



OZARKS TRANSPORTATION ORGANIZATION  
A METROPOLITAN PLANNING ORGANIZATION

**Technical Planning Committee Electronic Meeting Agenda  
Monday, August 29, 2022, 9:00 a.m.**

**2208 W. Chesterfield Blvd. Suite 101  
AND  
Online at [www.ozarkstransportation.org](http://www.ozarkstransportation.org)**

**Call to Order ..... 9:00 a.m.**

**I. FY 2023 Unified Planning Work Program (UPWP) Amendment One**

An amendment is proposed for the FY 2023 Unified Planning Work Program.

**TECHNICAL PLANNING COMMITTEE ACTION REQUESTED TO RECOMMEND APPROVAL OF FY  
2023 UPWP AMENDMENT ONE TO THE BOARD OF DIRECTORS**

**II. Adjournment**

*Si usted necesita la ayuda de un traductor, por favor comuníquese con Andy Thomason al (417) 865-3042, al menos 48 horas antes de la reunión.*

*Persons who require special accommodations under the Americans with Disabilities Act or persons who require interpreter services (free of charge) should contact Andy Thomason at (417) 865-3042 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](http://www.ozarkstransportation.org) or call (417) 865-3042.*

## TECHNICAL PLANNING COMMITTEE ELECTRONIC MEETING AGENDA 8/29/2022; ITEM I

### FY 2023 Unified Planning Work Program (UPWP) Amendment One

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

#### **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 contains additional items from the Operational budget such as In-Kind match expenses. The UPWP budget is included in the annual contract with MoDOT for OTO operating expenses. An amendment is proposed to the FY 2023 UPWP Budget.

Explanation of requested changes:

#### **Revenue**

- **Surface Transportation Block Grant (STBG)** increase of \$50,782 to \$231,525. The OTO is increasing the amount of eligible STBG Revenue to fund additional studies in the OTO budget.
- **Consolidated Planning Grant (CPG)** increase of \$36,378 to \$925,953. The OTO is reimbursed for 80% of the budgeted expenses. The increased expense is resulting in an increase in reimbursement.

#### **Expense**

- **Telephone and Internet** increase of \$1,800 for increase in monthly internet bill.
- **Computer Upgrades/Equipment** increase of \$2,000 for additional equipment and increased cost of computer equipment.
- **IT Maintenance Contract** decrease of \$1,200 for new IT Managed Service Provider contract.
- **Transportation Consulting Services** increase of \$106,351 for the following:
  - City of Strafford Study (increase) - \$60,000
  - City of Willard Trail Underpass Study - \$5,000 to \$15,000
  - City of Battlefield FF Study (brought forward from FY 2022) - \$35,000
  - FF Extension Study \$50,000
  - Other studies and grant data as needed \$46,351

In addition to the UPWP budget the following changes were made to the UPWP document:

- Increased the amount of the 2.5% Safe and Accessible Transportation Options to \$29,082 under Task 5 on page 22.
- Increased the amount of FY 2023 CPG Expected Allocation to \$772,615 on page 35.
- Updated the Major Activities and Task table estimated costs found on page 10 and 11.
- Updated the financial tables found on pages 33-37.

**EXECUTIVE COMMITTEE ACTION TAKEN:**

At its regularly scheduled meeting on August 10, 2022, the Executive Committee revised the proposed FY 2023 UPWP Amendment One. The Executive Committee recommended that the Board of Directors approve the revised FY 2023 UPWP Amendment One.

**TECHNICAL PLANNING COMMITTEE ACTION REQUESTED**

A member of the Technical Planning Committee is requested to make one of the following motions:

“Move to recommend that the Board of Directors approve FY 2023 UPWP Amendment One as revised by the Executive Committee.”

OR

“Move to recommend the following...”

# Unified Planning Work Program

Fiscal Year 2023  
(July 1, 2022 – June 30, 2023)

---

*Adopted by the OTO Board of Directors: May 19, 2022*

*Approved by USDOT: June 15, 2022*

---

*Amended by the OTO Board of Directors:*

*Approved by USDOT:*



**OZARKS TRANSPORTATION ORGANIZATION**

A METROPOLITAN PLANNING ORGANIZATION

The Metropolitan Planning Organization (MPO) fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. The MPO does not discriminate based on race, color, national origin, English proficiency, religious creed, disability, age, sex. Any person who believes he/she or any specific class of persons has been subjected to discrimination prohibited by Title VI or related statutes or regulations may, herself/himself or via a representative, file a written complaint with the MPO. A complaint must be filed no later than 180 calendar days after the date on which the person believes the discrimination occurred. A complaint form and additional information can be obtained by contacting the Ozarks Transportation Organization (see below) or at [www.ozarkstransportation.org](http://www.ozarkstransportation.org).

For additional copies of this document or to request it in an accessible format, contact:

By mail:	Ozarks Transportation Organization 2208 W. Chesterfield Boulevard, Suite 101 Springfield, MO 65807
By telephone:	(417) 865-3042
By fax:	417-862-6013
By email:	<a href="mailto:staff@ozarkstransportation.org">staff@ozarkstransportation.org</a>
Online:	<a href="http://www.ozarkstransportation.org">www.ozarkstransportation.org</a>

This report was prepared in cooperation with the USDOT, including FHWA and FTA, as well as the Missouri Department of Transportation. The opinions, findings, and conclusions expressed in this publication are those of the authors and not necessarily those of the Missouri Highways and Transportation Commission, the Federal Highway Administration, or the Federal Transit Administration.

## Table of Contents

Location of Referenced Documents .....	2
Introduction .....	4
Important Issues Facing the Ozarks Transportation Organization.....	9
Major Activities and Tasks .....	10
Task 1 – OTO General Administration .....	12
Task 2 – Coordination and Public Engagement .....	15
Task 3 – Planning and Implementation .....	17
Task 4 – Project Selection and Programming .....	20
Task 5 – Safe and Accessible Transportation Options .....	22
Task 6 – OTO Transit Planning .....	23
Task 7 – CU Transit Planning .....	25
Task 8 – Ad Hoc Studies and Projects .....	28
Task 9 – Operations and Demand Management .....	30
Task 10 – MoDOT Studies and Data Collection .....	31
Financial Tables .....	33

## Location of Referenced Documents

FY 2022 UPWP, as amended –

<https://media.ozarkstransportation.org/documents/AdminMod1UPWP10012021Revised.pdf>

Public Participation Plan - <https://media.ozarkstransportation.org/documents/OTO-2020-Public-Participation-Plan.pdf>

Public Participation Plan Annual Evaluation - <https://media.ozarkstransportation.org/documents/PPP-2020-evaluation.pdf>

*Transportation Plan 2045 -*

[https://media.ozarkstransportation.org/documents/ApprovedDestination2045\\_09162021.pdf](https://media.ozarkstransportation.org/documents/ApprovedDestination2045_09162021.pdf)

Regional Bicycle and Pedestrian Trail Investment Study

<https://media.ozarkstransportation.org/documents/Towards-A-Regional-Trail-System.pdf>

[https://media.ozarkstransportation.org/documents/OTO\\_Trail\\_Investment\\_Study\\_Complete.pdf](https://media.ozarkstransportation.org/documents/OTO_Trail_Investment_Study_Complete.pdf)

[https://media.ozarkstransportation.org/documents/OTO\\_TIS\\_Nixa\\_Addendum.pdf](https://media.ozarkstransportation.org/documents/OTO_TIS_Nixa_Addendum.pdf)

Bylaws - <https://www.ozarkstransportation.org/our-resources/policies>

Title VI Program - [https://media.ozarkstransportation.org/documents/Title-VI\\_ADA-Program.pdf](https://media.ozarkstransportation.org/documents/Title-VI_ADA-Program.pdf)

Limited English Proficiency Plan - <https://media.ozarkstransportation.org/documents/Limited-English-Proficiency-Plan.pdf>

Congestion Management Process - <https://media.ozarkstransportation.org/documents/CMP-Monitoring-and-Strategy-Evaluation-2020-Approved-Reduced.pdf>

Bicycle and Pedestrian Report - <https://media.ozarkstransportation.org/documents/CY20-Report.pdf>

