

Cartersville-Bartow Metropolitan Planning Organization

Unified Planning Work Program

Fiscal Year 2016

Cartersville-Bartow Metropolitan Planning Organization
(CBMPO)

*In cooperation with: Federal Highway Administration, Federal Transit Administration,
Georgia Department of Transportation, Bartow County, the Cities of Cartersville, Adairsville,
Euharlee, Emerson and Kingston.*



Adopted _____

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Prepared by the Cartersville-Bartow Metropolitan Planning Organization.

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Visit our website for the most up-to-date information and downloadable documents at:

www.bartowga.org/mpo.

INTRODUCTION

On February 11th, 2013, Governor Deal officially designated the Bartow County Community Development to serve as the Metropolitan Planning Organization (MPO) for the Cartersville Bartow Urbanized Area. The overall planning program is designed to comply with the requirements of the U.S. Department of Transportation Moving Ahead for Progress in the 21st Century (MAP-21) which was signed into law on July 6, 2012. Additionally, the Cartersville-Bartow MPO will be cooperating with the Atlanta Region as the two areas along with the Gainesville-Hall MPO are classified as air quality non-attainment under the provisions of the Clean Air Act. As a new MPO, the community is focused upon taking a long-range look at its transportation needs and adopting its first Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).

The Cartersville Bartow MPO is eligible for Federal Planning (PL) funds through the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funds. Both sources of funds are distributed on behalf of the federal government by the Georgia Department of Transportation (GDOT). The PL funds will be used for MPO set-up, operation, and transportation planning activities. The MPO is also eligible for Section 5303 and 5307 funding from the Federal Transit Administration to assist in the planning, development, and operation of transit facilities and programs within the designated urban area of Bartow County.

This document serves as the Unified Planning Work Program (UPWP) that will allow the MPO to be reimbursed for its transportation planning activities. The UPWP is consistent with 23 CFR 450.308 regarding Metropolitan Transportation Planning and Programming which seeks to ensure that planning activities are part of a Continuing, Cooperative, and Comprehensive (3C) transportation planning process. The UPWP describes the MPO's proposed planning activities, provides cost estimates for each activity, and outlines a work schedule for the twelve month period commencing January 1, 2016 and ending December 31, 2016. The schedule is noted in calendar year quarters as follows: Quarter 1 – January-March, Quarter 2 – April-June, Quarter 3 – July-September, Quarter 4 – October-December. The UPWP notes how each activity specifically addresses the "MAP-21" eight Metropolitan Transportation Planning Factors:

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

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

The document is organized into five major sections:

Section I - Administration

Section II – Public Involvement

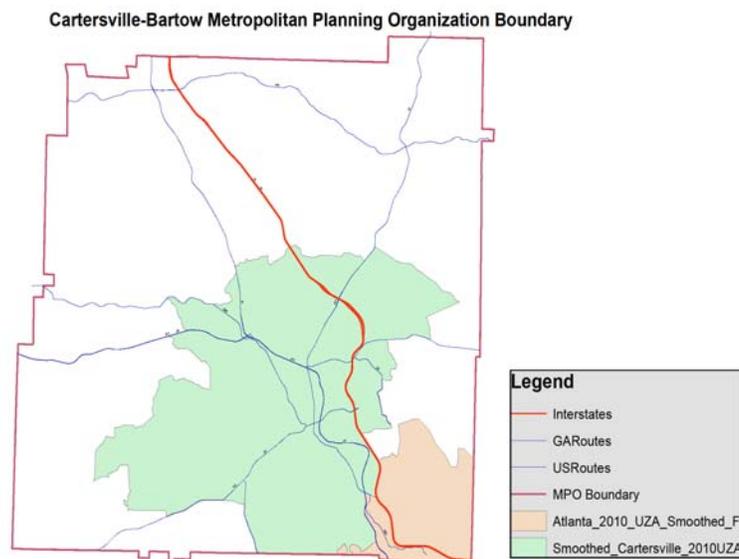
Section III – System Monitoring

Section IV - Transportation Planning

Section V – Summary Documents

Each section also includes information on the parties responsible for carrying out the MPO's various planning activities. With the completion of the 2040 Long Range Transportation Plan and the FY 2016-2019 Transportation Improvement Program this year will see the initiation of studies into transit services, park and ride lots, and bike/pedestrian routes.

Public input into this document was achieved in accordance with the adopted Public Participation Plan of the CBMPO. Direct discussions were held with city and county staffs and elected officials including the Bartow Transit Department. The draft document was also published on the CBMPO website at http://www.bartowga.org/departments/community_development/mpo/planning_documents.php. The availability of the document will also be noted in the legal advertisement section posted in the local paper.



