

# **Columbia Area Transportation Study Organization**

**FY 2014 Unified Planning Work Program-  
Draft**

**For review by the CATSO Coordinating Committee  
on August 22, 2013**

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## ***Introduction***

*The purpose of the Unified Planning Work Program (UPWP) is to outline grant-related Columbia metropolitan planning area programs and goals for the upcoming fiscal year. Federal metropolitan planning funding is received through a Federal Transportation Grant from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), known as a Consolidated Planning Grant (CPG). The UPWP provides the basis for requesting CPG assistance. The CPG is a combination of FHWA/FTA (OneDOT) funding consolidated into one grant category. The City of Columbia Department of Community Development, acting on behalf of the City, serves as the recipient agency for the Columbia Area Transportation Study Organization (CATSO) and conducts planning activities on their behalf. CATSO is an organization designated by the Governor as the certified "Metropolitan Planning Organization" (MPO) for the Columbia Area. The membership of this organization includes all of the public agencies participating in transportation programs for the Columbia area. Specifically, this includes MoDOT, Boone County, and the City of Columbia. The implementation of this FY2014 document is a cooperative process of the CATSO, MoDOT, ONE DOT, CT and members of the CATSO Technical Planning Committee and Coordinating Committee.*

## ***Summary***

In FY2014, CATSO/City of Columbia staff will finish working on the initial update of the current 2030 Long-Range Transportation Plan (LRTP), anticipated to be adopted in December of 2013, with work to continue on the modeling update component. It is anticipated the 2040 LRTP will be amended to include the model update in June of 2015. Work will also focus on implementing the transportation and related land-use components of *Columbia Imagined*, a new comprehensive land use plan for the Metro area.

As has been the case in recent years due to federal and regional priorities, a heavier emphasis on the walking and bicycling modes of transportation will be maintained in this fiscal year. Included in the work products will be implementation and performance measures associated with the recently adopted 2013 Master Sidewalk Plan update, and review of the 2030 Pedestrian & Bicycle Network Plan as part of the LRTP update. Staff also anticipates assisting in the identification and applications of grants and other funding sources available for non-motorized facilities. The federal earmark provided to GetAbout Columbia (Non-Motorized Transportation Pilot Program) has enabled a number of new bicycle and pedestrian facilities to be planned and implemented. Staff will provide assistance to the GetAbout Columbia program as necessary as the second round of funding is prioritized and new projects are planned and implemented. Funding for non-motorized transportation improvements is anticipated to be a long-term challenge in light of need and priorities when GetAbout funds are no longer available.

Additional opportunities and challenges for the Metro Area are to improve upon the public transit system. This will be addressed in FY14 through analysis and public input upon potential new routes and a multi-transfer system to replace the single-hub system.

Restructuring of parking utility funds will offer local funding opportunities for increased leverage of FTA matching funds.

The total federal Consolidated Planning Grant (CPG) funding and match shown for work activities in the budget summary sheet is \$383,829. Additional federal funds are available to CATSO, but due to limited staff, time, and lack of additional matching funds, not all CPG funds are programmed for FY 2014. It is general policy to reserve a balance for future year needs, particularly for special projects that may require a large dedication of CPG funds. Including the \$307,063 CPG federal share to be programmed in FY2014, there is a total balance of \$678,915 in CPG funding available in FY 2014 for CATSO, not including the FY 2014 allocation. With the inclusion of the anticipated FY 2014 allocation, total funds available will be \$932,244. Additional funds are anticipated as CATSO will likely not utilize all of the CPG money programmed for FY 2013. There are currently (after three quarters) \$115,826.75 in programmed CPG funds yet to be charged for FY 2013.

The following narrative outlines each program area and provides information on work activities planned for the 2014 planning work program year period of October 1, 2013 to September 30, 2014. All tasks are to be completed by CATSO staff unless otherwise identified.

## ***Work Elements – Products & Activities***

### **Activity 110 Land Use Planning**

#### *Purpose:*

The integration of land use and transportation planning is necessary to promote orderly growth and development in the Columbia metropolitan planning area. This category includes the preparation of land use studies for small areas where specialized problems or circumstances exist. Studies and activities directed at the implementation of the newly adopted Land Use Plan (*Columbia Imagined*) also fall into this area of the work program.

#### *Objectives/ Activities:*

- 1) It is anticipated that the new metro-wide comprehensive, long-range land use plan, *Columbia Imagined*, will be adopted by the end of FY2013. The development of a work program to implement the land use and transportation elements of the plan will occur in FY2014. Staff anticipates undertaking elements of the work plan, such as land-use related code revisions, special area plans, and data analysis and mapping needs, during FY2014 and beyond.
- 2) Staff will continue to examine current land uses and potential land use impacts in corridors affected by the extension of sewer mains and roadways in the Major Roadway Plan (MRP).
- 3) Staff will continue land use updates for 2030 model TAZ geography for use in the 2040 model update supplement to the 2040 Long-range Transportation Plan; the model supplement is anticipated to be completed in June, 2015.

#### *Work Completed in FY 2013:*

- An updated proposed Future Land Use Map (FLUM) for the Metro Area developed as a part of *Columbia Imagined*: this map takes into account existing land use, limiting environmental features identified by the Natural Resources Inventory (such as sensitive areas and karst topography), areas with existing or planned sewer extensions, existing and proposed roadway networks, and growth management policies, principles and priorities identified through the plan's intensive public participation process.
- Development and adoption of *Columbia Imagined*, a new metro-wide comprehensive, long-range land use plan for the Metro Area through 2030. As a part of the development of the plan, data analysis provided extensive information on metro-

wide trends, demographics, proposed growth, land capacity and infrastructure availability. This data was provided to the public for their analysis through five public information and input phases, including 26 public meetings, and through other participatory means. Additionally, the Plan's wealth of data, information and public input will be used in the development of and public input process for the 2040 LRTP update.

