

The Unified Planning Work Program for 2016

*Rome-Floyd County Metropolitan Planning
Organization*

January 1, 2016 - December 31, 2016

**Prepared by the Rome-Floyd County Metropolitan
Planning Organization**

and the

City of Rome Transit Department

In cooperation with the

Georgia Department of Transportation

Federal Highway Administration

Federal Transit Administration

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A RESOLUTION OF THE ROME-FLOYD COUNTY METROPOLITAN
PLANNING ORGANIZATION ADOPTING THE 2016 UNIFIED
PLANNING WORK PROGRAM

WHEREAS, the *Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy of Users (SAFETEA-LU)*, sections 1107 and 6001, regarding metropolitan transportation planning and establishing the continuing guidelines for the development, content, and processing of a cooperatively developed annual Unified Planning Work Program in urbanized areas was extended by the *2012 Moving Ahead for Progress in the 21st Century Act (MAP21)*; and

WHEREAS, the regulations listed mandate that a comprehensive, continuing, and cooperative transportation planning process is to be carried out in the Rome-Floyd County Metropolitan Planning Area; and

WHEREAS, the regulations listed stipulate that no transportation planning activities can be funded by federal sources until they have been included in the Unified Planning Work Program; and

WHEREAS, the various state and local agencies concerned with transportation planning for the Rome-Floyd County Metropolitan Planning Organization have cooperatively developed an appropriate Unified Planning Work Program; and

WHEREAS, The Technical Coordinating Committee and the Citizen's Advisory Committee reviewed the draft UPWP and recommend its adoption; and

WHEREAS, The City of Rome and Floyd County confirm that a 20% match (\$5,902) is available and committed to the transportation and transit planning program;

NOW, THEREFORE, BE IT RESOLVED, that the Rome- Floyd County Metropolitan Planning Organization's Transportation Policy Committee hereby finds that the requirements of the regulations regarding urban transportation planning have been satisfied and authorized the Chair to execute a joint certification of this fact with the appropriate federal and state transportation agencies.



Irwin Bagwell, Chair
Rome-Floyd County Transportation Policy Committee

12/23/2015

Date

FEDERAL HIGHWAY ADMINISTRATION/FEDERAL TRANSIT ADMINISTRATION APPROVAL LETTER



U.S. Department
of Transportation
**Federal Highway
Administration**

Georgia Division

January 5, 2016

61 Forsyth St. SW, Ste 17T100
Atlanta, GA 30303
404-562-3630
FAX 404-562-3703
Georgia.FHWA@DOT.GOV

In Reply Refer To:
HIP-GA

Ms. Sue Hiller
Planning Director
Rome-Floyd County Planning Commission
PO Box 1433
Rome, GA 30162-1433

Dear Ms. Hiller:

The following is in response to the adoption of the Rome-Floyd Metropolitan Planning Organization's (MPO) final Calendar Year (CY) 2016 Unified Planning Work Program (UPWP). Going forward, ensure that the draft UPWP is forwarded for review in accordance with the timeline established by Georgia Department of Transportation (GDOT). This schedule should provide sufficient time for all FHWA comments to be addressed prior to adoption of the document by the Policy Committee.

Areas that will need to be addressed in the CY 2017 UPWP include but are not limited to:

- Removal of generic and vague statements from the document
- Usage of specific details for Previous and Proposed Work for all Work Elements
- Detailing specific activities in support of public outreach and education
- Identifying and documenting specific activities to increase public participation and inclusion of the EJ communities in this region
- Defining annual priorities for the MPO

In summary, the CY 2017 UPWP must be submitted to FHWA for review and comments by September 30th as stated in the GDOT's UPWP schedule. All comments received on the 2017 UPWP, as well as those excluded from the CY 2016 UPWP due to time constraints, will need to be fully and satisfactorily addressed prior to approval of the 2017 UPWP by the Policy Committee. A record of the stated comments and recommendations in all of the forwarded correspondences should be maintained to be used as a guide in developing the 2017 UPWP. As a useful guide, it is recommended that the MPO staff review other States' as well as Georgia MPOs' UPWP for guidance on how to satisfactorily document activities in the UPWP.

The Federal Highway Administration and Federal Transit Administration have attentively approved the Rome-Floyd CY 2016 UPWP with the expectations that all comments made on CY 2016 UPWP are fully addressed during development of the CY 2017 UPWP.

The Rome-Floyd County MPO's CY 2016 UPWP reflects \$120,136 of programmed PL Funds. These funds are available upon an approved authorization. Expenditure invoicing and progress reports should be submitted quarterly, with copies to the FHWA. Expenditures incurred without prior authorization will not be reimbursed.

If you have any questions, please contact Ms. Olivia Lewis at (404) 562-4282.

Sincerely,



Rodney N. Barry, P.E.
Division Administrator

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Introduction

Following the 1980 United States Census, the Rome/Floyd County area was designated as an "Urbanized Area" by the United States Bureau of the Census. At that time the area came under the provisions of the Federal-Aid Highway Act and the Urban Mass Transportation Act of 1964, as amended, which require a "continuing, comprehensive, and cooperative (3C)" planning process in all urban areas with more than 50,000 in population.

The boundaries of the Rome Floyd County Metropolitan Planning Area were extended in 2003 to include the entire county in response to the 2000 United States Census data, and have not been changed since, although there was a United States Census in 2010.

In keeping with these provisions, the Rome-Floyd County Planning Commission was designated as the Metropolitan Planning Organization for the area. Officials from federal, state, and local governmental implementing agencies are also members of the Metropolitan Planning Organization. The process uses three committees (Transportation Policy Committee – the decision making body, Technical Coordinating Committee – the staff, and Citizen's Advisory Committee – concerned citizen volunteers), to develop and carry out a comprehensive transportation planning process and to ensure that programs, improvements, and expenditures are consistent with regional goals, policies, and plans. The results of these activities are the Rome and Floyd County Long Range Transportation Plan and the shorter term Rome and Floyd County Transportation Improvement Program.

Purpose and Process

Federal Regulations require that all Metropolitan Planning Organizations in cooperation with operators of publicly owned transit shall develop a Unified Planning Work Program every year. The purpose of the Unified Planning Work Program is to lay out all transportation planning and transportation related air quality planning activities for the year, along with the sources of funding and identities of responsible parties.

The Fiscal Year 2016 Rome-Floyd County Metropolitan Planning Organization's Unified Planning Work Program identifies and describes all transportation and transportation related planning activities that will be undertaken by governmental agencies to serve the study area for the upcoming fiscal period starting January 1, 2016 and ending December 31, 2016. The Fiscal Year 2016 Unified Planning Work Program for the Rome-Floyd County Metropolitan Planning Organization will provide a framework to accomplish the following:

1. To maintain and strengthen the cooperative, comprehensive, and continuous transportation planning process of the Rome/Floyd County Metropolitan Planning Organization.
2. To provide updated land-use and transportation planning data.
3. To keep the citizens of the Metropolitan Planning Organization Planning Area informed and involved in the Transportation Planning Process.
4. To assist each agency involved in the transportation planning process to develop a coordinated planning program that allows the most efficient use of available personnel and monies.

The Metropolitan Planning Organization will complete these accomplishments by carrying out the Core Metropolitan Planning Organization Functions*. These Core Metropolitan Planning Organization Functions are listed below:

1. **Establish a setting for effective decision-making:** Establish and manage a fair and impartial setting for effective regional decision-making on transportation issues in a manner that is consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420;
2. **Identify and evaluate alternative transportation improvement options:** The MPO uses data and planning methods to generate and evaluate alternatives in a manner that is consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420. Planning studies and evaluations are to be included in the Unified Planning Work Program;
3. **Prepare and maintain a Metropolitan Transportation Plan (MTP):** Consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420, the Metropolitan Planning Organization develops and updates a long-range transportation plan for the metropolitan area that fosters (1) mobility and access for people and goods, (2) efficient system performance and preservation, and (3) good quality of life;
4. **Develop a Transportation Improvement Program (TIP):** The Metropolitan Planning Organization develops a short-range (four-year) program of transportation improvements based on the long-range transportation plan in a manner that is consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420;
5. **Involve the public:** The Metropolitan Planning Organization involves the general public and other affected constituencies in the four essential functions listed above in a manner that is consistent with the Metropolitan Planning and Programming requirements outlined in 23 CFR 450 and the Administration of Federal Highway Administration Planning and Research Funds requirements outlined in 23 CFR 420.

****These five core functions will be revised to include Performance-Base Planning and Programming once final guidance for MAP-21 is available.***

The Moving Ahead for Progress in the 21st Century Act (MAP-21) that was signed into law on 6 July, 2012, requires that Metropolitan Planning Organizations consider projects and strategies that will advance eight transportation planning factors, as follows:

1. Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and

3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility options available to people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

On April 23, 2014, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) issued its Planning Emphasis Areas (PEAs), which include transition to performance based planning and programming as per MAP-21, cooperation and coordination across Metropolitan Planning Organization boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning, and access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps. The FHWA/FTA asked that the Rome-Floyd County Metropolitan Planning Organization identify activities in the CY 2016 UPWP for Federal FY-2016 that supports the outlined PEAs:

Models of Regional Planning Cooperation: Promote cooperation and coordination across MPO boundaries where appropriate to ensure a regional approach to transportation planning.

- Coordination includes the linkages between the transportation plans and programs, corridor studies, projects, data, and system performance measures and targets across Metropolitan Planning Organization and State boundaries.
- It also includes collaboration between State Departments of Transportation, Metropolitan Planning Organizations, and operators of public transportation on activities such as: data collection, data storage and analysis, analytical tools, target setting, and system performance reporting in support of performance based planning.

COOPERATION AND COORDINATION ACROSS METROPOLITAN PLANNING ORGANIZATION BOUNDARIES AND ACROSS STATE BOUNDARIES WHERE APPROPRIATE TO ENSURE A REGIONAL APPROACH TO TRANSPORTATION PLANNING. The Rome-Floyd County Metropolitan Planning Organization will ensure an efficient regional approach to planning by coordinating with local government, citizens, Northwest Georgia Regional Commission, Georgia Department of Transportation, Federal Highways Administration, and Federal Transit Administration. The Rome-Floyd County Metropolitan Planning Organization is willing to work with all public entities in the region to support common goals, cooperate on project delivery, and achieve congestion management, safety, efficient freight movement, livability, and economic development. This Planning Emphasis Area is addressed in the following sub-elements:

- a. Sub-element 1.2 Program Support and Administration (Metropolitan Planning Organization) and Sub-element 1.2 (FTA Transit Activity Line Item 44.21.00) Transit Program Support and Administration – Ensure that Transportation Policy Committee, Technical Advisory Committee, and Citizens Advisory Committee membership includes all

applicable agencies and entities, and ensure that all transportation planning materials and documents are reviewed by the applicable local, regional, state and federal agencies.

Access to Essential Services: As part of the transportation planning process, identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation.

- This emphasis area could include identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity that preclude access of the public, including traditionally underserved populations, to essential services.
- It could also involve the identification of solutions to address those gaps.

ACCESS TO ESSENTIAL SERVICES IN WHICH THE TRANSPORTATION PLANNING PROCESS IDENTIFIES TRANSPORTATION CONNECTIVITY GAPS AND SOLUTIONS TO ADDRESS THOSE GAPS. The Metropolitan Planning Organization will consider service to employment, education, services, retail, and recreation for all citizens including environmental justice populations in all planning decisions. This Planning Emphasis Area is addressed in the following sub-elements:

- a. Sub-element 3.2, Planning Data and Information Management – the Metropolitan Planning Organization will continue to map United States Census data relating to concentrations of environmental justice populations in order to evaluate how those concentrations relate to transportation services and infrastructure.
- b. Sub-element 4.5 Bicycle and Pedestrian Planning, Sub-element 4.11 Long Range Transportation Plan, Sub-element 4.11 (FTA Transit Activity Line Item 44.23.01) Transit Long Range Transportation Plan, Sub-element 4.12 Transportation Improvement Program, Sub-element 4.13 Special Projects (FTA Transit Activity Line Item 44.27.00), and Sub-element 4.12 (FTA Transit Activity Line Item 44.25.00) Transit Transportation Improvement Program – potential impacts on environmental justice populations will be considered when prioritizing transportation projects and when making transportation decisions.

MAP-21 Implementation: Transitioning to Performance Based Planning and Programming as per MAP-21. The development and implementation of a performance management approach to transportation planning and programming includes the development and use of transportation performance measures, target setting, performance reporting, and transportation investments that support the achievement of performance targets. These components will ensure the achievement of transportation system performance outcomes.

