

**Columbia  
Area  
Transportation  
Study  
Organization  
(CATSO)**

FY 2019 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 FY2019 document is a cooperative process of the CATSO, MoDOT, OneDOT, Go COMO (formerly Columbia Transit System) representatives 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) is slated for completion in February of 2019. Collaboration between CATSO staff and board, stakeholders and the public to identify and establish the 2050 LRTP goals and objectives has already begun, and will continue into FY 2019. Plan revisions based on public feedback and a review of current FAST Act provisions for MPOs will also be completed before the plan's adoption. In addition, CATSO staff is assisting in the development of land use and transportation related climate action goals and strategies for integration into both the 2019 Columbia Climate Action and Adaptation Plan and the 2050 CATSO LRTP. CATSO has also adopted Vision Zero goals and safety targets for inclusion in the 2050 LRTP, and support will continue for the local Vision Zero Action Plan.

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, and an online historical map of pre-UDC zoning districts will be completed in FY 2019 for the purposes of community

transparency and education. In addition, CATSO staff will participate in the Columbia transition to an EnerGov software system to be used in coordination with Blue Beam Revu for enhancement of the current Columbia plan review process.

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 2019. 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 and the provision of input on ADA compliance processes within the MPA. Moreover, CATSO completed a comprehensive evaluation of current available bike-count technology and methodology in FY 2018, and it will move forward with the design and implementation of a manual bike-ped count program, the option that demonstrated the most data reliability and affordability, in FY2019.

In FY 2018, Columbia Go COMO transit staff started work on coordinating the recommendations of the Go COMO Bus Service Evaluation Project that was completed in FY 2017. This year, staff will continue work to implement the project's short-term recommendations, as the transit budget allows, to transform the current transit loop system to one of bi-directional linear routes with a central route transfer location, and the provision of flex route options for areas with relatively low population, employment density and transit ridership. Evaluation of medium-term and long-term recommendations to extend the evening transit service hours to 11 pm, and to introduce Sunday service and increases to weekday evening frequency, will also begin.

The 2007 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 2019. Staff developed methods and acquired software to update the 6 class Natural Resources Inventory land cover maps and 16 class vegetation maps this year, and will complete remaining tasks for inventory completion in the coming year.

The total federal Consolidated Planning Grant (CPG) funding and match shown for work activities in the FY 2018 budget summary sheet is \$451,414. The FY 2018 CPG allocation is \$267,594 (FHWA PL \$203,477, & FTA Section 5303 \$64,117). \$120,000 in FY2018 programmed funds are expected to remain after the 4th quarter, culminating in a CPG funds balance of \$725,109. It is 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 FY2019 planning work program year period of October 1, 2018 to September 30, 2019. All tasks are to be completed by CATSO staff unless otherwise

identified.

## *Work Elements - Products & Activities*

### Activity 110 Land Use Planning

#### *Purpose:*

The integration of land use and transportation planning is necessary to promote orderly growth and development in the Columbia Metropolitan Planning Area. This category includes 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 to review 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.
- 3) The passage of the Unified Development Code (UDC) re-designated all office, commercial and residential development zoning districts as Planned Development (PD) districts to allow for flexible zoning regulations per district use. A public online map showing prior zoning designations was launched this year to provide a historical context for re-designated areas, and for the purposes of education and transparency. Staff will continue efforts in the upcoming year to complete a full online inventory of former zoning districts.
- 4) The City is currently transitioning to an EnerGov software system that will be used in coordination with Blue Beam Revu to enhance the current plan review process. CATSO staff is currently learning these new software systems to aid in the transition process, and to utilize for the purpose of land use and transportation plan review. The full transition is expected to

- be completed by the end of FY 2019.
- 5) As part of the City of Columbia Climate Mayor's Initiative Working Group, CATSO staff is assisting in the preparation of the Columbia Climate Action and Adaptation plan. The plan will include land use planning strategies to prepare for increased flooding, heat waves, stormwater management, and general severe weather, as well as innovative zoning measures to mitigate risk to affordable/low-income housing populations.
  - 6) Updates to the MPA land use GIS database that proves invaluable for MRP amendments, modeling and non-motorized project selection will continue.

*Work Completed in FY 2018:*

- Current land uses and potential land use impacts were examined for one Major Roadway Plan (MRP) amendment and for another potential MRP amendment, which to date, is still under discussion.
- In support of the new City of Columbia Unified Development Code (UDC), adopted March 20, 2017, CATSO staff has reviewed development concept plans and provided technical feedback relevant to land use and transportation planning.
- A new public web map that shows prior zoning designations of areas currently zoned as PD was launched. The map currently shows zoning from 2010 to present day.
- CATSO staff has attended two meetings to begin the learning process for utilization of the EnerGov software system that will be used in coordination with Blue Beam Revu, for which the City of Columbia is transitioning to enhance the current plan review process.
- CATSO staff assisted in the completion of the Columbia area Climate Trends Summary and Vulnerability Assessment, the first phase in the development of the Columbia Climate Action and Adaptation Plan.
- 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 initialized in FY2016 with the aim to develop utility and infrastructure "scorecards" to evaluate the capacity of proposed developments, but due to the current time-intensive transition to EnerGov, the benchmarking effort will need to be tabled for a later date.
- The 2040 model update supplement to the 2040 Long-range Transportation Plan was completed.
- The data development required for the web-based application of UrbanSim was completed. Household and employment tables were created by aggregating employment by NAICS sector and balancing the Census reports for 2015 with the employment extracted from the Polk's City Directory data. Previously developed UrbanSim data based on tax parcels was converted and applied to the 2010 Census

Block geography, which is populated with population, households, income, and employment data directly using ACS data by UrbanSim.