- Updated Metro Area Land Use GIS database for CATSO Metro Area transportation planning applications. This database provides valuable information for MRP amendments, modeling, and non-motorized project selection.
- Land use updates for CATSO Metro area 2030 model TAZ geography for use in the 2040 update to the 2030 Long-range Transportation Plan.

The new comprehensive land use plan includes analysis of the Metro Area's existing conditions and summarizes the public input regarding land use and policy preferences in light of constraints and opportunities. Maps and data analysis include infrastructure and developable land capacities. Approximately 80 percent of the plan is composed of land use and transportation elements.

#### *Products for FY 2014*

- Updated Metro Area Land Use GIS database. Anticipated completion date-ongoing. Responsibility- CATSO/City of Columbia Staff.
- Using the prioritized implementation table and FLUM adopted as a part of *Columbia Imagined*, develop a work program and begin implementing the land use and transportation components of the plan. Anticipated completion date- Ongoing. Responsibility- CATSO/City of Columbia Staff assistance.
- Continue to analyze growth and make growth projections for use in transportation decision making by collecting development data and analyzing 2010 Census data as it becomes available. This data will be used in travel demand model runs, plan updates and planning assumptions. A variety of infrastructure and growth scenarios will be examined and evaluated. Anticipated completion date-ongoing. Responsibility- CATSO/City of Columbia Staff.

The updates of the GIS database utilize databases provided by the Boone County Assessor's Office and the GIS Consortium. All developed tracts within the Metro Area are coded by existing land use and vacant tracts by their land use plan designation. Other attribute data, such as developable acreage and TAZ number, is also included.

#### *Staffing, Funding Sources:*

Staffing of the various work activities will come primarily from the City of Columbia Department of Community Development, in which CATSO staff is housed. At times, other City departments and the Missouri Department of Transportation (MoDOT) may provide

necessary assistance. Funding will come from the City of Columbia and the Consolidated Planning Grant.

*Funding Breakdown:*

Total Costs \$61,326 – Federal \$49,061, Local \$12,265.

Activity 120  
Short-Range Transportation Planning

*Purpose:*

This program area encompasses a range of activities including the identification, analysis, and solution of transportation problems that either are immediate concerns or will be in the near future. Attention is given to all types of transportation, including non-motorized modes. Program activities in this category are also devoted to the coordination of transportation programs between the various jurisdictions involved with transportation activities in the Columbia Metropolitan Area. Most of this coordination is accomplished through the Columbia Area Transportation Study Organization.

*Objectives/Activities:*

- 1) Prepare specific studies in relation to transportation issues, as requested, e.g. review of a Major Roadway Plan planned extension in relation to a development request. There is no definite number of studies expected; it is possible that none may be required. This item is included to indicate that any such analyses would be done on an as-needed basis.
- 2) Promote non-motorized transportation, as funded by the Transportation Enhancement and Safe Routes to School programs for example, through staff support (data analysis, map creation/GIS analysis, grant application preparation and management, etc.) and assistance with the prioritization of funding for non-motorized infrastructure (sidewalk construction/repair, ADA compliance, trails, pedways, bike lanes, etc.) within the Metro Area.
- 3) Continue to provide Columbia Transit with general staff support related to the Transportation Improvement Program, grant applications, Triennial Review, and any other relevant planning issues.
- 4) Coordinate transportation improvements within the Metropolitan Area between Boone County, the City of Columbia, and MODOT to prevent possible conflicts and service duplication.
- 5) Prepare and approve the 4-year FY 2015-2018 CATSO Transportation Improvement Program (TIP).



- 6) Maintain traffic count information for the Metro Area, including a traffic count map for distribution to other agencies and the public.
- 7) Work to maintain and share traffic and transportation related data with stakeholder agencies and support compatible data formats.
- 8) Participate in the MoDOT Planning Partner Framework and related processes to identify statewide and regional investment priorities.
- 9) Processing of TIP amendments when required as requested by CATSO member jurisdictions.
- 10) Develop the FY 2014 Annual Listing of Obligated Projects.

*Work Completed in FY 2013:*

- Preparation/approval of three amendments to FY 2013-2016 TIP in October 2012, February 2013, and May 2013
- Preparation/submittal of three Enhancement and one Safe Routes to School grant applications; two Enhancement projects were ultimately funded.
- Assistance to the City of Columbia GetAbout (Non-Motorized) program staff.
- Prepared and approval of Sidewalk Master Plan update, including an updated map, adopted in April of 2013. Public input was received and recorded as part of this process.
- Preparation and approval of an update to the Coordinated Public Transit-Human Services Transportation Plan, including public outreach and spatial analysis of 2010 Census data to determine prospective populations needing transit services, geographic areas potentially underserved by transit, and the overlap of those two areas. Several maps were prepared to visually display this information.
- Assisted with a Tiger Grant Application for enhanced transit facilities and compressed natural gas buses.
- Development of the Annual List of Obligated Projects as a follow-up activity to TIP approval.

*Products for FY 2014:*

- An updated FY 2015-2018 Transportation Improvement Program (TIP). Anticipated completion date – August 2014. Responsibility– CATSO/City of Columbia Staff.
- Development of the Annual Listing of Obligated Projects for FY 2013. Anticipated completion date – First Quarter 2014. Responsibility – CATSO/City of Columbia Staff.

- Coordinating Committee approved amendments/modifications to the FY 2013-2016 TIP. Anticipated completion date – as needed. Responsibility- CATSO/City of Columbia Staff.
- Updates to the CATSO 2030 Long-Range Transportation Plan, including the 2030 Pedestrian & Bicycle Network Master Plan. Anticipated completion - First Quarter FY 2014. The CATSO 2030 Pedestrian and Bicycle Network Master Plan will incorporate the new sidewalk digital inventory for the first time, a work product completed in FY2012. Responsibility- CATSO/City of Columbia Staff.
- Updates to the digital sidewalk inventory for the Metro Area as needed. Anticipated completion date – ongoing. Responsibility- CATSO/City of Columbia Staff.
- Amend the 2013 Sidewalk Master Plan, including maps and project status listing, as needed. Anticipated completion date – as needed. Responsibility- CATSO/City of Columbia Staff.
- Amend the Public Participation Plan (PPP) as needed to reflect updates to other CATSO planning documents and changing technologies such as social media-based public outreach opportunities. Responsibility- CATSO/City of Columbia Staff.

