



FY 2021 Unified Planning Work Program

Approved by the CATSO Coordinating
Committee on 8-27-2020

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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's Department of Community Development Planning Division, 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 FY2021 document is a cooperative process of the CATSO, MoDOT, OneDOT, Go COMO (the Columbia Transit System) and members of the CATSO Technical Committee and Coordinating Committee. Eligible planning activities, as described in this work program, are funded by CPG funds on an 80/20 federal/local split.

Planning Priorities Summary

The CATSO 2050 Long Range Transportation Plan (LRTP) was formally adopted in December, 2019. CATSO is in the early phases of a potential major amendment to the 2050 LRTP to provide additional planning framework for expansion of the existing public bus system to cover the entire CATSO metropolitan planning area (MPA).

In addition, CATSO staff is assisting with the development of the West Area Plan. This plan will inform the Major Roadway Plan and assist with land-use, growth management, and transportation planning decision making. This is a joint effort between Boone County and the City of Columbia that will proactively address connectivity and safety. The West Area Plan will provide guidance on future text amendments to the City's Unified Development Code (UDC). Currently, background work and analysis is being worked on prior to the next phase of significant and meaningful public outreach.

CATSO staff are developing a Status Report of the City of Columbia's Comprehensive Plan. This report will bridge the gap between the adopted 2013 Comprehensive plan and a future update by informing a future update. This includes soliciting and analyzing public input as well as analyzing the successes and challenges of implementing the policy recommendations of the plan. This includes but is not limited to the Urban Services Area (USA) and the accommodation of non-motorized transportation.

Review of potential updates to the Future Land Use Map (FLUM) and Urban Services Area (USA) developed in *Columbia Imagined* will continue this year, in coordination with the examination of current land uses and potential land use impacts in corridors affected

by roadways in the Major Roadway Plan (MRP). Updates to the MPA land use GIS database that proves invaluable for MRP amendments, modeling and non-motorized project selection will continue as well. Review of development concept plans for compliance with applicable transportation regulations under the revised Columbia Unified Development Code (UDC) will also continue.

The continued promotion of non-motorized transportation through the provision of staff support, including data analysis, map creation/GIS analysis, grant and designation application preparation and management, will continue in FY 2021. Assistance with the prioritization of funding for non-motorized infrastructure will also continue through the completion of the 5-year update to Columbia's Sidewalk Master Plan, which is anticipated to be completed in the first or second quarter of FY 2021. Staff will also provide any input requested on the provision on ADA compliance processes within the MPA.

The CoVID-19 pandemic caused a significant amount of the daily/monthly Go COMO transit ridership to be lost. This has suspended efforts to potentially implement the transit plan's additional recommendations to provide flex route service, extend the evening transit service hours to 11 pm, introduce Sunday service and increase service frequency. Several buses and paratransit vans are scheduled to be replaced.

The 2007/2017 Natural Resources Inventory update using leaf on and leaf off aerial imagery and field data samples procured in 2017 will be also completed in FY 2020. Anticipated completion will be done in the fourth quarter of FY 2020. Staff previously developed methodology and acquired software to update the 6 class Natural Resources Inventory land cover maps and 16 class vegetation maps in FY 2018, and will complete remaining tasks for inventory completion in the coming year.

The total federal Consolidated Planning Grant (CPG) funding and local match shown for work activities in the FY 2021 budget summary sheet is \$663,809. The FY 2020 CPG allocation is \$294,854. It continues to be CATSO policy to maintain a CPG balance for future year needs, particularly for special projects that may require a large dedication of CPG funds.

The following narrative outlines each program area and provides information on work activities planned for the FY 2021 planning work program year period of October 1, 2020 to September 30, 2021. 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 (MPA). This category includes review and updates to both land use and transportation plans, as well support of, and participation in, local planning efforts that consider the intersection of land use and transportation needs. All tasks are to be completed by CATSO staff unless otherwise identified.

Objectives/ Activities:

- 1) Staff will continually review potential updates to the Future Land Use Map (FLUM) and Urban Services Area (USA) developed in *Columbia Imagined*, and 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). Updates or amendments to all respective documents will be considered as needed to address development trends and infrastructure capacity, specifically sewer and transportation infrastructure.
- 2) The Columbia City Council adopted the revised Unified Development Code (UDC) on March 20, 2017. CATSO staff continues their review of development concept plans for compliance with applicable transportation regulations under the new code, as well as for overall transportation system, infrastructure, and land use effects on a MPA wide level.
- 3) Updates to the MPA land use GIS database to assist with MRP amendments, modeling and non-motorized project selection will continue.
- 4) Staff will continue background work on the West Area Plan sections involving land use and transportation. This plan will inform the Major Roadway Plan and assist with land-use, growth management, transportation planning, and decision making. This is a joint effort between Boone County and the City of Columbia that will proactively address connectivity and safety.
- 5) CATSO staff is developing a Status Report of the Comprehensive Plan that will inform the next update of the Plan. This report will analyze the challenges and successes of the adopted plan as well as emerging trends in land use and transportation.

Work Completed in FY 2020

- Current land uses and potential land use impacts were examined for potential MRP amendments, which to date, are still under discussion.
- In support of the new City of Columbia Unified Development Code (UDC), adopted March 20, 2017, CATSO staff has continually reviewed development concept plans and provided technical feedback relevant to land use and transportation planning. Initial staff input has been completed, but monitoring will continue.
- Staff has met to review maps and information demonstrating potential development impacts as part of a continuing effort to benchmark necessary municipal infrastructure investments and maintenance in relation to new land development. The process was begun in FY2016 with the aim to develop utility and infrastructure “scorecards” to evaluate the capacity of proposed developments, but due to conflicting work needs and staff vacancies, the benchmarking effort has been tabled for a later date.
- Continued the update of the MPA land-use GIS database for CATSO MPA transportation planning applications.
- Provided updates for proposed CATSO modifications and maps.
- Provided updates to CATSO GIS database based on revisions made by council such as road name changes or major roadway construction/realignment.