- Updated MPA land use GIS database for CATSO MPA transportation planning applications.

*Products for FY 2019:*

- 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.
- Continue research of areas currently zoned as PD to find the original zoning and date of enactment for completion of the public online historical map of PD zoning districts. Staff is currently in the process of demonstrating all zoning from 2000 – 2010. Anticipated completion date-fourth quarter, FY 2019. Responsibility- CATSO/GIS Staff.
- Complete transition of the current development plan review process to an EnerGov system with Blue Beam Revu. Anticipated completion date-third quarter, FY 2019. Responsibility- CATSO/ Planning Staff.
- Finalization and adoption of the Columbia Climate Action and Adaptation Plan in June of 2019. Anticipated completion date-third quarter, FY 2019. Responsibility- CATSO Staff/Collaborative City and County Partners.
- Updates to the MPA land use GIS database. Anticipated completion date-ongoing. Responsibility- CATSO Staff.
- Establish growth projections 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, specifically the 2050 LRTP. Anticipated completion date-ongoing. 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. Of the federal share costs for land-use planning, \$4,800 is anticipated to pay half of the renewal subscription for the Urban Canvas Modeler, the web-based platform from Urban Sim to provide special allocation (housing and employment) for land use forecasts to the travel demand model transportation analysis zones. (TAZ) 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.

*Funding Breakdown:*

Total Costs \$72,067- Federal \$57,654, Local \$14,413.

## 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. There is no definite number of studies expected; it is possible that none may be required. This is included to indicate that any such analyses would be done on an as-needed basis.
- 2) Promote non-motorized transportation, as funded by the Transportation 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) Provide staff support and collaboration opportunities to the City of Columbia Bicycle and Pedestrian Commission, which serves in an advisory role to the Columbia City Council on non-motorized transportation issues.
- 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.

- 5) Prepare and present to the Coordinating Committee for their approval of the 4-year FY 2020-2023 CATSO Transportation Improvement Program (TIP).
- 7) Participate in the MoDOT Planning Partner Framework and related processes to identify statewide and regional investment priorities.
- 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 2018 Annual Listing of Obligated Projects.
- 9) Process Functional Classification revisions when required.
- 10) Regular participation in the Boone County Local Emergency Planning Committee (LEPC) meetings and the Hazardous Materials Subcommittee, tasked with continuing and improving the ESF:10 Hazardous Materials Plan for Boone County.

*Work Completed in FY 2018:*

- Preparation/approval of 2 amendments to the FY2018-2021 TIP in November 2017 (2 new MoDOT projects).
- Developed the Annual List of Obligated Projects for FY2017.
- Development and adoption of the FY 2019-2022 Transportation Improvement Program (TIP).
- Provision of support and guidance for 11 City of Columbia Bicycle and Pedestrian Commission (BPC) meetings, including; information sharing, advocacy and grant application endorsements for 2 Columbia trail projects; and examination and provision of input for Columbia Public Works ADA Sidewalk Transition Plan, which will be integrated into CATSO's 2050 LRTP.
- Collaboration with the BPC and the City's Disabilities Commission to initiate the first steps of the Columbia Sidewalk Master Plan update, including the creation of an expanded sidewalk priorities matrix to consider additional equity factors in prioritizing sidewalk construction, such as area incomes and housing costs.
- Provided input on the City's Community Development Block grant application for the funding of a sidewalk project from the 2012 Sidewalk Master Plan.
- Reviewed all MoDOT Central District Traffic Engineering Assistance Program (TEAP) applications and participated in the Central District TEAP application

prioritization process.

- Staff attended the MoDOT 2018 Statewide Planning Partners meeting that included discussions about how to leverage MoDOT data resources and find regional multimodal opportunities.
- Assisted Columbia Transit staff with their 2017 TAM targets.
- Assisted in the completion of the 2018 Hazardous Materials Plan for Boone County.

*Products for FY 2019:*

- An updated FY 2019-2022 Transportation Improvement Program (TIP). Anticipated completion date – August 2018. Responsibility- CATSO Staff.
- Coordinating Committee approved amendments/modifications to the FY 2019-2022 TIP. Anticipated completion date – as needed. Responsibility- CATSO Staff.
- Development of the Annual Listing of Obligated Projects for FY2018. Anticipated completion date – First Quarter 2019. Responsibility- CATSO Staff.
- Completion of the 5 year update to the Columbia area Sidewalk Master Plan. Anticipated completion date – Fourth Quarter 2019. 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.
- Development and re-submittal of the League of American Bicyclists (LAB) Bicycle Friendly Community (BFC) designation application. In 2013 Columbia received a Silver BFC designation, which helped the community create new partnerships and momentum for bicycle improvements, as well as communicate its current successes in planning for non-motorized infrastructure. Anticipated completion date – Second Quarter 2019. Responsibility- CATSO Staff in collaboration with Columbia Parks & Rec staff.
- Maintain participation in the Boone County Local Emergency Planning Committee (LEPC) meetings and efforts. Collaborate to complete the 2019 Hazardous Materials Plan for Boone County. Anticipated completion date – Ongoing. Responsibility- CATSO Staff.