State of Transportation Report – <https://media.ozarkstransportation.org/documents/State-of-Transportation-and-Infographic-2020.pdf>

Clean Air Action Plan - <https://media.ozarkstransportation.org/documents/2020CAAP.pdf>

FY 2022-2025 Transportation Improvement Program and Amendments - <https://www.ozarkstransportation.org/what-we-do/transportation-improvement-program>

Annual Listing of Obligated Projects - <https://media.ozarkstransportation.org/documents/ALOPReport08312021.pdf>

Federal Funds Balance Report - <https://media.ozarkstransportation.org/documents/FundsBalanceReport12082021.pdf>

Transit Coordination Plan - <https://media.ozarkstransportation.org/documents/Transit-Coordination-Plan-2017.pdf>

Program Management Plan - <https://media.ozarkstransportation.org/documents/Program-Management-Plan-2018.pdf>

Year End UPWP Progress Report - [https://www.ozarkstransportation.org/uploads/documents/UPWPFY2022\\_YearEnd.pdf](https://www.ozarkstransportation.org/uploads/documents/UPWPFY2022_YearEnd.pdf)

## Introduction

The Ozarks Transportation Organization (OTO) is the federally designated metropolitan planning organization (MPO) that serves as a forum for cooperative transportation decision-making by state and local governments, as well as regional transportation and planning agencies for the Springfield urbanized area. MPOs are charged with maintaining and conducting a “continuing, cooperative, and comprehensive” regional transportation planning and project programming process for the MPO’s planning area. The planning area is defined as the area projected to become urbanized within the next 20 years.

The MPO includes local elected and appointed officials from Christian and Greene Counties, as well as the Cities of Battlefield, Nixa, Ozark, Republic, Springfield, Strafford, and Willard. It also includes technical staffs from the Missouri Department of Transportation, Federal Highway Administration, Federal Transit Administration, and the Federal Aviation Administration. Staff members from local governments and area transportation agencies serve on OTO’s Technical Planning Committee which provides technical review, comments, and recommendations on draft plans, programs, studies, and issues.

The Unified Planning Work Program (UPWP) is a description of the proposed activities of the Ozarks Transportation Organization during Fiscal Year 2023 (July 2022 - June 2023). The program is prepared annually and serves as a basis for requesting federal planning funds from the U.S. Department of Transportation through the Missouri Department of Transportation. All tasks are to be completed by OTO staff unless otherwise identified.

It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document was prepared by staff from the Ozarks Transportation Organization (OTO), the Springfield Area Metropolitan Planning Organization (MPO), with assistance from various agencies, including the Missouri Department of Transportation (MoDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), City Utilities (CU) Transit, and members of the OTO Technical Planning Committee consisting of representatives from each of the nine OTO jurisdictions. Federal funding is received through a federal Transportation Grant from the Federal Highway Administration and the Federal Transit Administration, known as a Consolidated Planning Grant (CPG).

The implementation of this document is a cooperative process of the OTO, Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, City Utilities Transit, and members of the OTO Technical Planning Committee and OTO Board of Directors. The OTO is interested in public input on this document and all planning products and transportation projects. The Ozarks Transportation Organization’s Public Participation Plan may be found on the OTO website:

<https://media.ozarkstransportation.org/documents/OTO-2020-Public-Participation-Plan.pdf>

CFR §450.306 identifies the scope of the metropolitan planning process, which shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;



2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. 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;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

In addition, the planning process shall include developing the long-range transportation plan and transportation improvement program (TIP) through a performance-driven, outcome-based approach to planning for the metropolitan area.

The tasks of the Unified Planning Work Program support these identified planning factors. The following table demonstrates the intersectionality between OTO's work program and the planning process as prescribed in federal law.

<div>Planning Factors</div> <div>UPWP Tasks</div>	1. Economic Vitality	2. Safety	3. Security	4. Accessibility & Mobility	5. Environment	6. Connectivity	7. Management & Operations	8. System Preservation	9. Resiliency & Reliability	10. Travel & Tourism
Task 1 – General Administration										
Task 2 – Coordination & Public Engagement										
Task 3 – Planning & Implementation										
Task 4 – Project Selection & Programming										
Task 5 – Safe & Accessible Transportation Options										
Task 6 – OTO Transit Planning										
Task 7 – CU Transit Planning										
Task 8 – Ad Hoc Studies & Projects										
Task 9 – Operations & Demand Management										
Task 10 – MoDOT Studies & Data Collection										

The OTO also considered the 2021 Planning Emphasis Areas in the development of the FY 2023 UPWP. The Planning Emphasis Areas alignment with the UPWP work program is shown below.

<div> <div>2021 Planning Emphasis Areas</div> <div>UPWP Tasks</div> </div>	1. Transition to a Clean Energy, Resilient Future	2. Equity and Justice40 in Transportation Planning	3. Complete Streets	4. Public Involvement	5. STRAHNET/DOD Coordination	6. FLMA Coordination	7. Planning and Environment Linkages	8. Data in Transportation Planning
Task 1 – General Administration								
Task 2 – Coordination & Public Engagement								
Task 3 – Planning & Implementation								
Task 4 – Project Selection & Programming								
Task 5 – Safe & Accessible Transportation Options								
Task 6 – OTO Transit Planning								
Task 7 – CU Transit Planning								
Task 8 – Ad Hoc Studies & Projects								
Task 9 – Operations & Demand Management								
Task 10 – MoDOT Studies & Data Collection								

