

Ozarks Transportation Organization



April 21, 2011

Board of Directors Meeting

Busch Municipal Building, Fourth Floor

840 Boonville, Springfield, MO

12:00 – 1:15 PM



**Board of Directors Meeting Agenda, April 21, 2011
Busch Municipal Building Fourth Floor Conference Room**

Call to Order NOON

I. Administration

A. Introductions

**B. Approval of Board of Directors Meeting Agenda
(2 minutes/Lapaglia)**

BOARD OF DIRECTORS ACTION REQUESTED TO APPROVE THE AGENDA

**C. Approval of the February 17, 2011 Meeting Minutes Tab 1
(2 minutes/Lapaglia)**

BOARD OF DIRECTORS ACTION REQUESTED TO APPROVE THE MINUTES

D. Public Comment Period

(5 minutes/Lapaglia)

Individuals requesting to speak are asked to state their name and organization (if any) that they represent before making comments. Individuals and organizations have up to five minutes to address the Board of Directors.

E. Executive Director's Report

(5 minutes/Edwards)

Sara Edwards will provide a review of the OTO staff activities since the February 17, 2011 Board of Directors meeting.

F. Legislative Reports

(5 minutes/Lapaglia)

Representatives from the OTO congressional delegation will give updates on current items of interest.

II. New Business

A. Amendment Number Three to the FY 2011-2014 Transportation Improvement

Program Tab 2

(5 minutes/Edwards)

There is one change proposed to the FY 2011-2014 Transportation Improvement Program. Please see attached materials for more information.

**BOARD OF DIRECTORS ACTION REQUESTED TO APPROVE AMENDMENT
NUMBER THREE TO THE FY 2011-2014 TRANSPORTATION IMPROVEMENT
PROGRAM**

B. Administrative Modification Number Four to the FY 2011-2014 Transportation Improvement Program Tab 3
(2 minutes/Edwards)

There are two changes that have been approved administratively to the FY 2011-2014 Transportation Improvement Program. Please see attached materials for more information.

NO ACTION REQUIRED – INFORMATIONAL ONLY

C. OTO Long Range Transportation Plan (LRTP) Update
(3 minutes/Longpine)

Staff will provide an update to the Board of Directors regarding the LRTP.

NO ACTION REQUIRED – INFORMATIONAL ONLY

D. Office Relocation Discussion Tab 4
(5 minutes/Edwards)

The OTO offices do not currently have adequate meeting rooms to hold Board meetings, Technical Committee meetings, subcommittee meetings or training. OTO staff proposes the consideration of relocating to another downtown location with additional space for meetings.

BOARD OF DIRECTORS ACTION REQUESTED TO REFER THE DISCUSSION TO THE EXECUTIVE COMMITTEE

E. 2012 Insurance Allowance Increase..... Tab 5
(5 minutes/Edwards)

OTO staff is recommending an employee insurance allowance increase for 2012 in the amount of \$500 annually. The current allowance is \$4500 per year. The new proposed allowance would be \$5000 per year per employee. (Materials Attached)

BOARD OF DIRECTORS ACTION REQUESTED TO APPROVE THE 2012 INSURANCE ALLOWANCE INCREASE

F. FY 2012 Unified Planning Work Program Tab 6
(10 minutes/Edwards)

The proposed FY 2012 work program and budget is attached for review. (Materials Attached)

BOARD OF DIRECTORS ACTION REQUESTED TO APPROVE THE FY2012 UNIFIED PLANNING WORK PROGRAM

G. Federal Functional Classification Change Application Tab 7
(5 minutes/Edwards)

The Federal Highway Administration has a federal functional classification system which is one criterion from which eligibility for federal funding is determined. OTO is required to have a process to request amendments to the federal functional classification. OTO is proposing the attached application serve as the process by which changes are requested.

BOARD OF DIRECTORS ACTION REQUESTED TO APPROVE THE FEDERAL FUNCTIONAL CLASSIFICATION CHANGE APPLICATION

H. Federal Functional Classification Change for Farm Road 103/Hunt Road..... Tab 8
(2 minutes/Edwards)

The City of Willard is requesting a Federal Functional Classification Map Change for Hunt Road/Farm Road 103. The request is to reclassify the roadway as a collector.

BOARD OF DIRECTORS ACTION REQUESTED TO APPROVE THE FEDERAL FUNCTIONAL CLASSIFICATION MAP CHANGE FOR HUNT ROAD/FARM ROAD 103

I. Safe Routes To School Applications Tab 9
(5 minutes/Edwards)

There are four applications that were submitted for Safe Routes to School grant funding. Please see attached materials for more information.

NO ACTION REQUESTED

III. Other Business

A. Board of Directors Member Announcements
(5 minutes/Board of Directors Members)

Members are encouraged to announce transportation events being scheduled that may be of interest to OTO Board of Directors members.

B. Transportation Issues For Board of Directors Member Review
(5 minutes/Board of Directors Members)

Members are encouraged to raise transportation issues or concerns that they have for future agenda items or later in-depth discussion by the OTO Board of Directors.

J. Articles for Board of Directors Member Information Tab 10
(Articles attached)

IV. Adjournment

Targeted for **1:15 P.M.** The next Board of Directors regular meeting is scheduled for Thursday, June 16, 2011 at 12:00 P.M. in the Busch Municipal Building Fourth Floor Conference Room.

Attachments

Pc: Jim Anderson, President, Springfield Area Chamber of Commerce
Ken McClure, Missouri State University
Stacy Burks, Senator Blunt's Office
Dan Wadlington, Senator Blunt's Office
David Rauch, Senator McCaskill's Office
Matt Baker, Congressman Long's Office
Area News Media

Si usted necesita la ayuda de un traductor del idioma español, por favor comuníquese con la Sharon Davis al teléfono (417) 836-5442, cuando menos 48 horas antes de la junta.

Persons who require special accommodations under the Americans with Disabilities Act or persons who require interpreter services (free of charge) should contact Sharon Davis at (417) 836-5442 at least 24 hours ahead of the meeting.

If you need relay services please call the following numbers: 711 - Nationwide relay service; 1-800-735-2966 - Missouri TTY service; 1-800-735-0135 - Missouri voice carry-over service.

OTO fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information or to obtain a Title VI Complaint Form, see www.ozarkstransportation.org or call (417) 836-5442.

MEETING MINUTES

Attached for Board of Directors member review are the minutes from the February 17, 2011 Board of Directors meeting. Please review these minutes prior to our meeting and note any changes that need to be made. The Chair will ask during the meeting if any Board of Directors member has any amendments to the attached minutes.

BOARD OF DIRECTORS ACTION REQUESTED: To make any necessary corrections to the minutes and then approve the minutes for public review.

OZARKS TRANSPORTATION ORGANIZATION
BOARD OF DIRECTORS MEETING MINUTES
February 17, 2011

The Board of Directors of the Ozarks Transportation Organization met at its scheduled time of 12:00 p.m. in the Busch Municipal Building, 4th Floor Conference Room, in Springfield, Missouri.

The following members were present:

Mr. Harold Bengsch, Greene County (a)	Mr. Jim Huntsinger, City of Republic
Mr. Brian Bingle, City of Nixa (a)	Mr. Aaron Kruse, City of Battlefield
Mr. Jim Bresee, Christian Co. Rep.	Mr. Lou Lapaglia, Christian County (Chair)
Mr. Phil Broyles, City of Springfield	Ms. Lisa Officer, City Utilities
Mr. Jerry Compton, City of Springfield	Mr. Bob Scheid, Airport Board
Mr. John Elkins, Citizen-at-Large (a)	Mr. Matt Seiler, MoDOT (a)
Mr. Tom Finnie, Citizen-at-Large	Mr. Tom Vicat, City of Strafford
Mr. J. Howard Fisk, Citizen-at-Large	Mr. Jim Viebrock, Greene County
Ms. Teri Hacker, Citizen-at-Large	

(a) Denotes alternate given voting privileges as a substitute for voting member not present

The following members were not present:

Mr. Mokhtee Ahmad, FTA	Mr. John Rush, City of Springfield
Mr. Steve Childers, City of Ozark	Mr. Mark Schenkelberg, FAA
Ms. Barbara Helvey, City of Strafford	Mr. Jamie Schoolcraft, City of Willard
Mr. Bradley McMahon, FHWA	Mr. Tim Smith, Greene County
Mr. Jim O'Neal, City of Springfield	

Others present were: Mr. Dan Wadlington, Senator Roy Blunt's Office; Mr. John Elkins and Ms. Teri Hacker, Citizens-At-Large; Mr. Derrick Barnes and Mr. Trent Price, Laborers Local Union No. 663; Mr. Matt Baker, Congressman Billy Long's Office; Ms. Megan Hammer, Senator Claire McCaskill's Office; Mr. Frank Miller, MoDOT; Ms. Sharon Davis, Ms. Sara Edwards, Ms. Natasha Longpine and Mr. Chris Stueve, OTO Staff; Mr. Carl Carlson, Olsson Associates; Ms. Ann Razer and Mr. Ralph Rognstad, City of Springfield

Mr. Lapaglia called the meeting to order at 12:00 p.m.

I. Administration

A. Introductions

Mr. Lapaglia introduced Mr. Jim Viebrock, Greene County Presiding Commissioner, to the Board Members. Ms. Edwards introduced Mr. Lou Lapaglia, Christian County Presiding Commissioner, to the Board Members. Mr. Lapaglia will serve as Board Chair for 2011. Mr. Bresee introduced Mr. Dan Wadlington, Senator Roy Blunt's Representative, to the Board Members.

B. Approval of Board of Directors Meeting Agenda

Mr. Bengsch made a motion to accept the February 17, 2011 Board of Directors Meeting Agenda as presented and was seconded by Mr. Finnie. The motion carried unanimously.

C. Approval of the December 16, 2010 Meeting Minutes

Mr. Broyles made a motion to accept the December 16, 2010 meeting minutes as presented and was seconded by Ms. Officer. The motion carried unanimously.

D. Public Comment Period

None.

E. Interim Executive Director's Report

Ms. Edwards stated President Obama released his budget, which showed an increase in funding for transportation and consolidating the highway programs. OTO staff will keep the Board informed of any additional information as it becomes available. The Continuing Resolution, which funds transportation, will expire March 4, 2011. Under the Continuing Resolution, funding would continue at FY 2010 enacted levels for most programs. OTO staff will keep the Board informed of any changes. Ms. Edwards attended the 2011 Transportation Conference held by the Missouri Chamber of Commerce, which discussed transportation legislation issues. OTO staff is continuing to work on the LRTP, striving for completion by Summer 2011.

II. New Business

A. Financial Statements for 2nd Quarter FY 2011

Ms. Officer presented the second quarter FY 2011 financials to the Board of Directors. Ms. Officer stated the OTO has only used 28% of their budget to date due to low expenditures and the loss of an employee. In the coming months, OTO will begin working with the Bus Route Transit Analysis and will purchase TIP software bringing the budget more in-line with this period. Mr. Finnie made a motion to accept the second quarter FY 2011 financials as presented and was seconded by Mr. Scheid. The motion carried unanimously.

B. Amendment Number Two to the FY 2011-2014 Transportation Improvement Program

There are four changes proposed to the FY 2011-2014 Transportation Improvement Program. The City of Springfield requested an amendment to increase the funding amount for the Boonville Phase II Streetscape Project. Staff incorrectly listed the project amount. Secondly, MoDOT and the City of Ozark requested a revision to the Cost Share project for the Third Street Improvement to include final design, right-of-way, and construction funds. Thirdly, MoDOT requested pavement improvements on West Chestnut Expressway from Haseltine Road to College Street in Springfield. Fourthly, MoDOT requested to accelerate and expand pavement treatment on I-44 from Glenstone to US 65. Ms. Officer made a motion to approve Amendment Number Two to the FY 2011-2014 Transportation Improvement Program and was seconded by Ms. Hacker. The motion carried unanimously.

C. Administrative Modification Number Three to the FY 2011-2014 Transportation Improvement Program

Staff made one administrative modification to the FY 2011-2014 TIP. Staff moved funds on the Route M Pavement Improvement project from FY2012 and FY2013 to FY2011.

D. OTO Long Range Transportation Plan (LRTP) Update

Ms. Longpine presented the Board with handouts on the Journey 2035 Long Range Transportation Plan showing draft introductory chapters and an overview of project prioritization for citizens. Ms. Longpine discussed the major goals and roadway prioritization criteria concerning the Long Range Transportation Plan.

E. Update on MoDOT Cost Share Program

Mr. Miller provided an update regarding the MoDOT Statewide Cost Share Program. MoDOT approved the City of Springfield and Greene County request for Battlefield and US 65. The next scheduled Cost Share committee meeting is March 23rd. MoDOT has received funding from all jurisdictions with the exception of Christian County for the project on Farm Road CC and US 65. This project will remain on the statewide list of projects for review once additional funding becomes available. Mr. Miller stated because of bond savings an additional \$30m would be available in the Cost Share program within the next five years.

III. Other Business

A. Board of Directors Member Announcements

Mr. Scheid advised the Board, that Gary Cyr, Aviation Director of Springfield-Branson National Airport, is retiring April 24, 2011. The Springfield-National Airport will close August 15th – 17th to resurface the runway. Ms. Officer stated the CU Transfer Station has been narrowed down to two locations.

B. Transportation Issues For Board of Directors Member Review

None.

C. Transportation Issues For Board of Directors Member Review

OTO Staff presented the Board with various informational articles concerning the OTO region. Mr. John L. Mica, Transportation and Infrastructure Committee Chairman, announced locations of a series of national field hearings and public forums on pending major surface transportation legislation. The Transportation and Infrastructure Committee will seek input on how to consolidate and improve programs. The U.S. Department of Energy is projecting a steady increase of crude oil over the next two years. They are estimating gasoline prices reaching \$4.00 a gallon by July 2011. America 2050, a national initiative, plans to meet the infrastructure, economic development and environmental challenges of the nation. America 2050 is working on a high-speed rail network that will go from St. Louis, MO to Tulsa, OK.

IV. Closed Session- Pursuant to RSMo 610.021(3), closed meetings are permitted for hiring decisions.

A. Vote to Go into Closed Session

Mr. Fisk made a motion to move into a closed session to discuss personnel matters pursuant to RSMo 610.021(3) and was seconded by Mr. Viebrock. The motion carried unanimously.

B. Discussion of Recommendation from Executive Director Selection Committee

The Selection Committee interviewed Ms. Sara Edwards on February 11, 2011 and made a recommendation to the full Board of Directors to hire Ms. Edwards as the Executive Director. The voting members attending were Mr. Howard Bengsch, Mr. Sam Clifton, Mr. Jerry Compton, Mr. Tom Finnie, Mr. Howard Fisk, Ms. Terry Hacker, Mr. Tom Vicat, Mr. Jim Huntsinger, Mr. Aaron Kruse, Mr. Lou Lapaglia, Mr. Phil Broyles, Ms. Lisa Officer, Mr. Bob Scheid, Mr. Jim Viebrock and Ms. Roseann Bentley. Mr. Matt Seiler, as a non-voting member, was present.

Mr. Broyles made a motion to appoint Sara Edwards as Executive Director for OTO and extend the offer proposed by the Board and was seconded by Mr. Fisk. The offer referenced during closed session is attached to these minutes. The motion carried unanimously. Mr. Fisk made a motion to adjourn from the closed session and was seconded by Mr. Bengsch. The motion carried unanimously.

V. Adjournment

Mr. Finnie made a motion to adjourn the Board of Directors meeting and was seconded by Mr. Huntsinger. The motion carried unanimously. The meeting adjourned at 12:26 p.m.



Ozarks Transportation Organization
117 Park Central Square Suite 107, Springfield Missouri 65806

17 February 2011

Dear Ms. Edwards:

I am excited to present this offer of employment for the position of Executive Director for the Ozarks Transportation Organization. The Board of Directors believes you possess the leadership qualities that we are seeking and will be an excellent fit for our organization as it moves forward.

The Board of Directors would like to offer you, as Executive Director, a new starting annual salary of \$ 82,500. The effective date of this promotion will be the same date of approval by the Board of Directors, February 17, 2011. As you are already an employee of OTO, you will continue to receive the benefits as provided to you in the OTO Employee handbook, based upon your employment anniversary date of May 5, 2003. The Executive Director will be considered an at-will, exempt, full-time employee of the Ozarks Transportation Organization, also as outlined in the OTO Employee Handbook. An initial 6-month (by August 17) performance review will be conducted by the Executive Committee and annual salary increases may be provided on February 17 of each year as granted by the OTO Board of Directors, subject to funds availability and a satisfactory performance review by the Executive Committee. It is requested that you develop a process of evaluation in preparation for said performance reviews.

Please sign this offer indicating your acceptance according to these terms. I know that myself and the Board of Directors are looking forward to continuing our working relationship.

Sincerely,

Lou Lapaglia
Chairman

I, Sara J. Edwards, AICP, accept this offer of employment as presented.

Signature

17 February 2011
Date

BOARD OF DIRECTORS AGENDA 04/21/11; ITEM II.A.

Amendment Number Three to the FY 2011-2014 Transportation Improvement Program

Ozarks Transportation Organization (Springfield, MO Area MPO)

AGENDA DESCRIPTION:

There is one item included as part of TIP Amendment Number Three to the FY 2011-2014 Transportation Improvement Program.

MoDOT and the City of Springfield are requesting to modify a sidewalk project on Kearney Street/Route 744 to include pedestrian improvements from Kansas Expressway to Glenstone Avenue. Please see the attached TIP pages for more information.

MoDOT District 8 was awarded statewide transportation funds to address ADA and pedestrian issues along Kearney Street, which was already slated for pavement improvements in FY 2012. The current scoping project to address ADA issues at the Summit/Kearney intersection was expanded to include the entire length of the resurfacing project.

TECHNICAL PLANNING COMMITTEE RECOMMENDATION:

The Technical Planning Committee unanimously recommended approval of the one (1) item included in Amendment Number Three to the FY 2011-2014 Transportation Improvement Program.

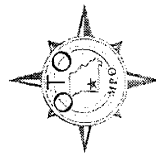
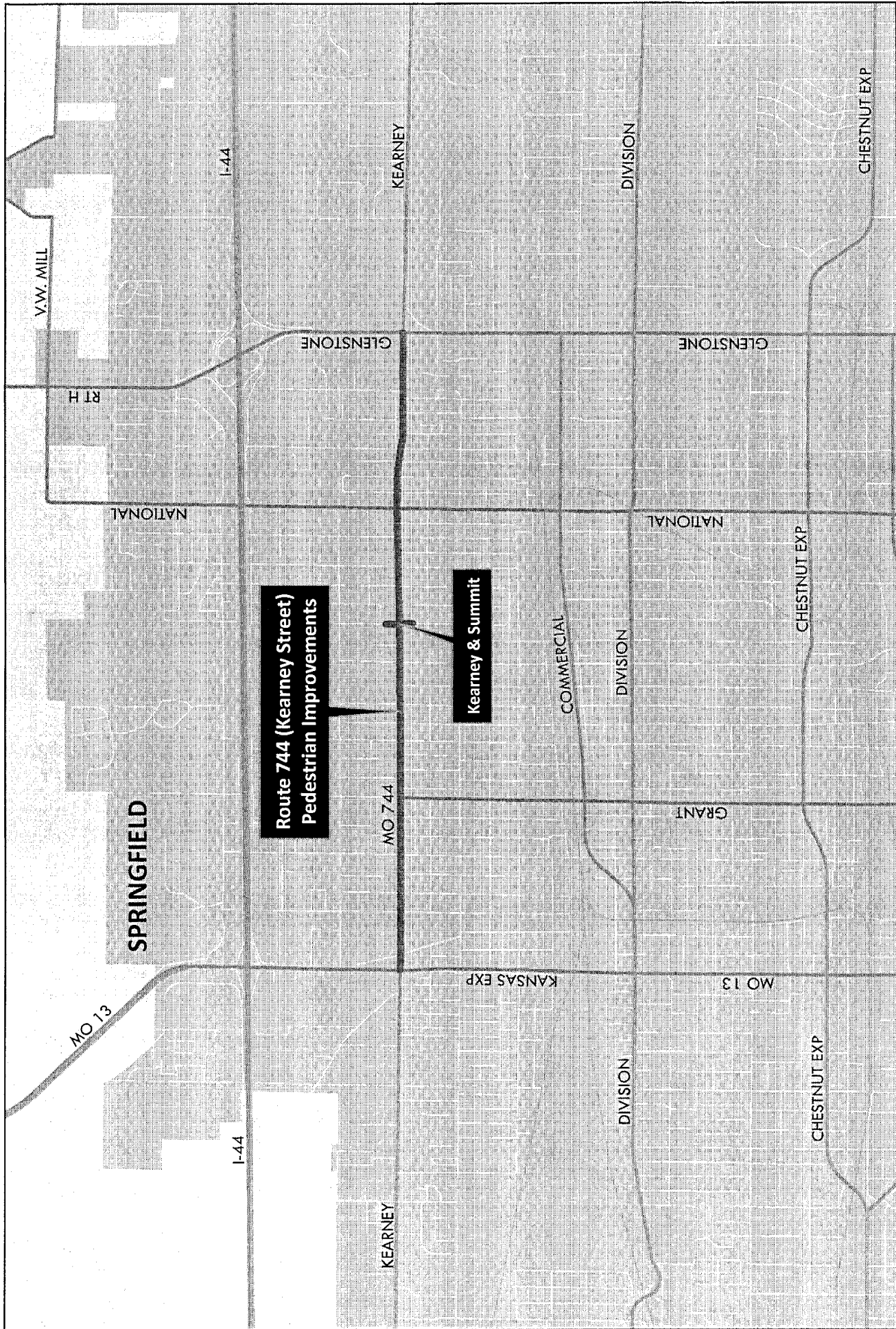
BOARD OF DIRECTORS ACTION REQUESTED:

That a member of the Board of Directors makes one of the following motions:

“Move to approve Amendment Number Three (3) to the FY 2011-2014 Transportation Improvement Program.”

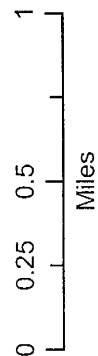
OR

“Move to return the requested TIP amendment to the Technical Planning Committee and ask that the Technical Planning Committee consider the following...”



N

Amendment #3 2011-2014 TIP



Page 1

FINANCIAL SUMMARY
- Enhancements -

YEARLY SUMMARY
FY2011

PROJECT	Federal Funding Source					MoDOT	Local	Other	TOTAL
	Enhancement	SRTS	RTP	STP-U	STP				
EN0606	\$ 195,200						\$ 62,800		\$ 258,000
EN0707	\$ 227,916						\$ 65,584		\$ 293,500
EN0711	\$ 291,036						\$ 77,364		\$ 368,400
EN0802	\$ 480,000						\$ 120,000		\$ 600,000
EN0808	\$ 489,600						\$ 122,400		\$ 612,000
EN0809	\$ 58,000			\$ 106,000		\$ 296,000			\$ 460,000
EN0817	\$ 364,800						\$ 91,200		\$ 456,000
EN0818	\$ 268,800						\$ 67,200		\$ 336,000
EN0906	\$ 73,000						\$ 18,250		\$ 91,250
EN1002				\$ 50,000			\$ 12,500		\$ 62,500
EN1006		\$ 20,812							\$ 20,812
EN1008		\$ 7,700							\$ 7,700
EN1101						\$ 3,000			\$ 3,000
EN1102						\$ 3,000			\$ 3,000
EN1103				\$ 16,800			\$ 4,000		\$ 20,800
EN1104				\$ 8,000			\$ 2,000		\$ 10,000
EN1105				\$ 2,000			\$ 400		\$ 2,400
EN1106	\$ 119,840						\$ 29,960		\$ 149,800
EN1107	\$ 25,078						\$ 6,269		\$ 31,347
EN1108	\$ 147,232						\$ 36,808		\$ 184,040
EN1109	\$ 353,395						\$ 88,349		\$ 441,744
EN1110	\$ 256,000						\$ 60,000	\$ 4,000	\$ 320,000
EN1111	\$ 200,000						\$ 47,500	\$ 2,500	\$ 250,000
EN1112	\$ 100,000						\$ 25,000		\$ 125,000
EN1113	\$ 216,000						\$ 54,000		\$ 270,000
EN1114	\$ 199,967						\$ 24,992	\$ 25,000	\$ 249,959
TOTAL	\$ 4,065,864	\$ 28,512	\$ -	\$ 182,800	\$ -	\$ 302,000	\$ 1,016,576	\$ 31,500	\$ 5,627,252

FY2012

PROJECT	Federal Funding Source					MoDOT	Local	Other	TOTAL
	Enhancement	SRTS	RTP	STP-U	STP				
EN1101	\$ 543,444					\$ 252,383	\$ 222,583		\$ 1,018,410
EN1102						\$ 537,000			\$ 537,000
TOTAL	\$ 543,444	\$ -	\$ -	\$ -	\$ -	\$ 789,383	\$ 222,583	\$ -	\$ 1,555,410

FY2014

PROJECT	Federal Funding Source					MoDOT	Local	Other	TOTAL
	Enhancement	SRTS	RTP	STP-U	STP				
EN0809					\$ 361,600	\$ (361,600)			\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 361,600	\$ (361,600)	\$ -	\$ -	\$ -

FINANCIAL SUMMARY
- Enhancements -

FY2015

PROJECT	Federal Funding Source				MoDOT	Local	Other	TOTAL
	Enhancement	SRTS	RTP	STP-U	STP			
EN1102					\$ 428,000			\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ (428,000)	\$ -	\$ -	\$ -

TOTAL PROGRAM	Federal Funding Source				MoDOT	Local	Other	TOTAL
	Enhancement	SRTS	RTP	STP-U	STP			
	\$ 4,609,308	\$ 28,512	\$ -	\$ 182,800.00	\$ 789,600	\$ 1,239,159	\$ 31,500	\$ 7,182,662

FINANCIAL SUMMARY
-Enhancements-

FINANCIAL CONSTRAINTS

	Funding Source						
	Enhancement	SRTS	RTP	STP-U	MoDOT	Local	Other
PRIOR YEAR							
Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2011							
Funds Anticipated	\$ 4,065,864	\$ 28,512	\$ -	\$ 182,800	\$ 302,000	\$ 1,016,576	\$ 31,500
Funds Programmed	\$ (4,065,864)	\$ (28,512)	\$ -	\$ (182,800)	\$ (302,000)	\$ (1,016,576)	\$ (31,500)
Running Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2012							
Funds Anticipated	\$ 543,444	\$ -	\$ -	\$ -	\$ 789,383	\$ 222,583	\$ -
Funds Programmed	\$ (543,444)	\$ -	\$ -	\$ -	\$ (789,383)	\$ (222,583)	\$ -
Running Balance	\$ -	\$0	\$0	\$0	\$0	\$0	\$0
2014							
Funds Anticipated	\$ -			\$ 361,600	\$ (361,600)		
Funds Programmed	\$ -			\$ (361,600)	\$ 361,600		
Running Balance	\$ -	\$0	\$0	\$0	\$0	\$0	\$0
2015							
Funds Anticipated	\$ -	\$ -	\$ -	\$ 428,000	\$ (428,000)	\$ -	\$ -
Funds Programmed	\$ -	\$ -	\$ -	\$ (428,000)	\$ 428,000	\$ -	\$ -
Running Balance	\$ -	\$0	\$0	\$0	\$0	\$0	\$0

BOARD OF DIRECTORS AGENDA 04/21/11; ITEM II.B.

Administrative Modification Number Four to the FY 2011-2014 Transportation Improvement Program

**Ozarks Transportation Organization
(Metropolitan Planning Organization)**

AGENDA DESCRIPTION:

Staff has made two administrative changes to the FY 2011-2014 Transportation Improvement Program. These changes, known as Administrative Modification Number 4, are listed below:

Revision: Minor Changes to funding sources between federal funding categories.

Chestnut Expressway Pavement Improvement – funding source changed from Surface Transportation Program (STP) to STP and Enhancement funding. Statewide Enhancement funds were awarded to the project.

Revision: Minor Changes in a project's programmed amount less than 15%.

ATMS Deployment Phase II – total project cost increased by less than 2%. The City of Springfield is utilizing an additional \$29,000 in local funds.

