

# **Columbia Area Transportation Study Organization**

FY2011 Unified Planning Work Program

Approved by the CATSO Coordinating  
Committee on August 26, 2010

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## ***Introduction***

*The purpose of the Unified Planning Work Program (UPWP) is to outline grant-related work programs and goals for the upcoming fiscal year. It also provides the basis for requesting Consolidated Planning Grant assistance. The Consolidated Planning Grant includes is a combination of Federal Highway Administration (FHWA)PL funds and Federal Transit Administration (FTA) Section 5303 planning funding consolidated into one grant category. The City of Columbia Department of Planning and 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 "Metro 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.*

## ***Summary***

CATSO/City of Columbia staff will continue work on implementation of the approved 2030 Long-Range Transportation Plan and the 2007 Columbia Master Sidewalk Plan. A greater emphasis on the walking and bicycling modes of transportation will be maintained. One element of this emphasis is the new sidewalk infrastructure GIS project for the Metro Area. This will provide polygon and line digital datasets for existing sidewalks. The project will utilize the Natural Resources Inventory (NRI) database, a previous UPWP work product, as a source for the initial polygon data layer. Also included will be continued work on the Master Sidewalk Plan and 2030 Pedestrian & Bicycle Network Plan updates. The majority of the funding for the expansion of facilities for non-motorized modes is from the federal earmark provided to GetAboutColumbia (Non-Motorized Transportation Pilot Program). Staff will provide assistance to the GetAboutColumbia program as necessary.

Work will continue on the new comprehensive land use plan covering the CATSO Metro Area.

Total federal Consolidated Planning Grant (CPG) funding shown for work activities in the budget summary sheet is \$359,000. Additional federal funds are available to CATSO, but due to limited staff size and time commitments, as well as a lack of more matching funds, not all CPG funds have been programmed. It is also 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 \$359,000 to be programmed, there is a total balance of \$879,446.78 in CPG funding available for CATSO for use in FY 2011. Additional funds may be anticipated should CATSO not utilize all of the CPG funding programmed for FY 2010. There is currently (after three quarters) \$173,080 in CPG funds yet to be charged for FY 2010. The following narrative outlines each program area and provides information on work activities planned for the coming fiscal year.

### *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 Metro 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 implementation of the Land Use Plan fall into this area of the work program.

### ***Objectives/Activities:***

- 1) Begin process of preparation of land use and transportation elements of a new comprehensive long range plan to cover the Metro Area.
- 2) Continue the implementation of the Metro 2020 Land Use Plan.
- 3) 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.

### ***Previous Work Completed***

- Updated Metro Area Land Use GIS database for CATSO Metro Area transportation planning applications. Responsibility – CATSO/City of Columbia staff assistance. Ongoing work activity.
- Report, evaluation, and implementation strategies for infill development issues, including land capacity, environmental, transportation and related land-use issues.

### ***Products for FY 2011***

- Updated Metro Area Land Use GIS database. Responsibility– CATSO/City of Columbia Staff. Ongoing work activity.
- Staffing of a public input charrette and production of a policy format/ introductory report for a new comprehensive land use plan. This project is ongoing from FY 2010. Anticipated completion date- by end of FY 2011. Responsibility–Consultant with CATSO/City of Columbia Staff assistance.

The land use updates of the GIS databases are 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 is also included.

The initial stages of the preparation of the new comprehensive land use plan will include the hiring of a consultant to conduct an intensive public participation process and design charrette for the creation of the policy framework for the plan document. The public input/charrette is intended to produce a report/introductory chapters for the new plan, establishing the structural and policy outline for the new plan. An initial cost estimate for the entire project is in the \$250,000 range. Staff presumes that approximately 20% of the total will be composed of land use and transportation elements, so \$40,000 in CPG funds have been programmed for this purpose.

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

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

***Funding Breakdown:***

Total Costs \$81,250 - \$65,000 Federal, \$16,250 Local.

## **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 next few years. Attention is given to all types of transportation. 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 Metro area. Most of this coordination is accomplished through the CATSO. Additional funding is shown in this activity to more accurately reflect the allocation of staff hours.