# Ozarks Transportation Organization Metropolitan Planning Area

Approved by the  
Governor of Missouri  
2/8/2002



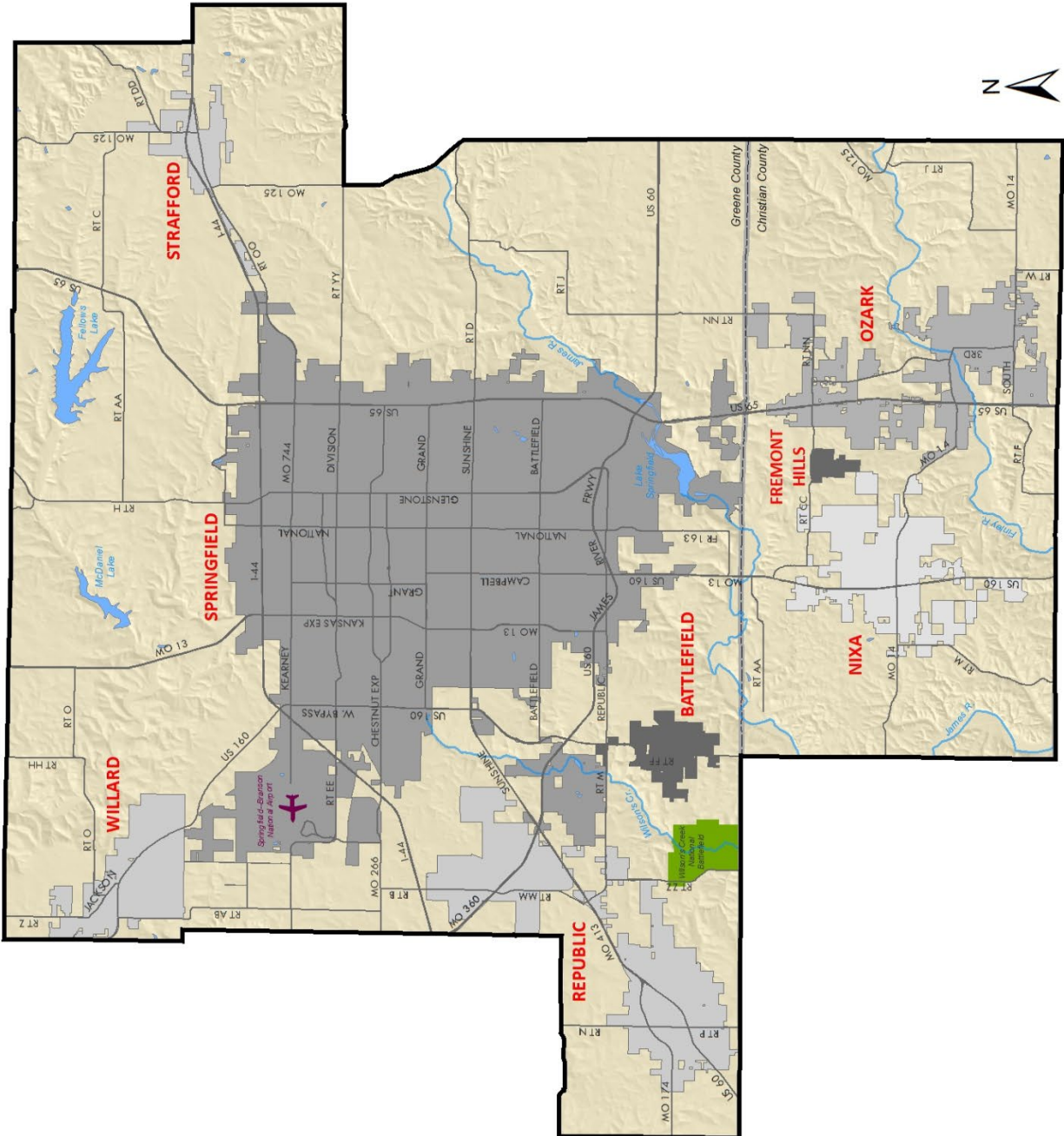
## Legend

- Airport
- Major Road
- River
- Lake
- City Limits
- National Park
- OTO Study Area



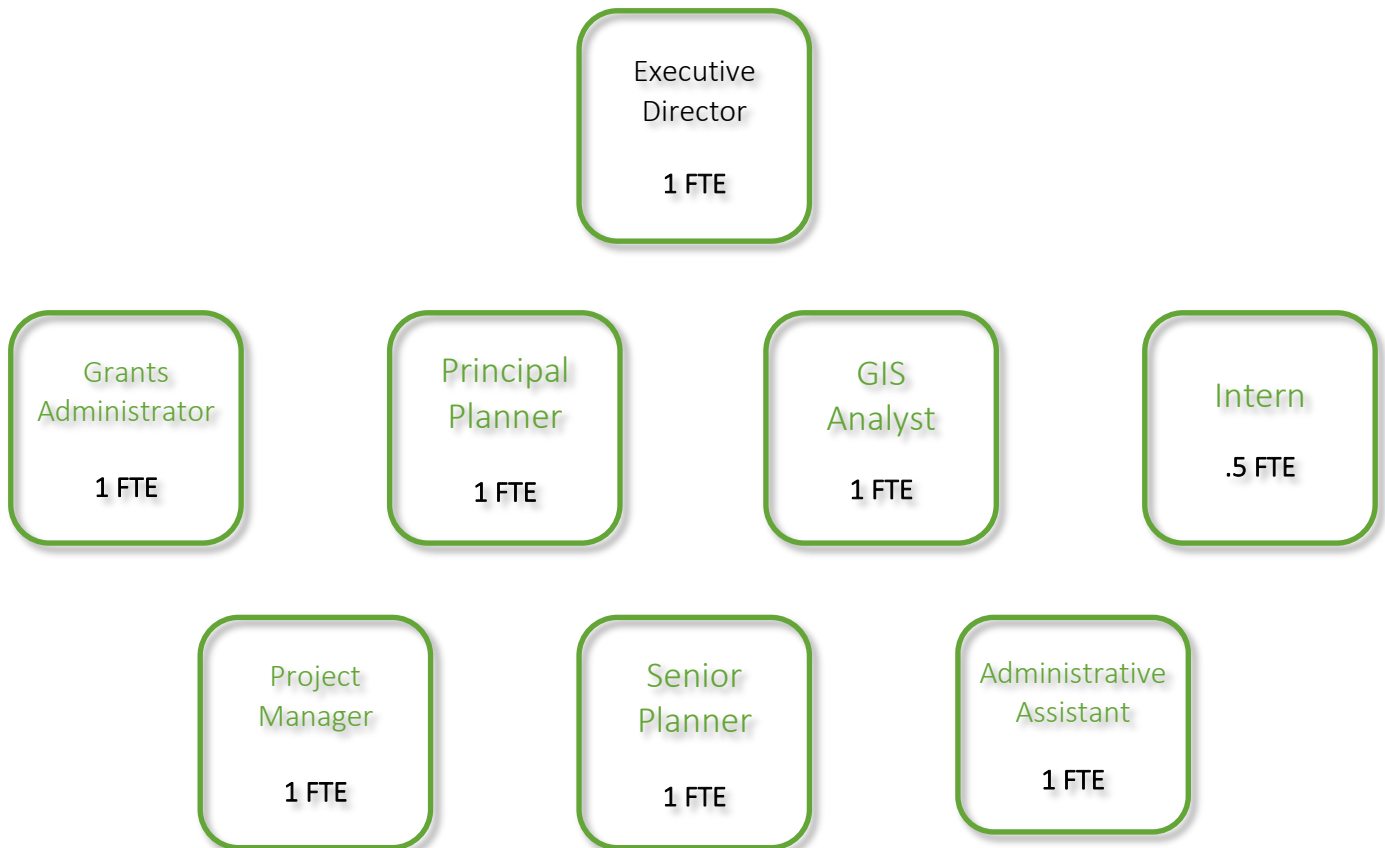
## DISCLAIMER

The Ozarks Transportation Organization is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Missouri Department of Transportation (MoDOT), or the Ozarks Transportation Organization. This map does not constitute a standard, specification, or regulation.



## Ozarks Transportation Organization Planning Staff

100% Dedicated to Transportation Planning



# Important Issues Facing the Ozarks Transportation Organization

---

*MISSION: To provide a forum for cooperative decision-making in support of an excellent transportation system.*

---

The OTO has adapted the planning process throughout the COVID-19 pandemic. The OTO overcame logistical challenges by incorporating virtual tools and conducting hybrid meetings. These changes have received positive feedback and will continue to be a tool used for broader participation. OTO has stayed on mission and continued advancing the planning process and cooperative decision-making. The region is continuing its work towards a more multi-modal, aesthetically pleasing transportation system, but it continues to struggle with funding challenges. In addition to COVID-19, the OTO planning partners are focused on ways to fund the transportation system with the threat of increased inflation in the upcoming transportation planning program and statewide transportation planning program.

Much of OTO's work is recurring, often annually, however, staff strives to improve upon past iterations, putting forth work exemplifying best practices and the region's needs. Familiar work includes:

- Transportation Improvement Program
- STIP Prioritization
- Performance Monitoring
- Committees such as Local Coordinating Board for Transit, Bicycle Pedestrian Advisory Committee, and Traffic Incident Management
- Technical Planning Committee
- Board of Directors/Executive Committee
- Public Involvement

The Unified Planning Work Program for FY 2023 will also continue to implement the recommendations contained within *Destination 2045 (adopted in 2021)*, as well as the *Regional Bicycle and Pedestrian Trail Investment Study*. Work products include studies and the ongoing effort to pursue discretionary funding for the region.

The OTO continues to implement Planning and Environmental Linkages (PEL) into the planning processes. PEL is a collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process.

OTO will also continue to embrace the new tools that have become available and necessary over the past couple years. The future may be unpredictable, but by maintaining a quality planning process, the region can be resilient in the face of uncertainty. The region stands ready to utilize additional transportation investment as it becomes available to the region.

## Major Activities and Tasks

The Unified Planning Work Program is divided into tasks and work elements identifying how OTO's time and expenses will be allocated over the fiscal year. The following pages outline each major activity and task, responsible agencies, schedule, resulting products, and proposed funding. Funding is summarized by source and federal share, with matching funds identified. Additional details on prior accomplishments can be found in the FY 2022 UPWP Year-End Report, which will be incorporated upon completion in July 2022.

