



Prepared by:

**Federal Highway Administration
Missouri Division**

&

**Federal Transit Administration
Region 7**

2015

**Transportation Planning
Process Review**

**Capital Area Metropolitan
Planning Organization**

January 28-29, 2015

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EXECUTIVE SUMMARY

Capital Area Metropolitan Planning Organization (CAMPO) is the designated Metropolitan Planning Organization (MPO) for the Jefferson City, Missouri, metropolitan planning area. The 2015 planning process review will concentrate on documenting CAMPO's efforts and accomplishments of this process. The previous FHWA/FTA planning process review of CAMPO was completed on August 26, 2008. No corrective actions were identified as a result of the 2008 review.

Objectives of the 2015 FHWA/FTA Planning Process Review are highlighted in the final report. The review is intended to serve as a catalyst to improve the effectiveness and efficiency of CAMPO's planning process; to help ensure major issues facing the metropolitan area are being addressed; and to provide opportunity for continued progress in growing the art of transportation planning, while implementing applicable federal regulations.

The review team's work involved an off-site (office/desk) portion, and on-site portion. The on-site portion of the review was conducted January 28, 2015 – January 29, 2015. This was a general review of the entire planning area, and all the agencies involved, assure compliance with applicable requirements; and an assessment of CAMPO's progress in addressing findings from the 2008 review.

Observations and Findings

The final report documents the review team's observations and findings, including eight commendations for successful practices, and seven recommendations for improving the planning process.

Commendations

Commendation #1: CAMPO staff excels at connecting with planning partners on work product development. CAMPO is commended for the level of communication and collaboration during special initiatives such as Wayfinding.

Commendation #2: CAMPO presents a well-developed Title VI program, and has done a commendable job on their Title VI Plan, which was found to be entirely consistent with both the Limited English Proficiency (LEP) and Public Participation Plan (PPP). The format of the Title VI Plan is structured in a manner that makes it easy to follow, and easy to understand.

Commendation #3: CAMPO does a noteworthy job utilizing innovative outreach methods, especially with regards to digital communication

Commendation #4: The UPWP includes a good description of local transportation challenges, providing a good framework for developing priorities; planning local work activities; and, potentially, future project and process development.

Commendation #5: Staff does a good job of communicating modifications to planning documents and work products, especially with regards to TIP modifications. The “before/after” picture of each project modification is good example of how to show changes to project information, and in demonstrating fiscal constraint.

Commendation #6: Though more projects are desired in the MTP and TIP, the MPO actively promotes multi-modal planning, especially with recent Wayfinding and bicycle/pedestrian planning activities.

Commendation #7: CAMPO’s commitment to fostering “livable” communities is commendable in both its transportation planning and comprehensive planning efforts, especially with regards to Wayfinding and bicycle/pedestrian accommodations (as witnessed by the pedestrian improvements along Missouri Boulevard and improvements to the Greenway Trail).

Commendation #8: CAMPO staff and MoDOT staff (both Central Office and District Office) do an excellent job at communicating functional classification changes. Central Office staff provide high-quality graphics and supporting documentation for all functional classification modification requests. The UAB graphics produced by Central Office were used to great effect by CAMPO staff.

Recommendations

Recommendation #1: In the face of increasing performance management responsibilities, and with CAMPO’s goal of continuously improving the effectiveness of the planning process and their work products, CAMPO should strongly consider adding both manpower and technical capacity to their staff. Additional staff will help CAMPO address corridor and future routes studies; and help in better addressing livability and sustainability decision-making – both increasingly crucial factors in a healthy transportation system, a healthy community, and a stronger economy.

Recommendation #2: We strongly suggest CAMPO develop a method whereby they can periodically evaluate, measure, and track the effectiveness of their public involvement methods; and a system to periodically introduce new public involvement tools.

Recommendation #3: CAMPO should ensure adequate programming of funds in the UPWP in order to accommodate training opportunities necessary to maintain a sufficient level of technical capacity. This is especially important now with steadily changing Federal priorities and requirements.

Recommendation #4: As acknowledged by CAMPO during the review meeting, the MTP should be updated to include:

- a. Clearly defined and locally derived goals, objectives, and strategies to better assist in program and project development.
- b. An improved description of projects and needs assessment; better connections tying illustrative projects to a specific need; and a systematic process for developing new projects, especially with regards to connectivity.
- c. Throughout the life of the plan, a better description of Transit ridership, O&M, future capital needs (especially with Transit); and a better description of the existing system along with future needs, financing strategies, and revenues.
- d. The development of a process whereby the MTP can accommodate TIP projects not already accounted for in the MTP. One very good method is to process MTP amendments concurrently with TIP amendments, where needed.
- e. The inclusion of a transit safety element.
- f. The inclusion of more multi-modal projects.

Recommendation #5: The TIP should include a stronger representation of multi-modal projects.

Recommendation #6: CAMPO would be well-served to expand upon its mobility management successes.

Recommendation #7: CAMPO should identify an investment strategy, and resources, dedicated to improving transportation system safety and security.

Conclusion

The Federal Highway Administration and the Federal Transit Administration conclude that the CAMPO transportation planning process is addressing the major issues in the Metropolitan planning area, and is being conducted in accordance with applicable requirements of 23 CFR Part 450 and 49 CFR Part 613. CAMPO's planning process provides adequate representation and input from all levels of local government and individual groups regarding transportation needs of the metropolitan area. Overall, CAMPO's activities provide for a transportation planning process that results in the support and development of transportation improvements for the entire metropolitan area.

I. Introduction

A. Background

Federal Highway Administration (FHWA) metropolitan planning (PL) and Federal Transit Administration (FTA) Section 5303 urbanized area formula planning funds are made available yearly to the designated Metropolitan Planning Organization (MPO) which is responsible, together with the State, for carrying out the planning activities. Capital Area Metropolitan Planning Organization (CAMPO) is the designated MPO for the Jefferson City, Missouri metropolitan planning area.

As a condition for receipt of federal funds for planning, capital or operating assistance, 23 CFR Part 450 and 49 CFR Part 613 require that each metropolitan area have a Continuing, Cooperative, and Comprehensive (3C) transportation planning process. The 3C process should result in plans and programs that support transportation improvements and project development activities consistent with planned development of the metropolitan planning area.

B. Purpose

It is the policy of FHWA Missouri Division to conduct a Planning Process Review of each small MPO at least once every 5-years; CAMPO was last reviewed in 2008. Based on risk we will emphasize specific areas of the metropolitan transportation planning process for in-depth review. This review serves as a follow up to address the disposition of recommendations from the 2008 Planning Process Review.

CAMPO, along with MoDOT, annually self-certifies that they follow applicable regulations in carrying out a Continuing, Cooperative, and Comprehensive (3C) transportation planning process (3C) metropolitan transportation planning process. The 2015 review focused on documenting CAMPO's efforts and accomplishments of this process. The Final Report documents the review team's observations and findings, including specific recommendations for improvement, as well as strengths of the local planning process.

The objective of the 2015 FHWA/FTA Planning Process Review is to determine if the planning process being followed by CAMPO, the local transit operator and MoDOT, substantially meets the requirements of 23 U.S.C. 134 and 135; 49 U.S.C. 5303 and 5304; and 23 CFR 450 Subparts A, B, and C. FHWA and FTA provided recommendations for improvement, and identified any particularly successful practices.

The review is intended to serve as a catalyst to improve the effectiveness and efficiency of CAMPO's planning process, to help ensure major issues facing the metropolitan area are being addressed, and to provide opportunity for continued progress in advancing transportation planning in the region, while implementing applicable federal regulations.

C. Team/Participants

Federal Review Team:

FHWA

Mike Latuszek, Community Planner, Missouri Division

Lauren Paulwell, Civil Rights Program Manager, Missouri Division

Raegan Ball, Program Development Team Leader, Missouri Division

Thor Steffen, PDP, Missouri Division

FTA

Jeremiah Shuler, Community Planner, Region VII

Review Participants:

MoDOT

Steve Engelbrecht, Planning Manager, Central District

Jenni Jones, Senior Transportation Planner, Central District

Mike Henderson, Transportation Planning Specialist, Central Office

Janette Vomund, Multimodal Operations Specialist, Central Office

CAMPO

Janice McMillan, Director, Department of Planning & Protective Services, Jefferson City

Sonny Sanders, Senior Transportation Planner, Jefferson City

Alex Rotenberry, Transportation Planner, Jefferson City

Drew Hilpert, General Counsel, Jefferson City

JeffTran

Mark Mehmert, Director

Gerry Stegeman

D. Review Method

During the off-site (office/desk) portion of the review, information about the metropolitan planning process was collected through review guideline questions, review of the CAMPO's website, and review of CAMPO planning processes and work products. CAMPO and MoDOT provided the Review Team their responses to review guideline questions prior to the start of the January 28-29, 2015, on-site portion of the review. The two-day on-site review period was characterized by a semi-formal open discussion that afforded ample opportunity for questions and answers; exchange of ideas; recognition of successful practices; and identifying ways to improve the planning process, and existing MPO, MoDOT and FHWA/FTA partnerships.

II. Disposition of Recommendation Actions from the 2008 Planning Process Review

Recommendation #1: It is recommended that the current MOU concerning Transportation Planning for the Jefferson City Metropolitan Planning Area be updated for the purpose of ensuring continuity in the comprehensive and coordinated urban transportation planning process for the Region as called for in requirements of 23 CFR 450.314 (a). The update effort needs to focus on defining roles and responsibilities for development of the LRTP, TIP, UPWP, Corridor and other major project studies, and public involvement in terms of decision-making within the Jefferson City MPO.

The MOU and Bylaws are currently under revision and the MOU contains defined roles and responsibilities for member jurisdictions. Please see the response to question 14 for the draft language of the MOU concerning this issue.

(CAMPO has implemented this recommendation.)

Recommendation #2: It is recommended that CAMPO refine its LRTP goals and objectives to reflect implementable policy for freight activities and strategies.

The vision, goal and objectives of the 2025 MTP were revised during the most recent update, and will be again during the next update. Please note that only the objective directly related to freight is listed below.

The Vision: Enhance regional quality of life

The Primary Goal: Infrastructure support for community health and economic growth

Objectives: 4. Improve freight, multimodal and intermodal movement

- i. Identify potential freight related projects*
- ii. Improve existing multimodal and intermodal freight related facilities*
- iii. Support improvements to freight rail*
- iv. Support projects that have multimodal improvements*
- v. Improve transit operations and connectivity*

(CAMPO has implemented this recommendation, and will make further improvements at the next MTP update.)

Recommendation #3: It is recommend that CAMPO develop a documented criteria/process to establish priority for UPWP work activities performed in the Jefferson City MPA and that CAMPO submit UPWP quarterly reports to MoDOT and ONE DOT.

Quarterly reports regarding UPWP work activities are submitted to MoDOT.

CAMPO staff presents a status review of current UPWP activities to both the Technical Committee and Board of Directors at each monthly meeting throughout the year. Prior to the next UPWP being developed, staff identifies tasks that weren't completed, identifies new tasks to be considered, and then presents these at the meetings to seek input as to changes or additional tasks to be included. Based on comments, a draft UPWP is developed for review by the Technical Committee, which is subsequently forwarded to the Board of Directors for their input and consideration. Basically, activities are selected and recommended by the Technical Committee to the Board of Directors for approval, at their discretion.

(CAMPO has implemented this recommendation. UPWP activities are thoroughly discussed and prioritized, though a process has yet to be documented.)

Recommendation #4: It is recommended that MoDOT and CAMPO work together to update the Annual Planning Grant Agreement to better clarify the planning partners' roles and responsibilities, which reflects current CPG practices.

Status: no action.

(CAMPO and MoDOT have determined that action on this recommendation is not necessary. The current Annual Planning Grant Agreement is satisfactory, providing sufficient clarification of roles and responsibilities.)

Recommendation #5: It is recommended that CAMPO identify the criteria and process for prioritizing implementation of transportation plan elements for inclusion in the TIP.

CAMPO only prioritizes transportation projects involving STP funds sub-allocated to CAMPO. Resolution 2010-04, was passed in 2010 adopting a project and prioritization selection process for projects using these funds.

(CAMPO has implemented this recommendation.)

Recommendation #6: The CAMPO is encouraged to consider how obligation funding information, provided by MoDOT, may help the MPO effectively track the reasonable progress of locally sponsored Federal-aid projects.

CAMPO does not itself track reasonable progress of locally sponsored Federal-aid projects. MoDOT already tracks Federal-aid projects as outlined in section 136.3.7 Reasonable Progress Policy of their Engineering Policy Guide. It would be redundant for CAMPO to replicate this process, and not a prudent application of federal planning funds.

(CAMPO has implemented this recommendation by the practices of MoDOT.)

Recommendation #7: It is recommended that CAMPO, in cooperation with MoDOT, establish a policy (450.324(j)) on how sub-allocated STP funds are distributed in the Jefferson City MPA.

STP funds are distributed based on the adopted Resolution referenced under Recommendation #5.

(CAMPO has implemented this recommendation by maintaining consistency with 23 CFR 450.324(j), and by having a project selection and prioritizing process.)

Recommendation #8: It is recommended that the current PIP be updated for the purpose of incorporating strategies, explicit procedures, and desired outcomes for areas identified in 23 CFR 450.316(a)(1)(VII). This update effort must be developed in consultation with all interested parties.

The Public Participation Process (PPP, and no longer referred to as “PIP”) was updated last year to include strategies, explicit procedures, and desired outcomes for areas identified in 23 CFR 450.316(a)(1)(VII).

(CAMPO has implemented this recommendation.)

Recommendation #9: CAMPO is strongly encouraged to consider evaluating the effectiveness of strategies used to reduce barriers to participation by minority and low-income populations, per 23 CFR 450.316(a) (1) (x).

The PPP has been reviewed, as per 23 CFR 450.316(a) (1) (x), in the newest iteration of the plan. The revised PPP has been streamlined to be a more effective document than previous editions, including new strategies included to reach more citizens of all types and foster a more accessible MPO for the Jefferson City urbanized area. Please note that a proposed change to the PPP has been forwarded to the Board of Directors by the submission of this document, regarding emergency meetings (page 4).