*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 \$84,046 - Federal \$67,237, Local \$16,809

Activity 130  
Long-Range Transportation Planning

This activity is directed towards conducting an effective program for long-range transportation planning, including maintenance of the CATSO 2040 Long Range Transportation Plan (LRTP) and development of the CATSO 2050 LRTP. The CATSO 2050 LRTP update is slated for completion and adoption by the CATSO Coordinating Committee in February of 2019. Additional long-range planning efforts include the Columbia and CATSO Vision Zero Action Plan, the Columbia Climate Action and Adaptation Plan, and the 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 2040 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) Staff will integrate and update the travel demand model data inputs to reflect changes in population, land use, employment, utilities, roadways and related infrastructure issues; and changes in the adopted Columbia Imagined comprehensive plan to ensure consistency and to support the accuracy of data used for completing the CATSO 2050 LRTP.
- 4) The 2050 CATSO LRTP will be completed and adopted in February 2019. The plan will include 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. Per the recommendations from the FY2017 CATSO One DOT Transportation Planning Process Review, CATSO will establish a process for identifying and measuring the distribution of benefits, burdens and impacts to different socioeconomic groups and ethnic minorities as part of the modeling and

planning performed in support of the 2050 LRTP. Relatedly, CATSO will also utilize a process to measure the effectiveness of the upcoming public involvement activities required for completion of the 2050 LRTP

- 5) Assist in the development of transportation emissions reduction strategies and goals for the Columbia Climate Action and Adaptation Plan, as part of continued participation in the Columbia Mayor's Climate Initiative Working Group. Final Climate Action strategies and goals will be integrated into the 2050 LRTP.
- 6) 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 have been adopted by CATSO for inclusion in the 2019-2022 TIP and the 2050 LRTP.
- 7) 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.
- 8) Advance efforts to establish a comprehensive, ongoing bike-ped count program in the MPA. Data collected on bicycling and walking will assist CATSO leaders with estimating usage and demand for bicycle and pedestrian facilities. The counts will also be used to track the region's progress on increasing the use of non-motorized transportation, strengthen grant applications to leverage additional federal funding for bicycle and pedestrian projects, evaluate existing projects, and help determine the location of future investments.

*Work Completed in FY 2018:*

- Staffing and preparation of reports and related materials for 8 CATSO Technical and Coordinating Committee meetings.
- A public hearing for a Major Roadway Plan (MRP) amendment was approved at the May 24, 2018 CATSO Coordinating meeting. Staff also met to discuss a potential roadway realignment for integration of transportation needs for a number of potential future developments. The potential realignment is still under discussion.
- Population projections for the 2050 LRTP update were completed and approved by the CATSO technical and coordinating committees. CATSO MPA transportation revenue projections, and projected transportation project costs, for Boone County, City of Columbia, MoDOT, FHWA and FTA were also completed, and discussed and approved by both committees. Additionally, in preparation for

the CATSO 2050 LRTP public participation process, staff has started a CATSO list serve and stakeholder list, with continued outreach to increase the stakeholder diversity and participation in the CATSO long-range planning process. Coordination with planning partners for the LRTP process has also begun, and additional plans, such as street standards, the trail master plan and the University of Missouri Master Plan will be integrated into the LRTP update by the 4<sup>th</sup> quarter of FY 2018.

- CATSO staff attended 3 meetings focused on 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.
- Development and adoption of safety targets; the creation of a High Injury Network Map; and the finalization of a system for road safety audits and assessments in support of CATSO and Columbia area Vision Zero efforts was completed.
- Performance measures related to FAST Act legislation and 2040 LRTP goals and priorities were finalized or initially generated, including transit asset management targets, safety performance measures, bridge and pavement targets, vehicle miles traveled (VMT) and vehicle emissions, as well as strategies to increase traffic safety and reduce VMT.
- Completed a comprehensive examination of bike-ped count technology, including a review of infrared (active and passive) motion sensors, pneumatic tubes, inductive loops, piezoelectric sensors, radar sensors, thermal imaging, video imaging, as well as manual observation count programs. In all, manual count programs demonstrated the most data reliability and affordability. Staff is currently in the process of creating a framework for a manual count event in FY 2019.

*Products for FY 2019:*

- 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.
- Collaboration between CATSO staff and board, stakeholders and the public to identify and establish the 2050 LRTP goals and objectives will begin at the end of FY 2018 and continue into FY 2019. Plan revisions based on public feedback and a review of current FAST Act provisions for MPOs will be made in the first quarter of FY2019. The 2050 LRTP will be completed and adopted in February 2019.



Anticipated completion date – Second Quarter, FY 2019. Responsibility- CATSO Staff.

- Updates to the CATSO Major Roadway Plan (MRP) if warranted by the 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.
- Finalization of transportation emissions reduction strategies and goals for integration into the 2050 LRTP, to be completed in February of 2019. Adoption of the Columbia Climate Action and Adaptation Plan in June of 2019. Anticipated completion date–third quarter, FY 2019. Responsibility- CATSO Staff/Collaborative City and County Partners.
- 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–fourth quarter, FY 2019. Responsibility- CATSO Staff/Collaborative City and County Partners.
- Conduct a bike-ped count, through the utilization of a paid intern and volunteers, at locations across the city. The standardized National Bicycle and Pedestrian Documentation (NBPD) Project methodology created by Alta Planning and Design and the Institute of Transportation Engineers (ITE) will be employed for the bike-ped count project. Anticipated completion date–ongoing, FY 2019. Responsibility- CATSO Staff/Collaborative City and County Partners.