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
<b>Task 1 – General Administration</b>	<b>\$198,718</b>		
1.1 Financial and Contract Management		OTO	Yes
1.2 Financial Audit		OTO	Yes
1.3 Unified Planning Work Program		OTO	No
1.4 Travel and Training		OTO	No
1.5 General Administration and Personnel		OTO	Yes
1.6 Electronic Support for OTO Operations		OTO	Yes
1.7 MPO Compliance and Certification		OTO	No
<b>Task 2 – Coordination and Public Engagement</b>	<b>\$307,131</b>		
2.1 OTO Committee Support		OTO	No
2.2 Stakeholder Education and Outreach		OTO	No
2.3 Public Involvement		OTO	No
2.4 Civil Rights Compliance		OTO	No
2.5 Member Attendance at OTO Meetings		OTO	No
<b>Task 3 – Planning and Implementation</b>	<b>\$282,782</b>		
3.1 Long Range Transportation Plan		OTO	No
3.2 Performance Measures		OTO	No
3.3 Congestion Management Process Implementation		OTO	No
3.4 Federal Functional Classification Maintenance and Updates		OTO	No
3.5 Active Transportation Planning and Implementation		OTO	No
3.6 Freight Planning		OTO	No
3.7 Air Quality Planning		OTO	No
3.8 Transition to a Clean Energy, Resilient Future			
3.9 Demographic and Geographic Data Management		OTO	Yes
3.10 Support for Jurisdictions' Plans		OTO	No
3.11 Aerial Photography		OTO	Yes
3.12 Strategic Highway Network (STAHNET) Planning		OTO	No
3.13 Federal Land Management Agency (FLMA) Coordination		OTO	No
<b>Task 4 – Project Selection and Programming</b>	<b>\$101,139</b>		
4.1 Project Programming		OTO	Yes
4.2 Federal Funds Tracking		OTO	No
4.3 STIP Prioritization and Scenarios		OTO	No

Tasks	Estimated Total Cost	Responsible Agency	Consultant Contract
<b>Task 5 – Safe and Accessible Transportation Options</b>	<b>\$50,000</b>	<b>OTO</b>	
5.1 Transportation Options Best Practices		OTO	No
5.2 Jurisdiction Project Planning		OTO	No
5.3 Complete Streets		OTO	No
5.4 Pedestrian Transportation		OTO	No
5.5 Van Pool Program		OTO	No
5.6 Planning and Environment Linkages (PEL)		OTO	No
<b>Task 6 – OTO Transit Planning</b>	<b>\$48,534</b>		
6.1 Operational Planning		OTO	No
6.2 Transit Coordination Plan and Implementation		OTO	No
6.3 Program Management Plan Implementation		OTO	No
6.4 Data Collection and Analysis		OTO	No
6.5 Community Support		OTO	No
6.6 ADA/Title VI Appeal Process		OTO	No
6.7 CU Transit Fixed Route Analysis Coordination		OTO	No
<b>Task 7 – CU Transit Planning</b>	<b>\$210,000</b>		
7.1 Operational Planning		City Utilities	No
7.2 ADA Accessibility Planning		City Utilities	No
7.3 Transit Fixed Route/Regional Service Analysis Imp.		City Utilities	No
7.4 Service Planning		City Utilities	No
7.5 Financial Planning		City Utilities	No
7.6 Competitive Contract Planning		City Utilities	No
7.7 Safety, Security, and Drug/Alcohol Control Planning		City Utilities	No
7.8 Transit Coordination Plan Implementation		City Utilities	No
7.9 Program Management Plan Implementation		City Utilities	No
7.10 Data Collection and Analysis		City Utilities	No
7.11 Transit Fixed Route Analysis		City Utilities	Yes
<b>Task 8 – Ad Hoc Studies and Projects</b>	<b>\$328,881</b>		
8.1 Route FF through Battlefield Study		OTO	Yes
8.2 Transportation Consultant/Modeling Services		OTO	Yes
8.3 Grant Applications		OTO	Potentially
8.4 Other Studies in Accordance with LRTP		OTO	Potentially
8.5 Administration of CRRSA Funded Projects		OTO	No
8.6 Administration of Local Jurisdiction Projects		OTO	No
<b>Task 9 – Operations and Demand Management</b>	<b>\$46,857</b>		
9.1 Traffic Incident Management Planning		OTO	No
9.2 Intelligent Transportation Systems Coordination		OTO	No
9.3 Travel Sensing and Travel Time Services		OTO/Springfield/MoDOT	Yes
9.4 Coordinate Employer Outreach Activities		OTO/Springfield	No
9.5 Collect & Analyze Data to Determine Potential Demand		OTO	No
<b>Task 10 – MoDOT Studies and Data Collection</b>	<b>\$82,806</b>		
10.1 MoDOT Transportation Studies and Data Collection		MoDOT SW	No
<b>TOTAL</b>	<b>\$1,656,848</b>		



## Task 1 – OTO General Administration

### Purpose

Activities required to manage the transportation planning process and all UPWP work products on a continual basis by offering professional staff services, administering the work program and budget, execute agreements with partner agencies, and administrative/operational activities required to function as an independent MPO.

### Work Elements

#### 1.1 Financial and Contract Management

*Timeframe – July 2022 to June 2023*

- Preparation and submission of quarterly financial reports, regular payment requests, and year-end reports per existing agreements
- Maintenance of OTO accounts and budget, with reporting to Board of Directors
- Annual dues administration
- Coordinate contract development, management, and addendums
- Procurement in accordance with the OTO Purchasing manual and applicable guidance

#### 1.2 Financial Audit

*Timeframe – August 2022 to December 2022*

- Conduct an annual, and if necessary, single audit of FY 2022 and report to Board of Directors
- Implement measures as suggested by audit

#### 1.3 Unified Planning Work Program

*Timeframe – July 2022 to June 2023*

- Amendments to the FY 2023 UPWP as necessary
- Development of the FY 2024 UPWP, including subcommittee meetings and public participation in accordance with the OTO Public Participation Plan, as well as approval through the OTO Board of Directors, MoDOT, FHWA Missouri Division, and FTA Region VII.
- UPWP Quarterly Progress Reports
- Invoicing and Year-End Report

#### 1.4 Travel and Training

*Timeframe – July 2022 to June 2023*

- Travel to meetings and trainings regionally, statewide, and nationally
  - MoDOT Planning Partner Meetings
  - Missouri Recreation Trails Committee
  - Missouri Highway and Transportation Commission meetings
  - Missouri Public Transit Association Board Meetings
  - Springfield Traffic Advisory Board
  - Ozark Greenways Technical Committee
  - Let's Go Smart Collaborative
  - Ozarks Section of Institute of Transportation Engineers
- Training and development of OTO staff and members through relevant educational programs, which could potentially include:
  - Association of MPOs Conferences and Webinars



- GIS industry-related conferences and training, such as MAGIC or ESRI
- Institute for Transportation Engineers Conferences and Webinars
- Transportation Research Board Conferences and Webinars
- American Planning Association Conferences and Webinars
- Missouri Public Transportation Association Conferences and Webinars
- Other relevant training for planning and non-planning staff
- OTO hosted training for members
- Employee Educational Assistance
- Industry memberships as appropriate

### 1.5 General Administration and Personnel

*Timeframe – July 2022 to June 2023*

- Manage the day-to-day activities of the structurally independent MPO
- Update memorandums of understanding, as necessary
- Provide administrative services and management (including legal) review of all work products identified in the UPWP
- Legal services
- Policy and bylaws amendments, as necessary
- Develop and improve the internal operations of the MPO
- Personnel management including recruitment, evaluations, and transitions to maintain a professional staff with necessary talent skills, and capacity
- Payroll and benefits administration

### 1.6 Electronic Support for OTO Operations

*Timeframe – July 2022 to June 2023*

- Ensure technical resources are available to implement the UPWP
- Maintain and update OTO hosted websites and associated services
- Maintain and update social media
- Software and associated updates
- Information Technology Managed Services, including data backup

### 1.7 MPO Compliance and Certification

*Timeframe – July 2022 to June 2023*

- Continue to address items contained in 2021 joint FHWA and FTA federal certification review of the MPO Planning Process
- Participate in efforts related to the 2020 Census, such as defining urban and planning boundaries, as well as other transportation-related products
- Monitor guidance from state and federal agencies on the regional transportation process and provide feedback as necessary through the federal register or other engagement process

### Anticipated Outcomes

- Implementation of the FY 2023 UPWP
- Regular reimbursement requests and quarterly progress reports
- FY 2022 Year-End Report
- Adoption of the FY 2024 UPWP and execution of associated agreements
- Financial reporting to the Board of Directors