### ***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 such an analysis would be done on an as-needed basis.
- 2) Address planning problems relating to providing sidewalk accessibility for the public, and specifically for transit users and elementary/secondary school students.
- 3) Continue to provide the Columbia Transit System with technical assistance and provide general staff support.
- 4) Coordinate transportation improvements within the Metro Area between Boone County, the City of Columbia, and MoDOT to prevent possible conflicts and duplication of services.
- 5) Prepare the updated 4-year FY 2012-2015 CATSO Transportation Improvement Program (TIP).
- 6) Maintain traffic count information for the Metro Area and 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 Framework and related processes to identify statewide and regional investment priorities.

***Previous Work Completed:***

- FY 2010-2013 Transportation Improvement Program (TIP)
- Preparation/approval of amendments to FY 2010-2013 TIP
- Preparation of the FY 2011-2014 TIP
- Preparation of the Annual Listing of Obligated Projects
- Assistance to the GetAboutColumbia (Non-Motorized) program staff.

***Products for FY 2011:***

- An updated FY 2012-2015 Transportation Improvement Program (TIP). Anticipated completion date – August 2011. Responsibility– CATSO/City of Columbia Staff.
- Coordinating Committee approved modifications to the FY 2011-2014 TIP. Anticipated completion date – as needed. Responsibility– CATSO/City of Columbia Staff.
- Updated Sidewalk Master Plan. A related product in Activity 130 is the update of the 2030 Pedestrian and Bicycle Network Plan. This will be ongoing from FY 2010, the work will continue into FY 2011. Anticipated completion date-4<sup>th</sup> Quarter 2011. Responsibility– CATSO/City of Columbia Staff.
- Preparation of the Annual Listing of Obligated Projects. Ongoing (Annual) work activity.
- Preparation of revised Traffic Count maps.

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

Most of the work in this area will be done by the CATSO staff in the Department of Planning and Development, with assistance from City of Columbia Public Works and GetAboutColumbia staff. Some staff assistance will be requested from MODOT.

***Funding Breakdown:***

Total Costs \$85,000 - \$68,000 Federal, \$17,000 Local.



## **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 2011, the principal focus of staff will be on continuing the implementation of the adopted CATSO 2030 Long-Range Transportation Plan, as well as providing assistance on transportation studies such as Access Justification Reports (AJR). The latter are studies that provide justification for new interchanges to interstate highways. For the Columbia area, a Scott Boulevard extension AJR is currently in preparation.

### ***Objectives/Activities:***

- 1) Provide staff support to the CATSO (CATSO) Coordinating and Technical Committees, including agenda preparation, public notices, meeting minutes, and staff reports for agenda items.
- 2) Provide travel demand modeling support for transportation projects in the Metro area as requested.
- 3) Conduct work activities for implementation of the CATSO Transportation Plan for 2030. These activities 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. As the NRI data is available, it will be utilized 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) Prepare Amendments to the Major Roadway Plan as necessary and take to CATSO Coordinating Committee for public hearing as directed. This will include production of maps, staff reports, PowerPoint presentations, and related work to publicize the public hearings/meetings.

### *Previous Work Completed:*

- Preparation of amendments to the CATSO Major Roadway Plan, and production of the revised/updated plan.
- Preparation of amendments to the City of Columbia Major Roadway Plan (includes the same coverage as the CATSO Plan) and production of a revised/updated plan.
- 2030 model scenarios for alternative roadway alignments for Scott Boulevard Access Justification Report (AJR) and others as needed.
- Staffing and preparation of reports and related materials for CATSO Technical and Coordinating Committee meetings.

### *Products for FY 2011:*

Emphasis for FY 2011 will be on continuing implementation of the CATSO 2030 Long-Range Transportation Plan, including the Major Roadway Plan and the 2030 Pedestrian and Bicycle Network plan.

- Amended CATSO Major Roadway Plan (MRP). Anticipated completion date - as needed. As noted, FY 2010 amendments to the MRP have been completed, but this task is ongoing. Numerous additional amendments have been proposed and are awaiting further study. CATSO staff will prepare more amendments at the direction of the Coordinating Committee. Responsibility-CATSO/City of Columbia Staff. Ongoing work activity.
- Updated CATSO 2030 Pedestrian & Bicycle Network Master Plan. This is related to the Sidewalk Master Plan update shown in Activity 120. Ongoing from FY 2010, the work will continue into FY 2011. Anticipated completion date-4<sup>th</sup> Quarter 2011.