#### *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 costs for long-range transportation planning, \$4,800 is anticipated to pay half of the renewal subscription for the Urban Canvas Modeler, the web-based platform from Urban Sim to provide special allocation (housing and

employment) for land use forecasts to the travel demand model transportation analysis zones. (TAZ) 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.

*Funding Breakdown:*

Total Costs \$100,080- Federal \$80,064, Local \$20,016

## 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 2017 Go COMO completed the Bus Service Evaluation Project, a comprehensive Master Transit Plan to ensure the Columbia bus system provides efficient service while meeting the needs of community members. The study provides an updated transit vision for the Columbia area reflecting community input, population changes, technical analysis, and other supporting documentation. From this, a preferred short-term, medium-term and long-term preferred plan is recommended for implementation. The short-term preferred plan transforms 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. For these areas the plan proposes the 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. The medium-term service plan would extend the evening service hours to 11 pm. The long-term service plan introduces Sunday service, and increases weekday evening frequency to 30 minutes. At the end of 2017 staff began to coordinate work to fulfill the short, medium and long-range plans recommended by the GoCOMO Bus Evaluation Project, and it will continue this process for fiscal year 2018/2019.

This year Go COMO also purchased and utilized ReMIX planning software to create a more transparent and equitable transit service delivery process. The software can demonstrate real time demographic data and hourly cost of service analysis. Staff has already used the software to create maps, share them with the public, and receive comments on route service changes implemented as part of the Bus Service Evaluation Project and continuing efforts to provide more targeted, cost efficient service. Staff will continue these efforts in the upcoming year.

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 began collaborating with Columbia's Public Transit Advisory Commission (PTAC) to implement the new service design guidelines. This work will continue in fiscal year 2018/2019.

Lastly, in July of 2016 the City of Columbia was awarded a Low Emission No Emission grant to transition 3 fixed route fleet vehicles from diesel to battery electric. To date, 9 vehicles have been transitioned, and 4 vehicles will be switched to battery electric in the upcoming fiscal year.

***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. Significant planning effort is expended to maximize service with limited personnel and equipment. As the City continues annexations, the service area grows. Currently, Columbia's paratransit provides service beyond the required three-quarters of a mile from its fixed routes. As this service is becoming financially untenable, staff will be examining ways to manage service costs in the upcoming year through potential schedule and pricing changes for service outside of the three-quarter mile boundary. All potential changes will be comprehensively vetted through Columbia's disabilities community. In addition, Columbia's Paratransit plans to submit a Request for Proposal (RFP) for the implementation of a functional assessment system for both current riders and paratransit service applicants. The functional assessments will ascertain the level of need for riders, whether it is full-time, conditional (based on inclement weather, poor area infrastructure like lack of sidewalks) or non-existent. Providing more targeted services based on clients' functional needs will improve the cost efficiency of paratransit service provision.

***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.

***Public Transportation and Human Services Transportation Coordination Planning:*** The 2018 update of the CATSO *Coordinated Public Transit Human Services Transportation Plan (CHSTP)* was completed and approved by the CATSO Coordinating Committee on May 24, 2018. The plan includes six (6) strategies for inter-agency coordination and service delivery enhancement, which are prioritized within a short-term/medium-term/ long-term implementation timeline.

*Transit Planning and Review:* Fiscal and operational reporting is ongoing. In addition, GoCOMO set Transit Asset Management (TAM) performance targets this year and it will complete the TAM plan with updated targets by October of 2018.

*Objectives/Activities:*

1. Implement the short-term preferred plan recommended by the Bus Service Evaluation Project that will include bi-directional linear routes with a central route transfer location and the option of flex route service in lower ridership areas. Proposed changes will be incremental and budget dependent, and could be scaled back if the City Council decides to devote resources to other areas.
2. Begin discussions concerning the implementation of the Bus Service Evaluation Project's medium and long-term recommendations to extend the evening service hours to 11 pm, introduce Sunday service and increase weekday evening frequency to 30 minutes.
3. Continue utilization of ReMIX software to create maps, share them with the public, and receive comments on upcoming route service changes.
4. Collaborate with Columbia's PTAC to update service design guidelines per the Bus Service Evaluation Project recommendations.
5. Complete the transition of 13 fixed route fleet vehicles from diesel to battery electric.
6. Examine potential schedule and pricing changes to allow for the continuation of ancillary paratransit services.
7. Begin the implementation of a functional assessment system for both current paratransit riders and paratransit service applicants to determine rider needs and provide more targeted service based on those needs.
8. Complete the TAM plan with updated targets by October, 2018.
9. Maintain quarterly records of transit system operations.
10. Utilize management techniques that are responsive to changing conditions and needs.
11. Monitor system operations so that problems can be identified and alleviated in an expedient manner.
12. 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).

*Work Completed in FY 2018:*

- The public engagement process to prioritize the Go COMO Bus Service Evaluation Project plan recommendations was completed and staff began the process of implementing the plan.
- Staff licensed new planning software called ReMIX that allows for real time planning tools for public presentations, as well as sharable maps and comment threads for interested members of the public. Staff has used the software to create

and share maps with the public to receive comments on route service changes implemented as part of the Bus Service Evaluation Project.