*Staffing, Funding Sources and Agencies:*

Most of the work in this area will be done by the CATSO staff in the Department of Community Development, with assistance from City of Columbia Public Works and GetAbout Columbia staff. Some staff assistance will be requested from MoDOT. Funding will come from the City of Columbia and the Consolidated Planning Grant.

*Funding Breakdown:*

Total Costs \$61,589 – Federal \$ 49,271, Local \$12,318.

Activity 130  
Long-Range Transportation Planning

*Purpose:*

This activity is directed toward maintaining the Columbia Area Major Roadway Plan and other elements of the Long-Range Transportation Plan and conducting an effective program for long-range transportation planning. In FY 2013, the principal focus of staff was the ongoing preparation and development of the 2040 update of the existing CATSO 2030 Long-Range Transportation Plan. In FY-2014, the adopted 2040 roadway plan will be modeled using 2040 land use and employment forecasts and evaluated for adequacy of capacity and level of service (LOS).

*Objectives/Activities:*

- 1) Provide staff support to the Columbia Area Transportation Study Organization (CATSO) Coordinating and Technical Committees, including agenda preparation, public notices, meeting minutes, and staff reports for agenda items. More specifically, this includes the provision of staff reports on proposed road, sidewalk/pedway and bicycle route reconstruction and new construction projects, and other transportation related issues.
- 2) Provide travel demand modeling support for transportation projects in the Metro Area as requested.
- 3) Complete the work activities necessary for the adoption of the CATSO 2040 Plan. This will include:
  - a. Providing staff reports and other input on proposed road, sidewalk/pedway and bicycle route reconstruction and new construction projects, and other transportation related issues.
  - b. CATSO funds were previously utilized by the preparation of a Natural Resources Inventory (NRI), which includes inventory delineated by Traffic Analysis Zones. NRI data will be used by staff to identify sensitive lands such as wetlands, steep slopes, and hardwood forests in order to assess environmental impacts and the potential cost implications of specific Major Roadway Plan new roadway corridors and related bridge structures. Planned extensions of the CATSO Pedestrian & Bicycle Network Plan will also be evaluated using the NRI.

- 4) Provide base information for the 2040 update to the CATSO 2030 Long-Range Transportation Plan by conducting research on population projections, existing conditions and by updating the data used in the CATSO transportation model.
- 5) Prepare Amendments to the Major Roadway Plan, and the CATSO Pedestrian and Bicycle Network Plan as necessary and take amendments to CATSO Coordinating Committee for public hearing as directed. This will include the production of maps, staff reports, PowerPoint presentations, and related work to publicize the public hearings/meetings.
- 6) Coordinate with MoDOT Central Office on CATSO staff efforts to incorporate applicable national performance measures as outlined in the MAP-21 legislation.

*Work Completed in FY 2013:*

- Preparation of one amendment to the 2030 LRTP.
- Staffing and preparation of reports and related materials for CATSO Technical and Coordinating Committee meetings.
- GIS-related work, such as Natural Resources Inventory (NRI), Census data, and TAZ updates, was completed for the LRTP in FY 2013.
- Work continued with utilization of the UrbanSIM land use allocation model in the development of automated allocations for development scenarios for the 2040 update of the existing 2030 LRTP transportation traffic model.
- Review of the CATSO MRP to check for potential needed amendments.

*Products for FY 2014:*

- Emphasis for FY-2014 will be on analysis work on the CATSO 2040 Long-Range Transportation Plan. The 2040 MRP network will be modeled using the MPO travel demand model using updated land use and population forecast out to the horizon year of 2040.
- Updates to CATSO Major Roadway Plan (MRP) if warranted by the travel demand analysis of the MRP network using 2040 data population/employment data. CATSO staff will bring more amendments forward at the direction of the Coordinating Committee. Responsibility-CATSO/City of Columbia Staff.

The CATSO MRP is the major instrument for controlling and accommodating both motorized and non-motorized traffic in the Columbia Metro Area. A specific concern is the development of an adequate collector and arterial street network in outlying areas that can be served by centralized sewer.

- Completed 2040 Update of existing 2030 Long-Range Transportation Plan (LRTP).

*Staffing, Funding Sources and Agencies:*

Primary staffing responsibilities will be with CATSO/City of Columbia staff, although some MoDOT assistance will be required. Funding will come from the City of Columbia and the CPG.

*Funding Breakdown:*

Total Costs \$83,021– Federal \$ 66,417 Local \$16,604.

Activity 140  
Transit Planning

*Purpose:*

Work in this program area is primarily devoted to the review and implementation of transit operational strategies for the Columbia Transit (CT) bus system. Fiscal and status reporting of grant projects are also included.

**Sub-Activity 44.2682 -- System Management and Operation.**

Columbia Transit continues to work with the City Council and their Public Transit Advisory Commission (Commission) to assess the need for additional service and the potential expenses involved with system coverage of the community and/or service hour expansion(s). The Commission was created by the City Council in FY 2010. Transit staff works to keep the Commission, the Council and the Manager's office informed of opportunities and their costs. This is anticipated to be an on-going work task in FY2014. The described activities are continuous and ongoing.

**Sub-Activity 44.2684 -- Financial Planning.**

The planning, data collection, analysis, and preparation of the annual financial and budget reports will be completed in this category. CT staff prepares a detailed monthly data analysis and summary for both internal and external review. At the request of the Council or Commission, staff will prepare the financial planning of several potential expansion scenarios and report back on an ongoing basis. Each of these individual assessments could be incorporated into the Master Plan.

Given the current fiscal constraints, staff continues to assess and report to Council revenues and ridership. This financial planning is ongoing.