The CATSO MRP is the major instrument for controlling and accommodating both motorized and non-motorized traffic in the Columbia metro area. Sub area studies will be conducted as needed, in response to development proposals, or to further refine the MRP. A specific concern is the development of an adequate collector and arterial street network in areas that can be served by centralized sewer.

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

Primary staffing responsibilities will be with CATSO/City of Columbia staff, although some MODOT assistance will be required.

***Funding Breakdown:***

Total Costs \$56,250 - \$45,000 Federal, \$11,250 Local.

## Activity 140 - Transit Planning

### ***Purpose:***

Work in this program area is primarily devoted to the review and implementation of operational strategies for the Columbia Transit System (CTS). Fiscal/status reporting of grant projects is also included.

### **System Management and Operation**

Columbia Transit will seek a consultant to conduct a feasibility and environmental assessment for a bus storage, minor maintenance, and refueling facility at a location near the present Wabash Station operations center. CATSO Staff has programmed \$48,000 in CPG funds for this assessment. This project was previously shown in the FY 2010 UPWP, but due to staff workload issues has not been initiated. It is now shown in FY 2011.

Columbia Transit continues to work with the City Council to assess the need for additional service and the potential expenses of coverage and/or service hour expansions. During FY 2010, a local *Transportation Advisory Commission* was created by the City Council. Staff is advising the new commissioners of local transit issues and desires. Staff will work with the Citizen Commission, to continually monitor the routes and amend them as necessary. Staff has quantified and prioritized desired routing and operational changes and put into a time line, creating a Master Plan. This item was previously noted in the FY 2010 UPWP, and route changes (including some Master Plan concepts) were implemented in FY 2010. Columbia Transit will continue implementation of Master Plan components as financing allows.

Columbia Transit has prepared and presented the City Council with a system shelter and bench master plan. Staff has worked to have matching funds set aside for the purchase and installation of these amenities, once grant funding is available. These efforts will be updated as routes are amended.

### **Financial Planning**

The planning, data collection and analysis, and preparation of the annual financial and budget reports will be completed. Staff also prepares a detailed monthly data summary/analysis for both internal and external review. Staff is preparing financial plans for several potential expansion scenarios and reporting to the Council and Advisory Commission, on an ongoing basis. Each of these assessments could be incorporated into the Master Plan.

Staff continues to assess revenues and passenger data and report to Council and the Advisory Commission. The community desires expanded service. Financial planning is ongoing in assessing expansion.

## **Other Activities**

### **Paratransit**

The planning, development, and improvement of transportation services to the disabled will continue. Paratransit services, complementing the fixed routes, have been provided since the early 1990s. This system is heavily utilized, requiring major effort to maximize service with limited personnel/equipment. In FY 2011, the system hopes to expand its Paratransit vehicle fleet by two. As the City continues annexation, the Service Area continues to grow.

Columbia Transit has replaced its Paratransit scheduling suite. This has included a total reorganization of routes and client scheduling. Staff will continue an assessment of the Paratransit routes and scheduling, making adjustments as necessary. Staff is completing a Paratransit system data conversion from an *Excel* spreadsheet based system to a *FileMaker Pro* database suite/software package. CTS staff will continue to plan opportunities in providing transportation for individuals under the Non-Emergency Medical Transportation (NEMT) and Medicaid Waiver programs. This has taxed system capabilities and requires continual refinement of routes and procedures. The potential addition of two vehicles will improve the system. The NEMT service has been grown steadily since implementation.

### **DBE**

The City of Columbia has established an individual disadvantaged business enterprise (DBE) program. While the City has a separate program, it will continue to utilize the State of Missouri's Unified Certification Program. Assessment of additional participation opportunities will continue.

