



OZARKS TRANSPORTATION ORGANIZATION

A METROPOLITAN PLANNING ORGANIZATION

## **Amendment One**

### **Unified Planning Work Program**

**Fiscal Year 2021**

(July 1, 2020 – June 30, 2021)

APPROVED BY OTO BOARD OF DIRECTORS: June 18, 2020

Amendment One Approved \_\_\_\_\_

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The preparation of this report was financed in part by Metropolitan Planning Funds from the Federal Transit Administration and Federal Highway Administration, administered by the Missouri Department of Transportation. Its contents do not necessarily reflect the official views or policies of the U.S. DOT.

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## Introduction

The Unified Planning Work Program (UPWP) is a description of the proposed activities of the Ozarks Transportation Organization during Fiscal Year 2020 (July 2020 - June 2021). The program is prepared annually and serves as a basis for requesting federal planning funds from the U.S. Department of Transportation through the Missouri Department of Transportation. All tasks are to be completed by OTO staff unless otherwise identified.

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 (OTO), the Springfield Area Metropolitan Planning Organization (MPO), with assistance from various agencies, including the Missouri Department of Transportation (MoDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), City Utilities (CU) Transit, and members of the OTO Technical Planning Committee consisting of representatives from each of the nine OTO jurisdictions. Federal funding is received through a Federal Transportation Grant from the Federal Highway Administration and the Federal Transit Administration, known as a Consolidated Planning Grant (CPG).

The implementation of this document is a cooperative process of the OTO, Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, City Utilities Transit, and members of the OTO Technical Planning Committee and OTO Board of Directors.

The OTO is interested in public input on this document and all planning products and transportation projects. The Ozarks Transportation Organization's Public Participation Plan may be found on the OTO website at:

[https://media.ozarkstransportation.org/documents/2017\\_Public\\_Participation\\_Plan.pdf](https://media.ozarkstransportation.org/documents/2017_Public_Participation_Plan.pdf)

The planning factors used as a basis for the creation of the UPWP are:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility of people and freight;
- 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;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operation;
- Emphasize the preservation of the existing transportation system;
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
- Enhance travel and tourism.

## Important Metropolitan Planning Issues

The mission of the Ozarks Transportation Organization is:

### **“To Provide a Forum for Cooperative Decision-Making in Support of an Excellent Transportation System.”**

In fulfilling that mission, much staff time and effort are spent bringing together decision-makers who make funding and planning decisions that better the transportation network, including all modes. Transportation Plan 2040 is continuing to guide the decisions of the region.

Destination 2045, the Metropolitan Transportation Plan update, is underway. The public input process started in early 2020, and the initial draft should be ready for public comment in early 2021. While the plan has yet to be developed, the community seems to have a renewed interest in multimodal transportation. In addition, the lack of adequate revenue will be an obvious issue.

Staff will continue to prioritize projects for placement in the Transportation Improvement Program and Statewide Transportation Improvement Program. The work done during the last fiscal year in determining the best way to prioritize projects will be implemented during the next year. With the lack of needed funding, this will be a difficult task.

Committee work will continue to look at Traffic Incident Management and Coordination, Transit Coordination and Bicycle and Pedestrian Planning.

Most of the work undertaken by OTO recurs annually. This work includes preparation of the Transportation Improvement Program, work with committees, soliciting public involvement, and implementing the various plans adopted by the OTO.

**Anticipated Consultant Contracts**

The table below lists the anticipated consultant contracts for the 2021 Fiscal Year. Most of the contracts listed below are carryover multi-year contracts.

Cost Category	Budgeted Amount FY 2021
Travel Sensing & Travel Time Services Project	\$3,000
Audit	\$4,640
Professional Services Fees	\$50,000
Data Storage/Backup	\$4,400
IT Maintenance Contract	\$12,000
Online TIP Tool Maintenance	\$9,600
Travel Demand Model Update	\$15,000
Transportation Consultant/Modeling Services	<b>\$20,000</b>
Webhosting	\$900
Payroll	\$4,000
<b>Total Consultant Usage</b>	<b>\$133,540</b>

**Items to be purchased that exceed \$5,000**

IT Maintenance Contract	\$12,000
Online TIP Tool Maintenance	\$9,600
Professional Services Fees	\$50,000
Transportation Consultant/Modeling Services	\$30,000
Travel Demand Model Update	\$15,000
Tablet Upgrade	\$11,500
<b>Aerial Photos</b>	<b>\$25,000</b>

**Task 1 - OTO General Administration**

Conduct daily administrative activities including accounting, payroll, maintenance of equipment, software, and personnel needed for federally required regional transportation planning activities.

<b>Work Elements</b>	<b>Estimated Cost</b>
<b>1.1 Financial Management .....</b>	<b>\$35,901</b>
<i>July to June</i> <b>Consultant Contract</b>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>• Preparation of quarterly financial reports, payment requests, payroll, and year-end reports to MoDOT.</li> <li>• Maintenance of OTO accounts and budget, with reporting to Board of Directors.</li> <li>• Dues calculated, and statements mailed.</li> </ul>	
<b>1.2 Financial Audit .....</b>	<b>\$7,000</b>
<i>August to December</i>	
<b>Consultant Contract</b>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>• Conduct an annual and likely single audit of FY 2020 and report to Board of Directors.</li> <li>• Implement measures as suggested by audit.</li> </ul>	
<b>1.3 Unified Planning Work Program (UPWP) .....</b>	<b>\$11,250</b>
<i>July to June</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>• Amendments to the FY 2021 UPWP as necessary.</li> <li>• Development of the FY 2022 UPWP, including subcommittee meetings, presentation at Technical Planning Committee and Board of Directors Meetings, and public participation in accordance with the OTO Public Participation Plan.</li> <li>• UPWP Quarterly Progress Reports.</li> <li>• Invoicing and Year-end Report</li> <li>• Obtain Board of Directors, MoDOT and ONE DOT approval of FY2022 UPWP</li> </ul>	
<b>1.4 Travel and Training.....</b>	<b>\$47,500</b>
<i>July to June</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>• Travel to meetings regionally nationally and statewide. Training and development of OTO staff and OTO members through educational programs that are related to OTO work committees.</li> </ul>	
Possible training includes:	
<ul style="list-style-type: none"> <li>○ Association of MPOs Annual Conference</li> <li>○ Mid-American Geographic Information Consortium (MAGIC) Conference</li> <li>○ Institute for Transportation Engineers Conferences including meetings of the Missouri Valley Section and Ozarks Chapter</li> <li>○ ITE Web Seminars</li> <li>○ Missouri Chapter and National, American Planning Association Conference and Activities</li> <li>○ Geographic Information Systems (GIS) Advanced Training (ESRI's Arc Products)</li> <li>○ Missouri Public Transit Association Annual Conference</li> </ul>	

- MoDOT, Local and OTO Planning Partners Meetings
- MoDOT Statewide Planning Partner Meeting (Jefferson City)
- Government Finance Officers Association
- Employee Educational Assistance
- Provide Other OTO Member Training Sessions, as needed and appropriate
- Transportation Research Board Training and Conference
- Performance Based Planning Training

### **1.5 General Administration and Contract Management .....\$25,000**

*July to June*

Responsible Agency – OTO

- Coordinate contract negotiations
- Update the governing Memorandum of Understanding.
- Prepare contract Addendums.
- Legal Services.
- Bylaw amendments as needed.

### **1.6 Electronic Support for OTO Operations .....\$36,000**

*July to June*

Responsible Agency – OTO

- Maintain and update website [www.ozarkstransportation.org](http://www.ozarkstransportation.org).
- Maintain and update website [www.Let'sGoSmart.org](http://www.Let'sGoSmart.org).
- Maintain and update OTO Facebook and Twitter pages.
- Software updates.
- Web hosting, backup services and maintenance contracts. **Consultant Contract**
- Graphics and website updates.

### **End Products for FY 2021**

- Complete quarterly progress reports, payment requests and the end-of-year report provided to MoDOT.
- Financial reporting to the Board of Directors.
- Calculate dues and send out statements.
- FY 2020 Audit Report.
- Adoption of FY 2022 UPWP.
- Execute annual CPG Grant.
- FY 2021 UPWP Amendments as needed.
- Attendance of OTO staff and OTO members at the various training programs.
- Legal Document revisions as needed.
- Monthly content updates to websites.
- Social media postings.
- Graphics for documents.
- Legal services.
- Updated By-laws



**Tasks Completed in FY 2020**

- Quarterly progress reports, payment requests and year end reports for MoDOT (Completed June 2020).
- Quarterly Financial Reporting to the Board of Directors (Completed June 2020).
- Dues calculated and mailed statements for FY 2020 (Completed April 2020).
- FY 2019 Audit Report (December 2019).
- FY 2021 UPWP developed and approved by OTO Board of Directors, MoDOT and ONE DOT (Completed June 2020).
- Staff attended various conferences and training (Completed June 2020).
- Monthly website maintenance (Completed June 2020).
- Social Media Postings.
- Graphics for documents.
- Legal Services
- UPWP Amendments and Administrative Modifications.

**Training Attended in FY 2020**

- Missouri GIS Conference
- Ohio Freight Conference/MAFC Conference
- Highway Safety & Traffic Blueprint Conference
- APA Conferences
- Association of Metropolitan Planning Organizations Annual Conference
- Grants Management Training- Grants Management USA
- MoDOT AV/CV Workshop
- OCITE Training
- SHRM and SAHRA Training
- AGA and GFOA Trainings
- MoDOT Statewide Planning Partner Meeting (Jefferson City)

**Funding Sources**

Local Match Funds	\$26,415	18.0851%
Federal CPG Funds	\$115,541	71.0359%
Federal STBG Funds	\$17,695	10.879%
<b>Total Funds</b>	<b>\$162,651</b>	<b>100.00%</b>

**Task 2 – OTO Committee Support**

Support various committees of the OTO and participate in various community committees directly relating to regional transportation planning activities.