Some of the strategies included in the revised PPP include creating and maintaining “a database of contacts so that these parties may be notified when plans, studies or other activities are planned, and that they may have reasonable opportunities to comment on and/or participate in activities, products, and other planning activities, Technical Committee and Board of Directors meetings (both of which are public meetings), subcommittees, panels, and focus groups.” Additionally, “when sending out communiqués, CAMPO makes every effort to reach out to community organizations, advocacy groups, and other underserved communities. The database that the MPO maintains is updated as new organizations are identified, either by recommendation or by research.” CAMPO has embraced technology as well,

“CAMPO is and will continue to actively participate in social media activities to supplement traditional public outreach activities. CAMPO also endeavors to promote events of planning partners, when appropriate. In addition to the Facebook page, CAMPO, when appropriate, will send out an email blast, targeted to those that have expressed interest in projects as well as to persons the MPO thinks would find the subject matter of interest. As social media continues to evolve and expand, the MPO will evaluate new, future modes as they develop.”

(CAMPO has implemented this recommendation, and will continue to make improvements.)

Recommendation #10: It is recommended that MoDOT partner with CAMPO for the purpose of developing a process that will allow CAMPO and the City of Jefferson to meet the requirements of Section 14(h) of the Annual Planning Grant Agreement that requires the City to comply with annual data collection and reporting requirements subject to Title VI of the Civil Rights Act of 1964 and, implementing Federal regulations (23CFR 200.949, 49 CFR 21.9 (9)).

Annually, MoDOT sends out a Questionnaire/Accomplishment Report to be completed by CAMPO and returned to MoDOT. (Please see the response to question #72)

A Title VI Program was adopted by the CAMPO Board of Directors on February 19, 2014 and forwarded to MoDOT on Feb 20, 2014 to address Section 14(h) of the Annual Planning Grant Agreement. Program Requirements Applicable to CAMPO were derived from FTA Circular 4702.1B Chapter III, Chapter VI and from Appendix A. If an element is not required or included in this plan, an explanation is provided.

(CAMPO has implemented this recommendation.)

Recommendation # 11: It is recommended that CAMPO evaluate the regional transportation system to ensure that services are accessible to persons with disabilities. The CAMPO’s confirmation of the status of local agency and MoDOT ADA Transition Plans for local and state transportation systems should be included as an evaluation plan action item.

The City of Jefferson updated their Self Evaluation and ADA Transition Plan in 2012, www.jeffcitymo.org/main/documents/Self-EvaluationAndTransitionPlan.pdf. In 2010, MoDOT actively updated their ADA Transition Plan, www.modot.org/adatransitionplan. CAMPO is unaware of any other local agency with an ADA Transition Plan.

(CAMPO has implemented this recommendation.)

Recommendation #12: It is recommended that CAMPO facilitate and coordinate with MoDOT and local emergency and nonemergency management agencies to develop a regional ITS architecture system. The review team suggests that CAMPO's ITS Committee be tasked with the development of this plan and the development of implementation strategies for improved integration of the transportation system.

The only action to date has been training by Mr. Sanders. He successfully completed 44 hours of instruction for ITS Systems, which included the following CITE courses:

- *Advanced Systems Engineering for Advanced Transportation Projects*
- *Fundamentals of Database Management Systems*
- *Interoperability Systems Architecture and Standards*
- *Introduction to Telecommunications*
- *ITS Awareness*
- *Tools of Advanced Transportation Management Systems*

Given the level of complexity of the transportation system in the CAMPO planning area and funding available to CAMPO to develop its own ITS architecture, it is believed best that the development and adoption of an ITS architecture would best be led by MoDOT and integrated into their overall ITS architecture.

(CAMPO has implemented this recommendation by their cooperation with MoDOT.)

Recommendation #13: It is recommended that CAMPO, in cooperation with MoDOT, further refine the mission of CAMPO's Freight Committee and begin formal discussion for the development of a Freight Management Plan. ONE DOT would like to receive an invitation to future Freight Committee meetings and meetings that involve developing freight strategies.

We encourage CAMPO to utilize the FHWA's Freight Development Program (www.ops.fhwa.dot.gov/freight/fpd/) as a package of tools to assist integrating freight movement into the planning process.

Status: no action on development of a CAMPO Freight Management Plan, but CAMPO staff participated in a several MoDOT Freight On The Move planning activities, such as meetings, viewed the webinar, responded to the survey and provided comments.

(CAMPO has implemented this recommendation by utilizing available freight planning guidance in developing transportation plans and programs.)

III. Observations and Findings – Corrective Actions, Recommendations, and Successful Practices

Conditions and Issues

Population trends in the CAMPO area are generally similar to those found throughout the nation. The population in Jefferson City itself is relatively stable, with the addition of approximately twenty one hundred people between 2009 and 2013 (based on 2009 and 2013 five-year estimates produced by the American Community Survey). The populations of smaller jurisdictions in the vicinity of Jefferson City follow a similar growth pattern. There have been large increases in Black/African American, American Indian and Alaska Native, and Native Hawaiian or Other Pacific Islanders. Smaller jurisdictions in the CAMPO region have seen decreases in racial/ethnic minority populations between 2009 and 2013.

Residential development has been modest in the core urban area, with most occurring primarily outside of the City of Jefferson proper. Wardsville has the fastest growth rate in the region with 54.3% increase between 2000 and 2010. Blair Oaks School District serves Wardsville and Taos and is the third fastest growing district in the state. Additional “greenfield” residential growth is also occurring to in the unincorporated areas west of Jefferson City and east of St. Martins. Holts Summit in Callaway County is also experiencing residential growth.

Commercial development in the region has been modest and concentrated centrally. Build-out of the Stoneridge area has occurred with new major retail stores opening – Menards, Dick’s Sporting Goods, Pets Smart, and Kohl’s. St. Mary’s Health Center relocated from their previous location at Missouri Blvd. and US 50 to a “greenfield” site at MO 179 and Mission Drive. The Capital Mall, which has been suffering a high vacancy rate, has new ownership which plans to improve the facility to attract new businesses. To the east along US 50, a new Walmart Supercenter has been developed.

One major issue with automobile transportation is minor rush hour congestions on certain roads – US 50 downtown, US 54/63 at the river bridge, Ellis Blvd/Southwest/US 50 area, US 54 w ramp onto Jefferson St. and Stadium and US 50/Country Club/Truman Blvd Interchange. Another major issue is Missouri Boulevard – four of the top six accident locations at non-interchange intersections occur on Missouri Boulevard. Lack of access management is a major issue with Missouri Boulevard, a likely cause of many accidents.

Another major issue is walkability and sidewalks. Many of the overpasses do not have adequate pedestrian facilities such as sidewalks, crosswalks, crosswalk signals, etc. During new construction on state highway facilities, such as the US 50/179/Missouri Boulevard reconstruction, it was asked by the MPO about including sidewalks and the response was

'there weren't any before' and 'there is no room' (these responses are paraphrased). Many of the underpasses also do not have accessible travel ways for pedestrians or bicyclist.

MPO Organization

CAMPO is the designated MPO for the Jefferson City urbanized area. CAMPO was formally established with the development of membership, bylaws, and the completion of a Memorandum of Understanding in March of 2003. The original MOU was drafted with cooperation of Lake Mykee, Holts Summit, St. Martins, Jefferson City, Callaway County, and Cole County, followed by the approval of the Governor of Missouri on May 7, 2003.

The Board of Directors consists of elected representatives and appointed officials of Holts Summit, Jefferson City, Callaway County, Cole County, state agencies, and Federal transportation representatives serving as ex-officio members. The Technical Committee consists of representatives from the agencies' professional staffs and acts in an advisory capacity. Technical Committee membership includes representatives from transit, air, pedestrian, parks, community development, and freight.

CAMPO currently has two full time staff members. One staff member, a Planner I, has a Bachelor's degree in Government and Politics and Masters in City and Regional Planning, and has been on staff for 1.3 years. The other staff member, a Senior Transportation Planner, has an Associate degree in Engineering Technology, Bachelor's degree in Geography and Master's Degree in Geography; and holds GISP, PTP and AICP certifications; and has more than 25 years' experience in GIS, of which 5 years includes serving as GIS coordinator for MoDOT, and has been with CAMPO for 8 years. The Director, who is part-time staff to the MPO, holds a B.S. in Urban and Regional Planning and a master's in public administration. She has 30 years of planning experience.

CAMPO is supported by a cadre of staff through the City of Jefferson providing administration, human resources, financial, information technology and political support. The City of Jefferson also provides computers, printers, plotters, internet access, email, office space, meeting facilities, electricity and other services.

Commendation #1

CAMPO staff excels at connecting with planning partners on work product development. CAMPO is commended for the level of communication and collaboration during special initiatives such as Wayfinding.

Recommendation #1

In the face of increasing performance management responsibilities, and with CAMPO's goal of continuously improving the effectiveness of the planning process and their work products, CAMPO should strongly consider adding both manpower and technical capacity to their staff. Additional staff will help CAMPO address corridor and future routes studies; and help in better addressing livability and sustainability decision-making – both increasingly crucial factors in a healthy transportation system, a healthy community, and a stronger economy.

Civil Rights

The Federal Transit Administration requires recipients to report certain general information to determine compliance with Title VI. The collection and reporting of this information constitutes a recipient's Title VI Program. To ensure compliance with 49 CFR Section 21.9 (b), the FTA requires that all recipients document their compliance with this chapter by submitting a Title VI Program to the FTA's regional civil rights officer once every three years.

CAMPO submits a Title VI Compliance report to MoDOT on an annual basis via completion of a detailed questionnaire; addressing such items as planning activities performed, actions taken to promote Title VI compliance, contracts awarded, Title VI complaints, public involvement activities and related Title VI public interactions.

CAMPO strives to include all the public, including protected classes, in its planning activities. The interested parties list includes employees of Lincoln University, a historically black college, as well as many community action organizations that work with and represent minorities. Racial minorities make up approximately 16.5% of the CAMPO population, with majority located in the core of the city in close proximity to city hall, where the majority of the CAMPO public meetings and events are held. CAMPO meetings are also held at a time and place served by public transportation.

In the development of the Public Participation Plan, as well as other planning activities, CAMPO sought out and considered the needs of those traditionally underserved by existing transportation systems, including minority households.

Public participation opportunities at each local and MPO meeting provide opportunities to present needs and issues, in addition to communications with elected officials and advocacy groups. Public meetings, focus groups and workshops were held for development of the 2035 MTP, in addition to public participation and outreach activities during the development of the Public Participation Plan, the Limited English Proficiency Plan and Missouri on the Move campaign.

As a sub-recipient of federal funding through MoDOT, CAMPO cooperates with MoDOT in their audits of the Title VI plan. All projects included in the TIP and MTP go through a

public comment period and review by MoDOT, FHWA, and FTA in order to check for compliance with Title VI and LEP requirements, among others.

Commendation #2

CAMPO presents a well-developed Title VI program, and has done a commendable job on their Title VI Plan, which was found to be entirely consistent with both the Limited English Proficiency (LEP) and Public Participation Plan (PPP). The format of the Title VI Plan is structured in a manner that makes it easy to follow, and easy to understand.

PPP

According to the current (October 2014) PPP, “Public meetings will be held at locations and times convenient and accessible to citizens. Every effort is made to locate meetings at locations where and when public transportation is available.

Public notices for meetings, public comment periods, public hearings, other planning activities and notification of publications available for public access (regarding new plans and documents or proposed changes to the Public Participation Plan, Metropolitan Transportation Plan, Transportation Improvement Program and other documents) will be sent to the following locations for public posting and notification of local officials:

Posted notices may be found:

- City Clerk, City of Jefferson
- County Clerk, Cole County Courthouse
- City Clerk, Holts Summit City Hall
- City Clerk, St. Martins City Hall

Notified agencies include:

- County Clerk, Callaway County Courthouse
- City Clerk, Taos City Hall
- City Clerk, Wardsville City Hall
- Lake Mykee Board of Trustees
- Missouri River Regional Library

Public notices are also emailed to CAMPO Board of Directors, Technical Committee, parties having requested notice, and members of the media. Public notices are also posted on the CAMPO website and promoted via social media. Notices regarding updates to the Metropolitan Transportation Plan and Public Participation Plan are also published in the local newspapers.

Notices for the development of planning documents or changes to the documents will contain: 1) Notice that documents are being developed or amended, and how they may be accessed; 2) the duration of the public comment period; 3) instructions for submitting comments; and 4) the date, time, and location of public meetings.

Public Involvement

Public meetings are a traditional way to gather public input. CAMPO attempts to take many conditions under consideration when scheduling a public meeting, to make sure that all segments of the population have a chance to attend. Staff will take several factors into account, including the time of the meeting (avoiding times when most people are working) and location of the meeting (making sure that the location is served along at least one JEFFTRAN route, and is ADA accessible).

If the public is unable to attend any meeting that CAMPO hosts, staff wants to ensure that these citizens have an equal opportunity to make their voices heard. Social media is a strong tool. Staff makes presentations and exhibits available online, and notifies people of this content via social media.

CAMPO staff has been more proactive in getting out into the community by participating in and speaking with local groups, organization, associations and any other interested groups regarding transportation issues. When sending out communiqués, CAMPO makes every effort to reach out to community organizations, advocacy groups, and other underserved communities. The database that the MPO maintains is updated as new organizations are identified, either by recommendation or by research.

For FY 2014-2015, the City of Jefferson introduced internal performance measures for all departments as a component of the City of Jefferson budgeting process. Two of these performance measures are focused on public participation. CAMPO now measures the number of public outreach activities in which staff participates, as well as the number of participants in CAMPO activities. The difference between these two measurements is that one includes any public meeting CAMPO holds (administrative, meetings hosted, or meetings attended as transportation planners), while the other measures participants in CAMPO activities (including visitors to administrative meetings, survey respondents, or other attendees to

meetings CAMPO is represented in). Based on these measures, CAMPO is judged on increasing, or at very least maintaining, public participation numbers based on the previous year. There are no more definitive metrics other than these performance measures.

Commendation #3

CAMPO does a noteworthy job utilizing innovative outreach methods, especially with regards to digital communication

Recommendation #2

We strongly suggest CAMPO develop a method whereby they can periodically evaluate, measure, and track the effectiveness of their public involvement methods; and a system to periodically introduce new public involvement tools.

UPWP

The Metropolitan Transportation Plan (MTP) states that the scope of the planning process are the eight planning factors (as required by 23 U.S.C. §134(h)). The UPWP is the planning document that takes that general statement and offers, on an annual basis by CAMPO, specifics on work to be accomplished by the MPO, as proscribed by those eight planning factors. The UPWP is updated and reviewed annually by the Technical Committee and the Board of Directors to hold the MPO accountable for actions taken, or to be taken; and to evaluate adherence to the eight planning factors.

CAMPO staff presents any updates of current UPWP activities to both the Technical Committee and Board of Directors at each monthly meeting throughout the year. The UPWP is initially developed to include the federally required planning items and structure. Prior to the next UPWP being developed, staff identifies tasks that weren't completed, identifies new tasks to be considered, and then presents these at the meetings to seek input as to changes or additional tasks to be included.