### **Safety/Drug Control Planning**

Staff will continue the drug awareness and drug testing/reporting programs for transit system employees. As the system continues experiencing a very high driver turnover rate, continued reporting, training, and analysis will be completed. Safety/Security programming will continue to be a major emphasis in 2011, both for passengers riding and for those waiting to board the system. Two bus shelters have been lit with solar powered units, with great success, and additional units are being sought as grant funding becomes available. Grant funding was not received in FY 2010 for this expansion, but is being sought again in FY 2011.

### **Implementation of ADA**

Staff will continue tasks necessary to ensure transit services are in compliance with the Americans with Disabilities Act (ADA), and will continue working with the City's ADA Advisory Committee on ADA issues. In particular, staff will continue to work with this

and other groups to ensure accessibility of all passenger waiting sites and to acquire funding to install additional accessible amenities. Staff will assess sites, research property ownership and acquire right-of-use agreements, as necessary.

### **Health and Human Transportation Services Planning**

Staff will continue to work with the other service providers within this Service Area to maintain and update the CATSO *Health and Human Services Transportation Plan*.

### **Transit Planning and Review**

Review of transit operations plus fiscal and operational reporting will be completed. This task collects information pertinent to making system decisions.

#### ***Objectives/Activities:***

- 1) Maintain records of transit system operations.
- 2) Develop and use criteria to measure service efficiency.
- 3) Utilize management techniques responsive to changing conditions and needs.
- 4) Monitor system operations to identify and alleviate problems in an expedient manner.
- 5) Plan, evaluate, and implement Paratransit service delivery to the growing disabled population within the ADA service area for CTS.
- 6) Solicit a high level of citizen input into development and maintenance of transit operations.

#### ***Products for FY 2011:***

- A feasibility and environmental assessment for a bus storage, maintenance, and refueling facility. Anticipated completion date-FY 2012. Responsibility- Consultant.
- Updated data on transit operations. Responsibility- CTS Staff. Ongoing work activity.
- Acquisition of improved fare box and operating systems and replacement vehicles. Responsibility- CTS Staff. Ongoing work activity.

Some products are associated with the ongoing review and data collection of daily system management. Upgraded automatic fare box motherboard and operating systems are a

desired system improvement. Grant funding was not received in FY 2010, but will be sought again in FY 2011. This will improve data collection capabilities.

Staff is converting to an upgraded ridership database management system. This allows improved focus on specific passenger movements in the system. Operational procedures are being developed to fully utilize this management and planning capability.

Staff continues its efforts to develop/focus the marketing plan for the Transit system. Staff is making contact with businesses along routes, establishing a database of contacts, number of employees, potential partnerships, etc. so communication can be maintained with these employers. Route changes implemented in August 2010 added many employers to the system database and staff will work with these employers. The primary marketing focus in the first quarter of FY 2011 will be directed at new University of Missouri students.

While the final product will not be complete in FY 2011, Columbia Transit will closely assist the consultant doing the feasibility and environmental assessment noted previously. As these sites are considered, CTS staff will work with the consultant to prepare interim reports and respond to Federal Transit Administration questions and requirements.

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

Staff support will come primarily from City of Columbia Public Works, although some assistance will be needed from CATSO staff, along with City of Columbia Planning and Development, Finance, Human Resources, Health, and Legal Departments.

#### ***Funding Breakdown:***

Total Costs \$86,250 - \$69,000 Federal, \$17,250 Local (Included in federal total is \$48,000 in non-staff salary and benefit funds for potential feasibility study/assessment of a site near the Wabash Station). Potentially, \$60,000 of total would be for the consultant contract, with the remaining \$26,850 going to CTS staff costs.

## **Activity 220 - Administration**

### ***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 Metro transportation planning.

### ***Objectives/Activities:***

- 1) Maintain proper records and prepare quarterly progress reports and grant billings, DBE semi-annual reports, and FY 2011 completion report.
- 2) Actively administer grant activities by reviewing time sheets and financial reports and ensure that project completion proceeds in accordance with the work program.
- 3) Keep up with changes in Federal legislation and evaluate new regulations for impacts on City programs.
- 4) Cooperate with representatives of MoDOT, the Federal Transit Administration and Federal Highway Administration to ensure good working relations during the grant administration.
- 5) Develop the work program and budget for inclusion in the FY 2011 Unified Planning Work Program (UPWP).
- 6) Development of the Title VI annual report, including research and preparation of the necessary data.