BOARD OF DIRECTORS ACTION REQUESTED:

NO ACTION REQUIRED – INFORMATIONAL ONLY

-Roadways-

CITY OF SPRINGFIELD

CITY OF SPRINGFIELD					Funding				2011	2012	2013	2014	TOTALS	
Project Title:	CHESTNUT EXPRESSWAY PAVEMENT IMPROVEMENTS	ENG	FHWA(STP)		\$	-	\$	-	\$	50,400	\$	50,400	\$	50,400
MoDOT #	8P0881C		MoDOT		\$	83,000	\$	-	\$	(50,400)	\$	(50,400)	\$	32,600
TIP #	SP1103		Local		\$	-	\$	-	\$	-	\$	-	\$	-
			Other		\$	-	\$	-	\$	-	\$	-	\$	-
Description:	Pavement improvements on Chestnut Expressway from Kansas Expressway (Route 13) to Glenstone Avenue.	ROW	FHWA()		\$	-	\$	-	\$	-	\$	-	\$	-
			MoDOT		\$	-	\$	-	\$	-	\$	-	\$	-
			Local		\$	-	\$	-	\$	-	\$	-	\$	-
			Other		\$	-	\$	-	\$	-	\$	-	\$	-
Federal Source Agency	FHWA		FHWA(STP)		\$	-	\$	-	\$	733,600	\$	733,600	\$	733,600
Federal Funding Category	STP	CON	MoDOT		\$	917,000	\$	-	\$	(733,600)	\$	(733,600)	\$	183,400
MoDOT Funding Category	Taking Care of the System		Local		\$	-	\$	-	\$	-	\$	-	\$	-
Work or Fund Category	Construction		Other		\$	-	\$	-	\$	-	\$	-	\$	-
Total Project Cost	\$1,001,000	TOTAL			\$		\$		\$		\$		\$	
Advanced Construction- Planned conversion 2014.			TOTAL		\$	1,000,000	\$	-	\$	-	\$	-	\$	1,000,000

CITY OF SPRINGFIELD

CITY OF SPRINGFIELD				Funding				2011	2012	2013	2014	TOTALS
Project Title:	CHESTNUT EXPRESSWAY PAVEMENT IMPROVEMENT			FHWA(STP)								
MoDOT #				MoDOT								
TIP #				Local								
				Other								
Description:	Pavement improvements on Chestnut Expressway from Kansas Expressway to Glenstone Ave.			FHWA()								
				MoDOT								
				Local								
				Other								
Federal Source Agency	FHWA			FHWA(MISC)								
Federal Funding Category	STP			MoDOT								
MoDOT Funding Category	Taking Care of the System			Local								
Work or Fund Category	Construction			Other								
Total Project Cost	\$ 1,001,000											
Advanced Construction, \$227,000 Statewide Transportation Enhancement Funds and \$557,000 STP funds.				TOTAL								

PROGRAMMED IMPROVEMENTS
-Roadways-

ORIGINAL

MPO AREA-WIDE OPERATIONS AND MAINTENANCE									
		Funding			2011	2012	2013	2014	TOTALS
Project Title:	ATMS DEPLOYMENT PHASE II	ENG	FHWA(STP)		\$ -	\$ -	\$ -	\$ 74,000	\$ 74,000
MoDOT #	8Q0830B		MoDOT		\$ 94,000	\$ -	\$ -	\$ (74,000)	\$ 20,000
TIP #	MO0908		Local		\$ 161,000	\$ -	\$ -	\$ -	\$ 161,000
Description:	Phase II of field device deployment of the Intelligent Transportation System on various routes in the OTO area.	ROW	Other		\$ -	\$ -	\$ -	\$ -	\$ -
			FHWA()		\$ -	\$ -	\$ -	\$ -	\$ -
			MoDOT		\$ -	\$ -	\$ -	\$ -	\$ -
			Local		\$ -	\$ -	\$ -	\$ -	\$ -
			Other		\$ -	\$ -	\$ -	\$ -	\$ -
Federal Source Agency	FHWA	CON	FHWA(STP)		\$ -	\$ -	\$ -	\$ 1,082,400	\$ 1,082,400
Federal Funding Category	STP		MoDOT		\$ 1,353,000	\$ -	\$ -	\$ (1,082,400)	\$ 270,600
MoDOT Funding Category	Taking Care of the System		Local		\$ -	\$ -	\$ -	\$ -	\$ -
Work or Fund Category	Construction		Other		\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$1,609,000	TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -
Source of Local Funds: City of Springfield 1/8 Cent Transportation Sales Tax			TOTAL		\$ 1,608,000	\$ -	\$ -	\$ -	\$ 1,608,000

MODIFIED

MPO AREA-WIDE OPERATIONS AND MAINTENANCE									
		Funding			2011	2012	2013	2014	TOTALS
Project Title:	ATMS DEPLOYMENT PHASE II	ENG	FHWA(STP)		\$ -	\$ -	\$ -	\$ 74,000	\$ 74,000
MoDOT #	8Q0830B		MoDOT		\$ 94,000	\$ -	\$ -	\$ (74,000)	\$ 20,000
TIP #	MO0908		Local		\$ 190,000	\$ -	\$ -	\$ -	\$ 190,000
Description:	Phase II of field device deployment of the Intelligent Transportation System on various routes in the OTO area.	ROW	Other		\$ -	\$ -	\$ -	\$ -	\$ -
			FHWA()		\$ -	\$ -	\$ -	\$ -	\$ -
			MoDOT		\$ -	\$ -	\$ -	\$ -	\$ -
			Local		\$ -	\$ -	\$ -	\$ -	\$ -
			Other		\$ -	\$ -	\$ -	\$ -	\$ -
Federal Source Agency	FHWA	CON	FHWA(STP)		\$ -	\$ -	\$ -	\$ 1,082,400	\$ 1,082,400
Federal Funding Category	STP		MoDOT		\$ 1,353,000	\$ -	\$ -	\$ (1,082,400)	\$ 270,600
MoDOT Funding Category	Taking Care of the System		Local		\$ -	\$ -	\$ -	\$ -	\$ -
Work or Fund Category	Construction		Other		\$ -	\$ -	\$ -	\$ -	\$ -
Total Project Cost	\$1,637,000	TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -
Source of Local Funds: City of Springfield 1/8 Cent Transportation Sales Tax			TOTAL		\$ 1,637,000	\$ -	\$ -	\$ -	\$ 1,637,000

BOARD OF DIRECTORS AGENDA 03/16/11; ITEM II.D.

Office Relocation Discussion

Ozarks Transportation Organization (Metropolitan Planning Organization)

AGENDA DESCRIPTION:

The OTO offices currently have insufficient meeting room space to hold Board, Technical Committee, subcommittee meetings and training. These meetings are currently held at various locations, some of which charge for the space. Many of the jurisdictions have representatives that participate in different committees that move around depending on room availability.

OTO has had some safety concerns in the existing location with items being stolen. The University does have a security patrol that locks the building at night. However, the only bathrooms are located in the basement, which make it more hazardous to work alone in the building. There has been an issue with indigent persons attempting to live in the basement.

Finally, having a separate larger office space that is more easily identifiable will allow for OTO to have a more recognizable name and presence. It is currently difficult for the public to find our offices. The preference would be for a front door with a logo that can be seen from the street or to be in a recognizable building with easy access.

Associated Costs:

Increased Rent to \$2000-\$3000 per month (current cost \$1000)

Utilities

Janitorial

Phone System Purchase

Additional Long Distance/Internet

Conference Room Furniture

OTO would have to process a budget amendment to be approved by FHWA prior to making any financial commitment.

BOARD OF DIRECTORS ACTION REQUESTED:

That a member of the Board of Directors makes one of the following motions:

“Move to refer the Office Relocation Discussion to the Executive Committee for a recommendation to the full Board of Directors.

Or

“Move to not consider the relocation of the OTO offices at this time”

BOARD OF DIRECTORS AGENDA 03/16/11; ITEM II.E.

2012 Insurance Allowance Increase

**Ozarks Transportation Organization
(Metropolitan Planning Organization)**

AGENDA DESCRIPTION:

As part of the budget process, OTO would like for the Board of Directors to consider an increase in the insurance allowance given to OTO employees. Currently, the OTO gives an allowance of \$4500 per employee in order for the employee to purchase insurance. OTO employees are responsible to acquire and pay for their own insurance premiums. This amount is fully taxed unless the employee uses a flexible spending account.

The proposal is for an increase to \$5000 per year per employee. This amount would be divided evenly among the 26 pay periods in the 2012 calendar year. This increase would not take effect until the beginning of the 2012 calendar year.

BOARD OF DIRECTORS ACTION REQUESTED:

That a member of the Board of Directors makes one of the following motions:

“Move to approve a \$5000 insurance allowance for OTO employees for the 2012 calendar year.”

Or

“Move to approve an allowance of \$_____ for the 2012 calendar year”

Bloomberg

Insurers Raise Individual Health Premiums an Average 20%, Kaiser Says

By Margaret Collins - Jun 21, 2010

Americans buying their own [health insurance](#) face an average 20 percent increase in premiums, driving some toward cheaper plans with fewer benefits, according to the Henry J. Kaiser Family Foundation.

An estimated 14 million U.S. individuals under age 65 purchase coverage themselves, rather than through an employer, according to a Kaiser report released today. About 77 percent of them got a premium increase, said the Menlo Park, California- based [nonprofit](#), which [surveyed](#) 1,038 buyers of their own individual and family health insurance between March 19 and April 2.

What's driving up costs and how much is a fair rate increase are issues of debate among regulators and insurers, said [Drew Altman](#), Kaiser's chief executive officer and president. "If you're being hit with a 20 percent increase and inflation is negligible and your wages aren't going up, that on its face is an unreasonable increase," Altman said. "You will never convince a consumer that's a reasonable increase when wages and inflation are flat."

About 60 percent of policyholders paid the higher bills, while 16 percent switched to a less expensive plan, according to Kaiser. Of those who changed coverage, nearly half said their new policy offered fewer benefits.

Costs Increase

"Health insurance premiums are rising because medical costs continue to soar and because younger and healthier people are choosing to drop their insurance during a weak economy," said [Robert Zirkelbach](#), a spokesman for America's Health Insurance Plans, an industry group based in Washington. "That's driving up costs for everyone else."

The health-reform bill signed by President [Barack Obama](#) in March, which requires most Americans to have insurance, may increase the market for those purchasing their own policies by 30 million people, said [Gary Lauer](#), chief executive officer and president of [EHealth Inc.](#) The Mountain View, California-based company operates [EHealthInsurance.com](#), an online seller of insurance.

The most common reason people buy health insurance through the individual market is because they're self-employed or small- business owners, according to Kaiser. The average annual premium for individuals purchasing a plan covering one person is \$3,606 compared with \$4,824 for group plans,

where employers often contribute to the cost, Kaiser said.

Higher Deductibles

Policyholders who purchased their own coverage spent an average \$1,690 on health expenses in the past year in addition to their annual premium and typically had higher deductibles, according to the report. The average annual deductible for individuals who buy their own policies is \$2,498 compared with \$634 for the most common type of employer-sponsored health insurance.

The health law establishes exchanges where people can shop for insurance, provides subsidies for lower-income consumers to purchase policies, and prevents insurers from denying coverage to those with pre-existing conditions. Most provisions don't take effect until 2014, according to Kaiser.

"I think these exchanges are going to bring visibility to this market," said Lauer in a telephone interview. "What's surprising to most people is it's actually a vibrant market with a lot of choices in most states."

The difference in prices on similar health-insurance offerings can be as much as 30 percent, he said.

To contact the reporter on this story: [Margaret Collins](#) in New York at mcollins45@bloomberg.net.

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KAISER FAMILY FOUNDATION | www.kff.org



News Release

Monday, June 21, 2010

For further information contact:

Craig Palosky, (202) 347-5270 or cpalosky@kff.org

Rakesh Singh, (650) 854-9400 or rsingh@kff.org

Recent Premium Increases Imposed by Insurers Averaged 20% for People Who Buy Their Own Health Insurance, Kaiser Survey Finds

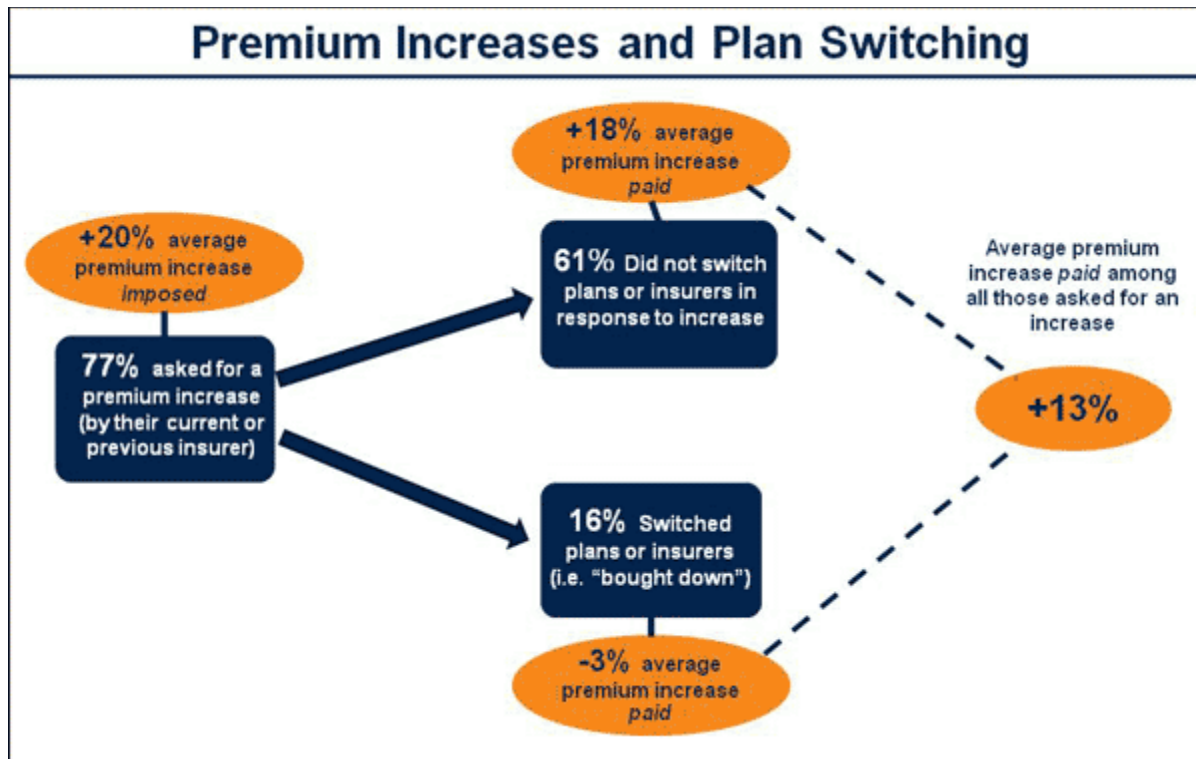
Facing Such Increases, Some Enrollees Switched To Lower-Cost Coverage

People With Pre-Existing Conditions Much More Likely To Report Problems

MENLO PARK, CA -- People who buy their own insurance report that their insurers most recently requested premium increases averaging 20 percent, according to a [new Kaiser survey](#) examining the experiences and views of people who buy health coverage in the non-group or individual market.

Overall roughly three in four people (77 percent) with non-group coverage report facing a premium increase with a current or previous insurer. Most say they paid the increase, but 16 percent of all policyholders say they switched plans, either buying a less expensive policy from their current insurer or switching companies altogether. After these so-called "buy downs" are taken into account, people who faced a premium increase ended up paying 13 percent more than before.

Many of those facing a premium increase who switched to a cheaper policy are now getting less comprehensive coverage than they were before. The survey found that those who switched are more than four times as likely to say their new plan offers worse benefits than their previous plan (49 percent) as they are to say their new plan's benefits are better (11 percent).



"With people in the individual market being hit with average increases of 20%, the survey shows that the steep increases we have been reading about over the last several months are not just extreme cases," Kaiser Family Foundation President and CEO Drew Altman said.

While most people in the U.S. get health insurance through their employer, about 14 million people under age 65 have coverage through the non-group or individual market, which has faced scrutiny recently in news reports about some insurers' steep rate increases and in the market reforms in the new health reform law that will take effect in 2014. Kaiser's Survey of People Who Purchase Their Own Insurance provides insight into the current state of the non-group market. It is based on a nationally representative random sample of 1,038 people ages 18-64 who purchase their own health coverage and was conducted between March 19 and April 2, during the final congressional debate and enactment of health reform legislation.

Premiums and deductibles

More than half (57 percent) of those with non-group insurance say that they are the only ones covered by their policy. This group reports average annual premiums of \$3,606, less than the average \$4,824 premium reported in 2009 for employer-sponsored coverage (which typically provides more comprehensive insurance). Among those whose policies cover not only themselves but also other family members, the average annual premiums are \$7,102. With insurers generally varying premiums by age in the non-group market, older people report paying higher premiums than younger people, both for individual policies and for family policies.

Many people report being in plans with high deductibles, including one in four (26 percent) with an annual deductible of \$5,000 or more and 6 percent with a deductible of \$10,000 or more.

Overall, the average deductible reported for single coverage is \$2,498, almost four times the \$634 deductible reported on average for employer-sponsored PPO coverage. Those with family coverage whose deductibles must be met on a per-person basis report an average deductible of \$2,959, while those with a family deductible (the total spending required across the entire family before coverage kicks in) report an average of \$5,149.

Cost concerns among policyholders

Those who purchase their own coverage are much more likely to worry about being able to pay for

health care than those with employer coverage.

For example, 40 percent of those who buy their own coverage say they are "not too confident" or "not at all confident" that they will be able to pay their usual medical bills, twice the share of those with employer coverage who said so in another Kaiser survey. Only 17 percent say they are "very confident" they could pay these usual bills, compared to 36 percent of those with employer coverage.

A similar disparity exists when asked about their ability to pay for a major illness or injury that requires hospitalization. Half (51 percent) of those who purchase their own coverage say they are "not confident" they could pay their bills in such circumstances, compared with a quarter (26 percent) of those with employer coverage.

This lack of confidence may reflect real problems policyholders have experienced. More than one in five (22 percent) say over the past year they or a family member covered by their plan did not get needed medical care because of the cost, and a similar share (20 percent) say they skipped filling a prescription due to cost. Those who report a pre-existing condition are twice as likely as those without to report skipping needed medical care because of the cost (31 percent vs. 15 percent) or not filling a prescription because of the cost (28 percent vs. 14 percent).

Nearly four in ten policyholders (38 percent) report at least one problem getting their insurer to pay a bill, either because the plan paid less than they expected (31 percent), the plan would not pay anything for a bill they thought was covered (22 percent), or they reached the limit of what the plan would pay for a specific illness or injury (7 percent).

Pre-existing conditions

Nearly half (47 percent) of those in non-group plans say that they or someone covered by their policy have what could be considered a pre-existing condition. This group is more likely than other policyholders to report difficulty in finding a plan that met their needs (49 percent vs. 27 percent) and are more likely to worry about losing that coverage if they become seriously ill (62 percent vs. 48 percent). These findings do not reflect the experiences of people with pre-existing conditions who could not find affordable coverage on their own at all -- as the survey only captures the experiences of current policyholders.

Within this group, nearly half (49 percent) say they have had at least one problem getting their insurer to pay bills and one in five (21 percent) of those in the pre-existing group report that an insurance company denied them coverage in the past, compared to just 3 percent of other policyholders. The group is also more likely to say they are worried about the future stability of their insurance coverage.

Who buys individual coverage?

The survey finds that people who buy their own insurance on average are somewhat older than those with employer-sponsored coverage, but with similar incomes and health status.

When asked why they buy their own health coverage, nearly half (45 percent) say it is because they are self-employed and small business owners. One in four (25 percent) say they or their spouse work for an employer, but the employer either does not offer coverage or they are not eligible for, or cannot afford, the employer coverage.

When purchasing their current policy, eight in ten (79 percent) say they shopped around at different insurance companies -- though fewer than half ended up applying to more than one insurer: 13 percent say they applied to two insurers, 28 percent to three or four, and 7 percent to 5 or more. Fifteen percent of those who shopped around (accounting for 12 percent of all those who purchase their own insurance) say that at least one insurance company refused to offer them a policy.

The vast majority (74 percent) of those who buy their own insurance say they're likely to keep purchasing coverage on their own one year from now. Just over half (54 percent) think it would be difficult for them to switch plans if they wanted to. The most common reasons people think it would be difficult to switch is that they or someone else on their plan has a pre-existing condition (42 percent of those who say it would be difficult), they wouldn't be able to find a price as low as they have now (26 percent), and it would be too complicated to look for a new plan (18 percent).

Methodology

The *Survey of People Who Purchase Their Own Insurance* was designed, analyzed, and conducted by researchers at the Kaiser Family Foundation. In order to identify people who purchase their own insurance, screening interviews were completed with a nationally representative sample of 8,499 people ages 18-64. Respondents were drawn from the Knowledge Networks Panel, a large-randomly drawn representative national panel of households recruited by telephone and mail. A web-based survey among the 1,038 randomly selected individuals was conducted between March 19 and April 2, 2010. The margin of sampling error for results based on the full sample is plus or minus 4 percentage points. The full question wording, results, charts and a brief on the poll can be viewed [online](#).

The Kaiser Family Foundation is a non-profit private operating foundation, based in Menlo Park, California, dedicated to producing and communicating the best possible analysis and information on health issues.

###

SUMMARY OF FINDINGS

EMPLOYER-SPONSORED INSURANCE IS THE LEADING SOURCE OF HEALTH INSURANCE, COVERING ABOUT 157 MILLION NONELDERLY PEOPLE IN AMERICA.¹ TO PROVIDE CURRENT INFORMATION ABOUT THE NATURE OF EMPLOYER-SPONSORED HEALTH BENEFITS, THE KAISER FAMILY FOUNDATION (KAISER) AND THE HEALTH RESEARCH & EDUCATIONAL TRUST (HRET) CONDUCT AN ANNUAL NATIONAL SURVEY OF NONFEDERAL PRIVATE AND PUBLIC EMPLOYERS WITH THREE OR MORE WORKERS. THIS IS THE TWELFTH KAISER/HRET SURVEY AND REFLECTS HEALTH BENEFIT INFORMATION FOR 2010.

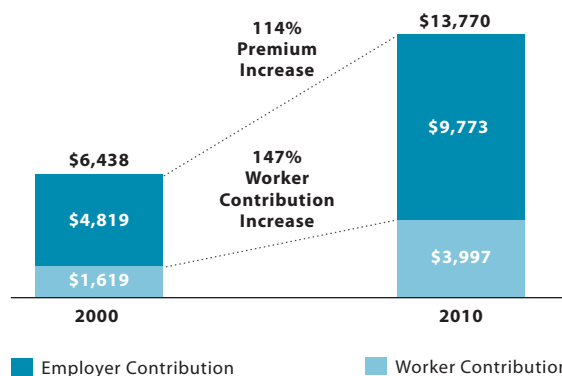
The key findings from the 2010 survey, conducted from January through May 2010, include increases in the average single and family premium as well as in the amount workers pay for coverage. About a quarter (27%) of covered workers have a deductible of at least \$1,000 for single coverage, and a greater proportion of workers are enrolled in high-deductible health plans with a savings option (HDHP/SO) than in 2009. Firms responded that they increased cost sharing or reduced the scope of coverage, or increased the amount workers pay for insurance as a result of the economic downturn. The 2010 survey continues to track the percentage of firms offering wellness benefits or health risk assessments and also included questions on health plan quality indicators and benefit changes made as result of the Mental Health Parity and Addiction Equity Act.

HEALTH INSURANCE PREMIUMS AND WORKER CONTRIBUTIONS

The average annual premiums for employer-sponsored health insurance in 2010 are \$5,049 for single coverage and \$13,770 for family coverage. Compared to 2009, premiums for single coverage are 5% higher (\$4,824) and premiums for family coverage are 3% higher (\$13,375). Since 2000, average premiums for family coverage have increased 114% (Exhibit A). Average premiums for family coverage are lower for workers in small firms (3–199 workers) than for workers in large firms (200 or more workers) (\$13,250 vs. \$14,038). Average premiums for high-deductible health plans with a savings option (HDHP/SOs) are lower than the overall average for all plan types for both single and family coverage (Exhibit B). For PPOs, the most common plan type, the average family premium topped \$14,000 annually in 2010.

EXHIBIT A

Average Annual Health Insurance Premiums and Worker Contributions for Family Coverage, 2000–2010



Source: Kaiser/HRET Survey of Employer-Sponsored Health Benefits, 2000–2010.

As a result of factors such as benefit differences and geographical cost differences, there is significant variation around the average annual premium.

Twenty percent of covered workers are in plans with an annual total premium for family coverage of at least \$16,524 (120% of the average premium), while 19% of covered workers are in plans where the family premium is less than \$11,016 (80% of the average premium) (Exhibit C).

In 2010, covered workers contributed a greater share of the total premium, a notable change from the steady share workers have paid on average over the last decade. Covered workers on average contribute 19% of the total premium for single coverage (up from 17% in 2009) and 30% for family coverage (up from 27% in 2009). As with total premiums, the premium shares contributed by workers vary considerably around these averages. For single coverage, 28% of workers pay more than 25% of the total premium while 16% make no contribution.

Fifty-one percent of workers with family coverage pay more than 25% of the total premium; only 5% make no contribution (Exhibit D).

Looking at dollar amounts, the average annual worker contributions are \$899 for single coverage and \$3,997 for family coverage, up from \$779 and \$3,515 respectively in 2009.² Workers in small firms (3–199 workers) contribute about the same amount for single coverage as workers in large firms (200 or more workers) (\$865 vs. \$917), but they contribute significantly more for family coverage (\$4,665 vs. \$3,652).

PLAN ENROLLMENT

The majority (58%) of covered workers are enrolled in preferred provider organizations (PPOs), followed by health maintenance organizations (HMOs) (19%), HDHP/SOs (13%), point-of-service (POS) plans (8%), and conventional plans (1%). Most notably, the percentage of covered workers in HDHP/SOs rose from 8% in 2009 to 13% in 2010.

EXHIBIT C

Distribution of Premiums for Single and Family Coverage Relative to the Average Annual Single or Family Premium, 2010

Premium Range, Relative to Average Premium	Single Coverage		Family Coverage	
	Premium Range, Dollar Amount	Percentage of Covered Workers in Range	Premium Range, Dollar Amount	Percentage of Covered Workers in Range
Less than 80%	Less than \$4,039	20%	Less Than \$11,016	19%
80% to Less Than 90%	\$4,039 to <\$4,544	16%	\$11,016 to <\$12,393	18%
90% to Less Than Average	\$4,544 to <\$5,049	21%	\$12,393 to <\$13,770	14%
Average to Less Than 110%	\$5,049 to <\$5,554	16%	\$13,770 to <\$15,147	18%
110% to Less Than 120%	\$5,554 to <\$6,058	10%	\$15,147 to <\$16,524	12%
120% or More	\$6,058 or More	17%	\$16,524 or More	20%

Note: The average premium is \$5,049 for single coverage and \$13,770 for family coverage.

Source: Kaiser/HRET Survey of Employer-Sponsored Health Benefits, 2010.

Almost all covered workers (99%) have prescription drug coverage, and the majority face cost sharing for their prescriptions. Over three-quarters (78%) of covered workers are in plans with three or more levels or tiers of cost sharing that are generally based on the type or cost of the drug. Copayments are more common than coinsurance for all four tiers. Among workers with three- or four-tier plans,

the average copayments per prescription are \$11 for first-tier drugs, often called generics; \$28 for second-tier drugs, often called preferred; \$49 for third-tier drugs, often called nonpreferred; and \$89 for fourth-tier drugs.

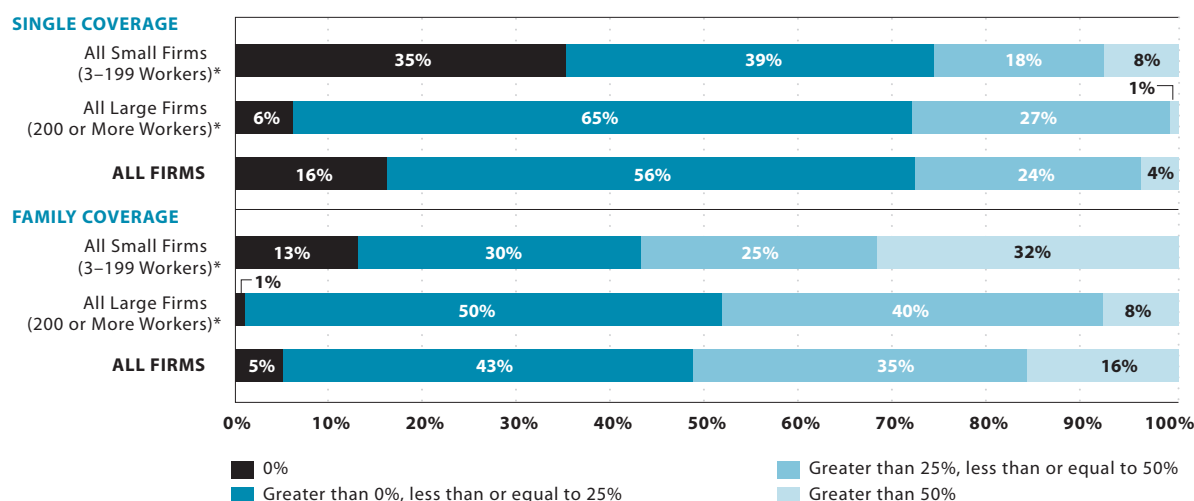
Cost sharing for prescription drugs varies by plan type. Covered workers in HDHP/SOs are more likely than workers in other plan

types to be in plans with no cost sharing after the deductible is met or in plans where the cost sharing is the same regardless of the type of drug.

Most workers also face additional cost sharing for a hospital admission or an outpatient surgery. For hospital admissions, after any general annual deductible, 53% of covered workers have coinsurance,

EXHIBIT D

Distribution of the Percentage of Total Premium Paid by Covered Workers for Single and Family Coverage, by Firm Size, 2010



* Distributions for All Small Firms and All Large Firms are statistically different ($p < .05$).

Source: Kaiser/HRET Survey of Employer-Sponsored Health Benefits, 2010.

U.S. Health Care Inflation to Far Outpace Salary Increases in 2010

More employers take aggressive steps to control costs

9/15/2009

By Stephen Miller

U.S. health plan cost trends will continue to be more than four times greater than the annual increase in average hourly earnings—even as the U.S. consumer price index for urban consumers remained relatively flat or negative in 2009, according to The Segal Company's [*2010 Health Plan Cost Trend Survey*](#).

