

## INTRODUCTION

*The purpose of the Unified Work Program is to outline grant-related programs and goals for the upcoming fiscal year. It also provides the basis for requesting Federal Highway Administration and Federal Transit Administration funding assistance. The City of Columbia Department of Planning and Development, acting on behalf of the City, serves as the recipient agency for the Columbia Area Transportation Study Organization (CATSO) and conducts planning activities on their behalf. CATSO is an organization designated by the Governor as the certified "Metropolitan Planning Organization" (MPO) for the Columbia Area. The membership of this organization includes all of the agencies participating in transportation programs for the Columbia area.*

## HIGHLIGHTS

Staff will work on the continued development of the departmental GIS network. This network bridges into the citywide network, and allows all City departments to make use of the Department of Planning and Development's GIS database. Completion of a web-based connection with the Boone County Government Center, as part of the cooperative GIS being developed for Boone County, Boone Electric, and the City of Columbia, will add the Boone County Planning and Public Works Departments to the potential GIS user network. The department's upcoming purchase of imaging software to use with the 1 meter panchromatic and multi-spectral imagery for the Metro Area provided by the University of Missouri will allow the use of these images in a number of planning applications. Examples include the revision of the City of Columbia Master Sidewalk Plan as well as future updates of the transportation plan and the vacant land inventory.

The following narrative outlines each program area and provides information on work activities planned for the coming fiscal year.

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

#### *Purpose:*

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

#### *Objectives:*

- 1) Collect data to monitor development, population, and employment growth in the Metropolitan Area necessary for a comprehensive long range planning process,
- 2) Respond to the need for travel demand modeling for traffic studies of major new site developments, redevelopments, or other land use issues as the need arises,

- 3) Continue the implementation of the Metro 2020 Land Use Plan ,
- 4) Examine current land uses and potential land use impacts in corridors affected by the extension of sewer mains and roadways in the Major Thoroughfare Plan.
- 5) Review zoning, Subdivision Regulations and street design standards to determine if changes are needed.

#### *Products for FY 2005*

The City of Columbia adopted new street design standards in FY-2004 to implement the expanded functional classification of roadways shown in the Major Roadway Plan. During FY-2005, it is anticipated that new street intersection and crosswalk designs will be considered. The implementation of access management through revisions to the Zoning and Subdivision Regulations is also contemplated.

Maintenance of the Metro Area Vacant Land GIS database will continue in FY 2005. The current Land Use GIS database will be continuously updated, using the databases provided by the Boone County Assessor's Office and the GIS Consortium. All developed tracts within the Metro Area are coded by existing land use, and vacant tracts by their land use plan designation. Other attribute data, such as acreage and TAZ number, is also included.

Other projects, such as small area land use studies done in response to development proposals, will be done as necessary.

#### *Staffing, Funding Sources:*

Staffing of the various work activities will come primarily from the Department of Planning and Development. At times, other departments and the Missouri Department of Transportation (MODOT) may provide necessary assistance. Funding will come from the City of Columbia, the Community Development Block Grant Program, and the Federal Highway Administration.

Federal Share: \$31,600

Local Match: \$7,900

Other Local: \$5,965

**Total Cost: \$45,465**

### **Activity 120 Short-Range Transportation Planning**

#### *Purpose:*

This program area encompasses a range of activities including the identification, analysis, and solution of transportation problems that either are immediate concerns or will be in the next few years. Attention is given to all types of transportation. Program activities in this category are also

devoted to the coordination of transportation programs between the various jurisdictions involved with transportation activities in the Columbia Metropolitan area. Most of this coordination is accomplished through the Columbia Area Transportation Study Organization.