### ***Previous Work Completed:***

- *FY 2011 UPWP approved by Coordinating Committee in August 2010*
- *Quarterly reports for FY 2010*
- *DBE semi-annual reports*
- *FY 2009 Completion Report*

### ***Products for FY 2011:***

- FY 2012 UPWP approved by the CATSO Coordinating Committee. Anticipated completion date–August 2011. Responsibility– CATSO/City of Columbia Staff.
- Quarterly Reports. Anticipated completion date(s)–October 2010, January, April,



and July, 2011. Responsibility– CATSO/City of Columbia Staff.

- DBE semi-annual reports. Anticipated completion date(s)-October 2010, and April 2011. Responsibility– CATSO/City of Columbia Staff.
- FY 2010 Completion Report. Anticipated completion date–October 2010. Responsibility– CATSO/City of Columbia Staff.
- Title VI Annual Report. Anticipated completion date–October 2010. 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. The Staff will also assist FTA representatives in their evaluation of local MPO performance toward DBE objectives. Participation in audit and program review will also be a work product.

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

Staffing will be with the CATSO staff, with assistance from City of Columbia Planning and Development, Public Works, and Finance Departments.

***Funding Breakdown:***

Total Costs \$6,250 - \$5,000 Federal, \$1,250 Local.

## Activity 240 - Information Systems

### *Purpose:*

Work in this activity area is devoted to the preparation, collection, maintenance, and analysis of information for CATSO, departmental and public use. This information is utilized as a support mechanism for many of the tasks performed by the Department. Another goal in this activity area is to provide this information to the public and other agencies upon request.

### *Objectives/Activities:*

- 1) Maintain up to date information in the areas of population, employment, socioeconomic, housing, transportation, and other related data, including an updated GIS street map and related databases for the CATSO metro area, and develop related analysis and projection techniques
- 2) Produce maps and other graphics needed 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) Continue to refine and expand the CATSO homepage on the City's website.
- 8) Staff may attend professional training sessions on transportation planning subjects relevant to the Columbia MPO 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.

### *Previous Work Completed:*

- Natural Resources Database, including new digital photography & vegetation map
- New illustrative maps of the CATSO Major Roadway Plan, and other transportation networks

### *Products for FY 2011:*

- New maps (e.g. updated Major Roadway Plan and 2030 Pedestrian and Bicycle Network Plan) and other necessary graphic additions for UPWP work products and activities. Responsibility- CATSO/City of Columbia Staff. Ongoing work activity.
- Creation of new GIS applications utilizing previously acquired digital photography & Natural Resources Database for GIS applications. Responsibility- CATSO/City of Columbia Staff. Ongoing work activity.
- Sidewalk inventory/polygon and line database in GIS format for Metro Area. Anticipated completion date- Mid-FY 2012. Responsibility-City of Columbia Staff in cooperation with CATSO.

Products in this area include maps, other graphics, and general data support activities for projects outlined elsewhere in the UPWP. Planning and assistance related to the 2010 Census Bureau materials will be carried out in this program area.

The department will continue to use its existing GIS for tracking development and for transportation modeling and the imaging software for use with panchromatic and multi-spectral satellite imagery from a variety of sources. During FY 2011, staff will utilize the natural resources inventory digital database, allowing for improved, more detailed analysis of Metro area landscapes in locating potential transportation corridors. Graphics assistance to support CATSO and related transportation projects will be provided.

### *Sidewalk Mapping Project*

This project will be undertaken by the City Public Works Department (PW) to prepare a GIS inventory and map of all existing public sidewalks in the Metro Area. When completed, the sidewalk map will be integrated into GIS transportation networks for roadways, transit routes, trails, and railroads. Sidewalks are the only transportation infrastructure not mapped in a digital format.