**Activity 44.27.00 -- Other Activities.**

*Paratransit:* The planning, development, and improvement of transportation services to persons with disabilities is ongoing. Paratransit services, complementing the fixed routes, have been provided since the early 1990s. This system is heavily utilized and has grown at unprecedented rates over the last three years. Significant planning effort is expended to maximize service with limited personnel and equipment. As the City continues annexations, the Service Area grows. Columbia Transit is replacing its demand response scheduling suite along with deploying a fleet-wide automatic vehicle locating (AVL) system. Implementing hardware and software systems will require continued diligence to ensure that the public views accurate data and demand response schedules continue to flow smoothly. In FY 2013, Columbia Transit assisted in the update to the Coordinated Public Transit Human Services Transportation Plan. Staff also plans for the provision of

transportation for individuals under the Non-Emergency Medical Transportation (NEMT) and Medicaid Waiver programs. NEMT service has continued to grow steadily since implementation but requires constant planning as it continues to tax equipment and staff. Staff will map continued growth in the NEMT and Medicaid Waiver programs.

**DBE:** The City of Columbia has established an individual disadvantaged business enterprise (DBE) program. The City will continue to maintain ties and utilize the State of Missouri's Unified Certification Program. Work continues to assess where additional participation opportunities exist.

**Safety/Drug Control Planning:** Staff will continue the drug awareness program for transit system employees, along with the implemented drug testing and reporting program. CT experiences a very high driver turnover rate. Continued reporting, training, and analysis will be completed. Safety and Security programming will continue to be a major emphasis in FY2014, both for passengers onboard and for those waiting to board the system en route. Improved waiting shelters with better lighting options are planned but await grant funding. Local match has been allocated.

**Implementation of ADA:** Staff will continue tasks necessary to ensure transit services remain compliant with the Americans with Disabilities Act (ADA), and will continue working with the City's ADA Advisory Committee. CT will work to ensure accessibility of all passenger waiting sites, and will seek funding to install additional accessible amenities. Staff will assess sites, research property ownership and acquire right-of-use agreements, as necessary.

**Public Transportation and Human Services Transportation Coordination Planning:** Staff will work to implement the recommendations of the recently adopted 2013 update to the CATSO Coordinated Public Transit Human Services Transportation Plan.

**Transit Planning and Review:** Review of transit operations plus fiscal and operational reporting will occur. This is to collect information pertinent to making transit system decisions.

*Objectives/Activities:*

- 1) Maintain records of transit system operations quarterly.
- 2) Develop and use criteria to measure service efficiency continuously.
- 3) Continuously utilize management techniques that are responsive to changing conditions and needs.

- 4) Continuously monitor system operations so that problems can be identified and alleviated in an expedient manner.
- 5) Continuous planning to evaluate and implement Paratransit service delivery to the growing disabled population within the ADA service area for the Columbia Transit.
- 6) Continue to seek and solicit a high level of citizen input into the development and maintenance of transit operations on a continuous basis.

*Work Completed in FY 2013:*

- Preparation of capital and operating grant applications for service improvements.
- Ongoing work to update data on transit operations.
- Assisted with the preparation of the newly adopted updated Public Transportation-Human Services Coordination Plan.
- Deployment of a revised and rebranded central route – the FastCAT route – which will have AVL, satellite TV, and smart phone bus locating capability.
- Work on the deployment of an upgraded automatic fare box motherboard and operating system.

*Products for FY 2014:*

On May 22nd, 2013, Staff presented a new planning project to Council and the Public named CoMO Connect. The CoMO Connect project is a strategic plan to upgrade the entire fixed route system to include:

- Public Participation Process - With input and help from the Commission, several months of Public meetings and hearings will be scheduled.
- Data Collection - Via a grant from the FTA, Columbia Transit is currently installing Automatic Vehicle Locator (AVL) units and Automatic Passenger Counters (APC) to the fleet. These devices will allow for GPS based collection of rider boardings and alightings. This data will aid in planning decision for this project and for the entire system going forward.
- Customer Communication - In conjunction with the AVL project, Automatic Vehicle Annunciators (AVA) will be added to each Fixed Route vehicle to provide ADA mandated location “call-outs.” Additionally, web and mobile apps will be available to the public, providing real time vehicle location information and estimated time of arrival (ETA) information.
- Fixed Route Redesign - Remove the current orbital pulse system, with one common transfer point, and replace with a networked system with over 30 transfer points throughout the City. This will allow significant expansion of the service area and prepare for future expansion should increased funding be made available.



- Enroute Amenities - With the Fixed Route Redesign, all enroute amenity (shelters, benches, signs, etc.) locations will be reevaluated. An updated and comprehensive Bench and Shelter Master Plan will be established via this process. Matching funds have been set aside for the implementation of additional amenities, when the grant funding becomes available.

It is expected that this process will yield a comprehensive Master Plan, replacing the current outdated document.

Some of the fiscal year products will be the ongoing review and data collection associated with the day-to-day management of the transit system. A continued and concentrated staff effort is anticipated to further develop and implement the marketing plan established by the Marketing Specialist. The primary marketing focus in the first quarter of FY 2014 will be directed at incoming University of Missouri students and promoting the FastCAT and Black and Gold routes, which focus directly on student transportation needs.

Staff continues to work with the Health Department to market the promotion of walking, biking, and public transportation to promote a healthy lifestyle. Columbia Transit has provided data and guidance in the development of two Health Impact Assessments (HIA) conducted by the Health Department.

#### *Staffing, Funding Sources and Agencies:*

Staff support will come primarily from the City of Columbia Public Works Department, although some assistance will be needed from CATSO staff, along with City of Columbia Community Development, Finance, Human Resources, Health, and Legal Departments. Capital and operating funding is sought by CT from the Federal Transit Administration for FY 2013.

#### *Funding Breakdown:*

Total Costs \$39,015 – Federal \$31,212, Local \$7,803.