<b>Work Elements</b>	<b>Estimated Cost</b>
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2.1 OTO Committee Support .....	\$145,000
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*July to June*

Responsible Agency – OTO

- Conduct and staff all Bicycle and Pedestrian Advisory Committee, Board of Directors, Executive Committee, Local Coordinating Board for Transit, Technical Planning Committee and Traffic Incident Management meetings.
- Respond to individual committee requests.
- Facilitate and administer any OTO subcommittees formed during the Fiscal Year.

2.2 Community Committee Participation .....	\$19,205
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*July to June*

Responsible Agency – OTO

- Participate in and encourage collaboration among various community committees directly related to transportation. Committees include:
  - City of Springfield Traffic Advisory Board
  - Community Partnership Transportation Collaborative
  - CU Fixed Route Advisory Committee
  - Missouri Public Transit Association
  - MoDOT Blueprint for Safety
  - Ozarks Clean Air Alliance and Clean Air Action Plan Committee
  - Ozark Greenways Technical Committee
  - Ozark Greenways Sustainable Transportation Advocacy Resource Team (STAR Team)
  - SeniorLink Transportation Committee
  - The Springfield Area Chamber of Commerce Transportation Committee
  - The Southwest Missouri Council of Governments Board and Transportation Advisory Committee
  - Area Chambers of Commerce
  - Worked with Springfield Transportation Collaborative (Completed June 2020).
  - Other committees as needed

2.3 OTO Policy and Administrative Documents .....	\$10,000
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*July to June*

Responsible Agency – OTO

- Process amendments to bylaws, policy documents, and administrative staff support consistent with the OTO organizational growth.

**2.4 Public Involvement.....\$32,500***July to June*

Responsible Agency – OTO

- Maintain OTO website with public comments posted by work product.
- Publish public notices and press releases.
- Comply with Missouri Sunshine Law requirements, including record retention.
- Annual Public Participation Plan (PPP) Evaluation.
- Continue to utilize social media for public education and input.

**2.5 Member Attendance at OTO Meetings .....\$36,000***July to June*

Responsible Agencies – OTO and Member Jurisdictions

- OTO member jurisdiction member's time spent at OTO meetings.

**End Products for FY 2021**

- Conduct meetings, prepare agendas and meeting minutes for OTO Committees, Subcommittees, and Board of Directors.
- Attendance of OTO staff and OTO members at various community committees.
- Revisions to bylaws, inter-local agreements, and the Public Participation Plan as needed.
- Document meeting attendance for in-kind reporting.
- Public input tracked and published.
- Continued work with the MoDOT Blueprint for Safety.
- Implementation of PPP through website and press release.
- Annual PPP Evaluation.

**Tasks Completed in FY 2020**

- Conduct meetings, prepare agendas and meeting minutes for OTO Committees, Subcommittees, and Board of Directors.
- Documented meeting attendance for in-kind reporting (Completed June 2020).
- Staff participated in multiple community committees (Completed June 2020).
- Update of Public Participation Plan (PPP) and implementation of PPP through website and press releases (Completed June 2020).
- Public input tracked and published (Completed June 2020).
- Staff attended meetings and worked with the MO Coalition of Roadway Safety SW District to evaluate projects (Completed June 2020).
- One Bylaw Amendment.
- Annual PPP Evaluation.

**Funding Sources**

Local Match Funds	\$7,893	14.1687%
In-kind Services*	\$36,000	3.9164%
Federal CPG Funds	\$172,408	71.0359%
Federal STBG Funds	\$26,404	10.879%
<b>Total Funds</b>	<b>\$242,705</b>	<b>100.00%</b>

\*The maximum amount of in-kind credit available to the OTO is 80% of the total value of in-kind time.

**Task 3 – General Planning and Plan Implementation**

This task addresses general planning activities, including the OTO Long Range Transportation Plan (LRTP), approval of the functional classification map, the Congestion Management Process (CMP), and the Bicycle and Pedestrian Plan, as well as the implementation of related plans and policies. FAST Act guidance will continue to be incorporated as it becomes available.

<b>Work Elements</b>	<b>Estimated Cost</b>
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<b>3.1 OTO Long Range Transportation Plan (LRTP), <i>Transportation Plan 2040</i></b>	<b>\$38,000</b>
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*July to June*

Responsible Agency – OTO

- Process amendments to the Long-Range Transportation Plan, including the Major Thoroughfare Plan.
- Continued Implementation of Action Items
- One-page summary report on status of implementation plan

<b>3.2 Performance Measures</b>	<b>\$23,705</b>
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*July to June*

Responsible Agency – OTO

- Continue to set and monitor performance targets, in coordination with MoDOT and City Utilities, as outlined in MAP-21 and continued by the FAST Act.
- Production of an annual state of transportation report to monitor the performance measures as outlined in the Long-Range Transportation Plan, incorporating connections to FAST Act performance measures.

<b>3.3 Congestion Management Process Implementation</b>	<b>\$12,000</b>
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*July to December*

Responsible Agency – OTO

- Coordinate ongoing data collection efforts.
- Review goals and implementation strategies to ensure effective measurements are being used for evaluation of the system.
- Use travel time data for Annual Report.
- Conduct before and after analysis for completed projects.

<b>3.4 Federal Functional Classification Maintenance and Updates</b>	<b>\$5,300</b>
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*July to June*

Responsible Agency – OTO

- Annual call for updates.
- Other periodic requests will be processed as received.
- Seek approval of requests by OTO Board, MoDOT, and USDOT.

<b>3.5 Bicycle and Pedestrian Plan Implementation</b>	<b>\$25,000</b>
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*July to June*

Responsible Agency – OTO

- The Bicycle and Pedestrian Advisory Committee will continue the coordination and monitoring of the implementation of the OTO Bicycle and Pedestrian Plan and Regional Bicycle and Pedestrian Trail Investment Study.

### **3.6 Freight Planning .....\$9,500**

*July to June*

Responsible Agency – OTO

- Participate in the Southwest Missouri Freight Advisory Committee. The goal is to analyze local goods movement and identify essential freight corridors.
- Participation in the Heartland Freight Technology Plan.
- Coordinate local stakeholders for Heartland Freight Technology Plan.

### **3.7 Traffic Incident Management Planning .....\$9,500**

*July to June*

Responsible Agency – OTO

- Continued Implementation of the Traffic Incident Management Action Plan.

### **3.8 Air Quality Planning .....\$7,500**

*July to June*

Responsible Agency – OTO

- Staff serves on the Ozarks Clean Air Alliance along with the Springfield Department of Environmental Services, which is implementing the regional Clean Air Action Plan, in hopes to preempt designation as a non-attainment area for ozone and PM<sub>2.5</sub>.

### **3.9 Hazard Environmental Assessment.....\$5,000**

*July to December*

Responsible Agency – OTO

- Use database to identify endangered species and flood vulnerable facilities with potential transportation improvements.

### **3.10 Demographics and Future Projections .....\$17,400**

*July to June*

Responsible Agency – OTO

- Continue to analyze growth and make growth projections for use in transportation decision-making by collecting and compiling development data into a demographic report that will be used in travel demand model runs, plan updates, and planning assumptions.

### **3.11 Geographic Information Systems (GIS) .....\$39,000**

*July to June*

Responsible Agency – OTO

- Continue developing the Geographic Information System (GIS) and work on inputting data into the system that will support Transportation Planning efforts. Specific emphasis will be given to incorporating traffic data.
- GIS licenses.

**3.12 Mapping and Graphics Support for OTO Operations .....\$18,700***December to June*

Responsible Agency – OTO

- Development and maintenance of mapping and graphics for OTO activities, including, but not limited to, the OTO website, OTO publications, and other printed or digital materials.

**3.13 Support for Jurisdictions Plans.....\$10,500***July to June*

Responsible Agency – OTO

- Provide support for Long Range Transportation Planning for member jurisdictions.
- Development a transportation planning one-sheet handout and host short trainings as requested.

**3.14 Studies of Parking, Land Use, and Traffic Circulation.....\$7,000***July to June*

Responsible Agency – OTO

- Studies that are requested by member jurisdictions to look at traffic, parking, or land use.

**3.15 Transportation Consultant/Modeling Services.....~~\$30,000~~ \$20,000***July to June*

Consultant Contract

Responsible Agency – OTO

- Travel Demand Model Scenarios to assist with Long Range Transportation Plan implementation.
- Data collection efforts to support the OTO planning products, signal timing, and transportation decision-making.

**3.16 Civil Rights Compliance .....\$5,500***July to June*

Responsible Agency – OTO

- Meet federal and state reporting requirements for Title VI and Americans with Disabilities Act (ADA).
- Semiannual DBE reporting.
- Semiannual Title VI/ADA reporting.
- Accept and process complaint forms and review all projects for Title VI/ADA compliance.
- Continue to include Environmental Justice and Limited English Proficiency requirements in planning process.

**3.17 Travel Demand Model Update.....\$15,000***July to June*

Consultant Contract

Responsible Agency – OTO

- Develop model scenario for financially constrained 20-year project list.