Applications for GIS sidewalk data include basic mapping of pedestrian facilities (sidewalk/trails) in the Metro Area, and the analysis of available sidewalk coverage for the Columbia Transit System (CTS) fixed transit routes, CTS ADA service area, and bus stops. Integrated into existing GIS resources, the sidewalk data will support MPO and local planning efforts to identify future pedestrian infrastructure needs, inform

connectivity to pedestrian generators such as parks, trails, public schools, and the University of Missouri, and support ADA transition planning and compliance.

### Resources and Methodology

The initial sidewalk mapping will be done using GIS land cover data and digital aerial photography to capture the sidewalk locations. This project leverages existing GIS and imagery datasets owned by the City or Boone County or which the City has access to by license or statute to create a new sidewalks GIS dataset. Land cover data from the Natural Resources Inventory (NRI) project will be used as the basis to extract the impervious surface area associated with sidewalks to create a sidewalk polygon layer. The Boone County parcel layer will be used to create sidewalk polygon by parcel. Sidewalk polygons will be attributed by width, type, surface type, and obstructions through computer and field methods. The parcel-based sidewalk polygon layer will be converted to produce a sidewalk line layer.

### Products Developed

Products will be two GIS datasets that map sidewalk locations and provide attribute information about sidewalk width, construction, and condition. All data produced will go through a quality assurance/quality control (QA/QC) process and include Federal Geographic Data Committee (FGDC) compliant metadata.

The produced data will include:

- Polygon GIS dataset of sidewalk areas in the CATSO metro area
- Line GIS dataset of sidewalk centerlines in the CATSO metro area

Polygon and line GIS dataset will include such attributes as:

- Parcel address
- Width of sidewalk
- Sidewalk segment type (sidewalk/driveway/curb ramp)
- Slope of sidewalk segment
- Presence and type of sidewalk obstructions
- Sidewalk surface type (Concrete / Brick / Asphalt / Unknown)
- Method(s) used for data collection and verification including feature extraction from remotely-sensed imagery, digitized or edited from aerial imagery, field data collection verification by field inspection

Sampled field verified sections of the dataset will include eight additional attributes, including cross slope, surface quality, measurable obstructions, and others. Upon completion, the sidewalk datasets can be used to record and map other sidewalk-related information, as needed.

Staffing for this project will be provided by the City PW and temporary staff under

supervision by department GIS staff, in cooperation with CATSO staff.

Planned capital expenditures of CPG funds for FY 2011 include the maintenance costs for existing software, e.g. travel demand modeling software, and the possible purchase of an additional access license for GIS and modeling software. An estimated \$9,000 in CPG funding will be utilized for these products. Total expenditures for hardware and software for FY 2011 will be taken from the non-salary and benefits portion of the budget.

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

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

The Planning and Development Department will provide primary staff assistance, with secondary involvement by the Department of Public Works.

***Funding Breakdown:***

Total Costs \$133,750 – \$107,000 Federal, \$26,750 Local. The largest salary expenditure in this category will be for the new sidewalk GIS inventory project. Included in the federal total is \$9,000 of non-salary and benefit expenditures such as computer software and related services, e.g. training and licenses, transcription services, and travel and meeting expenses.

## *Public Participation*

## *Public Notice*

The Draft FY 2011 UPWP was considered for formal adoption at the August 26, 2010 CATSO Coordinating Committee meeting, and was approved without revisions.

Public notice of this meeting, and opportunity for public review of the document, was given in the following forms:

- A display advertisement notifying the public of this meeting was placed in the local newspaper on August 6, 2010. The ad gave emphasis to the public hearing aspect of the meeting, including the consideration of the draft FY 2011 UPWP.
- The Draft FY 2011 UPWP was placed on the CATSO section of the City's website to allow for public review and comment.
- The agenda and meeting notices were placed on the CATSO section of the City's website and all applicable posting places was completed on August 20, 2010.

The approved and adopted FY 2011 UPWP may be found at the following link at CATSO section of the City of Columbia website:

<http://www.gocolumbiamo.com/Planning/Commissions/CATSO/documents/Combine dUPWPFY2011DraftRevision081110.pdf>

The CATSO Public Participation Plan, adopted by the CATSO Coordinating Committee on December 4, 2008, may be found at the following link at the City of Columbia website:

<http://www.gocolumbiamo.com/Planning/Commissions/CATSO/documents/FinalCAT SOPPPwith12-9rev.pdf>

The CATSO PPP is intended to comply in full with the requirements of the *Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users* (SAFETEA-LU), the comprehensive transportation legislation passed in August 2005.