- Staff began the process of working with Columbia's PTAC to update Go COMO's service design guidelines.
- 9 fixed route fleet vehicles were transitioned from diesel to battery electric.
- Completed the 2018 update of the CATSO CHSTP, which includes prioritization of strategies for collaborative, optimized and expanded transit service delivery.
- In November of 2017, CATSO adopted the TAM targets set by GoCOMO. The targets mirror the state TAM targets developed by MoDOT.
- Capital and operating grant applications for service improvements were completed.
- Analysis and reporting on Go COMO as required by the City Council and PTAC.

*Products for FY 2019:*

- Depending on budget availability, work to complete bus service delivery transition to include bi-directional routes, a central route transfer location and the provision of flex service options. Anticipated completion date-fourth quarter, FY 2019. Responsibility- Go COMO Staff.
- Analysis of options for implementation of 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 changes. Anticipated completion date-ongoing. Responsibility- Go COMO Staff.
- Updated service design guidelines for routes design, area guidelines, service frequency, span of service, transit/auto travel time and vehicle size. Anticipated completion date-fourth quarter, FY 2019. Responsibility- Go COMO Staff in partnership with PTAC.
- Transition of 4 fixed route fleet vehicles from diesel to electric, to complete the electric conversion of 13 fleet vehicles, a process that started in 2016. Anticipated completion date-fourth quarter, FY 2019. Responsibility- Go COMO Staff.
- Schedule and price changes related to ancillary paratransit services. Anticipated completion date-ongoing. Responsibility- Go COMO Staff.
- Finalized RFQ and consequential attainment of services to complete the implementation of a functional assessment system for GoCOMO paratransit. Anticipated completion date-third quarter, FY 2019. Responsibility- Go COMO Staff.
- Completed TAM plan. Anticipated completion date-second quarter, FY 2019. Responsibility- Go COMO Staff w/ assistance from CATSO staff.

*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, \$12,000 is anticipated to go towards continued funding of the ReMIX planning software. The rest of the CPG fund for this work activity will be applied to staff salaries.

*Funding Breakdown:*

Total Costs \$90,831– Federal \$72,665, Local \$18,166.

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 2018 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 FY2019 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 2020 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.
- 9) Continue work to implement federal recommendations from the FY2017 CATSO One DOT Transportation Planning Process Review administered by staff from the



## FHWA Missouri Division and the FTA Region 7.

### *Work Completed in FY 2018:*

- FY 2019 UPWP approved by Coordinating Committee
- Quarterly reports for FY 2018 were prepared and submitted to MoDOT. The FY 2018 Completion report will also be prepared and submitted to MoDOT, as well as posted to the CATSO website.
- DBE semi-annual reports in October 2017 and April 2018 were prepared.
- The FY2017 Completion Report was prepared.
- Annual report describing Title VI activities developed in July 2018.
- Refinement of the CATSO website home and specialty pages that improved website accessibility and ease of use.
- Staff attended a training course on Web Accessibility and ADA Compliance that taught principles of accessible design, how to create accessible PDFs to post online and how to fix common website accessibility errors. The principles of the course were integrated into the CATSO website.
- In response to the recommendations from the FY2017 CATSO One DOT Transportation Planning Process Review, staff enhanced outreach efforts for the development and completion of the Coordinated Public Transit Human Service Transportation Plan (CHPTSTP); refined the presentation of the Annual Listing of Obligated Projects (ALOP); provided feedback on the City of Columbia ADA Sidewalk Transition Plan that will be integrated into CATSO's 2050 LRTP; and 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 meetings hosted by MoDOT for MPOs and RPCs in Missouri and nearby states and provided input on safety and other data needs.
- CATSO staff collaborated with the Federal Highway Administration and Federal Transit Administration (One DOT) to hold a One DOT listening session at Columbia's City Hall. This provided an opportunity for CATSO leadership/staff to meet with ONE DOT leadership/staff and learn more about FHWA and FTA stewardship and oversight roles and responsibilities, as well as focus on the partnership between the three organizations.

### *Products for FY 2019:*

- Continue to fulfill the CATSO One DOT Transportation Planning Process Review recommendations that were finalized in May of 2017, including utilization of a process to measure the effectiveness of the upcoming public involvement activities related to the completion of the 2050 LRTP. Additionally, a process for identifying and measuring the distribution of benefits, burdens and impacts to different socioeconomic groups and ethnic minorities, as part of the modeling and planning performed in support of the 2050 LRTP, will be established. Anticipated

- completion date-third quarter, FY 2019. Responsibility- CATSO Staff.
- FY2020 UPWP to be approved by the CATSO Coordinating Committee. Anticipated completion date-August 2019. Responsibility- CATSO Staff.
- Completion of FY 2019 Quarterly Reports. FY 2019 Completion Report to be finalized and posted on the CATSO website. Anticipated completion date(s)- January 2019, April 2019, July 2019, and October, 2019. Responsibility- CATSO Staff.
- FY2019 UPWP amendments (major changes) and administrative revisions (minor changes) as needed. Responsibility- CATSO Staff.
- DBE semi-annual reports. Anticipated completion date(s)-October, 2018 and April, 2019. Responsibility- CATSO Staff.
- FY 2018 Completion Report. Anticipated completion date- November 2018. Responsibility- CATSO Staff.
- Continuous development and implementation of the Title VI Plan including an annual report in July 2019. 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 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 \$35,475- Federal \$28,380, Local \$7,095