TRANSITION TO PERFORMANCE BASED PLANNING AND PROGRAMMING AS PER MAP-21. The Rome-Floyd County Metropolitan Planning Organization will transition to Performance based Planning and Programming, which includes identifying performance measures, setting targets, reporting performance, and programming transportation investments directed toward the achievement of transportation system performance outcomes. This Planning Emphasis Area will be addressed through the implementation of the following Unified Planning Work Program. This Planning Emphasis Area is addressed in the following sub-elements:

- a. Sub-element 3.2 Planning Data and Information Management – the Metropolitan Planning Organization will collect, analyze, and share data with other agencies and with citizens to develop and monitor performance measures.
- b. Sub-element 4.11 Long Range Transportation Plan, and Sub-element 4.11 (FTA Transit Activity Line Item, 44.23.01) Transit Long Range Transportation Plan – Performance Measures will be developed in coordination with the local government, citizens, Northwest Georgia Regional Commission, Georgia Department of Transportation, Federal Highways Administration, and Federal Transit Administration; projects will be prioritized based on Performance Measures.
- c. Sub-element 4.5 Bicycle and Pedestrian Planning, Sub-element 4.12. Transportation Improvement Program, and Sub-element 4.12 (FTA Transit Activity Line Item 44.25.00) Transit Transportation Improvement Program - Projects will be prioritized based on Performance Measures.

Related planning studies that are in the development process include Rome-Floyd County 2040 Long Range Transportation Plan, 2016 Conformity Determination Report, and 2017-2020 Transportation Improvement Program.

Participating Agencies

The Fiscal Year 2016 Unified Planning Work Program is developed with the cooperation of various agencies with the Metropolitan Planning Organization, as listed below. The Metropolitan Planning Organization enlists the input and advice from said agencies to ensure the most accurate and up-to-date data, as well as providing for wide ranging and transparent planning input. Although the Unified Planning Work Program is the sole responsibility of the Metropolitan Planning Organization, the input of its partners is still considered to be vital.

The participating agencies involved in completion of the Fiscal Year 2016 Unified Planning Work Program include:

Local:

- Rome/Floyd County Planning Department/Metropolitan Planning Organization
- Rome City Commission
- Rome City Manager’s Office
- Rome Public Works Department
- Rome Transit Department
- Floyd County Board of Commissioners
- Floyd County Manager’s Office
- Floyd County Public Works Department

Regional:

- Northwest Georgia Regional Commission

State:

- Georgia Department of Transportation Office of Planning
- Georgia Department of Transportation Office of Intermodal Programs
- Georgia Department of Transportation District 6 Cartersville

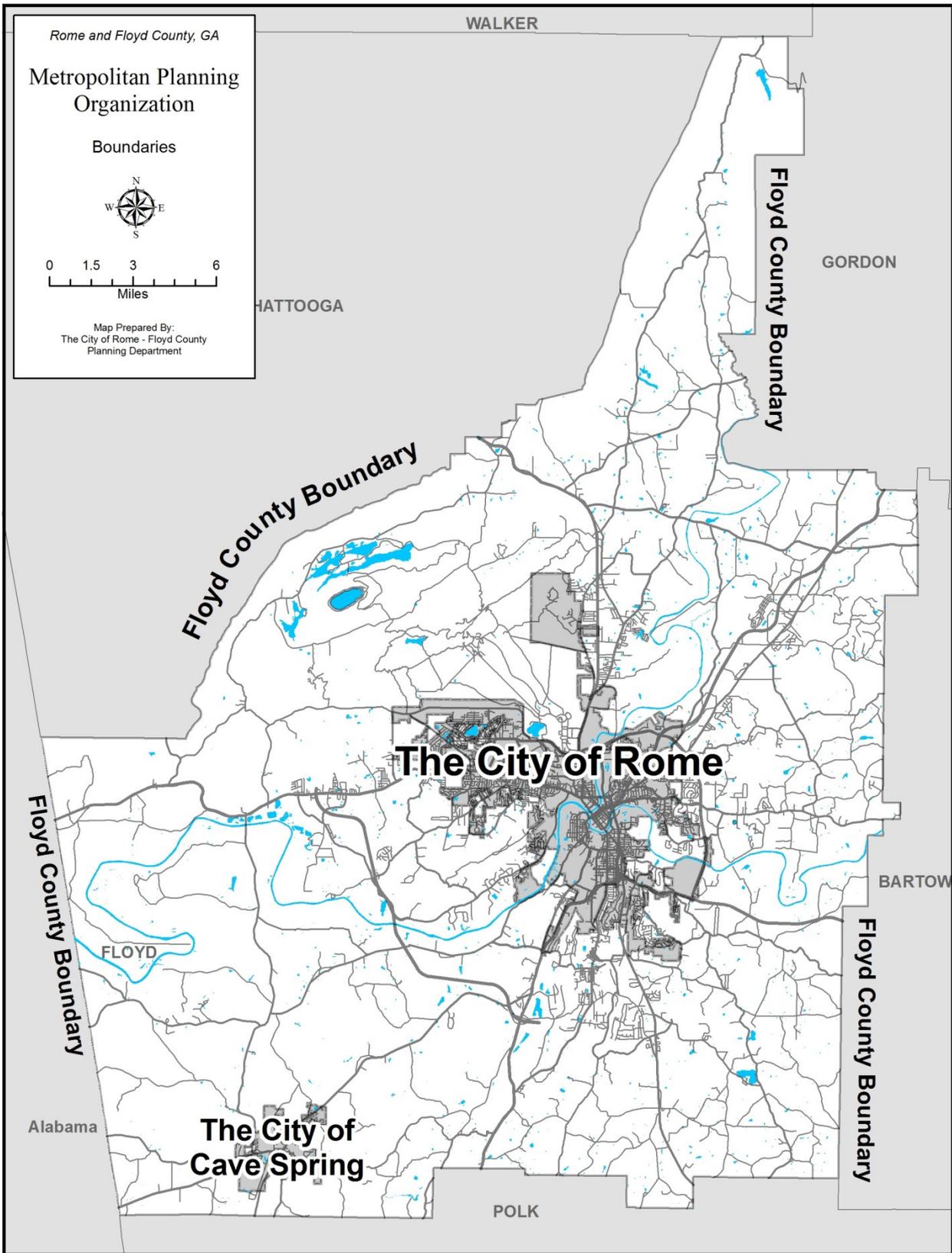
Georgia Department of Transportation Office of the Area Engineer
Georgia Department of Natural Resources Environmental Protection Division

Federal:

Federal Highway Administration
Federal Transit Administration

Study Area

The study area for the Unified Planning Work Program is the Rome-Floyd County Metropolitan Planning Organization Planning Area Boundary, which includes all of the City of Rome, all of the City of Cave Spring, and all of Floyd County since the 2000 Census data was found to support the County boundary as the Metropolitan Planning Area boundary. The boundary has not changed since 2003, although there was a United States Census in 2010.



ELEMENT 1 ADMINISTRATION

SUB-ELEMENT 1.2

Program Support and Administration (Metropolitan Planning Organization)

Objective: This sub-element supports coordination of transportation planning activities and policies with local, state and federal agencies and with the public; maintenance of staff professional competency and knowledge through attendance at workshops, meetings, and classes; and management of the planning process including applying for grants, monitoring planning sub-element progress, preparing budgets (Unified Planning Work Program), and maintaining financial records for reimbursements. In 2016, this sub-element will specifically support completion of the 2040 Long Range Transportation Plan, the Conformity Determination Report, and 2017-2020 Transportation Improvement Program.

This sub-element addresses MAP-21 Planning Factors 1-8 by facilitating the planning process, but specifically addresses 1, 2, and 3:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the accessibility and mobility of people and for freight; and
3. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

Primary Activities:

- Ongoing production and coordination of meetings, information, etc. necessary for the planning process.
- Preparation of PL program budgets, quarterly progress reports, and reimbursement requests, and monitor program progress.
- Preparation of meeting documents, including agenda and minutes.
- Attendance at committee meetings.
- Modify the program in response to regulatory changes.

Planning Emphasis Area "*ongoing production and coordination of meetings, information, etc. necessary for the planning process*" is addressed.

Core Metropolitan Planning Organization Functions Addressed: **1 and 5.**

1. Establish a setting for effective decision-making

5. Involve the public

Previous Work: In 2015 Metropolitan Planning Organization staff coordinated all aspects of committee meetings at the local, state, and federal level (Interagency Consultation group meets on the 3rd Thursday every month, Transportation Policy Committee meets on the 4th Thursday of every other month, starting in January, Technical Coordinating Committee meets on the 2nd Tuesday of every other month, starting in January, and Citizen's Advisory Committee meets on the 2nd Wednesday of every other month, starting in January); served as a conduit for information between state and federal agencies and the Transportation Policy Committee; and carried out all aspects of grant program management and financial accountability. Work was initiated on the 2040 Long Range Transportation Plan.

Project Description: Program Support and Administration is an ongoing annual activity that provides information, support and staff for transportation planning activities. The Metropolitan Planning Organization will administer all aspects of the planning process, including transportation committee support; coordinating planning and air quality conformity through the interagency consultation process; public involvement; and technical support for city and county planning activities. Specific activities shall include preparing copies for meetings and document submittals; publication of meeting notices; preparing agendas and minutes; and preparation and mailing of transportation documents. Coordination of the completion of the 2040 Long Range Transportation Plan, Conformity Determination Report, and completion of the 2017-2020 Transportation Improvement Program will be a major activity in 2016.

Products:

- Completion of the 2040 Long Range Transportation Plan and the Conformity Determination Report by 26 April 2016.
- Completion of the 2017-2020 Transportation Improvement Program by 31 December 2016.
- Completion of quarterly reports and annual reports for the PL Program.

SUB-ELEMENT 1.2 Program Support and Administration (Metropolitan Planning Organization)	
Activities	Agencies
Program administration, agency coordination, public information, committee staffing, budgets, and document management	Rome-Floyd County Metropolitan Planning Organization
Information and meetings	Rome-Floyd County Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$22,536
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$5,634
Total	\$28,170
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

**SUB-ELEMENT 1.2 FTA TRANSIT ACTIVITY LINE ITEM 44.21.00
Transit Program Support and Administration (Rome Transit Department)**

Objective: This sub-element supports all administrative and other tasks of all transit planning sub-elements, as necessary to complete the planning program identified herein; and to complete all transportation planning documents. This sub-element supports coordination of transportation planning activities and policies with local, state, and federal agencies and with the public; maintenance of staff professional competency and knowledge through attendance at workshops, meetings, and classes; and management of the planning process including applying for grants, monitoring planning sub-element progress, preparing budgets (Unified Planning Work Program) and maintaining financial records for reimbursements. This sub-element addresses MAP-21 Planning Factors 1-8 by facilitating the planning process; but specifically addresses 1, 4, 6, and 7:

- 1.Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
- 4.Increase the accessibility and mobility options of people and for freight; and
- 6.Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
- 7.Promote efficient system management and operation.

Primary Activities:

- Preparation of 5303 program budgets, quarterly progress reports, and reimbursement requests, and monitor program progress.
- Preparation of meeting documents, including agenda and minutes.
- Attendance at meetings, workshops, training, and classes.
- Modify the program in response to regulatory changes.
- Administer transit and para-transit operation.

Planning Emphasis Area “*cooperation and coordination across Metropolitan Planning Organization boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning*” is addressed.

Core Metropolitan Planning Organization Functions Addressed: **1 and 5.**

1. Establish a setting for effective decision-making:

5. Involve the public:

Previous Work: Administration of the transit planning program is an on-going activity. Intermodal planning has benefited from the meetings and activities of the Metropolitan Planning Organization, the Transportation Policy Committee, the Technical Coordinating Committee, the Citizens Advisory Committee and the Interagency Committee. Staffs of the Metropolitan Planning Organization and Rome Transit Department organized, coordinated and attended meetings locally and away. This sub-element supports maintenance of staff professional competency and knowledge through attendance at workshops, meetings, and classes. In 2015 the 2016 Unified Planning Work Program was prepared, as well as the 5303 Grant application

Project Description: The Metropolitan Planning Organization coordinates planning activities as they pertain to the planning committees to ensure that the activities are conducted in accordance

with federal and state regulations. The Metropolitan Planning Organization coordinates with the Georgia Department of Transportation, Division of Intermodal on planning activities, prepares the Unified Planning Work Program and 5303 application annually, and submits all reports and reimbursement requests. The Rome Transit Department participates by attending meetings, administering all other grants, and providing input on planning activities. The 2040 Long Range Transportation Plan, Conformity Determination Report, 2017-2020 Transportation Improvement Program, and 2017 Unified Planning Work Program will be completed with staff administering the process.