Products for FY 2021:

- Updates or amendments to the to the Major Roadway Plan (MRP), and to the Future Land Use Map (FLUM) and Urban Services Area (USA) developed in *Columbia Imagined*, as needed to address development trends and infrastructure capacity, specifically sewer and transportation infrastructure. Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- CATSO staff input on compliance of development plans with Columbia’s new Unified Development Code’s transportation and related land-use regulations. Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- Updates to the MPA land use GIS database. Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- Prepare growth projections and land use scenarios for use in transportation decision-making by collecting development data and analyzing various US Census products and other relevant data sources. This data will be used in travel demand model runs and plan updates. Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- Completion of the City’s Comprehensive Plan Status Report. Anticipated completion date-Second quarter 2021. Responsibility- CATSO Staff.

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

Staffing, Funding Sources:

Staffing of the various work activities will come primarily from CATSO staff. At times, City of Columbia and Boone County departments and the Missouri Department of Transportation (MoDOT) may provide necessary assistance. CPG funds for this work activity will be applied to staff salaries. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown: Total Costs \$159,528— Federal \$127,623, Local \$31,906.

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 modes 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 MPA. All tasks are to be completed by CATSO staff unless otherwise identified.

Objectives/Activities:

- 1) Prepare specific studies in relation to transportation issues, as requested, e.g. review of a Major Roadway Plan extension in relation to a development request. While it is possible that none may be required, this is included to indicate that any such studies would be done on an as-needed basis.
- 2) Promote non-motorized transportation, as funded by the Transportation Alternatives program and marketed by the Bicycle Friendly Community Designation, for example. Provide staff support, including data analysis, map creation/GIS analysis, grant and designation application preparation and management. Assist with the prioritization of funding for non-motorized infrastructure such as trails, pedways, bike lanes; complete 5-year updates to Columbia's Sidewalk Master Plan; and provide input on ADA compliance processes within the MPA.
- 3) Continue to provide Go COMO with general staff support related to the Transportation Improvement Program, grant applications, Triennial Review, Transportation Asset Management (TAM), and any other relevant planning issues.
- 4) Coordinate transportation improvements within the MPA between Boone County, the City of Columbia, and MoDOT to prevent possible conflicts and service duplication.
- 6) Prepare and present to the Coordinating Committee for their approval of the 4-year FY 2022-2025 CATSO Transportation Improvement Program (TIP). Submit the Coordinating Committee approved TIP to MoDOT for OneDOT formal approval.

- 7) Participate in the MoDOT Planning Partner Framework and related processes to identify statewide and regional investment priorities.
- 8) Documentation and receipt of CATSO Coordinating Committee approval of the CATSO and MoDOT Annual Self Certification of the CATSO metropolitan planning process.
- 9) Processing of TIP amendments when required as requested by CATSO member jurisdictions, including Boone County, MoDOT, and the City of Columbia.
- 10) Develop the FY 2020 Annual Listing of Obligated Projects.
- 11) Develop a process to integrate adopted transportation performance measures and targets into the TIP, to include the alignment of projects with those performance measures/targets
- 12) Process Functional Classification revisions when required.

Work Completed in FY 2020:

- Preparation/approval of amendments to the FY2020-2023 TIP in February, 2020, and May, 2020. (new MoDOT projects).
- Developed the Annual List of Obligated Projects for FY2019.
- Provision of support and guidance for 9 City of Columbia Bicycle and Pedestrian Commission (BPC) meetings, including information sharing, and further provision of input for Columbia Public Works ADA Sidewalk Transition Plan, which has been integrated into CATSO's 2050 LRTP.
- Processed 18 revisions to the Functional Classification map which were approved at the December 5, 2019 CATSO Coordinating Committee meeting. This included 4 future roadways to be removed and 14 revisions to existing roadway classifications.

Products for FY 2021:

- An amended FY 2022-2025 Transportation Improvement Program (TIP), with approval by the CATSO Coordinating Committee and submittal to MoDOT for formal OneDOT approval. Anticipated completion date - August 2021. Responsibility- CATSO Staff.
- Coordinating Committee approved amendments/modifications to the FY 2020-2023 TIP. Anticipated completion date - as needed. Responsibility- CATSO Staff.
- Development of the Annual Listing of Obligated Projects for FY2020. Anticipated completion date - First Quarter 2021. Responsibility- CATSO Staff.

- Completion of the 5 year update to the Columbia area Sidewalk Master Plan. Anticipated completion date – First Quarter 2021. Responsibility- CATSO Staff.
- Continued support to, and collaboration with, the BPC to provide input on ADA compliance processes within the MPA and to prioritize funding for non-motorized infrastructure such as trails, pedways, bike lanes and sidewalks. Anticipated completion date – ongoing. Responsibility- CATSO Staff.
- Maintain participation in the Boone County Local Emergency Planning Committee (LEPC) meetings and efforts. Anticipated completion date – Ongoing. Responsibility- CATSO Staff.
- CATSO Coordinating Committee and OneDOT approved CATSO and MoDOT Annual Self certification.
- Staff attendance at the MoDOT 2021 Statewide Planning Partners meeting.