## 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. 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 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, and develop related analysis and projection techniques.
- 2) Advance the 2007 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 services to maintain an annual update of aerial imagery to aid in maintaining sidewalks, structures and impervious surface data. This information helps with the prioritization of transportation and land use projects in relation to the City's stormwater management needs, as well as to assess the costs to maintain the City's stormwater management system.
- 4) Development of maps depicting sidewalks and lack of sidewalks in 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 graphics and map products, planning, network analysis, and spatial analysis. Provide local data to support preparations for the 2020 Decennial Census.
- 8) Integrate transit data from passenger counters into time-enabled spatial databases.
- 9) Staff attendance at professional training sessions on transportation planning subjects relevant to the CATSO area and operations. Professional development conferences offered by the American Planning Association (APA), New Partners for Smart Growth (NPSG), 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 2018:*

- Maps related to pedestrian attractors, income levels and safety were developed to assist with efforts to complete the Sidewalk Master Plan update.
- In support of the Columbia Vision Zero effort, a High Injury Network map demonstrating the areas with high occurrences of crashes resulting in serious injuries or fatalities was created.
- Coordinated Public Transit Human Services Transportation Plan maps were completed to demonstrate current CATSO area transit service routes, population density, area income levels and age distribution, and households without a vehicle.
- Developed methods and acquired software 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 complete the 2007 Natural Resources Inventory update.
- Imagery acquired in spring of 2017 was used to update all structures and sidewalks built from 2015-2017.
- Regularly tracked and mapped new Demolitions and Certificates of Occupancies to keep sidewalks, structures and impervious surface data up to date.
- Continued street and transportation network dataset work to improve routing and network analysis.
- Graphics and map products were completed, as well as spatial and network analysis based upon monitoring of US Census Bureau product releases, including 2016 American Community Survey and economic census releases for applicable geographic data levels.

- Improved automation of transit ridership data from external software systems into time-enabled spatial databases, which provides data availability for transit and multi-modal transportation modeling uses.
- Georeferenced historical imagery scans from 1956, 1963, 1970, and 1973 and topographic contour scans from 1964, 1965, 1967, 1969, 1970, 1974, 1976. Utilized edge matching tools with georeferenced data to create seamless digital map layers. Many of these were not previously available in an electronic format that could be easily used with other spatial data.
- Completed review of Census addresses for the 2020 Census. The City has added approximately 7500 new addresses since 2010.
- Staff attended the December 4th Missouri/Kansas Bi-State MPO meeting that included MPO networking and information sharing, as well as transportation planning presentations. Staff also attended the April 2018 American Planning Association Conference in New Orleans and participated in a number of educational sessions on land use and transportation planning.

*Products for FY 2019:*

- New maps, updates, and other necessary graphic additions for UPWP work products and activities. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Complete the 2007 Natural Resources Inventory update. Anticipated Completion date- fourth quarter FY 2019. Responsibility- GIS/CATSO Staff.
- Utilize Nearmap aerial services to maintain an annual update of aerial imagery to aid in sustaining sidewalks, structures and impervious surface data. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Continue to track and map new Demolitions and Certificates of Occupancies to keep sidewalks, structures and impervious surface data up to date. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Expand the transparency of the City's transactional data in support of the transition to EnerGov, which will allow for online, collaborative planning and permitting processes. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Completion of a public, online web map and digital app of the local road network for purposes of efficient routing. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Explore possibilities of new 3D technology with the City's structure layer for potential planning uses. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Complete spatial and network analysis based upon monitoring of US Census Bureau product releases, including 2017 American Community Survey and economic census releases for applicable geographic data levels. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.
- Record and demonstrate changes to the City boundaries from new property

annexations through the management of a digital database and a public facing City map. Anticipated Completion date - ongoing. Responsibility- GIS/CATSO Staff.

- Two staff members will complete a 5-day TransCAD training course. 1 staff member will complete training in ArcGIS Pro. Staff attendance at planning conferences and seminars is also expected as needed. Anticipated Completion date - fourth quarter, FY 2019. Responsibility- GIS/CATSO 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 GIS Office, 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, \$4,000 is anticipated to pay for a portion of the Nearmap aerial imagery, as part of the imagery's use will go towards CATSO transportation and land-use planning. Funding for professional training and conferences is also included in this category. Funding will come from the City of Columbia and the Consolidated Planning Grant.

*Funding Breakdown:*

Total Costs \$68,915 - Federal \$55,132, Local \$13,783.

Included in the federal total is \$20,659 of non-salary and benefit expenditures such as Nearmap Aerial services, computer software and related services, e.g. training and licenses, data processing, transcription services, and travel and meeting expenses.

CATSO Staff includes two full-time positions and 3.1 full-time equivalents in other positions. See Appendix C for staff details.

## Budget Summary

**DRAFT: FY 2019 Unified Planning Work Program - Columbia, MO MPO (CATSO)**  
**To be reviewed by the CATSO Coordinating Committee on August 23, 2018**  
**Consolidated Planning Grant (CPG) Funds**

Activity	Federal	Local	Federal CPG Funds*	Local Match	Total
110 LAND USE PLANNING	80%	20%	\$57,654	\$14,413	\$72,067
120 SHORT RANGE TRANSPORTATION PL	80%	20%	\$67,237	\$16,809	\$84,046
130 LONG RANGE TRANSPORTATION PL	80%	20%	\$80,064	\$20,016	\$100,080
140 TRANSIT PLANNING	80%	20%	\$72,665	\$18,166	\$90,831
220 CPG GRANT MANAGEMENT	80%	20%	\$28,380	\$7,095	\$35,475
240 INFORMATION SYSTEMS	80%	20%	\$55,132	\$13,783	\$68,915
<b>TOTALS</b>	<b>80%</b>	<b>20%</b>	<b>\$361,131</b>	<b>\$90,283</b>	<b>\$451,414</b>

\* Of the federal CPG funds listed, non-salary expenditures anticipated in Activities #110, #130, #240 & #140 are as follows:  
# 110 and #130: \$9,600 is programmed for renewal subscription for the Urban Sim Canvas Modeler.  
#140: \$12,000 is programmed to pay for a transit planning software license.  
#240: \$16,659 is programmed for software/related services, transcription services, & travel/mtg. expenses, with \$4,000 programmed to fund a portion of the Nearmap Aerial Imagery.