*Objectives:*

- 1) Conduct general studies in relation to transportation issues, as needed,
- 2) Carry out more specialized studies relating to traffic congestion, flow, signalization, parking, and other traffic control studies,
- 3) Prepare general corridor analysis, site development and subarea studies for traffic analysis, as needed,
- 4) Coordinate transportation improvements within the Metropolitan Area between Boone County, the City of Columbia, and MODOT to prevent possible conflicts and duplication of services,
- 5) Prepare the Streets and Sidewalks section of the City of Columbia's Annual Capital Improvements Program,
- 6) Prepare the Annual CATSO Transportation Improvement Program,
- 7) Maintain traffic count information for the Metro Area and a traffic count map for distribution to other agencies and the public, and
- 8) Work to maintain and share traffic and transportation related data with stakeholder agencies and support compatible data formats.

*Products for FY 2005:*

The FY 2006 Transportation Improvement Program will be prepared and the FY 2005 TIP will be updated as necessary. In addition, the Streets and Sidewalks section of the City's FY 2006 Capital Improvements Program will be prepared.

During FY-2005, staff will evaluate options for creating a regional Intelligent Transportation System (ITS) architecture, as mandated by FTA and FHWA. A completed architecture is not anticipated to be in place at the end of the fiscal year. Rather, staff will continue to attend training and work on the formative elements that lead to regional architecture development. Options will be studied by the CATSO ITS Subcommittee to identify stake holders and communicate the need for, implications of, and potential benefits and costs of an ITS Regional Architecture.

The Planning and Development and Public Works staff will continue to provide the Columbia Transit System with various technical assistance and provide general staff support. Planning problems relating to providing accessibility will be addressed.

*Staffing, Funding Sources and Agencies:*

Most of the work in this area will be done by the Planning and Public Works staff. Some Staff assistance may be requested from MODOT. FY 2005 financial support is requested from the Federal Highway Administration and the Federal Transit Administration.

Federal Share: \$6,400

Local Match: \$1,600

**Total Cost: \$8,000**

**Activity 130  
Long-Range Transportation Planning**

*Purpose:*

This activity is directed toward maintaining the Columbia Area Transportation Plan and conducting an effective program for long-range transportation planning. In FY-2005, work will begin on the five year update of the CATSO Transportation Plan for 2030.

*Objectives:*

- 1) Provide staff support to the Columbia Area Transportation Study Organization (CATSO),
- 2) Continue the analysis of 2000 CTPP data to better understand commuting patterns in and out of the Metro Area;
- 3) Develop initial alignments for new collector and arterial roadways in the Metro Area;
- 3) Continue work on methods and travel demand models useful to the analysis of long range transportation issues;
- 4) Provide travel demand modeling support for transportation projects in the Metro area,
- 5) Begin revisions to the CATSO Transportation Plan for 2030, and
- 6) Amendments to the Major Roadway Plan (MRP) as necessary.

*Products for FY 2005:*

Ongoing support will be provided for the Columbia Area Transportation Study Organization, including agenda preparation, public notices, meeting minutes, and staff reports for agenda items.

The joint City of Columbia/Boone County Major Roadway Plan (MRP) is the major instrument for controlling and accommodating auto traffic in the Columbia metro area. Subarea studies will be conducted as needed, in response to development proposals, and to further refine the MRP. Of particular concern is the development of an expanded collector street network in areas that can be served by centralized sewer.

To insure system connectivity, future roadway stream crossing locations will be identified and evaluated for constructability and cost.

In preparation for the update of the CATSO Transportation Plan in FY-2006, the travel demand modeling will be expanded to include the development of a PM peak hour model for 2030. The 2030 network will include the locations of existing and future signalized intersections to evaluate the roadway network for areas with unacceptable LOS characteristics.

In FY 2005, staff will attend national transportation conferences and professional training sessions on transportation planning subjects relevant to the Columbia area. The budget for travel, conferences and training for FY-2005 is \$2,500.

*Staffing, Funding Sources and Agencies:*

Primary staffing responsibilities will be with City staff, although some MODOT assistance will be required in updating our trip generation model. Support in FY 2005 is sought from the Federal Highway Administration and the Federal Transit Administration.