- FY 2022 Audit
- Attendance of OTO staff and members at relevant meetings and trainings
- Relevant policy and bylaws updates and necessary legal services
- Continuously updated websites
- Social media engagement
- Revisions to inter-local agreements and contracts as needed
- Continued grant administration of multiple DOT Grants

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- Quarterly progress reports, payment requests and year-end report for FY 2021
- Quarterly financial reporting to the Board of Directors
- Final dues collection from prior year and preparation of dues for next fiscal year
- FY 2021 Financial Statement Audit
- FY 2022 UPWP amendments and administrative modifications as needed through June 2022
- FY 2023 UPWP development and approval
- Conferences and training for staff
- Monthly website maintenance and associated updates
- Employment management
- Social media engagement
- Legal services and contracts
- Procurement Manual revision
- Cash Management Plan
- Financial Control Manual revision
- Bylaw Amendment
- Updated Continuity of Operations Plan
- Enhanced ability to manage multiple DOT Grants
- Addressed items contained in 2021 joint FHWA and FTA federal certification review of the MPO Planning Process

## Task 2 – Coordination and Public Engagement

### Purpose

Support various committees of the OTO and participate in various community committees directly relating to regional transportation planning activities. Inform and engage the public, media, and other stakeholders in the OTO planning process. Provide the community an opportunity for meaningful participation in planning process and plan development. Facilitate the planning and implementation of transportation projects and services, while strengthening working relationships among MPO members, MoDOT, and partner agencies.

### Work Elements

#### 2.1 OTO Committee Support

*Timeframe – July 2022 to June 2023*

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

#### 2.2 Stakeholder Education and Outreach

*Timeframe – July 2022 to June 2023*

- Participate in and encourage collaboration among various community committees directly related to transportation

#### 2.3 Public Involvement

*Timeframe – July 2022 to June 2023*

- Maintain OTO website and public comment tools
- Facilitate public comment periods associated with the Public Participation Plan
- Comply with Missouri Sunshine Law requirements, including record retention
- Annual Public Participation Plan (PPP) Evaluation
- Continue to utilize social media for public education and input
- Publish public comments in agenda to ensure Board and Committees are informed.
- Integrating Virtual Public Involvement tools into the public involvement process

#### 2.4 Civil Rights Compliance

*Timeframe – July 2022 to June 2023*

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

## 2.5 Member Attendance at OTO Meetings

*Timeframe – July 2022 to June 2023*

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

### Anticipated Outcomes

- Conduct meetings, prepare agendas and meeting minutes for OTO Committees, Subcommittees, and Board of Directors
- Attendance of OTO staff and OTO members at various community committees
- Document meeting attendance for in-kind reporting
- Public input tracked and published
- Implementation of PPP through website and press release
- Annual PPP Evaluation
- Semiannual DBE reporting submitted to MoDOT
- Title VI/ADA semiannual reporting and complaint tracking submitted to MoDOT
- Public Input for Ad Hoc Studies and Administered Projects
- Integration of Virtual Public Involvement Tools

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- Meetings, agendas, and minutes for OTO Board of Directors, Committees, and Subcommittees
- Document meeting attendance for in-kind reporting
- Community committee participation
- Annual PPP Evaluation
- Management of public input
- DBE and Title VI reports submitted to MoDOT
- Created Civil Rights and Title VI page on OTO website
- Public Input Websites for the North Highway 13 Study and 2022 I-44 INFRA Grant Application
- Public meetings conducted for the North Highway 13 Study, 2022 I-44 INFRA Discretionary Grant Application, and 2022 Highway MM RAISE Discretionary Grant Application

## Task 3 – Planning and Implementation

### Purpose

Short- and long-range planning activities supporting a multimodal transportation system, supported with best practices, latest available data. Providing for a performance-driven and outcome-based planning process.

### Work Elements

#### 3.1 Long Range Transportation Plan

*Timeframe – July 2022 to June 2023*

- Incorporating *Destination 2045* guidance in the planning process
- Process amendments to the long range transportation plan and the Major Thoroughfare Plan
- Continue to integrate Planning and Environmental Linkages (PEL) into the planning process to include data on natural, cultural, and community resources as well as environmental justice demographics
- Implementation of action items and status summary

#### 3.2 Performance Measures

*Timeframe – July 2022 to June 2023*

- Continue to set and monitor performance targets, in coordination with MoDOT and City Utilities
- Annual State of Transportation report, incorporating federally required performance measures and those set in the long range transportation plan

#### 3.3 Congestion Management Process Implementation

*Timeframe – July 2022 to June 2023*

- Coordinate system performance monitoring, including data collection and analysis
- Review goals and implementation strategies to ensure effective system evaluation
- Conduct before and after analysis of completed projects and their effects on the system
- Continue to integrate Planning and Environmental Linkages (PEL) into the CMP Process
- Produce CMP update

#### 3.4 Federal Function Classification Maintenance and Updates

*Timeframe – July 2022 to June 2023*

- Annual call for updates
- Facilitate change requests as necessary

#### 3.5 Active Transportation Planning and Implementation

*Timeframe – July 2022 to June 2023*

- Implement strategies for active transportation as identified in OTO bicycle and pedestrian plans, including *Towards A Regional Trail System*, *Statement of Priorities for Sidewalks and On-Street Bicycle and Pedestrian Infrastructure*, and *Regional Bicycle and Pedestrian Trail Investment Study*.
- Coordinate and monitor regional activities through the Bicycle and Pedestrian Advisory Committee
- Work with member jurisdictions to identify funding and timelines for potential trail projects
- Manage consultant contracts for scoping, design and possible construction of trail projects

### **3.6 Freight Planning**

*Timeframe – July 2022 to June 2023*

- Participate in MoDOT freight planning efforts, including the implementation of statewide freight and rail plan
- Continue to identify and review essential freight corridors throughout the region
- Maintain participation in the Heartland Freight Technology Plan Consortium

### **3.7 Air Quality Planning**

*Timeframe – July 2022 to June 2023*

- Monitor air quality and its impact on transportation conformity
- Support the Ozarks Clean Air Alliance and its participation in the EPA Ozone and PM Advance Programs through the Clean Air Action Plan

### **3.8 Transition to a Clean Energy, Resilient Future**

- Review Alternative Fuel Corridor status and support electric vehicle charging implementation efforts
- Work with MoDOT and planning partners to identify the barriers to and opportunities for deployment of fueling and charging infrastructure
- Continued planning process incorporation of alternative modes of transportation

### **3.9 Demographic and Geographic Data Management**

*Timeframe – July 2022 to June 2023*

- Continue to develop and maintain the Geographic Information System (GIS) and curate data for transportation planning
- Develop and maintain mapping and graphics for OTO activities and reports, including, but not limited to, the OTO website, OTO publications, and other printed or digital materials
- Continued maintenance of equity data and mapping to incorporate into the planning process
- Support transportation decision-making by collecting and compiling demographics, area development data, and migration statistics into a report on growth trends
- Use hazard environmental assessment database to identify endangered species and flood-vulnerable facilities as associated with potential transportation improvements
- Data acquisition for grants, plans, and performance measures
- Development of data sharing policy for OTO acquired data
- GIS license maintenance

### **3.10 Support for Jurisdictions' Plans**

*Timeframe – July 2021 to June 2023*

- Provide support for member jurisdictions as they develop and implement plans and studies through activities such as consultant scope of service review, committee participation, regional data, and ensuring OTO plan consistency
- Host trainings as requested

### **3.11 Aerial Photography**

- Cooperatively purchase Aerial Photography with the City of Springfield, City Utilities, and other local jurisdictions. OTO pays a flat fee of the overall expected cost of \$305,748. 100% of the OTO portion will be used for regional transportation planning.