Staffing, Funding Sources and Agencies:

The work in this activity category will be done by CATSO staff, with assistance from City of Columbia Public Works and Parks and Recreation staff. Some staff assistance will be requested from MoDOT. Funding for this category will go towards staff salaries and will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:

Total Costs \$81,469 – Federal \$65,175 Local \$16,294

Activity 130 Long-Range Transportation Planning

This activity is directed towards conducting an effective program for long-range transportation planning, including maintenance and implementation of the adopted CATSO 2050 Long Range Transportation Plan (LRTP). It also includes a planned major amendment to the 2050 LRTP to provide additional planning framework for expansion of the existing public bus system to cover the entire CATSO metropolitan planning area (MPA). Additional long-range planning efforts include the Columbia and CATSO Vision Zero Action Plan, the Columbia Climate Action and Adaptation Plan, and the potential establishment of an on-going bike-count program. All tasks are to be completed by CATSO staff unless otherwise identified.

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) Prepare Amendments to the CATSO 2050 LRTP, 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.
- 3) The 2050 CATSO LRTP was adopted in December, 2019. The plan includes both long-range and short-range strategies/actions for the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods by addressing current and future transportation demand.
- 4) CATSO will also develop a process to measure the effectiveness of the public involvement activities required for the completion of the 2050 LRTP.
- 5) Continue to support the City of Columbia Vision Zero Action Plan through research, data compilation and analysis, as well as attendance at collaborative goal setting meetings and facilitation of public input sessions. Vision Zero goals and

safety targets were adopted by CATSO and included in the 2020-2023 TIP and the 2050 LRTP.

- 6) Continue to coordinate with MoDOT Central Office on CATSO staff efforts to incorporate applicable national performance measures in transportation plans as outlined in the FAST Act legislation.
- 7) Continue preparation of engineer-assisted alignments of future/proposed CATSO MRP major roadways.
- 8) Working with a consultant, develop traffic counts and traffic demand model projections for the upcoming West Area Land Use Plan to be prepared as a joint Boone County-City of Columbia project.

Work Completed in FY 2020:

- Staffing and preparation of reports and related materials for seven CATSO Technical and Coordinating Committee meetings.
- CATSO staff continued assistance with the development of Columbia's Climate Action and Adaptation Plan, and assisted in the completion of the Columbia area Climate Trends Summary and Vulnerability Assessment, which included an emphasis on increasing public transit and multi-modal infrastructure investments to decrease vehicle emissions and provide equitable transportation access.
- Final preparations/revisions to the 2050 CATSO Long-range Transportation Plan (LRTP). Formal adoption of the 2050 LRTP occurred in December, 2019.

Products for FY 2021:

- Public promotion, agenda preparation and completion of staff reports for 8 CATSO Technical and Coordinating Committee meetings. Anticipated completion date – Ongoing. Responsibility- CATSO Staff.
- LRTP, MRP and Pedestrian and Bicycle Network Plan amendments as needed. Anticipated completion date – As needed. Responsibility- CATSO Staff.
- Updates to the CATSO Major Roadway Plan (MRP) if warranted by the future travel demand analysis of the MRP network using 2050 data population/employment data. CATSO staff will bring more amendments forward at the direction of the Coordinating Committee. Anticipated completion date – as needed. Responsibility- CATSO Staff.
- Continued development and incorporation of applicable national performance measures in transportation plans as outlined in the FAST Act legislation. Anticipated completion date – ongoing. Responsibility- CATSO Staff.
- Continue to support CATSO and City of Columbia Vision Zero goals through the

identification and integration of engineering design parameters that improve safety for all road users into local standards and guidelines. In addition, participate in the public process to reduce local speed limits. A policy that gathers public input and support for establishing design speed parameters for new roadway construction for different roadway classifications will be developed. The policy will also inform decisions about desirable speed limits for existing roads, high-risk crash areas, and provide guidance regarding steps that will be taken to lower existing speed limits if desired. Anticipated completion date-ongoing. Responsibility- CATSO Staff/Collaborative City and County Partners.

- Development of a process to measure the effectiveness of the upcoming public involvement activities required for completion of all CATSO documents, including the TIP, UPWP, Public Participation Plan, and 2050 LRTP major amendment.
- Provision of a consultant to do traffic counts and possible specialized travel demand modeling for a cooperative Boone County-City of Columbia West Area Land Use Plan to study the future development of the Perche Creek watershed areas, particularly those areas to the west of the creek.
- Preparation of engineer reviewed/assisted alignments for future/proposed CATSO MRP roadways.

Staffing, Funding Sources and Agencies:

Primary staffing responsibilities will be with CATSO Staff, and City and County transportation partners for the collaborative projects listed. MoDOT assistance will also be required. CPG funds for this work activity will be applied to staff salaries. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:

Total Costs \$85,659 – Federal \$68,527, Local \$17,132

Activity 140 Transit Planning

Purpose:

Work in this program area is primarily devoted to the review and implementation of transit operational strategies for the Go COMO bus system. Fiscal and status reporting of grant projects are also included. Go COMO is the public transit system that serves the Columbia MPA. The bus system operates fixed routes as well as paratransit service. The public transit system has been operated by the City of Columbia since 1965.

Go COMO Service Delivery: In June of 2019, GO COMO implemented the recommended short-term plan for route changes from its 2017 Bus Service Evaluation Project. The project serves as a comprehensive Master Transit Plan to ensure the Columbia bus system provides efficient service while meeting the needs of community members. It provides an updated transit vision for the Columbia area reflecting community input, population changes, technical analysis, and other supporting documentation. From this, the short-term preferred plan was recommended to transform the transit system from the current loop system, to one of bi-directional linear routes with a central route transfer location. In addition, some routes are cut or shortened in areas with relatively low population and employment density and low transit ridership. The implementation of the recommended changes has been successful. Transit riders are already providing positive feedback related to the convenience of the central transfer point for all Go COMO routes.