In May and June 2009, the HR consultancy surveyed 80 U.S. health insurers, managed care organizations, pharmacy benefit managers and third-party administrators for the cost trend factors they will be applying to predict expected claims for 2010.

"Health plan cost trends continue to put major pressure on plan sponsors, who are not waiting for health care reform," comments Edward Kaplan, senior vice president and national health practice leader at Segal. "They are accelerating their efforts to control health care costs through renewed wellness and disease management programs, changes to value-based plan designs, eligibility audits, seeking more competitive vendor terms through bids and other innovative strategies."

Among the key findings from the Segal survey:

- In 2010, medical plan projections for most managed care plans are similar to those found in 2009, ranging from 10.2 percent to 10.8 percent.
- High-deductible health plans are projected to increase by just over 1 percentage point to 11.9 percent next year.
- Projected prescription drug trends, which in 2009 remained under 10 percent for the second consecutive year, continued to decline from a high of 19.7 percent in 2001.
- A majority of survey respondents indicated the cost impact to comply with the Mental Health Parity and Addiction Equity Act of 2008 (MHPAEA) would be an increase of 1 percent or less.

Cost-Saving Actions

Along similar lines, preliminary findings from HR consultancy Mercer's *National Survey of Employer-Sponsored Health Plans 2009* found that if U.S. employers made no changes to their employee medical plans in 2010 they would see cost rise by nearly 9 percent. But Mercer's survey, based on replies from 1,562 U.S. employer health plan sponsors who responded by the end of August 2009, indicates that on average respondents plan to shave 3 percentage points off their annual renewal rates through a variety of cost-saving actions, holding overall cost growth to 5.9 percent in 2010.

Reducing the projected cost increase is something that employers tackle every year, but plan sponsors have had to reduce their budgets more than usual for 2010. Still, taken together, the cuts have not been draconian. In 2008 Mercer's annual survey found that average health benefit cost per employee rose 6.3 percent. Cost increases have been remarkably stable since 2005, averaging just over 6 percent each year, according to the firm.

More Cost Shifting

Employers' first line of defense against rate increases is shifting cost to employees, but this tactic can present a tough challenge for employers that feel their employee cost-sharing requirements are already high. For example, from 2004 through 2008, the median family deductible for in-network services in a preferred provider organization (PPO)—the type of plan offered by the most U.S. employers—rose from \$1,000 to \$1,850, according to Mercer.

In 2010, nearly two-thirds of all respondents (63 percent) will again ask employees to pay a greater share of health plan costs, most commonly by:

- Requiring employees to pay a higher portion of the monthly premium (40 percent of respondents).
- Raising deductibles, co-pays/coinsurance or out-of-pocket maximums (39 percent).

Consumer-Directed Approaches

Nearly a fifth of Mercer respondents (18 percent) are eliminating high-cost or more generous health plan options as a way to move employees into lower-cost options, such as consumer-directed health plans (CDHP). CDHPs are high-deductible plans with an employee-controlled spending account—a health saving account (HSA) or health reimbursement arrangement (HRA). Many of these plans give employees an incentive to take cost into consideration when seeking health care services by allowing them to save, on a tax-advantaged basis, account dollars they don't spend in a given year for future needs.

Nearly Two-Thirds of U.S. Employers Will Shift More Health Benefit Costs to Employees in 2010	
Increase employee premium contribution	40%
Increase deductibles, co-pays/co-insurance, or out-of-pocket maximums	39%
Will not shift cost to employees in 2010	37%
Increase employee cost sharing some other way	14%
<i>Source: Preliminary results from Mercer's National Survey of Employer-Sponsored Health Plans 2009.</i>	

"We're expecting to see a real spike in 2010 in both the number of employers offering CDHPs and in the number of employees enrolling in them, as more employers become comfortable with the concept of offering a high-deductible, account-based plan as one choice or their only choice," says Linda Havlin, Mercer's national practice leader for health and benefits consulting. "Employers see them as a way to provide more value to employees while at the same time managing cost."

CDHPs are significantly less expensive than traditional PPOs or health maintenance organizations (HMOs), by about 20 percent on average in 2008. In Mercer's 2008 survey, 14 percent of small employers (those with 10 to 499 employees) and 25 percent of large employers (500 or more employees) said they would be very likely to offer a CDHP in 2009. From a smaller survey conducted in March 2009, Mercer estimates those numbers are likely to rise significantly.

Other cost-cutting actions for 2010 include:

- Auditing plans to ensure that all covered dependents are actually eligible for coverage (39 percent).
- Adding or renegotiating performance guarantees with health plan vendors.

Performance guarantees have historically focused on accuracy and timeliness of claims payment or customer service, but some employers have expanded their guarantees to address overall program performance in managing care, driving quality improvement and engaging participants in behavior change.

U.S. Employers Taking Action to Lower 2010 Health Benefit Cost Increases	
Put the medical plan out to bid	43%
Audit plans	39%
Renegotiate vendor administrative services only (ASO) fees	34%
Put components of the medical plan out to bid	20%
Add or renegotiate performance guarantees	20%
Eliminate high-cost or more generous health plans	18%
None of the above	23%
<i>Source: Preliminary results from Mercer's National Survey of Employer-Sponsored Health Plans 2009.</i>	

Engaging Employees

"The good news is that employers are finding ways to keep health benefit cost increases stable through innovations that improve quality, participant experience and cost efficiency," says Havlin. "In the most successful programs, employees are becoming more engaged in understanding their health risks and participating in lifestyle improvement and/or care management programs. There is a lesson here for policymakers who are working on health reform: Managing the overall cost requires a change-management framework. You need to continually evaluate what's driving cost and uneven results, and then set about the tough task of changing participant and provider behavior."

Stephen Miller is an online editor/manager for SHRM.

Related Articles:

Rebalancing Health Costs, *HR Magazine*, September 2009

CDHPs Increasingly Favored Over HMOs, *HR News*, August 2009

More Employers Weigh Self-Funded Health Plans, SHRM Online Benefits Discipline, August 2009

Employee Cost-Sharing Up in Prescription Drug Plans, SHRM Online Benefits Discipline,

BOARD OF DIRECTORS AGENDA 03/16/11; ITEM II.F.

FY 2012 Unified Planning Work Program (UPWP)

Ozarks Transportation Organization (Metropolitan Planning Organization)

AGENDA DESCRIPTION:

OTO is required on an annual basis to prepare a Unified Planning Work Program (UPWP), which includes plans and programs the MPO will undertake during the fiscal year. The UPWP is programmed into the following tasks:

Task 010 – OTO General Administration

Task 020 – OTO Committee Support

Task 030 – General Planning and Plan Implementation (Long Range Plan, Air Quality, Demographics, GIS)

Task 040 – Transportation Improvement Program

Task 050 – Rideshare and Commuter Choice Program

Task 060 – Transit Planning (Route Study, Coordination Plan)

Task 070 – Special Studies and Related Projects

The UPWP contains the proposed budget for FY 2012. The budget is based on the federal funds available and the local 20 percent match. The OTO portion of the budget for FY 2012 is shown below:

Ozarks Transportation Organization	FY 2011	FY 2012
Consolidated FHWA/FTA PL Funds	\$582,995.09	\$590,992.70
Local Jurisdiction Match Funds	\$103,319.79	\$104,771.17
In-Kind Match, Direct Cost, Donated	\$ 28,429.00	\$ 28,977.00
City Utilities Match Funds	\$ 14,000.00	\$ 14,000.00
Total OTO Revenue	\$728,743.87	\$738,740.87

The total UPWP budget also includes FTA 5307 Transit Funds going directly to City Utilities in the amount of \$113,641. The total budget amount for FY 2012 UPWP is \$852,381.87.

OTO developed a financial plan to utilize In-Kind Match, Direct Cost, and Donated City Utilities Match Funds. These additional match sources allow OTO to maintain an operating fund balance.

The UPWP Subcommittee met via email and recommended the Draft FY 2012 UPWP to the Technical Planning Committee.

At the Technical Planning Committee, FHWA informed OTO that the Rideshare Program would no longer be eligible for Consolidated Planning Grant funding. The Rideshare Program, which currently includes OzarksCommute.com, can be funded by STP-Urban funds in lieu of the ONEDOT Planning Funds as shown in the budget. This would require \$32,800 to be subtracted

from the total annual STP-Urban allocation prior to the distribution to OTO member jurisdictions. Staff is still investigating all options and will bring this matter back to the Board prior to the beginning of the next fiscal year.

TECHNICAL PLANNING COMMITTEE RECOMMENDATION:

The Technical Planning Committee unanimously recommended approval of the UPWP subject the FHWA required modifications.

BOARD OF DIRECTORS ACTION REQUESTED:

That a member of the Board of Directors makes one of the following motions:

“Move to approve the FY 2012 UPWP.”

OR

“Move to return the FY 2012 UPWP back to the Technical Planning Committee and ask that the Technical Planning Committee consider the following...”



**OZARKS TRANSPORTATION ORGANIZATION
METROPOLITAN PLANNING ORGANIZATION (MPO)
UNIFIED PLANNING WORK PROGRAM
FISCAL YEAR 2012
(July 1, 2011 – June 30, 2012)**

Ozarks Transportation Organization
117 Park Central Square, Suite 107
Springfield, Missouri 65806

APPROVED BY OTO BOARD OF DIRECTORS:

APPROVED BY ONE 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 2012 (July 2011 - June 2012). The program is prepared annually and serves as a basis for requesting federal planning funds from the U. S. 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 (Springfield Area Metropolitan Planning Organization, MPO) with assistance from various agencies, including the Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, City Utilities Transit Department, Missouri State University Transportation Department 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 Department, Missouri State University Transportation Department and members of the OTO Technical Planning Committee and Board of Directors.

Ozarks Transportation Organization's Public Participation Plan may be found at:

<http://www.ozarkstransportation.org/Documents/PPP12172009.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

Task 010 - OTO General Administration

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

Work Elements:

- **Financial Management (July to June).** (Estimated Cost \$40,000) Preparation of quarterly progress reports, payment requests, and year end reports to MoDOT. Maintenance of OTO accounts and budget and reporting to Board of Directors. Responsible Agency: OTO
- **FY 2013 Unified Planning Work Program Preparation (January-June).** (Estimated Cost \$7,548) Responsible Agency: OTO
- **Training (July to June).** (Estimated Cost \$20,000) Training and development of OTO Staff and OTO members through educational programs that are related to OTO work committees. Responsible Agency: OTO

Training could include the following:

- Transportation Research Board (TRB) Conferences
 - Census Bureau Training (New Census & Am. Comm. Survey)
 - ESRI/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 and Activities
 - 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 OTO Member Training Sessions, as needed and appropriate
 - Missouri Association of Procurement Professional Training
 - GFOA Institute Training
 - Missouri Public Transit Association Annual Conference
- **General Administration and Contract Management (July-June).** (Estimated Cost \$26,000) Coordinate contract negotiations and Memorandum of Understandings. Responsible Agency: OTO
 - **Electronic Support for OTO Operations (July-June).** (Estimated Cost \$20,000) Maintain and update website. Software upgrades and maintenance contracts. Responsible Agency: OTO
 - **Disadvantaged Business Compliance (July-June).** (Estimated Cost \$2,000) Meet federal and state reporting requirements with regard to DBEs and meet MoDOT established DBE goals. Responsible Agency: OTO
 - **Title VI Compliance (July-June).** (Estimated Cost \$1,000). Accept and process complaint forms and review all projects for Title VI compliance. Meet federal and state reporting requirements. Responsible Agency: OTO

End Product(s) for FY 2012

- Completed quarterly progress reports, payment requests and the end-of-year report provided to MoDOT
- Completion of the 2013 Unified Planning Work Program
- Attendance of OTO Staff and OTO members at the various training programs
- Monthly updates of website
- Financial Reporting to Board of Directors

- Calculate dues and send out statements
- DBE reporting
- Title VI reporting and complaint tracking

Tasks Completed in FY 2011

- Completed quarterly and year end reports to MoDOT (Completed June 2011)
- Completed the FY 2012 UPWP (Completed April 2011)
- Staff attended the following conferences and training (Completed June 2011)
 - Tiger II Webinar
 - Ozarks Chapter ITE Technical Conference and Lunch Seminars
 - Municipal Officers Training
 - Missouri Public Transit Association Conference
 - Association for Commuter Transportation Conference
 - MOVES Air Quality Model Training
 - Health Care Reform Update-Springfield Chamber
 - AMPO National Conference
 - Missouri Chapter American Planning Association Conference
 - Missouri Chamber Transportation Conference
 - Civil Rights Training- MoDOT
 - Transportation Modeling Webinar
 - Transportation Conformity Training
 - National American Planning Association Conference
 - ESRI International users Conference
 - ITE Web Seminars
- Dues calculated and mailed statements for July 2011(Completed February 2011)
- Website maintenance (Completed June 2011)
- Completed DBE reporting (Completed June 2011)

Task 010 – OTO General Administration Funding Sources

Local Match Funds	\$ 23,310	20%
Federal CPG Funds	\$ 93,238	80%
Total Funds	\$116,548	

Task 020 - OTO Committee Support

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

Work Elements:

- **OTO Committee Support (July-June).** (Estimated Cost \$70,500) Conduct and staff all Technical Planning Committee, Bicycle and Pedestrian Advisory Committee, Local Coordinating Board for Transit, and Board of Directors meetings. Respond to individual committee requests. Facilitate and administer any OTO subcommittees formed during the Fiscal Year. Responsible Agency: OTO
- **Community Committee Participation (July-June).** (Estimated Cost \$10,000) Participate in various community committees directly related to transportation. Responsible Agency: OTO
Committees include:
 - The Springfield Area Chamber of Commerce Transportation Committee
 - The Southwest Missouri Council of Governments Board and Technical 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
 - Missouri Safe Routes to School Network
 - Ozark Safe Routes to School Committee
 - Local Safe Routes to School
 - Childhood Obesity Action Group and Healthy Living Alliance
 - Other Committees as needed
- **OTO Policy and Administrative Documents (July-June).** (Estimated Cost \$4,100) Process Amendments to bylaws, policy documents, and administrative staff support consistent with the OTO growth. Conduct an annual review of the OTO Public Participation Plan and make any needed revisions, consistent with federal guidelines. Responsible Agency: OTO
- **Member Attendance at OTO Meetings (July – June)** (In-kind Services \$8,000). OTO member jurisdictions time spent at OTO meetings. Responsible Agencies: OTO and member jurisdictions

End Product(s) for FY 2012

- Conduct meetings, prepare agendas and meeting minutes for OTO Committees and Board.
- Attendance of OTO Staff and OTO members at various community committees
- Revisions to By-Laws, Inter-local Agreements and the Public Participation Plan as needed.

Tasks Completed in FY 2011

- Conducted Technical Committee Meetings, Bicycle and Pedestrian Committee Meetings, UPWP Subcommittee Meetings, Local Coordinating Board for Transit Meetings, and Board of Directors meetings.
- Documented meeting attendance for in-kind reporting
- Staff participated in multiple community committees

Task 020 – OTO Committee Support Funding Sources

Local Match Funds	\$10,520	10.8%
In-kind Services	\$ 8,000	9.2%
Federal CPG Funds	\$74,080	80%
Total Funds	\$92,600	

Task 030 – OTO General Planning and Plan Implementation

This task addresses general planning activities including the update to the OTO Long-Range Transportation Plan (LRTP), approval of the functional classification map, the Congestion Management Process (CMP), the Bicycle and Pedestrian Plan as well as the implementation of related plans, and policies. Currently, the Ozarks Transportation Organization's LRTP and CMP are compliant with the requirements of SAFETEA-LU.

Work Elements:

- **Amendments to the OTO Journey Long-Range Transportation Plan 2030 to 2035 (July- June)** (Estimated Cost \$15,000) Process amendments to the Long Range Plan including Major Thoroughfare Plan. Responsible Agency: OTO
- **OTO Travel Demand Model Runs (July-June)** (Estimated Cost \$10,000) *(Consultant Contract Needed)* Model Runs on an as needed basis. Responsible Agency: OTO
- **Continuation of the Congestion Management Process (July-June)**. (Estimated Cost \$15,000) On-going implementation of selected strategies and coordination of data collection efforts. Responsible Agency: OTO
- **Bicycle and Pedestrian Plan Implementation (July-June)**. (Estimated Cost \$15,000) The Bicycle and Pedestrian Advisory Committee will continue the coordination and monitoring of the implementation of the OTO Area-Wide Bicycle and Pedestrian Plan. Responsible Agency: OTO
- **Geographic Information Systems (GIS) (July-June)**. (Estimated Cost \$25,000) Continue developing the Geographic Information System (GIS) and work on inputting data into the system that will support the Transportation Planning efforts. Responsible Agency: OTO
- **Air Quality Planning (July-June)**. (Estimated Cost \$20,000) Staff serves on the Ozarks Clean Air Alliance along with Springfield Greene-County Health Department, which is implementing the first regional Clean Air Action Plan in hopes to preempt designation as a non-attainment area for ozone. Staff will also coordinate the OTO fleet subcommittee to begin discussions on the use of new technologies and fuels in the OTO area that can improve air quality. Responsible Agency: OTO
- **Demographics and Future Projections (July-June)**. (Estimated Cost \$20,000) Continue to analyze growth and make growth projections for use in transportation decision making by collecting development data and compiling into a demographic report that will be used in travel demand model runs, plan updates and planning assumptions. Responsible Agency: OTO
- **Mapping and Graphics Support for OTO Operations (July-June)** (Estimated Cost \$10,000) Responsible Agency: OTO

End Product(s) for FY 2012

- Amendments to the Long-Range Transportation Plan
- Implementation of Bicycle and Pedestrian Plan
- Model runs as requested
- Continued monitoring of attainment status
- Demographic Report
- Selection of Enhancement and Safe Route to School Projects

Tasks Completed in FY 2011

- Long Range Transportation Plan Update
- Major Thoroughfare Plan amended
- Maintenance of GIS system layers
- Selection of Enhancement and Safe Route to School Projects
- Bicycle and Pedestrian Plan Implementation Status Report
- Staff participation in Statewide Passenger Rail Study Group

Task 030 – General Planning and Plan Implementation Funding Sources

Local Match Funds	\$ 26,000	20%
Federal CPG Funds	\$ 104,000	80%
Total Funds	\$ 130,000	

Task 040 – OTO Transportation Improvement Program

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

Work Elements

- **2012-2015 Transportation Improvement Program (TIP) (July-August).** (Estimated Cost \$5,000) Complete and Publish the 2012-2015 TIP. Item should be on the July Technical Planning Committee Agenda and the August Board of Directors Agenda. Responsible Agency: OTO
- **2013-2016 Transportation Improvement Program (TIP) (March-June).** (Estimated Cost \$75,142) Begin Development of the 2013-2016 TIP. Responsible Agency: OTO
 - Conduct the Public Involvement Process for the TIP (March-August).
 - Work with the TIP Subcommittees (June).
 - Complete Draft document
- **TIP Amendments (July-June).** (Estimated Cost \$8,500) Process all modifications to the FY 2011-2014 and 2012-2013 TIPs including the coordination, advertising, public comment and Board approval and submissions to MoDOT for incorporation in the STIP. Responsible Agency: OTO
- **Annual Listing of Obligated Projects (October-December)** (Estimated Cost \$1,500). Gather obligation information and develop the Annual Listing of Obligated Projects and publish to website. Responsible Agency: OTO
- **TIP Software (June- December)** (Estimated Cost \$25,000) (*Consultant Contract Needed*) Purchase software to make an online searchable database for projects. Responsible Agency: OTO

End Product(s) for FY 2012

- TIP amendments, as needed.
- Adopted FY 2012-2015 Transportation Improvement Program as approved by the OTO Board and ONEDOT
- Draft of the FY 2013-2016 Transportation Improvement Program
- Annual Listing of Obligated Projects
- Online searchable database of TIP projects

Tasks Completed in FY 2011

- Adopted FY 2011-2014 Transportation Improvement Program as approved by the OTO Board and ONEDOT
- Draft of the FY 2012-2015 Transportation Improvement Program
- Amended the FY 2011-2014 TIP numerous times
- Annual Listing of Obligated Projects

Task 040 - Transportation Improvement Program Funding Sources

Local Match Funds	\$ 23,028	20%
Federal CPG Funds	\$ 92,114	80%
Total Funds	\$115,142	

Task 050 – OTO Rideshare and Commuter Choice Program

The Congestion Management Process recommends a revised rideshare program that focuses on employer-based strategies and employer targeting through such national initiatives as Commuter Choice.

Work Elements

- **Ride-Share and Commuter Choice Advertising (July-June).** (City Utilities (CU) Donated Services \$5,000)
OTO will promote and advertise the Rideshare and Commuter Choice Program through utilizing bus wraps on the City Utilities buses. Responsible Agency: OTO
- **Continued deployment of OzarksCommute.com rideshare/commuter choice program through RIDESHARK (July-June).**(Estimated Cost \$19,000) *Consultant Contract.* Responsible Agency: OTO
 - Maintain planning database to match riders and drivers in response to requests for shared rides (ongoing). Monthly maintenance of rideshare program (\$750/Month)
 - Develop marketing materials for rideshare program.
 - Data Collection and Analysis of quarterly rideshare status. (ongoing)
- **Continued Employer Promotion of rideshare/commuter choice program (July-June).** (Estimated Cost \$17,000)
Responsible Agency: OTO
 - Educate employers through working with the Springfield Area Chamber of .
 - Provide on-site education and technical assistance to employers who agree to participate.
 - Conduct on-site transportation fairs to test marketing materials at targeted employers.
 - Serve as transportation ambassadors to employees.
 - Publicizing the rideshare program. Includes bus wraps, banners, and other marketing material for public events. (ongoing)

End Products for FY 2012

- Continued coordination of rideshare requests.
- Use web-based software to track commuter choices.
- Education program for major employers.
- Purchase 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.

Tasks Completed in FY 2011

- Continued coordination of rideshare requests.
- Use web-based software to track commuter choices.
- Purchase of marketing materials for use in association with Commuter Choice program.
- Worked with targeted major employers to develop Commuter Choice programs.
- Completion of quarterly and annual rideshare program reports.
- Advertised and promoted ride-match website

Task 050 - Rideshare and Commuter Choice Program Funding Sources

Local Match Funds	\$ 3,200	7.78%
CU Donated Services (Bus Wraps)	\$ 5,000	12.22%
Federal CPG Funds	\$32,800	80 %
Total Funds	\$41,000	

Task 060- OTO and City Utilities Transit Planning

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

Work Elements

- **Operational Planning (July-June).** (Estimated Cost \$40,000 (CU \$35,000, OTO \$5,000)) Responsible Agencies: OTO and City Utilities
 - OTO Staff shall support operational planning functions including, surveys and analysis of headway and schedules, and development of proposed changes in transit services.
 - Route Analysis
 - City Utilities Transit grant submittal and tracking.
 - City Utilities and OTO development of information for certification reviews.
 - City Utilities Transit collection and analysis of data required for the National Transit Data Base Report. Occasionally OTO Upon the request of CU, staff provides information toward this report, such as the data from the National Transit Database bus survey.
 - City Utilities Transit and OTO will conduct marketing and customer service programs.
 - CU Transit studies about management, operations, capital requirements and economic feasibility.
 - CU Transit participation in Ozarks Transportation Organization committees and related public hearings.
 - 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)
 - The Local Coordinating Board for Transit will review the Transit Coordination Plan and make recommendation to the OTO Board of Directors for any necessary amendments.
- **ADA Accessibility (July-June).** (Estimated Cost \$5,000 (CU \$3,000, OTO \$2,000)) Responsible Agency: OTO and City Utilities
 - OTO Staff to work with City Utilities Transit staff on transportation improvements at bus stops (i.e. bus turnouts).
 - CU Transit retains contract management for ADA projects with OTO staff assistance as requested.
 - OTO Staff and City Utilities Transit staff 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)
- **Transit Fixed Route Analysis (June-January)** (Estimated Cost \$140,000 (CU \$70,000, OTO \$126,000)) *Consultant Contract Needed.* Analysis of the current fixed route system in order to recommend the most appropriate route structure of the current system as well as system expansion given budget restrictions. This will look at alternatives to the hub and spoke system within the City of Springfield to analyze a possible system modification and the budget ramifications of a modification. This was a recommendation in the Transit Development Plan for City Utilities Transit to consider a change in the route structure it currently uses within the City of Springfield. Responsible Agency: OTO and City Utilities
- **Service Planning (July-June).** (Estimated Cost \$31,000 (CU \$22,434, OTO \$8,566)) Responsible Agencies: OTO and City Utilities
 - Per the recommendations of the Transit Coordination Plan, use recommended project selection criteria for selection of human service agency transit projects.
 - OTO Staff collection of data from paratransit operations as required.
 - OTO Staffing of the Local Coordinating Board for Transit
 - 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)
 - OTO Staff and City Utilities Transit participation in special transit studies.
 - As part of the TIP process, a competitive selection process will be conducted for selection of 5307, 5310, 5316 (JARC), 5317 (New Freedom) projects.
- **Financial Planning (July-June).** (Estimated Cost \$22,000 (CU \$22,000)) Responsible Agency: City Utilities
 - CU Transit analysis of transit system performance by adopted policies to achieve effective utilization of available resources.
 - CU Transit preparation of long and short-range financial and capital plans.

- CU Transit will identify possible cost-saving techniques and opportunities.
- CU Transit, with potential assistance from OTO Staff, will identify potential revenue from non-federal sources to meet future operating deficit and capital costs. (FTA Line Item Code 44.26.84)
- **Competitive Contract Planning (July-June).** (Estimated Cost \$9,207 (CU \$8,207, OTO \$500)) Responsible Agencies: OTO, City Utilities and Missouri State University
 - CU 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.
 - CU Transit and OTO Staff will study potential coordination of private sector transportation with the existing and potential public sector providers to minimize unserved populace.
 - 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.
 - OTO Staff to cooperate with MSU, CU, and their consultants in the evaluation of existing services.
- **Safety, Security and Drug and Alcohol Control Planning (July-June).** (Estimated Cost \$20,000 (CU \$18,000, OTO \$2,000)) Responsible Agencies: OTO, City Utilities and Missouri State University
 - CU 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 CU, and MSU transit. In particular, special studies addressing critical transportation and related drug and alcohol issues may need to be completed.
 - The OTO, CU and MSU will review existing plans and procedures for maintaining security on existing transit facilities and take steps to mitigate any identified shortcomings.
- **Transit Coordination Plan Update (February-June).** (Estimated Cost \$10,000 (CU \$5,000, OTO \$5,000) Responsible Agencies: OTO, City Utilities and Human Services Transit Providers. Update of the existing Transit Coordination Plan including examination and possible update of the competitive selection process.

End Products for FY 2012

- Transit agency coordination (OTO Staff)
- Project rankings and allocations in the 2013-2016 TIP related to transit, and various new ADA accessible bus shelters and stops. (OTO staff)
- Special Studies. (OTO Staff, CU, and possible consultant services as necessary)
- On Board Bus Surveys (OTO Staff, CU)
- Quarterly reporting to National Transit Database (CU)
- Transit Coordination Plan
- Transit Route Analysis

Tasks Completed in FY 2011

- Project rankings and allocations in the 2012-2015 TIP related to transit, and various new ADA accessible bus shelters and stops
- On-Board bus surveys
- Quarterly reporting to National Transit Database

Task 060 Transit Planning Funding Sources

Local Match Funds	\$ 18,713	6.75%
CU Match Funds	\$ 36,728	13.25%
Total Local Funds	\$ 55,441	20%
Federal CPG Funds	\$ 130,853	47.20%
FTA 5307 Funds	\$ 90,913	32.80%
Total Federal Funds	\$221,766	80%
Total Task 060 Funds	\$277,207	

Task 070 – OTO and MoDOT 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 (July-June)

- **MoDOT Transportation Studies and Data Collection (Direct Cost Services \$15,977)** Responsible Agency: MoDOT (District 8 staff). OTO would work with MoDOT 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 Congestion Management Process. Miscellaneous studies to analyze congestion along essential corridors would also be a billable activity under this task.