Based on comments, a draft UPWP is developed for review by the Technical Committee, which is then forwarded to the Board of Directors for their review and consideration. Activities are recommended by the Technical Committee to the Board of Directors for approval. MoDOT and the public transit operators are involved in UPWP development through their participation at Technical Committee and Board of Director meetings.

Seventy-five percent of the local match is provided by the City of Jefferson, and twenty-five percent of the local match is provided by the County of Cole, which conflicts with the provisions of the MOU.

Commendation #4

The UPWP includes a good description of local transportation challenges, providing a good framework for developing priorities; planning local work activities; and, potentially, future project and process development.

Recommendation #3

CAMPO should ensure adequate programming of funds in the UPWP in order to accommodate training opportunities necessary to maintain a sufficient level of technical capacity. This is especially important now with steadily changing Federal priorities and requirements.

MTP

The current plan, the 2035 MTP, was approved in May 2013. CAMPO will soon revisit the vision, goals and objectives of the MTP, and involve the public throughout the plan development. Work has begun on the non-motorized (pedestrian and bicycle) component of the plan, which will be completed with assistance of a sustainable transportation graduate student. This experience will in turn comprise a major component of her graduate capstone project.

The 2035 MTP includes a section on environmental consultation and mitigation efforts completed during the update. Organizations with concerns for the environment are given the opportunity to provide input during the planning process. CAMPO also has access to data from the National Park Service and the National Register of Historic Places, and has taken this data into account during the update.

A goal of the 2035 MTP is that CAMPO should “identify residential, employment, and transportation patterns of low-income and minority populations so that their needs can be identified and addressed, and the benefits and burdens of transportation investments will be fairly distributed”. This will require significant effort from CAMPO staff, in addition to their current workload.

CAMPO is planning for the inclusion of performance measures that relate to the goals, objectives and project selection to the extent practical and reasonable, given available resources, and still adhere to federal requirements.

Section 5 of the 2035 MTP addresses transportation management & operations strategies. The section begins with a list of management & operations strategies which CAMPO jurisdiction can use federal-aid funding to implement. The section continues with activities CAMPO will undertake, such as support increased Section 5310 funding for non-profit agencies seeking to acquire vehicles; recommend and support improvements in access management planning; support and encourage the development of public asset management programs and plans; encourage local jurisdictions with authority to provide

for transportation corridor preservation, minimizing development within an identified future transportation corridor by maintaining current thoroughfare plans and encourage local jurisdictions lacking the proper planning authority to preserve corridors, to obtain such authority; continue to improve safety data through data management, collection methods and related performance data; and encourage and support local activities to help forecast future travel demand and identify intersections and roadways where congestion will be an issue in the future in order to make best use of transportation investments.

Financial Plan Development

CAMPO member jurisdiction's and transit providers provided CAMPO with projects, associated cost and timeline; operations and maintenance cost; and anticipate state and local revenue for the horizon of the MTP. CAMPO member project sponsors are very conservative and only include projects which are already in their CIP, and which have funding earmarked.

Operations and Maintenance

Many large MPOs are making significant strides toward integrating operations into their MTPs; while others, like CAMPO, have only begun to consider operations. CAMPO has found that a number of factors affect their ability to fully incorporate operations using operations objectives and performance measures. These factors include revenue and cost, data availability, staff capabilities and resources, lack of interest from the operations community, and partnerships. The full integration of Operations & Maintenance into the planning process is slow but steady, with more improvements planned.

Public Involvement

CAMPO staff will focus on improving public involvement for the upcoming plan. For the previous plan, in addition to CAMPO's regularly scheduled meetings at which they discuss the plan development, they held an open house for public review and comment, along with published and solicited input the draft MTP on CAMPO's website.

Recommendation #4

As acknowledged by CAMPO during the review meeting, the MTP should be updated to include:

- g. Clearly defined and locally derived goals, objectives, and strategies to better assist in program and project development.*

- h. *An improved description of projects and needs assessment; better connections tying illustrative projects to a specific need; and a systematic process for developing new projects, especially with regards to connectivity.*
- i. *Throughout the life of the plan, a better description of Transit ridership, O&M, future capital needs (especially with Transit); and a better description of the existing system along with future needs, financing strategies, and revenues.*
- j. The development of a process whereby the MTP can accommodate TIP projects not already accounted for in the MTP. One very good method is to process MTP amendments concurrently with TIP amendments, where needed.
- k. The inclusion of a transit safety element.
- l. The inclusion of more multi-modal projects.

TIP

Individual sponsors develop projects and submit application for inclusion into the TIP. If all requirements are met, and as appropriate, projects are then processed accordingly into the TIP. Projects are not selected via a prioritization process (except those using CAMPO STP sub-allocated funds and FTA 5310 funds).

The TIP project application includes the request: “Metropolitan Transportation Plan - Briefly describe how this project is consistent with the current Metropolitan Transportation Plan.” The project sponsor also attests to the accuracy of the project application. CAMPO staff reviews the application and determines consistency with projects, goals and strategies of the project and MTP.

Fiscal Constraint

To exhibit financial constraint, a financial plan should address three questions:

1. What will the needs for transportation in the CAMPO planning area cost?
 - The needs are identified by project in the following section and costs are summarized by funding source in Table 1 of the TIP.
2. What revenues are available that can be applied to the needs?
 - Specific revenues available to meet the needs are identified in Table 1 of the TIP- Forecast Revenue for Transportation projects, Operations and Maintenance, by jurisdiction and source.
3. Are the revenues sufficient to cover the costs?

- As shown in Table 2 of the TIP – Programmed and Available Funds by Source, programmed fund amounts equal anticipated fund amounts. For many jurisdictions as shown in Table 1 of the TIP, available funds exceed the amounts of revenues required to fund programmed projects.

JEFFTRAN and other local public agencies provide information via written, email telephone and, in November and December of each year, CAMPO request financial information from each jurisdiction and transit operator. Funding from local jurisdictions is largely based on general revenue (sales and property tax, which for the most part is public record). CAMPO staff reviews both public and individually reported sources for major anomalies. State funding is assumed to be accurate.

Notification of Federal sub-allocated STP funds for programming by CAMPO is usually made at the beginning of each Federal fiscal year. Unless the funds are from a federal grant program, such as TAP or RTP, MoDOT provides CAMPO with projects and their cost during the development of the TIP.

Table 3 of the TIP (Federal Aid Roadway Mileage by Jurisdiction) is used to calculate the cost to operate and maintain each jurisdiction's Federal Aid Roads, which are then compared with their revenue sources in Table 1 of the TIP (Forecast Revenue for Transportation projects, Operations and Maintenance). Local match for projects is similarly reviewed and compared to Table 1. JEFFTRAN, as a City of Jefferson entity, goes through a budgeting process each year in which the City Council approves a budget containing funds for the local match of transit grants. OATS provides CAMPO with their budget outlining their funding sources not only including Federal funds, but fares and Medicaid transportation reimbursement.

Amendments/Administrative Modifications

During the development of the 2015 – 2019 TIP, both the amendment and administrative modification process was revised, modified and is included in the TIP in the appendix. The process, step by step has been documented and staff has been cross trained in the processing of amendments and administrative modifications.

Self-Certification

According to 23 CFR 450.334(a), the MPO is only required to self-certify every four years. CAMPO is going above and beyond what is required by federal statute. During the annual development of the Transportation Improvement Program CAMPO staff reviews the applicable requirements for self-certification and based on the previous year's activities determines whether the planning process is being carried out in accordance with these requirements. The certification document is

then signed by the chairman of the Board of Directors in tandem with the approval of the TIP.

Commendation #5

Staff does a good job of communicating modifications to planning documents and work products, especially with regards to TIP modifications. The “before/after” picture of each project modification is good example of how to show changes to project information, and in demonstrating fiscal constraint.

Recommendation #5

The TIP should include a stronger representation of multi-modal projects.

Transit/Multi-Modal/Mobility

The Jefferson City Metropolitan Planning Area is served by the following transit providers:

- JEFFTRAN the City of Jefferson transit and paratransit provider services the public within the municipal boundaries.
- OATS Inc. is a not-for-profit transportation service available to the general public in the rural areas of Callaway and Cole Counties with priority service to senior citizens and persons with disabilities.
- Serve Inc. serves the residents of Callaway County through CALTRAN a public transportation program based in Fulton. CALTRAN is a general public transportation service which provides two types of service: demand response and subscription service. The subscription service route includes normal day to day transit needs for work, education, etc. CALTRAN transports people to dialysis, medical appointments, physical therapy, work, and shopping. CALTRAN is a direct Medicaid Medical Transportation provider. The program currently receives funding from 9 sources; a mixture of federal, state, and local dollars that all have their own compliance and record keeping regulations in order to allow the program to grow and to maintain expenses. Funding sources specifically through MO Department of Transportation (MODOT) offer monies for “operating assistance” (this assists transit systems that qualify with 50% of the actual operating losses they incur) and “capital assistance” dollars which help purchase new equipment (i.e. vehicles, radios, computers, etc.). This is based on an 80% federal and 20% local dollars match basis.

JEFFTRAN is run by the City of Jefferson as a function of the city's public works department. The transit service consists of six fixed-route routes and eight paratransit routes. JEFFTRAN provided 335,708 total trips in FY 2013 at \$1.00 regular bus fare and \$2.00 paratransit fare.

The City of Jefferson operates all service in-house. The population of its service area is approximately 43,709.

The City operates a network of 6 fixed routes and three tripper routes. Service is provided weekdays from 6:40 a.m. to 6:00 p.m. There is no service on Saturdays and Sundays. The City's complementary paratransit service, known as Handi-Wheels, operates during the same days and hours of service as the fixed routes.

The basic adult fare for bus service is \$1.00. Children under the age of 6 ride free when accompanied by an adult. Transfers are free. A reduced fare of 50¢ is offered to persons age 60 and over, persons with disabilities, and Medicare cardholders during all hours. The fare for ADA paratransit service is \$2.00. Farebox recovery has declined as a result of slightly lower fixed route ridership which increases to need for local financial support.

The City operates a fleet of 12 buses for fixed-route service. The City also has a fleet of 10 vans, which are operated for ADA paratransit service. The City's service is oriented around a transit center and maintenance facility at 820 East Miller Street in Jefferson City, Missouri. The offices of the Department of Public Works are located at 320 East McCarty Street in Jefferson City, Missouri. The fixed route operator has identified an expanded storage facility as a future capital need. Currently, the facility has the capacity to hold 20 of JEFFTRAN's 22 vehicles.

Increasing demand on JEFFTRAN for paratransit service will only continue as demographic trends point to an increase in older residents in the CAMPO area. Ensuring that residents will have access to appropriate medical care, employment centers and commercial services will have to be a focused effort. The current effort to utilize a Mobility Manager will assist in this effort by providing a virtual connection between the area's transit providers as well as provide easy access point to the public for system and trip information.

The JEFFTRAN Division Director is a voting member of the Technical Committee. JEFFTRAN is division with the City of Jefferson Public Works Department. The Director of Public Works is a voting member of both the Technical Committee and Board of Directors. The JEFFTRAN Director routinely provides data on capital and operating funding, projections and budgets for the TIP and the MTP. Transit has provided their annual program of projects for inclusion in the TIP and MTP, and participated in public involvement processes in conjunction with CAMPO. In addition to JEFFTRAN staff, staffs of both OATS and Serve participate in transit planning activities such as in the development of the Coordinated Public Transit Human Services Transportation Plan.

As evidenced in recent budget discussions over the past couple years, there is a growing concern over the increasing amount of local funds being contributed to JEFFTRAN. JEFFTRAN will be investigating an increase in fare and a Citizens Advisory Committee is being established to help address the funding issues of JEFFTRAN.

Commendation #6

Though more projects are desired in the MTP and TIP, the MPO actively promotes multi-modal planning, especially with recent Wayfinding and bicycle/pedestrian planning activities.

Recommendation #6

CAMPO would be well-served to expand upon the good work already being done regarding mobility management.

Livability & Sustainability

CAMPO, itself, has applied for a Regional Planning for Small Communities Tool grant from the US EPA sponsored Smart Growth American. CAMPO has assisted member jurisdictions with many grant applications including:

- DOT TIGER grant – Rex Whitton Expressway.
- FTA Ladders of Opportunity Grant – sidewalks, bike parking bus shelters on Missouri Blvd.
- Smart Growth America - Sustainable Land Use Code Audit Tool grant.
- EDA Investments for Public Works and Economic Development Facilities grant – stormwater and other infrastructure supporting roadway/intersection improvements near Capital Region Medical Center.
- TAP, RTP, TEAP, and TE grants from the past until present.

The City of Jefferson was one of two Missouri communities to be selected to participate in HUD Sustainable Communities Regional Planning Grant Program which supports locally-led collaborative efforts that bring together diverse interests from the many municipalities in a region to determine how best to target housing, economic and workforce development, and infrastructure investments to create more jobs and regional economic activity; CAMPO is an active participate in this activity.

CAMPO does not have the resources to coordinate land use or other infrastructure plans, policies, and strategies throughout the region. CAMPO staff supports planning in member communities through GIS mapping of transportation infrastructure, wastewater

infrastructure, zoning and other relevant subjects, which supports and encourages planning in these communities.

CAMPO would like to improve the long range planning process to include more “non-transportation” factors. This will help the MPO make a better connection between these factors, the operation of the transportation network, and how each addresses public needs.

Commendation #7

CAMPO’s commitment to fostering “livable” communities is commendable in both its transportation planning and comprehensive planning efforts, especially with regards to Wayfinding and bicycle/pedestrian accommodations (as witnessed by the pedestrian improvements along Missouri Boulevard and improvements to the Greenway Trail).

Safety/Security

CAMPO staff has attended the Missouri Traffic Safety Conference on multiple occasions. CAMPO participated in the Missouri on the Move project initiated by MoDOT which had a clear and defined safety element for all projects involved. Senior staff have attained several FEMA safety certificates and trainings, including IS 100.b, IS700.a, and IS200.b. The upcoming bicycle and pedestrian plan will focus on both pedestrian and bicycle safety (and incidental automobile safety) as major components of the plan.

Recommendation #7

CAMPO should identify an investment strategy, and resources, dedicated to improving transportation system safety and security.

Functional Classification & Planning/Urban Area Boundaries

The current metropolitan planning area boundary was modified and adopted in 2013, and currently there are no new areas under consideration for inclusion in a future expanded MPA, until growth and available data would support this consideration. Changes in Federal legislation and regulations, along with Census change, will drive changes to the MPA boundary.