Products:

- Unified Planning Work Program and 5303 application for 2017.
- Quarterly reimbursement requests to the Georgia Department of Transportation, Division of Intermodal.
- Reports made to the Georgia Department of Transportation, Division of Intermodal.
- Completion of the 2040 Long Range Transportation Plan and the Conformity Determination Report by 26 April 2016
- Completion of the 2017-2020 Transportation Improvement Program by 31 December 2016.

SUB-ELEMENT 1.2 FTA TRANSIT ACTIVITY LINE ITEM 44.21.00 Transit Program Support and Administration (Rome Transit Department)	
Activities	Agencies
Unified Planning Work Program, 5303 grant preparation and administration, planning, meetings	Metropolitan Planning Organization
Transit grant administration, operation, planning	Rome Transit Department
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$27,217
Georgia Department of Transportation	\$ 3,402
Local	\$ 3,402
Total	\$34,021
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

SUB-ELEMENT 1.3

Training and Employee Education

Objective: This sub-element supports maintenance of staff professional competency and knowledge through attendance at workshops, meetings, and classes. This sub-element addresses MAP-21 Planning Factors 1-8 because staff is informed and educated about transportation issues and opportunities; but specifically addresses 1 and 5:

- 1.Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
- 5.Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.

Primary Activities:

- Attend training in the areas of transportation, planning, and Geographic Information Systems.
- Ensure that certifications are current.

Core Metropolitan Planning Organization Functions Addressed: **1.**

1. Establish a setting for effective decision-making:

Previous Work: In 2015 Metropolitan Planning Organization staff attended classes, conferences and workshops, including but not limited to those sponsored by the Georgia Department of Transportation (Right-of-Way & Title VI 8 October 2015, Locally Administered Project Training 31 March-1 April of 2015) Georgia Association of Metropolitan Planning Organizations (29-30 October of 2015, 26 June), Environmental Systems Research Institute (May of 2015), Georgia Association of Zoning Administrators (August of 2015), and Georgia Transit Association (December of 2015). In October of 2015 staff met with Georgia Department of Transportation staff to determine mapping requirements for MAP-21 compliance, including correcting all centerlines.

Project Description: This element includes travel to and participation in meetings, workshops, etc. including but not limited to those hosted by Georgia Department of Transportation, Federal Highway Administration, Federal Transit Administration, Metropolitan Planning Organization, American Planning Organization, Georgia Planning Organization, and Georgia Association of Metropolitan Planning Organizations. The dates of those events, workshops, meetings, and conferences are not available at this time.

Product:

Successful implementation of this sub-element will result in staff members who are current and competent in their specific areas of expertise.

SUB-ELEMENT 1.3 Training and Employee Education	
Activities	Agencies
Staff Training and participation in classes, workshops, meetings, and other learning opportunities	Rome-Floyd County Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$4,000
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$1,000
Total	\$5,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

SUB-ELEMENT 1.6

Unified Planning Work Program

Objective: The objective is to produce an adoptable, acceptable Unified Planning Work Program on an annual basis. This sub-element addresses MAP-21 Planning Factors 1-8 because it provides funding for carrying out the planning process; specifically:

5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation.

Primary Activities:

- Review transportation conditions and needs in the area.
- Follow federal law in the planning process.
- Prepare work element and sub-element descriptions which address issues and goals of the planning process.
- Identify program responsibilities, schedule, and financial need for each work sub-element.
- Coordinate document preparation with state and federal agencies.
- Submit new UPWP for review and adoption by the Transportation Policy Committee.

Core Metropolitan Planning Organization Functions Addressed: **1.**

1. Establish a setting for effective decision-making:

Previous Work: In 2015, the Metropolitan Planning Organization staff prepared a Unified Planning Work Project for 2016, including preparation, coordination of budget line items with local officials, notice, public review, and adoption by the Transportation Policy Committee in October of 2015. In December of 2015, the document was massively revised and re-formatted for FHWA approval, public review, and re-adoption by the Transportation Policy Committee in January or March of 2016.

Project Description: In 2016, the Metropolitan Planning Organization staff will prepare an adoptable, acceptable Unified Planning Work Program for 2017; including preparation, coordination with local officials, notices and public review, and facilitation of the adoption process; with completion by 31 October 2016 (draft was submitted by November 2015, as requested by Georgia Department of Transportation, Office of Intermodal. As the Rome-Floyd County Metropolitan Planning Organization is on a calendar year, the 2017 Unified Planning Work Program will be completed on a schedule as directed by the Georgia Department of Transportation, Office of Intermodal).

Products:

Adoptable, acceptable Unified Planning Work Program for 2017.

SUB ELEMENT 1.6 Unified Planning Work Program	
Activities	Agencies
Preparation, coordination, adoption of Unified Planning Work Program	Rome-Floyd County Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$6,400
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$1,600
Total	\$8,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	June 1, 2016
End Date:	October 31, 2016

ELEMENT 2 PUBLIC INVOLVEMENT
SUB-ELEMENT 2.1
Community Outreach/Education

Objective: Under this sub-element the Metropolitan Planning Organization will continue work that was previously done under administrative and planning sub-elements – ensuring that decision making, prioritization of projects, and documentation is a public process. It supports MAP-21 Planning Factors, specifically:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility of people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.

Primary Activities:

- Publish notices to inform public of transportation meetings, public input events, and document availability.
- Organize and hold public input events.
- Ensure that policy and procedure documents outlining public participation requirements are current and adequate.

Planning Emphasis Area *cooperation and coordination across Metropolitan Planning Organization boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning* is addressed.

Core Metropolitan Planning Organization Functions Addressed: **5.**

5. Involve the public

Previous Work: In October of 2015, the Metropolitan Planning Organization worked with the Rome Transit Department to hold a joint informational event at the Farmer’s Market in October in order to showcase the Long Range Transportation Plan and to share transit information. Two additional public information open houses were held for the Long Range Transportation Plan, in March of 2015 and in December of 2015. All documents created were put out for public review with notice. All transportation committee meetings were held with notice.

Project Description The Metropolitan Planning Organization and Rome Transit Department will continue to review and update their public outreach and participation efforts as required by federal guidelines, to work with Federal Transit Administration and Georgia Department of Transportation Planning officials to ensure that changes in regulations/requirements are implemented in an efficient and timely manner, and to ensure that all planning documents and processes are available for Public Participation and comment. This work will continue in 2016 for completion and adoption of the 2016 2040 Long Range Transportation Plan, 2017-2020

Transportation Improvement Program, and 2016 Conformity Determination Report. In 2016, either a public event or an internet survey will be done.

Product:

Successful completion of this sub-element will support adoption of planning documents that have been reviewed by citizens who have the opportunity to participate in the Transportation Planning process.

SUB-ELEMENT 2.1 Community Outreach/Education	
Activities	Agencies
Public outreach, documentation, meetings	Rome—Floyd County Metropolitan Planning Organization
Attend meetings, arrange transportation if needed	Rome Transit Department
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$1,600
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$ 0
Local	\$400
Total	\$2,000
Other Information	
Lead Agency:	Rome—Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

SUB-ELEMENT 2.2

Environmental Justice/Title VI (Metropolitan Planning Organization)

Objective: This sub-element supports encouragement of all-inclusive public involvement in the transportation planning process, as required by the Limited English Proficiency Plan, the Public Participation Plan, and the Title VI Plan. It supports all MAP-21 Planning Factors by identifying minority and other environmental Justice populations and ensuring inclusion of all citizens in the planning process.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility of people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Primary Activities:

- Ensure that environmental justice populations are identified and concentrations are mapped according to the latest United States Census data.
- Ensure that participation in the transportation planning process is available to all citizens.
- Ensure that use of transportation facilities is not unavailable to all citizens.
- Ensure that transportation planning does not put an undue burden on any group of citizens.

Planning Emphasis Area "*cooperation and coordination across Metropolitan Planning Organization boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning*" is addressed.

Core Metropolitan Planning Organization Functions Addressed: **5.**

5. Involve the public

Previous Work: In January of 2015 a Title VI plan was prepared and adopted. In 2015, as part of a transit study and as part of the Long Range Transportation Plan the Environmental Justice populations were mapped from 2010 United States Census Data.

Project Description The Metropolitan Planning Organization and Rome Transit Department will continue to review and update their public outreach and participation efforts as required by federal guidelines; to work with Federal Transit Administration and Georgia Department of Transportation, Division of Intermodal officials to ensure that changes in regulations/requirements are implemented in an efficient and timely manner; and to ensure that all planning documents and processes are available for public input and comment. All citizens will be invited via the newspaper and word of mouth to attend. Accommodation will be made for

participation by disabled citizens and for translation, given notice ahead of the meeting/event date. Whenever possible transportation to and from events is provided by Rome Transit Department.

Product:

Up-to-date Limited English Proficiency Plan, Public Input Plan, and Title VI Plan if state or federal agencies require amendment (currently all documents including Public Participation Plan, Limited English Proficiency Plan, and Title VI Plan are up-to-date).

SUB-ELEMENT 2.2 Environmental Justice/Title VI (Metropolitan Planning Organization)	
Activities	Agencies
Public outreach, documentation, meetings	Rome—Floyd County Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$1,600
Federal Transit Administration-5303	\$ 0
Georgia Department of Transportation	\$ 0
Local	\$400
Total	\$2,000
Other Information	
Lead Agency:	Rome—Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

**SUB-ELEMENT 2.2 FTA TRANSIT ACTIVITY LINE ITEM 44.27.00
Environmental Justice/Title VI (Rome Transit Department)**

Objective: This sub-element supports encouragement of public involvement in the transportation planning process, as required by the Participation Plan, the Limited English Proficiency Plan, and the Title VI Plan. It supports all MAP-21 Planning Factors by identifying minority and other environmental Justice populations and ensuring inclusion of all citizens in the planning process.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility of people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Primary Activities:

- Ensure that environmental justice populations are identified and concentrations are mapped according to the latest United States Census data.
- Ensure that participation in the transportation planning process is available to all citizens.
- Ensure that use of transportation facilities is not unavailable to all citizens.
- Ensure that transportation planning does not put an undue burden on any group of citizens.

Planning Emphasis Area "*cooperation and coordination across Metropolitan Planning Organization boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning*" is addressed.

Core Metropolitan Planning Organization Functions Addressed: **5.**

5. Involve the public

Previous Work: In 2015, the Metropolitan Planning Organization and Rome Transit Department held a joint informational event at the Farmer's Market in October. In January of 2015 a Title VI plan was prepared and adopted.

Project Description: The Metropolitan Planning Organization and Rome Transit Department will continue to review and update their public outreach and participation efforts as required by federal guidelines; to work with Federal Transit Administration and Georgia Department of Transportation, Division of Intermodal officials to ensure that changes in regulations/requirements are implemented in an efficient and timely manner; and to ensure that all planning documents and processes are available for public input and comment. In 2016 either a public event or an internet survey will be done. The Metropolitan Planning Organization and Rome Transit Department will step up efforts to inform the public about the para-transit services

offered by the Rome Transit Department. All citizens will be invited via the newspaper and word of mouth to attend. Accommodation will be made for participation by disabled citizens; and for translation, given notice ahead of the meeting/event date. Whenever possible transportation to and from events is provided by Rome Transit Department.

Products:

1. Continuing coordination with the Citizens Advisory Committee.
2. Organization of a Transportation Fair or related activity to solicit public input.
3. Environmental justice population documentation.
4. Public involvement documentation.
5. Up-to-date Limited English Proficiency Plan, Public Participation Plan, and Title VI Plan if state or federal agencies require amendment (currently all documents including Public Participation Plan, Limited English Proficiency Plan, and Title VI Plan are up-to-date).

SUB-ELEMENT 2.2 FTA TRANSIT ACTIVITY LINE ITEM 44.27.00 Environmental Justice/Title VI (Rome Transit Department)	
Activities	Agencies
Public outreach, documentation, meetings	Rome—Floyd County Metropolitan Planning Organization
Attend meetings, arrange transportation if needed	Rome Transit Department
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$3,200
Georgia Department of Transportation	\$ 400
Local	\$ 400
Total	\$4,000
Other Information	
Lead Agency:	Rome—Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

ELEMENT 3 DATA COLLECTION

SUB-ELEMENT 3.2

Planning Data and Information Management

Objective: This sub-element supports maintenance, improvement, and expansion of the transportation resource database and land use data; analysis of travel demand impacts of development trends and proposals to the transportation network; provision of land use data to transportation planners at the local, state, and federal level. The data and analysis capabilities support the preparation of long range plans and assist local officials in making land use decisions. This sub-element supports maintenance of staff professional competency and knowledge through attendance at workshops, meetings, and classes. Specifically, the Metropolitan Planning Organization will consider service to employment, education, services, retail, and recreation for all citizens including environmental justice populations in all planning decisions. This sub-element supports all 8 MAP-21 planning factors by providing information for decision makers, but specifically:

7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Primary Activities:

- Maintain the Geographic Information System with up-to-date socio economic and development data.
- Ensure that all citizens have access to the information necessary for planning and development.
- Share information with local, regional, state and federal agencies.
- Provide mapping to support the transportation planning process.

