

Seven Metro County Functional Classification Review

DRAFT – for discussion only

Proposed Scope of Work

Task	Activity	Estimated Timeframe
1	Update MnDOT’s GIS data to reflect the Council’s Minor Arterial classification.	Complete.
2	Update MnDOT’s GIS data to reflect major and minor classifications identified in the comprehensive plans. When the Federal Highway Administration updated the functional classification guidelines in 2013, FHWA divided the urban collectors into major and minor categories. As part of the greater Minnesota review, MnDOT worked with the local partners to determine which collectors were major and which were minor. Currently, the majority of collectors in the seven metro counties are classified as major collectors. As part of the comprehensive plan update, communities are required to identify major and minor collectors. Additionally, the collector system of several communities is not reflected in the Council’s functional classification data.	Work has begun.
3	Work with FHWA to schedule/provide functional classification training. A two-part training session is scheduled for Thursday, November 21. In the morning session, FHWA will provide an overview of functional classification and some examples of application within the metro area. For those who are interested, FHWA will provide a deeper look at the data and tools in the afternoon session. MnDOT and FHWA are working to identify a second training date during the first week in January. MnDOT is also investigating the option of recording the November training session.	Work has begun.
4	Complete peer review and MPO peer review.	Work has begun.
5	Present findings to the steering committee. Share with the steering committee proposed process to complete the technical review.	1 week
6	Complete technical analysis and prepare draft maps.	10 weeks

Task	Activity	Estimated Timeframe
7	Work with the local partners to review the draft maps. It is anticipated this task will include one-on-one meetings as requested to discuss the draft maps. Work with steering committee in instances when consensus cannot be reached.	26 weeks
8	Prepare draft functional classification maps for final review and share maps with local partners. This review step is to verify all the agreed upon changes are reflected correctly within MnDOT's data.	5 weeks
9	Work with the Metropolitan Council to have the Council approve the changes.	4 weeks
10	Prepare final maps and documentation. Submit approval request to FHWA.	3 weeks
11	FHWA reviews and approves changes.	12 weeks
12	Update MnDOT data.	4 weeks

Factors impacting timeline

Several factors may impact the timeline:

1. Completion of the comprehensive plans. Draft comprehensive plans were due to the Council by December 2018. For the local governments that do not yet have approved 2040 comprehensive plans, MnDOT will use functional classification information identified in draft plans when draft 2040 plans are available.
2. Depth of the technical analysis. Since the greater Minnesota review, new tools such as StreetLight have become available that may assist in the functional classification review.
3. The number of local partners that request/require a printed/electronic map of the proposed changes and availability of TDA staff to assist with map production. GIS data will also be made available.
4. The number of one-on-one meetings requested. Unlike the greater Minnesota review, it is anticipated MnDOT staff will meet with local partners to discuss the proposed changes.
5. Whether an oversight committee is formed. For the greater Minnesota review, an oversight committee was formed to provide a final decision in those instances where MnDOT and the local partner could not reach consensus. For the greater Minnesota review, the committee met twice to make final functional classification decisions.
6. Other staff work efforts such as the update to the Statewide Multimodal Transportation Plan.

Miscellaneous

Peer review: MnDOT is comparing the Council's functional classification to other peer MPOs (such as Seattle) using HPMS data. The purpose is to determine if there are any commonalities/significant differences between the MPOs.

Minnesota MPO review: MnDOT is comparing the Council's functional classification to the other Minnesota MPOs using HPMS data. The purpose is to determine if there are any commonalities/significant differences between the MPOs.

Functional classification 101: FHWA is scheduled to provide functional classification training on November 21, 2019, at the MnDOT Arden Hill Training Center. See task 3 in the proposed scope of work table for details.

Steering committee: MnDOT will create a steering committee. The proposed membership is: 1) county representative, 2) city representative, 3) TAC Planning Chair, 4) MnDOT Metro District Engineer, 5) MnDOT Metro State Aid representative. The committee will serve two roles:

1. Advisory. The committee will provide guidance and feedback on the overall review process such as how to define a local trip compared to a regional trip, means for reaching out to and working with local partners, etc.
2. Oversight. There may be instances when MnDOT and the local partner cannot reach agreement on what the functional classification should be. In those instances, the steering committee will make the final decision.

Project management team: The project management team consists of staff from MnDOT's Office of Transportation System Management, MnDOT Metro District, and the Metropolitan Council.

Communication: MnDOT is identifying ways in which it will keep local partners updated on the status of the review, share the results of the technical analysis and MPO reviews, and discuss the proposed changes.