Go COMO staff will also explore the potential for the plan's recommended provision of flex routes that would provide either door to drop off service, or door to fixed route service, at a higher charge than traditional service. However, there are no plans to add or remove and fixed routes and FLEX routes are not an option at this time. Other plan recommendations that are still under consideration include extending the evening service hours to 11 pm; the introduction of Sunday service; and increasing service frequency to 30 minutes. Budget constraints currently limit the opportunity to implement these recommendations, but various cost savings and revenue expanding projects that could make these recommendations possible are being examined by GO COMO leadership.

Go COMO staff continues to utilize ReMIX planning software to create a more transparent and equitable transit service delivery process. The software was used in preparation for the implementation of the recent route changes by demonstrating real time demographic data and hourly cost of service analysis to City leadership and stakeholders. Staff also used the software to create maps of the new routes and share them with the public. ReMIX continues to be a valuable tool that supports Go COMO's continued efforts to provide more targeted, cost efficient service. Currently in year two of a three year program.

The Bus Service Evaluation project also recommended updated service design guidelines for routes design, area guidelines, service frequency, span of service, transit/auto travel time and vehicle size. The guidelines aim to support Go COMO's goal to provide quality transit service in a cost-effective manner that is consistent and equitable. This year staff completed its collaboration with Columbia's Public Transit Advisory Commission (PTAC) to implement the new service design guidelines.

Go COMO has four electric buses which arrived in the fourth quarter (August) of 2020, purchased with a 2016 LONO grant. These buses replaced four 2001 New Flyer diesel buses. Volkswagen Settlement agreement funds were utilized to pay the local match for the new electric buses. Go COMO's current lease plan with BYD (Electric Buses) is under review.

The COVID-19 situation caused a significant number of daily/monthly ridership to be lost. This was in part due to the University of Missouri canceling on-site classes in March, 2020, which removed Go COMO service to the campus for the remainder of the spring semester.

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. As the City continues annexations, the service area grows. Columbia's paratransit provides service to the City limits. As a result of the COVID-19 situation, paratransit ridership has been reduced to the degree that four vans are operating daily compared to eight daily prior to the beginning of the pandemic. There is an executed grant to replace seven Paratransit vans in addition to other buses.

DBE: The City of Columbia has 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.

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. Go COMO 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.

Transit Planning and Review: Fiscal and operational reporting is ongoing. Go COMO's Transit Asset Management plan was completed in October, 2018 and staff continues to monitor effective asset management. Go COMO will be completing its Triennial Review at some point in FY 2021 and staff will be attending training to prepare for this

comprehensive process. The Transportation Manager position has been vacant since January 2020 and the vacancy has recently been approved to be posted and filled.

Additional Transit Planning Training: Go COMO staff serves on the board of the Missouri Public Transit Association (MPTA) as a means to share information and learn from other local transit providers, as well as to advocate for the transit needs of Missouri's citizens. For these reasons, staff plans to attend the annual MPTA conference in September, 2020.

Objectives/Activities:

1. Continue utilization of ReMIX to support Go COMO's continued efforts to provide more targeted, cost efficient service.
2. Prepare/participate in Go COMO's Triennial Review, which is scheduled to occur in FY 2021.
3. Continue participation in the Missouri Public Transit Association (MPTA) meetings and conferences.
4. Maintain quarterly records of transit system operations.
5. Continue to track annual passenger trips, annual vehicle miles, annual vehicle hours and annual service costs to ensure optimal cost per trip and cost per mile for all transit service delivery.
6. Continue to seek and solicit a high level of citizen input into the development and maintenance of transit operations through the provision of support to, and involvement with, Columbia's Public Transit Advisory Commission (PTAC).
7. Participate in the Statewide Transit Asset Management Plan.

Work Completed in FY 2020:

- Completed the transition of 4 fixed route fleet vehicles from diesel to battery electric. August, 2020.
- Utilization of ReMIX software to create maps, share with the public, and receive comments on the recently implemented route service changes.
- Collaboration with Columbia's PTAC to update Go COMO's service design guidelines.
- Monitoring of Asset Management in accordance with the 2018 Transit Asset Management Plan. This is ongoing.
- Continued project to fund and construct 4 fixed route battery electric fleet vehicles to replace diesel vehicles.
- Capital and operating grant applications for service improvements were completed.
- Analysis and reporting on Go COMO as required by the City Council and PTAC.
- Completed Triennial Review.

Products for FY 2021:

- Analysis of options for implementation of Flex Transit service; extended evening

service hours to 11 pm; introduction of Sunday service and increased service frequency. Anticipated completion date–ongoing. Responsibility- Go COMO Staff.

- Creation of shareable public maps through ReMIX software to support transparent, inclusive discussions related to routes service improvements. Anticipated completion date–ongoing. Responsibility- Go COMO Staff.
- Monitoring of Asset Management in accordance with the 2018 Transit Asset Management Plan. Anticipated completion date–ongoing. Responsibility- Go COMO Staff.
- Participation in the Statewide Transit Asset Management Plan.

Staffing, Funding Sources and Agencies:

Staff support will come primarily from the Go COMO employees, although some assistance will be needed from CATSO staff, along with City of Columbia Community Development, Finance, Human Resources, Health, and Legal Departments. Of the federal share costs for transit, \$15,000 is anticipated to go towards continued funding of the ReMIX planning software and \$4,000 will go towards staff training and conference attendance. The rest of the CPG fund for this work activity will be applied to staff salaries.