Core Metropolitan Planning Organization Functions Addressed: **2, 3, 4, and 5.**

2. Identify and evaluate alternative transportation improvement options

3. Prepare and maintain a Metropolitan Transportation Plan (MTP)

4. Develop a Transportation Improvement Program (TIP)

5. Involve the public

Previous Work: This is an ongoing process to coordinate, track, and plan for land use activities in the community with the goal of better coordination with transportation needs. Previous work included the ongoing updating of TAZ, census tracts, existing land use, and zoning information in GIS; land use. In 2015 Maps showing concentrations of Environmental Justice Populations were prepared using 2010 Census data, for use in developing a transit study (completed in November 2015) and a Title VI Plan. Aerial photography was updated (flown in March 2015, added to GIS system by end of November 2015) to ensure that planning decisions are made on up-to-date information.

Project Description: The Metropolitan Planning Organization will study and analyze development trends; track and update land use activity, provide land use data and information to other agencies; and assist in the review of site plans and development proposals to coordinate access management and ensure that land use decisions are integrated into transportation plans. In

2016 corrected centerline alignments will be added, in cooperation with the Georgia Department of Transportation and to meet MAP-21 requirements. Staff will also work on development of a crash data layer.

Products:

Accurate, up-to-date, accessible data and information on which to base transportation planning decisions.

SUB-ELEMENT 3.2 Planning Data and Information Management	
Activities	Agencies
Monitor and report on land use activities and maintain land use data sources, particularly GIS system	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$40,800
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$10,200
Total	\$51,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

ELEMENT 4 SYSTEM PLANNING
SUB-ELEMENT 4.5
Bicycle and Pedestrian Planning

Objective: This sub-element supports coordination of community activities relating to bicycle and pedestrian infrastructure planning, development, and improvement. It supports MAP-21 planning factors 4 and 5 because it addresses alternative, multi-modal transportation:

4. Increase the accessibility and mobility options available to people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvement and state and local planned growth and economic development patterns.

Primary Activities

- Determine where new bike/pedestrian facilities need to be located, based on locations/connectivity of population and destinations.
- Ensure that bike/pedestrian facilities are accessible and usable for all citizens.

Planning Emphasis Areas *“cooperation and coordination across Metropolitan Planning Organization boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning”* and *“access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps”* are addressed.

Core Metropolitan Planning Organization Functions Addressed: **2.**

2. Identify and evaluate alternative transportation improvement options

Previous Work: Staffed the trails coordinating committee, administered grants; reviewed and updated the trails plan as needed; and participated with Bike!Walk! NW Georgia, a regional trail planning group. The Bike/Ped System Master Plan was adopted in May of 2015. In November of 2015 Staff completed a project to improve the bike/pedestrian system with respite areas, benches, directional signs, QRcodes, and shade sails to improve accessibility for all citizens.

Project Description: Continue to pursue funding and acquisition opportunities to complete the trail system as proposed in the Long Range Transportation Plan and the Bike/Ped System Master Plan, to work toward regional trail connection, and to keep the plan up to date in response to community needs. The Metropolitan Planning Organization staff will continue to apply for and administer TE and recreational programs to improve connectivity and access within the trails system. Staff will maintain the Bike/Ped System Master Plan.

Product:

1. An up-to-date Bike/Ped System Master Plan (Plan was adopted in May of 2015 and will be updated to reflect changing conditions or development).
2. TE (2011) grant coordination and documentation.

SUB-ELEMENT 4.5 Bicycle and Pedestrian Planning	
Activities	Agencies
Data, meetings, documentation, grant applications and administration	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$9,600
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$2,400
Total	\$12,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

SUB-ELEMENT 4.11

Long Range Transportation Plan

Objective: This sub-element supports development and refinement of all of the comprehensive planning process including the Long Range Transportation Plan and air quality conformity documentation (Conformity Determination Report). It supports all 8 MAP-21 planning factors because the Long Range Transportation Plan is a public process that addresses all modes of transportation:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility of people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Primary activities:

- Finalize the 2016 2040 Long Range Transportation Plan draft.
- Request approval of the 2016 2040 Long Range Transportation Plan with the Interagency Committee.
- Make the document available to the public for comments and address relevant comments.
- Present the document to the Transportation Policy Committee for adoption.
- Post document on website.

Planning Emphasis Areas “*cooperation and coordination across Metropolitan Planning Organization boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning*” and “*access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps*” are addressed.

Core Metropolitan Planning Organization Functions Addressed: **2 and 3.**

2. Identify and evaluate alternative transportation improvement options

3. Prepare and maintain a Metropolitan Transportation Plan (MTP)

Previous Work: The Metropolitan Planning Organization updates the Long Range Transportation Plan every four years, as required by the federal air quality rules. In October of 2015, the 2012 Long Range Transportation Plan and the Conformity Determination Report were amended to reflect changes to the 2014-2017 Transportation Improvement Program. Work was initiated on the four-year update of the 2040 Long Range Transportation Plan and Conformity Determination Report. In January and February of 2015, staff completed socio-economic coordination with Georgia Department of Transportation staff. In May-July of 2015, staff and the transportation

committees worked on the mission statement and goals and objectives. In September-November of 2015, network data was shared with the Transportation Policy Committee, and in November of 2015 the Financially Constrained List and Illustrative List were adopted.

Project Description: By 26 April of 2016, a new Long Range Transportation Plan and Conformity Determination Report must be adopted, in conformance with MAP-21. Metropolitan Planning Organization staff will write the documents, coordinate with the Interagency Consultation group, and ensure opportunities for public review and comment. The target completion date is 31 March. Throughout the year, the Long Range Transportation Plan and Conformity Determination will be updated as needed in response to changes to the Transportation Improvement Program.

Product:

Up-to-date, compliant Long Range Transportation Plan and Conformity Determination Report, in compliance with MAP-21, acceptable to state and federal agencies, and adopted by the local governments by 26 April 2016.

SUB-ELEMENT 4.11 Long Range Transportation Plan	
Activities	Agencies
Prepare document, Meetings, documentation, coordination	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$24,000
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$6,000
Total	\$30,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

SUB-ELEMENT 4.11 FTA TRANSIT ACTIVITY LINE ITEM 44.23.01 Transit Long Range Transportation Plan

Objective: This sub-element supports development and refinement of all of the comprehensive planning process including the Long Range Transportation Plan, in particular, how it relates to transit; and air quality conformity documentation (Conformity Determination Report). It supports all 8 MAP-21 planning factors because the Long Range Transportation Plan is a public process that addresses all modes of transportation:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility of people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Primary activities:

- Finalize the 2016 2040 Long Range Transportation Plan draft.
- Request approval of the 2016 2040 Long Range Transportation Plan with the Interagency Committee.
- Make the document available to the public for comments and address relevant comments.
- Present the document to the Transportation Policy Committee for adoption.
- Post document on website.

Planning Emphasis Areas “*cooperation and coordination across Metropolitan Planning Organization boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning*” and “*access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps*” are addressed.

Core Metropolitan Planning Organization Functions Addressed: **2 and 3.**

2. Identify and evaluate alternative transportation improvement options

3. Prepare and maintain a Metropolitan Transportation Plan (MTP)

Previous Work: The Metropolitan Planning Organization updates the Long Range Transportation Plan every four years, as required by the federal air quality rules. In 2015, the 2012 Plan and Conformity Determination Report were amended in response to changes to the 2014-2017 Transportation Improvement Program, and work was initiated on the four-year update of the 2040 Long Range Transportation Plan and Conformity Determination Report. Specific Transit information was added to the draft in May-July of 2015, although writing, formatting, etc. has gone on throughout the year.

Project Description: By April of 2016, a new Long Range Transportation Plan and Conformity Determination Report must be adopted, in conformance with MAP-21. Metropolitan Planning Organization staff will write the document, coordinate with the Interagency Consultation group, and ensure opportunities for public review and comment. Throughout the year, the document will be amended and updated as necessary, in response to changes to the Transportation Improvement Program.

Product:

Up-to-date, compliant Long Range Transportation Plan and Conformity Determination Report, in compliance with MAP-21, acceptable to state and federal agencies, and adopted by the local governments by 26 April of 2016.

SUB-ELEMENT 4.11 FTA TRANSIT ACTIVITY LINE ITEM 44.23.01 Transit Long Range Transportation Plan	
Activities	Agencies
Preparation of document, Coordination	Metropolitan Planning Organization
Planning, meetings, data	Rome Transit Department
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$5,600
Georgia Department of Transportation	\$700
Local	\$700
Total	\$7,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	December 31, 2016

SUB-ELEMENT 4.12

Transportation Improvement Program

Objective: This sub-element supports development and refinement of the Transportation Improvement Program (TIP) to reflect the prioritization and scheduling of new projects and projects listed in the LRTP. The TIP will include a determination of air quality conformity and may require amendment of the CDR. It supports all 8 MAP-21 planning factors because the Transportation Improvement Program is a public process that addresses all modes of transportation in the short-term:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility of people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Primary activities:

- Finalize the 2017-2020 Transportation Improvement Program.
- Request approval of the 2017-2020 Transportation Improvement Program from the Interagency Committee.
- Make the document available to the public for comments and address relevant comments.
- Present the document to the Transportation Policy Committee for adoption.
- Post the document on the website.

Planning Emphasis Areas "*cooperation and coordination across Metropolitan Planning Organization boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning*" and "*access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps*" are addressed.

Core Metropolitan Planning Organization Functions Addressed: **2 and 4.**

2. Identify and evaluate alternative transportation improvement options

4. Develop a Transportation Improvement Program (TIP)

Previous Work: The Metropolitan Planning Organization updates the existing four-year program annually, prepares a new one, or revises the previous one; and changes the Long Range Transportation Plan and Conformity Determination Report in response, as needed. In 2015, the 2014-2017 Transportation Improvement Program was amended 5 times to reflect one change in project identification number (May of 2015), addition of a bridge project, additional language for

the plan amendment (July of 2015), updates of transit information, and funding/scheduling changes for 3 projects (all consolidated in October of 2015).

Project Description: By April of 2016 a new Long Range Transportation Plan and Conformity Determination Report will be adopted, and thereafter the process for the new Transportation Improvement Program will be started. The Metropolitan Planning Organization staff will write the document, coordinate with the Interagency Consultation group, and ensure opportunity for public review and comment. In 2016 the 2017-2020 document will be prepared and adopted by 31 December (currently the amended 2014-2017 document is in effect). Throughout the year, the document will be amended and updated as necessary.

Product:

This sub-element supports production of an up-to-date 2017-2020 Transportation Improvement Program, in compliance with MAP-21, acceptable to state and federal agencies, and adopted by the local governments.

SUB-ELEMENT 4.12 Transportation Improvement Program	
Activities	Agencies
TIP update, meetings, data	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$9,600
Federal Transit Administration-5303	\$0
Georgia Department of Transportation	\$0
Local	\$2,400
Total	\$12,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	April 1, 2016
End Date:	December 31, 2016

SUB-ELEMENT 4.12 FTA TRANSIT ACTIVITY LINE ITEM 44.25.00
Transit Transportation Improvement Program

Objective: This sub-element supports development and refinement of the Transportation Improvement Program to reflect the prioritization and scheduling of new projects and projects listed in the Long Range Transportation Plan. The Transportation Improvement Program will include a determination of air quality conformity and may require amendment of the Conformity Determination Report. It supports all 8 MAP-21 planning factors because the Transportation Improvement Program is a public process that addresses all modes of transportation in the short-term:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility of people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Primary activities:

- Finalize the 2017-2020 Transportation Improvement Program.
- Request approval of the 2017-2020 Transportation Improvement Program from the Interagency Committee.
- Make the document available to the public for comments and address relevant comments.
- Present the document to the Transportation Policy Committee for adoption.
- Post the document on the website.

Planning Emphasis Areas "*coordination across Metropolitan Planning Organization boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning*" and "*access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps*" are addressed.

Core Metropolitan Planning Organization Functions Addressed: **2 and 4.**

2. Identify and evaluate alternative transportation improvement options

4. Develop a Transportation Improvement Program (TIP)

Previous Work: The Metropolitan Planning Organization updates the existing four-year program annually, prepares a new one, or revises the previous one; and changes the Long Range Transportation Plan and Conformity Determination Report. In 2015, the 2014-2017 Transportation Improvement Program was amended 5 times to reflect one change in a project identification number (May of 2015), addition of a bridge project, additional language for the plan

amendment (July of 2015), updates of transit information, and funding/scheduling changes for 3 projects (all consolidated in October of 2015).