Public participation is a critical component of transportation planning. SAFETEA-LU requires MPOs to "*develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of pedestrian walkways, and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the Metropolitan transportation planning process.*"

## **Minority and Low-income populations**

Minority and low-income populations are protected population groups under Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) and the President's Executive Order 12898 (1994) entitled "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations." Title VI prohibits discrimination on the basis of race or national origin under any program or activity receiving federal assistance. The environmental justice executive order reiterated Title VI and added low-income populations to the protected list.

## **Title VI Complaint Procedure**

Given that CATSO is a recipient of Federal funding assistance, the organization must comply with Title VI in its programs and activities. Individuals who believe that they or others protected by Title VI have been discriminated against may file a complaint with CATSO. A complaint form is available from CATSO staff at the phone number below. Complaints should be directed to:

CATSO Title VI Coordinator  
701 East Broadway  
Columbia, MO 65201  
573-874-7243



## **Budget Summary**

**Budget Summary**  
**FY 2011 Unified Planning Work Program - Columbia MPO**  
**Approved by the CATSO Coordinating Committee on August 26, 2010**  
**Consolidated Planning Grant (CPG) Funds**

Activity	Federal	Local	Federal CPG Funds *	Local Match	Total
110 LAND USE PLANNING	80%	20%	\$65,000	\$16,250	\$81,250
120 SHORT RANGE TRANSPORTATION PL <i>Transportation Improvement Program</i>	80%	20%	\$68,000	\$17,000	\$85,000
130 LONG RANGE TRANSPORTATION PL	80%	20%	\$45,000	\$11,250	\$56,250
140 TRANSIT PLANNING <i>System Management &amp; Operation</i> <i>Financial Planning</i> <i>Other Activities</i>	80%	20%	\$69,000	\$17,250	\$86,250
220 CPG GRANT MANAGEMENT	80%	20%	\$5,000	\$1,250	\$6,250
240 INFORMATION SYSTEMS	80%	20%	\$107,000	\$26,750	\$133,750
<b>TOTALS</b>			<b>\$359,000</b>	<b>\$89,750</b>	<b>\$448,750</b>

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

- 1) In Activity #110, \$40,000 is programmed for hiring of a consultant to assist in the preparation of a new comprehensive plan
- 2) In Activity #140, \$48,000 is programmed for hiring of a consultant for an assessment for a new bus facility near the Wabash Station
- 3) In Activity #240, \$9,000 is programmed for software & related services, transcription services, and travel/meeting expenses

**Notes**

1. CATSO Staff includes two full-time and three part-time employees. See the UPWP Appendix for details.
2. CPG funds consist of FHWA PL and FTA Section 5303 planning funds
3. A total of \$262,000 is programmed for CATSO & related staff salaries.