**3.18 Transportation Plan 2045 .....\$39,700***July to June*

Responsible Agency – OTO

- Continue to develop Draft Plan
- Seek public input on Draft
- Final Plan adoption

**3.19 Aerial Photography .....\$25,000***July to August*

Responsible Agency – OTO

- Cooperatively Purchase Aerial Photography with the City of Springfield, City Utilities, and other local jurisdictions. OTO pays a flat fee of the overall expected cost of \$273,195.50. 100% of the OTO portion will be used for regional transportation planning.

**End Products for FY 2021**

- Amendments to the LRTP as necessary.
- Continued implementation of Bicycle and Pedestrian Plan with report documenting accomplishments.
- Continued monitoring of attainment status.
- Demographic Report.
- Annual State of Transportation Report.
- Studies in accordance with Long Range Transportation Plan as needed.
- Federal Functional Classification Map maintenance and updates.
- GIS maintenance and mapping.
- Travel Demand Model update.
- Transportation data in GIS.
- Other projects as needed.
- Semiannual DBE reporting submitted to MoDOT.
- Title VI/ADA semiannual reporting and complaint tracking submitted to MoDOT.
- Implementation of Traffic Incident Management Action Plan.
- Adoption of ongoing performance targets as needed.

**Tasks Completed in FY 2020**

- Major Thoroughfare Plan Amendments
- Maintenance of GIS System Layers (Completed June 2020).
- Continued Monitoring of Attainment Status (Completed June 2020).
- Performance Measure Report (Completed July 2019).
- Assist jurisdictions compliance with Major Thoroughfare Plan.
- Annual State of Transportation Report.
- Bike/Ped Implementation Report (October 2019)
- Called for Federal Function Class Updates.
- TIM Implementation Report.
- DBE Report submitted to MoDOT (Completed October 2019 and April 2020).
- Title VI Questionnaire Report submitted to MoDOT (Completed October 2019 and February 2020).



- Title VI Annual Survey submitted to MoDOT (Completed February 2020).
- Completed travel time analysis for prioritization purposes.
- Aerial Photography files received
- Congestion Management Process Update

**Funding Sources**

Local Match Funds	\$60,280	18.0851%
Federal CPG Funds	\$236,766	71.0359%
Federal STBG Funds	\$36,259	10.879%
<b>Total Funds</b>	<b>\$333,305</b>	<b>100.00%</b>

**Task 4 – Project Selection and Programming**

Prepare a four-year program for anticipated transportation improvements and amendments as needed.

<b>Work Elements</b>	<b>Estimated Cost</b>
<b>4.1 FY 2021-2024 Transportation Improvement Program (TIP)</b> .....	<b>\$16,000</b>
<i>July to August</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>Complete and publish the 2021-2024 TIP. <ul style="list-style-type: none"> <li>Item should be on the July Technical Planning Committee Agenda and the August Board of Directors Agenda.</li> </ul> </li> </ul>	
<b>4.2 FY 2022-2025 Transportation Improvement Program (TIP)</b> .....	<b>\$25,000 \$26,000</b>
<i>October to June</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>Begin development of the 2022-2025 TIP.</li> <li>Conduct the Public Involvement Process for the TIP (October-August).</li> <li>Work with the TIP subcommittees.</li> <li>Complete Draft document.</li> <li>Align document with MoDOT fiscal year.</li> </ul>	
<b>4.3 Project Programming</b> .....	<b>\$21,705</b>
<i>July to June</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>Process all modifications to the FY 2020-2023 and the FY 2021-2024 TIPs including the coordination, advertising, public comment, Board approval and submissions to MoDOT for incorporation in the STIP.</li> <li>Solicit and advertise for projects.</li> <li>Award funding and program projects.</li> </ul>	
<b>4.4 Federal Funds Tracking</b> .....	<b>\$13,200</b>
<i>July to June</i>	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>Gather obligation information and develop the Annual Listing of Obligated Projects and publish to website.</li> <li>Monitor STBG-Urban and TAP balances.</li> <li>Track area cost-share projects.</li> <li>Publish Funds Balance Report two times per year.</li> <li>Track reasonable progress on project implementation following programming.</li> </ul>	
<b>4.5 Online TIP Tool Maintenance</b> .....	<b>\$9,600</b>
<i>July to June</i>	
Consultant Contract	
Responsible Agency – OTO	
<ul style="list-style-type: none"> <li>Maintenance contract for web-based tool to make an online searchable database for projects.</li> </ul>	

**4.6 STIP Project Prioritization and Scenarios .....\$17,500***July to June*

Responsible Agency – OTO

- Revise Prioritization Criteria and score projects.
- Subcommittee meetings to rank projects
- Final recommendations provided to MoDOT

**End Product(s) for FY 2021**

- TIP amendments, as needed.
- Draft of the FY 2022-2025 Transportation Improvement Program.
- ~~Approved FY 2021-2024 Transportation Improvement Program.~~
- Annual Listing of Obligated Projects.
- Federal Funds Balance Reports.
- Online searchable database of TIP projects.
- Award funding and program projects.
- STIP Prioritization and Scenarios
- Revised Prioritization Criteria as warranted
- Publish Funds Balance Report

**Tasks Completed in FY 2020**

- Amended the FY 2020-2023 TIP numerous times (Completed June 2020).
- Annual Listing of Obligated Projects for FY 2020 (Completed December 2019).
- Maintained fund balance information (Completed June 2020).
- Published funds balance report
- Maintained online searchable database of TIP projects (Completed June 2020).
- Draft 2021-2024 TIP
- Revised Prioritization Criteria

**Funding Sources**

Local Match Funds	\$16,097	18.0851%
Federal CPG Funds	\$63,226	71.0359%
Federal STBG Funds	\$9,683	10.879%
<b>Total Funds</b>	<b>\$89,005</b>	<b>100.00%</b>

**Task 5 – OTO Transit Planning**

Prepare plans to provide efficient and cost-effective transit service for transit users. City Utilities (CU) is the primary fixed-route transit operator in the OTO region. Fixed route service is provided within the City of Springfield seven days a week. City Utilities also offers paratransit service for those who cannot ride the fixed-route bus due to a disability or health condition.

<b>Work Elements</b>	<b>Estimated Cost</b>
<b>5.1 Operational Planning .....</b>	<b>\$8,000</b>
<i>July to June</i>	
Responsible Agencies – OTO	
<ul style="list-style-type: none"> <li>• OTO staff shall support operational planning functions with available data.</li> <li>• Occasionally OTO staff, upon the request of City Utilities (CU), provides information toward the National Transit Database Report, such as the data from the National Transit Database bus survey.</li> <li>• Attend the CU Advisory Committee.</li> </ul>	
<b>5.2 Transit Coordination Plan Implementation .....</b>	<b>\$10,800</b>
<i>July to June</i>	
Responsible Agencies – OTO, Human Service Transit Providers	
<ul style="list-style-type: none"> <li>• Transit Coordination Plan Implementation with one-page report on status of action items. <a href="https://media.ozarkstransportation.org/documents/Transit-Coordination-Plan-2017.pdf">https://media.ozarkstransportation.org/documents/Transit-Coordination-Plan-2017.pdf</a></li> <li>• As part of the TIP process, a competitive selection process will be conducted for selection of projects utilizing relevant federal funds.</li> <li>• OTO staffing of the Local Coordinating Board for Transit.</li> <li>• OTO staff to maintain a list of operators developed in the transit coordination plan for use by City Utilities (CU) and other transit providers in the development of transit plans.</li> <li>• Research additional funding for senior centers and human service agencies.</li> </ul>	
<b>5.3 Program Management Plan Implementation.....</b>	<b>\$5,000</b>
<i>July to June</i>	
Responsible Agencies – OTO	
<ul style="list-style-type: none"> <li>• Continue to implement the Program Management Plan. <a href="https://media.ozarkstransportation.org/documents/Program-Management-Plan-2018.pdf">https://media.ozarkstransportation.org/documents/Program-Management-Plan-2018.pdf</a></li> </ul>	
<b>5.4 Data Collection and Analysis .....</b>	<b>\$10,000</b>
<i>July to June</i>	
Responsible Agencies – OTO	
<ul style="list-style-type: none"> <li>• OTO will assist CU in providing necessary demographic analysis for proposed route and/or fare changes.</li> <li>• OTO's staff assistance in collecting ridership data for use in transit planning and other OTO planning efforts.</li> <li>• Explore barriers to transit use.</li> </ul>	

**5.5 Community Support .....\$6,000***July to June*

Responsible Agencies – OTO

- OTO will assist the City of Springfield in transit planning for the Impacting Poverty Commission support initiatives.
- Assist City of Springfield in exploring high frequency transit.
- Attend Missouri Public Transit Board meetings.

**5.6 ADA/Title VI Appeal Process.....\$3,000***July to June*

Responsible Agencies – OTO

- OTO staff assistance on CU Transit ADA/Title VI Appeal Process.