Project Description: By April of 2016 a new Long Range Transportation Plan and Conformity Determination Report will be adopted, and thereafter the process for the new Transportation Improvement Program will be started. The Metropolitan Planning Organization staff will write the document, coordinate with the Interagency Consultation group, and ensure opportunity for public review and comment. The 2017-2020 document will be amended and modified as required (currently the amended 2014-2017 document is in effect).

Product:

This sub-element supports production of an up-to-date 2017-2020 Transportation Improvement Program, in compliance with MAP-21, acceptable to state and federal agencies, and adopted by the local governments.

SUB-ELEMENT 4.12 FTA TRANSIT ACTIVITY LINE ITEM 44.25.00	
Transit Transportation Improvement Program	
Activities	Agencies
Transportation Improvement Program Preparation	Metropolitan Planning Organization
Transportation Improvement Program Preparation	Rome Transit Department
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$4,800
Georgia Department of Transportation	\$ 600
Local	\$ 600
Total	\$6,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	April 1, 2016
End Date:	December 31, 2016

SUB-ELEMENT 4.13 FTA TRANSIT ACTIVITY LINE ITEM 44.27.00 Special Projects

Objective: This sub-element provides the Metropolitan Planning Organization with the most current information concerning the needs of the community, specifically related to public transportation, by means of special studies and surveys, and supports all 8 MAP-21 planning factors because special multi-modal issues can be studied:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility of people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Primary activities:

- Complete the Transit Analysis Study that was carried out in 2015, adding information about infrastructure to support rider safety (sidewalks, crosswalks, etc.).
- Make the document available to the public for comments and address relevant comments.
- Present the document to the Transportation Policy Committee for adoption.
- Post the document on the website.

Planning Emphasis Areas “*cooperation and coordination across Metropolitan Planning Organization boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning*” and “*access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps*” are addressed.

Core Metropolitan Planning Organization Functions Addressed: **2.**

2. Identify and evaluate alternative transportation improvement options

Previous Work: In 2015 the Rome Transit Department and the Metropolitan Planning Organization carried out a transit route (1A, 1B, 2A, 2B, and 3) study in cooperation with the Transportation Policy Committee and the Transit/Transportation/Public Works Committee to determine whether existing routes (1A, 1B, 2A, 2B, and 3) are providing optimal and efficient service or whether they should be revised, and whether additional routes should be added. Ridership was quantified, active/inactive bus stops were inventoried, and transit route characteristics (length, accuracy of existing map, schedule) were noted.

Project Description: In 2016 the Metropolitan Planning Organization and the Rome Transit Department intend to look at the active bus stops found in the 2015 survey for safety; including connection to sidewalks and crosswalks, and to prioritized infrastructure improvement projects.

Product:

A comprehensive survey of bus stops, infrastructure, and prioritized desired improvements.

SUB-ELEMENT 4.13 FTA TRANSIT ACTIVITY LINE ITEM 44.27.00 Special Projects	
Activities	Agencies
Planning, meetings, data, documentation	Metropolitan Planning Organization
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$4,800
Georgia Department of Transportation	\$ 600
Local	\$ 600
Total	\$6,000
Other Information	
Lead Agency:	Rome-Floyd County Metropolitan Planning Organization
Start Date:	January 1, 2016
End Date:	August 31, 2016

**SUB-ELEMENT 4.14 FTA TRANSIT ACTIVITY LINE ITEM 44.26.06
Incorporating Safety and Security in Transit Planning**

Objective: This sub-element addresses the Federal Transit Administration’s latest administrative guidelines, wherein safety is a primary emphasis. Transit agencies are urged to “develop plans and strategies that increase the safety and security of transportation systems.” This sub-element addresses MAP-21 Planning Factors 2 and 3:

- 2. Increase the security of the transportation system for motorized and non-motorized users; and
- 43. Increase the accessibility and mobility options available to people and for freight

Previous Work: Safety is a continuing high priority of Rome Transit Department and the Metropolitan Planning Organization. The Rome Transit Department employees who come in direct contact with the public are receiving the latest in training related to recognizing and handling events or situations that may affect public safety, on a quarterly basis. Training of all drivers was held in 2015.

Project Description: The Rome Transit Department regularly holds safety training for drivers and other staff, and will continue to follow the latest in safety initiatives, to offer the latest in safety training to employees, and to plan for any contingencies. In 2016 that mission will continue with training of all drivers.

Product:

- 1. Safety training and documentation.
- 2. Safety and security for drivers and riders.

SUB-ELEMENT 4.14 FTA TRANSIT ACTIVITY LINE ITEM 44.26.06 Incorporating Safety and Security in Transit Planning	
Activities	Agencies
Organization of training meetings and opportunities	Rome Transit Department
Agency/Funding Source	Amount
Federal Highway Administration-PL	\$0
Federal Transit Administration-5303	\$1,600
Georgia Department of Transportation	\$200
Local	\$200
Total	\$2,000
Other Information	
<i>Lead Agency:</i>	Rome Transit Department
<i>Start Date:</i>	January 1, 2016
<i>End Date:</i>	December 31, 2016

APPENDICES

PL AND 5303 BUDGET WORKSHEET

Funding Source	Sub-Element/ALI*	FHWA	FTA	Federal Total	GDOT PL Match	GDOT 5303 Match	GDOT Total	Local	TOTALS
FHWA	1.2 Program Support and Administration (Metropolitan Planning Organization)	\$22,536		\$22,536	\$0	\$0	\$0	\$5,634	\$28,170
FHWA	1.3 Training and Employee Education	\$4,000		\$4,000	\$0	\$0	\$0	\$1,000	\$5,000
FHWA	1.6 Unified Planning Work Program (Metropolitan Planning Organization)	\$6,400		\$6,400	\$0	\$0	\$0	\$1,600	\$8,000
FHWA	2.1 Community Outreach/Education	\$1,600		\$1,600				\$400	\$2,000
FHWA	2.2 Environmental Justice/Title VI	\$1,600		\$1,600				\$400	\$2,000
FHWA	3.2 Planning Data and Information Management	\$40,800		\$40,800	\$0	\$0	\$0	\$10,200	\$51,000
FHWA	4.5 Bicycle and Pedestrian Planning	\$9,600		\$9,600	\$0	\$0	\$0	\$2,400	\$12,000
FHWA	4.11 Long Range Transportation Planning	\$24,000		\$24,000	\$0	\$0	\$0	\$6,000	\$30,000
FHWA	4.12 Transportation Improvement Program	\$9,600		\$9,600	\$0	\$0	\$0	\$2,400	\$12,000
SUB-TOTAL				\$120,136				\$30,034	\$150,170
FTA	1.2/44.21.00 Transit Program Support and Administration (Rome Transit Department)		\$27,217	\$27,217		\$3,402	\$3,402	\$3,402	\$34,021
FTA	2.2/44.27.00 Environmental Justice/Title VI (Rome Transit Department)		\$3,200	\$3,200		\$400	\$400	\$400	\$4,000
FTA	4.11/44.23.01 Transit Long Range Transportation Planning		\$5,600	\$5,600		\$700	\$700	\$700	\$7,000
FTA	4.12/44.25.00 Transit Transportation Improvement Program		\$4,800	\$4,800		\$600	\$600	\$600	\$6,000
FTA	4.13/44.27.00 Special Projects		\$4,800	\$4,800		\$600	\$600	\$600	\$6,000
FTA	4.14/44.26.06 Incorporating Safety and Security in Transit Planning		\$1,600	\$1,600		\$200	\$200	\$200	\$2,000
SUB-TOTAL				\$47,217		\$5,902	\$5,902	\$5,902	\$59,021
TOTALS		\$120,136	\$47,217	\$167,353	\$0	\$5,902	\$5,902	\$35,936	\$209,191

*FTA Transit Activity Line Item

5303 Budget Worksheet

SUB-ELEMENT/ALI* DESCRIPTION			PROJECT BUDGET
1.2/44.21.00 Transit Program Support and Administration (Rome Transit Department)			\$34,021.00
2.2/44.27.00 Environmental Justice/Title VI (Rome Transit Department)			\$ 4,000.00
4.11/44.23.01 Transit Long Range Transportation Planning			\$ 7,000.00
4.12/44.25.00 Transit Transportation Improvement Program			\$ 6,000.00
4.13/44.27.00 Special Projects			\$ 6,000.00
4.14/44.26.06 Incorporating Safety and Security in Transit Planning			\$ 2,000.00
TOTAL			\$59,021.00
	ALI	DESCRIPTION	PROJECT BUDGET
	41.20.01	Personnel—Direct Salaries	\$44,377.00
	41.20.12	Fringe/Overhead	\$14,644.00
	41.20.03	Travel	\$ NA
	41.20.04	Equipment	\$ NA
	41.20.05	Supplies (Expendable Items)	\$ NA
	41.20.06	Contractual Services (At this time, the Rome-Floyd County Metropolitan Planning Organization has no plan to purchase or procure any services or products related to transportation or transit planning through a bid process or an RFP process in 2016)	\$ NA
	41.20.07	Other (Printing, Notices, etc.)	\$ NA
		TOTAL	\$59,021.00
		Federal Share	\$47,217.00
		State Share	\$ 5,902.00
		Local Share	\$ 5,902.00
		TOTAL	\$59,021.00

*Federal Transit Administration Activity Line Item Number

PL Budget Worksheet

SUB-ELEMENT DESCRIPTION	PROJECT BUDGET
1.2 Program Support and Administration (Metropolitan Planning Organization)	\$ 28,170
1.3 Training and Employee Education	\$ 5,000
1.6 Unified Planning Work Program	\$ 8,000
2.1 Community Outreach/Education	\$ 2,000
2.2 Environmental Justice/Title VI (Metropolitan Planning Organization)	\$ 2,000
3.2 Planning Data and Information Management	\$ 51,000
4.5 Bicycle and Pedestrian Planning Activities	\$ 12,000
4.11 Long Range Transportation Planning	\$ 30,000
4.12 Transportation Improvement Program	\$ 12,000
TOTAL	\$150,170
	Federal Share
	\$120,136
	State Share
	\$ 000,000
	Local Share
	\$ 30,034
TOTAL	\$150,170

MAP-21 Planning Factors Matrix

1. Support economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency; and
2. Increase the safety of the transportation system for motorized and non-motorized users; and
3. Increase the security of the transportation system for motorized and non-motorized users; and
4. Increase the accessibility and mobility options available to people and for freight; and
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns; and
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight; and
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

2016 UNIFIED PLANNING WORK PROGRAM Sub-Element/ALI* Number, Name	Planning Factors							
	1	2	3	4	5	6	7	8
1.2 Program Support and Administration (Metropolitan Planning Organization)	X	X	X	X	X	X	X	X
1.2/44.21.00 Transit Program Support and Administration (Rome Transit Department)	X	X	X	X	X	X	X	X
1.3 Training and Employee Education	X	X	X	X	X	X	X	X
1.6 Unified Planning Work Program	X	X	X	X	X	X	X	X
2.1 Community Outreach/Education	X	X	X	X	X			
2.2 Environmental Justice/Title VI (Metropolitan Planning Organization)	X	X	X	X	X	X	X	X
2.2/44.27.00 Transit Environmental Justice/Title VI (Rome Transit Department)	X	X	X	X	X	X	X	X
3.2 Planning Data and Information Management	X	X	X	X	X	X	X	X
4.5 Bicycle and Pedestrian Planning Activities				X	X			
4.11 Long Range Transportation Plan	X	X	X	X	X	X	X	X
4.11/44.23.01 Transit Long Range Transportation Plan	X	X	X	X	X	X	X	X
4.12 Transportation Improvement Program	X	X	X	X	X	X	X	X
4.12/44.25.00 Transit Transportation Improvement Program	X	X	X	X	X	X	X	X
4.13/44.27.00 Special Projects	X	X	X	X	X	X	X	X
4.14/44.26.06 Incorporating Safety and Security in Transit Planning		X	X					