**Notes**

1. See UPWP Appendix C for CATSO Staff, which has 2 full-time positions and 3.1 FTE in other positions.
2. CPG funds consist of FHWA PL and FTA Section 5303 planning funds.
3. A total of \$318,872 in CPG \$ is programmed for CATSO & related staff salaries.

**CPG Funding Summary**

CATSO CPG balance from FY2017 and prior CPG allocations	\$586,827.11
FY 2018 CPG allocation	\$267,594.00
FY 2018 CPG funds expended to date	\$161,350.95
FY 2019 CPG allocation	\$273,170.00
Estimated programmed FY 2018 CPG \$ left over after 4th Q	\$120,000.00
<b>Total estimated CPG funds available for FY 2019 UPWP*</b>	<b>\$1,086,240.16</b>
CPG funds programmed for FY 2019	\$361,131.00

**Remaining Unprogrammed CPG funds balance** **\$725,109.16**

\*Total estimated CPG funds is a projected figure based on prior available balance, FY 2018 allocation, FY 2019 allocation, and estimated unexpended funds programmed in FY 2018

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 2018. Obtaining an increased amount of local matching funds could also be problematic, although staff has no official confirmation of that.

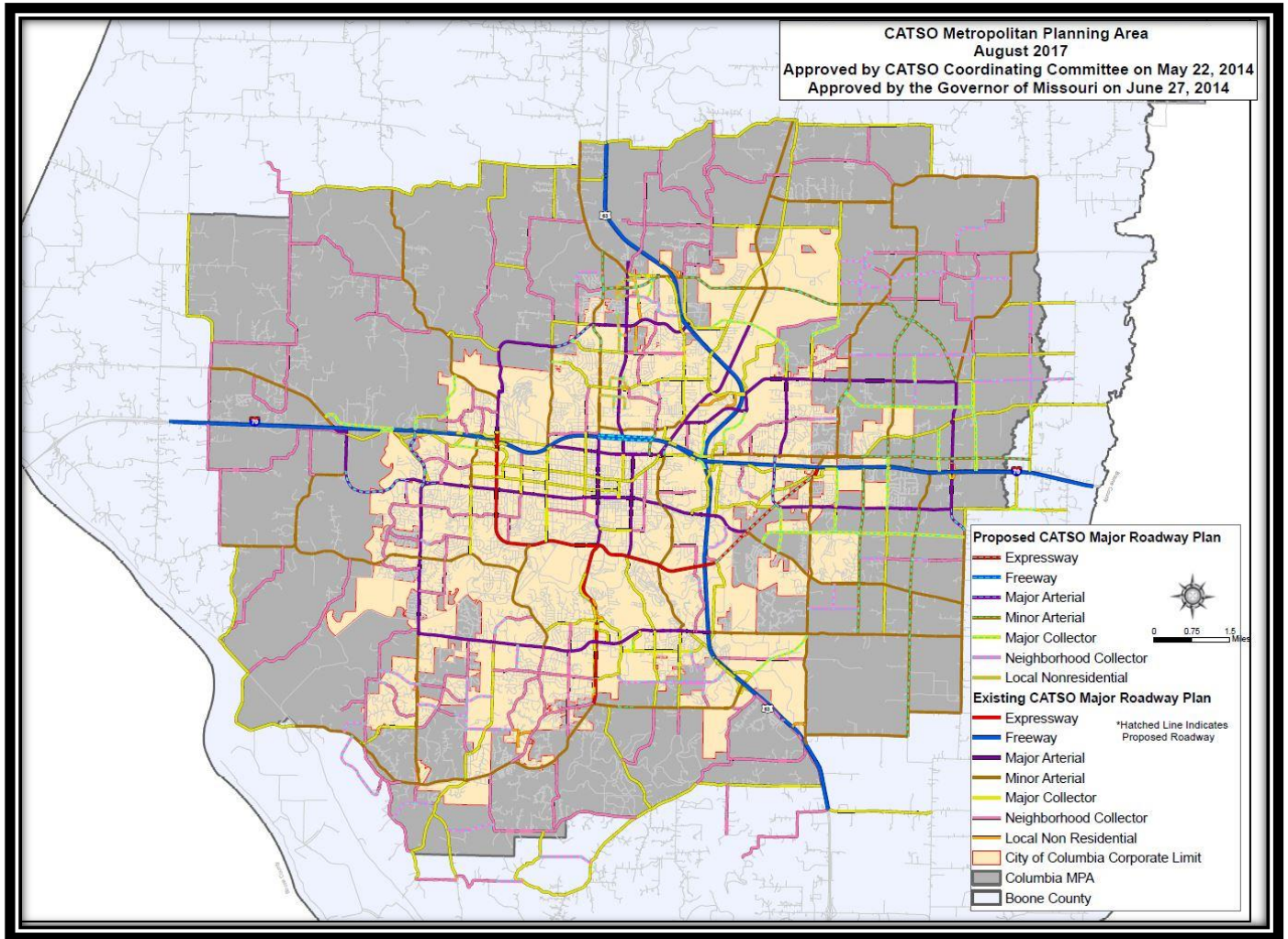
## *Public Participation*

To be completed in July/August.