Funding Breakdown: Total Costs \$102,863– Federal \$82,290, Local \$20,573.

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. All tasks are to be completed by CATSO staff unless otherwise identified.

Objectives/Activities:

- 1) Maintain proper records and prepare quarterly progress reports and grant billings, DBE semi-annual reports, and FY 2020 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.
- 3) Process FY2021 UPWP amendments (major changes) and administrative revisions (minor changes) as needed.
- 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 2022 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 updated as needed/required.
- 8) Refinement and expansion of the CATSO website to implement further improvements and convenience for public review and input. Ensure that the CATSO website and all electronic communications are accessible and meet the requirements of Section 504 of the Rehabilitation Act of 1973.

Work Completed in FY 2020:

- FY 2021 UPWP approved by Coordinating Committee
- Quarterly reports for FY 2020 were prepared and submitted to MoDOT.
- DBE semi-annual reports in October 2019 and April 2020 were prepared.
- The FY2019 Completion Report was prepared.
- Annual report describing Title VI activities developed in July 2020.
- In response to the recommendations from the FY2017 CATSO One DOT Transportation Planning Process Review, staff extended the Vision Zero Action Plan effort to cover the entire metropolitan planning area.
- Participated in MPO MAP-21/FAST ACT Performance Measurement, Interpretation, Compliance, Best Practices and Implementation monthly teleconference meetings hosted by MoDOT for MPOs and RPCs in Missouri and nearby states and provided input on safety and other data needs.

Products for FY 2021:

- Continue to fulfill the CATSO One DOT Transportation Planning Process Review recommendations that were finalized in May of 2017, Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- FY2022 UPWP to be approved by the CATSO Coordinating Committee. Anticipated completion date-August 2021. Responsibility- CATSO Staff.
- Quarterly Reports. Anticipated completion date(s)-January 2021, April 2021, July 2021, and October, 2021. Responsibility- CATSO Staff.
- FY2021 UPWP amendments (major changes) and administrative revisions (minor changes) as needed. Responsibility- CATSO Staff.
- DBE semi-annual reports. Anticipated completion date(s)-October, 2020 and April, 2021. Responsibility- CATSO Staff.
- FY 2020 Completion Report. Anticipated completion date- November 2020. Responsibility- CATSO Staff.
- Continuous development and implementation of the Title VI Plan including an annual report in July 2021. Anticipated completion date-Ongoing. Responsibility- CATSO Staff.
- Maintenance and continual improvement of CATSO website accessibility features. Anticipated completion date-Ongoing. Responsibility- CATSO Staff.
- Continue participation in the MPO MAP-21/FAST Act Performance Measurement, Interpretation, Compliance, Best Practices and Implementation monthly teleconference meetings hosted by MoDOT for MPOs and RPCs in Missouri and nearby states. Anticipated completion date-Ongoing. Responsibility- CATSO Staff.

Also to be expected would be review of CATSO planning documents for compliance with federal requirements. Implementation and performance measurement evaluation of planning documents may also occur. Participation in any audits or program review may also be a work product.

Staffing, Funding Sources, and Agencies:

Staffing will be from 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 \$33,703– Federal \$26,962, Local \$6,741

Activity 240 Information Systems

Purpose:

Work in this activity area is devoted to the production, collection, storage, management, analysis, and communication 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 through printed, digital, and online methods.

Also included is the production of maps and other graphics, and general spatial and analytical data support activities for projects included in other UPWP work activities. Planning and assistance related to Census Bureau materials also occur in this program area. All tasks are to be completed by CATSO or GIS staff unless otherwise identified.

Objective/Activities:

- 1) Maintain up-to-date information for population, employment, socioeconomic demographics, housing, structures, subdivisions, transportation, and other related data from integrated sources, including a current GIS street map and related databases such as addresses and structures; and conduct related analysis and studies using this data.
- 2) Advance the 2007/2017 Natural Resources Inventory using leaf on and leaf off aerial imagery and field data samples procured in 2017. This is a requirement for understanding how the MPA has changed since 2007 and update land use and land cover inputs for future land use models.
- 3) Utilize Nearmap aerial imagery services to maintain annual aerial imagery inventory to aid in maintaining sidewalks, structures, streets, bridges, hydrography, and impervious surface data. This information helps with the prioritization of transportation and land use projects.
- 4) Production of maps depicting sidewalks and trails in the Metropolitan Planning Area (MPA) for non-motorized transportation modeling and specialized area plans.
- 5) Continued development of street and traffic attributes for enhanced traffic, commuting, and transit analysis.
- 6) Continue to update and use the MPA Land Use digital database for more

detailed landscape analysis for potential MPA transportation corridors, sidewalk system analysis, trail and pedway connector routes, and other transportation applications.