Source of Eligible MoDOT Match

MoDOT Position	Yearly Salary	Yearly Fringe	Yearly Total	Yearly % Time	OTO Eligible
Senior Traffic Studies Specialist	\$52,500	\$26,394	\$78,894	7.00%	\$5,523
Intermediate Traffic Studies Specialist	\$49,600	\$22,003	\$71,603	14.60%	\$10,454
					\$15,977

Continued Coordination with entities that are implementing Intelligent Transportation Systems. (July-June) (Estimated Cost \$11,908) Coordination with the Traffic Management Center in Springfield and with City Utilities transit as needed. Responsible Agency: OTO

Studies of Parking, Land Use, and Traffic Circulation. (July-June) (Estimated Cost \$20,000) Studies that are requested by member jurisdictions to look at traffic, parking or land use. Responsible Agency: OTO

Other Special Studies in accordance with the Adopted Long-Range Transportation Plan. (July-June) (Estimated Cost \$12,000) Studies relating to projects in the Long Range Transportation Plan. Responsible Agency: OTO

Travel Time Runs and Traffic Counts (February-April) (Estimated Cost \$20,000). Data collection efforts to support the OTO planning products, signal timing and transportation decision making. (*Consultant Contract Needed*) Responsible Agency: OTO

End Products for FY 2012

- Preparation of special requests, such as:
 - Memos
 - Public information requests
 - Parking & land use circulation studies
 - Other projects as needed, subject to OTO Staff availability and expertise.
 - Annual traffic counts within the OTO area for MoDOT roadways
 - Annual crash data
 - Speed Studies
 - ITS Coordination

Tasks Completed in FY 2011

- Traffic counts within the OTO area for MoDOT roadways
- Crash Data
- Speed Studies
- ITS Coordination

Task 070- *Special Studies and Related Projects* Funding Sources

Local Match Funds	0%
MoDOT Direct Costs	\$15,977 20%
Federal CPG Funds	\$63,908 80%
Total Funds	\$79,885

\$63,908 Actual Costs

\$15,977 Value of MoDOT D8 “direct cost” metropolitan planning activity

\$79,855 Total Value Project (Special studies & projects)

X .80 Federal prorate share

\$63,908 Federal CPG funds (100% Federal funding of OTO’s actual cost Task 070 studies)

Financial Expenditure Summary

		LOCAL			FEDERAL			
				<u>MoDOT</u>				
		<u>OTO</u>	<u>CU</u>	<u>Direct</u>	<u>In Kind</u>	<u>CPG</u>	<u>5307</u>	<u>TOTAL</u>
				<u>Costs</u>	<u>Services</u>			<u>%</u>
Task	10	\$23,310				\$93,238		\$116,548 13.67%
Task	20	\$10,520			\$8,000	\$74,080		\$92,600 10.86%
Task	30	\$26,000				\$104,000		\$130,000 15.25%
Task	40	\$23,028				\$92,114		\$115,142 13.51%
Task	50	\$3,200			\$5,000	\$32,800		\$41,000 4.81%
Task	60	\$18,713	\$36,728			\$130,853	\$90,913	\$277,207 32.52%
Task	70			\$15,977		\$63,908		\$79,885 9.38%
TOTAL		\$104,771	\$36,728	\$15,977	\$13,000	\$590,993	\$90,913	\$852,382 100%

Remaining CPG Funds Balance available from Prior Years UPWP* \$ 1,067,636.15

FY 2012 Estimated CPG Funds allocation** \$ 472,378.00

TOTAL Estimated CPG Funds Available for FY 2012 UPWP \$ 1,540,014.15

TOTAL CPG Funds Programmed for FY 2012 \$ 590,993.00

Remaining Unprogrammed Balance \$ 949,021.15

*Previously allocated but unspent CPG Funds

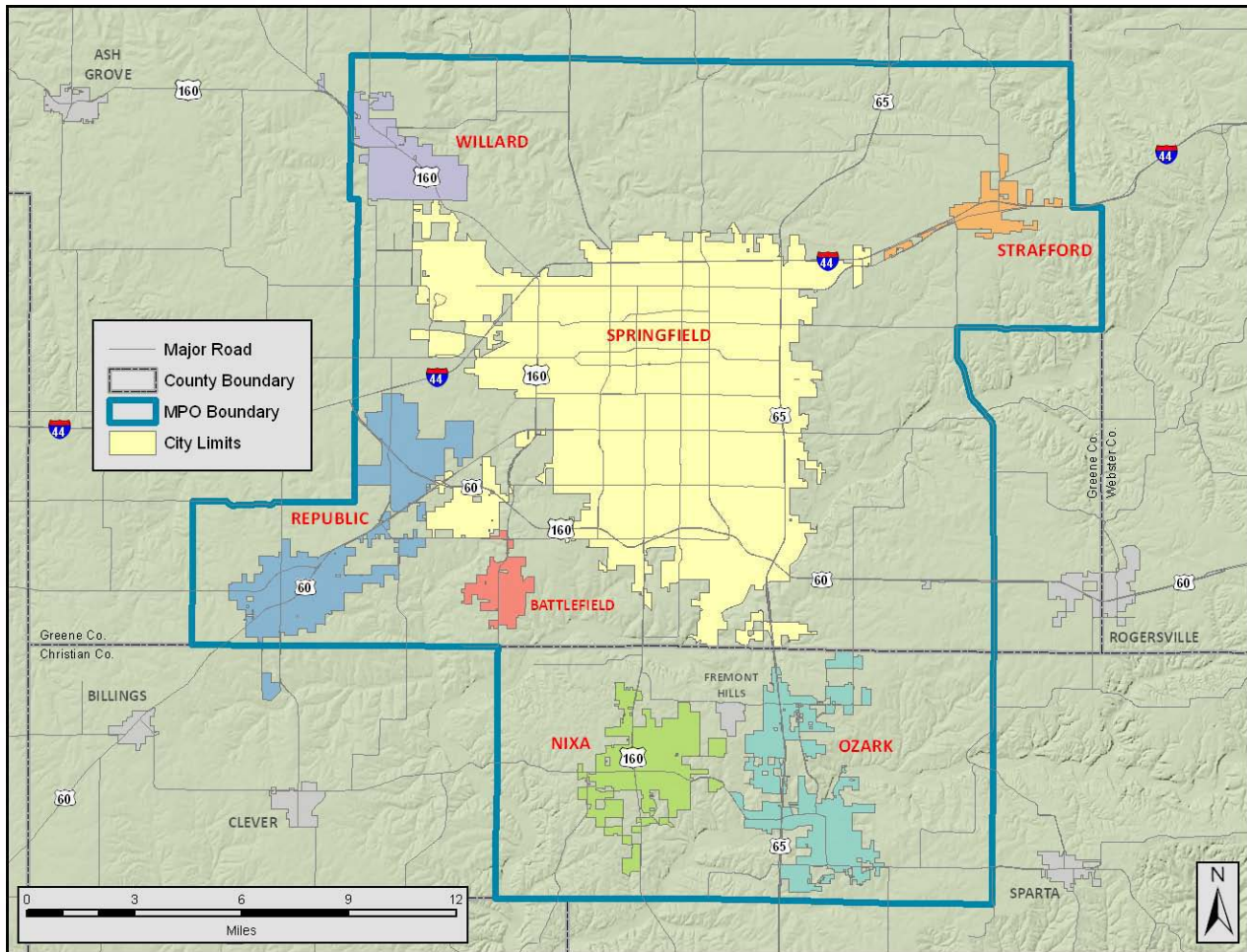
**The TOTAL Estimated CPG Funds Available for FY 2012 UPWP is an estimated figure based on an estimate for the FY 2010 allocation.

It is expected that additional funds will be added to the Remaining Unprogrammed Balance resulting from FY 2011 budget savings.

OTO is electing not to utilize the entire balance of available CPG funding at this time. It is anticipated that in future years there will be a need to utilize funding beyond the current years allocation to fund a new Travel Demand Model.

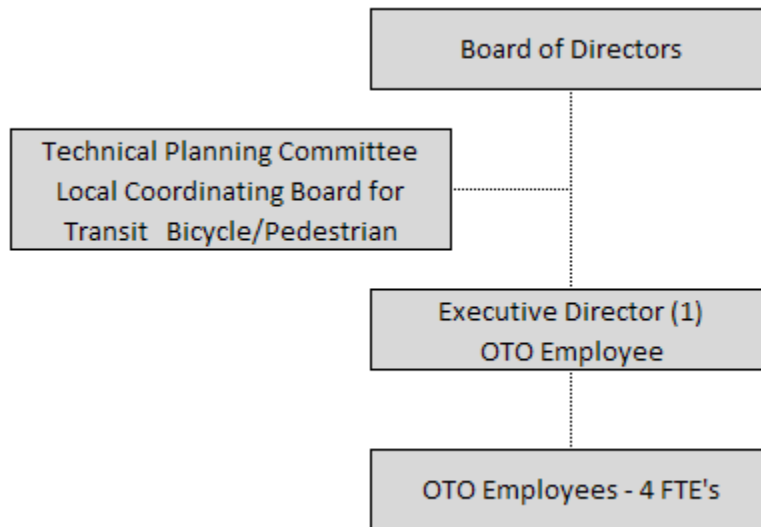
OZARKS TRANSPORTATION ORGANIZATION

BOUNDARY MAP



Ozarks Transportation Organization

Organization Chart



Board and Committee membership composition may be found at:
<http://www.ozarkstransportation.org/Documents/OTOBBy-Laws10162008.pdf>

APPENDIX A

FY 2012 Budget
July 1, 2011- June 30, 2012

Estimated Expenditures

OTO Budget utilizing Consolidated Planning Grant Funds

<i>Cost Category</i>	<i>Budgeted Amount</i>
Salaries & Fringe	\$ 351,012.87
Spfld Contract for Staff and Services	\$ -
TIP Software	\$ 25,000.00
Rideshare Software/ Materials	\$ 20,000.00
Publications	\$ 1,000.00
Office Supplies/Furniture	\$ 10,500.00
Mapping	\$ -
Training	\$ 5,800.00
Travel	\$ 14,501.00
Dues	\$ 4,200.00
Postage	\$ 4,000.00
Telephone/Internet	\$ 4,500.00
Advertising	\$ 5,380.00
Printing	\$ 21,000.00
Food	\$ 4,000.00
Computer Upgrades	\$ 4,000.00
Software	\$ 2,000.00
GIS Licenses	\$ 6,000.00
Rent	\$ 14,000.00
Mileage	\$ 2,000.00
Copy Machine Lease	\$ 3,750.00
Parking	\$ 500.00
Aerial Photos	\$ -
Travel Model Consultant	\$ 10,000.00
Liability Insurance	\$ 1,100.00
Legal Fees	\$ 4,000.00
Payroll Services	\$ 2,500.00
Audit	\$ 4,750.00
Infill Costs	\$ -
Accounting Services	\$ 6,000.00
Equipment Repair	\$ 500.00
Workers Comp	\$ 1,400.00
Web Hosting	\$ 550.00
Data Storage/ Backup	\$ 2,000.00
IT Maintenance Contract	\$ 10,000.00
Mobile Data Plans	\$ 1,620.00
Fixed Route Transit Analysis	\$ 140,000.00
Board of Directors Insurance	\$ 2,200.00
Travel Time Runs and Traffic Counts	\$ 20,000.00
Statewide Passenger Rail Study (OTO portion)	\$ -
Total OTO Expenditures	\$ 709,763.87
In-Kind Match, Direct Cost, Donated	
Member Attendance at Meetings	\$ 8,000.00
Direct Cost - MoDOT Salaries	\$ 15,977.00
Donated Ride Share Advertising	\$ 5,000.00
TOTAL OTO Budget	\$ 738,740.87
CU Transit Salaries*	\$ 113,641.00
TOTAL EXPENDITURES	\$ 852,381.87

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

Estimated Revenues

	FY 2012
<i>Ozarks Transportation Organization</i>	
Consolidated FHWA/FTA PL Funds**	\$ 590,992.70
Local Jurisdiction Match Funds	\$ 104,771.17
In-Kind Match, Direct Cost, Donated	\$ 28,977.00
City Utilities Match Funds	\$ 14,000.00
Total OTO Revenue	<u>\$ 738,740.87</u>
 <i>City Utilities Transit Planning</i>	
FTA 5307	\$ 90,912.80
City Utilities Local Match	\$ 22,728.20
Total CU Revenue	<u>\$ 113,641.00</u>
 TOTAL REVENUE	 \$ 852,381.87

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

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

Anticipated Consultant Useage

TIP Software	\$ 25,000.00
Rideshare Software/ Materials	\$ 20,000.00
Travel Model Consultant	\$ 10,000.00
Audit	\$ 4,750.00
Accounting Services	\$ 6,000.00
Data Storage/ Backup	\$ 2,000.00
IT Maintenance Contract	\$ 10,000.00
Fixed Route Transit Analysis	\$ 140,000.00
Travel Time Runs and Traffic Counts	\$ 20,000.00
 TOTAL	 \$ 237,750.00

BUDGET COMPARISON

FY 2012 Budget

July 1, 2011- June 30, 2012

Estimated Expenditures

Cost Category	Budgeted FY 2010	Expended FY 2010	Budgeted FY 2011	Proposed FY 2012	Difference Budgeted FY 2011 and FY 2012
Salaries & Fringe	\$ 346,121.77	\$ 311,983.15	\$ 351,012.87	\$ 351,012.87	\$ -
Spfld Contract for Staff and Services	\$ 47,000.00	\$ 37,000.00	\$ -	\$ -	\$ -
TIP Software	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -
Rideshare Software/ Materials	\$ 24,000.00	\$ 11,986.47	\$ 15,000.00	\$ 20,000.00	\$ 5,000.00
Publications	\$ 1,000.00	\$ 245.30	\$ 1,000.00	\$ 1,000.00	\$ -
Office Supplies/Furniture	\$ 9,000.00	\$ 4,934.44	\$ 10,500.00	\$ 10,500.00	\$ -
Mapping	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -
Training	\$ 6,000.00	\$ 5,077.00	\$ 5,800.00	\$ 5,800.00	\$ -
Travel	\$ 14,501.00	\$ 8,029.16	\$ 14,501.00	\$ 14,501.00	\$ -
Dues	\$ 3,000.00	\$ 3,789.03	\$ 3,700.00	\$ 4,200.00	\$ 500.00
Postage	\$ 3,000.00	\$ 2,609.60	\$ 4,000.00	\$ 4,000.00	\$ -
Telephone/Internet	\$ 5,799.45	\$ 4,049.44	\$ 4,500.00	\$ 4,500.00	\$ -
Advertising	\$ 1,000.00	\$ 2,721.07	\$ 5,380.00	\$ 5,380.00	\$ -
Printing	\$ 15,000.00	\$ 5,211.64	\$ 21,000.00	\$ 21,000.00	\$ -
Food	\$ 2,500.00	\$ 3,053.29	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00
Computer Upgrades	\$ 4,000.00	\$ 3,683.49	\$ 4,000.00	\$ 4,000.00	\$ -
Software	\$ 5,000.00	\$ 742.89	\$ 5,000.00	\$ 2,000.00	\$ (3,000.00)
GIS Licenses	\$ 3,841.45	\$ 11,683.29	\$ 8,000.00	\$ 6,000.00	\$ (2,000.00)
Rent	\$ 11,000.00	\$ 12,961.00	\$ 11,964.00	\$ 14,000.00	\$ 2,036.00
Mileage	\$ 2,000.00	\$ 586.77	\$ 2,000.00	\$ 2,000.00	\$ -
Copy Machine Lease	\$ 2,500.00	\$ 2,650.08	\$ 2,650.00	\$ 3,750.00	\$ 1,100.00
Parking	\$ 3,000.00	\$ 39.00	\$ 3,000.00	\$ 500.00	\$ (2,500.00)
Aerial Photos	\$ 14,333.33	\$ -	\$ -	\$ -	\$ -
Travel Model Consultant	\$ 10,000.00	\$ 4,200.00	\$ 50,000.00	\$ 10,000.00	\$ (40,000.00)
Liability Insurance	\$ 1,000.00	\$ 964.00	\$ 1,000.00	\$ 1,100.00	\$ 100.00
Legal Fees	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 4,000.00	\$ -
Payroll Services	\$ 2,000.00	\$ 1,814.75	\$ 2,000.00	\$ 2,500.00	\$ 500.00
Audit	\$ 6,000.00	\$ -	\$ 7,000.00	\$ 4,750.00	\$ (2,250.00)
Infill Costs	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ -	\$ (1,375.00)
Accounting Services	\$ 6,000.00	\$ 3,500.00	\$ 6,000.00	\$ 6,000.00	\$ -
Equipment Repair	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
Workers Comp	\$ 1,112.00	\$ 1,165.00	\$ 1,112.00	\$ 1,400.00	\$ 288.00
Web Hosting	\$ 450.00	\$ 509.98	\$ 500.00	\$ 550.00	\$ 50.00
Data Storage/ Backup	\$ 693.00	\$ 933.90	\$ 1,200.00	\$ 2,000.00	\$ 800.00
IT Maintenance Contract	\$ 10,000.00	\$ 9,480.00	\$ 10,000.00	\$ 10,000.00	\$ -
Mobile Data Plans	\$ 1,620.00	\$ 1,225.50	\$ 1,620.00	\$ 1,620.00	\$ -
Fixed Route Transit Analysis			\$ 70,000.00	\$ 140,000.00	\$ 70,000.00
Board of Directors Insurance			\$ 3,000.00	\$ 2,200.00	\$ (800.00)
Travel Time Runs and Traffic Counts			\$ 20,000.00	\$ 20,000.00	\$ -
Statewide Passenger Rail Study (OTO portion)			\$ 20,000.00	\$ -	\$ (20,000.00)
TOTAL	\$ 595,347.00	\$ 458,204.24	\$ 700,314.87	\$ 709,763.87	\$ 9,449.00

BUDGET COMPARISON

FY 2012 Budget

July 1, 2011- June 30, 2012

Estimated Expenditures Continued

	FY 2010	FY 2011	FY 2012
Total OTO Expenditures	\$ 595,347.00	\$ 700,314.87	\$ 709,763.87
In-Kind Match, Direct Cost, Donated			9,449.00
Member Attendance at Meetings	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Direct Cost - MoDOT Salaries	\$ 15,429.00	\$ 15,977.00	\$ 15,977.00
Donated Ride Share Advertising	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
			-
			-
			-
TOTAL	623,776.00	729,291.87	738,740.87
			9,449.00

FTA 5307 Funds

Cost Category	FY 2010	FY 2011	FY 2012
CU Transit Salaries	\$ 106,600.00	\$ 109,798.00	\$ 113,641.00
TOTAL	\$ 106,600.00	\$ 109,798.00	\$ 113,641.00
			3,843.00
			3,843.00
TOTAL EXPENDITURES	730,376.00	839,089.87	852,381.87
Notes * Cost includes federal and required 20% matching funds.			13,292.00

Estimated Revenues

	FY 2010	FY 2011	FY 2012
Ozarks Transportation Organization			
Consolidated FHWA/FTA PL Funds**	\$ 499,019.00	\$ 582,995.09	\$ 590,992.70
Local Jurisdiction Match Funds	\$ 96,328.00	\$ 103,319.78	\$ 104,771.17
In-Kind Match, Direct Cost, Donated	\$ 28,429.00	\$ 28,429.00	\$ 28,977.00
City Utilities Match Funds		\$ 14,000.00	\$ 14,000.00
Total OTO Revenue	\$ 623,776.00	\$ 728,743.87	\$ 738,740.87
			9,997.00

	FY 2010	FY 2011	FY 2012
City Utilities Transit Planning			
5307	\$ 85,280.00	\$ 87,838.00	\$ 90,912.80
City Utilities Match	\$ 21,320.00	\$ 21,960.00	\$ 22,728.20
Total CU Revenue	\$ 106,600.00	\$ 109,798.00	\$ 113,641.00
			3,843.00

TOTAL REVENUE	\$ 730,376.00	\$ 838,541.87	\$ 852,381.87
Notes * Cost includes federal and required 20% matching funds.			13,840.00

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

BOARD OF DIRECTORS AGENDA 04/21/11; ITEM II.G.

Federal Functional Classification Change Application

Ozarks Transportation Organization (Springfield, MO Area MPO)

AGENDA DESCRIPTION:

Pursuant to §470.105.b listed below, the State of Missouri, in conjunction with OTO, must maintain a functional classification map. This map is different from the Major Thoroughfare Plan which is part of the Long Range Transportation Plan. The Federal Functional Classification System designates Federal Aid Highways, i.e. those eligible for federal funding. Please see the attached map and FHWA Functional Classification Guidelines for additional information.

As part of the 2009 Planning Certification Review, it was recommended that OTO should take ownership of the functional classification process for the Springfield metropolitan planning area (i.e., OTO Board review and approve all changes).

The attached application is intended to serve as the process for changes to the Federal Aid Functional Classification.

§470.105 Urban area boundaries and highway functional classification.

b. Highway Functional Classification.

1. (1) The State transportation agency shall have the primary responsibility for developing and updating a statewide highway functional classification in rural and urban areas to determine functional usage of the existing roads and streets. Guidance criteria and procedures are provided in the FHWA publication "Highway Functional Classification -- Concepts, Criteria and Procedures." The State shall cooperate with responsible local officials, or appropriate Federal agency in the case of areas under Federal jurisdiction, in developing and updating the functional classification.
2. The results of the functional classification shall be mapped and submitted to the Federal Highway Administration (FHWA) for approval and when approved shall serve as the official record for Federal-aid highways and the basis for designation of the National Highway System.

§470.103 Definitions.

Cooperation means that the parties involved in carrying out the planning, programming and management systems processes work together to achieve a common goal or objective.

Federal-aid highways means highways on the Federal-aid highway systems and all other public roads not classified as local roads or rural minor collectors.

Responsible local officials means --

1. In urbanized areas, principal elected officials of general purpose local governments acting through the Metropolitan Planning Organization designated by the Governor, or
2. In rural areas and urban areas not within any urbanized area, principal elected officials of general purpose local governments.

TECHNICAL PLANNING COMMITTEE RECOMMENDATION:

The Technical Planning Committee unanimously recommend approval of the attached application.

BOARD OF DIRECTORS ACTION REQUESTED:

That a member of the Board Directors makes one of the following motions:

“Move to approve the attached application as the process for amending the Federal Functional Classification of a roadway within the OTO planning area.”

OR

“Move to return to staff the attached application in order to _____”



117 Park Central Square, Suite 107, Springfield, MO 65806
Phone 417.836.5442 Fax 417.836.6013

Application Federal Functional Classification Change

Instructions

Please use this form to submit a reclassification request for an existing roadway or to classify a planned roadway. To better process your application, please fill out the form completely. Upon completion, save the document and email it to staff@ozarkstransportation.org or fax it to (417) 862-6013. After receiving the request, OTO will reply with an e-mail notice of the approximate time frame of review and pending approval.

Application Information

Date: [Click **here** and type today's date]

Contact Information

Name: [Click **here** and type name]
Title: [Click **here** and type title]
Agency: [Click **here** and type agency name]
Street Address: [Click **here** and type street address]
[Click **here** and type street address]
City/State/Zip: [Click **here** and type city, state and zip code]
Email: [Click **here** and type email address]
Phone: [Click **here** and type phone number]
Fax: [Click **here** and type fax number]

Roadway Data

Roadway Name: [Click **here** and type roadway name]
Termini of Roadway
 From: [Click **here** and type the starting point of the road]
 To: [Click **here** and type the ending point of the road]
Length (miles): [Click **here** and type mileage]
Number of Lanes: [Click **here** and type number of lanes]
Lane Width: [Click **here** and type lane width]
Traffic Volume (AADT): [Click **here** and type traffic counts]

Is the roadway existing or a future road? If a future road, describe how the project is committed to locally (provide documentation) and state the anticipated date for the start of construction.

[Click **here** and type explanation]

Classification Change

Type of Area	Rural or Urban
Current Classification	[Click here and type classification being requested]
Requested Classification:	[Click here and type classification being requested]

Justification

Explain why the roadway classification should be revised.

[Click **here** and type explanation]

Are there any new developments (residential or commercial) or changes in land usage that will alter the demand on this roadway?

[Click **here** and type answer and explanation]

Will this roadway provide direct access to any points of activity: business parks, industries, shopping centers, etc?

[Click **here** and type answer and explanation]

Is the demand on this roadway changing or is the existing demand inconsistent with its current classification?

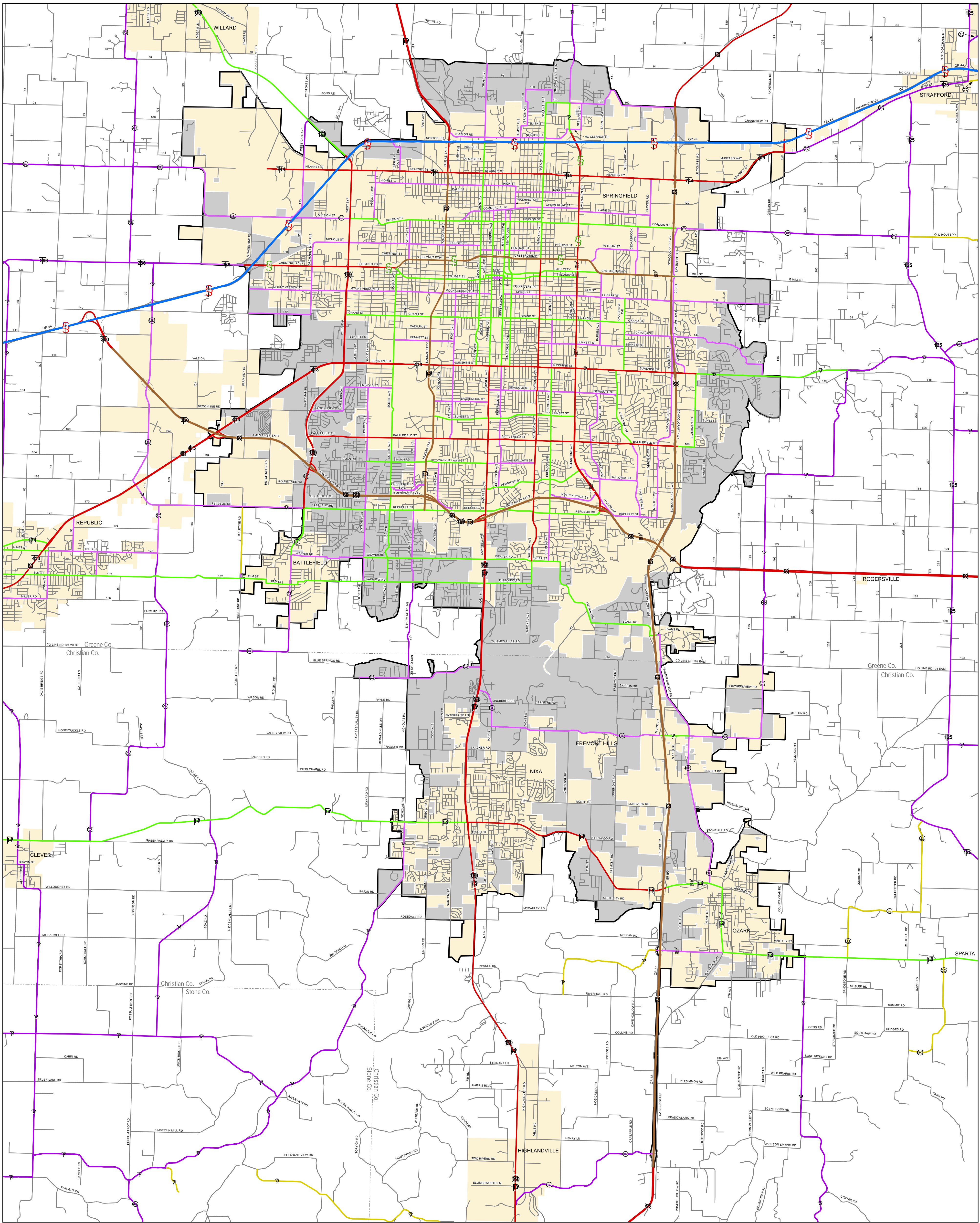
[Click **here** and type answer and explanation]

Additional information you would like to include.

[Click **here** and type additional information]

Functional Reclassification Process (minimum timeframe is 4 months)

1. **Application.** Applications are accepted at any time for a functional classification change. However, it will not be placed on the Technical Committee Agenda unless received at least two weeks prior to the meeting date. A general call for applications will be made annually in October.
2. **Technical Committee.** The request will be heard at the next available Technical Committee meeting. The Technical Committee will hear the item and make recommendation to the Board of Directors. The Technical Committee may decide to table the item until a future meeting.
3. **Board of Directors.** After a recommendation is made by the Technical Committee, the Board will approve or deny the request. If the request is approved, it will be forwarded to MoDOT and FHWA.
4. **FHWA.** FHWA requires a minimum of 45 days to review the request. A notice of determination will be given to OTO. OTO will forward the notice to the requesting agency



FUNCTIONAL CLASS		Approx. Mileage*	% of Total	% Guidelines
Principal Arterial				
Interstate		12.701		
Other Freeway and Expressway		46.814		
Other Principal Arterial		75.681		
Principal Arterial Sub-Total		135.196	9.36	5-10
Minor Arterial				
		89.645		
All Arterial Sub-Total		224.841	15.57	15-25
Collector				
		123.454	8.55	5-10
Local				
		1095.440	75.88	65-80
Total Urban		1443.735		

*Only East and South directions used in mileage estimates. Estimates include proposed mileage.

CITY

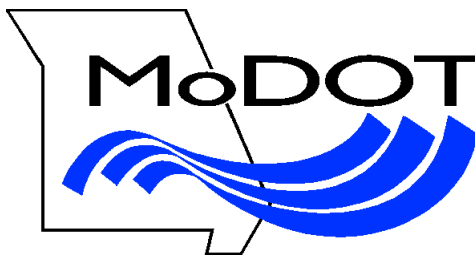
URBAN AREA

Functional Classification System

SPRINGFIELD

Christian County
Greene County

Missouri



Transportation Planning
2217 St. Mary's Blvd.
Jefferson City, MO 65109
Phone (573) 751-5100
Fax (573) 526-8052

Approved May 7, 2008

FHWA Functional Classification Guidelines

Concepts, Criteria and Procedures

SECTION I - INTRODUCTION

This reference manual includes sections on (1) concepts of functional highway classification and functional system characteristics and (2) suggested procedures for functional highway classification in rural, small urban and urbanized areas. The material herein is adapted from two previous FHWA manuals concerned with functional highway classification. The relationship of this manual to these previous documents is discussed below.

Two nationwide studies of functional highway classification were conducted during the period 1969-1971. The first of these, using criteria and procedures specified in the 1968 National Highway Functional Classification Study Manual, called for the functional classification of existing (1968) highways. The second study was carried out in accordance with procedures specified in the National Highway- Functional Classification and Needs Study Manual (1970 to 1990) . This latter study used the same functional classes and basic functional criteria as the first study, but provided for the classification to be based on projected 1990 facilities and usage.

