time runs as needed without direct cost to the MPO.

- Bicycle and Pedestrian Plan Implementation. At the request of the Board of Directors, a special Bicycle and Pedestrian Subcommittee was formed to develop a regional Bicycle and Pedestrian Plan to cover the entire MPO service area. The Bicycle and Pedestrian Plan is a three-phase plan. Phase I is the Bicycle Plan, Phase II is a Pedestrian Plan near schools and Phase III is a region-wide pedestrian plan. The completed plan was adopted by the Board in December of 2005.

As a result of the adoption of the plan, the Board asked that the Subcommittee be made

permanent and begin guiding implementation of the plan. Specific tasks include:

- Merge with the Safe Routes To School Committee of the Ozarks to provide a stronger regional voice through the MPO on this important safety issue.
 - Identify funding sources for current and needed routes.
 - Work with local jurisdictions in making necessary improvements
 - Oversee the selection of Enhancement Grants for OTO funding.
- Estimated Cost \$10,500

- Corridor Planning. OTO has identified the US 60 East Corridor as an area of immediate concern because of development pressure. In 2000, the MPO suggested that the corridor be upgraded to a freeway section. The LRTP suggests that US 60 East be upgraded to a freeway classification to preserve traffic flow. MoDOT completed a follow-up study of this corridor in 2004 but did not submit the study for Board approval. At the request of the Board, and with MoDOT's concurrence, MPO staff will review and revise as necessary the US 60 East Corridor Study.
 - Obtain follow-up corridor study from MoDOT.
 - Update data collected for study.
 - Determine suitability of corridor as a freeway section.
 - Recommend improvements to existing corridor.
 - Establish estimated costs of these improvements
 - Make recommendations as to the order in which possible improvements should be made.Estimated Cost \$45,000

- Regional Transportation and Land Use Study. Metropolitan areas that have adopted a particular style of transportation and land use system are the ones that have the nation's fastest growing economies. The common thread for these metropolitan areas is the development of a growth strategy that relies on activity centers, managed access corridors, and quadrants. Because the vast majority of office space, shopping centers, hotels, institutional facilities (hospitals, education, entertainment), are located within activity centers and linked by corridors, maximum efficiency of all public infrastructure is ensured. Such a strategy significantly reduces the long-term costs of transportation and infrastructure improvements by making use of existing facilities and reducing demand for new facilities. This in-house study will determine how well the OTO Study Area is managing its infrastructure costs particularly transportation.
 - Examine existing land use patterns.
 - Work with local governments to determine if activity center based growth is occurring.
 - Identify where activity centers should be located to maximize existing transportation system.
 - Provide guidance for member jurisdictions on planning choices that may be required to develop healthy activity centers.
 - Identify key corridors to connect activity centers.
 - Develop integrated land use and transportation plan for the OTO Service area.Estimated cost is \$100,000.

- Continued Coordination with the Springfield-Branson Airport on Issues Related to their Access Road Implementation. The airport's has completed all environmental assessments and is working with the local business community and affected jurisdictions in developing a new Mid-

Field Terminal. Essential to the success of the new terminal is the identification and preservation of a new corridor for the Airport access road. MPO staff will review issues related to the airport access road and continue to work with Airport staff on access road issues.
 Estimated Cost \$15,000

- Transportation Model. The existing traffic model has been revised to include areas added to the MPO boundaries since 2000 as well as converting the modeling platform that is compatible with existing MPO GIS systems. Included in the funding is money for the model consultant to contract out any model runs requested by local jurisdictions to determine impacts of major new developments.
 Estimated Cost \$35,000
- Geographic Information Systems (GIS). Continue developing the Geographic Information System (GIS) and work on inputting data into the system that will support the Transportation Planning efforts.
 Estimated Cost \$27,000

End Product(s)

- Revisions to the Long-Range Transportation Plan.
- Maintenance and monitoring of the Congestion Management System.
- Regional Bicycle and Pedestrian Plan implementation.
- A revised US 60 East Corridor Study.
- A completed Transportation and Land Use Study.
- Model runs as requested.

Funding Sources

MPO Staff			
Total FHWA/FTA PL Funds	General Fund Match		Total
\$206,400	\$51,600		\$258,000

Task 030 - Transportation Improvement Program

Objective

Prepare a four-year program for anticipated transportation improvements.

Work Elements

Produce a document listing the transportation improvement projects to be carried out by the City of Springfield, Greene County, City Utilities Transportation Department, Missouri State University, the Missouri Department of Transportation and other MPO member jurisdictions receiving transportation funding from FHWA, FAA and FTA for the next three years. (FTA Line Item Code 44.25.00) Ranking of the FTA Section 5307 and 5310 projects for submittal to the MPO. Use project ranking criteria for the 2008-2011 TIP and continue to refine the process.