- 7) Continue to monitor US Census Bureau product releases including 5-year American Community Survey and economic census for applicable county, MPA, city, tract, block group, and block levels. Process and make available for use in map products, planning, network analysis, and spatial analysis. Provide local data to support preparations for the 2020 Decennial Census.
- 8) Staff attendance at professional training sessions related to transportation planning subjects relevant to the CATSO area and operations. Professional development conferences offered by the American Planning Association (APA), 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 2020:

- Updated Planimetric data using recent aerial imagery including structures, sidewalks, streams, ponds, trails, bridges, road centerlines and edges, driveways, and parking lots. These features are updated for the MPA to assist in long range planning and transportation activities. This data is used for planning, web applications, and digital and hardcopy maps. Through the first three quarters of FY2020, 7,375 structures have been added and 10,317 structures have been updated in the Columbia metro area. During the first three quarters of 2020, GIS staff have added and or edited 57.5 miles of sidewalks to the Columbia MPA sidewalk feature class. Also during this period, GIS staff have updated 44 bridge polygons in the metro area. GIS staff has started to update ponds, streams polygons, and stream lines using the new 2019 aerial imagery and LiDAR data. So far, 1,100 hydrographic polygons have been edited.
- Selected a test area and started working on methods to update the 6 class Natural Resources Inventory land cover maps and 16 class vegetation maps using 2017 imagery and field data as part of the effort to update the 2007 Natural Resources Inventory update.
- Continued editing of street linework and transportation network dataset updates to improve routing and network analysis.
- Georeferenced and mosaic historical imagery prints for the MPA from 1939, 1950, 1956, 1969, 1973, 1986, and 1992. Utilized edge matching tools with georeferenced data to create seamless digital map layers. Many of these were not

previously available in a GIS format that could be easily used with other spatial data. Plans are to make this data available online to the public.

- Updated quarterly CityView public facing web base maps that included boundaries, roads, structures, streams, ponds, parcels, contours, aerial imagery, and digital elevation models for the MPA.

Products for FY 2021:

- Complete the update to the 2007/2017 Natural Resources Inventory. Anticipated Completion date- fourth quarter FY 2021. Responsibility- GIS/CATSO Staff.
- Utilize Nearmap aerial services to maintain an annual update of aerial imagery to aid in maintaining sidewalks, structures, hydrography, planimetrics, and impervious surface data. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Expand the transparency of GIS data by adding additional data for download on the CoMoGov GIS Data Portal
- Continue to track and keep sidewalks, structures and impervious surface mapping current. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Complete spatial and network analysis based upon monitoring of US Census Bureau product releases, including 2019 American Community Survey and economic census releases for applicable geographic data levels. Also support the efforts for the 2020 Census. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Update and make map changes to boundaries from property annexations through the management of GIS database. Provide to the public through web maps and CoMoGov GIS Data Portal. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff
- Maintain public facing base web maps to keep them current - Anticipated Completion date - ongoing. Responsibility- GIS Staff.

Staffing, Funding Sources and Agencies:

Staffing will be with CATSO staff, with assistance from City of Columbia Community Development, Public Works, and the City IT/GIS Division, which provides data development, maintenance, analysis, and support for CATSO and other interested parties. At times, other City departments and the Missouri Department of Transportation (MoDOT) may provide necessary assistance.

Of the federal share costs for information systems, \$1,667 is anticipated to pay for Surdex imagery, as part of the imagery's use will go towards CATSO transportation and land-use planning. \$15,500 will go towards Surdex LiDAR imagery. \$10,000 will go towards

maintaining TransCAD software to be used in updating travel demand models. Funding for professional training and conferences is also included in this category in the amount of \$4000. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown: Total Costs \$200,587– Federal \$160,470, Local \$40,117.

CATSO Staff includes one full-time position and 6.55 full-time equivalents in other positions. See Appendix C for staff details.

Budget Summary

Activity	Federal	Local	Federal CPG		Total
			Funds*	Local Match	
110 LAND USE PLANNING	80%	20%	\$ 127,623	\$ 31,906	\$ 159,528
120 SHORT RANGE TRANSPORTATION PL	80%	20%	\$ 65,175	\$ 16,294	\$ 81,469
130 LONG RANGE TRANSPORTATION PL	80%	20%	\$ 68,527	\$ 17,132	\$ 85,659
140 TRANSIT PLANNING	80%	20%	\$ 82,290	\$ 20,573	\$ 102,863
220 CPG GRANT MANAGEMENT	80%	20%	\$ 26,962	\$ 6,741	\$ 33,703
240 INFORMATION SYSTEMS	80%	20%	\$ 160,470	\$ 40,117	\$ 200,587
TOTALS	80%	20%	\$ 531,047	\$ 132,762	\$ 663,809

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

#140: \$15,000 of CPG funds is programmed to pay for transit planning software license plus \$4,000 for training/travel.

#240: \$31,167 of CPG funds is programmed for software services, imagery, transcription services, and training expenses.

Notes:

1. See UPWP Appendix C for CATSO Staff, which has 1 full-time position and 6.55 FTE's in other positions.
2. CPG funds consist of FHWA PL and FTA Section 5303 planning funds
3. A total of \$480,880 of CPG funds is programmed for CATSO and related staff salaries.

FY21 UPWP - CPG Funding Summary		
1	CATSO CPG balance from end of FY2019 and prior allocations	\$ 638,393
2	FY2020 CPG allocation	\$ 294,854
3	Estimated FY2021 CPG allocation	\$ 294,854
4	Estimated leftover programmed FY2020 funds	\$ 251,590
5	Total estimated CPG funds available for FY 2021 UPWP	\$ 1,479,692
6	CPG funds programmed for FY2021	\$ 531,047
7	Remaining unprogrammed CPG funds balance*	\$ 948,644

*Total estimated CPG funds is a projected figure based on prior available balance, FY 2020 allocation, FY 2021 allocation, and estimated CPG funds programmed in FY 2020 that are unexpended.

CATSO has elected not to program 100% of the anticipated available CPG funds. It is staff's general policy to maintain a reserve of funds for potential large expense planning projects that may become necessary in the future. In addition to this policy, there is a limited number of staff that does planning work and given this we are unable to program any greater amount of CPG funding for FY 2021. Obtaining any substantially greater total of local matching funds could also be problematic, and would be dependent in part on the additional amount required as well as other budget factors.

