



FY 2024 Unified Planning Work Program

Approved by the CATSO Coordinating Committee on
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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 FY2024 document is a cooperative process of the CATSO, MoDOT, OneDOT, Go COMO (the Columbia area 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. Elements of the link referenced Planning Emphasis Areas (PEAs) were incorporated into the development of this UPWP.

<https://www.transit.dot.gov/sites/fta.dot.gov/files/2022-01/Planning-Emphasis-Areas-12-30-2021.pdf>

Planning Priorities Summary

The CATSO 2050 Long Range Transportation Plan (LRTP) was formally adopted in December, 2019. CATSO will be updating the LRTP in the coming fiscal year as the next 5-year update is due in Q1 of 2025 (December, 2024). The City Council of Columbia has requested that the next version of the CATSO LRTP (now to be referred to as the Metropolitan Transportation Plan (MTP) be a fundamentally different plan that includes extensive public engagement; input from traditionally underrepresented groups; a long-range transit master plan; climate change adaptation acknowledgments, ; and a format that is easy for the public to read and understand. These requirements are in addition to federal requirements. CATSO is currently in the process of soliciting a consultant for this update.

The LRTP update was included in the FY 2023 UPWP, but has been delayed due to staff shortages and other complications. The process is continuing and staff will be sending out a request for proposals from consultants soon.

CATSO staff will be assisting with the development of the City of Columbia's Comprehensive Plan Update, which covers the CATSO MPA. Staff anticipates

developing elements of the plan including data analysis on metro-wide trends, demographics, proposed growth, land capacity, and infrastructure availability. Information from this plan will be used in the development of future transportation plans and plan updates. This activity was included in the previous year's UPWP. However, minimal work was completed due to staffing issues and other City priorities.

CATSO staff will also be coordinating the transportation components of the update to the MTP with the Boone County Master Plan, which began an update process in FY 2023.

Updates to the MPA land use GIS database that proves invaluable for Major Roadway Plan (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 2024. The Sidewalk Master Plan (SMP) update was approved by the City Council in Q1 of FY 2023 (December, 2022). A minimal revision to the SMP was approved in March, 2023. Staff has reviewed trends in non-motorized crashes in the MPA in cooperation with the City's Vision Zero Program.

GoCOMO Transit is hiring a consultant to develop a comprehensive transit study that identifies current and future needs as it relates to public transportation.

Several GIS products and objectives support both the MPO planning process and comprehensive planning efforts with the City of Columbia. The CPG request of activities contained in this work program represent the costs eligible for CPG funds, which largely includes cost-sharing. Activities whose application provides benefits outside of regional transportation planning are not funded at 100%. Rather, most activities are cost-shared at either 17%, 33%, or 66%. This determination is based on the activity's application, geographic scope, and relationship to transportation or land-use.

The total federal Consolidated Planning Grant (CPG) funding shown for work activities in the FY 2024 budget summary sheet is \$891,121. With local match, the total is \$1,112,052. The FY 2023 CPG allocation is \$363,182. This year's budget request includes special projects that will utilize CATSO's reserve of CPG funds.

The following narrative outlines each program area and provides information on work activities planned for the FY 2024 planning work program year period of October 1, 2023 to September 30, 2024. 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) Updates to the MPA land use GIS database to assist with MRP amendments, modeling and non-motorized project selection will continue.
- 3) CATSO staff will be assisting with the development of the City of Columbia's Comprehensive Plan Update. Staff anticipates developing elements of the plan including data analysis on metro-wide trends, demographics, proposed growth, land capacity, and infrastructure availability. This item is being cost-shared at a 50% rate (before local/federal match) due to its impact on transportation planning in the Columbia area.
- 4) CATSO staff will be coordinating and assisting as appropriate in the update of the Boone County Master Plan transportation components.