The MPO Staff shall coordinate the following tasks in order to facilitate the preparation of the TIP:

- Prepare the 2008-2011 Transportation Improvement Program (TIP).
 - Send Out Project Requests
 - Prepare Draft Document
 - Present Draft TIP to the MPO Committees
 - Prepare Final TIP Booklet
 - Submit TIP Booklet to MoDot for their Submittal to the Governor's Office and Inclusion in the Statewide Improvement Program (SIP)
- Conduct the Public Involvement Process for the TIP.
 - Send Out Letters to All Interested Parties on the TIP Public Involvement List Regarding the 2008-2011 TIP Process
 - Send Letters that Explain the TIP Process out to All Potential FTA Section 5310 Applicants
 - Provide Copies of the Draft TIP for any Interested Parties
 - Provide Opportunities to Comment on 2008-2011 TIP Submittals
 - Prepare a TIP Process Press Release and Submit to the Public Information Office (PIO) for Distribution
- Work with the TIP Subcommittees.
 - Transit Subcommittee
 - TIP Subcommittee
 - Enhancements Subcommittee
- Coordinate, Advertise, and Submit all TIP Amendments.
 - Prepare Press Release and Submit to PIO for Distribution
 - Amend TIP Pages for Consideration by MPO Committees
 - Prepare Memo and Approved TIP Amended Pages to Submit to MoDot

End Product

- Transportation Improvement Program FY 2008-2011
- TIP amendments, as necessary.

Funding Sources

MPO Staff			
Total FHWA/FTA PL Funds	General Fund Match		Total
\$36,000	\$9,000		\$45,000

Task 040 - Rideshare and Commuter Choice Program

Objective

The recently completed Congestion Management System recommends that a revised rideshare program that focuses on employer-based strategies and employer targeting through such national initiatives as Commuter Choice and Parking Cash-out be deployed in the OTO Study Area. Since there currently is not an agency that is prepared to launch such an effort, the MPO will undertake the initial program start-up with the hope of spinning off the program to a more appropriate agency.

Work Elements

- Maintain capability to match riders and drivers in response to requests for shared rides.
 - Prepare Lists of Driver and Rider Matches for Trips.
 - Coordination of Telephone Interest Calls Regarding Rideshare Opportunities in the Community.
 - Information Dissemination about the Rideshare Program.
 - Providing Contact Information to Parties that are able to Coordinate Rides.
 - Promote Rideshare Program.
- Develop marketing materials for a regional rideshare agency.
 - Develop informational brochures for each program offering.
 - Prepare marketing campaign targeted at major employers.
 - Prepare presentation on business benefits to introduce Commuter Choice program to CEO's.
- Deploy new program.
 - Work with Springfield Area Chamber of Commerce to select and meet with target employers.
 - Provide on-site technical assistance to employers who agree to participate.
 - Conduct on-site transportation fairs at targeted employers.
 - Serve as transportation ambassadors to employees.
 - Provide personalized transportation services to residents requesting assistance.
- Maintain Records and Prepare Reports on Quarterly Rideshare Status.
- Prepare Annual Project Report Update on the Rideshare Program.
- Publicizing the Rideshare Program.

End Products

- Continued coordination of rideshare requests.
- An up-to-date list of riders and drivers that were successfully matched.
- Creation of Commuter Choice program for major employers.
- Development of marketing materials for use in association with Commuter Choice program.
- Work with targeted major employers to develop Commuter Choice programs.

- Completion of quarterly and annual rideshare program reports.

Funding Sources

MPO Staff			
Total FHWA/FTA PL Funds	General Fund Match		Total
\$51,954	\$12,988		\$64,942

Task 050 - Transit Planning

Objective

Prepare plans to provide efficient and cost-effective transit service for transit users.

Work Elements

A. Operational Planning.

- MPO Staff shall support operational planning functions including, surveys and analysis of headway and schedules, and development of proposed changes in transit services.
- Training and development.
- City Utilities Transit participation in MPO meetings and submittal of TIP program.
- City Utilities Transit grant submittal and tracking.
- City Utilities and MPO development of information for triennial reviews.
- City Utilities Transit collection and analysis of data required for the National Transit Data Base Report. Occasionally MPO Staff provide information toward this report, such as the data from the National Transit Database bus survey.
- City Utilities Transit and MPO will conduct marketing and customer service programs.
- City Utilities Transit studies about management, operations, capital requirements and economic feasibility, when needed.
- City Utilities Transit participation in Ozarks Transportation Organization committees and related public hearings.
- City Utilities Transit, often with MPO Staff assistance, forecast future transit costs.
- City Utilities Transit and MPO Staff collection and reporting of data required for the National Transit Database survey, conducted every three years.
- City Utilities Transit collection of data required to implement the requirements of the Americans with Disabilities Act and non-discriminatory practices. (FTA Line Item Code 44.24.00)
- MPO Staff and agencies work together on the MPO transit subcommittee.
- Community involvement to include work on committees, presentations, etc.
- MPO Staff coordination with City Utilities and MSU transit operations staff on any other task not specified herein.