**End Products for FY 2021**

- Transit agency coordination
- Special Studies
- LCBT agendas, minutes, and meetings.
- CU Transit ADA/Title VI Appeals as requested.
- Data collection
- PMP review
- Monitor 5310 vehicle delivery and OTO balance.
- Continued Transit Coordination Plan Implementation
- Regional paratransit coordination
- Transit Signal Priority Committee

**Tasks Completed in FY 2020**

- Solicited for 5310 FTA funding, rank applications and program projects for TIP amendments (Completed December 2019).
- LCBT agenda, minutes, and meetings (Completed June 2020)
- Transit agency coordination
- CU Transit Services Origin/Destination Accessibility Analysis

**Funding Sources**

Local Match Funds	\$7,741	18.0851%
Federal CPG Funds	\$30,403	71.0359%
Federal STBG Funds	\$4,656	10.879%
<b>Total Funds</b>	<b>\$42,800</b>	<b>100%</b>

**Task 6 – City Utilities Transit Planning (FTA 5307 Funding for City Utilities)**

<b>Work Elements</b>	<b>Estimated Cost</b>
<b>6.1 Operational Planning .....</b>	<b>\$123,312</b>
<i>July to June</i>	
Responsible Agencies – City Utilities	
<ul style="list-style-type: none"> <li>• Route analysis.</li> <li>• City Utilities Transit grant submittal and tracking.</li> <li>• City Utilities Transit collection and analysis of data required for the National Transit Database Report.</li> <li>• City Utilities Transit participation in Ozarks Transportation Organization committees and related public hearings.</li> <li>• CU 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).</li> </ul>	
<b>6.2 ADA Accessibility.....</b>	<b>\$22,000</b>
<i>July to June</i>	
Responsible Agencies – City Utilities	
<ul style="list-style-type: none"> <li>• CU Transit ADA accessibility projects for the past New Freedom grants and future Section 5310 grants.</li> </ul>	
<b>6.3 Transit Fixed Route and Regional Service Analysis Implementation .....</b>	<b>\$8,100</b>
<i>July to June</i>	
Responsible Agencies – City Utilities	
<ul style="list-style-type: none"> <li>• CU will implement recommendations of the Transit Fixed Route Regional Service Analysis.</li> </ul>	
<b>6.4 Service Planning .....</b>	<b>\$54,000</b>
<i>July to June</i>	
Responsible Agencies – City Utilities	
<ul style="list-style-type: none"> <li>• Collection of data from paratransit operations as required.</li> <li>• CU Transit development of route and schedule alternatives to make services more efficient and cost-effective within current hub and spoke system operating within the City of Springfield. (FTA Line Item Code 44.23.01)</li> <li>• Title VI service planning.</li> </ul>	
<b>6.5 Financial Planning .....</b>	<b>\$37,000</b>
<i>July to June</i>	
Responsible Agency – City Utilities	
<ul style="list-style-type: none"> <li>• CU Transit preparation and monitoring of long and short-range financial and capital plans and identification of potential revenue sources.</li> </ul>	

**6.6 Competitive Contract Planning .....\$1,780***July to June*

Responsible Agencies – City Utilities

- CU Transit will study opportunities for transit cost reductions using third-party and private sector providers.

**6.7 Safety, Security and Drug and Alcohol Control Planning .....\$5,900***July to June*

Responsible Agencies – City Utilities

- Implementation of additional safety and security policies as required by FAST Act.

**6.8 Transit Coordination Plan Implementation .....\$6,000***July to June*

Responsible Agencies – City Utilities and Ozarks Transportation

- Updating and implementation of the Transit Coordination Plan, due to Section 5310 grants and MAP-21 changes. To include annual training for applicants of 5310 funding and a focus on education, including media outreach.

**6.9 Program Management Plan.....\$3,000***July to June*

Responsible Agencies – City Utilities

- Review the existing program management plan to ensure compliance with FAST Act and future reauthorization. Depending on final federal guidance Section 5339 grants may require a Program Management Plan.

**6.10 Data Collection and Analysis.....\$8,908***July to June*

Responsible Agencies – City Utilities

- Update demographics for CU's Title VI and LEP Plans.
- CU will collect and analyze, ridership data for use in transit planning and other OTO planning efforts.
- TAM Plan – CU will be conducting the data gathering, asset analysis and reporting activities to send asset data to MODOT to be included on the MODOT TAM Plan.

**End Products for FY 2021**

- Operational Planning
- ADA Accessibility
- Fixed Route Analysis
- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety Planning

- Transit Coordination Plan
- Program Management Plan
- Data Collection & Analysis

**Tasks to be Completed in FY 2020**

- Operational Planning
- ADA Accessibility
- Fixed Route Analysis
- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety, Security and Drug and Alcohol Planning
- Transit Coordination Plan
- Data Collection & Analysis

**Funding Sources**

CU Match Funds	\$54,000	20%
FTA 5307 Funds	\$216,000	80%
<b>Total Funds</b>	<b>\$270,000</b>	<b>100%</b>



**Task 7 – Special Studies and Projects**

Conduct special transportation studies as requested by the OTO 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****Estimated Cost**

**7.1 Continued Coordination with entities that are implementing Intelligent Transportation Systems**  
 .....\$8,750

*July to June*

Responsible Agency – OTO

- Coordination with the Traffic Management Center in Springfield and with City Utilities Transit as needed.

**7.2 Grant Applications** .....\$6,500

*July to June*

Responsible Agency – OTO

- Working on partnerships with DOT, HUD, EPA, and USDA through developing applications for discretionary funding programs for livability and sustainability planning. Project selection could result in OTO administering livability/sustainability-type projects.

**7.3 Other Special Studies in accordance with the Adopted Long-Range Transportation Plan** .....\$11,500

*July to June*

Responsible Agency – OTO

- Studies relating to projects in the Long-Range Transportation Plan.
- Continued work with City of Springfield to update the Comprehensive Plan.
- Continued work with City of Republic to update the Comprehensive Plan.
- Continued work with City of Nixa to update the Comprehensive Plan.
- Continued work with City of Strafford to update the Comprehensive Plan.

**7.4 Travel Sensing & Travel Time Service Project**.....\$3,000

*July to June*

Responsible Agency – OTO

- Ongoing maintenance of WiFi travel time units.

**End Products for FY 2021**

- ITS Coordination.
- Grant Applications.
- Study for projects in the Long-Range Transportation Plan.

**Tasks Completed in FY 2020**

- ITS Coordination (Completed June 2020).
- Worked with City of Springfield Comprehensive Plan Update.
- Worked with City of Republic Comprehensive Plan Update.

- Ongoing maintenance of Wifi travel time units.
- Explored BUILD Grant/INFRA Grant Opportunities.

**Funding Sources**

Local Match Funds	\$5,380	18.0851%
Federal CPG Funds	\$21,133	71.0359%
Federal STBG Funds	\$3,237	10.879%
<b>Total Funds</b>	<b>\$29,750</b>	<b>100.00%</b>

**Task 8 – Transportation Demand Management**

Planning Activities to support the Regional Rideshare program, as well as efforts to manage demand on the transportation system.

<b>Work Elements</b>	<b>Estimated Cost</b>
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8.1 Coordinate Employer Outreach Activities .....	\$4,000
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*July to June*

Responsible Agencies – OTO, City of Springfield

- Work with the City of Springfield to identify and coordinate with major employers to develop employer-based programs that promote ridesharing and other transportation demand management (TDM) techniques within employer groups.
- Update the Rideshare Brochure design and publication.

8.2 Collect and Analyze Data to Determine Potential Demand .....	\$15,000
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*July to June*

Responsible Agency – OTO

- Gather and analyze data to determine the best location in terms of demand to target ridesharing activities.

**End Product(s) for FY 2021**

- Annual report of TDM activities, including number of users, employer promotional activities, results of location data analysis, and benefits to the region.

**Tasks Completed in FY 2020**

- Annual report of TDM activities, including number of users, employer promotional activities, results of location data analysis, and benefits to the region.
- Updated Rideshare Brochure.
- New Rideshare Informational signs to reflect transition to web-based system

**Funding Sources**

Local Match Funds	\$3,436	18.0851%
Federal CPG Funds	\$13,497	71.0359%
Federal STBG Funds	\$2,067	10.879%
<b>Total Funds</b>	<b>\$19,000</b>	<b>100.00%</b>

## Task 9 – MoDOT Transportation Studies &amp; Data Collection

<b>Work Elements</b>	<b>Estimated Cost</b>
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MoDOT Transportation Studies and Data Collection .....	<b>\$23,724</b>
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July to June .....	MoDOT Southwest District - \$23,724
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Responsible Agency – MoDOT Southwest District

- MoDOT, in coordination with OTO and using non-federal funding, performs several activities to improve the overall efficiency of the metropolitan transportation system.
  - OTO and MoDOT work to conduct a Traffic Count Program to provide hourly and daily volumes for use in the Congestion Management Process, Long Range Transportation Plan, and Travel Demand Model.
  - Transportation studies would be conducted to provide accident data for use in the Congestion Management Process.
  - Speed studies would be conducted to analyze signal progression to meet requirements of the Congestion Management Process.
  - Miscellaneous studies to analyze congestion along essential corridors may also be conducted.
  - Maintenance of the travel time collection units.

MoDOT Position	Annual Salary	Annual Fringe	Annual Additive	Total	% Time	Eligible
Traffic Center Manager	\$73,956	\$55,460	\$8,335	\$137,750	1%	\$ 1,378
Senior Traffic Study Specialist	\$55,968	\$43,532	\$6,308	\$105,808	7%	\$ 7,407
Senior Traffic Study Specialist	\$60,276	\$57,178	\$6,793	\$124,247	1%	\$ 1,242
Senior Information Systems Technologist	\$49,056	\$45,583	\$5,529	\$100,167	5%	\$ 5,008
Senior Traffic Technician	\$41,088	\$41,174	\$4,631	\$86,893	10%	\$ 8,689
<b>Total</b>						<b>\$ 23,724</b>

**End Products for FY 2021**

- Annual traffic counts within the OTO area for MoDOT roadways.
- Annual crash data.
- Speed Studies.
- Maintenance of the travel time collection units.

**Tasks Completed in FY 2020**

- Annual traffic counts within the OTO area for MoDOT roadways (Completed June 2020) .
- Annual crash data (Completed June 2020).
- Speed Studies (Completed June 2020).
- Signal Timing (Completed June 2020).