### **3.12 Strategic Highway Network (STAHNET) Planning**

- Review of the STRAHNET system to identify routes in the OTO boundary

### 3.13 Federal Land Management Agency (FLMA) Coordination

- Continued coordination through the planning process with the FLMA representatives in the MPO area

### Anticipated Outcomes

- Amendments to the LRTP as necessary
- Performance target updates
- Annual call for updates to the Federal Functional Classification System and other updates as requested
- Congestion Monitoring Report
- Annual Bicycle/Pedestrian Implementation Report
- Resources for active transportation best practices and any associated trainings
- Continued development of trail projects for eventual construction
- Participation in statewide freight planning efforts
- Continued air quality attainment status monitoring
- Report on growth trends and other relevant demographics
- GIS maintenance and mapping, including transportation data
- OTO data sharing policy
- Travel demand model updates as needed and associated model runs
- Aerial Photography files received
- Review of STRAHNET system
- FMLA Coordination
- Other projects as needed

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- *Adopted Destination 2045*
- *Transportation Plan 2040* amendment
- Performance target updates
- Annual State of Transportation Report
- Updated TPM Agreement
- Adoption of performance targets per the adopted Transportation Performance Measure (TPM) Agreement
- Annual Federal Functional Classification call for projects
- Federal Functional Classification update requests
- Bike/Ped Implementation Report
- Towards A Regional Trail System
- Statement of Priorities for Sidewalks and On-Street Bicycle and Pedestrian Infrastructure (On the Path to Connected Pedestrian and Bicycle Networks)
- System Performance Report
- Participation in Ozarks Clean Air Alliance
- GIS maintenance and mapping

## Task 4 – Project Selection and Programming

### Purpose

Identify and implement priorities within the OTO through the development and maintenance of the Transportation Improvement Program.

### Work Elements

#### 4.1 Project Programming

*Timeframe – July 2022 to June 2023*

- Review and revise, as necessary, policies and procedures for project selection and award
- Award funding and program projects into relevant Transportation Improvement Program
- All public involvement activities relating to gathering input for and comments on the Transportation Improvement Program and its amendments
- Complete and publish FY 2023-2026 Transportation Improvement Program
- Develop and draft FY 2024-2027 Transportation Improvement Program
- Process all TIP Amendments and Modifications, including the coordination, advertising, public comment, Board approval, and submissions for MoDOT STIP incorporation
- Maintain and update the OTO TIP project database and web map

#### 4.2 Federal Funds Tracking

*Timeframe – July 2022 to June 2023*

- Gather obligation information and develop the Annual Listing of Obligated Projects and publish to website within 90 days of the end of the program year
- Monitor OTO suballocated funding balances and publish a semi-annual report
- Track area cost-share projects
- Track reasonable progress on project implementation following programming

#### 4.3 STIP Prioritization and Scenarios

*Timeframe – July 2022 to June 2023*

- Meet with member jurisdictions and agencies about their transportation planning issues, needs, and planned growth
- Review prioritization criteria and update as necessary, supporting the regional vision and goals
- Develop final recommendations to MoDOT, including unfunded needs and multi-modal needs, using a subcommittee of the Technical Planning Committee to prioritize projects

### Anticipated Outcomes

- Adoption and approval of the FY 2023-2026 Transportation Improvement Program
- Development of the draft FY 2024-2027 Transportation Improvement Program
- TIP Amendments and Administrative Modifications as necessary
- Maintain online TIP database
- Semiannual Federal Funds Balance Report
- Annual Listing of Obligated Projects
- Develop and prioritize potential projects for use of MoDOT system improvement funds



### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- Amendments and Administrative Modifications to the FY 2021-2022 Transportation Improvement Program
- Draft FY 2023-2026 Transportation Improvement Program
- New Online TIP database procurement and implementation
- Semiannual Federal Funds Balance Reports
- Annual Listing of Obligated Projects
- MoDOT STIP Prioritization

## Task 5 – Safe and Accessible Transportation Options

### Purpose

Incorporate planning processes that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles. The OTO currently works towards safe and accessible transportation options as demonstrated by work tasks throughout the UPWP. This section contains additional tasks for developing safe and accessible transportation options. This task is utilizing the 2.5% (\$29,082) set aside of Safe and Accessible Transportation Options Planning funds for the OTO.

### Work Elements

#### 5.1 Transportation Options Best Practices

- Research best practices around active transportation, complete streets, and mobility options, as well as provide support as needed to member jurisdictions on these topics.

#### 5.2 Jurisdiction Project Planning

- Work with member jurisdictions to identify project elements to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

#### 5.3 Complete Streets

- Maintain complete streets toolbox

#### 5.4 Pedestrian Transportation

- Distribute trail ordinance to member jurisdictions
- Maintain OTO Trail dashboard and work to fill in gaps
- Completion of a safety analysis of bicycle and pedestrian crashes throughout the OTO area
- Develop and maintain pedestrian crash maps

#### 5.5 Van Pool Program

- Research potential for van pool program in area
- Work with possible major employers to see feasibility at employer locations

#### 5.6 Planning and Environment Linkages (PEL)

- Coordinate with Ozark Greenways and other regional planning partners to incorporate PEL in the planning process

### Anticipated Outcomes

- Trail ordinance distributed to member jurisdictions
- Trail dashboard update
- Bicycle and Pedestrian Safety Analysis
- Complete Streets Toolbox
- Van Pool Program Development (multi-year process)

## Task 6 – OTO Transit Planning

### Purpose

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

### Work Elements

#### 6.1 Operational Planning

*Timeframe – July 2022 to June 2023*

- OTO staff shall support operational planning functions with available data
- Occasionally OTO staff, upon the request of City Utilities (CU), provides information toward the National Transit Database Report, such as the data from the National Transit Database bus survey
- Attend the CU Advisory Committee
- Develop OTO Section 5310 Human Services Program Administration

#### 6.2 Transit Coordination Plan and Implementation

*Timeframe – July 2022 to June 2023*

- Transit Coordination Plan Implementation with one-page report on status of action items
- As part of the TIP process, a competitive selection process will be conducted for selection of projects utilizing relevant federal funds
- OTO staffing of the Local Coordinating Board for Transit
- 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
- Research additional funding for senior centers and human service agencies

#### 6.3 Program Management Plan Implementation

*Timeframe – July 2022 to June 2023*

- Continue to implement the Program Management Plan
- Conduct call for projects for Section 5310 funding
- Update Program Management Plan for OTO Section 5310 Human Services Vehicle program administration

#### 6.4 Data Collection and Analysis

*Timeframe – July 2022 to June 2023*

- OTO will assist CU in providing necessary demographic analysis for proposed route and/or fare changes
- OTO's staff assistance in collecting ridership data for use in transit planning and other OTO planning efforts
- Explore barriers to transit use

#### 6.5 Community Support

*Timeframe – July 2022 to June 2023*

- OTO will assist the City of Springfield in transit planning for the Impacting Poverty Commission support initiatives through the Let's Go Smart Transportation Collaborative

- Assist City of Springfield in exploring high frequency transit
- Attend Missouri Public Transit Board meetings

## 6.6 ADA/Title VI Appeal Process

*Timeframe – July 2022 to June 2023*

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

## 6.7 CU Transit Fixed Route Analysis Coordination

- OTO staff assistance on CU Transit Fixed Route Analysis
- Attend Transit Fixed Route Analysis Committee meetings

## Anticipated Outcomes

- Transit agency coordination
- Continued TCP implementation
- Special studies
- Committee meetings, agendas, and minutes
- CU Transit ADA/Title VI Appeals as requested
- Data collection
- PMP review
- Monitor 5310 vehicle delivery and OTO balance
- Regional paratransit coordination
- Transit Signal Priority Committee
- Let's Go Smart Transportation Collaborative participation
- Award of Section 5310 funding
- Updated Program Management Plan to include OTO Section 5310 program administration
- CU Transit Fixed Route Analysis assistance

## Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- LCBT meetings, agendas, and minutes
- Transit agency coordination
- Let's Go Smart Transportation Collaborative participation
- Adoption of Transit Coordination Plan
- Research and planning for OTO FTA 5310 program administration

## Task 7 – CU Transit Planning

### Purpose

Activities by City Utilities (CU) Transit utilizing Transit Planning funds. CU is the primary fixed-route transit operator in the OTO region. Fixed route service is provided within the City of Springfield seven days a week. City Utilities also offers paratransit service for those who cannot ride the fixed-route bus due to a disability or health condition.