# 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
CATSO	Columbia Area Transportation Study Organization
CHSTP	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
LRTP	Long-Range Transportation Plan

MAP-21	Moving Ahead for Progress in the 21 <sup>st</sup> 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  
Leah Christian, Planner

#### Part-Time Staff:

Timothy Teddy, Director (.3 FTE)  
Amy Modrell-Miller, Sr. Administrative Supervisor (.25 FTE)  
Part-time Planning Intern, to be hired (.5 FTE)  
Tim Connet, GIS Technician (.4 FTE)  
Other GIS Support: (.65 FTE)  
Drew Brooks, Transit Manager (.25 FTE)  
Dale Lynn, Transit Superintendent (.75 FTE)

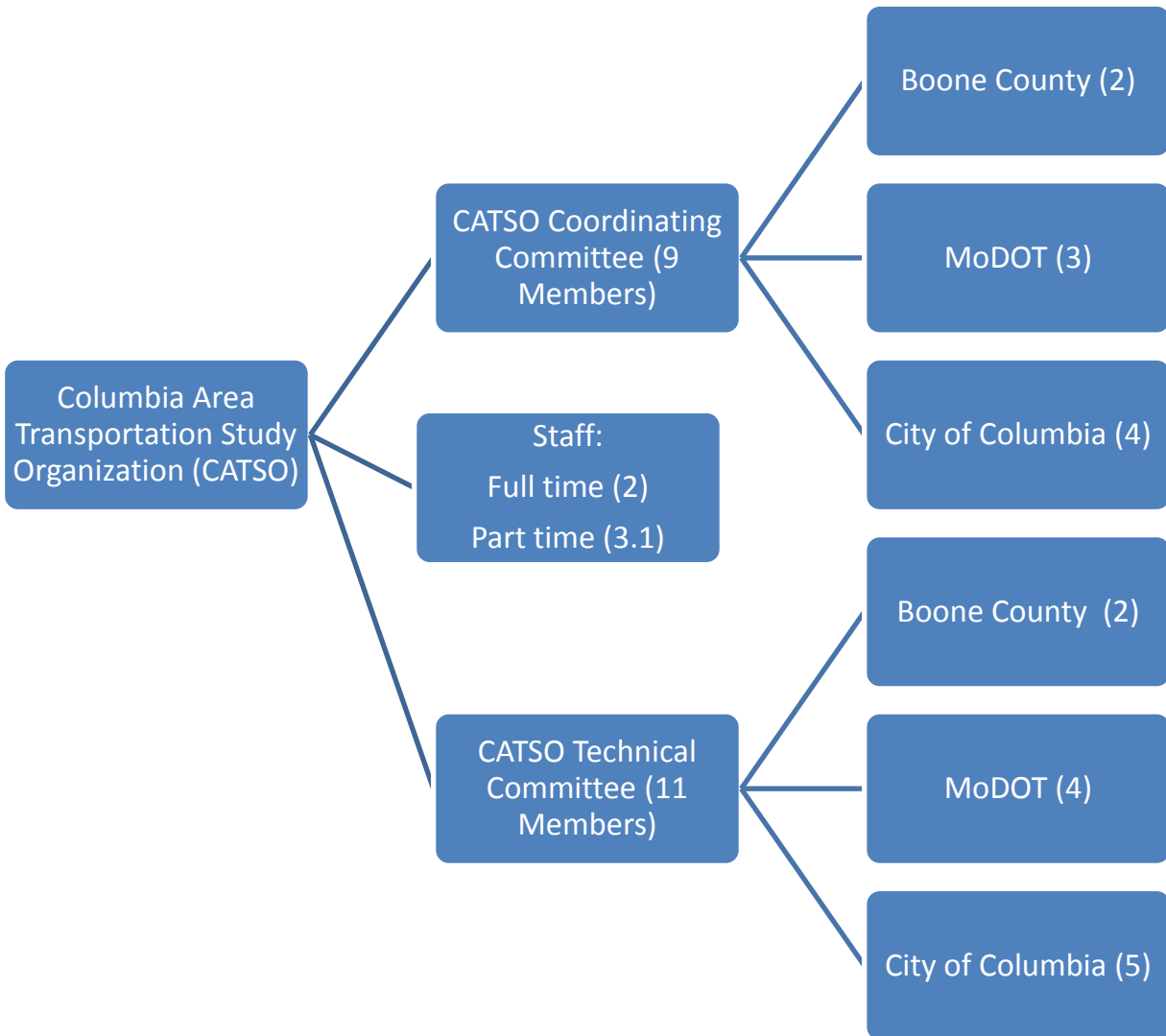
There are two full time staff positions.

In addition, there are three staff persons within Community Development that have CATSO staff work responsibilities – with CATSO funding covering .3 and .25 percent of two employees' total work hours and all the hours for a part-time planning intern. .40 percent of a GIS Technician's full time position is dedicated to the CATSO metropolitan planning work and an additional .65 full-time equivalent in the GIS Division is for CATSO level work. Additionally, a quarter of the Columbia transit manager and three quarters of the Columbia Transit Superintendent's salaries are funded through CATSO. This adds up to 3.1 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.