COMMITTEES

Transportation planning activities occur in a coordinated planning environment and achieving this coordination is through the CBMPO Committee structure.

The **CBMPO Policy Committee (PC)** is made up of the chief elected and appointed officials from all of the municipalities within the CBMPO region, as well as executives from the local, state and federal agencies concerned with transportation planning. It serves as the forum for cooperative transportation decision-making and establishes transportation related policies in support of the area's overall goals and objectives. The PC review and approves all CBMPO programs and studies. The PC is entrusted with ensuring that the CBMPO transportation projects are current and priorities transportation projects recommended in the planning process.

The **Technical Coordinating Committee (TCC)** is made up of key government and agency transportation staff members who are involved in technical aspects of transportation planning. It reviews and evaluates all transportation studies and provides recommendations to the Policy Committee. The TCC is entrusted with providing technical guidance and direction to CBMPO. The TCC is composed of key transportation staff members of participating governmental jurisdictions and private transportation stakeholders or a designated representative of those members. The chief elected official of each municipality appoints the TCC representative for their respective jurisdictions.

Cartersville-Bartow Metropolitan Planning Organization (CBMPO) Staff:

Tom Sills, Transportation Planner
Brooke Whorton, Administrative Technician

PC VOTING MEMBERS	
Peter Olson, Chair	County Administrator, Bartow County
Randy Maninno, Vice-Chair	City of Cartersville
Dennis Thayer, Secretary	Mayor, City of Euharlee
Steve Taylor	Commissioner, Bartow County
Lane McMillan	County Administration, Bartow
Al Pallone	Mayor, City of Emerson
Kenneth Carson	Mayor, City of Adairsville
Sam Grove	City Manager, Cartersville
Matt Santini	Mayor, City of Cartersville
Radney Simpson	GDOT
EX-OFFICIO NON-VOTING MEMBERS	
Tom Sills	CBMPO Staff
Brooke Whorton	CBMPO Staff
TCC VOTING MEMBERS	
Pamela Madison, Chair	City Manager, Adairsville
Will Martin, PE, Vice-Chair	Engineering Man., Bartow
Wade Wilson, PE, Secretary	City Engineer, Cartersville
Lamont Kiser, PE	Director, Comm. Dev., Bartow
Randy Gray	Director, Road Dept., Bartow
Todd Heath	Asst. City Man., Cartersville
Dewayne Comer, PE	GDOT Dist. 6 Engineer
Weldon Dudley	Director, Transit, Bartow
Cherie Marsh	GDOT
Tommy Sanders, PE,	City of Cartersville
NON-VOTING MEMBERS	
Tom Sills	CBMPO Staff
Brooke Whorton	CBMPO Staff
Randy Maninno	City of Cartersville
Kyle Mote	GDOT
Tom Caiafa	GDOT
Tamara Christion	FHWA
Valerie Gilreath	Grants Dept., Bartow County
CBMPO STAFF	
Tom Sills	Transportation Planner, Bartow County
Brooke Whorton	Administrative Technician, Bartow Co.

I. ADMINISTRATION

The administrative function manages the contracts and outputs of the CBMPO planning process. This element addresses reporting, training and equipment needs of the MPO. Staff attendance and activities are reported quarterly and annually to the respective Policy and Technical Coordinating Committees, the Georgia Department of Transportation, Federal Highway Administration and Federal Transit Administration. Staff undergoes regular training to keep up with operating requirements and the use of federal funding in transportation. Periodic equipment purchases are made to aid staff in fulfilling the mission and goals of the MPO.

Element 1.1: Program Coordination, Study Direction and Operations

Objective: To administer and operate the MPO transportation planning process by properly coordinating MPO functions with Georgia Department of Transportation and all involved stakeholders, including accounting for all MPO transportation planning-related activities during fiscal year 2016.

Previous Work: CBMPO staff met regularly with the relevant MPO committees and the public to establish a continuing, comprehensive and cooperative (3-C) transportation planning process within Bartow County, the geographic area served by the CBMPO. Reports were filed with the relevant state and federal agencies as required.

Description: Administrative and operational support for the CBMPO process will continue to be provided by Bartow County on behalf of itself and the seven municipalities which operate within the county. Staff will continue to organize MPO meetings, maintain the MPO website, and assist in the development of work products outlined in this UPWP.