**Funding Sources**

Value of MoDOT Direct Costs	\$23,724
	<u>X 80%</u>
Credit amount available for local match	\$18,979.20
(Federal pro-rata share of value of direct costs – no actual funds)	

## Expenditure Summary by Work Task

	Local Funding			Federal Funding				
Task	Local Match (14.999%)	City Utilities	In-Kind (3.8785%)	CPG (71.0359%)	STBG (10.879%)	5307	Total	Percent (%)
1	\$29,416			\$115,541	\$17,695		\$162,651	13.68%
2	\$7,894		\$36,000	\$172,408	\$26,403		\$242,705	20.41%
3	\$60,280			\$236,766	\$36,259		\$333,305	28.03%
4	\$16,097			\$63,226	\$9,683		\$89,005	7.48%
5	\$7,740			\$30,403	\$4,656		\$42,800	3.60%
6		\$54,000				\$216,000	\$270,000	22.70%
7	\$5,380			\$21,133	\$3,237		\$29,750	2.50%
8	\$3,436			\$13,497	\$2,067		\$19,000	1.60%
TOTAL	\$130,243	\$54,000	\$36,000	\$652,973	\$100,000	\$216,000	\$1,189,216	100.00%
9	Value of MoDOT “Direct Cost”						\$23,724	
Total of Transportation Planning Work							\$1,212,940	

**Federal Consolidated Planning Grant (CPG) & Surface Block Transportation Grant (STBG) Funding FY 2021 UPWP**

	Amount Budgeted
Estimated Actual Costs of Tasks 1-8	\$1,189,216
Minus City Utilities Transit (FTA 5307 Funding)	(\$270,000)
Actual Total Ozarks Transportation Organization Expenditures	\$919,216
PLUS, Value of Task 8 MoDOT Direct Costs Credit	\$23,724
Total Value of OTO/Springfield Metropolitan Transportation Planning Work	\$942,940
Federal Pro-Rata share	80%
Federal CPG and STBG Funding Eligible	\$754,352

\*Federal Funding as a percentage of total OTO actual transportation planning costs is 82.0647% (\$754,352/\$919,216). The value of MoDOT Direct Costs allows the OTO to include an additional \$18,979.20 in Federal CPG funding.

**Budgeted Revenue for Actual Costs FY 2021 UPWP**

<b>Ozarks Transportation Organization Revenue</b>	<b>Total Amount Budgeted</b>
Federal CPG Funding Eligible	\$654,352
Surface Transportation Block Grant	\$100,000
Local Match to be Provided	\$128,864
Value of In-Kind Match	\$36,000
<b>Total OTO Revenue</b>	<b>\$919,216</b>

**Total Available Federal Revenue for FY 2020 UPWP Work Activities**

(MO-81-0013) CPG Fund Balance as of 12/31/2019*	\$663,552.12
Less remaining CPG funds to be spent FY 2020	<u>\$400,145.52</u>
Estimated Remaining Balance of Previous FY Funds on 6/30/20	\$263,406.60
 FY 2020 CPG Funds allocation (Received February 2020)	<u>\$637,262.00</u>
TOTAL Estimated CPG Funds Available for FY 2021 UPWP	\$900,668.60
TOTAL CPG Funds Programmed for FY 2021	<del>-\$652,973.00</del>
CPG Fund Balance estimated remaining at fiscal year-end 2021	\$247,695.60
 FY 2021 Estimated CPG Funds allocation**	<u>\$637,262.00</u>
 <b>Remaining Unprogrammed Balance****</b>	<b>\$884,957.60</b>

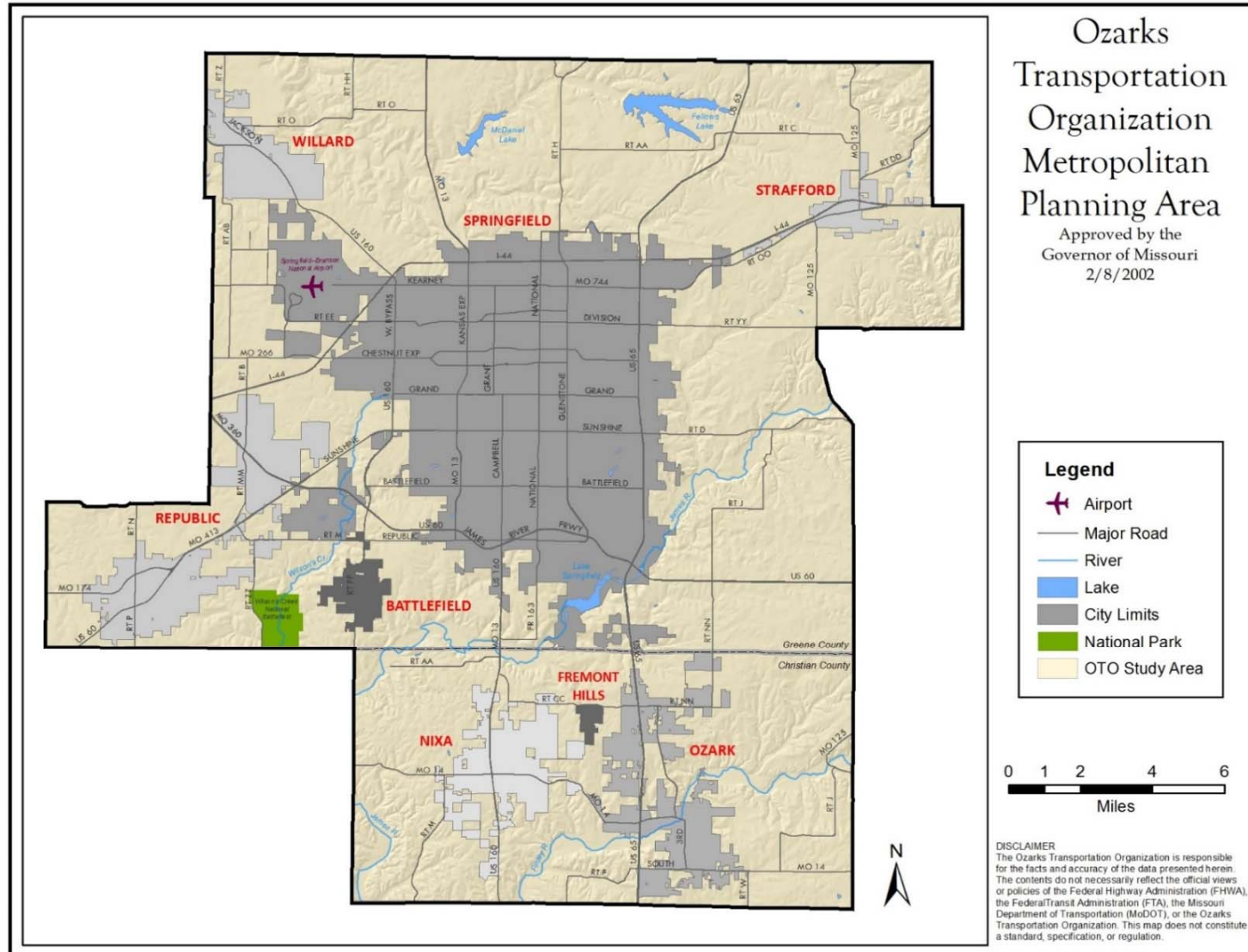
\*Previously allocated, but unspent CPG Funds through 12/31/2019.

\*\*The FY 2021 Estimated CPG Funds Available is an estimated figure based on the FAST ACT funding bill. The FY 2020 allocation is expected to be released by Spring 2020 making the funds unavailable for the majority of the FY 2020. Funding is essentially one fiscal year behind expenses. FY 2021 allocation will not likely be available in FY 2021 and therefore FY 2020 funds will be used in FY 2021.

\*\*\*\*Previously allocated but unprogrammed CPG funds available at the end of FY 2020 for use in FY 2021.

**Justification for Carryover Balance**

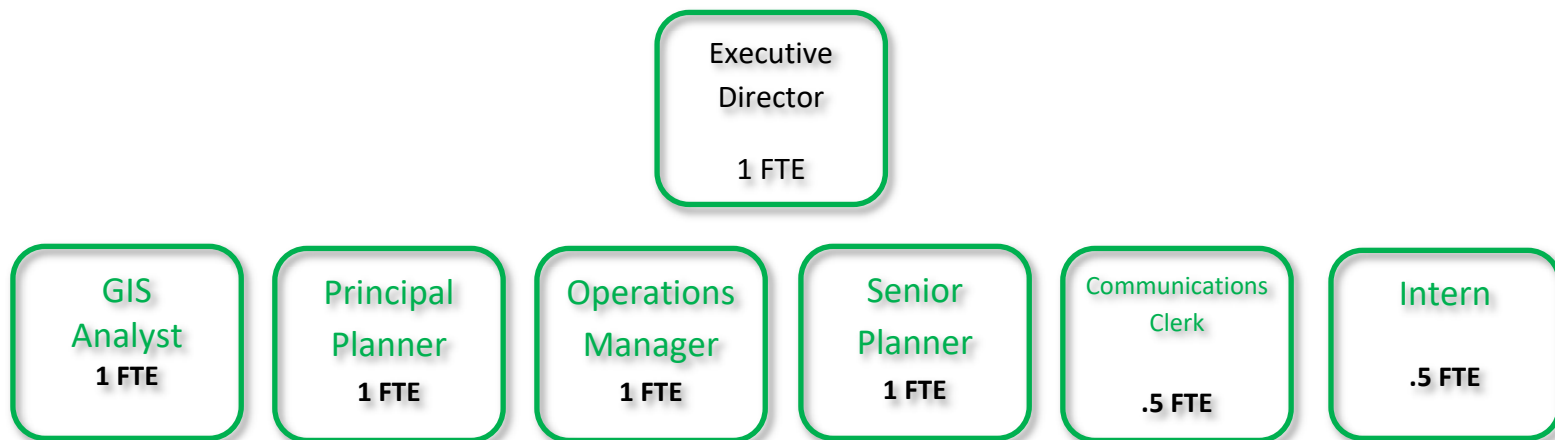
The projected carryover balance of \$884,957.60 represents more than one year of federal planning funding allocations to OTO. OTO is funded by a combined Federal Highway and Federal Transit grant through the Missouri Department of Transportation. OTO cannot spend full current year allocations due to congressional inaction to fully appropriate annual authorizations for transportation.