Work Completed in FY 2023

- Current land uses and potential land use impacts were examined for potential MRP amendments, some of which are still under discussions while others have been approved.
- Continued the update of the MPA land-use GIS database for CATSO MPA transportation planning applications.
- Provided updates for proposed CATSO Major Roadway Plan modifications and maps.
- Provided updates to CATSO GIS database based on revisions made by the Columbia City Council such as road name changes or major roadway construction/realignment.
- Updated planimetric features using the 2021 Nearmap imagery for the metro area. This includes streets and road edges, structures, sidewalks, trails, driveways, parking lots, and bridges. Ongoing work.
- Assisted with development of Public Engagement Plan for City of Columbia's Comprehensive Plan Update. Engagement may overlap with LRTP and with the CATSO Public Participation Plan (PPP).
- Continued staff participation in the development of a growth impact study, initiated public input, and conducted data analysis regarding public infrastructure costs associated with growth and development. Ongoing work, meetings on pause as of Q3 2022

Products for FY 2024:

- Updates or amendments 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 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.
- Analysis and study of regional growth impacts and infrastructure capacity modelling. Anticipated completion date-ongoing Responsibility- CATSO Staff.
- Development of the City's Comprehensive Plan Update. This plan utilizes the CATSO metropolitan planning boundary as its geographic scope. It includes consultant work for public engagement. Anticipated completion date-2024. Responsibility- CATSO Staff.

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. \$76,800 is anticipated to pay half the contract cost of a consultant for the City of Columbia's Comprehensive Plan. Other 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 \$194,603– Federal \$155,682; Local \$38,921.

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 such studies could be done on an as-needed basis.
- 2) 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.
- 3) Coordinate transportation improvements within the MPA between Boone County, the City of Columbia, and MoDOT to prevent possible conflicts and service duplication.
- 4) Prepare and present to the Coordinating Committee for their approval of the 4-year FY 2025-2028 CATSO Transportation Improvement Program (TIP). Submit the Coordinating Committee approved TIP to MoDOT for OneDOT formal approval.
- 5) Participate in the MoDOT Planning Partner Framework and related processes to identify statewide and regional investment priorities.
- 6) Documentation and receipt of CATSO Coordinating Committee approval of the CATSO and MoDOT Annual Self Certification of the CATSO metropolitan planning process.

- 7) Processing of TIP amendments when required as requested by CATSO member jurisdictions, including Boone County, MoDOT, and the City of Columbia.
- 8) Develop the FY 2023 Annual Listing of Obligated Projects.
- 9) 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
- 10) Process Functional Classification revisions when required.

Work Completed in FY 2023:

- Preparation of an amendment to the FY2023-2027 TIP in Q4 of adding one new MoDOT Construction project.
- Developed the Annual List of Obligated Projects for FY2022 in October 2022.
- Provision of support and guidance for eleven (11) City of Columbia Bicycle and Pedestrian Commission (BPC) meetings, including the presentation of the information on potential Multimodal projects to include in MoDOT's Unfunded Needs List, at which time the commission developed a list of such projects for submittal to the CATSO Technical Committee.
- An updated FY 2024-2027 Transportation Improvement Program (TIP), with approval by the CATSO Coordinating Committee and submittal to MoDOT for formal OneDOT approval. Anticipated complete date -August 2023. Responsibility- CATSO Staff.
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Products for FY 2024:

- An updated FY 2025-2028 Transportation Improvement Program (TIP), with approval by the CATSO Coordinating Committee and submittal to MoDOT for formal OneDOT approval. Anticipated completion date - August 2023. Responsibility- CATSO Staff.
- Coordinating Committee approved amendments/modifications to the FY 2024-2027 TIP. Anticipated completion date - as needed. Responsibility- CATSO Staff.
- Development of the Annual Listing of Obligated Projects for FY2023. Anticipated completion date - First Quarter 2024. Responsibility- CATSO Staff.
- Completion of any necessary updates to the Columbia area Sidewalk Master Plan. Anticipated completion date - as needed. 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.
- CATSO Coordinating Committee and OneDOT approved CATSO and MoDOT Annual Self certification.
 - Staff attendance at the MoDOT 2024 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 \$90,041 – Federal \$72,033; Local \$18,008.