B. ADA Accessibility.

- MPO Staff to work with City Utilities Transit staff on transportation improvements at bus stops (i.e. bus turnouts).
- City Utilities Transit contract management.
- MPO Staff and City Utilities Transit to work together on efforts to provide curb cuts and sidewalk accessibility at bus stops and shelters around Springfield, on an annual basis. (FTA Line Item Code 44.24.00)

C. Service Planning.

- MPO staff lead in developing a coordinated public transit-human services transportation plan. The plan will be developed through a process that includes representatives of

public, private and non-profit transportation and human service providers; participation by the public; and representatives addressing the needs of persons with disabilities. The result will be a coordinated human services transportation plan giving guidance for the awarding of grants under JARC, New Freedoms, and Capital Program for Elderly and Persons With Disabilities programs of the FTA. Such a plan is required under SAFETEA-LU.

- City Utilities Transit and some MPO Staff assistance in the evaluation of existing routes, route segments, and services by performance criteria.
- Work with outside paratransit agencies to develop alternatives to increase service coordination within the urbanized area to meet the “United We Ride Executive Order”.
- MPO Staff collection of data from paratransit operations as required.
- MPO Staffing of the Paratransit Subcommittee that focuses on improving service in the community.
- City Utilities Transit development of route and schedule alternatives to make services more efficient and cost-effective. (FTA Line Item Code 44.23.01)
- MPO Staff and City Utilities Transit participation in special transit studies.

D. Financial Planning.

- City Utilities Transit analysis of transit system performance by adopted policies to achieve effective utilization of available resources.
- City Utilities Transit preparation of long and short-range financial and capital plans.
- MPO Staff to cooperate with Missouri State University and City Utilities in the development and implementation of their Transportation Improvement Program projects.
- City Utilities Transit and MSU will study and produce planning justification for transit projects by Short-Range Transit Plan and standard planning practice.
- City Utilities Transit will identify possible cost-saving techniques and opportunities to meet future operating deficit and capital costs.
- City Utilities Transit, with potential assistance from MPO Staff, will identify potential revenue from non-federal sources to meet future operating deficit and capital costs. (FTA Line Item Code 44.26.84)

E. Competitive Contract Planning.

- City Utilities Transit will study opportunities for transit cost reduction through the use of third-party and private sector providers.
- Missouri State University will continue to monitor costs of their third-party private sector transit contractor.
- City Utilities Transit and MPO Staff will study potential coordination of private sector transportation with the existing and potential public sector providers to minimize unserved populace.
- MPO Staff to prepare and maintain a list of private-for-profit operators for use by City Utilities (CU) and other transit providers in the development of transit plans.
- MPO Staff to cooperate with MSU, CU, and their consultants in the evaluation of existing services.

G. Safety/Drug Control Planning.

- The City, City Utilities and Missouri State University have adopted policies of drug-free awareness programs to inform their employees on the dangers of drug abuse. (FTA Line Item Code 44.26.82) Funding is intended to assist in the development of a drug and alcohol awareness program in an effort to provide a drug and alcohol-free working environment for the employees at City Utilities, and MSU transit. In particular, special studies addressing critical transportation and related drug and alcohol issues may need to be completed.

End Products

- Transit agency coordination (City Utilities and Missouri State University).
- Project rankings and allocations in the 2008-2011 TIP related to transit, and various new ADA accessible bus shelters and stops.
- Development of a coordinated public transit-human service agency transportation plan.
- On-Board bus surveys.
- Special Studies

Funding Sources

MPO Staff			
Total FHWA/FTA PL Funds	General Fund Match		Total
\$39,162	\$9,791		\$48,953
City Utilities Staff			
FTA 5307 Funds	CU match		Total
\$74,400	\$18,600		\$93,000
TOTAL			\$141,953

Task 060 - Special Studies and Related Projects

Objective

Conduct special transportation studies (issues not discussed in the Transportation Plan), as requested by the MPO Board of Directors, subject to funding availability. Priority for these studies shall be given to those projects that address recommendations and implementation strategies from the Long-Range Transportation Plan.

Work Elements

Respond to requests from the MPO Board of Directors, or other official bodies by preparing special studies on problems that arise, with priority going to addressing issues raised in the Transportation Plan. The following are work elements that will be undertaken as part of this task:

- Continued Coordination with entities that are implementing Intelligent Transportation Systems.
- Studies of Parking, Land Use, and Traffic Circulation.
- Other Special Studies in accordance with the Adopted Transportation Plan .

End Product(s)

- Preparation of special requests, such as:
 - Memos;
 - public information requests;
 - parking & land use circulation studies; and,
 - Other projects as needed, subject to MPO Staff availability and expertise.

Funding Sources

MPO Staff			
Total FHWA/FTA PL Funds	General Fund Match		Total
\$24,000	\$6,000		\$30,000

UPWP TOTAL EXPENDITURES

Task	Total FHWA/FTA PL Funds	Springfield General Fund Match	5307	Other Local	TOTAL
010	\$89,938	\$22,485			\$112,423
020	\$206,400	\$51,600			\$258,000
030	\$36,000	\$9,000			\$45,000
040	\$51,954	\$12,988			\$64,942
050	\$39,162	\$9,791	\$74,400	\$18,600	\$141,953
060	\$24,000	\$6,000			\$30,000
TOTAL	\$447,454	\$111,864			\$652,318