**CPG Funding Summary**

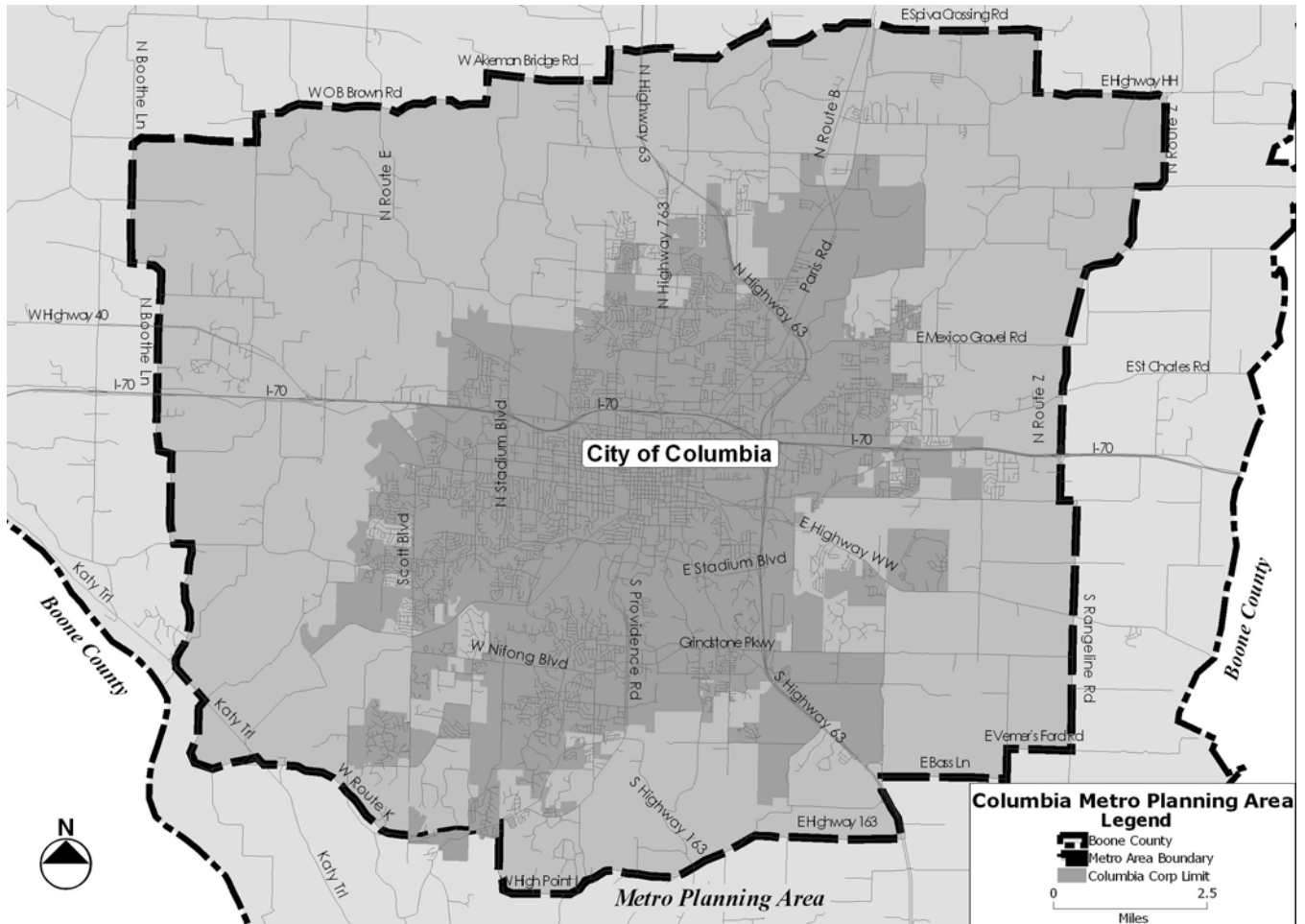
CATSO CPG balance	\$658,366.78
FY 2011 CPG allocation	\$221,080.00
Total estimated CPG funds	\$879,446.78
Total CPG funds programmed for FY 2011	\$359,000.00
Remaining unprogrammed CPG funds	\$520,446.78

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## **Appendices**

# Appendix A

## Map of MPO Planning Area 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
CTS	Columbia Transit System
DBE	Disadvantaged Business Enterprise
GIS	Geographic Information System
MoDOT	Missouri Department of Transportation
MPO	Metro Planning Organization
MRP	Major Roadway Plan
NRI	Natural Resources Inventory
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005)
TAZ	Traffic Analysis Zone
TIP	Transportation Improvement Program
UPWP	Unified Planning Work Program

## **Appendix C**

### **CATSO Staff**

#### **Full-Time Staff:**

Mitch Skov, Senior Planner  
Rachel Bacon, Planner

#### **Part-Time Staff:**

Timothy Teddy, Director  
Susan Vale, Mapping Technician  
Denise Clark, Administrative Assistant

Note 1: All staff are City of Columbia Department of Planning & Development employees

Note 2: For Part-time staff, 20% of their actual hours worked are charged to CATSO work activity accounts

## Appendix D

### CATSO Organizational Chart

Columbia Metropolitan Planning Area  
Columbia, Missouri