CAMPO and MoDOT worked together to adjust the federal-aid Urban Area Boundaries (UAB) as a result of changes to the 2010 Census Bureau defined urbanized area. The Adjusted Urbanized Boundaries were agreed upon by member agencies and submitted to MoDOT and FHWA for subsequent approval. The process of updating the UAB, and subsequent functional classification changes, was seamless. Ample opportunity for

involvement from all affected agencies was presented, and the graphics used to communicate the changes was found to be very good.

A local functional classification request is usually initiated by a local jurisdiction using the MoDOT Functional Classification Request Form. Assistance filling out the form may be provided by CAMPO staff. CAMPO staff may check with MoDOT planning staff as to the appropriateness of the request or if there are any questions. The request is reviewed by the Technical Committee and if determined appropriate, forward to the Board of Directors for their consideration and approval. Upon approval by the Board the request is transmitted to MoDOT. Since MoDOT is involved at both the Board and Technical Committee level, they are aware of the request early in the process.

Commendation #8

CAMPO staff and MoDOT staff (both Central Office and District Office) do an excellent job at communicating functional classification changes. Central Office staff provide high-quality graphics and supporting documentation for all functional classification modification requests. The UAB graphics produced by Central Office were used to great effect by CAMPO staff.

IV. Conclusion

The Federal Highway Administration and the Federal Transit Administration conclude that the Capital Area Metropolitan Planning Organization's (CAMPO) transportation planning process is addressing the major issues in the Metropolitan planning area and is being conducted in accordance with applicable requirements of 23 CFR Part 450 and 49 CFR Part 613. The CAMPO's planning process provides adequate representation and input from all levels of local government and individual groups on the transportation needs of the metropolitan area. Overall, Jefferson City's planning activities provide for a transportation planning process that results in the support and development of transportation improvements for the entire metropolitan area.

V. Appendix A – On-Site Meeting Agenda

FY2015 FHWA/FTA Planning Process Review
Jefferson City Metropolitan Planning Area
January 28-29, 2015
-Meeting Agenda-

Wednesday, January 28, 2015

1:00pm – 1:30pm General Session – Introductions/Review Overview/Transportation Issues
1:30pm – 2:15pm MPO Organization Overview/Bylaws & Agreements/MPO Administration
2:15pm – 3:15pm Transit Services and Use
3:15pm – 3:30pm - Break -
3:30pm – 4:30pm Title VI/ADA/EJ/Public Involvement

Thursday, January 29, 2015

8:00am – 10:00am Planning Process & Work Products
10:00am – 12:00pm Open discussion – possible topics include:

- Planning Area Boundaries & Functional Classification
- Livability/Sustainability
- Bicycle and Pedestrian Accommodations
- Safety/Security/ITS
- Congestion Management/Land Use – Growth Issues
- Freight Movement

12:00pm – 1:00pm - Lunch, on your own -
1:00am – 3:30pm Open discussion – possible topics include:

- Planning Area Boundaries & Functional Classification
- Livability/Sustainability
- Bicycle and Pedestrian Accommodations
- Safety/Security/ITS
- Congestion Management/Land Use – Growth Issues
- Freight Movement

The review meeting will conclude when discussions have ended, no later than 3:30pm. Review participants will be excused for a break at which time the Federal Review Team will meet to discuss our observations, develop any recommendations, and identify any successful practices. This could take as long as 1 hour. The Federal Review Team will then conduct a closeout meeting with the CAMPO Executive Director, CAMPO Staff, and MoDOT representatives.

5:00pm Adjourn, no later than

VI. Appendix B – Transportation Planning Process Review Guideline Questions

Overview

1. Briefly discuss changes in the demographic and socio-economic conditions and trends in the Jefferson City region since the 2008 planning process review.

Generally speaking, the population trends in the CAMPO area are similar to those found throughout the nation. The population continues to age as the Baby Boomer generation is or nears retirement age.

The population in Jefferson City itself is relatively stable, with the addition of approximately twenty one hundred people between 2009 and 2013 (based on 2009 and 2013 five-year estimates produced by the American Community Survey). The populations of smaller jurisdictions in the vicinity of Jefferson City follow a similar growth pattern.

The City of Jefferson has seen a larger percentage change between 2009 and 2013 in demographics compared to other cities in the CAMPO MPA. There have been large increases in Black/African American, American Indian and Alaska Native, and Native Hawaiian or Other Pacific Islanders. Smaller jurisdictions in the CAMPO region have seen decreases in racial/ethnic minority populations between 2009 and 2013.

This disparity in demographics may be a result of economic factors. Between the last planning process review and 2015, there was a major recession that affected not only the CAMPO region, but the country as a whole. Mean housing values in most of the jurisdictions are higher than either county mean, with the exception of Jefferson City and Holts Summit. According the Bureau of Labor Statistics, the labor force for the Jefferson Metropolitan Statistical Area has been steadily declining since 2009, from 78,589 to 76,126. The unemployment rate spiked between 2008 and 2009, going from 4.8 to 7.4 percent, settling to 5.4 percent in 2013. What may perhaps affect the region the most is the loss of public sector jobs associated with state government. State capitals typically house a number of state agencies and a large corresponding number of state workers. Data indicates that the state sector took a significant hit during the recession and has been slow to grow its numbers back to pre-2008 levels.

2. Briefly discuss regional development trends and challenges.

Inside the core urban area, residential development has been modest. Residential development has been occurring primarily outside of the City of Jefferson proper. For example, Wardsville, south of Jefferson City proper, has the fastest growth rate in the region with 54.3% increase between 2000 and 2010. Blair Oaks School District serves Wardsville and Taos and is the third fastest growing district in the state. Additional greenfield residential growth is also occurring to in the unincorporated areas west of

Jefferson City and east of St. Martins. Holts Summit in Callaway County is also experiencing residential growth. The table below presents these trends.

Municipalities had significant variability in their growth rates over the years from 2000 through 2010.

Table 17: Municipality Population Change– 2000 through 2010

City/County	2010 Census	2000 Census	2000-2010 Change	
	Counts	Counts	Change	Percentages
Jefferson City	43,079	39,636	3,443	8.69%
Holts Summit	3,247	2,935	312	10.63%
St. Martins	1,140	1,023	117	11.44%
Lake Mykee	350	326	24	7.36%
Taos	878	870	8	0.92%
Wardsville	1,506	976	530	54.30%

Source: U.S. Bureau of the Census

Commercial development in the region has been modest and concentrated centrally. Build out of the Stoneridge area has occurred with new major retail stores opening – Menards, Dick’s Sporting Goods, Pets Smart, and Kohl’s. St. Mary’s Health Center relocated from their previous location at Missouri Blvd. and US 50 to a greenfield site at MO 179 and Mission Drive. The Capital Mall, which has been suffering a high vacancy rate, has new ownership which plans to improve the facility to attract new businesses. To the east along US 50, a new Walmart Supercenter has been developed.

Challenges include attracting residential, commercial, and other infill investment to the downtown business district and Old Munichburg district and implementing smart growth practices.

3. Describe the major transportation issues and planning priorities of the Jefferson City metropolitan planning area.

One major issue with automobile transportation is minor rush hour congestions on certain roads – US 50 downtown, US 54/63 at the river bridge, Ellis Blvd/Southwest/US 50 area, US 54 w ramp onto Jefferson St. and Stadium and US 50/Country Club/Truman Blvd Interchange.

Another major issue is Missouri Boulevard, four of the top six accident locations at non-interchange intersections occur on Missouri Boulevard. Lack of access management is a major issue with Missouri Boulevard and these accidents are a likely result of this.

Table 10: Highest Accident Locations at Non-Interchange Intersections - 2007- 2011

Rank	Location	Number of Accidents
1	Missouri Blvd. & US 50/63	194
2	Missouri Blvd. & Dix Rd.	94
3	Country Club & Truman Blvd.	85
4	Missouri Blvd. & Stadium Blvd.	84
5	US 50/63 & Madison St.	81
6	Missouri Blvd. & Southwest Dr.	78
7	Southwest & Rte. C. & Southridge Dr.	71
8	US 50 & Monroe St.	69
9 Tie	Rt. C & Jefferson St.	60
9 Tie	US 50/63 & Jefferson St.	60
11	Mo. 179 & Edgewood	56
12	Dix Rd. & Industrial Rd.	50
13	Mo. 179 & Truman Blvd.	47
14	US 50/63 & Broadway	46
15	Dix Rd. & William St.	44
16	Missouri Blvd. & Dunklin St. & Bolivar St.	43

In addition to the addressing the above issues, CAMPO planning priorities include improving transit, bicycle, and pedestrian planning activities, including participating in the development of a regional (six county) mobility management system.

MPO Organization

4. What changes to the overall organization, policy board, committee structure(s) and associated responsibilities have occurred since the 2008 ONE DOT Planning Process Review?

None have been completed, but as recommended in the 2008 review, a draft MOU has been created and currently the Bylaws are under revision also. The Board of Directors has indicated that revisions of both should occur in tandem; both are anticipated for Spring 2015.

5. Do all modes continue to be represented on the committees?

The Board of Directors consists of elected officials and department directors, one of which oversees the Jefferson City Transit Division and airport. The Technical Committee has transit, air, pedestrian and freight representation:

- *Bill Lockwood, Director of the Jefferson City Parks & Recreation Department, as a member of the Technical Committee helps represent pedestrian and nonmotorized transportation.*
- *Tom Kolb of Jefferson City Oil Company as a member of the Technical Committee helps represent freight and truck transportation.*

- *Ron Craft, Division Director of the Jefferson City Memorial Airport, as a member of the Technical Committee helps represents air transportation.*
- *Mark Mehmert, Division Director of JEFFTRAN, as a member of the Technical Committee helps represent transit.*

See response to question 6 for more details.

6. What is the voting structure of the Technical and Coordinating Committees? One vote per member? Vote by population weight? Combination? Have modifications to this voting structure been presented to/considered by the MPO?

Board of Directors

Voting Members. There shall be eleven (11) voting members on the Board of Directors, comprised as follows:

- A. *Jefferson City: Six (6) voting members shall be appointed to represent the City of Jefferson*
 - *Four (4) elected officials who shall be the Mayor or Councilmen;*
 - *Two (2) appointed officials (e.g. City Administrator, Director of Community Development, Director of Transportation, Director of Parks, Recreation & Forestry, or other appointed official).*
- B. *Cole County: Two (2) voting members shall be appointed to represent the County of Cole*
 - *One elected official who shall be the Presiding Commissioner or Associate Commissioner;*
 - *One appointed official (e.g. Director of Public Works).*
- C. *Callaway County: One (1) voting member shall be appointed to represent the County of Callaway*
 - *One (1) elected or appointed official: (e.g. Presiding Commissioner, Associate Commissioner, Director of Public Works).*
- D. *Small City Member.*
 - *One (1) voting member shall be appointed from Holts Summit or one of the small cities outside the City of Jefferson within the Metropolitan Planning Organization.*
- E. *Missouri Department of Transportation:*

- *One (1) voting member shall represent the Missouri Department of Transportation (e.g. District 5 Engineer).*

Technical Committee

Voting Members

City of Jefferson: Eight (8) voting members from the City of Jefferson in these areas:

- A. Engineering - 2*
- B. Planning – 1*
- C. Airport – 1*
- D. Transit - 1*
- E. Director of Community Development – 1*
- F. Director of Transportation – 1*
- G. Parks, Recreation & Forestry - 1*

21.3 The County of Cole shall appoint two (2) voting members, comprised as follows

- A. Public Works Department – 2*

21.4 The County of Callaway shall appoint one (1) voting member.

21.5 The Missouri Department of Transportation shall appoint three (3) voting members:

- A. Area Engineer – 1*
- B. District Transportation Planning representative – 1*
- C. Multi-modal or general headquarters representative – 1*

21.6 Appointed Private Transportation Interest. One (1) voting member shall represent private transportation interests, who shall be nominated and appointed by the Board of Directors. This appointment shall be for a one (1) year period to commence at the beginning of the planning year.

The above voting structure was in both the CAMPO MOU and Bylaws, however, it is being addressed in the development of the Bylaws. At this time, it is uncertain as to what changes in voting structure may change as a result of the bylaw review.

7. Identify Capital Area Metropolitan Planning Organization (CAMPO) transportation planning resources (e.g. staff, etc.). Are they sufficient to meet the transportation requirements/needs of the area?

CAMPO currently has two full time staff members. One staff member, a Planner I, has a Bachelor's degree in Government and Politics and Masters in City and Regional Planning, and has been on staff for 1.3 years. The other staff member, a Senior Transportation Planner, has an Associate degree in Engineering Technology, Bachelor's degree in Geography and Master's Degree in Geography; and holds GISP, PTP and AICP certifications; and has more than 25 years experience in GIS, of which 5 years includes serving as GIS coordinator for MoDOT and has been with CAMPO for 8 years.

Staff support is provided by an administrative assistant who provides clerical and administrative services, through the City of Jefferson, for CAMPO since June, 2003, and the Director of Planning and Protective Services, holding an AICP certification, who serves as Administrator through the City of Jefferson. The Director has a B.S. in Urban and Regional Planning and a master's in public administration, and she has 30 years of planning experience.

CAMPO is also supported a cadre of staff through the City of Jefferson providing administration, human resources, financial, information technology and political support. The City of Jefferson also provides computers, printers, plotters, internet access, email, office space, meeting facilities, electricity and other services.

CAMPO staff has so far completed all of the required MPO activities internally, with the exception of travel demand modeling and forecasting, which has been outsourced.

The long range planning process could be improved. While adequate, planning staff is consumed with reporting and administrative functions leaving long range planning to be accomplished only when the MTP is looming. The process could be more 'continuous,' providing more resources were available.

8. What are the organizational strengths of CAMPO?

CAMPO planning staff currently consists of two full time transportation planners. The educational background of staff brings a diversity of skills to the table, such as GIS, planning, and survey/geographical abilities, however it is difficult for only two staff to develop the broad range of experience and have the time to accomplish the wide variety tasks expected.

Cooperating Agencies

9. Who is the transit operator(s)? What areas does it serve? How is it funded?

There are three transit operators serving the CAMPO area.

JEFFTRAN the City of Jefferson transit and paratransit provider services the public within the municipal boundaries.

OATS Inc. is a not-for-profit transportation service available to the general public in the rural areas of Callaway and Cole Counties with priority service to senior citizens and persons with disabilities.

Please see Appendix 1 (Page 40) for revenues for both JEFFTRAN and OATS Inc.