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). Additional long-range planning efforts include the Columbia and CATSO Vision Zero Action Plan, and cooperation with the Columbia Climate Action and Adaptation Plan, as well as coordination with the Boone County Master Plan transportation and land use components. 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 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's next LRTP update is due in December 2024. CATSO will be hiring a consultant to complete this endeavor. This work item will overlap with the City of Columbia's update to the Comprehensive Plan. Analyses of land use and transportation conditions, goals, and outcomes will inform each plan.
- 5) 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.

- 6) Continue to work with MoDOT in updating Unfunded Needs Lists as needed.
- 7) Continue preparation of engineer-assisted alignments of future/ proposed CATSO MRP major roadways.

Work Completed in FY 2023:

- Staffing and preparation of reports and related materials for eight CATSO Technical and Coordinating Committee meetings.
- A Major Roadway Plan (MRP) amendment were approved at the Q2 CATSO Coordinating meeting. Staff also met to discuss other potential MRP amendments for an existing street in a built-out environment and a realignment for integration of transportation needs future developments.
- Assistance provided to the Vision Zero Engineering Team regarding design parameters that improve safety for all road users. This includes participation in action plan implementation, and re-organization of the Vision Zero Team.
- Adopted MPO performance targets relating to safety, pavement and bridge, system performance, and transit asset management. .
- Staff attendance in monthly MoDOT MAP-21/FAST ACT Meetings.

Products for FY 2024:

- Public promotion, agenda preparation and completion of staff reports for 8 CATSO Technical and Coordinating Committee meetings and any special meetings as needed. Anticipated completion date – Ongoing. Responsibility- CATSO Staff.
- MRP and Pedestrian and Bicycle Network Plan amendments as needed. Anticipated completion date – As needed. Responsibility- CATSO Staff.
- 5-year update to the CATSO Metropolitan Transportation Plan (MTP), previously referred to as the Long-range Transportation Plan, to be developed with a consultant. Anticipated completion date – first quarter 2025 (December 2024). Responsibility – CATSO Staff and consultant.
- Updates to the CATSO Major Roadway Plan (MRP) if needed due to development activity or traffic volume changes. 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 and/or Bipartisan Infrastructure Law. Anticipated completion date – ongoing. Responsibility- CATSO Staff.
- 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 MTP updates. Anticipated completion date – as staff time permits.
- Preparation of engineer reviewed/assisted alignments for future/proposed CATSO MRP roadways. Anticipated completion date – ongoing.
- Continued development of a street profile analysis in the Columbia Downtown to address future roadway design and growth impacts. Anticipate further staff work before potentially requesting consultant services. Anticipated completion date – 2024. Responsibility- CATSO Staff.

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. Of the federal share for Long Range Transportation Planning, \$160,000 of CPG funds for this work activity will be used to hire a consultant in updating the Metropolitan Transportation Plan. This funding was included in the FY 2023 UPWP budget but is being carried over to FY 2024 due to staffing shortages and delays associated with that. The remainder of this activity's funds will be used for staff salaries. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Funding Breakdown:

Total Costs \$294,448 – Federal \$235,558; Local \$58,890.

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. That 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.

Beginning August 1, 2023, GoCOMO's 6 fixed routes were combined into 3 fixed routes due to chronic staffing shortages. No stops will be eliminated, but the loop times will be extended from 45 to 90 minutes. Paratransit services will not be affected by combining the fixed routes.

GoCOMO is in the process of further revisions to the routes as necessary to maintain a viable transit service.

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. There is an executed grant to replace eight Paratransit vans in addition to other buses. Due to continued nationwide supply chain issues, receipt of additional vans will be delayed and price increases will determine the actual number of vans that can be purchased.

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 updated in October, 2020 and staff continues to monitor effective asset management. Go COMO completed its Triennial Review in FY 2022. Comments from this review were incorporated into the update of the Transit Asset Management Plan which is now up to date. The next Triennial Review will be in FY 2024.

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, 2023.

Objectives/Activities:

1. Continue with planning and training for the anticipated Triennial Review in 2024.
2. Continue participation in the Missouri Public Transit Association (MPTA) meetings and conferences.
3. Maintain quarterly records of transit system operations.
4. 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.
5. 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).
6. Participate in the Statewide Transit Plan.
7. Comprehensive transit study to assess current transit delivery and additional future needs.