Federal Share: \$55,200

Local Match: \$13,800

**Total Cost: \$ 69,000**

#### **Activity 140 Transit Programs**

*Purpose:*

Work in this program area is primarily devoted to review and implementation of transit operational strategies. Fiscal and status reporting of grant projects are also accomplished in this program area.

Sub-Activity 44.2682 -- System Management and Operation.

Columbia Transit has recently completed a feasibility study determining the best manner in which the old Wabash train station facility and property can be most efficiently utilized for transit operations, through the next 20 years. Columbia Transit has recently been awarded a grant and is currently seeking an Architectural and Engineering firm to begin actual design. In fiscal year 2005

we will continue to complete the Planning phase of this project, working toward the beginning of construction phase. This site is used as the primary transit staff and operations facility. The building is listed on the National Historic Register and is in need of some fairly significant repairs. It has also been outgrown. The adjoining property is being utilized as a non-related municipal parking lot. The time is nearing to update the professional plan that was accomplished in 1995 and implemented in 1996. Columbia Transit continues to assess the need for and potential expenses involved with system and/or service hour expansion(s). To that end, staff may consider developing a request for proposal and scope of work seeking private consulting assistance to update that plan.

#### Sub-Activity 44.2684 -- Financial Planning.

The planning, data collection, analysis, and preparation of the annual financial reports will be completed in this category. Staff also prepares a detailed monthly data summary and its analysis for both internal and external review. The financial planning of several potential expansion scenarios is staffed and reported back to Council on an ongoing basis.

#### Activity 44.27.00 -- Other Activities.

Paratransit: The planning, development, and improvement of transportation services to the disabled will continue. Paratransit services complementing the fixed routes have been provided since the early 1990s. This system is very heavily utilized, and a great deal of planning effort is expended maximizing service with our limited personnel and equipment.

DBE: The City of Columbia is currently working with the Missouri Department of Transportation to be included in their statewide disadvantaged business enterprise program. The Missouri Department of Transportation is working in concert with all entities of the federal Department of Transportation in their development of a statewide plan. This planning is ongoing.

Safety/Drug Control Planning: Staff will continue the drug awareness program for transit system employees, along with the implemented drug testing and reporting program. We continue to experience a very high driver turnover rate. Therefore, continued reporting, training, and analysis will be completed in this category. Safety programming will continue to be a major emphasis in 2005, both for passengers already riding within the transit system and for those waiting to board the system at en route passenger amenities. With Public transportation being a target of choice for terrorists, staff will work very closely with the selected Architectural and Engineering firm to design a secure and terrorist resistant operations center at the Wabash Station.

Implementation of ADA: Staff will continue tasks necessary to ensure transit services are in compliance with the Americans with Disabilities Act (ADA), and will continue working with the City's ADA Advisory Committee on ADA issues. In particular, staff will continue to work with this and other groups to ensure accessibility of all passenger waiting sites. Staff will work to acquire 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: Review of transit operations plus fiscal and operational reporting will occur. The purpose of this is to collect information pertinent to making transit system decisions.

*Objectives:*

- 1) Maintain records of transit system operations,
- 2) Develop and use criteria to measure service efficiency,
- 3) Utilize management techniques that are responsive to changing conditions and needs,
- 4) Monitor system operations so that problems can be identified and alleviated in an expedient manner,
- 5) Continue to plan for, evaluate, and implement Paratransit service delivery to the city's growing disabled population.
- 6) Continue to solicit a high level of citizen input into development and maintenance of transit operations.