Serve Inc. serves the residents of Callaway County through CALTRAN a public transportation program based in Fulton. CALTRAN is a general public transportation service which provides two types of service: demand response and subscription service. The subscription service route includes normal day to day transit needs for work, education, etc. CALTRAN transports people to dialysis, medical appointments, physical therapy, work, and shopping. CALTRAN is a direct Medicaid Medical Transportation provider. The program currently receives funding from 9 sources; a mixture of federal, state, and local dollars that all have their own compliance and record keeping regulations in order to allow the program to grow and to maintain expenses. Funding sources specifically through MO Department of Transportation (MODOT) offer monies for “operating assistance” (this assists transit systems that qualify with 50% of the actual operating losses they incur) and “capital assistance” dollars which help purchase new equipment (i.e. vehicles, radios, computers, etc.) This is based on an 80% federal and 20% local dollars match basis.

10. What is the role and to what extent is the transit operator involved in CAMPO’s overall planning and project development process?

The JEFFTRAN Division Director is a voting member of the Technical Committee. JEFFTRAN is division with the City of Jefferson Public Works Department. The Director of Public Works is a voting member of both the Technical Committee and Board of Directors. The JEFFTRAN Director routinely provides data on capital and operating funding, projections and budgets for the TIP and the MTP. Transit has provided their annual program of projects for inclusion in the TIP and MTP, and participated in public involvement processes in conjunction with CAMPO. In addition to JEFFTRAN staff, staffs of both OATS and Serve participate in transit planning activities such as in the development of the Coordinated Public Transit Human Services Transportation Plan.

11. What operations and maintenance responsibilities does MoDOT have within the metropolitan area?

For the state highway system, MoDOT is responsible for basic maintenance activities like minor surface treatments such as: sealing, small concrete repairs and pothole patching;

mowing right of way; snow removal; replacing signs; striping; repairing guardrail; and repairing traffic signals.

These roads include:

- *US Highways - 50, 54, and 63*
- *Business Route 50 through Jefferson City and Cole County;*
- *Missouri numbered routes – 94 and 179*
- *Various Missouri lettered routes and outer roads*

MoDOT also operates and maintains its headquarters, district office, one maintenance facility, various other office buildings, and two commuter parking lots within the planning area, one located in Callaway County north of the Missouri River bridges; a second commuter parking lot is located immediately adjacent to the eastern boundary of the MPA on U.S. Highway 50/63.

12. Describe the MoDOT role and how they are involved in CAMPO's overall metropolitan transportation planning and project development process.

MODOT participation in planning and the project development processes has been adequate during the past five years and will likely continue and improve, once MODOT stops rotating staff. For example, MODOT staff liaison has been excellent, with regular attendance at meeting and prompt responses to inquiries, however there have been five liaisons in eight years. Recommendations, suggestions and participation in review and development of documents and plans have been very helpful.

As detailed in the response to question 6, MoDOT has three voting members on the Technical Committee and one voting member on the Board of Directors. In addition to participating at the policy and technical level, MoDOT has supported planning efforts by:

- *Providing GIS format transportation network data.*
- *Providing GIS format accident data.*
- *Providing detailed traffic counts and turning movement data up for specific needs upon request.*
- *Providing training opportunities for CAMPO staff.*
- *Responded to specific issues from the public, brought forth by Board members, concerning issues, concerns and problems with the state highway system.*

MoDOT staff has also worked with CAMPO staff to improve the TIP and UPWP development processes.

To what extent, if any, has MoDOT's role changed since the 2008 process review?

There have been minor changes, mostly staff turnover.

13. What has been the level of MoDOT’s involvement in CAMPO’s overall planning and project development process? Does CAMPO view its partnership with MoDOT as continuing, cooperative and coordinated in nature?

Regarding project development process, MoDOT participated in the development of a project prioritization process and adopted by CAMPO. MoDOT also provided data essential to support this activity.

CAMPO believes its partnership with MoDOT is continuing, cooperative and coordinated in nature.

14. Are there any cooperative agreements between CAMPO, MoDOT and transit operators which defines their mutual roles and responsibilities in the conduct of the planning process, including the development of planning work products (e.g., MTP, TIP,UPWP), for corridor or major project studies and coordination of public involvement by CAMPO with other planning participants?

The draft MOU contains an amended section and there has not been any indication it will be removed prior to approval (please see [Appendix 2 \(Page 41\)](#) detailing the roles of MoDOT, CAMPO, and all local government’s responsibilities in the draft MOU).

15. How does the actual functioning of the MPO conform to the provisions of the agreement(s) as concerns the planning process, decision-making, and development of the key products?

While some of the current agreements are redundant, such as the MOU and Bylaws, which is one reason they are currently under revision, the MPO does conform to the provisions of the agreements concerning the planning process, decision-making and development of key projects. However, the issue of one member participating while having withdrawn financial support, per the MOU, is an issue of concern.

16. Does CAMPO believe that there is a need to update existing agreements to more closely conform to regulatory requirements or to more accurately represent the practiced planning process?

Yes, a major revision underway to current agreements is in response to Recommendation 1 from the previous planning process review, and will outline roles and responsibilities of participants in the planning process.

Planning Area Boundaries & Functional Classification

17. Which, if any, areas are under consideration for inclusion in an expanded MPA over the next 20 years? What factors will determine the decision on expanded boundaries?

The current metropolitan planning area boundary was modified and adopted in 2013, and currently there are no new areas under consideration for inclusion in a future expanded MPA, until growth and available data would support this consideration. The primary factors determining any future decision on expanded boundaries will be based on Federal legislation and regulations, which currently state a metropolitan planning area, at a minimum must contain the Census Bureau defined urbanized area and the area expected to become urbanized in the next 20 years. Future changes in Federal legislation and regulations will also determine changes on MPA boundaries.

18. Have the federal-aid Urban Area Boundaries (UAB) been changed as a result of the 2010 Census? Please describe.

Yes, CAMPO and MoDOT worked together to adjust the federal-aid Urban Area Boundaries (UAB) as a result of changes to the 2010 Census Bureau defined urbanized area. Changes primarily prevented the UAB from:

- *causing roadways to enter and exit the UAB*
- *ending the UAB at non-physical features versus intersections for example*
- *splitting interchanges causing part to be in the UAB and part to be out of the UAB*

Did changes in the MPA result in changes in representation on policy or technical committees? Are any changes being considered?

Changes in the MPA may change representation on the Board of Directors or Technical Committee. This topic is being discussed as part of the MOU and Bylaw revision.

19. Describe the cooperative process for modifying the UAB and the MPA.

CAMPO and MoDOT staff worked together to adjust the federal-aid Urban Area Boundaries and resulting functional classification. We had several meetings to discuss possible changes and both organizations were involved and satisfied with the result. The Adjusted Urbanized Boundaries were agreed upon by member agencies and submitted to MoDOT and Federal Agencies for subsequent approval. The document in Appendix 3 (Page 43) the following pages outline the methodology for adjusting the MPA.

20. Describe the process for developing a functional reclassification request from local inception to transmittal to MoDOT. What involvement does the MPO have in MoDOT-requested reclassifications? What role does MoDOT have in the local reclassification process?

A local functional classification request is usually initiated by a local jurisdiction using the MoDOT Functional Classification Request Form. Assistance filling out the form may be provided by CAMPO staff. CAMPO staff may check with MoDOT planning staff as to the appropriateness of the request or if there are any questions. The request is reviewed by the

Technical Committee and if determined appropriate, forward to the Board of Directors for their consideration and approval. Upon approval by the Board the request is transmitted to MoDOT. Since MoDOT is involved at both the Board and Technical Committee level, they are aware of the request early in the process.

A large reclassification effort was conducted in 2008 due to a complete review of the classifications due to differences in street maps and the GIS database forming the network used for the Functional Classification maps. Other streets and roads had been identified over time as not meeting criteria for their current classification. During this effort CAMPO and MoDOT worked very closely during the process, CAMPO submitted approximately 90 requests and the process proceeded smoothly.

During the changes to the adjusted urbanized area boundary, CAMPO and MoDOT staff worked together to address changes to the functional classification, mostly regarding rural vs urban designation, and MoDOT processed the requests with FHWA.

Multi-Modal Planning

21. Please discuss the services provided by the region's public transit operators. What jurisdictions do these operators serve and how they are funded?

JEFFTRAN, a City of Jefferson agency and public transit provider, serves the general public inside the city limits. The system consists of a fixed route transit system and for people with disabilities and a curb to curb service called Handiwheels. All JEFFTRAN services run Monday through Friday from 6:45am to 5:30pm. JEFFTRAN is a city department, and therefore accountable to the City Council. Operating funds for JEFFTRAN come from FTA Section 5307 and State of Missouri Transit Assistance funds.

There are six fixed routes. These routes provide 278,380 trips per year. According to a ridership survey, 51% of riders use JEFFTRAN for getting to and from work. Rides for fixed route cost \$1.00 and students can buy a 20 ride bus pass for \$18. Children 6 and under ride for free and there is no charge for transfers. People over 60, are eligible for a half fare pass and Medicare cards are honored.

Handiwheels operates six vehicles providing 57,328 trips per year with curb to curb service. Individuals with disabilities that cannot travel fixed routes are eligible for Handiwheels. The cost to ride is \$2 per ride and Medicare passes are honored. Drivers provide assistance to clients getting into and out of the vehicle as well as securing the wheelchair. Fares and ridership fees make up 7% of the operations budget. Capital funds come from FTA Section 5309.

JEFFTRAN transports clients on behalf of many different human service agencies. Among these agencies are Cole County Residential Services, (CCRS), Department of Mental Health,

(DMH), Department of Social Services, (DSS), Easter Seals, Job Point, New Horizons, and Vocational Rehabilitation, (VR). Other agencies like Central Missouri Community Action, (CMCA) and Jefferson City Nursing & Rehabilitation Center serve clients who regularly use JEFFTRAN.

OATS is a private not-for profit transportation provider for the general public that serves 87 counties in the state of Missouri including the non-urbanized areas of Callaway and Cole Counties. OATS provides transportation, without restrictions to age, disability, or income for essential shopping, nutrition, personal business, recreation, employment, and medical purposes. Using four vehicles in Cole County, OATS provided 3,841 trips in FY 2012 and with four vehicles in Callaway County, OATS provided 3,714 trips.

SERVE - Caltran Systems is a private not-for-profit agency that provides transportation in Callaway County to qualified elderly, disabled, low-income, and youth Monday through Friday. The fleet of ten vehicles includes nine minibuses with electronic wheelchair lifts and one seventeen passenger van that are all equipped with mobile radios. Serve provides door to door transportation to dialysis, medical appointments, physical therapy, errands, beauty shops, work, and shopping. SERVE also refers clients to OATS and has a Non-Emergency Medical Transportation contract to work with taxi cab companies for out of county trips. On average, SERVE provides 3,000 one-way trips a month and 18,000 miles logged for these transit services reflects their commitment to safety, efficiency and personal service to all riders.

Serve has an annual operating budget of over \$400,000 and its funding sources come from State, Federal and local agencies. Many of the trips Serve provides are paid for by contracts, grants, and private pay fees, donations, etc. Their office staff will work with individuals to ascertain eligibility and or make the proper referrals to the funding sources they already have in place (Missouri Department of Health & Senior Services - Division of Aging, NEMT/Medicaid, Callaway County Special Services/Medicaid waiver, Central Missouri Regional Center-Missouri Department of Mental Health, Probation and Parole). Serve also receives operating assistance funding through FTA Section 5311 that is administered by MODOT. Their basic service area includes: Fulton, a 30 mile radius into adjacent Audrain, Boone, and Cole counties, and can travel farther for necessary medical appointments through NEMT. Individuals who are not eligible for or not enrolled in any of these funding programs are eligible for transportation services pending the assessment by office staff of being able to pay the nominal fee. The fare for ambulatory persons residing in Fulton and traveling within the city limits is \$2.50 round trip. For ambulatory persons residing in town and traveling to Columbia, Jefferson City, or Mexico the fee is \$20 round trip and must be scheduled ahead of time.

Also, please see the response to question 9 for more funding details.

22. Discuss current transit ridership trends and farebox recovery ratios. Discuss current and future capital (vehicle and facility) needs. Are transit operators aware of and have they applied for DOT and FTA discretionary competitive funding? Please discuss.

	2008	2009	2010	2011	2012
Fare Revenues Earned	\$485,083	\$428,094	\$258,804	\$201,499	\$207,824
Total Operating Expense	\$2,409,101	\$2,398,133	\$2,165,814	\$2,760,579	\$2,403,694
Farebox Recover Ratio	0.2013544	0.1785114	0.119495	0.0729916	0.0864603

Farebox recovery ratios have dropped significantly over the past several years. Over this time the demand response, Handi-Wheels, fare revenue has stayed level and the bus ridership dropped due primarily due to the elimination of a shuttle servicing State of Missouri office workers between offices and parking. The drop in fares has largely been made up by the City of Jefferson increasing the amount of general revenue funds allotted to JEFFTRAN.

The 2006 Transit Development identified a new transit facility. Other capital needs include replacing at least 3 Handi-wheel vehicles immediately, additional shelters and sidewalks to bus facilities.

Please see [Appendix 4 \(Page 48\)](#) for a 2011 Memorandum from the Public Works Director to the City of Jefferson City Administrator for detailed, recent ridership information.

23. Discuss the current financial condition and future financial capacity of the local transit provider, and other transit providers in the region.

As evidenced in recent budget discussions over the past couple years, there is a growing concern over the increasing amount of local funds being contributed to JEFFTRAN. JEFFTRAN will be investigating an increase in fare and a Citizens Advisory Committee is being established to help address the funding issues of JEFFTRAN.

24. Discuss how the transit provider’s planning process is coordinated with the MPO planning process.

CAMPO and JEFFTRAN work closing together on several planning activities. Recent activities include: route changes to include service to new areas (St. Mary’s Medical Center); route changes in attempts to serve new area (Capital Mall route extending south along Fairgrounds Rd.); update Route Guide and Schedule; writing applications for FTA Ladders of Opportunity grants; and JEFFTRAN participates on the CAMPO Technical Committee.

25. Discuss strategies developed and activities conducted in the region, designed to improve accessibility for mobility impaired populations through paratransit or other services.