*Federal Transit Administration Activity Line Item Number

Project Schedule Summary

UNIFIED PLANNING WORK PROGRAM Work Sub-Element/ALI*	2 0 1 6											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1.2 Program Support and Administration (Metropolitan Planning Organization)	X	X	X	X	X	X	X	X	X	X	X	X
1.2/44.21.00 Transit Program Support and Administration (Rome Transit Department)	X	X	X	X	X	X	X	X	X	X	X	X
1.3 Training and Employee Education	X	X	X	X	X	X	X	X	X	X	X	X
1.6 Unified Planning Work Program						X	X	X	X	X		
2.1 Community Outreach/Education	X	X	X	X	X	X	X	X	X	X	X	X
2.2 Environmental Justice/Title VI (Metropolitan Planning Organization)	X	X	X	X	X	X	X	X	X	X	X	X
2.2/44.27.00 Environmental Justice/Title VI (Rome Transit Department)	X	X	X	X	X	X	X	X	X	X	X	X
3.2 Planning Data and Information Management	X	X	X	X	X	X	X	X	X	X	X	X
4.5 Bicycle and Pedestrian Planning Activities	X	X	X	X	X	X	X	X	X	X	X	X
4.11 Long-Range Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X
4.11/44.223.01 Transit Long-Range Transportation Plan	X	X	X	X	X	X	X	X	X	X	X	X
4.12 Transportation Improvement Program				X	X	X	X	X	X	X	X	X
4.12/44.25.00 Transit Transportation Improvement Program				X	X	X	X	X	X	X	X	X
4.13/44.27.00 Special Projects	X	X	X	X	X	X	X	X				
4.14/44.26.06 Incorporating Safety and Security in Transit Planning	X	X	X	X	X	X	X	X	X	X	X	X

*Federal Transit Administration Activity Line Item Number

Organizational Chart

Rome-Floyd County Planning Organizational Chart
Director – Sue Hiller AICP
Transportation Planner – (Acting) Sue Hiller AICP
Associate Planner, Zoning – David Thompson
Associate Planner, Historic Preservation – Bryan King
Planning Department Administrative Assistant – Jalene Franks

JOB TITLE: Planning Director

DEPARTMENT: Rome-Floyd County Planning Department

JOB SUMMARY: This position is responsible for professional planning that must provide technical planning services and advice to the Rome/Floyd County Planning Commission, City of Rome, City of Cave Spring and Floyd County. This position also assists in developing, coordinating and administering work programs to serve the planning and developmental needs of each individual jurisdiction and of the county as a whole.

This position is classified as Exempt under the Fair Labor Standards Act and is not subject to overtime or comp time for hours physically worked in excess of 40 hours per workweek. There may be flexibility from time to time based on the workload and as coordinated with and approved by the Director.

JOB DUTIES:

- Advise the Historic Preservation Commission.
- Review all annexations and zoning map amendments with appropriate staff recommendations to the review committee and the Planning Commission. The Planning Director should be available to City and County staff and elected officials for questions and comments concerning zoning amendment issues.
- Assist local developers and City and County departments with the interpretation of adopted zoning ordinances, subdivision regulations and other development issues.
- Prepares text amendments to the Unified Land Development code.
- Ensure that the transportation planning function of the Planning Commission in its role as Metropolitan Planning Organization for the urban area of Rome and Floyd County is fully executed.
- Maintain a liaison with community, regional, state and federal agencies concerned with planning, economic development, and effective resource utilization.
- Updates map and prepare studies and reports necessary to maintain a viable planning program for Rome, Cave Spring, and Floyd County.
- Prepares a comprehensive plan and keeps City and County officials informed on issues relative to updates and changes in the plan.
- Works with the County and City Managers and their staff on policy changes and enforcement of subdivision regulations and zoning issues.
- Manages and supervises all positions within the Planning Department.

Essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.

KNOWLEDGE AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of research and planning principles and practices as applied to urban and regional planning, transportation, recreation, capital improvements, economic development and the interrelationships among these.
- Knowledge of local, regional, state and federal regulations, laws and funding sources pertaining to planning activities.
- Knowledge of local, state, and federal regulations, laws and policies related to public administration.
- Knowledge of local, state and federal requirements to be met and approvals obtained before proceeding with capital improvement projects.
- Ability to express ideas effectively orally and in writing.
- Ability to read complex regulations and interpret their application to local agencies and situations.
- Ability to establish and maintain effective working relationships with co-workers; RDC members; County and City staff; other officials; and the general public.

MINIMUM QUALIFICATIONS:

- Master Degree in urban planning with two years of increasing responsible urban or local planning experience, including supervision of personnel. An equivalent combination of experience and training may be considered for employment.
- Must already possess or obtain National Incident Management Systems (NIMS) 100 and 700 within three (3) months of employment.
- Must possess and maintain a valid Driver's license.

JOB TITLE: **Transportation Planner**

DEPARTMENT: Rome-Floyd County Planning Department

JOB SUMMARY: This position requires full professional level work in urban planning with adequate knowledge of transportation planning. The employee is primarily responsible for development, coordination and administration of the work items contained in the Unified Planning Work Program relative to highway and other modes of transportation, as well as other duties as assigned by the Planning Director to accomplish the goals and programs of the Planning Commission.

MAJOR DUTIES:

- Prepares the Unified Planning Work Program and the Transportation Improvement Program.
- Obtains data from sources available to develop short and long-range transportation priorities.
- Assures that applications and contract deadlines are met and that reimbursement requisitions are submitted to the appropriate state and federal agencies.

- Prepares agendas and provides technical assistance to the Technical Coordinating Committee, the Citizens Advisory Committee and the Policy Committee.
- Develop technical reports as required by state and federal agencies.
- Maintains liaison with local community officials, state and federal agencies concerned with transportation planning.
- Performs other duties as assigned by the Planning Director.
- Conducts development review in accordance with local ordinances and requirements.
- Conducts research studies necessary for the performance of the above.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of local, state and federal regulation laws and funding sources pertaining to transportation planning activities is desired.
- Knowledge of urban and regional procedures and statistical analysis.
- Ability to express ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers government officials, and the general public.

SUPERVISORY CONTROLS: The director assigns work in terms of general instructions, requiring the use of some judgment. The employee performs s independently. Completed work is reviewed to ensure compliance and accuracy.

GUIDELINES: Guidelines include established procedures and city, state and federal requirements, which must be met. Guidelines are clear and specific, requiring little interpretation.

COMPLEXITY: The work of this position consists of related data from sources available to develop long and short range transportation priorities.

SCOPE AND EFFECT: The purpose of this position is to work in urban planning with adequate knowledge of transportation planning to prepare an urban transportation study. Errors may result in unnecessary costs to the department.

PERSONAL CONTACTS: Contacts are typically with the city and county departments, other government agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: Work involves sitting standing, stooping, bending, walking, crouching, and occasionally lifting light objects.

WORK ENVIRONMENT: Work is typically performed in an office environment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- A Master’s degree in urban and regional planning or a degree in a related field.
- Two years of professional experience in urban and regional planning or equivalent combination of experience and training to meet the job requirements.

- Must have a valid driver's license.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship internship or having had a similar position for one to two years.

JOB TITLE: **Geographic Information Systems (GIS) Administrator**

DEPARTMENT Rome Floyd County Planning Department

JOB SUMMARY: Under the direction of the Planning Director, this position is responsible for designing, developing, implementing and managing a computer based Geographic Information System (GIS) for the city and county; providing maps and data to city and county departments in support of planning decision making, service provision, and construction; and training city and county staff and related individuals in the use of the GIS system.

MAJOR DUTIES:

- Manages all hardware, software, and databases integral to the Geographic Information System.
- Works with City and County staff to develop databases useful to these departments and the general public.
- Manages the flow and dissemination of all cartographic and GIS materials collected, cataloged and prepared by the GIS department.
- Keeps existing maps and databases updated and ensures that the system is in working order and accessible to other departments and to the public. Creates and produces specialized maps for departments as necessary.
- Interprets data and designs systems to further the goals of the City and County as they relate to cartographic information.
- Works on many tasks simultaneously. These tasks have to be analyzed and prioritized by the manager and coordinated with the Planning Director.
- Conducts analysis using a variety of modules and GIS software.
- Performs research and analysis of geographic data.
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
- Attends and participates in meetings.
- Stays abreast of new trends and innovations in the field of geographic information systems.
- Completes various planning projects as requested and assigned by the Planning Director and assists in other activities and duties as assigned.

Essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge relevant to managing all aspects of the GIS System for Rome and Floyd County, including hardware, software, and data bases; and to keep all systems in working order and accessible to staff and the general public
- Understanding of GPS data collection systems and methods associated with map creation.
- Knowledge of methods and techniques of conducting and analyzing research.
- Ability to provide support in the implementation and maintenance of various geographic information systems applications.
- Ability to create and maintain geographic databases and to create maps and charts from Transportation Improvement Program layers of data.
- Ability to communicate effectively and express ideas both orally and in writing; and to prepare clear and concise maps, reports, and other material to be used in tables, PowerPoint presentations, etc.
- Ability to organize work to efficiently and effectively advance several projects or issues simultaneously.
- Ability to work independently exercising sound judgment; or as a team member.
- Creative problem-solving skills and the ability to gather and analyze relevant information to solve practical problems.
- Must be able to establish and maintain effective working relationships with the general public, elected officials, and other departments and divisions.

SUPERVISORY CONTROLS: The Planning Director assigns work; however, assignments are carried out with a high degree of independence.

GUIDELINES: Guidelines include departmental policies, procedures, and practices; and established local, state and federal rules and standards involved in planning, development and historic preservation.

COMPLEXITY: Work involves performing a variety of routine and complex administrative, technical and professional assignments and work projects.

SCOPE AND EFFECT: The purpose of this position is to assist in the implementation of city and county planning, policies, procedures and programs which will be of value to the organization and the community

PERSONAL CONTACTS: Contacts are typically with co-workers, department heads, public officials, committee volunteers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving, receiving or exchanging information, resolving problems, and providing services.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position which includes working mostly in an office environment, in the field in outside weather conditions, and driving a city vehicle. The noise level in the work environment is usually quiet in the office and moderate in the field.

PHYSICAL REQUIREMENTS: Constant sitting, use of hands - arms, grasping, typing, and communication involving speaking and hearing. Frequent standing, walking. Occasional kneeling, stooping, bending, reaching overhead, and lifting up to 25 pounds. Vision and hearing must be correctable. Position requires the operation of a City vehicle.

SUPERVISORY RESPONSIBILITY OVER OTHER POSITIONS: None other than the supervision of work processes.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree in Geography, Planning, GIS, Computer Science or a related field, with a minimum of five years of experience desired.
- Requires extensive knowledge in the use of the ESRI suite of products, such as: ArcGIS Desktop, ArcGIS Server, ArcGIS Explorer, ArcInfo, ArcPad, and ArcMap among others.
- Requires extensive knowledge of the Microsoft Office Suite of Products in order to create and manipulate spreadsheets, databases, word processing documents as well as a general familiarity with Windows 7 and Windows Server 2008.
- GISPO and/or GIS Certification, or the ability to obtain such certification, will be considered a plus.
- Must be able to communicate clearly with staff, the public and elected officials; and to work as part of a team.
- Must possess and maintain a valid driver’s license.

JOB TITLE: Associate Planner, Zoning

DEPARTMENT: Rome-Floyd County Planning Department

JOB SUMMARY: Under the direction of the Planning Director, performs responsible, professional planning activities involving current planning, short- and long-range planning, and special projects; as part of a team, this position is responsible for carrying out land use and transportation planning activities as assigned. Responsible for providing general land use information, simple maps and, zoning information to property owners and developers on a daily basis. Coordinates zoning, annexation, and land use map changes with the GIS Administrator to keep all records up to date.

MAJOR DUTIES:

- Assists with the delivery of services to customers of the Planning Department; and communicates and coordinates with tenants, residents, and property owners in compliance with the Unified Land Development Code.
- Prepares simple maps using ESRI ArcGIS software for customers and other staff.
- Participates in maintenance of Comprehensive Plan and Transportation Plan; and in writing land development regulations.
- Serves as staff to the Planning Commission and Board of Adjustment, including administration, agendas, minutes, meeting notices, maps, signs, photos, and public notices, as well as committee information.
- Coordinates with existing City and County departments and state and federal agencies involved in land use and zoning procedures, programs, and policies.
- Identifies, prepares and implements grants from applicable agencies to enhance the community.
- Conducts extensive research in specific or general project areas.
- Maintains Planning Commission and Board of Adjustment records, including maps and photography; keeps GIS maps updated to reflect zoning actions; and coordinates annexations with the City Engineer, GIS Administrator, City Attorney, and City Clerk

- Writes and presents formal and technical reports, working papers, and correspondence.
- Identifies issues and opportunities in particular neighborhoods that could be mitigated through better community planning.
- Assists Code Enforcement staff with research on zoning and land use issues.
- Completes various planning projects as requested and assigned by the Planning Director and assists in other activities and duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and techniques of planning, development, and zoning including relevant local codes and state and federal laws and the application of such knowledge to land use regulation, zoning, land development standards, and planned growth strategies in the City of Rome and Floyd County
- The ability to communicate effectively and express ideas both orally and in writing; and to prepare clear and concise technical documents, reports, correspondence and other written materials to include visual displays, PowerPoint presentations, etc.
- Creative problem-solving skills and the ability to gather and analyze relevant information to solve practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to use ESRI ArcGIS for Desktop to fulfill simple map requests, map updates, and simple analysis. Also updating and maintaining databases and tables in MS Access and Excel
- Ability to organize work to efficiently and effectively advance several projects or issues simultaneously.
- Ability to work independently exercising sound judgment; or as a team member.
- Must be able to establish and maintain effective working relationships with those encountered in work/project assignment.