The Federal-Aid Highway Act of 1973 required the use of functional highway classification to update and modify the Federal-aid highway systems by July 1, 1976. This legislative requirement is still effective today. Also a number of States have adapted the functional classes and criteria from these studies for their own purposes. For both these reasons, a need has developed for a republication of the functional classification concepts and criteria that were expressed in the aforementioned manuals, without the reference to specific study requirements that pertained in those manuals.

The functional classes and their characteristics defined in this manual are, for the most part, identical to those in the predecessor manuals. Text has been reworded only to the extent necessary for consistency and clarity and to delete reference to the original studies. The discussion of functional classification concepts is taken intact from the earlier of the two manuals.

Also included herein is a discussion of suggested classification procedures for rural, small urban and urbanized areas, which derives from the predecessor manuals, relying largely, in fact, on their original wording. This approach therefore provides first, a description of suggested procedures for classifying an existing network, followed by procedural suggestions for developing an updated or "future year" classification.

Procedures for functional classification in urbanized areas should be developed within the framework of the continuing, comprehensive, and cooperative planning process carried out pursuant to Section 134 of Title 23, U.S. Code.

Section II - Concepts, Definitions, and System Characteristics

THE CONCEPT OF FUNCTIONAL CLASSIFICATION

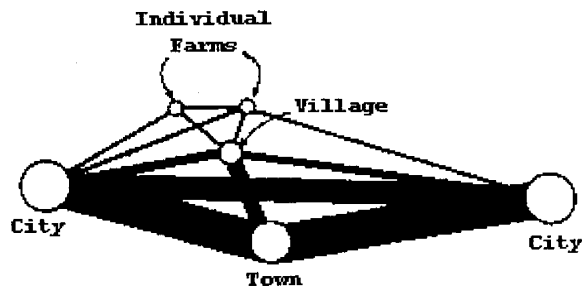
Functional classification is the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide. Basic to this process is the recognition that individual roads and streets do not serve travel independently in any major way. Rather, most travel involves movement through a network of roads. It becomes necessary then to determine how this travel can be channelized within the network in a logical and efficient manner. Functional classification defines the nature of this channelization process by defining the part that any particular road or street should play in serving the flow of trips through a highway network.

A schematic illustration of this basic idea is provided in Figure II-1. In the upper diagram, lines of travel desire are shown as straight lines connecting trip origins and destinations. Relative widths of lines indicate relative amounts of travel desire.

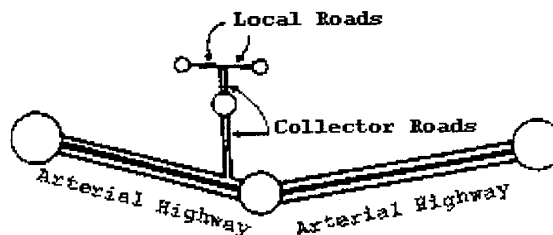
Relative sizes of circles indicate relative trip generating or attracting power of the places shown. Since it is impractical to provide direct-line connections for every desire line, trips must be channelized on a limited road network in a logical and efficient manner. This can be done as shown in the lower diagram of Figure II-1. Note that the heavy travel movements are directly served or nearly so; and that the lesser ones are channeled into somewhat indirect paths. The facilities shown in the diagram have been labeled local, collector and arterial; terms which are descriptive of their functional relationships. Note particularly that this hierarchy of functional types relates directly to the hierarchy of travel distances which they serve.

A more complete (though still schematic) illustration of a functionally classified rural network is shown in Figure II-2. Since the cities and larger towns generate and attract a large proportion of the relatively longer trips, the arterial highways generally provide direct service for such travel. The intermediate functional category, the collectors, serves small towns directly, connects them to the arterial network, and collects traffic from the bottom-level system of local roads, which serves individual farms and other rural land uses.

Figure II-1
Channelization of Trips



(A) Desire Lines of Travel



(B) Road Network provided

Figure II-2

Schematic Illustration of a Functionally Classified Rural Highway Network

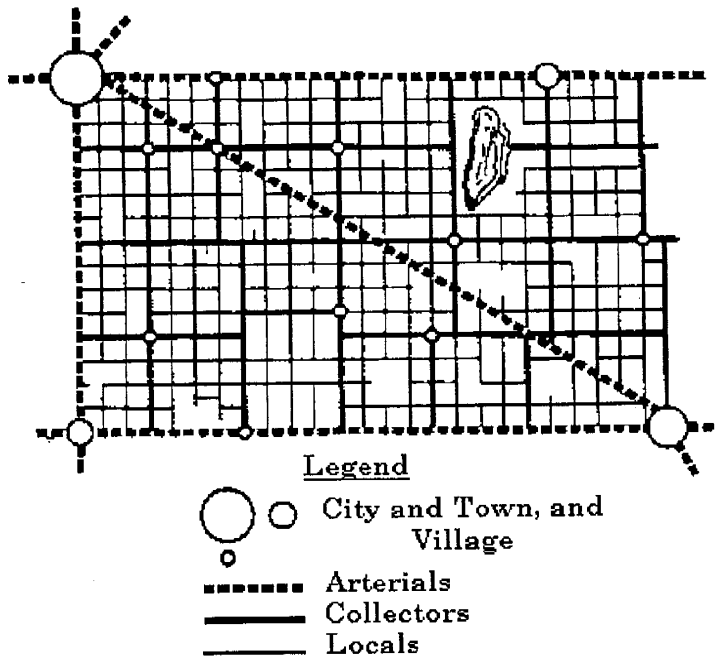
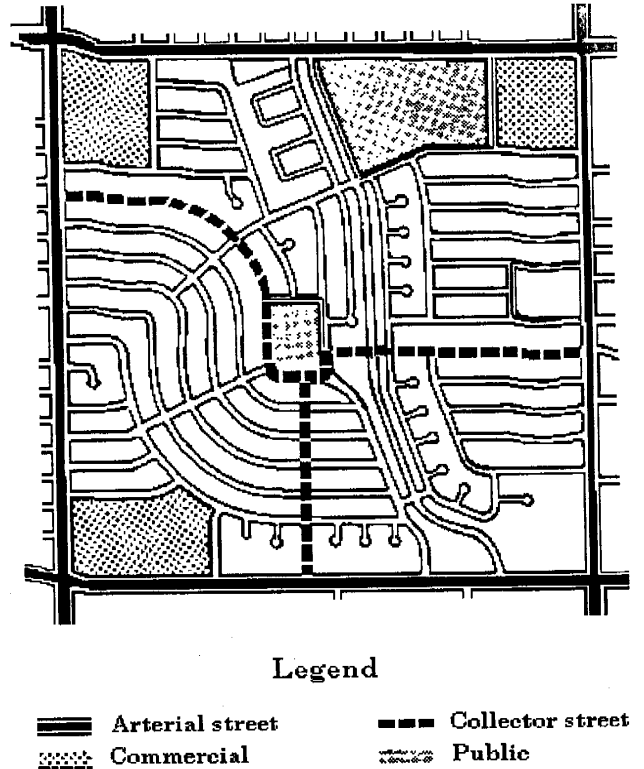


Figure II-3
Schematic of a Portion
of an
Urban Street Network



Although the above example has a rural setting, the same basic concepts apply in urban areas as well. A similar hierarchy of systems can be defined; however, because of the high intensity of land use and travel throughout an urban area, specific travel generation centers are more difficult to identify. In urban areas additional considerations, such as spacing, become more important in defining a logical and efficient network. A schematic illustration of a functionally classified urban street network is shown in Figure II-3.

Allied to the idea of traffic channelization is the dual role the highway network plays in providing (1) access to property, and (2) travel mobility. Access is a fixed requirement, necessary at both ends of any trip. Mobility, along the path of such trips, can be provided at varying levels, usually referred to as "level of service." It can incorporate a wide range of elements (e.g., riding comfort and freedom from speed changes) but the most basic is operating speed or trip travel time.

It was pointed out in the discussion of Figure II-1 that the concept of traffic channelization leads logically not only to a functional hierarchy of systems, but also to a parallel hierarchy of relative travel distances served by those systems. This hierarchy of travel distances can be related logically to a desirable functional specialization in meeting the access and mobility requirements. Local facilities emphasize the land access function. Arterials emphasize a high level of mobility for through movement. Collectors offer a compromise between both functions. This is illustrated conceptually in Figure II-4.

Functional classification can be applied in planning highway system development, determining the jurisdictional responsibility for particular systems, and in fiscal planning. These applications of functional classification are discussed in "A Guide for Functional Highway Classification."¹

Figure II-4

Relationship of functionally Classified Systems in Serving Traffic Mobility and Land Access

AREA DEFINITIONS

Urban and rural areas have fundamentally different characteristics as to density and types of land use, density of street and highway networks, nature of travel patterns, and the way in which all these elements are related in the definitions of highway function. Consequently, this manual provides for separate classification of urban and rural functional systems.

Experience has shown that extensions of rural arterial and collector routes provide an adequate arterial street network in places of less than 5,000 population. Hence urban classifications as discussed herein are considered in the context of places of 5,000 population or more.

Urban areas are defined in Federal-aid highway law (Section 101 of Title 23, U.S. Code) as follows:

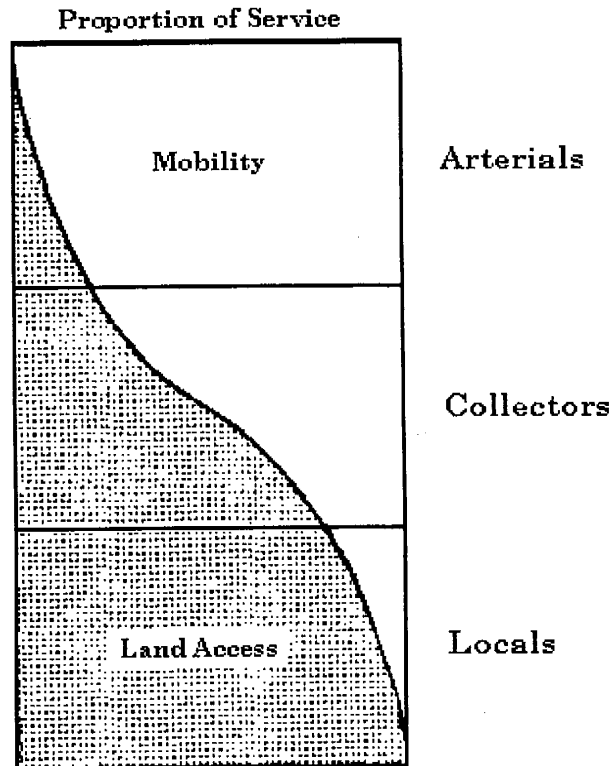
"The term 'urban area' means an urbanized area or, in the case of an urbanized area encompassing more than one State, that part of the urbanized area in each such State, or an urban place as designated by the Bureau of the Census having a population of five thousand or more and not within any urbanized area, within boundaries to be fixed by responsible State and local officials in cooperation with each other, subject to approval by the Secretary. Such boundaries shall, as a minimum, encompass the entire urban place designated by the Bureau of the Census."

For clarity and simplicity this reference manual will use the following terminology, which is consistent with the above definition.

Small urban areas are those urban places, as designated by the Bureau of the Census having a population of five thousand (5,000) or more and not within any urbanized area.

Urbanized areas are designated as such by the Bureau of the Census.

Rural areas comprise the areas outside the boundaries of small urban and urbanized areas, as defined above.



FUNCTIONAL SYSTEM CHARACTERISTICS

The following pages are devoted to separate descriptions of the characteristics of the basic functional systems and their subsystems for (1) rural areas, (2) urbanized areas, and (3) small urban areas. The primary functional categories used for each of the three area types are presented in Table II-1.

Table II-1 -- The Hierarchy of functional systems

Rural areas	Urbanized areas	Small Urban areas
Principal arterials	Principal arterials	Principal arterials
Minor arterial roads	Minor arterial streets	Minor arterial streets
Collector roads	Collector streets	Collector streets
Local roads	Local streets	Local streets

Since there is a wide variation in the characteristics and magnitude of service provided by each of these basic functional systems, further stratification of routes in these systems is prescribed to insure greater adaptability for subsequent use. In rural areas, routes on the principal arterial system are subclassified as Interstate and other principal arterials; and routes on the collector road system are subclassified as major collector roads and minor collector roads. In urbanized and small urban areas, the routes on the principal arterial system are subclassified as Interstate, other freeways and expressways, and other principal arterials.

Functional Systems for Rural Areas

Rural roads consist of those facilities that are outside of small urban and urbanized areas, as previously defined. They are classified into four major systems: Principal arterials, minor arterial roads, major and minor collector roads, and local roads.

Rural principal arterial system

The rural principal arterial system consists of a connected rural network of continuous routes having the following characteristics:

1. Serve corridor movements having trip length and travel density characteristics indicative of substantial statewide or interstate travel.
2. Serve ² all, or virtually all, urban areas of 50,000 and over population and a large majority of those with population of 25,000 and over.
3. Provide an integrated network without stub connections except where unusual geographic or traffic flow conditions dictate otherwise (e.g., international boundary connections and connections to coastal cities).

In the more densely populated States, this system of highway may not include all heavily traveled routes which are multi-lane facilities. It is likely, however, that in the majority of States the principal arterial system will include all existing rural freeways.

The principal arterial system is stratified into the following two subsystems:

Interstate System.--The Interstate System consists of all presently designated routes of the Interstate System.

Other principal arterials.--This system consists of all nonInterstate principal arterials.

Rural minor arterial road system

The rural minor arterial road system should, in conjunction with the principal arterial system, form a rural network having the following characteristics:

1. Link cities and larger towns³ (and other traffic generators, such as major resort areas, that are capable of attracting travel over similarly long distances) and form an integrated network providing interstate and intercounty service.
2. Be spaced at such intervals, consistent with population density, so that all developed areas of the State are within a reasonable distance of an arterial highway.
3. Provide (because of the two characteristics defined immediately above) service to corridors with trip lengths and travel density greater than those predominantly served by rural collector or local systems. Minor arterials therefore constitute routes whose design should be expected to provide for relatively high overall travel speeds, with minimum interference to-through movement.

Rural collector road system

The rural collector routes generally serve travel of primarily intracounty rather than statewide importance and constitute those routes on which (regardless of traffic volume) predominant travel distances are shorter than on arterial routes. Consequently, more moderate speeds may be typical, on the average.

In order to define more clearly the characteristics of rural collectors, this system should be subclassified according to the following criteria:

Major collector roads.--These routes should: (1) Provide service to any county seat not on an arterial route, to the larger towns not directly served by the higher systems, and to other traffic generators of equivalent intracounty importance, such as consolidated schools, shipping points, county parks, important mining and agricultural areas, etc.; (2) link these places with nearby larger towns or cities, or with routes of higher classification; and (3) serve the more important intracounty travel corridors.

Minor collector roads.--These routes should: (1) Be spaced at intervals, consistent with population density, to collect traffic from local roads and bring all developed areas within a reasonable distance of a collector road; (2) provide service to the remaining smaller communities; and (3) link the locally important traffic generators with their rural hinterland.

Rural local road system

The rural local road system should have the following characteristics: (1) Serve primarily to provide access to adjacent land; and (2) provide service to travel over relatively short distances as compared to collectors or other higher systems. Local roads will, of course, constitute the rural mileage not classified as part of the principal arterial, minor arterial, or collector systems.

Extent of rural systems

The systems criteria above have been expressed primarily in qualitative, rather than quantitative terms. Because of varying geographic conditions (population density, spacing and size of cities, density and pattern of road network) it is not feasible to define uniform nationwide criteria on size of population centers, on trip length and traffic volume, or on spacing of routes, that would apply to all systems in all States. The results of classification studies conducted in many States throughout the country do, however, show considerable consistency in the relative extent of each system, expressed as a percentage of total rural road mileage.

Systems developed using the criteria herein are generally expected,

Table II-2 – Guidelines on extent of rural functional systems

System	Range (percent)	
	VMT	Miles
Principal arterial system	30-55	2-4
Principal arterial plus minor arterial road system	45-75	6-12*
Collector road system	20-35	20-25
Local road system	5-20	65-75

* With most states falling in the 7-10 percent range.

in all States except Alaska and Hawaii, to fall within the percentage ranges shown in Table 11-2. The higher values in Table 11-2 would apply to States which have a less extensive total road network than is typical of States of similar population density. In States having a more extensive total network, the lower values would be expected to apply. The range of percentages for rural collectors is for the total mileage of both major and minor collector roads, and applies to the statewide rural mileage totals; the percentage in any particular

county may vary considerably from the statewide average. Areas having an extensive grid pattern of roads will usually have a lesser percentage of collectors than areas wherein geographic conditions have imposed a restricted or less regular pattern of road development.

Functional Systems in Urbanized Areas

The four functional systems for urbanized areas are urban principal arterials, minor arterial streets, collector streets, and local streets. The differences in the nature and intensity of development between rural and urban areas cause these systems to have characteristics that are somewhat different from the correspondingly named rural systems.

Urban principal arterial system

In every urban environment there exists a system of streets and highways which can be identified as unusually significant to the area in which it lies in terms of the nature and composition of travel it serves. In smaller urban areas (under 50,000) these facilities may be very limited in number and extent and their importance may be primarily derived from the service provided to travel passing through the area. In larger urban areas their importance also derives from service to rural oriented traffic, but equally or even more important, from service for major movements within these urbanized areas.

This system of streets and highways is the urban principal arterial system and should serve the major centers of activity of a metropolitan area, the highest traffic volume corridors, and the longest trip desires; and should carry a high proportion of the total urban area travel on a minimum of mileage. The system should be integrated, both internally and between major rural connections.

The principal arterial system should carry the major portion of trips entering and leaving the urban area, as well as the majority of through movements desiring to bypass the central city. In addition, significant intra-area travel, such as between central business districts and outlying residential areas .. between major inner city communities, or between major suburban centers should be served by this system. Frequently the principal arterial system will carry important intraurban as well as intercity bus routes. Finally, this system in small urban and urbanized areas should provide continuity for all rural arterials which intercept the urban boundary.

Because of the nature of the travel served by the principal arterial system, almost all fully and partially controlled access facilities will be part of this functional system. However, this system is not restricted to controlled access routes. In order to preserve the identification of controlled access facilities, the principal arterial system is stratified as follows: (1) Interstate, (2) other freeways and expressways, and (3) other principal arterials (with no control of access).

The spacing of urban principal arterials will be closely related to the trip-end density characteristics of particular portions of the urban areas. While no firm spacing rule can be established which will apply in all, or even most circumstances, the spacing of principal arterials (in larger urban areas) may vary from less than one mile in the highly developed central business areas to five miles or more in the sparsely developed urban fringes.

For principal arterials, the concept of service to abutting land should be subordinate to the provision of travel service to major traffic movements. It should be noted that only facilities within the "other principal arterial" system are capable of providing any direct access to adjacent land, and such service should be purely incidental to the primary functional responsibility of this system.

Urban minor arterial street system

The minor arterial street system should interconnect with and augment the urban principal arterial system and provide service to trips of moderate length at a somewhat lower level of travel mobility than principal arterials. This system also distributes travel to geographic areas smaller than those identified with the higher system.

The minor arterial street system includes all arterials not classified as a principal and contains facilities that place more emphasis on land access than the higher system, and offer a lower level of traffic mobility. Such facilities may carry local bus routes and provide intra-community continuity, but ideally should not penetrate identifiable neighborhoods. This system should include urban connections to rural collector roads where such connections have not been classified as urban principal arterials.

The spacing of minor arterial streets may vary from 1/8 - 1/2 mile in the central business district to 2 - 3 miles in the suburban fringes, but should normally be not more than 1 mile in fully developed areas.

Urban collector street system

The collector street system provides both land access service and traffic circulation within residential neighborhoods, commercial and industrial areas. It differs from the arterial system in that facilities on the collector system may penetrate residential neighborhoods, distributing trips from the arterials through the area to the ultimate destination. Conversely, the collector street also collects traffic from local streets in residential neighborhoods and channels it into the arterial system. In the central business district, and in other areas of like development and traffic density, the collector system may include the street grid which forms a logical entity for traffic circulation.

Urban local street system

The local street system comprises all facilities not on one of the higher systems. It serves primarily to provide direct access to abutting land and access to the higher order systems. It offers the lowest level of mobility and usually contains no bus routes. Service to through, traffic movement usually is deliberately discouraged.

Extent of mileage and travel on urban systems

Table II-3 contains guideline ranges of travel volume (VMT) and mileage of each of the four functional systems for urbanized areas. Systems developed for each area using the criteria herein will usually fall within the percentage ranges shown.

Table II-3 -- Guidelines on extent of urban functional systems

Functional System for Small Urban Areas

The systems and their characteristics listed for urbanized areas are also generally applicable to small urban areas. The basic difference is that, by nature of their size, many small urban areas will not generate internal travel warranting urban principal arterial service.

Thus the principal arterial system for small urban areas will largely consist of extensions of rural arterial into and through the areas. In many instances, these extensions will be located so as to relieve critical sections of the street system while providing efficient movement of travel around (e.g., bypasses) and through the area. The larger urban areas within this population group, particularly those above 25,000 population, may have major activity centers which warrant principal arterial service in addition to that provided by extensions of rural arterials.

System	Range (percent)	
	VMT	Miles
Principal arterial system	40-65	5-10
Principal arterial plus minor arterial street systems	65-80	15-25
Collector street system	5-10	5-10
Local street system	10-30	65-80

The characteristics for the minor arterial street systems, collector street systems, and local street systems in small urban areas are similar to those for urbanized areas.

Special Urban-Rural Identification

The criteria in this section define urban and rural streets and highways according to their functional character. To assure continuity of the rural arterial systems through urban areas, it is desirable to doubly identify (as indicated below) the urban arterials which form connecting links of the rural arterials. The term "connecting links" means those urban routings which will provide rural-to-rural continuity for the rural arterial systems. A connecting link may traverse the urban area from one boundary to another, or may simply connect to another previously delineated connecting link. (The mileage of any connecting link should not be included more than once.) The necessary continuity may be provided by loop or bypass routes. It is recommended that the identification be made after both the urban and rural functional classifications have been accomplished.

As specified in the systems characteristics in this section, connecting links for the rural principal and minor arterial systems will be on the urban principal arterial system (continuity for the rural Interstate will, of course, be provided by urban Interstate). Connecting links for rural principal arterials should be identified

prior to selecting those for minor arterials. The routing of the connecting link for a rural principal arterial should normally be fairly direct, while that for a rural minor arterial may involve some indirection of travel.

The following categories are to be used in identifying these connecting links on the urban principal arterial system:

1. Other freeways and expressways:

- Connecting links of non-Interstate rural principal arterials
- Connecting links of rural minor arterials
- Other urban principal arterials:
- Connecting links of other rural principal arterials
- Connecting links of rural minor arterials

Classification Criteria for Alaska, Hawaii, and Puerto Rico

The classification of rural and urban systems in Alaska, Hawaii, and Puerto Rico can generally be consistent with the functional system characteristics described in the preceding sections. However, there may be roads on small islands or in other areas that are isolated from the remaining parts of the State or Commonwealth, and none of these roads may meet the criteria for classification as arterial because of the absence of long-distance, through trips. Conversely, there may be undeveloped areas that have very few miles of collector and local roads. Thus, because of the considerably different geographic conditions existing in these areas as compared to the other 48 States, the systems extent for the rural functional classes may vary from that shown in Table II-2. The systems extent for the urban functional classes should be fairly consistent with that shown in Table II-3.

Footnotes

1. *A Guide for Functional Highway Classification*, prepared by a joint subcommittee of the American Association of State Highway Officials, the National Association of Counties, and the National Association of County Engineers (1964).
(Originally footnote 1 on page II-5).
2. The term "serve" is difficult to define on a national basis since it varies according to the size of the urban area, the functional system under consideration, and the effects of natural barriers where they exist. As a guide the rural principal arterial system may be considered to "serve" an urban area if the system either penetrates the urban boundary, or comes within 10 miles of the center of the place and is within 20 minutes travel time (offpeak periods) of the center of the place via a minor arterial highway. The rural minor arterial road system "serves" an urban area if the system either penetrates or comes within 2 miles of the urban boundary.
(Originally footnote 1 on page II-9).
3. The definition of a "large" town, in terms of population, cannot be arbitrarily determined in such a way as will fit all States. It can be determined in a given State during the classification process by building the system "from the top down," in terms of size of places served, and evaluating successive system increments on a diminishing returns basis, in terms of population service or traffic service. This is discussed in greater detail in Section III.
(Originally footnote 2 on page II-9).

SECTION III - SUGGESTED PROCEDURES FOR RURAL, SMALL URBAN AREA AND URBANIZED AREA CLASSIFICATION

This section suggests procedures for classifying all roads and streets into functional systems for rural, small urban and urbanized areas, based on the most logical use of the existing facilities ¹ to serve present travel. Separate procedures are presented for rural, small urban and urbanized areas. In addition, for each of these areas, procedures are given for a functional classification of existing conditions. Also, for each of those areas, procedures are given for a functional classification based on projected facilities and usage for some "future year."

While the basic concepts and functional criteria for the development of a "future year" functional classification plan are the same as those for a functional classification of existing facilities, it will differ in two basic respects: (1) It should be based on projected "future year" population, land use and travel; and (2) it will include, in addition to existing facilities, such projected totally new facilities as will be needed to serve "future year" land use and travel. Some of this new mileage will consist of new streets in expanding urban areas.

Beltways and bypasses in smaller cities will constitute another major category of new mileage. In addition, some new routes may be needed to serve planned and committed new recreational areas or new towns. A final category of additional, though in one sense not "new," facilities will be those representing relocation of existing facilities, in cases where adequate standards cannot be provided on the original location, or where an existing routing is excessively circuitous.

In developing a "future year" classification, consideration should be given to the impact of foreseeable developments in other modes of transportation. On statewide systems, especially in heavily traveled intercity corridors, the influence of highspeed rail service and improved air service can be estimated through travel forecasts to the extent they are quantifiable. Such influences will probably have more impact on the needed capacity of highway facilities than on the actual system configuration.

"Future Year" - Functional Classification

When a functional classification is made based on a "future year," a projection of population should be made.

As was pointed out in Section II, the identification of population centers is essential in the functional classification concept. When a "future year" functional classification is made, population estimates for that "future year" should be prepared for all areas that are expected to be urban as well as for the remaining rural subareas.

Each populated place presently containing less than 5,000 persons and not included within the delimited boundary of a "future year" urbanized area, should be examined to determine whether its anticipated population growth to the "future year" will result in its classification as a small urban area. In addition, certain presently rural areas (i.e., suburban development, new towns, etc.) should be examined to determine those which will qualify as small urban areas due to expected population increases by the "future year."

The base for a "future year" population should be the most recent Decennial Census. As applicable, the total State regional and national "future year" populations should be given consideration when estimating populations of the individual urbanized and small urban areas in order that the estimates will be reasonable and consistent. Consequently, in making "future year" urban estimates, it will be necessary to develop them coincidentally with and in relation to the total "future year" State population projections and the projections for the remaining rural population (including those places from 2, 500 to 4,999 population).

A considerable amount of population data is available in the States through the urban transportation studies, from previous functional classification studies (see page I-1) , and from agencies preparing current population estimates for the various States.

Because of the variety of kinds of population forecasts and sources of forecasting advice and assistance that are available to the States, no single forecasting procedure is suggested in this manual. Of foremost importance in any procedure is the maintenance of a sound overall perspective. Specifically, the aggregate

of individual place projections must stand the test of reasonableness in terms implied overall trends for urbanized areas, for small urban areas by size group, and for rural area density.

To assure reasonable distribution of total projected population by the above categories an iterative approach with feedback tests is necessary, particularly, in some States, when a very large proportion of the total population growth will occur in urbanized areas. Proportionally small variances in forecasts for these places can have a disproportionate effect on residual values applicable to small urban places and rural areas. Hence a stepdown residual forecasting procedure without feedback should be avoided.

CLASSIFICATION PROCEDURES FOR RURAL SYSTEMS

Rural classification procedures apply to those areas outside of urbanized or small urban area boundaries, although many rural routes particularly arterials, continue into or through the latter areas.

Identifying and Ranking Population Centers and Other Travel Generators

The procedure for rural functional classification, as outlined in this subsection, initially involves connecting traffic generators in such a manner as to logically channelize the trips on the road network. Since most trips begin or end in a city or town, population centers are the primary traffic generators considered. However, since travel is also generated by recreation areas, such as National parks, ski resorts, lakes, and beaches, that have little resident population, instructions are included here for comparing the importance of these areas to that of a city or town.

The population of a place generally reflects its capacity for generating and attracting travel. Socio-economic factors, such as trade, employment, etc., may also indicate the importance of a place in relation to intercity travel. Urban areas of similar population and economic activity (and consequently travel generation and attraction) should be identified and service provided to them by routes of the same statewide functional system.

Ranking of population centers, usually on the basis of population is an initial step in the classification process. Available socio-economic data (e.g., sales tax receipts, retail trade, employment, etc.) may be used along with population in this ranking if the State feels that such factors are significant for the area under study. Each urban area should be treated as one center, even if several jurisdictional units are involved and even if part of the population is in an adjoining State.

Since this ranking process is one of the means of determining the population centers for which service by a particular functional system is to be provided, all places thought qualified for service by the major collector road or any higher system should be ranked.