### Work Elements

#### 7.1 Operational Planning

*Timeframe – July 2022 to June 2023*

- Route analysis
- City Utilities Transit grant submittal and tracking
- City Utilities Transit collection and analysis of data required for the National Transit Database Report, both monthly and annual
- City Utilities 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)

#### 7.2 ADA Accessibility Planning

*Timeframe – July 2022 to June 2023*

- CU Transit plans ADA accessibility projects for non-traditional ADA projects funded by Section 5310 grants

#### 7.3 Transit Fixed Route/Regional Service Analysis Implementation

*Timeframe – July 2022 to June 2023*

- CU will implement recommendations of the Transit Fixed Route Regional Service Analysis

#### 7.4 Service Planning

*Timeframe – July 2022 to June 2023*

- Collection of data from paratransit operations as required
- 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)
- Title VI service planning

#### 7.5 Financial Planning

*Timeframe – July 2022 to June 2023*

- CU Transit preparation and monitoring of long and short-range financial and capital plans and identification of potential revenue sources

#### 7.6 Competitive Contract Planning

*Timeframe – July 2022 to June 2023*

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

### **7.7 Safety, Security, and Drug/Alcohol Control Planning**

*Timeframe – July 2022 to June 2023*

- Implementation of additional safety and security policies as required by FAST Act and/or subsequent legislation

### **7.8 Transit Coordination Plan Implementation**

*Timeframe – July 2022 to June 2023*

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

### **7.9 Program Management Plan Implementation**

*Timeframe – July 2022 to June 2023*

- Review the existing program management plan to ensure compliance with FAST Act and future reauthorization

### **7.10 Data Collection and Analysis**

*Timeframe – July 2022 to June 2023*

- Update demographics for CU's Title VI and LEP Plans as needed
- CU will collect and analyze ridership data for use in transit planning and other OTO planning efforts
- TAM Plan – As an agency on MoDOT's TAM plan, CU gathers data, as well as performs asset analysis and reporting activities to provide data to MoDOT for inclusion in the MoDOT TAM plan
- PTASP Plan – CU will be gathering safety risk data, establishing benchmarks, and participating in reporting activities for the PTASP plan as required by FTA in 49 CFR Part 637

### **7.11 Transit Fixed Route Analysis**

- 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.

## **Anticipated Outcomes**

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

## **Prior Year Accomplishments**

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- Operational Planning
- ADA Accessibility Planning
- Fixed Route Analysis

- Service Planning
- Financial Planning
- Competitive Contract Planning
- Safety, Security and Drug and Alcohol Planning
- Transit Coordination Plan
- Data Collection and Analysis

## Task 8 – Ad Hoc Studies and Projects

### Purpose

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 for the long range transportation plan.

### Work Elements

#### 8.1 Route FF through Battlefield Study

*Timeframe – July 2022 to June 2023*

- Corridor Study to develop cross section and roadway type recommendations based on public input and projected volumes and function.

#### 8.2 Transportation Consultant/Modeling Services

*Timeframe – July 2022 to June 2023*

- Travel demand model scenarios to assist with long range transportation plan development and implementation
- Contracted data collection efforts to support OTO planning projects, signal timing, and transportation decision-making
- Benefit cost analysis and grant data services

#### 8.3 Grant Applications

*Timeframe – July 2022 to June 2023*

- Develop and assist OTO members with developing applications for discretionary funding
- Review notices of funding availability to determine alignment of OTO planning documents with funding requirements and focal areas
- Working on partnerships with DOT, HUD, EPA, and USDA through developing applications for discretionary funding programs for livability and sustainability planning

#### 8.4 Other Studies in Accordance with LRTP

*Timeframe – July 2022 to June 2023*

- Studies requested by member jurisdictions to examine traffic, parking, safety, walkability or land use
- Manage and fund studies to assist jurisdictions with the Planning and Environmental Linkages (PEL) process

#### 8.5 Administration of CRRSSA funded projects

*Timeframe – July 2022 to June 2023*

- Identify, plan and develop consultant procurement and contract to oversee selected project construction.
- Oversee multi-year consultant contract of Chadwick Flyer III Trail resulting in project completion.

#### 8.6 Administration of Local Jurisdiction Projects

- Oversee the project administration of local jurisdiction projects as needed



### Anticipated Outcomes

- Grant applications and support letters as requested
- Travel demand model scenarios as requested
- Other studies as requested
- CRRSA funded projects construction oversight FY23/24
- Project administration
- Route FF through Battlefield Study completed

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- Continued support for area comprehensive plan updates
- Grant application review and support letters
- Reviewed RAISE Grant/INFRA Grant opportunities
- 2022 I-44 INFRA Discretionary Grant application submitted
- 2022 Highway MM RAISE Discretionary Grant submitted
- Chadwick Flyer Bridge Study completed
- North Highway 13 Study completed
- CRRSA funded project planned and contracts in place to begin project

## Task 9 – Operations and Demand Management

### Purpose

Planning activities to support the efficiency and to manage demand of the transportation system.

### Work Elements

#### 9.1 Traffic Incident Management Planning

*Timeframe – July 2022 to June 2023*

- Implementation of the Traffic Incident Management Action Plan
- Coordinate meetings of Traffic Incident Management Committee

#### 9.2 Intelligent Transportation Systems Coordination

*Timeframe – July 2022 to June 2023*

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

#### 9.3 Travel Sensing and Travel Time Services

*Timeframe – July 2022 to June 2023*

- Ongoing maintenance of Wi-Fi travel time units

#### 9.4 Coordinate Employer Outreach Activities

*Timeframe – July 2022 to June 2023*

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

#### 9.5 Collect and Analyze Data to Determine Potential Rideshare Demand

*Timeframe – July 2022 to June 2023*

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

### Anticipated Outcomes

- Implementation of Traffic Incident Management Plan
- ITS coordination
- Travel time unit maintenance
- Annual report of TDM activities

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- TIM Implementation Report
- ITS coordination
- Annual report of TDM activities
- Updated and published Rideshare Brochure

## Task 10 – MoDOT Studies and Data Collection

### Purpose

MoDOT, in coordination with OTO and using non-federal funding, performs several activities to improve the overall efficiency of the metropolitan transportation system.

### Work Elements

#### 10.1 MoDOT Transportation Studies and Data Collection

*Timeframe – July 2022 to June 2023*

- OTO and MoDOT work to conduct a Traffic Count Program to provide hourly and daily volumes for use in the Congestion Management Process, Long Range Transportation Plan, and Travel Demand Model
- Transportation studies would be conducted to provide accident data for use in the Congestion Management Process
- Speed studies would be conducted to analyze signal progression to meet requirements of the Congestion Management Process
- Miscellaneous studies to analyze congestion along essential corridors may also be conducted
- Maintenance of the travel time collection units

MoDOT Position	Annual Salary	Annual Fringe	Annual Additive	Total	% Time	Eligible
Traffic Center Manager	\$ 79,584	\$ 57,770	\$ 9,287	\$ 146,641	5%	\$ 7,332
Intermediate Traffic Study Specialist	\$ 58,058	\$ 42,144	\$ 6,775	\$ 106,978	30%	\$ 32,093
Senior Traffic Study Specialist	\$ 62,500	\$ 45,369	\$ 7,294	\$ 115,163	20%	\$ 23,033
Senior Traffic Study Specialist	\$ 62,500	\$ 45,369	\$ 7,294	\$ 115,163	5%	\$ 5,758
Intermediate Information Systems Technologist	\$ 52,789	\$ 38,320	\$ 6,160	\$ 97,269	15%	\$ 14,590
<b>Total</b>						<b>\$ 82,806</b>

### Anticipated Outcomes

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

### Prior Year Accomplishments

Additional details on prior accomplishments can be found in the FY 2022 year-end report, which will be incorporated upon completion in July 2022.