Public Participation

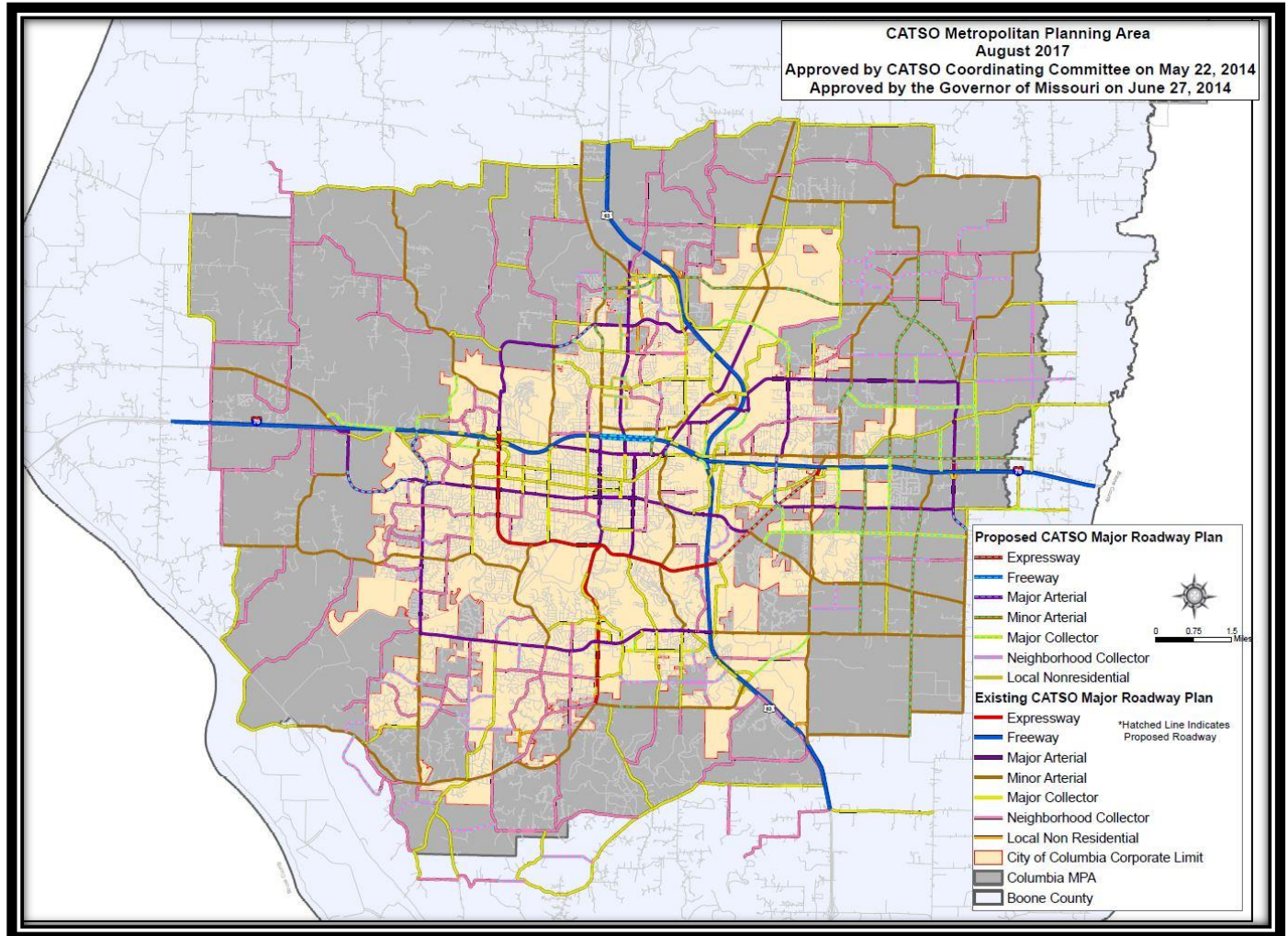
The draft FY 2021 CATSO UPWP was posted for public review at the CATSO website in July 2020. The draft UPWP was reviewed by the CATSO Technical Committee at their regularly scheduled August 5, 2020 meeting. No comments from the public were received prior to the August 27, 2020 public hearing date.

No comments were received at the August 27, 2020 public hearing. After the public hearing was closed, the Coordinating Committee voted unanimously to approve the proposed UPWP as presented.

Appendices

Appendix A

Map of Metropolitan Planning Area (MPA) Boundary



Appendix B

List of Acronyms Used in this Document

ADA	Americans with Disabilities Act
APA	American Planning Association
APBP	Association of Pedestrian & Bicycle Professionals
BPC	Bicycle and Pedestrian Commission
CATSO	Columbia Area Transportation Study Organization
CPHSTP	CATSO Coordinated Public Transit Human Services Transportation Plan
CPG	Consolidated Planning Grant
DBE	Disadvantaged Business Enterprise
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FLUM	Future Land Use Map
FTA	Federal Transit Administration
FTE	Full-time equivalent
FY	Fiscal Year
GIS	Geographic Information System
Go COMO	Columbia Transit System
HIA	Health Impact Assessment
LiDAR	Light Detection and Ranging surveying technology
LOS	Level of Service

L RTP	Long-Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century
MCRS	Missouri Coalition for Roadway Safety
MoDOT	Missouri Department of Transportation
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
MRP	Major Roadway Plan
OneDOT	Federal Highway Administration/Federal Transit Administration
PPP	Public Participation Plan
PTAC	Public Transportation Advisory Commission
STIP	Statewide Transportation Improvement Program
TAZ	Traffic Analysis Zone
TIP	Transportation Improvement Program
UDC	Unified Development Code
UPWP	Unified Planning Work Program
USA	Urban Services Area
VMT	Vehicle Miles Traveled