## Ozarks Transportation Organization Organizational Chart

**Ozarks Transportation Organization Planning Staff**  
100% Dedicated to Transportation Planning



# DRAFT AMENDMENT ONE APPENDIX A

Fiscal Year 2021

July 1, 2020 - June 30, 2021

## OTO UPWP DETAIL

### Utilizing Consolidated Planning Grant Funds

#### ESTIMATED EXPENDITURES

Cost Category	Approved Budgeted Amount FY20	Total Amount Budgeted FY20	Proposed Budgeted Amount FY21	Total Budget FY21	Increase/ Decrease
<b>Building</b>					
Building Lease	\$75,400		\$52,125		↓ \$23,275
Building Common Area Main Exp	\$0		\$19,950		↑ \$19,950
Infill Costs	\$2,000		\$2,000		SAME
Maintenance	\$4,000		\$4,000		SAME
Utilities	\$3,500		\$3,500		SAME
Office Cleaning	\$4,400		\$5,550		↑ \$150
<b>Total Building</b>		\$89,300		\$87,125	
<b>Commodities</b>					
Office Supplies/Furniture	\$7,000		\$7,000		SAME
Publications	\$300		\$1,000		SAME
Public Input Promotional Items	\$2,500		\$2,500		SAME
<b>Total Commodities</b>		\$9,800		\$10,500	
<b>Information Technology</b>					
Computer Upgrades/Equipment Replacement/Repair	\$8,000		\$8,000		SAME
Data Backup/Storage	\$4,400		\$4,400		SAME
GIS Licenses	\$5,500		\$5,500		SAME
IT Maintenance Contract	\$12,000		\$12,000		SAME
Server Upgrade	\$6,000		\$0		↓ \$6000
Software	\$4,900		\$4,900		SAME
Webhosting	\$2,300		\$2,300		SAME
<b>Total Information Technology</b>		\$43,100		\$37,100	
<b>Organization Insurance</b>					
Directors and Officers	\$3,000		\$3,000		SAME
Errors & Omissions	\$3,000		\$3,000		SAME
Professional Liability	\$2,700		\$2,700		SAME
Workers Comp	\$1,700		\$1,700		SAME
<b>Total Insurance</b>		\$10,400		\$10,400	
<b>Operating</b>					
Copy Machine Lease Principal	\$5,700		\$1,650		↓ \$4,050
Copy Machine Lease Interest	\$0		\$200		↑ \$200
Copy Machine Maintenance	\$0		\$650		↑ \$650
Copy Machine Toner & Overages	\$0		\$3,200		↑ \$3,200
Dues/Memberships	\$5,500		\$8,000		↑ \$1000
Education/Training/Travel	\$23,000		\$23,000		SAME
Food/Meeting Expense	\$4,300		\$4,300		SAME
Legal/Bid Notices	\$2,500		\$2,000		↓ \$500
Postage/Postal Services	\$1,800		\$1,800		SAME
Printing/Mapping Services	\$2,500		\$14,000		↑ \$11,500
Public Input Event Registrations	\$1,500		\$1,500		SAME
Staff Mileage Reimbursement	\$3,500		\$3,500		SAME
Telephone/Internet	\$5,000		\$5,000		SAME
<b>Total Operating</b>		\$55,300		\$68,800	

<i>Cost Category</i>	<i>Budgeted Amount FY20</i>	<i>Total Amount Budgeted FY20</i>	<i>Budgeted Amount FY21</i>	<i>Total Amount Budgeted FY21</i>	<i>Increase/ Decrease</i>
<b>Personnel</b>					
Salaries & Fringe	\$528,152		\$529,811		↑ 659
Mobile Data Plans	\$3,240		\$3,240		SAME
<b>Total Personnel</b>		\$531,392		\$533,051	
<b>Professional Services in Lieu of Staff</b>					
Professional Services	\$24,000		\$50,000		↑\$26,000
Transportation Consultant/Modeling Services	\$30,000		\$20,000		↓ \$10,000
Payroll Services	\$2,700		\$4,000		SAME
<b>Total Professional Services in Lieu of Staff</b>		\$56,700		\$74,000	
<b>Other Services and Special Projects</b>					
Aerial Photos	\$25,000		\$25,000		SAME
Audit	\$4,600		\$4,640		↑ \$40
Long-Range Plan Update	\$10,000		\$5,000		↓ \$5,000
TIP Tool Maintenance	\$9,600		\$9,600		SAME
Travel Sensing & Travel Time Services Project	\$3,000		\$3,000		SAME
Travel Demand Model Update	\$50,000		\$15,000		↓ \$35,000
<b>Total Other Services and Special Projects</b>		\$102,200		\$62,240	
In-Kind Match, Donated		\$898,192		\$883,216	
Member Attendance at Meetings	\$30,000		\$36,000		↑ \$6,000
<b>TOTAL OTO Expenditures</b>		<b>\$928,192</b>		<b>\$919,216</b>	
In-Kind Match, Direct Cost, Donated					
Direct Cost - MoDOT Salaries	\$20,000		\$23,724		↑ \$15,000
<b>TOTAL OTO Budget</b>		<b>\$948,192</b>		<b>\$942,940</b>	
<b>Direct Outside Grant</b>					
CU Transit Salaries*	\$270,000		\$270,000		Same
<b>TOTAL EXPENDITURES</b>		<b>\$1,218,192</b>		<b>\$1,212,940</b>	↓ \$5,252

Notes: \* Cost includes federal and required 20% matching funds.

#### ESTIMATED REVENUES

##### **Ozarks Transportation Organization Revenue**

Consolidated FHWA/FTA PL Funds	\$558,554		\$654,352		
Surface Transportation Block Grant	\$200,000		\$100,000		
Local Jurisdiction Match Funds	\$139,638		\$128,864		
In-kind Match, Meeting Attendance**	\$30,000		\$36,000		
MoDOT Direct Service Match**	\$20,000		\$23,724		
<b>Total Ozarks Transportation Organization Revenue</b>		<b>\$948,192</b>		<b>\$942,940</b>	↓ \$5,252

##### **Direct Outside Grant**

FTA 5307	\$216,000		\$216,000		
City Utilities Local Match	\$54,000		\$54,000		
<b>Total Direct Outside Grant</b>		<b>\$270,000</b>		<b>\$270,000</b>	
<b>TOTAL REVENUE</b>		<b>\$1,218,192</b>		<b>\$1,212,940</b>	

Notes: \* Cost includes federal and required 20% matching funds. Pass through funds, OTO does not administer or spend the City Utility funds.

\*\* In the event that In-kind Match/Direct Cost/Donated is not available, local jurisdictions match funds will be utilized.

## APPENDIX B

FY 2020

July 1, 2020 - June 30, 2021

### ANTICIPATED CONSULTANT USAGE

<i>Cost Category</i>	<i>Budgeted Amount FY20</i>	<i>Total Amount Budgeted FY20</i>	<i>Budgeted Amount FY21</i>	<i>Total Amount Budgeted FY21</i>
Aerial Photos	\$25,000		\$25,000	
Audit	\$4,600		\$4,640	
Professional Services Fees	\$24,000		\$50,000	
Data Storage/Backup	\$4,400		\$4,400	
IT Maintenance Contract	\$12,000		\$12,000	
Online TIP Tool	\$9,600		\$9,600	
Travel Demand Model Update	\$50,000		\$15,000	
Travel Sensing & Travel Time Services Project	\$3,000		\$3,000	
Webhosting	\$0		\$900	
Payroll	\$2,750		\$4,000	
Transportation Consultant/Modeling Services	\$30,000		\$20,000	
<b>Total Consultant Usage</b>		<b>\$165,350.00</b>		<b>\$148,540.00</b>