Products: The FY 2016 UPWP will be developed, maintained, and amended as needed. The necessary reporting will be produced at quarterly, annual, or ad hoc intervals as required and requested. The CBMPO website will be maintained with current information about on-going projects and activities affecting the transportation systems within Bartow County.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: CBMPO

Funding:

PL	FTA	LOCAL MATCH
\$32,370	\$10,388.00	\$18,480.00

Element 1.2 Staff Education

Objective: To provide CBMPO staff with the necessary training to monitor and update transportation developments and policies for the benefit of the citizens and local governments within the MPO service area.

Previous Work: Staff attended the annual GAMPO work session and received all training required to maintain Local Administered Project (LAP) certification for Bartow County and its municipalities.

Description: CBMPO Staff may attend transportation-related conferences, seminars and courses offered by the National Highway Institute, Federal Highway and Federal Transit Administrations, GDOT, etc. To be eligible for reimbursement, CBMPO Staff shall seek prior written approval from GDOT before charging to this element if the courses involve reimbursable expenses for fees, registration, travel, per diem, lodging, etc.

Products: Attendance at relevant programs and workshops applicable to the work of the MPO.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: Bartow Community Development Department Staff

Funding:

PL	FTA	LOCAL MATCH
\$19,500.00	\$2,075.00	\$6,950.00

Element 1.3 Equipment and Supplies

Objective: To maintain computer and related systems used by the MPO necessary to the performance of transportation planning activities. Acquire software and peripherals as necessary to maintain the MPO's transportation planning process.

Previous Work: Staff completed online software training on the use of ArcGIS version 10. The CBMPO purchased the ITE Trip Generation Manual for use in traffic studies and development reviews.

Description: This element allows the MPO to acquire relevant hardware, software, peripherals, and support materials for MPO planning activities and permits MPO Staff to attend relevant training on computer hardware and software. Purchases for other associated equipment may be eligible only if related specifically to the MPO's transportation planning activities. Eligibility for reimbursement under this element is dependent on prior written concurrence of GDOT and, for those items costing in excess of \$5,000, the formal approval of the FHWA.

Products: Written description of the benefits of hardware/software purchases in Status updates within Quarterly Invoices and Annual Report.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: Bartow Community Development Department Staff

Funding:

PL	FTA	GDOT	LOCAL MATCH
\$6,500.00	\$2,075.00	\$207.00	\$1,832.50

Element 1.4 Contracts and Grants

Objective: CBMPO will provide adequate administrative support to prepare, submit, process and monitor Federal and State grants related to transportation projects within the service area. Annual and quarterly reporting shall be developed and transmitted to GDOT and other appropriate agencies for review in accordance with all established requirements. Supporting documentation including invoices for payment, reports on progress and completed tasks shall be maintained by CBMPO staff.

Previous Work: Staff managed contracts and contract negotiations with GDOT, FHWA, FTA, and the Atlanta Regional Commission (ARC) during the previous year relative to funding from these sources. The quarterly and annual reports for PL funds were submitted, and negotiations with GDOT, FTA and ARC resulted in the utilization of funds from the county allocation of FTA 5307 Large Urban Area funds managed by ARC and MARTA.

Description: CBMPO will assist in the administration of the Metropolitan Planning Services Agreement for FY 2016 and review work accomplished each quarter on the FY 2016 PL and FTA 5303 Funding Agreements including but not limited to preparing, processing, and tracking annual and quarterly grant reports including invoices for payment and reports of progress and completed tasks.

Products: Maintain and keep current the FY 2016 PL and FTA Contracts ensuring all activities are completed and provide the required documentation to GDOT as necessary.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: Bartow Community Development Department Staff working with Bartow Transit Department Staff

Funding:

PL	FTA	LOCAL MATCH
\$6,500.00	\$2,075.00	\$3,700.00

Element 1.5 Unified Planning Work Program (UPWP)

Objective: To maintain the current UPWP and develop a Unified Planning Work Program for the 2017 calendar (and county fiscal) year.

Previous Work: Adopted UPWP for FY 15b and revised same to include FY 14 rollover funding.

Description: Collect public and committee input on a twelve-month FY 2017 UPWP that takes the planning process to December 31, 2017. This enables the UPWP to coincide with the fiscal budget year of Bartow County which serves as the host government for the MPO. Take into consideration MPO progress made on previous UPWP efforts. Develop draft & final UPWP for calendar year 2017.