Activity 220  
Federal Consolidated Planning Grant Management

*Purpose:*

This work activity is CATSO's administration/management of Consolidated Planning Grant (CPG) funds provided under 23 U.S.C. 104(f) to CATSO for metropolitan transportation planning.

*Objectives/Activities:*

- 1) Maintain proper records and prepare quarterly progress reports and grant billings, DBE semi-annual reports, and FY 2013 completion report.
- 2) Actively administer grant activities by reviewing time sheets and financial reports and monitor that project completion proceeds in accordance with the work program.
- 4) Cooperate with representatives of MoDOT and OneDOT (Federal Transit Administration and Federal Highway Administration) to ensure good working relations during grant administration.
- 5) Develop the work program and budget for the FY 2015 Unified Planning Work Program (UPWP).
- 6) Implement and make any needed revisions to the Title VI Policy Plan, including research and preparation of the necessary data and annual reporting. Do related work to ensure compliance with ADA requirements.
- 7) Review and monitor CATSO documents for compliance with federal regulations and maintain a work program to ensure planning documents are update as needed/required.
- 8) Refinement and expansion of the CATSO website to implement further improvements and convenience for public review and input.

*Work Completed in FY 2013:*

- FY 2014 UPWP approved by Coordinating Committee
- Quarterly reports for FY 2013

- DBE semi-annual reports in October 2012 and April 2013
- FY 2012 Completion Report
- Annual report describing Title VI activities in July 2013
- Refinement and expansion of the CATSO website home and specialty pages

*Products for FY 2014:*

- FY 2015 UPWP approved by the CATSO Coordinating Committee. Anticipated completion date–August 2014. Responsibility– CATSO/City of Columbia Staff.
- Quarterly Reports. Anticipated completion date(s)–January 2014, April 2014, July 2014, and October, 2014. Responsibility– CATSO/City of Columbia Staff.
- DBE semi-annual reports. Anticipated completion date(s)–October, 2013 and April, 2014. Responsibility– CATSO/City of Columbia Staff.
- FY 2013 Completion Report. Anticipated completion date– November 2013. Responsibility– CATSO/City of Columbia Staff.
- Continuous development and implementation of the Title VI Plan including an annual report in July 2014. Anticipated completion date–Ongoing. Responsibility– CATSO/City of Columbia Staff.
- Continue to refine and expand the CATSO homepage on the City’s website including ADA and Section 502-related improvements. Anticipated completion date–Ongoing. Responsibility–CATSO/City of Columbia Staff.

Also to be expected would be Civil Rights compliance certification, the administration of Title VI activities, and active surveillance of grant activities. Review of CATSO planning documents for compliance with federal requirements and assessment for other amendment of updating needs is included in this section. Implementation and performance measurement evaluation of planning documents may also occur. The staff will also assist FTA representatives in their evaluation of local MPO performance toward DBE objectives. Participation in any audits or program review may also be a work product.

*Staffing, Funding Sources, and Agencies:*

Staffing will be with the CATSO staff, with assistance from City of Columbia Community Development, Public Works, and Finance departments. Funding will come from the City of Columbia and the Consolidated Planning Grant.

*Funding Breakdown:*

Total Costs \$29,361 – Federal \$23,489, Local \$5,872 .

## Activity 240 Information Systems

### *Purpose:*

Work in this activity area is devoted to the production, collection, storage, and analysis of information for departmental and public use. This information is utilized as a support mechanism for many of the tasks performed by the Department. Data prepared is provided to the public and other agencies upon request.

### *Objective/Activities:*

- 1) Maintain up-to-date information for population, employment, socioeconomic demographics, housing, transportation, and other related data, including a current GIS street map and related databases, and develop related analysis and projection techniques
- 2) Produce maps and other graphics for associated work products.
- 3) Utilize new applications allowing for more efficient storage, retrieval and analysis of this information, including new computer software, hardware and activities.
- 4) Actively develop new information sources and analysis techniques.
- 5) Maintain and develop new graphics and database capabilities to support the activities outlined above.
- 6) Be responsive to assist the needs of the public and other agencies with other information needs.
- 7) Staff may attend professional training sessions on transportation planning subjects relevant to the CATSO area and operations. Professional development conferences offered by the Association of Pedestrian & Bicycle Professionals (APBP), other pedestrian & bicycle related seminars and conferences, and GIS software training courses are possibilities for this category. Costs for such activities will be taken from funds available in the non-salary and benefits portion of the UPWP budget.

*Work Completed in FY 2013:*

- Updated maps of the CATSO Major Roadway Plan.
- Process 2010 Census data for Boone County into GIS accessible formats.
- Completed review and improvement of more than 6,500 surface transportation centerlines totaling more than 3.5 million feet using 2011 orthographic imagery and completed quality assurance of node topology and networking.
- Collected high-resolution spatial data for transit routes and stops to facilitate accurate mapping and modeling.
- Processed and made available 2010 Census and 2010 American Community Survey 5-year, 3-year, and 1-year data for applicable county, metro area, city, tract, block group, and block levels with introductory materials and training exercises for staff.
- New maps (e.g. updated Major Roadway Plan and Pedestrian and Bicycle Network Plan) and other necessary graphic additions for UPWP work products and activities.
- Refinement of sidewalk inventory line database for Metro Area using 2011 and 2012 aerial photography.
- Created maps showing sidewalks in metro area for various uses (sidewalk master plan and specialized area plans). Development of a gap-analysis model and maps/listings of gaps within the sidewalk network using different metrics (such as ½ mile from a school or bus stop).
- Updated parts of the Metro Area Land Use GIS database and developed additional land use data for 2040 travel demand modeling and employment forecasting allocation models.