SUPERVISORY CONTROLS: The Planning Director assigns work; however, assignments are carried out with a high degree of independence.

GUIDELINES: Guidelines include departmental policies, procedures, and practices; and established local, state and federal rules and standards involved in planning, development and historic preservation.

COMPLEXITY: Work involves performing a variety of routine and complex administrative, technical and professional assignments and work projects.

SCOPE AND EFFECT: The purpose of this position is to coordinate and assist in the implementation of the City and County land use standards and codes, and to establish policies, procedures and programs which will be of value to the organization and the community

PERSONAL CONTACTS: Contacts are typically with co-workers, department heads, public officials, committee volunteers, and the general public.

Associate Planner (Page 3)

PURPOSE OF CONTACTS: Contacts are typically for giving, receiving or exchanging information, resolving problems, and providing services.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position which includes working mostly in an office environment, in the field in outside weather conditions, and driving a city vehicle. The noise level in the work environment is usually quiet in the office and moderate in the field.

PHYSICAL REQUIREMENTS: Constant sitting, use of hands - arms, grasping, typing, and communication involving speaking and hearing. Frequent standing, walking. Occasional kneeling, stooping, bending, reaching overhead, and lifting up to 25 pounds. Vision and hearing must be correctable. Position requires the operation of a City vehicle.

SUPERVISORY RESPONSIBILITY OVER OTHER POSITIONS: None other than the supervision of work processes.

MINIMUM REQUIREMENTS:

- A Bachelor's degree in planning or a related field. Land use planning experience is highly desirable. Familiarity with transportation planning will be considered a plus.
- Must be technically proficient and able to effectively use the Microsoft Office Suite of Products and ESRI GIS applications.
- Must already possess or obtain National Incident Management Systems (NIMS) 100 and 700 within three (3) months of employment.
- Must possess and maintain a valid Georgia Driver's license.

JOB TITLE: Associate Planner – Historic Preservation

DEPARTMENT: Rome Floyd County Planning Department

JOB SUMMARY: Under the direction of the Planning Director, performs responsible, professional planning activities involving current planning, short- and long-range planning, and special projects; as part of a team, this position is responsible for carrying out land use, historic preservation and transportation planning activities as assigned. Responsible for planning and promoting historic preservation programs and staffing the Historic Preservation Commission; and for providing general land use and zoning information to property owners and developers on a daily basis.

This position is classified as Exempt under the Fair Labor Standards Act and is not subject to overtime or comp time for hours physically worked in excess of 40 hours per workweek. There may be flexibility from time to time based on the workload and as coordinated with and approved by the Director.

MAJOR DUTIES:

- Assists with the delivery of services to customers of the Planning Department; and communicates and coordinates with tenants, residents, and property owners in compliance with the City of Rome's commercial and residential Design Guidelines and the Secretary of the Interior's Standards for Rehabilitation, as well as the Unified Land Development Code.
- Participates in preparing updates and maintenance of Comprehensive Plan; and in writing land development regulations.

- Serves as staff to the Historic Preservation Commission, including administration, agendas, minutes, meeting notices, public notices, as well as committee information.
- Coordinates with existing City and County departments and state and federal agencies involved in historic preservation or matters related to historic resource programs and policies.
- Plans and implements a variety of educational and public relations activities to promote and maintain historic districts, both locally designated and National Register. These activities should stimulate economic development and incorporate historic preservation principles to encourage revitalization of historic neighborhoods.
- Identifies, prepares and implements grants from applicable agencies to enhance the community.
- Conducts extensive research in specific or general project areas.
- Maintains inventories of existing resources, including maps and photography.
- Writes and presents formal and technical reports, working papers, and correspondence.
- Identifies issues and opportunities in particular neighborhoods that could be mitigated through better community planning.
- Completes various planning projects as requested and assigned by the Planning Director and assists in other activities and duties as assigned.
- Knowledge of the principles and techniques of planning, development, and historic preservation including relevant local codes and state and federal laws and the application of such knowledge to land use regulation, zoning, land development standards, and planned growth strategies in the City of Rome and Floyd County.

KNOWLEDGE REQUIRED BY THE POSITION:

- The ability to communicate effectively and express ideas both orally and in writing; and to prepare clear and concise technical documents, reports, correspondence and other written materials to include visual displays, PowerPoint presentations, etc.
- Creative problem-solving skills and the ability to gather and analyze relevant information to solve practical problems.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to organize work to efficiently and effectively advance several projects or issues simultaneously.
- Ability to work independently exercising sound judgment; or as a team member.
- Must be able to establish and maintain effective working relationships with those encountered in work/project assignment.

SUPERVISORY CONTROLS: The Planning Director assigns work; however, assignments are carried out with a high degree of independence.

GUIDELINES: Guidelines include departmental policies, procedures, and practices; and established local, state and federal rules and standards involved in planning, development and historic preservation.

COMPLEXITY: Work involves performing a variety of routine and complex administrative, technical and professional assignments and work projects.

SCOPE AND EFFECT: The purpose of this position is to coordinate and assist in the implementation of the City and County Historic Preservation Programs and to establish policies, procedures and programs which will be of value to the organization and the community

PERSONAL CONTACTS: Contacts are typically with co-workers, department heads, public officials, committee volunteers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving, receiving or exchanging information, resolving problems, and providing services.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position which includes working mostly in an office environment, in the field in outside weather conditions, and driving a city vehicle. The noise level in the work environment is usually quiet in the office and moderate in the field.

PHYSICAL REQUIREMENTS: Constant sitting, use of hands - arms, grasping, typing, and communication involving speaking and hearing. Frequent standing, walking. Occasional kneeling, stooping, bending, reaching overhead, and lifting up to 25 pounds. Vision and hearing must be correctable. Position requires the operation of a City vehicle.

SUPERVISORY RESPONSIBILITY OVER OTHER POSITIONS: None other than the supervision of work processes.

MINIMUM REQUIREMENTS:

- Bachelor's degree in planning or a related field; courses in historic preservation are preferred.
- Land use planning experience is highly desirable.
- Must be technically proficient and able to effectively use the Microsoft Office Suite of Products and ESRI GIS applications.
- Familiarity with transportation planning will be considered a plus.
- Must already possess or obtain National Incident Management Systems (NIMS) 100 and 700 within three (3) months of employment.
- Must possess and maintain a valid Driver's license.

Rome Transit Department Organizational Chart

Kathy Shealy	Director
Phyllis Lee	Assistant Director
Janice Gibson	Route Supervisor/Para-Transit
Susan Chambless	Route Supervisor/Main Line/Tripper
Byron Bradfield	Shop Supervisor
Vicki Coggins	Executive Secretary

JOB TITLE: Director

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for managing the daily operations of the transit department and ensuring an efficient bus service for the City of Rome

MAJOR DUTIES:

- Supervises office operations; selects, directs, trains, counsels, evaluates, and disciplines subordinate employees.
- Plans transit route schedules and changes; recommends expansion or revision of service; recommends fare structure rates.
- Formulates and enforces departmental training policies and procedures; conducts routine inspections to ensure compliance.
- Plans, submits and updates five-year capital equipment needs and construction projects to local, state and federal agencies.
- Inspects buildings and equipment for malfunctions; assists in the establishment and administration of preventive maintenance schedules.
- Supervises operations of transit garage; assures adequacy of working equipment and efficiency of operation.
- Prepares and operates within annual budget.
- Confers with school and community groups on schedule changes and charter services; confers with police, street and sign departments regarding traffic problems; answers correspondence and questions regarding Transit Service.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of federal and state rules and regulations regarding Transit operations, personnel policies and traffic laws.
- Knowledge of City Transit Services regarding maintenance and operations functions, public transportation service design and implementation and evaluation methods.
- Knowledge of the geography of the city, location of principal buildings and points of interest.
- Skill in supervising, planning and scheduling.
- Skill in oral communication, interpersonal relations and writing.

SUPERVISORY CONTROL: The Assistant City manager assigns work in terms of general instructions requiring the use of much discretion and judgment. Work is spot-checked in progress and reviewed upon completion for accuracy and compliance with procedures and specific instructions.

GUIDELINES: Guidelines include federal regulations concerning mass transportation activities, Georgia Department of Transportation regulations, personnel policies, and Loss Prevention Program. Some of these guidelines are clear and specific, although many require interpretation in application.

COMPLEXITY: The work involves performing administrative and supervisory duties in order to provide public transportation for the city. Complexity is added by the variety of responsibilities and the necessity for formulating a number of decisions based on a thorough analysis of the alternative.

SCOPE AND EFFECT: The purpose of this position is to provide efficient bus services to the City of Rome and to manage the daily operation of the Transit Department. Errors may result in a loss of passengers, loss of revenue or loss of federal and state grants.

PERSONAL CONTACTS: Contacts are typically with co-workers, city employees, representatives from education systems and civic groups, bus manufacturers, elected officials, employees from the State Department of Transportation and Federal TRANSIT ADMINISTRATION, media and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving or exchanging information, resolving problems, motivating persons, and providing services.

PHYSICAL DEMANDS: Work is typically performed at a desk with intermittent standing and walking.

WORK ENVIRONMENT: Work is performed in an office environment as well as outdoors where the incumbent may be exposed to inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The position has direct supervision over Shop Supervisor (2), Assistant Director (1), and Route Supervisors. (3).

MINIMUM QUALIFICATIONS:

- Graduate from an accredited college or university in a course of study related to the occupation field. Experience sufficient to thoroughly understand the diverse objectives and functions of the sub-units in the division/department in order to direct and coordinate work, usually interpreted to require three (3) to five (5) years of related experience.
- Knowledge of Microsoft Word programs.
- Supervisory experience.

JOB TITLE: Assistant Director

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for assisting the Transit Director in the completion of administrative activities including personnel and related functions.

MAJOR DUTIES:

- Assumes responsibility of Transit operation in absence of Transit Director.
- Responsibility for supervision and duty assignments of office personnel.
- Assists director in the preparation of annual budget and route scheduling.
- Applies for capital and operating grants to state and federal agencies and for reimbursements for capital, operating and marketing assistance.
- Counsels and disciplines employees in conjunction with Transit Director by discussing problems or complaints, resolving informal or formal grievances, and/or initiating disciplinary actions.
- Acts as liaison between the Transit Department, public, and other city departments regarding inquiries and complaints.
- Prepares and submits statistical and financial reports.
- Coordinates inventory control system and maintains maintenance records.
- Orders supply needs for the department office and maintain records of purchase orders and requisition for all materials and equipment.
- Prepares agenda, operation reports and minutes of Transit Committee.
- Attends meetings or various committees such as Transit and Advisory Committees.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of federal and state rules and regulations regarding Transit operations, personnel policies and traffic laws.
- Knowledge of city Transit services regarding maintenance and operations functions and public transportation service design.
- Knowledge of inventory control.
- Skill in mathematics.
- Skill in supervising, planning and scheduling.
- Skill in oral and written communication.

SUPERVISORY CONTROL: The Assistant Director consults with Transit Director when assistance is needed. Work is spot-checked while in progress and reviewed upon completion for accuracy and compliance with procedures and specific instructions.

GUIDELINES: Guidelines include federal regulations concerning mass transportation activities, Georgia Department of Transportation regulations, personnel policies, and Loss Prevention Program. Some of these guidelines are clear and specific, but many require interpretation in application.

COMPLEXITY: This position consists primarily of related administrative and supervisory s. The job is made complex by the need for dealing with budgetary matters, grant administration and writing, and the need for accuracy in preparing information from various sources.

SCOPE AND EFFECT: The purpose of this position is to supervise office work procedures, prepare statistical and financial reports and assist the Transit Director. Errors may result in the loss of federal and state contracts and loss of revenue.

PERSONAL CONTACTS: Contacts are typically with co-workers, Georgia Department of transportation officials, other transit agencies, civic groups, school officials, senior citizen organizations, other city departments, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for giving or exchanging information, resolving problems, motivating employees, and providing services.

PHYSICAL DEMANDS: Work is typically performed at a desk with intermittent standing and walking.