*Products for FY 2005:*

Major products this year will include those involved with the ongoing review and data collection duties associated with management of the transit system. Additional automatic fare boxes are being sought to make them universal across the fixed route fleet. This will greatly enhance data collection. Additionally, staff is planning for an upgraded ridership database management system. This upgraded capability will be utilized to more fully focus on specific rider movements throughout the system. Staff continues to develop operational procedures to fully utilize this capability as a management and planning tool. Staff continues to develop and focus the marketing plan for the Transit system. A very concentrated effort is anticipated in this area. As staff makes direct personal contact with businesses along all routes, a database of contacts, number of employees, potential partnerships etc. are being established so that continued contact can be maintained with these employers.

*Staffing, Funding Sources and Agencies:*

Staff support will come primarily from Public Works, although some assistance will be needed from the City Planning and Development staff, the Finance Department, the Human Resources & Health Departments, along with the Legal Department. Funding is sought from the Federal Transit Administration for FY 2005.

Federal Share: \$21,000

Local Match: \$5,250

**Total Cost: \$26,250**

**Activity 210  
Office Administration**

*Purpose:*

Work in this area is directed at the general administrative activities of the Department of Planning and Development. Also included in this category are basic training and professional development activities for the Staff.

*Objectives:*

- 1) Promote organization and coordination among departmental staff,
- 2) Administer budgetary and financial programs for the department, and
- 3) Maintain general training programs that allow the staff to perform better and more efficiently within the Department and within the City.

*Products for FY 2005:*

Operations performed during the upcoming fiscal year will be weekly staff meetings, budget preparations for FY 2006, and various job training programs including an effort to cross-train planning personnel. General review and development of the FY 2006 Capital Improvements Program will be completed.

*Staffing, Funding Sources and Agencies:*

Staffing will be entirely by the Department of Planning and Development and funding will be entirely local.

Local Share: \$40,825

**Total Cost: \$40,825**

**Activity 221  
FHWA Grant Management**

*Purpose:*

This category deals with the administration of the Federal Highway Administration Planning Grant.

*Objectives:*

- 1) Maintain proper records and financial reports in relation to grant activities,
- 2) Actively administer grant activities by reviewing time sheets and financial reports and ensure that project completion proceeds in accordance with the work program, and

- 3) Cooperate with MODOT and the Federal Highway Administration to ensure good working relationships and communication between the parties in the grant program.

*Products for FY 2005:*

Products to be expected for the next fiscal year are: FY 2006 Unified Work Program preparation, Quarterly Reports, Closeout Reports and active surveillance of grant activities, as well as participation in the annual audit and program review.

*Staffing, Funding Sources, and Agencies:*

Primary work responsibilities will be with the Planning and Development Department. Funding assistance for FY 2005 is expected from FHWA.

Federal Share: \$3,000

Local Match: \$750

**Total Cost: \$3,750**

**Activity 222  
FTA Grant Management**

*Purpose:*

This activity area pertains to the maintenance and administration of the Federal Transit Administration Section 5303 Planning Grant and other FTA Grants.

*Objectives:*

- 1) Maintain good record keeping practices in respect to grant activities,
- 2) Administer grant-related projects by reviewing time sheets and financial reports. Ensure that projects proceed in accordance with the work program,
- 3) Keep up with changes in Federal legislation and evaluate new regulations for impacts on City programs,
- 4) Cooperate with representatives of the Federal Transit Administration to ensure good working relations during the grant administration process and with MODOT,
- 5) Perform those tasks necessary to maintain grant eligibility, and compliance with federal regulations.

*Products for FY 2005:*

Expected results from work activities in this category will include Quarterly Progress Reports, Closeout Reports, Work Program preparation, Civil Rights compliance certification, the administration of Title 6 activities, Disadvantaged Business Enterprise certification, 504 plan review, and Section 16 program reviews. Oversight of City operations in relation to the inclusion of Disadvantaged Business Enterprise firms into purchasing, construction, and other contractual areas will be continued. The Staff will also assist FTA representatives in their evaluation of local MPO performance toward DBE objectives. Participation in audit and program reviews will also be a work product.