Work Completed in FY 2023:

- Route revisions to reflect staff and financial limitations/realities.
- Go COMO is now fare-free and continues to monitor ridership data to determine the impact.

Products for FY 2024:

- American Rescue Plan funds will provide the ability for Go COMO to operate without depending on fare box revenues.
- Revenue from the state of Missouri General Fund has increased to ~\$125,000 that will be used for matching funds for federal grants insuring operational solvency for FY2024.
- Monitoring of Asset Management in accordance with the 2018 Transit Asset Management Plan. Anticipated completion date-ongoing. Responsibility- Go COMO Staff.
- Additional training for Go COMO Supervisors and Safety compliance will be completed. Enhanced safety training for all transit staff will be completed. Anticipated completion date – ongoing.
- Participation in the Statewide Transit Asset Management Plan. Anticipated completion date – ongoing.
- Complete comprehensive transit study is planned for FY24 to assess current transit delivery and additional future needs. This is being rolled over to FY24 due to delays in proceeding with the study. Anticipated completion – by end of FY 2024.

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, \$17,598 of CPG funds is programmed for Transit Passenger Counts, Route Tracking Software, and Software Maintenance. The federal share of costs for the comprehensive transit study is estimated to cost \$160,000. The remaining \$8,000 is devoted to non-salary expenditures which 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 \$374,061– Federal \$299,249; Local \$74,812

Activity 150 Safety Planning

Purpose:

This program area encompasses a range of activities including the identification, analysis, and solution of transportation problems focused on safety and mobility. Attention is given to all modes of transportation. Program activities in this category are intended to satisfy the Transportation Alternatives set-aside required by the Bipartisan Infrastructure Law (BIL). All tasks are to be completed by CATSO staff unless otherwise identified.

Objectives/Activities:

- 1) 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.
- 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 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 are included in the 2024-2027 TIP and the 2050 LRTP.

Work Completed in FY 2023:

- Staff attendance of Vision Zero team meetings and production of materials for action plan for implementation of further Vision Zero programs.

Products for FY 2024:

- Participate in the public process to reduce local speed limits and develop a policy that gathers public input and support for establishing design speed parameters for new roadway construction for different roadway classifications. 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.

- Assistance provided to the Vision Zero Engineering Team regarding design parameters that improve safety for all road users including action plan implementation. Anticipated completion date- Ongoing. Responsibility- CATSO Staff/Collaborative City and County Partners.

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 staff and Boone County Engineering 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 \$7,397 – Federal \$7,397; Local \$0.

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 2023 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 FY2024 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 2025 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 2023:

- PENDING - FY 2024 UPWP approved by Coordinating Committee
- Quarterly reports and grant billings (invoices) for FY 2023 were prepared and submitted to MoDOT.
- DBE semi-annual reports in November 2022 and April 2023 were prepared.
- The FY2022 Completion Report/Fourth Quarter Report was prepared in October 2022.
- Annual report describing Title VI activities developed in July 2023.
- 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 2024:

- FY2025 UPWP to be approved by the CATSO Coordinating Committee. Anticipated completion date–August 2024. Responsibility– CATSO Staff.
- Quarterly Reports and grant billings (invoices). Anticipated completion date(s)– January 2024, April 2024, July 2024, and October 2024. Responsibility– CATSO Staff.
- FY2024 UPWP amendments (major changes) and administrative revisions (minor changes) as needed. Responsibility– CATSO Staff.
- DBE semi-annual reports. Anticipated completion date(s)–October, 2023 and April, 2024. Responsibility– CATSO Staff.
- FY 2023 Completion Report. Anticipated completion date– November 2023. Responsibility– CATSO Staff.
- Continuous development and implementation of the Title VI Plan including an annual report in July 2024. 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 \$39,691– Federal \$31,753; Local \$7,938