Products: Adopted UPWP for the period January 1 – December 31, 2017

Start/Finish Dates: July 1, 2016 through December 31, 2016

Lead Agency: Bartow Community Development Department Staff

Funding:

PL	FTA	LOCAL MATCH
\$6,500.00	\$2,075.00	\$3,700.00

II. PUBLIC INVOLVEMENT

Public involvement is the means by which transportation policies and plans are formed and communicated. It is an essential, and required, element of the development of the Long-Range Transportation Plan and implementation of the Transportation Improvement Program and MPO projects. The CBMPO strives to provide open lines of communication with all facets of the community and transportation network.

Element 2.1 Community Outreach/Education

Objective: Ensure that all CBMPO activities are conducted in an open environment that uses various visualization techniques during the participation process as required by MAP-21.

Previous Work: The Participation Plan was developed in the past year with the intent to reflect the most effective public involvement practices and goals for the CBMPO planning efforts while maintaining the requirements of MAP-21. All meetings were publicly noticed in compliance with the policies and procedures of the CBMPO Public Participation Plan.

Description: CBMPO staff and the Policy Committee will refine and revise the adopted Participation Plan as needed, based on review by CBMPO committees, the public and staff. All meetings, workshops and other information to be conveyed to the public shall be coordinated by CBMPO staff including publishing information for public meetings, updating the CBMPO website and publishing participation notices.

Products: All public meetings will be noticed and the results documented. Any revisions to the Participation Plan will be prepared and documentation will be provided to GDOT. CBMPO will maintain the current website to provide useful information where citizens can go to access information about the planning process and products produced. Staff shall strive to develop planning products in a variety of formats for comprehension and accessibility to the general public.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: Bartow Community Development Department Staff

Funding:

PL	FTA	LOCAL MATCH
\$6,500.00	\$2,075.00	\$3,700.00

Element 2.2 Environmental Justice/Title VI

Objective: Ensure the full and fair participation by all potentially affected communities in the transportation decision-making process and prevent the denial of, reduction in or significant delay in the receipt of benefits by minority and low-income populations.

Previous Work: Staff received training in Environmental Justice from GDOT and FHWA.

Description: CBMPO staff will identify and involve traditionally underserved communities in Bartow County in the CBMPO transportation planning process through the use of analytical techniques and public involvement.

Products: Compile an Environmental Justice Analysis of Bartow County utilizing Census data and interviews with relevant human service agencies to locate areas of traditionally underserved populations and establish contacts within these communities. Document the efforts and provide recommendations to provide full and fair participation by all potentially affected communities in the transportation decision-making process. This document will be produced in FY 2016.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: Bartow Community Development Department Staff

Funding:

PL	FTA	LOCAL MATCH
\$3,900.00	\$1,245.00	\$2,200.00

Element 2.3 Public Participation Plan Maintenance

Public participation is an integral part of the MPO planning process. Through this process users and providers of the area’s transportation network are kept informed of needs and possible approaches to address those needs. The CBMPO will continue to involve the public and stakeholders in the transportation planning process in the coming year.

Objective: Ensure that all CBMPO activities are conducted in an open environment that uses various visualization techniques during the participation process as required by MAP-21.

Previous Work: The Public Participation Plan adopted in 2014 was implemented while maintaining the requirements of MAP-21. All meetings were publicly noticed in compliance with the policies and procedures of the CBMPO Public Participation Plan.

Description: CBMPO staff and the Policy Committee will refine and revise the adopted Participation Plan as needed, based on review by CBMPO committees, the public and staff. All meetings, workshops and other information to be conveyed to the public shall be coordinated by CBMPO staff including publishing information for public meetings, updating the CBMPO website and publishing participation notices.

Products: All public meetings will be noticed and the results documented. Any revisions to the Participation Plan will be prepared and documentation will be provided to GDOT. CBMPO will revise the current website to provide a more user friendly experience where citizens can go to access information about the planning process and products produced. Staff shall strive to develop planning products in a variety of formats for comprehension and accessibility to the general public.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: CBMPO

Funding:

PL	FTA	LOCAL MATCH
\$2,600.00	\$850.00	\$1,500.00

III. SYSTEM MONITORING

The role of this portion of the work program is to maintain the mapping and records on the current transportation system. In addition, MAP-21 is placing additional emphasis on the measurement of the system's performance.

Element 3.1 Mapping Updates

Objective: Maintain a Geographic Information System (GIS) transportation database showing physical transportation improvements to roads, transit, airport, rail, bikeways, sidewalks, and freight facilities.

Previous Work: Produce an updated Road Classification Map, Level of Service Map, Proposed Projects Map, and Transit Services Map.

Description: Work with GDOT, local governments and other sources to maintain current roads information within the Bartow County GIS Department. Share with GDOT as needed. Detail data development and sharing in Quarterly Invoices.