Appendix C

CATSO Staff

Full-Time Staff:

Mitch Skov, Senior Planner (1 FTE)

Part-Time Staff:

Timothy Teddy, Director (.3 FTE)

Amy Modrell-Miller, Sr. Administrative Supervisor (.25 FTE)

Brad Kelley, Planner (.4 FTE)

Rachel Bacon, Senior Planner (.3 FTE)

Clint Smith, Senior Planner (.3 FTE)

Tim Connet, GIS Technician (.5 FTE)

Other GIS Support: (3.5 FTE)

Vacant, Transit and Parking Manager (.25 FTE)

Dale Lynn, Transit Superintendent (.75 FTE)

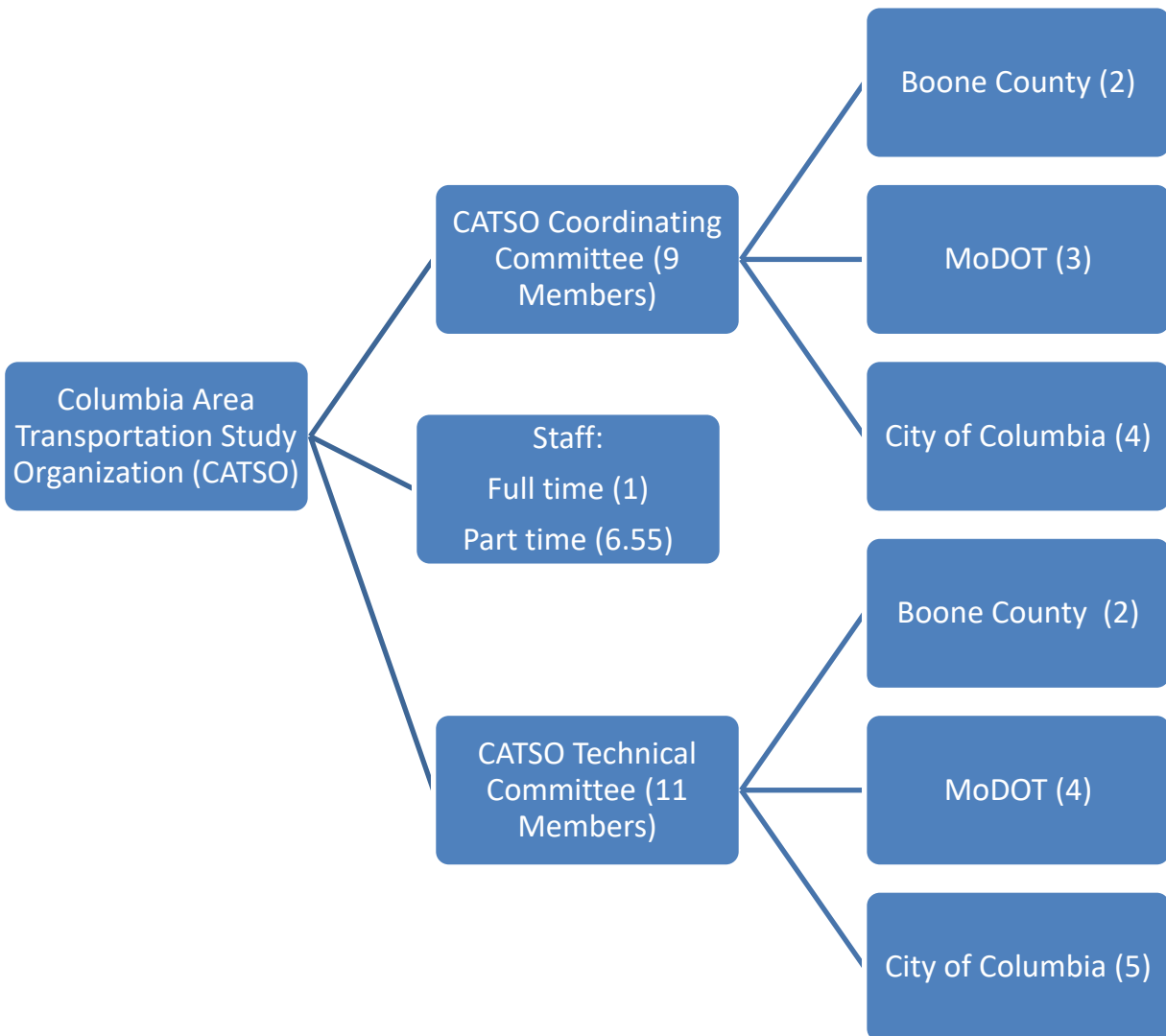
There is one full time staff position.

In addition, there are five staff persons within Community Development that have CATSO staff work responsibilities – with CATSO funding covering .4 of one employee's total work hours, .3 of three employees' total work hours and .25 of one employee's total work hours. Half of a GIS Technician's full time position is dedicated to the CATSO metropolitan planning work and an additional 3.5 full-time equivalent in the GIS Division is for CATSO level work. Additionally, a quarter of the Columbia Go COMO transit manager and three quarters of the Columbia Transit Superintendent's salaries are funded through CATSO. This adds up to 6.55 FTE that is shown under the category of Part-Time Staff.

All of the full time and part time CATSO staff members are housed within City Hall in downtown Columbia. CATSO staff within Community Development is housed on the Fifth Floor, while GIS Division and Transit CATSO staff is housed on the Third Floor.

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.