*Products for FY 2014:*

- New maps (e.g. updated Major Roadway Plan and Pedestrian and Bicycle Network Plan) and other necessary graphic additions for UPWP work products and activities. Anticipated completion date(s)-Ongoing. Responsibility- CATSO/City of Columbia Staff.
- Creation of maps showing sidewalks in metro area for various uses (sidewalk master plan and specialized area plans).
- Add and populate more than 40 different street condition and traffic attributes to surface transportation centerlines and intersection points including year of construction, surface, traffic counts, maintenance, improvements, school zones, and snow routes. Responsibility- CATSO/City of Columbia Staff.
- Continue to monitor US Census Bureau product releases including 2011 and 2012 American Community Survey and economic census for applicable county, metro area, city, tract, block group, and block levels. Process and make available for use in graphics and map products, planning, network analysis, and spatial analysis. Responsibility- CATSO/City of Columbia Staff.

- Coordinate Spring 2015 6-inch aerial orthographic imagery flight for the metro area. Responsibility– CATSO/City of Columbia Staff.
- Prepare maps and analysis for changes to the Columbia Transit bus system. Responsibility– CATSO/City of Columbia Staff.

This work activity includes the production of maps and other graphics, and general data support activities for projects included in other UPWP work activities. Planning and assistance related to 2010 Census Bureau materials also occur in this program area.

During FY 2014, staff will continue the utilization of the natural resources inventory database. The digital databases allow for more detailed analysis of Metro Area landscapes in locating potential transportation corridors. Graphics assistance to support CATSO area and related transportation projects will be provided.

The staff will continue working on potential applications for the departmental geographic information system (GIS) in conjunction with other agencies. Staff will consider additional GIS software training, and attend such training sessions as needed.

#### *Staffing, Funding Sources and Agencies:*

Staffing of the various work activities will come primarily from the City of Columbia Department of Community Development, in which CATSO staff is housed, and the City GIS Office, which provides data development, maintenance, analysis, and support for CATSO and other interested parties. At times, other departments and the Missouri Department of Transportation (MoDOT) may provide necessary assistance. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Planned capital expenditures of PL funds for FY-2014 include the maintenance costs for existing software; such as the travel demand modeling software. The major capital expenditure will be for the provision of a contract for new Metro Area aerial orthographic photography tentatively scheduled to be flown in spring 2015. As the contract will need to be approved in FY 2014, the local match portion of the funding is budgeted in that fiscal year.

Total expenditures for hardware and software for FY-2014 will be taken from the non-salary and benefits budget of \$45,500.

#### *Funding Breakdown:*

Total Costs \$109,531 – Federal \$87,625, Local \$21,906.

Included in the federal total is \$36,400 of non-salary and benefit expenditures such as computer software and related services, e.g. training and licenses, transcription services, travel and meeting expenses, as well as the digital aerial photography. The total cost for the aerial imagery is \$35,000, with a federal portion of \$28,000.

CATSO Staff includes two and one-half (2 ½) full-time positions and 1.5 full-time equivalents in other positions. See the Appendices for details.

## ***Public Participation***

The FY 2014 UPWP will be formally considered for adoption at the August 22, 2013 CATSO Coordinating Committee meeting. A display advertisement notifying the public of this meeting will be placed in the local newspaper. In addition, the Public Hearing Draft of the FY 2014 UPWP, meeting agenda and public notice was placed on the City's website. The ad gave emphasis to the public hearing aspect of the meeting, including the consideration of the draft FY 2014 UPWP.

Public notification on the availability of the public hearing draft of the FY 2014 UPWP was also made through a posting on the Community Development Department's listserv. The draft document was also e-mailed to all members of the CATSO Technical and Coordinating Committees.

The public input process for the Unified Planning Work Program annual update is described by the CATSO Public Participation Plan (PPP). The PPP, adopted by the CATSO Coordinating Committee on December 1, 2011, may be found at the following link at the City of Columbia website:

[www.gocolumbiamo.com/community\\_development/commission\\_archive/Commissions/CATSO/documents/ApprovedCATSOPPP12-1-11.pdf](http://www.gocolumbiamo.com/community_development/commission_archive/Commissions/CATSO/documents/ApprovedCATSOPPP12-1-11.pdf)

Appendix E of this document also contains the description of the public input process for the UPWP as prescribed in the PPP.



**DRAFT Budget Summary****FY 2014 Unified Planning Work Program - Columbia, MO MPO (CATSO)****Revised Version 8-1-13****Consolidated Planning Grant (CPG) Funds**

Activity	Federal	Local	Federal CPG Funds	Local Match	Total
110 LAND USE PLANNING	80%	20%	\$49,061	\$12,265	\$61,326
120 SHORT RANGE TRANSPORTATION PL Transportation Improvement Program	80%	20%	\$49,271	\$12,318	\$61,589
130 LONG RANGE TRANSPORTATION PL	80%	20%	\$66,417	\$16,604	\$83,021
140 TRANSIT PLANNING System Management & Operation Financial Planning Other Activities	80%	20%	\$31,200	\$7,800	\$39,000
220 CPG GRANT MANAGEMENT	80%	20%	\$23,489	\$5,872	\$29,361
240 INFORMATION SYSTEMS	80%	20%	\$87,625	\$21,906	\$109,531
<b>TOTALS</b>			<b>\$307,063</b>	<b>\$76,766</b>	<b>\$383,829</b>

\* Of the federal CPG funds listed, non-salary expenditures anticipated in Activity # 240 are as follows:

1) \$8,400 is programmed for software/related services, transcription services, & travel/mtg. expenses, with \$28,000 for digital aerial photography

**Notes**

1. CATSO Staff includes two and one-half full-time positions and 1.5 full-time equivalents (FTE) in other positions.

See the UPWP Appendices for details.