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/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, sidewalks, and structures; and conduct related analysis and studies using this data.
- 2) Integrate the completed 2022/23 Natural Resources Inventory project products which utilized both leaf on and leaf off aerial imagery and existing City data layers. This aids in understanding how the City and the Metropolitan Planning Area (MPA) have changed since 2007, and in updating land use and land cover inputs for future land use models.
- 3) Utilize aerial imagery services to maintain annual aerial imagery inventory to aid in maintaining sidewalks, structures, streets, bridges, hydrography, parking lots, driveways, road edges, 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 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 the 5-year American Community Survey and economic census for applicable County, MPA, City, Ward, tract, block group, and block levels. Process and make available for use in map products, planning, network analysis, and spatial analysis.
- 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 2023:

- Updated Planimetric data using 2019 County, and 2022 and 2023 aerial imagery including streets and road edges, structures, sidewalks, trails, driveways, parking lots, bus routes and bridges. These features are updated for the MPA to assist in long range planning and transportation activities.
- Update of hydrography data including stream lines and ponds based off the 2019 LiDAR products and 2023 imagery.
- Continued editing of street linework and transportation network dataset updates to improve routing and network analysis. A big push was made to update the City's Street Maintenance dataset as it hadn't been updated in a few years.
- Updated public facing web-based maps that include boundaries, roads, structures, streams, ponds, parcels, contours, aerial imagery, and digital elevation models for the MPA.
- Received the 2023 imagery and created a mosaic, an image service, TIFF tiles for CAD (Computer Aided Drafting) applications, and updated web maps with the new imagery.
- Received the 2023 LiDAR (QL0 quality, the highest quality LiDAR data we've ever worked with) in late 2023; this data was paid for with the 2023 Federal cost share intended for both County/City imagery and LiDAR acquisition.

Products for FY 2024:

- Expand the transparency of CATSO GIS data by adding additional data - some for download - on the City's GIS Data Portal. Completion date - ongoing. Continue to track and keep sidewalks, structures, streets, bridges, hydrography, parking lots, driveways, road edges, hydrography, and impervious surface data current.
- Utilize aerial services to maintain an annual update of aerial imagery to aid in maintaining many datasets. The City will receive two sets of imagery in 2024 from two different vendors.

- 2023 LiDAR data activities and products, which will include the processing the LiDAR point data, creating building heights, creating 2' contours (plus REST services creation and adding those services to our GIS maps and apps), and all related data and products placed on a server for future access/analysis.
- Complete spatial and network analysis based upon monitoring of US Census Bureau product releases, including the American Community Surveys (ACS) 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.
- Continue to update datasets, which in turn update public facing web-based maps to keep them as current as possible.

Staffing, Funding Sources and Agencies:

CATSO staff, with assistance from Boone County, City of Columbia Community Development, Public Works, Parks & Recreation, and the 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.

No federal share cost will be necessary in 2024 for imagery or imagery services, as opposed to previous quadrennial agreements (the last was 2019/2020). The Missouri Department of Homeland Security (MDHS) secured imagery flights in 2023 for the northern part of the State, and paid for the program with grant money. \$8,000 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 \$4,000. The rest of the CPG fund for this work activity will be applied to staff salaries. Funding will come from the City of Columbia and the Consolidated Planning Grant.

Activities in which applications provide benefits outside of regional transportation planning are not funded at 100%. Rather, most activities are cost-shared at either 17%, 33%, or 66%. This determination is based on the activity's application, geographic scope, and relationship to transportation or land-use.

Funding Breakdown: Total Costs \$111,811- Federal \$89,449; Local \$22,362.