Major travel generators other than cities, such as recreation areas (National and State parks, State fairgrounds, ski resorts, lakes, beaches, etc.) and military installations should be treated separately during the ranking process because of their unique, predominant land activity. Usual trip generation yardsticks, such as population, employment, and related factors which measure the socio-economic status of the area and its population, are not applicable to such generators because of their atypical travel generation potential. For example, National parks and State fairgrounds contain little or no resident population and, in general, contain no commercial or industrial activity other than facilities to serve tourists. Hence, these centers require that other data be employed during the ranking process.

For purposes of functional classification, the annual number of visitors to such a recreation area can be equated to an urban area's population as shown in Figure III-1. The recreation area can then be grouped with population centers of similar trip generation potential, and service provided by the same functional system.

FIGURE III-1

VISITATION VS. EQUIVALENT POPULATION
FOR RANKING RECREATION GENERATORS

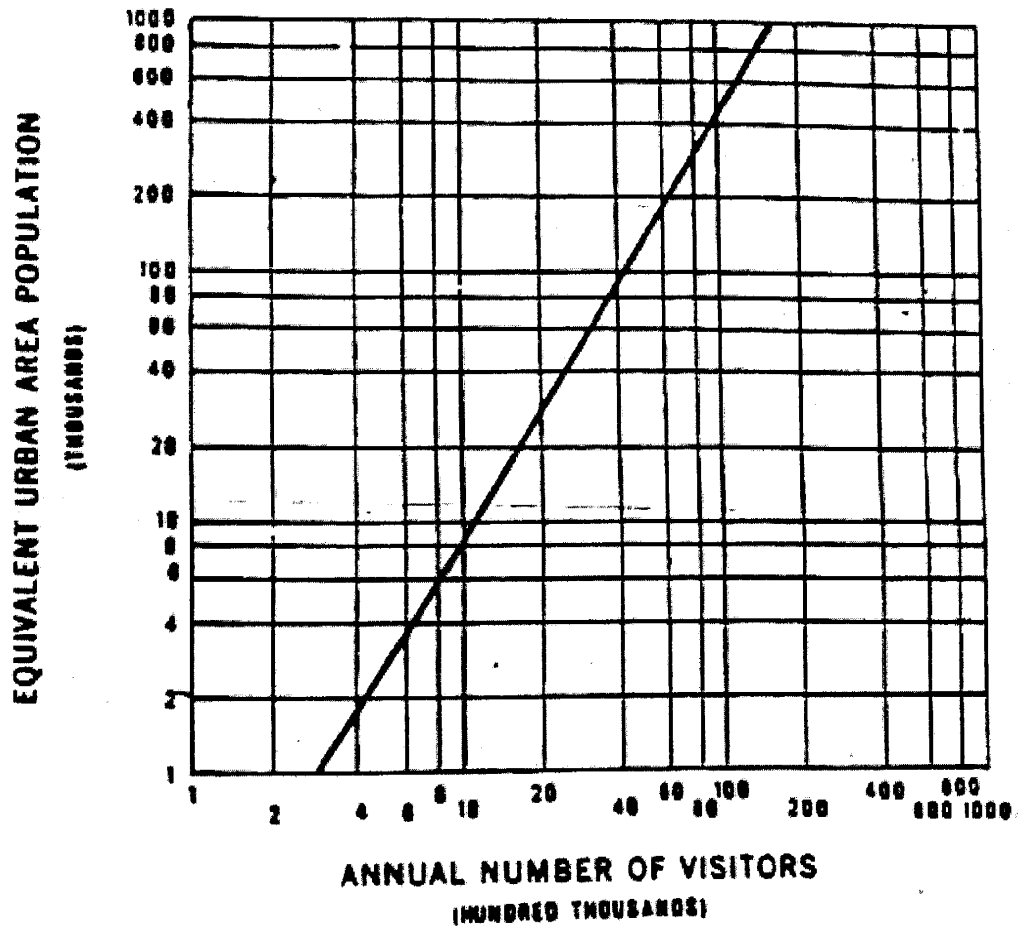


Figure III-1 - Visitation VS. Equivalent Population For Ranking Recreation Generators

Where several recreation areas are located close together and can be served by only one possible route, such as on a coastal peninsula or in a mountainous area, the equivalent populations may be combined in ranking the area.

Visitation data for recreation areas administered by the State and Federal Governments should be available from the Bureau of Outdoor Recreation liaison officer in each State.

The importance of recreation and other generators can be inferred from traffic flow data if there are no other data available for ranking purposes.

Classification of Rural Systems

As stated earlier, the procedure for rural functional system classification initially involves connecting traffic generators in such a manner as to logically channelize the trips on the road networks. The preceding discussion explains procedures for ranking population and other centers of traffic generation. These

procedures do not eliminate judgment from the classification process, but when used as a guide they do help to apply judgment in a sound and orderly fashion.

Rural principal and minor arterial systems

The procedures for functional classification of rural roads into the principal arterial and minor arterial systems are described in the following enumerated steps:

1. One of the initial steps in the classification of rural routes is the preparation of road network maps. Maximum use should be made of existing maps although reference to administrative or jurisdictional systems should not be considered in the classification process.
2. Rank travel generators as described in the immediately preceding pages. Plot generators graphically, in order to ranking, and divide into groups, with centers of similar rank in each grouping, as illustrated in Figure 111-2. While no hard and fast rules apply, six to eight groupings will usually be typical. Too many are better than too few, particularly toward the lower end of the scale. This ranking and grouping will aid in determining which centers qualify for minor arterial service or major collector service, and which will be adequately served by minor collector roads.
3. Identify pertinent travel generators in adjoining States. Judgement should be used in selecting the centers to be included. Larger out-of-State generators have traffic attraction relationships over a considerable distance while smaller out-of-State generators may be of influence only when close to the State boundary. Fit these selected out-of-State generators into the appropriate size group determined for the in-State generators in Step 2 above.

FIGURE III-2

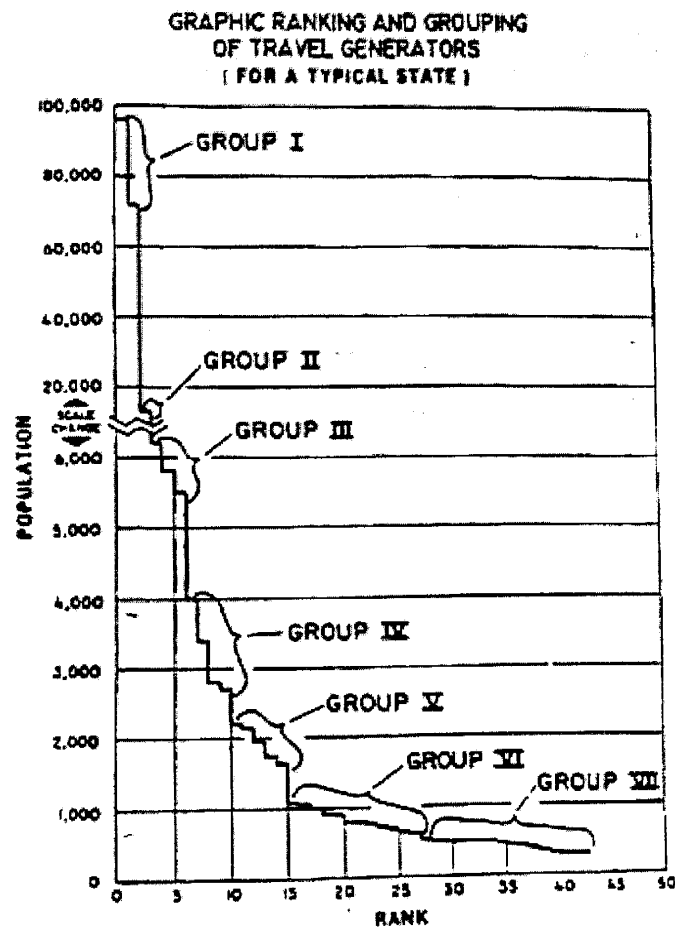


Figure III-3 - Visitation VS. Equivalent Population For Ranking Recreation Generators

4. Develop a map symbol (for example, a simple open or lightly shaded circle) for each size group of travel generators, with the size of the map symbol indicating the population range of centers in the group. Plot the generators on a statewide map. A tracing overlay superimposed on the statewide road map is recommended. The few pertinent out-of-State generators which may fall outside the State map can be dealt with by plotting them on a regional map. Once the appropriate routings to the out-of-State generators have been selected, they can be shown on the statewide map by placing arrows at the State line.
 5. Delineate urbanized area boundaries on the statewide map as accurately as practicable. (Subsequent accurate mileage determinations will probably require reference to large-scale maps, particularly when measuring mileages within urban limits.)
 6. Delineate all presently designated routes of the Interstate highway system.
 7. Select the remaining rural principal arterial routes and, following that, the rural minor arterial routes, in a general sequence that will "work down from the top" to reflect a gradation of the following route characteristics, considered in combination: (a) Size of travel generators connected; (b) predominant travel distances served; and (c) size of tributary area or "travel shed" served. The term "in sequence" does not mean an exact numerical ranking of routes since in many cases several routes may be deemed nearly equal in the above characteristics.
- The size of the travel generators being connected has been visually symbolized on the map. The predominant travel distance and size of the tributary area or "travel shed" can be inferred visually from the size of centers served, their spacing and orientation, and the size and shape of traffic flow bands of traffic maps.
 - Judgment must be exercised in determining which, among all possible connections, should be made, especially when dealing with medium-sized and smaller centers. It will be helpful to keep in mind that this procedure is based on an indirect and inferential approach to the traffic attraction between centers. Therefore, the traffic flow map will help to indicate which, of all possible connections, is the most significant for the level or size of center being considered. When medium and small-sized centers are under consideration, a connection with the nearest larger center is usually more significant than a connection with a center of equal size. Where alternatives are equal in terms of mileage, the most heavily traveled and the better improved route should normally be selected.
 - The termini for the routes being added to each system should be selected so that a continuous system is always maintained (i.e., each route is connected to routes of the same or higher level system).
 - Determine the total length of the rural principal arterial system in accordance with the system characteristics and the guide on system mileage extent in Section II, page II-11.
 - Determine the lower size limit of population centers to be served as a group by the minor arterial system. In the criteria for this system, the diminishing returns concept is mentioned. This means that in adding routes to a system, a point is reached at which the rate of increase in mileage begins to exceed markedly the rate of increase of highway service, indicating that the lower limit of the system under consideration has been determined. Figure 111-3, on which cumulative system mileage has been plotted against cumulative service as measured by vehicle miles of travel, is an illustration of this concept.
 - The concept illustrated in Figure 111-3 can be applied during the classification process by visual evaluation of the system map in conjunction with basic data on traffic flow and population. The following considerations, used in conjunction, should apply. First, as indicated in Section II, page 11-11, a combined mileage of rural principal arterial and minor arterial classes of between 7 and 10 percent of total rural mileage is the normal maximum extent. Considering this as the limit being approached, then: (1) Would adding routes to serve a next group of smaller generators result in adding a considerable mileage of routes carrying, as a group, substantially less traffic than routes already added? (2) Is the radius of traffic attraction of this next group of smaller generators, as implied by their size, their distance from larger generators, or by traffic flow data, substantially less than that of places already served? If the answer to either question is yes, then a logical lower limit of the minor arterial system has been reached, as far as service travel generators is concerned.

FIGURE III-3

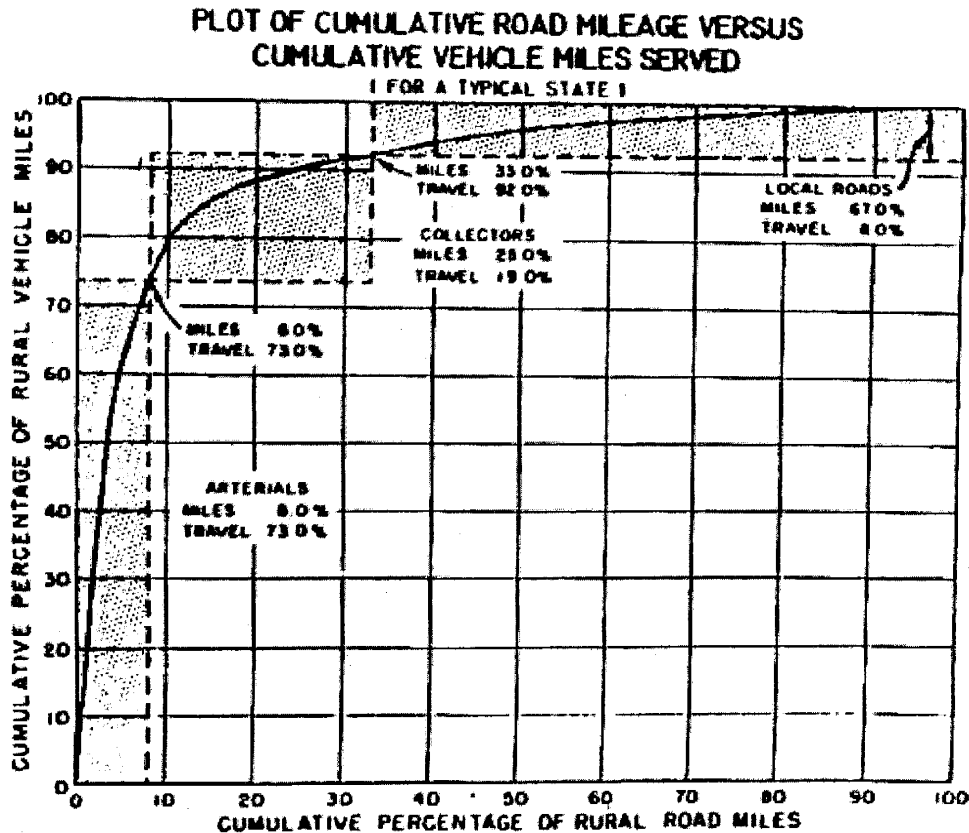


Figure III-3 - Plot of Cumulative Road Mileage Versus Cumulative Vehicle Miles Served

8. Add such other routes to the minor arterial system as are required by the defined system characteristics. Such routes will include:
 - a. (Service to corridor movements with trip lengths and volumes equivalent to those of routes already added, as determined from traffic flow maps.
 - b. Service to all areas of the State, with spacing of routes at reasonably consistent intervals, as tempered by consideration of population density.
 - c. Such additions as are clearly needed for adequate statewide continuity (but only where significant travel patterns serve to justify them).
9. Inclusion in the system of additional alternative routes is a problem that will occasionally arise. In most cases a single connection between two centers is all that is needed. Some instances where alternative routes may have to be considered are:
 - a. Where two apparently alternative routes are separated by geographic barriers and each is needed for minor arterial service to some qualified intermediate center or for connection to another intersected minor arterial route.
 - b. Where one major facility is a parkway from which commercial vehicles are excluded.
 - c. Where the total traffic volume cannot practicably be handled by one facility.
 - d. Where one facility is a toll road.

"future year" Classifications:

Studies conducted over the years have indicated a large degree of stability in the routes and corridor locations of arterial systems. To a considerable extent, centers of the lower size range of places served by these systems (especially minor arterial) are not undergoing great or rapid change. Furthermore, considering mere growth, per se; if all centers were growing in proportion, without causing significant shifts in travel linkages, such growth would not affect the functional relationships in the road network. There will,

however, be instances where smaller cities and towns, due to unique circumstances of location or activity, will be anticipated to undergo substantial growth. The same will apply, probably in greater degree, to other travel generators, especially recreation centers. These rapidly expanding generators will be of principal interest in reviewing the updated ranking of generators.

Generators other than population centers should be involved in the ranking of generators. Both in regard to population projections and in projecting these other generators, statewide and regional development agencies should be contacted to obtain information on development trends, available socio-economic forecasts, and statewide and regional development plans.

Visitation forecasts for important recreation centers should be obtained, or made if not available. Projections of visits should be reviewed to assure that individual forecasts are realistic in terms of use potential and that projected statewide totals reflect a growth rate consistent with overall travel growth. Figure III-1, page 111-5 may be used to obtain equivalent population to use in the ranking process.

Rural collector system

The step-by-step procedure just described for laying out the rural principal arterial and minor arterial systems can be extended in a qualitative sense, to the development of the rural collector system. However, precise quantitative data as to size of traffic generators and amount of traffic movement are usually not available to the same degree at the collector level. Also, population density and distribution and basic road patterns vary widely at this level. Accordingly, the procedure as described here is somewhat more generalized than that described for the higher systems. In any case, it should be borne in mind that what is being laid out is the backbone network of traffic circulation at the county or local level.

Before selecting any routes for the rural collector system a preliminary visual and mental assessment of the entire local picture should be made, considering the following:

1. Location of population centers (including county seats) not already served by the higher systems.
2. Location of important local traffic generators other than population centers: consolidated schools, shipping points, county parks, etc. Aerial photographs, where available, should prove helpful in locating these local traffic generators.
3. Location of any heavier-than-average corridor movements within the county, from traffic flow data.
4. Location of existing freeway interchanges or important river crossings that may be key location controls with regard to the collector system.
5. Rural population and land-use distribution within the county as regards uniform or nonuniform density of development.

Selection of major collector routes. --In many instances, selection of a few major collector routes can be made and shown on the statewide map which has been used to delineate the arterial systems. This is a practical matter of working with whatever map offers the most convenient scale. Completion of the collector classification, however, should be done on maps of county scale, preferably those of the county highway planning series. A mosaic of maps of the county being classified and the bordering counties will be helpful in determining the function of routes crossing the county line. The designated principal arterial and minor arterial systems and any collector routes already designated on the statewide map should be transferred to the county map before any additional routes are selected. The major collector routes should then be selected to accomplish the following:

1. Connect the county seats and the larger population centers not served by the higher systems with such systems and/or directly with nearby larger population centers served by those higher systems.
2. Link the more important local traffic generators with nearby population centers or with this or a higher system.
3. Serve corridor movements with traffic volumes and trip lengths comparable to those of major collector routes already selected.

Selection of minor collector routes. --The routes selected up to this point serve to connect population centers and other traffic generators of like magnitude. However, there will be many areas with clustered residents at considerable distance from the previously selected systems. Within reasonable economic limits, minor collector or "spacer" routes should be designated to serve these areas, interconnect the small communities, and link the locally important traffic generators with their rural hinterland.

These "spacer" routes should be selected so as to provide approximately equal distance between arterial or collector routes for equal rural population densities so that equitable service is provided to all rural areas of the State. The approximate population density within each area bounded by major collector or arterial routes can be determined, either from census data or by an approximate house count from the county highway map, and the existing spacing of routes already selected can be measured. Areas with poor service can then be identified by comparing those data with a table of desirable collector spacing (miles between routes) versus population density (people per square mile) and additional routes selected and added to the collector system where necessary.

Future year classification. --In most counties there should be a substantial degree of stability over time in the extent and location of rural collector routes. There will, of course, be changes brought about by (a) change urban-in-fact boundaries, (b) reclassification of arterials superseded by relocations; even in counties where the rural environment remains little changed, and, (c) reclassification of roads presently functioning as collectors to local classification due to the normal diversion and increased channelization of traffic on to one facility following a highway improvement.

Probable changes in land use which would significantly affect the classification plan should be forecast wherever possible. Such changes are most predictable where substantial recreation developments are being planned or where other changes in basic economic activity can be firmly projected, including some assurance as to probable activity sites. Plans and forecasts of State and local agencies should be sought out where available. It is not suggested here, however, that all local plans be uncritically accepted. They should be compared with overall State forecasts for reasonableness.

Local rural roads

The remaining rural mileage not otherwise classified as principal arterial, minor arterial, or collector should be assigned to the rural local road system.

For future year classifications there will generally be a reduction in rural local mileage brought about by changed urban boundaries. There may be some growth of rural local mileage, particularly for projected recreation, industrial and rural residential developments.

CLASSIFICATION PROCEDURES FOR SMALL URBAN AREAS

This subsection includes the procedures for developing functionally classified street and highway systems in small urban areas. The systems so developed should be consistent with the system characteristics discussed in Section II.

Determine and map the urban area boundary

The boundary delimiting the area that is urban-in-fact, should be plotted on an existing map of the small urban area. Existing land-use maps or recent aerial photographs may be used to help in locating this boundary. Where neither of these are available, the division line between urban and rural development can be determined through aerial or ground reconnaissance; or officials of the town under study may help to locate this line from their knowledge of local development.

Prepare road network map

The street and highway network should be updated on the map used in selecting the urban boundary by adding any facilities open to traffic that are not shown on the original map. New routes can be sketched on the map in their approximate location.

Identify and map land service characteristics

Major traffic generators, land use patterns, and the points at which rural arterial and collector routes intercept the urban boundary should be identified and shown on the map of the area. Recent aerial photographs should prove very useful in identifying the major traffic generators and land use patterns.

Classify the highway and street network

Classify the highway and street network in accordance with the system characteristics discussed in Section II, and in relation to the land service characteristics described above. In accordance with logical system continuity considerations, select first the principal arterial system, followed by minor arterials, and finally collectors.

As a first step in this process, the Interstate System should be identified on the map. Next, any sections of other freeways or expressways should be delineated. Additional routes should then be selected to provide continuity through the urban area for the routes already identified and for all other rural principal and minor arterials intercepting the urban boundary. In urban areas under 25,000 population, the principal arterial system will probably consist wholly of routes such as the ones selected above. In those small urban areas over 25,000 population, however, there may exist urban activity centers of regional importance. Where these centers do exist, routes should be added to the principal arterial system so that adequate service is provided.

Next, minor arterial streets should be designated to serve the remaining urban activity centers and to provide adequate areawide circulation. The reasonableness of route spacing should be considered, using the guidelines shown below in Table III-1.

Table III-1--Arterial spacing guidelines	
Area type	Arterial spacing
Central business district	1/8-1/2 mile
Urban (central city except CBD)	1/2-1 mile
Suburban	1-2 miles

Finally, the collector streets should be selected, based on the systems characteristics discussed in Section II, and delineated on the map of the urban area. Remaining streets, of course, will form the local street system.

"Future Year" Classifications. --A functional classification for "future year" system plans in small urban areas can be developed as follows:

1. Develop, in general concept, the pattern of future land uses in presently undeveloped areas within and around the city. Assumptions must be made (realistically) regarding major new commercial, industrial, institutional, and recreational developments as well as residential development. In the absence of a "future year" land use plan, guidance must come from the pattern of land use in the present urban area (particularly from recent growth, if any), for local knowledge of any development proposals, from the pattern of existing road network, from the effect, of other transportation facilities, and from an examination of the terrain conditions in the area.
2. considering the above and the urban boundary criteria discussed on page 11-7, delimit the "future year" urban area boundary.
3. Using the latest available functional classification as a base, delineate the principal arterial and minor arterial street networks within the future year urban area boundary. Included in these networks will be projected new facilities based on the land use plan or the assumption developed in (a) above.
4. Evaluate (for reasonableness) the extent of the projected mileage of new facilities developed in (c). Miles of arterials per square mile of area should be comparable to the rate in areas presently developed to a similar land use intensity. This miles-per-square-mile rate for facilities in the area of future urbanization should logically not be higher than the corresponding rate for the present urban area, since the latter includes the densely developed areas of the city.
5. Projecting proposed locations for future collector and local streets in presently undeveloped areas may, in many cases, be impracticable. However, statistical estimates of future collector and local street mileage may be desired, particularly as a basic for projecting maintenance requirements. Statistical indices, such as a street-miles-per-square-mile rate, may be developed, based on existing developments at dwelling unit or population densities similar to that projected for the new area.
6. Evaluate the adequacy of the overall classification plan to serve anticipated future year travel. The following questions, among others, should be considered: Does the pattern of principal arterials (if any) plus minor arterial streets provide adequate continuity for citywide movement? Can anticipated future year capacity requirements be met within developable rights-of-way of the designated network or should additional arterials (oneway couplets, for example) be designated? Would such added arterials, in regard to their impact on the immediate environment, be representative of

- realistic proposals that might be implemented to satisfy local demand? Has the distinction between arterial and collector streets been properly and consistently defined?
7. Develop the further subclassifications within the principal arterial street classes required to provide connecting links for the rural principal arterial and minor arterial systems as described on page 11-15.

Footnotes

1. Note: Two special cases should be treated in the following manner: One-way streets should be classified individually, and their mileage and travel accumulated on an individual basis, not in pairs. Frontage roads should be classified independently of the controlled-access facility on which they abut. The classification of frontage roads, based upon the criteria presented in this manual should normally be in the collector or local category. Original is footnote 1 on page III-1.

SECTION III - SUGGESTED PROCEDURES FOR RURAL, SMALL URBAN AREA AND URBANIZED AREA CLASSIFICATION - CONTINUED

Introduction

This subsection of the manual presents a procedure which can be used to develop functionally classified street and highway systems in urbanized areas. No such procedure can be used mechanically or without judgment. Rather, it is intended to serve as a guide, and if proper application is made of the definitions and criteria, the resultant systems will be fully appropriate for this nationwide study and should provide an excellent base for local transportation planning.

It should be mentioned at the outset that the procedures presented in this section are suggested as a logical approach to urban functional classification. They are designed to conform with the needs and capabilities of most of the urbanized areas. For those areas in which all of the procedures outlined here cannot be followed, the suggested methods may still be adhered to as closely as available data permit.

Listed below are the basic steps which comprise the suggested procedure for functional classification in urbanized areas (each step is discussed in the following text):

- A. Determine and map the urbanized area boundary.
- B. Map the road network.
- C. Perform a preliminary classification of the total arterial system.
- D. Classify the final arterial system.
- E. Classify the principal and minor arterial street systems.
- F. Substratify the principal arterial system.
- G. Classify collector and local streets.

Classification Procedures for Urbanized Areas

- A. **Determine and map the urbanized area boundary**
The definition of urban area is given on page 11-7. Federalaid urban area boundaries are established in accordance with Volume 4, Chapter 6, Section 3 of the Federal-Aid Highway Program Manual.
- B. **Map the road network**
A base map should be prepared containing the street and highway network within the urbanized area. In most urbanized areas, preparation of such a map will simply involve updating existing maps.
- C. **Perform preliminary classification of the total arterial system**
The preliminary classification is directed toward establishing a tentative division between arterials and all other streets and highways, based upon all available criteria. Where the choice between arterial and collector is borderline or unclear, the facility should be included in the preliminary arterial system. Resolution will come with more detailed analysis in the final arterial system classification when additional criteria may be applied.

Functional system criteria are related to trips served, areas served, and characteristics of the facilities themselves. Within this basic framework, specific measures can be identified as being particularly applicable in assigning facilities to predefined functional classes. For urban functional classification, the criteria measures deemed most useful include service to urban activity centers, system continuity, land use considerations, route spacing, trip length, traffic volume, and control of access. Naturally, none of these can be applied independently, or to the exclusion of all others, in developing functional systems. It is hoped that as many of these as are feasible will be considered in arriving at a logical functional classification. The application of these criteria in classifying a preliminary arterial system is described below.

1. **Service to urban activity centers**

The greater the importance of an urban activity center, in terms of the nature and quantity of travel generated, the wider is its range of trip attraction and, therefore, the greater its need to be served by a higher type system. Some urban activity centers may be evaluated for relative importance by quantitative measures of size and intensity of use, such as number of employees, trip-end density, and the like. In determining the hierarchy of trip generation centers, it may be helpful to consider them in groups arranged according to such measures. These can be plotted from high to low, in the manner shown in Figure 111-4. Such an analysis may be useful in identifying the trip generators that should be served by each functional system. Typically, there are comparatively few very large generators in an urbanized area and these should be served by the principal arterial system.

Where urban activity centers of social and economic importance to the area cannot be weighed quantitatively, they should be identified, subjectively ranked, and appropriately served by the principal or minor arterial system as warranted. Subjective comparison of the relative importance of these centers to those of the first type may be helpful.

Centers appropriately served by arterials should generally include traffic generators of regional or community importance. These consist of the business districts of the central city as well as those of satellite communities, shopping centers, recreational facilities which serve larger than purely local areas, transportation terminals, industrial centers, large high-density residential developments, and the like. These travel generators may be considered to be served by arterials if such a facility passes within one-quarter to one mile of the limits of the activity center, depending upon the type of arterial and the size of the generator. All trip generators which warrant arterial service should be located on a suitable map or overlay, identified according to relative importance.