The CPTHSTP was last updated in 2012. The three strategies resulting from the plan are:

- 1. Improve the understanding or “awareness” of what the transportation service providers do for their clients by health and human service agencies, clients and the public. The idea could be an Educational Marketing concept that would include who the agencies are and what their services entail to give a more detailed summary of transportation options available.*
- 2. Develop better coordination among transportation providers through a mobility management concept to optimize all transportation resources in a community to improve specialized transportation for the elderly, disabled, low-income and others through a range of activities.*
- 3. Develop and maintain a directory of human service agencies and transportation providers, which will include federal, state, and local Government contacts, that incorporates transportation into their activities. Include services, transportation capabilities and resources.*

CAMPO is a founding member of the Mid-Missouri Transportation Coordination Council’s (MMTCC). MMTCC mission is to “sustain a regional partnership for better community access through transportation coordination and mobility management.” The MMTCC is currently at the point of applying for a grant to support a project that will potential have outcomes supporting all three of the CAMPO CPTHSTP strategies. Below is a list of potential outcomes currently listed in the draft grant application:

Improved access to information on the available transportation options throughout the region;

- Creation of a regional database to increase the efficiency of United Way’s 211*
- advertising,*
- marketing,*
- brochure,*
- outreach to human service agencies*

Continued support and growth of MMTCC

- Regular meetings*
- Website/Social Media maintenance and updates*
- Educational presentations, workshops, trainings that would provide regional networking opportunities and support sharing of best management practices*

Mobility Manager/Coordinator

- *Support MMTCC and identify regional coordination tools or resources*
- *Maintain regional provider database*
- *Produce or manage educational or advertising materials (including website/social media)*
- *Maintain database support to United Way 211*
- *Provide educational training/advocacy to key stakeholders, agencies and elected officials on current conditions, needs, and funding issues*
- *Identification of funding to sustain coordination:*
 - *Grants*
 - *Other agencies that can fit coordination into their work program*
 - *University or State committee support*

26. Discuss the effort, since the 2008 Planning Process Review, to update the Coordinated Public Transit Human Services Transportation Plan (CPTHSTP), and the status of efforts to implement the strategies in the CPTHSTP.

Please see the response to question 25.

Unified Planning Work Program (UPWP)

27. How are UPWP activities developed, selected, and prioritized?

CAMPO staff presents a status review of current UPWP activities to both the Technical Committee and Board of Directors at each monthly meeting throughout the year. The UPWP is initially developed to include the federally required planning items and structure. Prior to the next UPWP being developed, staff identifies tasks that weren't completed, identifies new tasks to be considered, and then presents these at the meetings to seek input as to changes or additional tasks to be included. Based on comments, a draft UPWP is developed for review by the Technical Committee, which is subsequently forwarded to the Board of Directors for their input and consideration. Basically, activities are selected and recommended by the Technical Committee to the Board of Directors for approval, at their discretion.

28. What is the source of funds for the non-federal share of UPWP expenses?

Seventy-five percent of the local match is provided by the City of Jefferson and twenty-five percent of the local match is provided by the County of Cole, which conflicts with the provisions of the MOU. See response to Question 15.

29. Describe how MoDOT and the public transit operator(s) are involved in UPWP development?

MoDOT and the public transit operators are involved in UPWP development through their participation at Technical Committee and Board of Director meetings.

30. MAP-21 legislation integrates performance into many federal transportation programs and contains several performance elements. Describe what efforts-to-date have been made by CAMPO to improve transportation investment decision-making in the Jefferson City metropolitan planning area through performance-based planning and programming.

One CAMPO staff has completed the National Highway Institute Introduction to Performance Measurement web based class. Another staff member attended two seminars in the Kansas City area, entitled 'Workshop on Integrating Planning for Operations into Metropolitan Transportation Plans and Programs' and 'Advancing Traffic Incident Management in Regional Planning'. Staff has also participated in MoDOT meetings regarding performance measurements, is on the MoDOT performance measures email list and follows the status of federal rule making. It is our intent to leverage the MoDOT Tracker System and develop our own performance measure targets, within 180 days of MoDOT establishing their targets.

31. How does the UPWP provide a strategic view of and a strategic direction for metropolitan area planning activities, and how do the activities in the UPWP relate to the goals and priorities identified in CAMPO's Metropolitan Transportation Plan?

The Metropolitan Transportation Plan (MTP) states that the scope of the planning process are the eight planning factors (as required by 23 U.S.C. §134(h)). The UPWP is the planning document that takes that general statement and offers, on a yearly basis by CAMPO, specifics on work to be accomplished by the MPO, as proscribed by those eight planning factors. The UPWP is updated and reviewed annually by the Technical Committee and the Board of Directors to not only hold the MPO accountable to actions taken or to be taken, but to reevaluate adherence to the eight planning factors with the approval of ONE DOT.

32. Since the 2008 Planning Process Review, to what extent have regionally significant corridor studies been conducted in the MPA over the last four years? What studies, if any, are anticipated in the future?

No regionally significant corridor studies have been conducted in the MPA over the last four years. None are currently anticipated in the future.

33. Since the 2008 Planning Process Review, have there been any changes made to the CAMPO process for developing and submitting performance expenditure reports to MoDOT?

The process has not changed, however the format of the report was modified for to improve readability and reduce redundancy.

Metropolitan Transportation Plan (MTP)

34. Describe CAMPO's effort to update their 2035 MTP, including the involvement of MoDOT and local member jurisdictions in an effort to comply with all applicable requirements of 23 CFR 450.322.

The current plan, the 2035 MTP, was approved in May 2013, so very little activity to update the document has occurred. However, it is the intent of CAMPO staff to begin this fiscal year's public participation activities to help revisit the vision, goals and objectives of the MTP and involve the public through the plan development. Work has begun on the non-motorized (pedestrian and bicycle) component of the plan by outlining the process to accomplish this task and accepting the assistance of a sustainable transportation graduate student, as a major component of her graduate capstone project.

35. Describe the process for developing and selecting regionally significant projects for inclusion in CAMPO's 2035 MTP.

A local jurisdiction, transit provider or MoDOT develops and selects their own projects for inclusion into the MTP, which may or may not qualify as a regionally significant project within the first 10 years, provided they can show fiscal constraint, or in the outer 10 years without fiscal constraint at their own discretion. A project sponsor may also include their project as an illustrative project, as they desire.

36. Describe how public involvement is incorporated into the development of the MTP. What opportunities are provided for participation in early stages and throughout the course of plan development?

CAMPO staff will focus on improving for the upcoming plan (see response to question 34). For the previous plan, in addition to our regularly scheduled meetings at which we discuss the plan development, we held an open house for public review and comment, along with published and solicited input the draft MTP on our website.

37. Discuss the environmental consultation and mitigation efforts delivered in the development of the CAMPO 2035 MTP. How is the MTP compared with State and local conservation plans and maps? How is the plan compared to inventories of natural or historic resources?

The 2013-2035 MTP has a section on environmental consultation and mitigation efforts made during the update. As of the writing of this document, there is contact between CAMPO's member jurisdictions and environmental agencies regarding mitigation activities,

but the CAMPO itself has had no discussions resulting in any environmental policy or document the MPO adheres to. Organizations with concerns for the environment are given the opportunity to provide input during the planning process, for example the Department of Conservation provided them with the Comprehensive Wildlife Strategy, which includes their GIS databases which include Conservation Opportunity Areas developed from meetings with numerous state, federal and non-governmental partners to share priorities. MDC joined priorities of their partners (Audubon Important Bird Areas, TNC Portfolio Sites, Grasslands Coalition Focus Areas, etc.) to create a layer of priority for all wildlife conservation, which was used by CAMPO. Additionally, CAMPO has access to data from the National Park Service and the National Register of Historic Places and has taken this data into account.

38. What environmental mitigation policies, programs and/or strategies have been identified in the current plan? What information has been assembled regarding the location and condition of natural resources that might be affected by the proposals outlined in the CAMPO 2035 MTP?

Table 15, below, shows the extent that the 2013-2035 MTP has done to identify natural resources and mitigation strategies.

Table 15: Mitigation Strategies Identified in Five Major types of Projects

<i>Resource</i>	<i>Potential Mitigation Strategy</i>
<i>Neighborhoods and communities, homes and businesses</i>	<ul style="list-style-type: none"> • <i>Minimize noise impact with sound barriers</i> • <i>Prevent the spread of hazardous materials with soil testing and treatment</i>
<i>Wetlands and Water Resources</i>	<ul style="list-style-type: none"> • <i>Replace or restore wetlands</i> • <i>Submerge or utilize bottomless culverts</i> • <i>Bridge sensitive areas instead of laying pavement directly onto the ground</i> • <i>Improve storm water management</i>
<i>Forested and other natural areas</i>	<ul style="list-style-type: none"> • <i>Use selective cutting and clearing</i> • <i>Replace or restore forested areas</i> • <i>Preserve existing vegetation</i>

<i>Resource</i>	<i>Potential Mitigation Strategy</i>
<i>Endangered and threatened species</i>	<ul style="list-style-type: none"> • <i>Use selective cutting and clearing</i> • <i>Bridge sensitive areas instead of laying pavement directly onto the ground</i> • <i>Replace or restore forested areas</i>
<i>Air Quality</i>	<ul style="list-style-type: none"> • <i>Control loose exposed soils with watering or canvas sheets</i> • <i>Minimize idling of heavy construction vehicles</i>

The City of Jefferson has several policies and ordinances in place today that target local tributaries, lakes, ponds, and the Missouri River. Among those on this list are a flood plain development ordinance, an illicit discharge ordinance, an erosion and sediment ordinance, and an outreach program to school age children by having an Earth Day booth to educate them on the importance of clean water.

39. How is the distribution of benefits and impacts to different socioeconomic and ethnic minorities identified and measured? How are benefits and burdens across all socioeconomic groups examined in the modeling and planning performed in support of MTP development and individual project development?

The 2013-2035 MTP states that CAMPO is to “identify residential, employment, and transportation patterns of low-income and minority populations so that their needs can be identified and addressed, and the benefits and burdens of transportation investments will be fairly distributed”; however, no definitive policies have been enacted in order to fulfill this task or model projections for future planning processes. Improved and expanded long range planning efforts would be a way to address these issue and support more coordination and with redevelopment, grants and other Housing & Urban Development activities.

40. To what extent is CAMPO planning for the inclusion of performance measures that relate to the goals, objectives and project selection, in the updated MTP?

CAMPO is planning for the inclusion of performance measures that relate to the goals, objectives and project selection to the extent practical and reasonable, give available resources, and still adhere to federal requirements.

41. Describe to what extent Management and Operations (M&O) strategies are identified in the CAMPO 2035 LTRP.

Section 5 of the 2035 MTP addresses transportation management & operations strategies. The section begins with a list of management & operations strategies which CAMPO jurisdiction can use federal-aid funding to implement. The section continues with activities CAMPO will undertake, such as support increased Section 5310 funding for non-profit agencies seeking to acquire vehicles; recommend and support improvements in access management planning; support and encourage the development of public asset management programs and plans; encourage local jurisdictions with authority to provide for transportation corridor preservation, minimizing development within an identified future transportation corridor by maintaining current thoroughfare plans and encourage local jurisdictions lacking the proper planning authority to preserve corridors, to obtain such authority; continue to improve safety data through data management, collection methods and related performance data; and encourage and support local activities to help forecast future travel demand and identify intersections and roadways where congestion will be an issue in the future in order to make best use of transportation investments.

42. Does CAMPO plan to include management and operations (M&O) strategies that are supported by specific goals and measurable objectives contained in the updated MTP?

Many large MPOs are making significant strides toward integrating operations into their MTPs, while others have only begun to consider operations, like CAMPO. MPOs have found that a number of factors affect their ability to fully incorporate operations using operations objectives and performance measures. These factors include revenue and cost, data availability, staff capabilities and resources, lack of interest from the operations community, and partnerships. Unfortunately, like many MPOs, CAMPO may be limited to a basic level of integration, but should find value from considering ways to advance their operations planning effort over time.

43. What involvement will the operations community have in the development of these goals, objectives and strategies, and more generally, in the planning process?

CAMPO plans a more 'upfront' effort in developing the vision, goals and objectives of the next MTP. Not only involving the public but the operations and maintenance community as well. Again, many factors, listed in response 42, will no doubt play a role in the extent of involvement.

44. Describe CAMPO's process for developing the MTP financial plan, including projected total state and local revenue, project cost estimates, and operations and maintenance costs over the plan's horizon period.

CAMPO member jurisdiction's and transit providers provided CAMPO with projects, associated cost and timeline; operations and maintenance cost; and anticipate state and local revenue for the horizon of the MTP. In reality, our member project sponsors are very

conservative and only include projects which are already in their CIP and have funding earmarked.

45. Describe CAMPO’s level of involvement in the recent MoDOT effort to update the statewide LRTP.

CAMPO staff attended several planning meetings during the development of the state’s LRTP and provided feedback as to policies, projects and strategies. CAMPO staff was also heavily involved in the local project prioritization projects which relied heavily on public participation by the public within the CAMPO area.

Transportation Improvement Program (TIP)

46. What is the process for ensuring that the projects in the TIP are consistent with the CAMPO MTP and the statewide LRTP?

The TIP project application includes the request: “Metropolitan Transportation Plan - Briefly describe how this project is consistent with the current Metropolitan Transportation Plan.” The project sponsor also attests to the accuracy of the project application. CAMPO staff reviews the application and determines consistency with projects, goals and strategies of the project and MTP.

Page 22, under Policies and Procedures, of the current TIP reinforces this requirement:

Compliance with Metropolitan Transportation Plan

For a project to be eligible for the TIP, it first must be included in the adopted Metropolitan Transportation Plan. Large capital projects, roadway capacity, and/or general purpose roadway projects must be individually listed or clearly part of a larger project included in the fiscally-constrained component of the plan. Certain projects seeking to improve safety, increase multi-modal opportunities, or enhance the existing transportation system may be programmed in the TIP without individual identification in the regional plan, so long as they are consistent with the established goals and objectives of the plan.

Please note that the Missouri statewide LRTP is a document that is more visioning and goals than a document with specific projects, so, project-wise, it is not possible to check the consistency of the TIP against it.

47. Discuss how the TIP is developed, including how projects are developed and selected for inclusion in the TIP.

Individual sponsors develop their projects for inclusion into the TIP. Project applications are submitted and if requirements met, such as fiscal constraint, Federal funds are required to

be included in the TIP, or if a project is regionally significant, the project is included into the TIP. Projects are not selected via a prioritization process (except those using CAMPO STP sub-allocated funds and FTA 5310 funds).

Please see [Appendix 5 \(Page 56\)](#) for the Timeline with milestones for TIP development.