Budget Summary

Activity	Federal	Local	Federal CPG Funds*	Local Match	Total
110 LAND USE PLANNING	80%	20%	\$155,682	\$38,921	\$194,603
120 SHORT RANGE TRANSPORTATION PL	80%	20%	\$72,033	\$18,008	\$90,041
130 LONG RANGE TRANSPORTATION PL	80%	20%	\$235,558	\$58,890	\$294,448
140 TRANSIT PLANNING	80%	20%	\$299,249	\$74,812	\$374,061
150 SAFETY PLANNING (100% federal funding)	100%	0%	\$7,397	\$0	\$7,397
220 CPG GRANT MANAGEMENT	80%	20%	\$31,753	\$7,938	\$39,691
240 INFORMATION SYSTEMS	80%	20%	\$89,449	\$22,362	\$111,811
Sub-Total 2 1/2% Set-aside 100% Federal Funds	100%	0%	\$7,397	\$0	\$7,397
Sub-Total Federal CPG Funds at 80-20	80%	20%	\$883,724	\$220,931	\$1,104,655
TOTALS	80%	20%	\$891,121	\$220,931	\$1,112,052

* Of the federal CPG funds listed, non-salary expenditures anticipated in Activities #110, #130, #240 & #140 are as follows:

#110: \$76,000 of CPG funds is programmed for consultant services for Comprehensive Plan Public Engagement

#130: \$160,000 of CPG funding is programmed for consultant services for update to Metropolitan Transportation Plan (MTP) (or LRTP)

#140: \$17,958 is programmed to pay for a transit planning software license, \$8,000 for training/travel, and \$160,000 for a Comprehensive Transit Study (rolled over from FY2023, as will be those for MTP and Comp Plan)

#240: \$16,800 is programmed for software/related services, transcription services, & travel/mtg. expenses, etc.

Notes

1. See UPWP Appendix C for CATSO Staff, which has 1 full-time position and 4.75 FTE in other positions.

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

3. A total of \$452,363 in CPG \$ is programmed for CATSO & related staff salaries.

FY 2024 UPWP CPG Funding Summary

CATSO CPG balance from end of FY2022 and prior allocations	\$843,091
FY 2023 CPG allocation	\$363,182
Estimated FY 2024 CPG allocation	\$393,135
Estimated FY 2023 UPWP CPG funds unexpended after 4th Q	\$778,171
Total estimated CPG funds available for FY 2024 UPWP*	\$2,377,579
CPG funds programmed for FY 2024	\$891,121
Remaining Unprogrammed CPG funds balance	\$1,486,458

*Total estimated CPG funds is a projected figure based on prior available balance,

FY 2023 allocation, FY 2024 allocation, and estimated CPG funds

programmed in FY 2023 that are unexpended

CATSO Staff includes one full-time position and 5.02 full-time equivalents in other positions. See Appendix C for staff details.

Previously, 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. Obtaining any substantially greater total of local matching funds has been problematic, and would be dependent in part on the additional amount required as well as other budget factors.