FIGURE III-4

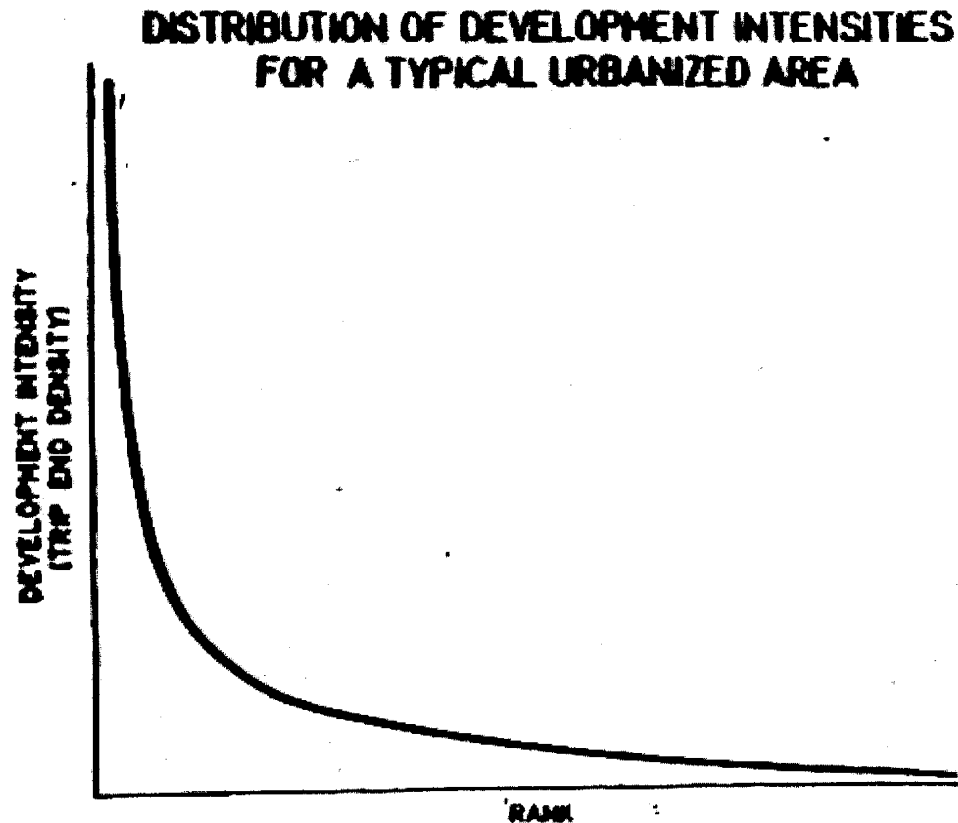


Figure III-4. Distribution of Development Intensities For A Typical Urbanized Area

2. System Continuity

The arterial system should be completely integrated, with stub ends occurring only at the urban area boundary (in which case they connect with a rural arterial or a rural collector) or in areas having unusual topographic features, such as sea coasts.

In rare instances, system continuity should not be an absolute constraint for the functional classification of systems. Exceptions could be permitted where long-distance trips end at major centers, such as airports.

3. Land-use considerations

Land use is a primary consideration in functional classification, for the mosaic of existing land use largely governs overall travel patterns, travel density, and street spacing.

The transportation system is a major structural element of the community. It serves as a circulatory system providing travel mobility, but it serves equally as a skeletal system providing a relatively permanent framework which delineates and influences the pattern of land development, and within which residential neighborhoods and other land uses may develop and function. The preservation of neighborhoods, the stabilization of desirable land uses, and the encouragement of orderly development are among the basic considerations in the development of functional street systems.

The concept of streets as a land use is also important in functional classification. In the same manner that industrial activities usually make undesirable neighbors for residential districts, but

make suitable neighbors for railroads, so must streets and traffic be viewed in terms of their impact upon as well as service to adjacent land uses. The classification of streets into functional types recognizes this and encompasses, at one extreme, local streets which furnish access to abutting land and discourage through-traffic movement, and at the other extreme, arterials which furnish a primary service to through travel and avoid penetrating identifiable neighborhoods where possible. Establishment of functional street systems and unification of these systems into a balanced network are basic to comprehensive urban planning and must be concurrently accomplished as an integral component of urban planning procedures.

Using suitable overlays on the base transportation network, maps should be prepared which identify all sizeable areas of similar land-use characteristics, such as industrial, commercial, institutional, open space, or residential. Maps such as this are readily available in most urbanized areas in a form requiring little or no additional work.

4. Spacing between routes

The geometric configuration of highway and street systems must be related to the spatial distribution of the activities to be served and to the density of traffic generated. Generally, the more intense the development, the closer the spacing required. In the less dense suburban portions of an urbanized area, neighborhoods tend to be larger than in the more dense central cities. These less dense areas will not require the same close spacing of facilities to serve traffic as the areas closer to the central business district (CBD).

Based upon these considerations Table 111-2 presents a general indication of desirable arterial spacing according to type of area. In addition, Figure 111-5 provides a measure of theoretical arterial spacing required to serve travel to varying intensities. It is recognized that neither the spacing guidelines included in the table nor the theoretical spacing reflected by the curves in Figure 111-5 will apply universally to the spacing of existing arterials. However, they may prove particularly useful in borderline cases where other criteria cannot fully indicate the appropriate functional class of a particular facility.

Table 111-2 – Arterial spacing guidelines

Area type	Arterial spacing
Central business district	1/8-1/2 mile
Urban (central city except CBD)	1/2-1 mile
Suburban	1-2 miles
Lowest density development	2-3 miles

Figure III-5. - Visitation VS. Minimum Theoretical Arterial Spacing Required to Accommodate Arterial Travel Demand at Route Capacity (Illustration scanned)

5. Average trip length

A basic assumption in assigning facilities to logical functional groupings is that higher order systems should generally serve the longest trips. Figure 111-6 illustrates a characteristic high-to-low ordering of average trip lengths on segments of a highway network in a large urban area. - Only comparatively few miles of urban streets and highways serve trips of any great length; a somewhat greater mileage serves trips of moderate length; and a substantial mileage serves comparatively short trips. The approximate break points between these triplength groupings can suggest possible ranges of average trip length for each of the functional system.

A quantitative measure of average trip length on a facility can be obtained if desired via the traffic assignment process. However, it is also possible to apply this criterion in a generalized way without the benefit of quantitative measurements. This requires a knowledge of the nature of travel served by individual roads. Facilities which serve relatively long trips (including trips passing through the urban area, trips between the suburbs and central city, trips between outlying communities, and long trips occurring within the central city) are likely to be functioning as arterials and should be considered for inclusion in the preliminary arterial system.

An exception in application of the average trip length criterion lies in the existence of outlying minor routes which, by virtue of their distance from the metropolitan center, may carry an unusually high proportion of long trips; indeed, longer average trip lengths than on some principal arterials located closer to the center of the metropolitan area. Consequently, it is necessary to consider trip length within the basic framework of other criteria that reflect the other characteristics of a facility as well as the type of area the facility is in.

FIGURE III-5

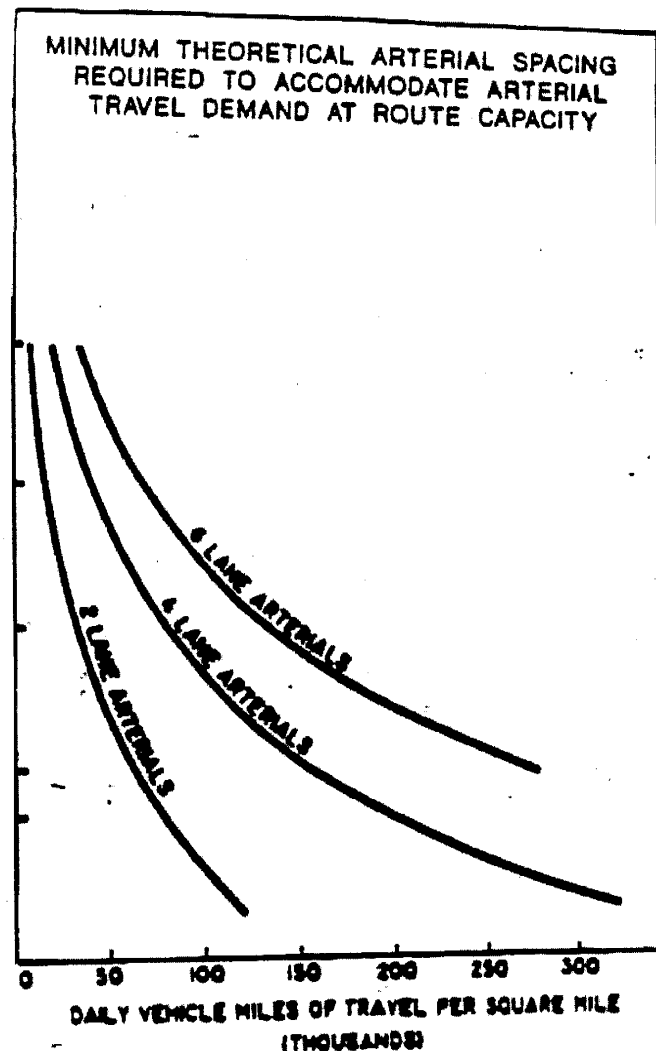
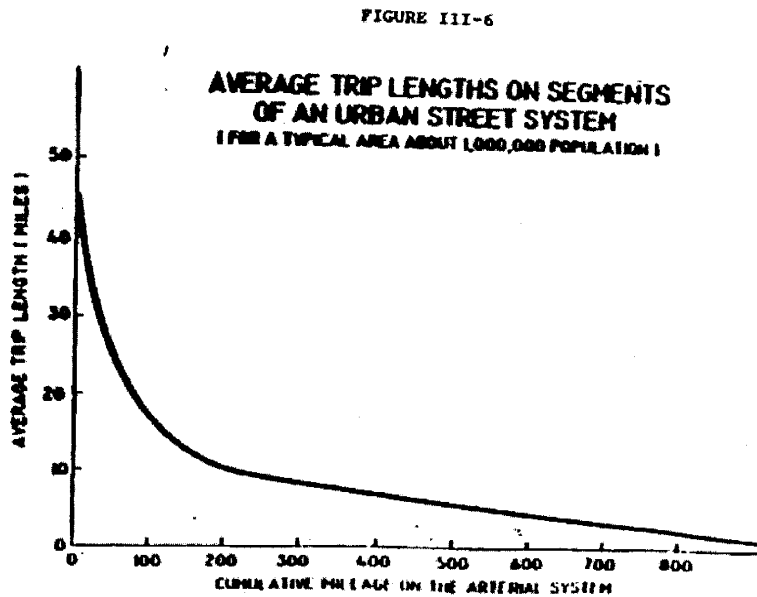


Figure III-6. - Average Trip Lengths on Segments of an Urban Street System



Traffic volume

In functional classification, the routes with the highest traffic volumes are likely to be included in the highest type systems, although this is by no means a firm rule. To assist in developing specific volume criteria for an individual urban area, it is suggested that a list of volumes on individual route segments be plotted (from high to low) against the mileage of routes included as illustrated by Figure 111-7. Notice that there are usually relatively few miles of the system that carry high volumes and a modest mileage carrying moderate volumes, but that most mileage comprises low-volume routes.

Most high-volume streets and highways in an urban area function as arterials. But there are exceptions, notable in intensely developed areas where high-volume facilities function as collectors, serving traffic movements between local streets and arterials, or providing a high degree of direct access service to abutting property. For example, some roads which border on large traffic generators may carry proportionately high volumes of traffic while functioning as collectors.

To use the volume criterion as an aid in establishing a preliminary arterial system, it is desirable to have traffic volume data on all segments that probably will be classified as arterials and on all or most facilities which will eventually comprise the "upper" portion of the next lower functional class of roads. This is necessary for determining the approximate volume range in which the break between arterials and collectors occurs (considering the exceptions noted above), as exemplified by the curve in Figure 111-7. Traffic volume flow raps as well as a rank order distribution of road segments based upon volume can also assist in the analysis.

It is not intended that traffic counts be made specifically for this analysis. Rather, it is hoped that extensive use will be made of the most recent data already available.

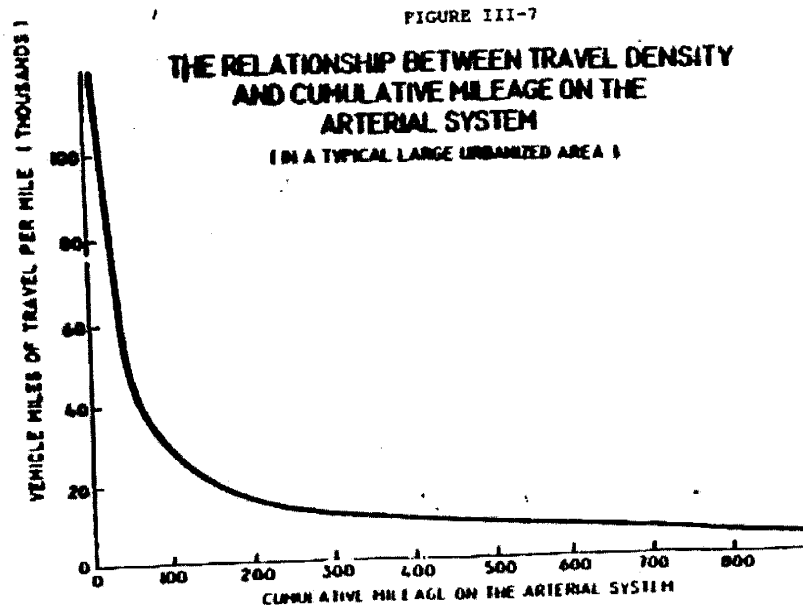


Figure III-7. - The Relationship Between Travel Density and Cumulative Mileage on the Arterial System
(Illustration scanned)

7. Control of access

Control of access is perhaps the easiest criterion to apply, since facilities with full or partial control of access will almost always be in the arterial class. It may therefore be advantageous to delineate these facilities at the very outset, thereby providing for a convenient starting point in defining a preliminary system of arterials.

8. Vehicle-miles of travel and mileage

The extent of vehicle-miles of travel and system mileage to be included in the preliminary arterial system classification should be on the high side of the values entered in Table 11-3. This will be the natural outcome of including in this system all facilities about which serious question remains as to whether they are arterials or collectors. It is logical to include such facilities initially in order that they may be subjected to the more stringent analyses described in step D.

FIGURE III-8

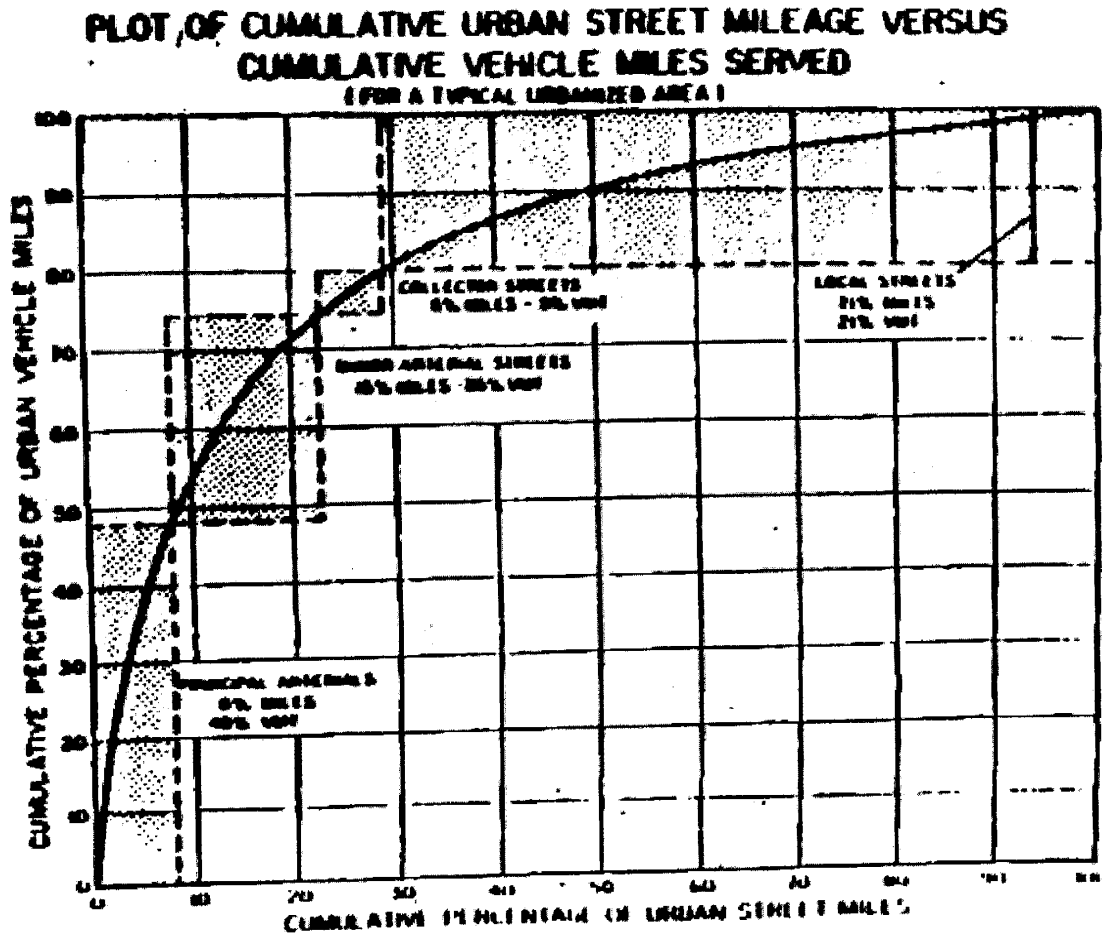


Figure III-8. - Plot of Cumulative Urban Street Mileage Versus Cumulative Vehicle Miles Served (Illustration scanned)

Classify the final arterial system

The result of the preceding phase of the urban functional classification procedure should be a first approximation of an arterial system. At this point a reevaluation of the preliminary system is undertaken in order to define a final system of arterials.

The procedure used to determine the final arterial system will be highly dependent upon individual study circumstances. In cases where the preliminary arterial system is judged to be adequate, with relatively few facilities in question as to whether they logically function as arterials or collectors, this phase in the analysis may only involve a refinement of the application of the criteria described in step 'C'. In cases where there are numerous questions regarding the proper functional classification of facilities (arterials versus collectors), professional judgment and vision will be appropriate after considering all criteria and guidelines.

Classify the principal and minor arterial street systems

Step 'C' and 'D' were directed toward establishing the total system of arterials in the urban area. The next step is to identify an integrated system of principal arterials, with all remaining arterials designated as minor arterial streets. The principal arterial system, as defined earlier, comprises three categories of facilities: Interstate highways, other freeways and expressways, and other principal arterials. Since the first two of

these categories consist of readily identifiable "facilities, the primary task described in this step entails the identification of the split between "other" principal arterials and minor arterial streets.

The criteria used in step 'C' for the designation of a total arterial system can be reapplied here to assist in this differentiation between "other" principal and minor arterial streets, as described below.

1. Service to urban activity centers (traffic generators)

In step C-1., all major generators which warrant arterial service were identified and mapped. A breakdown is now required to distinguish between those centers that should be served by the principal arterial system and those that require at least minor arterial street service. A principal arterial is considered to be offering service to a center when direct access is not further than about one-half to one mile from the facility, while for a minor arterial street, the suggested maximum range is from one-quarter to one-half mile.

As mentioned previously, the rank ordering of traffic generators by quantitative and/or subjective criteria can assist in the allocation of functional responsibility. Generally, centers of regional significance should have principal arterial service, and community oriented centers usually should have at least minor arterial street service. The following list can serve as a guide in determining the generators to be served by the principal arterial system:

- a. Business districts of the central city(s) as well as those of larger satellite cities located within the urban area.
- b. Important air, rail, bus, and truck freight terminals.
- c. Regional retail shopping centers (those usually containing at least one major department store and generally selling goods, apparel and furniture, as opposed to convenience type of shopping goods).
- d. Large colleges, hospital complexes, military bases, and other institutional facilities.
- e. Major industrial and commercial centers.
- f. Important recreation areas such as regional parks, beaches, stadiums, and fairgrounds.

2. System continuity

The "building" of functional systems beginning with the principal arterial system should form, at the conclusion of each functional system addition, an integrated, continuous network throughout the area. Thus, the principal arterial system will be an integrated system which is continuous throughout the urbanized area (except as noted on page 111-15) and which also provides for statewide continuity of the rural arterial systems. The combined principal and minor arterial street systems will also form an integrated system. Likewise, when collectors, and finally locals, are added to the higher order systems the combinations at each stage are to be integrated systems. It should be understood that the minor arterials, collectors, and locals need not be integrated systems by themselves, but only in combination with the previously designated higher order system.

3. Land use considerations

Arterials can serve as buffers between incompatible land uses, and conversely, should avoid penetration of residential neighborhoods. Similarly, the configuration of the arterial system as a whole has a significant impact on land development policies and practices, although the magnitude of such impact is probably correlated with the relative significance of the arterial. In the extreme, controlled-access facilities serve best in separating land uses and generally have the most noticeable impact on land use.

A pertinent land use consideration in the classification process is that of the degree of access to abutting land. The land access function of principal arterials is entirely subordinate to their primary function of carrying traffic not destined to land adjacent to the facility. Minor arterial streets, on the other hand, have a slightly more important land access function, though even for this class of facilities this is a secondary consideration.

4. Spacing between routes

It is difficult to define spacing criteria to assist in separating principal from minor arterials, since this factor has less bearing upon the differences that mark these two classes of roads than some of the other measures described in this section. In an ideal sense, spacing between principal arterials should be greater than spacing between minor arterial streets. Normally, minor arterial streets will be located between principal arterials.

In the larger urbanized areas, the spacing of principal arterials may vary from less than one mile in the highly developed central business area to five miles or more in the sparsely developed suburban fringes. However, the nature of the land development pattern, and the associated travel patterns, in most urban areas will preclude the unqualified application of such an idealized rule.

5. **Average trip length**

Principal arterials should, as a general rule, serve trips which are significantly longer than those that are carried on the minor arterial street system. A qualitative (subjective) measure of trip lengths served by facilities is possible from a knowledge of the existing street and highway system and the routes generally used for long trips.

6. **Traffic volume**

The traffic volume criterion can be used here in a fashion similar to the procedure described in step C-6. However, a note of caution is warranted since the division between principal and minor arterials will be less subject to decision according to the amount of traffic carried on a facility than the split between all arterials and collectors. Because traffic volumes in the outlying portions of an urbanized area are generally lower than in the more densely populated central areas, the volume on a minor arterial street in the central city may be greater than the volume on a principal arterial in a suburban area. Thus, the volume of traffic carried by a facility should not be the controlling criterion in determining the proper system classification for a street, although it may be an important consideration.

7. **Control of access**

The access-control criterion is perhaps the most straight-forward to apply. Almost all facilities with full or partial control of access will fall within the principal arterial category. Partial access control is defined, for the purposes of this study, as the exercise of police power to limit access to a highway from abutting land to specified and controlled points. In a few instances such facilities may be determined to be functioning as minor arterial streets.

8. **Vehicle-miles of travel and mileage**

Upon completing the functional classification of arterials into the two basic categories, principals and minors, the cumulative vehicle-miles of travel carried by each class of facility in terms of cumulative mileage should be determined. These values should be compared with the general guidelines presented in Table 11-3. While exceptions are to be expected in a number of urban areas, an attempt should be made to describe the reasons for them where they do occur. If no substantive causes can be identified, consideration ought to be given to a re-examination of the functional classification as performed to this point.

A typical plot for an urbanized area of cumulative urban street mileage versus cumulative vehicle miles served is shown in Figure 11-8.

9. **Substratify the principal arterial system**

Completion of step 'E' should produce a finalized breakdown between arterials and other facilities, as well as a stratification of arterials into principals and minors. The principal arterial system should be further divided into the three subcategories of Interstate highways, other freeways and expressways¹, and other principal arterials. (Those facilities which are currently providing continuity between completed portions of the Interstate System should be designated as either other freeways and expressways or other principal arterials, as the case may warrant.)

At this point in the development of a functionally classified system connecting links should be identified to provide continuity for rural arterials which intercept the urban area boundary.

10. **Classify collector and local streets**

With the designation of the arterial system, the remaining streets in the urban area will comprise those facilities which function as collectors and locals. It will be necessary to shift the scale of the analysis at this point in order to identify these classes of roads in terms of the individual streets which are in each functional category, the total amount of travel occurring on these classes of streets, and the total mileage they represent. Pertinent steps in the procedures described above, and the definitions and criteria presented earlier, should be applied to the fullest extent possible.

The basic consideration here is that collector streets, which may have a relatively important land access function, serve primarily to funnel traffic between local streets, where the land access function is dominant, and the arterial system, where service to through traffic is of primary

importance. In order to bridge this gap between locals and arterials, collectors must, and do, penetrate identifiable neighborhoods.

With the identification of collector streets, all remaining facilities which have not been designated as arterials or collectors will necessarily fall within the local category. The extent of the collectors and locals, as measured by cumulative vehicle-miles of travel and mileage, should be computed with the generalized values presented in Table 111-3. Where significant differences exist, they should be noted and discussed.

"Future Year" Classifications

A functional classification for "future Year" system plans in urbanized areas can be developed as follows:

1. Develop, in general concept, the pattern of future land uses in presently undeveloped areas within and around the city. Assumptions must be made (realistically) regarding major new commercial, industrial, institutional, and recreational developments as well as residential development. In the absence of a "future year" land use plan, guidance must come from the pattern of land use in the present urban area (particularly from recent growth, if any), from local knowledge of and development proposals, from the pattern of existing road network, from the effect of other transportation facilities, and from an examination of the terrain conditions in the area.
2. Considering the above and the urban boundary criteria discussed on page 11-7, delimit the "future year" urban area boundary.
3. Using the latest available functional classification as a base, delineate the principal arterial and minor arterial street networks within the future year urban area boundary. Included in these networks will be projected new facilities based on the land use plan or the assumption developed in (1) above and future systems plans developed by the urban planning process.
4. Evaluate (for reasonableness) the extent of the projected mileage of new facilities developed in (3). Miles of arterials per square mile of area should be comparable to the rate in areas presently developed to a similar land use intensity. This miles-per-square-mile rate for facilities in the area of future urbanization should logically not be higher than the corresponding rate for the present urban area, since the latter includes the densely developed areas of the city. Attention should be given to providing an adequate limited access system for area mobility. In addition, consideration should be given to providing good intermodal connectivity.
5. Projecting proposed locations for future collector and local streets in presently undeveloped areas may, in many cases, be impracticable. However, statistical estimates of future collector and local street mileage may be desired, particularly as a basis for projecting maintenance requirements. Statistical indices, such as a street-miles-per-square-mile rate, may be developed, based on existing developments at dwelling unit or population densities similar to that projected for the new area.
6. Evaluate the adequacy of the overall classification plan to serve anticipated future year travel. The following questions, among others, should be considered: Does the pattern of principal arterials plus minor arterial streets provide adequate continuity for areawide movement? Are there sufficient limited access facilities to provide the proper channelization of trips? Does the proposed functional classification adequately support the intermodal transportation plan? Can anticipated future year capacity requirements be met within developable rights-of-way of the designated network or should additional arterials (one-way couplets, for example) be designated? Would such added arterials, in regard to their impact on the immediate environment, be representative of realistic proposals that might be implemented to satisfy local demand? Has the distinction between arterial and collector streets been properly and consistently defined?
7. Develop the further subclassifications within the principal arterial street classes required to provide connecting links for the rural principal arterial and minor arterial systems as described on page 11-15.

Footnotes

2. The designation of expressways should be in accordance with the American Association of State Highway and Transportation Officials (AASHTO) definition. Original is footnote 1 on page III-32.

Attachment 3

ADDENDUM

Highway Functional Classification - Concepts, Criteria and Procedures

This addendum supplements the manual, ***Highway Functional Classification - Concepts, Criteria and Procedures***, March 1989, to provide more flexibility for classifying routes that cross urban boundaries and to provide specific criteria for including future or proposed routes.

Routes Crossing Urban/Rural Boundaries

The Manual provides for rural routes (other than principal arterials) to be upgraded to a higher classification level when they cross an urban boundary. Although the principle is sound, rigid application has presented difficulties for some states. Accordingly, this addendum to the guidelines is intended to provide greater flexibility for deciding on an appropriate place for changing the functional classification when rural routes cross an urban boundary, taking into account changes in traffic conditions, the degree of urban development and other factors. Instead of automatically upgrading the functional classification of a rural route that crosses an urban boundary, the rural classification may be continued inside the urban boundary until there is a more logical and acceptable place for a change.

Future Routes

The manual discusses procedures for conducting a functional classification based on projected facilities and usage for some "future year"; however, the manual does not provide criteria for including future or proposed routes into a functional classification of existing facilities. Because the functional classification will support the designation of the National Highway System which is expected to include some future routes, this addendum establishes criteria for determining which future routes should be included in the functional classification of existing routes. Future routes should be functionally classified with the existing system if they are included in an approved short range improvement program and there is a good probability that the route will be under construction in the reasonably near future (up to 6 years). Where applicable, the same classification should be given to the future route and to the existing route that it will replace *until the future route is constructed*.

BOARD OF DIRECTORS AGENDA 04/21/11; ITEM II.H.

Federal Functional Classification Change for Farm Road 103/Hunt Road

**Ozarks Transportation Organization
(Springfield, MO Area MPO)**

AGENDA DESCRIPTION:

The OTO Technical Committee is charged with recommending all Federal Functional Classification Changes to the OTO Board of Directors. The recommendation of OTO Board of Directors is forwarded to the Federal Highway Administration for consideration.

The City of Willard is requesting to change the federal classification of Farm Road 103/Hunt Road from local to collector from EE (Division) to US 160. By classifying a roadway as a collector or above, it is eligible for federal highway funding.

The primary need for this change results from an increase in traffic due to the new Airport Terminal access. Additional traffic is also being generated by population growth in the area.

TECHNICAL PLANNING COMMITTEE RECOMMENDATION:

The Technical Planning Committee unanimously recommended Farm Road 103/Hunt Road be reclassified to a collector on the Federal Aid System, contingent upon final approval of the federal functional classification change application.