- Annual traffic counts within the OTO area for MoDOT roadways
- Annual crash data
- Speed studies
- Signal timing

## Financial Tables

These tables can be found on the following pages:

- Expenditure Summary by Work Task
- Anticipated Contracts by Cost & Equipment Over \$5,000
- Consolidated Planning Grant (CPG)/Surface Transportation Block Grant (STBG) Funding FY 2023
- Budgeted Revenue for Actual Costs FY 2023
- Total Available Revenue for FY 2023 UPWP Work Activities
- Appendix A – FY 2023 UPWP Budget

### Expenditure Summary by Work Task

	Local Funding			Federal Funding				
Task	Local Match 15.14349%	City Utilities	In-Kind 2.639215%	CPG 67.883106%	STBG 16.97345%	5307	Total	Percent (%)
1	\$ 30,093	\$ -	\$ -	\$ 168,625	\$ -	\$ -	\$ 198,718	12.62%
2	\$ 10,510	\$ -	\$ 36,000	\$ 260,621	\$ -	\$ -	\$ 307,131	19.51%
3	\$ 42,823	\$ -	\$ -	\$ 239,959	\$ -	\$ -	\$ 282,782	17.97%
4	\$ 15,316	\$ -	\$ -	\$ 85,823	\$ -	\$ -	\$ 101,139	6.43%
5	\$ 7,572	\$ -	\$ -	\$ 42,428	\$ -	\$ -	\$ 50,000	3.18%
6	\$ 7,350	\$ -	\$ -	\$ 41,184	\$ -	\$ -	\$ 48,534	3.08%
7	\$ -	\$ 42,000	\$ -	\$ -	\$ -	\$ 168,000	\$ 210,000	13.34%
8	\$ 49,804	\$ -	\$ -	\$ 47,552	\$ 231,525	\$ -	\$ 328,881	20.89%
9	\$ 7,096	\$ -	\$ -	\$ 39,761	\$ -	\$ -	\$ 46,857	2.98%
TOTAL	\$ 170,564	\$ 42,000	\$ 36,000	\$ 925,953	\$ 231,525	\$ 168,000	\$ 1,574,042	100.00%
10	Value of MoDOT "Direct Cost"						\$ 82,806	
Total of Transportation Planning Work							\$ 1,656,848	

### Anticipated Contracts by Cost & Equipment Over \$5,000

Cost Category	Budgeted Amount FY 2023	Equipment Purchase
Aerial Photography	\$ 25,000	No
Building Lease	\$ 54,060	No
Cleaning Services	\$ 4,500	No
Copy Machine Purchase	\$ 12,500	Yes
Data Acquisition	\$ 21,000	No
Data Storage	\$ 4,800	No
Insurance (Directors & Officers, Errors & Omissions, Professional Liability, Workers Compensation)	\$ 10,700	No
IT Managed Services	\$ 12,800	No
Maintenance	\$ 2,000	No
Online TIP Tool	\$ 15,228	No
Payroll Services/Cafeteria Plan Administration	\$ 4,000	No
Professional Services for Operations (Accounting, Audit, HR, Legal)	\$ 55,000	No
Trail Counters	\$ 5,000	Yes
Transportation Consultant/Modeling Services	\$ 206,351	No
Travel Demand Model Update	\$ 15,000	No
Travel Sensing	\$ 2,500	No
Webhosting	\$ 4,000	No

**Consolidated Planning Grant (CPG)/Surface Transportation Block Grant (STBG) Funding FY 2023**

Estimated Actual Costs of Tasks 1-9	\$ 1,574,042
Minus City Utilities Transit (FTA 5307 Funding)	\$ (210,000)
Actual Total Ozarks Transportation Organization Expenditures	\$ 1,364,042
PLUS, Value of Task 9 MoDOT Direct Costs Credit	\$ 82,806
Total Value of OTO/Springfield Metropolitan Transportation Planning Work	\$ 1,446,848
Federal Pro-Rata share	80%
<b>Federal CPG and STBG Funding Eligible</b>	<b>\$ 1,157,478</b>

**Budgeted Revenue for Actual Costs FY 2023**

<b>Ozarks Transportation Organization Revenue</b>	<b>Total Amount Budgeted</b>
Federal CPG Funding Eligible	\$ 925,953
Surface Transportation Block Grant	\$ 231,525
Local Match to be Provided	\$ 170,564
Value of In-Kind Match	\$ 36,000
MoDOT Direct Costs	\$ 82,806
<b>Total OTO Revenue</b>	<b>\$ 1,446,848</b>

### Total Available Federal Revenue for FY 2023 UPWP Work Activities

OTO CPG Fund Balance as of 6/30/2022 (includes FY 2022 estimated allocation)*	\$1,114,771.21
Less Remaining Expenses to be Billed for FY 2022	(\$5,000.00)
PLUS FY 2023 CPG Expected Allocation**	<u>\$772,615.00</u>
<b>TOTAL Estimated CPG Funds Available for FY 2023 UPWP</b>	<b>\$1,882,386.21</b>
LESS CPG Funds Programmed for FY 2023	<u>\$ (925,953)</u>
<b>Remaining Unprogrammed Balance</b>	<b>\$956,432.81</b>

\*Previously allocated, but unspent CPG Funds through 1/31/2022.

### Justification for Carryover Balance

The projected carryover balance of **\$956,432.81** represents more than one year of federal planning funding allocations to OTO. OTO is funded by a combined Federal Highway and Federal Transit grant through the Missouri Department of Transportation. OTO cannot spend full current year allocations due to congressional inaction to fully appropriate annual authorizations for transportation.



# APPENDIX A

		FY 2023
		Jul '22 - Jun 23
Ordinary Revenue/Expenditures		
Revenue		
Other Types of Income		
In-Kind Match, Donated Direct Cost	\$	118,806
Total Other Types of Income	\$	118,806
OTO Revenue		
Consolidated Planning Grant (CPG) FHWA & FTA	\$	925,953
Local Jurisdiction Match Funds	\$	170,564
Surface Transportation Block Grant	\$	231,525
Total OTO Revenue	\$	1,328,042
Total Revenue	\$	1,446,848
Expenditures		
Personnel		
Mobile Data Plans	\$	2,700
Payroll Services	\$	4,000
Salaries and Fringe	\$	750,803
Professional Services (Accounting, Audit, HR, Legal)	\$	55,000
Total Personnel	\$	812,503
Operating		
Copy Machine		\$12,500
Dues/Memberships		\$9,500
Education/Training/Travel		\$26,000
Food/Meeting Expense		\$9,500
Legal/Bid Notices		\$1,500
Postage/Postal Services		\$700
Printing/Mapping Services		\$4,000
Public Input Event Registration		\$800
Staff Mileage Reimbursement		\$3,200
Telephone/Internet		\$6,800
Total Operating		\$74,500
Commodities		
Office Supplies/Furniture	\$	7,500
Public Input Promotional Items	\$	2,500
Publications	\$	1,000
Total Commodities	\$	11,000

		<b>FY 2023</b>	
		<b>Jul '22 - Jun 23</b>	
<b>Information Technology</b>			
Computer Upgrades/Equipment Replacement		\$	12,000
Data Storage/Backup		\$	4,800
GIS Licenses		\$	6,100
IT Maintenance Contract		\$	12,800
Software		\$	7,000
Webhosting		\$	4,000
<b>Total Technology</b>		\$	46,700
<b>Insurance</b>			
Directors and Officers		\$	2,600
Errors and Omissions		\$	3,300
Professional Liability		\$	3,000
Workers Compensation		\$	1,800
<b>Total Insurance</b>		\$	10,700
<b>Service/Projects</b>			
Aerial Photos		\$	25,000
Data Acquisition		\$	21,000
Rideshare		\$	500
TIP Tool Maintenance		\$	15,228
Trail Counters		\$	5,000
Transportation Consulting Services		\$	206,351
Travel Demand Model Update		\$	15,000
Travel Sensing and Travel Time Service Projects		\$	2,500
<b>Total Service/Projects</b>		\$	290,579
<b>Building</b>			
Building Lease		\$	54,060
Common Area Maintenance Expense		\$	18,000
Maintenance		\$	2,000
Office Cleaning		\$	4,500
Utilities		\$	3,500
<b>Total Building</b>		\$	82,060
<b>In-Kind Match Expense</b>			
Direct Cost - MoDOT Salaries		\$	82,806
Membership Attendance at Meetings		\$	36,000
<b>Total In-Kind Match Expense</b>		\$	118,806
<b>Total Expenditures</b>		\$	1,446,848
<b>Net Revenue Over Expenditures</b>		\$	-