## APPENDIX A

Fiscal Year 2021

July 1, 2020 - June 30, 2021

### OTO UPWP DETAIL

*Utilizing Consolidated Planning Grant Funds*

#### ESTIMATED EXPENDITURES

<i>Cost Category</i>	<i>Approved Budgeted Amount FY20</i>	<i>Total Amount Budgeted FY20</i>	<i>Proposed Budgeted Amount FY21</i>	<i>Total Budget FY21</i>	<i>Increase/ Decrease</i>
<b>Building</b>					
Building Lease	\$75,400		\$52,125		↓ \$23,275
Building Common Area Main Exp	\$0		\$19,950		↑ \$19,950
Infill Costs	\$2,000		\$2,000		SAME
Maintenance	\$4,000		\$4,000		SAME
Utilities	\$3,500		\$3,500		SAME
Office Cleaning	\$4,400		\$5,550		↑ \$150
<b>Total Building</b>		\$89,300		\$87,125	
<b>Commodities</b>					
Office Supplies/Furniture	\$7,000		\$7,000		SAME
Publications	\$300		\$1,000		SAME
Public Input Promotional Items	\$2,500		\$2,500		SAME
<b>Total Commodities</b>		\$9,800		\$10,500	
<b>Information Technology</b>					
Computer Upgrades/Equipment Replacement/Repair	\$8,000		\$8,000		SAME
Data Backup/Storage	\$4,400		\$4,400		SAME
GIS Licenses	\$5,500		\$5,500		SAME
IT Maintenance Contract	\$12,000		\$12,000		SAME
Server Upgrade	\$6,000		\$0		↓ \$6000
Software	\$4,900		\$4,900		SAME
Webhosting	\$2,300		\$2,300		SAME
<b>Total Information Technology</b>		\$43,100		\$37,100	
<b>Organization Insurance</b>					
Directors and Officers	\$3,000		\$3,000		SAME
Errors & Omissions	\$3,000		\$3,000		SAME
Professional Liability	\$2,700		\$2,700		SAME
Workers Comp	\$1,700		\$1,700		SAME
<b>Total Insurance</b>		\$10,400		\$10,400	
<b>Operating</b>					
Copy Machine Lease Principal	\$5,700		\$1,650		↓ \$4,050
Copy Machine Lease Interest	\$0		\$200		↑ \$200
Copy Machine Maintenance	\$0		\$650		↑ \$650
Copy Machine Toner & Overages	\$0		\$3,200		↑ \$3,200
Dues/Memberships	\$5,500		\$8,000		↑ \$1000
Education/Training/Travel	\$23,000		\$23,000		SAME
Food/Meeting Expense	\$4,300		\$4,300		SAME
Legal/Bid Notices	\$2,500		\$2,000		↓ \$500
Postage/Postal Services	\$1,800		\$1,800		SAME
Printing/Mapping Services	\$2,500		\$14,000		↑ \$11,500
Public Input Event Registrations	\$1,500		\$1,500		SAME
Staff Mileage Reimbursement	\$3,500		\$3,500		SAME
Telephone/Internet	\$5,000		\$5,000		SAME
<b>Total Operating</b>		\$55,300		\$68,800	

<i>Cost Category</i>	<i>Budgeted Amount FY20</i>	<i>Total Amount Budgeted FY20</i>	<i>Budgeted Amount FY21</i>	<i>Total Amount Budgeted FY21</i>	<i>Increase/ Decrease</i>
<b>Personnel</b>					
Salaries & Fringe	\$528,152		\$544,811		↑ 9,883
Mobile Data Plans	\$3,240		\$3,240		SAME
<b>Total Personnel</b>		\$531,392		\$548,051	
<b>Professional Services in Lieu of Staff</b>					
Professional Services	\$24,000		\$50,000		↑ \$26,000
Transportation Consultant/Modeling Services	\$30,000		\$30,000		SAME
Payroll Services	\$2,700		\$4,000		SAME
<b>Total Professional Services in Lieu of Staff</b>		\$56,700		\$84,000	
<b>Other Services and Special Projects</b>					
Aerial Photos	\$25,000		\$0		↓ \$25,000
Audit	\$4,600		\$4,640		↑ \$40
Long-Range Plan Update	\$10,000		\$5,000		↓ \$5,000
TIP Tool Maintenance	\$9,600		\$9,600		SAME
Travel Sensing & Travel Time Services Project	\$3,000		\$3,000		SAME
Travel Demand Model Update	\$50,000		\$15,000		↓ \$35,000
<b>Total Other Services and Special Projects</b>		\$102,200		\$37,240	
		\$898,192		\$883,216	
In-Kind Match, Donated					
Member Attendance at Meetings	\$30,000		\$36,000		↑ \$6,000
<b>TOTAL OTO Expenditures</b>		\$928,192		\$919,216	
In-Kind Match, Direct Cost, Donated					
Direct Cost - MoDOT Salaries	\$20,000		\$23,724		↑ \$15,000
<b>TOTAL OTO Budget</b>		\$948,192		\$942,940	
<b>Direct Outside Grant</b>					
CU Transit Salaries*	\$270,000		\$270,000		Same
<b>TOTAL EXPENDITURES</b>		\$1,218,192		\$1,212,940	↓ \$5,252
Notes * Cost includes federal and required 20% matching funds.					
<b>ESTIMATED REVENUES</b>					
<b>Ozarks Transportation Organization Revenue</b>					
Consolidated FHWA/FTA PL Funds	\$558,554		\$654,352		
Surface Transportation Block Grant	\$200,000		\$100,000		
Local Jurisdiction Match Funds	\$139,638		\$128,864		
In-kind Match, Meeting Attendance**	\$30,000		\$36,000		
MoDOT Direct Service Match**	\$20,000		\$23,724		
<b>Total Ozarks Transportation Organization Revenue</b>		\$948,192		\$942,940	↓ \$5,252
<b>Direct Outside Grant</b>					
FTA 5307	\$216,000		\$216,000		
City Utilities Local Match	\$54,000		\$54,000		
<b>Total Direct Outside Grant</b>		\$270,000		\$270,000	
<b>TOTAL REVENUE</b>		\$1,218,192		\$1,212,940	

Notes: \* Cost includes federal and required 20% matching funds. Pass through funds, OTO does not administer or spend the City Utility funds.

\*\* In the event that In-kind Match/Direct Cost/Donated is not available, local jurisdictions match funds will be utilized.

**APPENDIX B****FY 2020**

July 1, 2020 - June 30, 2021

**ANTICIPATED CONSULTANT USAGE**

<i>Cost Category</i>	<i>Budgeted Amount FY20</i>	<i>Total Amount Budgeted FY20</i>	<i>Budgeted Amount FY21</i>	<i>Total Amount Budgeted FY21</i>
Aerial Photos	\$25,000		\$0	
Audit	\$4,600		\$4,640	
Professional Services Fees	\$24,000		\$50,000	
Data Storage/Backup	\$4,400		\$4,400	
IT Maintenance Contract	\$12,000		\$12,000	
Online TIP Tool	\$9,600		\$9,600	
Travel Demand Model Update	\$50,000		\$15,000	
Travel Sensing & Travel Time Services Project	\$3,000		\$3,000	
Webhosting	\$0		\$900	
Payroll	\$2,750		\$4,000	
Transportation Consultant/Modeling Services	\$30,000		\$30,000	
<b>Total Consultant Usage</b>		<b>\$165,350.00</b>		<b>\$133,540.00</b>

# OTO Operational Budget DRAFT Amendment One

Fiscal Year 2021  
July 1, 2020 - June 30, 2021

Operating Fund	Estimated	6/30/2019	\$406,045	6/30/2020	\$487,333	
<u>ESTIMATED REVENUES</u>						
Cost Category	Approved Budgeted Amount FY20	Total Amount Budgeted FY20	Proposed Budgeted Amount FY21	Total Amount Budgeted FY21	Increase/ Decrease	
<b>Ozarks Transportation Organization Revenue</b>						
Consolidated FHWA/FTA PL Funds	\$558,554		\$654,352			
Surface Transportation Block Grant Funds	\$200,000		\$100,000			
Local Jurisdiction Match Funds	\$135,025		\$156,191			
Interest Income	\$3,200		\$6,000			
<b>Total Ozarks Transportation Organization Revenue</b>		<b>\$896,779</b>		<b>\$916,543</b>	<b>↑ \$18,385</b>	
<b>TOTAL REVENUE</b>		<b>\$896,779</b>		<b>\$916,543</b>		
<u>ESTIMATED EXPENDITURES</u>						
Cost Category	Approved Budgeted Amount FY 2020	Total Amount Budgeted FY 2020	Proposed Budgeted Amount FY 2021	Total Amount Budgeted FY 2021		
<b>Building</b>						
Building Lease (GASB 87)	\$75,400		\$52,125		↓ \$23,275	
Building Common Area Main Exp	\$0		\$19,950		↑ \$19,950	
Infill Cost	\$2,000		\$2,000		SAME	
Maintenance	\$4,000		\$4,000		SAME	
Utilities	\$3,500		\$3,500		SAME	
Office Cleaning	\$4,400		\$5,550		↑ \$1,150	
<b>Total Building</b>		<b>\$89,300</b>		<b>\$87,125</b>		
<b>Commodities</b>						
Office Supplies/Furniture	\$7,000		\$7,000		SAME	
OTO Media/Advertising (not included in UPWP)	\$2,500		\$2,500		SAME	
OTO Promotional Items (not included in UPWP)	\$2,000		\$2,000		SAME	
Publications	\$300		\$1,000		↑ \$700	
Public Input Promotional Items	\$2,500		\$2,500		SAME	
<b>Total Commodities</b>		<b>\$14,300</b>		<b>\$15,000</b>		
<b>Information Technology</b>						
Computer Upgrades/Equipment Replacement/Repair	\$8,000		\$8,000		SAME	
Data Backup/Storage	\$4,400		\$4,400		SAME	
GIS Licenses	\$5,500		\$5,500		SAME	
IT Maintenance Contract	\$12,000		\$12,000		SAME	
Server Upgrade	\$6,000		\$0		↓ \$6000	
Software	\$4,900		\$4,900		SAME	
Webhosting	\$2,300		\$2,300		SAME	
<b>Total Information Technology</b>		<b>\$43,100</b>		<b>\$37,100</b>		