48. Discuss how CAMPO ensures that the TIP is fiscally constrained by program year?

To exhibit financial constraint, a financial plan should address three questions:

- 1) *What will the needs for transportation in the CAMPO planning area cost?*
 - *The needs are identified by project in the following section and costs are summarized by funding source in Table 1 of the TIP.*
- 2) *What revenues are available that can be applied to the needs?*
 - *Specific revenues available to meet the needs are identified in Table 1 of the TIP- Forecast Revenue for Transportation projects, Operations and Maintenance, by jurisdiction and source.*
- 3) *Are the revenues sufficient to cover the costs?*
 - *As shown in Table 2 of the TIP – Programmed and Available Funds by Source, programmed fund amounts equal anticipated fund amounts. For many jurisdictions as shown in Table 1 of the TIP, available funds exceed the amounts of revenues required to fund programmed projects.*

49. How and when do the transit operator and local public agencies provide CAMPO information about available and anticipated financial resources for funding projects in the TIP? How does CAMPO ensure that this local and state revenue estimating information is accurate?

JEFFTRAN and other local public agencies provide information via written, email telephone and, in November and December of each year, CAMPO request financial information from each jurisdiction and transit operator. Funding for local jurisdictions is mostly based on general revenue (sales and property tax, which for the most part is public record) and CAMPO staff looks at the public sources and reported sources for major anomalies. CART funds, state revenue, distributed to local jurisdictions is also published on the Missouri Department of Revenue’s website and is also reviewed. State funding is assumed to be accurate, especially since more MoDOT projects are in their Draft TIP before inclusion into the CAMPO TIP.

50. How and when does MoDOT provide CAMPO information about available Federal and State funds available for the transportation system serving the metropolitan area for programming in the TIP? Is this information accurate and is it provided in a timely manner?

Notification regarding Federal sub-allocated STP funds for programming by CAMPO is usually made at the beginning of each Federal fiscal year. Unless the funds are from a federal grant program, such as TAP or RTP, MoDOT provides CAMPO with projects and their cost during the development of the TIP. As to evaluating the accuracy of MoDOT project estimates, we have no method, nor capability to perform this task.

51. When completing financial analysis (i.e. revenue and cost estimates) for the TIP, what process does CAMPO use to ensure that LPAs and local transit operators are able to demonstrate that there is sufficient funding to maintain and operate the locally owned roads on the Federal-aid system and the existing transit system while at the same time demonstrating financial ability to provide the local match for each agency's projects programmed in the TIP?

Table 3 of the TIP, Federal Aid Roadway Mileage by Jurisdiction is used to multiply out the cost to operate and maintain their Federal Aid Roads and compare with their revenue sources in Table 1 of the TIP, Forecast Revenue for Transportation projects, Operations and Maintenance. Local match for projects is similarly reviewed and compared to Table 1. JEFFTRAN, as a City of Jefferson Entity, goes through a budgeting process each year in which the City Council approves a budget containing funds for the local match of transit grants. OATS provides CAMPO with their budget outlining their funding sources not only including Federal funds, but fares and Medicaid transportation reimbursement.

52. Have changes been made to the TIP amendment process since the 2008 process review?

Yes, during the development of the 2015 – 2019 TIP, both the amendment and administrative modification process was revised, modified and is included in the TIP in the appendix. The process, step by step has been documented and staff has been cross trained in the processing of amendments and administrative modifications. Appendix 6 (Page 57) contains Appendix C from the TIP addressing policies and procedures regarding amendments and administrative modifications.

53. Has CAMPO formalized procedures for implementing administrative changes to the TIP that do not require MoDOT or ONE DOT approval?

Yes, please see response to question 52.

54. Describe the process CAMPO utilizes to ensure that the projects in the TIP are consistent with CAMPO's MTP and the statewide LRTP. How is this process demonstrated in the TIP?

Please see the section titled "Compliance with Metropolitan Transportation Plan" in the response to question 52.

Please see the response to the response to question 46.

55. Describe the process used to complete the CAMPO/MoDOT Annual Self Certification documentation.

According to 23 CFR 450.334(a), the MPO is only required to self-certify every four years, so CAMPO is going above and beyond what is required by federal statute. During the annual development of the Transportation Improvement Program CAMPO staff reviews the applicable requirements for self-certification and based on the previous year's activities determines whether the planning process is being carried out in accordance with these requirements. The certification document is then signed by the chairman of the Board of Directors in tandem with the approval of the TIP.

Transportation Model & Technical Process

56. What modeling package is used for travel demand modeling? Who maintains and updates the data for the model? How is the model validated?

HDR performed our last travel demand model using TransCAD software. The model is not maintained, nor updated between MTP development periods, but rather is updated only every five years to coincide with the MTP update. Please see [Appendix 7 \(Page 60\)](#) for an excerpt from the documentation from CAMPO's last model update regarding calibration and validation.

57. Discuss how the region measures congestion.

Besides anecdotal evident, the travel demand model contains a Level of Service attribute for each bi-directional section of the model for 2010, 2020 and 2035. Level of Service is the best measure of congestion in the region.

58. What data sources are used to identify areas of congestion? Who collects and analyzes this data? Is this data shared with others?

The travel demand model is the primary source used to identify areas of congestion. We do solicit input from the public, transportation system users and the Technical Committee as part of our MTP development. Our travel demand model is available for download on our website for use by anyone with appropriate software.

Google Maps, Mapquest and other web based software applications use cell phone user data to depict real time congestion, but CAMPO is not in a position to purchase historical versions of this data to use for any practical use.

59. To what extent are CAMPO modeling results for regionally significant projects utilized by implementing agencies in project development and environmental review processes?

The travel demand model is available to all jurisdictions to support any project activity. Recently both Jefferson City and Cole County have had their consultants to start their traffic studies with a review of our model, then they ultimately dig deeper with more up to date traffic counts and turning movement. Others may have used the model, is it openly distributed on our webpage.

Public Participation

60. Describe to what extent the current Public Participation Plan (PPP) identifies goals and the description of explicit procedures, strategies and desired outcomes for the ten listed areas called out in 23 CFR 450.316 (a).

According to the current (October 2014) PPP, "Public meetings will be held at locations and times convenient and accessible to citizens. Every effort is made to locate meetings at locations where and when public transportation is available.

Public notices for meetings, public comment periods, public hearings, other planning activities and notification of publications available for public access (regarding new plans and documents or proposed changes to the Public Participation Plan, Metropolitan Transportation Plan, Transportation Improvement Program and other documents) will be sent to the following locations for public posting and notification of local officials:

Posted notices may be found:

- *City Clerk, City of Jefferson*
- *County Clerk, Cole County Courthouse*
- *City Clerk, Holts Summit City Hall*
- *City Clerk, St. Martins City Hall*

Notified agencies include:

- *County Clerk, Callaway County Courthouse*
- *City Clerk, Taos City Hall*
- *City Clerk, Wardsville City Hall*
- *Lake Mykee Board of Trustees*
- *Missouri River Regional Library*

Public notices are also emailed to CAMPO Board of Directors, Technical Committee, parties having requested notice, and members of the media. Public notices are also posted on the CAMPO website and promoted via social media. Notices regarding updates to the Metropolitan Transportation Plan and Public Participation Plan are also published in the local newspapers.

Notices for the development of planning documents or changes to the documents will contain: 1) Notice that documents are being developed or amended, and how they may be accessed; 2) the duration of the public comment period; 3) instructions for submitting comments; and 4) the date, time, and location of public meetings.

As required by Missouri Revised Statutes, Chapter 610, RSMo, when providing notices for a meeting, pending a revision of the CAMPO bylaws, CAMPO will adhere to the requirements of the Missouri Sunshine Law and provide a minimum of 24 hours notice before the meeting.”

61. Describe how the PPP update, completed in October 2014, was developed and delivered in consultation with all interested parties.

The PPP was developed by CAMPO staff working closely with the CAMPO Technical Committee, the Federal Highway Administration, the Federal Transit Administration, and the Missouri Department of Transportation while working on the most recent update. Once the Technical Committee had forwarded the PPP to the Board of Directors, the Board began a forty five day comment period. Once that comment period began, CAMPO sent out a public notice to the News Tribune as well as published the draft PPP on the CAMPO website. No comments were received during that time.

62. What opportunities are provided for public participation at key decision points in the planning, programming and project development phases of transportation decision making?

Often, key decision points in the various planning phases are made at the Board of Directors meetings. In order to make these meetings available to the public, the meetings are held during a regular lunch hour at Jefferson City City Hall, which coincides with municipal court while it is in session, allowing for access for populations that may not be civically engaged. This location is ADA accessible, along two transit routes (High Street East and High Street West). The meeting time and agenda are posted on the website, usually seven days in advance of the meeting time. CAMPO’s LEP also stipulates that with advance warning, an interpreter may be used if required. Meetings are also posted on the CAMPO Facebook page, usually within 24 hours of the meeting time.

How is the process managed and updated to meet the changing needs of communicating with the public and their expectations for active involvement?

CAMPO has resolved to revisit and evaluate the PPP periodically, to maintain the quality of the PPP and make adjustments as deemed necessary.

63. Describe how the public participation process proactively seeks out and addresses the needs of those traditionally underserved by existing transportation systems, including but not limited to low-income and minority households.

There are several ways that the PPP intends to enable participation from all citizens within the region: public meetings and social media.

Public meetings are a traditional way to gather public input. CAMPO attempts to take many conditions under consideration when scheduling a public meeting, to make sure that all segments of the population have a chance to attend. As mentioned in the response to Question 61, staff will take several factors into account, including the time of the meeting (avoiding times when most people are working) and location of the meeting (making sure that the location is served along at least one JEFFTRAN route, and is ADA accessible).

Social Media is the other side to public participation. If the public is unable to attend any meeting that CAMPO hosts, staff wants to ensure that these citizens have an equal opportunity to make their voices heard. Social media is a strong tool for the MPO in this regard. Not only can staff make presentations and exhibits available online, CAMPO may also actively make people aware of this content with social media. The MPO can ask for feedback via comments, forms, or surveys in order to collect feedback.

CAMPO staff has also been more proactive in getting out into the community by participating in and speaking with local groups, organization, associations and any other interested groups regarding transportation issues. When sending out communiqués, CAMPO makes every effort to reach out to community organizations, advocacy groups, and other underserved communities. The database that the MPO maintains is updated as new organizations are identified, either by recommendation or by research.

64. How does the public participation process demonstrate explicit consideration and responsiveness to public input received during the planning and program development process?

If the responses to public comments results in the Metropolitan Transportation Plan, Transportation Improvement Program and other plan or program documents or amendments being significantly different from the draft document which was sent out for public review, an additional public comment period shall be held. Determination of the need for an additional comment period will be made by CAMPO. If significant oral and written comments and responses are received, an appendix containing the comments and recommendations will be made part of the final document.

Comments on planning documents will be documented and provided to the Technical Committee and the Board of Directors, and kept in MPO comment files. Comments may be included in plan appendices as summaries of public comments.

Often general comments regarding transportation policy, needs, or complaints are provided to CAMPO. Action on these comments may include addressing the comment directly, by correspondence to a comment or question; referring comments to the correct recipient, either to different city/state departments; or taking the matter up CAMPO's governing bodies, the Technical Committee and/or the Board of Directors.

Specifically, in what instances have comments raised through public participation resulted in changes to policy, plans, programs or projects?

Public participation figured heavily into the 2014 Missouri on the Move process initiated by the Missouri Department of Transportation. Surveys were conducted while gather input regarding projects that were prioritized by the CAMPO Board of Directors. Projects referenced multiple times were considered 'stronger' projects by the Board and ranked accordingly.

65. How is public participation evaluated internally and externally? What is considered "successful" public participation?

For FY 2014-2015, the City of Jefferson introduced internal performance measures for all departments as a component of the City of Jefferson budgeting process. Two of these performance measures are focused on public participation. CAMPO now measures the number of public outreach activities in which staff participates, as well as the number of participants in CAMPO activities. The difference between these two measurements is that one includes any public meeting CAMPO holds (administrative, meetings hosted, or meetings attended as transportation planners), while the other measures participants in CAMPO activities (including visitors to administrative meetings, survey respondents, or other attendees to meetings CAMPO is represented in).

Based on these measures, CAMPO is judged on increasing, or at very least maintaining, public participation numbers based on the previous year. There are no more definitive metrics other than these performance measures.

Title VI / Environmental Justice / American Disabilities Act (ADA)

66. Please provide a demographic profile of the MPA that includes identification of socio-economic groups and protected populations traditionally underrepresented in transportation decision making processes.

Appendix 8 (Page 62) contains excerpts from CAMPO's Title VI report, detailing the demographic profile of the CAMPO metropolitan area.

67. Has CAMPO's planning process determined and measured the impact of projects on the identified locations of low-income and minority populations?

Public participation opportunities at each local and MPO meeting provide opportunities to present needs and issues, in addition to communications with elected officials and advocacy groups. Public meetings, focus groups and workshops were held for development of the 2035 MTP, in addition to public participation and outreach activities during the development of the Public Participation Plan, the Limited English Proficiency Plan and Missouri on the Move campaign.

CAMPO uses U.S. Census data to find locations within the MPA boundary that can assess Census blocks for numerous characteristics, including unemployment, percentage living in poverty, or other economic criteria. Many grant applications are written by staff after a consultation to these maps/data in order to target disadvantaged populations for improved transportation (usually by some multimodal feature such as transit or pedestrian facilities).

Describe to what extent technical resources (models, GIS, databases and analysis, etc.) are used for Title VI related planning and analysis.

The City of Jefferson/CAMPO has ARC GIS 10.1 available for land use analysis, as well as the Travel Demand Model. CAMPO also used American Factfinder and downloaded GIS maps, both coming from the United States Census Bureau. Additionally, MoDOT produces and distributes traffic volume and accident data as related to their roadways.

68. What strategies and efforts, including the development of goals and measures, has CAMPO planning process developed for ensuring, demonstrating and substantiating that the multimodal system access and mobility performance improvements in the Transportation Plan, TIP, and underlying planning process, comply with Title VI and related requirements?

As a sub-recipient of federal funding through the Missouri Department of Transportation (MoDOT), CAMPO is responsive to MoDOT regarding their audits of the Title VI plan.

Additionally, all projects included in the TIP and MTP go through a public comment period and review by MoDOT, FHWA, and the FTA in order to check for, among other criteria, compliance with Title VI and LEP requirements.

69. As per the Environmental Justice requirements, how has CAMPO sought to seek out and consider the needs of those traditionally underserved by transportation systems

(such as low income, minority households, or limited English proficiency persons) that may face challenges accessing employment and other services?

In 2010, the CAMPO Board of Directors adopted a resolution on the adopting a project and prioritization selection process for projects to be included into the Transportation Improvement Program. This process is a systematic process to compare, rank, and prioritize projects. Among the criteria are inquiries to discover if the project provides benefits to neighborhoods with low income and minority populations, as well as discover any known environmental concerns for the project. CAMPO has also worked with advocacy groups within the MPA who represent the interests of these underserved populations, including Central Missouri Community Action and the Independent Living Resource Center.