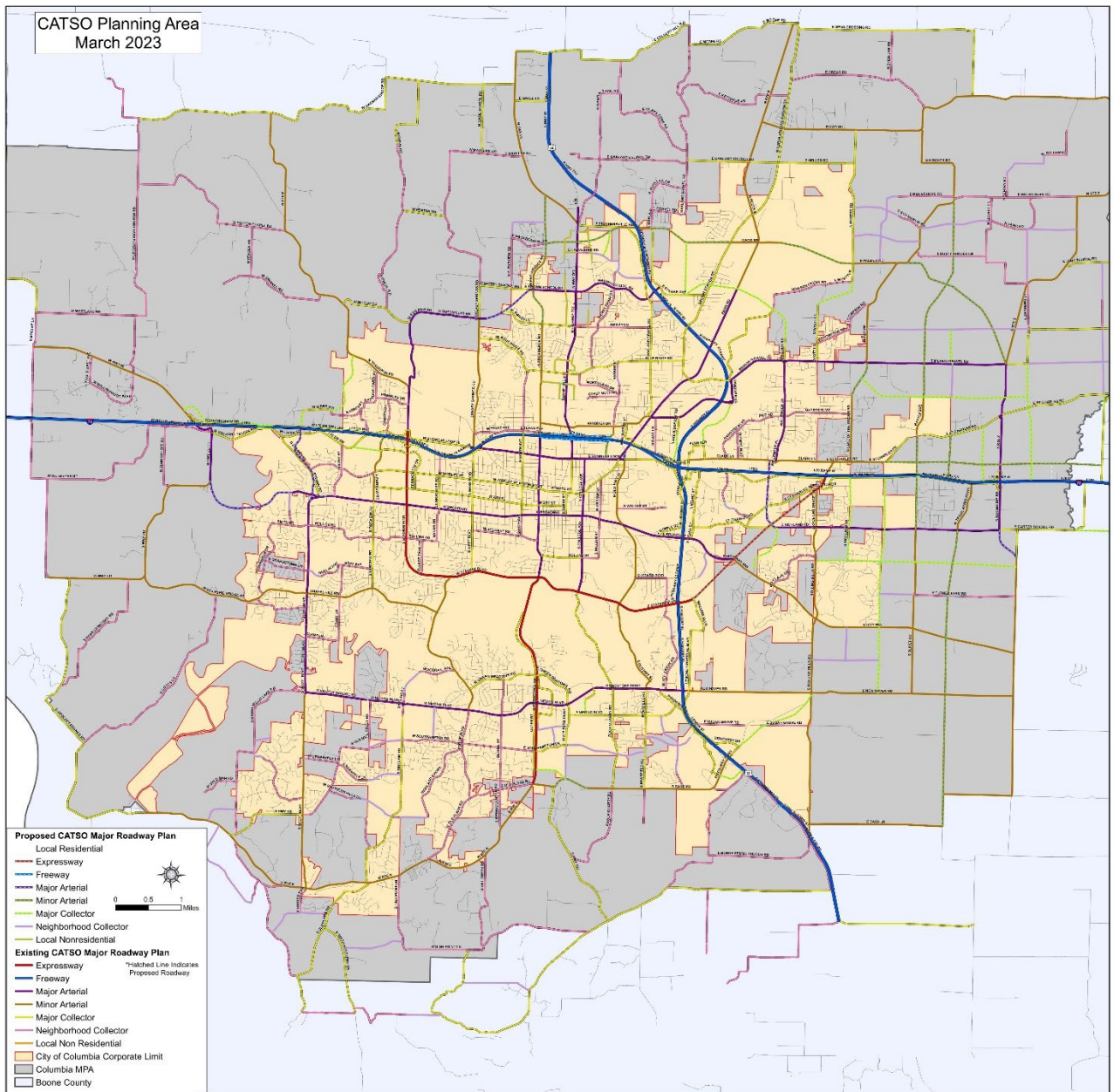
The FY 2024 CPG request will utilize the reserved funds for three large expense projects; an update to the CATSO Metropolitan Transportation Plan (MTP), partial funding for a Columbia metropolitan planning area comprehensive plan update including public engagement, and a comprehensive GoCOMO transit study. Consultant services are being sought given the limited number of planning staff available. These projects will spend down a significant portion of the available CPG reserves which has been previously noted by MoDOT and OneDOT.

Public Participation

The draft FY 2024 CATSO UPWP was posted for public review at the CATSO website in July 2023. The draft UPWP was reviewed by the CATSO Technical Committee at their regularly scheduled August 2, 2023 meeting. The CATSO Coordinating Committee held a public hearing on the UPWP on August 24, 2023. No one from the public spoke at the public hearing. After further review, the CATSO Coordinating Committee passed a motion unanimously approving the FY 2024 CATSO UPWP.

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
BIL	Bipartisan Infrastructure Law
BPC	Bicycle and Pedestrian Commission
CATSO	Columbia Area Transportation Study Organization
CPTHSTP	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)

Vacant, Sr. Administrative Supervisor (.25 FTE)

Vacant, Planner (.4 FTE)

Rusty Palmer, Senior Planner (.3 FTE)

Vacant, Senior Planner (.3 FTE)

Tim Connet, GIS Technician (.5 FTE) Other

GIS Support: (1.72 FTE)

Mike Sokoff, Transit and Parking Manager (.25 FTE)

Shannon Hemenway, Transit Superintendent (.50 FTE)

Adnan Halilovic, Transit Superintendent (.50 FTE)