2. CPG funds consist of FHWA PL and FTA Section 5303 planning funds.

3. A total of \$338,829 is programmed for CATSO & related staff salaries.

**CPG Funding Summary**

CATSO CPG balance from prior FYs UPWP*	\$499,466.56
FY 2013 CPG allocation	\$256,005.08
FY 2014 CPG allocation (estimated)	\$253,329.05
Programmed FY 2013 CPG funds left over after 3rd Q	\$115,826.75
Total estimated CPG funds available for FY 2014 UPWP**	\$755,471.64
CPG funds programmed for FY 2014	\$307,063.00
Remaining unprogrammed CPG funds balance	\$448,408.64

\*Previously allocated CPG funds not expended - includes FY 2013 allocation

\*\*Total estimated CPG funds is a projected figure based on prior balance and FY 2013 allocation

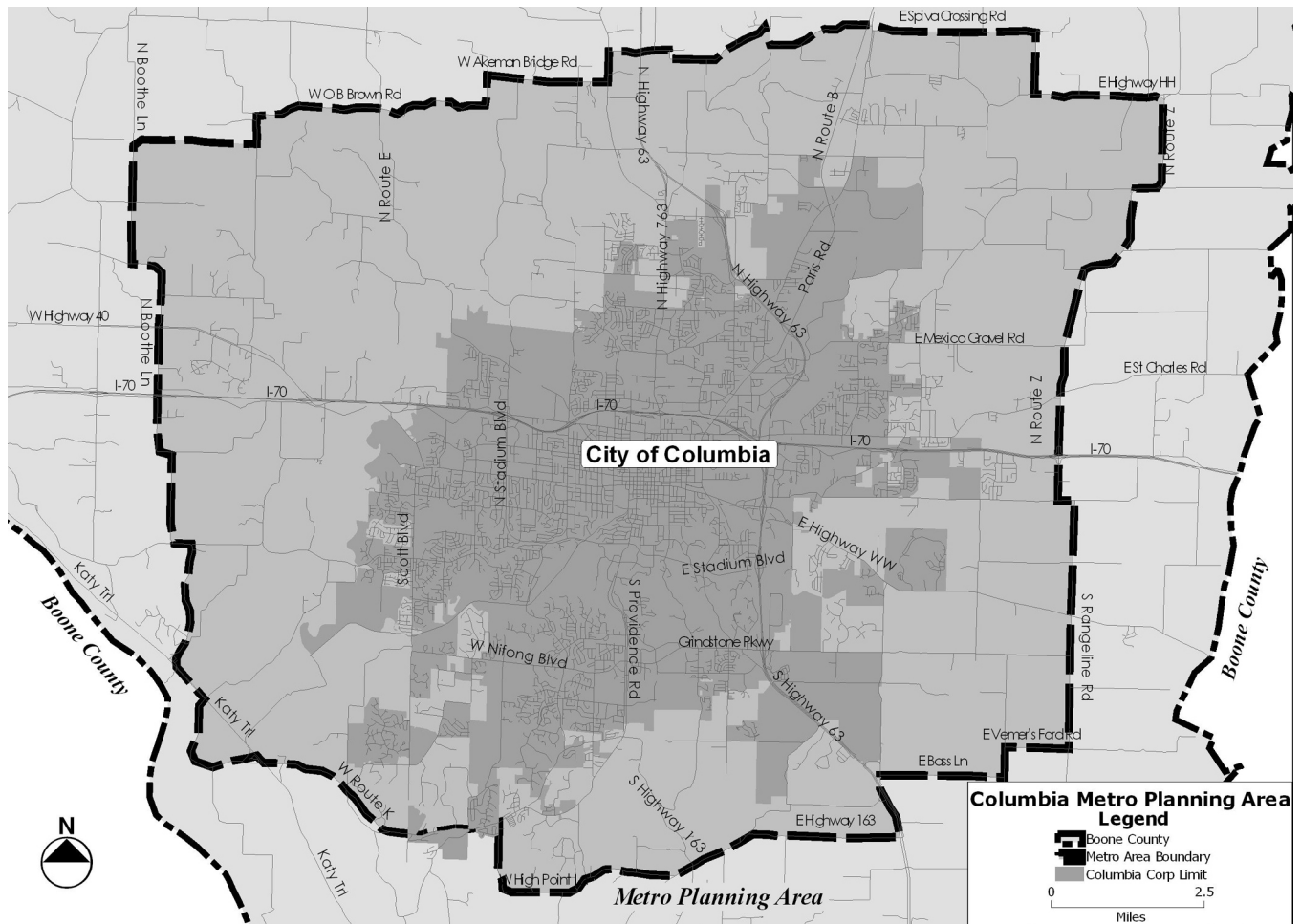
Note 1: It is projected that additional funds will be added to the unprogrammed CPG balance due to FY 2013 budget savings from the original programmed amount

Note 2: FY 2014 allocation is not included in balance total as it will not be available at start of FY 2014

## **Appendices**

## Appendix A

### Map of Metropolitan Planning Area (MPA) Boundary



## **Appendix B**

### ***List of Acronyms Used in this Document***

ADA	Americans with Disabilities Act
APBP	Association of Pedestrian & Bicycle Professionals
CATSO	Columbia Area Transportation Study Organization
CPG	Consolidated Planning Grant
CT	Columbia Transit
DBE	Disadvantaged Business Enterprise
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIS	Geographic Information System
L RTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> Century
MoDOT	Missouri Department of Transportation
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization

MRP	Major Roadway Plan
NRI	Natural Resources Inventory
OneDOT	Federal Highway Administration/Federal Transit Administration
PPP	Public Participation Plan
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
STIP	Statewide Transportation Improvement Program
TAZ	Traffic Analysis Zone
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

## **Appendix C**

### **CATSO Staff**

#### Full-Time Staff:

Mitch Skov, Senior Planner (1.0 FTE)

Rachel Bacon, Planner (1.0 FTE)

John Fleck, GIS Support Coordinator (.5 FTE)

#### Part-Time Staff:

Timothy Teddy, Director (.2 FTE)