Products: A current inventory and mapping of the above-named transportation facilities within Bartow County.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: CBMPO and Bartow County Information Services Department

Funding:

PL	FTA	LOCAL MATCH
\$6,500.00	\$0	\$1,625.00

Element 3.2 System Monitoring

Objective: This element supports the on-going collection of data used to monitor the performance of the system and individual components within it. Data such as traffic counts, intersection analyses, accident reports, and so forth will be tabulated and analyzed to achieve better performance within the transportation networks.

Previous Work: This is a new element.

Description: Data collection and analysis will be used where situations dictate to analyze situations and offer solutions to achieve better performance of the overall transportation network.

Products: To be determined as needs warrant

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: CBMPO

Funding:

PL	FTA	LOCAL MATCH
\$6,500.00	\$2,075.00	\$3,700.00

IV. TRANSPORTATION PLANNING

This element addresses short- and long-term planning efforts within the service area of the Cartersville-Bartow County Metropolitan Planning Organization. Existing plans are maintained and updated and new efforts are undertaken to address pressing transportation issues within the community.

Element 4.1 Maintenance of Long-Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP)

Objective: The purpose of this element will be to maintain the LRTP and TIP as necessary, including addressing any need for amendments. The next major update of the CBMPO LRTP will not be required until March of 2020 as of the time of the writing of this document. The TIP will be revised annually to maintain an on-going four year list of active projects. Should the air quality designation of non-attainment change, a new deadline for the next update of the Transportation Plan may be established.

Previous Work: None. CBMPO will not have a LRTP or TIP until March 2016.

Description: Amendments will be handled as necessary using the procedures outlined by the Georgia Department of Transportation and the CBMPO Public Participation Plan. For extensive work to the Plan, consultant services may be utilized to carry out work in this element due to staffing issues.

Products: An up-to-date set of documents relating to the LRTP and TIP.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: CBMPO

Funding:

PL	FTA	LOCAL MATCH
\$13,000.00	\$4,150.00	\$7,400.00

Element 4.2 Transit Planning

Objective: To develop a transit system that serves rural and urban residents of Bartow County and those participating in its activities and services while meeting the requirements for the use of federal funds to provide this service.

Previous Work: On-going assistance to the Bartow County Transit Department in the acquisition of additional sources of federal funding through allocations of Large Urban Area 5307 and Small Urban Area 5307 grants.

Description: The Bartow County Transit System is undergoing major changes in the amounts and sources of its federal funding owing to the growth of the Census-designated Urbanized Area within the community. The MPO will assist the Transit Department in the development of services appropriate to these funding sources.

Products: An updated financing and operational structure commensurate with the responsibilities and requirements of the federal funding sources and local needs for transit services.

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: CBMPO

Funding:

PL	FTA	LOCAL MATCH
\$0.00	\$7,300.00	\$9,730.00

Element 4.3 Special Studies

Objective: To address specific issues within the transportation network that require more deliberate effort to complete than a spot analysis. Such efforts may involve the use of consultant services from time to time.

Previous Work: None. This is a new item in the Work Program.

Description: The specific needs identified for this first year after the adoption of the initial LRTP and TIP for the CBMPO include location and feasibility studies for: 1) state-designated Park and Ride Lots and 2) Bike/pedestrian routes.

Products: 4.3.1 Park & Ride Lot Location and Feasibility Study
 4.3.2 Bike/Pedestrian Route Location and Feasibility Study

Start/Finish Dates: January 1, 2016 through December 31, 2016

Lead Agency: CBMPO

Funding:

PL	FTA	LOCAL MATCH
\$19,000.00	\$5,150.00	\$9,900.00

Element 5.2 Planning Factors Analysis

MAP-21 Planning Factors

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

UPWP Element	Factors							
	1	2	3	4	5	6	7	8
1.1. Program Coordination	X	X	X	X	X	X	X	X
1.2. Staff Education	X	X	X	X	X	X	X	X
1.3. Equipment and Supplies	X	X	X	X	X	X	X	X
1.4. Contracts/Grants	X	X	X	X	X	X	X	X
1.5. 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	X	X	X	X		X	X	
2.3. Public Participation Plan	X	X	X	X	X	X	X	X
3.1. Mapping Updates	X		X	X	X	X	X	
3.2. System Monitoring	X	X	X	X	X	X	X	X
4.1. Maintenance of LRTP and TIP	X	X	X	X	X	X	X	X
4.2. Transit Planning	X	X	X	X	X		X	
4.3. Special Studies	X				X	X	X	X

Element 5.3

Adopting Resolution

Copy of signed resolution goes here