WORK ENVIRONMENT: Work is performed in an office environment as well as outdoors where the incumbent may be exposed to inclement weather.

MINIMUM QUALIFICATIONS:

- Graduate from an accredited college or university in a course of study related to the occupation field. Experience sufficient to thoroughly understand the diverse objectives and functions of the sub-units in the division/department in order to direct and coordinate work usually interpreted to require three (3) to five (5) years of related experience.
- Supervisor experience
- Experience in Microsoft Word.

JOB TITLE: Shop Supervisor

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for overseeing all operations of the Transit Garage to insure timely maintenance and repair of all city buses and other transit department vehicles.

MAJOR DUTIES:

- Oversees maintenance and repair of all Rome Transit Department vehicles to assure that these vehicles are in good mechanical and safe working condition.
- Supervises and assists employees in vehicle maintenance and repairs
- Requisitions all needed parts and maintains a current parts inventory.
- Orders fuel, gasoline and oil as needed and monitors supply on hand.
- Schedules work and assigns to subordinate employees.
- Maintains time inventory.
- Maintains information on charter bus schedules assuring availability of maintenance and repair staff in the event of a charter bus breakdown.
- Completes all required paperwork including monthly reports detailing costs of fuel, parts, and labor for each vehicle.
- Interviews, recommends hiring, evaluate, counsels, and disciplines subordinate employees.
- Prepares budget proposal for garage and monitors expenditures under current budget

- Performs duties as a Bus Operator as needed.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of preventive and corrective vehicle maintenance and repair techniques including diagnostic procedures.
- Knowledge of the techniques of management, supervision and budgeting.
- Knowledge of purchasing, inventory control, and record keeping procedures.
- Knowledge of city and department policies and procedures.
- Knowledge of technical manuals and manufactures equipment specification.
- Skill in planning, supervising and coordinating the work of skilled and semi-skilled employees.
- Skill in oral and written communication.
- Skill in operating calculator, welding machine, brake drum lay, paint gun, tire balance machine, and a variety of hand tools.

SUPERVISORY CONTROL: The Shop Supervisor uses general instructions and judgment in planning daily shop activities and work assignments. Instructions are provided before beginning new or one-time s. Completed work is reviewed for propriety of results through overall assessment of shop operations. The Transit Director and Assistant Director will issue specific guidelines and instructions as needed.

GUIDELINES: Guidelines are manufacturer specifications, technical manuals, standard operating procedures, department and city policies, and instructions from the supervisor. Guidelines are generally y clear and specific but require judgment, selection and interpretation in application.

COMPLEXITY: This position involves overseeing and assisting a maintenance and repair crew as they work on buses and other vehicles. The work includes s in supervision, diagnosis of mechanical problems, management, and inventory control.

SCOPE AND EFFECT: Successful performance in this position assures efficient and effective operation of the Transit Garage. Position assures that vehicles are maintained in safe and sound operating condition thereby avoiding delays and breakdowns.

PERSONAL CONTACTS: Contacts are typically with co-workers, equipment manufacturers, vendors, city manager, department directors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for providing and exchanging information, receiving instructions, resolving problems, and directing subordinate employees.

PHYSICAL DEMANDS: Work is performed with employee intermittently sitting, standing, walking, bending, crouching or stooping. Employee must lift both light and heavy objects frequently. Employee must be able to distinguish between shades of color and must possess manual dexterity.

WORK ENVIRONMENT: Work is performed in an office, stockroom, garage, and outdoors. Employee is exposed to noise, dust, dirt, grease and machinery with its moving parts. Protective devices may be required.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The position has direct supervision over Assistant Shop Supervisor ,Lead Mechanic, Mechanics, Garage Attendant, and Building Service Worker.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Must possess a Commercial Driver’s License (CDL) within a twelve (12) month period.
- Ability to obtain the certifications required to correct mechanical, electrical, and other problems related to the bus repairs on from Blue Bird buses, Commercial Series (CS) buses, and Goshen Shuttle buses. Once each bus certification is completed, a five (5) percent incentive increase will be issued.

JOB TITLE: **Route Supervisor (Tripper)**

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for overseeing and coordinating work of bus operators.

MAJOR DUTIES:

- Makes and posts daily route assignments in order to keep drivers work hours at forty hours per week.
- Assures that drivers report to work on time and that buses leave the garage on schedule; assists drivers in staying on schedule.
- Interviews, recommends for hiring, supervises, councils and disciplines drivers.
- Assists drivers in resolving problems with passengers and coordinates with school officials in resolving discipline problems that involve students.
- Completes all required paperwork and reports, including rider counts, accident reports, and fare receipts report.
- Delivers daily revenue to the city clerk’s office or bank for deposit and daily cash receipts report to City Hall.
- Maintains records of hours worked by drivers.
- Monitors drivers on routes and assists in training new drivers.

- Drives bus as needed in the absence of scheduled driver.
- Assists bus operators for wheelchair procedures on mainline, tripper, and paratransit services.
- Responds to inquiries or complaints and provides schedule information as requested.
- Performs other related duties assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the techniques of operating a bus safely.
- Knowledge of the geography of the city, including street names landmarks, and the location of schools.
- Knowledge of all city and school bus routes.
- Knowledge of relevant city and departmental policies and procedures including safety regulations.
- Knowledge of traffic rules and regulations.
- Knowledge of all ADA related requirements.
- Skill in supervision and management.
- Skill in oral and written communication.
- Skill in operating calculator and two-way radio.

SUPERVISORY CONTROL: The Transit Director, and Assistant Transit Director assigns work in terms of general instructions that require the employee to work independently in organizing work. General instructions are provided at the initiation of new or one-time s, and approaches are developed in consultation. Work is reviewed in progress and at completion for compliance with instructions and procedures and for accuracy.

GUIDELINES: Guidelines are department and city policies and procedures, safety regulations, bus operator's manuals, and traffic rules. While guidelines are usually clear and specific, interpretation is required especially in application to unusual or emergency situations.

COMPLEXITY: This position consists of s in scheduling and monitoring bus operators and s in administration and management.

SCOPE AND EFFECT: The purpose of this position is to schedule drivers for all city and school route and to assure that passengers are transported safely. Successful performance assures an adequate level of transportation service, safety of passengers, and timeliness of service.

PERSONAL CONTACTS: Contacts are typically with co-workers, police officers, insurance agents, school personnel, students and their parents, passengers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for exchanging information, providing information and services, resolving problems, and directing subordinate employees.

PHYSICAL DEMANDS: Work is performed with employee intermittently sitting, standing, stooping or walking. Employee must possess manual dexterity and must be able to distinguish between shades of color.

WORK ENVIRONMENT: Work is performed in an office or in a bus or automobile.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Bus Operators.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service
- Ability to operate a computer.
- Employee has to complete the Passenger Service Safety Certification Class by the end of their twelve (12) month probationary period to receive a one (1) time bonus of \$100.00. This certification is required by the Department of Human Resources and employee must be recertified every three (3) years.

JOB TITLE: Route Supervisor (Para-Transit)

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for overseeing and coordinating work of bus operators.

MAJOR DUTIES:

- Makes and posts daily route assignments in order to keep drivers work hours at forty hours per week.
- Assures that drivers report to work on time and that buses leave garage on schedule assists drivers in staying on schedule.
- Interviews, recommends for hiring, supervises, councils and disciplines drivers.
- Assists drivers in resolving problems with passengers and coordinates with school officials in resolving discipline problems that involve students.
- Completes all required paperwork and reports, including rider counts, accident reports, and fare receipts report
- Responsible for assisting in monthly safety meetings as required by City Safety Policy.
- Delivers daily revenue to the city clerk’s office or bank for deposit and daily cash receipts report to City Hall.
- Maintains records of hours worked by drivers.
- Monitors drivers on routes and assists in training new drivers.
- Drives bus as needed in the absence of scheduled driver.
- Responsible for training all bus operators for wheelchair procedures on Main Line, Tripper and Paratransit and ADA related requirements.
- Responds to inquiries or complaints and provides schedule information as requested.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the geography of the city including street names, landmarks, and location of schools.
- Knowledge of all Main Line, Tripper and Paratransit bus routes.
- Knowledge of the techniques of operating a bus safely.
- Knowledge of traffic rules and regulations.
- Skill in supervision and management.
- Skill in operating a calculator and two-way radio.

SUPERVISORY CONTROL: The Transit Director assigns work in terms of general instructions that require the employee to work independently in organizing work. General instructions are

provided at the initiation of new or one-time s, and approaches are developed in consultation. Work is reviewed in progress and at completion for compliance with instructions and procedures and for accuracy.

GUIDELINES: Guidelines are department and city policies and procedures, safety regulations, bus operator's manuals, and traffic rules. While guidelines are usually clear and specific, interpretation is required especially in application to unusual or emergency situations.

COMPLEXITY: This position consists of s in scheduling and monitoring bus operators and s in administration and management.

SCOPE AND EFFECT: The purpose of this position is to schedule drivers for all city and school route and to assure that passengers are transported safely. Successful performance assures an adequate level of transportation service, safety of passengers, and timeliness of service.

PERSONAL CONTACTS: Contacts are typically with co-workers, police officers, insurance agents, school personnel, students and their parents, passengers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for exchanging information, providing information and services, resolving problems, and directing subordinate employees.

PHYSICAL DEMANDS: Work is performed with employee intermittently sitting, standing, stooping or walking. Employee must possess manual dexterity and must be able to distinguish between shades of color.

WORK ENVIRONMENT: Work is performed in an office or in a bus or automobile.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Bus Operators.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Ability to operate a computer.
- Employee has to complete the Passenger Service Safety Certification Class by the end of their twelve (12) month probationary period to receive a one (1) time bonus of \$100.00. This certification is required by the Department of Human Resources and employee must be recertified every three (3) years.

JOB TITLE: **Route Supervisor (Main Line)**

DEPARTMENT: Transit Department

JOB SUMMARY: This position is responsible for overseeing and coordinating work of bus operators.

MAJOR DUTIES:

- Makes and posts daily route assignments in order to keep drivers work hours at forty hours per week.
- Assures that drivers report to work on time and that buses leave the garage on schedule; assists drivers in staying on schedule.
- Interviews, recommends for hiring, supervise, councils and disciplines drivers.
- Assists drivers in resolving problems with passengers and coordinates with school officials in resolving discipline problems that involve students.
- Completes all required paperwork and reports, including rider counts, accident reports, and fare receipts report.
- Delivers daily revenue to bank for deposit and daily cash receipts report to City Hall.
- Maintains records of hours worked by drivers.
- Monitors drivers on routes and assists in training new drivers.
- Drives bus as needed in the absence of scheduled driver.
- Assists bus operators for wheelchair procedures on mainline, tripper, and paratransit services.
- Responds to inquiries or complaints and provides schedule information as requested.
- Performs other related duties assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the techniques of operating a bus safely.
- Knowledge of the geography of the city, including street names landmarks, and the location of schools.
- Knowledge of all city and school bus routes.
- Knowledge of relevant city and departmental policies and procedures including safety regulations.
- Knowledge of traffic rules and regulations.
- Knowledge of all ADA related requirements.
- Skill in supervision and management.
- Skill in oral and written communication.
- Skill in operating calculator and two-way radio.

SUPERVISORY CONTROL: The Transit Director assigns work in terms of general instructions that require the employee to work independently in organizing work. General instructions are provided at the initiation of new or one-time s, and approaches are developed in consultation. Work is reviewed in progress and at completion for compliance with instructions and procedures and for accuracy.

GUIDELINES: Guidelines are department and city policies and procedures, safety regulations, bus operator's manuals, and traffic rules. While guidelines are usually clear and specific, interpretation is required especially in application to unusual or emergency situations.

COMPLEXITY: This position consists of s in scheduling and monitoring bus operators and s in administration and management.

SCOPE AND EFFECT: The purpose of this position is to schedule drivers for all city and school route and to assure that passengers are transported safely. Successful performance assures an adequate level of transportation service, safety of passengers, and timeliness of service.

PERSONAL CONTACTS: Contacts are typically with co-workers, police officers, insurance agents, school personnel, students and their parents, passengers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically for exchanging information, providing information and services, resolving problems, and directing subordinate employees.

PHYSICAL DEMANDS: Work is performed with employee intermittently sitting, standing, stooping or walking. Employee must possess manual dexterity and must be able to distinguish between shades of color.

WORK ENVIRONMENT: Work is performed in an office or in a bus or automobile.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Bus Operators.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Ability to operate a computer.
- Employee has to complete the Passenger Service Safety Certification Class by the end of their twelve (12) month probationary period to receive a one (1) time bonus of \$100.00. This certification is required by the Department of Human Resources and employee must be recertified every three (3) years.