Additionally, while CAMPO staff has no authority over projects directly and depends on the project sponsor to consider environmental justice issues.

70. Discuss how the planning process has demonstrated sensitivity to the unique transportation needs of the elderly and disabled.

There are several steps in the planning process that CAMPO addresses the transportation needs of the elderly and disabled. CAMPO maintains a database of interested parties which includes several organizations that represent the needs of these groups. The MPO holds all of its public meetings at locations that are ADA accessible, including the City of Jefferson City Hall, which is also along two transit routes and available to Handiwheels. For both Technical Committee and Board of Directors meetings, meetings agendas include contact information for the city's ADA coordinator. Additionally, CAMPO has also worked with advocacy groups within the MPA who represent the interests of these underserved populations, including Central Missouri Community Action and the Independent Living Resource Center.

71. To what extent does CAMPO's current formalized Title VI Policy document the roles and responsibilities for prompt processing and disposition of Title VI complaints received by CAMPO in connection with all projects (local and MoDOT sponsored)?

Appendix 9 (Page 69) contains information regarding how we let the public now about our Title VI complaint procedure, our procedure document and the complaint form.

72. Briefly describe the Title VI reporting process. What is MoDOT's role in this reporting process?

Annually, MoDOT sends out a Questionnaire/Accomplishment Report to be completed by CAMPO and returned to MoDOT. The questionnaire requests the following information:

- 1. Describe the planning activities performed.*

2. *Describe actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status. For example;*
 - How many public hearings/public meetings were held by your organization during the quarter? What was the purpose of the hearings/meetings?*
 - Were the public hearings/public meetings properly advertised so as to adequately inform the community?*
 - Were public hearings/public meetings held at an accessible place and at a time convenient to the participating community?*
 - During the public hearings/public meetings, were all concerns heard without regard to race, sex, color, familial status, LEP, age, disability, or national origin?*
 - During the public hearings/public meetings, were persons in attendance advised of the complaint procedures to follow in the event they felt discriminated against because of race, color, LEP, familial status, sex, disability, age or national origin?*
3. *Number of consultant projects for planning awarded during this reporting period and their dollar value*
4. *Number of complaints during this period and their source (i.e. email, written, telephone, in person)*
5. *Significant accomplishments and/or action items for the ensuing quarter and/or year*
6. *Identify the race, color, national origin, and gender of the staff responsible for monitoring various Planning activities*
7. *Was there a need to use bilingual advertisements, announcements, and notices; if so, please describe.*
8. *Indicate the number of individuals who requested language assistance such as interpreters or translators*
9. *Provide a summary of public outreach activities in the past quarter and a description of the steps taken to ensure that minority; low income, and limited English proficiency individuals had meaningful access to these activities.*

10. List any Title VI training needs or concerns in your agency.

73. Have there been any Title VI or ADA complaints regarding the MPO or the transportation planning process?

No.

74. Please discuss any significant ADA issues in the metropolitan area. How has the planning process been utilized to implement ADA requirements? Address these issues.

One major issue regards walkability and sidewalks. Many of the overpasses do not have adequate pedestrian facilities such as sidewalks, crosswalks, crosswalk signals, etc. And during new construction on state highway facilities, such as the US 50/179/Missouri Boulevard reconstruction, it was asked by the MPO about including sidewalks and the response was 'there weren't any before' and 'there is no room' (these responses are paraphrased). Many of the underpasses also do not have accessible travel ways for pedestrians or bicyclist.

Some local sidewalks are old and deteriorated and non-ADA complaint, however, the City of Jefferson has been aggressive in applying for grants and to some success winning the grants Federal Grant for sidewalk improvement. The City of Jefferson, recognizing that Missouri Blvd., a state road, has a great need for sidewalks, has been using their federal grant awards to construct sidewalks on state roads, which incidentally MoDOT requires the City of Jefferson to maintain. A portion of the City of Jefferson CDBG entitlement funds also is allocated \$300,000 to sidewalk improvements in the past two years. The City of Jefferson Public Works current Capital Improvement Program sales tax allocates \$600,000 for sidewalk construction and improvements.

CAMPO staff assists local jurisdictions in applying for these types of grants and promoting ADA compliance on new construction and maintenance projects. Holts Summit has been a recipient of several SRTS, RTP, and TAP grants to construct sidewalks along their major road from their elementary school up to low income housing and includes access to basic services, a community park and an ADA compliant playground.

Also, CAMPO invites several agencies which advocate and provide services to ADA persons. Several people with disabilities have attended past public planning events. Both of these groups have been asked for input on various aspects of our transportation planning process.

75. To what extent has CAMPO evaluated the regional transportation system to ensure that services are accessible to persons with disabilities?

CAMPO as developed a sidewalk database for non-motorized users. In updating our Coordinated Public Transit Human Services Transportation Plan agencies which provide transportation for all users were identified and surveyed; unmet needs, gaps and overlaps were identified, strategies were identified and prioritized and the process involved a public outreach component. As a result of the CPTHSTP, the area is possible going to get a mobility manager which would support all three of the strategies identified in the plan. For more information about this activity, please see the response to question 26.

Freight Development / Movement of Goods and People

76. How has CAMPO identified the transportation planning link between freight and economic development opportunities for the area per 23 CFR 450.306(a)? How have these planning factors been documented within CAMPO's planning products (e.g., TIP, MTP, UPWP, etc.)?

A 'transportation planning link,' per se has not been formally identified and documented between freight and economic development opportunities for the area. CAMPO staff are aware of the relationship of having various modes of freight transportation available and even multi-modal connections between two or more modes, but as a standalone factor for economic development opportunities, our area needs many more factors to be in place for economic development opportunities to arise. Actions taken by CAMPO staff and member jurisdictions keep economic development and movement of freight in the forefront of activities.

There have been a couple of CAMPO plans that document the link between freight and economic development opportunities. The CAMPO MTP is one example with the prologue discussing the National Directives, Goals and Objectives as well as the eight planning factors. Another document is the UPWP. At the bottom of each work task within the UPWP, CAMPO staff has identified each factor addressed.

77. Has CAMPO developed a "freight contact" list for purposes of encouraging freight shippers and providers of freight transportation services a reasonable opportunity to participate as part of the metropolitan planning process per 23 CFR 450.316(a)?

Yes, CAMPO has an interested parties list with 349 contacts. Of these 349 interested parties, 22 have identified themselves as an interested freight contact.

78. Does CAMPO consider and evaluate land use and freight-oriented developments within their metropolitan planning area?

Evaluate, no, but given the area's small freight activity, staff feel CAMPO is well aware of the freight providers and associated land use, as well as being aware of the largest freight

producer in the area, namely Scholastic Books. But staff does not 'evaluate' them; they are considered in planning activities.

79. How is the freight community engaged in the planning process, particularly in the development of the transportation plan and TIP?

The MPO has a permanent member of the freight community on our Technical Committee. CAMPO invites interested parties to participate in our planning activities. Last spring the MPO invited them to participate in a project prioritization activity and more recently a wayfinding planning development activity.

Is the involvement of the freight community in the planning process a sustained, ongoing collaborative effort?

Yes, to the extent possible, give the time scale of our planning activities.

80. What have been some of the outcomes from the participation of the freight community in the planning process? Who specifically has participated? What are some of the lessons learned?

Freight providers concerns include safety, signage, overnight parking, turning radii, and other issues have been learned by CAMPO. Several concerns or issues have been conveyed to the appropriate jurisdiction to discuss concerns.

Midland Transports, Bisges Trucking, Manager, Terminal Operations, Union Pacific Railroad, Scheppers Distributing, ALPLA, Luebbering Oil, Rite-Way Truck Brokers, Jefferson Asphalt, Capitol Transports Inc. , Fechtel Distributing, Unilever HPC-USA, Command Web Offset Co., Inc. , Jacks Truck Rental, Scholastic, Inc. , Metal Culverts, Inc. , Capital Sand Company, Farmer Companies, United HRB General Contractors, Inc. , US Army Corp of Engineers, and Jefferson City Area Chamber of Commerce.

Livability and Sustainable Communities

81. To what extent does CAMPO coordinate land use or other infrastructure plans, policies, and strategies throughout the region?

Of the CAMPO jurisdictions in CAMPO only one of eight actually has a land use plan, only three of which staff are aware has zoning, so there is not coordination of land use infrastructure plans, policies, and strategies throughout the region except by the City of Jefferson through its Comprehensive Plan, which includes both land use and transportation components. CAMPO does not have the resources to coordinate land use or other infrastructure plans, policies, and strategies throughout the region. CAMPO staff supports planning in member communities through GIS mapping of transportation infrastructure,

wastewater infrastructure, zoning and other relevant subjects, which supports and encourages planning in these communities.

Does CAMPO monitor critical development variables such as non-transportation factors (housing, tax policy, education, other infrastructure, etc.) for the Jefferson City region?

Housing developments and issues, due to its impact on land use, are kept up with in terms of awareness of activities. CAMPO participated in a recent Fair Housing Study and the 2014 Fair Housing Expo hosted by the City of Jefferson, Jefferson City Area Board of Realtors, Independent Living Resource Center and the Missouri Commission on Human Rights. Housing stock was used as a primary component in the recent development of the Travel Demand Study.

In 2013, CAMPO took several of these factors into consideration when revising the MPA boundary, including land use, development potential, and existing infrastructure (sewer and electricity).

CAMPO would like to improve and expand the long range planning process to include more of these non-transportation factors, because they do have a relationship with how the transportation network is used and impacts the transportation needs, met and unmet, of the public.

82. Does CAMPO reach beyond the usual stakeholders and interest groups to stakeholders who are concerned with housing, public health and fitness, water resources, or other “non-traditional” transportation issues, programs, or activities?

We attempt to do so, we have leveraged the Board of Realtors, Chamber of Commerce and local running club newsletters, along with reached out to health related organizations, and business organization, civic groups. CAMPO has posted flyers in bicycle shops and other public locations as outreach for planning activities. Staff have attended a local community service organization and participated in a poverty simulation that included county and city staff. Additionally, staff has been in communication with healthy activities as related to transportation and land use in regards to public health with the Cole County Health Department.

83. Discuss any regional programs or policies supporting context-sensitive solutions, complete streets, or similar approaches to transportation corridor planning and design.

The State of Missouri and City of Jefferson City Council have both passed complete streets resolutions, but resolutions die and basically become moot when that body changes.

84. Has the MPO applied for, or considered applying for, funding for the livability initiative, such as the DOT TIGER funding program, FHWA and FTA competitive funding programs (i.e., the FTA's State of Good Repair and the TIGER programs), HUD Regional Sustainable Communities grants, EPA Smart Growth grants, or other Partnership for Sustainable Communities grant programs? Discuss any applications or initiatives.

CAMPO, itself, has applied for a Regional Planning for Small Communities Tool grant from the US EPA sponsored Smart Growth American. CAMPO has assisted member jurisdictions with many grant applications including:

- *DOT TIGER grant – Rex Whitton Expressway.*
- *FTA Ladders of Opportunity Grant – sidewalks, bike parking bus shelters on Missouri Blvd.*
- *Smart Growth America - Sustainable Land Use Code Audit Tool grant.*
- *EDA Investments for Public Works and Economic Development Facilities grant – stormwater and other infrastructure supporting roadway/intersection improvements near Capital Region Medical Center.*
- *TAP, RTP, TEAP, and TE grants from the past until present.*

The City of Jefferson was one of two Missouri communities to be selected to participate in HUD Sustainable Communities Regional Planning Grant Program which supports locally-led collaborative efforts that bring together diverse interests from the many municipalities in a region to determine how best to target housing, economic and workforce development, and infrastructure investments to create more jobs and regional economic activity. CAMPO is an active participant in this activity.

Safety & Security

85. How is CAMPO involved in safety and security planning for the metropolitan area's transportation system? How are safety considerations addressed in the planning process and products?

CAMPO staff has attended the Missouri Traffic Safety Conference on multiple occasions. CAMPO participated in the Missouri on the Move project initiated by MoDOT which had a clear and defined safety element for all projects involved. Senior staff have attained several FEMA safety certificates/trainings, including IS 100.b, IS700.a, and IS200.b. The upcoming bicycle and pedestrian plan will focus on both pedestrian and bicycle safety (and incidental automobile safety) as major components of the plan.

86. Discuss any safety programs CAMPO manages or participates in. To what extent is CAMPO promoting safety with its transportation partners?

CAMPO staff participates in the Missouri Coalition for Roadway Safety meetings on a regular basis.

87. Is there an emergency preparedness plan in place that includes all metropolitan area transportation, safety and law enforcement agencies? What is the role of CAMPO in the coordination of civil defense and emergency preparedness planning, involving transit, public safety and law enforcement agencies?

The Callaway County Emergency Management Plan includes all transportation, safety and law enforcement agencies from jurisdictions north of the Missouri river and the Cole County Emergency Management Plan includes all transportation, safety and law enforcement agencies from jurisdictions south of the Missouri river. These plans were developed following the FEMA Comprehensive Preparedness Guide 101. CAMPO does not play a direct role in the coordination of civil defense and emergency preparedness planning, involving transit, public safety and law enforcement agencies, however, in developing past MTPs the emergency responder focus group was held to gather input as to our planning activities and help identify issues of concern.

Other Issues

88. Are there any major transportation investment alternatives such as new highways or transit lines, corridor or sub-area planning studies recently completed, underway or planned?

At the Stadium Blvd., Monroe Street, Christy Drive and Jefferson St. area a detailed traffic study has been conducted and engineering activities are currently being undertaken for reconstruction of many aspects of the area, in order to move vehicles off of US 54 in a safer manner; to improve safety in other locations; handle more capacity due to the new Capital Regional Medical Center Expansion and Monroe Street reconstruction; and improve pedestrian travel in the area.

89. Please identify what transportation planning issues, if any, CAMPO would like the review team, and review participants, to discuss during the on-site session.

Lack of financial and temporal capacity to perform all task expected.

CAMPO staff supports the following recommendation from the 2009 GAO-09-868 report: METROPOLITAN PLANNING ORGANIZATIONS: Options Exist to Enhance Transportation Planning Capacity and Federal Oversight:

Recommendation: To improve the transportation planning process, the Secretary of Transportation should direct the Administrators of the FHWA and the FTA to

establish guidelines for MPOs to apply for, and implement, the abbreviated planning clause for small MPOs, and share these guidelines with existing MPOs.