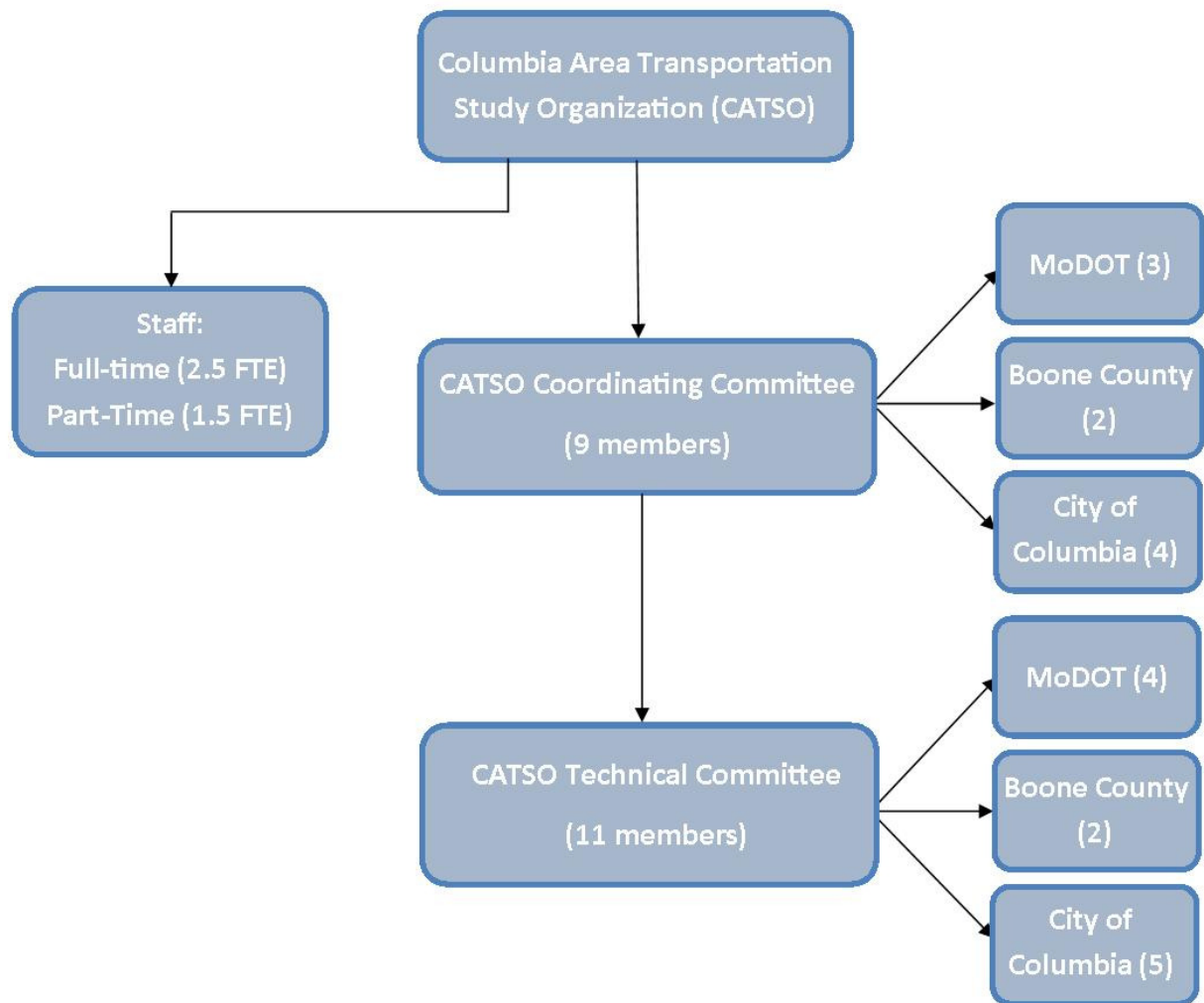
Denise Clark, Administrative Secretary (.2 FTE)

Planning Aide (.2 FTE)

Other GIS support: .9 FTE

## Appendix D

### CATSO Organizational Chart Columbia Metropolitan Planning Area Columbia, MO



## Appendix E

### Adopted CATSO Public Participation Plan re: UPWP

#### **5. Unified Planning Work Program (UPWP)**

**5.1 Definition of the UPWP.** The Unified Planning Work Program (UPWP) is a description of the proposed work activities of CATSO. The program is prepared annually and serves as a basis for requesting federal planning funds from the U. S. Department of Transportation. It also serves as a management tool for scheduling, budgeting, and monitoring the planning activities of the participating agencies. This document is prepared by CATSO staff with assistance from various agencies, including the Missouri Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, the Columbia Transit System, and members of the Technical Committee.

**5.2 Procedure and Schedule for Preparation of the UPWP.** The UPWP is developed by CATSO with input from local governments, area private transit providers, and the Missouri Department of Transportation (MoDOT). When comments are being solicited during the public review period, notice will be posted on the CATSO web site. All public comments received pertaining to the UPWP will be reviewed and considered. An effective means of incorporating public input into the UPWP is to review comments received the previous year that relate to similar new projects. When developing the work program, the UPWP project manager should take this public comment into consideration.

The UPWP is updated annually beginning in June, and released for public review and comment for a minimum of 30 days prior to formal adoption. Included is the posting of the draft UPWP on the CATSO website, as well as providing the draft UPWP to contacts at MoDOT, FHWA, FTA, and local transportation providers for their review. Final approval is made in August at the Technical and Coordinating Committee meetings. Amendments can be made throughout the year and are released for public comment when tasks are either added or deleted, or when significant changes are made to the document.



### **5.3 Changes to the UPWP.**

**1. UPWP Amendments: (Major changes).** UPWP Amendments are major revisions which require the official approval of the CATSO Coordinating Committee. The approval is followed by submission to the MoDOT for approval and subsequent approval by FHWA and FTA. An example of a major change is revising the UPWP budget to include additional CPG federal funding. Amendments require a public comment period of 15 days prior to consideration by the Coordinating Committee, with a public hearing according to the procedure in Section 5.2. Public notice will be given by a press release, and listed on the CATSO website.

**2. UPWP Administrative Revisions (Minor changes).** UPWP Administrative Revisions are minor changes which can be made directly by CATSO staff once it has been verified that the change applies to this category. Notification of administrative modifications will be provided to the Technical Committee, Coordinating Committee, MoDOT, FHWA and FTA. UPWP Administrative Modifications will require no public comment period.