*Staffing, Funding Sources, and Agencies:*

Staffing will be by the Planning and Development and Public Works Department. Funding assistance from the Federal Transit Administration is expected for FY 2005.

Federal Share: \$1,000

Local Match: \$250

**Total Cost: \$1,250**

**Activity 230**  
**Land Development Administration**

*Purpose:*

Tasks in this activity area are directed toward managing the day to day activities associated with land development within the City. This includes the zoning and subdivision of land, the vacation of streets, easements, annexations, and many other assorted tasks. Staff assistance is provided to the Planning and Zoning Commission and the City Council with respect to land development issues. Duties in this area also include the maintenance of land development ordinances such as the Zoning and Subdivision Ordinances.

*Objectives:*

- 1) Provide assistance to the development community during the land development process by explaining requirements and governmental processes necessary,
- 2) Ensure adequate information is available to all parties involved in the development process, including the public, City Departments, the Planning and Zoning Commission, and the City Council,
- 3) Coordinate the development process with all concerned public and private agencies,
- 4) Ensure that proposed development conforms with the City's Comprehensive Plan and applicable ordinances,

- 5) Process voluntary annexations and annexation agreements in the unincorporated areas, and
- 6) Maintain records of land development.

*Products for FY 2005:*

Products will be staff review and staff reports (with recommendations) on requests for rezoning, tract splits, subdivisions, planned unit developments, and any other tasks related to the land development process.

Due to the population growth and physical expansion the City of Columbia has experienced in recent years, the City of Columbia is continually considering annexing various portions of the urban fringe area. Each area is analyzed from a cost-benefit standpoint and with consideration as to how services will be provided. In regard to voluntary annexations, the staff continues to work with owners of land adjacent to the city limits who are interested in pursuing such annexations.

*Staffing, Funding Sources and Agencies:*

The Planning and Development Department will provide staffing. Funding will be split between local sources and the Community Development Block Grant Program.

Local Share: \$130,850

**Total Cost: \$130,850**

### **Activity 240 Information Systems**

*Purpose:*

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

*Objectives:*

- 1) Maintain up to date information in the areas of population, employment, socioeconomic, housing, transportation, and other related data, including an updated GIS street map and related databases,
- 2) Develop analysis and projection techniques relating to the areas noted above,
- 3) Utilize new applications allowing for more efficient storage, retrieval and analysis of

this information, including new computer software, hardware and activities,

- 4) Actively develop new information sources and analysis techniques,
- 5) Maintain and develop new graphics and database capabilities to support the activities outlined above,
- 6) Be responsive to assist the needs of the public and other agencies with other information needs,
- 7) Develop an expanded CATSO homepage for the World Wide Web (WWW).

*Products for FY 2005:*

Many of the products in this area are maps, other graphics, and general data support activities for projects outlined elsewhere in the Unified Planning Work Program. Planning and assistance related to Census Bureau materials will be carried out in this program area.

The department will continue to use its existing GIS and imaging software for use with panchromatic and multi-spectral satellite imagery. The estimated maintenance costs for the Leica Geosystems Imagine imaging software, Caliper GIS and travel demand modeling software, is \$4,400. An additional copy of Maptitude for the Web will be purchased for \$2,000 and one computer will be replaced at a cost of \$1,982. The total budget for hardware and software for FY-2005 is \$8,382.

During FY 2005, staff anticipates an expanded the current web based GIS mapping to provide public access to databases and project information. Graphics assistance to support CATSO and related transportation projects will be provided.

The staff will continue working on applications for the departmental geographic information system (GIS) in conjunction with other agencies.

*Staffing, Funding Sources and Agencies:*

The Planning and Development Department will provide primary staff assistance, with secondary involvement by the Department of Public Works. Funding assistance for FY 2005 is expected from the Federal Highway Administration.

Federal Share: \$39,500  
Local Match: \$9,875  
Other Local: \$19,700  
**Total Cost: \$69,075**