Cost Category	Approved Budgeted Amount FY 2020	Total Amount Budgeted FY 2020	Proposed Budgeted Amount FY 2021	Total Amount Budgeted FY 2021	Increase/ Decrease
<b>Organization Insurance</b>					
Directors and Officers	\$3,000		\$3,000		SAME
Errors & Omissions	\$3,000		\$3,000		SAME
Professional Liability	\$2,700		\$2,700		SAME
Workers Comp	\$1,700		\$1,700		SAME
<b>Total Organization Insurance</b>		\$10,400		\$10,400	
<b>Operating</b>					
Bank Fees (not included in UPWP)	\$30		\$30		SAME
Copy Machine Lease Principal (GASB 87)	\$5,700		\$1,650		↓ \$4,050
Copy Machine Lease Interest Exp	\$0		\$200		↑ \$200
Copy Machine Maintenance	\$0		\$650		↑ \$650
Copy Machine Toner & Overages	\$0		\$3,200		↑ \$3,200
Dues/Memberships	\$5,500		\$8,000		↑ \$2,500
Education/Training/Travel	\$23,000		\$23,000		SAME
Food/Meeting Expense	\$4,300		\$4,300		SAME
Legal/Bid Notices	\$2,500		\$2,000		↓ \$500
Postage/Postal Services	\$1,800		\$1,800		SAME
Printing/Mapping Services/Tablets	\$2,500		\$14,000		↑ \$11,500
Public Input Event Registrations	\$1,500		\$1,500		SAME
Staff Mileage Reimbursement	\$3,500		\$3,500		SAME
Telephone/Internet	\$5,000		\$5,000		SAME
<b>Total Operating</b>		\$55,330		\$68,830	
<b>Personnel</b>					
Salaries	\$403,588		\$398,066		↓ \$720
Payroll Tax	\$32,287		\$31,214		↓ \$73
Retirement	\$40,904		\$45,673		↑ \$5,561
Health & Dental Insurance	\$65,554		\$69,638		↑ \$19,168
Employee Family Insurance Contribution *	(\$14,181)		(\$14,780)		↑ \$8,747
Mobile Data Plans	\$3,240		\$3,240		SAME
<b>Total Personnel</b>		\$531,392		\$533,051	
<b>Professional Services in Lieu of Staff</b>					
Professional Services	\$24,000		\$50,000		↑ \$26,000
Transportation Consultant/Modeling Services	\$30,000		\$20,000		SAME
Payroll Services	\$2,700		\$4,000		↑ \$1,300
<b>Total Professional Services in Lieu of Staff</b>		\$56,700		\$74,000	
<b>Other Services and Special Projects</b>					
Aerial Photos	\$25,000		\$25,000		
Audit	\$4,600		\$4,640		↑ \$40
Legislative Education (Not in UPWP)	\$7,000		\$7,000		SAME
Long Range Plan Update	\$10,000		\$5,000		↓ \$5,000
TIP Tool Maintenance	\$9,600		\$9,600		SAME
Travel Sensing & Travel Time Services Project	\$3,000		\$3,000		SAME
Travel Demand Model Update	\$50,000		\$15,000		↓ \$35,000
<b>Total Other Services and Special Projects</b>		\$109,200		\$69,240	
<b>TOTAL OTO Expenditures</b>		\$909,722		\$894,746	
<b>Estimated Net Decrease in Operating Fund Balance</b>		-\$12,943		\$21,797	
<b>Ending Operating Fund Balance 6/30/2019</b>		\$393,102	<b>6/30/2020</b>	\$509,130	

\* Employee Family Insurance Contribution Withholding is debited to the health insurance account.

# OTO Operational Budget

**Fiscal Year 2021**  
July 1, 2020 - June 30, 2021

Operating Fund	Estimated	6/30/2019	\$406,045	6/30/2020	\$487,333	
<u>ESTIMATED REVENUES</u>						
Cost Category	Approved Budgeted Amount FY20	Total Amount Budgeted FY20	Proposed Budgeted Amount FY21	Total Amount Budgeted FY21	Increase/ Decrease	
<b>Ozarks Transportation Organization Revenue</b>						
Consolidated FHWA/FTA PL Funds	\$558,554		\$654,352			
Surface Transportation Block Grant Funds	\$200,000		\$100,000			
Local Jurisdiction Match Funds	\$135,025		\$156,191			
Interest Income	\$3,200		\$6,000			
<b>Total Ozarks Transportation Organization Revenue</b>			<b>\$896,779</b>		<b>\$916,543</b>	<b>↑ \$18,385</b>
<b>TOTAL REVENUE</b>			<b>\$896,779</b>		<b>\$916,543</b>	
<u>ESTIMATED EXPENDITURES</u>						
Cost Category	Approved Budgeted Amount FY 2020	Total Amount Budgeted FY 2020	Proposed Budgeted Amount FY 2021	Total Amount Budgeted FY 2021		
<b>Building</b>						
Building Lease (GASB 87)	\$75,400		\$52,125			↓ \$23,275
Building Common Area Main Exp	\$0		\$19,950			↑ \$19,950
Infill Cost	\$2,000		\$2,000			SAME
Maintenance	\$4,000		\$4,000			SAME
Utilities	\$3,500		\$3,500			SAME
Office Cleaning	\$4,400		\$5,550			↑ \$1,150
<b>Total Building</b>		\$89,300		\$87,125		
<b>Commodities</b>						
Office Supplies/Furniture	\$7,000		\$7,000			SAME
OTO Media/Advertising (not included in UPWP)	\$2,500		\$2,500			SAME
OTO Promotional Items (not included in UPWP)	\$2,000		\$2,000			SAME
Publications	\$300		\$1,000			↑ \$700
Public Input Promotional Items	\$2,500		\$2,500			SAME
<b>Total Commodities</b>		\$14,300		\$15,000		
<b>Information Technology</b>						
Computer Upgrades/Equipment Replacement/Repair	\$8,000		\$8,000			SAME
Data Backup/Storage	\$4,400		\$4,400			SAME
GIS Licenses	\$5,500		\$5,500			SAME
IT Maintenance Contract	\$12,000		\$12,000			SAME
Server Upgrade	\$6,000		\$0			↓ \$6000
Software	\$4,900		\$4,900			SAME
Webhosting	\$2,300		\$2,300			SAME
<b>Total Information Technology</b>		\$43,100		\$37,100		

<i>Cost Category</i>	<i>Approved Budgeted Amount FY 2020</i>	<i>Total Amount Budgeted FY 2020</i>	<i>Proposed Budgeted Amount FY 2021</i>	<i>Total Amount Budgeted FY 2021</i>	<i>Increase/ Decrease</i>
<b>Organization Insurance</b>					
Directors and Officers	\$3,000		\$3,000		SAME
Errors & Omissions	\$3,000		\$3,000		SAME
Professional Liability	\$2,700		\$2,700		SAME
Workers Comp	\$1,700		\$1,700		SAME
<b>Total Organization Insurance</b>		\$10,400		\$10,400	
<b>Operating</b>					
Bank Fees (not included in UPWP)	\$30		\$30		SAME
Copy Machine Lease Principal (GASB 87)	\$5,700		\$1,650		↓ \$4,050
Copy Machine Lease Interest Exp	\$0		\$200		↑ \$200
Copy Machine Maintenance	\$0		\$650		↑ \$650
Copy Machine Toner & Overages	\$0		\$3,200		↑ \$3,200
Dues/Memberships	\$5,500		\$8,000		↑ \$2,500
Education/Training/Travel	\$23,000		\$23,000		SAME
Food/Meeting Expense	\$4,300		\$4,300		SAME
Legal/Bid Notices	\$2,500		\$2,000		↓ \$500
Postage/Postal Services	\$1,800		\$1,800		SAME
Printing/Mapping Services/Tablets	\$2,500		\$14,000		↑ \$11,500
Public Input Event Registrations	\$1,500		\$1,500		SAME
Staff Mileage Reimbursement	\$3,500		\$3,500		SAME
Telephone/Internet	\$5,000		\$5,000		SAME
<b>Total Operating</b>		\$55,330		\$68,830	
<b>Personnel</b>					
Salaries	\$403,588		\$404,308		↓ \$720
Payroll Tax	\$32,287		\$32,214		↓ \$73
Retirement	\$40,904		\$46,495		↑ \$5,591
Health & Dental Insurance	\$65,554		\$84,722		↑ \$19,168
Employee Family Insurance Contribution *	(\$14,181)		(\$22,928)		↑ \$8,747
Mobile Data Plans	\$3,240		\$3,240		SAME
<b>Total Personnel</b>		\$531,392		\$548,051	
<b>Professional Services in Lieu of Staff</b>					
Professional Services	\$24,000		\$50,000		↑ \$26,000
Transportation Consultant/Modeling Services	\$30,000		\$30,000		SAME
Payroll Services	\$2,700		\$4,000		↑ \$1,300
<b>Total Professional Services in Lieu of Staff</b>		\$56,700		\$84,000	
<b>Other Services and Special Projects</b>					
Aerial Photos	\$25,000		\$0		↓ \$25,000
Audit	\$4,600		\$4,640		↑ \$40
Legislative Education (Not in UPWP)	\$7,000		\$7,000		SAME
Long Range Plan Update	\$10,000		\$5,000		↓ \$5,000
TIP Tool Maintenance	\$9,600		\$9,600		SAME
Travel Sensing & Travel Time Services Project	\$3,000		\$3,000		SAME
Travel Demand Model Update	\$50,000		\$15,000		↓ \$35,000
<b>Total Other Services and Special Projects</b>		\$109,200		\$44,240	
<b>TOTAL OTO Expenditures</b>		\$909,722		\$894,746	
<b>Estimated Net Decrease in Operating Fund Balance</b>		-\$12,943		\$21,797	
<b>Ending Operating Fund Balance 6/30/2019</b>		\$393,102	<b>6/30/2020</b>	<b>\$509,130</b>	

\* Employee Family Insurance Contribution Withholding is debited to the health insurance account.