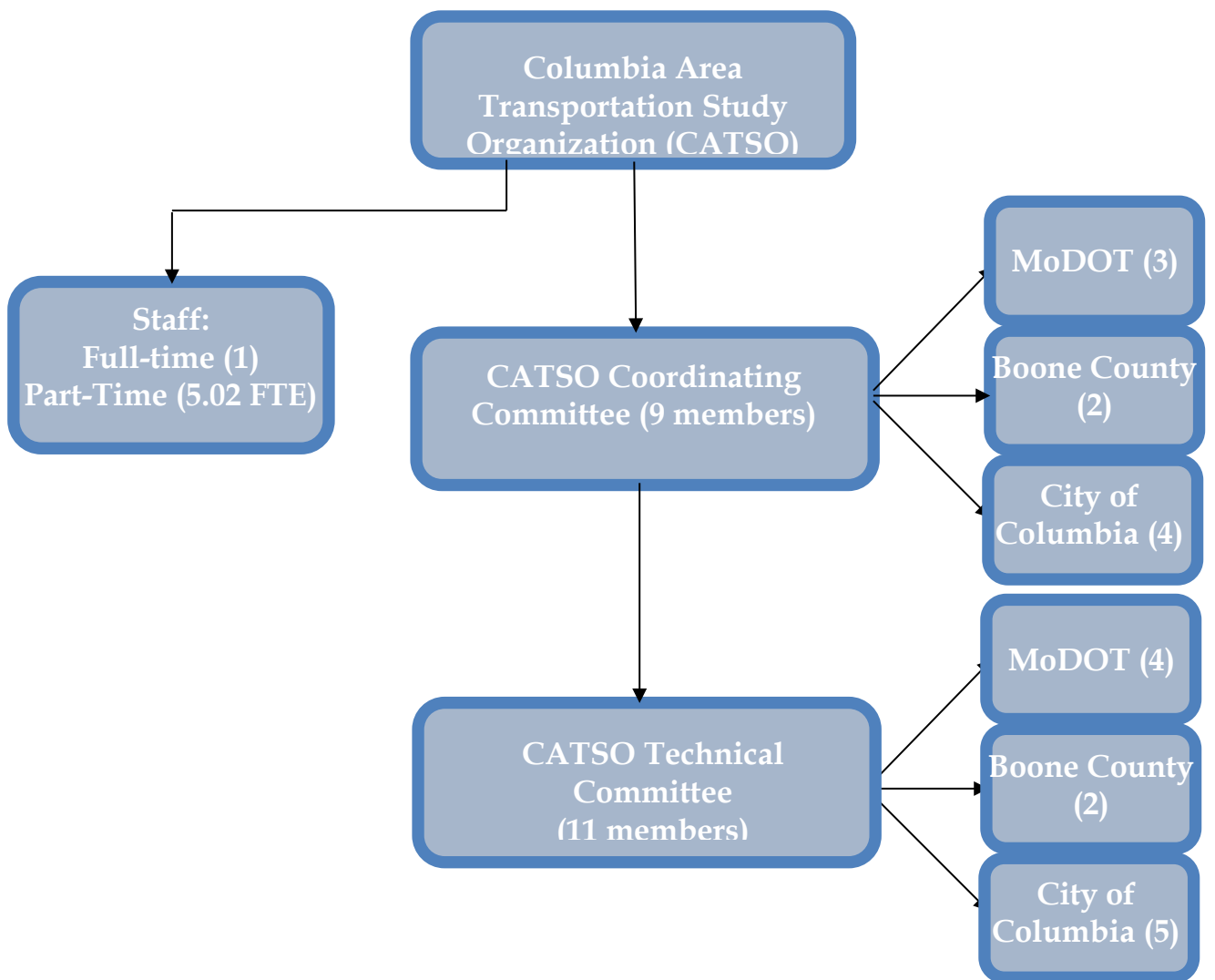
There is one full time staff position.

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. One half of a GIS Technician's full-time position is dedicated to the CATSO metropolitan planning work and an additional 1.72 full-time equivalent in the GIS Division is for CATSO level work. Additionally, a quarter of the Columbia Go COMO transit manager and one half of two Columbia Transit Supervisor's salaries are funded through CATSO. This adds up to 5.02 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.