BOARD OF DIRECTORS ACTION REQUESTED:

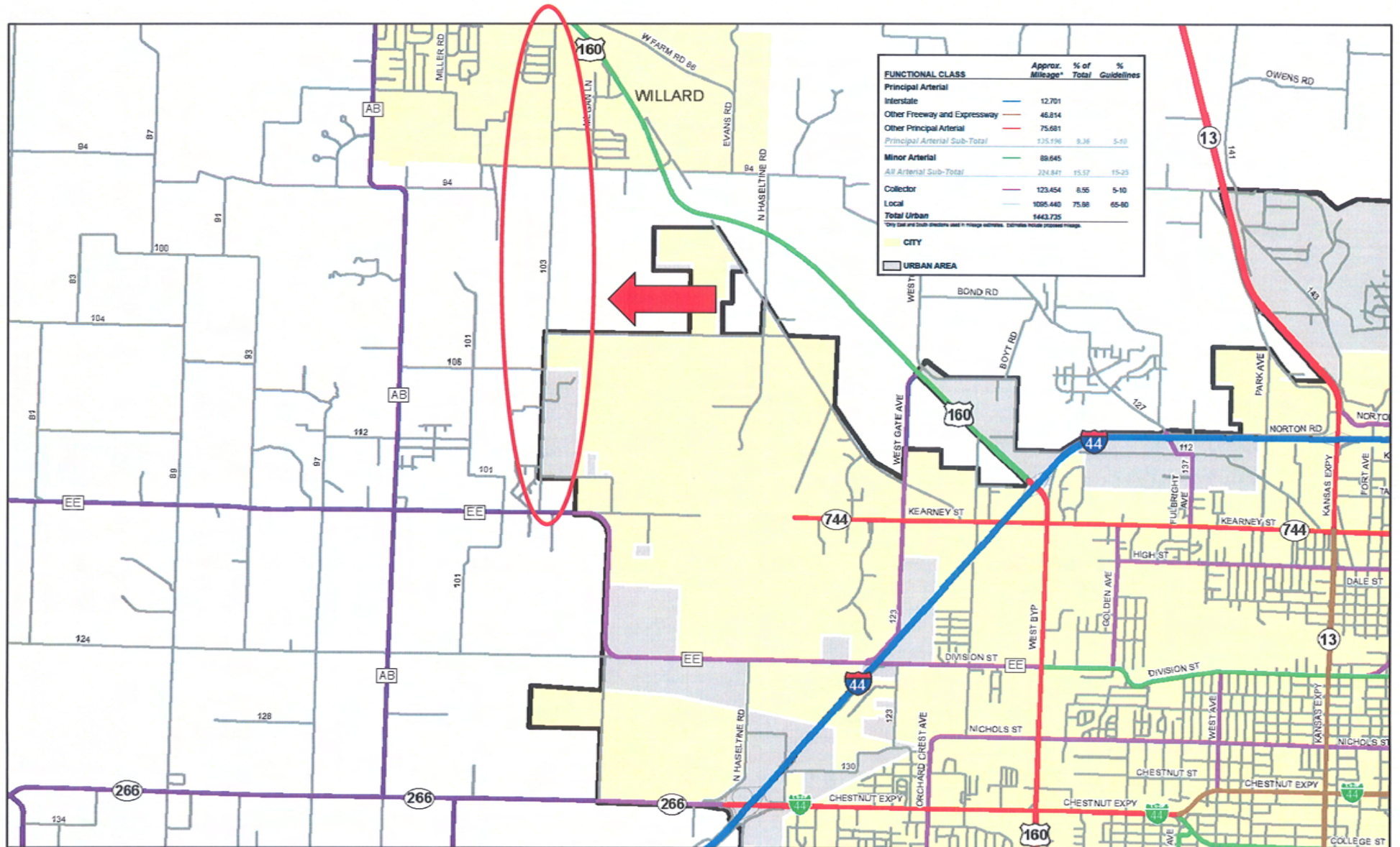
That a member of the Board Directors makes one of the following motions:

“Move to approve the reclassification of Farm Road 103/Hunt Road to a collector on the Federal Aid System.”

OR

“Move to return to staff the attached application in order to _____”

Farm Road 103 Functional Classification Change





117 Park Central Square, Suite 107, Springfield, MO 65806
Phone 417.836.5442 Fax 417.836.6013

Application Federal Functional Classification Change

Instructions

Please use this form to submit a reclassification request for an existing roadway or to classify a planned roadway. To better process your application; please fill out the form completely. Upon completion, save the document and email it to staff@ozarkstransportation.org or fax it to (417) 862-6013. After receiving the request, OTO will reply with an e-mail notice of the approximate time frame of review and pending approval.

Application Information

Date: February 15, 2011

Contact Information

Name: Randall Brown
Title: Director of Development
Agency: City of Willard
Street Address: 224 W. Jackson

City/State/Zip: Willard, MO 65781
Email: develop@cityofwillard.org
Phone: 417-742-3033
Fax: 417-742-3080

Roadway Data

Roadway Name: Farm Road 103
Termini of Roadway
 From: EE
 To: 160
Length (miles): 3.5 miles
Number of Lanes: 2
Lane Width: Unknown
Traffic Volume (AADT):

Is the roadway existing or a future road? If a future road, describe how the project is committed to locally (provide documentation) and state the anticipated date for the start of construction.

Existing

Classification Change

Type of Area	Rural/ Urban
Current Classification	Local
Requested Classification:	Collector

Justification

Explain why the roadway classification should be revised.

This roadway provides both land access service and traffic circulation within residential neighborhoods, commercial and industrial areas, as well as the Airport. It collects traffic from local streets in residential neighborhoods and channels it into the arterial system. In the central business district, and in other areas of like development and traffic density. This Roadway provides a direct connection between a minor arterial (160) and a collector (EE).

Are there any new developments (residential or commercial) or changes in land usage that will alter the demand on this roadway?

The access to the airport has changed and EE now serves as direct access to the Airport. Farm Road 103 did not connect to the former airport access. The City of Willard has annexed this entire roadway.

Will this roadway provide direct access to any points of activity: business parks, industries, shopping centers, etc?

No direct access, however the road is within a mile of the airport and is used for indirect access to Conco Quarries and McDonalds Restaurant, Future Plans include a school to be constructed on FR 103, north of FR 94. School currently owns land and city owns land for a future park.

Is the demand on this roadway changing or is the existing demand inconsistent with its current classification?

Demand has changed with the construction of the new Airport terminal. Willard's population has increased by over 2000 people between 2000 and 2010 and the population of Greene County has increased by nearly 15 percent in the last decade.

Additional information you would like to include.

Future plans include sidewalks along the entire corridor and there are plans to improve the intersection of Hunt road and Highway 160

Functional Reclassification Process (minimum timeframe is 4 months)

- 1. Application.** Applications are accepted at any time for a functional classification change. However, it will not be placed on the Technical Committee Agenda unless received at least two weeks prior to the meeting date. A general call for applications will be made annually in October.

2. **Technical Committee.** The request will be heard at the next available Technical Committee meeting. The Technical Committee will hear the item and make recommendation to the Board of Directors. The Technical Committee may decide to table the item until a future meeting.
3. **Board of Directors.** After a recommendation is made by the Technical Committee, the Board will approve or deny the request. If the request is approved, it will be forwarded to MoDOT and FHWA.
4. **FHWA.** FHWA requires a minimum of 45 days to review the request. A notice of determination will be given to OTO. OTO will forward the notice to the requesting agency

BOARD OF DIRECTORS AGENDA 04/21/11; ITEM II.I.

Safe Routes to School Applications

Ozarks Transportation Organization (Springfield, MO Area MPO)

AGENDA DESCRIPTION:

OTO is required to sign all Safe Routes to School applications. The current grant cycle opened on February 1, 2011 and closed on April 15, 2011. There is funding available for infrastructure projects. Safe Routes to School Infrastructure projects include the planning, design, and construction of infrastructure related projects that will substantially improve the ability of students to walk and bicycle to school, including

- sidewalk improvements
- traffic calming and speed reduction improvements
- pedestrian and bicycle crossing improvements
- on-street bicycle facilities
- off-street bicycle and pedestrian facilities
- secure bicycle parking facilities
- traffic diversion improvements in the vicinity of schools

Greene County has submitted two applications as follows:

- **Harrison Elem School Trail Connections:** A project designed to make two bicycle/pedestrian trail connections to neighborhoods located on the east side of Harrison School. One connection is proposed from the end of the right of way of Sexton St. Sexton St abuts the northeast corner of the Harrison campus; the trail will be constructed to connect to the school via the existing school park trail system. The second connection to the school is proposed along a vacated street from Glenn Ave. to the eastern boundary of the school property, then constructing trail through the school park to connect to the existing trail system.
- **Carver Middle School Trail Connections:** A project designed to make three connections to the South Creek Trail. One connection from the trail itself to the Carver Middle School Building and parking lot, and two additional neighborhood connections to the trail to subdivisions located to the north and the east of the school.

The City of Ozark has submitted two applications as follows:

- **Ozark Junior High Underpass:** This project consists of an ADA compliant, concrete sidewalk that will cross underneath State Highway 14 on the East side of its bridge over the Finley River in Downtown Ozark. Connecting to an existing sidewalk along the South side of Highway 14, the new sidewalk will then loop underneath the Finley River Bridge to the North side of Highway 14. The end of this underpass loop will provide for the beginning of a new sidewalk scheduled for construction in 2011 that will lead north to the Finley River Park / Christian County Library.

- South Elementary School Sidewalk: This project consists of an ADA compliant, concrete sidewalk spanning approximately 4,500 feet along the South side of Business 65 from South 17th Street to South 3rd Street. The second portion of the project is located on South 15th Street and will extend an existing sidewalk approximately 300 feet to the nearby Oak Hill Subdivision. Totaling an estimated 4,800 feet, this project will also consist of striping for two pedestrian street crossings and five pedestrian driveway crossings.

TECHNICAL PLANNING COMMITTEE ACTION:

The Technical Planning Committee acted to support the applications and agreed to recommend project placement in the Transportation Improvement Program if awarded.

BOARD OF DIRECTORS ACTION REQUESTED:

NO ACTION REQUESTED- INFORMATIONAL ONLY



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NEWS >>

North Miami PD announces 60% decrease in crashes at camera-monitored intersections

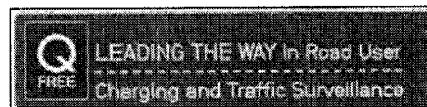
The North Miami Police Department has announced that traffic safety cameras have had an enormous impact on reducing the number of crashes at dangerous intersections. Local trends show a 60% decrease across the intersections using the red-light camera systems. North Miami began implementing intersection safety cameras in the summer of 2009 and has expanded its program to 16 locations. A violation occurs when a motorist enters an intersection after the traffic signal has turned red. Cameras operate 24-hours a day and capture images of every vehicle entering an intersection after the traffic signal is already red. The program vendor, American Traffic Solutions (ATS), then sends the images and video of each potential violation to the North Miami Police Department (NMPD) for officers to review the potential violations and decide if a citation should be mailed to the vehicle's owner.

NMPD has found that the intersection cameras have created a safer environment for motorists, pedestrians and bicyclists. While the road safety program promotes traffic safety, it also frees up the NMPD's police resources to be available for neighborhood patrol, crime investigation and other assignments. NMPD's police chief, Stephen Johnson, said, "This road safety program is an effective approach to creating a safer community in North Miami. Motorists are modifying their driving habits and realize they can no longer run red lights."



Recent research, released by the Insurance Institute for Highway Safety (IIHS), provided further confirmation that intersection safety cameras save lives. The report, titled 'The Effects of Red-Light Camera Enforcement on Fatal Crashes in Large US Cities', is a powerful reminder of the benefits of this lifesaving technology. A total of 676 people were killed and 113,000 were injured in red-light running crashes in 2009. The IIHS study found that during the period from 2004-2008 cameras saved 159 lives in 14 USA cities with large populations and could have prevented 815 deaths had all large cities in the country used the cameras.

17 February 2011



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By the Numbers: FY12 to be hard on local aid

President Obama's budget takes the lead on hard cuts to grants

This Valentine's Day, Congress received a little package from President Obama. It wasn't chocolates or flowers, but rather a 216-page budget for FY12. While the President has not proposed drastic cuts across the board, he has proposed an overall reduction of \$110 billion from FY11 (2.8 percent). This spending reduction is accompanied by a projected \$453 billion tax receipts increase and results in a \$544 billion annual budget deficit decrease. While the cuts are simple, the increase in tax revenue is optimistic. It assumes both a continued economic recovery and Congressional acquiescence to increase certain taxes.

Importantly, the 2.8 percent total decrease is not equal across the board. The President makes a general distinction between Security and Non-security programs, cutting the latter significantly more. Analysis by the the Office of Management and Budget (OMB) shows that the estimated outlays for FY12 federal grants to state and local governments are projected to drop by a steep 6.6 percent compared to an overall reduction of 2.8 percent. Within the category of aid to local governments, mandatory grants actually increase slightly by 1.5 percent while discretionary grant programs suffer a staggering 23 percent drop. While some of this 23 percent reduction is no doubt due to the completion of ARRA grant programs, comparing the projected \$159 billion in FY12 to the pre-ARRA levels of \$186 billion in FY08 or \$185 billion in FY07 reveals an unfortunately sharp contrast. Overall, non-security discretionary spending represents only around 10 percent of the total federal budget, and so additional cuts from mandatory spending will be necessary and will hurt just as much if not more.

While the president's budget is not the be-all-end-all for FY12, it puts out the first numbers that Congressional members will focus on in their deliberations and that could be a major influencing factor of the end result. Still, advocacy organizations like the National League of Cities, U.S. Conference of Mayors, National Association of Counties, and others are currently looking for support and signatures from local government leaders to influence Congress. However they are currently preoccupied by the cuts in the House's proposed FY11 spending,

including a draconian 62.5 percent cut for the Community Development Block Grant (CDBG).

Rather than doing a linear line-by-line analysis of the different funding levels proposed for federal programs, this article will review items relevant to local governments in two analytical sections: important overall changes, and changes proposed for specific programs.

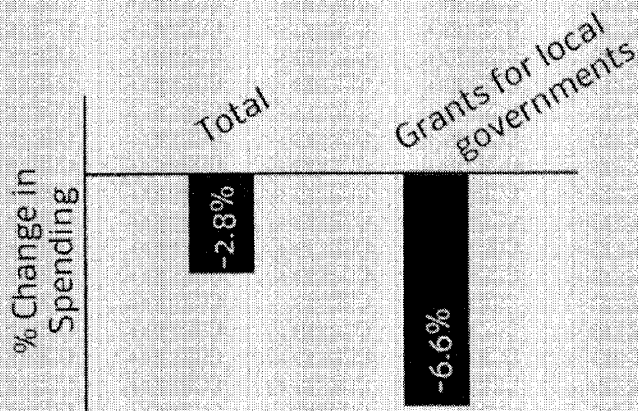
Important overall changes

President Obama has suggested that more grant programs should follow the structure of the successful Race to the Top model. In Race to the Top, states were asked to make certain changes as a prerequisite for receiving funds. Under this grantmaking model applicants who ultimately do not receive funding will still have been influenced regardless of award. The Administration envisions this model being used "to allocate grants for transportation; to bring innovation to workforce training; and to encourage both commercial building efficiency and electric vehicle deployment." In particular the adoption of this grant program style is also specifically requested of the Department of Justice's (DOJ's) Juvenile Justice and Child Safety programs, and the upcoming Surface Transportation Reauthorization law.

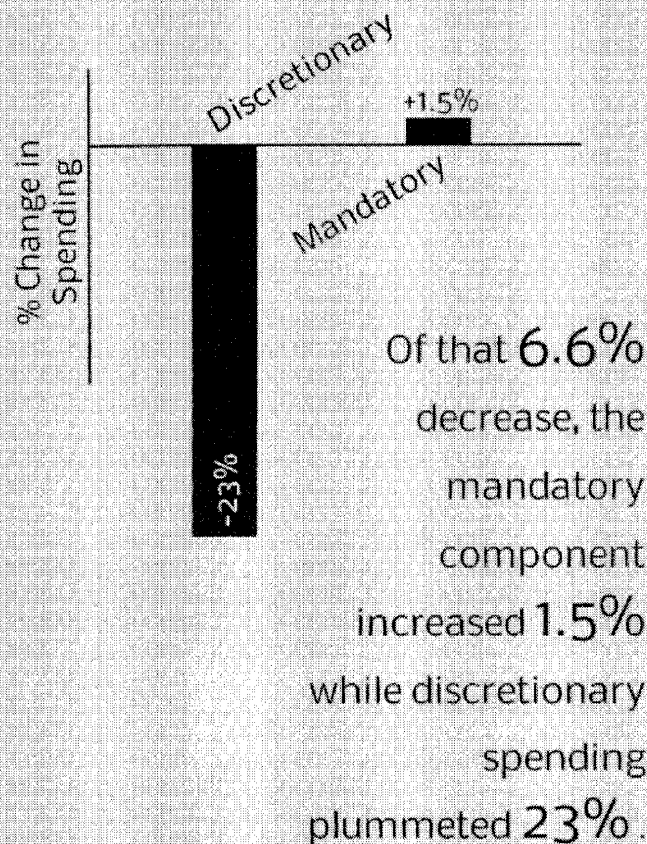
Dovetailing with this year's State of the Union speech where President Obama pledged to veto any bill that comes to his desk with earmarks in it, he has now gone one step further in the budget request: not only would new earmarks require enough Congressional support to get past a veto, but continued funding for previously awarded earmarks will end. Among the agencies that the budget points out this will affect are the DOJ, Department of Agriculture (USDA), Department of Transportation (DOT), and Environmental Protection Agency (EPA).

The President is continuing to support and introduce programs that span multiple agencies. This approach has been exemplified through the DOT/Department of Housing and Urban Development (HUD) TIGER grants in 2010 and the EPA/HUD/DOT Partnership for Sustainable Communities grant programs. While there is no new round of TIGER requested or announced, there is \$150 million

The president has requested
a **2.8%** spending
reduction for FY12.



Federal grants to state and
local governments would
drop **6.6%**.



included for the Partnership. Additionally, a new inter-agency effort between HUD and the Department of Commerce's Economic Development Agency (EDA) has been proposed to help communities to more efficiently implement their Federal aid in economically distressed area. The HUD/EDA effort is expected "to create more effective partnerships with businesses and non-profits which will attract critical private investments to promote job creation."

Among the "winners" in the FY12 budget is transportation. Obama has requested that \$556 billion over six years be allocated to the Surface Transportation Reauthorization with a \$50 billion up-front investment. The last reauthorization (SAFETEA-LU in 2005) was sized at just \$286.4 billion. Beyond funding amount, the proposed reauthorization has some large component changes. Firstly, Obama has recommended the consolidation of 55 different highway programs to just 5 separate programs. While this would certainly simplify the application processes, there is a danger that some fundable project types might get lost along the way. Among the 55 separate programs are heavily earmarked accounts like Surface Transportation Priorities, but also popular competitive grant and loan programs like TIFIA, Safe Routes to School, and bicycle and pedestrian grants. Secondly, a fix-it-first approach is emphasized. This essentially means a reduced number of new projects overall in favor of tuning up existing assets. Finally, there would be several new grant programs including an FHWA one with \$4.1 billion next year and \$28 billion over six years and a \$32 billion program focused on safety, livability, and demand management.

Proposed changes for specific programs

One of the cuts which readers of this publication are probably already aware of is the proposed Community Development Block Grant (CDBG) reduction of \$300 million (7.5 percent). The CDBG program is designed to provide a suitable living environment and expanded economic opportunities for low- and moderate-income persons. This cut is highlighted in the FY12 budget request and has immediately drawn criticism from many local governments and their advocacy groups. It is indeed a significant drop in funding, however not as steep as the reduction in other state and local programs experienced.

Another large proposed cut is \$350 million (50 percent) of funds for the formula-based Community Services Block Grant (CSBG) which has provided guaranteed funding to Community Action Agencies (CAA) for almost three decades. CSBG funding is important to not only CAAs, but also to local non-profits which CAAs often pass funding down to. On top of the 50 percent cut in funding proposed, the President suggests that the program be switched from a formula-based program to a competitive one. Having a competitive aspect would ensure that the funds spent are going to the more effective CAA organizations, but it will make FY12 funding for CAAs chaotic as they simultaneously lose their reliable source of income and are forced to compete for funding.

One of the essential sources of airport funding across the country are the annual Federal Aviation Administration (FAA) grants. A \$1.1 billion decrease is requested with the focus on cutting funding for large- and medium-sized hub airports and focusing the remaining program dollars on supporting smaller commercial and general aviation airports. See the article Local airports face uncertain grants picture on page 14 of this issue.

Also hit hard are the State Revolving Funds (SRFs) where a reduction of \$950 billion is requested. The SRF program is a mechanism that grants money to states, which then use it to provide low interest loans for construction of wastewater treatment facilities and other water infrastructure. Communities, nonprofit organizations, and commercial enterprises are the most common to receive funds through their state. However, even with the decrease, the program is expected to be able to provide about 5 percent of water infrastructure spending annually.

On a positive note, revitalizing energy research and development is one of the top priorities of the Obama Administration, with the Department of Energy (DOE) receiving a 12 percent increase in its budget equivalent to \$29.5 billion. The DOE has two green grant programs on the horizon. First, \$100 million is allocated to a "Race to Green" grant competition aimed to incentivize local governments to enact building efficiency standards and regulations. Another Race to the Top type program will award \$200 million to communities who implement innovative electric

vehicle technologies.

In line with such environmental efforts, funding is continued for the popular Brownfields grant program through the Environmental Protection Agency (EPA). Brownfields are lightly contaminated sites held back from being used productively; technical assistance and grants are provided to these areas for sustainable restoration and development. While the overall EPA funding is reduced, core priorities aimed at maintaining public and environment health. State and tribal categorical grants are kept at last year's levels.

First responder programs are requested at \$3.8 billion which is consistent with FY10. However, the mechanism by which funds would be awarded is proposed to change: rather than continuing to use current grant programs, Obama has suggested that the six programs be consolidated into one program which would award funds based on risk. Related to first responders is the Community Oriented Policing Services (COPs) program which has a proposed \$163 million (30 percent) increase requested over FY10 levels. However, other emergency and policing programs received budget cuts, including the Office of Justice Program's Justice Assistance and Juvenile Justice programs which were reduced 44 and 40 percent, respectfully.

In terms of funding levels, the budget hides few truly notable surprises. It is easiest to cut discretionary funding, as observed in the current proposal. More interesting to the seasoned federal fund seeker are the grant program reforms described above -- especially the proliferation of the Race to the Top model, proposed consolidation of programs across the board, and expansion of inter-agency programs. \$

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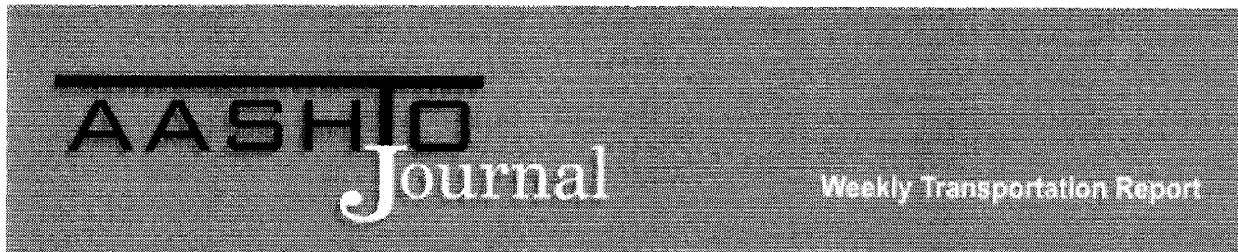
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April 1, 2011

House Appropriators Press Mendez for Highway Revenue Ideas

A House transportation appropriations subcommittee hearing to examine the Federal Highway Administration's Fiscal Year 2012 budget request ended abruptly Wednesday after Republican members expressed frustration with the lack of suggestions for ways to fund a long-term surface transportation reauthorization.

FHWA has requested \$71 billion for FY 2012. FHWA's budget represents the first year of President Barack Obama's six-year surface transportation reauthorization proposal. ([see Feb. 18 AASHTO Journal story](#)) This proposal includes a 48% increase in funding for road and bridge improvements from the \$227 billion authorized in the 2005 surface transportation law known as "SAFETEA-LU."

Federal Highway Administrator Victor Mendez told the subcommittee that America's aging highways and bridges must be addressed.

"For too long we have put off the improvements needed to keep pace with today's transportation needs," Mendez said in prepared testimony. "If we settle for the status quo, our next generation of entrepreneurs will find America's arteries of commerce impassably clogged and our families and neighbors will fight paralyzing congestion. One way the administration's proposal addresses this challenge is by focusing on rebuilding America's roads and bridges. Increased highway funding will expand access to jobs, education, and health care in the short term and lay the foundation for our nation's future economic growth."

After Mendez testified, subcommittee Chairman Tom Latham, R-Iowa, and Rep. Steven LaTourette, R-Ohio, expressed frustration that the administration has not made a decision or offered any solid ideas on how raise the revenue needed to pay for Obama's proposed \$556 billion six-year surface transportation reauthorization proposal, BNA reported.

"Someone should have considered revenue," Latham said. "It's very frustrating not to get any answers."

During questioning, members pressed Mendez on how the administration plans to pay for the proposed reauthorization. Existing revenues are projected to fall \$231 billion short of funding the president's \$556 billion six-year transportation plan for highways, bridges, mass transit, high-speed and intercity passenger rail, and a national infrastructure bank.

U.S. Transportation Secretary Ray LaHood has said repeatedly that the administration will not support increasing the federal gasoline and diesel taxes due to poor economic conditions for many Americans. The gas tax (18.4 cents per gallon) and diesel tax (24.4 cents per gallon) have not increased since 1993.

Mendez said FHWA would like to work closely with stakeholders and members of Congress to determine revenue-raising strategies for multiyear transportation improvements.

"The investments proposed for FHWA in FY 2012 will support thousands of jobs, make our roads safer and our communities more livable, and lay a foundation for future economic growth," he said. "I look forward to working with you and other members of Congress in the weeks and months ahead to ensure the success of this request."

LaTourette suggested the administration is making promises to the transportation industry that it can't follow through on.

Rep. John Olver, D-Massachusetts and ranking minority member of the subcommittee, said members of Congress have to agree that a revenue increase is necessary to maintain the nation's infrastructure system. House Transportation and Infrastructure Committee Chairman John Mica, R-Florida, has ruled out increasing fuel taxes, however.

Program Consolidation, Performance Management Targets Proposed

The Obama administration's reauthorization proposal seeks to consolidate 55 separate highway programs into just five core programs, along with the creation of a competitive grants program and a new revenue alternatives office. The five new core programs would be Highway Safety Improvement Program; National Highway Program; Livable Communities Program; Federal Allocation Program; and Research, Technology, and Education Program.

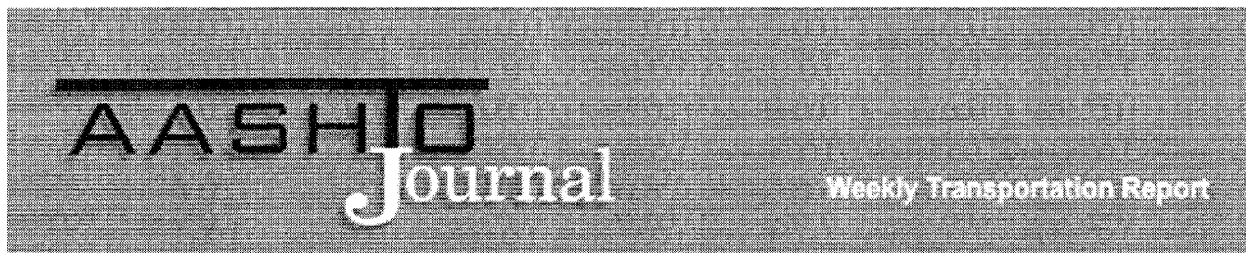
Mendez also discussed new performance management criteria the administration has proposed.

"The plan is to transition to a performance-based highway program in incremental stages in the areas of safety and state of good repair where there is consensus on definitions and the data is currently available," Mendez said.

In FY 2012, the agency also seeks to continue implement its "Every Day Counts" initiative to reduce delivery time on major infrastructure projects (from original concept to construction completion) from nearly 14 years down to six or seven years.

Mendez's testimony is available at 1.usa.gov/Mendez033011.

Questions regarding this article may be directed to editor@ashtojournal.org.



April 1, 2011

CBO Weighs Benefits, Risks Involved in Using VMT Tax to Fund Highways

Congress could shift from the gas tax to a vehicle-miles-traveled tax for funding the nation's highways, but it would first need to address potentially significant financial and privacy issues, concludes a recently released report from the Congressional Budget Office.

"VMT taxes that are aligned with the costs imposed by users would provide a better incentive for efficient highway use than fuel taxes do because the majority of those costs are related to miles driven," according to the report. "However, VMT taxes' effect on overall efficiency also would depend on how much it costs to put the taxes in place and to collect the money."

VMT tax collection costs could be higher than those for the current fuel tax because new vehicles would need to have electronic equipment installed while older vehicles would have to be retrofitted for transponders, the report notes. Unlike the fuel tax, CBO states VMT taxes might raise privacy concerns since the imposition of those taxes could give the government access to details on how particular vehicles are used.

While not making any specific recommendations, CBO does set forth various approaches for addressing privacy concerns. Those include limiting the information conveyed to the government and authorizing the use of devices for such other services as payment for parking.

Another approach included in the report involves giving individuals the option of paying a higher fuel tax rather than VMT fees.

"The optional fuel taxes would be set at rates high enough to appeal only to users with the greatest privacy concerns," according to the report.

The 38-page report, "Alternative Approaches to Funding Highways," is available at 1.usa.gov/CBO-Study.

Questions regarding this article may be directed to editor@aaashtojournal.org.